



Grays Harbor County City of Hoquiam Stormwater Comprehensive Plan

Scope of Services

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Table of Contents

Background	1
General Assumptions	1
Scope of Services	2
Task 100 Project Management.....	2
Objective.....	2
Consultant Services	2
City Responsibilities.....	2
Assumptions	2
Deliverables	3
Task 200 Background Review and Kickoff Meeting.....	3
Objective.....	3
Subtask 210 Background Review and Data Collection.....	3
Consultant Services	3
City Responsibilities.....	4
Deliverable.....	4
Subtask 220 Project Kickoff Meeting	4
Consultant Services	4
City Responsibilities.....	4
Assumptions	5
Deliverables	5
Subtask 230 Staff Interviews and Site Reconnaissance.....	5
Consultant Services	5
City Responsibilities.....	5
Assumptions	5
Deliverables	6
Task 300 Survey	6
Objective.....	6
Consultant Services	6
City Responsibilities.....	6
Assumptions	6
Deliverables	7
Task 400 Overburdened Community Assessment.....	7
Objective.....	7
Subtask 410 Kickoff and Indicator Development	7
Objective.....	7
Consultant Services	7
City Responsibilities.....	8
Assumptions	8

Deliverable	8
Subtask 420 Community Inventory and Storymap Tool	8
Objective.....	8
Consultant Services	8
City Responsibilities	9
Assumptions	9
Deliverables	9
Subtask 430 Communications Strategy Recommendations Memorandum	9
Objective.....	9
Consultant Services	10
City Responsibilities	10
Assumptions	10
Deliverables	10
Task 500 Community Outreach	10
Objective.....	10
Consultant Services	10
City Responsibilities	10
Assumptions	11
Deliverables	11
Task 600 Hydrologic And Conveyance Modeling.....	11
Objective.....	11
Consultant Services	11
City Responsibilities	11
Assumptions	12
Deliverables	13
Task 700 Capital Improvement Plan.....	13
Objective.....	13
Subtask 710 Capital Improvement Project Prioritization	13
Objective.....	13
Consultant Services	13
City Responsibilities	14
Assumptions	14
Deliverables	15
Subtask 720 Capital Improvement Plan Development.....	15
Objective.....	15
Consultant Services	15
City Responsibilities	16
Assumptions	16
Deliverables	16
Task 800 Stormwater Comprehensive Plan Update.....	16
Objective.....	16

Consultant Services	16
City Responsibilities	17
Assumptions	17
Deliverables	17
Task 900 Stormwater Comprehensive Plan Supplemental Services	17
Objective.....	17
Consultant Services	17
City Responsibilities	18
Assumptions	18
Deliverables	18
Schedule	19
Fee	19

EXHIBIT A

SCOPE OF SERVICES

Background

This project will prepare a Stormwater Comprehensive Plan (SWCP) that will update the Capital Improvement Plan (CIP) developed within the July 2000 Comprehensive Surface Water Management Plan (CSWMP) for the City of Hoquiam (City), located in Grays Harbor County, Washington. The SWCP will be developed to reduce potential flooding and update the City's Stormwater Capital Improvement Plan. The main objectives of this project are as follows:

- Review existing information associated with current and proposed stormwater systems; information may include the current Capital Facilities Plan (CFP), CSWMP, 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 necessary resources to address selected areas of potential flooding and provide equity, sustainability, and resilience improvements for the next 10 years.

General Assumptions

This project will be performed according to the following assumptions:

1. It is assumed that the project duration will be 7 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 provided 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.
6. A rate study and funding plan will not be included as part of the update study. HDR previously prepared rate studies for the City.

Scope of Services

Task 100 Project Management

Objective

The task 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 activities:

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

This following was assumed for this task:

1. The project duration for Tasks 100 through 900 will be seven (7) consecutive months and is assumed to occur between Notice to Proceed December 2023 through June 2024.

2. One milestone schedule will be developed at the beginning of the project and will not be updated.
3. One PM meeting will be conducted per month with City staff via the Microsoft Teams virtual platform. The PM meeting will include one HDR staff member and require 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.
4. 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:

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

Task 200 Background Review and Kickoff Meeting

Objective

The task objective is to formally 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 includes 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. CSWMP.

- F. National Pollutant Discharge Elimination System (NPDES) Permit.
 - G. Stormwater retrofit plans.
 - H. Drainage complaint records.
 - I. Stormwater asset Geographic Information System (GIS) data that includes watershed or subcatchment delineations and assets.
 - J. Agency planning documents, land use, zoning, critical-areas, and watershed planning data.
 - K. 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.
2. Obtain stormwater/basin models, including related calibration reports and planning and stormwater documents specific to the watershed and conveyance models from the City.
 3. Review requested information provided by the City and identify missing or out-of-date information to be discussed during the kickoff meeting.
 4. 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 with 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 subtask:

1. The kickoff meeting (virtual) will be 1 hour in duration and will be attended by the Consultant project manager and up to three 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 existing City 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

The following was assumed for this subtask:

1. The budget for the O&M staff interviews assumes up to two interview meetings that will be up to 2 hours in duration plus 2 additional hours for meeting preparation and notes. The

interviews will be attended by the Consultant project manager and up to one additional staff. The O&M meetings will be held virtually.

