



University of
Kentucky[®]
Procurement Services

Request for Proposal

UK-2515-25

Proposal Due Date - 05/15/2025

Phase II MS4 Permit Compliance Assistance



REQUEST FOR PROPOSAL (RFP)

ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

PROPOSAL NO.:	UK-2515-25	RETURN ORIGINAL COPY OF PROPOSAL TO:
Issue Date:	04/18/2025	UNIVERSITY OF KENTUCKY
Title:	Phase II MS4 Permit Compliance Assistance	PROCUREMENT SERVICES
Purchasing Officer:	Corey W. Leslie	411 S LIMESTONE
Phone:	859-323-5405	ROOM 322 PETERSON SERVICE BLDG.
Email:	Corey.Leslie@uky.edu (preferred)	LEXINGTON, KY 40506-0005

IMPORTANT: PROPOSALS MUST BE RECEIVED BY: 05/15/2025 3 P.M. LEXINGTON, KY TIME.

NOTICE OF REQUIREMENTS

1. The University's General Terms and Conditions and Instructions to Bidders, viewable at <https://purchasing.uky.edu/bid-and-proposal-opportunities>, apply to this RFP. When the RFP includes construction services, the University's General Conditions and Special Conditions for Construction and Instructions to Bidders, viewable at <https://purchasing.uky.edu/bid-and-proposal-opportunities>, apply to the RFP.
2. Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
3. Any agreement or collusion among offerors or prospective offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
4. Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, be fined not less than ten thousand dollars or more than twenty thousand dollars.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

1. That I am the offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation);
2. That the attached proposal has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the RFP, designed to limit independent bidding or competition;
3. That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP;
4. That the offeror is legally entitled to enter into contracts with the University of Kentucky and is not in violation of any prohibited conflict of interest, including, but not limited to, those prohibited by the provisions of KRS 45A.330 to .340, and 164.390;
5. That the offeror, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award;
6. That I have fully informed myself regarding the accuracy of the statement made above.

SWORN STATEMENT OF COMPLIANCE WITH CAMPAIGN FINANCE LAWS

In accordance with KRS 45A.110 (2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

CONTRACTOR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The contractor by signing and submitting a proposal agrees as required by 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of the statutes during the duration of any contract that may be established. Final determinations of violations of these statutes must be provided to the University by the successful contractor prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The contractor, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b) that prohibits the maintaining of segregated facilities.

SIGNATURE REQUIRED: This proposal cannot be considered valid unless signed and dated by an authorized agent of the offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office

DELIVERY TIME:	NAME OF COMPANY:	DUNS #
PROPOSAL FIRM THROUGH:	ADDRESS:	Phone/Fax:
PAYMENT TERMS:	CITY, STATE & ZIP CODE:	E-MAIL:
SHIPPING TERMS: F. O. B. DESTINATION PREPAID AND ALLOWED	TYPED OR PRINTED NAME:	WEB ADDRESS:
FEDERAL EMPLOYER ID NO.:	SIGNATURE:	DATE:

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Appendix A: Existing SWQMP

1.0 DEFINITIONS

The term "addenda" means written or graphic instructions issued by the University of Kentucky prior to the receipt of proposals that modify or interpret the RFP documents by additions, deletions, clarifications and/or corrections.

The term "competitive negotiations" means the method authorized in the Kentucky Revised Statutes, Chapter 45A.085.

The terms "offer" or "proposal" mean the offeror's/offers' response to this RFP.

The term "offeror" means the entity or contractor group submitting the proposal.

The term "contractor" means the entity receiving a contract award.

The term "purchasing agency" means the University of Kentucky, Procurement Services, Room 322 Peterson Service Building, Lexington, KY 40506-0005.

The term "purchasing official" means the University of Kentucky's appointed contracting representative.

The term "responsible offeror" means a person, company or corporation that has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an offeror is responsible, the University may evaluate various factors including (but not limited to): financial resources; experience; organization; technical qualifications; available resources; record of performance; integrity; judgment; ability to perform successfully under the terms and conditions of the contract; adversarial relationship between the offeror and the University that is so serious and compelling that it may negatively impact the work performed under this RFP; or any other cause determined to be so serious and compelling as to affect the responsibility of the offeror.

The term "solicitation" means RFP.

The term "University" means University of Kentucky.

2.0 GENERAL OVERVIEW

2.1 Intent and Scope

The University is seeking an experienced consulting firm to provide a wide range of specialized assistance to augment staff resources towards compliance with its Phase II MS4 Permit. Qualified firms shall demonstrate knowledge, experience, and organization to provide the necessary services in a timely manner and one that serves the best interest of the University. The University intends to select a firm who demonstrates the highest level of experience in providing the necessary technical consultation that will assist the University in meeting its MS4 Permit responsibilities. A proven track record providing comprehensive and proactive stormwater management compliance for its clients is paramount.

2.2 Background Information

The University has maintained a Phase II MS4 Permit since March 1, 2010. The initial Permit granted by the Kentucky Division of Water was subsequently replaced with a new Phase II MS4 Permit issued on March 30, 2018 which became effective on May 1, 2018. The MS4 Permit requires the development and implementation of a stormwater management program to reduce the contamination of stormwater runoff and prohibit illicit discharges. The program that has been developed to meet these goals is contained in a *Storm Water Quality Management Plan (SWQMP)*. The SWQMP includes minimum control measures that cover a broad spectrum of issues that are associated with stormwater runoff. These measures include:

- Public Education and Outreach
- Public Participation and Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control
- Post-Construction Stormwater Management
- Municipal Operations Pollution Prevention and Good Housekeeping

While it is the case that, in a strict sense, compliance with the MS4 Permit is the responsibility of the entire University there are certain provisions that are the responsibility of individual stakeholders to ensure effective and timely implementation. Further, it is the responsibility of the University's Environmental Quality Management (EQM) to ensure the MS4 Permit's conditions and requirements are fully understood by the stakeholders so that they can be properly implemented. The department also has the responsibility for documenting the ensuing efforts and for reporting those efforts to the applicable regulatory agency. To serve these functions, EQM has limited staff resources and needs assistance to ensure that the University maintains compliance with all elements of the Permit. The selected consulting firm would be managed by and report directly to EQM.

2.3 University Information

Upon his arrival in 2011, President Eli Capilouto set an ambitious agenda to extend and enhance our role as Kentucky's land-grant and flagship research university. By focusing on infrastructure growth and improvement; creating opportunities for innovative teaching, learning and academic excellence; fostering a robust research enterprise; providing life-saving subspecialty care; empowering communities through service and outreach; and encouraging a transparent and shared

dialogue about institutional priorities; the University of Kentucky will help ensure a Kentucky tomorrow that is healthier, wealthier and wiser than it is today.

Our mission is to advance Kentucky.

Founded in 1865 as a land-grant institution adjacent to downtown Lexington, UK is nestled in the scenic heart of the beautiful Bluegrass region of Kentucky. From its early beginnings, with only 190 students and 10 professors, UK's campus now covers more than 900 acres. The university enrolled more than 32,000 students in Fall 2022 and has approximately 25,000 employees, including nearly 3,000 full-time faculty.

UK is one of a small number of universities in the United States that has programs in agriculture, engineering, law, fine arts and a full complement of health colleges including medicine and pharmacy, on a single campus alongside an academic health system, leading to groundbreaking discoveries and unique interdisciplinary collaboration.

The state's flagship university consists of 18 academic and professional colleges where students can choose from more than 200 majors and degree programs at the undergraduate and graduate levels. The colleges are Agriculture, Food and Environment; Arts and Sciences; Business and Economics; Communication and Information; Dentistry; Design; Education; Engineering; Fine Arts; Graduate School; Health Sciences; Honors; Law; Medicine; Nursing; Pharmacy; Public Health; and Social Work. These colleges are supported by a modern research library system.

Research at the University of Kentucky is a dynamic enterprise encompassing both traditional scholarship and emerging technologies. UK's research faculty, staff and students are establishing UK as one of the nation's most prolific public research universities. UK researchers were awarded more than \$452.9 million in extramural grant and contract funding in fiscal year 2022. Fifty-six percent of this funding comes from agencies in the federal government (\$256 million) such as the National Institutes of Health, National Science Foundation, Department of Energy, Department of Defense and numerous other federal, state and industry sponsors. Expenditures from research and development (R&D) activities at the university generate more than \$772 million in economic development across the Commonwealth of Kentucky and support more than 4,395 jobs.

With more than 70 research centers and institutes, UK researchers are discovering new knowledge, providing a rich training ground for current students and the next generation of researchers and advancing the economic growth of the Commonwealth of Kentucky. Several centers excel in the services offered to the public. The Gluck Equine Research Center is one of only three facilities of its kind in the world, conducting equine disease research.

The Center for Applied Energy Research (CAER) is internationally recognized for research in algae for carbon dioxide clean up, carbon materials, concrete and cement, emissions control in utilities, energy policy, fuels research, hydrogen, materials characterization and plant optimization.

Among the brightest examples of UK's investment in transformative research is the Markey Cancer Center. As a center of excellence and distinction at UK, Markey's robust research and clinical enterprise is the cornerstone of our commitment to Kentucky – fundamental to our success in uplifting lives through our endeavors and improving the general health and welfare of our state – burdened by the nation's highest rate of cancer deaths per 100,000 people. In 2013, Markey earned the prestigious National Cancer Institute-designation (NCI) – one of 68 nationally and the only one in Kentucky. The designation was renewed in 2018.

Both CAER and Markey are cornerstones of seven Research Priority Areas (RPAs) at the University of Kentucky. These areas — chosen based on local relevance, existing funding strength, sustainability and disciplinary scholarly diversity — focus UK's top research talent on the most pressing challenges confronting our state.

The University of Kentucky is the recipient of a Clinical Translational Sciences Award (CTSA) from the National Institutes of Health (NIH). As one of only 60 institutions with this research distinction, UK was awarded the CTSA for its potential in moving research and discovery in the lab into practical field and community applications. The CTSA and NCI are part of a trifecta of federal research grants that includes an Alzheimer's Disease Center. UK is one of only 29 universities in the country to hold all three premier grants from NIH.

Established in 1957, the medical center at UK is one of the nation's finest academic medical centers and includes the university's clinical enterprise, UK HealthCare. Licensed for 965 beds across UK Albert B. Chandler Hospital, Kentucky Children's Hospital and UK Good Samaritan Hospital, the system is supported by a growing faculty and staff providing the most advanced subspecialty care for the most critically injured and ill patients throughout the Commonwealth and beyond. Since 2014, the number of patients served by the medical enterprise has nearly doubled, with more than 38,000 discharges in 2022.

UK Chandler Hospital includes the only Level 1 Trauma Center for both adult and pediatric patients in Central and Eastern Kentucky. In addition, UK HealthCare recently opened one of the country's largest robotic hybrid operating rooms and the first of its kind in the region. While the new patient care pavilion is the leading health care facility for advanced medical procedures in the region, our talented physicians consult with and travel to our network of affiliate hospitals so Kentuckians can receive the best health care available close to their home and never need to leave the Bluegrass for complex subspecialty care.

As of December 1, 2022, King's Daughters Medical Center, based in Ashland, Kentucky, officially became part of the University of Kentucky. King's Daughters Medical Center serves a 16-county region across Kentucky, Ohio and West Virginia. Its health system is composed of two acute-care hospitals totaling 465 licensed beds, more than 50 ambulatory centers and practice locations, a long-term care facility, medical transport company and six urgent care centers.

The University of Kentucky Board of Trustees on Friday April 26, 2024 approved plans to proceed with the acquisition of St. Claire HealthCare in Morehead. The move for St. Claire to become part of UK will expand clinical and academic programs as well as result in greater access to high-quality patient care for more Kentuckians. St. Claire can continue its 60-year tradition of serving Northeastern Kentucky for decades to come, operating under the name UK St. Claire. St. Claire HealthCare is one of the largest employers in the region, with over 1,200 staff members, including a growing medical staff of more than 125 physicians and nearly 70 advanced practice professionals representing more than 30 medical specialties. It includes the largest rural hospital in Northeastern Kentucky, seven primary care locations located within five counties, a multi-specialty medical pavilion, two urgent care centers, a pediatrics clinic, as well as a retail pharmacy, counseling center, medical equipment and supply store, and an outpatient center. Additionally, St. Claire HealthCare provides home health and hospice services in eight counties within its 11-county service region. The acquisition was finalized on July 1, 2024.

UK's agenda remains committed to accelerating the university's academic excellence in all areas and gaining worldwide recognition for its outstanding academic programs, its commitment to students, its investment in pioneering research and discovery, its success in building a diverse

community and its engagement with the larger society. This commitment is all part of the university's mission as a 21st century flagship and land-grant research university. From its Nobel Laureates to cutting-edge work in addressing health disparities, and from the artistic wonders that stir souls to our scientific creativity that inspires minds, UK seeks a brighter future through the contributions of our faculty, staff, students and alumni.

We are the University of Kentucky. We are committed to advancing Kentucky in everything that we do.

SUSTAINABILITY

Sustainability is an institution-wide priority for the University of Kentucky. We strive to ensure that all activities are ecologically sound, socially just, and economically viable, and that they will continue to be so for future generations. This commitment also prioritizes the integration of these principles in curricula, research, athletics, health care, creative works, and outreach. This principled approach to operational practices and intellectual pursuits is intended to prepare students and empower the campus community to support sustainable development in the Commonwealth and beyond. The UK Sustainability Strategic Plan guides these efforts (<https://www.uky.edu/sustainability/sustainability-strategic-plan>).

2.4 Economic Engagement and Procurement

The University of Kentucky is committed to serving as an advocate for Kentucky located businesses as part of its on-going workforce development and economic development efforts.

The University desires to increase the amount of goods and services acquired from Kentucky located businesses. The University encourages its suppliers to support and assist in this effort.

The University's goals for increasing participation in procurement projects include but are not limited to the following:

- To ensure the absence of barriers that reduce participation.
- Educate vendors on "how to do business" with the University.
- Support Kentucky located vendors seeking to do business with the University in the areas of goods, services, construction, and other areas of procurement.
- Encourage participation of qualified Kentucky located vendors by directing them to agencies that can benefit from their product or service.
- Provide resources for Kentucky located vendors.
- Sponsor events to assist Kentucky located vendors in becoming active, responsible, and responsive participants in the University's purchasing opportunities.

For additional information regarding how Kentucky located suppliers may participate in this Request for Proposal, submit any questions to the Procurement Officer as indicated in Section 3.2 by the Deadline for Written Questions date.

3.0 PROPOSAL REQUIREMENTS

3.1 Key Event Dates

Release of RFP	04/18/2025
Pre-Proposal Conference	04/30/2025
Deadline for Written Questions	1:00 p.m. Lexington Time on 05/05/2025
RFP Proposals Due	3 p.m. Lexington Time on 05/15/2025

3.2 Offeror Communication

To ensure that RFP documentation and subsequent information (modifications, clarifications, addenda, Written Questions and Answers, etc.) are directed to the appropriate persons within the offeror's firm, each offeror who intends to participate in this RFP is to provide the following information to the purchasing officer. Prompt, thorough compliance is in the best interest of the offeror. Failure to comply may result in incomplete or delayed communication of addenda or other vital information. Contact information is the responsibility of the offeror. Without the prompt information, any communication shortfall shall reside with the offeror.

- Name, email address, and telephone number of the primary contact and a secondary contact.

This information should be emailed to:

Mr. Corey W. Leslie
Procurement Services
University of Kentucky
322 Peterson Service Building
Lexington, KY 40506-0005
E-mail: cckbidquestions@uky.edu

All communication with the University regarding this RFP may only be directed to the purchasing officer listed above.

3.3 Pre-Proposal Conference

A pre-proposal conference will be held via Zoom on Wednesday, April 30, 2025, at 10:00AM EST.

Meeting URL: <https://uky.zoom.us/j/82061841179?pwd=aJ5GNQvyuu1ZYqeqnuGvasJX1z9luc.1&from=addon>
Meeting ID: 820 6184 1179
Passcode: 926357
Dial: US: +1 309 205 3325

- Attendance at the pre-proposal conference is optional but encouraged.

The University will prepare written responses to all questions submitted by the deadline in section 3.1 and make them available to all offerors. The questions and answers will be made part of the RFP and may become part of the contract with the successful contractor. Answers given orally at the conference are not binding.

3.4 Offeror Presentations

All offerors whose proposals are judged acceptable for award may be required to make a presentation to the evaluation committee.

3.5 Preparation of Offers

The offeror is expected to follow all specifications, terms, conditions and instructions in this RFP.

The offeror will furnish all information required by this solicitation.

Proposals should be prepared simply and economically, providing a description of the offeror's capabilities to satisfy the requirements of the solicitation. Emphasis should be on completeness and clarity of content. All documentation submitted with the proposal should be bound in the single volume except as otherwise specified.

An electronic version of the RFP, in .PDF format only, is available through the University of Kentucky Procurement Services website at: <https://purchasing.uky.edu/bid-and-proposal-opportunities>.

3.6 Proposed Deviations from the RFP

The stated requirements appearing elsewhere in this RFP shall become a part of the terms and conditions of any resulting contract. Any deviations therefrom should be specifically defined in accordance with the transmittal letter, Section 4.3 (d). If accepted by the University, the deviations shall become part of the contract, but such deviations must not be in conflict with the basic nature of this RFP.

Note: Offerors should not submit their standard terms and conditions as exceptions to the University's General Terms and Conditions. Each exception to the University's General Terms and Conditions should be individually addressed.

3.7 Proposal Submission and Deadline

Offeror must provide the following materials prior to 3 p.m. (Lexington, KY time) on the date specified in Section 3.1 and addressed to the purchasing officer listed in Section 3.2:

- **Technical Proposal:** One (1) hard copy and one (1) printed original, each clearly marked with the proposal number and name, firm name and what is included (Technical Proposal).
- **Financial Proposal:** One (1) hard copy and one (1) printed original, each clearly marked with the proposal number and name, firm name and what is included (Technical Proposal).

Note: Proposals received after the closing date and time will not be considered. In addition, proposals received via fax or e-mail are not acceptable.

The University of Kentucky accepts deliveries of RFPs Monday through Friday from 8 a.m. to 5 p.m. Lexington, KY time. However, RFPs must be received by 3 p.m. Lexington, KY time on the date specified on the RFP in order to be considered.

Proposals should be enclosed in sealed envelopes to the above referenced address and should show on the face of the envelope: the closing time and date specified, the solicitation number and the name and address of the offeror. The technical proposal should be submitted in a sealed envelope and the financial proposal should be submitted in a sealed envelope under separate cover. Both sealed envelopes should have identical information on the cover, with the addition that one will state "Technical Information," and the other, "Financial Proposal."

Note: In accordance with the Kentucky Revised Statute 45A.085, there will be no public opening.

3.8 Modification or Withdrawal of Offer

An offer and/or modification of an offer received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

An offer may be modified or withdrawn by written notice before the exact hour and date specified for receipt of offers. An offer also may be withdrawn in person by an offeror or an authorized representative, provided the identity of the person is made known and the person signs a receipt for the offer, but only if the withdrawal is made prior to the exact hour and date set for receipt of offers.

3.9 Acceptance or Rejection and Award of Proposal

The University reserves the right to accept or reject any or all proposals (or parts of proposals), to waive any informalities or technicalities, to clarify any ambiguities in proposals and (unless otherwise specified) to accept any item in the proposal. In case of error in extension or prices or other errors in calculation, the unit price shall govern. Further, the University reserves the right to

make a single award, split awards, multiple awards or no award, whichever is in the best interest of the University.

3.10 Rejection

Grounds for the rejection of proposals include (but not be limited to):

- Failure of a proposal to conform to the essential requirements of the RFP.
- Imposition of conditions that would significantly modify the terms and conditions of the solicitation or limit the offeror's liability to the University on the contract awarded on the basis of such solicitation.
- Failure of the offeror to sign the University RFP. This includes the Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest statements.
- Receipt of proposal after the closing date and time specified in the RFP.

3.11 Addenda

Any addenda or instructions issued by the purchasing agency prior to the time for receiving proposals shall become a part of this RFP. Such addenda should be acknowledged in the proposal. No instructions or changes shall be binding unless documented by a proper and duly issued addendum.

3.12 Disclosure of Offeror's Response

The RFP specifies the format, required information and general content of proposals submitted in response to this RFP. The purchasing agency will not disclose any portions of the proposals prior to contract award to anyone outside Procurement Services, the University's administrative staff, representatives of the state or federal government (if required) and the members of the committee evaluating the proposals. After a contract is awarded in whole or in part, the University shall have the right to duplicate, use or disclose all proposal data submitted by offerors in response to this RFP as a matter of public record.

Any submitted proposal shall remain valid six (6) months after the proposal due date.

The University shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP. Selection or rejection of the proposal will not affect this right.

3.13 Restrictions on Communications with University Staff

From the issue date of this RFP until a contractor is selected and a contract award is made, offerors are not allowed to communicate about the subject of the RFP with any University administrator, faculty, staff or members of the board of trustees except: the purchasing office representative, any University purchasing official representing the University administration, others authorized in writing by the purchasing office and University representatives during offeror presentations. If violation of this provision occurs, the University reserves the right to reject the offeror's proposal.

