

City of Lake Forest Park NPDES Municipal Stormwater Program Support

Scope of Work

Aspect Consulting LLC
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Introduction

Aspect Consulting, LLC (Aspect) has developed this Scope of Work for the City of Lake Forest Park (City) Department of Public Works (DPW) to provide consulting services in support of the City's Municipal Stormwater Program. The work follows requirements in the Western Washington Phase II Municipal Stormwater Permit (Permit) issued by the Washington State Department of Ecology (Ecology).¹

The scope of work addresses six tasks for which Aspect will provide support to the City Department of Public Works (DPW):

1. Project Management
2. Source Control for Existing Development
3. Illicit Discharge Detection and Elimination (IDDE)
4. Operations and Maintenance
5. MS4 Mapping and Documentation
6. Miscellaneous Program Planning and Implementation

Task 1. Project Management

Task 1 is for project management, which will include regular project status meetings, scheduling work, implementing and overseeing work, and monthly progress reports with invoices.

- Project status and coordination meetings monthly through 2023, and then every two months in 2024 (12 meetings total).
 - Includes scheduling and minutes
- Develop schedule to complete contract work
- Monitor and control execution of work to ensure performance aligns with established schedule, budget, and scope of work
- Perform quality assurance and quality control (QA/QC) review of work product(s)
- Prepare monthly progress reports and invoices
- Create Sharepoint site hosted by Aspect for documentation and sharing resources with the City

Task 1 Deliverables

- Minutes from regular monthly and bi-monthly meetings with City (12 meetings)
- Monthly progress reports and invoices (19 months)
- QA/QC documentation if requested by City, scope to be determined

¹ National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit. Scope elements address much of Permit Section S5.C. for the City's Stormwater Management Program (SWMP).

Task 1 Assumptions

- The schedule is scoped for June 1, 2023 through December 31, 2024.
- Regular meetings will be scheduled via meeting polls.

Task 2. Source Control

Task 2 includes preparing for and implementing the Source Control program. All scope elements of this task are funded for the entire contract period through December 2024. The following scope items are known and included in the budget.

- Program Preparation
 - Forms and Letters
 - Review existing inspection introduction letter
 - Create inspection forms for initial and follow-up inspections
 - Create inspection report template
 - Procedures
 - Create inspections tracking spreadsheet database
 - Prepare a short standard operating procedures (SOP) document (based on memorandum *Source Control Inspection Program Resourcing Recommendations*, Parametrix, July 2022).
- Inspections
 - Perform site inspections in accordance with Permit requirements for Source Control.
 - Equal to 20 percent of sites per existing inventory of 125 sites.
 - Target for inspections: 50 total = 25 during 2023 + 25 during 2024.
 - Will include initial inspection and follow-up inspections as needed to confirm appropriate correction of noted pollution control issues.
- Technical Assistance
 - Provide technical advice during site visits.
 - Prepare information for best management practices (BMPs) provided in inspection reports.
 - Respond to requests for technical assistance information from businesses included in program.
- Recordkeeping and Documentation
 - Document inspection results and track progress in a spreadsheet database.
 - Keep track of updated business/site contact information as learned during program implementation.
- Enforcement Support
 - Provide limited code enforcement support, which may include drafting Notices of Violation and other correspondence with alleged violators, attending hearings, negotiating compliance agreements, and related support.
- Inventory Update
 - During 2024, update the source control site. The timing of the update will be planned with the City during 2024.
 - The inventory update to be based on site inspection history as information is available, and with desktop review of business/site status and business licensing information.

