

EXHIBIT A

SCOPE OF SERVICES

Task 1 – Review Pretreatment Program

LWA will review the City's Pretreatment Program. LWA anticipates reviewing a list of the regulated industrial users (IUs), a sampling of IU Permits (i.e., significant, categorical, zero-discharge), Administrative Procedures, Enforcement Response Plan (ERP), Sewer Use Ordinance (SUO), local limits, Annual Pretreatment Reports (2023-2025), and other relevant Pretreatment Program documents.

Task 2 – Prepare Pretreatment Program Review Memorandum

LWA will prepare a Pretreatment Program Review Memorandum summarizing its review of the City's Pretreatment Program information and documents, as discussed in Task 1, identify gaps in the Pretreatment Program and compliance with applicable regulations, and provide recommendations to improve the City's Pretreatment Program. In general, LWA typically uses audit forms from the United States Environmental Protection Agency (USEPA) to conduct program reviews to ensure that the programs are audit-ready. The memorandum is intended to provide a general roadmap for the City to update its Pretreatment Program.

LWA will provide a draft memorandum to the City for review. Based on a consolidated set of comments from the City, LWA will address the City's comments and prepare a final Pretreatment Program Review Memorandum.

Task 3 – Participate in Meetings

LWA will participate in up to two (2) one-hour meetings with City staff which include a project kickoff meeting and a meeting to discuss City's questions and comments on the draft Pretreatment Program Review Memorandum.

Task 4 – Provide As-Needed Pretreatment Program Implementation Support

LWA will provide as-needed, on-call Pretreatment Program implementation support for the City. This task is not intended to be used for updates of the Pretreatment Program that are identified in Tasks 1-2 above unless expressly approved by the City. LWA anticipates that this task will be used to support current implementation of the Pretreatment Program. Example support may include, but may not be limited to, reviewing industrial wastewater discharge permits, reviewing industrial user reports and monitoring data, responding to questions on program implementation from City staff, and supporting compliance and enforcement actions.

This budget for this task will be a placeholder budget of \$10,000. Specific task schedules will be agreed to between the City and LWA before commencing work under this task.

Task 5 – Project Coordination and Management

LWA will ensure contract requirements are implemented, budgets and schedules are managed, and documentation is provided with each invoice to detail activities undertaken during the billing period. The LWA project manager will communicate regularly with City staff to keep them apprised of progress and solicit input on project direction.