3.14 Cost of Preparing Proposal

Costs for developing the proposals and any subsequent activities prior to contract award are solely the responsibility of the offerors. The University will provide no reimbursement for such costs.

3.15 Disposition of Proposals

All proposals become the property of the University. The successful proposal will be incorporated into the resulting contract by reference.

3.16 Alternate Proposals

Offerors may submit alternate proposals. If more than one proposal is submitted, all should be complete (separate) and comply with the instructions set forth within this document. Each proposal will be evaluated on its own merits.

3.17 Questions

All questions should be submitted by e-mail to the purchasing officer listed in Section 3.2 no later than the date listed in Section 3.1.

3.18 Section Titles in the RFP

Section titles used herein are for the purpose of facilitating ease of reference only and shall not be construed to infer the construction of contractual language.

3.19 No Contingent Fees

No person or selling agency shall be employed or retained or given anything of monetary value to solicit or secure this contract, except bona fide employees of the offeror or bona fide established commercial or selling agencies maintained by the offeror for the purpose of securing business. For breach or violation of this provision, the University shall have the right to reject the proposal, annul the contract without liability, or, at its discretion, deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

3.20 Proposal Addenda and Rules for Withdrawal

Prior to the date specified for receipt of offers, a submitted proposal may be withdrawn by submitting a written request for its withdrawal to the University purchasing office, signed by the offeror. Unless requested by the University, the University will not accept revisions or alterations to proposals after the proposal due date.

3.21 Requirement to Perform Vendor Onboarding and Registration

As a condition of award, and for any renewals performed during the life of the contract, successful Contractor agrees to register their company with PaymentWorks, Inc., the University's vendor onboarding application. Registration information will be provided by Procurement Services as part of the award process. Further, should any company or business information change during the life of the contract, successful Contractor agrees to update this information in PaymentWorks as applicable. Supplier agrees to and should be responsible for all updates on their PaymentWorks account as it relates to submitting new remit-to addresses or other required supplier profile information. PaymentWorks provides support to all suppliers transacting with the University of Kentucky on the platform. Supplier agrees to and should be responsible for engaging PaymentWorks Support for any needed issues regarding updates or other matters to ensure their supplier account remains connected to the University.

4.0 PROPOSAL FORMAT AND CONTENT

4.1 Proposal Information and Criteria

The following list specifies the items to be addressed in the proposal. Offerors should read it carefully and address it completely and in the order listed to facilitate the University's review of the proposal.

Proposals should be organized into the sections identified below. The content of each section is detailed in the following pages. It is strongly suggested that offerors use the same numbers for the following content that are used in the RFP.

- Signed Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form
- Transmittal Letter
- Executive Summary and Proposal Overview
- Criteria 1 - Offeror Qualifications
- Criteria 2 - Services Defined
- Criteria 3 - Financial Proposal
- Criteria 4 - Evidence of Successful Performance and Implementation Schedule
- Criteria 5 - Other Additional Information

4.2 Signed Authentication of Proposal and Statements of Non-Collusion and Non-Conflict of Interest Form

The Offeror will sign and return the proposal cover sheet and print or type their name, firm, address, telephone number and date. The person signing the offer should initial erasures or other changes. An offer signed by an agent is to be accompanied by evidence of their authority unless such evidence has been previously furnished to the purchasing agency. The signer shall further certify that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud; and that the signer is authorized to bind the principal offeror.

4.3 Transmittal Letter

The Transmittal Letter accompanying the RFP should be in the form of a standard business letter and should be signed by an individual authorized to legally bind the offeror. It should include:

- A statement referencing all addenda and written questions, the answers and any clarifications to this RFP issued by the University and received by the offeror (If no addenda have been received, a statement to that effect should be included.).
- A statement that the offeror's proposal shall remain valid for six (6) months after the closing date of the receipt of the proposals.
- A statement that the offeror will accept financial responsibility for all travel expenses incurred for oral presentations (if required) and candidate interviews.

- A statement that summarizes any deviations or exceptions to the RFP requirements and includes a detailed justification for the deviation or exception.
- A statement that identifies the confidential information as described in Section 6.23.

4.4 Executive Summary and Proposal Overview

The Executive Summary and Proposal Overview should condense and highlight the contents of the technical proposal in such a way as to provide the evaluation committee with a broad understanding of the entire proposal.

As part of the Executive Summary and Proposal Overview, Offeror should submit with their response a summarized profile describing the demographic nature of their company or organization:

1. When was your organization established and/or incorporated?
2. Indicate whether your organization is classified as local, regional, national, or international.
3. Describe the size of your company in terms of number of employees, gross sales, etc.
4. Include other demographic information that you feel may be applicable to the Invitation for Bids submission.

Business Description	Check All That Apply
Minority-Owned	
Woman-Owned	
Small Business	
Veteran-Owned	
LGBTQ-Owned	
Disability-Owned Business Entity (DOBE)	
Diversity Not Indicated	

Kentucky Located	Yes/No?
Kentucky Located – Please indicate whether your business entity is physically located within the Commonwealth of Kentucky.	

4.5 Criteria 1 - Offeror Qualifications

The purpose of the Offeror Qualifications section is to determine the ability of the offeror to respond to this RFP. Offerors should describe and offer evidence of their ability to meet each of the qualifications listed below.

Our supply chains and business partnerships are an important aspect of this work. In your proposal, please (A) provide your company's mission and vision relative to sustainability, and (B) how your company, through services, products, and partnerships, will help the University of Kentucky advance specific elements of the Sustainability Strategic Plan.

- **Background:** Provide a brief historical perspective on your company. Identify the number of employees in your firm and the Ownership.
- **Project Lead:** State the name and title/position and provide a detailed resume of the individual who will have primary responsibility on behalf of the Offeror. Describe this individual's experience with local, state, and federal requirements related to MS4 compliance including the KYG20 Phase II MS4 permit and LFUCG Stormwater Manual requirements.
- **Project Team and Support Staff:** Identify names, responsibilities and qualifications of staff who will be assigned by the Offeror. Provide resumes of each of the named staff, which includes information on the individual's skills related to this Solicitation including education, experience, significant accomplishments and any other pertinent information. The Offeror must commit that staff identified in its proposal will perform the assigned work.
- **Organization:** Provide an organizational chart of your firm indicating lines of authority for personnel involved and the relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Note that key personnel assignments may be a critical factor in the selection process and no changes in key personnel assignment will be accepted without prior written agreement from the University. In addition, describe the internal controls to be used for organization and project management as well as staff availability.
- **Intangibles:** Describe the unique qualities that your company has that differentiates it from your competitors and provide a statement demonstrating your firm's ability to accomplish the scope of services in a comprehensive and thorough manner to meet the needs of the University.

4.6 Criteria 2 – Services Defined

Known tasks needing completion will be assigned and a proposed budget developed per fiscal year. Additional tasks may be assigned throughout the fiscal year on an as needed basis. Work will consist of planned tasks as well as "on call" needs. Staff should be reasonably available to assist with program efforts. The specifics of the tasks that will need to be completed by the consultant are

currently unknown but will generally align with the proposed services identified in Section 7. Explain in narrative form your approach to constructing a team to effectively respond to requests by the University and how individual tasks will be managed, task budgets will be controlled, and information will be communicated to the University. The approach must be in sufficient detail to convey the Offeror's knowledge of the subjects and skills necessary to complete the tasks and will serve as the Offeror's understanding of the University's expectations.

4.7 Criteria 3 – Financial Proposal

The Financial Summary Form should contain the complete financial offer made to the University using the format contained in Section 8.0. All financial information should be submitted in a sealed envelope under separate cover.

4.8 Criteria 4 – Evidence of Successful Performance and Implementation Schedule

Describe your ability to assist the University in complying with its Phase II MS4 Permit. In addressing this function provide:

- Examples of implementation for other clients, with contact names and telephone numbers/email addresses, for the University to confirm details.
- Describe your process and what resources will be needed from the University to ensure successful results.

4.9 Criteria 5 – Other Additional Information

The offeror may present any creative approaches that might be appropriate. The offeror may also provide supporting documentation that would be pertinent to this RFP.

5.0 EVALUATION CRITERIA PROCESS

A committee of University officials appointed by the Chief Procurement Officer will evaluate proposals and make a recommendation to the Chief Procurement Officer. The evaluation will be based upon the information provided in the proposal, additional information requested by the University for clarification, information obtained from references and independent sources and oral presentations (if requested).

The evaluation of responsive proposals shall then be completed by an evaluation team, which will determine the ranking of proposals. Proposals will be evaluated strictly in accordance with the requirements set forth in this solicitation, including any addenda that are issued. The University will award the contract to the responsible offeror whose proposal is determined to be the most advantageous to the University, taking into consideration the evaluation factors set forth in this RFP.

The evaluation of proposals will include consideration of responses to the list of criteria in Section 4.0. Offerors should specifically address all criteria in their response. Any deviations or exceptions to the specifications or requirements should be described and justified in a transmittal letter. Failure to list such exceptions or deviations in the transmittal letter may be considered sufficient reason to reject the proposal.

The relative importance of the criteria is defined below:

Primary Criteria

- Offeror Qualifications
- Services Defined
- Financial Proposal
- Evidence of Successful Performance and Implementation

Secondary Criteria

- Other Additional Services

The University will evaluate proposals as submitted and may not notify offerors of deficiencies in their responses.

Proposals should contain responses to each of the criteria, listed in Section 4 even if the offeror's response cannot satisfy those criteria. A proposal may be rejected if it is conditional or incomplete in the judgment of the University.

6.0 SPECIAL CONDITIONS

6.1 Contract Term

It is anticipated that any contract resulting from this RFP will have an initial term of July 1, 2025 – June 30, 2029, with up to three (3) bi-annual renewals subject to continuing need, adequate funding, and vendor performance.

6.2 Effective Date

The effective date of the contract shall be the date upon which the parties execute the agreement and all appropriate approvals, including that of the Commonwealth of Kentucky Government Contracts Review Committee, have been received.

6.3 Competitive Negotiation

It is the intent of the RFP to enter into competitive negotiation as authorized by KRS 45A.085.

The University will review all proposals properly submitted. However, the University reserves the right to request necessary modifications, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to the best interests of the University.

Offeror(s) selected to participate in negotiations may be given an opportunity to submit a Best and Final Offer to the purchasing agency. All information received prior to the cut-off time will be considered part of the offeror's Best and Final Offer.

The University also reserves the right to waive minor technicalities or irregularities in proposals providing such action is in the best interest of the University. Such a waiver should in no way modify the RFP requirements or excuse the offeror from full compliance with the RFP specifications and other contract requirements if the offeror is awarded the contract.

6.4 Appearance Before Committee

Any, all or no offerors may be requested to appear before the evaluation committee to explain their proposal and/or to respond to questions from the committee concerning the proposal. Offerors are prohibited from electronically recording these meetings. The committee reserves the right to request additional information.

6.5 Additions, Deletions or Contract Changes

The University reserves the right to add, delete, or change related items or services to the contract established from this RFP. No modification or change of any provision in the resulting contract shall be made unless such modification is mutually agreed to in writing by the contractor and the Chief Procurement Officer and incorporated as a written modification to the contract. Memoranda of understanding and correspondence should not be interpreted as a modification to the contract.

6.6 Contractor Cooperation in Related Efforts

The University reserves the right to undertake or award other contracts for additional or related work to other entities. The contractor shall fully cooperate with such other contractors and University employees and carefully fit its work to such additional work. The contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor or by University employees. This clause shall be included in the contracts of all contractors with whom this contractor will be required to cooperate. The University shall equitably enforce this clause to all contractors to prevent the imposition of unreasonable burdens on any contractor.

6.7 Entire Agreement

The RFP should be incorporated into any resulting contract. The resulting contract, including the RFP and those portions of the offeror's response accepted by the University, should be the entire agreement between the parties.

6.8 Governing Law

The contractor shall conform to and observe all laws, ordinances, rules and regulations of the United States of America, Commonwealth of Kentucky and all other local governments, public authorities, boards or offices relating to the property or the improvements upon same (or the use thereof) and will not permit the same to be used for any illegal or immoral purposes, business or occupation. The resulting contract shall be governed by Kentucky law and any claim relating to this contract shall only be brought in the Franklin Circuit Court in accordance with KRS 45A.245.

6.9 Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act

To the extent Company receives Personal Information as defined by and in accordance with Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, 61.932 and 61.933 (the "Act"), Company shall secure and protect the Personal Information by, without limitation: (i) complying with all requirements applicable to non-affiliated third parties set forth in the Act; (ii) utilizing security and breach investigation procedures that are appropriate to the nature of the Personal Information disclosed, at least as stringent as University's and reasonably designed to protect the Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction; (iii) notifying University of a security breach relating to Personal Information in the possession of Company or its agents or subcontractors within seventy-two (72) hours of discovery of an actual or suspected breach unless the exception set forth in KRS 61.932(2)(b)2 applies and Company abides by the requirements set forth in that exception; (iv) cooperating with University in complying with the response, mitigation, correction, investigation, and notification requirements of the Act, (v) paying all costs of notification, investigation and mitigation in the event of a security breach of Personal Information suffered by Company; and (vi) at University's discretion and direction, handling all administrative functions associated with notification, investigation and mitigation.

6.10 Termination for Convenience

The University of Kentucky, Procurement Services, reserves the right to terminate the resulting contract without cause with thirty (30) day written notice. Upon receipt by the contractor of a "notice of termination," the contractor shall discontinue all services with respect to the applicable contract. The cost of any agreed upon services provided by the contractor will be calculated at the agreed upon rate prior to a "notice of termination" and a fixed fee contract will be pro-rated (as appropriate).

6.11 Termination for Non-Performance**Default**

The University may terminate the resulting contract for non-performance, as determined by the University, for such causes as:

- Failing to provide satisfactory quality of service, including, failure to maintain adequate personnel, whether arising from labor disputes, or otherwise any substantial change in ownership or proprietorship of the Contractor, which in the opinion of the University is not in its best interest, or failure to comply with the terms of this contract;
- Failing to keep or perform, within the time period set forth herein, or violation of, any of the covenants, conditions, provisions or agreements herein contained;
- Adjudicating as a voluntarily bankrupt, making a transfer in fraud of its creditors, filing a petition under any section from time to time, or under any similar law or statute of the United States or any state thereof, or if an order for relief shall be entered against the Contractor in any proceeding filed by or against contractor thereunder. In the event of any such involuntary bankruptcy proceeding being instituted against the Contractor, the fact of such an involuntary petition being filed shall not be considered an event of default until sixty (60) days after filing of said petition in order that Contractor might during that sixty (60) day period have the opportunity to seek dismissal of the involuntary petition or otherwise cure said potential default; or
- Making a general assignment for the benefit of its creditors, or taking the benefit of any insolvency act, or if a permanent receiver or trustee in bankruptcy shall be appointed for the Contractor.

Demand for Assurances

In the event the University has reason to believe Contractor will be unable to perform under the Contract, it may make a demand for reasonable assurances that Contractor will be able to timely perform all obligations under the Contract. If Contractor is unable to provide such adequate assurances, then such failure may be an event of default and grounds for termination of the Contract.

Notification

The University will provide ten (10) calendar days written notice of default. Unless arrangements are made to correct the non-performance issues to the University's satisfaction within ten (10)

calendar days, the University may terminate the contract by giving forty-five (45) days notice, by registered or certified mail, of its intent to cancel this contract.

6.12 Funding Out

The University may terminate this contract if funds are not appropriated or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the contract. The University shall provide the contractor thirty (30) calendar days' written notice of termination under this provision.

6.13 Prime Contractor Responsibility

The awarded contractor is solely responsible for fulfillment of the contract with the University.

6.14 Assignment and Subcontracting

The Contractor(s) may not assign or delegate its rights and obligations under any contract in whole or in part without the prior written consent of the University. Any attempted assignment or subcontracting shall be void.

6.15 Permits, Licenses, Taxes

The contractor shall procure all necessary permits and licenses and abide by all applicable laws, regulations and ordinances of all federal, state and local governments in which work under this contract is performed.

The contractor must furnish certification of authority to conduct business in the Commonwealth of Kentucky as a condition of contract award. Such registration is obtained from the Secretary of State, who will also provide the certification thereof. However, the contractor need not be registered as a prerequisite for responding to the RFP.

The contractor shall pay any sales, use, personal property and other tax arising out of this contract and the transaction contemplated hereby. Any other taxes levied upon this contract, the transaction or the equipment or services delivered pursuant hereto shall be the responsibility of the contractor.

The contractor will be required to accept liability for payment of all payroll taxes or deductions required by local and federal law including (but not limited to) old age pension, social security or annuities.

6.16 Attorneys' Fees

In the event that either party deems it necessary to take legal action to enforce any provision of the contract and in the event that the University prevails, the contractor agrees to pay all expenses of such action including attorneys' fees and costs at all stages of litigation.

6.17 **Royalties, Patents, Copyrights and Trademarks**

The Contractor shall pay all applicable royalties and license fees. If a particular process, products or device is specified in the contract documents and it is known to be subject to patent rights or copyrights, the existence of such rights shall be disclosed in the contract documents and the Contractor is responsible for payment of all associated royalties. To the fullest extent permitted by law the Contractor shall indemnify, hold the University harmless, and defend all suits, claims, losses, damages or liability resulting from any infringement of patent, copyright, and trademark rights resulting from the incorporation in the Work or device specified in the Contract Documents.

Unless provided otherwise in the contract, the Contractor shall not use the University's name nor any of its trademarks or copyrights, although it may state that it has a Contract with the University.

6.18 **Indemnification**

The contractor shall indemnify, hold and save harmless the University, its affiliates and subsidiaries and their officers, agents and employees from losses, claims, suits, actions, expenses, damages, costs (including court costs and attorneys' fees of the University's attorneys), all liability of any nature or kind arising out of or relating to the Contractor's response to this RFP or its performance or failure to perform under the contract awarded from this RFP. This clause shall survive termination for as long as necessary to protect the University.

6.19 **Insurance**

The successful Contractor shall procure and maintain, at its expense, the following minimum insurance coverages insuring all services, work activities and contractual obligations undertaken in this contract. These insurance policies must be with insurers acceptable to the University.

COVERAGES

Workers' Compensation
Employer's Liability
Commercial General Liability including operations/completed operations, products and contractual liability (including defense and investigation costs), and this contract
Professional Liability (E&O)
Business Automobile Liability covering owned, leased, or non-owned autos

LIMITS

Statutory Requirements (Kentucky)
\$500,000/\$500,000/\$500,000
\$1,000,000 each occurrence
(BI & PD combined) \$2,000,000 Products and Completed Operations Aggregate
\$1,000,000/\$1,000,000
\$1,000,000 each occurrence
(BI & PD combined)

The successful contractor agrees to furnish Certificates of Insurance for the above-described coverages and limits to the University of Kentucky, Procurement Services. The University, its trustees and employees must be added as additional insured on the Commercial General Liability policy with regard to the scope of this solicitation. Any deductibles or self-insured retention in the above-described policies must be paid and are the sole responsibility of the contractor. Coverage is to be primary and non-contributory with other coverage (if any) purchased by the University. All of these required policies must include a Waiver of Subrogation (except Workers' Compensation) in favor of the University, its trustees and employees.

6.20 Method of Award

It is the intent of the University to award a contract to the qualified offeror whose offer, conforming to the conditions and requirements of the RFP, is determined to be the most advantageous to the University, cost and other factors considered.

Notwithstanding the above, this RFP does not commit the University to award a contract from this solicitation. The University reserves the right to reject any or all offers and to waive formalities and minor irregularities in the proposal received.

6.21 Reciprocal Preference

In accordance with KRS 45A.494, a resident offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident offeror. In evaluating proposals, the University will apply a reciprocal preference against an offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident offeror. Residency and non-residency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above reference statute.

6.22 Reports and Auditing

All records relating directly or indirectly to the scope of work contemplated by this RFP and subsequent modifications which are in the possession or control of vendor shall be made available for audit, inspection, and copying upon the request of the Owner, its designee, or any governmental authority which supersedes. Such records include, without limitation: all drawings, specifications, Submittals, subvendor quotes, subcontracts, logbooks, correspondence, minutes, memoranda, recordings, or other writings whether physical or digital which document this work through the life of the contract and any record retainage required by law.

6.23 Confidentiality

The University recognizes an offeror's possible interest in preserving selected information and data included in the proposal; however, the University must treat such information and data as required by the Kentucky Open Records Act, KRS 61.870, et seq.

Information areas which normally might be considered proprietary, and therefore confidential, shall be limited to individual personnel data, customer references, formulae and company financial audits which, if disclosed, would permit an unfair advantage to competitors. If a proposal contains information in these areas and the offeror declares them to be proprietary in nature and not available for public disclosure, the offeror should declare in the Transmittal Letter the inclusion of proprietary information and shall noticeably label as confidential or proprietary each sheet containing such information. Proposals containing information declared by the offeror to be proprietary or confidential, either wholly or in part, outside the areas listed above may be deemed non-responsive and may be rejected.

The University's General Counsel shall review each offeror's information claimed to be confidential and, in consultation with the offeror (if needed), make a final determination as to whether or not the confidential or proprietary nature of the information or data complies with the Kentucky Open Records Act.

