



January 30, 2020

Chief, Environmental Enforcement Section
Environment and Natural Resources Division
U.S. Department of Justice
Box 7611 Ben Franklin Station
Washington, D.C. 20044-7611
Re: DOJ No. 90-5-1-1-09841

Brad Ammons
Environmental Engineer
Clean Water Enforcement Branch
Municipal and Industrial Enforcement
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303

Karl Fingerhood
Environmental Enforcement Section
U.S. Department of Justice
Box 7611 Ben Franklin Station
Washington, D.C. 20044-7611

Diane Schober
Office of Pollution Control
Environmental Compliance & Enforcement Div.
P.O. Box 2261
Jackson, MS 39225-2261

Re: City of Jackson, Mississippi - EPA Consent Decree
Supplemental Environmental Project Semi-Annual Report No. 14

Dear Lady and Sirs:

On behalf of the City of Jackson, please find enclosed the Jackson Consent Decree Supplemental Environmental Project Semi-Annual Report # 14. Should you have any questions, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "David Hauser".

David Hauser, P.E.
Program Manager

Enclosure

cc: Honorable Chokwe Antar Lumumba, Mayor, City of Jackson
Timothy C. Howard, City Attorney, City of Jackson
Robert Miller, Director of Public Works, City of Jackson
Terry Williamson, Legal Counsel, City of Jackson
Public Depository, Eudora Welty Public Library



The City of
JACKSON

**SUPPLEMENTAL
ENVIROMENTAL PROJECT
REPORT NO. 14**

JULY 2019 THROUGH DECEMBER 2019

City of Jackson, Mississippi

Supplemental Environmental Project

Semi-Annual Report No. 14

July 2019 through December 2019

I 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 such 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.



Handwritten signature of Chokwe Antar Lumumba in blue ink.

Chokwe Antar Lumumba
Mayor

Handwritten date "1/29/2020" in blue ink.

Date

Handwritten signature of Robert K. Miller in blue ink.

Robert K. Miller, Director
Department of Public Works

Handwritten date "1/27/2020" in blue ink.

Date

City of Jackson
Wastewater Infrastructure Redevelopment
Program

**SUPPLEMENTAL ENVIRONMENTAL PROJECT (SEP)
LATERAL REPAIRS OR REPLACEMENTS**

Semi-Annual Report No. 14

July 2019 through December 2019

January 30, 2020

Prepared for:

City of Jackson
Department of Public Works
P.O. Box 17
Jackson, MS 39205-0017

Prepared by:

Burns & McDonnell
9400 Ward Parkway
Kansas City, MO 64114

**SUPPLEMENTAL ENVIRONMENTAL PROJECT (SEP)
LATERAL REPAIRS OR REPLACEMENTS**

**Semi-Annual Report No. 14
July 2019 through December 2019**

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City of Jackson Consent Decree

Semi-Annual Report 14
July 1, 2019 – December 31, 2019

SUPPLEMENTAL ENVIRONMENTAL PROJECT (SEP) LATERAL REPAIRS OR REPLACEMENTS

SEP Status Overview

Due the City's on-going and severe financial crisis, the City had to downsize the Consent Decree Program Management activities and scope of work on January 25, 2019. Because of this reduction in Consent Decree Program funding, the management of the SEP was not one of the top priority tasks earmarked for continued implementation by the Program Team. It is important to note the Contractor work involved in repairing or replacing a residential lateral is covered and payable from the funds the City contributes to the Escrow Account per the Consent Decree Agreement. However, that fund does not pay for the bidding of the Contractors, the logistics and coordination necessary between the City, Contractor and Homeowner. It also does not pay for the inspection of the construction work to ensure it meets City standards. All of those functions had been handled by the Program Team for the latter portion of 2018 and ceased on January 25, 2019.

As a result, the Program Team turned over all SEP documentation, resident applications, database and related information to the Department of Public Works staff so they could continue to get Contractors to complete the assessment and subsequent lateral repair projects. Training on the SEP database was provided to City staff, so they could maintain the necessary records as they continue to get residents to complete a SEP application and request to be considered for the project. At the time of this transition, the City acknowledged it had very limited staff to take over the responsibilities from the Program Team to manage the SEP.

The City has continued to make deposits every August into the SEP Escrow account at the Trustmark Bank and there is only one more deposit remaining after this year's deposit. The last payment is due in August 2020. A current SEP Escrow Account monthly statement is provided in the Appendix A to this Semi-Annual Report.

