

February 23, 2024

PROPOSAL

Tracy Homfeld, PE, CFM
Assistant Director
Collin County Engineering
4690 Community Ave., Ste. 200
McKinney, TX 75071

Re: Storm Water Management Program and Compliance
Collin County, Texas
LJA Job No. NTP4750-TBD
LJA Proposal No. 24-27655

Dear Ms. Homfeld:

LJA Engineering, Inc. is pleased to submit this proposal for the following services in accordance with the terms and conditions set forth in the Professional Services Agreement (PSA) between LJA Engineering, Inc., and Collin County.

PROJECT DESCRIPTION

Collin County (County) has engaged LJA to assist the County with revisions to its Storm Water Management Program (SWMP) in response to changes in the Texas Pollutant Discharge Elimination System (TPDES) Phase II Municipal Separate Storm Sewer System (MS4) general permit (TXR040000) requirements proposed by the Texas Commission on Environmental Quality (TCEQ). The revised permit was scheduled to be issued on January 24, 2024; however, TCEQ has postponed issuing the permit until August 2024. The County would then have 180 days to prepare a revised SWMP and submit an NOI electronically to the TCEQ.

Services include the development of a 5-year SWMP, with phased implementation tasks and measurable goals, preparation and submission of the County's Notice of Intent (NOI) for permit coverage under the State of Texas' general permit, and other ancillary services related to the County's storm water program. Services included in this proposal are intended to meet the needs of the County's storm water program and development of certain program elements, known as Minimum Control Measures (MCMs) for new or revised Best Management Practices (BMPs) as required by TXR040000.

SCOPE OF SERVICES

SPECIAL SERVICES

885. STORM WATER MANAGEMENT PROGRAM (SWMP) DEVELOPMENT

Prepare a SWMP for the County in accordance with the final issuance of TXR040000 by the TCEQ in August 2024. The SWMP will be developed by conducting:

TASK 1: PROJECT MEETINGS

LJA will conduct one (1) in-person project kick-off meeting with the County. The purpose of the meeting is to review the project scope and schedule, confirm points of contact, establish the schedule for intermediate tasks, confirm billing procedures, and to discuss project procedures including quality assurance reviews.

LJA will coordinate and attend monthly project status meetings during the estimated 6-month project schedule. For the purposes of this cost proposal, five (5) virtual project status meetings are assumed. The virtual meetings will be held via Microsoft Teams or other appropriate meeting platform.

One (1) in-person departmental meeting will be held with County departments that have oversight responsibilities to present recommended BMPs and measurable goals. A presentation will be given to highlight which BMPs are changing and which BMPs are being added to each department's responsibilities. The goal of the meeting will be to receive comments on proposed changes to the SWMP and suggestions for effective management and implementation.

The deliverable for this task will include a project directory, a project schedule, meeting agendas, presentations materials for the departmental meeting, and meeting minutes.

TASK 2: WATER QUALITY DATA REVIEW

LJA will perform a brief review of water quality data and potential water quality regulations affecting the County's MS4 permit. This is anticipated to include a review of State water quality assessments, 303(d) listings, potential TMDL requirements, TMDL implementation plans, North Central Texas Council of Governments (NCTCOG) water quality data and data from other readily available sources.

A brief technical memorandum will be produced for this task summarizing the review, identified pollutants of concern, geographic problem areas, or other elements that may impact how the County develops its storm water program. The contents of the technical memorandum will be included in the final SWMP section on water quality of receiving waterbodies.

TASK 3: TCEQ PERMIT REVIEW AND COUNTY BMP CROSSWALK

After the final Small MS4 General Permit (TXR040000) is approved by the TCEQ commissioners and published in the Texas Register, LJA will review the final permit requirements and compare BMP requirements to the County's current SWMP. A regulatory crosswalk will be prepared that compares BMPs contained in the County's current SWMP to permit requirements and determine what changes need to be made to existing BMPs for compliance. Where no comparable BMP exists to meet the new permit requirements, LJA will propose new BMPs based on our knowledge of the County's current operations and capabilities.

