EXHIBIT "A"

SCOPE OF SERVICES

FOR

DISTRICT WIDE NPDES CONSULTANT SERVICES

FINANCIAL PROJECT NO. 259401 1 72 11

Revised: 07/10/18
07/09/18
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EXHIBIT "A"

SCOPE OF SERVICES
FOR
DISTRICT WIDE NPDES CONSULTANT SERVICES

I. PURPOSE:

The Florida Department of Transportation (FDOT), District Seven, desires the professional services of a CONSULTANT to assist the Maintenance Office in conducting required inspections, monitoring, and assessment of FDOT-owned facilities, in accordance with National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Phase I and II applications, permits, Statewide Stormwater Management Plan (SSWMP), and approved MS4 Standard Operating Procedures (SOP’s). The analyses and recommendations provided by the CONSULTANT will provide valuable input into the development of and compliance with NPDES mandated programs including Total Maximum Daily Load (TMDL) allocations, Reasonable Assurance (RA), and Basin Management Action Plans (BMAP) development/implementation. In addition, the maintenance and update of the stormwater management facilities inventory will provide the DEPARTMENT with a management tool for the operation and maintenance of its stormwater management facilities and the identification of illicit discharges into its (MS4).

II. SERVICES

For the support of NPDES mandated programs the CONSULTANT may perform the following typical tasks including but not limited to:

A. Facilities Inventory/Mapping and Surveying:

Coordinate with Pinellas, Pasco, Hernando, Citrus, and Hillsborough Counties and the City of Tampa, Temple Terrace, Plant City, St. Petersburg, and others within the District Seven area to assess, evaluate and compile information from available sources, for the maintenance of a FDOT specific stormwater management facilities inventory. Coordination with other entities within District Seven may be required as needed.

- Assess and evaluate information obtained through the NPDES application process.

- Assess and evaluate existing FDOT, County, and Municipal information including effectiveness of SSWMP and water quality monitoring.
• Coordinate with DEPARTMENT personnel and compile information to maintain and supplement existing stormwater management/permit tracking database and/or State Asset Management System for Stormwater Facilities (SAMS) when adopted by Central Office. Data fields will be determined by the DEPARTMENT.

• Maintain and update the existing Database system. (Microsoft Office Access)
• Provide a database and GIS operator to maintain the Department’s shared drive and paper files in the Tampa office location. Consultant will be capable of making computer hardware upgrade recommendations.

This inventory may consist of, but is not limited to:

• Storm sewer systems (i.e., culvert location, size, type, age).

• Natural and man-made drainage features (i.e., watercourses, ditches).

• Watershed and basin delineation. Proposed and approved FDEP and USEPA TMDL’s.

• Drainage patterns and connectivity.

• Structural controls (i.e., retention/detention ponds, discharge structures, major/minor outfalls, etc.)

• Dischargers to FDOT's MS4.

• Drainage easements.

• Land use information.

Mapping/surveying services will include:

• Field verification of drainage system features and locations, where required.

B. Facility Maintenance and Inspection Program:

Continue development of existing storm water facility maintenance and inspection program.

• Coordinate with DEPARTMENT personnel to consolidate and streamline FDOT's stormwater facility inspection and maintenance
program to include FDOT Standards and the requirements of NPDES MS4, Southwest Florida Water Management District (SWFWMD), Florida Department of Environmental Protection (FDEP), and other agency permits.

C. **Field Inspections:**

- Conduct stormwater facility inspections for the facilities referenced in the District Seven NPDES database in the month required and to a level sufficient for recertification to SWFWMD as required by the permit.

- Prepare maintenance work order documents either for the Operations Centers (simple maintenance work) or for the Asset Management and other stormwater maintenance contractors. It is assumed that these documents will address straightforward routine maintenance. The work does not include meeting with the agencies or permit modification preparation should a permit modification be the most appropriate approach to bringing a facility into compliance with agency permits.

- Prepare inspection reports for each permit and submit recertifications to SWFWMD where applicable. Update of database utilizing the electronic format established under the previous contract, including new inspection reports and maintenance work documents, and files input of Stormwater Facility Inspection Data Form (SWFIDF, Exhibit “A”, Appendix “A”). Location details such as the milepost, offset, and side of road information will be added if not already included in the stormwater facility database.