For the reasons stated above, there has been very little activity with the SEP during this past half year, other than the City did meet its obligations of making a deposit into the Escrow Account along with the recent activity described below.

In early December 2019, the Consent Decree Program Team resumed responsibility of implementing the SEP from the City. Since that time the Program Team has accomplished the following tasks:

- 1) Conducted meetings with plumbers (one example meeting record in Appendix B) explaining the extent of the Work and learning from the plumbers that were present what they considered pitfalls in our approach.

- 2) Revised the proposed procurement documents for both CCTV only and CCTV and Replacement as a single procurement. A revised copy is included in Appendix B.
- 3) There are approximately 20 locations where CCTV has already been completed and all that is required is getting the plumbers to bid on the project(s) and under contract to perform the Work.
- 4) The Program Team have worked with City Public Works and Purchasing Departments to develop procurement documents which comply with the State Purchasing requirements.

Upcoming SEP action items for the Program Team include the following activities:

- 1) Program Team will send out Request for Quotes the Week of January 20-24, 2020 for the 20 properties that have been CCTV'd and request quotes be returned by February 7, 2020.
- 2) Program Team is developing a second procurement document to request future CCTV and Replacement in the same procurement document.
- 3) Program Team is coordinating with City Public Works and Purchasing Departments to determine the type of Contract or Purchase Order that is required. It is anticipated this decision and work will be completed by the end of January 2020.
- 4) Once that decision is made, Request for Quotes for CCTV and Replacement will be issued, and the City is expecting the same plumbers to be interested in this work as well.

Attachment A
SEP ESCROW
ACCOUNT STATEMENT



Tailored Wealth

Escrow Agrmt Between City of Jackson and Trustmark DTD 8/30/13, Supp Environmental Proj S
December 1, 2019 - December 31, 2019

Account Overview

Escrow Agrmt Between City of Jackson and Trustmark DTD 8/30/13, Supp

Account Investment Objective: Directed

Summary of Financial Activity

	Current Period (\$)	Year to Date (\$)
Beginning Market Value	739,336.56	626,595.88
Cash and security transfers	0.00	-1,250.00
Contributions	0.00	101,250.00
Income & Capital Gain Distributions	966.20	13,706.88
Fees	0.00	0.00
Withdrawals	0.00	0.00
Change in Account Value	0.00	0.00
Market Value on Dec 31, 2019	\$740,302.76	\$740,302.76

Accrued income not included in Market Value. Refer to Portfolio Holdings schedule for accrued income.

Asset Allocation as of December 31, 2019

	Market Value (\$)	Percent
Cash & Equivalents	740,302.76	100%
Total of Your Account	\$740,302.76	100%

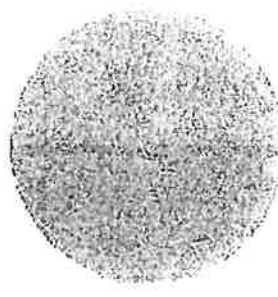
Liabilities may reflect temporary cash overdrafts, including overdrafts between the income and principal portfolios. Percentages are rounded to the nearest whole percent.

Please refer to the "Important Information Regarding this Statement" page to understand the methods used in obtaining market values.

Income and Gain/Loss Summary

	Current Period (\$)	Year to Date (\$)
Taxable Income	0.00	0.00
Tax-Exempt Income	965.59	13,706.27
Tax-Deferred Income	0.00	0.00
Total Income Earned	\$965.59	\$13,706.27
Total Short Term Realized Capital Gain/Loss	\$0.00	\$0.00
Total Long Term Realized Capital Gain/Loss	\$0.61	\$0.61
Total Realized Capital Gain/Loss	\$0.61	\$0.61

This summary is for reference only. It is not intended for tax reporting purposes.





Tailored Wealth

Escrow Agrmt Between City of Jackson and Trustmark DTD 8/30/13, Supp Environmental Proj S
December 1, 2019 - December 31, 2019

Portfolio Analysis -

Escrow Agrmt Between City of Jackson and Trustmark DTD 8/30/13, Supp

Equity Sector Analysis

No equity holdings currently held.

Industry sectors are determined by market information providers.

Fixed Income Assets by Maturity Band

No fixed income holdings currently held.

Maturity is reflected by the contractual maturity of the asset.

Fixed Income Assets by Credit Rating

No fixed income holdings currently held.

Credit ratings are defined by Standard & Poors.

Fixed Income Assets by Sector

No fixed income holdings currently held.

Fixed income sectors are determined by market information providers.