Task 2 Deliverables

- Comments on inspection introduction letter
- Inspection-related deliverables:
 - Template documents for post-inspection letter and inspection report
 - Inspection tracking spreadsheet database
 - Draft and final correspondence and inspection reports with inventoried site owners or operators
 - Inspections progress tracking information per Permit requirements documentation
 - Enforcement support, including draft and final NOVs, and draft and final compliance agreements
- Updated source control site inventory (Excel file)
- Memorandum describing inventory update procedure and results

Task 2 Assumptions

- The inspection procedures SOP will be up to approximately 8 pages.
- The approach for the source control program is intended to be simple to meet Permit requirements without use of specialty software or field equipment.
- Inspection introduction letters will be printed and mailed to entire inventory.
- Post-inspection reports and letters and other correspondence will be emailed after collecting/confirming site contact information during inspection.
- Consistent with guidance in the Permit, an “inspection” will be counted for all site visits, including initial, follow-up, and screening (includes turn-aways).
- The City will provide an updated list of business license records during the planning to update the site inventory.
- Code enforcement support is limited to approximately three enforcement actions per year.

Task 3. IDDE

Task 3 is for supporting the City’s IDDE program. All scope items of this task are funded for the entire contract period through December 2024. The following scope items are known and included in the budget.

- Work with DPW staff to develop a user-friendly standard operating procedure (SOP) for improved spill response and reporting with a flow chart as a guide.
- Perform limited field investigation of up to 6 reported spills events as requested by DPW staff.
- Document IDDE incidents for reporting data in Ecology-specified format (per Permit Appendix 12).
- Perform primary field screening of 12 percent of MS4 for illicit discharges in accordance with the City’s adopted screening procedure (2020 ICID Manual) and Permit requirements
 - The target number of outfall structures for screening is 12 per year based on previous screening analysis information provided by the City.
 - The screening will focus on common pollutant issues in urban stormwater systems with a general assessment of potential illicit discharges. Information collected at each site will include:
 - *In-situ* water quality measurement (includes pH, dissolved oxygen (DO), temperature, turbidity, specific conductance, and oxidation-reduction potential).

- Recorded observations of structure/site condition (with screening notes on deposits/stains/sheens, erosion, structure integrity, vegetation, trash/debris, odors, and water color).
- Perform secondary sampling/source tracing as appropriate per outfall screening results.
 - Source tracing to be done at an assumed 6 structures/locations per year.
 - The choice of source tracing locations will be decided in discussion with the City.
 - Source tracing will include the same field observations as outfall screening plus up to 6 water samples.
 - Water samples are planned to be analyzed for key indicator parameters, including fecal coliform bacteria, ammonia, oil and grease, and fluoride.
- Prepare annual report summary of IDDE program activities, including GIS maps of yearly spill response activities.
- Provide limited IDDE code enforcement support to DPW including drafting Notices of Violation (NOVs) and other correspondence with alleged violators, attending hearings, negotiating compliance agreements, and related support.

Task 3 Deliverables

- SOP for Spill Response and Reporting
- Spill investigation reports
- Field sheets and sample results for outfall screening and source tracing
- Annual spill investigation summary memorandum with an IDDE GIS map and an IDDE incident data file in Ecology-approved format
- Code enforcement support documents including draft NOVs, letters, and compliance agreements

Task 3 Assumptions

- Spill response assumptions:
 - Up to 6 spill investigations per year or up to the budget assigned for this task.
 - Aspect will respond to up to approximately 6 spill investigation requests by the City during business hours to support the City with spill investigations.
 - Response time for investigations will be as soon as possible and may range from same day to several days later depending on staff availability.
- Outfall screening and source tracing assumptions:
 - Includes screening at up to 12 outfalls or other drainage structures/locations.
 - Includes limited source tracing follow-up based on outfall screening results at up to 6 structures/locations.
 - Field work will be done from the ground surface; no confined space entry or work from heights with fall hazards will be performed.
 - Samples: up to 12 water samples total for outfall screening; up to 6 samples total for source tracing samples.
- The IDDE incident tracking will be via a simple approach with an online shared spreadsheet form for consultant and City use in documenting reported spills.
- This task does not include emergency spill response or cleanup or monitoring the City's spill hotline.

Task 4. Operations and Maintenance

Task 4 is for operations and maintenance program support. Work on this task is funded for selected activities planned for 2023, and additional tasks and deliverables are noted that require additional funding to be implemented.

The following scope items are known and included in the budget.

