



Title:	Authorization to Contract with Novotx for Software Implementation Services for Permitting Rule Revisions
Resolution number:	23-060
Prepared by:	Name: Alex Steele, GIS Coordinator Phone: 952.641.4581 asteele@minnehahacreek.org
Reviewed by:	Name/Title: Becky Christopher – Policy Planning Director
Recommended action:	Board authorization to enter into an agreement for software implementation services with Novotx to support permitting rule revisions within the District’s permitting platform, ElementsXS.
Schedule:	10/10/2023 to 01/01/2024 – implementation period 01/01/2024 to 01/31/2024 – testing period 02/01/2024 – Go-live (tentative)
Budget considerations:	Fund name and code: 1-1003-4295 (Strategic IT Plan) Fund budget: \$45,000 Expenditures to date: \$0 Requested amount of funding: \$19,440
Past Board action:	Res #: 20-006 Selection and Authorization to Purchase Permitting System Software and Maintenance Agreement

Background:

Over the past several years, the Minnehaha Creek Watershed District has been working to align the organization to support its vision of a Balanced Urban Ecology, where built and natural environments exist in balance to create value and enjoyment. This aspiration requires improved connection and integration between land use and water planning.

MCWD’s Permitting program exists at the nexus of land use change and water resource protection and is one of the most prominent ways in which MCWD connects with the land use community. Because of the Program’s frequent interaction with the land use community, it has significant potential to accomplish the MCWD’s goal of improving integration of water and land use planning.

In addition, investments in information technology have been prioritized by MCWD to implement high impact capital projects and influence policy more effectively through deep insights of the natural and built environments. These insights drive decision making and are derived by leveraging data captured and analyzed through technology systems.

Rule Revision Process

Through the first half of 2023, MCWD convened a Technical Advisory Committee (TAC) as part of its Land & Water Partnership Initiative. At the June 22, 2023 Policy and Planning Committee (PPC) meeting, staff provided an overview of the outcomes of the TAC process and at the August 24, 2023 PPC meeting, the Board provided input on the proposed rule revisions in preparation for authorizing the public comment period.

The goals of the rule revisions are to:

- Align MCWD's regulatory scope and standards with state agencies for consistency and compliance,
- Simplify and streamline rule language, submittals, and processes to enhance clarity and improve customer service, and
- Improve program efficiency and effectiveness by tailoring regulations and field presence to potential natural resource risk and opportunity.

By creating a more efficient, streamlined, and relationship-focused permitting program, MCWD can show its commitment to helping partners meet their goals and deepen trust in the organization as a whole.

Permitting Software Platform: ElementsXS

In January 2020, the Board approved the selection and implementation of ElementsXS from Novotx to serve as the District's technology platform for permitting. Following implementation, MCWD's permitting portal went live in April 2021, and has since been utilized to process all permit applications, as well as collect and store all permit related data.

The District's ElementsXS permitting portal uses spatial data and programming logic to flag which rules are applicable to a given permit, which is determined by information supplied by the applicant during the process of applying for a permit. The programming logic is based on rule trigger thresholds. For example, within the District's current permitting portal, if an applicant indicates that a project will disturb more than 5,000 square feet, the erosion control rule will be triggered and the portal will guide the applicant through erosion control submittal requirements.

The rule revisions propose changes to several rule trigger thresholds, which will need to be translated into new programming logic within the District's permitting portal. In addition, new functionality and workflows are needed to support the automated issuance of general permits for the erosion control and dredging rules. More succinctly, technological adjustments to the permitting portal are needed to operationalize the rule revisions.

Summary:

District staff have worked with Novotx to scope the implementation of technology changes and new workflows to the District's permitting portal, ElementsXS. The proposed changes in the scope fall into three general categories: new rule trigger logic, general permit automated issuance, and general changes.

New Rule Trigger Logic

The rule revisions contain changes to rule triggers for erosion control, stormwater management, and dredging. Rule triggers are the conditions or thresholds that, if met, mean the rule is applicable to the work proposed and a permit is required. Staff have translated the necessary rule triggers into a simplified logic chain, which Novotx will translate into programming logic within the ElementsXS software. Once implemented, when an applicant supplies information through the permit application in the District's permitting portal, if conditions or thresholds are met, a rule becomes applicable and the applicant is guided to supply required information and submittals.

General Permit Automated Issuance

Through the ElementsXS permitting portal, the District will be able to issue permits via an automated process for erosion control and dredging if certain conditions and thresholds are met. Implementing this functionality requires new programming logic to determine when a general permit is applicable, in addition to a new workflow. That workflow guides the applicant through providing the required documentation (site plans), sign-off and agreement with conditions, and then the applicant is issued a permit immediately. Staff have defined the simplified logic and general process for the general permit. Novotx will translate that into programming logic and implement new functionality that automates the issuance of general permits.