Please refer to the "Important Information Regarding this Statement" page to understand the methods used in obtaining market values. Percentages are rounded to the nearest whole percent.



Tailored Wealth

Escrow Agrmt Between City of Jackson and Trustmark DTD 8/30/13, Supp Environmental Proj S
December 1, 2019 - December 31, 2019

Account Holdings as of December 31, 2019

	Number of Shares	Share Price	Market Value	Accrued Income	Cost Basis / Unrealized Gain or Loss	Yield at MV	% of Account
1050007365 Escrow Agrmt Between City of Jackson and Trustmark DTD 8/30/13, Supp Environmental Proj S							
Cash & Equivalents							
Money Market							
Federated US Treasury Cash Reserves CUSIP:60934N682	740,302.76	1.00	740,302.76	931.60	740,302.76 0.00	1.57%	100.00%
Total Money Market			\$740,302.76	\$931.60	\$740,302.76 \$0.00	1.57%	100.00%
Total Cash & Equivalents			\$740,302.76	\$931.60	\$740,302.76 \$0.00	1.57%	100.00%
Total for DTD 8/30/13, Supp Environmental Proj S			\$740,302.76	\$931.60	\$740,302.76 \$0.00	1.57%	100.00%

Please refer to the "Important Information Regarding this Statement" page to understand the methods used in obtaining market values.

Account Transaction Detail

Trade Date	Transaction Description	Principal Amount	Income Amount	Realized G/L
Corporate Actions/Income				
Dividends				
December 2, 2019	Daily Rate Income on Federated US Treasury Cash Reserves For Period of 11/01/19 to 11/30/19 Due on 12/02/19	965.59		0.00
Total Dividends		\$965.59	\$0.00	\$0.00
Capital Gains Distributions				
December 16, 2019	Long Term Capital Gain Distribution 0.000001 USD Federated US Treasury Cash Reserves For 740,302.15 Units Due on 12/16/19 With Ex Date 12/13/19	0.61		0.61
Total Capital Gains Distributions		\$0.61	\$0.00	\$0.61
Total Corporate Actions/Income		\$966.20	\$0.00	\$0.61
Cash Sweep Activity				
December 31, 2019	Sweep purchases totaling 966.20 units of Federated US Treasury Cash Reserves for Portfolio-01 (Capital) (2 Transactions)	-966.20		0.00
Total Cash Sweep Activity		-\$966.20	\$0.00	\$0.00
Total	Escrow Agmt Between City of Jackson and Trustmark DTD 8/30/13, Supp Environmental Proj S	\$0.00	\$0.00	\$0.61





Tailored Wealth

Escrow Agmt Between City of Jackson and Trustmark DTD 8/30/13, Supp Environmental Proj S
December 1, 2019 - December 31, 2019

Account Cash Flow Summary

	Debit	Credit	Balance
S Escrow Agmt Between City of Jackson and Trustmark DTD 8/30/13, Supp Environmental Proj			
Opening Balance on December 1, 2019 - US Dollar			\$0.00
Corporate Actions/Income			
Dividends	0.00	965.59	
Capital Gains Distributions	0.00	0.61	
Total Corporate Actions/Income	\$0.00	\$966.20	
Cash Sweep Activity	966.20	0.00	
Closing Balance on December 31, 2019 - US Dollar	\$966.20	\$966.20	\$0.00



Account Cash Activity Detail

Settlement Date	Transaction Description	Debit	Credit	Balance
12/31/19	Escrow Agrmt Between City of Jackson and Trustmark DTD 8/30/13, Supp Environmental Proj			\$0.00
	Opening Balance on December 1, 2019 - US Dollar			\$0.00
	Corporate Actions/Income			
	<i>Dividends</i>			
December 2, 2019	Daily Rate Income on Federated US Treasury Cash Reserves For Period of 11/01/19 to 11/30/19 Due on 12/02/19	965.59		
	Total Dividends	\$0.00	\$965.59	
	<i>Capital Gains Distributions</i>			
December 16, 2019	Long Term Capital Gain Distribution 0.000001 USD Federated US Treasury Cash Reserves For 740,302.15 Units Due on 12/16/19 With Ex Date 12/13/19	0.61		
	Total Capital Gains Distributions	\$0.00	\$0.61	
	Total Corporate Actions/Income	\$0.00	\$966.20	
	Cash Sweep Activity			
December 31, 2019	Sweep purchases totaling 966.20 units of Federated US Treasury Cash Reserves for Portfolio-01 (Capital) (2 Transactions)	966.20		
	Total Cash Sweep Activity	\$966.20	\$0.00	
	Closing Balance on December 31, 2019 - US Dollar	\$966.20	\$966.20	\$0.00





