

REPORT / RECOMMENDATION



To: Mayor and City Council

Agenda Item #: IV. E.

From: Laura Adler, Water Resources Coordinator

Action

Discussion

Date: August 20, 2013

Information

Subject: Engineering Services - Storm Water Pollution Prevention Plan Update

Action Requested:

Authorize City Manager to approve attached proposal for Engineering Services for the revision of the Storm Water Pollution Prevention Plan.

Information / Background:

Attached is the proposal from WSB & Associates, Inc. for engineering services for revision of the city's Storm Water Pollution Prevention Plan (SWPPP). The fee for these services is \$31,900; these services were included in the 2013 CIP under ENG-13-017.

The Minnesota Pollution Control Agency revised the Municipal Separate Storm Sewer Systems (MS4) general permit, effective August 1, 2013. Due to this revision, the city must update its Storm Water Pollution Prevention Plan (SWPPP) to meet the new requirements. This revision will be prepared by WSB and Associates with oversight of Staff and will be presented to the Council for consideration.

Attachments:

Proposal of Engineering Services for Storm Water Pollution Prevention Plan Update dated August 12, 2013.



August 12, 2013

Ms. Laura Adler
City of Edina
7450 Metro Blvd.
Edina, MN 55439

Re: MS4 Program Update

Dear Ms. Adler

This letter contains a scope of work for the WSB's MS4 stormwater program. This scope has been developed based on our conversations with you and the needs of Edina. WSB's MS4 work plan will help the City meet its current requirements as well as prepare the community for the changes in the MS4 permit. The updated permit became law on August 1, 2013 and the City will need to submit their application for permit reauthorization by December 29, 2013. This scope of services will help the City revise its existing permit to meet the requirements of the new permit.

Task 1: MS4 Program Assessment

The MS4 Program Assessment includes identifying gaps in the City's existing permit, preparing a summary of anticipated program changes, assessing the current program, and completing an evaluation of the City's existing program.

Gaps Analysis (September 2013)

The Gaps Analysis Report will help the City determine where the current program will have deficiencies according to the new MS4 general permit. The Gaps Analysis Report will include one meeting with the City's Water Resources Coordinator. The information gathered during the gaps analysis will be used to begin identifying potential program changes.

This analysis will also identify the costs of potential changes so the City is able to make decisions on how to build or expand on any existing program components. This gaps analysis will summarize all potential program changes.

Outline of Proposed SWPPP Revisions (September 2013)

The information gathered during the Gaps Analysis will be used to develop a summary of major anticipated program revisions. Developing a summary of program changes at this stage will be helpful prior to completing the program assessment so that feedback can be

obtained during the program assessment regarding specific changes that may occur with the City's MS4 program.

Program Assessment (September – October 2013)

WSB's MS4 project team will assist you with assessment of the current Stormwater Pollution Prevention Program (SWPPP). The program assessment will be conducted during three separate meetings and will include the following departments:

- Engineering
- Planning/Inspections
- Communications
- Public Works
- Parks

This will be used as not only an informational gathering session, but as an opportunity to present ideas that could be implemented into the City's MS4 program. A report summarizing the findings of the assessment will be provided as a part of this analysis and will include the following:

- Summary of interviews with City staff
- Review of existing BMPs, CWRMP, WHPP, Ordinances, TMDLs, storm sewer system mapping, and Watershed Requirements
- Facilities inspections
- Cost analysis for program implementation to help the City make decisions on how to build or expand on any existing program components.

Task 1 Deliverables:

- Meetings
 - Gaps analysis discussion with Water Resource Coordinator
 - Staff interviews (3 separate meetings)
 - Facilities inspections
- Reports/summaries
 - Gaps analysis
 - Outline of proposed program changes
 - Facilities inspection and BMP recommendations
 - Program assessment

Completing these tasks is critical to updating the MS4 program and it will allow the City of Edina to have confidence that the updates to their MS4 program will meet the new MS4 permit requirements.

Task 2: SWPPP Revisions

This describes the activities that the City will take to revise their MS4 program and create their revised SWPPP. The SWPPP is all the programs that define and make up the City's MS4 program and are not the BMP sheets alone. These may include revisions to BMPs sheets along with the activities identified below.

Identify Partnerships (October 2013)

This will include a summary of existing partnerships the City currently has. Identify if new partnerships are warranted and update the appropriate BMP sheets.

Prioritize Education (October 2013)

This activity will include recommendations for focusing on a high priority stormwater related issues to be emphasized for education and outreach during the permit term. (e.g.; specific TMDL reduction targets, changing local business practices, promoting adoption of the residential BMPs).

Organization Chart (October 2013)

With assistance from the City, we will develop an organizational chart to identify what departments are responsible for specific BMP activities.

Mapping and Inventory (October 2013)

Mapping and Inventory will include a procedure and process for updating the storm sewer system map, if gaps were identified during the program assessment. If map updates are necessary a schedule will be included along with measurable goals.

In addition, the City will need to submit the MPCA required pond inventory within 12 months of the date the permit coverage is extended. It is assumed that the City has comprehensive map of their system; however, if significant work is necessary to update the storm water system mapping WSB will provide a separate scope for the completion of this work.

Enforcement Response Procedures (October 2013)

WSB will develop the Enforcement Response Procedures (ERPs) that will describe procedures and circumstances for the implementation of verbal warnings, written notices, and escalated enforcement measures. The enforcement response procedure will be developed to compel compliance with the illicit discharge detection and elimination, construction site erosion and sediment control, and post-construction stormwater management requirements.

Written Procedures (October 2013)

Written procedures will be created for pollution prevention/good housekeeping, responding to known/suspected illicit discharges, completing site plans reviews and site inspection, storm sewer inspections and maintenance, employee training, and program documentation. These may come in the form of checklists, BMP cut sheets, and standardized inspections forms/letters.

