Exhibit A

STATEMENT OF WORK

to the

MSA for Professional Services

KCI Project Number _____TBD_____

This Statement of Work effective as of the date of the last signature ("Effective Date") is entered into by **City of Brevard** ("Client") and **KCI Associates of North Carolina, P.A.** ("KCI") with regard to the project identified below ("Project"). Client and KCI shall collectively be referred to herein as the "Parties."

The Project:	**Brevard WWTP Preliminary Engineering Report**
Project Address:	**3226 Wilson Rd, Pisgah Forest, NC 28768**
Client's Representative:	**Wilson Hooper, City Manager**
KCI's Representative:	**Project Manager: Matt Broderick** **Contract Manager: D. Mack Kelly, Jr.**

All services provided by the Parties on the Project shall be governed by the terms of this Statement of Work and those in the Master Services Agreement for Professional Services ("MSA") attached hereto as Attachment A and incorporated by reference herein.

The Parties shall complete this Statement of Work in accordance with the contract documents listed on and attached as Attachment B (the "Contract Documents").

Scope of Services

KCI's scope of services, including deliverables (the "Services"), is detailed in Attachment C excluding any terms and conditions provided therein.

Project Schedule

KCI shall perform the Services in accordance with the schedule ("Project Schedule") detailed in Attachment C.

Fee and Payment

KCI's fee for completion of the Services in accordance with the Contract Documents is $352,000.

KCI shall comply with the invoicing procedures described in the MSA.

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Client shall render payment to KCI in accordance with the payment schedule below***. If left blank, the payment schedule in the MSA shall apply.***

Special Terms and Conditions

In the event of a conflict between the following terms and conditions and the MSA with regard to the Services, the terms and conditions listed in this Special Terms and Conditions Section shall govern.

In the event of any other conflict between the terms hereof and the MSA, the terms of the MSA shall govern.

IN WITNESS WHEREOF, the Parties have caused this Statement of Work to be duly executed. Each Party warrants and represents that its respective signatories whose signatures appear below have been and are on the date of signature duly authorized to execute this Statement of Work.

City of Brevard
BY:

_____
Signature

_____
Name

_____
Title

_____
Date

KCI Associates of North Carolina, P.A.
BY:

_____
Signature

_____
Name

_____
Title

_____
Date

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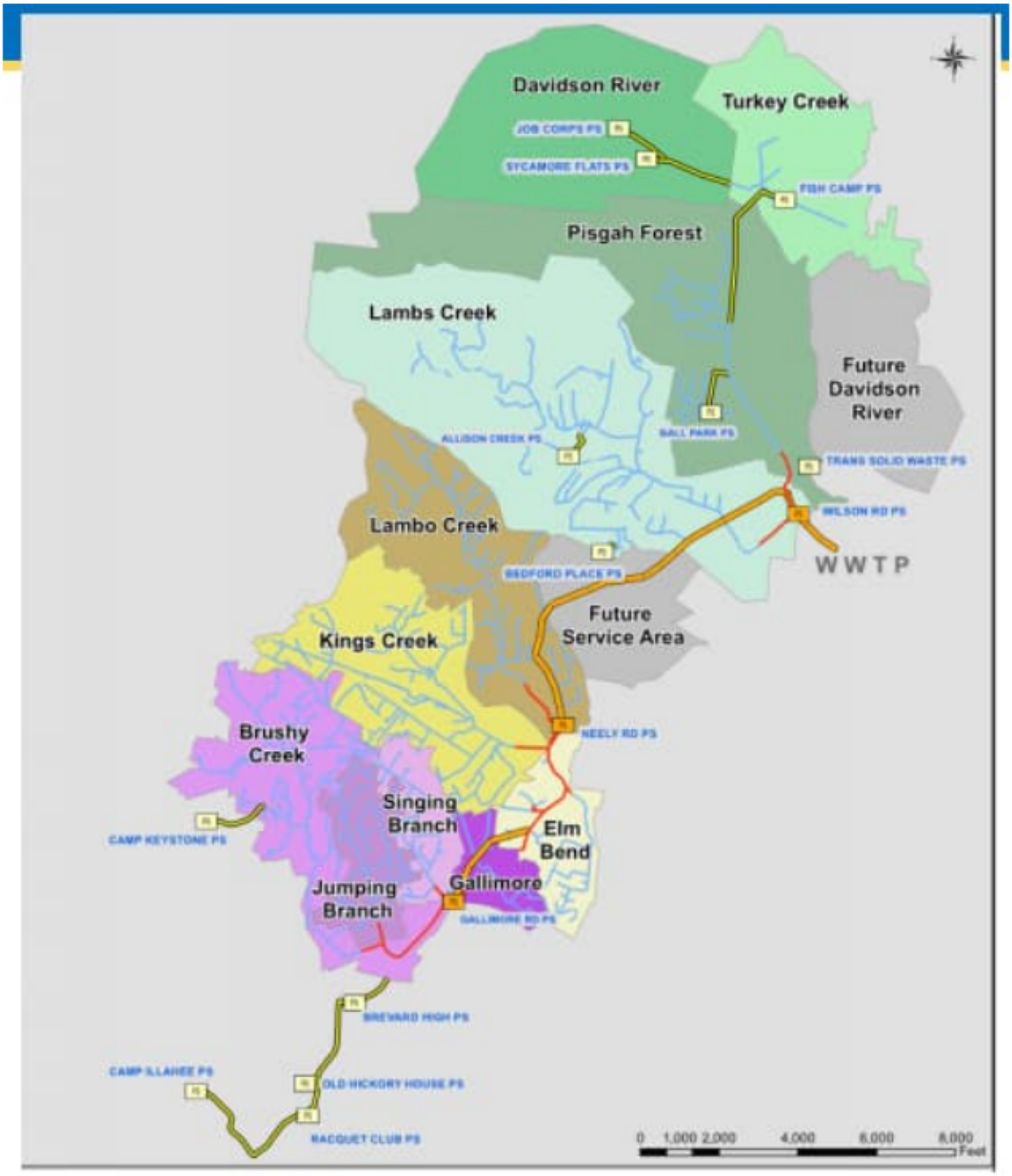
Attachment A to Statement of Work

