



**CITY COUNCIL MEETING AGENDA  
(FEBRUARY 25, 2003 CITY COUNCIL MEETING)**

Agenda Item #:

Department: Community Development

Resolution / Ordinance #

Agenda Title: Contract with Bear Engineering for the Storm Water Pollution Prevention Plan and Spill Prevention Plan

**1. PURPOSE/ DESCRIPTION/ JUSTIFICATION**

Attached is a proposed contract with Bear Engineering for professional services relating to the preparation of the Taylor Municipal Airport's Storm Water Pollution Prevention (SWP3) and Spill Prevention Plan.

The US EPA, through the Texas Commission of Environmental Quality (TCEQ), requires that the City comply with these provisions of the Clean Water Act. Specifically the City must conform to the provisions of the National/Texas Pollutant Discharge Elimination System (N/TPDES) process.

This means that the City must prepare a Storm Water Pollution Prevention Plan and a Spill Prevention Plan for Taylor Municipal Airport.

On January 28, 2003, the City Council approved Resolution R03-2 committing to 10 percent of the total cost of the needed plans. The estimated cost of the plans is \$8,053. 90 percent of the plan can be paid for from the City's entitlement funds.

**2. FINANCIAL/BUDGET**

With the recently approved budget amendment, the \$806 is included in the Airport Fund's contract services account (530-732-539)

**3. RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to enter into a professional services contract with Bear Engineering for the preparation of the SWP3 and Spill Prevention Plan for the Taylor Municipal Airport.

**APPROVED FOR SUBMITTAL**

DEPARTMENT HEAD: (ss) R.W. VAN TIL DATE: 2/17/03

CITY MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_



February 18, 2003

Mr. David F. Simmons  
Capital Projects Manager  
City of Taylor  
P.O. Box 810  
Taylor, TX 76574

*Sent via Federal Express Overnight*

**Subject:        Proposal for Environmental Services  
                  City of Taylor, Texas  
                  Baer Engineering Proposal No. 22327-5.02**

Dear Mr. Simmons:

Thank you for the opportunity to provide Environmental Support Services for the City of Taylor, Texas. Baer Engineering and Environmental Consulting, Inc. (Baer Engineering) proposes to provide storm water permitting (multisector general permit) and oil spill planning services for the airport. The Scope of Services proposed is based upon Mr. Bill Curra's communications with you, his observations made during a site visit with you on November 7, 2002 and Baer Engineering's experience with similar projects.

The following sections present the project information, our proposed scope of services, schedule and fee information, and procedures for authorization to perform the services.

#### **PROJECT INFORMATION**

##### *Airport Storm Water Permitting*

The City of Taylor airport is subject to the multisector storm water permitting requirements mandated by the U.S. Environmental Protection Agency (EPA) under 40 CFR §122.26. The EPA regulates storm water

discharges from certain industrial and commercial facilities under the National Pollutant Discharge Elimination System (NPDES). The NPDES is a federal regulatory program to control discharges of pollutants to surface waters of the United States. The State of Texas, through the Texas Commission on Environmental Quality (TCEQ), assumed the authority to administer the NPDES program in Texas on September 14, 1998. The Texas Pollutant Discharge Elimination System (TPDES) program now has regulatory authority over discharges of pollutants to Texas surface waters, with the exception of discharges associated with oil, gas, and geothermal exploration and development activities, which are regulated by the Railroad Commission of Texas.

The TCEQ is implementing the TPDES through the issuance of Multisector General Permits (MSGPs), which require facilities such as the City of Taylor municipal airport to prepare and implement a Storm Water Pollution Prevention Plan (SWP3) prior to submitting a Notice of Intent (NOI) to the TCEQ. The TPDES program is divided into sectors based on the industrial category of the facility and their respective Standard Industrial Classification (SIC) and North American Industrial Classification (NAIC) codes. Municipal airport operations fall under SIC code 4581 and NAIC code 488119.

#### *Airport SPCC Planning*

The Oil Pollution Prevention regulation, also known as the Spill Prevention, Control, and Countermeasures (SPCC) regulation (40 CFR 112) was originally promulgated in 1973 under the authority of the Clean Water Act. The goal of the regulation is to prevent oil discharges from reaching navigable waters of the United States or adjoining shorelines. The rule was also written to ensure effective responses to oil discharges. The rule further specifies that proactive, and not passive, measures be used to respond to oil discharges. The City of Taylor airport property is bounded on

two sides by Mustang Creek, which is considered a navigable water or drains into a navigable water. The regulation requires facilities that store or handle quantities of oil-based fuels greater than 1,320 gallons to prepare an SPCC plan if spills on a property are reasonably likely to reach a navigable water such as Mustang Creek. The regulation stipulates that determination of "reasonably likely" shall not consider contaminant and control measures such as berms, dikes or double-walled tanks and piping.