General Changes

In addition to adjustments to rule triggers and adding general permit automated issuance functionality, the scope contains several general changes related to the rule revisions. Novotx will implement these changes which include adding new data fields to collect additional information from the applicant, refining and updating text, and updating checklists on the staff review side of ElementsXS.

Costs

Total costs for implementing changes to the District's permitting portal to support rule revisions is \$19,440. Costs are broken down in the below table:

<i>Service Description</i>	<i>Fee</i>
Implementation Services	\$16,200
Project Management	\$3,240
TOTAL	\$19,440

Schedule

Implementation is scheduled to occur through the remainder of 2023. Implementation will occur in a testing environment, accessible only to District staff and Novotx. Following implementation, a one-month testing period will occur in January 2024, where staff will thoroughly test changes and work with Novotx to identify and resolve any bugs. Go-live will be scheduled to occur following the Board's approval of the rule revisions, on the day the new rules are set to come into effect. The go-live date is tentatively scheduled for February 1, 2024.

Supporting documents (list attachments):

1. Draft scope of services for software implementation services from Novotx



RESOLUTION

Resolution number: 23-060

Title: Authorization to Contract with Novotx for Software Implementation Services for Permitting Rule Revisions

WHEREAS, in February of 2017, the Minnehaha Creek Watershed District adopted a strategic plan to achieve its mission of protecting and improving land and water by building green infrastructure, and changing local, regional and state policy to further integrate land and water planning; and

WHEREAS, a critical component in operationalizing this strategy is the effective deployment of technology; and

WHEREAS, in pursuit of investing in technology to enhance the District’s work, a detailed review and selection of permitting software platforms was conducted; and

WHEREAS, on January 23, 2020 the Board approved the purchase of ElementsXS as the District’s permitting technology solution; and

WHEREAS, the District has conducted a robust engagement process by convening a Technical Advisory Committee (TAC) as part of its Land & Water Partnership Initiative to gather input of the District’s proposed rule revisions; and

WHEREAS, the goals of the rule revisions are to: align MCWD’s regulatory scope and standards with state agencies for consistency and compliance; simplify and streamline rule language, submittals, and processes to enhance clarity and improve customer service; and improve program efficiency and effectiveness by tailoring regulations and field presence to potential natural resource risk and opportunity; and

WHEREAS, software changes to the District’s permitting platform, ElementsXS, are needed to operationalize the rule revisions; and

WHEREAS, The District and Novotx have scoped the implementation of required changes and new workflows to ElementsXS, including new rule trigger logic, general permit automated issuance, and general changes; and

WHEREAS, the cost to implement rule revision changes to ElementXS is not to exceed \$19,440;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the District Administrator, on the advice of counsel, to execute a contract with Novotx, for software implementation services in an amount not-to-exceed \$19,440.00.

Resolution Number 23-060 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 9/28/2023

 Secretary Date: _____

PRODUCT & SERVICES OVERVIEW

<i>Item Description</i>	<i>Implementation Fee</i>
MCWD Pro Services Project	\$16,200.00
Project Management	\$3,240.00
Total:	\$19,440.00

SCOPE OF WORK

The Novotx Pro Service Team is excited to be working with the MCWD team to build the following Pro Services solutions. The following is a breakdown of the deliverables requested.