- Review and provide recommendations for updating and consolidating materials for vendor procurement and contract documents. Existing contract documents will be reviewed, including vendor contracts for:
 - Stormwater System Cleaning
 - Drainage Catch Basin Inspection and Data Collection
 - Drainage System Repair and Maintenance
 - Drainage facility inspections
- Limited coordination with GIS for spatial data needs for O&M infrastructure updates (e.g., vendor field data).

Task 4 Deliverables

- Table or short memorandum from review of vendor procurement and contract documents with recommendations for updating and consolidating.

Task 4 Items Not Budgeted At This Time

- Develop updated and consolidated version of procurement and contract documents for O&M work to be performed by contracted vendors and consultants
- Support to DPW with managing vendor contracts for catch basin/facility inspection and maintenance
- Review bids received per established responsiveness and responsibility criteria, develop bid tabulations and award recommendations
- Review contracted deliverables, other work products, and invoices for consistency with contract requirements. Develop comment resolution log and track resolution progress with vendor.
- Work with DPW staff to create a user-friendly portable SOP for documenting DPW's practices, policies, and procedures for reducing impacts from stormwater runoff on City land.
 - Assist DPW in fabricating/reproducing the finished SOP for DPW crew member field use.

Deliverables on hold awaiting further funding:

- Draft and final contract procurement documents, e.g. Invitations to Bid, RFP/Q
- Bid tabulations
- Written recommendations to award contracts
- Comment log for documentation and resolution of vendor deliverable deficiencies
- SOP documentation resource for City O&M policies, practices, and procedures

Task 4 Assumptions

- O&M support work will reference the *King County Surface Water Design Manual* and the *King County Stormwater Pollution Prevention Manual*, which were adopted by the City for stormwater planning and engineering.

Task 5. MS4 Mapping and Documentation

Task 5 is for Mapping and Documentation support for the municipal separate storm sewer system (MS4). Work on this task is funded for selected tasks planned for 2023, and additional tasks and deliverables are noted that require additional funding to be implemented.

- Assist DPW in updating MS4 GIS mapping standards and policies as needed

Task 5 Deliverables

- Short memorandum with recommended updates to GIS mapping standards and GIS policies, including an annotated Policy & Feature Class Definitions spreadsheet

Task 5 Items Not Budgeted At This Time

- Perform field investigation to resolve MS4 mapping uncertainties
 - Field investigations may require engaging a vendor or specialist
- Update DPW's MS4 geodatabase per new/legacy site development plans, field investigation results, and other resources

Deliverables on hold awaiting further funding:

- Updated MS4 GIS files (e.g. geodatabase) and static (e.g. PDF) maps

Task 5 Assumptions

- Two meetings will be scheduled with City to get available data, talk through GIS data work flow, and discuss needs for improvement.
- Some initial mapping and data discovery is included in the Source Control and IDDE tasks that will help this task's effort.
- The City will provide updated working copies of existing GIS data and access to online resources as required, e.g., ArcGIS Online.

Task 6. Miscellaneous Program Planning and Implementation

Task 6 is for miscellaneous program planning and implementation support. The following scope items are known and included in the budget. Work on this task is funded for selected tasks, and additional tasks and deliverables are noted that require additional funding to be implemented.

Stormwater Management Plan (SWMP)

- Track SWMP implementation progress with assigned resources.
- Prepare an annual update to the City's SWMP documents, *Stormwater Management Program Plan*, for submission to Ecology as part of the annual report.
- Conduct one annual 4-hour workshop in 2023 with DPW and other City staff as appropriate to share SWMP updates for the year ahead and plan for annual report assignments.

Annual Report

- Lead and coordinate the preparation of the Permit annual report for 2023.
- Assign DPW staff and consultant team members to collect and prepare information needed for annual report.
- Prepare annual report document, provide QA of content, and provide completed annual report materials to the City for upload and submission to Ecology by March 31, 2024.

