

Attachment 1

Scope of Work and Budget for Allenstown MS4 Assistance.

The project scope is based upon a reading of the Town's RFQ for engineering services as well as the EPA's overview for MS4 programs.

1. Development of the Plan document that will include the following EPA Six Minimum Measures:

- Public Education and Outreach
- Public Participation/Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post-Construction Runoff Control
- Pollution Prevention/Good Housekeeping

With the exception of the Illicit Discharge Detection and Elimination (to be done by the engineer), the remainder of the 6 Minimum Measures would be done by CNHRPC.

2. Overall breakdown for the whole program:

Task/Component	Responsible Parties ("X" indicates lead party for task)		
	CNHRPC	Engineering Consultant (with help from DPW)	Town (departments, staff, Boards, schools)
Write Stormwater Management Program Plan (6 Measures)	X	Some assistance	Some assistance
Annual EPA Reporting	X	Some assistance	Some assistance
Public Outreach and Education	X	Some assistance	X
Public Participation/Involvement	X	Some assistance	X
Construction Site Runoff Control	X	Some assistance	X
Post-Construction Runoff Control	X	Some assistance	X
Pollution Prevention/Good Housekeeping	X	X	X
Water Quality Testing (2014)		X	X
Permit Application/NOI	X	X	
Illicit Discharge Detection (2015)	Some assistance	X	X
BMP Implementation		X	Some assistance
Engineering Studies		X	
Mapping	Some assistance	X	Some assistance
Enforcement	Some assistance		X
Administration of Plan	Some assistance		X
Plan Implementation	Some assistance	X	X
Document Review	Some assistance	Some assistance	X

3. Scope for the CNHRPC portion:

YEAR 1				
Project Component	Time	Hourly Rate (\$50)	Total	Notes
Write Plan	200	\$50	\$10,000	
Public Outreach and Education	50	\$50	\$2,500	Does not include using a marketing consultant to develop a logo, etc.
Public Participation/Involvement	25	\$50	\$1,250	A stormwater committee with a strong chairperson appointed by BOS (e.g. DPW Director) may help with public participation, outreach, coordination, etc.
Construction Site Runoff Control	15	\$50	\$750	Site Plan and Subdivision Regulations already contain these components. Work would be reviewing and engaging in minor revisions as needed to include latest BMPs.
Illicit Discharge Detection and Elimination	50	\$50	\$2,500	Required Phase II control measure. Primarily Engineer
Post-Construction Runoff Control	25	\$50	\$1,250	Allenstown has a permanent, post-construction stormwater management ordinance. Work would be reviewing and engaging in minor revisions to ensure consistency with current BMPs, as well as preparation for Town Meeting, if needed. Develop erosion control inspector procedures (checklist).
Pollution Prevention/Good Housekeeping	50	\$50	\$2,500	Includes DPW garages, school bus maintenance, parks/rec, golf courses, streets; develop maintenance tracking system (# catch basins swept, etc.); develop SOPs for how/when maintenance is done (catch basin cleaning frequency, sedimentation accumulation triggers, etc.).
Permit Application (NOI)	200	\$50	\$10,000	Some assistance, primarily Engineer
Mapping	50	\$50	\$2,500	Some assistance, primarily Engineer
Administration of Plan	20	\$50	\$1,000	Some assistance, primarily Town
Plan Implementation	20	\$50	\$1,000	Some assistance, primarily Town & Engineer
Document Review	20	\$50	\$1,000	Some assistance, primarily Town & Engineer
TOTALS	725	\$50	\$36,250	
YEAR 2				
Project Component	Time	Hourly Rate (\$50)	Total	Notes
Annual EPA Reporting	125	\$50	\$6,250	Includes updates of SSO inventory/mitigation, outfall inventory, catchment ranking
Public Outreach and Education	25	\$50	\$1,250	Does not include using a marketing consultant to develop a logo, etc.
Public Participation/Involvement	25	\$50	\$1,250	
Illicit Discharge Detection and Elimination	50	\$50	\$2,500	Required Phase II control measure.
Pollution Prevention/Good Housekeeping	25	\$50	\$1,250	
Mapping	50	\$50	\$2,500	Some assistance, primarily Engineer
Administration of Plan	25	\$50	\$1,250	Some assistance, primarily Town
Plan Implementation	25	\$50	\$1,250	Some assistance, primarily Town & Engineer
Document Review	25	\$50	\$1,250	Some assistance, primarily Town & Engineer
TOTALS	375	\$50	\$18,750	

Draft 2013 MS4GP Outfall Investigations/Monitoring Schedule (Footnote 1)									Disclaimer: This schedule is guidance only. Refer to draft 2013 MS4GP for official permit requirements											
Task / Permit Section References	2014 Q1	2014 Q2	2014 Q3	2014 Q4	2015 Q1	2015 Q2	2015 Q3	2015 Q4	2016 Q1	2016 Q2	2016 Q3	2016 Q4	2017 Q1	2017 Q2	2017 Q3	2017 Q4	2018 Q1	2018 Q2	2018 Q3	2018 Q4
SSO Inventory in 120 days (2.3.4.4.b)				Update				Update				Update				Update				Update
When SSOs are found:																				
Call EPA within 24 hours		Whenever SSO Found				Whenever SSO Found				Whenever SSO Found				Whenever SSO Found				Whenever SSO Found		
Write to EPA/DES within 5 days																				
SSO Mitigation Status				Update				Update				Update				Update				Update
Outfall Inventory (2.3.4.7)								Update				Update				Update				Update
Written IDDE Program Document (2.3.4.8 opening paragraph)																				
IDDE Legal Authority (2.3.4.8.a.)	May 1, 2008 deadline has passed																			
Written Statement of Dept/Staff IDDE responsibilities (2.3.4.8.b)																				
Assessments and priority ranking of Catchments using Existing Info (2.3.4.8.c)								Update				Update				Update				Update
Update Map with Catchments and Surface Waters (2.3.4.6)																				
Outfall/Interconnection Screening and Sampling (See Footnote 2)																				
Baseline dry weather screening and sampling (2.3.4.8.d and 2.3.4.9.a)																				
Wet weather screening of outfalls and Interconnections (2.3.4.8.d.iv and e.ii.b)	(See footnote 3)																			
Catchment Investigations:																				
Develop written procedures (2.3.4.8.e)	ASAP but no later than 15 months																			
Begin Investigations (2.3.4.9.b)																				
Investigate Problem Catchments (2.3.4.9.c.i)																				
Investigate Catchments with indications of sewer input (2.3.4.9.c.ii)																				
Investigate All Catchments (2.3.4.9.c.iii)																				
Physically label all outfall pipes by end of permit term (2.3.4.7.b)																				

1. For relaxed deadlines for New Permittees see Section 1.10.3.
2. Includes sampling for at a minimum ammonia, chlorine, conductivity, E.Coli (or Enterococci), surfactants, temperature and 303d list parameters. Can use field test kits for all paramters except bacteria and 303d parameters
3. At least one wet weather sampling and screening event required for outfalls from catchments with any system vulnerability factors present. Do before catchment investigation is considered complete.