

Department of Engineering
Dan Gaillet, P.E., County Engineer

3137 South Liberty Street, Canton, MS 39046
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MEMORANDUM

December 12, 2018

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. *DG*
County Engineer

Re: Storm Water Management Plan (SWMP)

The Engineering Department is recommending the Board amend the current contract with Allen Engineering and Science to modify the current Storm Water Management Plan (SWMP), as requested by Mississippi Department of Environmental Quality (MDEQ), in the amount of \$10,000.



ENGINEERING
AND SCIENCE

November 20, 2018

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

6360 I-55 North, Suite 330
Jackson, Mississippi 39211
www.AllenES.com

Phone 601.936.4440
Fax 601.936.4463

**Re: *Madison County Phase II Storm Water Management Plan Modification
Madison County, Mississippi***

Dear Mr. Gaillet:

Allen Engineering and Science, Inc. (AllenES), is pleased to provide this proposal to you regarding Madison County's Storm Water Management Plan (SWMP) modification. As you are aware, the Mississippi Department of Environmental Quality (MDEQ) has reviewed the 2016 SWMP submitted by a previous consultant. Per our conference call yesterday (November 19, 2018), MDEQ is requesting for Madison County to submit a new SWMP for MDEQ to review. AllenES has submitted numerous SWMPs for other storm water clients and we are confident that MDEQ will find our SWMP submittal acceptable. The SWMP will be tailored specifically for Madison County.

SCOPE OF WORK

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

- **PHASE 1 STORM WATER MANAGEMENT PLAN MODIFICATION**

AllenES will assist Madison County with the SWMP modification and NOI submittal to MDEQ. The SWMP that AllenES will prepare will include acceptable Best Management Practices (BMPs) in 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.

AllenES will work with the County to ensure BMPs are included in the SWMP that have a high probability of successful implementation.

Jackson / Hattiesburg / Meridian / Mobile / Atlanta / Houston



PROJECT SCHEDULE

AllenES will initiate the tasks outlined above upon client approval. We will work diligently to prepare the new SWMP as quickly as possible to meet client/agency expectations.

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 *ten thousand dollars* (\$10,000). 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 Description	Estimated Cost
1	Storm Water Management Plan Modification	\$10,000
Project Cost		\$10,000

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. AllenES currently has a contract with Madison County related to the Storm Water Management Plan Implementation for the 2018 reporting year. We have reserved a portion of the unbilled funds remaining under the current contract for the SWMP modification, but the estimated cost presented above is additional funds needed to update and revise the SWMP.

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.



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: _____