

EXHIBIT A
SCOPE OF SERVICES AND COMPENSATION

Jacobs Engineering Group Inc. (Jacobs) will provide this scope of professional services for Collin County (County), Texas.

This Exhibit A is a part of the Agreement between the parties and is incorporated by reference therein. The basis of compensation for Jacobs providing the services as described herein is defined in Appendix 1 to this Exhibit and is incorporated by reference.

A. SCOPE OF SERVICES

I. COLLIN COUNTY'S PHASE II STORM WATER MANAGEMENT PROGRAM (SWMP) YEAR 5 SUPPORT SERVICES AND PERMIT RENEWAL

A. YEAR 5 ANNUAL REPORT TO TCEQ

Jacobs will assist the County in assembling the performance data and compile the annual report for Year 5 of the Phase II SWMP. The Annual Report will contain a number of elements including:

- Status and documentation of compliance with the BMP implementation and measurable goals,
- Status of any additional control measures implemented by the permittee,
- A summary of the results of the information collected and analyzed,
- A summary of activities planned for the next reporting cycle,
- Number of County construction activities and total number of acres disturbed,
- Number of construction activities that occurred within the County's jurisdiction.

The Year 5 Annual Report will be prepared and finalized by November 11, 2012 for the County to submit to the TCEQ.

Task 1701 - Meeting with County Staff

Jacobs will attend one (1) meeting with the County's staff during preparation of the Year 5 annual report to coordinate the transfer of data and information for the report.

Task 1702- Draft Annual Report Preparation

Jacobs will prepare a draft of the annual report for the County and Stakeholders to review prior to submission to TCEQ. Jacobs will scan all supporting documentation provided by the County into digital format for the annual report. Lengthy documentation will be abbreviated or summarized for inclusion in the annual report (as appropriate).

Task 1703 - Final Annual Report to TCEQ

Jacobs will incorporate comments received from the County and the Stakeholders into the Final Annual Report and format the report for submission to TCEQ. The Annual report will be provided in digital (pdf) and hardcopy formats.

Five (5) copies of the final report will be supplied to the County. Two (2) copies will be provided for submission to TCEQ and three (3) copies for the County.

Task 1704 - County Storm Water Stakeholders Group Meeting

Jacobs will facilitate and conduct one (1) meeting of the County Storm Water Stakeholders Group. The meeting will be held prior to November 12, 2012 to review the Year 5 progress with stakeholders and review the Year 5 annual report prior to submission to Texas Commission on Environmental Quality (TCEQ).

Jacobs will prepare the Stakeholder invitation letters for the County to distribute, prepare PowerPoint presentations and Stakeholder handouts for the meeting. Jacobs will also make arrangements and provide lunch for the Stakeholders meeting.

The County will provide the meeting place and mail the invitation letters to Stakeholders.

Task 1705 - Annual Water Quality Permitting Fee Submittal

Jacobs will prepare the Annual Water Quality Permit Fee submittal and \$100 check made payable to TCEQ for the County's Municipal Separate Storm Sewer System (MS4) permit (TXR040035). Jacobs will ship appropriate forms and check via overnight FedEx service. The County will forward the TCEQ invoice to Jacobs upon receipt for processing.

Deliverables: Five (5) hardcopies of draft and final annual reports will be provided to County staff. Electronic copies of the final annual report will be provided in PDF and Microsoft Word formats. Electronic copies of check and permit fee submittals and tracking information from FedEx will be provided. Meeting minutes will be prepared for the Stakeholder meeting.

B. Storm Water Management Program Revision and Permit Renewal

Task 1801 – Water Quality Data Review Update

Jacobs will perform a brief review of water quality data and potential water quality regulations affecting the County's watersheds. This will primarily consist of a review of the state impaired waters list prepared under Section 303(d) of the Clean Water Act as well as any supporting data maintained by the North Central Texas Council of Governments. Jacobs will review any adopted or proposed TMDLs or IPs for potential regulatory impacts.

The deliverable for this task will consist of a brief letter report summarizing the analysis and any potential regulatory implications for the County's storm water program.

Task 1802 – Meetings With County Departments

Jacobs will attend one (1) kick-off meeting with the County staff to review the project scope and timeline. A client expectation survey will be performed to identify project expectations.

