

Town of Vienna Environmental Professional Services

Fiscal Year 2016 MS4 Compliance

December 21, 2015

Submitted by David Bulova
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OVERVIEW

The Town of Vienna (Town) was issued General Virginia Pollutant Discharge Elimination System (VPDES) Municipal Separate Storm Sewer System (MS4) Permit (VAR040066) on July 1, 2013. The general permit requires the Town to report annually on compliance activities. The general permit also requires the Town to update the MS4 Program Plan according to the schedule in permit Table 1.

Amec Foster Wheeler Environment & Infrastructure (Amec Foster Wheeler) has been requested by the Town to assist with the following activities in support of the Town's MS4 permit:

- Fiscal Year 16 (FY16) MS4 Program Plan Update and Annual Report - The Town must update the MS4 Program Plan no later than June 30, 2016 and post it to the Town's website. The Town must then submit an annual report to DEQ covering FY16 (July 1, 2015 through June 30, 2016) activities no later than October 1, 2016.
- Town Council/Planning Commission Presentation – An annual update on stormwater management activities must be provided to the Town Council or the Planning Commission.
- Staff Training – The Town must provide appropriate staff training in accordance with Minimum Control Measure #6. Training for FY16 is to be coordinated with the Town's stormwater pollution SOPs and the Northside Property Yard SWPPP.
- Dry Weather Outfall Screening – The Town must conduct outfall screening on at least 50 outfalls prior to June 30, 2016. The results must then be submitted to DEQ in the annual report.
- Northside Property Yard SWPPP Implementation – The Town adopted a SWPPP for the Northside Property Yard in FY15. Implementation includes quarterly site inspections, annual comprehensive site inspections, implementation of BMPs identified in Table 4F, and training (covered above).

This Scope of Work anticipates a notice to proceed by the Town of no later than March 1, 2016.

SCOPE OF WORK

Task 1 – Fiscal Year 2016 MS4 Program Plan Update and Annual Report

Amec Foster Wheeler will update the MS4 Program Plan to account for activities and actions taken during FY16. A draft update will be provided to the Town by May 30, 2016. The Town will then provide comments back to Amec Foster Wheeler. The final updated MS4 Program Plan will be provided to the Town by June 30, 2016 in electronic format for posting on the Town's website.

Amec Foster Wheeler will develop the FY16 annual report for the period of July 1, 2015 through June 30, 2016 in a format acceptable to DEQ. To the format will be similar to past annual reports. The report will include the following sections, which are required by the Town's permit:

- a) Background information:
 - i) The name and state permit number of the program submitting the annual report.
 - ii) The annual report permit year.
 - iii) Modifications to any Town roles and responsibilities.
 - iv) Number of new MS4 outfalls and associated acreage by HUC added during the permit year.
 - v) Signed certification.
- b) The status of compliance with permit conditions, an assessment of the appropriateness of the identified BMPs, and progress towards achieving the identified measurable goals for each Minimum Control Measure (MCM).
- c) Results of information collected and analyzed, including monitoring data, if any, during the reporting period.
- d) A summary of the activities the Town plans to undertake during the next reporting cycle.
- e) Any changes in identified BMPs or measurable goals for any of the MCMs, including steps to be taken to address any deficiencies.
- f) Notice that the Town is relying on another government entity to satisfy some of the state permit obligations (if applicable).
- g) The approval status of any programs pursuant to Section II C (if appropriate), or the progress toward achieving full approval of these programs.
- h) Information required for any applicable TMDL special condition contained in Section I.

In addition, the following MCM-specific items will be included in the annual report, if applicable:

- A list of the educational and outreach activities conducted during the reporting period for each high-priority water quality issue, the estimated number of people reached, and an estimated percentage of the target audience or audiences that was reached.
- A list of the education and outreach activities that will be conducted during the next reporting period for each high-priority water quality issue, the estimated number of people that will be reached, and an estimated percentage of the target audience or audiences that will be reached.
- A web link to the MS4 Program Plan and annual report.
- Documentation of compliance with public participation requirements.
- A list of any written notifications of physical interconnections given by the operator to other MS4s.
- The total number of outfalls screened during the reporting period, the screening results, and detail of any follow-up actions necessitated by the screening results.
- A summary of each investigation conducted by the operator of any suspected illicit discharge.
- The total number of regulated land-disturbing activities.
- The total number of acres disturbed.
- The total number of inspections conducted.
- A summary of enforcement actions taken, including the total number and type of enforcement actions taken during the reporting period.
- An electronic database or spreadsheet of all stormwater management facilities brought online during each reporting year.
- The total number of stormwater management facility inspections completed.
- A summary report on the development and implementation of the daily operational procedures.

- A summary report on the development and implementation of the required SWPPPs.
- A summary report on the development and implementation of the turf and landscape nutrient management plans.

The annual report will explicitly address progress toward implementing the Town's Chesapeake Bay TMDL Action Plan and PCB TMDL Action Plan.

