

On-Call Floodplain Management and Engineering Services

Attachment A Scope of Work

The following Scope of Work for the On-Call Floodplain Management and Engineering Services describes the services to be provided by URS for completing work for the Southeast Metro Stormwater Authority (SEMSWA) under the Agreement dated _____. More specifically, this Scope of Work includes the work tasks identified as follows:

Work Tasks

1. Floodplain Report/LOMR/CLOMR Submittal Review

For each Floodplain Report or LOMR/CLOMR submittal provided by SEMSWA to URS, URS will review each Floodplain Report/LOMR/CLOMR submittal for correctness and adherence to Federal Emergency Management Agency (FEMA), State, and local requirements and criteria. All information provided to URS by SEMSWA will be reviewed for technical accuracy, adequacy, and completeness. However, URS's concurrence with a reviewed submittal does not guarantee technical correctness or that FEMA will accept the analysis or submittal.

URS will document the results of the review in a technical memorandum and submit the memorandum to SEMSWA.

URS will perform a quality control audit on the deliverable prior to submittal to SEMSWA.

URS will manage the project, which includes meeting with the client, scheduling the work, providing meeting minutes, invoices, and progress reports, and overseeing the QA/QC process to verify that the deliverable fulfills the requirements of the project's scope of work.

Schedule

Each review will begin when URS has received a Notice-to-Proceed (NTP) from SEMSWA. Completion and provision of the review memorandum back to SEMSWA will be within ten (10) working days from the time that URS receives NTP.

Meetings

In general, all correspondence with SEMSWA will be via e-mails or telephone. URS will meet with SEMSWA only when requested by SEMSWA. URS will not communicate with the submittal originators. When necessary, URS may contact FEMA or the Urban Drainage and Flood Control District (UDFCD) for guidance or for obtaining technical clarifications, and such contact will be documented in a contact report to be included with the technical memorandum deliverable to SEMSWA.

Deliverables

URS will prepare a technical memorandum documenting the results of each review. The memorandum will be transmitted electronically to the SEMSWA Floodplain and Master Planning Program Manager, or to an appointed designee.

Assumptions

URS assumes that each submittal to be reviewed is complete and will be provided to URS in its entirety. If the submittal is incomplete, URS will terminate the review and provide SEMSWA a notation of the items missing from the submittal.

2. Phase I, II, or III Drainage Report Submittal Review

For each Phase I, Phase II, or Phase III Drainage Report submittal provided by SEMSWA to URS, URS will review each Phase I, Phase II, or Phase III Drainage Report submittal for correctness and adherence to State and local requirements and criteria. All information provided to URS by SEMSWA will be reviewed for technical accuracy, adequacy, and completeness. However, URS's concurrence with a reviewed submittal does not guarantee technical correctness.

URS will document the results of the review in a technical memorandum and submit the memorandum to SEMSWA.

URS will perform a quality control audit on the deliverable prior to submittal to SEMSWA.

URS will manage the project, which includes meeting with the client, scheduling the work, providing meeting minutes, invoices, and progress reports, and overseeing the QA/QC process to verify that the deliverable fulfills the requirements of the project's scope of work.

Schedule

Each review will begin when URS has received NTP from SEMSWA. Completion and provision of the review memorandum back to SEMSWA will be within ten (10) working days from the time that URS receives NTP.

Meetings

In general, all correspondence with SEMSWA will be via e-mails or telephone. URS will meet with SEMSWA only when requested by SEMSWA. URS will not communicate with the submittal originators. When necessary, URS may contact UDFCD for guidance or for obtaining technical clarifications, and such contact will be documented in a contact report to be included with the technical memorandum deliverable to SEMSWA.

Deliverables

URS will prepare a technical memorandum documenting the results of each review. The memorandum will be transmitted electronically to the SEMSWA Floodplain and Master Planning Program Manager, or to an appointed designee.

Assumptions

URS assumes that each submittal to be reviewed is complete and will be provided to URS in its entirety. If the submittal is incomplete, URS will terminate the review and provide SEMSWA a notation of the items missing from the submittal.

3. Hydrologic and Hydraulic Model Development

When requested by SEMSWA, URS will develop new and/or update existing hydrologic and hydraulic models for flooding sources within the Authority's service area for purposes of floodplain management. Models will be developed to meet to FEMA, State and local requirements and criteria.

URS will collect the historic modeling or topographic data required to develop the new models or perform the model update. URS will also collect any new or updated topographic survey that may be required for the modeling effort. URS will obtain required historical data from UDFCD, FEMA, or other local agencies. URS will coordinate this work task with the SEMSWA Floodplain and Master Planning Program Manager prior to incurring any costs.

URS will document the results of the model analysis in a technical memorandum and submit the memorandum to SEMSWA, along with digital copies of the completed hydrologic or hydraulic models. Additional deliverables will be negotiated upon assignment of each specific work order.

URS will perform a quality control audit on the deliverable prior to submittal to SEMSWA.

URS will manage the project, which includes meeting with the client, scheduling the work, providing meeting minutes, invoices, and progress reports, and overseeing the QA/QC process to verify that the deliverable fulfills the requirements of the project's scope of work.

Schedule

The schedule for Model Development will be negotiated upon assignment of each specific work order.

Meetings

In general, all correspondence with SEMSWA will be via e-mails or telephone. URS will meet with SEMSWA only when requested by SEMSWA. URS will not communicate with the submittal originators. When necessary, URS may contact FEMA or UDFCD for guidance or for obtaining technical clarifications, and such contact will be documented in a contact report to be included with the technical memorandum deliverable to SEMSWA.

Deliverables

URS will prepare a technical memorandum documenting the results of the model analysis. The memorandum will be transmitted electronically to the SEMSWA Floodplain and Master Planning Program Manager, or to an appointed designee. Other deliverables, as agreed on during work order negotiations, will also be transmitted directly to the SEMSWA Floodplain and Master Planning Program Manager, or to an appointed designee.

4. Other Engineering Services

SEMSWA may request, from time to time, additional engineering services from URS. When such services are requested, a detailed scope of work and cost estimate will be developed for each specific work order and provided to SEMSWA for approval prior to beginning any work.