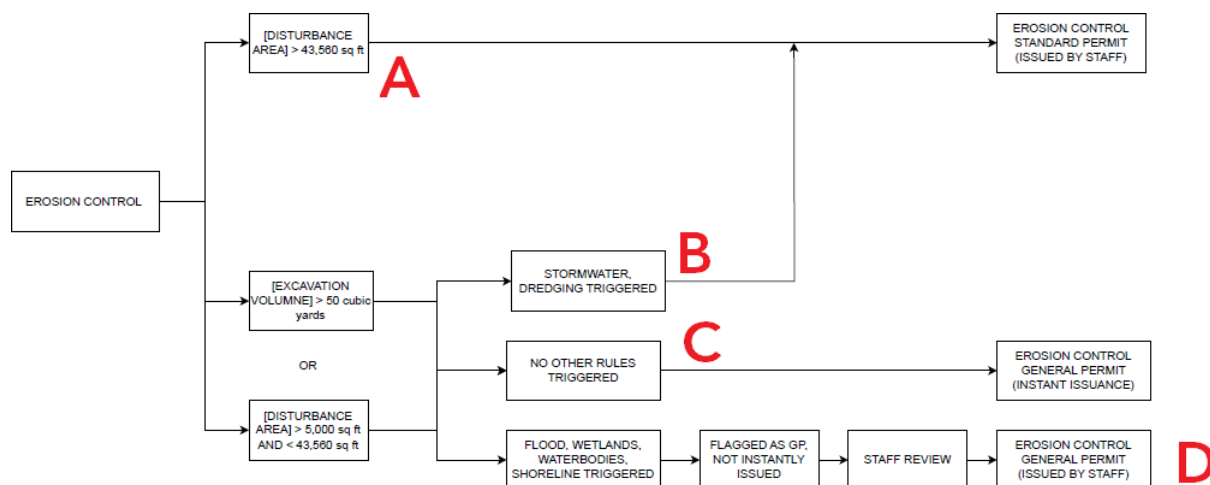
MCWD SUMMARY OF WORK

1. General Permit Workflow
 - a. Applicable to Dredging and Erosion Control rules
 - i. Flag as new rules: GP-Dredging, GP-Erosion Control
 - b. Automated report/permit issuance
 2. New trigger logic
 - a. Stormwater
 - b. Erosion Control
 - i. General Permit
 - ii. Standard Permit
 - c. Dredging
 - i. General Permit
 - ii. Standard Permit
 3. Add new fields
 - a. Connect
 - b. ElementsXS AM
 4. Adjust/update text
 - a. Connect
 - b. ElementsXS AM
 5. Update attachments lists
 - a. Hyperlink to pdfs
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EROSION CONTROL: CONNECT

EROSION CONTROL GENERAL PERMIT WORKFLOW:

- MCWD would like to introduce a new "General Permit" workflow for sites under 1 acre where Erosion Control is the only applicable MCWD rule.** This will be a self-service form that will allow applicants to receive a permit without the need for review, approval, or issuance by MCWD staff. Once the applicant has confirmed they are eligible and signed that they agree to a set of conditions, they will be able to download or print an auto-filled permit document. The "General Permit" will be housed within the existing "Apply for Permit" connect workflow, and will be available to applicants after answering a series of screening questions to determine no other MCWD rules will be applicable. A workflow diagram is included below to illustrate all the cases where standard Erosion Control permit and Erosion Control general permit are applicable and the general workflow for each case:



EROSION CONTROL (STANDARD AND GENERAL PERMIT) TRIGGER LOGIC:

Changes to Erosion Control Trigger logic

- CASE A – STANDARD Erosion Control**
 - [DISTURBANCE AREA] > (43,560 square feet) OR [DISTURBANCE AREA] > (1 acre)
- CASE B – STANDARD Erosion Control**
 - [DISTURBANCE AREA] > (5,000 square feet) AND < (43,560 square feet) OR [EXCAVATION VOLUME] > (50 cubic yards) AND [HAS STORMWATER] = (YES) OR [HAS DREDGING] = (Yes)
- CASE C – GENERAL Erosion Control Permit (Instant Issuance)**
 - [DISTURBANCE AREA] > (5,000 square feet) AND < (43,560 square feet) OR [EXCAVATION VOLUME] > (50 cubic yards) AND [HAS STORMWATER] = (No)

AND [HAS DREDGING] = (No) AND [HAS WETLANDS] = (No) AND [HAS WATERBODIES] = (No) AND [HAS FLOODPLAIN] = (No) AND [HAS SHORELINE] = (No)

4. **CASE D – GENERAL Erosion Control Permit (Flagged as GP, but follows standard permit application process and is issued by staff)**
 - a. [DISTURBANCE AREA] > (5,000 square feet) AND < (43,560 square feet) OR [EXCAVATION VOLUME] > (50 cubic yards) AND [HAS STORMWATER] = (No) AND [HAS DREDGING] = (No) AND *at least one of the following* [HAS WETLANDS, HAS WATERBODIES, HAS FLOODPLAIN, HAS SHORELINE] = (Yes)

Erosion Control Workflow Description

5. **CASE A** – [DISTURBANCE AREA] > (43,560 square feet) OR [DISTURBANCE AREA] > (1 acre)
 - a. permit is flagged as triggering Erosion Control and proceeds as Connect is currently configured
6. **CASE B** – [DISTURBANCE AREA] > (5,000 square feet) AND < (43,560 square feet) OR [EXCAVATION VOLUME] > (50 cubic yards) AND [HAS STORMWATER] = (YES) OR [HAS DREDGING] = (Yes)
 - a. permit is flagged as triggering Erosion Control and proceeds as Connect is currently configured
7. **CASE C** - [DISTURBANCE AREA] > (5,000 square feet) AND < (43,560 square feet) OR [EXCAVATION VOLUME] > (50 cubic yards) AND [HAS STORMWATER] = (No) AND [HAS DREDGING] = (No) AND [HAS WETLANDS] = (No) AND [HAS WATERBODIES] = (No) AND [HAS FLOODPLAIN] = (No) AND [HAS SHORELINE] = (No)
 - a. If the above conditions are met, and following location selection (no spatial triggers found) they should be sent to a new workflow:
 - i. Attachments Help
 - ii. File Attachment page
 - i. Signature page with A “Finish” button that will generate an a .pdf permit (or a html based document) for the applicant. Once this has been clicked, the provided permit template should be autofilled with information provided by the Connect User, as indicated on the marked up template. This button should only be able to be clicked if the following conditions are met:
 1. Connect user has selected a map location for the proposed sediment removal
 2. Connect user has uploaded attachment
 3. Connect user has signed that they agree to permit terms and conditions

