

EXHIBIT A

SCOPE OF WORK

This exhibit includes the scope of work for the services provided by the CONSULTANT for water quality education services.

Task 1: CONSULTANT will coordinate a half-day Beyond the Basics (BTB) Seminar. The BTB seminar will highlight successful stormwater Best Management Practices (BMP) implementation projects. The target audience will be elected officials, plan commissioners, planners, public works managers, developers and real estate professionals. The COUNTY will be considered a Presenting Partner (top level), and the COUNTY logo and the *Love Blue. Live Green.* logo will be on all print media materials distributed to potential and actual attendees. CONSULTANT will plan, coordinate and host seminar; create program, agenda, and continuing education certificates for seminar; arrange logistics; and advertise, promote and manage seminar registration. In-house printing expenses may be billed to COUNTY.

Task 2: CONSULTANT will provide outreach materials to COUNTY for distribution in marketing and outreach campaigns countywide. Marketing materials will be seasonally appropriate and may address topics including, but not limited to, native plants, dog poop, car maintenance, road salt use, leaf removal, green infrastructure and other best management practices targeted at residents to improve water quality. In partnership with COUNTY on topics, CONSULTANT will provide promotional materials, articles, social media graphics and language, brochures, flyers and/or newsletter material to COUNTY for outreach campaigns quarterly. CONSULTANT will include logo(s) on all materials provided by COUNTY. The quarterly schedule (no later than date) for CONSULTANT to send materials to COUNTY via Dropbox or another approved platform is as follows:

- September 15, 2024: Fall
- November 15, 2024: Winter
- February 15, 2025: Spring
- April 15, 2025: Summer

Task 3: CONSULTANT will plan and execute nine (9) seasonal Water Quality educational workshops, either online or in person. These workshops will provide stakeholders more information and resources for other stormwater and water quality related topics. CONSULTANT will coordinate workshops; arrange speakers, develop topics and programming; develop PDH certificates; and advertise, promote and manage webinar registration. CONSULTANT will arrange meeting locations, venues and catering for workshops. In-house printing expenses may be billed to COUNTY.

Task 4: CONSULTANT will carry out Conservation@Work/Home and Garden Refresh programs. These programs encourage homeowners and businesses to use native plants, build rain gardens and rain barrels in the yards to resolve water related issues and improve the water quality. CONSULTANT will continue to: 1) promote the program; 2) conduct Conservation@Home, Conservation Work certifications and promote native plants in landscaping to homeowners

associations, businesses, churches, schools, residents and developers in DuPage County; 3) provide information and resources, including brochures, and electronic newsletters/blog articles for planting and maintaining certified properties; 4) promote the use and sale of rain barrels to residents as a means of conserving water resources and reducing nonpoint-source pollution in stormwater runoff; 5) create and manage databases, distribute brochures, research potential participants such as homeowner associations, and deliver informational presentations and conduct site visits; 6) visit properties to provide recommendations to homeowners, businesses, schools and homeowner associations and provide informational presentations both in-person and virtual.

Funds for printing copies of the “How-To” brochure, the Rain Garden brochure, Conservation@Home/Work, Rain Barrel brochures, COUNTY sign decals, and posts for Conservation@Home/Work signs to be billed as a part of this contract as direct expenses to the COUNTY. CONSULTANT must acknowledge COUNTY sponsorship using logo provided by COUNTY on webpages, printed materials, presentations and signs.

Task 5: CONSULTANT will help carry out the COUNTY’s Adopt-A-Stream program. The Adopt-A-Stream program was created to reduce the amount of trash and debris polluting the waterways in DuPage. This program supports the belief that everyone can make a difference in the health of our waterways. The Adopt-A-Stream program asks groups to make a two-year commitment to clean their designated sections of a waterway for a minimum of two-years. CONSULTANT will promote, coordinate and manage the program; oversee the inventory of supplies necessary for the program; determine appropriate sign locations for eligible participants. Costs for supplies for this program and promotional expenses are allowable as direct expenses.

Task 6: CONSULTANT will co-promote the Storm Drain Medallion Program throughout DuPage County. Targeted groups include townships, municipalities, scouting groups and ecology clubs. TCF staff will maintain records, generate reports, purchase and distribute supplies, and update distributed materials. Costs to purchase medallions, adhesive and wire brushes will be direct expenses.

Task 7: CONSULTANT will: 1) Promote and coordinate the DuPage County River Sweep by encouraging municipal, park district and township coordination of local stream clean-up areas and volunteer recruitment. The connection between the River Sweep and Adopt-A-Stream programs will be stressed in promotional materials. 2) Restoration activities at selected sites will be facilitated through coordination with the Forest Preserve District of DuPage County and park districts. 3) Prepare annual report for River Sweep statistics.

Task 8: CONSULTANT will coordinate the Winter Chloride Watchers program in DuPage County. The Chloride Watchers program is a citizen science initiative that engages volunteers in monitoring local waterways to better understand the negative impact of winter snow and ice clearing methods. CONSULTANT will host a volunteer training session, purchase sample kits, provide the COUNTY with collected chloride data and a program summary in the annual report. CONSULTANT must acknowledge COUNTY sponsorship using logos on printed and digital outreach materials. Costs for supplies for this program and promotional expenses are allowable as direct expenses.

Task 9: In order to carry out contract activities, CONSULTANT staff hires, trains, and supervises intern/assistant(s) and part-time educators; compiles and submits monthly invoices; coordinated with COUNTY staff; troubleshoots problems; and compiles annual contract reports.

EXHIBIT B

DELIVERABLES

The following deliverables will be submitted to the COUNTY before completion of the contract.

- Electronic copies, in a format approved by COUNTY staff, of brochures, handouts, activity manuals, recorded webinars, videos and any other items developed for all tasks detailed in Exhibit A: Scope of Work.
- Report summarizing activities, performed by the CONSULTANT, detailed in Exhibit A: Scope of Work. The report should cover activities performed between March 1 and February 29 whether ordered by this AGREEMENT or a previous agreement with the CONSULTANT. Where applicable, the report should include, at minimum: date and topic of presentations and number and description of attendees or participants. The report shall be received by the COUNTY on or before March 1 of the AGREEMENT period.
- Contact lists, waivers, sign in sheets and other forms for attendees or participants of COUNTY programs, including workshops, webinars and programs.

EXHIBIT C

SCHEDULE OF FEES AND HOURLY RATES FOR CONSULTANT'S STAFF

The CONSULTANT will bill the COUNTY for all tasks, assignments, and work performed in accordance with the following schedule of hourly rates. The CONSULTANT may bill the COUNTY for direct expenses as necessary to complete the Scope of Work.

<u>Position</u>	<u>Hourly Fee Rate</u>
Full-Time Staff	\$80.00
Part-Time Staff/Interns	\$27.00