



**DuPage County Public Works**  
**Professional Engineering Services for Wastewater Treatment Plant Permit Renewal**  
**Exhibit A – Scope of Services**

Consultant: Trotter and Associates, Inc.  
Project: Wastewater Treatment Plant Permit Renewal

**Scope of Services**

Services will consist of customary civil engineering and surveying services and related engineering services incidental thereto, described as follows;

**A. PERMIT RENEWAL PHASE**

**1) General Engineering Services**

- a. Hold a project kick-off meeting with DuPage County staff to confirm objectives and establish a work-plan.
- b. Perform site visits as necessary to determine the condition of existing infrastructure.
- c. Review all plant and system historical data and previous reports, facility plans, and project plans.
- d. Summarize the County's goals, challenges, concepts, requirements and objectives.
- e. Hold work sessions with County Staff as needed to review all documentation and reporting.
- f. Assist the County with any required responses to the Order on Consent as issued by the USEPA for the Nordic WWTP and Tributary Collection System.

**2) Report Documentation**

- a. Section No. 1 – General Background
  - i. Summarize historical information and reports, including any improvements that have been completed, are in progress, and are planned.
- b. Section No. 2 – Corrective Action Plan
  - i. Develop a site-specific plan to address effluent limitation violations as identified in USEPA Order on Consent. Identify and document steps already taken to address violations as required within the USEPA agreement.
  - ii. Perform site analysis with County staff to review operational strengths of the new facility, and document within the Corrective Action Plan.
- c. Section No. 3 – SSO Monitoring Report
  - i. Develop a plan to eliminate SSOs from the sanitary sewer collection system. Identify and document all changes that have occurred to date. Document and propose remote monitoring locations, and reporting upon implementation.
  - ii. Provide a written plan for SSO 24-hour reporting plan and documentation.
  - iii. Develop a SSO Elimination plan with specific projects and implementation of technology for monitoring.
    1. The plan shall include any potential repairs, WWTP improvements, etc. In addition, identification of implementation schedules and costs.

- d. Section No. 4 – Reporting & Bypassing
    - i. Document procedures and processes for Representative Sampling during Wet Weather events and effluent limit violations.
    - ii. Develop a bypass elimination plan for the WWTP and evaluate criteria to eliminate the potential for any bypasses of processes to occur.
  - e. Section No. 5 – Capacity, Management, Operations, and Maintenance Program (CMOM)
    - i. Develop a CMOM program Standard Operating Procedure (SOP) for the Nordic WWTP and tributary collection system which includes manhole inspections/observations, maintenance activities, and corrective actions.
    - ii. Integrate the Nordic WWTP and tributary collection system into the County’s existing CMOM program. Update the required sections as necessary to document the collection system and treatment facility, reporting methods, critical contacts, etc.
- 3) Status Reporting (Estimated – Eight Total Reports)
- i. Provide quarterly reporting to be submitted to the USEA (January 31st, April 30th, July 31st, and October 31st) documenting the following:
    - 1. A description of the actions that have been taken toward achieving compliance with this Order during the previous quarter including an assessment of the milestones due, whether they were met, and if not, actions taken or planned to meet the milestones, the timeline for meeting those milestones, and any impact on future milestones;
    - 2. an assessment of the effectiveness of such actions in preventing effluent violations and SSOs;
    - 3. a summary of all effluent violations and SSOs that occurred during the previous quarter; and
    - 4. an analysis of the cause of each such effluent violation or SSO.
- 4) Final Report and Certification
- a. Assist the County with the development of a final report to be submitted to the USEPA at the conclusion of the Order on Consent documentation, and reporting timelines. This report shall have:
    - i. A description of the actions that have been taken toward achieving compliance with this Order during the previous quarter including an assessment of the milestones due, whether they were met, and if not, actions taken or planned to meet the milestones, the timeline for meeting those milestones, and any impact on future milestones;
    - ii. an assessment of the effectiveness of such actions in preventing effluent violations and SSOs;
    - iii. a summary of all effluent violations and SSOs that occurred during the previous quarter; and (d) an analysis of the cause of each such effluent violation or SSO.
- 5) IEPA & USEPA Coordination
- a. Provide assistance to the County in regards to IEPA & USEPA permitting compliance and low-interest loan coordination. Permitting assistance may be in regards to compliance with the existing NPDES permits, and/or future NPDES permit modifications. Loan assistance can consist of procurement/management support and documentation.