8. **CASE D** – [DISTURBANCE AREA] > (5,000 square feet) AND < (43,560 square feet) OR [EXCAVATION VOLUME] > (50 cubic yards) AND [HAS STORMWATER] = (No) AND [HAS DREDGING] = (No) AND at least one of the following [HAS WETLANDS, HAS WATERBODIES, HAS FLOODPLAIN, HAS SHORELINE] = (Yes)
 - a. Permit meets threshold for Erosion Control General Permit, but through the map/location selection process, Wetlands, Waterbodies, Floodplain or Shoreline were found.
 - i. Flag permit as triggering General Permit Erosion control, and proceed as Connect is currently designed
 - ii. Permit will be quickly reviewed by staff, and issued from ElementsXS AM

EROSION CONTROL: ELEMENTS XS (AM WORKFLOWS)

Erosion Control General Permit **New Internal Workflow**

1. For **CASE D** situations, a new workflow should:
 - a. Staff verify permit qualifies for General Permit and that no other rules are triggered
 - i. If the above condition is met, permit is generated based on the template and sent to the applicant
 - ii. Status changes to issued

Erosion Control **Internal (03 – Review: Erosion Control)**

1. The **Site Plan Review** checklist under **03 – Review: Erosion Control** should be removed and replaced with the following list:
 - a. Site parcel boundaries and off-site surrounding roads.
 - b. Water features and facilities, including lakes, streams and wetlands; natural and artificial water diversions and detention areas; surface and subsurface drainage facilities and stormwater conveyances; and storm sewer catch basins.
 - c. Identification of off-site receiving waterbodies and stormwater conveyance systems to which the site discharges.
 - d. Notation as to impaired or special management waters status of a receiving waterbody. If the site discharges within one mile of, and to, a water designated by the [Minnesota Pollution Control Agency as impaired](#), the applicant must identify any Total Maximum Daily Load (TMDL) that has been approved and is still in effect.
 - e. Identification of areas adjacent to, and that drain to, [public waters for which the Minnesota Department of Natural Resources](#) has promulgated "work in water restrictions" during specified fish spawning times.
 - f. Existing and final site grades, steep slopes, and the direction of flow under pre- and post-disturbance conditions.

- g. Existing and proposed buildings, hard surface and other significant structures.
 - h. Existing and planned underground utilities.
 - i. Trees and vegetation, indicating what is intended to be retained.
 - j. Delineation of proposed area of disturbance and areas of soil or earth material storage; description of proposed grading, grubbing, clearing, tree removal, excavation, fill and other disturbance.
 - k. Phasing plan to minimize the duration of exposed soil areas.
 - l. Location and identification of proposed runoff control, erosion prevention, sediment control and temporary and permanent soil stabilization measures.
 - m. Location of protective fencing around vegetation to be retained, to exclude all fill and equipment from the drip line or critical root zone, whichever greater.
 - n. Areas where soil compaction is to be prevented, or minimized and repaired, including but not limited to filtration and infiltration stormwater facilities and areas to be retained as greenspace.
 - o. Location and identification of existing and proposed permanent stormwater management facilities.”
-

DREDGING: CONNECT

DREDGING GENERAL PERMIT WORKFLOW:

2. **MCWD would like to create a new “General Permit” application workflow for dredging** proposals by public entities to remove accumulated sediment at stormwater outfalls into public water or public waters wetlands. Just as with the Erosion Control General Permit, this will be a self-service form allowing applicants to autonomously download their permits upon meeting conditions of uploading a site plan document and signing that they agree to a set of permit conditions. In order to accommodate this new General Permit workflow, the following will need to be introduced to the Connect application:
 - a. Under **Apply for Permit > General Information**, add a new selection option under “Permit Type” that reads **“Outfall sediment removal”** with description text below reading *“please select this option if you are a public agency proposing to remove non-native sediment accumulation below a stormwater conveyance outfall into a public water or public waters wetland”*
 - b. Introduce the following logic to determine if a project is eligible for Dredging General Permit if the following conditions are met:
 - i. IF [Applicant Type] = (Public Entity)
 - ii. AND [Project Type] = (Outfall Sediment Removal)

