ATTACHMENT “SOW”

STATEMENT OF WORK

WQCD Stormwater Excellence Program Stage I Pilot and Guidance Development

**April 2005**

**BACKGROUND.** In order to explore options for providing innovative tools for permit compliance to the regulated community, the Water Quality Control Division (WQCD) of the Colorado Department of Public Health and Environment is initiating a Stage I pilot project to investigate and collect information on implementation of a Stormwater Excellence Program.  The concept of the Stormwater Excellence Program is to provide guidance to entities regulated under the Stormwater General Permit for Construction Activities on the development and implementation of a program containing the appropriate elements of an Environmental Management System (EMS), with a focus on permit compliance.  The EMS-based program, including auditing by a third party, will include elements that will be in addition to the CDPS Stormwater Construction Permit requirements.  Stage I of the project includes implementation and assessment of a pilot program and development of guidance.

Upon completion and evaluation of the Stage I pilot program, the WQCD could end the program if positive results were not demonstrated, or, following development of the applicable guidance, either proceed into full implementation of the Stormwater Excellence Program or continue with a Stage II Pilot Program.  The Stage II Pilot Program would include a one-year implementation of the program, followed by further evaluation and a determination of whether to continue with full implementation.  
This statement of work (SOW) outlines the tasks and estimated costs of the work for Stormwater Risk Management, Incorporated (SRMI) to assist WQCD in completing Stage I of the Stormwater Excellence Program initiative.

**TASKS.** CDPHE expects SRMI to undertake four key tasks, which are summarized below.

**Task 1:  Ensure Consistency of Current Program with Components of an EMS**

SRMI will ensure that their stormwater compliance assurance program to be implemented at the pilot sites contains the necessary elements of an EMS-based program in general accordance with the CDPHE Environmental Leadership Program guidance.  A report providing the content of SRMI’s EMS based program will be provided to the WQCD as per the required deliverables, below.

**Task 2:  Implement an EMS-based program at Construction Sites**

SRMI will fully implement a compliance assurance program, in accordance with the procedures discussed in the report submitted for Task 1, at the selected pilot sites.  The program will include, at a minimum, four monthly third party audits (one per month) per site.  SRMI’s pilot sites will include the projects on **Attachment “P”** following this SOW.

Pilot sites may be changed during the Stage I pilot program if necessary and upon consent of the WQCD.

WQCD will conduct oversight inspections of the participating sites, with SRMI’s participation, to ensure a consistent application of site compliance criteria by both parties.

**Task 3:  Collect, Analyze, and Report Data from Participating Construction Sites**

SRMI will collect data on the participating sites, in accordance with the procedures discussed in the report submitted for Task 1.  At a minimum, SRMI will collect, and provide to the WQCD within one month of the audit, the following information for each of SRMI’s pilot sites as a monthly report:

* Date of audit and any follow-up audits or submittals
* Description of:

1.      CDPS permit violations and potential violations,

2.      other potential water quality impacts observed,

3.      summary of the site’s compliance with SRMI’s EMS-based compliance assurance program,

4.      a quantifiable measure of the overall compliance at the site,

5.      a summary of the actions taken to address any compliance issues or potential impacts, and

6.      Results of any cause or root cause analysis performed

In addition, SRMI may be required to provide monthly reports addressing up to ten additional non-SRMI pilot sites.  Up to four monthly audit reports per site may be required.  Additional sites will be coordinated with other operators by the WQCD, and monthly audit reports, as described above but excluding item #4, will be provided to SRMI.  SRMI will be responsible for performing a review of the reports for completeness and for completing item #4, providing a quantifiable measure of the overall compliance at the site.  If the reports are found to be incomplete, a summary of the missing information will be provided to the WQCD as part of the monthly report.  To help ensure consistency in audit procedures and reporting, SRMI may be required to conduct a short (approximately 4 hour) training presentation for the additional pilot site auditors.