6.24 Conflict of Interest

This Request for Proposal and resulting Contract are subject to provisions of the Kentucky Revised Statutes regarding conflict of interest and the University of Kentucky's Ethical Principles and Code of Conduct (www.uky.edu/Legal/ethicscode.htm). When submitting and signing a proposal, an offeror certifies that no actual, apparent or potential conflict of interest exists between the interests of the University and the interests of the offeror. A conflict of interest (whether contractual, financial, organizational or otherwise) exists when any individual, contractor or subcontractor has a direct or indirect interest because of a financial or pecuniary interest, gift or other activities or relationships with other persons (including business, familial or household relationships) and is thus unable to render or is impeded from rendering impartial assistance or advice, has impaired objectivity in performing the proposed work or has an unfair competitive advantage.

Questions concerning this section or interpretation of this section should be directed to the University purchasing officer identified in this RFP.

6.25 Personal Service Contract Policies

Pursuant to the Kentucky Model Procurement Code (Code), the Government Contract Review Committee (GCRC) of the Kentucky General Assembly may establish policies that govern personal service contracts. Under the Code, a personal service contract is an agreement whereby an individual, firm, partnership or corporation is to perform certain services requiring professional skill or professional judgment for a specified period of time at an agreed upon price.

A. Professional Service Rate Schedules:

The GCRC has established rate schedules for certain professional services and may impact any contract established under the Code. These rate schedules are located on the GCRC website at the following link: <https://apps.legislature.ky.gov/moreinfo/contracts/homepage.html>. Access/click the dropdown menu within the web page for the rates information.

B. Invoicing of Personal Service Contracts:

The Kentucky Model Procurement Code was recently amended to establish conditions for invoicing fees for personal service contracts. It states, "No payment shall be made on any personal service contract unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice on a form established by the committee." The Government Contract Review Committee has adopted a personal service contract invoice form that must be submitted as a condition of payment. A copy of the form is located on the GCRC website at: <https://apps.legislature.ky.gov/moreinfo/contracts/PSC%20INVOICE%20FORM.pdf>.

6.26 Copyright Ownership and Title to Designs and Copy

The contractor and University intend this RFP to result in a contract for services, and both consider the products and results of the services to be rendered by the contractor hereunder to be a work made for hire. The contractor acknowledges and agrees that the work and all rights therein, including (without limitation) copyright, belong to and shall be the sole and exclusive property of the University. For any work that is not considered a work made for hire under applicable law, title and copyright ownership shall be assigned to the University.

Title to all dies, type, cuts, artwork, negatives, positives, color separations, progressive proofs, plates, copy and any other requirement not stated herein required for completion of the finished product for use in connection with any University job shall be the property of and owned by the University. Such items shall be returned to the appropriate department upon completion and/or delivery of work unless otherwise authorized by the University. In the event that time of return is not specified, the contractor shall return all such items to the appropriate University department within one week of delivery.

6.27 University Brand Standards

The contractor must adhere to all University of Kentucky Brand Standards. University Brand Standards are maintained by the University Public Relations Office (UKPR) and can be viewed at <http://www.uky.edu/prmarketing/brand-standards>. Non-adherence to the standards can have a penalty up to and including contract cancellation. Only the UKPR Director or designee can approve exceptions to the University standards.

Graphics standards for the UK HealthCare areas are governed by UK HealthCare Clinical Enterprise Graphic Standards, found at: <https://ukhealthcare.uky.edu/staff/brand-strategy>.

Contractor warrants that its products or services provided hereunder will be in compliance with all applicable Federal disabilities laws and regulations, including without limitation the accessibility requirements of Section 255 of the Federal Telecommunications Act of 1996 (47 U.S.C. § 255) and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. For purposes of clarity, updated regulations under Section 508 standards now incorporate WCAG 2.0, and for purposes of this agreement WCAG 2.0 Level AA compliance is expressly included. Contractor agrees to promptly respond to, resolve and remediate any complaint regarding accessibility of products or services in a timely manner and provide an updated version to University at no cost. If deficiencies are identified, University reserves the right to request from Contractor, a timeline by which accessibility standards will be incorporated into the products or services provided by Contractor and shall provide such a timeline within a commercially reasonable duration of time. Failure to comply with these requirements shall constitute a material breach of this Agreement and may be grounds for termination of this Agreement.

Where any customized web services are provided, Contractor represents that it has reviewed the University's Web Policy and all products or services will comply with its published standards.

Contractor will provide University with a current Voluntary Product Accessibility Template (VPAT) for any deliverable(s). If none is available, Vendor will provide sufficient information to reasonably assure the University that the products or services are fully compliant with current requirements.

6.28 Not Used**6.29 Not Used****6.30 Payment Terms**

The University adheres to a strategic approach regarding payables management based on risk minimization, processing costs, and industry best practices. As such, suppliers and individuals doing business with the University will be paid based on the following protocol:

1. The University utilizes Payment Plus (e-payables) as its primary default form of payment. By enrolling in Payment Plus, suppliers can receive payments immediately (all invoices will be paid immediately upon confirmation of goods receipt and invoice). The process is electronic and the supplier receives real-time payment notices. Additional information regarding Payment Plus (and enrollment form) can be found at: <https://www.uky.edu/ufs/payment-plus-supplier-enrollment-form>.
2. Payments by check. Payment terms for check payments are Net-30.
3. Individuals receiving payments from the University that require ACH direct payments will only be processed under special circumstances as approved by the Controller's office. Payment terms for ACH are Net-30.

7.0 SCOPE OF SERVICES

7.1 Detailed Services Defined

The scope of services to be provided as part of this Solicitation are all related to supporting the University in completion of SWQMP tasks and associated measurable goals that are the framework for maintaining compliance with its MS4 permit. Examples of such services, though not exhaustive, are provided below and the current SWQMP is included in Appendix A. Offer should note that a new MS4 permit is anticipated in the short term which will require a new SWQMP that may include additional tasks not listed below but are expected to be similar. Please note, these services may be requested at any time during the life of the Contract and will be provided only when requested by the University.

- Regulatory/Administrative Services Tasks
 - Provide access to experienced professional staff whom the University may contact for guidance and interpretation of the requirements associated to the University's Permit (guidance and interpretation may include technical, economic, and regulatory analysis and communication of complex technical or regulatory information).
 - Provide technical and administrative assistance in preparing reports, such as the Annual Report.
 - Provide assistance with the preparation of a new SWQMP as required to address changes in the University's MS4 permit.
 - Assist in the preparation for and participation in University Stormwater Stakeholder meetings.
- Education and Outreach and Public Involvement and Participation Programs
 - Provide recommendations for public education/involvement strategy.
 - Review, recommend and/or develop elements of the required staff training and operator outreach programs in support of the other MCM's.
 - Assist with the development of and participation in education/outreach/participation elements as needed.
- Illicit Discharge Detection and Elimination Program
 - Assist/provide support in implementing requirements such as: identifying and assessing priority areas, identifying and inspecting specific types of University locations and stormwater pollution sources, conducting illicit discharge detection and elimination source investigations and providing recommendations for corrective actions, and, preparing, reviewing and updating spill response plans.
 - Perform investigative sampling, result analysis/interpretation, report development and recommendations.
 - Assist in the updating/maintenance of the mobile based illicit discharge reporting system.
 - Conduct dry weather flow assessments in known areas of concern.
- Construction Site Stormwater Runoff Control Program
 - Assist/provide support in implementing Permit requirements such as reviewing construction plans, inspecting construction site BMPs during construction activities, providing site specific BMP installation recommendations to resolve compliance issues, and supporting efforts to determine offsite impacts due to non-compliance.

- Conduct program audits to determine program compliance with permit and adherence to the LFUCG stormwater manual.
 - Assist with the development of escalating enforcement policy and procedures.
 - Assist with the development of contractor training.
- Pollution Prevention/Good Housekeeping
 - Assist/provide support in implementing requirements such as assessing facilities, identifying facility BMPs, preparing/reviewing department specific Stormwater Pollution Prevention Procedures/Plans including, but not limited to, SSO protocols and resolutions.
 - Assist in the development of live/online training and conduct training as necessary.
 - Assist in the implementation of a storm system preventative maintenance plan/program.
- Post-Construction Stormwater Management Program
 - Assist/provide support in implementing requirements such as recommending BMPs and conducting post-construction BMP condition assessments, and developing and/or modifying enforceable mechanisms.
 - Develop maintenance recommendations for BMP's requiring maintenance.
 - Conduct field reviews of underground BMPs and develop reports/recommendations.
 - Assist in the implementation of the long-term post construction BMP inspection program.
 - Assist in the training of University inspectors on BMP, SPCC, and GPP field reviews and documentation.
- Water Quality Monitoring
 - Provide assistance in developing and implementing a water quality monitoring plan and associated quality assurance project plan.
- Program Effectiveness Assessment and Improvement
 - Conduct an overall or targeted program audit.
 - Develop or review a Program Effectiveness and Improvement Plan that can be used to track annual and long-term effectiveness of the storm water program.
- Total Maximum Daily Loads (TMDLs)
 - Develop a description of the regulatory and implementation implications of any approved TMDL's and assist with BMP implementation recommendations.

7.2 Optional Services

The Offeror should describe any optional services or alternative solutions to the RFP here. Any pricing related to these options should be sealed with the offer in section 8 and should be kept conspicuously separate from the base case to avoid any confusion. The University is under no obligation to accept these options and may reject proposals that do not address the base case.

8.0 FINANCIAL OFFER SUMMARY

Offerors are to provide pricing for the services offered as below:

8.1 Mandatory Services (Section 7.1)

The offeror should provide not to exceed pricing with adequate detail regarding the cadence of reports, hourly rates

8.2 Optional Services (Section 7.2)

Offerors must provide pricing on the optional services detailed in Section 7.2. The University shall, at its sole discretion, make the determination as to whether the optional service will be undertaken.

Please submit your pricing on optional services by completing Section 7.2.

8.3 Alternate Pricing

In addition to the above financial offer, the offeror may submit alternative financial proposals, however the information requested above must be supplied and will be used for proposal evaluation purposes.



Storm Water Quality Management Plan

October 2018

Prepared by:



3250 Blazer Parkway
Lexington, KY 40509



355 Cooper Drive
Lexington, KY 40506

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Section I. Acronyms

1. “APR” is an acronym for Additional Permit Requirement.
2. “BMPs” is an acronym for Best Management Practices.
3. “CFR” is an acronym for Code of Federal Regulations.
4. “CPMD” is an acronym for Capital Project Management.
5. “CWA” is an acronym for Clean Water Act.
6. “EHS” is an acronym for Environmental Health and Safety.
7. “EMD” is an acronym for Environmental Management Department.
8. “EPA” is an acronym for Environmental Protection Agency.
9. “FIS” is an acronym for Facilities Information Services.
10. “FO” is an acronym for Facility Operations.
11. “GIS” is an acronym for Geographic Information System.
12. “IDDE” is an acronym for Illicit Discharge Detection and Elimination program element.
13. “KAR” is an acronym for Kentucky Administrative Regulations.
14. “KDOW” is an acronym for Kentucky Division of Water.
15. “KPDES” is an acronym for Kentucky Pollutant Discharge Elimination System.
16. “KRS” is an acronym for Kentucky Revised Statutes.
17. “LFUCG” is an acronym for Lexington-Fayette Urban County Government.
18. “MEP” is an acronym for Maximum Extent Practicable.
19. “MG” is an acronym for Measurable Goal.
20. “MON” is an acronym for Water Quality Monitoring program event.
21. “MS4” is an acronym for Municipal Separate Storm Sewer System.
22. “NPDES” is an acronym for National Pollutant Discharge Elimination System.
23. “QA/QC” is an acronym for Quality Assurance and Quality Control.
24. “SSAC” is an acronym for Stormwater Stakeholder Advisory Committee.

25. "SWQMP" is an acronym for Storm Water Quality Management Program.
26. "SWPPP" is an acronym for Storm Water Pollution Prevention Plan.
27. "TFISE" is an acronym for Tracy Farmer Institute for Sustainability and the Environment.
28. "TMDL" is an acronym for Total Maximum Daily Load.

Section II. Community Background

Founded in 1865 as a land-grant institution located just south of downtown Lexington, The University of Kentucky (UK) is nestled in the scenic heart of the beautiful Bluegrass Region of Kentucky on an approximately 824-acre campus. From its early beginnings, with only 190 students and 10 professors, UK is now home to more than 31,000 students and approximately 16,000 employees. UK is one of a small number of universities in the United States that has programs in agriculture, engineering, a full complement of health colleges including medicine and pharmacy, law, and fine arts on a single campus. UK consists of 17 academic and professional colleges where students can choose from more than 200 majors and degree programs at the undergraduate and graduate levels. The colleges are Agriculture, Food and Environment; Arts and Sciences; Business and Economics; Communication and Information; Dentistry; Design; Education; Engineering; Fine Arts; Graduate School; Health Sciences; Law; Medicine; Nursing; Pharmacy; Public Health; and Social Work.

Primary activities at UK include research, teaching, health care, athletics, dining service, student housing, facilities management, and off-campus agricultural research. Operations are conducted in various buildings scattered throughout campus. The buildings are surrounded mostly by urban residential and commercial properties. In addition, some industrial sites are located in UK's vicinity. Significant streets connecting campus to downtown Lexington include Woodland Avenue, Rose Street, Limestone Street/Nicholasville Road, Martin Luther King Boulevard, and Broadway Road. Limestone/Nicholasville Road is the most prominent street corridor through campus with major campus cross streets intersecting Limestone Street/Nicholasville Road including Alumni drive, Cooper Drive, Virginia Avenue/Huguelet Drive, Euclid Avenue/Avenue of Champions, and Maxwell Street. The Newtown Pike extension will become a significant campus gateway in the future.

Since 2012, UK's main campus has undergone a period of rapid construction and growth. During this time, an excess of \$2 billion has been invested in improvements to housing, research, and academic infrastructure. These improvements have encompassed more than six million square feet and 125 separate projects. As a result of these projects, there has been a vast transformation across campus and stormwater infrastructure has been part of that transformation. One of these projects, the \$12,000,000 FEMA Flood Mitigation Project (near Alumni Drive in the Wolf Run watershed) involved the modification of seven detention basins, the installation of 9.3-acre feet of underground detention, a stream restoration, and the installation of numerous additional BMP's. The FEMA Mitigation Project combined with the other campus-wide projects contributed to a 100% increase in the number of installed Post-Construction BMP's during the past MS4 permit period (2010 – 2018).

Section III. Local Water Resources

UK's MS4 permitted area drains to the tributaries of three different streams (Town Branch, Wolf Run, and West Hickman Creek) as well as several karst features. Town Branch and Wolf Run both drain to South Elkhorn Creek. West Hickman Creek drains to the larger Hickman Creek watershed. All of these streams are within the Kentucky River Basin (HUC 5100205).

UK's permitted area has been divided into seven primary subwatersheds: two subwatersheds drain to West Hickman, three drain to Wolf Run, and two drain to karst features or Town Branch (see MS4 Map Exhibit Sec. III.I). There are only two streams located within the MS4 boundary: Big Elm Fork (sometimes referred to as an Unnamed Tributary to Vaughn's Branch), which is a tributary to Wolf Run, and an unnamed tributary to West Hickman.

Based on the KDOW 2016 303(d) list, segments of all three of the above-mentioned streams (along with many of their tributaries) are impaired. The impairments are included in the charts below:

2016 303d List of Town Branch Impairments:

Waterbody & Segment	Designated Use(s)	Pollutant	Suspected Sources
Town Branch 0.0 to 9.2	Warm Water Aquatic Habitat	Organic Enrichment (Sewage) Biological Indicators	Municipal Point Source Discharges
Town Branch 0.0 to 9.2	Warm Water Aquatic Habitat	Specific Conductance	Agriculture, Municipal Point Source Discharges, Urban Runoff/Storm Sewers
Town Branch 0.0 to 9.2	Warm Water Aquatic Habitat	Nutrient/Eutrophication Biological Indicators	Agriculture, Municipal Point Source Discharges, Urban Runoff/Storm Sewers
Town Branch 9.2 to 10.8	Warm Water Aquatic Habitat	Nutrient/Eutrophication Biological Indicators	Loss of Riparian Habitat, Municipal (Urbanized High Density Area), Municipal Point Source Discharges, Urban Runoff/Storm Sewers
Town Branch 9.2 to 10.8	Warm Water Aquatic Habitat	Organic Enrichment (Sewage) Biological Indicators	Loss of Riparian Habitat, Municipal Point Source Discharges, Urban Runoff/Storm Sewers
Town Branch 9.2 to 10.8	Warm Water Aquatic Habitat	Sedimentation/Siltation	Loss of Riparian Habitat, Municipal (Urbanized High Density Area)
Town Branch 9.2 to 10.8	Warm Water Aquatic Habitat	Specific Conductance	Loss of Riparian Habitat, Municipal (Urbanized High Density Area), Municipal Point Source Discharges
Town Branch 10.8 to 12.4	Warm Water Aquatic Habitat	Sedimentation/Siltation	Loss of Riparian Habitat, Municipal (Urbanized High Density Area), Non-Point Source
Town Branch 10.8 to 12.4	Warm Water Aquatic Habitat	Specific Conductance	Loss of Riparian Habitat, Municipal (Urbanized High Density Area), Non-Point Source
Town Branch 10.8 to 12.4	Warm Water Aquatic Habitat	Nutrient/Eutrophication Biological Indicators	Loss of Riparian Habitat, Municipal (Urbanized High Density Area), Non-Point Source

2016 303d List Wolf Run Impairments

Waterbody & Segment	Designated Use(s)	Pollutant	Suspected Sources
Wolf Run 0.0 to 4.3	Warm Water Aquatic Habitat	Nutrient/Eutrophication Biological Indicators	Channelization, Loss of Riparian Habitat, Unspecified Urban Stormwater, Urban Runoff/Storm Sewers
Wolf Run 0.0 to 4.3	Warm Water Aquatic Habitat	Specific Conductance	Channelization, Unspecified Urban Stormwater, Urban Runoff/Storm Sewers Wet Weather Discharges (Point Source and Combination of Stormwater, SSO or CSO)

2016 303d List West Hickman Impairments

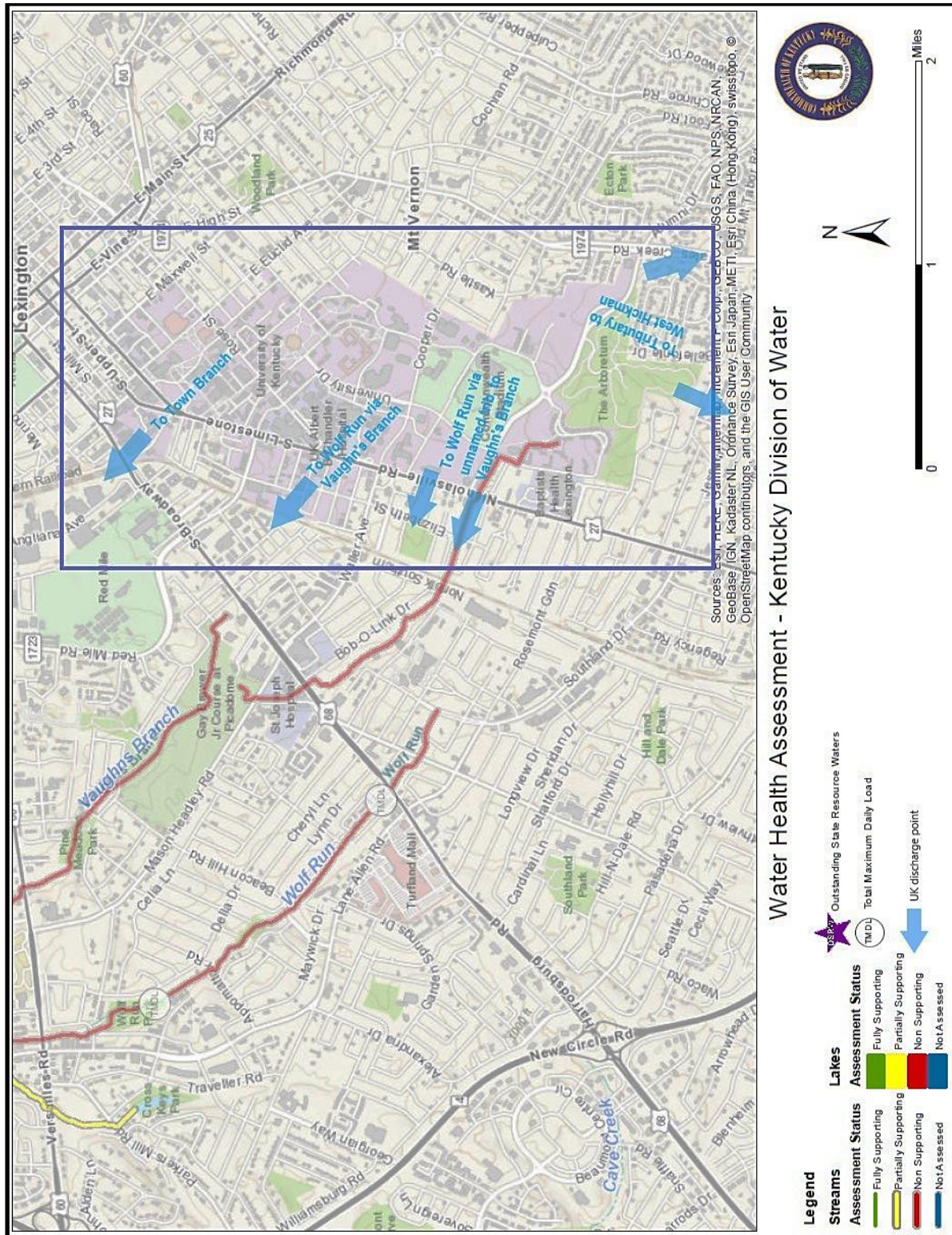
Waterbody & Segment	Designated Use(s)	Pollutant	Suspected Sources
West Hickman Creek 0.0 to 3.1	Warm Water Aquatic Habitat	Nutrient/Eutrophication Biological Indicators	Unspecified Urban Stormwater
West Hickman Creek 0.0 to 3.1	Warm Water Aquatic Habitat	Organic Enrichment (Sewage) Biological Indicators	Municipal Point Source Discharges, Unspecified Urban Stormwater
West Hickman Creek 0.0 to 3.1	Primary Contact Recreation	Fecal Coliform	Municipal Point Source Discharges, Unspecified Urban Stormwater
West Hickman Creek 3.1 to 8.4	Primary Contact Recreation	Fecal Coliform	Unspecified Urban Stormwater, Urban Runoff/Storm Sewers
West Hickman Creek 3.1 to 8.4	Warm Water Aquatic Habitat	Nutrient/Eutrophication Biological Indicators	Residential Districts, Unspecified Urban Stormwater
West Hickman Creek 3.1 to 8.4	Warm Water Aquatic Habitat	Organic Enrichment (Sewage) Biological Indicators	Residential Districts, Unspecified Urban Stormwater
West Hickman Creek 3.1 to 8.4	Warm Water Aquatic Habitat	Sedimentation/Siltation	Residential Districts
West Hickman Creek 3.1 to 8.4	Warm Water Aquatic Habitat	Specific Conductance	Residential Districts

