

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.

Jacobs will perform the scope of work described below for preparation of the 2020 (2019 Calendar Year) annual report for submittal to Texas Commission on Environmental Quality (TCEQ) as required by Collin County's Storm Water Management Program (SWMP), Texas Pollutant Discharge Elimination System (TPDES) permit number TXR040035.

Effective December 21, 2020, annual reports must be submitted using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver. We do not anticipate using the electronic reporting system for this year's annual report. The annual report for the 2019 calendar year will be submitted by March 31, 2020 and will be submitted in hard-copy. Subsequent annual reports will be required to be submitted electronically per permit requirements.

A. SCOPE OF SERVICES

I. COLLIN COUNTY'S PHASE II STORM WATER MANAGEMENT PROGRAM (SWMP) 2020 ANNUAL REPORT

A. 2020 ANNUAL REPORT TO TCEQ FOR 2019 CALENDAR YEAR

Task 100 – Meeting / Conference Calls with County Staff

Jacobs will attend one (1) meeting with the County staff during preparation of the annual report to coordinate the transfer of data and information for the report. Jacobs will participate in two (2) conference calls with the County staff during preparation of the annual report to coordinate the transfer of data and information.

Deliverable: Meeting minutes.

Task 200 – 2020 Annual Report (Draft)

Jacobs will assist the County in assembling the performance data and compile the 2020 annual report for the Phase II SWMP.

The period of performance covered by the 2020 annual report will include activities from January 1, 2019 through December 31, 2019. Jacobs will prepare a draft of the annual report for the County 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).

The Annual Report will contain the following items (as appropriate):

1. Status and documentation of compliance with permit conditions, the Best Management Practice (BMP) implementation and measurable goals,
2. Assessment of appropriateness of identified BMPs,
3. Progress toward achieving the statutory goal of reducing the discharge of pollutants to the Maximum Extent Practicable (MEP),
4. Measurable goals for each Minimum Control Measure (MCM),
5. Evaluation of the success of implementation of measurable goals,
6. Status of any additional control measures implemented by the permittee,
7. A summary of the results of the information collected and analyzed,
8. A summary of activities taken to address the discharge to impaired waterbodies,
9. A summary of activities planned for the next reporting year,
10. Proposed changes to the storm water management program,
11. Description and schedule for implementation of additional BMPs that may be necessary to ensure compliance with applicable Total Maximum Daily Loads (TMDLs) and Implementation Plans (IPs),
12. Number of County construction activities and total number of acres disturbed,
13. Number of construction activities that occurred within the County's jurisdiction during the reporting period.

Two additional TCEQ waterbody segments were newly listed on the 2016 303(d) List [the most-recent list approved by the Environmental Protection Agency (EPA)]. The annual report will include the newly impaired waterbodies in item #8 in the above list.

No TMDLs are currently in progress for impaired TCEQ segments affected by Collin County's MS4. It is not anticipated that Item #11 in the above list will be required for the 2020 annual report. If additional BMPs are required to comply with an approved TMDL or IP, Jacobs may perform those activities as an additional service, if authorized by the County.

Jacobs will use the most updated template available from TCEQ (Form 20561, Rev. July 2019) at the time of submittal.

Deliverable: Draft report in digital (pdf) format.

Task 201 – 2020 Annual Report (Final)

Jacobs will incorporate comments received from the County into the Final Annual Report and format the report for submission to TCEQ.

The 2020 Annual Report will be prepared and finalized by March 31, 2020 for the County to submit to the 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 via overnight shipping or courier service. Two (2) copies will be provided for submission to TCEQ and three (3) copies for the County's use.

Deliverable: Final 2020 Annual Reports in both hardcopy (5 copies) and digital formats. Supporting documentation will be provided on a CD attached to the inside front cover of the hardcopy reports.

Task 300 - 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 shipping or courier service. The County will forward the TCEQ invoice to Jacobs upon receipt for processing.

Should the TCEQ require payment electronically through online e-permitting system, Jacobs will perform an electronic funds transfer using a corporate credit card.

Deliverable: Electronic copies of check and permit fee submittals and tracking information from the shipping company.

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. Additional project meetings not specifically described above,
- B. Cost of filing, permitting or reviewing fees not specifically described above,
- C. Technical support for negotiation issues,
- D. Publication of public notice in newspaper,
- E. Public notice / public meetings not specifically described above,
- F. BMP development for compliance with approved TMDLs or IPs, and
- G. 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.
- 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)

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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 SWMP 2020 (2019 Calendar Year) Annual Report, the County agrees to compensate Jacobs a total lump sum fee in the amount of **Twenty-Four Thousand, One Hundred and Thirty-Six Dollars and Zero Cents (\$24,136.00)** for the Basic Services. Payment terms will be as described below.

I. ENGINEERING SERVICES

I. 2020 ANNUAL REPORT TO TCEQ

Task 100 - Meeting / Conference Calls with County Staff	\$ 2,050.00
Task 200 - 2020 Annual Report (2019 Calendar Year) - Draft	\$ 14,500.00
Task 201 - 2020 Annual Report (2019 Calendar Year) - Final	\$ 6,361.00
Task 300 - Annual Water Quality Permitting Fee Submittal	\$ 175.00

Sub-Total Professional Services \$23,086.00

Expenses..... \$ 1,050.00

TOTAL CONTRACT AMOUNT \$24,136.00

Payment of fees for the SWMP 2020 Annual Report Preparation 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.
2. Cost of permits or fees required by regulatory agencies or departments obtained on behalf of the County shall be reimbursed at cost. The County will have the option to pay the fees directly.
3. Cost for all travel expenses 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.

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.
- D. All permits and fees required by regulatory or jurisdictional agencies obtained for the Work, at cost.

II. STANDARD BILLING RATES (Effective Date: January 1, 2020)

<u>Category</u>	<u>Bill Rate \$/Hour</u>
Clerical/Admin	\$ 80
Environmental Scientist	\$ 90
Project Engineer	\$ 95
GIS Analyst	\$ 95
Senior Water Quality Scientist	\$ 150
Senior Environmental Scientist/Sr. Engineer	\$ 180
Project Manager	\$ 180
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 of personnel not listed above, they will be discussed with the County at the time their services are required, and this Rate Schedule will be amended accordingly.