(Insert MSA)

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Attachment B to Statement of Work

Figure 1 – Brevard WWTP Service Area (provided in RFP)



Attachment C to Statement of Work

Proposed Scope

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BACKGROUND

The Client owns, operates, and maintains the City of Brevard WWTP, which is located northeast of the City on Wilson Road adjacent to the French Broad River. The City of Brevard WWTP began operation in 1984 and has a permitted capacity of 2.5 MGD. There is significant interest in developing portions of the WWTP service area, expansion of the existing service area, and potential for increased wastewater from the brewery industry located in the area. The Client has Requested assistance from KCI to develop a Preliminary Engineering Report (PER)/Engineering Alternative Analysis (EAA) for expansion, improvement, or replacement of the existing WWTP.

SCOPE OF SERVICES

The project scope includes completing a comprehensive PER / EAA ("Project") for possible upgrade, expansion, or and/or relocation. The scope is further defined in the tasks below:

- Task 1 – Project Goal Definition
- Task 2 – Data Collection and Existing Equipment Review
- Task 3 – Flow Projections & Design Basis
- Task 4 – Engineering Alternatives Analysis – Site Selection
- Task 5 – Treatment Technology Evaluation
- Task 6 – Prepare Final Recommendations and Consolidated Report
- Task A-1 – Funding Assistance Allowance

TASK 1 – PROJECT GOAL DEFINITION

In Task 1, we will perform the following:

- In-person kickoff meeting with stakeholders and Client staff.
    - Discuss and document overall goals and objectives for the project.
    - Receive input on current technical and operational challenges from the Client's operations and maintenance staff. Obtain feedback on initial design concepts.
    - High-level review of available information to guide development of request in Task 2.
    - Discuss potential regionalization options and setup preliminary meetings with potential stakeholders.
- Summarize the project goals in a brief memorandum.
- Establish project schedule and identify project milestones.
- Establish a project specific SharePoint site. This site will provide Client's project team with secure file access and proficient review capabilities. It also further facilitates routine team communication and allows for more extensive file sharing.

