

State of Arizona
DEPARTMENT OF ENVIRONMENTAL QUALITY

SCOPE OF WORK

I. PURPOSE

The purpose of this Government Services Contract is to provide support for regional water quality planning for the abatement and prevention of water pollution throughout the State of Arizona. All activities shall be in accordance with all applicable federal and State laws, rules, regulations and programs. Both long-range and short-range, non-technical aspects of water quality planning activities, are being supported.

II. PROGRAM OVERVIEW

The Northern Arizona Council of Governments (NACOG) provides water quality management planning services to support regional water quality planning in the non-reservation portions of Planning District 3, Apache, Navajo, Coconino, and Yavapai Counties. NACOG will use funds that have been made available through the provisions of the federal Clean Water Act (CWA) for this purpose. This effort will be accomplished by administering the Areawide Water Quality Management Plan (AWQMP), providing coordination, liaison and public participation functions, and reporting results to the Arizona Department of Environmental Quality (ADEQ). The proposed work program for NACOG identifies objectives for a twelve (12) month period which can be amended annually as funds become available.

NACOG will respond to general requests for information from ADEQ and member entities regarding water quality planning and consistency with NACOG's WQM Plan. NACOG will also process WQM Plan amendments as necessary on a fee-for-services basis.

NACOG will continue to maintain an active 208 Water Quality Advisory Committee (WQAC). This committee will meet as needed to consider WQM Plan issues and amendments, as well as other environmental and natural resource issues. The WQAC makes recommendations to NACOG's Regional Council, which is the decision-making body for the WQM Plan.

NACOG will review the Areawide WQM Plan annually to determine what recommendations have been implemented and whether there have been significant changes in the region or in federal or state laws or regulations which would require a general plan amendment.

Technical reports on a project-specific basis will be prepared only at the request of ADEQ and fees (to be recommended by the WQAC) and approved by NACOG's Regional Council) will be charged to the appropriate party.

In order to maintain an awareness and understanding of water quality issues in the region, NACOG will participate in a number of regional or subregional committees and organizations which are involved in water quality management.

III. OBJECTIVES

NACOG will remain an active member in the State's Water Quality Management Working Group. NACOG will perform coordination and liaison services in Apache, Navajo, Coconino and Yavapai Counties between state and federal agencies, NACOG's member entities, local citizens and interested agencies regarding water planning issues within the four-county area. NACOG will also provide a framework for public input to the 208 Areawide Water Quality Management Plan (WQM) Plan and issues relating to that plan, holding public meetings and hearings as necessary. NACOG may process WQM Plan Amendments on a fee-for-services basis to private developers and consultants as provided for in NACOG's 2002 WQM Plan.

NACOG will provide public outreach within the region and facilitate public participation in the environmental planning process. In addition, public participation will be welcomed at all NACOG meetings.

IV. ACTIVITIES

The following is a list of general activities that may be conducted under the current agreement. This list is meant to be a general guide to planning activities, and is only to be used as a baseline referral to the various activities that can be conducted.

Watershed Activities

The purpose of these activities is to provide coordination and facilitation of statewide and regional transition to Comprehensive Watershed Based Water Quality Management Planning. This may be accomplished through the following types of activities:

- a. Provide assistance through educational outreach activities to support local watershed management efforts.
- b. Assist in developing and maintaining community-based watershed management efforts by attending meetings, workgroups, and working sessions.
- c. Coordinate with participating agencies, entities, and stakeholders to define responsibilities on shared watersheds.
- d. Facilitate integration of the existing 208 process into a comprehensive watershed approach.

General Activities

The purpose of these activities is to encourage active participation by the regions in issues involving their Designated Planning Area. This may be accomplished by:

1. Participating in discussions at Water Quality Management Working Group Meetings.
2. Performing Designated Planning Agency (DPA) functions such as:
 - a. Providing Water Quality Management Planning liaison,
 - b. Offering technical assistance at the regional and local levels,
 - c. Conducting public participation meetings,
 - d. Assisting with development of the Arizona Continuing Planning Process (CPP),
 - e. Facilitating Water Quality Management (WQM) Plan Amendments and,
 - f. Assisting with the consistency review process when requested.

V. DELIVERABLES

1. Perform DPA functions to include technical assistance, conducting public participation meetings (as necessary), and, as needed assist with the consistency review process, facilitate WQM Plan amendments, and provide input into development of the Arizona CPP.
2. Provide assistance in development and maintenance of watershed management in the NACOG region through educational outreach activities, meetings, and workshops, and integration of Watershed Management Plans into the 208 Plan.
3. The DPA shall assist ADEQ in developing comprehensive state-wide GIS coverage of service and planning areas for wastewater infrastructure. Such assistance shall include:
 - a) Requiring proposed service and planning (where applicable) area maps for new 208 plan amendments or revisions to existing service areas from the applicant/consultant. The maps must be submitted in a format that can be used in ADEQ's ArcInfo database (such as shapefiles, export files, coverages and geodatabases), either directly, or through electronic conversion, or by manual digitizing.
 - b) If a map is submitted it must contain sufficient detail, including precise locations of useful reference points, such as major streets, township, range, section lines to develop an electronic cover, or a complete metes and bounds legal description. The DPA will inform the applicant/consultant to contact ADEQ regarding which format might be preferable to ADEQ.
 - c) The DPA gathering information regarding service/or/planning area information on existing facilities; including but not limited to municipal, private utilities, sanitary and improvement districts. The information shall be in the form of any of the above mentioned methods and be submitted to ADEQ for inclusion in the statewide cover.

4. Attend 4 - 6 WQM work group meetings per year.
5. Submit quarterly invoices.

NACOG will provide invoices to ADEQ within 60 days of the close of each quarter.

- a. 1st quarter ending 09/30/09 not to exceed 35% of total Government Services Contract award.
- b. 2nd quarter ending 12/31/09 not to exceed 60% of total Government Services Contract award.
- c. 3rd quarter ending 03/31/10 not to exceed 85% of total Government Services Contract award.
- d. 4th quarter ending 06/30/10 not to exceed 100% of Total Government Services Contract award.

6. Submit quarterly progress reports.

A quarterly progress report shall be submitted along with the quarterly invoice and request for reimbursement. The report will contain a status report of activities conducted under this Government Service Contract, including an update on results of coordination efforts, including watershed coordination with participating planning agencies, if appropriate.

7. Submit yearly MBE/WBE/SBRA reports.

NACOG will submit yearly MBE/WBE/SBRA reports.