Jacobs will facilitate one (1) project meeting with the major departments involved in storm water management efforts to assess their views of the existing program, program elements that need adjustment or elimination, needed program elements or tools, and staffing and/or organizational issues. The County will be responsible for providing the meeting location and scheduling the meeting time with the various departments. Deliverables for this task will include detailed meeting minutes for each meeting.

Task 1803 – Assess Effectiveness of Current BMPs

Jacobs will review the effectiveness of current BMPs based on extent of implementation and other performance measures (as appropriate). A technical memorandum will be prepared identifying any ineffective or marginally effective BMPs that may be eliminated or substituted in the second permit term. Discussion with County Departments and the Storm Water Stakeholder Group will aid in this assessment.

Task 1804 – Identify New Program Areas/Permit Requirements

Jacobs will research permit renewal requirements for the 2012 Phase II MS4 General Permit based on the effective permit adopted by TCEQ to identify any new permit requirements. This will include a review of new urbanized areas within unincorporated Collin County based on the 2010 Census data and a review of the water quality status of waterbodies which received stormwater runoff from the Collin County MS4. Any water quality impairments or adopted Total Maximum Daily Loads (TMDLs) or Implementation Plans (IPs), which could affect the permitting process or permit requirements will be identified.

Jacobs will review the final Phase II MS4 General Permit and identify any new program areas and new requirements that apply to Collin County and prepare a technical memorandum outlining these requirements.

Task 1901 – Stakeholder Information Packet

Jacobs will prepare a notebook for the County Stakeholders Group which describes potential BMPs for each minimum control measure focusing on those that address new requirements or those that may be substituted for ineffective BMPs in the current SWMP.

The deliverable for this task will consist of a maximum of fifteen (15) stakeholder group information packets.

Task 1902 – Preliminary BMP Recommendations

Based on the input from the County Stakeholders Group, Jacobs will develop preliminary BMP recommendations for each minimum control measure.

The deliverable for this task will consist of a brief technical memo summarizing the preliminary BMP recommendations.

Task 1903 – Development of Measurable Goals and 5-Year Program

For each recommended BMP, Jacobs will work with County staff to develop measurable goals utilizing EPA/TCEQ guidance and existing County program information from the County department meetings, and establish responsibilities for the implementation of the BMPs.

Based on the BMPs recommended in Task 2002, Jacobs will develop a preliminary 5-year implementation schedule for each minimum control measure. Tasks to be performed during the 5-year permit term will be identified, along with resource requirements and proposed implementation schedule.

Task 2001 – Draft Storm Water Management Program (SWMP) Compilation

The previously developed program elements for each of the minimum control measures will be compiled into a master document along with the other task deliverables prepared as part of this project. Five copies of the draft SWMP will be prepared and submitted to County staff.

Task 2002 – Final Storm Water Management Program (SWMP)

After presentation to the County Commissioners Court, comments will be incorporated to prepare the final SWMP document. Five copies of the final SWMP will be prepared and submitted to County staff. Electronic copies will be submitted in PDF and Microsoft Word format.

Task 2003 - County Storm Water Stakeholders Group Meeting

Jacobs will facilitate and conduct one (1) meeting of the County Storm Water Stakeholders Group to discuss permit renewal requirements. The meeting will be held following the release of the revised permit by TCEQ. TCEQ is currently projecting that the revised permit will be issued in December 2012. The Stakeholders will provide input on the effectiveness of the County's current program and what Best Management Practices (BMPs) and measurable goals should be added and/or changed to meet the requirements of the renewed permit.

Jacobs will prepare the Stakeholder invitation letters for the County to distribute, and prepare PowerPoint presentations and Stakeholder handouts for the meeting. Jacobs will also make arrangements and provide lunch for the Stakeholders meeting.

The County will provide the meeting place and mail the invitation letters to Stakeholders.

Task 2004 – Preparation of NOI

The County's NOI document (using the form provided on TCEQ's web site) for coverage under the TPDES Small MS4 General Permit will be completed for permit renewal within 180 days of effective date of permit (or by deadline specified in final permit). Jacobs will prepare the NOI submittal forms and payment to TCEQ for the NOI.

Two hardcopies of the NOI will be prepared and submitted to County staff for signature and submittal to TCEQ.

Task 2005 – Project Status Conference Calls

Jacobs will participate in up to six (6) conference calls with the County staff to discuss interim status of deliverables.

Deliverables: Draft/Final SWMP and NOI (hardcopies and electronic copies in PDF and Microsoft Word formats), technical memoranda, meeting minutes, stakeholder information packets and call summaries will be provided.

