SCOPE OF WORK

City of Camas
SMAP (NPDES Stormwater Management Action Planning)

PROJECT UNDERSTANDING

The City of Camas (City) is contracting with Parametrix to develop the City's Stormwater Management Action Plan (SMAP), which is required by the Washington State Department of Ecology (Ecology) National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit (Permit). Parametrix will apply Ecology guidance to conditions unique to the City to prepare a SMAP that is based on Permit requirements.

The project is funded by a Stormwater Financial Assistance Program (SFAP) grant from Ecology; therefore, the project schedule is based on both the grant award timeline and the Permit deadlines.

TASK 1A – PROJECT MANAGEMENT

The purpose of this task is to track, manage, document, and report on the work effort.

Approach

Parametrix will track and administer this contract with the City, including preparing monthly invoices and coordinating work efforts with the City's project manager. Parametrix's project manager will have routine phone and email contact with the City's project manager as needed.

Assumptions

- Project management will extend through April 30, 2023 (23 months).
- The City will track and administer its grant contract for the SMAP with Ecology.

Deliverables

- Monthly invoices and progress reports
- QA/QC review documentation (delivered upon request)

TASK 1B – PROJECT INITIATION AND NEEDS ASSESSMENT

This purpose of this task is to define the project objectives, establish team member roles and communications, and define data gaps and needs.

Approach

City Staff Workshop: Parametrix will prepare for and facilitate a project kickoff workshop with City staff. The workshop will include introduction of the project team; definition of the project objectives; review of the scope of work and schedule milestones; describe the communications plan; and prepare the risk register.

Data Collection: The City does not have an in-house geographic information system (GIS) department, so Parametrix will collect and analyze available, public GIS data from external organizations such as Clark County, Ecology, the U.S. Geologic Service, and others to compile the basin characteristics for the SMAP. The City will provide any information it does have. Data may include but are not limited to:

- Basin hydrography/water feature mapping, including streams and lakes or other receiving waters
- Basin topography
- Aerial photos
- Watershed catchment delineations
- Drainage system maps
- Stormwater facility location and type maps
- Land cover, including soils, vegetation type, tree canopy, and condition
- Impervious surfaces
- Public rights-of-way
- Vacant land maps (if available)
- Future proposed land use (if applicable)
- Critical areas, such as wetlands, steep slopes or geologic hazards, buffers, and floodplains
- Water quality and stream conditions
- Environmental justice (using USEPA's EJ Screen, the Washington State Department of Health Washington State's Health Disparity Map, and data from local regional groups as available).

Data not available will be assessed in the data gaps analysis (see below).

Data Gap Analysis: Parametrix will prepare a data gaps summary memorandum discussing:

- Data not available,
- Quality of available data,
- Gaps recommended to be filled for the project, and

- Gaps that can be accepted and addressed through assumptions or extrapolation from other sources.

Assumptions

- Up to 3 Parametrix staff members will participate in the kickoff meeting. One 2-hour meeting is assumed.
- The City will identify and invite other City staff to participate in the workshop. The City will coordinate the kickoff meeting location and time and have key City staff at the meetings based on planned topics.
- Where available, the City will provide Parametrix with information in electronic format via email, FTP site transfer, or file a share platform hosted by Parametrix (such as OneDrive/SharePoint or Project Wise).
- If available in the City's current records, the City will provide the following information:
  - GIS data listed above
  - Most recent NPDES annual reports and stormwater management program documents
  - Water quality data from surface water or stormwater monitoring programs
  - Existing modeling data on the City's stormwater system and drainage basins within the City, if available.
  - Results of recent stormwater system needs assessment, including map of problem areas and basic project sheets developed to-date.
- The City will provide Parametrix with document review comments from all City reviewers consolidated into a single electronic file.
- Data gaps that the City chooses to be filled for the project will be addressed by the City. (Parametrix can collect certain data for additional scope and fee.)
- Data gaps that cannot be filled will be addressed through assumptions or extrapolation from other sources to the extent possible.

Deliverables

- Agenda for City Staff Workshop
- Draft Data Gaps Assessment technical memorandum for City review in Microsoft Word and PDF electronic file formats (3 to 5 pages, not including attachments)
- Final Data Gaps Assessment technical memorandum in Microsoft Word and PDF electronic file formats (3 to 5 pages, not including attachments)

TASK 2 – RECEIVING WATER ASSESSMENT

The goal of this task is to assess existing information collected in Task 2 to document relative conditions of the local receiving waters and contributing areas.

Approach

Basin Boundary Check: Parametrix will review watershed catchment delineations and potentially resize, combine, or subdivide drainage areas based on analysis units compatible with SMAP review.