The deliverable for this task will include a crosswalk table in Microsoft Excel outlining the current BMPs and new BMPs required under the 2024 revised TXR040000 with proposed changes to meet permit requirements.

TASK 4: DRAFT STORM WATER MANAGEMENT PROGRAM (SWMP)

LJA will develop preliminary BMP recommendations for each of the six (6) MCMs. For each recommended BMP, LJA will develop implementation tasks and measurable goals utilizing TCEQ guidance and existing program information from the County departments. The program elements for each of the six MCMs will be compiled into a master document. Five (5) copies of the draft SWMP will be prepared and submitted to County staff for review prior to the Departmental meeting discussed in Task 1. Proposed changes to the SWMP will be presented to the departments as outlined in Task 1 to receive comments and feedback.

TASK 5: FINAL STORM WATER MANAGEMENT PROGRAM (SWMP)

Following the presentation to the County Departments and receipt of comments, LJA will prepare the final SWMP document. One (1) digital copy on a thumb drive and five (5) hardcopies of the final SWMP will be delivered to the County.

TASK 6: PREPARATION OF NOI

The County's notice of intent (NOI) for coverage under the TPDES general permit for small MS4s will be completed in accordance with TCEQ guidance. The NOI will be submitted electronically through the EPA's NPDES electronic permitting and reporting system for the MS4 program, NeT-MS4 software interface.

LJA will register the County as a User on EPA/TCEQ's Central Data Exchange (CDX) with a User ID and Password for a NeT-MS4 Account. LJA will set appropriate authorization levels for the consultant in a preparer role and County staff with signatory authority in the NeT-MS4 System. Includes responding to 1 round of comments from TCEQ.

886. SWMP BMP IMPLEMENTATION AND COMPLIANCE

LJA will assist the County in complying with new or changing BMP requirements in their SWMP. These are considered Year 1 activities under the new 5-year permit term. Year 1 will begin on the date that the revised permit is issued and extend to the end of the calendar year following issuance. Year 1 will not be a full year and the County may need assistance with these tasks.

MCM 1 – PUBLIC EDUCATION - WEBSITE AND PUBLIC EDUCATION CONTENT

LJA will provide updated public education content to reflect the new permit requirements. This will include providing updated content and graphics for the Collin County website, brochures, and social media posts. The posts will be suitable for posting on one or more social media platforms available to the County.

Deliverables will include digital files for the update of one (1) stormwater webpage, up to three (3) updated one-page, double sided, tri-fold brochures, and four (4) seasonally appropriate social media posts. Submittal of content to IT staff, public information department or other appropriate departmental staff is the responsibility of the County. The County will be responsible for posting seasonal messages on chosen social media platforms.

MCM 3 - GIS MAPPING AND OUTFALL DETERMINATION

LJA will update the County's MS4 Outfall Map based on current City Limit boundaries for communities in Collin County. The map will overlay the unincorporated areas of the County with County-maintained roadways and EPA defined urban areas based on the 2020 U.S. Census Bureau data.

Deliverables will include a set of GIS maps and digital files (PDF, MXD, and SHP) on a thumb drive.

MCM 3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE) SOP MANUAL

The draft permit requires a Standard Operating Procedure (SOP) Manual for the Illicit Discharge (ID) response, including inspection, source investigation and corrective actions used for illegal dumping, illicit discharges, and spills. LJA will meet with the responsible departments, the Fire Marshal for HAZMAT Spill Response, Development Services for illicit discharges from failing OSSFs, and the County Sheriff's department for investigation and enforcement of illegal dumping to prepare a consolidated SOP manual for the County's response to these occurrences. It is assumed that each department has standardized procedures for responding to discharges and complaints, but these procedures need to be consolidated into a single "County-Wide" SOP Manual. Task includes one in-person meeting with the responsible departments to develop the procedures and workflow/responsibilities diagrams.

Deliverables will include 5 hard copies of the SOP Manual for the following departments (Fire Marshal, Development Services, County Sheriff, Public Works and Engineering) along with digital files (PDF and Microsoft Word).

MCM 3 - UPDATED ID EMPLOYEE TRAINING

The SOP manual and Response Flow-Charts will be incorporated into an updated ID training for County workers. Updated training materials will include a presentation in PowerPoint. The County is responsible for conducting the training.

