

EXHIBIT A **SCOPE OF SERVICES**

Storm Water Management Program and Compliance
Collin County, Texas
LJA Job No. NTP4750-0385
LJA Proposal No. 24-39402

PROJECT DESCRIPTION

Collin County (County) has engaged LJA to assist the County with the 2025 annual report for calendar year 2024 due to the Texas Commission on Environmental Quality (TCEQ) on or before March 31, 2025.

SCOPE OF SERVICES

SPECIAL SERVICES

887. 2025 SWMP ANNUAL REPORT TO TCEQ FOR 2024 CALENDAR YEAR

Prepare a SWMP Annual Report in accordance with the requirements of TXR040000 and guidance provided by TCEQ. The SWMP Annual Report will be developed by conducting:

TASK 1. PROJECT MEETINGS

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

Deliverable: Meeting agenda and summaries via email.

TASK 2. 2025 ANNUAL REPORT (DRAFT)

LJA will assist the County in assembling the performance data and compile the 2025 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,
- 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 2025 annual report will include activities from January 1, 2024 through December 31, 2024 and are for BMPs outlined in the previously approved SWMP. Guidance provided by TCEQ specifies that calendar year 2024 will be a continuation of the previous SWMP, essentially a year 6 for annual reporting. LJA will prepare a draft of the annual report for the County to review prior to submission to TCEQ. LJA 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).

LJA 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 3. 2025 ANNUAL REPORT (FINAL)

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

The 2025 Annual Report will be prepared and finalized by March 31, 2025 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.

Deliverable: Final 2025 Annual Reports on thumb drive or hardcopy (5 copies) and digital formats. Supporting documentation will be provided on a CD attached to the inside front cover of the hardcopy reports.

GENERAL CONDITIONS

This Scope is based on the following General Conditions:

- 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 2025. Plus any processing fees incurred from the payee.
- The County will provide performance data and documentation regarding BMP implementation in a timely manner.
- The County will forward the Water Quality Permit Fee invoice to LJA upon receipt and a minimum of 2 weeks prior to the invoice due date.

COMPENSATION SCHEDULE

(2025) 2025 ANNUAL REPORT SERVICES

SPECIAL SERVICES			
887	2025 Annual Report	Lump Sum	\$30,100
Z99	Reimbursable Expenses (Mileage, TCEQ Fees, Reproduction)	Lump Sum	\$1,200
TOTAL			\$31,300

ADDITIONAL SERVICES

Compensation for Additional Services not listed herein or services required due to change in municipal ordinances and/or State legislation will be billed on a time and materials basis in accordance with LJA Standard Rate Schedule in the Engineering Services Agreement or on a lump sum basis agreed upon at the time the work is authorized.

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.

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 817.288.1945.

Sincerely,



Joan Flowers, CPSWQ
Senior Water Quality Project Manager



Jeffrey Alvarez, PE, CFM
Senior Project Manager

JF/bb