



26 April 2024

Ms. Janet Sanders
Public Works Director
City of Jackson
101 Court Street
Jackson, Missouri 63755

SUBJECT: Proposal for Professional Services for NPDES Permit Renewal and Sample Plan for a Part I Local Limit Analysis



Dear Ms. Janet Sanders:

KimHEC is pleased to present this proposal for an agreement with the City of Jackson to provide services related to the NPDES Permit renewal for the City of Jackson. This scope of work includes the proposed tasks for the NPDES permit renewal and sample plan development including data management to support in both of these tasks.

1.0 BACKGROUND AND OBJECTIVE

The City of Jackson's state-issued NPDES operating permit (MO-0022853) expires on December 31, 2024 with a permit renewal due 180 days prior to the expiration (on July 4, 2024). The permit renewal process includes completion of the appropriate permit renewal forms required by the Missouri Department of Natural Resources (MDNR).

In addition, since the City of Jackson has a pretreatment program, a Part I local limit analysis will be a permit requirement once the new NPDES permit is issued. In order to perform this analysis, data is required related to the wastewater treatment plant loading and removal of pollutants including background/uncontrolled data in the collection system. In order to be prepared for this permit condition, this scope of work includes development of a sample plan which accounts for any data currently being collected and recommends additional pollutants, locations, and monitoring frequencies for the interim period until a new permit is issued by MDNR.

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2.0 SCOPE OF SERVICES

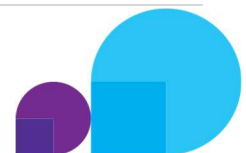
KimHEC will perform the following scope of services to meet the project objectives:

Task Item	Scope Component	Description
Task 1	NPDES Permit Application: Forms	Complete NPDES permit application forms including data summary and process summary
Task 2	NPDES Permit Application: MDNR Communications	MDNR communications related to permit renewal application process.
Task 3	Data Management	Historical data and set up for on-going data collection
Task 4	Sample Plan Summary	Evaluate existing data; confirm POCs. Documentation of recommended monitoring locations, frequencies, and parameters
Task 5	Laboratory Communication	Develop COCs and coordinate with lab to confirm project setup
Task 6	Project Management	Budget for email communication, time and task tracking, overall project management.

3.0 SCHEDULE

The following tasks and deliverables have been identified including estimated deliverable dates which may change depending on availability of information and coordination with the City.

Task Item	Scope Component	Deliverable	Deliverable Date
Task 1	NPDES Permit Application: Forms	NPDES Permit Renewal Application	6/15/2024
Task 2	NPDES Permit Application: MDNR Communications	Electronic records of communication	12/31/2024
Task 3	Data Management	Data summary and Excel deliverable	7/31/2024
Task 4	Sample Plan Summary	Sample Plan PDF	8/31/2024
Task 5	Laboratory Communication	COCs matching sample plan	8/31/2024
Task 6	Project Management	NA	6/30/2025



4.0 ESTIMATED COST AND TERMS

This work is being proposed as a time and materials basis; the estimated fee is included as an attachment. Monthly invoices will be submitted including a description of the work and the associated time; the scope items will not be broken down and tracked task unless specifically requested by the Client.

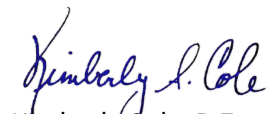
5.0 EXCLUSIONS

This project assumes that the City of Jackson is responsible for laboratory analysis including sample collection; the scope and fee estimate do not include KimHEC time to collect samples or fees to perform the analysis. KimHEC assumes that the City of Jackson will provide the necessary data and information needed to complete the Work. The project schedule and deliverables are contingent on coordination with the City staff.

6.0 CLOSING

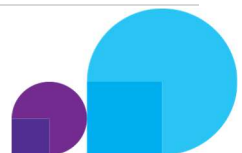
Thank you for this opportunity to work with the City of Jackson. Please do not hesitate to contact us if you have any questions.

Sincerely,



Kimberly Cole, P.E.

Principal





Attachment 1. Fee Estimate

Task Item	Scope Component	Description	Deliverable Date	Deliverable	Est. Fee
Task 1	NPDES Permit Application: Forms	Complete NPDES permit application forms including data summary and process summary	6/15/2024	NPDES Permit Renewal Application	\$5,125
Task 2	NPDES Permit Application: MDNR Communications	MDNR communications related to permit renewal application process.	12/31/2024	Electronic records of communication	\$700
Task 3	Data Management	Historical data and set up for on-going data collection	7/31/2024	Data summary and Excel deliverable	\$3,500
Task 4	Sample Plan Summary	Evaluate existing data; confirm POCs. Documentation of recommended monitoring locations, frequencies, and parameters	8/31/2024	Sample Plan PDF	\$1,850
Task 5	Laboratory Communication	Develop COCs and coordinate with lab to confirm project setup	8/31/2024	COCs matching sample plan	\$350
Task 6	Project Management	Budget for email communication, time and task tracking, overall project management.	6/30/2025	NA	\$575
Project Estimate					\$12,100

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