

MODIFICATION NO. 3

SCHEDULE 1

SCOPE OF SERVICES

Facilities and Safety Training Management & Documentation Services

General:

The basic services to be provided under this Agreement are professional consulting services necessary for, and incident to the DPU, DOSD Facilities and Safety Training Management & Documentation Services. The professional consulting service is categorized into four steps as follows:

Step 1 - Guide Specification Review - completed

Step 2 - Project Specification Review - completed

Step 3 - Services During Construction - completed

Step 4 - Training Implementation

All documents, records, procedures and other services shall conform fully to formats and standards as delineated by the City, and Schedules to this Agreement. The City may require changes to such formats and standards from time to time, and the Consultant shall then speedily comply with such changes. The City may engage other entities to provide professional services to the Project as well as the Consultant and the Consultant shall cooperate fully with such entities, and shall observe all hierarchies, reporting procedures, lines of authority, etc., as are stipulated by the City. The City may request that the consultant provide training, on an as needed basis, for any DPU facility.

4. Step 4 – Proposed Work Plan and Schedule 3A Budget:

4.1. Task 4:

This contract shall be for a five year (maximum) period and the Professional Services herein are expected to be funded by incremental appropriations, approximately annually; therefore, the consultant shall submit an annual Work Plan Schedule and Schedule 3A Budget with each annual appropriation, outlining the work to be completed, and hours and cost for each task.

4.2. Deliverables:

4.2.1. Courseware:

This section is no longer part of the contract.

4.2.2. Training Management:

This section is no longer part of the contract.

4.2.3. Training Documentation:

This section is no longer part of the contract.

4.2.4. Safety Training:

The consultant shall provide safety training in an on-line web-based format which can be offered to all DPU facilities and staff. The consultant shall work with the DOSD safety department to develop online training for every course that is mandatory for all employees; develop 6 courseware modules every year.

- **Original Contract and Mod 1:**

- 1) Bloodborne Pathogens (complete)
- 2) Lockout/Tagout (complete)
- 3) Confined Space Entry (complete)
- 4) Hazard Communications (complete)
- 5) Respiratory Protection (complete)
- 6) Asbestos Awareness (complete)
- 7) Machine Guarding (complete)
- 8) Driver Operations (complete)
- 9) Southerly Plant Overview (to be completed September 2009)

- **Mod 2:**

- 1) Ergonomics (complete)
- 2) Fire Prevention and Protection (complete)
- 3) Signs and Tags (complete)
- 4) Hap Cremean WP SPCC (complete)
- 5) Jackson Pike WWTP SPCC (complete)
- 6) Chemical Handling (to be completed September 2009)
- 7) Chemical Storage (to be completed September 2009)

- **Mod 3 Training:**

- 1) Slips, Trips, and Falls
- 2) Back Safety
- 3) Excavation
- 4) Strains and Sprains
- 5) Hazard Recognition
- 6) Injury Reporting & Corrective Measures
- 7) Southerly WWTP SPCC Training
- 8) Fairwood Facility SPCC Training
- 9) Indianola Power Facility SPCC Training
- 10) Dublin Road Water Plant SPCC Training

- **Future Training (Mod 4):**

- 1) Hand and Body Positioning
- 2) Rigging and Sling Safety

- 3) Contractor Safety for Public Employees
- 4) Walking and Working Surfaces
- 5) Fall Protection
- 6) General PPE
- 7) Ladder Safety and Power Tools (Pneumatic/Hydraulic)

- **Future Training (Mod 5):**

- 1) General Injury and Illness Response for Employees
- 2) Laboratory Safety and Inspections
- 3) Scissors and Aerial Lifts
- 4) Cold Stress
- 5) Heat Stress
- 6) General Housekeeping

4.2.5. **Process Courseware:**

The consultant shall develop courseware based on selected process areas at Jackson Pike WWTP and Southerly WWTP. The selection of the process area shall be made by the client. The courseware shall demonstrate the operation of the selected process, incorporating the computer technology utilized in the process (i.e. HMIs or OITs).

Mod 2 Work:

- 1) Jackson Pike WWTP SOP 16—Centrifugal Thickening (complete)
- 2) Southerly WWTP Incineration SOP (to be completed October 2009)

Mod 3 Work:

- 1) Jackson Pike WWTP SOP — TBD (1 minimum)
- 2) Southerly WWTP SOP — TBD (1 minimum)

4.2.6. **ICP Review and Update:**

The consultant shall review the existing ICPs, in cooperation with the wastewater treatment facilities staff and DPU safety staff, and prepare summaries of recommended updates, and update the documents based on more timely, accurate and detailed information.

Original Contract and Mod 1 Work: Update Jackson Pike WWTP and Southerly WWTP ICPs (excluding Annex 1.0 Facility Drawings). (Complete)

Mod 2 Work: Update Jackson Pike WWTP and Southerly WWTP ICPs (including Annex 1.0 Facility Drawings); create face-to-face and online ICP training program for each plant. (To be completed October 2009)

Mod 3 Work: Update Jackson Pike WWTP and Southerly WWTP ICPs (including Annex 1.0 Facility Drawings)

4.2.7. Maintenance Tool Training:

The consultant shall develop maintenance tool training for the Sewer Maintenance Operations Center. Within the next 3 years, the consultant shall work with the maintenance staff of SMOC to select eight (8) pieces of equipment for which to prepare courseware. This training will be uploaded onto the City's servers for access on the Intranet. Quizzes and Tests to verify the staff is on the right track shall be developed and programmed into the courseware. Supervisors will be able to manage the training and run reports.

Original Contract and Mod 1 Work:

- 1) Handheld Concrete Saw (complete)
- 2) Walk-Behind Concrete Saw (complete)

Mod 2 Work:

- 1) 2" Trash Pump (complete)
- 2) Husqvarna Chain Saws (complete)
- 3) Vactor Truck 2100 Course 1: System Overview and Operator Maintenance (complete)

Mod 3 Work:

- 1) Vactor Truck 2100 Course 2: Operations and Exhaust System
- 2) Trailer-Mounted Generator
- 3) 4" and 6" Trash Pumps

4.2.8. Orientation and Safety Training:

The section is no longer part of the contract.

4.3. Schedule:

The consultant shall work with DOSD and the PPM in order to develop a specific timeline for each project's deliverables along with major and minor milestones. The consultant estimates that preparation of a detailed project plan will require two months for creation and submission to DOSD, including additional meetings to establish and finalize the scope, schedule and budget. This portion of the consultant's services will likely be an ongoing effort with completion dates dependent upon each project schedule.

Mod 3: None

5. Other

All the finished programs, courseware, and some SOPs will be uploaded onto the DPU servers by the consultant. The City and the Consultant recognize that the conduct of professional services must at all times be characterized by mutual trust and confidence of the parties hereto. The Consultant will render services of professional quality and also with efficiency and economy consonant with preservation of the integrity of the work. In addition

to the basic professional Consulting services described in this Schedule, the City may determine that specialized, additional services are necessary to the performance of the work. Additional services shall be performed only as specifically included in the Compensation provided in Schedule 3, or pursuant to a properly authorized and executed Modification to this Agreement.

Mod 3: None