

## Exhibit A

### Scope of Services for Flow Monitoring Program 2014 Flow Monitoring City of Lawrence, Kansas

#### Intent and Purpose

*The City of Lawrence has begun a Rapid Inflow and Infiltration (I/I) Reduction Program. The objective of the Rapid I/I Program is an overall 35% reduction of I/I within the project area.*

*This flow monitoring and related data analysis project will be conducted to supplement the Rapid I/I Program. Temporary (90 days) and permanent (275 days) flow monitoring surveillance will be conducted. Temporary flow monitoring will be conducted at 14 locations for 90 days (Approximately 4/1/2014-6/29/2014) at the following locations:*

- *Eight locations within the I/I reduction area will isolate specific sub areas*
- *Six locations within the I/I reduction area will quantify flows from the University of Kansas*

*Permanent flow monitoring will be conducted at six locations for 275 days (Approximately 4/1/2014-12/31/2014) at the following locations:*

- *Five locations within the I/I reduction area will provide total project area surveillance*
- *One location within the I/I reduction area will monitor a pump station overflow (installation date: 5/1/2014)*

*The data will be manually downloaded bi-weekly during the 90 day period for all meters, including the six permanent, and then after the conclusion of this period the permanent meters will be downloaded monthly for the remainder of the permanent flow monitoring period. Reporting will be conducted on a monthly basis as a Quality Control report which will include equipment servicing records, performance summaries, and adjustments made. In addition, the characteristics of storm events that occurred during the reporting period will be described.*

*Two final data reports will be developed following the culmination of the temporary and permanent flow monitoring sessions that will summarize the data collected. Each report will include site descriptions, site maps, surcharge summaries, overflow summaries, rainfall summaries, scattergraphs, hydrographs, and site setup sheets.*

#### Task A – Project Management

1. **Administration.** Administration will include scheduling, invoicing and resource allocation of personnel and equipment.
2. **Kickoff Meeting.** A kickoff meeting will be held with CITY personnel to discuss the scope, flow monitoring sites, schedule, and coordination of the project.

3. **Project Status Meetings (2 Meetings).** Project status meetings will be held with City personnel to discuss the progress of data collection and other project items. The meetings will include site data reviews, quality control report reviews, data analysis reviews and general progress of the project.

#### **Task B - Flow Monitoring Site Investigation (20 Metering Sites)**

1. **Preliminary Site Visits and Planning.** Preliminary site visits will be conducted to develop a metering plan and to determine the appropriate monitoring equipment and setup for each site. If a proposed location is not considered suitable, CONSULTANT will investigate and recommend alternate locations. At sites determined to be candidates for flow monitoring, site data will be collected. This will include manhole depth and pipe diameter measurements, notations of evidence of manhole surcharging and a measurement of depth and velocity of the flow stream. In addition, schematics and pictures of the manholes' "in" and "out" piping will be made.
2. **Rain Gauge Installation Assistance.** Rain gauge installation assistance will be provided at the beginning of the monitoring period. This is to supplement CITY field crews while they install and confirm that the rain gauges are calling into the appropriate telemetry communication data base. Site location recommendations will also be provided in order to choose locations that will yield the most accurate data.
3. **Flow Monitoring Plan Report.** Following the site investigations, CONSULTANT will prepare a monitoring plan report. The monitoring plan will include a discussion about each site that includes site issues and/or concerns and includes the recommended monitoring equipment for the site. The monitoring plan will be discussed and reviewed with the CITY prior to installation.

#### **Task C – Permanent Flow Monitoring**

Permanent flow monitoring will include installation, servicing and removal of flow meters. Field servicing visits will be done on a bi-weekly basis for the first 90 days and then on a monthly basis throughout the rest of the 275 day monitoring period. Unplanned site visits to address meter malfunctions will be performed within two days of the identification of failure. During each site visit, sensors will be cleaned to ensure proper accuracy of measurement and manual level and velocity readings will be collected to confirm calibration of each flow meter. If it is found that velocity readings are not recorded between services, then velocity profiling will be done using the Manning's "n" calculations. All services will include confined space entry to conduct the service. Throughout the monitoring period, battery voltage levels and meter desiccant conditions will be monitored and replaced as needed to ensure proper function of the flow meters.