The oil pollution regulation contains two major types of requirements: prevention requirements (SPCC rule) and Facility Response Plan (FRP) requirements. The prevention requirements in Sections 112.1 through 112.7 were first promulgated in the 1973 SPCC regulation. Required under the rule is an SPCC Plan that contains measures to prevent and control oil spills for those applicable facilities, including those resulting from human operational error or equipment failures. Two aboveground 10,000-gallon fuel storage tanks are located at the airport. A SPCC plan is required for the aboveground storage facilities. An FRP is not likely required, as the facility does not likely meet the substantial harm criteria as defined in the regulations. This would be determined during preparation of the SPCC Plan.

#### **SCOPE OF SERVICES**

Baer Engineering proposes to perform two environmental service tasks for the City of Taylor.

##### *Task I. Airport Storm Water Permitting*

Baer Engineering will develop the SWP3 to meet the requirements of the TPDES MSGP as follows:

- Identify actual and potential sources of pollution that may reasonably be expected to affect the quality of storm water discharges from the airport;
- Establish practices and any necessary controls that will prevent or effectively reduce pollution in storm water discharges from the facility and that ensure compliance with the terms and conditions of this general permit;
- Describe how the selected practices and controls are appropriate for the facility and how each will effectively prevent or lessen pollution;
- Discuss how controls and practices relate to each other such that together they comprise an integrated, facility-wide approach for pollution prevention in storm water discharges; and
- Specify the responsibilities of a Pollution Prevention Team.

Baer Engineering will conduct an on-site survey of the airport to determine the types and quantities of hazardous materials and potential aquatic pollutants in use that may be entering the storm water drainage system. This will consist of personal interviews with individual facility managers using a prepared checklist to inventory exposed hazardous materials and develop a narrative description of all airport activities and potential sources of pollutants. This will include conducting a visual survey of individual airport facilities (city and tenant lease facilities) for indications of environmental exposure of hazardous materials that may become storm water pollutants. A visual survey will also be conducted for evidence of oil staining of the grounds and drainage courses of the airport and receiving streams to which airport storm water discharges. Photographs will be taken during the site survey. The findings of the survey will be documented in the SWP3 and recommendations will be made to implement good housekeeping measures and Best Management Practices (BMPs) to reduce or eliminate discharge of pollutants in storm water. A site topographic map will be included that depicts the locations of storm water outfalls, the airport drainage area, locations of airport structures, areas where hazardous materials exposed to precipitation are stored, and other factors.

Baer Engineering will provide a draft airport SWP3 that incorporates the findings of the site survey and provides a management plan for managing storm water to reduce the discharge of storm water pollutants from the airport. Comments to the draft plan from the City of Taylor will then be incorporated into a final document. Baer Engineering will also prepare an NOI for signature by the City of Taylor for submittal to the TCEQ after the SWP3 has been completed and implemented. We estimate approximately one month to prepare a draft SWP3 and one week to prepare the final plan after receipt of comments.

*Task II. Airport SPCC Plan Preparation*

Baer Engineering will conduct a site visit to collect information regarding the two 10,000-gallon aboveground bulk fuel storage tanks and other regulated storage containers as required for preparation of a SPCC Plan. Data to be collected include bulk storage quantities, containments, inspection procedures, existing emergency response procedures, spill history, employee training and other detailed information regarding the site. The data will be collected in a checklist format and will be used to develop a SPCC Plan based on current EPA requirements and will include measures to prevent and control fuel spills, equipment inspection requirements and employee training and document filing requirements.

Baer Engineering will provide a draft SPCC Plan that documents the findings of the survey of the aboveground bulk fuel storage tanks and provides a management and training plan for preventing fuel spills and for managing spills if they occur. Your review comments will be incorporated into a final plan and the plan will be signed and sealed by a State of Texas licensed professional engineer. We estimate one



month to prepare a draft SPCC Plan for your review and one week after receipt of comments to prepare the final plan.

#### **SERVICE FEES**

The fees for our services as described above will be a not-to-exceed amount based on the time, materials and expenses required for implementation of the proposed Scope of Services in accordance with the attached Schedule of Fees. Based on our understanding of the project requirements, we estimate the project costs as shown on the attached cost proposal to complete each of the two service items. Baer Engineering would be pleased to provide both service items or, either of these services may be authorized independently.

