


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

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MEMORANDUM

December 21, 2017

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 and Road Manager 

Re: Storm Water Phase II Program Implementation  
Allen Engineering and Science

The Engineering Department recommends hiring Allen Engineering and Science, Inc. for the implementation of the 2018 Phase II Storm Water Program for Madison County for a fee not to exceed \$20,000.



ENGINEERING  
AND SCIENCE

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Jackson, Mississippi 39211  
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**Phone** 601.936.4440  
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December 20, 2017

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 – 2018  
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 the county over the last few years and would appreciate the opportunity to continue to provide the implementation services associated with the Storm Water Program to Madison County for the 2018 reporting year.

#### **SCOPE OF WORK**

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

- **PHASE 1      STORM WATER PROGRAM IMPLEMENTATION - 2018**

AllenES proposes to assist Madison County with the implementation of the Storm Water Management Program during the 2018 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.

For permit year 2018 (January 1, 2018 – December 31, 2018), 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.
  
- 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 2018 Annual Report to the MDEQ by January 28, 2019.

#### 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, 2019.

#### COSTS

AllenES proposes to complete the services outlined in **Phase 1** described above on a time and expense basis, not to exceed without client approval, of *twenty thousand dollars* (\$20,000). This cost strictly covers the scope of work described above, and includes labor, expenses, and travel costs needed to perform the scope of work.

Madison County Storm Water Management Program		
Allen Engineering and Science, Inc.		
Phase No.	Phase	Estimated Cost
1	Storm Water Program Implementation - 2018	\$20,000
Project Cost		\$20,000

Payment for invoices is due within 30 days of the invoice date. Invoices not paid within 30 days are subject to a late fee of 1.5% per month. Understanding the schedules involved with agenda setting and preparation of claims dockets for the County, we will make every effort to transmit invoices with ample time for preparation of materials for the next regularly scheduled Board of Supervisors meeting.

#### CLARIFICATIONS

1. Relevant Geographic Information System (GIS) data layers pertaining to the Storm Water Program will be provided to AllenES, if needed.



2. 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.
3. 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 for professional services associated with this proposed project. Our commitment is to provide high-quality, dependable, and responsive services to you. If you have any questions or require any additional information, please do not hesitate to contact me at 601.326.2702 or by email at [planning@allenes.com](mailto:planning@allenes.com).

Sincerely,  
Allen Engineering and Science

Paul Lanning, RLA  
Project Planner

**Project Authorization**

If the project details listed above are acceptable, please sign and date below and return to AllenES. The effective date of this project will be the authorization date below.

I hereby authorize Allen Engineering and Science, Inc. to proceed with the above-referenced project. I have read and agree to the associated Terms and Conditions. In executing this authorization form, I represent that it is correct, and I certify that I have the authority to execute this authorization form on behalf of the responsible party. I understand that a digital authorization or a photocopy of this authorization will be accepted with the same authority as the original.

Authorized By: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_