889. SPILL PREVENTION CONTROL AND COUNTERMEASURE (SPCC) PLAN

LJA will conduct an on-site inspection and facility review for the County Equipment Services Department to update the Spill Prevention Control and Countermeasure Plans. The current SPCC plans were developed in 2019 for two County facilities: the Wilmeth Road Service Center and the Farmersville Barn. LJA personnel will tour the facilities and confirm storage quantities, procedures and inspection logs and update the SPCC plans based on the findings and current regulations.

Deliverable: The deliverable for this task will include draft and final SPCC plans. One (1) electronic copy (thumb drive) and two (2) hard copies of each plan will be provided.

GENERAL CONDITIONS

This Scope is based on the following General Conditions:

- LJA is not responsible for system outages or software glitches associated with the EPA/TCEQ electronic permitting and reporting system.
- The current TCEQ application fee (as specified in the draft permit) for a Phase II (Small) MS4 permit is \$400 to be submitted with the NOI. It is assumed that the application fee will remain unchanged in the final issuance of the permit. The application fee will be paid to TCEQ on

behalf of the County when the NOI is submitted electronically (within 180 days after final permit issuance).

- An annual Water Quality fee of \$100.00 as authorized under TWC § 26.0291 will be paid to TCEQ on behalf of the County in December 2024.

Services specifically excluded from this proposal include but are not limited to:

- Legal and accounting services for the project not specifically described above.
- Additional project meetings not specifically described above.
- Technical support for negotiation issues.
- Testimony as an expert witness in any litigation.
- Public notice / public meetings not specifically described above.
- Other services not specifically enumerated above.

COMPENSATION SCHEDULE

2024 Services			
885	Storm Water Management Program (SWMP) Development	Lump Sum	\$54,300
886	SWMP BMP Implementation and Compliance	Lump Sum	\$26,100
889	SPCC Plan	Lump Sum	\$18,200
Z99	Reimbursable Expenses (Mileage, TCEQ Fees, Reproduction)	Lump Sum	\$1,150
TOTAL			\$99,750

ADDITIONAL SERVICES

Compensation for Additional Services not listed herein will be billed on a time and materials basis in accordance with LJA Standard Rate Schedule below or on a lump sum basis agreed upon at the time the work is authorized.

BILLING RATES

LABOR CATEGORY	LOWEST	HIGHEST
Department Head (VP, Division Manager)	\$225.00	\$295.00
Sr. Project Manager	\$190.00	\$275.00
Senior Water Quality Specialist	\$145.00	\$235.00
Professional Engineer (Project Engineer, APM)	\$120.00	\$195.00
Graduate / Design Engineer	\$100.00	\$160.00
Sr. Construction Manager	\$120.00	\$215.00
Construction Engineer	\$ 90.00	\$180.00
Construction Inspector	\$ 85.00	\$150.00
GIS Developer	\$100.00	\$190.00
GIS Analyst	\$ 70.00	\$125.00
Clerical (Admin. Assistant)	\$ 60.00	\$125.00
Intern	\$ 50.00	\$ 90.00

REIMBURSABLE EXPENSES

In performance of the Scope of Services, the following types of expenses are included in the Total Proposal Fee. These are considered Reimbursable Expenses and LJA will be compensated for in accordance with the following:

1. Reproduction, out-of-town travel expenses, employee travel and mileage, and other non-labor charges directly related to the Project will be billed at cost.
2. Filing fees, permit fees, and other special charges which are paid to the regulatory agency on behalf of the County will be billed at cost.
3. Vehicle mileage will be charged at the current IRS mileage rate per mile for all travel.

If this proposal meets with your approval, please prepare a purchase order.

We appreciate this opportunity to submit this proposal and look forward to working with you on this project. If you have questions, please call me at 817.897.1121.

Sincerely,

COLLIN COUNTY ENGINEERING



Joan Flowers, CPSWQ
Senior Water Quality Project Manager

By: _____

Name: _____



Jeffrey Alvarez, PE, CFM
Senior Project Manager

Date: _____

JF/bb