Ordinances (October 2013)

The City is currently developing policies for implementation of ordinances 411.05 and/or 425 and, 850.07. WSB will assist with the following tasks:

- Assistance with development of a credit system towards stormwater utility fees where BMPs are implemented
- Identification of BMP sizes and costs based on policy requirements

Other tasks that may be provided as a part of a separate scope include the following:

- Development of standard details
- Development of typical lot stormwater management plans/BMP layouts

Long-term Maintenance (October 2013)

This will include reviewing the existing regulatory mechanisms to determine how the City ensures long-term maintenance of private systems draining to the City's storm sewer system. This will include developing post construction regulatory language that will allow the MS4 to conduct inspections, perform maintenance, and assess costs to maintain structural stormwater BMPs constructed after the effective date of this permit.

Facilities Inventory (October 2013)

The Facilities Inventory will include compiling the information that was gathered during the program assessment to develop a GIS inventory of all municipally owned/operated facilities. This inventory will include a map and a spreadsheet of all material being stored along with BMPs designed to prevent discharges of pollutants in stormwater.

Pond Assessment Procedures (October 2013)

This will include identifying procedures and methods for evaluating the TSS and TP treatment effectiveness of MS4 owned/operated ponds within the City. This will include measurable goals and a schedule for completing this activity.

This will also include a discussion regarding WSB's Storm Water Asset Management Program (SWAMP), which is intended fulfill this MS4 requirement as well prioritize pond inspection and maintenance to occur in a cost effective manner.

Training (October 2013)

Development of a comprehensive training program is critical to the foundation of any MS4 program. It is important to communicate to all City staff how their role may be impacting stormwater pollution. WSB completes annual training for numerous MS4 communities. We will recommend the incorporation of this training or something comparable into your annual program.

TMDLs (October 2013)

This will include taking all the approved TMDLs that were identified during the program assessment process and identifying all activities that will be completed to achieve compliance with the TMDL Waste Load Allocation (WLA) reduction requirements. This will include identifying progress towards meeting the TMDL goals, BMPs either implemented or planned to be implemented, an estimate of cumulative load reductions, and a narrative describing what strategies will be taken if the WLA is not being achieved by the desired date.

Record Keeping (October 2013)

WSB will work with the City to identify mechanisms to successfully track and report activities that are occurring in the City. This will include reviewing the City's existing tools being utilized to track their current programs and recommendations for developing or utilizing new tools.

Task 2 Deliverables:

- Meetings
- Identification of partnerships
- Prioritization of education
- Organization chart
- Mapping procedures and recommendations
- Enforcement response procedures
- Written procedures
- Ordinance review
- Long-term maintenance review and regulatory language development
- Facilities inventory
 - GIS mapping and compilation of database
- Pond assessment procedures
- TMDL review and process for meetings goals
- Record keeping recommendations

Task 3: Submittal of Application for Reauthorization (October 2013)

All the work completed up to this point will help the City to understand what revisions they plan to make to the City's MS4 program and the cost implications of making those changes. This task will include preparing the application for reauthorization for discussion with the City staff. **Task 3** includes working with the City to fill out and submit the application for reauthorization to receive permit coverage. The City is required to submit this by December 29, 2013.

Task 3 Deliverables:

- Application for reauthorization
- Overview of program changes for City Council consideration

Schedule

It is anticipated that the work outlined above will be completed in September and October. This information will be presented to the City Council on November 19, 2013.

Cost

This proposal outlines the work needed to complete the tasks associated with the WSB MS4 program, in accordance with the Master Agreement for Professional Services dated June 18, 2013. WSB proposes to complete these tasks above for an hourly reimbursable cost of **\$31,900** (Table 1).

Table 1. Cost Estimate

Tasks	Cost
Task 1	
Meetings (4)	\$2,100
Gaps Analysis	\$1,000
Outline of Proposed SWPPP Revisions	\$1,000
Program Assessment	\$3,400
<i>Sub Total</i>	\$7,500
Task 2	
Meetings (2)	\$1,000
Revisions to existing BMP sheets	\$3,100
Identify partnerships	\$300
Prioritize education	\$300
Organizational chart	\$500
Mapping and inventory	\$500
Enforcement response procedures	\$2,600
Written procedures	\$2,600

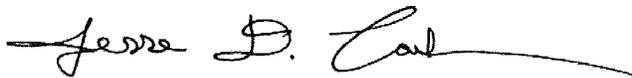
Tasks	Cost
Ordinances	\$4,800
Long-term maintenance review	\$2,100
Facilities inventory	\$2,100
Pond assessment procedures	\$300
Training	\$200
TMDL review	\$1,300
Record keeping recommendations	\$300
<i>Sub Total</i>	\$22,000
Task 3	
Application for Reauthorization	\$1,400
Overview of program changes for Council consideration	\$1,000
<i>Sub Total</i>	\$2,400
TOTAL PROJECT COST	\$31,900

All other tasks will be separate work plans billed as hourly or other directive ordered by the City.

This letter represents our complete understanding of the MS4 regulatory program and the proposed scope of services. If you are in agreement with the scope of services and proposed fee, please sign in the appropriate space below and return one copy to us.

We appreciate the opportunity to share this proposal with you, and look forward to working with the City of Edina efficiently bring your MS4 Program into compliance. If you have any questions about this proposal, please contact me at 651-286-8464 or jcarlson@wsbeng.com.
Sincerely,

WSB & Associates, Inc.



Jesse Carlson
Water Resources Project Manager

ACCEPTED BY:

City of Edina

Name _____

Signature _____

Date _____