

**DRAFT Scope of Services - Task Order 6****Background**

The Halff Associates, Inc. integrated Stormwater Management (iSWM) Consultant Team was selected by the North Central Texas Council of Governments (NCTCOG) for a three (3) year contract to complete updates, provide training, technical assistance, and assist in the implementation of the iSWM Design Manual for Site Development and the iSWM Design Manual for Construction. This contract was approved for a second one-year extension.

The scope of work, schedule, and budget for each task order will be determined based on the specific roles and responsibilities for the individual firms for each specific task. The purpose of this document is to establish the individual tasks and deliverables to be contained in Task Order 6.

Invoices will be submitted to NCTCOG monthly with status report and itemized statement showing how work completed reflects invoiced amount.

All work under this task order will be completed in accordance with the master agreement executed between Halff and NCTCOG, dated July 12, 2017.

**Scope of Services**

The following tasks have been outlined for Task Order No. 6 with completion by April 30, 2022.

**1. Project Management and Meeting Attendance**

- a. Attend up to four (4) iSWM Implementation Subcommittee (IIS) meetings. Halff will have one (1) staff member attend up to four (4) IIS meetings throughout the duration of the project.

**2. Reorganize/Re-evaluate Site Development Controls**

- a. Update remaining BMP summary pages in Site Development Controls manual based on input from iSWM Implementation Subcommittee (IIS). The update will utilize the template used for the updates made to the summary pages in Task Orders 3 and 4. The purpose of the update is to reduce the amount of detail on the current summary pages and be more readable and appealing. For this task, the IIS will have the following options:
  - i. Option 1: Update summary pages for all 10 remaining BMPs (listed below)
  - ii. Option 2a and 2b: Update summary pages for 4 or 5 BMPs and (a) use remaining budget to provide more effort on another task or (b) address other feedback received on the Site Development Controls Technical Manual in February 2020 that fits within the allotted budget.
  - iii. Remaining BMPs: Multi-Purpose Detention Areas, Organic Filter, Gravity (Oil Grit) Separator, Green Roof, Alum Treatment, Proprietary Structural controls, Open conveyance Channel, Culverts, Inlets, Pipe Systems.
- b. Please note this task is included in the NCTCOG iSWM 5-Year Outreach and Implementation Strategy as Implementation Strategy 16.

**3. BMP Design and Maintenance Training**

- a. Continue outreach to communities, including meetings with City Managers and city staff. Identify and lead one 2-hour training on engineering design and/or maintenance of BMPs

- b. Please note this task is included in the NCTCOG iSWM 5-Year Outreach and Implementation Strategy as Implementation Strategy 11.

#### **4. Technical Manual Updates**

- a. Update Hydraulic and Hydrologic Technical Manuals based on feedback documented in Recommendations for Technical Feedback from iSWM Adopters memorandum to IIS dated April 20, 2020
  - i. Hydraulic Technical Manual
    - 1. Add guidance for calculations for an on-grade inlet for a parabolic crowned street.
  - ii. Hydrologic Technical Manual
    - 1. Revise wording in Section 1.3.7 Simplified SCS Peak Runoff section to refer to TR 55 for full description.
- b. Please note this task is included in the NCTCOG iSWM 5-Year Outreach and Implementation Strategy as Implementation Strategy 23. NCTCOG is to complete Implementation Strategy 22.

#### **5. Guidance on Forebay Design**

- a. Provide recommendation for additional design guidance for forebays
- b. Provide memo to IIS of potential improvements that could be implemented to the iSWM program based on research.
- c. Please note this task is included in the NCTCOG iSWM 5-Year Outreach and Implementation Strategy as Implementation Strategy 25.

#### **6. Hydrologic Mimicry Research**

- a. Research hydrologic mimicry cases studies and guidance on greenfield/greyfield development scenarios in surround communities.
- b. Provide memo to IIS of recommendation for mimicry guidance and target goals for volume management. This could be complimentary or perhaps an alternative to 85th percentile storm event.
- c. Please note this task is included in the NCTCOG iSWM 5-Year Outreach and Implementation Strategy as Implementation Strategy 26.

#### **7. Technical Assistance for Case Studies**

- a. NCTCOG is to complete two case studies this fiscal year. Provide NCTCOG technical assistance as needed to enhance the current archive of iSWM case studies with focus on the iSWM program from the perspective of an iSWM Certified Community or construction project utilizing iSWM standards. Effort to include coordination via email and phone calls.
- b. Please note this task is included in the NCTCOG iSWM 5-Year Outreach and Implementation Strategy as Implementation Strategy 1.

#### **8. Economic Benefits of iSWM**

- a. Review existing data from previous projects for economic benefits of BMPs and techniques related to iSWM implementation to demonstrate value potential. Evaluation of both the water quality benefits and co-benefits associated with the BMP implementations. Provide recommendations on how BMPs can be integrated into a site and how they can be utilized in order to maximize economic benefits. Highlight a few specific examples of economic benefits to municipalities, developers, and property owners from previous analyses.

- i. Provide memo to IIS of summary of research, strategies to maximize economic benefits of BMPs, and recommendations of sites in North Texas region for future triple bottom line analysis. Triple bottom line metrics will not be calculated for sites as a part of this scope of work.
- ii. Please note this task is included in the NCTCOG iSWM 5-Year Outreach and Implementation Strategy as Implementation Strategy 3.

**Additional Services:** The following services are additional and shall not be included in the Scope of Services unless specifically approved by NCTCOG. Halff shall inform NCTCOG when a particular service falls into the “Additional Service” category. Compensation for Additional services shall be on an hourly basis and Halff will notify and obtain separate authorization from NCTCOG before proceeding.

1. Appearances before City Councils other than those mentioned in the scope.
2. Providing cost estimates for case studies or specific applications not mentioned under scope of services.
3. Additional copies of reports or provided class materials.
4. Meetings in excess to those outlined in the scope of services.
5. The preparation or presentation of additional classes than those outlined in the scope of services.
6. Development of additional training materials other than those in the scope of services
7. Providing Basic, Special, or Additional Services within the scope of services on an accelerated time line.