



EXHIBIT A
CITY OF COOPER CITY
CYCLE 4 NPDES PERMITTING
TASK ORDER No. 2026-02
SCOPE OF SERVICES
FEBRUARY 5, 2026

PROJECT BACKGROUND

In accordance with Resolution No. 25-26 (Administration), RFQ# 2024-1-PW: Continuing Professional Consulting Services – Water, Wastewater, Stormwater, the following scope of services is provided by Hazen and Sawyer (CONSULTANT) as requested by the CITY.

The CITY requested that Hazen and Sawyer (CONSULTANT) provide stormwater engineering services for implementation of the requirements of the Cycle 4 Florida Department of Environmental Protection (FDEP) National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit Number FLS000016-004 for the Broward County co-permittees, which includes the CITY.

SCOPE OF SERVICES

The CITY has requested CONSULTANT provide these services as detailed in the following scope of work.

TASK 1 – Project Management and Initiation

CONSULTANT will provide the following services for the duration of the project.

1. Project Coordination: Coordinate with the CITY via meetings, email, and phone conversations to respond to questions, provide regular project updates, and discuss planning activities and other program requirements.
2. Project Schedule: Identify key deliverables and milestones throughout the project.
3. Manage Budget: Manage the budget and schedule throughout the project.

TASK 2 – Preparation of Cycle 4, Year 9 Annual Report and Attachments

CONSULTANT will coordinate with CITY staff to obtain the data required to complete FDEP’s Annual Report Form for the Cycle 4 Year 9 annual report (January 1, 2025 – December 31, 2025). This task includes ongoing coordination with the CITY during the year to document that the NPDES requirements for the consecutive year are being regularly performed and documented.

CONSULTANT will prepare the Cycle 4, Year 9 Annual Report. The deliverable will be the Annual Report, due to FDEP no later than June 30th, 2026. CONSULTANT will provide up to two draft versions

of the Annual Report for review to the CITY. CONSULTANT will provide the final Annual Report package to the CITY for submittal to FDEP. CONSULTANT will submit the Annual Report and attachment(s) to FDEP upon request.

CONSULTANT will prepare the Cycle 4, Year 9 Annual Report Attachments for the Cycle 4 Year 9 results, including Reporting of Assessment Plan Results (per Part V.B.3 of the Permit) and TMDL Status (per Part VIII.B.4 of the Permit).

1. Part V.B.3 of the Permit – Reporting of Assessment Plan Results
 - a. The CITY's Stormwater Management Program (SWMP) Assessment Program Plan (Plan) was approved by FDEP on August 7, 2020. The CITY is required to annually assess their SWMP in accordance with the Plan. The Plan is comprised of two parts: the pollutant loading analysis and review of monitoring data.
 - b. CONSULTANT will coordinate with the CITY to evaluate if there have been stormwater improvement projects implemented that included stormwater treatment over the Year 9 period. If so, pollutant reduction based on the treatment added will be calculated. These calculated reductions will be used to update the pollutant loading reductions and will be reported to FDEP in the Annual Report.
 - c. CONSULTANT will review the County's monitoring data for sites 28 and 29 and evaluate potential concentration trends in the results. These monitoring sites were identified in the CITY's approved Plan to be used, in conjunction with the pollutant load analyses, for the evaluation of the SWMP.
2. Part VIII.B.4 of the Permit – TMDL Status
 - a. In accordance with Part VIII.B.3 of the permit, the CITY submitted a Bacteria Pollution Control Plan (BPCP) for WBID 3281 with their Cycle 4 Year 3 Annual Report in June 2020. Part VIII.B.4 of the permit requires the CITY to report the progress of the recommendations included in the BPCP in Part IX of each subsequent Annual Report. To facilitate this reporting requirement, a table in Section 7 of the BPCP summarizing the Management Actions and BMPs that help reduce bacteria pollution implemented by the CITY as part of their day-to-day operations was previously provided. By reporting on the progress of the items outlined in that table, the CITY will satisfy the requirements of Part VIII.B.4 of the permit. CONSULTANT will coordinate with the CITY to compile the data and finalize the table to respond to Part IX of the Year 9 Annual Report.

