

## **EXHIBIT A** **SCOPE OF SERVICES**

Storm Water Management Program and Compliance (2026)  
Collin County, Texas  
LJA Job No. NTP4750-0385  
LJA Proposal No. 25-2130

### **PROJECT DESCRIPTION**

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Collin County (County) has engaged LJA to assist the County with the 2026 annual report for calendar year 2025 due to the Texas Commission on Environmental Quality (TCEQ) on or before March 31, 2026.

### **SCOPE OF SERVICES**

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#### **SPECIAL SERVICES**

##### **887. 2026 ANNUAL REPORT TO TCEQ FOR 2025 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 two (2) conference calls with the County staff during preparation of the annual report to coordinate the transfer of data and information. One (1) in-person meeting will be held to discuss changes to the SWMP (if required) based on the annual review.

Deliverable: Meeting agenda and summaries via email.

##### **TASK 2. 2026 ANNUAL REPORT (DRAFT)**

LJA will assist the County in assembling the performance data and compile the 2026 annual report for the Phase II SWMP. The Annual Report will contain the following:

- a) The status of the compliance with permit conditions, an assessment of the appropriateness of the identified activities/BMPs, progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals;
- b) A summary of the results of information collected and analyzed, during the reporting period, including monitoring data used to assess the success of the program at reducing the discharge of pollutants to the MEP;
- c) If applicable for receiving water bodies, a summary of any activities taken to address the discharge to impaired water bodies, including a summary of the small MS4s BMPs used to address the pollutant of concern, and if sampling was conducted include the sampling results;

- d) A summary of the stormwater activities the small MS4 operator plans to undertake during the next reporting year;
- e) Proposed changes to the SWMP, including changes to any activities/BMPs or any identified measurable goals that apply to the program elements;
- f) A description and schedule for implementation of additional activities/BMP's that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans. For water bodies that are listed as impaired after discharge authorization, include a list of such water bodies and the pollutants causing the impairment, and a summary of any actions taken to comply with the requirements of the permit; and
- g) The number of construction activities that occurred within the jurisdictional area of the small MS4 (as noticed to the permittee by the construction operator), and that were not authorized under the optional 8th MCM.

The period of performance covered by the 2026 annual report will include activities from January 1, 2025 through December 31, 2025.

To date, the TCEQ has yet to approve the County's NOI under the 2024 Phase II MS4 general permit.

Guidance provided by TCEQ specifies that the annual reporting for calendar year 2025 will be for two different SWMPs and cover:

- 1) Activities under the previous SWMP, essentially a year 7 for annual reporting for January 1, 2025 through the date of TCEQ's approval of the County's NOI (paper report); and
- 2) Activities under the County's 2025 SWMP for the reporting period beginning on the date of NOI approval through December 31, 2025 (electronic report).

LJA will prepare a draft of the annual report (for each partial reporting period) 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).

It is anticipated that the annual reports will be a combination of hardcopy and electronic depending on the time period.

For the paper annual report, LJA will use the most updated template available from TCEQ (Form 20561, Rev. July 2019) at the time of submittal or other suitable format as dictated by TCEQ guidance.

The electronic annual report will be submitted via the Net-MS4 portal.

Deliverable: Draft report in digital (pdf) format.

### **TASK 3. 2026 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 2026 Annual Report will be prepared and finalized by March 31, 2026 for the County to submit to the TCEQ. The Annual report will be provided in digital (pdf) and hardcopy formats. Three (3) hardcopies 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 one (1) copy for the County.

Deliverable: Final 2026 Annual Reports in both hardcopy (3 copies) and digital formats. Supporting documentation will be provided on a thumb drive.

#### **TASK 4. UPDATED REGULATED AREA AND OUTFALLS**

In conjunction with the preparation of the 2026 annual report, LJA will update the map of the County's regulated MS4 area. This will be accomplished by obtaining the most recent corporate boundaries of incorporated areas within the County and performing a GIS analysis of the data. An updated map of unincorporated areas within the 2010 or 2020 urbanized/urban areas will be prepared.

Regulated outfalls will be determined by overlaying the County's updated regulated MS4 area with the County maintained roads and intersecting streams/waterbodies.

Deliverable: Digital maps and GIS shapefiles of the updated regulated MS4 area and regulated outfalls will be provided.

