

January 31, 2023

Patrick Fry and Jeff Hamlin  
City of Snoqualmie Public Works Department  
PO Box 987  
38624 SE River St.  
Snoqualmie, WA 98065

**Re: Task Order No. 50, Stormwater Management Action Planning (SMAP) Support, Phase III**

Dear Patrick and Jeff:

Enclosed for your review and signature are two copies of Task Order No. 50 under the on-call services contract with the City of Snoqualmie (City) and Northwest Hydraulic Consultants Inc. (NHC). Under the Task Order NHC will provide support to Phase III of the City's Stormwater Management Action Plan (SMAP) development effort, which is required of NPDES Phase-II jurisdictions.

The following "Agreement of Professional Services" provides additional detail on the tasks to be completed. A cost breakdown is attached for our estimated budget of \$79,721 to be billed on a time and expenses basis. Please let me know if you have any questions or concerns. We look forward to working with you on this project.

Sincerely,

NORTHWEST HYDRAULIC CONSULTANTS



Derek L. Stuart, P.E.

ON-CALL SERVICES

HYDROLOGY, HYDRAULICS & STORMWATER MANAGEMENT

TASK ORDER NO. 50

STORMWATER MANAGEMENT ACTION PLAN (SMAP) SUPPORT Phase III

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made this 31th day of January 2023, by and between **Northwest Hydraulic Consultants Inc.**, hereinafter called "NHC," and the **City of Snoqualmie**, hereinafter called the "CITY."

NHC has an Agreement dated 17, January 2017 with the CITY, which is herein referred to as the **Prime Agreement**, and which provides for NHC performing unspecified professional services in hydraulics, hydrology, and related fields on an on-call basis, with specific work items to be identified in subsequent **Task Orders**.

The City of Snoqualmie (City) has requested that Northwest Hydraulic Consultants (NHC) provide support of the City's Stormwater Management Action Plan (SMAP) development effort, which is required of NPDES Phase-II jurisdictions.

The professional service which the CITY has employed NHC to perform under this Agreement constitutes **Task Order No. 50** under the provisions of the **Prime Agreement** and is generally described as follows:

1. **SCOPE OF WORK.** NHC, acting as additional CITY staff, shall perform services as directed by the CITY Planning Director, to assist the CITY of Snoqualmie with the SMAP development effort. Specific tasks include:

**Task 1. Project Management and Coordination**

NHC will track budget and progress of work and prepare and submit consolidated monthly invoices and progress reports to the City.

**Assumptions:**

- It is assumed that all check-in meetings will be held virtually (by telephone or video conference).
- All deliverables will be submitted in electronic format.

**Deliverables:**

- Monthly invoices and progress reports for duration of project

**Anticipated Schedule:**

- January 2023 – June 2023

## Task 2. Stormwater Management Action Plan

The objective of this task is to develop an Ecology-approved stormwater management action plan for the Kimball Creek basin. The plan will include capital projects (stormwater retrofits) as well as programmatic management actions (as per S.5.C.1.iii.b-d).

NHC will perform parcel-scale overlay analysis in GIS to identify potential retrofit sites in Kimball Creek. Factors to be considered will include presence and condition of existing stormwater facilities (including improvement needs or identified retrofit opportunity), property ownership, drainage area and upstream land use, infiltration potential, opportunity to coordinate with other projects, proximity to the drainage system, and topography. Our team will work with the City to develop preliminary screening criteria to create a list of 15 potential retrofit sites. NHC will conduct up to two days of preliminary field feasibility to identify opportunities or potential fatal flaws at the selected sites. Geotechnical information, including slope hazards and infiltration feasibility, will be based on best available data.

NHC will work with City staff, including stormwater, planning, and operations and maintenance staff, to develop a list of potential facility types, programs, and management actions consistent with City resources and protocols. Proposed facility types will be identified for each of the potential retrofit sites. NHC will present potential projects to City staff and work with the City to select three retrofit projects for conceptual design.

NHC will develop 10% conceptual designs and planning-level cost estimates for the three most promising project sites. Utility locate or boundary and right-of-way research and survey are beyond the scope of this work and would be coordinated by City staff, as needed. NHC will prepare brief (approximately 2-page) project summary sheets for each concept, including project description, cost, site schematic drawing, and description of project benefits and performance metrics (e.g. area treated).

NHC will work with the City to determine relative priority and phasing for the capital and non-capital projects (short-term actions to be completed within 6 years and long-term actions to be completed within 7 to 20 years). The project list is expected to include projects developed to conceptual design as well as others identified as feasible but not advanced to conceptual design.

### Assumptions:

- City will coordinate and provide required utility locate services and boundary and right-of-way research and survey.
- All deliverables will be submitted in electronic format.
- Stakeholder engagement will be led by City staff.

### Deliverables:

- 10% concept design plans for 3 projects
- Project summary sheets for 3 projects, including 10% planning level cost estimates
- Draft and final Stormwater Management Action Plan

### Anticipated Schedule:

- January 2023 – March 2023, Ecology reporting
- April 2023 – June 2023, Concept drawings and final reporting

2. PERIOD OF SERVICE. The period for services provided under this Task Order shall begin on January 19, 2023 and expire on December 31, 2023.