- c. If the above conditions are met, the Connect User should be sent to the map selection section, and following location selection, they should be sent to a new workflow:
 - i. Attachments Help
 - ii. File Attachment page
 - iii. Signature page with
 - 1. Terms and Conditions text
 - 2. And an agree, sign and date function for the applicant to confirm they understand and agree to the permit terms
 - iv. A "Finish" button that will generate an a .pdf permit (or a html based document) for the applicant. Once this has been clicked, the provided permit template should be autofilled with information provided by the Connect User, as indicated on the marked up template. This button should only be able to be clicked if the following conditions are met:
 - 1. Connect user has selected a map location for the proposed sediment removal
 - 2. Connect user has uploaded attachment
 - 3. Connect user has signed that they agree to permit terms and conditions

DREDGING DETAILS:

3. Changes to Apply For Permit > Dredging Details page:

- a. At the top of this page (this should be the first question), add a yes/no selection reading: "*Fast Track Eligible*" and add description text reading: "*You are eligible for a fast-track permit if you are proposing to maintain an existing navigational channel*"
- 4. Remove the text that reads: "*For hydraulic dredging projects, please contact MCWD permitting staff directly*"

DREDGING: ELEMENTS XS (AM WORKFLOWS)

Internal (06 – Review: Dredging)

- 1. Add new section at the top of the review page below the "Dredging" checkbox and above the "Site Plans Review" section titled "*Fast-Track Review*"
 - a. Add a checkbox under this titled "*Fast-Track Application*" and have this automatically checked if **[Fast Track Eligible] = (Yes)** has been entered on the applicant (Connect) side.
 - i. Add a checkbox under this reading "*Dredging of existing navigational channel*"

1. Below this, add sub-checkboxes reading:
 - a. "Plans from prior approved dredging"
 - b. "Erosion control and restoration plan"
 2. Add the following checklist items under "Site Plans Review"
 - a. "Property Lines"
-
-

FLOODPLAIN ALTERATION: CONNECT

FLOODPLAIN ALTERATION DETAILS:

1. Changes to Apply for Permit > Floodplain Alteration page

- o Remove text and response box "What is the Lowest Floor Elevation of the building or associated structure?" from Floodplain Alteration Details page
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SHORELINE AND STREAMBANK STABILIZATION: CONNECT

SHORELINE AND STREAMBANK DETAILS:

1. Changes to Apply for Permit > Shoreline & Streambank Stabilization details page

- a. Remove the language "i.e. new project means no stabilization is currently in place" under "Shoreline Stabilization > Stabilization Project Type" selection box

SHORELINE: ELEMENTS XS (AM WORKFLOWS)

Internal (07 – Review: Stabilization)

1. Under "Project Cross Section" checklist add new checkboxes reading:
 - a. "Identification of any in-stream features such as woody debris, riffles, and pools"
 - b. "Description of existing slope, bank, channel, and adjacent wetland areas"
2. Under "Rip Rap Rocks, filter fabric, granular filter confirm to MNDOT standards" update check boxes as shown below:
 - a. ~~Geo-textile fabric meeting MNDOT 3733~~ placed b/w existing shoreline soil & filter rock as needed.
 - b. Granular filter material placed between ~~MNDOT 3601.B, 6 inches deep~~ between shoreline and riprap.
3. Under "Site Plan Checks" add a checkbox reading:
 - a. Location of proposed riprap shown on plan view
4. Under "Biological/Bio-Engineering Stabilization" add a checkbox reading:
 - a. Ratio of plantings to riprap rock provided

WATERBODY CROSSINGS AND STRUCTURES: CONNECT

WATERBODY CROSSINGS DETAILS:

1. Changes to Apply for Permit > Waterbody Details page

- a. At the top of this page add a yes/no selection reading: *"Fast Track Eligible"* and add description text reading: *"You are eligible for a fast-track permit if you are a public agency and your project is proposing an in kind (i.e. same size, elevations, and equivalent material) replacement of a culvert of equal hydraulic and navigational capacity"*

WATERBODY CROSSINGS: ELEMENTS XS (AM WORKFLOWS)

Internal (08 – Review: Waterbody)

1. Under *"Preserves adequate aquatic/upland wildlife passage"* checklist remove checkbox reading *"Rural roads with 40mph speed limits or less are exempt"*
 2. Add new section at the top of the review page below the *"Waterbody Crossing"* checkbox and above the *"Nature of the Project"* section titled *"Fast-Track Review"*
 - a. Add a checkbox under this titled *"Fast-Track Application"* and have this automatically checked if **Fast Track Eligible = Yes** has been entered on the applicant side.
 3. Replace checklist item under *"Criteria"* that currently reads *"If project involves directional boring under a waterbody/watercourse, a minimum 3 ft of clearance from the bed is provided, and bore pits are setback at least 100 ft. from any streambank"* with new checklist item reading:
 - a. *"If project involves directional boring under a waterbody/watercourse, a minimum 3 ft of clearance from the bed is provided, and bore pits are setback at least 100 ft. from any streambank. Where the bed elevation is indeterminate, including but not limited to a subsurface wetland crossing, the District will specify a minimum clearance as necessary to protect the water quality and ecology of the waterbody"*
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-

