

SCOPE OF WORK & FEE ESTIMATE

Terrebonne Sanitary District Assistance

November 15, 2021

Chris Doty
Deschutes County
1300 NW Wall St., Suite 206
Bend, Oregon 97701

Re: Terrebonne Sanitary District Assistance

Chris,

Thank you for selecting Parametrix to prepare a Wastewater System Feasibility Study for the community of Terrebonne. We have greatly enjoyed working with County staff and the Terrebonne stakeholders on this challenging, yet interesting project. Through this process, we have developed a shared understanding of the Terrebonne community, the widespread septic system issues, and the most feasible wastewater design solution. In addition, we have become familiar with the logistics of sanitary district formation and public funding sources available for this sewer infrastructure project.

Deschutes County has allocated \$300,000 in funding to help Terrebonne accomplish the following objectives:

- Legal Formation of the Terrebonne Sanitary District (TSD)
- Preparation of 30% Design Plans for the proposed STEP collection system
- Preparation of funding applications for installation of sewer infrastructure

Parametrix is pleased to have the opportunity to continue working with Deschutes County and the Terrebonne Sewer Advisory Group (TSAG) on this next stage in the process, building on understanding and contacts gathered through the Wastewater System Feasibility Study. Below is our proposed scope of work, which outlines our strategy for accomplishing the three objectives set forth by Deschutes County. Parametrix will subcontract with the Linda Swearingen Group and Jordan Ramis PC, Attorneys for Legal Formation of the Terrebonne Sanitary District. Parametrix has the design expertise and capacity to prepare 30% Design Plans for the proposed STEP collection system. Our involvement in the US97: Terrebonne/Lower Bridge Way Improvements project with ODOT will allow us to efficiently coordinate the sewer design with proposed roadway improvements. In addition, Parametrix has several in-house staff with extensive grant writing experience and have obtained millions of dollars in funding for our clients from a variety of funding programs/agencies, including:

- Community Development Block Grant (CDBG)
- Environmental Protection Agency (EPA)
- United States Department of Agriculture – Rural Development (USDA-RD)
- Economic Development Administration (EDA)
- State Revolving Fund (SRF)

SCOPE OF WORK

1. Project Management

- 1.1. Project setup, accounting, and monthly progress letters (12-month duration assumed)
- 1.2. Subconsultant coordination and management
- 1.3. Monthly check-in meetings with the County, including call notes (12 meetings assumed, 1 hour each)

2. Sanitary District Formation

- 2.1. Monthly TSAG meetings (12 meetings assumed, 1 hour each, to include Linda, Attorney, and Engineer)
- 2.2. Preparation of legal documents for Sanitary District Formation. Anticipated documents include:
 - District Formation plan
 - Economic Feasibility Statement
 - Petition (prospective and final with signatures)
- 2.3. Anticipated process for Sanitary District Formation:
 - Meet with private legal counsel regarding district formation process, timeline, and required documentation.
 - Public notice of public meeting to all voters and property owners within proposed district boundary.
 - Hold public meeting to determine voter interest, presenting information and recommendations regarding Sanitary District formation.
 - If there appears to be sufficient interest in the measure, the committee will develop a formation plan.
 - Review Preliminary Engineering Report (PER) and prepare economic feasibility statement for Sanitary District formation.
 - File prospective petition with the County Clerk, including a description of the proposed District boundary.
 - Obtain petition with required number of signatures (per ORS 198.755).
 - Submit petition to County Clerk with economic feasibility statement and a cash deposit for certification.
 - Once the Clerk determines that the required number of signatures has been gathered and notifies the chief petitioner, the chief petitioner files the petition with the county board. The board then sets a public hearing date not less than 30 or more than 50 days after the date of filing with the board, along with notifications to the public.
 - First Hearing with Board of Commissioners (including attorney preparation time and attendance).
 - If the board approves the petition as presented or modified, it enters an order declaring the name of the district and boundaries. The order must also schedule a second hearing not less than 20 nor more than 50 days after the date of the order, including notifications to the public.
 - Second Hearing with Board of Commissioners (including attorney preparation time and attendance).
 - After the second hearing, if the district does not propose a tax, and 15% or 100 electors (whichever is less) do not request an election, the board may issue an order to formally create the Sanitary District. This scope, schedule, and budget assumes an election will not be requested.
 - Election of initial Terrebonne Sanitary District board members (September election anticipated).