Watershed Inventory: Parametrix will:

- Identify common basin characteristics for reviewing and categorizing condition and need.
- Review data gathered in Task 2 pertaining to landscape characteristics (land use and cover, road density, impervious area, stream buffers, intact floodplains, and crossings) that usually affect surface water conditions.
- Assess the relative development potential in the basin using available vacant (undeveloped parcels) and developable (non-floodplain, steep slope, or similar critical areas) land.
- Work with the City to identify water quality conditions to that may need improvement.

NPDES Table and Map: Parametrix will prepare a Watershed Inventory and accompanying web map documenting the drainage areas based on Permit requirements. The inventory will be in table format and will include:

- Each receiving water name, its total watershed area, the percent of the total watershed area that is in the Permittee's jurisdiction
- A brief description of the relative conditions of the receiving waters based on currently available basic water quality assessment information and the contributing areas condition based on current land cover and known stormwater management.
- Findings of the stormwater management influence assessment for each basin and indication of which receiving waters will be included in the S5.C.1.d.ii prioritization process.
- Parametrix will also include a web map of the delineated basins with references to the watershed inventory table. If needed, Parametrix will create a copy of the web map with select layers for the City to share with Ecology.

City Check-In Meeting: Parametrix will facilitate a meeting with City staff at the beginning of the City's review period to present the draft Watershed Inventory, answer questions, and collect preliminary comments.

Assumptions

- Parametrix will base the assessment on data collected during Task 2. No new data will be collected for this effort.
- The City will provide Parametrix with document review comments from all City reviewers consolidated into a single electronic file.
- For interim grant-required deliverables to Ecology, Parametrix will submit technical content to the City, and the City will prepare the stand-alone grant deliverables and submit them to Ecology.
- The City will take the lead on responding to all comments from Ecology, with Parametrix support on technical issues as needed.

- The schedule includes a lag of 10 business days for Ecology review of draft deliverables; however, Parametrix will continue or suspend effort on this task based on direction by the City.

- For Permit-required documents, Parametrix will submit documents to the City, and the City will submit the Permit documents to Ecology.

Deliverables

- City Draft Watershed Inventory technical memorandum for City review in Microsoft Word and PDF electronic file formats (3 to 5 pages, not including data table, map, and attachments).

- Final Watershed Inventory technical memorandum for City review in Microsoft Word and PDF electronic file formats (3 to 5 pages, not including data table, map, and attachments).

TASK 3 – RECEIVING WATER PRIORITIZATION

The purpose of this task is to establish prioritization of watershed protection needs to help identify which of the City's local receiving waters are most likely to benefit from stormwater management planning.

Approach

Watershed Prioritization: Parametrix will work with the City to prioritize watersheds using an approach based in part on the Stormwater Management Action Planning Guidance (Ecology 2019, Publication 19-10-010) and Building Cities in the Rain (Washington Department of Commerce 2016, Publication 006). Through this process, Parametrix will:

- Prepare prioritization metrics for local watersheds for review and agreement by the City.

- For each watershed and receiving water, evaluate current "treated" and "untreated" lands as defined by stormwater management system coverage.

- Identify restoration or protection goal(s) for each watershed or watershed group based on basin characteristics and protection needs.

- Evaluate current and potential opportunities to address watershed restoration and protection goals for each watershed or watershed group.

- Prioritize watersheds or watershed groups based on agreed metrics using a GIS/spreadsheet scoring tool.

- Work with the City to identify additional, non-quantifiable opportunities and constraints such as political support, funding applicability, community perception, etc. in the watershed prioritization.

- Identify a single watershed or watershed group to target for stormwater management planning in Task 4.

City Check-In Meeting: Parametrix will facilitate a meeting with City staff at the beginning of the City's review period to present the draft Watershed Prioritization, answer questions, and collect preliminary comments.

Public Engagement Support: Parametrix will prepare a web-based GIS story map suitable for distribution to the Public and for the City to share with Ecology.

Assumptions

- Parametrix will base the prioritization on data collected during Task 2. No new data will be collected for this effort.
- The City will provide Parametrix with document review comments from all City reviewers consolidated into a single electronic file.
- The City will perform all public advertisement, outreach, and distribution of the web-based GIS story map provided by Parametrix.
- For interim grant-required deliverables to Ecology, Parametrix will submit technical content to the City, and the City will prepare the stand-alone grant deliverables and submit them to Ecology.
- The City will take the lead on responding to all comments from Ecology, with Parametrix support on technical issues as needed.
- The schedule includes a lag of 10 business days for Ecology review of draft deliverables; however, Parametrix will continue or suspend effort on this task based on direction by the City.
- For Permit-required documents, Parametrix will submit documents to the City, and the City will submit the Permit documents to Ecology.