#### **TASK 5. WATER QUALITY REVIEW**

The County is required to perform a review of water quality annually, in conjunction with preparation of the annual report, to determine whether an impaired water body within its permitted area has been added to the latest EPA approved CWA § 303(d) List or the Texas Integrated Report of Surface Water Quality for CWA Sections 305(b) and 303(d) which lists the category 4 and 5 water bodies. Within two years following the approval date of the new list(s) of impaired waters, the County is required to comply with the requirements of TXR040000 relating to impaired waters and to identify any newly listed waters in the annual report and SWMP.

LJA will perform the water quality review and make appropriate recommendations and changes to the County SWMP.

Deliverable: Technical memorandum on findings and recommendations.

#### **TASK 6. SWMP Review and Update**

The County is required to perform in an annual review of its SWMP in conjunction with preparation of the annual report. Results and date(s) of the review shall be documented in the annual report. LJA will review the SWMP and provide recommendations (as needed) for improvements and/or changes. If changes to the SWMP are approved by the County, LJA will update the SWMP and provide a digital copy.

Deliverable: Technical memorandum on review findings and recommendations. Updated SWMP in digital (pdf) format (if changes are required).

#### **TASK 7. Public Education Event at Myers Park**

LJA will attend the 2026 Garden Show at Myers Park, scheduled for March 14, 2026, on behalf of the County and distribute public education materials.

Deliverable: 200 copies of the rain barrel brochure, photos of display.

**GENERAL CONDITIONS**

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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 2026.
- 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**

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<b>2026 Annual Report Services</b>			
887	2026 Annual Report	Lump Sum	\$43,000.00
Z99	Reimbursable Expenses (Mileage, TCEQ Fees, Reproduction)	Lump Sum	\$1,100.00
<b>TOTAL</b>			<b>\$44,100.00</b>

**ADDITIONAL SERVICES**

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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.

**BILLING RATES**

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<b>LABOR CATEGORY</b>	<b>Lowest</b>	<b>Highest</b>
Department Head (VP, Division Manager)	\$245.00	\$295.00
Senior Consultant	\$230.00	\$295.00
Director	\$215.00	\$295.00
Group/Design Manager	\$200.00	\$295.00
Sr. Project Manager	\$200.00	\$295.00
Project Manager	\$150.00	\$290.00
Sr. Project Engineer	\$150.00	\$290.00

Professional Engineer (Project Engineer, APM)	\$120.00	\$220.00
Graduate/Design Engineer	\$100.00	\$175.00
Sr. Civil Designer	\$120.00	\$200.00
Civil Designer	\$ 85.00	\$170.00
Sr. Planner	\$130.00	\$240.00
Planner	\$ 85.00	\$175.00
Sr. Landscape Architect (Studio Lead)	\$165.00	\$280.00
Landscape Architect	\$105.00	\$195.00
Landscape Designer	\$ 95.00	\$150.00
Sr. Construction Manager	\$130.00	\$240.00
Construction Manager	\$105.00	\$185.00
Resident Project Representative	\$100.00	\$195.00
Construction Engineer	\$100.00	\$195.00
Construction Inspector	\$ 85.00	\$170.00
GIS Developer	\$100.00	\$210.00
GIS Analyst	\$ 70.00	\$140.00
Survey Project Manager	\$130.00	\$265.00
Project Surveyor	\$110.00	\$220.00
Survey Technician	\$ 70.00	\$175.00
Clerical (Admin. Assistant)	\$ 60.00	\$130.00
Intern	\$ 50.00	\$ 95.00

In accordance with *Rule 3.356 – Real Property Services* governed by the Texas Comptroller of Public Accounts, sales tax will be applied on services used to determine or confirm property boundaries, such as boundary recovery, lot surveying/pins, title surveying, right-of-way surveying, and final platting.

### **REIMBURSABLE EXPENSES**

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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.

Tracy Homfeld  
October 1, 2025  
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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,

A handwritten signature in blue ink that reads "Joan Flowers". The signature is cursive and fluid.

Joan Flowers, CPSWQ  
Senior Water Quality Project Manager

A handwritten signature in blue ink that reads "Jeffrey Alvarez". The signature is cursive and fluid.

Jeffrey Alvarez, PE, CFM  
Program Manager

JF/bb