Tailored Wealth

Market Value Reconciliation

- Escrow Agrmt Between City of Jackson and Trustmark DTD 8/30/13,

	Net amount	Balance
Beginning Market Value		\$739,336.56
Income & Capital Gain Distributions		
Dividends	965.59	
Capital Gains Distributions	0.61	
Total Income & Capital Gain Distributions		\$966.20
Total Realized Gain/Loss		\$0.00
Total Net change in Unrealized Gain/Loss		\$0.00
Total Ending Market Value		\$740,302.76

Tailored Wealth

Important Information Regarding this Statement

Design of Control Procedures

Trustmark has designed control procedures to protect you and your account. You should complement these control procedures by taking the steps described below to increase their effectiveness. The considerations presented below should not be regarded as a comprehensive list of actions that should be employed. Client disclosures are included in the following sections.

Security Precautions

Never share your user IDs, passwords or other security credentials with anyone. Change your passwords periodically. Physical and logical access to systems, in addition to sending data to and receiving data from Trustmark should be restricted to authorized personnel. If you are transmitting to or receiving data from Trustmark, you should compare the data you send or receive to your statements to ensure the information is complete and accurate. Keep your statements in a secure place, and consider using secure electronic viewing of statements.

Notice of Statement Acceptance by Negative Response

Trustmark serves as trustee, agent, custodian or some similar capacity regarding this account. This statement is your accounting of assets held and activity within the account for the specified period. You should immediately review this accounting very carefully, and you should consult with your legal and/or financial advisors about this account on a regular basis. If you notice any activity in your account that concerns you, please bring it to Trustmark's attention immediately. If you do not contact Trustmark within 60 calendar days after the statement mailing date, Trustmark will rely on the understanding that you are satisfied with this accounting and Trustmark's handling of the account.

Contact for Questions Regarding Statement

If you have any questions about the information on your account statement, contact your relationship manager. Your relationship manager's name, telephone number, and email address is on this account statement. You may also elect to contact Trustmark's audit department directly by writing to Trustmark National Bank, Attn: Audit Department, PO Box 291, Jackson, MS 39205.

Delivery of Assets

You should provide specific written instructions to Trustmark to facilitate asset delivery transactions. Use Trustmark's standard delivery instructions to add assets to your account. Delivery instructions may be found on Trustmark's website www.trustmark.com, Tailored Wealth, Tailored Wealth Overview, and selecting Delivery Instructions from the list of Related Links. Review your periodic account statement, in a timely manner for additions and reductions of assets.

Changes in Financial Situation, Investment Objectives and Imposition of Restrictions on Management of Model Portfolios along with Brochure Disclosure

Any changes in your financial situation or investment objectives, desires to impose any reasonable restrictions on the management of model portfolios, or modifications to existing restrictions require you to contact your Trustmark relationship manager. Trustmark Investment Advisors, Inc. ("TIAI") will review the reasonableness of such restrictions to the extent that Trustmark makes TIAI aware of them. If proposed restrictions are inconsistent with the model portfolio's investment strategy, nature or operations, such restrictions will be deemed unreasonable and will not be applied. If you refuse to modify or withdraw the restrictions, participation in the model portfolio will not be permitted. If you would like a copy of the most recent disclosure document for your sponsor or model portfolio investment adviser, please contact your Trustmark relationship manager. TIAI is a Registered Investment Adviser, a division of the Tailored Wealth Management Division and wholly owned subsidiary of Trustmark National Bank.



Attachment B

**REQUEST for QUOTE (Lateral Repair Only)
and MEETING MINUTES from December 10, 2019
MEETING with the PLUMBERS**

REQUEST FOR QUOTATION (RFQ)

Issued by
AJA Management & Technical Services, Inc
On Behalf of:
The City of Jackson, MS
DEPARTMENT OF PUBLIC WORKS

Lateral Replacement
For the
Supplemental Environmental Project
("SEP")

INTRODUCTION

The City of Jackson, MS, (hereinafter referred to as ("**Owner**") seeks specific price quotes as directed within this RFQ document from interested Companies/Firms that can provide plumbing services as specified for the City's Supplemental Environmental Project ("SEP") as a Pilot Project.