Task 1 Assumptions:

- One (1) in-person 3-4 hour kickoff meeting will be conducted to establish project goals.
- One (1) virtual project progress meeting is included in this Task

Task 1 Deliverables:

- Project Goals Memorandum
- Meeting Agendas and Meeting Minutes

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TASK 2 – DATA COLLECTION AND EXISTING EQUIPMENT REVIEW

In Task 2, KCI will:

- Collect and review existing information for the WWTP & sewer collection system including:
    - Basis of design reports/preliminary engineering reports
    - Design drawings
    - GIS system data (maps, shapefiles, etc.)
    - Equipment specifications/shop drawings/pump curves
    - Maintenance/repair logs
    - Existing record drawings/one-line drawings
    - Pump run time data
    - Flow monitoring data
        - Influent and effluent monitoring data
        - NPDES permit and DMR information
    - Available planning documents addressing future population growth or wastewater flow projections
    - Available information on potential regionalization partners & locations
- Data Review
    - Review the information received and perform a gap analysis to determine if any additional data is necessary. If additional data is needed, we will work closely with Client staff to collect the remaining information.
- Field Review
    - Visit the existing WWTP site to examine in detail the existing WWTP layout, process equipment, basins, electrical layout, and any other pertinent items in the field. Meet with Client staff to review site conditions and constraints and discuss construction sequencing of conceptual improvements without impeding the continuous operation of the WWTP.
    - Utilize a drone to produce an aerial map of the plant. Assess topography, flood boundaries, and property lines to develop a base map for conceptual upgrade layouts.
- Major WWTP Process Equipment Inventory
    - Create an inventory of the major process equipment such as pumps, blowers, screens, tanks, clarifiers, and presses.
    - Inventory will include relevant high level information including equipment capacity, age, and level of service.
- Regionalization Feasibility
    - Collect data on regionalization feasibility (preliminary route maps, service areas, county land use plans, etc.)
    - Conduct up to three (3) in-person regionalization workshops with Client and other stakeholders.

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- Perform a feasibility analysis on up to two (2) potential regionalization options. Prepare a TM summarizing the regionalization feasibility analysis.

Task 2 Assumptions:

- Two (2) field review site visits will be performed to gather additional existing facility information.
- Two (2) virtual progress meetings are included in this Task
- Three (3) regionalization workshops are included in this Task
- One (1) in-person 3-4 hour workshop will be conducted to review collected information.
- Client will provide available data/information requested in the RFI

Task 2 Deliverables:

- Request for Information (Email)
- Meeting Agendas and Meeting Minutes
- Analysis of data gaps and issue Second Request for Information (if necessary)
- Major WWTP Process Equipment Inventory
- Regionalization feasibility TM

TASK 3 – FLOW PROJECTIONS & DESIGN BASIS

In Phase 3, KCI will:

- Develop Flow Projections
    - Develop wastewater flow projections for the Client's 10- year, 20-year, 50-year, and 75-year planning horizons. Two sets of projections will be developed: 1) projections based on the current flow data and evaluation of developable parcels; 2) projections calculated using population and employment trend data. Any anticipated potential industrial and commercial flows will also be included in both projections.
    - Develop future conditions models for the projected flow scenarios, including both population growth and the associated peak wet-weather flow projections.
    - Review peak flow projections with the Client to ensure consistency with both current planning guidance and potential wet weather flows.
    - Utilize the flow projections along with other factors as a basis for triggering events to alert the Client when it should consider upgrades to the City WWTP. We will not only use flow but also wastewater characteristics to trigger upgrades or expansion.
- Develop a Flow Projections Technical Memorandum (TM)
    - Develop a draft summary TM of the flow projections developed above.
    - Conduct a workshop to review the TM and flow projections with the Client.
    - Incorporate the comments from the workshop into a final TM.
- Prepare a design basis for the PER/EAA for concurrence by Client staff. The design basis will address flows, process loadings, and effluent limitations for any proposed scenario.

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- Influent process loadings will be based on the DMR data collected in Task 2.
- KCI will submit a request for speculative limits to NCDEQ for the existing WWTP location, as well as up to two potential greenfield sites as described in Task 4. Target effluent limits from the proposed process will be designed to meet or exceed the speculative limits received from NCDEQ.

