

## **CONTRACT OPERATOR'S SCOPE OF WORK**

The scope of work to be undertaken by the Contract Operator consists of the following 28 Tasks:

- a. Operate the Wastewater Treatment Plant and Pump Stations, the Wet Weather Storage Tunnel, and the Regional Interceptor System, including coordination with several Drainage Districts regarding dewatering of stored wet weather flows and coordination with Wayne County Metropolitan Airport regarding the transport and treatment of de-icing fluids from winter operations;
- b. Perform all maintenance (preventive and corrective) and repairs;
- c. Maintain the interceptor system including televising, cleaning, inspection and manhole repairs as needed;
- d. Conduct all sampling and perform lab analyses in accordance with NPDES Permit requirements;
- e. Prepare and submit all reports to MDEQ as required by the NPDES Permit;
- f. Administer the Industrial Pretreatment Program in accordance with the approved program procedures including developing/issuing discharge permits, evaluating permittee self-monitoring reports, on-site compliance and sampling investigations, initiating enforcement actions as may be necessary, and assessing surcharges for extra strength waste;
- g. Prepare and submit a Monthly Operations Report to DUWA summarizing the work performed (see Appendix C for a list of topics to be included in the Monthly Operations Report);
- h. Attend DUWA Board Meetings and participate in the meetings held periodically by the Technical, Finance and Legal Subcommittees;
- i. Develop and implement an Asset Management Program including an inventory of all assets, condition assessments and identification of repair or rehabilitation needs;
- j. Provide troubleshooting in response to problems that may arise;
- k. Acquire and store spare parts;
- l. Purchase chemicals and ensure they are properly stored and handled;
- m. Remove and dispose of solids and screenings;
- n. Establish operational procedures so as to improve the cost efficiency of operation, including practices to ensure the efficient use of electricity, natural gas, chemicals, water, etc.
- o. Perform all recordkeeping, including financial and technical records relating to the System expenditures and operations;
- p. Provide sufficient qualified staff and develop and implement staff training programs, and handle all Human Resource issues such as hiring, establishing pay scales, conducting performance evaluations, and administering employee benefits;
- q. Furnish a Michigan Class A treatment plant operator as required by the NPDES Permit;
- r. Establish and implement safety procedures;
- s. Provide engineering support re: electrical, instrumentation and controls, treatment processes, etc.;
- t. Review permit applications for construction of new sanitary sewer extensions in the Service Area and interface with the Community and its consultants to coordinate issuance of the Part 41 construction permit from MDEQ;
- u. Coordinate with consultants retained by DUWA to provide access and as needed to conduct flow monitoring in the Service Area and to accommodate periodic dye testing and maintenance work;
- v. Coordinate with design consultants retained by DUWA for new capital improvement projects;
- w. Coordinate with and assist engineering consultants overseeing construction contractors;
- x. Ensure full compliance with all regulatory requirements in the NPDES Permit, including management of on-site stormwater drainage and minimization of wet weather flow blending, and assist the Authority regarding interface with MDEQ on regulatory and compliance issues;
- y. Assist DUWA in securing NPDES re-issuance and/or modifications to the NPDES Permit;
- z. Assist DUWA in responding to citizen complaints and/or odor problems;
- aa. Assist DUWA with the evaluation of future capital improvements and/or rehabilitation needs;
- bb. Maintain the buildings and the grounds in a neat and presentable manner.