

City of Camas

Wastewater Treatment Plant

Scope of Services
For
Task Order No. 009
NPDES Permit Study Support

November 2025

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EXHIBIT A

SCOPE OF SERVICES

Background

City of Camas owns the Wastewater Treatment Plant (WWTP). The facility treats wastewater using activated sludge, nutrient removal, pH adjustment, filtration, and UV disinfection. The WWTP operates under Pollutant Discharge Elimination System (NPDES) Permit WA0020249 for discharge to the Columbia River, effective 8/1/2025. The City of Camas requires assistance with implementation of the renewed NPDES permit including two studies and reports.

This scope of work includes the following tasks, following NPDES permit requirements:

- Sediment Data Report Field Sampling, Analyses and Report
- Outfall Evaluation

A sediment analysis plan was completed under Task Order 4. If the Washington State Department of Ecology (Ecology) requires information in addition to that provided in this scope of work, the additional work is subject to an amendment.

Scope of Services

Task 100 Project Management

Objective

The purpose of this task is to monitor the work of HDR and subconsultants, coordinate with City staff, monitor and adjust scope, schedule, and budget as well as provide monthly status reporting, accounting, and invoicing.

HDR Services

- Prepare a Project Management Plan (PMP) outlining the scope, team organization, schedule, safety and communications information for the HDR team. Implement the PMP by conducting overall quality control reviews and processes for the duration of the project.
- Coordinate and manage the project team.
- Subcontract with and manage project subconsultants.
- Prepare monthly status reports describing the following:
 - Services completed during the month
 - Services planned for the next month
 - Needs for additional information

- Scope/schedule/budget status
- Schedule updates
- Prepare monthly invoices.
- Conduct monthly conference calls to review status of work in progress and project needs and to review project scope, schedule, and budget status..
- Lead and coordinate a project kickoff meeting with the City.

City Responsibilities

- Attend project management conference calls, and project kick-off meeting.
- Coordinate with City staff on attendance at meetings, or for data requests/needs of the project team.
- Timely processing and payment of invoices.
- Review and process contract change requests and amendments, if needed.

Assumptions

- The project duration is expected to be 20 months from the Notice to Proceed (NTP). HDR anticipates assisting the City with discussions involving the study approvals with Ecology through June 2026.
- The PMP is intended for HDR project team but available to the City upon request.
- Invoices will be HDR standard invoice format.
- Expense backup will not be provided with invoices but will be available from HDR upon request.
- Project management meetings will be held via video conferencing (i.e., Cisco Webex or Microsoft Teams) at the beginning of each month. Up to 1 hour of project manager time will be required for each meeting including preparation, attendance, follow-up, and notes.
- The Kickoff Meeting will be held in person at the City. This effort is assumed to be three hours in length, virtual, and attended by up to 2 HDR staff members. HDR will prepare the agenda and summary notes.

Deliverables

- Monthly reports and invoices (one copy with invoice to be e-mailed)
- Monthly project schedule and budget updates.
- Project management meeting agenda and notes (PDF).

Task 200 Sediment Data Report Field Sampling, Analyses and Report

Objective

The purpose of this task is to conduct the field work, lab work, analysis and reporting for the NPDES permit's S10.B Sediment Data Report (SDR) requirement.

HDR Services

FIELD WORK

HDR will conduct field work for sediment sampling between August 15 and September 30, 2026. The field work will be conducted in accordance with Ecology guidance provided within the Sediment Cleanup User's Manual (SCUM), Ecology Publication 12-09-057 and the approved Sampling and Analysis Plan. Surface sediment grab samples will be collected from up to six sampling station locations around the existing City outfall. The overall study design is intended to facilitate comparison between the sediment data collected upstream of the current outfall to those collected downstream of the same outfall. Priority for sediment sampling will be for biological toxicity endpoints approved by Ecology and listed in Table A-4 of Appendix A in the SCUM (Ecology 2021).