TASK 3 – General NPDES Continuing Services

CONSULTANT will provide general NPDES-related assistance to the CITY, including the following subtasks:

1. It is anticipated that the Broward County co-permittees will implement a Year 10 of the Cycle 4 permit (January 1, 2026 – December 31, 2026) during the Cycle 4 permit. CONSULTANT will prepare a Year 10 Annual Report Checklist including backup materials requested.
2. CONSULTANT will attend meetings with the CITY or on behalf of the CITY as requested and preparing meeting minutes, for up to three meetings.

3. Assist the CITY with responding to one round of Requests for Additional Information (RAI) from FDEP in regard to the BPCP submitted to FDEP in June 2020 as an attachment to the Year 3 Annual Report. At this time, the CITY has not received an RAI or approval from FDEP. The deliverable for this task would be a response to an RAI, if issued by FDEP, for review and submittal by the CITY (or CONSULTANT as requested).
4. Provide technical support for the implementation of the NPDES MS4 Permit as needed and requested by CITY staff.

TASK 4 – Cycle 5, Year 1 Tasks

CONSULTANT will perform with the following Cycle 5, Year 1 subtasks:

1. Part II.A.2 of the Permit – Written SWMP Standard Operating Procedures (SOPs) (Due within 12 Months of Permit Issuance)
 - a. CONSULTANT will review the CITY's current SOPs and develop, or update SOPs as needed based on the Cycle 5 permit requirements.
 - b. CONSULTANT will meet with CITY staff to review required updates and create a plan with the CITY for implementation.
2. Part III.A.8.a of the Permit – MS4 Inspector Training (Due Within 12 Months of Permit Issuance)
 - a. CONSULTANT will work with the CITY to develop and implement an MS4 inspector training program, or the CITY can utilize the use of the UF IFAS SQUINT inspector training program.
3. Part III.A.1.a of the Permit – Major Outfall Mapping (Due with Each Annual Report)
 - a. CONSULTANT will review outfall inventory with CITY staff and provide an updated map of outfalls that were added or removed from the inventory.
4. Part III.A.1.b of the Permit – Non-Major Outfall Mapping (Due with Each Annual Report)
 - a. CONSULTANT will review the CITY's current non-major outfall inventory with CITY staff and coordinate for inspection scheduling.
5. Part III.A.1.c of the Permit – MS4 Inspection & Maintenance (Due with Year 1 Annual Report)
 - a. CONSULTANT will evaluate catch basin, inlets, and grate inspection procedures to determine the appropriate inspection and/or maintenance in accordance with updated permit requirements.
6. Part VI.B.1- Assessment Program Reporting Updates (Due with Year 1 Annual Report)
 - a. CONSULTANT will evaluate the assessment program and provide an update. This update will include revisions or changes made to:

- i. monitoring locations or frequencies,
- ii. monitoring methods or parameters monitored,
- iii. pollutant loading evaluation methods,
- iv. The SWMP evaluation process.

ASSUMPTIONS

The following assumptions were made in preparation of the described scope:

1. CITY will provide the data necessary for the evaluation. CONSULTANT will identify if additional data is necessary.
2. The draft Annual Report and backup documentation will be submitted to the CITY no later than June 1, 2026. Any comments received from the CITY by Monday, June 10, 2026, will be addressed prior to submittal to FDEP on or before June 30, 2026.

SCHEDULE

The estimated schedule for the major work tasks is summarized below:

Task	Description	Duration for Task/Subtask (days)
1	Project Management and Initiation	365
2	Preparation of Cycle 4, Year 9 Annual Report and Attachments	180
3	General NPDES Continuing Services	365
4	Cycle 5, Year 1 Tasks	365

COMPENSATION

Compensation shall be made to CONSULTANT for a not to exceed amount of \$47,835.00 as summarized below.

Task	Description	Compensation Type	Estimated Fee
1	Project Management and Initiation	Not to Exceed	\$4,140
2	Preparation of Cycle 4, Year 9 Annual Report and Attachments	Not to Exceed	\$19,460
3	General NPDES Continuing Services	Not to Exceed	\$12,885
4	Cycle 5, Year 1 Tasks	Not to Exceed	\$11,350
TOTAL			\$47,835

SUBMITTED BY:

Hazen and Sawyer

BY: _____

Janeen M. Wietgreffe, PE, PMP

Vice President

Dated this ___ day of _____ 2026

APPROVED BY:

City of Cooper (CITY)

BY: _____

Akin Ozaydin, PE

Utilities Director/City Engineer

Dated this ___ day of _____ 2026