Background and Information

On March 1, 2013, the City of Jackson entered into a Consent Decree with the U. S. Environmental Protection Agency (EPA) and Mississippi Department of Environmental Quality (MDEQ) which requires the City to develop, submit, finalize, and implement plans for improvement to its Wastewater Collection and Transmission Systems (WCTS) and Wastewater Treatment Plants (WWTP) to prevent extraneous flows from entering the collection, transmission and treatment systems and untreated wastewater from entering waters of the state (creeks, streams, lakes and rivers).

The Supplemental Environmental Project (SEP) has been established by the City of Jackson with the concurrence of MDEQ and EPA per the Consent Decree to reduce extraneous flows entering the Wastewater Collection and Transmission System (WCTS) through defective residential Private Laterals and through illicit connections from residential properties of eligible property owners. Eligible property owners consist of low to moderate income homeowners that meet HUD financial hardship qualifications. For purposes of this SEP, an illicit connection is any residential connection to the WCTS that discharges any substance or solution that is not intended to be transferred via the WCTS, such as stormwater, surface water runoff and roof runoff. For approved eligible property owner applicants with validated defective private laterals, SEP funds will be used to repair or replace the defective lateral at no cost to the homeowner. Based upon the satisfactory execution of the Pilot, a Competitive Advertised Bid will be published for up to Three Hundred (300) additional locations.

What is a sewer lateral?

A sewer lateral is the pipe that carries wastewater (sewage) from the toilets, sinks, dishwasher, washing machine, etc. to the street. It begins at the house and continues all the way to the Public (Mainline) Sewer in or near the street, in most cases. Occasionally the sewer may be in the rear of the property. Soil movement, tree roots, or simple age can cause these pipes to become broken, allowing rain or surface water into the sewer system.

REQUIRED EXPERIENCE AND QUALIFICATIONS

The City of Jackson, MS is seeking a qualified plumbing contractor who is currently licensed with the City of Jackson, Mississippi and has the experience and capable of performing sewer lateral rehabilitation or replacement at various locations. In any case minimum standards, terms and conditions will apply as specified herein:

1. Prepare quantity take off and repair or replace cost estimate.
2. Repairs or replacements shall be made in compliance with City of Jackson Building and Plumbing Code (See Attachment A)
3. Provide a copy of license to perform plumbing activities in the City of Jackson, MS.
4. Provide a copy of an occupational license to perform work in the City of Jackson, MS.
5. Must have Master Plumber licensed/certified individual overseeing work at each property while work is being performed.
6. Must be available to meet at each private property location where proposed work is to be performed prior to commencing any work.
7. Meet with property owner and City representative to discuss proposed work.
8. Agree to a date and time work will begin and when work will be completed.
9. When required, must schedule and provide documentation that any inspection required by the City has been completed.
10. Must provide a minimum 12-month (1yr.) warranty on workmanship of all defined work performed and approved by the City, two (2) copies of 12-month (1yr.) warranty must be provided; one for property owner and one for City staff.
11. Must have and show proof of insurance as required by the City of Jackson.
12. Prior to proceeding with any **Rehabilitation or Replacement** work, the Plumbing Contractor must view the previously completed CCTV of the proposed lateral and verify the need for the replacement as described on the **"CCTV INSPECTION REPORT"** which have been reviewed and approved by the Program Manager.

A. LATERAL CCTV INVESTIGATION

Copies of the internal CCTV inspection of each individual sanitary sewer lateral will be provided. Three (3) to Five (5) addresses will be "GROUPED" and bid as a single

package. The selected firm will inspect the CCTV footage and the location and provide an estimated price for performing the replacement. Each Purchase Order will consist of 3 to 5 lateral replacements as assigned by the Project Manager on behalf of The City of Jackson (COJ).

B. WORK SEQUENCE

Upon the receipt of a Purchase Order from the COJ, the contractor will mobilize a crew and equipment to the assigned addresses to perform the lateral replacement as required and to complete the work in a timely manner. The lateral replacement will include the entire lateral from the point of exit from the side of the structure to the sewer main located within the public right-of-way. The Contractor must coordinate scheduling and other project tasks with the Project Manager/Inspector. The Program Manager will assign a Project Inspector for monitoring and inspecting the work.

Information to be provided upon completion of the work includes a CCTV video on Flash Drive, written description of repair or replacement work completed and a sketch showing the approximate location.

