



**Stantec Consulting Services Inc.**  
733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309

February 9, 2021  
File: 193885143

**Attention:** Dan Buchholtz  
City Administrator  
City of Spring Lake Park  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, MN 55432

Dear Dan,

**Reference: MPCA MS4 Permit – Application and SWPP Update**

The City of Spring Lake Park is a Municipal Separate Storm Sewer System (MS4) as determined by the Minnesota Pollution Control Agency (MPCA) and covered under the Phase II MS4 General Permit. This permit coverage has been in effect since August 1<sup>st</sup>, 2013. On November 16<sup>th</sup> of this year, the MPCA reissued the MS4 General Permit.

The City of Spring Lake Park is preparing to update your Storm Water Pollution Prevention Program (SWPPP) to remain in compliance with the new MS4 General Permit. The purpose of this letter is to provide Spring Lake Park with a scope and cost for Stantec to assist the City with completing the SWPPP update to remain in compliance with the new MS4 General Permit. After reviewing the new General Permit and TMDL information, Stantec has identified other requirements that the City will need to complete prior to submitting their MS4 Permit application documents. The City's application will need to include:

- MS4 Part II permit application/SWPPP
- TMDL Application

For background, the following is an approximate process or steps to remain in compliance with the General Permit:

1. City will complete the permit application, including a TMDL application and submit to the MPCA by April 15<sup>th</sup>, 2021
2. The MPCA will review and make a preliminary determination if they view the application as complete.
3. Once the City's application is determined to be complete by the MPCA, the City's application documentation will go to a 30-day public comment period.
4. Following the comment period, the MPCA will review any comments and work with the City to resolve these comments.
5. The MPCA will then make a final determination and issue a letter of coverage under the General Permit to the City. The date of the letter is considered the date of permit coverage.
6. The City will have 12 months from the date of permit coverage to implement the new permit requirements.

The six steps above can be grouped into two major categories or phases:

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1. Phase 1 - MS4 Permit Application Submittal (Steps 1-5)
  - a. This scope of services focuses on Phase 1
2. Phase 2 - Implementation of new requirements (Step 6)
  - a. Phase 2 is not part of this scope of services. Stantec will provide a scope and cost for Phase 2 once the MPCA is approved the City's permit application.

### **1. Phase 1 Scope of Services: MS4 Permit Application Submittal**

This scope of services is for assistance to the City to update your SWPPP Document and implement items to remain in compliance based on the MS4 General Permit reissued November 16, 2020. The tasks below are based on the following assumptions:

- The approved MS4 SWPPP Application for Reauthorization for the reissued General Permit dated August 1<sup>st</sup>, 2013 was completed, implemented, and complies with the current permit cycle.
- All meetings will be held virtually.

Each detailed task description outlines the scope, necessary actions of the City, and the Stantec deliverables.

#### **Task 1: Permit Application / SWPPP**

The SWPPP document is the foundation of the City's MS4 Program. To comply with the MS4 permit application requirements, an updated SWPPP must be submitted to the MPCA that complies with the new General Permit. Stantec will review the City's current SWPPP and identify new requirements that will need to be updated and added to the City's SWPPP document to remain in compliance. Stantec will work with City staff to determine how the City can best address these new requirements.

A draft SWPPP will be provided to the City for review and comment. Stantec will summarize the required updates during a meeting with City staff. A final SWPPP will be provided to the City prior to submitting to the MPCA.

A draft MS4 Permit application will be provided to the City for review and comment. A final copy of the MS4 Permit application will be provided to the City prior to submitting to the MPCA.

*City Responsibilities:* Attend one meeting to discuss the new permit requirements; review and provide comments on the updated SWPPP document; review and provide comment on the MS4 Permit application; sign and submit permit application.

*Stantec Deliverable(s):* Summary of new permit requirements; draft and final versions of updated SWPPP document; draft and final versions of the MS4 Permit application.

Reference: MPCA MS4 Permit – Application and SWPP Update

## Task 2: TMDL Application

Based on currently available data on the MPCA website, the City has one TMDL waste load allocations (WLA) that it must comply with (see below). This is a Categorical WLA, which means that the City does not have a specific assigned WLA that it needs to meet, but compliance is spread out over multiple entities and is tabulate by a single entity (typically a watershed district). Stantec will coordinate with Coon Creek Watershed District (CCWD) and evaluate the City's WLA responsibility for this TMDL.

TMDL	Pollutant	TMDL Approval Date
Coon Creek Watershed District WRAPS 2010-County Ditch 17	TP	9/26/2016

*City Responsibilities:* Provide applicable data related to stormwater BMP's for the TMDL evaluation; Review and provide comments on the draft TMDL application. Attend one meeting.

*Stantec Deliverable(s):* Draft and final TMDL Application Form.

## 2. Modifications to the Scope of Services

Any additions, including any of the exclusions listed above, or reductions to the Scope of Services and associated fee changes initiated by either Stantec or the City, must be documented in writing, dated, and acknowledged by both parties prior to commencement of work.

## 3. Schedule

Stantec will work with the City to complete the scope of work defined above by April 15<sup>th</sup>, 2021.

Reference: MPCA MS4 Permit – Application and SWPP Update

#### 4. Compensation

##### Estimated Compensation

The following table presents our proposed fee to complete described above. These tasks will be billed on an hourly basis in accordance with our current Master Services Agreement with Spring Lake Park.

<b>Task Number</b>	<b>Task Name</b>	<b>Proposed Task Fee Amount</b>
1	Permit Application / SWPPP	\$7,900
2	TMDL Application	\$6,000
<b>Total Proposed Task Fee</b>		<b>\$13,900</b>

##### Expenses

It is anticipated that our expenses will include mileage for field visits and miscellaneous printing and postage costs associated with. We estimate a total of \$200 for these expenses; however, expenses will be invoiced as they are incurred, based on actual quantities. Electronic versions of information will be included with the deliverables at no additional charge.

##### Compensation Summary

<b>Item</b>	<b>Description</b>	<b>Proposed Fee Amount</b>
Tasks	Proposed Fee	\$13,900
Expenses	Mileage, printing, and postage	\$200
<b>Total Proposed Fee</b>		<b>\$14,100</b>

#### 6. Conclusion

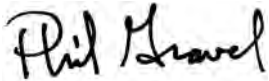
Services will be provided in accordance with the Master Services Agreement between Stantec and the City of Spring Lake Park. If this proposal is acceptable to the City, please sign and return one copy for our records to indicate we are authorized to proceed with the services discussed in this proposal. We are prepared to begin work on the tasks upon authorization as our schedule indicates and look forward to continuing our working relationship.

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The tasks outlined above will be prepared by or under the supervision of Peter Allen. If you have questions about any of the information contained in this letter, please contact Peter directly. We appreciate the opportunity to provide MS4 related services to the City of Spring Lake Park.

Regards,

**Stantec Consulting Services Inc.**



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Attachment: N/A

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