3. COMPENSATION. The CITY shall pay NHC on a time and materials basis at NHC's current rates, as agreed to in the Prime Agreement, provided the total compensation payable under this Task Order shall not exceed \$79,721 without the authorization of the CITY.

The expected breakdown of work between NHC and its subcontractor RH2 is outlined in the following table.

Total Task Assignment (sub-consultant included as expense)								
TASK DESCRIPTION	Principal	Engineer 2	GIS Analyst	Technical Editor	Total Hours	Labor Cost	Direct Expense	Task Totals
<b>NHC Detail</b>								
<b>Task 1. Project Management &amp; Coordination</b>	4	0	6	0	10	\$ 2,060	\$ -	\$ 2,060
Monthly invoicing & progress reports	4		6		10	\$ 2,060	\$ -	\$ 2,060
<b>Task 2 – Stormwater Management Action Plan (SMAP)</b>	38	56	80	16	190	\$ 33,140	\$ 130	\$ 33,270
Coordination & check-ins	2		8		10	\$ 1,780	\$ -	\$ 1,780
Retrofit site identification	4	20	40		64	\$ 10,060	\$ -	\$ 10,060
Site feasibility	4				4	\$ 1,160	\$ 130	\$ 1,290
Conceptual design	4	20	8		32	\$ 5,260	\$ -	\$ 5,260
Plan development	24	16	24	16	80	\$ 14,880	\$ -	\$ 14,880
<b>Total NHC Hours</b>								
	42.0	56.0	86.0	16.0	200.0			
<b>Billing Rate (\$/hr)</b>								
	290.00	145.00	150.00	125.00				\$35,330
<b>Direct Expense Detail</b>								
			Units			Rate		Cost
Mileage			198			0.655		\$130
<b>Total</b>								
								Cost
NHC Labor								\$35,330
NHC Direct Expense								\$130
Sub-Consultant Expense (including 10% markup)								\$44,262
Total Task Assignment								\$79,721

Sub-Consultant (RH2) Hours and Fee									
TASK DESCRIPTION	Project Manager	Staff Engineer	Project Accounting	Admin. Support	Total Hours	Labor Cost	Direct Expense	Labor + Direct	Task Total
<b>Task 1. Project Management &amp; Coordination</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>14</b>	<b>\$ 3,068</b>	<b>\$ 76</b>	<b>\$ 3,144</b>	<b>\$3,458</b>
Project and Team Management	2				2	\$ 530	\$ 13	\$ 543	
Invoicing/Communication	4		4		8	\$ 1,692	\$ 42	\$ 1,734	
Project Files	2			2	4	\$ 846	\$ 21	\$ 867	
<b>Task 2. Stormwater Management Action Plan (SMAP)</b>	<b>65</b>	<b>95</b>	<b>0</b>	<b>8</b>	<b>168</b>	<b>\$ 33,784</b>	<b>\$ 3,310</b>	<b>\$ 37,094</b>	<b>\$40,803</b>
Review Initial Retrofit Sites	3	3			6	\$ 1,278	\$ 87	\$ 1,365	
Retrofit Site Field Review and Refinement	24	24			48	\$ 10,224	\$ 1,118	\$ 11,342	
Meet Re: Land Management and Stormwater Management	2	2			4	\$ 852	\$ 76	\$ 928	
Present Results with NHC to the City	4	6			10	\$ 2,026	\$ 188	\$ 2,214	
Retrofit Sites Conceptual Design	12	40			52	\$ 9,620	\$ 1,121	\$ 10,741	
Implementation Schedule	8	8			16	\$ 3,408	\$ 250	\$ 3,658	
Assist with Future Assessment Approach	4	4			8	\$ 1,704	\$ 125	\$ 1,829	
SMAP Deliverable	8	8		8	24	\$ 4,672	\$ 345	\$ 5,017	
<b>Total Hours</b>	<b>73.0</b>	<b>95.0</b>	<b>4.0</b>	<b>10.0</b>	<b>182.0</b>				
<b>Billing Rate (\$/hr)</b>	<b>265.00</b>	<b>161.00</b>	<b>158.00</b>	<b>158.00</b>			Sub-total	<b>\$40,238</b>	
							10% Sub-Consultant Markup	<b>\$4,024</b>	
							Total Sub-Consultant Fee		<b>\$44,262</b>

4. ADDITIONAL CONTRACT REQUIREMENTS. All other contract requirements are as specified in the Prime Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the day and year first above written.

**CLIENT:**

**CITY OF SNOQUALMIE, WASHINGTON**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Execution:

\_\_\_\_\_

**NORTHWEST HYDRAULIC CONSULTANTS INC.**

Signature: 

Name: Derek Stuart

Title: Principal

Address: 12787 Gateway Drive S.

Tukwila, WA 98168

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Telephone: (206) 241-6000

Date of Execution:

January 31, 2023