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## **TASK ORDER PROPOSAL**

**Date:** June 20, 2022

**To:** City of Hyattsville  
Hal Metzler: [hmetzler@hyattsville.org](mailto:hmetzler@hyattsville.org)  
Helder Almeida [halmeida@hyattsville.org](mailto:halmeida@hyattsville.org)

**Project:** **Task Order #17**  
Stormwater Maintenance Program Development & BMP Assessment  
SMC Project 20008.17

In accordance with your request, Stormwater Maintenance, LLC (dba SMC) is pleased to submit this Task Order proposal to maintain the City's stormwater management assets. At this time, it is our understanding that there are sixteen assets that require ongoing maintenance and that additional facilities will be added in the future. A well structured and efficient maintenance program as described herein will be advantageous to the City and will enhance the long term environmental benefits of the infrastructure.

### **Overview:**

Effectively efficient maintenance of stormwater assets involves several elements presented here in a generalized stepwise manner.

Programmatic: The first step is to establish the structure, data capture and storage, and workflow of the overall program. Depending on the situation, this can include numerous aspects and can be quite complicated and involved. In this case, due to the small number of assets and the City's streamlined structure, SMC will simplify and develop a customized program to meet the specific needs that we identify without needless complexities.

Assessment: Next, the existing assets need to be assessed for their condition. This involves an initial inspection that categorizes each facility in a way that determines if they can be maintained in a routine manner, if they require repairs, or if more significant analysis or design is needed to ensure appropriate functionality. In conjunction with this inspection, scoping and quantities are established for each facility to facilitate assignment to appropriate maintenance crews.

Maintenance: Based on the Assessments, one of three maintenance activities will commence:

1. **Routine Maintenance** - Facilities that appear to be functioning appropriately, have been recently maintained and are in a condition that is suitable for immediate routine maintenance. Routine maintenance can be scheduled for ongoing maintenance with tasks that match the specific facility type and components.
2. **Corrective Maintenance** - Facilities that have been determined to require work that substantially exceeds a typical Routine Maintenance visit or that requires repair or material replacement that can be performed in a manner consistent with or similar to the original design. The purpose of

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Corrective Maintenance is to return a facility to a condition that can be maintained within the cost and scheduling context of typical Routine Maintenance.

3. **Forensic Analysis** - Applicable to facilities that are in a severely failed condition, have issues that are unknown or can not use the original design drawings to resolve, or that require a higher level of technical capability to analyze and resolve. This may include identified potential for increased treatment or quantification of treatment credits. This work will involve engineering to investigate and analyze the issues and to establish an action plan to return the facility to a functional state.

Monitoring - Once maintenance commences, annual inspections independent of the maintenance visits to ensure and document each facility is functioning and to identify Corrective actions or lifecycle repairs that may be needed. These inspections can also identify other issues that impact water quality such as illicit discharges to the facilities or unusual pollutant discharges, such as sediment control from construction activities.

### **Scope of Services:**

Based on the above, the initial steps will be to address the Programmatic aspects and perform the Assessments. Once those aspects are complete, the maintenance and monitoring activities will be proposed under a separate Work Order Proposal. To this end, SMC proposes to perform the following work at this time:

#### PROGRAMMATIC

This work is proposed to be performed one time.

**In the City's case, not all of the following may apply and SMC will endeavor to simplify the work as appropriate.**

Compile and/or establish the aspects of the Program that will be necessary to facilitate the efficient and ongoing maintenance of the assigned BMPs and future program. Source information will be gathered and organized in a manner that will facilitate an efficient system to maintain and document the BMPs including assessment of condition, maintenance requirements and frequency, service levels, personnel and crew scheduling, work documentation, and invoicing. Elements of the program that may be required to be addressed include:

1. Data storage - Determine the database and/or GIS system(s) that will be used to store information such as drawings (as-built or design plans), activity documentation, assessment reports, and work completion documentation; with accessibility from field operations including maintenance crews.
2. Existing data - Identify, compile, and organize existing data including drawings, maintenance records, past inspection data, contact information for access (green roofs or other limited access facilities), access agreements, etc. This will likely include field sketches from initial Assessment Inspections for most facilities.
3. Workflow - Determine the platform to be used for task assignment, dispatch, problem triage, task completion, and invoicing.
4. Implementation structure - Review the assigned BMP inventory to organize BMP types and maintenance attributes based on an efficient operational approach as applied to geography, personnel, equipment, and crew requirements for both assessment and maintenance.
5. Assessment criteria - Establish criteria and systems to identify, categorize, and prioritize the *current* condition of individual BMPs. This will be used to identify if each BMP is in a suitable condition to begin Routine Maintenance, if it requires Corrective Action prior to routine

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maintenance, or if it requires a more extensive Forensic Analysis leading to major repairs or reconstruction.

