

# BOARD OF SUPERVISORS

MADISON COUNTY, MISSISSIPPI


Department of Engineering/Road Management  
Dan Gaillet, P.E., County Engineer/ Road Manager

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## MEMORANDUM

August 16, 2016

TO: Sheila Jones, Supervisor, District I  
Trey Baxter, Supervisor, District II  
Gerald Steen, Supervisor, District III  
David Bishop, Supervisor, District IV  
Paul Griffin, Supervisor, District V

FROM: Dan Gaillet, P.E.   
County Engineer/Road Manager

RE: Storm Water Program  
Engineering Services

In the continuing efforts to meet the requirements for the Federally mandated Storm Water Program and the Mississippi Department of Environmental Quality (MDEQ), the County will need support in achieving required goals.

Therefore, it is recommended that Allen Engineering and Science, Inc. (AllenES) be brought on board to assist the County.

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SHEILA JONES  
District One

TREY BAXTER  
District Two

GERALD STEEN  
District Three

DAVID BISHOP  
District Four

PAUL GRIFFIN  
District Five



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August 8, 2016

Mr. Dan Gaillet, County Engineer/Road Manager  
Madison County  
P.O. Box 608  
Canton, MS 39046

**Re: *Madison County Phase II Storm Water Program Implementation – 2016-2017  
Madison County, Mississippi***

Dear Mr. Gaillet:

Allen Engineering and Science, Inc. (AllenES), is pleased to provide this proposal to you regarding the implementation of Madison County's Storm Water Management Program. As you are aware, the Phase II Storm Water Program is federally mandated and supported by a Mississippi Department of Environmental Quality (MDEQ) Permit. The County must continue implementing the goals of the Storm Water Management Program and the approved Management Plan as mandated under the Clean Water Act. AllenES has managed the Storm Water Phase II Program for several municipalities in the greater Jackson area as well as several municipalities, counties, and entities along the Mississippi Coast. AllenES would appreciate the opportunity to provide the implementation services associated with the Storm Water Program to Madison County the remainder of 2016 and through the 2017 reporting year.

#### **SCOPE OF WORK**

AllenES proposes the following scope of work to assist Madison County.

#### **TASK 1 STORM WATER PROGRAM IMPLEMENTATION - 2016**

AllenES proposes to assist Madison County with the implementation of the Storm Water Management Program during the remainder of the 2016 permit year by providing logistical support for tasks associated with each of the six minimum measures listed below:

- Public Education/Outreach,
- Public Participation/Involvement,
- Illicit Discharge Detection/ Elimination (IDDE),
- Construction Site Runoff Control,
- Post Construction Runoff Control, and
- Pollution Prevention/Good Housekeeping.



Specific elements of the scope of work include but are not limited to the following: education of County employees, elected officials, and building contractors; conducting annual and semi-annual inspections of water quality within the county, and assisting with other programmatic and administrative elements of the program. AllenES will also act as a liaison for Madison County and the Mississippi Department of Environmental Quality when necessary. In addition, it is assumed that the County will begin operation under a renewed permit and revised management plan at some point in the 2016 calendar year. AllenES will assist the County in transitioning between the two plans and will work to maintain consistency in the program and implementation to the greatest extent possible.

For permit year 2016 (January 1, 2016 – December 31, 2016), AllenES will:

- Assist the county with the following Public Education measures:
  - Storm water education for local citizens/developers/engineers & restaurant owners – Provide storm water education materials to be used by local restaurants, offices, shops, and other public facilities, if needed.
  - Children's Outreach and education – Provide education materials on storm water pollution to school children in grades 2-8, if needed. The Madison County Soil and Water Conservation District (MCSWCD) does a phenomenal job educating school children in Madison County. Should the County agree, AllenES will look to develop a partnership between Madison County and the MCSWCD.
- Assist the county with the following Public Involvement measures:
  - Hold public meetings to receive input on the implementation of the program – Facilitate storm water task force meetings
  - Public input in compliance with/updating of ordinances – Ensure the public has an opportunity to provide feedback should an ordinance need to be updated.
- Assist the county with the following Illicit Discharge Detection and Elimination measures:
  - Storm drainage system map – Work with the County to update the storm drainage system map if Geographic Information System (GIS), if needed.
  - Identify illicit connections through dry weather screening/elimination of illicit discharges – Conduct two (2) dry weather screenings of conveyances for the presence of illicit discharges and other water quality concerns.
  - Identify illegal dumping areas – Develop a GIS based map showing the locations of known illegal dumping areas. This map can be used to deploy County resources in a more efficient manner. This map will also show what streams, creeks, rivers are being affected.
  - Inform County employees, the public and businesses on illegal dumping – Provide educational materials on illegal dumping and illicit discharges as needed.
  - Ordinance – Review the ordinance to ensure it is up-to-date with the requirements of MDEQ.
- Assist the county with the following Construction Storm Water measures:
  - Training of County personnel and contractors – Provide training to permitting and inspection staff on the latest policies, ordinances, and inspection procedures for effective construction storm water management.