WETLAND ALTERATIONS: CONNECT

WETLAND ALTERATIONS DETAILS:

No Changes

WETLAND ALTERATION: ELEMENTS XS (AM WORKFLOWS)

Internal (05 – Review: Wetland)

1. Under "Site Plan Review" section replace text reading: "Buffer Signs - Shown on Plans and Spaced 100' apart" with text reading: "Buffer Signs - Shown on Plans and Spaced 200' apart"
 2. Under "Variance/Exception Requested" section add a new checklist titled "Buffer Exemption Type" with the following checklist items:
 - a. "Equivalent conservation restriction"
 - b. "Buffer conflict with water-dependent recreational or educational public purpose"
 - c. "Signage plan waived for public land or ROW with veg maintenance plan"
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STORMWATER MANAGEMENT: CONNECT

GENERAL INFORMATION:

1. Changes to Apply for Permit > General Information page

- a. Update text under **Med/High Density Residential** to:
 - i. *please select this option if you are proposing to construct or reconstruct a multi-unit residential building, including converting a single family home to a tri-plex*
- b. Update text under Subdivision to:
 - i. *please select this option if you are proposing to subdivide a parcel of 1 acre of more into 3 or more lots*

PERMIT DETAILS:

2. Changes to Apply for Permit > Permit Details page

- a. Under the section "Change in Total Hardcover" add a new numeric entry field titled: "Hardcover – New or Reconstructed"

STORMWATER TRIGGER LOGIC:

3. **Changes to Stormwater Management Rule Trigger logic** (Stormwater is triggered in any of the following scenarios

- a. [PARCEL SIZE] = (> 1 acre) AND [% CHANGE IMPERVIOUS] = (> -10%) OR [NEW/RECONSTRUCTED IMPERVIOUS] = (> 1 acre)
- b. [PARCEL SIZE] = (< 1 acre) AND [% CHANGE IMPERVIOUS] = (> -10%) AND [PROJECT TYPE] =/= (Single Family Home)
- c. [PERMIT TYPE] = (Linear) AND [CHANGE IMPERVIOUS] = (> 10,000 square feet) OR [NEW/RECONSTRUCTED IMPERVIOUS] = (> 1 acre)
- d. [PROJECT TYPE] = (Subdivision)

STORMWATER MANAGEMENT DETAILS:

1. Changes to Apply for Permit > Stormwater Details page

- a. Replace text: "Constraints Present (select all that apply)" with *"Infiltration Constraints Present (select all that apply)"*
- b. Remove the following checklist items from the multi-select "Infiltration Constraints Present"
 - i. *High Groundwater*
 - 1. *This is defined through the MN Stormwater Manual's definition for seasonally [high water table](#). It is recommended that the determination of saturated soil be made by a soils specialist.*
- c. Add the following checklist items to the multi-select "Infiltration Constraints Present" checklist
 - i. *High Groundwater*
 - 1. *The separation between the bottom of the infiltration system and the elevation of seasonally saturated soils or top of bedrock is less than three feet*
 - ii. *Karst Present*
 - 1. *The area is within 1,000 feet upgradient, or 100 feet downgradient, of an active [karst feature](#)*
 - iii. *Industrial Stormwater*
 - 1. *The area receives stormwater runoff from one of the following entities regulated under NPDES for industrial stormwater: automobile salvage yard; scrap recycling and waste recycling facility; hazardous waste treatment, storage, or disposal facility; air transportation facility that conducts deicing*
 - iv. *Spatial Constraints*
 - 1. *The area is constrained by existing utilities other spatial constraints that can't feasibly be adjusted*

STORMWATER MANAGEMENT: ELEMENTS XS (AM WORKFLOWS)

Internal (09 – Review: Stormwater)

1. Add the following items to the Site Plan Review checklist under **09 – Review:**
Stormwater:
 - *Existing and proposed subwatersheds delineated*
 - *OHW and 100-yr water elevations provided for all on-site waterbodies*
 - *Delineation of any flowage or drainage easements or setbacks on the property*
 - *Existing and proposed 2-foot contours*
 - *Soil amendment plan if applicable*
 - *Reuse operating plan, if applicable*
 2. Add the following fields with numeric entry boxes, following the existing notation for this section under **09 – Review: Stormwater > Storm Memo:**
 - *Existing 2-yr (cfs)*
 - *Proposed 2-yr (cfs)*
 3. Add the following checkboxes to the existing checklist under **09-Review: Stormwater > Potential Site Constraints:**
 - *Karst present within 1000ft upgradient or 100ft downgradient*
 - *Utility or spatial constraints*
-

OVERALL: CONNECT

Changes to Apply For Permit > Attachments Help

1. Currently, bulleted lists populated with submittal requirements based on which rules are triggered, keep this functionality, but each rule will have a PDF that can be hyperlinked
 - a. PDFs will be hosted on our website, and are currently being developed.