Task 3 Assumptions:

- Three (3) virtual progress meetings are included in this Task
- One (1) in-person 3-4 hour workshop will be conducted to review collected information (if regionalization partner(s) are identified, intent would be for them to attend this workshop for input/comment)

Task 3 Deliverables:

- Flow Projections TM with consolidated planning projections for water and wastewater flows including peak flow projections and trigger events for upgrades.
- Design Basis TM
- Meeting Agendas and Meeting Minutes

TASK 4 – ENGINEERING ALTERNATIVES ANALYSIS – SITE SELECTION

In Task 4, KCI will prepare three (3) primary alternatives for evaluation:

- Alternative 1 - No Action: (required by NCDEQ EAA guidance).
  - This will be a high-level analysis summarizing advantages/disadvantages of maintaining current operation of the WWTP.
- Alternative 2: Upgrade/Expand WWTP at Existing Site
  - Prepare a 10% schematic design of existing WWTP site upgrade.
  - Include phased upgrades of 2.5 MGD, 5.0 MGD and possibly higher, depending on the flow projections determined in Task 3
- Alternative 3: Construct new greenfield WWTP at new site
  - Identify available parcels (up to 5) for potential greenfield WWTP site to replace the existing WWTP
  - Prepare schematic design of conveyance to new site to evaluate feasibility
  - Prepare an evaluation matrix of the available sites to narrow down to the most preferred site.
  - Prepare a 10% schematic design of new greenfield WWTP site
- Engineering Alternatives Analysis Summary TM
  - The alternatives will be evaluated utilizing a decision matrix for replacement of the existing 2.5 MGD WWTP capacity and expandability for future flow needs for the 50- to 75-year planning horizon.
  - KCI will prepare a summary TM of the three alternatives.
  - After the draft TM is prepared, we will conduct a workshop with the Client to review all the information presented in the TM. Revisit the project goals and schedule and confirm that EAA meets the Client's objectives.

Task 4 Assumptions:

- Three (3) virtual progress meetings are included in this Task

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- Two (2) in-person 3-4 hour workshops will be conducted to review the greenfield site selection and the engineering alternatives TM(if regionalization partner(s) are identified, intent would be for them to attend this workshop for input/comment).

Task 4 Deliverables:
- Engineering Alternatives Analysis – Site Selection TM
- Meeting Agendas and Meeting Minutes

TASK 5 – TREATMENT TECHNOLOGY EVALUATION

- Evaluate up to three (3) treatment technology alternatives utilizing a decision matrix for replacement of the existing 2.5 MGD WWTP capacity and expandability for future flow needs for the 50- to 75-year planning horizon. The equipment decision matrix will consider such factors as:
    - Capital costs
    - Overall footprint
    - Equipment efficiency and energy usage
    - Equipment availability
    - Manufacturing and delivery lead times
    - Construction sequencing
    - O&M costs
    - Spare parts and maintenance support from the manufacturer
- Preliminary process and hydraulic models will be created for each alternative to confirm feasibility of operation and ability to meet project parameters.
- Conduct a final in-person workshop to review the treatment technology alternatives with Client staff.
- Summarize the workshop conclusions and our final recommendation in a TM for concurrence by the Client.

  Note that portions of this Task may run concurrently with Task 4, as the technology selections may impact the WWTP site selection process.

Task 5 Assumptions:
- Three (3) virtual progress meetings are included in this Task
- Two (2) in-person 3-4 hour workshops will be conducted to review treatment technologies and the engineering alternatives TM (if regionalization partner(s) are identified, intent would be for them to attend this workshop for input/comment).

Task 5 Deliverables:
- TM with proposed treatment technology and equipment alternatives.

TASK 6 – PREPARE FINAL RECOMMENDATIONS AND CONSOLIDATED REPORT

In Task 6, KCI will:

- Develop capital improvement costs and implementation schedules for the WWTP over the Client's 10- year, 20-year, 50-year, and 75-year planning horizons.
- Develop conceptual drawings for the selected WWTP alternative.

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- Compile the results of the workshops along with all the information gathered in Phases 1-5 and assemble a draft PER/EAA including all information required by NCDEQ for Client review. PER/EAA will be formatted to meet NCDEQ funding requirements. If other potential funding sources are identified, portions of PER/EAA that are required for those funding applications (up to two alternate funding sources) will also be incorporated.
- Conduct a workshop to review the draft PER/EAA with the Client.
- Update PER/EAA based on Client comments and submit to NCDEQ for approval.

Task 6 Assumptions:

- Three (3) virtual progress meetings are included in this Task
- One (1) in-person 3-4 hour workshop will be conducted to review the draft PER/EAA.

