Grays Harbor County
City of Cosmopolis
Stormwater Comprehensive Plan and Rate Study

Scope of Services

October 26, 2023

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EXHIBIT A

SCOPE OF SERVICES

Background

The purpose of this project is to develop a Stormwater Comprehensive Plan (SWCP) for the City of Cosmopolis (City), located within Grays Harbor County, Washington. The SWCP will be developed to identify how to address potential flooding, and to outline the City's Stormwater Management goals. The main objectives of this project are as follows:

- Review existing information associated with current and proposed stormwater systems, information may include prior studies, record drawings, and stormwater retrofit plans.
- Provide an engineering analysis of the City's existing stormwater infrastructure within selected improvement planning basin areas to reflect current condition and capacity.
- Identify resources to address selected areas of potential flooding and provide equity, sustainability, and resilience improvements for the next 10 years.
- Prepare a rate study analysis that formulates a capital funding plan to develop rate revenue recommendations for a 5-year planning horizon. In conjunction with the rate revenue recommendations, develop a 6-year capital financing plan that includes stormwater system development charge revenues, rate-funded capital transfers, and debt proceeds, as needed.

General Assumptions

This project will be performed according to the following assumptions:

1. The project duration will be 11 months following receipt of a notice to proceed (NTP).
2. Deliverables will be provided in electronic format and delivered via email and/or SharePoint (cloud-based server) unless otherwise noted in tasks/subtasks.
3. Workshops and meetings will be conducted virtually via the Microsoft Teams virtual platform unless specifically noted otherwise in the task/subtask assumptions.
4. Travel time and travel expenses will be reimbursed and are covered under the respective task/subtask for that work.
5. Where fieldwork is required, HDR Engineering, Inc. (the Consultant) will adhere to both the Consultant's and City's health and safety protocols. HDR will prepare Job Hazard Analysis (JHA's) for each individual site visit.

Scope of Services

Task 100 Project Management

Objective

The objective is to monitor, control, and adjust scope, schedule, and budget and to provide monthly status reporting, accounting, and invoicing.

Consultant Services

The Consultant will provide the following services:

1. Conduct project initiation, record-keeping, and project closeout activities.
2. Prepare the following upon receipt of Notice to Proceed (NTP):
   A. Project Management Plan (PMP) that includes an outline of the project scope, communications plan, and Quality Management Plan (QMP).
   B. Milestone Project schedule.
   C. Health and Safety Plan (HASP) with Job Hazard Assessment (JHA) to address assigned work in the field.
3. Coordinate, schedule, and manage the project work assignments:
   A. Project team management.
   B. Prepare for, schedule, and lead project management (PM) meetings to review project scope, budget, and progress.
4. Prepare monthly status reports describing the following:
   A. Services completed during the month.
   B. Services planned for the next month (where known).
   C. Scope, schedule, and budget issues.

City Responsibilities

The City is responsible for the following:

1. Attendance at virtual meetings to provide input, feedback, and direction.
2. Review and provide consolidated, conflict resolved comments to meeting notes in relation to accuracy.
3. Prompt processing and payment of compliant invoices. The City will make one progress payment each month provided they are complete and accurate from the consultant and in the format requested by the City.

Assumptions

1. The project duration for Tasks 100 through 900 will be eleven (11) consecutive months and is assumed to occur between Notice to Proceed December 2023 through October 2024.

1. One project management (PM) meeting will be held per month that will be conducted via Microsoft Teams virtual platform. Up to 2 hours of project manager time is assumed for each meeting, including preparation, attendance, and preparation of meeting summary notes.
   A. The standing PM meeting agenda will include a project status update; review of upcoming activities; and discussion of scope, schedule, and budget. The Consultant will email draft meeting summary notes within 7 business days following each meeting and will incorporate City comments, as appropriate, in the final notes.
2. Invoices will be provided in the Consultant’s standard invoice format.
   A. Expense backup will not be provided with invoices but will be available for review at the Consultant’s office.

