

SCOPE OF WORK

Algona Wetland Preserve Final Design

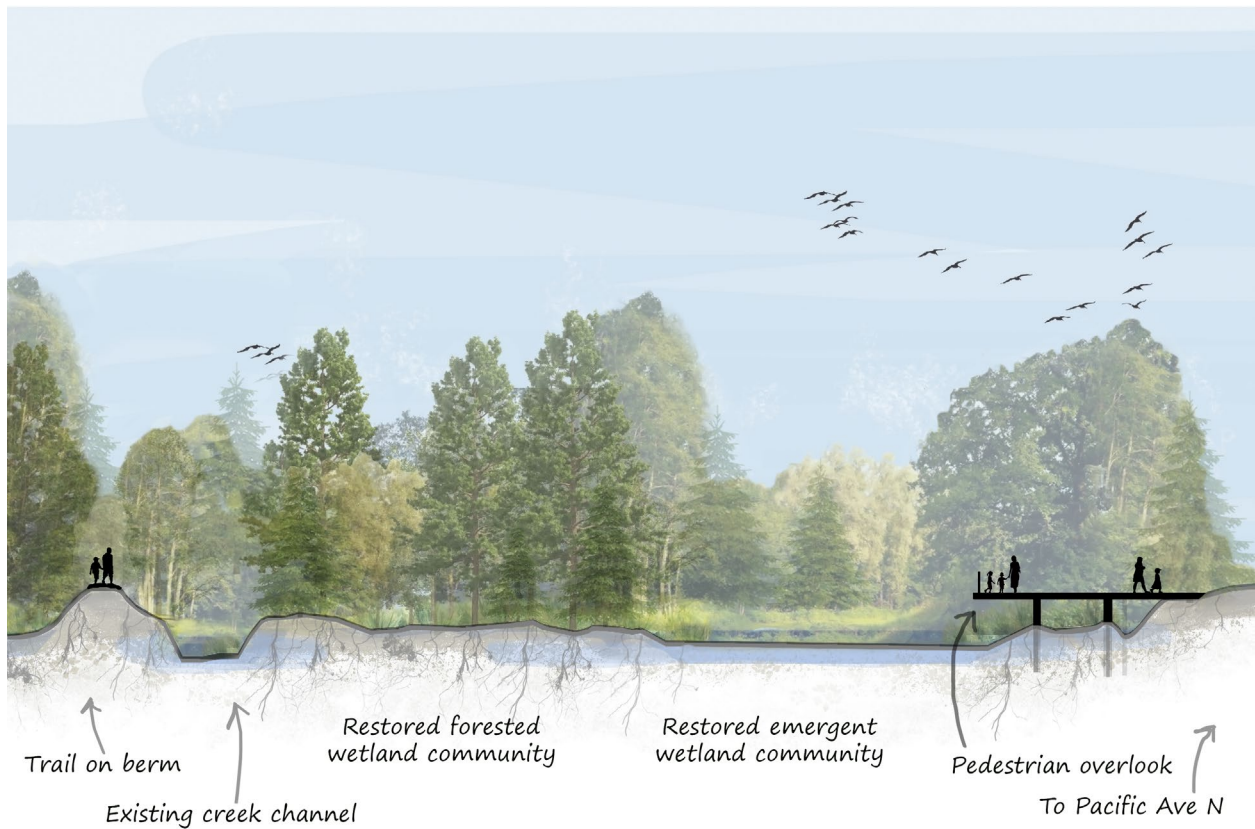
Prepared by:

Natural Systems Design, Inc.

Prepared for:

City of Algona

September 14, 2023



City of Algona (City) has requested additional technical services from Natural Systems Design, Inc. (NSD) to develop final design for restoration of the Algona Wetland Preserve (Preserve) and installation of an elevated boardwalk trail and overlooks and related project elements. This work is built on previous assessments and 60% design and permit application preparation work NSD has completed for the City related to the Preserve.

