

Department of Engineering  
Tim Bryan, P.E., County Engineer

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**MEMORANDUM**

December 1, 2023

To: Sheila Jones, Supervisor, District I  
Trey Baxter, Supervisor, District II  
Gerald Steen, Supervisor, District III  
Karl Banks, Supervisor, District IV  
Paul Griffin, Supervisor, District V

From: Tim Bryan, P.E., PTOE  
County Engineer

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

The Engineering Department is requesting the Board approve the contract of Allen Engineering and Science, Inc. for the implementation of the 2024 Phase II Storm Water Program for Madison County for a fee not to exceed \$20,000. It is also requested that the Board President be authorized to sign the contract.

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SHEILA JONES  
District One

TREY BAXTER  
District Two

GERALD STEEN  
District Three

KARL BANKS  
District Four

PAUL GRIFFIN  
District Five



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December 1, 2023

Mr. Timothy Bryan, PE  
County Engineer  
Madison County  
P.O. Box 608  
Canton, MS 39046

**Re: Madison County Phase II Storm Water Program Implementation – 2024  
Madison County, Mississippi**

Dear Mr. Bryan:

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 since 2016 and would appreciate the opportunity to continue to provide the implementation services associated with the Storm Water Program to Madison County for the 2024 reporting year.

### **SCOPE OF WORK**

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

- **PHASE 1 MS4 STORM WATER PROGRAM IMPLEMENTATION - 2024**

AllenES proposes to assist Madison County with the implementation of the Storm Water Management Program during the 2024 reporting 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 2024 (January 1, 2024 – December 31, 2024), AllenES will:

- **Assist the County with the following Public Education measures:**
  - Provide one (1) Elected Official storm water training presentation to the Board of Supervisors.
  - Provide one (1) stormwater related article to the County.
- **Assist the County with the following Public Involvement measures:**
  - Facilitate two (2) stormwater task force meetings.
  - Provide logistical support for other public involvement activities as dictated by the current Stormwater Management Plan.
- **Assist the County with the following Illicit Discharge Detection and Elimination measures:**
  - Review current ordinances to ensure compliance with MDEQ recommendations.
  - Provide one (1) training presentation to county employees on the identification of and elimination procedures for illicit discharges and illegal connections.
  - Conduct two (2) dry weather screenings of major conveyances and outfalls within the County for the presence of illicit discharges and other water quality concerns.
- **Assist the County with the following Construction Storm Water measures:**
  - Review current ordinances to ensure compliance with MDEQ recommendations as needed.
  - Conduct one (1) developer/contractor training covering erosion and sediment control measures.
  - Provide one (1) training presentation to permitting and inspection staff on the latest policies, ordinances, and inspection procedures for effective construction stormwater monitoring.
- **Assist the County with the following Post Construction Storm Water measures:**
  - Review current ordinances to ensure compliance with MDEQ recommendations.
  - Assist in the development of post-construction correspondence and educational materials as needed.
  - Education for developers/the public – Prepare education materials for developers/ the general public on methods to minimize water quality impacts through project designs.
  - Provide one (1) training presentation to county employees on post-construction BMP inspection procedures.



- **Assist the County with the following Good Housekeeping/Pollution Prevention measures:**
  - Training of County personnel – AllenES will provide one (1) Good Housekeeping/Pollution Prevention training as required in the SWMP, if needed.
  - Improvements in County operations – Conduct one (1) inspection of county operations to determine if there are areas of improvement that will improve water quality.
- Complete and deliver the 2024 Annual Report to the MDEQ by January 28, 2025.

## 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 December 31, 2024.

## COSTS

AllenES proposes to complete the services outlined in **Phase 1** described above on a lump sum 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. Invoices will be submitted to you monthly based on percent complete. A breakdown of the cost is provided below.

Phase No.	Phase Description	Estimated Cost
1	MS4 Storm Water Program Implementation - 2024	\$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.



**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: \_\_\_\_\_