Deliverables

The following deliverables will be produced:

2. PMP (Portable Document Format [PDF]) and milestone schedule (Excel or PDF)
3. Monthly reports and invoices (emailed PDF)
4. PM meeting agenda and notes (PDF)

Task 200 Background Review and Kickoff Meeting

Objective

The task objective is to kick off the project with key team members and review available information related to preparing the SWCP. This information will inform the Consultant’s understanding of existing policies, conditions, issues, and needed improvements that will be addressed in the SWCP.

Subtask 210 Background Review and Data Collection

Request and review background information in preparation for the virtual kickoff meeting between City and Consultant staff. Additional information may be requested following the kickoff meeting.

Consultant Services

The Consultant will provide the following services:

1. Prepare information requests to the City to obtain relevant available information. A preliminary list of documents to be requested may include the following:
   A. Federal and state regulations and related guidance
   B. City municipal code and engineering standards
   C. Stormwater policies
   D. Comprehensive and land use plans
   E. National Pollutant Discharge Elimination System (NPDES) Permit
   F. Stormwater retrofit plans.
   G. Drainage complaint records

H. Agency planning documents, land use, zoning, critical-areas, and watershed planning data.
I. Record drawings (assumes up to 10 drawing sets with an average of four sheets per set) for recently completed projects with relevance to the SWCP update.
J. Previous financial and rate structure information and associated ordinances (as available).

2. Review requested information provided by the City and identify missing or out-of-date information to be discussed during kickoff meeting.
3. Establish a SharePoint “reference library” folder to allow for electronic data transfer and file storage.

City Responsibilities

The City is responsible for the following activities:

1. Provide requested background information within 2 weeks of request, noting any items that are not available/applicable (digital files preferred)
2. Provide maintenance records for flooding concerns, and facilities with existing deficiencies, structural, capacity, and/or other maintenance concerns.

Deliverable

The following deliverable will be produced:

1. Document request (email)

Subtask 220 Project Kickoff Meeting

Prepare for and attend a virtual kickoff meeting between the City and Consultant teams.

Consultant Services

The Consultant will provide the following services:

1. Meet with City staff to kick off the project and discuss goals, priorities, and information to be reviewed for this subtask.
2. Prepare Agenda and develop meeting notes with a key decisions log to reflect decisions made during the kickoff meeting. The decisions log will be updated as needed for future meetings.

City Responsibilities

The City is responsible for the following activities:

1. Schedule and coordinate attendance by City staff.
2. Provide input on City goals and priorities to be addressed in the SWCP.
3. Review and provide comments or approve key decisions logs as written within 7 calendar days.

Assumptions

The following was assumed for this task:

1. The kickoff meeting (virtual) will be 1 hour in duration and will be attended by the Consultant project manager and up to four additional support staff. An additional 4 hours of project manager time and 2 hours of support staff time (one staff member) are assumed for preparation of kickoff meeting agenda and meeting notes.

Deliverables

The following deliverables will be produced:

1. Meeting agenda and summary notes with key decisions log (PDF format).

Subtask 230 Staff Interviews and Site Reconnaissance

Consultant Services

The Consultant will provide the following services:

1. Review City Maintenance-provided records for flooding concerns, and facilities with existing deficiencies, structural, capacity, and/or other maintenance concerns.
2. Conduct staff interview meeting (virtual) with O&M staff regarding known drainage problems. The interviews may be documented via audio recording or using written notes.
3. Conduct an in-person reconnaissance review (if needed) with O&M staff regarding known drainage problems.

City Responsibilities

The City is responsible for the following activities:

1. Coordinate City staff attendance and schedules for task meetings and provide dates/times to the Consultant.
2. Participate in a Consultant-led staff interview meeting regarding known drainage problems.
3. Review and provide comments or approve key decisions logs as written within 7 calendar days.
4. Participate in site reconnaissance and drainage problem review with Consultant staff.
5. Provide access and rights of entry to parcels (if required).