3. Preliminary Sewer Design

3.1 Completion of Final Preliminary Engineering Report (PER), in response to agency review comments.

3.2 Design Criteria Memorandum (based on PER), outlining the following elements:

- Inventory of Phase A connections, EDUs, and flows
- Pressure sewer main and service sizing parameters
- Assumed materials for piping, pumps, valves, vaults, etc.
- Proposed pressure main and service trench sections and typical location in County ROW
- Basis of vertical design, including topographic survey and/or LiDAR data
- Estimated timeline for design and construction schedule
- Understanding of project funding sources and construction delivery method

3.3 STEP Collection System Design 30% Plans

- Cover sheet and general notes
- Existing conditions plan with aerial background and contours
- Customer map, showing initial Phase A customer connections, including EDU's, water meter size, average flow, peak flow, proposed sewer service size, and effluent pump system sizing.
- STEP collection system plan sheets (assuming an Overall sheet at 300-scale, 15 plan sheets at 30-scale)
- Forcemain plan and profile sheets (12 sheets anticipated at 50-scale), including Redmond connection
- Typical section of sewer installation in roadway, with required clearances
- Typical details for pipe trench sections, service connections to mains, control valves, residential effluent pump systems, commercial effluent pump systems, vault with flow meter and sampling port, discharge manhole with odor control device, and connection to Redmond system (4 detail sheets anticipated).
- Submit 30% draft plans to DEQ, ODOT, City of Redmond, and Deschutes County for review/comment.
- Finalize 30% plans for inclusion with funding applications.

3.4 Engineer's Construction Cost Estimate

- Tabulate construction items shown on the 30% plans with quantities and average unit costs.
- Prepare draft 30% cost estimate and submit to agencies and independent contractor for cost review.
- Update cost estimate per review comments and finalize for inclusion with funding applications.

3.5 Design Review/ Coordination

- Review LiDAR elevation data for project extents and coordinate with GIS staff for additional data.
- Coordinate with City of Redmond and design consultant regarding flow meter, sampling port, odor control system, and connection point to new Redmond Treatment Wetlands Complex.
- Coordinate design with proposed ODOT roadway improvements along US97 corridor.
- Coordinate with TSAG/TSD for input regarding collection system layout and Phase A service area.
- Reviewing and addressing agency review comments.

4. Funding Application Preparation

4.1. Analysis and summary of grant and loan funding needs for proposed sewer infrastructure project.

4.2. Schedule and attend One-Stop meeting with Terrebonne Sanitary District and funding agencies.

4.3. Review and summary of eligible grant and loan funding programs.

SCOPE OF WORK & FEE ESTIMATE (continued)

- 4.4. Prioritization of funding programs based on District eligibility, grant availability, loan terms, etc.
- 4.5. Creditworthiness due diligence to determine Terrebonne Sanitary District eligibility for loan programs.
- 4.6. Preparation of funding applications (up to 3) and required attachments on behalf of TSD. It is assumed that required attachments will include readily available information (e.g., PER, 30% Design Plans, Terrebonne Sanitary District information, etc). Supplemental demographic/income studies, environmental studies, or other efforts of similar scale are not included in this scope.
- 4.7. Coordination meetings, calls, and emails with funding agencies regarding grant/loan criteria, submittal requirements, and application questions. (Up to 24 hours of effort assumed)
- 4.8. Coordination with TSD board members for information, review, and signatures.
- 4.9. Submittal of funding applications to funding agencies.

SCHEDULE

November 2021	Project Notice to Proceed
December 2021	Project Kickoff Meeting
January 2022	Public Meeting
February 2022	File prospective petition
March 2022	File final petition with required signatures
May 2022	First Public Hearing with County Commission
June 2022	Second Public Hearing with County Commission
July 2022	30% Draft Design for DEQ/County/ODOT review
September 2022	TSD Board Member Elections
October 2022	30% Plans and Cost Estimate Complete
November 2022	Submit Funding Applications with TSD, PER, and 30% Plans

*anticipated schedule milestones shown above are subject to change due to agency reviews, ODOT timelines, elections, etc.

FEE ESTIMATE

Task 1 – Project Management	\$10,000 – \$15,000
Task 2 – Sanitary District Formation	\$50,000 – \$60,000
Task 3 – Preliminary Sewer Design	\$140,000 – \$170,000
Task 4 – Funding Application Preparation	\$50,000 – \$70,000
TOTAL	\$250,000 – \$300,000

Parametrix can complete the scope of work described on a time and materials basis, within the \$300,000 project budget limit. The actual labor effort required for each task will depend largely on the extent of agency reviews and legal procedures for Sanitary District Formation. Please feel free to contact me at rudnick@parametrix.com or 541-508-7785 with any questions or comments to be sure this proposal fits your needs.

Specific Exclusions:

The following items are specifically excluded from the scope of services and the estimated fees, as described above. Such items are not anticipated to be needed or required at this time, and/or it is anticipated that such services will be provided by others.

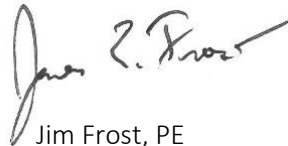
- Additional effort related to election for Sanitary District Formation, if requested by constituents.
- Erosion control plans/1200C Permit not anticipated at this phase.
- Geotechnical studies/services.
- Specialized demographic and economic studies. Parametrix will utilize publicly available data.
- Environmental studies and biological surveys.
- Topographic land surveys and boundary surveys. Parametrix will utilize publicly available property and LIDAR elevation data for preliminary engineering.
- Property appraisals. Parametrix will utilize public data to estimate property acquisition costs, if required.

Sincerely,

Parametrix



Ryan Rudnick, PE
Project Manager



Jim Frost, PE
Senior Consultant