

## MODIFICATION NO. 5

### 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:

**Mod 5:** The consultant shall maintain the DPU server at Jackson Pike WWTP and maintain the internet-based Content Management System for the following websites:

- Compost.360water.com
- Dpu.360water.com
- Dublin.360water.com
- Hapcremean.360water.com
- Parsons.360water.com
- Power.360water.com
- Smoc.360water.com

Tasks to maintain the above websites include:

- Managing users for each website
- Managing Ohio EPA course codes
- Providing users and management with reports of courses completed
- Working with DPU staff to provide access to the sites on plant computers
- 360water water and wastewater contact hour courses
- Email system to alert staff of courses they are required to take (ICP, SPCC, and SWPPP)

#### 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 (complete)

- **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 (complete)
  - 7) Chemical Storage (complete)
  
- **Mod 3:**
  - 1) Slips, Trips, and Falls (complete)
  - 2) Back Safety (complete)
  - 3) Excavation (complete)
  - 4) Slings and Hand-rigging (complete)
  - 5) Hazard Recognition (complete)
  - 6) Injury Reporting & Corrective Measures (to be completed after material is provided by DPU)
  - 7) Southerly WWTP SPCC Training (complete)
  - 8) Fairwood Facility SPCC Training (complete)
  - 9) Indianola Power Facility SPCC Training (complete)
  - 10) Dublin Road Water Plant SPCC Training (complete)
  - 11) Jackson Pike WWTP SWPPP Course (complete)
  - 12) Southerly WWTP SWPPP Course (complete)
  
- **Mod 4:**
  - 1) NFPA 70E, Part 1 (to be completed May 2012)
  - 2) NFPA 70E, Part 2 (to be completed May 2012)
  - 3) Rigging and Sling Safety (complete)
  - 4) Walking and Working Surfaces (complete)
  - 5) Fall Protection (complete)
  - 6) General PPE (complete)
  - 7) Ladder Safety and Power Tools (to be completed May 2012)
  - 8) Fairwood SWPPP Course (to be completed 2012)
  - 9) General Gas Detectors (to be completed 2012)
  
- **Mod 5:**
  - 1) General Injury and Illness Response for Employees
  - 2) Laboratory Safety and Inspections
  - 3) Scissors and Aerial Lifts
  - 4) Welding/Cutting Safety
  - 5) Inspection and Maintenance for Eye Wash and Showers
  - 6) General Housekeeping
  - 7) Construction Safety
  - 8) Hand and Body Positioning
  - 9) Watershed SPCC Training
  - 10) 910 Dublin Road SPCC Training
  - 11) Crane Safety

#### 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:**

- 1) Jackson Pike WWTP SOP 16—Centrifugal Thickening -- (complete)
- 2) Southerly WWTP Incineration SOP – 4 courses (complete)

##### **Mod 3:**

- 1) Jackson Pike WWTP SOP — Incinerator – 2 courses (complete)

##### **Mod 4:**

- 1) Jackson Pike WWTP SOP — (1 minimum)
  - Disinfection SOP – 3 courses (to be completed June 2012)
- 2) Southerly WWTP SOP —(2 minimum)
  - Disinfection SOP – 3 courses (complete)
  - Sludge Loadout SOP – 4 courses (complete)

##### **Mod 5:**

- 1) Jackson Pike WWTP SOP — TBD (2 minimum)
- 2) Southerly WWTP SOP — TBD (2 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:** Update Jackson Pike WWTP and Southerly WWTP ICPs (excluding Annex 1.0 Facility Drawings). (complete)

**Mod 2:** 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. (complete)

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

**Mod 4:** Update Jackson Pike WWTP and Southerly WWTP ICPs (including Annex 1.0 Facility Drawings); Update Compost Facility ICP; Develop training program for Compost Facility ICP (complete and being printed for distribution)

**Mod 5:** Update Jackson Pike WWTP, Southerly WWTP, and Compost Facility ICPs (including Annex 1.0 Facility Drawings) and training programs.

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:**

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

**Mod 2:**

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

**Mod 3:**

- 1) Vactor Truck 2100 Course 2: Operations and Exhaust System (to be completed May 2012)
- 2) Trailer-Mounted Generator (complete)
- 3) 4" and 6" Trash Pumps (complete)

**Mod 4:**

- 1) TBD

**Mod 5:**

- 1) TBD

#### 4.2.8. Orientation and Safety Training:

The section is no longer part of the contract.

#### 4.2.9. DOPW Training:

##### **Mod 5:**

- 1) Red Flag Rule Training: One training program with online courseware will be created for DOPW staff based on the Red Flag Rule training program.
- 2) Risk Management Plan (RMP) / Chlorine Safety Course: Two separate training programs will be developed for Parsons Avenue WTP and Hap Cremean WTP.

#### 4.2.10. DOSD Training:

##### **Mod 3:**

- 1) Franklinton Floodwall Emergency Action Plan (complete)

##### **Mod 5:**

- 1) Tools for opening manholes
- 2) Training for contractors at Southerly WWTP, Jackson Pike WWTP, and Compost Facility. One course will be developed for each facility and placed on a new website maintained by 360water that will track course completion and provide DOSD with reports.
- 3) Emergency Overflow Response and Notification Plan training course

#### 4.3. Schedule:

The consultant shall work with DOSD and DOPW 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 and DOPW, 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

**Mod 4:** None

**Mod 5:** None

#### 5. Other

All the finished programs, courseware, and some SOPs will be uploaded onto the DPU servers by the consultant. DPU owns all rights for the online training content of the courses while 360water owns the Content Management System on which the courses reside. 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

**Mod 4:** None

**Mod 5:** None