6. Service level criteria - Establish criteria and systems to identify, categorize, and prioritize the *ongoing* condition of individual BMPs. The criteria will be used to determine and prioritize actionable items resulting from ongoing inspection and maintenance activities. Examples of the prioritization levels are Monitor with no action, Routine maintenance action, Urgent or corrective repair action, and Emergency immediate action required.
7. Activity scoping - Establish a frequency and scopes of work for maintenance activities for the various BMP types based on commonly accepted industry practice for ongoing maintenance programs and SMC's experience.
8. Activity coding - Establish a system of activity coding that will be used to identify, specify, and track specific maintenance activities. This will be the platform for establishing the future of the program with identifiable tasks that can be tied to contract pricing. The resulting data will define specific activities as related to the various BMP types and, depending on the database/GIS system, will facilitate tracking mechanisms for all maintenance activities required by the program.
9. Inspection and Documentation Systems - Establish assessment and inspection criteria including checklists, report formats, work completion documentation, and triage pipelines that are consistent with the results of the above information and tailored specifically to an ongoing maintenance program focused on efficiency, consistency, and orderly documentation.
10. Task Order and Invoicing Systems - Establish task order, work completion documentation, and invoicing systems to facilitate an ongoing program that can be implemented by a variety of personnel and subcontractor skill sets.
11. Deliverable - A concise Policy & Procedures document summarizing the results of the work related to the applicable above items. The document will establish the policies, procedures, and systems to be utilized in the future for the City of Hyattsville's BMP Maintenance Program. To this end, the document will be intended to be used as a perpetual guideline for maintenance **to ensure that the capital expenditures for the design and construction of BMPs will result in continuing improvements to water quality.**
12. Review - Submit Policy & Procedures document to the City for review and comment. Revise document as needed.

## ASSESSMENT

Perform an assessment of each of the BMP assets identified by the City. It is our understanding that there are currently sixteen assets to be assessed. This portion of the work can apply in the future as new BMPs come online. Specifically:

1. Preparation - Perform a desktop review of the documentation and other information, such as GIS or Google Earth data, of the facility to plan the site visit. This includes reviewing plans and establishing the BMP type, logistics, and assessment reporting mechanisms.
2. Field Work - Conduct a site visit to assess the condition of the facility. The main goal will be to determine if the facility is of an appropriate condition to allow immediate Routine Maintenance, or if it requires Corrective Maintenance or Forensic Analysis. Secondly, determine required maintenance frequency, activities, coding, and associated activity quantities. If a BMP does not have design or as-built plans, prepare a field level sketch of the pertinent elements of the facility and determine if further documentation will be required to commence maintenance.
3. Deliverable - The result of the work will be an individual Assessment Report for each facility that fully documents the condition of the BMP for maintenance purposes, lists activities and quantities for Routine Maintenance, and makes recommendations for and prioritizes Corrective Maintenance or Forensic Analysis if applicable. All information will be up[loaded to the database, file location, and/or GIS system established in the above Programmatic work.
4. Maintenance - All maintenance or Forensic Analysis work will be performed under separate Task Orders. Prepare Task Order proposals as directed by the City.

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Work proposed herein is limited to what is described in the above Scope of Services. Any work requested to be performed, is subsequently requested by the Client, or otherwise not described above may result in additional costs. You will be advised of any additional costs prior to commencing additional work.

**Terms:** Per existing contract dated January 7, 2020

**Cost:** PROGRAMMATIC: \$ 9,000.00 Lump Sum One Time  
ASSESSMENT: \$ 850.00 Lump Sum each BMP

**Submitted by:**

  
Jennifer Rauhofer, PE  
President

**Client Acceptance:**

Your authorization for SMC to proceed with the work via written, verbal, email, fax, purchase order, or other preferred contract format acknowledges your acceptance of this Authorization and the terms and conditions of our existing contract.

Agreed and Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

By signing above, you acknowledge that you are authorized to enter into contractual agreements for the entity that is responsible for the work proposed herein.