Deliverables

- Draft Receiving Water Prioritization technical memorandum for City review in Microsoft Word and PDF electronic file formats (approximately 10 pages, not including appendices)
- Final Receiving Water Prioritization technical memorandum in Microsoft Word and PDF electronic file formats (approximately 10 pages, not including appendices)
- A web-based GIS story map suitable for distribution to the public and for the City to share with Ecology

TASK 4 – STORMWATER MANAGEMENT ACTION PLAN

The goal of this task is to identify and document high-level stormwater management activities that may improve the condition of the high-priority watershed identified in Task 3.

Approach

Action Identification: Parametrix will work with the City to identify and create a list of:

- Concept-level potential stormwater facility retrofits for the area, including identification of BMP types (in broad categories such as distributed LID retrofits, regional flow control facilities, targeted water quality media filtration for particular pollutants, etc.) and preferred locations where possible (in general categories such as regional vs. site-specific facilities, retrofits in the right-of-way vs. parcels, excluded areas such as protected natural resources, etc.)
- Land management/development strategies and/or actions for water quality management
- If applicable, changes needed to local long-range plans to address SMAP priorities

- A proposed implementation schedule and budget sources for short- and long-term actions
- A process for future assessments and feedback to inform future changes

Public Engagement Support: Parametrix will:

- Support the City in preparing for a virtual/online Public Open House to present the SMAP process so far and outline the potential identified actions.
- Update the web-based GIS story map for use during the Open House and suitable for distribution to the Public afterwards to facilitate comment collection.

SMAP Report: Parametrix will develop a SMAP report that outlines the identified actions and incorporates adjustments based on public comment, as approved by the City.

City Check-In Meeting: Parametrix will facilitate a meeting with City staff at the beginning of the City's review period to present the draft SMAP Report, answer questions, and collect preliminary comments.

Assumptions

- Up to 3 Parametrix staff members will participate in the Public Open House. One 2-hour meeting is assumed.
- The City will identify and invite other City staff to participate in the Public Open House, coordinate the online platform and time, and conduct public advertising of the event leading up to it.
- Parametrix will be responsible for developing the figures which will be included in the SMAP.
- The Receiving Water Assessment and Receiving Water Prioritization technical memoranda prepared under earlier tasks will be included as appendices to the SMAP Report.
- The City will provide Parametrix with document review comments from all City reviewers consolidated into a single electronic Excel table file.
- For interim grant-required deliverables to Ecology (with the exception of the Ecology Draft SMAP), Parametrix will submit technical content to the City, and the City will prepare the stand-alone grant deliverables and submit them to Ecology.
- The City will take the lead on responding to all comments from Ecology, with Parametrix support on technical issues as needed.
- The schedule includes a lag of 10 business days for Ecology review of draft deliverables; however, Parametrix will continue or suspend effort on this task based on direction by the City.
- For Permit-required documents, Parametrix will submit documents to the City, and the City will submit the Permit documents to Ecology.

Deliverables

- An update to the public web-based GIS story map to facilitate comment collection.

- Draft list of stormwater management actions for structural retrofits and targeted areas for City review in Microsoft Word and PDF electronic file formats
- City Draft SMAP Report for one high-priority basin for City review in Microsoft Word and PDF electronic file formats, approximately 30 pages (not including appendices)
- Ecology Draft SMAP Report for one high-priority basin for City review in Microsoft Word and PDF electronic file formats, approximately 30 pages (not including appendices)
- Final SMAP Report for one high-priority basin in Microsoft Word and PDF electronic file formats, approximately 30 pages (not including appendices)

TASK 5 – CONTINGENCY SUPPORT

The purpose of this task is for Parametrix to provide general support to the City SMAP development in supplement to the above tasks on an as-needed basis beyond what is scoped in the previous sections.

Approach

For each work element under this task, the City will make a request for support and Parametrix will respond with an estimated level of effort, budget, and schedule. This task is based on allowed schedule and budget, and development of a specific number of deliverables is not determined.

Assumptions

This task scope is based on level of effort, and the budget assumes up to 24 hours of Parametrix Senior Engineer staff time.

Deliverables

- Draft tables, figures, or technical memorandums for City review in electronic Microsoft Office format (Word, Excel, PDF, etc.), as determined when the request is made.
- Final tables, figures, or technical memorandums in electronic Microsoft Office format (Word, Excel, PDF, etc.), as determined when the request is made.