2016 303d List Vaughn's Branch Impairments

Waterbody & Segment	Designated Use(s)	Pollutant	Suspected Sources
UT of Vaughn's Branch 0.0 to 1.85	Secondary Contact Recreation	Fecal Coliform	Loss of Riparian Habitat, Non-Point Source, Urban Runoff/Storm Sewers
UT of Vaughn's Branch 0.0 to 1.85	Primary Contact Recreation	Escherichia coli	Loss of Riparian Habitat, Non-Point Source, Urban Runoff/Storm Sewers
UT of Vaughn's Branch 0.0 to 1.85	Warm Water Aquatic Habitat	Specific Conductance	Loss of Riparian Habitat, Non-Point Source, Urban Runoff/Storm Sewers
Vaughn's Branch 0.0 to 2.2	Warm Water Aquatic Habitat	Specific Conductance	Loss of Riparian Habitat, Non-Point Source, Urban Runoff/Storm Sewers, Wet Weather Discharges (Point Source and Combination of Stormwater, SSO or CSO)
Vaughn's Branch 0.0 to 2.2	Primary Contact Recreation	Escherichia coli	Loss of Riparian Habitat, Non-Point Source, Urban Runoff/Storm Sewers, Wet Weather Discharges (Point Source and Combination of Stormwater, SSO or CSO)
Vaughn's Branch 0.0 to 2.2	Secondary Contact Recreation	Fecal Coliform	Loss of Riparian Habitat, Non-Point Source, Urban Runoff/Storm Sewers, Wet Weather Discharges (Point Source and Combination of Stormwater, SSO or CSO)

None of these impaired stream segments or tributaries are within UK's boundary with the exception of Big Elm Fork (listed as an unnamed tributary to Vaughn's Branch). The image on the following page from the Kentucky Water Health Portal has been amended to show UK's campus (surrounded in blue) and its discharge points, along with the impaired stream segments in the surrounding area (in red).

Exhibit Sec. III.I - Impaired streams in or near the University of Kentucky MS4

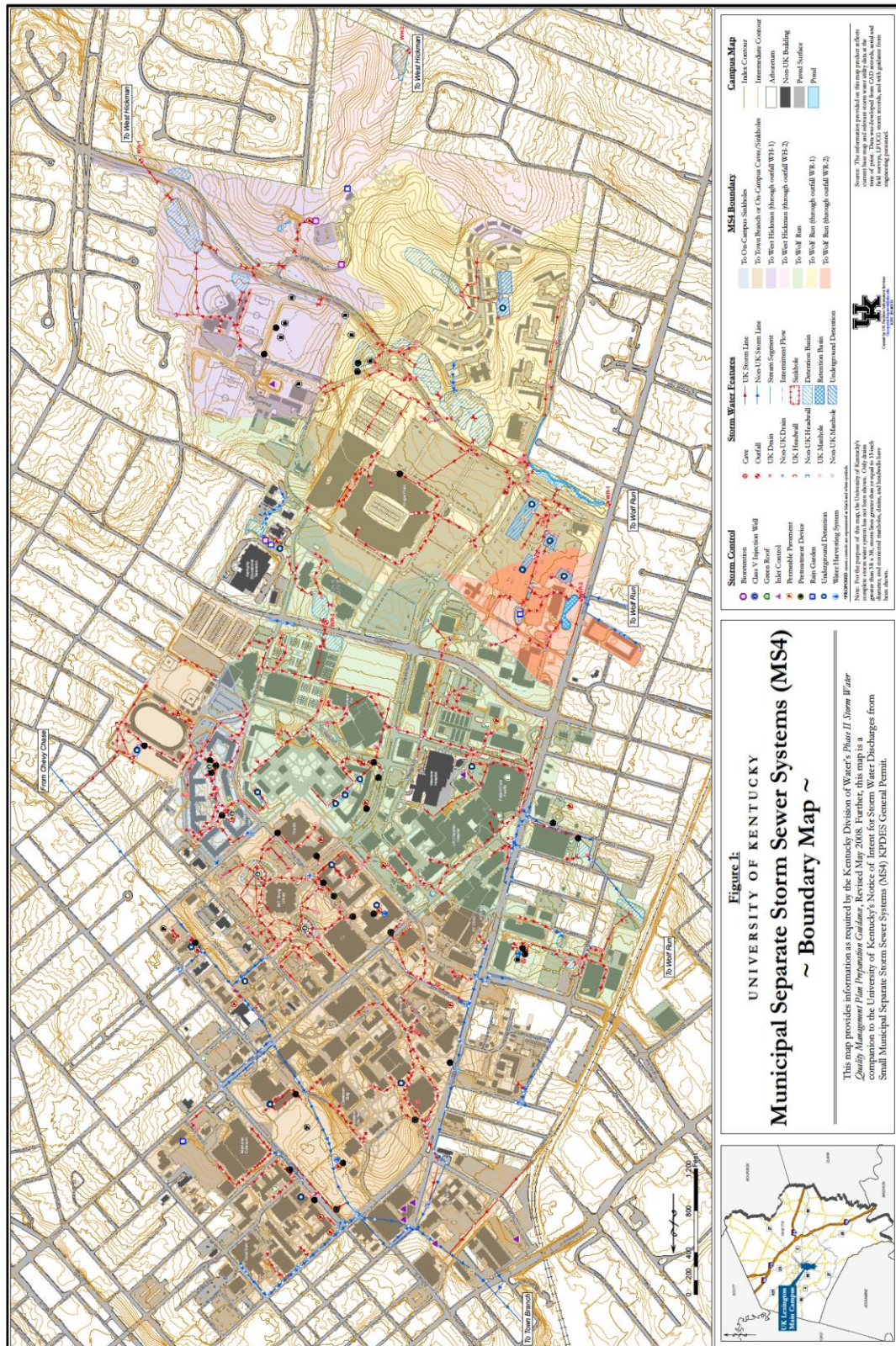


Newly listed in 2016, a reach of Big Elm Fork that begins at the outlet of the Greg Page Apartment Complex underground detention basin and continues to the WR-1 Outfall at the corner of Alumni Drive and Nicholasville Road, does not support aquatic life and partially supports swimming, fishing, wading, and boating due to specific conductance, E.coli, and Fecal Coliform impairments. The data used to make this determination was collected in 2011 and 2012. Important to note since the time of sample collection, the entire watershed has undergone a major redesign due to the efforts of the FEMA Flood Mitigation Project as well as a realignment of Alumni Drive. In the late fall of 2016, an illicit discharge from this watershed was discovered at a stormwater sewer outfall. An investigation determined an adjacent sanitary sewer in the Shawnee Town area had multiple failures and was leaching into the stormwater sewer system. Corrective measures were undertaken in 2017 and this illicit discharge was eliminated. Since that time, follow-up sampling has shown a sharp decrease in E.coli concentrations, even though indicator numbers remain above the water quality standard. UK has continued to investigate and identify other sources of contamination in 2018. Ongoing remediation measures include repair or replacement of sewer pipe and the lining of sanitary sewer brick manholes.

Even as the recent 2016 303(d) report has added additional reaches of impaired waterways, there are no TMDL's associated directly with the two stream segments within UK's MS4. The only approved TMDL to waters potentially affected by discharges from UK is the South Elkhorn Creek Fecal Coliform and E.coli TMDL. The stream segments associated with UK and covered by this document include section 0.0 to 4.4 of Wolf Run Creek and section 10.8 to 12.1 of Town Branch Creek. These stream segments are not located within the boundary of UK's MS4, however, UK is located within the overall watershed represented by the TMDL.

According to the 2016 Integrated Report, TMDL's planned for public notice in FY2019 include the Unnamed Tributary of Vaughn's Branch 0.0 to 1.85. This TMDL will be developed for Fecal Coliform and E.coli. With the headwaters to this stream located on campus, the impairment and subsequent TMDL development may require UK to address the TMDL in its Stormwater Quality Management Plan. Any updates to the plan regarding this TMDL will be made during the next permit cycle as directed by the DOW (Part II. D. of the Small MS4 General Permit). This may also include a monitoring program designed to evaluate the effectiveness of BMP's installed to address the TMDL.

Section IV. Map of the Permit Area



The following sections provide a framework UK will follow in order to maintain compliance with the 2018-2023 Small Municipal Separate Storm Sewer System (MS4) Permit No. KYG20. This framework consists of tasks, responsible parties for oversight, measurable goals, and evidence of completion for each of the six minimum control measures (MCM) as well as the additional permit requirements (APR). Each MCM/APR subsection begins with a brief synopsis of the efforts made during the previous 2010-2018 permit cycle as well as an introduction of the efforts that are planned during the new permit cycle. These summaries are followed by an explanation of each MCM's/APR's objective as well as a list of tasks that will be completed during the permit cycle. These tasks describe the BMP's that will be implemented to address each specific MCM/APR. Each task is assigned an activity owner (the UK Department responsible for completion of the task) and a permit year in which the task will be completed. Tasks assigned over multiple permit years will either be completed during the final assigned year or are reoccurring tasks to be completed each year of the permit cycle. To aid in completion, each task is assigned measurable goals which are intended to gauge permit compliance, program effectiveness, and outline the specific actions that must take place for each task to be considered complete. As each task is finished, a record of the completion must be included in that year's MS4 annual report to show permit compliance. A list of specific items that must be submitted for this purpose has been provided under Evidence of Completion.

For quick reference purposes, the information in this SWQMP has been condensed into a table format that can be found at the end of the document.

Section V. Minimum Control Measures (MCM)

MCM 1 – Public Education and Outreach

During the 2010-2018 permit period, while a great deal of stormwater related research, programs, and activities occurred on UK grounds, capturing education and outreach efforts were conducted in an ad hoc reactive manner. The public education and outreach tasks outlined in the 2010-2015 SWQMP were basically accomplished. A stormwater website, associating with other education activities or events, a campus survey, and the basic education of staff, faculty, and contractors summarizes the general activities during the past permit. Many of the tasks associated with this MCM were assigned to a single department or an individual within that department. The goal of future task efforts associated with public education and outreach will be to develop a more proactive program and assign primary education and outreach responsibilities to the Tracy Farmer Institute for Sustainability and the Environment (TFISE) with the assistance of interns.

For this permit cycle, UK has outlined a budgeted and enhanced public education and outreach program. Building upon previous efforts, an emphasis has been placed on engaging other departments within the UK system to assist or perform the BMP tasks associated with the education/outreach of students, faculty, staff and visitors regarding storm water quality improvements. While management of the overall activities will remain with the UK Environmental Management Department, key responsibility will be assigned to TFISE. Additional task responsibilities will be shared by EHS, Athletics, Sustainability, Utilities, and Facilities Operations.

MCM 1 BMPs: The objective of this minimum control measure is to inform UK's MS4 community (staff, faculty, students and visitors) about their impact on water quality. UK has identified the following public education and outreach activities to be accomplished this permit cycle (i.e., within the first five years following the effective date of the MS4 permit).

1.A - Strengthen the Education, Outreach, and Participation Program

Activity Owner: EMD, TFISE

Schedule: Permit Years 1, 2

Measurable Goal:

- Develop a partnership with TFISE in year one to assist with education and outreach.
- Develop a budget for MCM's 1&2 in year one to determine operating constraints of the program.
- Develop MCM 1&2 program improvements in year one for education and outreach.
- Hire interns to assist TFISE in education/outreach activities by year two

Evidence of Completion:

- Provide an agreement between EMD and TFISE (MOU).
- Provide a copy of the operational budget for MCM 1&2.
- Provide a detailed outline of the program for MCM 1&2.
- Provide copies of internal final reports, presentations, data, etc.

1.B - Update and maintain stormwater website

Activity Owner: EMD, TFISE

Schedule: Permit Year 2

Measurable Goal:

- Redesigned the Stormwater website in concert with TFISE.
- Update the website on a routine basis.
- Document visits to website/page viewing with a trackable/analytics package.

Evidence of Completion:

- Document the website relaunch and note regular updates. Document the page traffic information.

1.B.1 - Develop an interactive MS4 Map

Activity Owner: EMD, FIS

Schedule: Permit Year 3

Measurable Goal:

- Create a map for inclusion on the website that provides detailed MS4 information above and beyond the existing 2D map. [Examples of information include: stormwater flow direction, watershed information, post construction BMP information (photos, descriptions, etc.)]
- Develop an interactive Story Map.

Evidence of Completion:

- Provide a link to the published map.

1.B.2 - Develop an illicit discharge reporting system

Activity Owner: EMD

Schedule: Permit Year 2

Measurable Goal:

- Create a mobile friendly illicit discharge reporting web feature that allows the user to take photos, provide comments, and send information to EMD with minimal effort.

Evidence of Completion:

- Provide a link to the operational website that includes access to the reporting system.
- Provide the number of complaints received through the website and copies of the submitted reports.

1.B.3 - Develop an educator resource page (in conjunction with task 1.C.3)

Activity Owner: TFISE

Schedule: Permit Year 3

Measurable Goal:

- Create a portion of the website to include stormwater resources for educators.
- Create content to include on the resource page.
- Develop notification to educators of availability once the resource page is completed.

Evidence of Completion:

- Provide a link to the resource page.
- Provide an access portal for educators to the created resource page.

1.B.4 - Develop and maintain social media sites focused on UK stormwater

Activity Owner: TFISE, EMD

Schedule: Permit Year 2

Measurable Goal:

- Begin utilizing existing social media accounts (Facebook, Twitter, etc.) to promote UK stormwater.
- Add account links to the UK Stormwater page.
- Regularly update sites with new content to keep information relevant.

Evidence of Completion:

- Provide links to social media accounts.

1.C - Develop and distribute public (faculty, staff, students, visitors) specific education materials

Activity Owner: TFISE

Schedule: Permit Years 2, 3, 4, and 5

Measurable Goal:

- Create education materials that specifically address how UK's public impacts and can protect stormwater.

Evidence of Completion:

- Provide a copy of the created materials, and numbers distributed.

1.C.1 - Extend program focus to visitors

Activity Owner: TFISE

Schedule: Permit Year 3

Measurable Goal:

- Identify ways in which visitors can impact stormwater and develop an awareness campaign to target those actions.

Evidence of Completion:

- Provide a copy of the awareness program items (pamphlets, signage, etc.).

1.C.1.a - Develop awareness materials to address illicit discharge prevention from tailgater RV's (No dumping of gray/black water holding tanks) – Coordinate with Task 8.A

Activity Owner: TFISE, Athletics, EMD, Transportation Services

Schedule: Permit Year 3

Measurable Goal:

- Develop awareness materials and coordinate distribution with annual parking pass/ticket sales.

Evidence of Completion:

- Provide copy of awareness materials and numbers distributed.

1.C.2 - Provide a mechanism for incorporating students in the stakeholder/planning process

Activity Owner: EMD, Sustainability, TFISE

Schedule: Permit Year 4

Measurable Goal:

- Create meeting/forum/platform for students to provide input on campus stormwater management decisions.

Evidence of Completion:

- Provide meeting dates, sign in sheets, meeting minutes, agendas, etc.

1.C.3 - Focus on pollutants impairing local waterways

Activity Owner: TFISE

Schedule: Permit Years 4 and 5

Measurable Goal:

- Create awareness materials that specifically address pollutants identified in the 303d list impairing local waters as well as existing TMDL's.
- Specify how those on campus can help reduce these problems.

Evidence of Completion:

- Provide a copy of materials created as well as numbers distributed.

1.C.4 - Create stormwater education materials for staff/extension use

Activity Owner: TFISE

Schedule: Permit Years 2, 3, 4, and 5

Measurable Goal:

- Create curriculum that can be used to educate UK public on their impacts to campus stormwater, MS4 requirements, and how they can help.

Evidence of Completion:

- Provide copies of any materials developed.

1.D - Participate in and/or facilitate special events / activities / joint sponsored events to increase stormwater awareness

Activity Owner: TFISE

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Facilitate/Participate in one event per semester (minimum) that focuses on the campus stormwater program.

Evidence of Completion:

- Provide information on the events (dates, times, sign in sheets, photos, agendas, etc.).

1.D.1 - Involve student organizations

Activity Owner: TFISE

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Work with student organizations to get participation in a minimum of one event/activity per year.
- Devise an incentive program to boost student participation.

Evidence of Completion:

- Provide the name of the special event/activity, the name of the student organization, sign in sheet/attendance numbers per activity, and photos.
- Provide a description of the incentive and the names of the qualifying groups.

1.E - Create stormwater awareness articles/posts/podcasts/videos for campus wide distribution (e.g. UKNow/Website/Kernel/Social Media/News Letters)**Activity Owner:** TFISE**Schedule:** Permit Years 2, 3, 4, and 5**Measurable Goal:**

- Develop and publish at least 1 article/post/podcast/ video per year.

Evidence of Completion:

- Provide a copy of the created items.

1.F - Update staff IDDE training and create a method to ensure training is conducted annually**Activity Owner:** EMD, TFISE**Schedule:** Permit Year 3**Measurable Goal:**

- Update staff training to make it more user friendly and relevant to campus activities.
- Integrate training into online training programs and routine staff meetings.

Evidence of Completion:

- Provide a copy of the training material.
- Provide sign-in sheets and online training records annually.

1.F.1 - Develop a short promotional video on the most frequent illicit discharges and how to report them**Activity Owner:** EMD, TFISE**Schedule:** Permit Year 4**Measurable Goal:**

- Develop video/videos that can be utilized to train staff as well as promote the illicit discharge program and stormwater protection to general campus audiences to be shared through targeted outreach, social media, and other outlets.

Evidence of Completion:

- Provide a copy of the completed video(s)/link(s) to access the information.
- Provide a distribution list/number of viewings, etc.

1.G - Update individual departmental stormwater training and improve delivery system/participation**Activity Owner:** EMD, TFISE, FO, Utilities, Athletics**Schedule:** Permit Years 3, 4, and 5**Measurable Goal:**

- Work to improve/develop department specific (FO, Athletics, Utilities) stormwater training. Include the training in an online format and in routine departmental trainings. Conduct on an annual basis (minimum).
- Expand training to areas such as grad students, outdoor labs, etc. that may impact stormwater.

Evidence of Completion:

- Provide a copy of the link(s) to the developed training materials.

1.H - Update and conduct a campus wide survey to determine the effectiveness of the Outreach & Education Program

Activity Owner: TFISE

Schedule: Permit Year 2

Measurable Goal:

- Determine if/which questions must be retained from the previous survey, develop a more campus relevant survey, and conduct a survey of faculty, staff, and students to determine stormwater awareness and areas of program improvement.

Evidence of Completion:

- Provide a copy of the survey along with the results and analysis.

1.H.1 - Conduct follow up survey every 2-4 years

Activity Owner: TFISE

Schedule: Permit Year 4

Measurable Goal:

- Utilizing the updated survey, conduct a survey of faculty/staff/students on a routine basis to determine program effectiveness and areas needing improvement.

Evidence of Completion:

- Provide the results and analysis of the survey.

1.I - Regularly meet with LFUCG MS4 Coordinator to coordinate programs and provide updates

Activity Owner: EMD

Schedule: Permit Years 2, 3, 4, and 5

Measurable Goal:

- Set up meetings/calls (minimum quarterly) to discuss relevant issues from each MS4 that could benefit or impact the other.