2. The site reconnaissance reviews will be conducted in person (if needed) with O&M staff. This assumes one site review that will be up to 4 hours in duration plus 2 additional hours travel time. The budget includes 2 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

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 additional 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 Cosmopolis, 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

The following was assumed for this subtask:

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 following was assumed for this subtask:

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 to provide general information regarding development of the SWCP updates.

Consultant Services

The Consultant will provide the following services:

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

City Responsibilities

The City is responsible for the following activities:

1. Develop a webpage on the City's website and provide information requests to the Consultant project manager.
2. Prepare outreach materials if needed.

Assumptions

The following was assumed for this task:

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.

Deliverables

1. Provide information upon request (via email).

Task 600 Hydrologic And Conveyance Modeling

Objective

The task objective is to review and update existing hydrologic models used to evaluate conveyance system capacity and conceptually size improvements to convey full buildout flows.

Consultant Services

The Consultant will provide the following services:

1. Review existing hydrologic models and data sets for use on 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 with the NSL West in place and full-buildout land use conditions assuming no on-site stormwater quantity control.
 - B. Review land use and developmental density from the existing CSWMP and update (if needed) to conform with current comprehensive land use planned development for selected basins.
 - C. Develop climate-adjusted rainfall hydrographs and peak flow information from select subbasins using the 2-, 10-, 25-, and 100-year climate-adjusted rainfall events from the NSL project for current and future-buildout land use conditions.
3. Conduct 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. Determine conveyance pipe sizes using a uniform flow conditions rating table or normal depth spreadsheet calculator to accommodate the 10-year developed condition, climate adjusted storm event.
 - C. Develop an Excel spreadsheet and maps of each subbasin that highlight pipe segments that are capacity-constrained.

City Responsibilities

The City is responsible for the following activities:

1. Provide data as requested that may include, but is not limited to, as-built or record drawings of structures, pipe conditions, and flow and gage metering data requested by the Consultant that will be included in the model, if available.
2. 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. GIS mapping information 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. EPA SWMM models from the NSL project may be used with minor updates.
 - B. The NSL hydrologic models are based on intensity-duration-frequency (IDF) curves with adjustment of current National Oceanic and Atmospheric Administration (NOAA) Atlas 14 for the 2-, 10-, 25-, and 100-year 24 hour design storm events. Development of the EPA SWMM model hydrographs and development of the climate-change precipitation data will not be required.
 - C. The sea-level trends and water surface elevations based on sea-level rise (SLR) from the NSL project will be used for this project and a climate-change assessment is not required.
 - D. Up to five existing hydrologic models with a total of up to 20 subbasins will be updated for the models.
3. Hydraulic modeling for conveyance 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. Data from the City's GIS and other City sources 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).
4. The following is assumed for carryover from the 2001 CSWMP H&H models:
 - A. The hydrologic and basin characteristic model values from the 2001 CSWMP may be used.
 - B. The GIS basin delineations from GIS or computer-aided design (CAD) may be used.
 - C. The system infrastructure and facility (including pump stations) location, depth, and sizing may be used without revision.
 5. Report preparation is addressed under Task 800.

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 task objective is to consolidate and prioritize identified needs and deficiencies evaluated in the previous tasks and develop a Capital Improvement Plan and Capital Improvement Program to address priority needs, including a planning-level project cost estimate.

Subtask 710 Capital Improvement Project Prioritization

Objective

The subtask objective is to consolidate identified flood reduction 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. Review carryover projects from the 2001 CSWMP study and provide updated project recommendations.

2. Prepare a needs and deficiency table that summarizes the findings from (Subtask 230) staff interviews, identified deficiencies list, conveyance modeling information, and CSWMP carry over project list.
3. Use the needs and deficiency table and information to develop brief, bullet point, project/program conceptual scope and summary descriptions (in table form).
4. Develop CIP prioritization criteria applying industry-level professional judgment and experience in CIP prioritization to be used in developing the recommendations.
 - A. 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.
6. Create a GIS-based overview map showing the locations of recommended CIP projects.
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 activities:

1. Provide background and/or field data, as requested, to supplement data obtained in Tasks 200 and 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 one set of consolidated, conflict-resolved comments on GIS maps, prioritization criteria, 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.
2. Up to 10 projects will be carried over from the 2001 CSWMP. The summary information from the CSWMP (excluding costs and figures) can be used in the SWMP CIP list development.
3. Needs and deficiency evaluations for inclusion in the CIP to include the following projects from the existing CSWMP:
 - A. River Outfall Identification, Mapping, and Tide Gate Assessment
 - B. Endresen Road Flooding Evaluation (study only)
 - C. Woodlawn area along Broadway and Division Flooding Remediation
 - D. Stormwater Inflow and Infiltration into the existing sewer system
 - E. Up to 3 storm mains will be evaluated for inflow and infiltration. The locations will be provided by the City.