Assumptions

This subtask will be performed according to the following assumptions:

1. The budget for the O&M staff interviews assumes up to two virtual interview meetings that will be up to 2 hours in duration plus an additional 4 hours for meeting preparation and notes. The interviews will be attended by the Consultant project manager and up to two additional staff.
2. The site reconnaissance review will be conducted in-person (if needed) with O&M staff assumes one site review that will be up to 4 hours in duration plus an additional 2 hours travel time. The budget includes 2 hours for preparation and 4 hours for filing photos, videos, and notes. The site reviews will be attended by the Consultant project manager and one support staff. Travel time, hotel stay, and expenses are included.
3. The City agrees that the interviews and meetings may be documented via video or audio recording in addition to using written notes.

Deliverables

The following deliverables will be produced:

1. O&M interview summary notes to be delivered electronically via a SharePoint folder transfer (PDF).
2. Site review documentation and photos to be delivered electronically via a SharePoint folder transfer.

Task 300 Survey Assessment

Objective

The task objective is to assess existing survey and GIS data provided for hydrologic modeling to identify data gaps and deficiencies in survey and light detection and ranging (LiDAR) data from the North Shore Levee West (NSL West) project. The Consultant will notify the City if survey or field measurements of identified stormwater structures and localized drainage areas are needed to support hydrologic and hydraulic (H&H) modeling efforts.

Consultant Services

The Consultant will provide the following services:

1. Review existing drainage basin GIS and record drawings to determine locations where additional survey information may be necessary for hydrologic model assessment (Task 600).
2. Coordinate with the City regarding data gaps.

City Responsibilities

The City is responsible for the following activities:

1. Review additional survey request(s) from the Consultant.
2. Provide field measurements where practicable.
3. Review and process contract change requests and amendments, if needed.

Assumptions

The following was assumed for this task:

1. Existing survey and LiDAR information, previous aerial flights, and from the NSL project can be used to support H&H modeling.
2. It is unknown if survey services will be required or the extent of services that may be needed. Should additionally survey or field information be required, the City will work with the Consultant to obtain the data requested or provide an amendment for the Consultant to enter into a sub-agreement for requested survey.
3. If additional survey is required, the project schedule will be updated to reflect the timeline and availability of the surveyor.

Deliverables

1. Request for additional survey, if required (email).

Task 400 Overburdened Community Assessment

Objective

The NPDES Permit identifies the need to include overburdened communities in engagement activities associated with permit compliance, specifically public education and outreach to build general awareness and create opportunities for public involvement and participation (Special Conditions S.5.C.2.a.i and S.5.C.3.a). The overburdened communities are defined as minority, low-income, tribal, or indigenous populations or geographic locations in Washington State that potentially experience disproportionate environmental harms and risks.

The objective of Task 400 is to identify overburdened communities consistent with the NPDES Permit across the City's service area, determine barriers for participation in stormwater management activities, and develop a process for inclusion of overburdened communities in its stormwater management program to further establish the opportunities to improve permit compliance and complete project prioritization modification recommendations. Initial engagement recommendations may be implemented as part of Task 500, Community Outreach.

The following is assumed for work under this task:

1. This effort will be conducted jointly with the Cities of Aberdeen and Hoquiam, as their respective NPDES permits have similar requirements.
2. The meetings described in this task will involve staff from all three cities and separate meetings will not be provided.
3. The Consultant hours and cost totals associated with this task are split proportionally among the three cities.
4. Should one of the Cities opt to not participate in the overburdened community assessment, the City will work with the Consultant to provide an amendment to re-apportion cost sharing or will agree to delete work under this task.

Subtask 410 Kickoff and Indicator Development

Objective

The subtask objective is to develop measures for defining overburdened communities in the cities of Aberdeen, Hoquiam, and Cosmopolis.

Consultant Services

The Consultant will provide the following services:

1. Prepare a preliminary list of indicators for review during the indicator development kickoff meeting. Example indicator categories include race, education level, income, and environmental health.
2. Prepare for and facilitate the virtual indicator development kickoff meeting with the three cities to review the preliminary list, task goals, schedule, and whether existing analyses and materials are available from the cities and select indicators for further analysis.
3. The Consultant will prepare a list of preliminary indicators for review during one kickoff meeting.

City Responsibilities

The City is responsible for the following activities:

1. Coordinate participants’ schedule and attendance at the kickoff meeting.
2. Provide identifying data during the kickoff meeting.