Task 6 Deliverables

- One 4-hour SWMP workshop in 2023 with City staff
- Spreadsheet table for tracking SMPW actions
- Draft and final annual SWMP Plan (Word file)
- Draft and final annual report file (as Excel spreadsheet with action summaries attached)

Task 6 Items Not Budgeted At This Time

Stormwater Management Plan (SWMP)

- Annual 4-hour workshop in 2024 for SWMP updates and annual report planning.

Municipal Code Updates

- Develop municipal code gap analyses as needed to ensure alignment of city codes with Permit requirements.
- Assist DPW in implementing municipal code updates if needed including drafting proposed municipal code language, preparing SEPA checklists, and attending public meetings.

SMAP Implementation

- Assist DPW in implementing its forthcoming Stormwater Management Action Plan (SMAP). Assistance may include, but is not limited to, procurement and contracting support for actions to be implemented via contract, e.g. capital projects.
- Assist DPW as needed in planning to comply with anticipated future Permit requirements including, but not limited to, tree retention, street sweeping, and stormwater controls for priority developed areas.

Deliverables on hold awaiting further funding:

- Draft and final municipal code revisions (MS Word file) and associated SEPA checklists
- Memoranda documenting results of planning workshops, municipal code review, or other work associated with this task
- SMAP implementation planning deliverables to be determined.

Task 6 Assumptions

- The City PM will identify City staff who will be responsible for answers to selected annual report questions.
- Aspect will assemble the information for the annual report and provide it to the City in a timely manner prior to March 31, 2024 in a format compatible for upload by the City to the [Ecology Permit and Reporting Information System](#).
- The City's responsibilities under this task include the following:
 - Submittal of the Annual Report and other required documents to Ecology in a timely manner
 - Ensuring the SWMP work is implemented
 - Overall NPDES Permit compliance as the permittee

Schedule

The approximate schedule for the work is provided below. A detailed schedule will be prepared as part of Task 1.

1. Project Management	
June 1 – July 15, 2023	City Project Manager on family leave
June – December 2023	Monthly project status meetings
January – December 2024	Every other month project status meetings
June 2023 – December 2024	Monthly progress reports and invoices
2. Source Control for Existing Development	
June – August 2023	Prepare inspection resources
September 2023 – December 2024	Target: 50 inspections with technical assistance and recordkeeping
Schedule to be determine in 2024	Source Control site inventory update
June 2023 – December 2024	Source control code enforcement support as needed
3. Illicit Discharge Detection & Elimination	
June – September 2023	Prepare Spill Response SOP and incident documentation resources
October 2023 – December 2024	Spill field investigation, documentation, and reporting
October 2023 - December 2024	Outfall screening
June 2023 - December 2024	IDDE code enforcement support as needed
4. Operations & Maintenance	
July – September 2023	Review vendor procurement and contracting documents
October - November 2023	Prepare recommendations for updating and consolidating vendor procurement and contracting documents
November - December 2023	Internal coordination with GIS regarding O&M spatial data needs
5 . MS4 Mapping and Documentation	
June – September 2023	Meet with DPW staff to review GIS mapping standards and policies
October - December 2023	Prepare memorandum with recommended updates and notes on existing spreadsheet with existing policies
6. Miscellaneous SWMP Planning and Implementation	
June – August 2023	Prepare tracking spreadsheets for SWMP implementation and Annual Report assignments
September – October 2023	Prepare and convene workshop with DPW staff
November – December 2023	Update of SWMP for 2024; gather annual report information
January – March 2024	Prepare Annual Report

Budget

The scope of work was prepared to meet the City's available budget for this program for consultant support through December 2024, which is \$285,000 total.

The scope items listed above that are not included in the budget can be expanded and negotiated later in the contract as those items are discussed and prioritized with the City.

Disclaimer

This scope and associated level of effort budget is provided to the City of Lake Forest Park, Washington (Client) in accordance with generally accepted professional practices for the nature and conditions of work completed in the same or similar localities. This scope and budget apply only to the services described above for the Client. Any use or reuse by any party other than the Client is at the sole risk of that party, and without liability to Aspect Consulting. This estimate does not represent a legal opinion or a formal proposal of work. No other warranty, expressed or implied, is made.