Your quotation submittal shall account for the minimum scope requirements as follows:

1. Each pay item needed at the specific address must have a unit price. Unit prices must be provided, otherwise a bid will be declared unacceptable. The unit price must be recorded on the **SEP – Scope of Services Form – Request for Quotation**.
2. Contractor shall provide all necessary equipment to perform all functions required to complete the work associated with the sewer lateral rehabilitation and repair. These functions must be performed while abiding by Federal, State and City laws/procedures. The City of Jackson, MS will not render assistance in performing these functions.
3. All personnel of contractor involved in the sewer lateral rehabilitation and replacement work shall have all appropriate and required licenses and training for the operation of equipment.
4. All work is to be performed during the hours of 8:00 AM and 5:00 PM Monday – Friday, excluding holidays.
5. The selected plumbing contractor chosen to perform plumbing services will always be expected to treat the public with courtesy and respect. The work required shall meet the standards and workmanship established in this RFP document, the subsequent contract (agreement) and by the City of Jackson.
6. It is understood and agreed that the City of Jackson, MS reserves the right to waive technicalities and accept a quotation deemed to be in the best interests of the City and to reject any or all quotations.

7. The bidding firm certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the City of Jackson, MS and the State of Mississippi, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm. The bidding firm also certifies that it is not barred from contracting with any unit of State or local government because of a violation of State laws.
8. Bidder accepts all the terms and conditions of the Advertisement and Scope of Work.
9. In submitting this Quotation, Bidder represents that:
 - a) Bidder has examined and carefully studied the Scope of Service requirements,
 - b) Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.
 - c) The Request for Quotation Documents are generally enough to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Quotation is submitted.
 - d) **Bidder understands that (if successful) a Unit Price Purchase Order will be issued for the entire Group not to exceed \$50,000.00 and that amount, is the total amount payable by the City for performing all of the work identified for each of the addresses and that amount cannot be exceeded.**
10. Bidder further represents that this Quotation is genuine and is not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Quotation; Bidder has not solicited or induced any individual or entity to refrain from submitting a quotation; Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over City; and that no person or persons acting in any official capacity for the City are directly or indirectly interested in this Quotation, or in any portion of the profit thereof.
11. Plumbing contractors will be required to obtain a permit through the City of Jackson Department of Public Works for each residential private property prior to commencement of work. A permit will also be required from the Engineering Division if the street is cut in order to replace the "Sewer Tap." All permits will be issued by the Department of Public Works and code specific inspections of completed work will be performed by the same as required. Plumbing contractors will notify the Department of Public Works of any changes in work and obtain approval by said City personnel or their designated representative prior to commencement.

12. As part of the scope of work, the plumbing contractor will be required to provide to the property owner and City, one set of redline drawings for the property assigned. Redline drawings can be hand drawn but must be fully legible and must show the general layout of the property and detail the type of work completed. Exterior modifications shall be noted with dimensions in a way that they can be easily located, scanned, and uploaded as needed. Exterior drain locations must be tied to at least two known points (i.e. corner(s) of the house). This is necessary in order to locate the line for future maintenance, etc.

13. The following minimum Terms & Conditions must be met to be eligible for selection consideration for the City of Jackson Sewer Lateral Rehabilitation and Replacement Program.

- a) Provide a copy of license to perform plumbing activities in the City of Jackson, MS.
- b) Provide a copy of an occupational license to perform work in the City of Jackson, MS:
- c) Must have Master Plumber licensed/certified individual overseeing work at the property while work is being performed.
- d) Must be available to meet at the private property location where proposed work is to be performed prior to commencing any work.
- e) Provide proof of insurance.
- f) Meet with property owner and City representative to discuss proposed work.
- g) Agree to a date and time work will begin and when work will be completed.
- h) When required, must schedule and provide documentation that any inspection required by the City has been completed.
- i) Must provide a minimum 12-month (1yr.) warranty on workmanship of all defined work performed and approved by the City, two (2) copies of 12-month (1yr.) warranty must be provided; one for property owner and one for City staff.
- j) Must comply with all OSHA Safety Requirements
- k) Must provide City of Jackson approved traffic control devices, markings and personnel at locations requiring work on (city streets) public rights-of-way
- l) Must be registered as a VENDOR with the City of Jackson

15. **EXTRA WORK**

If any extra work is required due to unforeseen or other unknown conditions, the Project Manager/Inspector will be immediately informed. The Project Manager's approval authorizing any extra work is required in advance of performing any extra work. **Any extra work will require another Purchase Order.**

ATTACHMENT A

DIVISION 3. - BUILDING SEWERS AND CONNECTIONS

Sec. 122-136. - Permit—Required; classes; application; fees.