Assumptions

The following was assumed for this subtask:

1. The virtual kickoff meeting will be up to 2 hours in duration and will be attended by up to three Consultant team members.
2. The Consultant has a reasonable right to rely on the data and documents provided.
3. Up to eight indicators will be selected for further analysis Example indicators include metrics such as: age, race/ethnicity, social vulnerability index, and housing affordability.

Deliverable

The following deliverable will be produced:

1. Kickoff meeting agenda and summary notes (PDF format).

Subtask 420 Community Inventory and Storymap Tool

Objective

The objective of Subtask 420 is to conduct a community inventory to define and better understand the stakeholders and overburdened communities residing in the three cities.

Consultant Services

The Consultant will provide the following services under Subtask 420:

1. Conduct a community inventory to define and better understand the stakeholders and overburdened communities residing in the three cities.
2. Develop an internet-based community inventory tool (also referred to as an interactive Audience Assessment Storymap) with data variables based on indicators. Variables may include demographic summaries, social-media listening reports, environmental health hazard index data, diversity index, registered hazardous-waste sites, tribal land boundaries, and market research data.
3. Apply jurisdictional boundaries to the inventory tool to identify unique conditions for the three cities.
4. Export infographic and summary comparison reports from the community inventory tool.
5. Prepare for and conduct a virtual workshop with the three cities staff to provide an overview and recommendations for engagement tools and strategies to reach the different overburdened stakeholder audiences identified.

City Responsibilities

The City is responsible for the following activities under Subtask 420:

1. Provide data that are directly or indirectly related to the project or impacted area.

2. Coordinate, schedule, advertise, and lead and schedule staff participation in workshops.

Assumptions

This subtask will be performed according to the following assumptions:

1. Social media data are limited to public posts.
2. Social-media data may not be able to be mapped.
3. Findings that may feed communication strategies (digital usage summaries) are based on projections from market research data.
4. Analysis will rely on publicly available data provided by the U.S. Census Bureau, Esri geospatial information, etc.
5. The inventory is limited to the project area within the three cities.
6. The workshop will be conducted virtually and will be up to 2 hours in duration, and up to three Consultant team members will participate in the results workshop with City staff. Total level of effort includes preparation and meeting notes.
7. An interactive Audience Assessment Storymap will be built on one of the three cities' Esri GIS applications using maps created by the Consultant and transitioned to the selected city's platform. The selected city will maintain end-product deliverables.

Deliverables

The following deliverables will be produced:

1. Workshop agenda and summary notes (PDF format).
2. Audience Assessment Storymap (web-based visual storyteller with integrated interactive maps and detailed narrative) (deliverable provided in Esri-compatible format)
3. Infographic reports (deliverable provided as PDF or Hypertext Markup Language [HTML])
4. Comparison reports (deliverable provided as comma-separated values [CSV] file)

Subtask 430 Communications Strategy Recommendations Memorandum

Objective

The subtask objective is to provide an overview of recommended engagement tools and strategies to reach the overburdened stakeholder audiences identified in the inventory based on barriers and burdens to participation in the three cities' stormwater management activities.

Consultant Services

The Consultant will provide the following services:

1. Review stakeholder analysis and inventory barriers and burdens to participation
2. Prepare Engagement Tools and Strategies Memorandum to provide a high-level overview of the strategies (i.e., the tools, resources, and best practices regarding their implementation recommended for equitable community engagement based on the Community Inventory completed in the participating jurisdictions.

City Responsibilities

The City is responsible for the following activities:

1. Schedule and participate in results workshop.

Assumptions

The subtask will be performed according to the following assumptions:

1. The deliverable deadline is subject to change based on the desire for additional content from the three cities.
2. The Outreach Tools and Strategies Memorandum that includes requirements that need to be addressed, best practices for equitable outreach, and a table of tools and strategies aligned to different audiences is anticipated to be up to eight pages in length, not including appendices material.

Deliverables

The following deliverables will be produced:

1. Draft and Final Outreach Tools and Strategies Memorandum (PDF format)

Task 500 Community Outreach

Objective

The task objective is to assist the City in providing community outreach in support the SWCP and stormwater utility rate study.

