



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 on June 15, 2015, upon written notice to proceed from the Town. The services shall be completed within 15 calendar days.
Price of Services:	Lump sum in the amount of \$23,478.
Invoicing:	Costs shall be billed in the month in which they are incurred.
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

Sanitary Sewer Collection System Flow Monitoring

A. PROJECT MOBILIZATION

CH2M will mobilize all staff and equipment to commence work starting Jun 15, 2015.

B. SANITARY SEWER FLOW MONITORING

1. Flow Monitoring Site Selection

CH2M will assist the Town in the selection of temporary flow monitoring locations based on current TOWN mapping. CH2M will field verify locations selected for temporary monitoring to ensure adequate hydraulics and acceptable access exist. For each location that is deemed inadequate, CH2M will investigate other possible monitoring locations within the area and recommend an alternate location. Up to seven (7) locations will be field checked. Digital photographs will be taken of each location. CH2M will prepare "Meter Site Location Sheets" for each monitoring location. Each sheet will contain site specific information, such as, manhole number, manhole depth, pipe diameter, depth of flow, estimated flow velocity, site location sketch, and digital photographs of all incoming and outgoing lines. It is anticipated that site selection will take place on June 16, 2015.

2. Temporary Flow Monitoring

CH2M will install continuously recording electronic depth and velocity flow meters at **seven (7)** key monitoring sites. These sites shall be selected as defined in Task B.1. It is anticipated that meter installation will commence on June 17, 2015 and be completed on June 18, 2015.

The meters shall be ISCO 2150 AV, or an approved equal. The devices will be set to record data at an interval of 15 minutes. The flow meters will remain installed and operating properly for approximately five consecutive days. It is anticipated the meters will be removed on June 24, 2015. Upon completion of the monitoring period, CH2M will remove the meters unless TOWN provides written approval for extending flow monitoring services. Extended metering services will be billed on a negotiated rate.

CH2M will conduct manual depth and velocity profiling during installation to ensure that monitors are functioning properly. Following installation the CH2M will visit each site the following day to ensure each monitor is functioning properly and is free of debris. These inspections will involve a check to determine that the meter is functioning properly, a transfer of the computerized data, a check of the actual depth and velocity against the recorded readings where flow conditions will allow, and assessment of the self-contained power source.



3. Additional Field Services

CH2M will conduct site investigations at locations as directed by the Town. The Town will select sites for validation of current flow rates. CH2M will conduct manual depth and velocity measurements to be used to calculate a single instantaneous flow rate. CH2M will take digital photos up the pipe where manual profiling is conducted. These services will be conducted during periods when CH2M is not maintaining monitors as described in Task B.2. It is anticipated that CH2M's field crew will be available on June 22, and June 23, 2015. Sites selected shall be deemed safe by CH2M's field crew prior to entry.

4. Data Management

For each metering location, the CH2M will input metering data (depth, velocity and flow rate) into Microsoft Excel spreadsheets for further evaluation. Monitored data will be compared to manual measurements taken at each location. For sites where variances occur between manual and metered depths or velocities, adjustments will be made accordingly and flow rates recalculated. Flow hydrographs will be prepared by CH2M. CH2M will provide adjusted meter data to TOWN in Microsoft EXCEL spreadsheet format.

5. Summary Report

A brief Summary Report will be prepared by CH2M, which will outline the following elements:

- a. Field Activities - Summary of field activities, including summary of site specific flow monitoring conditions and additional field services.
- b. Engineering Analysis - Summary of adjustments made to flow monitoring data for each location.

Summary Report in digital format will be submitted to the Town.

TOWN'S RESPONSIBILITIES

1. Place at CH2M's disposal information prepared by others which is available to the Town and which the Town and CH2M considers pertinent and necessary to the Project on all of which CH2M may rely in performing its services hereunder.
2. Provide for access to and make provisions for CH2M to enter upon public and private property as required for the performance of services included in the Project.
3. Provide for access to all available records pertaining to the physical description and layout of the Town's sanitary sewer system. This will include, but will not be limited to sewer atlas maps, maintenance records, past studies, hydraulic models, master plans, record drawings, and survey information.
4. Provide traffic control for monitoring locations deemed to be "high traffic" sites.