

Scope of Work for Pompeston Creek Regional Stormwater Management

1. Although the objectives of the Pompeston Creek Regional Stormwater Management Plan (RSWMP) may change depending on the outcome of the detailed characterization and assessment, the primary objective of the Pompeston Creek RSWMP is to reduce flooding, promote groundwater recharge, and minimize the impact of stormwater runoff on receiving water quality within the Pompeston Creek Watershed.
2. Quarterly reports will be prepared throughout this study. These documents will include a report on the milestones for that quarter and will discuss any changes in the schedules proposed under this scope of work. The quarterly report must include any meeting minutes of the RSWMP Committee.
3. The RSWMP will include a minimum of three letters or resolutions from local agencies, indicating their commitment to participate in the RSWMP committee.
4. The following milestones and task breakdown outlined below are included in the scope of work for the Pompeston Creek RSWMP:

Milestone #1: Submit for recognition as a RSWMP

As part of the requirements for a RSWMP in the proposed Stormwater Management (SWM) rules at N.J.A.C. 7:8, Rutgers University will be responsible for the formation of the RSWMP Committee. **The Delaware Valley Regional Planning Commission (DVRPC) is a designated planning agency for Burlington, Camden and Gloucester Counties. The DVRPC will be invited to participate as a member of the RSWMP Committee.** This committee shall be responsible for designating a Lead Planning Agency (LPA) which will then be recognized as the primary contact for the committee. The Lead Planning Agency will submit a request for recognition as a RSWMP committee to the Department. When the LPA is prepared to submit for formal recognition as a RSWMP Committee, the grantee will schedule Coordination Meeting #1 with the LPA (if designated as a different entity from the grantee) and with the Department Project Review Team (Department grant manager, Department RSWMP project manager, and Department technical staff) in order to discuss progress and next steps. The LPA shall submit 2 copies of the information required for recognition as a RSWMP Committee at that meeting. The information for recognition will include a draft work plan with a schedule for the completion of specific tasks and milestones necessary to complete that RSWMP.

Please note: The LPA will pass a formal resolution stating the agency's commitment to the project. The resolution must state that the agency will continue to provide support and act as the LPA until the RSWMP is formally adopted into the areawide Water Quality Management Plan (**The RSWMP will amend the Tri-County WQMP**) even though the contract with the grantee will formally close at the end of the review/revision period when the letter of acceptance from the Department is received and the amendment is proposed by the LPA.

Milestone 1: Submission for Recognition as a RSWMP Committee				
Coordination Meeting #1				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Task 1: Membership Invitations and Follow-Up	Rutgers	1 Months	07/1/04	8/1/04
Task 2: Committee Formation	Rutgers	2 Months	07/1/04	09/1/04
Task 3: Designation of Lead Planning Agency (LPA)	RSWMP Committee	1 Month	08/1/04	09/1/04
Task 4: Draft Work Plan and Schedule for completing RSWMP	RSWMP Committee through the LPA	2 Months	09/1/04	11/1/04

Milestone #2: Characterization and Assessment of Drainage Areas

At the completion of Milestone #2, Rutgers University will submit a summary report of the items obtained and developed as part of the Characterization and Assessment to the project manager, as well as the checklist of the mandatory requirements. The Characterization and Assessment will be targeted to focus on the issues identified as the original objective, as opposed to the assessment of the entire drainage basin. If any portion of the information listed under NJAC 7:8-3.4(a)1 is not provided, the Characterization and Assessment Summary Report will provide the justification for this decision.

Rutgers University will schedule Coordination Meeting #2 with the review team assembled at the time of the first meeting to review the accomplished tasks and to discuss progress made to date.

Milestone 2: Characterization and Assessment of the Drainage Area & Submission of Findings Coordination Meeting #2				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Task 1: Mapping	Rutgers	3 Months	10/1/04	01/1/05
Task 2: Drainage Area Analysis	Rutgers	6 Months	10/1/04	04/1/05
Task 3: Assessment of Analysis Results	Rutgers	6 Months	01/1/05	07/1/05
Task 4: Resolution from the LPA	LPA	3 Months	04/1/05	07/1/05

Milestone #3: Drainage Area Specific Water Quality, Quantity, and Recharge Objectives

At the completion of Milestone #3, the grantee will schedule Coordination Meeting #3 with the Department Project review team. The grantee will be prepared to present how each requirement of the Characterization and Assessment was met and how the analysis was conducted. The grantee will also be prepared to present the objectives of the RSWMP, including addressing water quantity, water quality, and groundwater recharge impacts due to stormwater runoff; address how the stated objectives will improve the ranked problems identified; discuss the data needs identified to meet the objectives agreed upon by the RSWMP Committee; and address questions raised by the review team. The grantee will revise project scope of work based on the refined project objectives.