Consultant Services

The Consultant will provide the following services:

1. Provide SWCP information to the City for use on their website.

Assumptions

This task will be performed according to the following assumptions:

1. Providing information for the City's webpage and assisting City staff will be for up to 8 hours project manager Time and 10 hours of staff time.
2. The City will be responsible for preparing materials and posting information on their website.
3. A community meeting will not be provided with this contract. Handouts, materials, and information for the SWCP and rate study updates will be combined with the Mill Creek MOIP community engagement meeting and are not included with this scope.

Deliverables

The following deliverables will be produced:

1. Provide information upon request (via email).

Task 600 Hydrologic and Conveyance Modeling

Objective

The purpose of this task is to define land use characteristics, rainfall depths, soil characteristics to estimate flow rates for basins within the City. The hydrologic models will be used to evaluate current and full buildout conditions capacity of conveyance systems and conceptually size conveyance improvements to discharge full buildout flows during the selected 10-year design storm event.

Consultant Services

The Consultant will provide the following services:

1. Review record drawings, existing hydrologic models from the Mill Creek Multi-Objective Improvements Plan (MOIP) study, flow and gage meter data, current adopted Comprehensive Plan, GIS and utility mapping, LiDAR, and drainage reports applicable to the project.
2. Prepare hydrologic models for the project:
   A. Delineate subbasins within each direct discharge basin to adequately represent inflows to key points in the main storm trunk line. Models will be developed for existing conditions and full-buildout land use conditions assuming no on-site stormwater flow control.
   B. Develop land cover, impervious area, hydrological soils group (NRCS), and prepare hydrologic models for use in conceptual sizing selected conveyance, culverts, and/or discharge outfall systems.
   C. Develop climate adjusted flow hydrographs for the 2-year, 10-year, 25-year and 100-year climate adjusted rainfall events using information from the nearby North Shore Levee (NSL) project for current and future buildout land use conditions.
3. Hydraulic Modeling including:
   A. Prepare EPA Storm Water Management Model (EPA SWMM) models with the flow hydrographs described in item C above to determine design flows.
   B. Use the flow hydrographs from the 25-year described in item 2C above to validate conveyance capacity for Mill Creek conveyance channel developed under the Mill Creek MOIP alternative analysis study for future developed conditions.
   C. Develop Excel spreadsheet and maps of each subbasin that highlight pipe segments and channel sections that are capacity constrained.

City Responsibilities

The City is responsible for the following:

1. Provide prior hydrologic and hydraulic models, as-built or record drawings of structures and flow and gage metering data requested by the Consultant that will be included in the model, if available.
2. Assemble appropriate City staff to participate in virtual meetings.
3. Assemble appropriate City staff to participate in field visits, provide access to facilities, and provide permission to enter property, where needed.

4. Review and provide one set of consolidated, conflict-resolved, comments for the DRAFT capacity constrained pipe list within 1 week of receipt.

Assumptions

The following was assumed for this task:

1. If available, the City will provide the following data for use:
   A. Topographic data and pipe network data at a scale as needed to delineate drainage basins and subbasins.
   B. GIS data files for the project that include property boundaries, roadways, stormwater structures and facilities, pump stations, outfalls, soils and hazards, topography, zoning, and development information, etc.
   C. Aerial photographs for use in delineating land cover
   D. Impervious area derived by combining streets and using assumed impervious areas for various zoning categories.
   E. Storm pipe invert, material, size, and condition information for all pipes to be included in the storm trunk line model.
   F. Full-buildout land use assumptions for use in the modeling (e.g., zoning, or other information).
2. Hydrologic modeling:
   A. Modeling software will be EPA SWMM.
   B. The North Shore Levee (NSL) hydrologic model may be used with minor updates. The NSL models to be used are based on IDF curves with adjustment of current NOAA Atlas 14 for the 2-, 10-, 25-, and 100-year 24 hour design storm events. Development of new EPA SWMM model hydrographs and climate change precipitation data will not be required.
   C. The sea level trends, and water surface elevations based on sea level rise (SLR) from NLS project may be used for this project and a new climate change assessment is not required.
   D. Up to five hydrologic models for the selected locations with a combined total of up to 20 subbasins will be delineated for the models.
3. Hydraulic modeling for conveyance, culverts, and outfalls:
   A. Pump station capacity and design will not be included in this modeling effort.
   B. Up to five stormwater conveyance trunk lines will be modeled, as decided in coordination with the City.
   C. Lateral lines will not be modeled.
   D. If a single pipe segment has a smaller diameter than the diameters of the upstream and downstream pipe segments, then the middle pipe segment is assumed to have the same diameter as the surrounding pipes.
   E. If pipe size and material information is not available, the City will obtain and provide these.

