



**Date: May 14, 2009**

## ***Scope of Services***

**File: NCTCOG Scope 2009**

---

### **Background**

The Freese and Nichols, Inc. (FNI) iSWM Team was selected by North Central Texas Council of Governments (NCTCOG) for a three (3) year contract to complete updates, training, and implementation for the iSWM Design Manual for Site Development and the iSWM Design Manual for Construction. The FNI iSWM Team consists of the following firms:

- Freese and Nichols, Inc.
- AMEC Earth and Environmental, Inc.
- Martich Professional Services, PLLC
- Strategic Community Solutions, PLLC
- Low Impact Development Center

The scope of work, schedule, and budget for each task order will be determined based on the specific roles and responsibilities for the individual firms for each specific task order. Itemized hours and costs by individual firms will be presented to NCTCOG for each Task Order. The purpose of this document is to establish the individual tasks, schedule and budget to be contained in Task Order No. 2.

All work under this task order will be completed in accordance with the master agreement executed between FNI and NCTCOG, dated January 22, 2009.

### **Scope of Services**

Three tasks have been outlined for Task Order No. 2 with completion by the end of NCTCOG's fiscal year, September 31, 2009.

#### **1. Development of iSWM Process and Criteria Manual**

- Prepare outline of Table of Contents and submit to IIC and NCTCOG and obtain final agreement at May 27, 2009 meeting
- Prepare preliminary draft of document using existing information in both manuals with updates as necessary and submit to IIC and NCTCOG for review and comments
- Incorporate comments and revise document for final submittal to NCTCOG
- Deliverable: Final draft of iSWM Process and Criteria Manual. Document will be in a final format and useable for public comments.

#### **2. Development of Proposed Outline for iSWM On-line Technical Guidance Documents**

- Prepare preliminary outline of major elements to be included in this document and review with IIC and NCTCOG at May 27, 2009 meeting.

- Obtain input from NCTCOG on what materials will be included in this document and the general format and outline of the on-line access to these documents
- Prepare the final outline and submit to IIC and NCTCOG for review and comments
- Incorporate comments and revise outline for final submittal to NCTCOG
- Deliverable: Final draft of proposed outline for iSWM On-line Technical Guidance Modules

### **3. Review Meetings with iSWM Implementation Committee and NCTCOG**

- Conduct two (2) review meetings with IIC to obtain comments and resolve issues necessary to complete documents.
- Attend two (2) review meetings with NCTCOG to finalize documents.