- (a) No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the approving authority. There shall be three classes of building sewer permits:
- (1) Residential;
 - (2) Commercial service; and
 - (3) Service to establishments producing industrial wastes.
- (b) In every case, the owner or his agent shall make application on a special form furnished by the city. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the approving authority. A permit and inspection fee in accordance with the schedule of permit fees for sewage installations, as provided in section 26-493, shall be paid to the city at the time the application is filed.

(Code 1971, § 29-121)

Sec. 122-137. - Same—Inspection prior to issuance.

The applicant for the building sewer permit required by section 122-136, shall notify the approving authority when the building sewer is ready for inspection and connection to the public sewer.

(Code 1971, § 29-122)

Sec. 122-138.- Supervision required for connection.

No person shall connect a building sewer to a public sewer or any appurtenance thereto, unless such connection is made under the supervision of the approving authority or his representative.

(Code 1971, § 29-123)

Sec. 122-139. - Owner to bear cost of installation of building sewer.

All costs and expense incident to the installation and connection of the building sewer shall be borne by the owner of the building. The owner shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

(Code 1971, § 29-124)

Sec. 122-140. - Standards for building sewers.

- (a) *Separate sewers for each building; exception.* A separate and independent building sewer shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer.

- (b) *Use of old sewers.* Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the approving authority, to meet all requirements of this chapter.
- (c) *Size, slope and alignment; construction materials and other requirements; conformity to city codes.* The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling the trench, shall all conform to the requirements of the building and plumbing code adopted by this Code or other applicable rules and regulations of the city. In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM and W.P.C.F. Manual of Practice No. 9 shall apply.
- (d) *Lifting.* Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.

(Code 1971, § 29-125)

Sec. 122-141. - Roof downspouts, exterior drains, areaway drains and other sources of runoff not to connect to building sewers.

No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.

(Code 1971, § 29-126)

Sec. 122-142. - Standards for connection of building sewer to public sewer.

The connection of the building sewer into the public sewer shall conform to the requirements of the building and plumbing code adopted by this Code or other applicable rules and regulations of the city, or the procedures set forth in appropriate specifications of the ASTM and the W.P.C.F. Manual of Practice No. 9. All such connections shall be made gastight and watertight. Any deviation from the prescribed procedures and materials must be approved by the approving authority before installation.

(Code 1971, § 29-127)

Sec. 122-143. - Excavations for building sewer installation generally.

All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the city. (Code 1971, § 29-12 Secs. 122-144—122-165. - Reserved

SUBMITTAL FORMAT

Companies/Firms who wish to be considered by the City of Jackson must submit quotes on the enclosed **"City of Jackson – SEP – Scope of Services Form – REQUEST FOR QUOTATION"** and a **SEP – Scope of Services – Request for Quotation BID FORM** for at least **Three (3) addresses which will be grouped and bided as a single project.**

The Scope of Services Forms must be submitted to AJA Management & Technical Services, Inc., 912 North West Street, Jackson, MS 39202, **no later than 3:30 pm on _____, 2019.** If you wish to visit the property, please contact Barry Washington, AJA SEP Inspector, at 601-613-7791 to make an appointment. All submissions become the property of the City and will not be returned to the Company/Firm.

The City of Jackson reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions received and to accept any submissions if deemed in its best interest to do so. All costs associated with submission preparation will be borne by the submitting company.

Any proposer may withdraw his or her quote, either personally, or by written request, at any time prior to the scheduled closing time for receipt of quotations. Quotations shall remain valid for a period of 90 days after submittal.

Selection of the successful quotes(s) will be based on the best offered prices identified by the completion of the **Scope of Services – REQUEST FOR QUOTATION - Bid Forms.**

The successful bided must enter into a contract, with the City of Jackson approved/authorized by the City Council, prior to performing the work.