- Additional document updating for the electronic format established under the previous contract - NPDES File Conversion and Database Update including: creating electronic files (.pdf and .tif format) for new projects, as well as updating existing electronic files with completed maintenance documentation received from the maintenance yards and contractors, when as-built plans or plans involving modifications of existing systems are received, and/or when correspondence is received from the regulatory agencies, as well as regular synchronization and update events with the document database located on the FDOT network.

- An assessment for each facility’s potential for maintenance retrofit work will be included on the summary sheet of the inspection report based on the information gathered from the inspection. It is noted that the intent is not to gather additional information during the field
inspection but to assist in developing a list of projects that should be considered for retrofit in the future.

Conduct inspections of stormwater facility maintenance contracts and other construction activities including stormwater retrofit projects. Inspect FDOT Area Operations Centers as required by NPDES MS4 permits.

- Inspect assigned sites and submit written reports in accordance with FDOT and permitting agency criteria.
- Conduct inspections of NPDES non-stormwater discharges from facilities which are connected to FDOT drainage systems.
- Conduct inspections of and perform sampling (as needed) on NPDES MS4 designated outfalls, in accordance with FDOT’s NPDES MS4 Permits as needed.

D. Illicit Discharge Program:

Incorporate illicit discharge program into the stormwater facility inspection and maintain an illicit discharge inventory program consistent with FDOT’s NPDES MS4 permits and SOP’s.

E. Other Tasks:

- Annual Report

Prepare NPDES MS4 annual report(s) consistent with NPDES permit requirements and SOP’s, including the assessment of effectiveness of Street Sweeping program, SSWMP, and water quality monitoring results.

- TMDL, RA, and BMAP development and implementation.

Evaluate FDOT’s existing and proposed roadway and stormwater facilities for the preparation of pollutant load estimates for the constituent identified as causing an impairment, review and estimate potential credits for structural and non-structural Best Management Practices (BMP’s), provide recommendations for potential stormwater retrofits to achieve pollutant load reductions in impaired waterbodies, and evaluate impact of any approved (by FDEP and/or USEPA) TMDL, RA, and, BMAP, as needed.

- Design

Prepare plans for the routine maintenance and/or retrofitting of existing FDOT drainage/stormwater facilities as needed. All design plans presented to the DEPARTMENT for acceptance under this contract shall bear the signature and seal of a Professional Engineer registered in the State of Florida.
• Training

Provide facilities, materials, and personnel for NPDES training activities consistent with the permit requirements and FDOT District Seven MS4 SOP’s.

• Public Information Programs

Provide materials for NPDES public information programs, as needed.

• Coordination with Co-Applicants

Coordinate with the DEPARTMENT’s NPDES co-applicants where necessary throughout the execution of this contract.

Provide other services associated with the DEPARTMENTS NPDES MS4 permits.

III. COMPUTER SERVICES:

The CONSULTANT shall be authorized to use the DEPARTMENT's computer programs, if desired. Computations based on computer programs other than the DEPARTMENT's must conform to the Department's general format. (See the latest "FDOT Design Manual").

The DEPARTMENT has developed a Permit Tracking database that the CONSULTANT must be able to use, modify, or update as required. If the CONSULTANT desires to use a different software package, if approved, it must be identified in the proposal, and transfer of existing data and training of DEPARTMENT personnel in its use will be the sole responsibility of the CONSULTANT, and will be no costs to the DEPARTMENT. The existing database requires: Microsoft Office developers software, familiarity with Access (latest version of District Seven), and ESRI Arc View software.

Should the CONSULTANT desire the use of the DEPARTMENT's resources, then each program must be identified in the technical proposal.

IV. SUBCONTRACTING:

Should the CONSULTANT require the services of a specialist for specialty work, the CONSULTANT is authorized to subcontract these services under the provisions of Paragraph 7.A of the Standard Professional Services Agreement Terms. Firms selected for subcontracts must be approved and qualified by the DEPARTMENT prior to the CONSULTANT authorizing any such work. The
CONSULTANT shall be fully responsible for the satisfactory performance of all subcontracted work.

V. **BEGINNING AND LENGTH OF SERVICES:**

Services to be provided by the CONSULTANT under this agreement will be initiated and completed as directed by the District Project Manager on each project assigned under this agreement. Individual projects shall be assigned during a period of sixty (60) months from the date of this agreement, or until a total accumulated fee of $1,500,000 is reached, whichever comes first.