B. ADDITIONAL SERVICES

From time to time, the County may require additional services to those described in Section A above. Jacobs will provide these services and be compensated, additional to the total contract amount shown in Appendix 1, Section A including all modifications by mutual agreed change orders, in accordance with the terms described in Appendix 1, Section B.

I. ADDITIONAL SERVICES EXAMPLES

Additional Services may consist of, but not be limited to, the following items:

- A. Legal and accounting services for the project not specifically described above
- B. Additional project meetings not specifically described above
- C. Cost of filing, permitting or reviewing fees not specifically described above
- D. Technical support for negotiation issues
- E. Testimony as an expert witness in any litigation
- F. Public notice / public meetings not specifically described above
- G. Publication of public notice in newspaper
- H. Other services not specifically enumerated above

C. GENERAL CONDITIONS

This Exhibit A is based on the following general conditions.

I. GENERAL CONDITIONS LISTING

- A. The County will provide suitable meeting rooms for project meetings including the Stakeholder Committee meeting and meetings with County staff.
- B. The County will provide performance data and documentation regarding BMP implementation in a timely manner.
- C. The County will forward the Water Quality Permit Fee invoice to Jacobs upon receipt and a minimum of 2 weeks prior to the invoice due date.

D. JACOBS' CONTACT FOR ALL CORRESPONDENCE

Please direct all correspondence to: Joan Flowers
Project Manager
Jacobs Engineering Group Inc.
777 Main Street
Fort Worth, Texas 76102
(817) 735-6068 (office)
(817) 897-1121 (cell)

*

*

*

*

APPENDIX 1
BASIS OF COMPENSATION

This Appendix 1 to Exhibit A defines the basis of compensation to Jacobs for providing the Scope of Services in Exhibit A and is incorporated by reference therein.

A. COMPENSATION SCHEDULE

For the engineering services described in Exhibit A for the Year Five Support Services and Permit Renewal, the County agrees to compensate Jacobs a total lump sum fee in the amount of **SIXTY FOUR THOUSAND ONE HUNDRED TEN DOLLARS AND ZERO CENTS (\$64,110.00)** for the Basic Services. Payment terms will be as described below.

I. ENGINEERING SERVICES

A.	Year 5 Annual Report to TCEQ	\$ 21,048.00
B.	Storm Water Management Program/Permit Renewal	\$ 40,905.00

Sub-Total Professional Services **\$61,953.00**
Expenses..... **\$ 2,157.00**

TOTAL CONTRACT AMOUNT..... **\$64,110.00**

Payment of fees for Year 5 Support Services and Permit Renewal shall be monthly according to the percent of completed work by task. Cumulatively, the monthly invoices shall not exceed the fixed fee stated above unless changes in the scope of work are authorized. Payment of fees for the Additional Services shall be monthly according to the detailed invoices for those employees working on the project and reimbursable expenses. Payments shall be past due 30 days following the date of invoice.

II. REIMBURSABLE EXPENSES

In performance of the Scope of Services described in Exhibit A, the following types of expenses are contemplated in the Total Contract Amount shown above. These are considered reimbursable expenses and Jacobs will be compensated for providing same in accordance with the following.

- A. Reimbursable Expenses include the following items:
1. Out-of-pocket expenses related to courier expenses and reprographics shall be reimbursed at cost plus ten percent.
 2. Cost for employee travel, meals and mileage incurred by employees related to the performance of the Work in accordance with Jacobs' standard policies. Compensation for mileage will be at the standard IRS rate at the time incurred.
 3. Cost of permits or fees required by regulatory agencies or departments obtained on behalf of the Client shall be reimbursed at cost. Client will have the option to pay the fees directly.

B. ADDITIONAL SERVICES COMPENSATION BASIS

Jacobs will be compensated for Additional Services provided, and not specifically identified in Exhibit A, on a time and expense basis at Jacobs' standard rates plus non-labor expenses, as defined below.

