
Exhibit A Scope of Services

City of Camas
Parker Estates Storm Facility Restoration
Professional Services
April 21, 2020

Parker Estates Storm Facility Restoration Professional Design Services

The Parker Estates Storm Facility was originally constructed in 1994. The City of Camas assumed maintenance responsibility in 1998 under a recorded agreement with the Parker Estates Homeowners Association. The storm facility has been impacted by beaver dam activity which has altered water levels of the stream which the storm facility outfalls into. The storm facility also has significant vegetation and accumulated sediments that impact its function. The City selected MacKay Sposito, Inc. to prepare design documents to restore the storm facility to its original function and to provide a long term solution to beaver impacts. The following outlines our proposed project scope.

This scope proposes the project be composed of two phases. Phase 1, Design Services, includes the work needed to design and prepare construction documents for permitting and bidding of the project improvements. Phase 2 includes construction management and inspection services required to complete the project. Phase 2 services are not included in the current contract scope and may be added at a future date when there is more certainty regarding timing of construction and staffing needs at the City of Camas.

- Phase 1
 - Project Management
 - Assessment, Testing, and Land Surveying
 - Beaver Flow Device Design
 - Permitting
 - Parker Storm Facility Restoration Plan
- Phase 2 – Future - TBD
 - Construction Management and Inspection Services

The tasks and deliverables included in both phases are detailed below.

PHASE 1

Task 1.0: Project Management

Task 1.1: Project Coordination

The Consultant will schedule personnel resources, coordinate team members and subconsultants, monitor costs expended relative to progress, prepare progress invoices, meeting minutes, and provide written changes to the project scope.

Provide direction to project team (internal MacKay Sposito team and subconsultant) and management of project scope, schedule and budget. Prepare monthly invoices to the City.

Task 1.2: Quality assurance / Quality control

Provide overall project quality assurance, adding value to the project delivery (quality and project management) process. Ensure technical and peer reviews are undertaken to the appropriate level.

Task 2.0: Assessment, Testing, and Surveying

Task 2.1: Site Assessment

The Consultant team will conduct a one-day site assessment to review beaver dam locations and conditions and wetland and stream conditions.

Task 2.2 Storm Facility Materials Testing

The Consultant will collect up to 5 sediment samples at varying depths throughout the one-acre storm facility. Samples will be collected by a certified 40-hour HAZWOPER and taken to a certified laboratory, where the samples will be profiled for hydrocarbons and heavy metals (TCLP-8). Samples will inform the appropriate soil disposal location for material dredged from the storm facility.

Task 2.3: Land Survey

MacKay Sposito will perform a topographic survey of the project site that will include the existing storm facility, the downstream creek corridor (channel geometry and flowline), beaver dam locations and dimensions, existing pump station access road and existing ditch adjacent to 38th Street.

Deliverables:

- 1) Site base map in CADD
- 2) Existing conditions plan

Task 3.0: Beaver Flow Device Design

The MacKay Sposito team will prepare pond leveler system designs for up to five locations. This will be prepared as a separate bid set which may be released for small works bidding prior to the storm restoration bid package.

Deliverable:

- 1) Beaver flow device plan views and cross sections
- 2) Bid set - plans and specifications (special provisions per City sample)
- 3) Engineer's cost estimate

Task 4.0: Permitting

The Mackay Sposito team will prepare the following permit applications.

SEPA

Per CMC 16.07.020(C), the standard state SEPA exemptions do not apply within two hundred feet of a critical area boundary, therefore, a SEPA checklist will be required. MacKay Sposito will prepare a draft SEPA checklist for City review and comment. MacKay Sposito will revise the SEPA checklist once per City comments and provide a final version to the City.

HPA

Any modifications to a beaver dam require a hydraulic project approval from the Washington Department of Fish and Wildlife (WDFW). MacKay Sposito will prepare and submit the online application through WDFW's Aquatic Protection Permitting System (APPS). MacKay Sposito will also coordinate a single site visit with WDFW staff to review beaver dams and proposed flow control devices. The application will include up to five beaver dam flow control devices.