IMPLEMENTATION

The Novotx Pro Services implementation methodology has been proven to ensure the success of project. We focus on three major areas.

Align ➡ Architect ➡ Optimize

Each Pro Services project from big or small requires effective collaboration between all stakeholders. Communication, documentation, testing, issue management all play a crucial role in the success of the project.

— Phase 1: Align

The implementation of your Elements Pro Service Project begins with our Align Phase. The Align Phase is the first and most critical step in a successful project. It is where the Novotx project manager and the Client core team develop a common understanding of the goals, objectives, and scope of the project. The Align phase involves the following activities:

- Project Kick off and identification of core team
- Confirmation, document the of scope and define deliverables
- Project planning includes review of any constraints or assumptions, scheduling tentative timelines, and assigning resources.

The Align phase is critical to the success of a project, as it provides a clear understanding of what needs to be achieved and how it will be accomplished. It sets the stage for the rest of the project by aligning all team members and stakeholders on the objectives and expectations of the project.

Pre-requisites will be confirmed.

Pre- Requisites

- Provide map service to consume additional feature requests (if included GIS Integration)
- Provide public, customer facing for selection of expected features (if included GIS integration)
- Divisions and users must already be set-up in Elements XS if they plan to be receiving requests
- Client to setup DNS with proper SSL Certification

— Phase 2: Architect

The Architect phase is where we focus on the actual creation of the project deliverables. In this phase the Pro Services team will design, build, document, test, and produce the deliverable/s that were defined in the Align Phase.

Initiate Project

- Initial Setup and configuration (setup site url, logins, configure layout)
- Admin – manage users

Build per the scope defined above.

In this phase it is extremely crucial for the Client core team to be available to Pro Services team in an effort to provide timely feedback, deliverables, reviews as development progresses.

As items are completed, they will be tested internally prior to being reviewed with the Client.

Documentation

The documentation will describe the items that were set up or configured during this contract and general workflow details outlining the expected process. This helps the Client staff identify what was configured by Novotx.

**Please note that the documentation doesn't cover training items or how to do basic operations within Elements.

— Phase 3: Optimization

The goal of the Optimization phase is to ensure that the deliverables is running as efficiently as possible to deliver optimal performance. This will help to ensure a smooth and positive user experience.

Training

Pro Services will deliver training to the required Client resources as the Client is then tasked with reviewing and confirming the deliverable/s for final project acceptance of the project.

*Please note that training does not cover creating, editing reports or workflows.

Review

The Client will review the deliverable and submit to the Pro Service Project Manager any items that need to be addressed. Initial feedback to be provided within five (5) days of the Client receipt of the deliverable. Items will then be added to an action item list and will be acknowledged by both parties as they are addressed to satisfaction.

Final Acceptance

After the review is approved, the deliverable will be placed into production where for the next 20 days it will be in final acceptance. Client will continue to have access to the Pro Services PM if any needs pertaining to the deliverable are necessary. Upon the conclusion of the defined period, a final acceptance shall be formalized in writing and executed by a representative of both Contractor and Client indicating that all work has been performed and all requirements have been met as specified in this document and all subsequent addenda and is accepted in whole.

— Project Management

Your Pro Services contract includes project management services to coordinate the activities and responsibilities as contracted for. This includes forming an ongoing liaison relationship with the Client team and preparation of status reports describing Novotx activities, conducting ongoing planning, status assessments, as well as attending meetings as required.

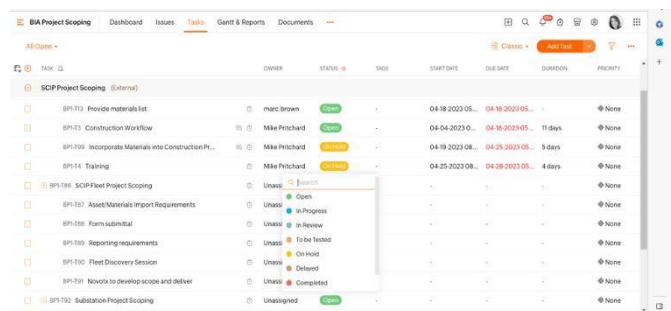
Novotx will require a project manager on the Client side to be the primary point of contact with the Novotx PM on a regular basis, to assign the appropriate SME resources as needed, to manage the Project online tool, to participate in training, to perform deliverable reviews, to manage Client action items.

