

# Exhibit A

## MISSOULA WRRF – DIGESTER CLEANING PROJECT

Scope and Fee Letter

Prepared By

Morrison-Maierle

Helena Office  
1 Engineering Place  
Helena, MT 59602



February 10, 2023

City of Missoula - WRRF  
Attn: Gene Connell  
1100 Clark Fork Lane  
Missoula, MT 59808

**RE: Assistance with the Digester Cleaning Project**  
*Scope and Fee Proposal Letter*

Dear Gene:

Thank you for the opportunity to provide you with scope and fee proposal information for the following services:

- Assistance with the digester cleaning project including capacity and operational considerations while the primary digester is out of service, preparation of bid package and specification, limited construction services, and any other items detailed below.

The project involves taking the primary digester out of service for cleaning and rehab, if needed. Depending on the needed rehab, the digester may be out of service for an extended period of time. During this time, the remaining tanks in service (fermenter and secondary digester) must handle the full load.

## SCOPE OF SERVICES AND FEE ASSUMPTIONS/LIMITATIONS

Our engineering services are based on the following anticipated scope of services:

### TASK 1

- Project Management:
  - This task supports all tasks listed below. It includes coordination with WRRF staff, management of activities within budgets and monitoring project progress, and invoicing of services with progress descriptions

### TASK 2

- Design Services:
  - Review system capacity and evaluate operational strategies for digesting sludge while the primary digester is out of service.
    - Consider potential process upsets and develop response methods in case they are needed, including but not limited to dosing magnesium hydroxide for pH control.

- Consider dewatering characteristics for sludge with less complete digestion and response strategies.
- Check on regulatory requirements.
- Submit technical memorandum to City staff for review and discussion of the above items and for submittal to DEQ - SRF.
- Facilitate onsite workshop to discuss all of the above and develop final strategies with operator input.
- Finalize the technical memorandum.
- Develop a specification and bid documents for the digester cleaning project.
- Deliverables:
  - Technical memorandum(s) summarizing the following:
    - System capacities and operational options for digestion with the primary digester out of service
    - Potential process upsets and response options
    - Dewatering conditions
  - Workshop
  - Bid documents and specification

### TASK 3

- Bidding and Construction Services:
  - Compile bid documents, facilitate electronic bidding, and address bidder questions.
  - Facilitate the pre-bid meeting.
  - Administer the construction contract including a pre-construction meeting.
  - Provide submittal review and address contractor questions.
  - Provide onsite support during cleaning consisting of up to 24 hours.
  - Coordinate with Republic Services for disposal of debris estimated to be about 1,000 cubic yards.

### City Responsibilities

- Communicate effectively with engineering staff to ensure all local operational knowledge is passed along and included in strategies and solutions. A request for information may be submitted to streamline data and information collection.
- Review technical memoranda, participate in workshop, and provide input.
- Provide local contacts for Republic Services and other businesses that may be involved.
- Advertise for bids and provide venue for pre-bid meeting.
- Provide venue for pre-construction meeting.
- Provide part time construction observation.

### Excluded from Scope

- Coordination with septic waste haulers
- Evaluation of cleaning methods
- Inspection of digester interior for conditions of structural and mechanical components

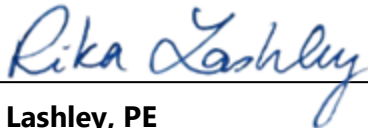
### Fee

- \$33,400

A detailed fee breakdown is provided in the attached fee estimate.

Once we receive your approval of this proposal, we will work with City staff to set up a contract for this work. If you have any questions or comments, please do not hesitate to call.