The DEPARTMENT shall furnish the CONSULTANT a Task Work Order specifying the work to be done and the fees to be paid for each project assigned under this agreement. The Task Work Order shall be signed by the Procurement Services Manager. No work shall be commenced by the CONSULTANT until a Task Work Order is issued.

VI. **RESPONSIBILITIES OF THE DEPARTMENT:**

A. **Data and Services**

The DEPARTMENT will furnish, as appropriate, the following services and data to the CONSULTANT for the performance of services.

- Provide all criteria and full information as to the DEPARTMENT's requirements for CONSULTANT’S services including objectives, constraints, budgetary limitations, and time restraints.

- Furnish all DEPARTMENT procedures, standards, and policies applicable to the Services.

- Furnish existing roadway plans, right of way maps, drawings, specifications, reports, correspondence on file and other information prepared by and/or for the DEPARTMENT that is pertinent to the CONSULTANT’s responsibilities as described herein.

- Permit the CONSULTANT to utilize the DEPARTMENT’s Computer Services for programs requested by the CONSULTANT and approved by the DEPARTMENT.

B. **Kick-off Meeting**

The DEPARTMENT shall conduct a kick-off meeting with the CONSULTANT immediately following the execution of the CONSULTANT agreement.
The CONSULTANT representation should include as a minimum the Project Manager.

The purpose of this meeting is threefold: (1) The DEPARTMENT will render all relevant information in its possession. (2) The DEPARTMENT will establish any ground rules upon which the work will be conducted. (3) The DEPARTMENT will explain the financial and legal administration of the contract.

VII. QUALITY CONTROL

A. Quality Assurance Plan

Within 30 days after execution of this contract, the CONSULTANT shall furnish a Quality Assurance Plan. It shall be the responsibility of the CONSULTANT to keep the plan current with the work requirements. The Plan shall include, but not be limited to the following areas:

- Organization - a description is required of the Consultant's Quality Control Organization and its functional relationship to the part of the organization performing the work under the contract. The autonomy and responsibilities of the QA organization shall be detailed as well as the names and qualifications of personnel in the quality control organization.

- Quality Review - The Consultant's QA methods used to monitor and assure compliance of this organization with the contract requirements for services and products shall be detailed.

- Quality Records - The types of records which will be generated and maintained by the CONSULTANT during the execution of the QA program shall be outlined.

- Control of Subcontractors and Vendors - The methods used by the CONSULTANT to control the quality of his subcontractors and vendors shall be detailed.

- Quality Assurance Certification - An office of the CONSULTANT firm will be required to sign and seal a certification that will have been prepared and checked in accordance with FDOT specifications.

B. Quality Records

The CONSULTANT shall maintain adequate records of the quality assurance actions performed by his organization, (including subcontractors and vendors), in providing services and products under this Contract. All
records shall indicate the nature and number of observations made, the number and type of deficiencies found, and the corrective actions taken. These records shall be available to the DEPARTMENT, upon request, during the contract term. All records shall be kept at the primary job site. All records are subject to audit review.

The QA program shall have a second level of review - a "peer" review. This peer review can be conducted by several methods:

a. The review could be accomplished internally by the CONSULTANT's organization; or

b. At his own expense, the CONSULTANT could contract the review with another consultant (approved by FDOT) firm.

The CONSULTANT must provide the DEPARTMENT with a Quality Assurance Program outline to include but not necessarily be limited to, manpower and designated functions of each individual and a plan of action to assure a quality product.

Samples of all original plan sheet materials must be approved by the DEPARTMENT. The DEPARTMENT reserves the rights to reject plans prepared on material which it deems unsatisfactory.

VIII. GENERAL

A. Professional Requirements

The successful firm will have a Professional Engineer (P.E.), Professional Land Surveyor (PLS), Software Engineer, and a Florida Department of Health certified environmental testing laboratory with a FDEP approved Quality Assurance Plan available to conduct special projects. All professional staff shall be registered in the State of Florida. Prior working relationships with other DEPARTMENT districts involved with NPDES MS4 issues would be beneficial. Also, knowledge of USEPA, FDEP, and SWFWMD rules will expedite implementation of this District-Wide contract. Also, knowledge of FDOT's Maintenance Rating Program (MRP), Maintenance Management System (MMS), Roadway Characteristics Inventory (RCI), and District Seven GIS Portal will expedite implementation of this contract.