Milestone 3: Drainage Area Specific Water Quality, Quantity, and Recharge Objectives Coordination Meeting #3				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Task 1: Identification of water quality objectives	Rutgers and the RSWMP Committee	3 months	06/1/05	09/1/05
Task 2: Identification of water quantity objectives	Rutgers and the RSWMP Committee	3 months	06/1/05	09/1/05
Task 3: Identification of area groundwater recharge objectives	Rutgers and the RSWMP Committee	3 months	06/1/05	09/1/05
Task 4: Identification of other SW-related objectives, if any	Rutgers and the RSWMP Committee	3 months	06/1/05	09/1/05
Task 4: Submit Revised	Rutgers	1 months	09/1/05	10/1/05

Scope of Work, if necessary				
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Milestone #4: Stormwater Management Measures and Performance Standards

At the completion of Milestone #4, the grantee will schedule Coordination Meeting #4 with the Department Project review team. The LPA will be prepared to present the stormwater management measures chosen to address the objectives identified under Milestone #3. The measures may include items such as the construction of stormwater management facilities, public education, and a stream corridor protection plan. The measures will include design and performance standards for new development to address stormwater quantity, stormwater quality, and groundwater recharge. The LPA will present the process of plan implementation.

Note: New stormwater management measures and performance standards do not have to be developed for stormwater quantity, stormwater quality, and groundwater recharge. The RSWMP committee can choose to focus on one or more of these issues, and utilize the standards in the NJAC 7:8-5. For example, the RSWMP analysis can focus on baseflow and aquifer recharge, and revise the groundwater recharge performance standard discussed in the rule. To address stormwater runoff quantity and quality, the RSWMP committee can decide to utilize those standards in the SWM rule.

Milestone 4: Stormwater Management Measures and Performance Standards Coordination Meeting #4				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Task 1: Identify drainage area design and performance standards	Rutgers and the RSWMP Committee	2 months	10/1/05	12/1/05
Task 2: Identification of stormwater management measures to achieve the objectives	Rutgers	2 months	12/1/05	02/1/06

Milestone #5: Submission of Completed RSWMP for Review

At the completion of Milestone #5, the grantee will schedule Coordination Meeting #5 with the Department Project review team. The grantee will be prepared to present the entire RSWMP including the implementation plan to the Department Project Review Team. At this meeting the LPA will submit the project to the Department for formal review.

Milestone 5: Submission of Completed RSWMP for Review Coordination Meeting #5				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Task 1: Implementation Plan Development	Rutgers	3 Months	12/1/05	03/1/06
Task 2: Preparation of the plan for submission to the Department	Rutgers	3 Months	01/1/06	04/1/06

Milestone #6: Revisions to the RSWMP to Address Review Comments

Upon the completion of Milestone #6, the grantee will schedule Coordination Meeting #6 with the Department Project Review Team. It is anticipated that the Department’s Project Review Team may have additional questions or comments to be addressed by the LPA as part of the review process. The schedule should include time to address questions or comments by the Review Team. It is recommended that a period of 3-6 months may be appropriate. Milestone#6 will be completed when all the issues of the Review Team have been addressed to the satisfaction of the Department.

Milestone 6: Revisions to the RSWMP to Address Review Comments Coordination Meeting #6				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Task 1: Response(s) to project review team comments	Rutgers	3 months	03/1/06	06/1/06
Task 2: Revisions to RSWMP as necessary	Rutgers	3 months	04/1/06	06/30/06

Milestone #7: Proposal of the RSWMP Amendment to the Areawide WQMP

Milestone #7 will be achieved when the grantee is informed that the technical requirements of the RSWMP are met, and the amendment to adopt the RSWMP is proposed to the areawide WQMP. **The RSWMP will amend the Tri-County WQMP.** At this point the contract will be completed; however it is necessary for the LPA to continue to support the project until the adoption of the amendment. Once the amendment has been proposed by the LPA, there is a 30 day public comment period, during which time, a nonadversarial public hearing on the amendment or an extension on the public comment period may be requested. All comments submitted prior to the close of the comment period shall be considered by the Department in reviewing the amendment request.

Milestone 7: Proposal of the RSWMP Amendment to the Areawide WQMP				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Complete the Amendment to the Areawide WQMP and respond to public comments if necessary	LPA	6 months	07/1/06	12/31/06