



PUBLIC WORKS MEMORANDUM

City of Jackson

TO: Mayor and Board of Aldermen

CC: Jim Roach, City Administrator

FROM: Anna Bergmark, City Engineer

DATE: June 16, 2022

RE: Task Order No 5 Amendment for MS4 Program Support

Attached to this memo is a revised proposal from HR Green for Task Order No 5. The original Task Order, approved on 3/1/2021 included a scope of services that focused on reviewing the existing City Ordinances for consistency with the City's Stormwater Management Plan (SWMP), determining the cost of stormwater work currently being done by the City of Jackson, and researching funding options available to the City. The total amount approved on the original task order was \$15,950.00.

Due to DNR's determination that the City of Jackson would be under the Comprehensive Permit resulting in more significant changes to the SWMP than originally anticipated, staff requested that HR Green revise the scope of services to better fit the immediate needs. The work proposed in this revised scope of services will provide the research and recommendations that staff needs to carry out the requirements in the Comprehensive Permit. The total amount of the revised Task Order No 5 would be \$16,973.00, a net increase of \$1,023.00



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▷ HRGREEN.COM

June 14, 2022

Ms. Anna Bergmark, PE
City Engineer
City of Jackson
101 Court Street
Jackson, MO 63755

RE: Task Order 5 – Ordinance Review and MCM 5 Review
HR Green Project # 171370

Dear Anna:

We have finished Task Order 4, preparation of a revised Stormwater Management Plan (SWMP) to be consistent with the new permit for your Municipal Separate Storm Sewer System (MS4) program. Thank you for the opportunity to support MS4 program.

As you requested, the attached scope of services for Task Order 5 will focus on changes to make the ordinances consistent with the new Municipal Separate Storm Sewer System permit.

We look forward to working with you.

Sincerely,

HR GREEN, INC

A handwritten signature in black ink, reading 'Josiah Holst'.

Josiah Holst, PE, CFM
Senior Project Manager – Water Resources

A handwritten signature in black ink, reading 'Garry Aronberg'.

Garry Aronberg, PE, CFM
Senior Engineer – Water Resources

\\HRGWDFILE002\ProjectData\2017\171370\Proposal\TaskOrder5Revised\SOS_20220614_TO5-Revised.docx

Project Understanding

Previous task orders focused on meeting permit requirements for the MS4 program, particularly the new permit. The next task order will address updating ordinances to be consistent with the most recent MS4 permit and SWMP.

Scope of Services

Ordinance Review

HR Green will work with City staff to review current Ordinance Sections 21 and 55 to identify inconsistency and gaps with the MS4 permit, SWMP, and other City stormwater policies. HR Green will identify examples of ordinances that would make City Code consistent with the MS4 permit, SWMP, and City policies. Ordinance changes may refer to the MS4 permit, SWMP, and City policy documents in lieu of details embedded in ordinance.

Identify Post-Construction Stormwater Quality Features for MCM 5

HR Green will work closely with City officials to identify post-construction water quality features to meet Minimum Control Measure 5 (MCM 5) that can be incorporated into the SWMP and ordinances. HR Green will identify existing design manuals and guidelines that can be incorporated by reference into the City's SWMP, policies, and ordinances. This task order does not include developing stand-alone City design manual or guidelines.

Deliverables

HR Green will submit memorandum reports that detail changes to Ordinance Sections 21 and 55 to make those ordinances consistent with the MS4 permit, SWMP, and City policies. The reports will address water quality features that are required by MCM 5 of the MS4 permit. The memorandum reports will be guidance for ordinance preparation by a city attorney and changes to the SWMP by City officials.

HR Green will attend one meeting in City Hall to review deliverables. HR Green will attend other phone meetings as necessary.

This task order does not include preparation of ordinances or changes to the SWMP or changes to written City policy documents.

Project Management, Administration, and Quality Assurance

HR Green will provide the necessary resources to manage the project, and to prepare and submit invoicing and ancillary documents on a monthly basis.

Excluded Work

Not included in this task order is extensive record gathering in City offices, storm sewer mapping, capital improvement planning, staffing level suggestions, specific ordinance revision text, or organizational planning.

Estimated Schedule

Task Order No. 5 will be completed on a mutually agreed schedule.

Estimated Fee

Refer to the attached Fee Proposal for a work breakdown structure that includes a summary of estimated hours and fees by Scope of Services tasks.

HR GREEN - WORK BREAKDOWN STRUCTURE (WBS)													
PROJECT NAME: Task Order 5 Stormwater Ordinance Review													
PROJECT NUMBEF171370 - T.O. #5 - Revised													
CLIENT: City of Jackson													
CLIENT CONTACT: Anna Bergmark, PE													
PROJECT MANAGE Garry Aronberg													
TOTAL HOURS								96	4	22	70		
TOTAL LABOR COST								\$ 16,856	\$ 940	\$ 4,576	\$ 11,340		
TOTAL COSTS								\$ 16,856	\$ 117	\$ -	\$ 16,973		
% OF TOTAL LABOR COST									0.06	0.27	0.67	\$ 0.59	
Task	DESCRIPTION OF TASK	Task Start Date	Task End Date	Labor Task Total	ODC Task Total	Subs Task Total	Task Total	Staff >>>>>>>	Holst*	Aronberg*	Keeven*	EXPENSES	
								EARNED VALUE TO DATE	SR PROJ MGR	SR PROJ ENG	PROJ ENG	Mileage Auto	
												Unit	Total
171370.05-1	PROJECT MANAGEMENT, ADMINISTRATION, QUALITY CONTROL			\$ 3,668.00	\$ -	\$ -	\$ 3,668.00	\$ -	4	10	4		-
171370.05-1.10	Project Management and Startup			\$ 832.00	\$ -	\$ -	\$ 832.00			4			\$ -
171370.05-1.20	Project meetings by phone			\$ 740.00	\$ -	\$ -	\$ 740.00			2	2		
171370.05-1.30	Quality Control			\$ 2,096.00	\$ -	\$ -	\$ 2,096.00		4	4	2		
171370.05-1.40				\$ -	\$ -	\$ -	\$ -						\$ -
171370.05-2	ORDINANCE REVIEW & MCM 5 REVIEW			\$ 13,188.00	\$ 117.00	\$ -	\$ 13,305.00	\$ -	0	12	66	0	117.00
171370.05-2.10	Ordinances: Identify inconsistencies between the MS4 Stormwater Management Plan and the City code. Identify stormwater sections to consolidate into Chapter 21.			\$ 972.00	\$ -	\$ -	\$ 972.00				6		\$ -
171370.05-2.20	Identify post-construction features to meet SWMP MCM 5 (stormwater quality for new development and redevelopment)			\$ 6,664.00	\$ -	\$ -	\$ 6,664.00			4	36		\$ -
171370.05-2.30	Memo reports to outline ordinance changes, SWMP changes, policy changes.			\$ 3,748.00	\$ -	\$ -	\$ 3,748.00			4	18		\$ -
171370.05-2.35	City Review & Meeting			\$ 740.00	\$ 117.00	\$ -	\$ 857.00			2	2	200	\$ 117.00
171370.05-2.40	Revisioins to address City review comments			\$ 1,064.00	\$ -	\$ -	\$ 1,064.00			2	4		\$ -