



The reasons for the Template are to: 1) Update the information provided in the Application, get informed as to the status of the project, and identify any issues that threaten the successful completion of the project; 2) Ensure the dates and budget make sense moving forward; 3) Change text to be appropriate for a contract between Ecology and the Recipient; and 4) Provide all that information in a format that can be reviewed in SharePoint and then transferred to EAGL for the final funding agreement.

Agreement WQC-2022-StevPW-00028

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT
BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY
AND

CITY OF STEVENSON PUBLIC WORKS
[Recipient should confirm how their name should appear in the final agreement.]

This is a binding Agreement entered into by and between the State of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY" and the City of Stevenson Public Works, hereinafter referred to as the "RECIPIENT" to carry out with the provided funds, the activities described herein.

GENERAL INFORMATION

Project Title:	Stevenson Clean Water Facility and Collection Improvements-Construction Phase
Total Cost:	\$15,004,000
Total Eligible Cost:	\$9,936,000
Ecology Share:	\$9,936,000
Recipient Share:	\$5,068,000
The Effective Date of this Agreement is:	7/1/2021 <i>[Has this date changed since the application submittal? This date should be based on when you started incurring eligible costs for the project, any costs prior to this date will not be eligible for reimbursement]</i>
The Expiration Date of this Agreement is no later than:	12/31/2023 <i>[Has this date changed since the application submittal? Since this date is most likely an estimate, chances are it has changed. We need the latest best estimate. Costs incurred after this date are not eligible for reimbursement. For Loans Only: This date should be within six months of the Initiation of Operation Date.]</i>
Project Type:	Wastewater Facility

Project Short Description:

This project improves water quality in the Columbia River through the construction of wastewater collection and treatment facilities at the Wastewater Treatment Plant (WWTP), pump stations, and collection system in the City of Stevenson. This project increases capacity and improves treatment.

Project Long Description:

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This project improves water quality in the Columbia River through the construction of wastewater collection and treatment facilities at the Wastewater Treatment Plant (WWTP), pump stations, and collection system in the City of Stevenson. This project increases capacity and improves treatment.

The RECIPIENT's treatment plant is undersized for existing flows and loads. As a result of this, the effluent limits for TSS and fecal coliform in the plant's effluent discharges into the Columbia River have been exceeded. This project would reduce pollution to the Columbia River by ensuring that the City's treatment plant has capacity and redundancy for existing and future loads.

A number of improvements are required to provide sufficient treatment capacity and redundancy for existing and future conditions. These include upgrades to headworks, secondary treatment, disinfection treatment, electrical system, SCADA, and civil improvements.

Details of specific improvements designed to meet 2040 design flows and loads are described below.

-Headworks: Replace the existing headworks at the oxidation ditch, and will be capable of treating the 2040 peak flow rate of 2.6 mgd. It will include an inlet box, screening channels, grit removal system, influent flow meter, automatic sampler, pH and temperature monitoring instruments, and a flow distribution box. Screening improvements will include a primary channel with mechanical drum screen, a bypass channel with manual bar rack, and a third channel for future use. The grit removal system will consist of a vortex grit chamber, grit pump, grit concentrator, and grit washer with a 4.0 mgd capacity.

-Secondary Treatment: Improvements will consist of a new aeration basin, anoxic selector basin, blower building, and the addition of fine bubble diffused aeration to the existing oxidation ditch. The new aeration basin will be constructed with common walls with the two anoxic selectors, and the blower building to minimize costs and save space on this constrained site.

-UV System: Addition of second UV channel, replacement of the UV lamps in the existing UV channel, and allow for flow splitting and a V-notch weir for measuring effluent flow.

-Control System: An entirely new system to serve new and existing WWTP components to include installation of new plant PLC in the new blower building, remote PLC racks near each controller, and the existing RAS/WAS building, a PC based SCADA system and associated connections, wiring, monitoring equipment and controls.

-Remodel Lab/Ops Building: Provide an area for an onsite laboratory and sufficient space for equipment to complete necessary testing and monitoring.

