

City of Holtville Wastewater Treatment Plant Improvement Project

EXHIBIT A- WORK PLAN

Table 6 – Work Plan
Category (a): Direct Project Administration
<p>Task 1: Administration: Includes finance development and management.</p> <ul style="list-style-type: none"> • Subtask 1.1: Secure Funding Commitment. • Subtask 1.2: Clear Special Conditions for Loan Boarding. • Subtask 1.3: Finance Management, including approving invoices for payment, preparing funds draws, and monitoring budget balance. <p>Deliverables: Submission of Commitment Letters and/or Financing Agreements and other deliverables such as invoice copies and reimbursement requests as required.</p>
<p>Task 2: Labor Compliance Program: Includes administering Federal and State prevailing wage requirements including labor standards, enforcement of wage decisions, and payroll certifications.</p> <p>Deliverables: Submission of Labor Compliance Program and certifications as necessary.</p>
<p>Task 3: Reporting: Submission of City Council Reports and State Reporting including Quarterly Progress Reports, Final Reports and Post Completion Reports.</p> <p>Deliverables: Submission of quarterly, final, and post completion reports as specified in the Grant Agreement</p>
Category (b): Land Purchase/Easement
<p><i>No right of way acquisition is necessary.</i></p>
Category (c): Planning/Design/Engineering/Environmental Documentation-
<p>Task 4: Assessment and Evaluation: A Preliminary Engineering Report for the Holtville Wastewater Treatment Plant Improvement Project. Border Environmental Cooperation Commission (BECC) Deliverable Comment Form.</p> <p>Deliverables: Preliminary Engineering Report by Lee & Ro dated September 2011 and Deliverable Comment Form by BECC dated June 22, 2012.</p>
<p>Task 5: Final Design: Plans, specifications and bid documents will be prepared.</p> <ul style="list-style-type: none"> • Subtask 5.1: Consistent Plan Check will be necessary. • Subtask 5.2: Building Plans shall be completed. • Subtask 5.3: Grading Plans Permit and SWPPP shall be completed. • Subtask 5.4: Geotechnical Exploration and Report will be necessary. • Subtask 5.5: Surveying shall be completed. • Subtask 5.6: 30% WWTP Design Plans completed. • Subtask 5.7: 100% WWTP Design Plans completed. <p>Deliverables: Plans and specifications, geotechnical reports and survey work at the final level.</p>
<p>Task 6: Environmental Documentation: Complete CEQA and NEPA Environmental Documents</p>

- **Subtask 6.1:** CEQA Mitigated Negative Declaration (MND) and Notice of Determination (NOD).
- **Subtask 6.2:** NEPA Compliance and Categorical Exclusion (CE).

Deliverables: CEQA MND and NOD filed on October 15, 2012. NEPA Categorical Exclusion filed by EPA on January 4, 2013.

Task 7: Permitting: Obtain permits from oversight agencies to operate and construct the WWTP.

- **Subtask 7.1:** City to obtain a Conditional Use Permit from Imperial County for Land Use.
- **Subtask 7.2:** Design Firm to obtain a Building Permit for proposed improvements through Imperial County.
- **Subtask 7.3:** Contractor to obtain an Encroachment Permit through Imperial County

Deliverables: Conditional Use Permit Issued by Imperial County on October 30, 2012 and Building Permit which is pending improvement plans.

Category (d): Construction/Implementation

Task 8: Construction Contracting: Prepare Notice of Award and Construction Documents with Selected Contractor.

- **Subtask 8.1:** Advertise project and hold pre-bid conference
- **Subtask 8.2:** Review bids and select qualified and responsive bidder.
- **Subtask 8.3:** Award of Contract by City Council
- **Subtask 8.4:** Review construction contract by legal staff and management and all project stakeholders
- **Subtask 8.5:** Hold preconstruction meeting with contractor and City Staff.

Deliverables: Advertisement for bids; pre-bid meeting notes; evaluation of bids; award packet, and preconstruction meeting notes.

Task 9: Construction: Construction will take place by a private contractor to improve and rehabilitate the WWTP.

- **Subtask 9.1:** Mobilization and Site Preparation.
- **Subtask 9.2:** 50% Construction Milestone.
- **Subtask 9.3:** 100% Construction Complete and Certificate of Completion.
- **Subtask 9.4:** Performance Testing and Demobilization- The WWTP shall conduct startup and testing and integrated equipment into existing treatment facilities for compliance with the NPDES permit and as requested by the Regional Water Quality Control Board.

Deliverables: Photographs of installed equipment and all major equipment and components:

- Construct Truck Receiving Station with bar screen
- Provide Pumps, Blowers, and Air Diffusers
- Influent Flowmeter
- Construct a Packaged Headworks System Consisting of Fine Screen and Grit Chamber
- New Biolac Wave Oxidation Basin with Two Integral Clarifiers
- New Air Blower Building with Air Blowers for Biolac Wave Oxidation Basin
- Waste Activated Sludge/Scum Pump Station
- Rehabilitation of Secondary Effluent Pump Station
- Rehabilitation of Sludge Filtrate Pump Station
- Addition of Proper Laboratory Building
- Upgraded Electrical and Instrumentation System
- Emergency Back-up Generator

- Sludge Thickening Process and Drying Beds
- Sludge containment structure

Category (e): Environmental Compliance/Mitigation/Enhancement

Task 10: Environmental Compliance/Mitigation/Enhancement: All Conditions of Approval listed in CUP #12-0001 and mitigation measures listed in the Mitigation and Monitoring Plan shall be adhered to.

- **Subtask 10.1:** All Biological Resource mitigation measures shall be adhered to as referenced in the Agreement for CUP #12-0001.
- **Subtask 10.2:** All Imperial County Public Works conditions shall be adhered to.
- **Subtask 10.3:** All Imperial Irrigation District (IID) conditions shall be met.

Category (f): Construction Administration

Task 11: Construction Administration: Construction management is anticipated to be performed by the City Engineer.

- **Subtask 11.1:** Review of submittals such as equipment and materials to be used
- **Subtask 11.2:** Hold weekly meeting with contractor, owners and agencies as required
- **Subtask 11.3:** Coordination with owner, stakeholders and permitting agencies
- **Subtask 11.4:** Prepare Construction Activity Logs
- **Subtask 11.5:** Coordinate Change Orders
- **Subtask 11.6:** Coordinate payment requests from the Contractor
- **Subtask 11.7:** Maintain records of all project-related plans and documents

Deliverables: Meeting minutes, Construction Activity Logs, Change Order documentation, and other project documentation