

Town of Vienna Environmental Professional Services

Fiscal Year 2021 MS4 Compliance

November 19, 2020

Submitted by David Bulova
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OVERVIEW

Wood Environment & Infrastructure Solutions (Wood) has been requested by the Town of Vienna (Town) to assist with the following activities in support of the Town's General Virginia Pollutant Discharge Elimination System (VPDES) Municipal Separate Storm Sewer System (MS4) Permit (VAR040066):

- Dry Weather Outfall Screening – The Town must conduct outfall screening on at least 50 outfalls prior to June 30, 2021.
- Accotink Creek Chloride TMDL Action Plan – The Town must certify a local TMDL action plan for chloride no later than May 1, 2021.
- FY21 Annual Report – The Town must submit an annual report to DEQ covering FY21 (July 1, 2020 through June 30, 2021) activities no later than October 1, 2021.

This scope of work anticipates a notice to proceed by the Town of no later than January 4, 2020.

SCOPE OF WORK

Task 1: Dry Weather Outfall Screening

Wood 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 Wood, giving priority to outfalls with the longest time since last being screened and those in proximity to any Town investigations from the last annual report.

Work will be accomplished using multiple teams of two Wood 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. The team will also test pH, chlorine, and detergents using a portable testing set. If any of the parameters suggest a potential illicit discharge, Wood will conduct a brief visual assessment of potential sources of pollutants in the immediate area. Any 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. An additional eight hours is added to the budget to account for outfalls that cannot be sampled or are inaccessible as well as adverse weather conditions that disrupt the day.

Wood 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.

Time-Line:

- List completed by February 1, 2021.
- All outfalls screened by June 30, 2021.

Task 2: Accotink Creek Chloride TMDL Action Plan

Wood will develop an Accotink Creek Chloride TMDL Action Plan for certification by the Town. The plan format will be similar to those for other Town local TMDL action plans, such as the bacteria, sediment, and PCB TMDLs. The Town will provide Wood with a description of its current management strategy for the use of deicing/anti-icing materials, including any written and non-written operating procedures. Wood will then facilitate a discussion with Town staff (which may be conducted virtually) on additional strategies to be implemented using the Virginia Department of Environmental Quality document "Salt Management Strategy (SaMS): A Toolkit to Reduce the Environmental Impacts of Winter Maintenance Practices." After reviewing and discussing the SaMS toolkit, the Town will indicate which practices it would like incorporated into the action plan.

Wood will provide the draft plan to the Town for review in electronic format. Wood will also update the Town's current Stormwater Pollution Prevention Standard Operating Procedure (SOP) for Snow and Deicing Operations to track the action plan. The Town will be responsible for providing Wood with a consolidated set of comments and changes. Once Wood has made the changes, a final plan and SOP will be provided to the Town electronically (Word and PDF formats).

Time-Line:

- Meeting with the Town to discuss SaMS by March 18, 2021.
- Draft plan and SOP to the Town no later than April 1, 2021.
- Review by the Town no later than April 15, 2021
- Final plan and SOP no later than April 29, 2021.

Task 3: FY21 Annual Report

Wood will develop the FY21 annual report for the period of July 1, 2020 through June 30, 2021 in a format acceptable to DEQ and consistent with previous annual reports. The annual report will explicitly address progress toward implementing the Town's Chesapeake Bay TMDL Action Plan. This includes calculating pollutant reductions achieved during FY21 from Town-specific projects and shared projects with Fairfax County. Calculations will be used to update the Chesapeake Bay TMDL Compliance Dashboard in Excel.

Wood will review items required for the FY21 annual report and generate a list of initial information needs. This will be provided to the Town in advance of the end of the permit year so that any gaps can be addressed. A final list of information needs will then be provided after the end of the permit year. Town staff will be responsible for providing Wood with requested documentation relevant to the implementation of each BMP or requirement. Wood 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, Wood will develop a draft FY21 annual report and provide it in electronic format for Town review. The Town will be responsible for providing Wood with a consolidated set of comments and changes. Once Wood has made the changes, a final annual report will be provided to the Town electronically (Word and PDF formats). At the direction of the Town, Wood will submit the final report to DEQ.

Time-Line:

- Initial information needs matrix by April 9, 2021.
- Final list of information needs to the Town by July 30, 2021.
- First draft annual report submitted to the Town by August 27, 2021.
- Review by Town no later than September 10, 2021.
- Final annual report to Town by September 24, 2021.

PROJECT FEES

Wood will provide the above-detailed Scope of Work on a lump-sum basis for \$36,505.

Task	Project Manager	Senior Planner	Planner	Env. Scientist	Expenses	Total Cost
Rates	\$ 180.84	\$ 171.71	\$ 110.32	\$ 110.37		
Dry Weather Outfall Screening	4	16	48	48	\$ 500	\$ 14,564
Field Map Set Up	2	2	0	0		
Hand Held Set Up	0	4	0	0		
Field Work	0	6	48	48	\$ 500	
Form Compilation	0	4	0	0		
Quality Assurance	2	0	0	0		
FY21 MS4 Annual Report	60	0	0	0	\$ -	\$ 10,851
Initial and Final Information Needs	4	0	0	0		
Data Collection	8	0	0	0		
Draft Report	40	0	0	0		
Final Report	6	0	0	0		
Follow Up with DEQ	2	0	0	0		
Chloride TMDL Action Plan	54	0	12	0	\$ -	\$ 11,090
Draft Plan Template	16	0	8	0		
SaMS Tools Meeting	8	0	0	0		
Final Plan	24	0	4	0		
General SOP Update	6	0	0	0		
Total	118	16	60	48	500	\$ 36,505

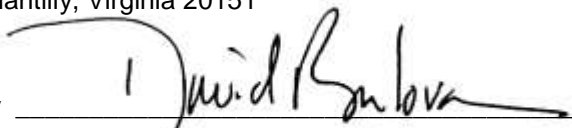
ACKNOWLEDGEMENT

Agreed and acknowledged:

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By _____

By  _____

Name _____

Name David Bulova

Title _____

Title Project Manager

Date _____

Date November 19, 2020