This scope of work describes the technical services to be completed by NSD and has been divided into the following list of tasks and linked to specific project deliverables. Tasks 1-3 will develop the existing 60% (preliminary) design for the site restoration elements through draft final (90%) and final (100%) designs. Final (100%) design represents a full Plans, Specifications and Estimate (PS&E) package. NSD will incorporate G&O design plans and specifications into complied PS&E package.

Task 1: 90% Design (Draft 100% Design)

Task 2: 100% Design (Final Design)

Task 3: Bid Support

Task 4: Project Management and Coordination

Task 5: Regulatory Process Support

Key assumptions for all tasks:

- ▶ This project does not include a surface water hydraulic model nor a groundwater model. Design elevations are based on limited staff gage data gathered by City staff in the ditched stream.
- ▶ No additional assessment of changes in the current site conditions beyond that explicitly included herein will be conducted.
- ▶ The 90% design iteration is anticipated to include modifications to reflect current conditions, to address regulatory agency input and meet anticipated permit requirements, and to address City input on the previously delivered 60% design. However, fundamental elements of the NSD design elements will remain the same, with no major changes from the previous level of design (60%).
- ▶ The City will determine the locations of utilities along Ellingson and Pacific Ave before 90% design is completed. Redesign efforts to avoid unforeseen utility conflicts are not included in this scope of work and would require a contract amendment to address.
- ▶ Algona will be the primary point of contact with all stakeholders, including permitting agencies. NSD will remain the City's authorized agent for federal and state permitting agencies throughout the design process.
- ▶ A traffic control plan will be developed by the construction contractor for City approval. It is assumed that the construction contractor will procure street-use and/or right-of-way use permits from the City prior to construction, as needed.
- ▶ Algona will provide NSD a consolidated set of comments from all stakeholders and resolve any conflicting comments between stakeholders prior to handing to NSD.
- ▶ This scope and budget does NOT include interpretive sign design and creation. It DOES include installing a kiosk and sign posts for future signage.
- ▶ Draft deliverables will not be submitted, all deliverables represent final versions for each task.
- ▶ Project specifications will be based on the latest WSDOT standard specifications in effect at the time of final design, and the City's standard specifications.
- ▶ Everything included in the design drawings will be included in the contractor bid set, i.e., none of the design elements will be constructed by the City, volunteers, or others.
- ▶ This design is intended for the current City owned property and does not extend into adjacent properties that are in the process of being procured by the City.

- ▶ It is assumed that permissions for use of the City of Pacific easement along the berm have been secured by the City of Algona prior to construction.
- ▶ City will be responsible for shoulder parking designation and striping. NSD will be responsible for designing curb cut and ADA connection to the road shoulder.
- ▶ NSD will compile G&O's PS&E deliverables into a compiled set of design documents.

For this project, NSD's core team consists of Torrey Luiting, PWS, Principal in-charge, Kenna Patrick, PLA, Project Manager and landscape architect of record, and Megan Nelson, PE, engineer of record. Our team will be supported as needed by other technical and administrative staff at NSD.

Task 1: 90% Design

NSD will prepare draft final (90%) designs based on the 60% designs completed, incorporating any needed modifications based on site conditions, regulatory agency input and permit requirements, and stakeholder input. 90% design plans will be reviewed by a Professional Civil Engineer (PE), Registered Geologist (PG) and Registered Landscape Architect in the state of Washington, showing all necessary plans, elevations, sections, and details needed for construction.

This task includes a 1-day field inspection of current conditions and data gathering by the design team to evaluate conditions within the existing blackberry and reed canary grass control areas, consider water management options, document improvements needed to proposed construction access routes, or other considerations that arise during 90% design development.

Per 8/10/23 pre-application meeting with the City permit review staff, NSD will design an ADA accessible connection to street parking and ensure the boardwalk and overlook design meets building code requirements specified in pre-application meeting feedback received from the City's building review staff. NSD will also clarify the site isolation plan per City engineering review comments.

NSD will update design drawings, cost estimate, and design transmittal memo to reflect the changes made during 90% design. The memo will serve to document the basis of the 90% design. Anticipated 90% design refinements include weed control area extents, boardwalk trail design details, and plant material types, handling, and storage options. Construction sequencing and approach for grading the wetland, and the associated TESC plan, will be refined to incorporate regulatory agency feedback received at the conclusion of the 60% design phase. Draft special provisions divisions 2-9 will be developed for the 90% design to capture the major elements to be included.