Evidence of Completion:

- Provide dates of the meeting/calls along with a summary of the discussion.

1.J - Develop a consortium of stormwater professionals targeting universities

Activity Owner: TFISE

Schedule: Permit Years 2, 3, 4, and 5

Measurable Goal:

- Develop a network of individuals.
- Meet with stormwater professionals to discuss campus stormwater and share ideas at least once annually.

Evidence of Completion:

- Provide meeting date(s), attendees, and the agenda/list of topics discussed.

1.K - Develop a stormwater steward certification program (StormCats) similar to the backyard stream steward certification process

Activity Owner: TFISE

Schedule: Permit Year 4

Measurable Goal:

- Develop a program along with online modules that can be used to gain certification in stormwater protection. Center the program around campus/MS4.

Evidence of Completion:

- Provide a link to programs and modules (e.g Canvas).

MCM 2 – Public Involvement and Participation

An assessment of this MCM during the past permit cycle paralleled that of MCM 1. Since this was UK's first MS4 permit cycle, several lessons have been learned regarding the best methodologies to accomplish student, faculty, and staff involvement and participation regarding water quality. For the 2018-2023 permit, tasks and responsibilities will be assigned primarily to TFISE and performed in conjunction with MCM 1. A more active approach will be taken.

For the 2018-2023 permit, the SWQMP has delineated additional BMP tasks and in combination with MCM 1, is assigning the majority of those tasks to TFISE for completion. In addition to the TFISE and FIS assisting with this MCM, Environmental Management Department proposes the hiring of interns to augment full-time staff for website development, advertising/marketing, engagement, and event planning activities. These interns will be managed by TFISE.

MCM 2 BMPs: The objective of this MCM is to engage the UK MS4 community in an active role in both the development and implementation of UK's stormwater management program. The community will be able to provide valuable input into stormwater management activities which will be integral to the overall success of the program because of the additional support, expertise and resources brought to bear.

2.A - Update and improve the stormdrain marking program

Activity Owner: EMD/TFISE

Schedule: Permit Years 2, 3, 4, and 5

Measurable Goal:

- Develop a redesign for the stormdrain marking program and plan in year two
- Coordinate the program and participation with the marked drain inventory and interactive map completion.

Evidence of Completion:

- Provide a progress update of efforts/changes completed each year.

2.A.1 - Update the inventory of marked drains via an intern program

Activity Owner: EMD

Schedule: Permit Years 2, 3, 4, and 5

Measurable Goal:

- Develop an outline for intern job responsibilities.
- Begin/complete the intern hiring process.
- Work with FIS to create a map/inventory for the intern to document findings.
- Assign duties to the intern and train.
- Continue the assessment of drains annually until the inventory is complete.

Evidence of Completion:

- Intern progress will be tracked via map/inventory system. Provide updates on progress via inventory/map versions and/or link.

2.A.2 - Develop an interactive map to show/track drain marking activity

Activity Owner: EMD/FIS

Schedule: Permit Year 2

Measurable Goal:

- Work with FIS to develop an interactive map to be added to the webpage that indicates storm drain locations and which ones are marked/need to be marked.

Evidence of Completion:

- Add the MS4 Map with attributes to the website and provide the link.

2.A.3 - Develop an advertising/awareness campaign to improve program participation

Activity Owner: TFISE

Schedule: Permit Years 3, 4, and 5

Measurable Goal:

- Create various advertising materials.
- Market the program to faculty, staff, students, and visitors through various means to increase awareness and participation annually once completed.

Evidence of Completion:

- Provide a copy of the marketing materials.
- Provide the number of storm drains marked annually.
- Provide the number of participants annually.

2.B - Involve students, faculty, and staff in stormwater activities (e. g. drain marking, rain garden maintenance, new stream restoration project)

Activity Owner: TFISE

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Involve students in a minimum of two activities per year.

Evidence of Completion:

- Provide a list of activities, the list of participants at each activity, and photos.

2.B.1 - Develop procedures for alerting public (Faculty, Staff, Students, etc.) of program participation opportunities and changes/updates

Activity Owner: TFISE

Schedule: Permit Year 2

Measurable Goal:

- Determine notification preferences, including how best to utilize the webpage (see task 2.B.2).
- Create a procedure outlining when and how notifications are used.

Evidence of Completion:

- Provide a copy of the notification methods/procedures and include in the Stormwater Operations Manual.
- Provide copies of any notifications.

2.B.2 - Update webpage (see task 1.B) to include an events calendar or latest info

Activity Owner: TFISE/EMD

Schedule: Permit Year 3

Measurable Goal:

- Include public alerts, notifications, and updates on webpage/social media.

Evidence of Completion:

- Provide a link to the webpage and copies/dates of notifications.

2.C - Consider the development of a brief pre and post survey for activity participants

Activity Owner: TFISE

Schedule: Permit Year 3, 4, and 5

Measurable Goal:

- Develop pre and post survey templates in year three and identify activities suitable to perform surveys
- Conduct at least one survey activity in years 4 and 5 to gain feedback on the stormwater program and/or the activity.

Evidence of Completion:

- Provide a copy of any surveys conducted along with the results.

MCM 3 – Illicit Discharge Detection and Elimination

During the 2010-2018 permit, all IDDE tasks were completed except for the development of an administrative regulation prohibiting non stormwater discharges and illegal dumping or the distribution of this regulation to the campus community. Given the unique challenges of a public university enacting traditional enforcement mechanisms, the development of an ordinance pertaining to illicit discharge enforcement was not practical to establish. In place of an ordinance, EMD reviewed Administrative Regulation (AR 6:3), which regulates environmental health and safety for the entire UK. While AR 6:3 was in place, EMD sought to update the regulation with the definition of an illicit discharge and penalties for those discharges. It was later determined that AR 6:3's requirement for all students, employees, and members of the community to comply with all environmental laws and regulations was adequate and that specific requirements could be handled through policies, procedures, and employee training. While efforts began in the first permit cycle, policies, procedures, and training need to be increased and refined in the second permit cycle.

While regulatory processes were in place during the previous permit, along with an IDDE Manual, procedures need to be updated, streamlined, and consolidated during the new permit cycle. The Environmental Management Department with input and support from Facilities Operations, Utilities, Real Estate, and Athletics plans to develop a Stormwater Operations Manual and guidance documents to address the variety of potential illicit discharges from the various sources on campus. The development of the comprehensive Stormwater Operations Manual has been identified as a priority for this MCM.

MCM 3 BMPs: The objective of this measure is to ensure that the UK MS4 community has a thorough awareness of illicit discharges and their impact to water quality. Proactive investigation, identification, and elimination of illicit discharges, development of standard operating procedures, and applicable training will be a part of this MCM.

3.A - Maintain and update the MS4 and Utility Maps annually/as necessary

Activity Owner: EMD, Utilities

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Add recently installed BMP's, changes, and updates to the MS4 system as they occur

Evidence of Completion:

- Continue to update the online utility map.
- Add the latest version of the MS4 map to the website.

3.A.1 - Update the Utility map to include Bell's 2017 assessment/mapping info

Activity Owner: Utilities

Schedule: Permit Year 2

Measurable Goal:

- Provide the survey information from Bell's assessment to FIS for inclusion on the Utility map.

Evidence of Completion:

- Include the latest data on the utility map and provide the link.

3.A.2 - Develop clear procedures for recording/reporting of the MS4 boundary expansion and inclusion of new territory in MS4/UK O&M and add to the Stormwater Operations Manual

Activity Owner: EMD, FO, Utilities, Real Estate

Schedule: Permit Years 2 and 3

Measurable Goal:

- Determine the steps and current procedures for adding property and notification to Utilities/FO/EMD in year two.
- Develop/amend current procedures and include documentation of notification in year two/three.
- Add the developed procedures to the Stormwater Operations Manual.

Evidence of Completion:

- Provide the list of procedures.
- Provide the list/map of added properties (include link).

3.B - Review IDDE Plan and update as necessary

Activity Owner: EMD

Schedule: Permit Year 1

Measurable Goal:

- Bring the plan up to date.
- Include the updated MS4 map and adjust any references to the map.

Evidence of Completion:

- Provide a copy of the updated plan.

3.B.1 - Update to include new permit requirements

Activity Owner: EMD

Schedule: Permit Year 1

Measurable Goal:

- Compare the contents of the existing plan to the permit requirements.
- Amend content as necessary.

Evidence of Completion:

- Provide a copy of the updated plan.

3.B.2 - Develop SSO protocols and resolution timeframes

Activity Owner: EMD, FO, Utilities

Schedule: Permit Year 2

Measurable Goal:

- Develop a Sanitary Sewer Overflow response policy/procedures/guidelines that include clean up requirements, reasonable timeframes for clean-up/correction, and notification procedures.
- Distribute protocols to those involved in SSO response, train as necessary.

Evidence of Completion:

- Provide a copy of the procedures.
- Provide a distribution list and/or training sign in sheet.

3.B.3 - Incorporate procedures/requirements into the Stormwater Operations Manual

Activity Owner: EMD

Schedule: Permit Year 5

Measurable Goal:

- Add a SSO section to the Stormwater Operations Manual.

Evidence of Completion:

- Provide a copy of the Stormwater Operations Manual once completed.

3.B.4 - Visually inspect outfalls from campus annually

Activity Owner: EMD

Schedule: Permit Years 1, 2 3, 4, and 5

Measurable Goal:

- Inspect outfalls during dry weather based on IDDE Manual requirements.
- Input inspections into MS4 database.

Evidence of Completion:

- Provide a copy of the outfall inspection reports.

3.B.5 - Evaluate the assessment of dry weather flows in known areas of concern on campus

Activity Owner: EMD

Schedule: Permit Year 2

Measurable Goal:

- Determine the need for dry weather flow assessment based on historical sampling data and outfall inspections.
- Determine if resources are available this permit cycle for sampling efforts (time, budget).
- Develop/add to monitoring program as necessary.

Evidence of Completion:

- Provide a summary of the determination, timetables, and a copy of the monitoring plan/QAPP if/when developed.

3.B.5.a - Evaluate the assessment of all UK based dry weather flows to the Manchester Street Culvert through confined space entry and sampling of E coli, Ammonia, TSS, and other stormwater constituents

Activity Owner: EMD

Schedule: Permit Year 2

Measurable Goal:

- Review LFUCG sampling data.
- Observe dry weather flows through system.
- Discuss the possibility of coordination with LFUCG.
- Develop/add to the monitoring program as necessary.

Evidence of Completion:

- Provide a summary of the evaluation along with any assessment findings (if applicable).

3.C - Update the website and complaint reporting mechanism (see tasks 1.B and 1.B.2)

Activity Owner: EMD, TFISE

Schedule: Permit Year 2

Measurable Goal:

- Develop a reporting mechanism that allows the user to quickly snap a photo of an issue and send directly to EMD.

Evidence of Completion:

- Provide a link to the reporting mechanism.

3.D - Update staff training on illicit discharge identification and reporting (see task 1.F)

Activity Owner: EMD, TFISE, FO

Schedule: Permit Year 3

Measurable Goal:

- Consolidate and update existing online staff training.
- Develop staff protocols for reporting and include information on the new reporting mechanism.
- Add protocols to the IDDE Manual/Stormwater Operations Manual.

Evidence of Completion:

- Provide a copy of/link to training materials.
- Provide a copy of the protocols.

3.D.1 - Integrate illicit discharge detection and prevention into routine staff duties

Activity Owner: FO, Utilities, Athletics

Schedule: Permit Year 4

Measurable Goal:

- Evaluate activities already being performed by staff where the inspection of storm drains and reporting of issues can be easily integrated.
- Add the inspection of surrounding storm drains to the SPCC monthly inspection list.
- Train grounds staff on how to identify issues when mowing, etc.

Evidence of Completion:

- Provide list/description of activities where IDDE has been integrated.

3.D.2 - Include all information and procedures into a comprehensive Stormwater Operations Manual

Activity Owner: EMD

Schedule: Permit Year 4

Measurable Goal:

- Integrate training and procedures developed into the Stormwater Operations Manual.

Evidence of Completion:

- Provide copies of any/all procedure updates being included in the manual or a copy of the created/updated Stormwater Operations Manual.

3.D.3 – Develop a video on the most frequent illicit discharges and how to report them (task 1.F.1)

Activity Owner: TFISE, EMD

Schedule: Permit Year 5

Measurable Goal:

- Determine the most frequent illicit discharges.
- Work with TFISE to develop the video.
- Distribute/utilize video.

Evidence of Completion:

- Provide a link to the video.
- Provide a distribution list and/or list of trainings/discussions where the video is utilized.

3.E - Update and maintain the illicit discharge tracking program as necessary

Activity Owner: EMD

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Document all complaints and input into the MS4 database as they occur.

Evidence of Completion:

- Provide a copy of any complaint reports.

3.F - Evaluate performing additional/routine Thermal Imaging scans to locate possible discharges and develop procedures as necessary

Activity Owner: EMD, Utilities

Schedule: Permit Year 2

Measurable Goal:

- Determine if additional/routine scans will be beneficial/economically viable.
- Determine protocols for how/when scans will be used.
- Plan for future scans as necessary.

Evidence of Completion:

- Provide a summary of the determination.
- Provide a copy of the protocols and/or include in the Stormwater Operations Manual.
- Provide a schedule of future scans (if applicable).

3.F.1 - Locate, prioritize, and minimize heating/cooling system leaks

Activity Owner: Utilities

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Investigate as necessary to determine the source of leaks impacting the storm sewer system.
- Develop a prioritized repair list.
- Repair/maintain the system as necessary to minimize leaks and impact to the storm sewer system.

Evidence of Completion:

- Provide a list of annual investigation efforts/repairs made/maintenance costs
- Provide the prioritized repair list.

3.G - Complete Greenhouse conversion to sanitary sewer

Activity Owner: FO

Schedule: Permit Year 1

Measurable Goal:

- Divert the remaining greenhouse drains from storm to sanitary.

Evidence of Completion:

- Provide evidence of completion (project as-builts/invoices).

3.H - Minimize cigarette butts entering storm drains

Activity Owner: EMD, FO, Grounds

Schedule: Permit Year 3

Measurable Goal / Measure of Success:

- Meet with the UK Tobacco-free Taskforce to discuss cigarette butts entering storm drains, the impact on stormwater, and stormwater requirements.
- Develop/implement BMP's to prevent cigarette butts from entering storm drains.
- Coordinate with LFUCG at campus boundaries.

Evidence of Completion:

- Provide a sign-in sheet/meeting minutes/copy of the meeting invite.
- Provide a list/description of BMP's implemented.

MCM 4 – Construction Site Stormwater Runoff Control

UK has undergone a major physical transformation since 2010. During this time, UK has managed its construction site stormwater runoff process with minor issues. Encountered challenges included the transition from construction to post-construction operations and enforcement of construction site violations. Tasks under this MCM were generally assigned to Capital Project Management with little interface with other departments who would accept responsibility for maintenance and operations. To meet these challenges, new tasks have been included in the new permit cycle to strengthen the program. Several recommendations for improving these tasks in the SWQMP include: involving other departments during the preliminary phases of capital projects, improving contract language regarding stormwater management during construction and post-construction in order to strengthen enforcement, and developing a training program to educate contractors on stormwater requirements.

MCM 4 BMPs: The objective of this measure is to reduce the impact of construction site runoff on the waters of the Commonwealth by using BMPs, both structural and non-structural, to prevent construction site pollutants from negatively impacting other MS4s and streams.

4.A - Improve the construction project notification/review process, including the timing of notification and inclusion of the appropriate departments

Activity Owner: CPMD/FO

Schedule: Permit Year 2

Measurable Goal:

- Update the Capital Projects Typical Projects Step List.
- Educate CPMD Project Managers on updated project steps.
- Develop/verify FO procedures and update as necessary.

Evidence of Completion:

- Provide a copy of updated project steps list.
- Provide a copy of the presentation and/or meeting sign in sheet for Project Manager training.
- Provide a copy of the updated FO procedures.

4.B - Develop an alternative to permit issuance as part of the formal review process (i.e. – EMD Notification to Proceed)

Activity Owner: CPMD, EMD

Schedule: Permit Year 2

Measurable Goal:

- Create a project step that requires approval of water quality measures by CPMD and EMD before a project can proceed.
- Create procedures for how the step will be utilized and enforced.
- Integrate the step into the MS4 web database and project manager project step list.

Evidence of Completion:

- Provide the procedures of the approval process.

4.C - Strengthen contract language requiring contractors to implement SWPPP controls, obtain stormwater permit coverage, and maintain compliance with stormwater requirements

Activity Owner: CPMD

Schedule: Permit Year 1

Measurable Goal:

- Update contract language to provide for better enforcement capability and correction of construction site stormwater deficiencies.

Evidence of Completion:

- Provide a copy of the updated contract language.

4.D - Perform audit inspections on construction sites monthly

Activity Owner: CPMD

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Inspect all active construction sites once per month minimum.

Evidence of Completion:

- Provide the number of inspections conducted as well as copies of the inspections/annual inspection report.

4.D.1 - Update the construction site inspection checklist as necessary

Activity Owner: CPMD, EMD

Schedule: Permit Year 2

Measurable Goal:

- Tailor the existing checklist to better meet UK needs or develop a new checklist.
- Update the MS4 website with any changes.

Evidence of Completion:

- Provide a copy of the updated checklist.

4.D.2 – Develop a progressive/escalating enforcement policy and procedures for SWPPP/KYR10 violations (See task 3.A)

Activity Owner: CPMD, EMD

Schedule: Permit Year 2

Measurable Goal:

- In conjunction with contract language changes, develop an enforcement policy and procedures for SWPPP violations.
- Update design standards to clarify the requirements and expectations of contractors.

Evidence of Completion:

- Provide a copy of the enforcement policy/procedures.
- Provide a copy of the updated design standards.

4.D.2.a - Develop an RFP for Stormwater Remediation and award the contract

Activity Owner: CPMD

Schedule: Permit Year 2

Measurable Goal:

- Draft and post a Stormwater Remediation RFP.
- Review proposals and select a contractor.
- Utilize the selected contractor to repair stormwater deficiencies on active construction sites as needed.

Evidence of Completion:

- Provide the selected contractors information and description of duties.
- Provide a list of construction sites the contractor has been hired to repair along with a list of the deficiencies corrected.

4.D.3 – Update and maintain the inspection and enforcement tracking mechanism as necessary

Activity Owner: CPMD, EMD

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Regularly update the MS4 database with inspection and compliance information.

Evidence of Completion:

- Provide an up-to-date inspection report.

4.D.4 - Develop and implement an internal QC process to ensure site inspections are being performed and KYR 10 requirements are being met

Activity Owner: EMD

Schedule: Permit Years 2, 3, 4, and 5

Measurable Goal:

- Develop procedures for the auditing of UK's construction site stormwater inspection program to ensure MS4 permit requirements are being met.
- Conduct an audit of the program annually.

Evidence of Completion:

- Provide a copy of procedures.
- Provide the audit results/report.

4.E - Review construction plans to ensure SWPPP measures are being incorporated for all projects disturbing 1 acre or more

Activity Owner: CPMD

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Review all applicable construction project plans to ensure stormwater requirements are being met.
- Update the MS4 database with review information.

Evidence of Completion:

- Provide a list of all construction projects reviewed annually.

4.E.1 - Continue to utilize LFUCG's most recent stormwater requirements, including their Stormwater Manual and LID guidelines

Activity Owner: CPMD, EMD

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Update contract/design standards as needed.
- Review projects based on LFUCG guidelines.
- Update the MS4 database as needed.

Evidence of Completion:

- Provide a copy of the updated contract/design standards.
- Provide project review reports from the MS4 database.

4.E.2 - Update SWPPP review checklists

Activity Owner: CPMD, EMD

Schedule: Permit Year 2

Measurable Goal:

- Adopt the LFUCG Land Disturbance Permit Application and Sediment Control Plan Checklist for project review, tailor to fit UK needs, and integrate into the MS4 database.
- Develop an additional checklist for SWPPP requirement review (based on KYR10) and integrate into the MS4 database.

Evidence of Completion:

- Provide a copy of the updated checklist(s).

4.F - Have designated staff reviewing plans or performing inspections receive/maintain KEPSC Inspector Certification

Activity Owner: EMD

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Require designated staff to maintain current certification.

Evidence of Completion:

- Provide staff certification information.

4.G – Develop a training program to educate contractors and designers on stormwater requirements

Activity Owner: CPMD, EMD

Schedule: Permit Year 2

Measurable Goal:

- Create training program procedures, goals, and guidelines for SWPPP measures.

Evidence of Completion:

- Provide a copy of training procedures/goals/guidelines.

4.G.1 - Develop UK construction process/requirement training

Activity Owner: CPMD, FO

Schedule: Permit Years 2, 3, 4, and 5

Measurable Goal:

- Develop training in year two.
- Conduct training annually (minimum).

Evidence of Completion:

- Provide training presentation/information.
- Provide training schedule & sign in sheets.

4.G.2 - Develop KYR10 Requirement training

Activity Owner: CPMD, EMD

Schedule: Permit Years 2, 3, 4, and 5

Measurable Goal:

- Develop training in year two/three.
- Conduct training with each project, or annually at a minimum.

Evidence of Completion:

- Provide training presentation/information.
- Provide training schedule & sign in sheets.

