

**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) 2019 ANNUAL REPORT**

**A. 2019 ANNUAL REPORT TO TCEQ FOR 2018 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 three (3) 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 – 2019 Annual Report (Draft)**

Jacobs will assist the County in assembling the performance data and compile the 2019 annual report for the Phase II SWMP. The Annual Report will contain the following:

- Status and documentation of compliance with the Best Management Practice (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,
- Proposed changes to the storm water management program,
- Number of County construction activities and total number of acres disturbed,
- Number of construction activities that occurred within the County's jurisdiction during the reporting period.

The period of performance covered by the 2019 annual report will include activities from January 1, 2018 through December 31, 2018. 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).

Deliverable: Draft report in digital (pdf) format.

### **Task 201 – 2019 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 2019 Annual Report will be prepared and finalized by March 31, 2019 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. Two (2) copies will be provided for submission to TCEQ and three (3) copies for the County.

Deliverable: Final 2019 Annual Reports in both hardcopy (5 copies) and digital formats.

### **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 FedEx service. The County will forward the TCEQ invoice to Jacobs upon receipt for processing.

Deliverable: Electronic copies of check and permit fee submittals and tracking information from FedEx.

## **II. COLLIN COUNTY'S PHASE II STORM WATER MANAGEMENT PROGRAM (SWMP) UPDATE**

### **A. SWMP Revision and Permit Renewal**

#### **Task 400 – Water Quality Data Review**

Jacobs will review water quality data for waterbodies located in Collin County that may be affected by the County's MS4. The review will include the TCEQ's Integrated Report of Surface Water Quality, TCEQ's most recent EPA approved 303(d) list, data reported by various agencies and municipalities in the County, and any TMDLs and Implementation Plans approved by TCEQ. The goal of this review will be to identify any new impairments or pollutants of concern that need to be address by the revised SWMP.

Deliverable: Technical memorandum on water quality data review and findings.

#### **Task 500 - Meeting with County Departments**

Jacobs will attend two (2) meetings with the County staff to review the project deliverables. A client expectation survey will be performed to identify project expectations.

During the first meeting, County staff will review the effectiveness of current BMPs based on extent of implementation and other performance measures (as appropriate). County staff will identify any ineffective or marginally effective BMPs that may be eliminated or substituted in the third permit term.

A second meeting will be held for County staff and Jacobs to review any proposed changes or additions to the SWMP. Proposed SWMP revisions will be based on findings of the water quality data review, current BMP effectiveness and new program requirements.

Deliverable: Meeting minutes.

#### **Task 600 – Assess BMP Effectiveness**

EPA in the MS4 Permit Improvement Guide (2010) recommends that permittees assess and modify, as necessary, any or all existing SWMP components and adopt new or revised SWMP components to optimize reductions in stormwater pollutants through an iterative process. This iterative process should include routine assessment of the need to further improve water quality and protect beneficial uses, review of available technologies and practices to accomplish the needed improvement and evaluate resources available to implement the technologies and practices.

Since the County's SWMP does not include water quality monitoring, TCEQ allows permittees to evaluate progress towards benchmarks and improvements in water quality by evaluating program implementation measures such as (1) number of sources identified or eliminated; (2) decrease in number of illegal dumping; (3) increase in illegal dumping reporting; (4) number of educational opportunities conducted; (5) reductions in sanitary sewer flows (SSOs); or, (6) increase in illegal discharge detection through dry screening, etc. Jacobs will evaluate BMP effectiveness and suggest revised BMPs, as necessary.

Deliverable: Technical memorandum on effectiveness of current BMPs and recommendations.

#### **Task 700 - Identify New Program Areas/Permit Requirements**

Jacobs will research permit renewal requirements for the Phase II MS4 General Permit based on the effective permit scheduled to be adopted by TCEQ on January 16, 2019 to identify any new permit requirements that were not included in the existing SWMP. This task will focus on requirements for Level 2 Regulated MS4s which includes non-traditional MS4s such as counties.

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

Deliverable: Technical memorandum on new program areas and permit requirements.

#### **Task 800 - Draft Storm Water Management Program (SWMP) Compilation**

Based on the meetings with County staff, Jacobs will develop BMP recommendations for each minimum control measure. For each 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. Jacobs will develop a 5-year implementation schedule for each BMP. Tasks to be performed during the 5-year permit term will be identified, along with resource

requirements and proposed implementation schedule. The BMPs will be compiled into a draft SWMP document.

Deliverable: The draft SWMP will be submitted to County staff electronically via email.

#### **Task 801 - Final Storm Water Management Program (SWMP)**

Comments from County staff will be incorporated to prepare the final SWMP document.

Deliverable: Four copies of the final SWMP will be prepared and submitted to County staff for submittal to TCEQ. Electronic copies will be submitted in PDF and Microsoft Word format.

#### **Task 802 - 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. Jacobs will complete the SWMP Cover Sheet that outlines the SWMP page numbers for each MCM required element.

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

#### **Task 900 – Training for County Staff**

Jacobs will provide one 6-hour training to Engineering Staff on compilation of data for annual reports. Jacobs will provide a PowerPoint presentation and training materials for up to 5 staff members.

Deliverable: Digital copies of training materials.

### **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. Publication of public notice in newspaper,
- G. Public notice / public meetings not specifically described above, and
- 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.
- 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 Permit Renewal and 2019 (2018 Calendar Year) Annual Report, the County agrees to compensate Jacobs a total lump sum fee in the amount of **FIFTY-THREE THOUSAND SIX HUNDRED SEVENTY-TWO DOLLARS AND ZERO CENTS (\$53,672.00)** for the Basic Services. Payment terms will be as described below.

**I. ENGINEERING SERVICES**

**I. 2019 ANNUAL REPORT TO TCEQ**

Task 100 - Meeting / Conference Calls with County Staff	\$ 2,230.00
Task 200 - 2019 Annual Report (2018 Calendar Year) - Draft	\$ 13,650.00
Task 201 - 2019 Annual Report (2018 Calendar Year) - Final	\$ 6,140.00
Task 300 - Annual Water Quality Permitting Fee Submittal	\$ 100.00

***Sub-Total Professional Services ..... \$22,120.00***

**II. SWMP REVISION AND PERMIT RENEWAL**

Task 400 – Water Quality Data Review	\$ 2,652.00
Task 500 – Meetings with County Departments	\$ 3,900.00
Task 600 – Assess BMP Effectiveness	\$ 3,600.00
Task 700 – Identify New Program Areas/Permit Requirements	\$ 1,950.00
Task 800 – Draft SWMP Preparation	\$ 10,500.00
Task 801 – Final SWMP Preparation	\$ 4,500.00
Task 802 – Preparation of NOI	\$ 1,600.00
Task 900 – Training for County Staff	\$ 1,800.00

***Sub-Total Professional Services ..... \$30,502.00***

***Expenses ..... \$ 1,050.00***

**TOTAL CONTRACT AMOUNT ..... \$53,672.00**

Payment of fees for the SWMP Permit Renewal and 2019 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.
  - B. 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, 2019)

<u>Category</u>	<u>Bill Rate \$/Hour</u>
EIT	\$ 80
Clerical/Admin	\$ 80
Environmental Scientist	\$ 90
Project Engineer	\$ 95
GIS Analyst	\$ 95
Senior Water Quality Scientist	\$ 140
Senior Environmental Scientist/Sr. Engineer	\$ 180
Project Manager/Project Controls	\$ 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.

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