
Scope of Services

To Prepare

Environmental Information Document for the Water Treatment Plant Rehabilitation and the East Water Loop Project

At the City of

RIO GRANDE CITY, TEXAS

December 2021

**Scope of Services
Environmental Information Document for the Water Treatment
Plant Rehabilitation and the
East Water Service Loop Project**

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1 PROJECT DEFINITION

1.1 BACKGROUND AND PURPOSE

The City of RIO GRANDE CITY is the project sponsor and provider responsible for the planning, construction and operation of the city's water and wastewater systems and has established service rules and regulations concerning the utility service, rates, and service fees.

1.2 PROJECT INFORMATION

Location

The City of Rio Grande City is in the southeastern part of the State of Texas, United States. It borders San Roman, Texas to the north, Camargo, Mexico to the south, Los Villareales, Texas to the west, and Las Lomas, Texas to the East. The City is contiguous to the U.S. / Mexico Border. Figure 1 shows the Rio Grande City Location.



Figure 1: Rio Grande City Location

Existing Water Treatment Plant

The Water Treatment Plant #1 was built in the late 1920's and had been producing quality water up until 2016. The City found it difficult to maintain the cost of repairs and the power needed to operate it. As the river shifts, the river pumps have often times been unable to pump from the river. The electrical system is a hazard and at least one filter is leaking.

Existing Water Distribution System

The Distribution System has been unable to keep up with the growth towards the east of the City. The City receives Low water pressure complaints, and has a high water loss percentage

1.3 PROJECT DESCRIPTION

The proposed project "RGC Old Water Treatment Plant Rehabilitation" consists of the installation of new filter system, retrofitting of the sludge basin, the upgrade of the chemical feed system and the upgrade of pumps which include the raw, the high service, backwash and sludge pumps. Also, the rehabilitation will include a full automation and monitoring of the whole system. An important factor of the proposed filter system is that the filter systems are monitored continuously and calculate the optimum backwash duration saving water, electricity and backwash media.

The project also consists of the installation of approximately 15,000 I.f. of 12" DR-18 C 900 waterline. The proposed waterline is intended to be extended to the east side of the City. The proposed waterline will include gate valves and air release valves and all necessary appurtenances. The city is looking at implementing various components and strategies to reduce the water loss percentage.

The City of RIO GRANDE CITY would like to request financial assistance from the Texas Water Development Board's (TWDB) Economically Distressed Areas Program (EDAP,) Clean Water State

Revolving Fund and/or other sources of funding to provide the necessary water facilities to supply adequate services to the City.

The development of the environmental information document (EID) will enable the issuance of a Finding of No Significant Impact (FONSI) in order to request assistance under the EPA Border Environmental Infrastructure Fund (BEIF) and the TWDB EDAP and DWSRF or other funds for final design and construction funding.

2 MAJOR WORK TASKS AND SERVICES REQUIRED

2.1 PROJECT ADMINISTRATION

Resources and Schedule

This task includes administrative functions for the activities of the project. The ENGINEER's project manager will allocate the ENGINEER's resources and establish all internal staff responsibilities. Within one week of the NTP, the ENGINEER shall provide a proposed timeline schedule of progress with planned dates of deliverables for completion of the Scope of Work. The ENGINEER's project manager must keep involved parties up to date on project status.

Kickoff Meeting

A one-day kick-off meeting will be held with the funding agency and the City of RIO GRANDE CITY to jointly review and reach consensus on project approach and direction and possible issues to help ensure a successful project. The ENGINEER's project manager shall prepare the minutes from the meeting for distribution to the attendees within five (5) working days of the meeting.

Progress Meetings, Progress Reports, and Invoicing

Progress Meetings will be held monthly. These meetings will provide a forum for delivery of project deliverables as well as progress reports, which will identify efforts and achievements for the preceding month and expectations for the next period. Formal meetings will be required to discuss the development of the EID.