4.G.3 - Develop SWPPP development/requirement training

Activity Owner: CPMD, EMD

Schedule: Permit Years 3, 4, and 5

Measurable Goal:

- Develop training in year three.
- Conduct annually/as needed.

Evidence of Completion:

- Provide training presentation/information.
- Provide training schedule & sign in sheets.

4.G.4 - Work with the Kentucky Transportation Center to provide KEPSC Inspector Training on campus annually (minimum)

Activity Owner: EMD

Schedule: Permit Year 2

Measurable Goal:

- Contact the Kentucky Transportation Center and discuss the possibility of providing training on campus annually.
- Hold training annually (if possible).

Evidence of Completion:

- Provide a summary of the discussion.
- Provide a training schedule (if applicable).

4.G.5 - Develop stormwater site inspection review training to be provided for each project

Activity Owner: CPMD, EMD

Schedule: Permit Year 3

Measurable Goal:

- Develop training in year three to be provided during the preconstruction meeting of each project.

Evidence of Completion:

- Provide a copy of the training.
- Provide a list of projects and the sign in/training acknowledgement sheet.

4.H - Develop formal policy/guidance/procedures for small construction projects (<1 acre)

Activity Owner: CPMD, FO

Schedule: Permit Year 2

Measurable Goal:

- Create written procedures/policy for handling stormwater on small construction projects (review, approval, BMP selection, inspection, contractor training, etc.).
- Put a policy in place for small construction projects (as appropriate).

Evidence of Completion:

- Provide a copy of the developed policies/procedures.

MCM 5 – Post-Construction Stormwater Management

Most of the task goals for MCM 5 were completed over the course of the permit. The Capital Project Management Department and Environmental Management Department took the lead on completing most of these tasks with the Grounds Department assisting with maintenance related tasks. While tasks were generally accomplished, some areas for improvement include the need to clarify and update the post construction stormwater requirements in UK design and construction standards, the need to create and refine checklists for plan review, and the need for specialized BMP specific maintenance. With the large amount of infrastructure growth during the previous permit, numerous post-construction BMPs were installed. Managing the maintenance, operations, and inspection of these BMPs will be the challenge to meet during this next permit.

With major construction projects ongoing and completed during the past decade, the inspection, operation and maintenance of the many BMP's installed will play a critical role during this next permit cycle. The SWQMP Identifies additional departments to assist with the demanding responsibility of maintaining this significant infrastructure addressing water quality. Establishing a Stormwater Operations Manual will provide guidance for all departments regarding inspection, maintenance, and upkeep. Integrating green infrastructure practices along with identified cost benefit ROI is another key task for this SWQMP.

MCM 5 BMPs: The object of this measure is to positively impact the chemical, biological and overall health of the Commonwealth's streams, rivers and lakes by reducing the rate and volume and improving the quality of stormwater runoff from the MS4 after construction has been completed.

5.A - Continue the adoption of LFUCG Post Construction Requirements for New/Redevelopment

Activity Owner: CPMD/EMD

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Require the submittal of a narrative and Executive Summary for new or re-development for all applicable projects.
- Review projects based on the latest LFUCG standards.
- Update design and construction standards with any changes to post construction stormwater quality requirements as necessary.
- Update the MS4 database with project information and approvals.

Evidence of Completion:

- Maintain submitted information for each project.
- Provide a copy of updated design and construction standards (if applicable).
- Provide a list of approved projects and/or the MS4 database report.

5.A.1 – Review the possibility of finalizing the LFUCG Memorandum of Understanding

Activity Owner: EMD

Schedule: Permit Year 3

Measurable Goal:

- Begin discussions with UK and LFUCG regarding the completion of a MOU between the two MS4's.
- Complete and sign the MOU if applicable.

Evidence of Completion:

- Provide a summary of the determination and/or a copy of the completed/signed MOU.

5.A.2 - Evaluate the development of a Stormwater Masterplan for UK's main campus

Activity Owner: EMD, CPMD, Sustainability, FO, Utilities

Schedule: Permit Years 2, 3, and 4

Measurable Goal:

- Meet with the applicable stakeholders to determine the need for a Masterplan, its components, and development.
- Begin the development of a Masterplan or schedule development of the Masterplan as needed.
- Create UK standards for stormwater post construction BMP selection (consider local water quality impairments).
- Evaluate adopting the UK Landscape Guidelines as policy, and enforcement of the policy.
- Incorporate into work flow and utilize the SITES review process (or equivalent) on all construction projects.

Evidence of Completion:

- Provide meeting minutes/summary, sign in sheet, and copy of masterplan or schedule if applicable.
- Provide a copy of post construction BMP selection standards
- Provide an update on the Landscape Guidelines as policy determination along with procedures for the enforcement of the policy, if applicable.
- Provide the procedures for the SITES review process (or equivalent).
- Provide documentation of the review process used on new construction sites (score cards, etc.).

5.B - Review plans to ensure post-construction stormwater quality treatment has been addressed

Activity Owner: CPMD/EMD

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Review plans in accordance with the latest LFUCG requirements.
- Document the review of plans in the MS4 database.

Evidence of Completion:

- Provide a report of reviewed projects.

5.B.1 - Have those employees responsible attend training regarding plan review and post construction BMP's when available

Activity Owner: CPMD/EMD

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Attend training when available.

Evidence of Completion:

- Provide training information (dates, attendees, etc.).

5.B.2 - Adopt the LFUCG Land Disturbance Permit Application and Sediment Control Plan Checklist for project review and tailor to fit UK's needs (Task 4.E.2.a)

Activity Owner: CPMD/EMD

Schedule: Permit Year 2

Measurable Goal:

- Checklist adopted, tailored to fit UK needs, and updated to include additional components for post construction requirements.
- Update MS4 Web with new checklist.
- Begin using new checklist for project review.

Evidence of Completion:

- Provide a copy of the updated checklist.
- Provide a MS4 database report and/or copies of completed project review checklists.

5.C - Conduct inspections to ensure measures are being installed correctly**Activity Owner:** CPMD**Schedule:** Permit Years 1, 2, 3, 4, and 5**Measurable Goal:**

- Conduct punch list walkthrough and/or Notice of Termination inspection for all new construction projects upon project completion.
- Document the inspection in the MS4 database.

Evidence of Completion:

- Provide a list of the completed inspections.

5.D - Revise long-term post-construction stormwater quality BMP inspection program**Activity Owner:** FO, EMD, Utilities**Schedule:** Permit Years 1, 2, 3, 4, and 5**Measurable Goal / Measure of Success:**

- Inspect 20% of above ground post construction BMP's annually.
- Inspect 100% of underground BMP's annually.
- Develop a preventative maintenance program for all UK owned post construction BMP's in year two.
- Develop a tracking system to assess long term preventative maintenance (PM) cost for BMP's in conjunction with the PM program.
- Assist EDR with the development of a PM program for EDR owned BMP's in year two.
- Document all inspections and maintenance in the MS4 database or an effective equivalent.

Evidence of Completion:

- Provide a report/list of all inspected BMP's along with findings.
- Provide PM program procedures/guidelines.
- Provide a copy of pm cost assessment.
- Provide a list of all maintenance performed on BMP's.
- Provide a copy of the EDR PM plan.

5.E - Incorporate all relevant post-construction information into the new Stormwater Operations Manual**Activity Owner:** CPMD, EMD, FO**Schedule:** Permit Year 4**Measurable Goal:**

- Include all inspection, BMP maintenance procedures and schedules, site plan review/post construction processes, etc. in the new Stormwater Operations Manual.

Evidence of Completion:

- Provide a copy of the Stormwater Operations Manual/Procedures.

5.F - Advise administrative staff on the benefits of green infrastructure and the costs of construction and maintenance as compared to that of gray infrastructure. Do this prior to/in conjunction with tasks 5.A.2

Activity Owner: EMD, FO, Grounds, Sustainability

Schedule: Permit Years 2 and 3

Measurable Goal:

- Develop a comparison of green vs gray infrastructure to include costs and benefits.
- Provide the information to administrative staff via report and/or presentation.

Evidence of Completion:

- Provide a copy of the report and/or presentation.

5.G - Incorporate the Stormwater Program into the Sustainability Strategic Plan

Activity Owner: EMD, Sustainability

Schedule: Permit Year 1

Measurable Goal:

- Update the Sustainability Strategic Plan to include a water section.

Evidence of Completion:

- Provide a copy of the updated Strategic Plan.

MCM 6 – Pollution Prevention/Good Housekeeping for Municipal Operations

During the previous permit cycle, UK's main goal was to examine campus operations and develop procedures to minimize the impact to stormwater. As a result, multiple policies and procedure manuals were created. Some examples included: Stadium Washdown Procedures, the Environmental Protection Handbook, Employee Fact Sheets, Grounds Stormwater Policies, and a Dewatering Bag SOP. Training was also developed and conducted to relay these policies and the need to protect stormwater to staff. Due to the number of policies and procedures created, it has become evident that the information needs to be consolidated into one easily accessible location. Also, due to the rapid period of infrastructure growth over the last several years and the vast number of new post construction BMP's being installed, the need to maintain these devices has become a priority.

The need to consolidate and improve stormwater procedures on campus has led to the desire to develop a Comprehensive Stormwater Operations Manual. This will be an all-inclusive SOP that will house all policies, procedures, and BMP's utilized by UK to meet permit requirements. This manual will also include a detailed structural BMP specific O&M Manual for the operation and maintenance of each BMP. Along with this manual, a preventative maintenance program will be put in place for all structural BMP's. With these changes, it will be imperative that employee training be updated and conducted to educate those employees responsible for performing stormwater related tasks.

MCM 6 BMPs: The objective of this measure is to ensure that UK operations (i.e., open space maintenance, fleet management, building maintenance, utility line construction, etc.) are performed in ways that will minimize the impact to stormwater quality.

6.A – Develop a comprehensive UK Stormwater Operations Manual that includes all policies / procedures/BMPs utilized to meet permit requirements (all MCM's)

Activity Owner: FO, Utilities, Athletics, EMD

Schedule: Permit Year 5

Measurable Goal:

- Integrate all existing procedures/departamental policies into a new manual.
- Update existing policies/procedures to improve permit compliance (Environmental Handbook, Factsheets, etc.).
- Create new policies/procedures as necessary.
- Incorporate inventory of facilities, campus maintenance activities, and maintenance schedules.

Evidence of Completion:

- Provide the completed Stormwater Operations Manual.

6.A.1 - Update the BMP O&M Manual to include specific maintenance requirements, a calendar of required activities, and responsibilities for each existing post construction BMP

Activity Owner: EMD, CPMD, Utilities, FO

Schedule: Permit Year 4

Measurable Goal:

- Compile all O&M Manuals for new and recently installed BMP's.
- Create BMP specific requirements based on the manufacturer's recommendations and UK's existing O&M Manual.
- Create a calendar for completing required maintenance activities for all BMP's.
- Assign/Update responsibilities for the maintenance of each BMP.
- Incorporate/Coordinate with the BMP inspection program (see task 5.D).

Evidence of Completion:

- Provide a copy of the O&M Manual including the activity calendar and responsibility assignments to be integrated into the comprehensive Stormwater Operations Manual.

6.A.1.a - Determine which activities will be contracted out (e.g. underground BMP annual inspections and maintenance, pervious pavement cleaning) and issue a RFP as necessary (See task 5.D – Preventive Maintenance Program)

Activity Owner: FO, Utilities

Schedule: Permit Years 2, 3, 4, and 5

Measurable Goal:

- Determine which activities will require contractor assistance.
- Draft and issue the RFP.
- Hire a contractor.
- Schedule and perform inspections and maintenance as needed.

Evidence of Completion:

- Provide inspection reports and maintenance invoices.

6.A.1.b - Incorporate the maintenance calendar into the SAP Plant Maintenance system and create scheduled work orders for all activities

Activity Owner: FO, Utilities

Schedule: Permit Year 4

Measurable Goal:

- Provide the completed O&M Manual and calendar to FO/Utilities.
- Utilize information to create reoccurring work orders in the PM system.

Evidence of Completion:

- Provide example reports of SAP data/work orders.

6.A.2 - Evaluate the incorporation of the SPCC program into the Stormwater Program

Activity Owner: EMD

Schedule: Permit Year 3

Measurable Goal:

- Determine if/how the two programs can be combined.
- Create a plan to integrate the two programs (as necessary).

Evidence of Completion:

- Provide the determination and integration plan (if available).

6.A.3 - Develop procedures for rainwater harvesting system monitoring and reporting

Activity Owner: FO, EMD

Schedule: Permit Years 2, 3, 4, and 5

Measurable Goal:

- Utilizing LFUCG requirements and manufacturers O&M manuals, develop departmental procedures for monitoring the use of campus rainwater harvesting systems.
- Record monthly/annual use and total water harvested.

Evidence of Completion:

- Provide water harvesting data for all systems.

6.A.4 – Create a policy and/or procedures surrounding stormwater protection during emergency/unplanned events (water main breaks, etc.)

Activity Owner: FO, Utilities, EMD

Schedule: Permit Year 2

Measurable Goal:

- Develop a SOP for BMP implementation in response to emergencies/unplanned events.

Evidence of Completion:

- Provide a copy of the policy/procedures.

6.A.5 - Create policy/procedures for unknown spill cleanup (dumpsters, etc.)

Activity Owner: FO

Schedule: Permit Year 2

Measurable Goal:

- Create a SOP for response, notification & proper clean-up of unknown spills.

Evidence of Completion:

- Provide a copy of the policy/procedures.

6.A.6 - Develop SOP's for all Athletics activities that impact stormwater

Activity Owner: Athletics, EMD

Schedule: Permit Year 3

Measurable Goal:

- Assess Athletics maintenance activities and determine which activities (e.g. irrigation, fertilization, materials storage, etc.) have the potential to impact stormwater.
- Develop SOP's/BMP's for those activities.

Evidence of Completion:

- Provide fact sheets/SOP's.

6.B - Update the Employee Training Program

Activity Owner: EMD, Utilities, FO, Athletics

Schedule: Permit Year 5

Measurable Goal:

- Evaluate employee training participation/documentation and improve as needed.
- Update/consolidate training as necessary.
- Train employees on new procedures developed during the permit term.
- Integrate training prescribed actions into departmental procedures & employee behaviors/actions.

Evidence of Completion:

- Provide a list of any updated training.
- Provide the sign in sheets for any training conducted.
- Provide evidence of procedures that have been amended to alter employee behavior to protect stormwater.

6.C - Evaluate the pollution prevention measures for coal stockpiles and upgrade, improve, or maintain as necessary

Activity Owner: Utilities, EMD

Schedule: Permit Year 4

Measurable Goal:

- Assess and improve the coal pile discharge at Wildcat Court.
- Evaluate the remaining coal pile BMP's for effectiveness.
- Determine alternate BMP's for ineffective BMP's.
- Install new BMP's as necessary.

Evidence of Completion:

- Provide the assessment information and a list of any replacement BMP's installed.

6.D - Develop Waterfowl Management Program in response to local impairments (See task 8.C)

Activity Owner: FO

Schedule: Permit Year 4

Measurable Goal:

- Assess the impact of waterfowl on campus water quality.
- Assess and move forward with alternative management techniques for Gluck Pond.
- Develop an area specific Waterfowl Management Program for impacted areas of campus as needed.

Evidence of Completion:

- Provide assessment results
- Provide the description and photos of the installed BMP's and measures put in place at Gluck Pond.
- Provide a copy of the management plan.

6.E - Develop a steam/chilled water infrastructure repair priority list (See task 3.F.1)

Activity Owner: Utilities

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Create a list of required maintenance based on leak detection efforts.

Evidence of Completion:

- Provide a list of any annual investigation efforts/repairs made/maintenance costs.
- Provide a prioritized repair list.

6.F - Create procedures to address/repair stormwater issues/problems on campus once they are identified

Activity Owner: EMD, Utilities, FO, Athletics

Schedule: Permit Year 4

Measurable Goal:

- Create general procedures for notification, responsibility assignment, BMP installation (temporary and permanent), repair/resolution, timeframes, and reporting.
- Add procedures to the Stormwater Operations Manual.

Evidence of Completion:

- Provide a copy of the procedures.

6.G - Evaluate possible changes to administrative regulation 6:3 with regard to stormwater during upcoming review cycle in 2021

Activity Owner: EMD

Schedule: Permit Year 4

Measurable Goal:

- During the regular administrative regulation review cycle, determine if administrative regulation 6:3 needs to be amended based on stormwater program performance.

Evidence of Completion:

- Provide an assessment summary and/or any administrative regulation updates.

Section VI. Additional Permit Requirements (APR)

APR 7 - SWQMP REVIEW AND MODIFICATION

During the previous permit cycle, a review of SWQMP tasks took place each year as part of the annual report. Regular updates and modification of the SWQMP occurred on an infrequent basis.

The Stormwater Quality Management Plan should be analyzed on an annual basis and tasks/schedule modifications made as necessary (in accordance with the permit). This should be accomplished by tracking the SWQMP tasks with regularity and updating the plan accordingly. During this permit cycle, the goal will be to track SWQMP progress during SSAC meetings and adjust the schedule of BMP's as necessary. Assessment of overall effectiveness will be conducted at the end of each year.

The objective of the SWQMP Review and Modification is to evaluate BMP effectiveness and scheduling along with permit compliance.

7.A – Review the SWQMP annually and update as required by the permit

Activity Owner: EMD

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Determine the completion of SWQMP tasks annually.
- Evaluate BMP effectiveness and scheduling.
- Modify the SWQMP as needed (in accordance with the permit).

Evidence of Completion:

- Provide a summary of the SWQMP assessment along with a description of any modifications made. Include a description of any replacement BMP's along with an analysis of why the former BMP was ineffective or infeasible.
- Provide information regarding any modifications to the schedule.
- *See the permit for more details regarding the information to be included with this task.*

APR 8 - TMDL's AND IMPAIRED WATERS

During the last permit cycle, no TMDL's were identified within the UK MS4 boundary. The 2016 303D list did identify recent impairments along the big elm fork tributary of Wolf Run. The sampling in Big Elm Fork was taken prior to the recent FEMA funded stormwater improvements and prior to the detection and elimination of an illicit discharge. Further sampling and continued dry weather inspections should occur to eliminate further impairment to waterways.

UK plans to continue efforts to minimize or eliminate contaminants from identified impaired waterways. The SSAC has noted several tasks to enact during this permit for monitoring impaired waterways.

The objective of this section is to assess UK's potential impact to local impaired waterways and put BMP's in place to reduce or eliminate that impact.

8.A - Implement BMP's in the Big Elm Fork Watershed in response to the recent impairment

Activity Owner: Utilities, Athletics

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Continue sewer line evaluation/cross connection review.
- Seal all manholes in the Shawneetown/Greg Page area as needed.
- Evaluate the development of BMP's to prevent discharges of grey/blackwater from tailgating RV's. Implement as necessary. (Coordinate with Task 1.C.1.a).
- Perform monitoring to evaluate BMP implementation/needs.
- Develop additional BMPs as necessary.

Evidence of Completion

- Provide assessment reports/invoices/photos.
- Provide photos/description of any BMP's implemented.
- Provide monitoring results/assessment.

8.B - Begin/continue watershed focused monitoring as appropriate (see task 9.A)

Activity Owner: EMD

Schedule: Permit Years 2, 3, 4, and 5

Measurable Goal:

- Sample watershed dry weather flow to determine the contribution to local impairments and direct BMP implementation (as appropriate).

Evidence of Completion

- Provide sample results/analysis and a description of any action taken as a result.

8.C - Continue goose population control efforts at Gluck Pond and the FEMA Basins/Big Elm Fork watershed (See task 6.D)

Activity Owner: FO

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Reduce waterfowl populations.

Evidence of Completion:

- Provide a description of efforts taken along with an assessment of waterfowl populations.

APR 9 - MONITORING PLAN

During the last permit cycle UK developed a monitoring plan that included sampling and an approved QAPP. During the permit period, the Division of Water changed requirements to visual monitoring only, UK continued to collect samples on an infrequent basis.

For this permit period, UK EMD plans to work with the TFISE's Water Working Group to evaluate and complete the campus research monitoring database, coordinate sampling efforts with LFUCG, and assess the need to develop and implement watershed focused monitoring on a routine basis.

The objective of the monitoring program is to determine the overall effectiveness of UK's stormwater management program. The monitoring results can be used to identify the general areas and potential causes of high pollutant loading and quantify the benefits of water quality measures installed in subwatersheds.

9.A – Assess the need/desire/ability to develop and implement a watershed focused monitoring plan with emphasis on local watershed impairments

Activity Owner: EMD

Schedule: Permit Years 2, 3, 4, and 5

Measurable Goal:

- Evaluate the development of a watershed focused monitoring plan.
- Create/Update a monitoring plan as necessary.
- Coordinate with LFUCG to determine their monitoring locations, monitoring dates, constituents, and historical data.
- Develop/Update a Quality Assurance Project Plan (QAPP) in association with the monitoring plan as necessary.
- Submit the monitoring plan and QAPP to the DOW for approval if/when developed.
- Begin collecting water samples in accordance with the written monitoring plan and QAPP if/when developed.