B. Equipment Required

Equipment use for this contract will remain as property of the CONSULTANT. All data developed, all materials installed, plans prepared, and training materials will become the property of the FDOT. Equipment
and materials which the CONSULTANT may be required to supply the following, but is not limited to:

- Personal computer and peripherals (CADD/GIS)
- GIS Software
- Continuous recording staff gauges
- Turbidity meters
- Education materials
- Stormwater sampling equipment
- Digital camera (35 mm)
- GPS equipment
- Cellular phone
- Internet e-mail
- File transfer appliance capability

C. Plan Preparation

The engineering plans shall be accurate, legible, complete in design, and drawn to scales acceptable to the Department. The completed plans shall be furnished on reproducible materials and in a format acceptable to the DEPARTMENT. For recommendations concerning the plans preparation, the CONSULTANT shall refer to the latest edition of the FDOT Design Manual, and FDOT Standard Plans.

All studies shall be done in compliance with current applicable federal, state and local regulations and procedures.

D. Consultant Personnel

The CONSULTANT's work shall be performed and/or directed by the key personnel identified in the CONSULTANT's fee proposal. Any changes in the indicated personnel or the CONSULTANT's office in charge of the work as identified in the CONSULTANT's proposal shall be subject to review and approval by the DEPARTMENT.

E. Professional Endorsement

The CONSULTANT's Professional Engineer in responsible charge of the project design must professionally endorse (sign seal and certify) final plans and all reference and support documents as prepared by the CONSULTANT. The professional endorsement shall be performed in accordance with Chapter 471, F.S. and Florida Administrative Code 61G15 and Chapter 130 of the FDOT Design Manual.

F. Project Presentations and Meetings
The CONSULTANT and his staff shall be available, with no more than five weekday notice, to attend meetings or make presentations at the request of the DEPARTMENT. Such meetings and presentations may be held at any hours between 8:00 AM and 12:00 midnight on any day of the week. The CONSULTANT may be called upon to provide maps, audio-visual displays and similar material for such meetings.

G. **Project Related Correspondence**

The CONSULTANT shall furnish all correspondence between the CONSULTANT, and any party pertaining specifically to this project, to the DEPARTMENT's Project Manager for their records within one week.

All requests for information should be made through the DEPARTMENT's Project Manager.

The CONSULTANT is responsible for recording and distributing the minutes of all meetings pertaining to this project.
DISTRICTWIDE NPDES CONSULTANT CONTRACT

FPN: 259401 1 72 11

APPENDIX“A” Stormwater Facility Inspection Data Form
# FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT SEVEN
# STORMWATER FACILITIES INSPECTION DATA FORM

<table>
<thead>
<tr>
<th>State Project No:</th>
<th>Agency:</th>
</tr>
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<tbody>
<tr>
<td>Wpi No:</td>
<td>Permit No:</td>
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<tr>
<td>County:</td>
<td>Recertification Due:</td>
</tr>
<tr>
<td>State Road #:</td>
<td>Construction Comp:</td>
</tr>
<tr>
<td>Project Location:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Suspicious Activity</th>
<th>Next Inspection</th>
<th>Inspection Freq</th>
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<tbody>
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<td>Facility Age:</td>
<td>Inspect No:</td>
</tr>
<tr>
<td>Facility Description:</td>
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<td></td>
</tr>
<tr>
<td>Inspector:</td>
<td>Inspection Date</td>
<td></td>
</tr>
</tbody>
</table>

**EROSION AND SEDIMENT CONTROL, SCOUR, FILLING:**

**HYDROLOGY:**
- Fluctuation: [RATING]
- Water Levels: [RATING]
- Other: [RATING]

**VEGETATION:**
- Slopes and adj. area: [RATING]
- In Pond: [RATING]
  - % Cover (native veg): [RATING]
  - % Cover (exotic veg): [RATING]
  - Total % Cover: [RATING]

**AESTHETICS:**

**STRUCTURAL CONDITION:**

**WATER QUALITY:**
- Turbidity: [RATING]
- Color: [RATING]
- Smell: [RATING]
- Other: [RATING]

**Facility Operation at Time of Inspection:**

**RATING LEGEND:**
- 3-FAIR
APPENDIX “A”

<table>
<thead>
<tr>
<th>Facility Maintenance at Time of Inspection:</th>
<th>1-POOR</th>
<th>4-GOOD</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2-BELOW</td>
<td>5-EXCELLENT</td>
</tr>
</tbody>
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