1. **Total Project Area Surveillance – Five Sites for 275 Days.** Flow monitoring will be conducted at five flow monitoring sites. The flow monitoring will be conducted with Area Velocity (AV) flow meters set to log data at 5-minute intervals. Each location will be monitored for 365 days (Approximately 4/1/2014 – 12/31/2014). Services will be made on a bi-weekly basis for the first 90 days and monthly for the remaining 185 days.
2. **Pump Station Overflow Bypass Reporting – One Site for 245 Days.** Flow monitoring will be conducted at one pump station overflow site. The flow

monitoring will be conducted with Area Velocity (AV) flow meters set to log data at 5-minute intervals. The site will be monitored for 245 days (5/1/2014 – 12/31/2014). Site service visits will be monthly.

#### **Task D – Temporary Flow Monitoring**

Temporary flow monitoring will include installation, servicing and removal of flow meters. Field servicing visits will be done on a bi-weekly basis for the 90 day monitoring period. Unplanned site visits to address meter malfunctions will be performed within two days of the identification of failure. During each site visit, sensors will be cleaned to ensure proper accuracy of measurement and manual level and velocity readings will be collected to confirm calibration of each flow meter. If it is found that velocity readings are not recorded between services, then velocity profiling will be done using the Manning's "n" calculations. All services will include confined space entry to conduct the service. Throughout the monitoring period, battery voltage levels and meter desiccant conditions will be monitored and replaced as needed to ensure proper function of the flow meters.

1. **Spring 2014 – 14 Sites for 90 Days.** Temporary flow monitoring will be conducted at 14 sites for a 90 day period. Flow monitoring will provide isolation of sub-basins within the I/I reduction area at eight locations and quantification of flows from the University of Kansas at six locations. The flow monitoring will be conducted with Area Velocity (AV) flow meters set to log data at 5-minute intervals. Adjustments to the data will be made prior to analysis to account for level drifts and missing velocity data.

#### **Task E – Online Data Access and Alarming**

Based on the web-based telemetry requirements established during the monitoring planning stage, telemetry equipment and software will be installed for remote data collection and provide meter alarming. This will be achieved through remote access to the CONSULTANT'S FlowLink Pro telemetry website that will enable on-site modems and Teledyne ISCO 2150 meters to call. Online data access will enable the CONSULTANT and CITY to monitor data between services and monitor reactions to rainfall events without having to service the meter.

1. **Permanent Cell Telemetry and Alarming (275 days).** Permanent cell based telemetry will be conducted for 5 sites using ISCO 2105ci remote telemetry units.
2. **Permanent Cell Based Telemetry and Alarming (Pump Station Overflow, 245 Days).** Permanent cell based telemetry and alarming will be conducted for 1 sites using ISCO 2105ci remote telemetry units.

#### **Task F - Data Adjustments.**

1. **Data Adjustments.** Flow meter data will be adjusted based on the specific site's manual measurements review and overall data review. Adjustments will be made to correct level and velocity drift. If velocity readings are not recorded between services then a Manning's curve will be used to estimate the velocities. Flow data will be adjusted on a monthly basis and included with data submittals. Adjusted and raw flow data will be included in flow data submittals.
2. **Mass Flow Balance.** A mass flow balance will be conducted at selected sites at the

end of flow monitoring sessions. The flow balance is used to further determine the accuracy of the flow data by comparing flow site data of interconnected sites. The flow balance compares daily flows recorded. Adjustments to flow data for networks that do not balance will be weighted on the confidence level for each site.

### Task G – QA/QC Reporting and Data Submittals

1. **Monthly Reporting.** The monthly QA/QC report is important to verify that quality monitoring data is being collected. The QA/QC report will summarize the flow and rainfall data and discuss each site individually. Site issues experienced will be noted and an evaluation of the quality of data collected will be made. The number of storm events and whether each site reacted to wet weather events will be summarized. This is important information to determine if flow monitoring data can be used to evaluate I/I reduction. The QA/QC report will be prepared and reviewed by an experienced engineer prior to submittal.

A summary table of the manual measurements taken in the field and the corresponding monthly level and velocity graphs will be developed and continued throughout the project. The manual measurement table will be included in all formal data submittals. This table will provide confirmation of meter accuracy and a record of meter malfunctions or down-time.