Evidence of Completion:

- Provide a copy of the Monitoring Plan, QAPP, DOW approval, and Water Quality Monitoring Data/Analysis or a summary of the determination to not pursue watershed focused monitoring.

9.B - Evaluate/Plan the completion of the campus research monitoring database

Activity Owner: TFISE, EMD

Schedule: Permit Year 5

Measurable Goal:

- Work with TFISE Water Working Group to evaluate and complete the campus research monitoring database (as needed).

Evidence of Completion:

- Provide a summary of actions related to the database and a link to the completed database if applicable.

APR 10 - FISCAL REQUIREMENTS

During the last permit, UK identified the need to develop budgets for maintaining green infrastructure, maintenance, repairs, training, and operating the MS4 program. As noted in each annual report, the funding for the MS4 program is a part of the overall EMD budget and is funded as a part of an environmental service fee applied to all UK departments.

For this permit cycle, UK will continue to utilize a general environmental service fee for the MS4 program and determine if other departments are properly funded to accomplish tasks identified in the SWQMP.

The purpose of this section is to ensure that proper funding is in place and maintained to accomplish the activities required by the permit.

10.A – Perform an assessment to determine if all departments are adequately funded to perform stormwater duties as assigned

Activity Owner: FO, Utilities, Athletics, TFISE, EMD

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- As work is being done to complete SWQMP tasks, determine if departments are properly funded to accomplish tasks and reoccurring stormwater responsibilities.
- Develop a stormwater budget for the Utilities Division.
- Assess the Grounds Department's ability to perform BMP/storm drain maintenance.
- Develop an initial/reoccurring training budget for specialized maintenance needs (if/as needed).

Evidence of Completion:

- Provide annual stormwater budget information.

APR 11 - REPORTING REQUIREMENTS

UK submitted an annual report to KDOW for each year under the previous permit and will continue submitting annual reports each year during the effective permit period.

11.A - Develop and submit the annual report by April 15th

Activity Owner: EMD

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Compile the information regarding SWQMP task completion along with any additional stormwater efforts.

Evidence of Completion:

- Report submitted annually by April 15th

11.A.1 - Develop a reporting system for those providing annual report info

Activity Owner: EMD/TFISE

Schedule: Permit Years 1, 2, 3, 4, and 5

Measurable Goal:

- Have stakeholders provide evidence of task completion along with any additional stormwater effort information in a timely manner.

Evidence of Completion:

- Information received and included in annual report.

Section VII. References

Civil & Environmental Consultants, Inc. (2010). University of Kentucky 2009 Storm Water Quality Management Plan: Final April 2010. Lexington, Kentucky: University of Kentucky

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Municipal Separate Storm Sewer System Permit 2011 Annual Report (2011). Lexington, Kentucky: University of Kentucky

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[Sasaki Associates, Master Plan Map \[Final\]: September, 2017 \(2.5MB\)](#)

Shield Environmental Associated, Inc (2017). University of Kentucky Spill Prevention Control & Countermeasure Plan. Lexington, Kentucky: University of Kentucky

CERTIFICATION AND SIGNATURE

"By signing this SWQMP, I hereby certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Type or Print Name:

Mary Vosevich

Signature:

Mary Vosevich

Date:

~~09/18~~ 10/18/18
(mm/dd/year)

Appendix

Activity	2018 SWQMP Tasks	Responsibility	Measurable Goal	Evidence of Completion	Deadline/Frequency				
					PY1	PY2	PY3	PY4	PY5
	The program must be formalized in a written Stormwater Quality Management Plan (SWQMP) that details how the required six minimum control measures will be implemented. This document must be modified as needed.								
MCM 1	Public Education and Outreach								
	1.A – Strengthen Education, Outreach and Participation Program	EMD, TFISE	▪ Develop partnership with TFISE in year one	▪ Provide agreement between EMD and TFISE (MOU)	X	X			
			▪ Develop MCM 1&2 budget in year one to determine operating constraints of program	▪ Provide copy of operational budget for MCM 1&2.					
			▪ Develop MCM 1&2 program improvements in year one	▪ Provide detailed outline of program for MCM 1&2.					
			▪ Hire interns to assist TFISE in education/outreach activities by year two	▪ Provide copies of intern final reports, presentations, data, etc.					
	1.B – Update and maintain stormwater website	EMD, TFISE	▪ Website redesigned	▪ Updated website launched, documentation of regular updates, page traffic information		X			
			▪ Website routinely updated						
			▪ Page visits are trackable/analytics package						
	1.B.1 – Develop interactive MS4 Map	EMD/FIS	▪ Create a map for inclusion on the website that provides detailed MS4 information above and beyond the existing 2D map. Examples of information to include: stormwater flow direction, watershed information, post construction bmp information (photos, descriptions, etc.)	▪ Provide link to published map			X		
			▪ Develop interactive Story Map						
	1.B.2 – Develop illicit discharge reporting system	EMD	▪ Create mobile friendly illicit discharge reporting web feature that allows the user to take photos, provide comments, and send information to EMD with minimal effort.	▪ Provide link of operational website that includes access to reporting system		X			
				▪ Provide the number of complaints through website and copies of the submitted reports					
	1.B.3 – Develop educator resource page (in conjunction with task 1.C.3)	TFISE	▪ Create a portion of the website to include stormwater resources for educators	▪ Provide link to resource page			X		
			▪ Create content to include on the resource page	▪ Provide access to created educator resources					
			▪ Develop notification of availability once completed						
	1.B.4 – Develop and maintain social media sites focused on UK stormwater	TFISE, EMD	▪ Begin utilizing existing social media accounts (Facebook, Twitter, etc.) to promote UK stormwater	▪ Provide links to social media accounts		X			
			▪ Add account links to UK Stormwater page						
			▪ Regularly update sites to keep information relevant						
	1.C – Develop and distribute public (faculty, staff, students, visitors) specific educational materials	TFISE	▪ Create education materials that specifically address how UK’s public impacts and can protect stormwater.	▪ Provide a copy of the created materials, numbers distributed		X	X	X	X
	1.C.1 – Extend program focus to visitors		▪ Identify ways in which visitors can impact stormwater and develop an awareness campaign to target those actions	▪ Provide a copy of awareness program items (pamphlets, signage, etc.)					
	1.C.1.a – Develop awareness materials to address illicit discharge prevention from tailgater RV’s (No dumping of gray/black water holding tanks) – Coordinate with Task 8.A	TFISE, Athletics, EMD, Transportation Services	▪ Develop awareness materials and coordinate distribution with annual parking pass/ticket sales.	▪ Provide copy of awareness materials and number distributed			X		
	1.C.2 – Provide mechanism for incorporating students in stakeholder/planning process	EMD,	▪ Create meeting/forum/platform for students to provide input in campus stormwater management decisions	▪ Provide meeting dates, sign in sheets, meeting minutes, agendas, etc.				X	
		Sustainability, TFISE							
	1.C.3 - Focus on pollutants impairing local waterways	TFISE	▪ Create awareness materials that specifically address pollutants identified in the 303d list impairing local waters as well as existing TMDL’s.	▪ Provide copy of materials created as well as numbers distributed.				X	X
			▪ Specify how those on campus can help reduce these problems.						
	1.C.4 – Create stormwater education materials for staff/extension use	TFISE	▪ Create curriculum that can be used to educate University public on their impacts to campus stormwater, MS4 requirements, and how they can help	▪ Provide any materials developed		X	X	X	X
	1.D – Participate in and/or facilitate special events/activities/joint sponsored events to increase stormwater awareness	TFISE	▪ Facilitate/Participate in one event per semester (minimum) that focuses on campus stormwater.	▪ Provide information on the events (dates, times, sign in sheets, photos, agendas, etc.)	X	X	X	X	X

Activity	2018 SWQMP Tasks	Responsibility	Measurable Goal	Evidence of Completion	Deadline/Frequency				
					PY1	PY2	PY3	PY4	PY5
	1.D.1 – Involve student organizations	TFISE	▪ Work with student organizations to get participation in a minimum of one event/activity per year.	▪ Provide name of special event/activity, name of student organization, sign in sheet/attendance numbers per activity, and photos	X	X	X	X	X
			▪ Devise incentive program to boost participation	▪ Provide description of incentive and names of qualifying groups					
	1.E – Create stormwater awareness articles/posts/podcasts/videos for campus wide distribution (e.g. UKNow/Website/Kernel/Social Media/News Letters)	TFISE	▪ Develop and publish at least 1 article/post/podcast/ video per year	▪Provide copy of created items		X	X	X	X
	1.F – Update staff IDDE training and create method to ensure training is conducted annually	EMD, TFISE	▪ Update training to make more user friendly and relevant to campus activities	▪ Provide copy of training			X		
			▪ Integrate training into online training programs and routine staff meetings	▪ Provide sign in sheets and online training records annually					
	1.F.1 – Develop short promotional video on the most frequent illicit discharges and how to report them	EMD, TFISE	▪ Develop video/videos that can be utilized to train staff as well as promote the illicit discharge program and stormwater protection to general campus audiences to be shared through targeted outreach, social media, and other outlets.	▪ Provide copy of the completed video/link to access video				X	
				▪ Provide distribution list/number of viewings, etc.					
	1.G – Update individual departmental stormwater training and improve delivery system/participation	EMD, TFISE, Facility Operations, Utilities, Athletics	▪ Work to improve/develop department specific (Facility Operations, Athletics, Utilities) stormwater training and include that training in online systems and in routine departmental trainings, minimum annually.	▪ Provide copy of/link to the developed training			X	X	X
			▪ Expand training to areas such as grad students, outdoor labs, etc. that may impact stormwater						
	1.H – Update and conduct campus wide survey to determine effectiveness of the Outreach and Ed.program	TFISE	▪ Determine if/which questions must be retained from previous survey, develop more campus relevant survey, and conduct survey of faculty, staff, and students to determine stormwater awareness and areas of program improvement.	▪ Provide copy of survey along with results and analysis		X			
	1.H.1. – Conduct follow up survey every 2-4 years	TFISE	▪ Utilizing updated survey, conduct survey of faculty/staff/students on routine basis to determine program effectiveness and areas needing improvement	▪ Provide results and analysis of survey				X	
	1.I – Regularly meet with LFUCG MS4 Coordinator to coordinate programs and provide updates	EMD	▪ Set up meetings/calls (minimum quarterly) to discuss relevant issues from each MS4 that could benefit or impact the other.	▪ Provide dates of the meeting/calls along with a summary of the discussion		X	X	X	X
	1.J – Develop a consortium of stormwater professionals targeting universities	TFISE	▪ Develop a network of individuals	▪ Provide meeting date(s), attendees, and the agenda/list of topics discussed		X	X	X	X
			▪ Meet with stormwater professionals to discuss campus stormwater and share ideas at least once annually.						
	1.K – Develop a stormwater steward certification program (StormCats) similar to the backyard stream steward certification process	TFISE	▪ Develop program along with online modules that can be used to gain certification in stormwater protection. Center program around campus/MS4.	▪ Provide link to program and modules (e.g. Canvas)				X	
MCM 2	Public Involvement/Participation								
	2.A – Update and Improve the stormdrain marking program	EMD/TFISE	▪ Develop a redesign for the stormdrain marking program and plan in year two	▪ Provide progress update of efforts/changes completed each year		X	X	X	X
			▪ Coordinate the program and participation with the marked drain inventory and the interactive map completion.						
	2.A.1 – Update inventory of marked drains via intern program	EMD	▪ Develop an outline for intern job responsibilities	▪ Intern progress will be tracked via map/inventory system. Provide updates on progress via inventory/map versions and/or link.		X	X	X	X
			▪ Begin/complete intern hiring process						
			▪ Work with FIS to create map/inventory for intern to document findings						
			▪ Assign duties to intern and train						
			▪ Continue with process annually until inventory is complete						
	2.A.2 – Develop interactive map to show/track drain marking activity	EMD/FIS	▪ Work with FIS to develop interactive map to be added to webpage that indicates storm drain locations and which ones are marked/need to be marked.	▪ Map added to website, link provided		X			

Activity	2018 SWQMP Tasks	Responsibility	Measurable Goal	Evidence of Completion	Deadline/Frequency				
					PY1	PY2	PY3	PY4	PY5
	2.A.3 – Develop advertising/awareness campaign to improve program participation	TFISE	<ul style="list-style-type: none">• Create various advertising materials• Market program to faculty, staff, students, and visitors through various means to increase awareness and participation annually once completed.	<ul style="list-style-type: none">• Provide # stormdrains marked annually• Provide # of participants annually• Provide copy of marketing materials			X	X	X
	2.B – Involve students, faculty, and staff in stormwater activities (e.g. drain marking, rain garden maintenance, new stream restoration project)	TFISE	<ul style="list-style-type: none">• Involve students in a minimum of two activities per year	<ul style="list-style-type: none">• Provide list of activities, list of participants, and photos	X	X	X	X	X
	2.B.1 – Develop procedures for alerting public (Faculty, Staff, Students, etc.) of program participation opportunities and changes/updates	TFISE	<ul style="list-style-type: none">• Determine notification preferences, including how best to utilize the webpage (see task 2.B.2)• Create procedures outlining when and how notifications are used	<ul style="list-style-type: none">• Provide copy of notification methods and procedures/include in the Stormwater Operations Manual• Provide copies of any notifications		X			
	2.B.2 – Update webpage (see task 1.B) to include an events calendar or latest info	TFISE/EMD	<ul style="list-style-type: none">• Include public alerts, notifications, and updates on webpage/social media.	<ul style="list-style-type: none">• Provide link to webpage & copies/dates of notifications			X		
	2.C. – Consider development of brief pre and post survey for activity participants	TFISE	<ul style="list-style-type: none">• Develop pre and post survey templates in year three and identify activities suitable to perform surveys• Conduct at least one survey activity in years 4 and 5 to gain feedback on the stormwater program and/or the activity.	<ul style="list-style-type: none">• Provide a copy of any surveys conducted along with the results			X	X	X
MCM 3	Illicit Discharge Detection and Elimination								
	3.A - Maintain and update MS4 and Utility Maps annually/as necessary	EMD, Utilities	<ul style="list-style-type: none">• Add recently installed bmp's, changes, and updates to MS4 system as they occur	<ul style="list-style-type: none">• Utility map updated online• Latest version of MS4 map added to website	X	X	X	X	X
	3.A.1. - Update Utility map to include Bell 2017 assessment/mapping info	Utilities	<ul style="list-style-type: none">• Provide the survey information from Bell's assessment to FIS for inclusion on the Utility map	<ul style="list-style-type: none">• Include the latest data on the utility map and provide the link		X			
	3.A.2 – Develop clear procedures for recording/reporting of MS4 boundary expansion and inclusion of new territory in MS4/University O&M and add to the Stormwater Operations Manual	EMD, Facility Operations, Utilities, Real Estate	<ul style="list-style-type: none">• Determine steps and current procedures for adding property and notification to Utilities/Facility Operations/EMD in year two• Develop/amend current procedures and include documentation of notification in year two/three• Add procedures to Stormwater Operations Manual	<ul style="list-style-type: none">• Provide list of procedures• Provide list/map of added properties (include link)		X	X		
	3.B - Review IDDE Plan and update as necessary	EMD	<ul style="list-style-type: none">• Bring the plan up to date• Include the updated MS4 map and adjust any references to the map	<ul style="list-style-type: none">• Provide copy of updated plan	X				
	3.B.1 – Update to include the new permit requirements	EMD	<ul style="list-style-type: none">• Compare contents of existing plan to the permit requirements• Amend content as necessary	<ul style="list-style-type: none">• Provide copy of updated plan	X				
	3.B.2 – Develop SSO protocols and resolution timeframes	EMD, Facility Operations, Utilities	<ul style="list-style-type: none">• Develop a Sanitary Sewer Overflow response policy/procedures/guidelines that include clean up requirements, reasonable timeframes for clean-up/correction, and notification procedures• Distribute protocols to those involved in SSO response, train as necessary	<ul style="list-style-type: none">• Provide copy of procedures• Provide distribution list and/or training sign in sheet		X			
	3.B.3 – Incorporate procedures/requirements into the Stormwater Operations Manual	EMD	<ul style="list-style-type: none">• Add SSO section to the Stormwater Operations Manual	<ul style="list-style-type: none">• Provide copy of the Stormwater Operations Manual once completed					X
	3.B.4 – Visually inspect outfalls from campus annually	EMD	<ul style="list-style-type: none">• Inspect outfalls during dry weather based on IDDE Manual requirements• Input inspections into MS4 database	<ul style="list-style-type: none">• Provide copy of outfall inspection reports	X	X	X	X	X
	3.B.5 – Evaluate the assessment of dry weather flows in known areas of concern on campus	EMD	<ul style="list-style-type: none">• Determine the need for dry weather flow assessment based on historical sampling data and outfall inspections• Determine if resources are available this permit cycle for sampling efforts (time, budget)• Develop/add to monitoring program as necessary	<ul style="list-style-type: none">• Provide summary of determination, timetables, and a copy of the monitoring plan/QAPP if/when developed.		X			
	3.B.5.a – Evaluate assessment of UK based dry weather flows to the Manchester Street Culvert via confined space entry and sampling of E.coli, Ammonia, TSS, and other constituents	EMD	<ul style="list-style-type: none">• Review LFUCG sampling data• Observe dry weather flows through system• Discuss possibility of coordination with LFUCG• Develop/add to monitoring program as necessary	<ul style="list-style-type: none">• Provide summary of evaluation and any assessment findings (if applicable)		X			
	3.C – Update website and complaint reporting mechanism (see tasks 1.B and 1.B.2)	EMD, TFISE	<ul style="list-style-type: none">• Develop a reporting mechanism that allows the user to quickly snap a photo of an issue and send directly to EMD.	<ul style="list-style-type: none">• Provide link to reporting mechanism		X			

Activity	2018 SWQMP Tasks	Responsibility	Measurable Goal	Evidence of Completion	Deadline/Frequency				
					PY1	PY2	PY3	PY4	PY5
	3.D – Update staff training on illicit discharge identification and reporting (see task 1.F)	EMD, TFISE, Facility Operations	• Consolidate and update existing online staff training	• Provide copy of/link to training			X		
			• Develop staff protocols for reporting and include information on the new reporting mechanism	• Provide copy of protocols					
			• Add protocols to IDDE Manual/Stormwater Operations Manual						
	3.D.1 – Integrate illicit discharge detection and prevention into routine staff duties	Facility Operations, Utilities, Athletics	• Evaluate activities already being performed by staff where the inspection of storm drains and reporting of issues can be easily integrated.	• Provide list/description of activities where IDDE has been integrated				X	
			• Add inspection of surrounding storm drains to SPCC monthly inspection list						
			• Train grounds staff how to identify issues when mowing, etc.						
	3.D.2 – Include all information/procedures into a comprehensive Stormwater Operations Manual	EMD	• Integrate training and procedures developed into the Stormwater Operations Manual	• Provide copies of any/all procedure updates being included in manual or a copy of the created/updated Stormwater Operations Manual				X	
	3.D.3 – Develop video on most frequent illicit discharges and how to report them (Task 1.F.1)	TFISE, EMD	• Determine most frequent illicit discharges	• Provide link to video					X
			• Work with TFISE to develop video	• Provide distribution list and/or list of trainings/discussions where video is used					
			• Distribute/utilize video						
	3.E – Update and maintain the illicit discharge tracking program as necessary	EMD	• Document all complaints and input into MS4 web as they occur	• Provide copy of complaint reports	X	X	X	X	X
	3.F – Evaluate performing additional/routine Thermal Imaging scans to locate possible discharges and develop procedures as necessary	EMD, Utilities	• Determine if additional/routine scans will be beneficial/economically viable	• Provide summary of determination		X			
			• Determine protocols for how/when scans will be used.	• Provide copy of protocols/include in Stormwater Operations Manual					
			• Plan for future scans as necessary	• Provide schedule of future scan (if applicable)					
	3.F.1 – Locate, prioritize, and minimize heating/cooling system leaks	Utilities	• Investigate as necessary to determine source of leaks impacting the storm sewer system	• Provide list of annual investigation efforts/repairs made/maintenance costs	X	X	X	X	X
			• Develop a prioritized repair list	• Provide prioritized repair list					
• Repair/maintain system as necessary to minimize leaks and impact to the storm sewer system									
3.G – Complete Greenhouse conversion to sanitary sewer	Facility Operations	• Divert remaining greenhouse drains from storm to sanitary	• Provide evidence of completion (project as-builts/invoices)	X					
3.H – Minimize cigarette butts entering storm drains	EMD, Facility Operations, Grounds	• Meet with UK Tobacco-free Taskforce to discuss cigarette butts entering storm drains, the impact on stormwater, and stormwater requirements.	• Provide sign-in sheet/meeting minutes/copy of invite			X			
		• Develop/implement bmp's to prevent cigarette butts from entering storm drains	• Provide list/description of bmp's implemented						
		• Coordinate with LFUCG at campus boundaries							
MCM 4	Construction Site Stormwater Runoff Control								
4.A. – Improve the project notification/review process, including timing of notification and inclusion of appropriate departments	CPMD/Facility Operations	• Update the Capital Projects Typical Projects Step List	• Provide copy of updated project steps list		X				
		• Educate CPMD Project Managers on updated project steps	• Provide copy of presentation and/or meeting sign in sheet for PM training						
		• Develop/verify Facility Operations procedures and update as necessary	• Provide copy of updated Facility Operations procedures						
4.B – Develop alternative to permit issuance as part of formal review process (i.e. – EMD Notification to Proceed)	CPMD, EMD	• Create project step that requires approval of water quality measures by CPMD and EMD before a project can proceed	• Provide procedures for approval process		X				
		• Create procedures for how step will be utilized and enforced							
		• Integrate step into MS4 web and project manager project step list							
4.C – Strengthen contract language requiring contractors to implement SWPPP controls, obtain stormwater permit coverage, and maintain compliance with stormwater requirements	CPMD	• Update contract language to provide for better enforcement capability and correction of construction site stormwater deficiencies	• Provide copy of updated contract language	X					
4.D – Perform audit inspections on construction sites monthly	CPMD	• Inspect all active construction sites once per month minimum	• Provide number of inspections conducted as well as copies of the inspections/annual inspection report	X	X	X	X	X	