Communication

Maintaining strong communication and accountability throughout our project is essential for the success of any project big or small. Novotx will provide a single Project Manager for the life of the project who will work directly with the Client Project Manager. Together they will ensure that all project responsibilities are met and milestones achieved by overseeing and monitoring progress every step of the way. Meetings and routine check-in's will be defined as required by both parties, with a minimum weekly check-in.

Project Management Tools

Novotx also provides a powerful set of tools to guide you through the process of implementing and evaluating your projects. Pro Services will work with the client on how to jointly manage projects tasks though the Novotx online project management solution which is critical for the successful communication and transparency between the customer and project team.



ID	Name	Owner	Status	Tags	Start Date	Due Date	Duration	Priority
BP1-713	Provide materials list	mrc breben	Open		04-18-2023 05...	04-18-2023 05...		None
BP1-712	Construction Work/flow	Mike Pritchard	Open		04-04-2023 0...	04-18-2023 05...	11 days	None
BP1-708	Incorporate Materials into Construction Pl...	Mike Pritchard	Open		04-19-2023 08...	04-25-2023 05...	5 days	None
BP1-714	Training	Mike Pritchard	Open		04-25-2023 08...	04-28-2023 05...	4 days	None
BP1-716	SCP Fleet Project Scoping	Unassg	Open					None
BP1-707	Asset/Materials Import Requirements	Unassg	Open					None
BP1-708	Fleet submittal	Unassg	In Progress					None
BP1-709	Repairing requirements	Unassg	To be tested					None
BP1-700	Fleet Discovery Session	Unassg	On Hold					None
BP1-701	Novotx to develop scope and deliver	Unassg	Delayed					None
BP1-701	Novotx to develop scope and deliver	Unassg	Completed					None
BP1-702	Substation Project Scoping	Unassigned	Open					None

Tasks will be assigned with due dates to increase accountability and responsibility for both the project team and the Client. It will also help maintain clear visibility of task progress and status for the Client where they will have access to a variety of dashboards and project reports.

TERMS AND CONDITIONS

— Project Scheduling

Scheduling will be based upon the actual projects in the work que at time of contract execution date, unless otherwise defined. Pro Services projects are scheduled in the order they are received.

— Tentative Project Schedule

- October 10 2023: project kickoff
- October 11, 2023 to December 30, 2023: development/implementation period
- December 31, 2023: implementation completion
- January 1, 2024: testing and review period
- February 1, 2024: go-live
- February 21, 2024: project acceptance

— Communication

It is important for the health of any project to stay on course. To accomplish this requires a consistent stream of communication. Novotx requires weekly Client communication throughout the life cycle of the project. If the Client does not engage with Novotx for a period of two weeks a warning will be issued to the Client stating the project is in jeopardy of being put in to a "hold" status. If the Client does not engage for an additional two weeks after the warning has been issued, the project will be put into a hold status. Once a project goes into a hold status the following will occur:

1. There will be a reinstatement fee equal to 10% of the overall project
2. The project will be place at the end of the current project que.
3. Depending upon scope size and time elapsed, Client may be subject to a rescoping fee of \$1,800.00

— Testing and Review

Contractor will prepare a testing environment, inaccessible to the external users, for Client testing. Client to develop and administer testing plan for final project acceptance with Contractor assistance.

— Go-Live

Following successful testing, Client will provide final sign-off on testing completion and will schedule go-live. Final determination of go-live will be determined by the Client in cooperation with Contractor but anticipated go-live is midnight on February 1, 2024. After go-live, a be a period of 20-days for the Client to report issues for Contractor resolution.

— Final Acceptance

Following go-live and 20-days of issue reporting and resolution, a final acceptance shall be formalized in writing and executed by a representative of both Contractor and Client indicating that all work has been

performed and all requirements have been met as specified in this document and all subsequent addenda and is accepted in whole. After such time, if no issues have been reported, Novotx will deem the project 'accepted'

— Travel

Any service requiring Contractor or third parties to travel, will incur corresponding expenses that will be billed actual as incurred unless otherwise noted. Travel requiring more than 4 hours of travel time will be billed an additional charge equal to 50% of the daily rate. Travel to be performed Monday thru Friday unless otherwise agreed upon. Initial contract execution payment must be received prior to travel being scheduled.

— Scope limitations and additional services

Additional professional services are billed at \$1,800 per day (\$225 per hour). Services beyond the project scope will be quoted in a Change Order Request and must be approved by Client prior to services being performed. Additional scope will be billed separately.