

## EXHIBIT A

### SCOPE OF WORK

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

#### **TEACHER PROGRAMS:**

The CONSULTANT will present teacher workshops (in person and/or virtually/e-learning) on water quality and stormwater management topics including planning, coordinating site visits, scheduling, registration, confirmation, maintaining records for teacher's Continuing Professional Development Units and Graduate Credit documentation.

**Task 1:** Hold, at a minimum, three (3) Watershed and Groundwater Flow Model Workshops – these 2-hour workshops can be held at CONSULTANTS's site, at schools and/or virtually/e-learning.

**Task 2:** Hold one (1) “Where Does Our Water Come from and Where it Goes When We Are Done?” workshop. At this full day teacher workshop, teachers will ride on a bus to the DuPage Water Commission to see how the water gets here from Lake Michigan and then to a water sanitary treatment center to see where the water goes after it is used by consumers. Costs associated with bus transportation are allowed as direct expenses. Workshop may take place virtually, through e-learning and/or a hybrid.

**Task 3:** Hold one (1) “Water Challenges and Solutions” workshop. This is a 5.5-day graduate level course that provides teachers with 3 credit hours through Aurora University. In addition to classroom teachings, field visits will be made to wetlands, BMP sites and other related sites. Workshop may take place virtually, through e-learning and/or a hybrid.

**Task 4:** Hold one (1) full day “Green and Sustainable Design Building” teacher workshop. This full day workshop will be held to educate teachers about the science behind green building. The workshop will showcase green roofs, permeable pavement, native plants, rain barrels, silt fences, bio-swales, recycled content products, energy conservation, underground water storage and much more. Costs associated with bus transportation are allowed as direct expenses. Workshop may take place virtually, through e-learning and/or a hybrid.

**Task 5:** Further develop and hold the 18<sup>th</sup> annual “High School Sustainable Design Challenge” to be held in the County Administration Building. Meetings will be held with sponsoring teachers, architects and industry representatives. The focus of these green and sustainable designs will be best management practices for stormwater management including green roofs, permeable parking surfaces, bio-swales and native plants. Costs for awards may be allowed as direct expenses. Event may take place virtually, through e-learning and/or a hybrid.

**Task 6:** Implement a Water Quality Flag program for students and community groups. CONSULTANT will provide water quality and stormwater management education. Recipients will create community and public service items relating to water quality. Costs for supplies ordered for this program are allowed as direct expenses. Program may be achieved virtually, through e-learning and/or a hybrid.

**COMMUNITY OUTREACH PROGRAMS:**

The CONSULTANT will plan and present water quality issues to community groups through booths, workshops and presentations by:

**Task 7:** Sponsoring informational booths at community events. The CONSULTANT will bring the watershed model, groundwater flow model, green vegetative roof or other water quality education and information. Programs may be achieved virtually, through e-learning and/or a hybrid.

**Task 8:** Engaging in community programs for youth, college, or civic groups focusing on stormwater management and water quality problems and solutions. Topics for these water quality educational activity programs include rain gardens, rain barrels, permeable pavers, green roofs, water quality and quantity, native plants, Green Building site tours, watershed model, groundwater flow model, bioswales, phosphates, watershed, hazardous waste, green cleaning, chloride reduction, fundraising car wash activities and improvements and other Best Management Practices (BMP) for stormwater. Programs may be achieved virtually, through e-learning and/or a hybrid.

**Task 9:** CONSULTANT will coordinate other community outreach programs, including, but not limited to, library outreach, storm drain medallions and oil disposal education programs. Costs for supplies ordered for these programs are allowed as direct expenses. Program may be achieved virtually, through e-learning and/or a hybrid, as well as independent coordination.

**SUPPORT SERVICES - RESOURCE ROOM, SUPPLIES, AND COORDINATION:**

**Task 10:** Stock and maintain a supply of brochures, pamphlets, activity booklets and posters in the Environmental Resource Room (concerning such topics as watershed, stormwater, soil erosion and BMP solutions for water quality issues) for the use of residents, teachers and local businesses. Online resources may also be available.

**Task 11:** Maintain and restock the loaner groundwater flow and watershed models for the use of teachers as well as an ongoing display at CONSULTANT'S facility and online.

**Task 12:** Promote the use and availability of water quality videos to teachers and community groups, both in person and virtually and/or through e-learning.

**Task 13:** Schedule the loaner models and media materials and replace as needed.

**Task 14:** Answer phone call questions and emails regarding watershed issues, native plants, green roofs, permeable pavements, rain barrels and composting.

**Task 15:** Purchase supplies for above tasks including CDs, DVDs, resource materials, student awards, publications, accessory supplies for the tours and models, online and virtual/e-learning needs and office supplies.

**Task 16:** Assist the COUNTY in the promotion of programs and water quality issues highlighted in the Ripples newsletter, Green Bulletin, Regional Office of Education, Chambers of Commerce and newspapers.

**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 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 April 1 of the AGREEMENT period.
- Upon request, contact lists for attendees or participants of COUNTY-sponsored programs.
- The monthly invoices will list the projects and or community outreach and teacher programs completed during the billing periods.

## 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 specified in the Scope of Work. Vehicle charges, including mileage allowance at the IRS allowable mileage rate and tolls, shall be allowed as direct expenses per Paragraph 7.4 for traveling to and from programs and events outlined in the Scope of Work.

<b><u>Position</u></b>	<b><u>Hourly Fee Rate</u></b>
Coordinator	\$32.00
Educator Level 1	\$27.00
Educator Level 2	\$24.00
Educator Level 3	\$20.50
Educator Level 4	\$18.50
Intern	\$15.00
Office Assistant	\$19.30