The ENGINEER's project manager shall prepare the agenda and minutes of these meetings. Draft meeting minutes shall be prepared within five (5) working days of the meeting and shared for input.

Monthly Invoices shall be submitted to the City with an appropriate progress report. The invoice will be paid within thirty (30) days upon receipt, if complete and acceptable.

In addition to the more formal meetings described above, by-weekly conference call meetings will be held throughout the course of the project. These conference call meetings will be important to insure a well-coordinated project and that important input from involved parties is incorporated into the planning effort. The ENGINEER's project manager shall provide a presentation to the City of RIO GRANDE CITY personnel on the final EID if necessary. All meetings will be conducted at the City of RIO GRANDE CITY offices or designated meeting place.

Deliverables

The Project Sponsor, NADB and TWDB, EPA along with other agency stakeholders, as determined, will review draft and final EID deliverables. The ENGINEER shall satisfy all comments and incorporate any necessary changes required to receive approval of the deliverables.

- Presentation materials (TWDB, City of RIO GRANDE CITY)
- Project Meeting Materials (TWDB, City of RIO GRANDE CITY) Meeting minutes (TWDB, City of RIO GRANDE CITY, any other participants)
- Monthly Status Report (TWDB, City of RIO GRANDE CITY)
- Monthly invoices (TWDB)

2.2 ENVIRONMENTAL INFORMATION DOCUMENT

The consultant shall prepare an Environmental Information Document (EID), in accordance with the alternative analysis included in both the facilities plans for the wastewater collection expansion and wastewater treatment plant improvements (Appendix A) and, with applicable state and federal requirements. The document must present all information required and address all applicable regulatory requirements. These regulatory requirements include, but are not limited to, information needed for an Environmental Protection Agency Environmental Assessment, which will be needed in order to establish a Finding of No Significant Impact (FONSI).

The Consultant shall provide information to comply with the Environmental Protection Agency's Environmental Assessment Guidelines.

The information shall include, but not be limited to, the following:

1. Purpose and Need for Action

This section shall include a brief description of the proposed action. Proposal area setting, purpose and need of project, decision to be made, minimum selection criteria, project area setting, scope of the environmental assessment, relevant environmental issues, and regulatory drivers' guidance.

2. Summary of Alternatives

This includes a description of the proposed action, history and process used to formulate the alternatives, alternative selection criteria, alternatives considered but eliminated from detailed study, alternatives carried forward for detailed study, comparison of alternatives, and identification of proposed alternative. This analysis should include the "No Action" alternative.

3. Affected Environment

This section includes a description of the existing environment (land use), air resources, water resources, biological resources (including threatened/endangered species and critical/sensitive habitats), cultural resources, socioeconomics, municipal services, and public health.

4. Environmental Consequences

This includes an analysis of the effects of alternatives (starting with proposed action, followed by preferred alternatives, then others; same arrangement as part 2-summary of alternatives). The analysis shall include effects on land use, air resources, water resources, biological resources, cultural resources, socioeconomics, municipal services, public health, and cumulative impacts. Additionally, this section shall include unavoidable adverse effects, relationship of short-term uses and long-term productivity, and irreversible and irretrievable commitments of resources.

5. Bibliography

6. Acronyms

7. List of Preparers

8. List of Agencies and Persons Consulted

The EID will be reviewed by state and federal agencies. It is therefore essential that the EID serve as a stand-alone document without referencing other documents submitted as part of this project.

2.3 PERIOD OF SERVICE

A. Period of Service

The ENGINEER shall complete the work delineated under this SOW within 120 calendar days, not including Owner/Agency review days, from Notice to Proceed (NTP). The completion of all tasks with reviews and the environmental clearance process is expected to be complete within approximately 6 months.

2.4 DELIVERABLES

Draft Environmental Information Document

The City, TWDB, EPA and other applicable agencies will review the draft EID. The consultant shall satisfy all comments and incorporate any necessary changes required to receive approval of the Final EID.

Final Environmental Information Document

Appendix A

Planning Documents