Activity	2018 SWQMP Tasks	Responsibility	Measurable Goal	Evidence of Completion	Deadline/Frequency				
					PY1	PY2	PY3	PY4	PY5
	4.D.1 – Update construction site inspection checklist as necessary	CPMD, EMD	<ul style="list-style-type: none">• Tailor existing checklist to better meet UK needs or develop new checklist• Update MS4 web with any changes	<ul style="list-style-type: none">• Provide copy of updated checklist		X			
	4.D.2 – Develop progressive/escalating enforcement policy and procedures for SWPPP/KYR10 violations (See task 3.A)	CPMD, EMD	<ul style="list-style-type: none">• In conjunction with contract language changes, develop enforcement policy and procedures for SWPPP violations.• Update design standards to clarify requirements and expectations of contractors	<ul style="list-style-type: none">• Provide copy of enforcement policy/procedures• Provide copy of updated design standards		X			
	4.D.2.a – Develop RFP for Stormwater Remediation and award contract	CPMD	<ul style="list-style-type: none">• Draft and post Stormwater Remediation RFP• Review proposals and select contractor• Utilize contractor to repair stormwater deficiencies on active construction sites as needed	<ul style="list-style-type: none">• Provide selected contractor information and description of duties• Provide list of construction sites contractor has been hired to repair along with list of deficiencies corrected		X			
	4.D.3 – Update/maintain inspection and enforcement tracking mechanism as necessary	CPMD, EMD	<ul style="list-style-type: none">• MS4 Web regularly updated with inspection and compliance information	<ul style="list-style-type: none">• Provide an up to date inspection report	X	X	X	X	X
	4.D.4 – Develop and implement an internal QC process to ensure site inspections are being performed and KYR 10 requirements are being met	EMD	<ul style="list-style-type: none">• Develop procedures for the auditing of UK's construction site stormwater inspection program to ensure MS4 permit requirements are being met• Conduct audit of program annually	<ul style="list-style-type: none">• Provide copy of procedures• Provide audit results/report		X	X	X	X
	4.E – Review construction plans to ensure SWPPP measures are being incorporated for all projects disturbing 1 acre or more	CPMD	<ul style="list-style-type: none">• Review all applicable construction project plans to ensure stormwater requirements are being met• Update MS4 web with review information	<ul style="list-style-type: none">• Provide list of all construction projects reviewed annually	X	X	X	X	X
	4.E.1 – Continue to utilize LFUCG's most recent stormwater requirements, including their Stormwater Manual and LID guidelines	CPMD, EMD	<ul style="list-style-type: none">• Update contract/design standards as needed• Review projects based on LFUCG guidelines• Update MS4 Web as needed	<ul style="list-style-type: none">• Provide copy of updated contract/design standards• Provide project review reports from MS4 web	X	X	X	X	X
	4.E.2 – Update SWPPP review checklists	CPMD, EMD	<ul style="list-style-type: none">• Adopt the LFUCG Land Disturbance Permit Application and Sediment Control Plan Checklist for project review, tailor to fit UK needs, and integrate into MS4 web• Develop addition checklist for SWPPP requirement review based on KYR10 and integrate into MS4 Web	<ul style="list-style-type: none">• Provide copy of updated checklist(s)		X			
	4.F – Have designated staff reviewing plans or performing inspections receive/maintain KEPSC Inspector Certification	EMD	<ul style="list-style-type: none">• Require designated staff to maintain current certification	<ul style="list-style-type: none">• Provide staff certification information	X	X	X	X	X
	4.G – Develop training program to educate contractors and designers on stormwater requirements	CPMD, EMD	<ul style="list-style-type: none">• Create training program procedures, goals, and guidelines	<ul style="list-style-type: none">• Provide copy of training procedures/goals/guidelines		X			
	4.G.1 – Develop UK construction process/requirement training	CPMD, Facility Operations	<ul style="list-style-type: none">• Develop training in year two• Conduct training annually (minimum)	<ul style="list-style-type: none">• Provide training presentation/ information• Provide training schedule & sign in sheets		X	X	X	X
	4.G.2 – Develop KYR10 Requirement training	CPMD, EMD	<ul style="list-style-type: none">• Develop training in year two/three• Conduct training with each project/annually (minimum)	<ul style="list-style-type: none">• Provide training presentation/ information• Provide training schedule & sign in sheets		X	X	X	X
	4.G.3 – Develop SWPPP development/requirement training	CPMD, EMD	<ul style="list-style-type: none">• Develop training in year three• Conduct annually/as needed	<ul style="list-style-type: none">• Provide training presentation/ information• Provide training schedule & sign in sheets			X	X	X
	4.G.4 – Work with the Kentucky Transportation Center to provide KEPSC Inspector Training on campus annually (minimum)	EMD	<ul style="list-style-type: none">• Contact the Kentucky Transportation Center and discuss possibility of providing training on campus annually• Hold training annually (if possible)	<ul style="list-style-type: none">• Provide summary of discussion• Provide training schedule (if applicable)		X			
	4.G.5 – Develop stormwater site inspection review training to be provided for each project	CPMD, EMD	<ul style="list-style-type: none">• Develop training in year three to be provided during the preconstruction meeting of each project	<ul style="list-style-type: none">• Provide copy of training• Provide list of projects and sign in/training acknowledgement sheet			X		
	4.H – Develop formal policy/guidance/procedure for small construction projects (<1 acre)	CPMD, Facility Operations	<ul style="list-style-type: none">• Create written procedures/policy for handling stormwater on small construction projects (review, approval, bmp selection, inspection, contractor training, etc.)• Put policy in place for small construction projects (as appropriate)	<ul style="list-style-type: none">• Provide copy of developed policies/procedures		X			

Activity	2018 SWQMP Tasks	Responsibility	Measurable Goal	Evidence of Completion	Deadline/Frequency				
					PY1	PY2	PY3	PY4	PY5
MCM 5	Post Construction Stormwater Management								
	5.A – Continue the adoption of LFUCG Post Construction Requirements for New/Redevelopment	CPMD/EMD	• Require the submittal of a narrative and Executive Summary for new or re-development for all applicable projects	• Maintain submitted information for each project	X	X	X	X	X
			• Review projects based on latest LFUCG standards	• Provide copy of updated design and construction standards if applicable					
			• Update design and construction standards with any changes to post construction stormwater quality requirements as necessary	• Provide list of approved projects/ MS4 web report					
			• Update MS4 web with project information and approvals						
	5.A.1 – Review possibility of finalizing LFUCG Memorandum of Understanding	EMD	• Begin discussions with UK and LFUCG regarding the completion of a MOU between the two MS4's	• Provide summary of the determination and/or copy of the completed/signed MOU			X		
	• Complete and sign the MOU if applicable								
	5.A.2 – Evaluate the development of a Stormwater Masterplan for UK's main campus	EMD, CPMD, Sustainability, Facility Operations, Utilities	• Meet with applicable stakeholders to determine the need for a masterplan, it's components, and development	• Provide meeting minutes/summary, sign in sheet, and copy of masterplan or schedule (if applicable)			X	X	X
			• Begin development of masterplan or schedule development of masterplan as needed	• Provide copy of post construction BMP selection standards					
			• Create UK standards for stormwater post construction BMP selection (consider local water quality impairments)	• Provide update on Landscape Guidelines as policy determination along with procedures for enforcement of policy if applicable					
			• Evaluate adopting the UK Landscape Guidelines as policy and enforcement of the policy	• Provide procedures for SITES review process (or equivalent)					
	5.B – Review plans to ensure post-construction stormwater quality treatment has been addressed	CPMD/EMD	• Review plans in accordance with latest LFUCG requirements	• Provide report of reviewed projects	X	X	X	X	X
			• Document review of plans in MS4 Web						
	5.B.1 – Have those employees responsible attend training regarding plan review and post construction BMP's when available	CPMD/EMD	• Attend training when available	• Provide training information (dates, attendees, etc)	X	X	X	X	X
5.B.2 – Adopt the LFUCG Land Disturbance Permit Application and Sediment Control Plan Checklist for project review and tailor to fit UK's needs. (Task 4.E.2.a)	CPMD/EMD	• Checklist adopted, tailored to fit UK needs, and updated to include additional components for post construction requirements	• Provide copy of updated checklist		X				
		• Update MS4 Web with new checklist	• Provide MS4 web report and/or copies of completed project review checklists						
		• Begin using new checklist for project review							
5.C – Conduct inspections to ensure measures are being installed correctly	CPMD	• Conduct punch list walkthrough and/or NOT inspection for all new construction projects upon project completion	• Provide list of completed inspections	X	X	X	X	X	
• Document inspection in MS4 web									
5.D – Revise long-term post-construction stormwater quality BMP inspection program	Facility Operations, EMD, Utilities	• Inspect 20% of above ground post construction BMPs annually	• Provide report/list of all inspected bmp's along with findings	X	X	X	X	X	
		• Inspect 100% of underground BMP's annually	• Provide preventative maintenance program procedures/ guidelines						
		• Develop preventative maintenance program for all UK owned post construction BMP's in year two	• Provide copy of pm cost assessment						
		• Develop tracking system to assess long term pm cost for bmp's in conjunction with PM program	• Provide list of all maintenance performed on BMP's						
		• Assist EDR with development of PM program for EDR owned bmp's in year two	• Provide copy of EDR PM plan						
5.E – Incorporate all relevant post-construction information into new Stormwater Operations Manual	CPMD, EMD, Facility Operations	• Document all inspections and maintenance in MS4 web or effective equivalent							
		• Include all inspection, bmp maintenance procedures and schedules, site plan review/post construction processes, etc. in new Stormwater Operations Manual	• Provide copy of Stormwater Operations Manual/Procedures				X		
5.F – Advise administrative staff on the benefits of green infrastructure and the costs of construction and maintenance as compared to that of gray infrastructure. Do this prior to/in conjunction with tasks 5.A.2	EMD, Facility Operations Grounds, Sustainability	• Develop comparison of green vs gray infrastructure to include costs and benefits	• Provide copy of report/presentation		X	X			
		• Provide information to administrative staff via report and/or presentation							

Activity	2018 SWQMP Tasks	Responsibility	Measurable Goal	Evidence of Completion	Deadline/Frequency				
					PY1	PY2	PY3	PY4	PY5
	5.G – Incorporate Stormwater Program into Sustainability Strategic Plan	EMD, Sustainability	• Update Sustainability Strategic Plan to include water section	• Provide copy of updated Strategic Plan	X				
MCM 6	Pollution Prevention/Good Housekeeping for Municipal Operations								
	6.A – Develop comprehensive UK Stormwater Operations Manual to include all policies/procedures/bmps utilized to meet permit requirements (all MCM's)	Facility Operations, Utilities, Athletics, EMD	• Integrate all existing procedures/ departmental policies into new manual • Update existing policies/procedures to improve permit compliance (Environmental Handbook, Factsheets, etc.) • Create new policies/procedures as necessary • Incorporate inventory of facilities, campus maintenance activities, and maintenance schedules	• Provide completed Stormwater Operations Manual					X
	6.A.1 – Update BMP O&M Manual to include specific maintenance requirements, calendar of required activities, and responsibilities for each existing post construction BMP	EMD, CPMD, Utilities, Facility Operations	• Compile all O&M Manuals for new and recently installed bmp's • Create bmp specific requirements based on manufacturer's recommendations and existing O&M manual • Create calendar for completing required maintenance activities for all bmp's • Assign/Update responsibilities for maintenance of each bmp • Incorporate/Coordinate with BMP inspection program (see task 5.D)	• Provide copy of O&M manual including the activity calendar and responsibility assignments to be integrated into comprehensive Stormwater Procedure Manual.				X	
	6.A.1.a – Determine which activities will be contracted out (e.g. underground bmp annual inspections and maintenance, pervious pavement cleaning) and issue RFP as necessary (See task 5.D – Preventative Maintenance Program)	Facility Operations, Utilities	• Determine which activities require contractor assistance • Draft and issue RFP • Hire contractor • Schedule and perform inspections and maintenance as needed	• Provide inspection reports and maintenance invoices		X	X	X	X
	6.A.1.b – Incorporate maintenance calendar into SAP Plant Maintenance system and create scheduled work orders for all activities	Facility Operations, Utilities	• Provide completed O&M Manual and calendar to Facility Operations/Utilities • Utilize information to create reoccurring work orders in PM system	• Provide example reports of SAP data/work orders				X	
	6.A.2. – Evaluate incorporation of SPCC program into Stormwater Program	EMD	• Determine if/how the two programs can be combined • Create plan to integrate two programs (as necessary)	• Provide determination and integration plan (if available)			X		
	6.A.3 – Develop procedures for rainwater harvesting system monitoring and reporting	Facility Operations, EMD	• Utilizing LFUCG requirements and manufacturers O&M manuals, develop departmental procedures for monitoring the use of harvesting systems. • Record monthly/annual use and total water harvested	• Provide water harvesting data for all systems		X	X	X	X
	6.A.4 – Create policy/procedures surrounding stormwater protection during emergency/unplanned events (water main breaks, etc.)	Facility Operations, Utilities, EMD	• Develop SOP for bmp implementation in response to emergencies/ unplanned events	• Provide copy of policy/ procedures		X			
	6.A.5 – Create policy/procedures for unknown spill cleanup (dumpsters, etc.)	Facility Operations	• Create SOP for response, notification, & proper clean-up of unknown spills	• Provide copy of policy/ procedures		X			
	6.A.6 – Develop SOP's for all Athletics activities that impact stormwater	Athletics, EMD	• Assess Athletics maintenance activities and determine which activities (e.g. irrigation, fertilization, materials storage, etc.) have the potential to impact stormwater • Develop SOP's/BMP's for those activities	• Provide fact sheets/SOP's			X		
	6.B – Update Employee Training Program	EMD, Utilities, Facility Operations, Athletics	• Evaluate employee training participation/documentation and improve as needed • Update/consolidate training as necessary • Train employees on new procedures developed during permit term • Integrate training prescribed actions into departmental procedures & employee behaviors/actions	• Provide list of updated training • Provide sign in sheets for any training conducted • Provide evidence of procedures that have been amended to alter employee behavior to protect stormwater					X

Activity	2018 SWQMP Tasks	Responsibility	Measurable Goal	Evidence of Completion	Deadline/Frequency				
					PY1	PY2	PY3	PY4	PY5
	6.C – Evaluate pollution prevention measures for coal stockpiles and upgrade, improve, or maintain as necessary	Utilities, EMD	<ul style="list-style-type: none">Assess and improve coal pile discharge at Wildcat CourtEvaluate remaining coal pile bmp's for effectiveness	• Provide assessment information and list of replacement bmp's installed				X	
			<ul style="list-style-type: none">Determine alternate bmp's for ineffective bmpsInstall new bmp's as necessary						
	6.D – Develop Waterfowl Management Program in response to local impairments (See task 8.C)	Facility Operations	<ul style="list-style-type: none">Assess waterfowl impact on water qualityAssess and move forward with alternative management techniques for Gluck PondDevelop area specific Waterfowl Management Program for impacted areas of campus as needed	<ul style="list-style-type: none">Provide assessment resultsProvide description and photos of installed bmp's and measures put in place at Gluck PondProvide copy of management plan				X	
	6.E – Develop steam/chilled water infrastructure repair priority list (See task 3.F.1)	Utilities	<ul style="list-style-type: none">Create list of required maintenance based on leak detection efforts	<ul style="list-style-type: none">Provide list of annual investigation efforts/repairs made/maintenance costsProvide prioritized repair list	X	X	X	X	X
	6.F – Create procedures to address/repair stormwater issues/problems on campus once they are identified	EMD, Utilities, Facility Operations, Athletics	<ul style="list-style-type: none">Create general procedures for notification, responsibility assignment, bmp installation (temporary and permanent), repair/resolution, timeframes, and reporting.Add procedures to the Stormwater Operations Manual	• Provide copy of procedures				X	
	6.G – Evaluate changes to administrative regulation 6:3 with regard to stormwater during upcoming review cycle in 2021	EMD	<ul style="list-style-type: none">During regular administrative regulation review cycle, determine if administrative regulation 6:3 needs to be amended based on stormwater program performance.	• Provide assessment summary and/or any administrative regulation updates				X	
SWQMP Review and Mod									
	7.A – Review SWQMP annually and update as required by permit	EMD	<ul style="list-style-type: none">Determine completion of SWQMP tasks annually	• Provide a summary of the SWQMP assessment along with a description of any modifications made. Include a description of any replacement BMP's along with an analysis of why the former bmp was ineffective or infeasible.	X	X	X	X	X
			<ul style="list-style-type: none">Evaluate bmp effectiveness and scheduling	• Provide information regarding any modifications to the schedule					
<ul style="list-style-type: none">Modify SWQMP as needed (in accordance with permit)			*See the permit for more details regarding the information to be included with this task						
TMDL's & Impaired Waters									
	8.A – Implement BMP's in Big Elm Fork Watershed in response to recent impairment	Utilities, Athletics	<ul style="list-style-type: none">Continue sewer line evaluation/cross connection review	• Provide assessment reports/invoices/photos	X	X	X	X	X
			<ul style="list-style-type: none">Seal all manholes in Shawneetown/Greg Page area as needed	• Provide photos/description of any bmp's implemented					
			<ul style="list-style-type: none">Evaluate development of BMP's to prevent discharges of grey/blackwater from tailgating RV's. Implement as necessary. (Coordinate with Task 1.C.1.a)	• Provide monitoring results/assessment					
			<ul style="list-style-type: none">Perform monitoring to evaluate bmp implementation/needDevelop additional bmps as necessary						
	8.B – Begin/continue watershed focused monitoring as appropriate (see task 9.A)	EMD	<ul style="list-style-type: none">Sample watershed dry weather flow to determine contribution to local impairments and direct bmp implementation (as appropriate)	• Provide sample results/analysis and a description of any action taken as a result		X	X	X	X
8.C – Continue goose population control efforts at Gluck Pond and FEMA Basins/Big Elm Fork (See task 6.D)	Facility Operations	<ul style="list-style-type: none">Reduce waterfowl populations	• Provide a description of efforts taken along with an assessment of waterfowl populations	X	X	X	X	X	

Activity	2018 SWQMP Tasks	Responsibility	Measurable Goal	Evidence of Completion	Deadline/Frequency				
					PY1	PY2	PY3	PY4	PY5
Monitoring Plan									
	9.A – Assess need/desire/ability to develop and implement watershed focused monitoring plan with emphasis on local watershed impairments	EMD	• Evaluate the development of a watershed focused monitoring plan	• Provide copy of Monitoring Plan, QAPP, DOW approval, and Water Quality Monitoring Data/Analysis or summary of determination to not pursue watershed focused monitoring		X	X	X	X
			• Create/Update monitoring plan as necessary						
• Coordinate with LFUCG to determine their monitoring locations, monitoring dates, constituents, and historical data									
• Develop/Update QAPP in association with monitoring plan as necessary									
• Submit monitoring plan and QAPP to DOW for approval if/when developed									
• Begin collecting water samples in accordance with written monitoring plan and QAPP if/when developed									
9.B – Evaluate/Plan completion of campus research monitoring database	TFISE, EMD	• Work with TFISE Water Working Group to evaluate and complete the campus research monitoring database (as needed)	• Provide summary of actions related to the database and link to completed database if applicable					X	
Fiscal Req.'s									
	10.A – Perform assessment to determine if all departments are adequately funded to perform stormwater duties as assigned	Facility Operations, Utilities, Athletics, TFISE, EMD	• As work is being done to complete SWQMP tasks, determine if departments are properly funded to accomplish tasks and reoccurring stormwater responsibilities	• Provide annual stormwater budget information	X	X	X	X	X
			• Develop stormwater budget for Utilities Division						
• Assess Grounds Department's ability to perform BMP/storm drain maintenance									
• Develop initial/reoccurring training budget for specialized maintenance needs (if/as needed)									
Reporting Req.'s									
	11.A - Develop and submit the annual report by April 15th	EMD	• Compile information regarding SWQMP task completion along with any additional stormwater efforts	• Report submitted annually by April 15 th	X	X	X	X	X
	11.A.1 – Develop reporting system for those providing annual report info	EMD/TFISE	• Have stakeholders provide evidence of task completion along with any additional stormwater effort information in a timely manner	• Information received and included in annual report	X	X	X	X	X