Assumptions

- ▶ No unique assumptions for this task. See list of key assumptions, above.

Meetings:

- ▶ One (1) design review meeting will occur as a part of this task during a regular monthly check-in meeting. Budget is included in Task 4: Project management/coordination.
- ▶ Two (2) meetings with the City Public Works Director to 1) ensure we set the City up to be able to bid this successfully to a boardwalk expert, 2) determine how much involvement we can have by a design-build firm who can design and build these boardwalks and overlooks, without jeopardizing their ability to bid on construction.

Deliverables:

- ▶ 90% design plans, cost estimate, project special provisions (WSDOT Divisions 2 – 9), and design transmittal letter
- ▶ 1-day field visit to document current conditions and collect any needed data.

Task 2: Final (100%) Design

NSD will advance draft final (90%) design to final (100%) design. Final plans will be reviewed, stamped, and signed by a Professional Civil Engineer (PE), Registered Geologist (PG) and Registered Landscape Architect in the state of Washington, as appropriate. Updated drawings will show all necessary plans, elevations, sections, and details needed for construction.

Final design will include refining and finalizing the project layout, materials needed for construction and quantity, project special provisions (div. 2-9), engineer's estimate, design drawings and design transmittal letter.

NSD will update design drawings, cost estimate, and design transmittal memo to reflect City comments on the 90% design and form the final (100%) design package.

Assumptions

- ▶ See list of key assumptions, above.
- ▶ Comments from the City on the 90% Plans will be incorporated into the final, bid ready PS&E. This package will be routed for City signatures prior to City advertisement.

Meetings:

- ▶ A design review meeting will occur as a part of this task as one of the regular monthly meetings. Budget is included in Task 4: Project management/coordination.

Deliverables:

- ▶ Final (100%) design plans, engineer's estimate for bid opening, project special provisions, and design transmittal letter for Algona Wetland Preserve.
- ▶ Blank bid tab with quantities; to be included on the plan set or separately.

Task 3: Bid Support

The objective of this task is to prepare up to two (2) addendums and assist the City will answering contractor questions during the bid period.

Assumptions:

- ▶ Addendum preparation and support for answering contractor questions will not be substantial efforts and are limited in level of effort to the budget for this task. If additional support is necessary based on contractor questions and addendum needs, it will require a contract amendment.
- ▶ Services during construction are not included.
- ▶ Development of record drawings is not included.
- ▶ City or chosen representative will develop the final bid package (including Division 1, all contract language, and merging in Divisions 2-9).
- ▶ City or chosen representative will upload bid package to Builders Exchange website for contractors' review and bid.

- ▶ City will tabulate bids and make final decisions on selection of contractor.

Deliverables

- ▶ Up to 2 addendums to the contract documents (plans and specifications) submitted electronically (PDF and Word).

Task 4: Project Management and Coordination

This task includes the labor and expenses associated with scheduling, coordination, and quality control services for this work, along with conference calls and related coordination with the City during this scope of work.

NSD's project manager and financial administrative assistant will be responsible for administering the contract, scheduling sampling dates and resources, handling team communication (both internally and with the City), responding to requests for information, preparing invoices, tracking budget, and related project management and administration tasks.

Coordination includes internal coordination within the NSD project team regarding schedules, budget, project progress, and project approach, as well as regular direct coordination with City project manager as necessary regarding items such as site access, schedule, task status, and results.

NSD will meet with the City and internally as separate meetings once a month over the course of the anticipated 8 months of this scope of work to ensure project deliverables are well coordinated. NSD will coordinate with other City consultants, such as the Atwell Group and FutureWise as needed up to the level of effort included in the below assumptions, to ensure the project follows City regulations and community engagement objectives, respectively.