Amec Foster Wheeler will review items required for the FY16 annual report and generate a list of action items and information needed from the Town prior to the end of May 2016 so that the Town has an opportunity to complete any outstanding items. A second list will be sent to the Town after the end of the fiscal year. Town staff will be responsible for providing Amec Foster Wheeler with requested documentation relevant to the implementation of each BMP or requirement. Amec Foster Wheeler will coordinate directly with the Northern Virginia Regional Commission on the status of the Clean Water Partners program.

Based on the Town's response to requested information, Amec Foster Wheeler will develop a draft FY16 annual report and provide it in electronic format to Town review. The Town will be responsible for providing Amec Foster Wheeler with a consolidated set of comments and changes. Once Amec Foster Wheeler has made the changes, a final annual report will be provided to the Town electronically (Word and PDF formats). At the request of the Town, Amec Foster Wheeler will also submit the final report to DEQ. The Town is responsible for permit maintenance fees that must be paid to DEQ.

Deliverables:

- Draft and final MS4 Program Plan update;
- Preliminary and final list of information needs based on review of ongoing BMPs and BMPs scheduled for completion during FY16;
- Draft annual report submitted electronically for review by the Town; and,
- Final annual report submitted electronically to the Town and DEQ.

Time-Line:

- Draft MS4 Program Plan update no later than May 30, 2016.
- Preliminary list of annual report information needs no later than May 30, 2016.
- Comments back from Town staff on draft MS4 Program Plan update no later than June 15, 2016.
- Final MS4 Program Plan update no later than June 30, 2016.
- Final list of annual report information needs no later than July 15, 2016.
- First draft annual report submitted to the Town by August 19, 2016.
- Comments back from Town staff on annual report no later than September 9, 2016.
- Final annual report to Town by September 23, 2016.

Task 2 – Town Council/Planning Commission Presentation

Amec Foster Wheeler will conduct a presentation for the Town Council or the Planning Commission on the status of the Town's stormwater program (including the Chesapeake Bay TMDL Action Plan and coordination with Fairfax County on other TMDLs) as well as any other stormwater-related topic of interest to the Town. Amec Foster Wheeler will submit a draft PowerPoint presentation to the Town for review and revise it based on any comments received. Amec Foster Wheeler will attend one Town Council or Planning Commission meeting to give the presentation.

Deliverables:

- Prepare PowerPoint presentation for the Town Council/Planning Commission; and,
- Conduct the presentation at a meeting of the Town Council or Planning Commission.

Time-Line:

- Town staff will work with Amec Foster Wheeler on the best date to make the presentation between April 2016 and June 2016. Amec Foster Wheeler will submit the draft presentation at least one week prior to the scheduled meeting.

Task 3 – Staff Training

Amec Foster Wheeler will provide onsite training to Town employees identified as needing training in accordance with BMP 6.3 of the MS4 Program Plan. The basis for training in FY16 is identified as the Northside Property Yard SWPPP. Two, one-hour training sessions will be conducted on the same day by qualified Amec Foster Wheeler staff. The agenda and specific topics will be further refined in coordination with the Town prior to training sessions.

Amec Foster Wheeler will coordinate with the Town on the schedule and location of the training sessions. The Town will be responsible for meeting logistics, including securing the location(s) and equipment, as well as sending invitations and ensuring the proper staff is present.

Deliverables:

- Prepare draft and final agenda;
- Prepare PowerPoint presentation and training materials to be used in the sessions; and,
- Conduct training sessions.

Timeline:

- Draft agenda to Town within two weeks of the training session date.
- Training provided by June 30, 2016 on a date selected by the Town.

Task 4 – Dry Weather Outfall Screening

Amec Foster Wheeler will conduct outfall screening on at least 50 outfalls in accordance with the Town's Illicit Discharge Detection and Elimination (IDDE) Program Manual. Outfalls will be selected by Amec Foster Wheeler, giving priority to outfalls with the longest time since last being screened.

Work will be accomplished using multiple teams of two Amec Foster Wheeler staff qualified in outfall screening. In accordance with the manual, the teams will schedule screening when no run-off producing event has occurred within the previous 48 hours. For each outfall, teams will capture the exact location of the outfall using GPS, take a digital photograph of the outfall, inspect the outfall and the surrounding immediate area, and complete the Outfall Inspection Report Form from the IDDE Program Manual.

If an outfall is dry, teams will note any signs of potential illicit discharges such as staining, odor, or other similar indications. If an outfall has active flow, teams will collect a sample for visual inspection and assess it for odor, clarity, foam, floatables, sediment, sheen, and other parameters per the IDDE Program Manual. Team will also test pH and chlorine using a portable testing set. If any of the parameters suggest a potential illicit discharge, Amec Foster Wheeler will conduct a brief visual assessment of potential sources of pollutants in the immediate area and collect a sample for further testing. Any testing of samples and follow up activities will be conducted by the Town.