CITY OF JACKSON - SEP SCOPE OF SERVICES FORM - REQUEST FOR QUOTATION

Address of Residence: _____, Jackson, MS _____

4" LATERAL REHABILITATION AND REPLACEMENT FEES

Plumbing Line Item Work Description			BID Amount	
	QTY	UNIT	Unit Price	Total Price
4" PVC DWV S.S. Lateral Replacement cost	1	Each		
Un-Clog Line	1	Each		
Add Clean Out	1	Each		
4" Tap City Main	1	Each		
COJ Permit Application Cost	1	Each		
4" PVC DWV S.S. Pipe (0' -5' deep)				
4" PVC DWV S.S. Pipe (up to 15')	1	Lin. Ft.		
4" PVC DWV S.S. Pipe (15' - 30')	1	Lin. Ft.		
4" PVC DWV S.S. Pipe (30' - 60')	1	Lin. Ft.		
4" PVC DWV S.S. Pipe (greater than 60')	1	Lin. Ft.		
4" S.S. Cleanout	1	Each		
4" PVC S.S. Bends and Fittings	1	Each		
4" S.S. Coupling	1	Each		
4" Trenchless Pipe Installation	1	Each		
Match Existing Grass				
Solid Sod Bermuda (16"x 24" strip / 2' x 5' roll)	1	Strip/ Roll		
Solid Sod Centipede (16"x 24" strip / 2' x 5' roll)	1	Strip/ Roll		
Solid Sod St Augustine (16"x 24" strip / 2' x 5' roll)	1	Strip/ Roll		
Remove & Replace Concrete drive, sidewalk, patio., etc.	1	Sq. yd.		
Replace shrubbery at nearest size increment (1 gal. container)	1	Each		
4" Full Private Lateral Disconnect and Removal (Less Than 50' in Length and 15' in Depth)	1	Each		
Total 4" Lateral Replacement Cost				

Respectfully submitted on _____, 20_____

Name of Firm: _____

SIGNED By _____

Authorized Representative

CITY OF JACKSON - SEP – SCOPE OF SERVICES – REQUEST FOR QUOTATION

SUMMARY BID FORM

GROUP _____

ADDRESS OF RESIDENCE

BID AMOUNT

1. _____

2. _____

3. _____

4. _____

5. _____

TOTAL BID for GROUP _____ (must not exceed \$50,000.00)

SUBMITTED BY:

Company _____

License Number _____

Address _____

Signature _____

Title _____

Date _____

Phone _____

Meeting Record



Project Supplemental Environmental Project

Meeting Date Tuesday December 10, 2019

Location: AJA Management & Technical Services
912 North West Street, Jackson, MS

Subject: Plumber Participation in SEP Program

Attendees:	Clarence Arthur Phillips	Phillips Plumbing Service
	Vernon Archer	Heritage Inc.
	Rodney A. Phillips	Phillips Plumbing Service
	Aaron Jenkins	AJA
	Andrew Jenkins	AJA
	Dorwin Shields	AJA

The following is our understanding of the subject matter covered in the continuation of the SEP Lateral Replacement Project Meeting. If this differs from your understanding, please notify us within five working days.

The meeting began at 1:30 PM and concluded at 2:30 PM. The meeting Agenda is attached. Following are the principal issues discussed, action items, and other notes.

Discussion

1. Lateral Program is back. Contractors must be qualified to work in the program and is administered by the City of Jackson, Mississippi. The City wants qualified minority plumbing contractors to work on the program.
2. There will be approximately 70 locations to be inspected. Laterals will be inspected to determine if they need replacing. Some problems must have existed to get on the list.
3. Plumbers will be given a list of five locations to inspect, CCTV, and document. The fee to CCTV one location is \$300. Each group, five locations, must have two bids. Work cannot proceed until a bid is selected.
4. The comment was made that all clay pipe will probably need replacing. No pipe replacement should be made until it has been approved.
5. The City must sign off on any new lateral replacement.

6. Mr. Andrew Jenkins said the City will pay for any lateral work after it has been approved. He explained steps in the approval process and emphasized:
 - a. If a lateral is broken, it must be replaced. The idea is to CCTV each location to determine the condition of the lateral.
 - b. An invoice for payment can be submitted to the City for payment as soon as an inspection is completed.
7. The question was asked, how much do you pay for a clean out if the lateral is inaccessible? Each lateral has its uniquely distinct characteristics. Therefore, cost will vary, a competitive cost to install a clean out should be submitted and approved before installation begins.
8. Each group of 5 locations do not have to be completed before submitting invoices.

Reported by: Dorwin Shields

Contractor Contact Information

Clarence Arthur Phillips Email: arthurphillips.cp@gmail.com	Phillip's Plumbing Service	142 Glen Mary Street Jackson, MS	601 316-0502
Vernon Archer Email: civilengineeringplus@hotmail.com	Heritage Inc.	P. O. Box 10585 Jackson, MS 39209	601 503-0905
Rodney A Phillips Hhtrod39@yahoo.com	Phillip's Plumbing Services, LLC,	212 Northbrook Cir, Jackson, MS, 39212	601 209-4792