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**Exhibit B – Deliverables**

Consultant: Trotter and Associates, Inc.  
Project: Wastewater Treatment Plant Permit Renewal

**Trotter and Associates will provide the following deliverables for the above referenced project:**

**A. Corrective Action Plan/SSO Monitoring Report/SSO Elimination Plan/ CMOM Program**

- 1) Two (2) hard copies of the final documentation/report will be provided as part of the Project.
- 2) Trotter and Associates, Inc. will provide electronic copies of the final reporting and documentation in PDF format to the County, including all appendices and calculations. If requested, TAI will also provide any calculations and exhibit documents in excel (.xls), and ESRI ArcGIS (.shp) formats.

**B. Quarterly Status Reports (Est. Eight Total)**

- 1) Two (2) hard copies of the final documentation/report will be provided as part of the Project.
- 2) Trotter and Associates, Inc. will provide electronic copies of the final reporting and documentation in PDF format to the County, including all appendices and calculations. If requested, TAI will also provide any calculations and exhibit documents in excel (.xls), and ESRI ArcGIS (.shp) formats.

**C. Final Report and Certification**

- 1) Two (2) hard copies of the final documentation/report will be provided as part of the Project.
- 2) Trotter and Associates, Inc. will provide electronic copies of the final reporting and documentation in PDF format to the County, including all appendices and calculations. If requested, TAI will also provide any calculations and exhibit documents in excel (.xls), and ESRI ArcGIS (.shp) formats.



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**Exhibit C – Cost Data and Rates**

Consultant: Trotter and Associates, Inc.  
 Project: Water and Wastewater Treatment Facilities and Systems  
 Project Multiplier: 2.8  
 Contract Not-to-Exceed: \$95,000

Classification	Rate Range		Reason for Adjustment/Addition/Deletion
	Minimum	Maximum	
Principal Engineer	\$114.00	\$132.30	
Engineer Level VIII	\$90.00	\$111.30	
Engineer Level VII	\$72.00	\$92.40	
Engineer Level VI	\$64.00	\$84.00	
Engineer Level V	\$60.00	\$77.70	
Engineer Level IV	\$48.00	\$60.90	
Engineer Level III	\$44.00	\$54.60	
Engineer Level II	\$42.00	\$50.40	
Engineer Level I	\$34.00	\$42.00	
Engineering Intern	\$18.00	\$31.50	
Principal Architect	\$104.00	\$121.80	
Architect Level VIII	\$86.00	\$111.30	
Architect Level VII	\$74.00	\$92.40	
Architect Level VI	\$64.00	\$84.00	
Architect Level V	\$70.00	\$84.00	
Architect Level IV	\$62.00	\$75.60	
Architect Level III	\$48.00	\$67.20	
Architect Level II	\$42.00	\$54.60	
Architect Level I	\$34.00	\$42.00	
Architect Intern	\$18.00	\$31.50	
Senior Technician	\$62.00	\$73.50	
Technician Level IV	\$50.00	\$69.30	
Technician Level III	\$38.00	\$54.60	
Technician Level II	\$36.00	\$52.50	
Technician Level I	\$24.00	\$37.80	

Classification	Rate Range		Reason for Adjustment/Addition/Deletion
	Minimum	Maximum	
GIS Specialist III	\$52.00	\$66.15	
GIS Specialist II	\$36.00	\$55.65	
GIS Specialist I	\$20.00	\$39.90	
Project Coordinator III	\$44.00	\$56.70	
Project Coordinator II	\$40.00	\$48.30	
Project Coordinator I	\$32.00	\$44.10	
Clerical Level III	\$32.00	\$52.50	
Clerical Level II	\$26.00	\$42.00	
Clerical Level I	\$20.00	\$35.70	
Professional Land Surveyor	\$82.00	\$99.75	
Survey Crew Chief	\$45.00	\$60.90	
Survey Technician Level II	\$28.00	\$44.10	
Survey Technician Level I	\$20.00	\$35.70	
Department Director	\$75.00	\$117.60	

**Exhibit C Notes**

1. Direct Expenses and subcontractor expenses will be billed without markup, and copies of said expenses will be provided with all invoicing.
2. Mileage Expenses are unallowable.
3. Pursuant to the Professional Services Agreement Salary Rate Increases will be permitted on an annual basis.

Signature of Consultant Authorized Agent: \_\_\_\_\_



Date: October 25<sup>th</sup>, 2023

Approved by County: \_\_\_\_\_

Date: \_\_\_\_\_