F. If pipe condition information does not exist all pipes will be assumed to be in fair condition.
G. Proposed improvements will assume that the same pipe material is used as the pipe that is being upsized.
H. Information from record drawings will be used to define pipe sizes, materials, and invert elevations. If pipe invert elevation data are not available, the City will obtain the missing data or for modeling purposes, it will be assumed that all pipes are set with 3 feet of cover below the ground surface (from the topographic map).
I. The hydrologic and hydraulic models from the Mill Creek Multi-Objective Improvements Plan (MOIP) study can be incorporated with minor adjustments.

4. Report preparation is addressed under SWCP Task 900.

Deliverables

The following deliverables will be produced:

1. Draft GIS Basin Exhibit Map (PDF)
2. The hydrologic and hydraulic modeling output files (Electronic and PDF)
3. Draft spreadsheet table listing pipe segments that are capacity constrained (Excel)

Task 700 Capital Improvement Plan

Objective

The objective of this task is to consolidate and prioritize identified needs and deficiencies evaluated in the previous tasks and develop a capital improvement plan and program to address priority needs, including a planning level project cost estimate.

Subtask 710 Capital Improvement Project Prioritization

Objective

To consolidate identified water quality goals, City infrastructure needs and deficiencies, and develop Capital Improvement Project (CIP) prioritization criteria to address identified needs across the project subbasins.

Consultant Services

The Consultant will provide the following services:

1. Incorporate selected alternative project information and results from the Mill Creek Multi Objective Prioritization Project (MOIP).
2. Prepare a needs and deficiency table that summarizes the findings from (Subtask 230) staff interviews, identified deficiencies list, and conveyance modeling.
3. Use the needs and deficiency table and information to develop brief, bullet point, project/program conceptual scope and summary descriptions (in table form). Develop CIP prioritization criteria applying industry-level professional judgment and experience in CIP prioritization to be used in developing the recommendations.

4. Review the prioritization criteria recommendations with the City and provide one update based on feedback.
5. Use the CIP prioritization criteria to prioritize the identified projects and programs using the prioritization criteria selected for proposed CIP projects and for recurring capital demands CIP programs.
6. Create a GIS-based overview map showing the locations of recommended CIPs.
7. Prepare for and conduct a virtual CIP prioritization workshop with City staff to validate findings and establish project priorities.
8. Prepare a DRAFT table listing the identified projects as prioritized within the workshop.

City Responsibilities

The City is responsible for the following:

1. Provide background and/or field data, as requested, to supplement data obtained in Task 200 and Task 300. The supplemental data will consist of measure-down data and photographic evidence of key conveyance features.
2. Review, coordinate with Consultant staff, and provide consolidated, conflict resolved comments on GIS maps and spreadsheet summary of identified needs and deficiencies within 2 weeks following receipt of the documents.
3. Schedule and coordinate attendance by City staff at the CIP prioritization workshop.

Assumptions

The following was assumed for this subtask:

1. Field data, if needed, will be provided by the City, and used to supplement data previously collected. The supplemental data will consist of measure-down data and photographic evidence of key conveyance features and outfalls (if applicable):
2. Needs and deficiency evaluations for inclusion in the CIP plan include:
   A. Selected culvert improvements from the Mill Creek MOIP project.
   B. Mill Creek Tide Gate Study.
   C. Up to 5 deficiencies as defined during staff interviews (Subtask 230)
   D. Up to two GIS needs and deficiency overview maps will be developed.
3. The prioritization workshop will be conducted virtually, will be up to 2 hours in duration, and attended by the project manager and one Consultant staff. Up to 6 hours of Consultant project manager time and 2 hours of staff time will be needed to prepare for and document the results of the workshop.
4. The project prioritization list is preliminary and in draft form to allow for input from City decision makers and stakeholders.
5. Development of the final project prioritization list is included in Task 900.

