

## EXHIBIT 1

### NON-ROUTINE OPERATIONS, MAINTENANCE AND MONITORING AND SUPPORT SERVICES

Activities performed under the non-routine scope of work may be conducted for any aspect of the County's waste disposal system that is overseen by the County engineering section.

In the event that a subcontractor is required to complete any part of the non-routine work, SWMD will **not** pay for **travel time** and will only pay for time to complete work at each particular site.

#### 1. Staffing Requirements

The selected Non-Routine Consultant must designate a Project Manager (PM) to perform all management efforts required under the Non-Routine Operations Maintenance and Monitoring Scope of Work. The Consultant PM must have a minimum of seven (7) years of experience with LFGES OM&M Activities of similar size and scope listed below, and must be approved by the County prior to the start of the project. The selected Consultant PM will be responsible for coordination of all Non-Routine OM&M work efforts including, but not limited to:

- a. Regular and Effective communication with County staff on all aspects of the Project.
- b. Coordination with contracted landfill site operators and LFG Utilization Contractor.
- c. Coordination with Non-Routine Contractors.
- d. Preparation of the task orders, including detailed scope and cost estimates.
- e. Ordering of materials for Non-Routine OM&M tasks.
- f. Selection of staff and contractors qualified to perform assigned tasks.
- g. Scheduling and coordination of field staff and contractors.
- h. Oversight and documentation of Non-Routine work activities.
- i. Preparation of invoices and supporting documentation.
- j. Tracking of Budgets and Expenditures.

#### 2. Non-Routine Scheduled Maintenance Activities

Non-routine scheduled maintenance consists of corrective repairs or maintenance work identified during the routine OM&M inspections and site visits. The work may consist of, but is not limited to, items such as repair of broken valves, replacement of torn flex hoses (greater than 4 inches in diameter), repair of damaged conveyance piping (greater than 4 inches in diameter) and relocation of header due to landfilling operations. This work is essential for proper LFGES operation; however, this type of work can be scheduled in advance to allow for procurement of materials, equipment, and scheduling of personnel.

Non-routine scheduled maintenance shall be performed only after receipt of prior written authorization from the County PM. The following list of activities, while not comprehensive, contains occurrences expected to be performed under the non-routine maintenance category:

- a. Thermocouple replacement.
- b. Blower belt replacement.
- c. UV scanner replacement.
- d. Flare refractory repair or replacement.
- e. Flare coating repair.
- f. Flare burner repair or replacement.
- g. Air compressor equipment repairs.
- h. Installation of LFG extraction wells or monitoring probes.
- i. LFG extraction well head and well head component repair or replacement.
- j. LFG extraction well extension and capping.
- k. LFG Extraction well removal from service and reinstatement.
- l. Installation, relocation, or removal of temporary condensate tanks.
- m. Repair or replacement of flex hose(s) greater than 4-inch diameter.
- n. Header and pipe removal and re-installation.
- o. Knockout vessel demister pad cleaning.
- p. Variable frequency drive installation and repair.
- q. Equipment removal, installation, and replacement.
- r. Miscellaneous equipment purchases for efficient operation of LFGES.
- s. Repair and/or calibration of equipment.

### **3. Non-Routine Unscheduled and Emergency Response Activities**

Non-routine unscheduled emergency services include events which require immediate response. This type of event shall include, but not be limited to the following:

- a. Responding to flare station shut-down events and call outs from the automated dialing system.
- b. Repair of landfill gas and condensate system piping breaks or separations causing the automatic shutdown of the LFGES.
- c. Repair or replacement of extraction wells.
- d. Repair or replacement of probes.
- e. Responding to and investigating odor complaints.
- f. Mitigation of surging vacuum in LFGES headers
- g. Condensate sump repair.
- h. Minor modification and/or repair of drainage infrastructure to protect LFGES components.
- i. Collect NPDES samples from drainage areas that site LFGES components.
- j. Conduct aerial survey and emissions analysis.
- k. Any response required for compliance issues.

The nature of these urgent items is such that a response cannot be scheduled ahead of time. These conditions must be responded to promptly, during daylight hours, 7 days per week. Due to the unsafe nature of the landfills, the County does not require a response to auto-dialer call-outs during non-daylight hours. However, a response is expected first thing the following morning. Intimate involvement is required in mitigating system malfunctions and directing emergency call-out situations. Emergency events shall be coordinated through the County PM, or his designee, to expedite necessary corrective measures. Work orders will be generated and presented to the County itemizing the personnel and length of time necessary to complete each task. Non-routine unscheduled emergency activities must be performed only after receipt of written or verbal authorization from the County PM.

#### **4. Non-Routine Support Services**

Activities performed under the Non-Routine Support Services scope of work may be conducted on behalf of any of the twenty-nine (29) active, inactive or closed landfills, or disposal sites without LFGES, or for the County's Waste Disposal System were overseen by the County's Engineering section. The scope of work includes providing professional LFG expertise and services and/or material support for maintaining, enhancing and/or modifying LFGES or related systems, including, but not limited to:

- a. Achieve and maintain compliance with applicable permits.
- b. Respond to changes in regulations, regulatory agency orders or directives.
- c. Increase operational efficiencies.
- d. Provide support for, maintain, repair, expand and/or improve existing LFGES SCADA system(s).
- e. Increase professional expertise of County personnel to maintain a working knowledge of current and forthcoming regulations as well as methods of landfill and LFGES operations.

Monthly invoices must be prepared and submitted to the SWMD by the 15<sup>th</sup> day of each month. The SWMD will provide the required format for invoicing. Invoices shall include an itemized breakdown for all assigned and approved Work Orders. This breakdown shall include:

- a. Work order number.
- b. Percent (%) completion of each work order.
- c. Amount previously invoiced for the work order.
- d. The amount invoiced to date for each work order.
- e. Remaining funds available on each work order.
- f. Percent of work performed by subcontractors.