A total of eight QA/QC Reports with corresponding data will be submitted during the course of the project. Each report will build upon the previously submitted report and include a running total and new monthly total of meter days. The approximate schedule of QA/QC submittals is presented below:

Data Period		Approximate Submittal Date
Start	Stop	
4/1/2014	4/30/2014	5/20/2014
5/1/2014	5/31/2014	6/20/2014
6/1/2014	6/30/2014	7/20/2014
7/1/2014	7/31/2014	8/20/2014
8/1/2014	8/31/2014	9/20/2014
9/1/2014	9/30/2014	10/20/2014
10/1/2014	10/31/2014	11/20/2014
11/1/2014	11/30/2014	12/20/2014

The QA/QC Report covering data collected during December 2014 will be incorporated into the Permanent Flow Monitoring Summary Report (Task I.3).

2. **Data Submittals.** The raw and the adjusted data for the level, velocity, and flow rate will be included in all QA/QC reports provided to the CITY. The QA/QC reports and data submittals will be uploaded to the FTP site for the CITY to download.

### Task H – Data Analysis

1. **Data Analysis.** Analysis of the flow data will be conducted using methods and procedures proven to be accurate and commonly used in the industry. These

methods include determination of base flow (ADDF) and infiltration, peak I/I flow calculation and I/I volumetric calculation for each significant storm event. A correlation will be established for multiple storm events that can be used to project I/I for specific storm return intervals. A correlation factor will also be calculated to provide a confidence level for the established relationship. Daily and monthly totals will be determined at each site to provide further data analysis. These totals will be used to ultimately determine the success of the repairs that have been completed in order to reduce peak flows at the wastewater treatment plant.

2. **Pre-Rehabilitation Flow Data Summary.** For monitoring sites that will be evaluated for I/I reduction levels after improvements, a method for comparison will be established through meetings with the CITY. Once the method is established, pre-rehabilitation data will be processed using this methodology in preparation for the future post-rehabilitation data comparison.

### **Task I – Flow Monitoring Reports**

Multiple project data reports will be submitted along with corresponding flow data. The front end summary of the report will include but is not limited to:

- A listing of meter locations
- A monitoring plan figure
- A basin flow schematic with tributary acres
- General monitoring procedures and discussion of issues experienced
- Tabulation of rainfall events
- Flow adjustments resulting from mass balance checks
- A summary of sub-basin flow parameters and the evaluation of excessive I/I in each sub-basin (*optional*)

The appendices of each report will include but are not limited to:

- Site sections with information on each site including estimated pipe capacities, evidence of downstream conditions, and the flow curve used to supplement data points with missing velocity or depth measurements
- Site sheets for each site with dimensions, pictures, and a site map accompanied by monthly flow hydrographs, depth and velocity graphs, and an overall scatter plot
- A tabulated summary of manual and recorded measurements from each site visit

1. **Draft Temporary Flow Monitoring Summary Report.** A draft temporary flow monitoring summary report will be developed for the temporary flow monitoring. The report will summarize work completed and present flow monitoring results. A review meeting will be held following the submittal of the temporary draft report in order to discuss comments from the CITY.
2. **Final Temporary Flow Monitoring Summary Report.** The final temporary flow monitoring summary report will be updated based on comments and direction provided in the review meeting. The final report and data will be submitted digitally with 2 hard copies and digital data included.
3. **Draft Permanent Flow Monitoring Summary Report.** A draft permanent flow monitoring summary report will be developed for the temporary flow monitoring. The report will summarize work completed and present flow monitoring results. A review meeting will be held following the submittal of the temporary draft report in order to discuss comments from the CITY.

4. **Final Permanent Flow Monitoring Summary Report.** The final permanent flow monitoring summary report will be updated based on comments and direction provided in the review meeting. The final report and data will be submitted digitally with 2 hard copies and digital data included.

**Task J – Optional Services**

1. **Extend Temporary Flow Monitoring for 30 Days - Field.** Flow monitoring will be conducted at the same 14 temporary flow monitoring sites for an additional 30 days.
2. **Extend Temporary Flow Monitoring for 30 Days - Office.** Additional flow monitoring will require additional data review, adjustments, and analyses not accounted for in the initial 90 day flow monitoring data review. This will all be performed if flow monitoring is to be extended 30 days.