Deliverables

The following deliverables will be produced:

1. Draft spreadsheet summary of identified needs and deficiencies (Excel and PDF).

2. Draft overview map of identified needs and deficiencies (PDF).
3. Draft CIP prioritization criteria (PDF).
4. Draft CIP prioritized projects list (Excel and PDF).
5. CIP prioritization workshop agenda and summary notes (PDF).

Subtask 720 CIP Plan Development

Objective

The subtask objective of is to develop an updated Capital Improvement Plan to address priority needs and provide opinions of cost estimates.

Consultant Services

The Consultant will provide the following services:

1. Develop a plan for implementing the CIP prioritization recommendations in coordination with the City, including how and when the work could be phased. The plan will be developed based on O&M cost consideration, planned staffing, funding availability, and on input from the City.
2. Prepare Planning-level Estimates (AACE Class 5), including direct costs (indeterminates, sales tax, etc.) and indirect costs (design, environmental, construction management, etc.), and contingency allowances for the prioritized projects. Indirect costs will be based on a percentage of the estimated cost of construction. Costs may be developed using the public data bid result, RSMeans, estimator’s database, or other available sources.
3. Develop DRAFT CIP summary sheet that includes the following:
   A. CIP Project name and brief description.
   B. Project location.
   C. Needs and deficiencies description.
   D. Scoring using selected prioritization data and ranking.
   E. Planning-level estimated project cost.
   F. Implementation schedule for the duration of the planning horizon.
4. The budget assumes that up to new 5 conveyance or outfall projects will be identified for inclusion in the CIP list. No pump station projects will be added to the CIP list.

City Responsibilities

The City is responsible for the following:

1. Provide input and direction in development of the implementation plan to establish planned construction year for projects on the CIP list.
2. Provide consolidated, conflict resolved comments on draft summary sheets and CIP implementation plan within 2 weeks following receipt of documents.

Assumptions

The following was assumed for this subtask:

1. It is assumed the summary sheets will be one page per project.
2. Development of the CIP Plan chapter is included with Task 900.

Deliverables

The following deliverables will be produced:

1. Draft CIP including:
2. Draft CIP project recommendation summary table (Excel)
3. Draft AACE Class 5 estimates for prioritized projects (Excel and PDF)
4. Draft CIP summary sheets

Task 800 Stormwater Management Rate Study

Objective

The objective of this task is to conduct a rate study including a revenue requirement analysis, which includes a capital funding plan, and user rate design analysis. In addition, the Consultant will review the City's current financial policies and provide rate policy update recommendations based on the rate study analyses.

Consultant Services

The Consultant will provide the following services:

1. Develop a revenue requirement and capital funding plan that reflects the level of revenue to maintain the stormwater utility and funds capital expenditures on a self-supporting basis. The revenue requirement will be developed using City budget documents, capital plan developed in this report, customer units for revenue, and other planning documents.
2. Review existing financial/rate policies to establish the basis for current and future rate adjustments. If needed, recommend additional policies that support the City's goals and objectives.
3. The development of the capital funding plan will be a collaborative process with project engineers and City staff as Task 700 is completed to determine the projects that will be included in the capital improvement plan, the importance of each project, and the timing for the project to be completed. The funding may include sources such as reserve funds, grants, and current rate revenue. These funding sources have direct and indirect impacts on the revenue requirement and will play an important role in determining the final recommended rate adjustments.
4. Incorporate the capital funding plan into the revenue requirement adding any additional O&M costs identified in the SWCP to support new assets or to meet regulatory needs.
   A. Develop, as necessary, rate transition plans to adjust stormwater rates to appropriate levels to reflect the operating and capital funding needs while minimizing severe rate impacts for customers. Up to three transition plan options may be developed to provide options for City staff and City Council to consider.
   B. Develop rates based on input from the City regarding their goals and objectives.
   C. Meet with City staff at significant mileposts to review the assumptions and to make policy decisions that will provide guidance for future steps in this task.