- F. One additional deficiency as defined during staff interviews (Subtask 230)
- 4. Up to two GIS needs and deficiency overview maps will be developed.
- 5. The prioritization workshop will be conducted virtually, 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.
- 6. The project prioritization list is preliminary and in draft form to allow for input from City decision makers and stakeholders.
- 7. Development of the final project prioritization list is included In Task 800.

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 Capital Improvement 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 input from the City.
- 2. Prepare planning-level estimates (Association for the Advancement of Cost Engineering [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, RSMMeans, estimator's database, or other available sources.
- 3. Develop draft CIP project 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 five new conveyance or outfall projects will be identified for inclusion in the CIP project list. No new pump station projects will be added to the CIP project list.

City Responsibilities

The City is responsible for the following activities:

1. Provide input and direction in development of the implementation plan to establish planned construction year for projects on the CIP list.
2. Review and 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. The summary sheets will be one page per project on the list prepared under Task 710.
2. The CIP project costs from the 2001 CSWMP may be used in CIP development and new estimates will not be required. The 2001 CSWMP CIP costs will be escalated to 2024 cost using the *Engineering News-Record* Construction Cost Index for the Seattle area. New costs will not be generated for projects that are moved forward and new costs will be generated for projects that are moved forward into this CIP Plan.
3. Development of the CIP Plan chapter is included with Task 800.

Deliverables

The following deliverables will be produced:

Draft CIP Plan including:

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

Task 800 Stormwater Comprehensive Plan Update

Objective

The task objective is to update the existing SWCP report to document information and findings from previous tasks in accordance with 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 Report using exhibits and information from the prior tasks.
2. Prepare the Final SWCP incorporating comments from City staff and City leadership.

City Responsibilities

The City is responsible for the following activities:

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

Assumptions

The following was assumed for this task:

1. The information prepared from the prior tasks can be used in SWCP update report development without revisions.
2. The SWCP will not include a chapter for the overburdened community assessment under Task 400.
3. There will be one set of document review comments to be addressed on the Draft SWCP report. The report will be finalized following input by City leadership after the City Council has reviewed the SWCP.
4. The SWCP report is anticipated to be up to 80 pages, including figures and excluding appendices. The report may be organized as follows:
 - A. Executive Summary
 - B. Introduction and Background.
 - C. Stormwater Policies and Long-Range Planning.
 - D. Study Area, Basin Characterizations, and Existing Conditions.
 - E. Hydrologic and Hydraulic Modeling.
 - F. Conveyance and Facility Improvements.
 - G. Capital Improvement Plan.

Deliverables

The following deliverables will be produced:

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

Task 900 Stormwater Comprehensive Plan Supplemental Services

Objective

The task objective is to provide supplemental stormwater comprehensive planning support services at the City project manager's written request. The specific Scope of Services estimated labor and associated expenses are to be negotiated in advance and agreed upon by both the City and the Consultant prior to NTP.

Consultant Services

Specific supplemental services that may be provided under the task are described below:

1. Subcontract for survey for identified structures and localized drainage areas, as described under Task 300, Survey.

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2. Add to the needs and deficiency evaluations:
 - A. Prepare H&H modeling for the items added to the list as detailed in Task 600
 - B. Evaluate project priority, estimated cost, and add to the CIP project list as described under Task 700
 - C. Add the CIP project information to the SWCP update report as described in Task 800
 - D. Address unknown items or conditions within the CIP project list described under Task 700 that add complexity to the SWCP update.

City Responsibilities

1. To be determined when the supplemental services tasks are defined and mutually agreed upon.

Assumptions

1. To be determined when the supplemental services tasks are defined and mutually agreed upon.

Deliverables

1. To be determined when the supplemental services tasks are defined and mutually agreed upon.

Schedule

The anticipated schedule is based upon receipt of NTP in December 2023 is provided in the table below.

Milestone	Date
Notice to Proceed	December 2023
Final SWCP	June 2024

Fee

The estimated total contract amount to complete professional services identified in the Scope of Services is offered on a time and materials basis, not to exceed **\$172,310**.

Task Number	Description	Estimated Fee
100	Project Management	\$17,040
200	Background Review and Kickoff Meeting	\$11,760
300	Survey	\$1,710
400	Overburdened Community Assessment	\$9,860
500	Community Outreach	\$3,190
600	Hydrologic and Conveyance Modeling	\$26,370
700	Capital Improvement Plan	\$46,070
800	Stormwater Comprehensive Plan Update	\$26,310
900	Stormwater Comprehensive Plan Supplemental Services	\$30,000