Assumptions

- ▶ All meetings will occur monthly, they will be held virtually, and will last 1 hour.
- ▶ It is assumed that this phase of work will last 8 months.
- ▶ NSD will manage the project on a total budget basis but would track and report hours by task.
- ▶ NSD will coordinate meetings that pertain to design and State/Federal permitting.
- ▶ The City or their designated consultant will coordinate meetings that pertain to City code and compliance.
- ▶ City will prepare summaries or other materials required to meet grant funding requirements.

Meetings:

- ▶ Monthly project design update and coordination meetings with City.
- ▶ Monthly project management internal NSD design check-in meetings.
- ▶ Coordination meetings with Gray & Osborne, Atwell and FutureWise (6 max).

Deliverables:

- ▶ Meetings notes and action items.
- ▶ Monthly invoicing and project reporting.

Task 5: Regulatory Process Support

NSD will continue to support the City in coordination with federal, state, and local regulatory agencies and reviewers as the project's application packages are being reviewed. NSD will continue to serve as the City's authorized agent for coordination of regulatory permits. Based on input received in August 2023 at federal, state, and local pre-application meetings, the following regulatory application materials need to be prepared to secure construction permits:

- ▶ NSD will prepare a Water Quality Monitoring and Protection Plan (WQMPP) to support the project's application to the Washington State Department of Ecology (Ecology) for a Clean Water Act Section 401 water quality certification.
- ▶ NSD will prepare a Maintenance & Monitoring Plan to support the project's application to the US Army Corps of Engineers (Corps) for a Clean Water Act Section 404 authorization.
- ▶ NSD will prepare a Coastal Zone Management Act consistency form as part of the application package to the Corps.
- ▶ NSD will file for the project's WDFW Hydraulic Project Approval (HPA) permit on behalf of the City via the WDFW APPS online portal.
- ▶ NSD will prepare the City's application for its Building permit review process and include the final, 100% structural design for the boardwalk, overlooks, and stairs prepared by Gray & Osborne under separate contract with the City.
- ▶ NSD will complete the City's application for its Fill and Grade permit review process and will include the previously prepared Geotechnical Report (PanGeo 2022) as the required soils report.

Assumptions:

- ▶ NSD will provide an average of one hour per month (up to 8 hours total) of regulatory agency coordination over the course of the final design process.
- ▶ Agency input and requests will be limited in scope and scale and not require additional field work or preparation of new application materials or modification to the project's design.
- ▶ NSD will coordinate with the City regarding contents of the WQMPP and Maintenance and Monitoring Plan prior to inclusion in the permit application package.
- ▶ One round of review and edits to the WQMPP based on Ecology comments.
- ▶ One round of review and edits to the Maintenance and Monitoring Plan based on Corps comments.
- ▶ A compensatory mitigation plan will not be required by Corps, Ecology, or local Critical Areas reviewer.
- ▶ Construction contractor will prepare a Traffic Control Plan and will apply for the ROW permit from the City.
- ▶ Construction contractor will apply for the Construction Stormwater General permit from Ecology.
- ▶ Construction contractor will provide Construction Stormwater Pollution Prevention Plan (CSWPPP) for City and Ecology approval as a submittal.
- ▶ Fill and Grade and Building permit application submittal timelines will be coordinated with the City team.

Deliverables:

- ▶ Draft and final WQMP.
- ▶ Draft and final Maintenance and Monitoring Plan.
- ▶ Fill and Grade permit application form.
- ▶ Building permit application form.

Budget

This project budget represents our knowledge of the work already completed, best understanding of the requested project elements, and accompanying assumptions as detailed herein. For the scope of services described above, our total fee will be completed on a Time and Materials Basis, Not to Exceed Value as indicated in Table 1. This budget estimate is made based on the scope of services outlined above and is broken out per task below in Table 1 based on 2023 billing rates and the task schedule developed with City input.

Table 1. Project budget and schedule for Tasks 1 through 5.

TASK	TASK DESCRIPTION	ANTICIPATED SCHEDULE	COST
1	90% Design	September – November 2023	\$31,600
2	Final Design	December 2023 – February 2024	\$23,900
3	Bid Support	February 2024 – April 2024	\$6,400
4	Project Management and Coordination	September – April 2024	\$11,800
5	Regulatory Process Support	September – April 2024	\$9,700
Grand total			\$83,400