

Exhibit A

SCOPE OF SERVICES FOR STUDY WEST FALMOUTH SEWER MASTER PLAN FALMOUTH, MAINE

Sporadic growth, primarily west of Interstate 295 in recent times, has resulted in likely bottlenecks in the sewer system which could adversely affect future developmental growth. The Town's recent Comprehensive Plan update has identified the Route 100 corridor and other significant land areas where potential sewer growth may be desirable. Additionally, certain pump stations in this target area currently have capacity problems during wet weather, and left as is, the frequency and severity of these capacity issues will increase with future development.

The preliminary study in 2009 evaluated the general condition and capacity of pump station infrastructure and the capacity of select interceptors in the West Falmouth area. That study also recommended that this section of Falmouth warranted a more detailed assessment, with future recommendations on expansion largely dependent on what would likely be developed and where. While the study area is west of 295, efforts will be focused on areas where sewer system upgrades and/or extensions are expected within the next 20 years.

Utilizing the guidance set forth in the recently approved Comprehensive Plan update, we would propose the following scope of services.

- 1) **Kickoff Meeting:** Wright-Pierce will conduct a kickoff meeting with Town staff to discuss the proposed scope of the study. This meeting will also involve a windshield tour of the project study area. Principal-in-Charge, Project Manager and Lead Project Engineer will attend meeting and site visit to represent Wright-Pierce. Prior to the meeting, Wright-Pierce will prepare a request for information listing all pertinent information required for review including, but not limited to, complete GIS data, 2013 Comprehensive Plan and all pertinent attachments/data, information on known and speculated developments in the study area, information on septic system failures or other drivers for sewer extension in the study area, information on new wastewater infrastructure/improvements in the study area since 2009 study was completed by Wright-Pierce, sewer use ordinance, etc.
- 2) **Review Information:** Wright-Pierce will review and summarize all pertinent information provided. Wright-Pierce will issue supplemental requests for information as/if needed. Following review of the existing information, Wright-Pierce will make recommendations to the Town on any additional data that may be needed.
- 3) **Meetings with Town**
 - a) **Town Staff Meeting:** Conduct a joint meeting with select Town staff which may include, but not be limited to, Town Manager, Finance Director, Community Development Director, Director of Long Range Planning, Wastewater Superintendent, Public Works Director and Town Engineer. The purpose of the meeting will be to discuss important issues that the master plan must address; how other community projects in West Falmouth may dovetail with sewer-related projects; and discuss community and

economic development trends (2013 Comprehensive Plan, Route 100 Vision plan, if completed) which will be important in the development of the master plan.

- b) **Committee Meetings:** Conduct three separate meetings, one with Community Development Committee, one with Route 100 Vision Committee, and one with all other committees that the Town believes would provide valuable input into the Sewer Master Planning effort.
- 4) **Review existing sewer use ordinances, connection fees, etc.:** Review and summarize existing sewer use ordinances, sewer/force main/pump station design standards, connection fees, and extension policies/procedures as they pertain to planning for sewer growth in the designated growth areas identified in the Comprehensive Plan. Depending upon the conceptual master plan for sewer growth in West Falmouth to be developed under tasks below, provide recommendations for updates to current ordinances/policies/procedures/standards consistent with the Town's vision.
- 5) **Development of Priority Ranking System Matrix:** Develop a spreadsheet matrix which can be used to rank/prioritize possible sewer upgrades/expansions. Potential criteria might include, but not be limited to, impediments/infeasibility of onsite treatment for proposed/existing use; access/proximity to the existing collection system; consistency with the 2013 Comprehensive Plan; proximity of use to sensitive environmental resources, etc. Review ranking system with Town staff for review and buy-in.
- 6) **Development of Conceptual Sewer Master Plan:** Based upon a qualitative review of the priority ranking factors developed in Task 5 and input received as part of Tasks 2, 3 and 4, prepare a conceptual, first-cut at possible sewer upgrades and expansions in GIS format. The possibility of serving certain areas through sewer extensions to Portland or Westbrook will be considered. Review this conceptual plan with the wastewater staff and municipal officials. Adjust plan based on feedback. Prepare flow estimates from each area and ascertain new infrastructure needs as well as impacts of future development of existing wastewater infrastructure, including the Lunt Road Pump Station and WWTF. This evaluation will consider recently completed wastewater policy document and WWTF capacity/third aeration basin development. Develop recommendations on the preferred method to collect and pump wastewater from both existing and future development. Prepare estimates of costs for each sewer expansion, as well as the cost for any/all downstream upgrades required.
- 7) **Priority Ranking of Upgrades/Expansion:** Input each conceptual project into the priority ranking matrix and develop a prioritized list of upgrades and expansions, along with capital cost estimates. Prepare a report section, along with conceptual plans using GIS, identifying the proposed sewer upgrades and expansions for Town review. As part of this effort, Wright-Pierce will evaluate the Town's current CIP, debt/bond payments, reserve balance, and rates to establish a schedule for implementation that is both sensitive to needs as well as to the impact of projects on current rates. Opportunities to schedule/implement projects to minimize rate impacts, such as use of funds from taxes versus wastewater fund; grant/loan

opportunities; adjustments to current rate formula and whether Town or developers will take the lead on the project will be considered.

- 8) **Develop Initial Draft (90%) Sewer Plan Report:** Prepare a 90% Draft of the Sewer Plan and submit three (3) copies to Town staff for review. Meet with Town staff to receive review comments.
- 9) **Develop Revised Draft (95%) Sewer Plan Report:** Based upon comments received on 90% draft, revise plan and submit five (5) copies of the 95% Draft of the Sewer Plan for Town committee and staff review. Attend one meeting with Community Development Committee to receive comments and attend one meeting with all other committees that have input into the draft sewer master plan.
- 10) **Develop Final Draft (99%) Sewer Plan Report:** Based on comments received on 95% draft, prepare three (3) copies of the 99% Draft of the Sewer Plan for final Town review. Present 99% sewer plan to Town Council at Workshop Session.
- 11) **Prepare Final Sewer Plan Report:** Based upon input from final Town review and Town Council Workshop session, make the necessary changes and prepare five (5) bound copies of the final sewer plan report, along with a complete electronic copy of the report, maps, charts, illustrations, etc. to the Town in the format desired.