City Responsibilities

The City is responsible for the following activities:

1. Provide the data necessary to complete the study.
2. As necessary, assist in clarifying existing data or past rate-setting practices.
3. Review the CFP and provide one set of consolidated comments within 14 calendar days of receipt.
4. Provide feedback on development of the capital funding plan within 14 calendar days of receiving documentation.
5. Attend two meetings to review draft analyses at a draft and draft final stage of the rate study.

Assumptions

This task will be performed according to the following assumptions:

1. The revenue requirement will be developed for a long-term (e.g., 10 year) period.
2. The analysis will be based on the City's current stormwater management operating budget the CFP developed from the capital projects identified in this plan and additional costs identified as needed to meet the permit requirements.
3. Up to two virtual project meetings with City staff will be held to review the draft results. These meetings will be via phone and are assumed to last 2 hours. Three Consultant staff members will attend these meetings.
4. As needed consultations with the City will be held via conference call will be held as necessary to clarify data. Two of these types of meetings are assumed. These meetings are usually short meetings that are one hour or less in duration. No more than two Consultant staff members will attend these meetings.
5. Preparation of the draft and final chapters for the Financial Review, Rate Study, and Implementation Plans will be completed under Task 900.

Deliverables

The following deliverables will be produced:

1. Exhibits developed for the rate study for the City's review (PDF)
2. Meeting agenda and summary notes (PDF)
3. A set of rate policies to aid in future rate setting (Word and PDF).

Task 900 Stormwater Comprehensive Plan and Rate Study Report

Objective

Prepare a SWCP and Rate Study Report in accordance with the findings from this scope of services and the requirements of the current NPDES Permit.

Consultant Services

The Consultant will provide the following services:

1. Prepare the Draft SWCP and Rate Study Report using exhibits and information from the prior tasks.
2. Prepare the Final SWCP and Rate Study Report incorporating comments from City staff and City leadership.

City Responsibilities

The City is responsible for the following activities:

1. Review Draft SWCP and Rate Study report and provide one set of consolidated, conflict resolved comments within 3 weeks of receiving the draft document.

Assumptions

1. It is assumed that the information prepared from the prior tasks can be used in SWCP and Rate Study Report development without revisions.
2. There will be one set of document review comments to be addressed on the DRAFT SWCP and Rate Study report. The report will be finalized following input by City leadership after the City Council has reviewed the SWCP and Rate Study Report.
3. The SWCP and Rate Study Report is anticipated to be up to 160 pages, including figures and excluding appendices. The report may be organized as follows:
   - A. Executive Summary
   - B. Introduction and Background
   - C. Study Area, Basin Characterizations, and Existing Conditions
   - D. Hydrologic and Hydraulic Modeling
   - E. Conveyance and Facility Improvements
   - F. Capital Improvement Plan
   - G. Rate Study and Financial Assessment

Deliverables

The following deliverables will be produced:

1. Draft and Final SWCP and Rate Study Report to be delivered electronically (Word and PDF).

Schedule

The anticipated schedule is based on receipt of NTP in December 2023 is provided below.

Milestones	Date
Notice to Proceed	December 2023
Draft Final SWCP and Rate Study	August 2024
Final SWCP and Rate Study Adoption	October 2024

Fee

The estimated total contract amount to complete professional services identified in the Scope of Services is offered on a time and materials, not to exceed $180,430.

Task Number	Description	Estimated Fee
Task 100	Project Management	$22,370
Task 200	Background Review and Kickoff Meeting	$14,660
Task 300	Survey	$1,710
Task 400	Overburdened Community Assessment	$9,850
Task 500	Community Outreach	$3,210
Task 600	Hydrologic and Conveyance Modeling	$33,340
Task 700	Capital Improvement Plan	$41,970
Task 800	Stormwater Management Rate Study	$14,910
Task 900	Stormwater Comprehensive Plan	$38,410