- Periodic inspections – AllenES staff will accompany county construction inspectors to up to three (3) sites and observe the county inspections to determine if any modifications or improvements need to be made.
- Ordinance – Review the ordinance to ensure it is up-to-date with the requirements of MDEQ.
- Assist the county with the following Post Construction Storm Water measures:
  - Education for developers/the public – Prepare education materials for developers/ the general public on methods to minimize water quality impacts through project designs.
- Assist the county with the following Good Housekeeping/Pollution Prevention measures:
  - Training of County personnel – AllenES will provide the necessary Good Housekeeping/Pollution Prevention training during 2016 as required in the SWMP, if needed.
  - Improvements in County operations – Review county operations to determine if there are areas of improvement that will in turn improve water quality.
- Complete and deliver the 2016 Annual Report to the MDEQ by January 28, 2017.

#### **TASK 2 STORM WATER MANAGEMENT PLAN IMPLEMENTATION - 2017**

AllenES proposes to assist Madison County with the implementation of the Storm Water Management Program during the 2017 reporting year by providing logistical support for tasks associated with each of the six minimum measures listed below:

- Public Education and Outreach on storm water Impacts,
- Public Involvement/Participation,
- Illicit Discharge Detection and Elimination (IDDE),
- Construction Site Storm Water Runoff Control,
- Post-Construction Storm Water Management in New Development and Redevelopment, and
- Pollution Prevention/Good Housekeeping for Municipal Operations

Specific elements of the scope of work include but are not limited to the following: education of County employees, elected officials, and building contractors; conducting annual and semi-annual inspections of water quality within the county, and assisting with other programmatic and administrative elements of the program. AllenES will also act as a liaison for Madison County and the Mississippi Department of Environmental Quality when necessary.

For permit year 2017 (January 1, 2017 – December 31, 2017), AllenES will:

- Assist the county with the following Public Education measures:
  - Local Partnerships – Work with the County to identify partnerships with other agencies and organizations to help facilitate the public education program.
  - Public Participation – Work with the County to ensure the public participation components of the Storm Water Management Plan (SWMP) are occurring.



- Brochures – Develop new brochures and identify distribution alternatives as required by the county's SWMP
  - Website – Review the content of the website related to storm water issues and provide relevant information as needed.
  - Workshops – Identify, coordinate, and if needed, provide relevant workshops as required by the county's SWMP.
  - Program Evaluation – Review the Public Education BMPs annually and determine if changes need to be made in order to improve the program's effectiveness.
- Assist the county with the following Public Involvement measures:
    - Classroom presentations – Provide classroom presentation material as needed. Explore the opportunity for the County to partner with the MCSWCD to provide children's education and outreach.
    - Recycling – Ensure the county is tracking the recyclables collected on a monthly basis.
    - Storm drain markers – Ensure storm drains are being identified and that local community groups are marking storm drains in a timely manner.
- Assist the county with the following Illicit Discharge Detection and Elimination measures:
    - Legal Authority – Review current ordinances to ensure compliance with MDEQ recommendations.
    - Data Acquisition and Management – Ensure the county has an up-to-date map of the sanitary sewer system network within the county. If needed, work with the County to migrate to a GIS based system.
    - Outfall Inventory – Ensure the County is keeping an up-to-date inventory of outfalls.
    - Conduct semi-annual dry weather screenings of conveyances for the presence of illicit discharges and other water quality concerns.
    - Illicit Discharge Complaint Tracking System and Inspection Form – Work with the County to ensure the web based complaint tracking system is functioning properly and that complaints are being addressed in a timely manner.
    - Training - Provide training to county employees on the identification of and elimination procedures for illicit discharges and illegal connections.
    - Program Evaluation – Review the Public Education BMPs annually and determine if changes need to be made in order to improve the program's effectiveness.
- Assist the county with the following Construction Storm Water measures:
    - Legal Authority – Review current ordinances to ensure compliance with MDEQ recommendations.
    - Training – Provide training to permitting and inspection staff on the latest policies, ordinances, and inspection procedures for effective construction storm water monitoring.
    - Program Evaluation – Review the Construction Storm Water BMPs annually and determine if changes need to be made in order to improve the program's effectiveness.