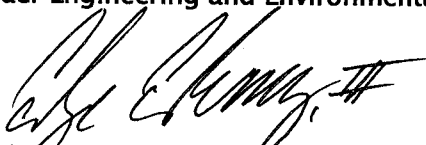
#### **AUTHORIZATION**

Baer Engineering will provide the above professional services in accordance with the Terms and Conditions of the associated Contract. Please authorize us to proceed with these services by signing the last page of the Contract and initialing Section 8. Our services and reports will be prepared on the behalf of and for the exclusive use of the City of Taylor.

We look forward to working with you on this project. Please contact us if you have any questions concerning these services or require adjustments to our approach or schedule.

Sincerely,

Baer Engineering and Environmental Consulting, Inc.



Edgar E. Perrey, III, P.E.

Water Resources Services Manager

Attachments: Cost Proposal  
Fee Schedule

22327-5.02 Environmental Services Proposal.doc

**2003 SCHEDULE OF FEES**  
**BAER ENGINEERING AND ENVIRONMENTAL CONSULTING, INC**

**ENGINEERING AND ENVIRONMENTAL**

Principal	Engineer, Geologist, Hydrogeologist, Scientist, Consultant, per hour	140.00
Senior	Engineer, Geologist, Hydrogeologist, Scientist, Consultant, Project Manager, per hour	120.00
Project	Engineer, Geologist, Hydrogeologist, Scientist, Project Manager, per hour	95.00
Staff	Engineer, Geologist, Hydrogeologist, Scientist, per hour	85.00
Field	Engineer, Geologist, Hydrogeologist, Scientist, per hour	65.00
Senior Technician		60.00
Project Technician		50.00
Associate Technician		40.00

**INDUSTRIAL HYGIENE**

Certified Industrial Hygienist	140.00
Asbestos Consultant, Lead Project Designer	95.00
Asbestos Management Planner, Lead Assessor	85.00
Asbestos Project Manager/ Air Monitoring Professional	65.00
Asbestos/Lead Inspector, Air Monitoring Professional	55.00

**SUPPORT PERSONNEL**

Technical Writer	60.00
Administrative Assistant, Clerical Assistant	45.00
CADD Operator/Drafter	65.00
Word Processor	35.00

Charges will be made at the rates listed above for time spent in project management, consultation or meetings related to the project, conducting field inspections, sampling, evaluations, review and analysis of field and laboratory data, report preparation and review, design, travel time, etc. Time spent on projects in litigations, in depositions, and providing expert testimony will be charged at the standard rate times 1.5. Technician and Support Personnel time for work over 8 hours per day and on holidays, Saturday and Sunday will be charged at the standard rate times 1.5.

**EXPENSES**

Company/personal vehicle travel expenses, per mile	\$0.40
Per diem expenses when required to remain overnight outside Austin metropolitan area, and common carrier or car rental costs will be charged at cost multiplied by:	1.25
Special equipment or supplies, laboratory charges, permits, shipping charges, special printing or other items not customarily provided by Baer Engineering will be charged at cost multiplied by:	1.25
Subcontract services (if required) will be invoiced at our cost multiplied by:	1.15

22000-8K.002 Fee Sched revised 6-23-2002.doc

**Cost Proposal**  
City of Taylor  
P.O. Box 810 - Taylor, TX 76574  
Baer Project No. 22327

<b>Item and Description</b>	<b>Unit Cost</b>	<b>Unit</b>	<b>Amount</b>	<b>Total Cost</b>
<b>Task I: Airport Storm Water Permitting</b>				
Principal Engineer	\$140	hr	4	\$560
Project Manager	\$95	hr	8	\$760
Staff Scientist	\$85	hr	35	\$2,975
CAD	\$65	hr	6	\$390
Word Processor	\$35	hr	4	\$140
<b>Expenses:</b>				
Equipment/supplies	\$150	LS	1	\$150
Photographic Record	\$50	LS	1	\$50
Mileage	\$0.40	mile	180	\$72
Document delivery	\$20	ea.	2	\$40
			<b>Task 1 Total</b>	<b>\$5,137</b>
<b>Task II: Airport SPCC Plan Preparation</b>				
Principal Engineer	\$140	hr	2	\$280
Project Manager	\$95	hr	8	\$760
Staff Scientist	\$85	hr	18	\$1,530
Word Processor	\$35	hr	4	\$140
<b>Expenses:</b>				
Equipment/supplies	\$100	LS	1	\$100
Photographic Record	\$50	LS	1	\$50
Mileage	\$0.40	mile	90	\$36
Document delivery	\$20	ea.	1	\$20
			<b>Task 2 Total</b>	<b>\$2,916</b>
<b>Total for Two Tasks</b>				<b>\$8,053</b>