A final report will be provided to the WQCD by July 1, 2004, including the following items:

1.      a master summary of the quantifiable measures for all audit reports,

2.      a trend analysis of the quantifiable measures for each site over the life of the Stage I pilot project,

3.      a summary of the successful and unsuccessful elements of the SRMI compliance assurance program and of any other operators’ programs, and any modifications made to the program(s) during the life of the Stage I pilot project.

**Task 4:  Develop an Initial Draft Guidance Document for Implementation of an EMS-based program for Construction Sites.**

SRMI will complete a draft guidance document based on the final report and SRMI’s compliance assurance program implemented during the pilot, information provided by other entities participating in the pilot, and stakeholder involvement.  In developing the guidance, SRMI will allow for input from stakeholders through written review and stakeholder meetings.  The guidance will be based on the following draft outline.  Modification to the content may occur based on data from the pilot program and stakeholder input, and must be discussed with the WQCD.

**DELIVERABLES** The following deliverables associated with this SOW can be identified at this time:  (1) A report on an analysis of SRMI’s current program’s compatibility with the CDPHE’s Environmental Leadership Program EMS requirements with respect to stormwater quality, and a summary of any necessary modifications to the SRMI program that must be made; (2) a memorandum summarizing the information to be collected from pilot sites, the analysis proposed, and the final report format for Deliverable “4”, below; (3) four monthly reports (one per month) providing data as discussed in Task 3 from each of SRMI’s participating pilot sites, and up to four monthly reports (one per month) for other operators’ participating sites; (4) a final report that describes the analyses performed and summarizes the data and conclusions from the pilot sites; and (5) a draft guidance document on developing and implementing the necessary components of a stormwater-focused EMS including audit procedures for construction sites.

**ESTIMATED SCHEDULE**

|  |  |
| --- | --- |
| **Milestone** | **Schedule** |
| Submit report on an analysis of SRMI’s current program (Deliverable 1) | March 31, 2005 |
| Meet with CDPHE to discuss information to be collected at pilot sites, and selection of pilot sites | March 31, 2005 |
| Submit memorandum addressing information to be collected from pilot sites (Deliverable 2) | March 31, 2005 |
| Outline for content of Deliverable 5 provided to SRMI | February 28, 2005 |
| Submit first monthly report (Deliverable 3) | April 15, 2005 |
| Submit second monthly report (Deliverable 3) | May, 15 2005 |
| Submit third monthly report (Deliverable 3) | June, 15 2005 |
| Submit fourth monthly report (Deliverable 3) | July, 15 2005 |
| Submit final report with analysis of collected data (Deliverable 4) | July 29, 2005 |
| Submit draft guidance document (Deliverable 5) | July 29, 2005 |

**COST**

SRMI estimates a total cost of $8,000 for support under the scope of work.  At this time, SRMI estimates a cost distribution per task as follows.  Cost and effort allocations may need to be adjusted as the scope of the project develops.

| **Task** | **Cost** |
| --- | --- |
| Task 1:  Ensure Consistency of Current Program with Components of an EMS | $0 |
| Task 2:  Implement an EMS-based program at Construction Sites | $0 |
| Task 3:  Collect, Analyze, and Report Data from Participating Construction Sites | $1,500 |
| Task 4:  Develop an Initial Draft Guidance Document for Implementation of an EMS-based program for Construction Sites. | $6,500 |
| **TOTAL** | **$8,000** |

Note:  The costs presented above include all costs associated with completing this project including labor time and other direct costs such as travel fees, reproductions costs, and postage.  Tasks performed for the benefit of SRMI are not included.

**See separate Attachment “P” for updated list of projects currently in the CSEP pilot. This list will be updated monthly and provided to the CDPHE**.

Thank you for the opportunity to provide the CDPHE with this statement of work proposal.

Sincerely,

Bill Robinson, President

Stormwater Risk Management, Inc.