

August 31, 2021

Mayor David McFadden
Village of Tuxedo Park
80 Lorillard
Tuxedo Park, NY 10987

Re: **Village of Tuxedo Park
Proposal for Engineering Services
Clean Water Act Administrative Compliance Order**

Dear Mayor McFadden:

The Village of Tuxedo Park (Village) owns and operates a wastewater collection system and treatment plant (WWTP) permitted to discharge an average daily flow of 400,000 gallons per day (gpd) under SPDES Permit No. 0031216. On March 22, 2021, the United States Environmental Protection Agency (EPA) conducted an inspection of the Village's sanitary sewer collection system.

The EPA issued a Clean Water Act Administrative Compliance Order dated April 21, 2021 to the Village noting that the Village needed to have a written Sewer Collection System Operation & Maintenance manual. This manual was to be submitted to the EPA by August 1, 2021. Weston & Sampson has spoken with the EPA and the EPA is willing to provide an extension to this deadline upon receipt of a written request submitted by the Village to prevent future violations of this nature and the potential for a formal enforcement action whereat fines may be assessed.

Therefore, the Village has requested that Weston & Sampson provide a scope of services to assist the Village in responding to the EPA prior to the aforementioned deadline extension.

SCOPE OF SERVICES

Upon written authorization to proceed, Weston & Sampson will immediately begin work. Weston & Sampson shall prepare a Sanitary Sewer Collection System Operation & Maintenance Manual that will include the following aspects required by EPA:

- Schedule for routine inspections, maintenance, and cleaning of collection system components;
- Plan for responding to residential collection system complaints;
- Plan for addressing collection system "hot spots;"
- Plan for identifying all inflow to the tributary system and removing excessive infiltration/inflow to an extent that is economically feasible (see NYCRR Part 750-2.8(a)(3));
- Plan for Enacting, Maintaining and Enforcing an up-to-date and effective Sewer Use Law in all parts of the POTW service area in order to control discharges, either directly or through jurisdictions contributing flows to the POTW (seen NYCRR Part 750-2.8(a)(4));
- Schedule for Periodic review and update of written procedures for operation and maintenance; and;
- Other operation and maintenance specific to the particular municipality.

The O&M Manual will include the following sections:

- Collection system management
- General System information
- Cleaning, inspection, and assessment
- Gravity line preventive maintenance
- Pump station/forcemain maintenance
- Reactive maintenance
- Equipment and tool inventory
- Capacity management
- Plan updates

Our proposal assumes that Village staff will provide requested information to develop this report in a timely fashion. Information will include pump station record documents, DPW organizational charts, current training procedures, emergency response procedures, and equipment inventories, among other items.

Weston & Sampson will submit the Operation & Maintenance manual to the Village prior to submittal to the EPA. We anticipate one round of comments from the Village and response to one round of comments from the EPA.

FEE SCHEDULE:

The proposed fee includes all labor, equipment, materials, and expenses required to complete the scope of work as outlined above. We propose to conduct this work for a lump sum fee of **\$12,500**.

PAYMENT

Weston & Sampson understands the following:

- Project compensation will be invoiced on the basis of percent completion for lump sum tasks.
- All expenses, including travel time, mileage, communication, and reproduction costs are included in the estimated fees provided above.

PERFORMANCE SCHEDULE:

Weston & Sampson is prepared to proceed with work immediately upon execution of an agreement and receipt of written notice to proceed. We will make every effort provide a response letter to the EPA within the EPA stipulated due date of November 1, 2021. However, this will be contingent upon the Village providing the requested information in a timely fashion (within 2 days of a specific request) and authorizing this proposal by September 15, 2021 to provide Weston & Sampson with adequate time to perform the necessary tasks.

GENERAL TERMS & CONDITIONS

Weston & Sampson’s services will be provided as described herein and in accordance with our previously approved Term’s & Conditions under our current 2020 On-Call Services Agreement. To accept this proposal, please sign below. Once signed, return a copy of each to this office.

We look forward to working with you on this assignment. Please feel free to call 518-463-4400 if you have any questions.

Very truly yours,

Weston & Sampson PE, LS, LA, PC

Joseph M. Zongol, PE, NICET III
Associate/Team Leader

ACCEPTED FOR:
Village of Tuxedo Park

Accepted by: _____

Title: _____

Date: _____

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