

# **Terms of Reference Septage Study Septage Management Plan Member Municipalities of Grey County**

December 22, 2003

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The municipalities of the County of Grey are considering carrying out a study to determine the number of septic systems in Grey County, primary trucking routes for this septage, alternatives for treatment of the septage (both in existing wastewater treatment plants, new municipal wastewater treatment plants or at a new privately owned facility) and the estimated cost. The Ontario Government indicated a few years ago that untreated septage disposal on land will be phased out over a 5 year period. The municipalities of the County of Grey are interested in carrying out this study to determine the best alternative, which is cost-effective and socially and environmentally acceptable for the treating of septage within Grey County.

## **Background**

The population of Grey County is 82,860. The total number of households in Grey County is 42,527. It is estimated on attached Table 1 that there are approximately 19,112 households serviced by existing wastewater treatment plants in Grey County. This would leave the estimated number of household septic systems in Grey County at 23,415. However, this does not include industrial, commercial, institutional, and possibly even some seasonal residential septic systems. There are twelve (12) existing sewage treatment plants in Grey County, and every one of the nine municipalities with the County has one or more sewage treatment plant(s) except the Township of Chatsworth.

The municipalities of Grey will establish a Septage Task Force Committee to provide overall management of the study. A Technical Committee will also be established. The consultant should allow for at least six (6) meetings with the Task Force Committee / Technical Committee, including the Startup meeting. There is one (1) required public meeting.

**The work is required to be completed so that the Task Force receives the Final Report by March 15, 2004.**

### **Study Proposal Format**

The proposal for the Septage Study should follow the format outlined below. The proposal should be limited to no more than 15 pages, except for tables, figures and appendices. Nine (9) copies of the proposal are to be submitted. The proposals should be submitted to:

Virginia Cook, Committee Secretary  
*Septage Management Plan*  
*Member Municipalities of Grey County*  
595 9<sup>th</sup> Avenue East  
Owen Sound, ON  
N4K 3E3

(519)376-2205

**Note - The Septage Management Plan belongs to the Member Municipalities of Grey County, NOT the County of Grey. The administration of the County of Grey has agreed to receive these proposals, in order to facilitate the tendering process and its coordination with upcoming meetings. We appreciate you referencing this plan as *Septage Management Plan, Member Municipalities of Grey County*.**

The proposals should include:

1. Introduction and Background
2. Study Methodology and Understanding of the Project
3. Project Team
4. Experience and Related Projects
5. Corporate Experience
6. Fees
  - Fees should be outlined in a table showing detailed work items, staff, engineers, technologists and key personnel to be involved, including hourly charge out rate, and the number of hours that they are expected to work on the project, including an upset limit. Costs should exclude GST. The cost should indicate the cost for meetings with the Task Force Committee / Technical Committee and also for the preparation and presentation at the public meetings. Costs should also include preparation of minutes for Task Force Committee members. Disbursements for maps, photographs, figures, photocopies, etc., should be indicated separately.

It should be noted that a copy of the Draft Report is to be submitted to the Task Force Committee in CD format. Also, a copy of the Draft Final Report is to be submitted to the Task Force Committee in CD format, after approval by the Task Force Committee.

### **Proposed Work Program and Methodology**

The following are the minimum work items that are to be carried out with regard to the Septage Study:

1. After award of the Study, representatives of the Consultant Team will have an initial meeting with the Task Force Committee to review the proposal and work items.
2. Review of Government Regulations, Nutrient Management Act and EPA Information on Septage.
3. Preparation of a map showing the general distribution of septic systems and existing sewage treatment plants in Grey County.
4. Evaluation of existing population and households serviced by the existing twelve (12) wastewater treatment plants in Grey County.
5. Evaluation of the number of septic systems for residential, seasonal residential, farm, industrial, commercial and institutional with the County of Grey, including a breakdown for each municipality.
6. Evaluation of the quantity and quality of septage produced in Grey County using the most current information available, including a review of existing septage data in Grey County.
7. Determine the capacity, both hydraulic and organic of each of the twelve (12) wastewater treatment plants in Grey County, including estimated remaining uncommitted reserve capacity.
8. Evaluation of the projected 20 year rural population increase, including the 20 year design number of septic systems.
9. Evaluation of the estimated additional sludge (biosolids) to be generated from septage in Grey County to be spread on agricultural land.
10. Second meeting with Task Force Committee to discuss study progress and obtain input from the Task Force Committee.
11. Investigation and evaluation of possible treatment of septage by private contractors and the potential viability of this alternative.
12. Carry out an evaluation of all alternatives for treatment of septage in Grey County both private and public, including: upgrading of wastewater treatment plants in each municipality;; treatment of septage by private contractor; upgrading only three treatment plants in Grey County; construction of a new septage treatment plant or a privately owned septage treatment plant in Grey County.
13. Estimated capital and operating costs to treat existing septage and the 20 year design septage quantity in Grey County for the several alternatives.

14. Evaluate the social, environmental and financial aspects of these alternatives.
15. Third meeting with the Task Force Committee to discuss the alternatives.
16. Obtain comments for Government agencies and municipalities on the alternative solutions.
17. Compile comments from the public and government agencies.
18. Fourth meeting with the Task Force Committee to discuss the comments from the public and government agencies with regard to the alternatives and obtain additional input from the Task Force Committee.
19. Evaluate and finalize the information on the assessment of the alternatives, including comments from the public meeting and revise the alternatives accordingly.
20. Preparation of a Draft Study Report (one copy CD format).
21. Obtain comments from municipalities and government agencies on the Draft Study Report.
22. Fifth meeting with the Task Force Committee and representatives of each of the municipalities to discuss the Draft Study Report and obtain comments.
23. In accordance with the Task Force Committee and government agencies comments, revise alternatives to determine the recommended alternative.
24. Public Meeting: Hold a public meeting to discuss the Draft Report and recommended alternative
25. Evaluate comments from public and government agencies with regard to this alternative.
26. The consultant will be required to complete a summary from June 2003 to November 2003, covering: formation of the group responsible for setting this Plan; what member municipalities would form the group; how each member would be represented / work with the Task Force Committee and the Technical Committee.
27. Sixth meeting with the Task Force Committee to finalize the Septage Study Report.
28. Provide copy of the Draft Final Report in CD format to allow posting on the member municipalities' and the County of Grey websites. Print copies of the Draft Final Report will be submitted to the Task Force Committee, the member municipalities of the County of Grey, and to the Ministry of the Environment (MOE), by our office.
29. After finalization of the report, in concurrence with the municipalities and the Task Force Committee, provide Final Report in CD format to allow posting on the member municipalities' and the County of Grey websites. Print copies of the Final Report will be submitted to the Task Force Committee, the member municipalities of the County of Grey, and to the Ministry of the Environment (MOE), by our office.

### **Proposal Evaluation**

Each proposal will be evaluated based on the following six (6) categories with the proposals rated out of 100 points:

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| 1. Methodology and understanding of the projects. | 25 Points        |
| 2. Related experience.                            | 10 Points        |
| 3. Corporate experience.                          | 10 Points        |
| 4. Project Team.                                  | 15 Points        |
| 5. Detailed work program.                         | 20 Points        |
| 6. Cost of fees and disbursements for the study.  | <u>20 Points</u> |
|   | 100 Points       |