- Assist the county with the following Post Construction Storm Water measures:
  - Legal Authority – Review current ordinances to ensure compliance with MDEQ recommendations.
  - Post Construction BMPs – Assist the County to identify BMPs and Low Impact Development practices to be used on development projects around the County. Work with the County to develop post construction site design standards as required in the new MS4 General Permit provided by MDEQ. Assist the County in developing an inventory of Post Construction BMPs.
  - Inspections – Work with the County to develop and implement Standard Operating Procedures for inspecting post construction BMPs. Ensure an inventory of Post Construction BMPs is being maintained.
  - Training – Provide training to county employees on post-construction BMP inspection procedures.
  - Program Evaluation – Review the Post Construction Storm Water BMPs annually and determine if changes need to be made in order to improve the program's effectiveness.
  
- Assist the county with the following Good Housekeeping/Pollution Prevention measures:
  - Maintenance of Roadway – Work with the County to evaluate existing roadway maintenance activities to determine if any changes need to be made. Work with the County to research and identify alternative practices that may improve water quality.
  - Conduct inspections of municipal facilities identified in the SWMP.
  - Implement a Program for Identification, Disposal and Recycling of Potentially Hazardous Materials – AllenES will conduct an environmental audit at each county maintenance facility to determine the types and quantities of materials that are present at each facility. AllenES will create a Storm Water Pollution Prevention Plan (SWPPP) that includes information on each maintenance facility.
  - Spill Prevention Plans – Update spill prevention plans as needed.
  - Employee Training – Provide training to county employees based on the Storm Water Pollution Prevention Plan and spill prevention and response plans.
  
- Complete and deliver the 2016 Annual Report to the MDEQ by January 28, 2018.

#### **PROJECT SCHEDULE**

AllenES will initiate the implementation tasks of the Storm Water Management Program work upon client approval. The implementation activities outlined above will be completed through January 28, 2017.



**COSTS**

AllenES proposes to complete the services outlined in Task's 1 and 2 described above on a time and expense basis, not to exceed without client approval, of *twenty-four thousand dollars* (\$24,000). This cost strictly covers the scope of work described above, and includes labor, expenses, and travel costs needed to perform the original base scope of work.

Madison County Storm Water Management Program		
Allen Engineering and Science, Inc.		
Task No.	Task/Expense	Estimated Cost
1	Storm Water Program Implementation - 2016	\$6,000
2	Storm Water Program Implementation - 2017	\$18,000
Project Cost		\$24,000

**CLARIFICATIONS**

1. It is assumed that any documentation of tasks completed related to the Storm Water Management Plan/Program for the year 2016 by the County or another consultant will be provided to AllenES. This information will be used to accurately display what was completed by the County on the annual report that will be submitted to MDEQ.
2. It is assumed that any relevant Geographic Information System (GIS) data layers pertaining to the Storm Water Program will be provided to AllenES.
3. This proposal is based on the SWMP submitted by STRADA to MDEQ on May 31, 2016. Should MDEQ require significant changes to the SWMP, AllenES reserves the right to amend the scope of work and cost accordingly.
4. Any water samples taken during the course of field work will be sent off to a mutually agreed upon lab. The lab costs will be the responsibility of the county.

**CLOSING**

AllenES appreciates the opportunity to submit this proposal to you. Please give me a call at (601) 326-2702 if you have any questions. We look forward to assisting you with this project.

Sincerely,  
Allen Engineering and Science

Paul Lanning, RLA  
Operations Manager and Project Planner II



**Authorization by Signature**

Please sign and date in the space provided below if this proposal is acceptable. The effective date of this project will be the authorization date below. Please return a signed copy to AllenES upon authorization.

Company/Entity Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attest Signature (If Required): \_\_\_\_\_ Date: \_\_\_\_\_