



**O & M Services Group**  
9191 S. Jamaica  
Englewood, Colorado 80209  
O +1 720 286 0411  
www.ch2m.com

May 18, 2015

Mr. Mark Kieren  
Utilities Operation Manager  
Town of Prescott Valley  
7501 E. Civic Circle  
Prescott Valley, AZ 86314

Subject: Out-of-Scope Letter Agreement

Dear Mr. Kieren:

As we have previously discussed, CH2M will provide the following work pursuant to Section 13 of the Agreement under the terms of the Amended and Restated Agreement between the Town of Prescott Valley and Operations Management International, Inc., dated April 24, 2008, which are incorporated herein by reference. The work will be performed by CH2M HILL Engineers, Inc., an affiliated entity of Operations Management International, Inc.

Services to be provided:	The services set forth in Attachment A.
Timing of Services:	The services are expected to commence upon written notice to proceed from the Town. The technical memorandum described in Attachment A shall be ready within 45 calendar days from the notice to proceed.
Price of Services:	\$12,500
Invoicing:	The Town shall be billed for these services upon commencement of the services.
Payment terms:	Pursuant to Section 13 of the Agreement dated April 24, 2008.

If these terms are agreeable to you, please sign and date both copies of this letter. We will return one fully executed original for your files.



CH2M appreciates the opportunity to provide these additional services to the Town of Prescott Valley, Arizona.

Sincerely yours,

Juan Mancha  
Project Manager II

Both parties indicate their approval of the above described services by their signature below.

CH2M HILL Engineers, Inc.,  
A Delaware corporation

Town of Prescott Valley, Arizona

\_\_\_\_\_  
Scott Neelley  
Senior Designated Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



Attachment A- Scope of Services

**Town of Prescott Valley  
Water Reclamation Facility Process Assessment**

**Background**

The Town of Prescott Valley (Town) has requested that CH2M conduct an assessment of the wastewater treatment process at their Water Reclamation Facility (WRF). This scope of work will provide for investigative work to be completed for the Town to address the status of the current capacity of the facility.

**Task 1 – Project Management**

*Goal:* Meet or exceed the expectations of the Town through execution of the project scope of work and maintaining a high level of proactive communication through the entire project.

*Approach:* Prepare a Project Work Plan (PWP) for the project and distribute to the Town and the CH2M project team members. The PWP will include the project purpose and objectives, scope of work, project delivery schedule, deliverables, budget, organizational chart, communication plan, change management plan and document management plan. In addition, the PWP will include a Quality Management Plan.

*Assumptions:* Quality Assurance/Quality Control will be completed under this task.

*Deliverables:* Project Work Plan (one PDF via email), Monthly Progress Reports (electronic copy via email)

**Task 2 –Data Collection**

*Goal:* Kick-off the project and gather sufficient data to allow a review of capacity.

*Approach:* This task will include a number of key activities:

- Data Collection
- Data Review

Data will be transferred internally to CH2M from the WRF staff to the engineering staff conducting the review.

*Assumptions:* CH2M operations staff will provide data in electronic format; No additional testing is anticipated.

*Deliverables:* Flow and Load trends (graphics to be inserted in Technical Memorandum developed in Task 3).

**Task 3 – Capacity Assessment**

*Goal:* Conduct an independent engineering assessment of the treatment process and develop a process model that will allow insight to plant current capacity.



*Approach:* CH2M will evaluate the process data from the WRF collected in Task 2. Data will be used to calibrate the process model. We will analyze the WRF processes using CH2M's proprietary Pro2D process tool for plant simulation. The model will be used to evaluate plant capacity.

CH2M will review the plant modeling results to the stated capacity of the facility. The comparison will be presented in a technical memorandum for the Town's review.

*Assumptions:* Effort will focus on existing capacity based on current flows and loads.

*Deliverables:* Technical Memorandum with process modeling results and existing capacity (electronic copy sent via email)