Construction Stormwater General NPDES Permit

Ground disturbance greater than one acre will require compliance with the state Construction Stormwater General NPDES permit. MacKay Sposito will prepare the notice of intent, including posting the public notice in The Columbian. MacKay Sposito will also prepare the Stormwater Pollution Prevention Plan (SWPPP) to document erosion and sediment control measures during construction.

Non-notifying Nationwide Permit 18-Minor Discharges

The placement of pond leveler material constitutes a discharge of fill material and is permitted outright by the U.S. Army Corps of Engineers (USACE) nationwide permit 18, minor discharges. MacKay Sposito will document compliance with a non-notifying nationwide 18 permit as a note to the project file. This memorandum will document design and construction specifications required to comply with the permit requirements.

Deliverables:

- 1) Draft and Final SEPA Checklist
- 2) HPA APPS Application
- 3) Construction Stormwater General Permit Notice of Intent and SWPPP
- 4) USACE Non-Notifying Nationwide Memo

Task 5.0: Parker Storm Facility Restoration Design

MacKay Sposito will prepare the project existing conditions plan, grading and erosion control plan, and storm facility restoration plan for the project based on City of Camas design standards. The grading plan will reflect the prior As-Built survey of the pond and it will be restored to that condition to meet the water quality treatment and detention requirements under which it was originally constructed (1992 Stormwater Management Manual for the Puget Sound Basin).

Deliverables:

- 1) Existing conditions plan
- 2) Storm facility restoration and erosion control plan
- 3) Cover sheet, detail sheets
- 4) Assemble submittal package
 - a. Engineering plans
- 5) Project specifications (special provisions)
- 6) Engineer's cost estimate

After the City's review of the design plans, the Consultant will incorporate the comments, finish remaining design elements, and prepare final construction plans, project specific special provisions, list of bid items and units, and an engineer's estimate of probable cost. It is assumed that City of Camas will prepare the general project specifications, bind the specifications and specials, and coordinate the bidding and advertising of the project, bid opening and contracting and MacKay Sposito will assist in that effort as requested.

PHASE 2 – Construction Phase Services

Not in the current contract fee schedule – may be added at a future date to be determined by the City of Camas

Task 1.0: Construction Phase Services

MacKay Sposito will provide construction administration / management services for the project bidding and construction phase for the City of Camas.

MacKay Sposito will conduct routine Stormwater Pollution Prevention Plan (SWPPP) inspections per the Washington Construction General Permit and will update the SWPPP as necessary. All inspections will be performed by a Certified Erosion and Sediment Control Lead (CESCL). Up to ten inspections will be performed weekly during the active construction period and up to five inspections will be provided monthly following construction until the site is stabilized.

Deliverables:

- 1) General bidding assistance, review and respond to request for information (RFIs) and clarifications, prepare addendums as necessary
- 2) Review product submittals as requested by the City of Camas and answer design questions regarding construction plans.
- 3) Attend pre-construction conference
- 4) Review material submittals

Scope of Services Assumptions

- 1) Consultant will invoice monthly with hour breakdowns by staff and which tasks were worked on.
- 2) The City will provide a SEPA determination of non-significance.
- 3) No critical areas will be impacted by the project and no critical areas documentation will be required by the City.
- 4) Compliance with the City of Camas Landscape, Tree and Vegetation Plan (CMC 18-014) will not be required.
- 5) The City will pay all necessary review fees.
- 6) Construction Staking and Final As-builts are not included.

Project Compensation:

- A) Project Management \$5,000.00
- B) Land Surveying \$9,325.00
- C) Permitting \$17,130.00
- D) Civil Design \$39,574.00

Total \$71,029.00

See Attached Exhibits for detail