It is anticipated that a team can complete 10 outfalls within an eight hour day, which includes mobilization and demobilization. For planning purposes, it is assumed that a Town staff member will serve as the second team member for one day of outfall screening.

Amec Foster Wheeler will provide the Town with a completed Outfall Inspection Report Form for each outfall inspected along with a GIS layer showing the location of outfalls inspected and associated digital photographs.

Deliverables:

- List of 50 outfalls for screening;
- Completed Outfall Inspection Report Forms; and,
- GIS layer showing the location of each outfall inspected and associated digital photographs.

Timeline:

- List completed by May 1, 2016.
- All outfalls screened by June 30, 2016.

Task 5 – Northside Property Yard SWPPP Implementation

Amec Foster Wheeler will assist the Town with implementation of the Northside Property Yard SWPPP. Required staff training for FY16 is covered under Task 3. Amec Foster Wheeler will conduct the following:

- Quarterly Site Inspections – Amec Foster Wheeler will conduct two quarterly site inspections (one between January 1, 2016 and March 31, 2016 and one between April 1, 2016 and June 30, 2016). One Amec Foster Wheeler staff will conduct the inspection. Form 2 – Quarterly Inspection Checklist will be filled out and provided electronically to the Town for insertion into the SWPPP.
- Annual Comprehensive Site Inspection – Amec Foster Wheeler will conduct one comprehensive site inspection between April 1, 2016 and June 30, 2016 in conjunction with the quarterly site inspection. The comprehensive site inspection will include inspection of the Stormceptor stormwater management facility as well as a meeting with Town staff to discuss progress toward implementing BMPs identified in Table 4F and any new BMPs that need to be added. Any required maintenance of the Stormceptor will be the responsibility of the Town. Form 3 – Comprehensive Site Evaluation will be filled out and provided electronically to the Town for insertion into the SWPPP. Amec Foster Wheeler will update the SWPPP, including associated maps, as necessary based on the comprehensive site inspection.

Deliverables:

- Completed Form 2 – Quarterly Inspection Checklist for two quarters;
- Completed Form 3 – Comprehensive Site Evaluation;
- Completed Form 4 – Structural Controls Inspection Report; and,
- Updated Northside Property Yard SWPPP.

Timeline:

- Quarterly site visit between January 1, 2016 and March 31, 2016.
- Quarterly site visit between April 1, 2016 and June 30, 2016.
- Comprehensive site visit on same date as second quarterly site visit.

PROJECT FEES

Amec Foster Wheeler will provide the above-detailed Scope of Work on a lump sum basis of \$23,300.

Town of Vienna Environmental Professional Services
FY2016 MS4 Compliance

Task	Env. Scientist	Senior Planner	GIS Analyst	Project Manager	GIS Manager	Expenses	Total Cost
	Multiple	Hershberger	Devine	Bulova	Sevanick		
Rates	\$ 80.56	\$ 136.21	\$ 72.27	\$ 169.31	\$ 147.99		
FY2016 Annual Report	0	0	0	41	0	\$ -	\$ 7,000
First and Second Action Matrix	0	0	0	3	0		
Draft Annual Report	0	0	0	24	0		
Final Annual Report and DEQ Letter	0	0	0	8	0		
Draft MS4 Program Plan Update	0	0	0	4	0		
Final MS4 Program Plan Update	0	0	0	2	0		
Town Council Presentation	0	0	0	6	0	\$ 20	\$ 1,100
Presentation Preparation	0	0	0	4	0		
Town Council Meeting	0	0	0	2	0	\$ 20	
Staff Training	0	0	0	13	0	\$ 20	\$ 2,300
Draft Agenda and Presentations	0	0	0	8	0		
Training Day	0	0	0	5	0	\$ 20	
Dry Weather Outfall Screening	76	0	4	6	13	\$ 200	\$ 9,600
Outfall Selection and Field Map Set Up	0	0	4	2	1		
Hand Held Set Up and Staff Coordination	4	0	0	0	5		
Field Work	72	0	0	2	2	\$ 200	
Form Compilation	0	0	0	0	4		
QA/QC and Final Deliverable	0	0	0	2	1		
Northside SWPPP Implementation	0	20	0	3	0	\$ 40	\$ 3,300
Quarterly Site Visit #1	0	6	0	1	0	\$ 20	
Quarterly Site Visit #2 and Annual Compliance	0	10	0	1	0	\$ 20	
SWPPP Update	0	4	0	1	0		
Total	76	20	4	69	13	\$ 280.00	\$ 23,300

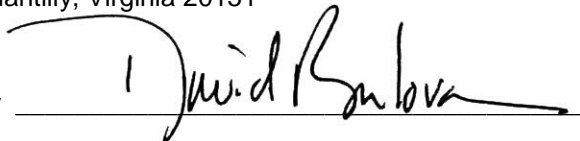
ACKNOWLEDGEMENT

Agreed and acknowledged:

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By _____

By  _____

Name _____

Name David Bulova

Title _____

Title Project Manager

Date _____

Date December 22, 2015