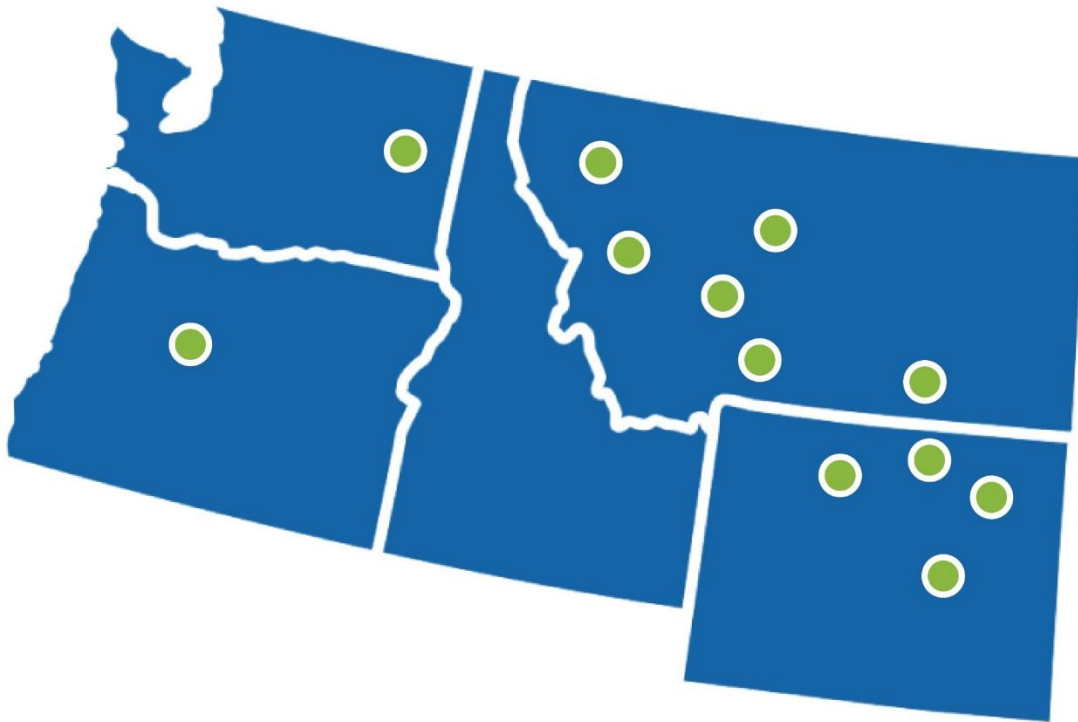
Sincerely,



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**Rika Lashley, PE**  
*Project Manager*

## Serving the Western United States



**MORRISON - MAIERLE  
FEE ESTIMATE**

**City of Missoula WWTP - Digester Cleaning Project  
February 2023**

	<i>Rika</i>	<i>Eric</i>	<i>Cale</i>			
<b>Major Work Item</b>	<b>Project Engineer</b>	<b>Senior Engineer</b>	<b>Design Engineer</b>	<b>Admin</b>	<b>Total Hours</b>	<b>Labor Cost</b>
<b>Task 1 - Project Management</b>						
Communication & Oversight, Invoicing	8				8	\$ 1,376
QA/QC		8			8	\$ 1,600
<b>Task 2 - Design</b>						
System Capacity & Operational Strategies	12	8	32		52	\$ 8,752
Technical Memorandum	6				6	\$ 1,032
Onsite Meeting	6		2		8	\$ 1,350
Specification	2		6		8	\$ 1,298
Contract Documents	6			4	10	\$ 1,484
<b>Task 3 - Bidding and Construction</b>						
Bid Docs/Electronic Bidding/Bidder Questions	4		8	4	16	\$ 2,412
Pre-Bid Meeting	8		4		12	\$ 2,012
Administer Construction Contract/Submittals	16		8		24	\$ 4,024
Pre-Construction Meeting	8		4		12	\$ 2,012
Part-time Observation			24		24	\$ 3,816
Coordination with Republic Services			6		6	\$ 954
<b>Total Labor</b>	<b>76</b>	<b>16</b>	<b>94</b>	<b>8</b>	<b>194</b>	<b>\$ 32,130</b>
<b>Direct Expenses</b>						
	<b>Units</b>	<b>Quantity</b>				<b>Expense Cost</b>
Vehicle Mileage	miles	544				\$ 410
Meals	Each	2				\$ 40
Reproduction, Misc. Materials	Lump Sum	1				\$ 750
<b>Total Direct Expenses</b>						<b>\$ 1,200</b>
<b>Summary</b>						
	<b>Cost</b>					<b>Ceiling Cost</b>
Labor	\$ 32,130					\$ 32,130
Direct Expenses	\$ 1,200					\$ 1,260
<b>TOTAL</b>						<b>\$ 33,400</b>

Notes:

1. Fee does not include full-time construction services. Included are 24 hours to be used as needed.
2. Vehicle mileage includes two trips from Helena (240 mi round trip) and 8 trips from Missoula office (8 mi round trip).