Sediment samples will be collected from a research vessel.

The HDR has budgeted for 3 staff for 2 days of field work, up to 6 samples for bioassay and sediment chemistry.

DATA ANALYSIS, RECORDKEEPING AND REPORTING

Data from the sediment investigation will be summarized in a data report that interprets chemical and biological test results in accordance with the approved SAP. Samples that exceed criteria and their respective values will be identified in the data report summary.

Following completion of the draft SDR, the City and HDR will meet to review City comments.

Once City comments have been incorporated into the draft SDR, a meeting will be scheduled by the City to discuss with Ecology comments on the SDR.

HEALTH AND SAFETY PLAN

HDR will coordinate the Health and Safety Plan as outlined in Section 8 of the Sediment Sampling Analysis Plan. HDR will provide PPE for HDR field personnel.

City Responsibilities

- Provide comments on the Draft SDR within 2 weeks of draft submission to City.
- Provide City personnel during field activities to facilitate coordination with City as needed.
- Provide river access and space for equipment storage and sample preparation.
- City will help accommodate and support the coordination of the Health and Safety Plan as needed.

Assumptions

- Data entry into Environmental Information Management System (EIM) is not part of this scope of work.
- Validation of lab data is not part of this scope of work.

- Vessel for in water work will be provided by a marine subcontractor. Marine subcontractor will supply equipment (van veen grab sampler or similar) for gathering samples. Soil is assumed to be sampleable and free of coarse sediment.
- Field work is assumed to be two days. A meeting will take place prior to the field work to coordinate staff field activities. This preparation meeting will be attended by HDR, and marine subcontractor (subconsultant), and the City. Marine subcontractor may attend remotely.
- Chemical, biological, and lab analysis QA/QC reports will be included as appendices to the SDR. See SAP for details.
- It is assumed the SDR will be no more than 20 pages in length, each page being a single side. This is inclusive of graphics and tables. Appendices are not included in this total.
- A meeting with Ecology to discuss the completed field work is anticipated. The meeting with Ecology will be attended by up to 3 HDR staff and is assumed to be 1 hour in duration. It is assumed that this meeting will be virtual.
- The Draft SDR meeting with the City will be conducted virtually, will be 1 hour in length, and attended by up to 4 HDR staff.
- Comments from the City on the draft SDR will be provided in one consolidated set electronically and no later than 2 weeks after submittal.
- One meeting with the City and one with Ecology are anticipated for discussion of the draft SDR.
- Equipment to be provided by HDR for the SDR will be outlined in the Ecology approved SAP.
- Field work may be rescheduled due to weather or river conditions that would interfere with HDR staff safety or compromise the sediment study data collection.
- At least 4 liters (L) of sediment is required per sampling location to perform the bioassay testing. If insufficient volume of sediment is available to complete the bioassay testing, then sediment samples will be collected and analyzed for chemical analytes from Table 8-1 and the conventional parameters listed in Table A-2 of Appendix A in the SCUM (Ecology 2021). A minimum of 150 to 200 grams (g) of sediment per sampling location is required for the chemical analytes to be analyzed. If at least 4.5 L of sampleable sediment is available, then both bioassay testing and chemical analytes will be analyzed as described above. Lab analysis of sediment samples will follow the SAP and is included in this scope of work.

Deliverables

- Draft Sediment Data Report (PDF format)
- Final Sediment Data Report (PDF format)

Task 300 Outfall Evaluation

Objective

Assess the existing outfall condition in accordance with permit requirement S11 for the Outfall Evaluation, including information generated from underwater contractor support services.

HDR Activities:

OUTFALL CONDITION SUMMARY

- Review existing materials (videos, photographs, drawings, reports, etc.) to determine the existing condition of the outfall piping and diffusers within the Columbia River.
- Visually assess the effluent pipeline and diffusers for corrosion, defects, damage, and general exterior condition.
- Summarize observations in technical memorandum.