Task 6 Deliverables:

- Draft PER/EAA
- Final PER/EAA

TASK A-1: FUNDING ASSISTANCE ALLOWANCE

KCI recommends setting aside an owner-directed allowance for funding assistance to allow KCI to assist in exploring potential funding opportunities with the Client. This task will be billed on a Lump Sum Basis based on the percentage of work completed as authorized by the Client. This could include coordination with existing Division of Water Infrastructure funds, and other potential funding sources (i.e. FEMA BRIC, ARC, WIFIA, SRF, etc.)

SCHEDULE

We anticipate that the Project will take approximately 8 months to complete. Preliminary durations for each Task are included in Fees and Payments Section. A detailed schedule will be prepared in Task 1.

ASSUMPTIONS, EXCLUSIONS, AND CAVEATS

Items or Services to be Provided by the Client

KCI assumes that the following items are available and will be provided to KCI by the Client prior to KCI beginning work or upon request during the data collection phase:

- Basis of design reports/preliminary engineering reports
- Design drawings
- GIS system data (maps, shapefiles, etc.)
- Equipment specifications/shop drawings/pump curves
- Maintenance/repair logs
- Existing record drawings/one-line drawings
- Pump run time data
- Flow monitoring data
- Influent and effluent monitoring data

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- NPDES permit and DMR information.
- Available planning documents addressing future population growth or wastewater flow projections.
- Available information on potential regionalization partners & locations

The Following items are NOT included in the scope of services at this time. Some or all of the following items and/or other items may be required to provide a complete design based on the findings of this scope:

- As-built survey or 3-D scans of the existing WWTP
- Design drawings prepared by other engineers for the overall WWTP expansion.
- Preliminary and Final design and permitting of system improvements identified in the PER.
- Opinions of operations and maintenance costs, permit fees, financing costs, land costs, and legal costs.
- Additional site visits or in-person Client meetings other than specifically identified in the above scope of services.
- Meetings with NCDEQ, unless specifically included in the Services above.

FEES AND PAYMENTS

The following fees are for the performance of the Services listed in the Scope of Services above. The fees listed in this section do not cover any Additional Services, or any other services that are not specifically described as part of the Services.

KCI will submit monthly invoices for the Services and Additional Services rendered and the Direct Expenses and Charges incurred. Client agrees to comply with the PAYMENT terms in the General Provisions.

KCI's fee for the Services will be billed monthly on a Lump Sum Basis based on the percentage of work completed for each Task within the billing period. The estimated fee includes the charges below associated with the performance of Services.

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Task No	Task Description	Duration[1] (Months)	Fee Type Lump Sum / T&E	Estimated Fee
1	Project Goal Definition	1	Lump Sum	$ 36,900
2	Data Collection and Existing Equipment Review	1	Lump Sum	$ 86,100
3	Flow Projections and Design Basis	2	Lump Sum	$ 63,000
4	Engineering Alternatives Analysis – Site Selection	3	Lump Sum	$ 46,800
5	Treatment Technology Evaluation	3	Lump Sum	$ 70,200
6	Prepare Final Recommendations and Consolidated Report	2	Lump Sum	$ 24,000
A-1	Funding Assistance Allowance	TBD	Lump Sum	$ 25,000
	Total			**$ 352,000**

Notes:

1. *Durations shown are estimated times to complete each task. Some tasks are sequential while others may run concurrently. A detailed schedule with milestone dates will be prepared after the kickoff meeting and submitted for Client review and approval.*

ADDITIONAL SERVICES

Experience indicates that certain additional services ("Additional Services") may be required or necessary that KCI cannot presently determine or estimate. For this reason, the fee for Additional Services is not included in the "Fees and Payments" section of this Proposal. Further, the performance of these Additional Services is not included in the Scope of Services unless expressly described in that section of this Proposal.

These Additional Services are caused by many factors including, but not limited to, the following examples: discretion of the Client and/or reviewing agency/regulator determination. For clarity, Additional Services, for the purposes of this Proposal, include the common understanding and purpose of the terms: extras, change orders, and add-ons.

FEES AND PAYMENTS FOR ADDITIONAL SERVICES

Fees and payments for Additional Services shall be in addition to any fees and payments for the Services and shall be billed and paid on the same fee and payment terms described for the Services or as mutually agreed upon in writing when the Additional Services are ordered by the Client.

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Exhibit B to MSA

Invoice Processing

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