I. GENERAL COMPENSATION

- A. All labor expended in performance of the work at Jacobs' standard rates.
 - 1. Jacobs' standard work week is 40 hours.
 - 2. The rate for compensation to Jacobs for exempt employees working more than the standard work week will be at 1.0 times the standard rate for all hours worked above the 40 hours/week.
 - 3. The rate for compensation to Jacobs for non-exempt employees working more than the standard work week will be at 1.5 times the standard rate for all hours worked above the 40 hours/week.
- B. Cost for all travel & living, per diem, temporary & long term assignment expenses, etc. incurred by employees related to the performance of the Work in accordance with Jacobs' standard policies. Compensation for mileage will be at the standard IRS rate at the time incurred.
- C. All out-of-pocket expenses for courier services, reprographics, and support materials directly related to the performance of the work, at cost plus ten percent (10%).
- D. Subcontracted services by third parties directly related to the performance of the work, at cost plus ten percent (10%).
- E. Technical or professional services furnished by third parties and their reimbursable expenses and other non-labor expenses incurred in performance of the work, at cost plus ten percent (10%).
- F. All permits and fees required by regulatory or jurisdictional agencies obtained for the Work, at cost.
- G. All other expenses incurred in performance of the Work and not identified above, at cost plus ten percent (10%).

II. STANDARD BILLING RATES (Effective Date: January 1, 2012)

<u>Category</u>	<u>Bill Rate \$/Hour</u>
Clerical/Admin	\$ 63
GIS Analyst	\$ 85
Environmental Specialist	\$ 95
Project Engineer	\$ 95
Senior Environmental Scientist/Sr. Engineer	\$ 120
Senior Water Quality Scientist	\$ 120
Project Manager/Project Controls	\$ 170
Senior Project Manager (Principal)	\$ 200

Notes: These rates are valid for one year from the date specified as “Effective Date” above and subject to adjustment thereafter.

This Rate Schedule is not an all-inclusive list of categories of personnel employed by Jacobs. Should there be a need to use a category(s) of personnel additional to the categories listed above, they will be discussed with the Client at the time their service requirements are defined and this Rate Schedule amended accordingly.

*

*

*

*

**Collin County Phase II Storm Water Management Program 2012 Update & Year 5 Annual Report
Fee Estimate 07/10/12**

TASK NO	TASK DESCRIPTION	Jacobs Engineering Group Inc.											EXPENSE CATAGORY										TASK SUBTOTAL (W/MARKUP)	
		PRINCIPAL QA/QC	PM	SENIOR ENV. SCI.	PROJECT ENGINEER	SENIOR WQ SCIENTIST	GIS/IT WEB	ENV. SCI.	TECH	CLERICAL	LABOR COST	EXPENSE COST	TASK SUB-TOTAL	PRINTING /MEDIA	PHOTO PROCESS	DELIVERY	MILEAGE	EQUIPMENT RENTAL	LODGING	MEALS	FAX	PHONE		PERMIT FEE
RPT	Year 5 Annual Report to TCEQ	7	7	38	88	43	0	0	0	6	\$21,048	\$842	\$21,890	150	0	122	140	0	0	330	0	0	100	\$842
1701	Meetings with County Staff (1)		2	8	8	8										70								\$70
1702	Draft Annual Report Preparation	2	2	10	40	10				2				50		22								\$72
1703	Final Annual Report Preparation	4	2	12	24	12				1				100		100								\$200
1704	County Stakeholder Group Meeting (1)	1	1	8	16	12				2						70				330				\$400
1705	Prepare forms and submit fee					1				1													100	\$100
SWMP	Storm Water Management Program and NOI	4	10	80	114	132	14	0	0	15	\$40,905	\$1,315	\$42,220	500	0	120	210	0	0	330	0	55	100	\$1,315
1801	Water Quality Data Review Update		1	2	8	12				1														\$0
1802	Meetings With County Departments (2 meetings)		1	16	16	4				1						140								\$140
1803	Assess effectiveness of current BMPs		1	4	24	4				2														\$0
1804	Identify new BMPs/Program Areas based on new permit		1	2	2	6																		\$0
1901	Stakeholder Information Packet		1	8	24	24				2				100										\$100
1902	Preliminary BMP Recommendations		1	8	8	2				1														\$0
1903	Develop measurable goals and 5-year program		1	8	10					1														\$0
2001	Draft SWMP Compilation	1	1	24		40	10			2				100										\$100
2002	Final SWMP Preparation	1	1			24	2			2				300		100								\$400
2003	County Stakeholder Group Meeting (1)	1	1	8	16	8				2						70				330				\$400
2004	Preparation of NOI	1				2	2									20							100	\$120
2005	Project Status Meetings (6 calls)				6	6				1													55	\$55
Total											\$61,953	\$2,157	\$64,110											