UNDERWATER CONTRACTOR SUPPORT

- Participate in the in-person Outfall Evaluation kick-off meeting.
- Provide a marine traffic control specification.
- Develop an outfall evaluation report based upon the findings from the underwater contractor's field investigation, which is assumed to include visual inspection, photography, video/CCTV, and survey of the outfall pipe and diffusers. The report will include an assessment of the sediment and debris that has accumulated around the outfall system.

City's Activities:

City will:

- Support HDR staff by identifying and providing relevant prior inspections, studies, reports, and drawings prepared by others.
- Provide review comments on deliverables issued for City review within two weeks of submittal to the City.
- Coordinate City staff support.

HDR Deliverables:

The following deliverables shall be provided:

- Draft Condition Assessment Report (PDF)
- Final Condition Assessment Report (PDF)

Assumptions:

- HDR will provide 3 team members for the Outfall Evaluation kick off meeting.
- HDR will provide 2 team members for the Outfall Evaluation field work.
- Unless otherwise defined elsewhere, 1 electronic (.pdf) copy of deliverables will be submitted to the City.

- Field investigation work is scheduled to occur on two (2) days, one day for work within the river (outfall and diffuser inspection, photography, video, etc.) and one day for work on land.

Task 400 Management Reserve

Objective

HDR can provide additional services if requested by the City up to the amount identified in the fee schedule in Task 400, \$15,000. The scope and level of effort for these services will be determined at the time of the City's request and are only to be performed if written authorization is provided by the City. A management reserve is required so that the City has a discretionary task budget to cover additional professional services not currently included in this Scope of Services. Services authorized under this task will be at the City's discretion.

HDR Activities

HDR will conduct specific activities including the following subtask:

- Additional Subtask: Provide professional services at the request of the City as mutually agreed upon and defined.

City Activities

- Identify and request professional services deemed necessary that are not expressly included in this Scope of Services.

Deliverables

- To be determined and mutually agreed upon by the City and HDR.

Assumptions

- Agreement for the services to be performed under the contingency task and budget will be documented and agreed upon by the City and HDR before proceeding.

Schedule

The table below presents key milestones and an anticipated schedule for the study. A delay in NTP will equate to slippage in the schedule dates shown. The schedule limitations outlined in Section S10.B and S11 of the permit include submitting the final Sediment Data Report summarizing the results of the study to Ecology by February 15, 2027. The outfall evaluation task must be complete no later than October 31, 2029. Some assumptions in the schedule include timely reviews and approval of documents from Ecology and the City and that the sample collection period is sufficient to obtain the necessary samples as required by the approved SAP.

Description	Completed / Delivered
Notice to proceed	December 15, 2025
Outfall evaluation field work	June 1 – June 26, 2026
Draft Outfall Evaluation Condition Report delivered to City	August 20, 2026
City completes Outfall Evaluation Report Review	September 10, 2026
Deliver Final Outfall Evaluation Report to City	October 8, 2026
Sediment study field work	August 15 – September 30, 2026
Draft sediment data report to City for review	December 30, 2026
City completes review of draft SDR	January 13, 2027
Deliver final SDR to City	February 10, 2027
Report due to Ecology	February 15, 2027

Fee

The estimated fee for the professional services identified in this Scope of Services is offered on a time and material basis not to exceed \$327,784.

Professional services rendered in connection with this Scope of Services will be billed on a time and materials basis for actual hours rendered by HDR employees up to the estimated total contract amount in accordance with the terms and conditions outlined in the signed Agreement.

Task	Description	Hours	Subconsultants	Total
100	Project Management	180		\$41,735
200	Sediment Data Report Field Sampling, Analyses, and Report	528	\$77,175	\$217,514
300	Outfall Evaluation	181	\$14,700	\$53,535
400	Management Reserve			\$15,000
Totals		889	\$91,875	\$327,784