-Civil Improvements: limited to minimize costs and include grading, gravel and asphalt surfacing, fencing, minor stormwater conveyance upgrades, and non-potable water pump station to provide water for WWTP use onsite.

-Collection System-The Main D Extension project would serve an existing residential area within City limits with known and suspected failing on-site septic systems. Improvements include new sewer main, laterals, manholes, and associated surface restoration on East Loop and Frank Johns Roads.

Additional construction projects related to this project-and for which funding is secured-include: upgrades to the Rock Creek, Kanaka Creek, Cascade and Fairgrounds Pump Stations and the Cascade Interceptor.

Overall Goal:

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The goal of this project is to construct upgrades to a Clean Water Facility and sewage collection system that tackle the requirements addressed in planning and design documents, as prompted by Ecology's Administrative Order (docket #14221), and which also aligns with the following overall City objectives:

- Ensure affordability for residential users, which include a relatively high percentage of lower-income residents than typical of this region.
- Protect our community's water quality, people and property from environmental hazards and degradation.
- Provide infrastructure with the capacity to support sustainable economic development.

RECIPIENT INFORMATION *[Update anything that has changed from the application. If contacts have changed, it's important to make sure the new contacts are set up to have access to EAGL. The funding agreement signature block is pulled from the Recipient Contact Form in EAGL, so it's important that we have the right contact information. And it's also important that this information is kept up to date.]*

Organization Name: City of Stevenson
Mailing Address: 7121 E Loop Road
Stevenson, Washington 98648

Contacts

Project Manager	Leana Kinley City Administrator 7121 E Loop Road Stevenson, Washington 98648 Email: leana@ci.stevenson.wa.us Phone: (509) 427-5970
Authorized Signatory	Leana Kinley City Administrator 7121 E Loop Road Stevenson, Washington 98648 Email: leana@ci.stevenson.wa.us Phone: (509) 427-5970
Billing Contact	Anders Sorestad Deputy Clerk/Treasurer II 7121 E Loop Road Stevenson, Washington 98648 Email: anders@ci.stevenson.wa.us Phone: (509) 427-5970

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ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Water Quality
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Department of Ecology
300 Desmond Drive SE
Lacey, WA 98503

Contacts

Project Manager	Dave Dougherty Department of Ecology Southwest Regional Office PO BOX 47775 Olympia, WA 98504-7775 Email: ddou461@ecy.wa.gov Phone: 360-407-6278
Financial Manager	Jeanna Ridner Department of Ecology Water Quality PO BOX 47600 Olympia, WA 98504-7600 Email: jmac461@ecy.wa.gov Phone: 360-407-6533
Technical Advisor	Ellie Ott Department of Ecology Southwest Regional Office PO BOX 47775 Olympia, WA 98504-7775 Email: ekey461@ecy.wa.gov Phone: 360-407-6319

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RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in the Scope of Work.

RECIPIENT agrees to read, understand, and accept all information contained within this entire Agreement. Furthermore, RECIPIENT acknowledges that they have reviewed the terms and conditions of this Agreement, Scope of Work, attachments, all incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement.

Washington State Department of Ecology

City of Steveson

Vince McGowan Date
Water Quality
Program Manager

Leana Kinley Date
City Administrator

[The Recipient's Signature block, including the Additional Signatories are pulled from the Recipient Contact Form in EAGL. This is why it's a good time to remind them to make sure they have the right people set up with EAGL access and have been identified on the Recipient Contact Form in EAGL.]

Scott Anderson Date
Mayor

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 Recipient Name: City of Stevenson Public Works

SCOPE OF WORK

Task Number: 1

Task Cost: \$103,464

Task Title: Grant and Loan Administration *[Task 1 is locked down and cannot be edited – Only Task Cost can be edited – You will fill in the budget below]*

Task Description:

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; an EAGL (Ecology Administration of Grants and Loans) recipient closeout report; and a two-page Final Report (including photos, if applicable). In the event that the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. This documentation shall be made available to ECOLOGY upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY’s grant and loan administrative requirements.

Task Expected Outcome:

* Timely and complete submittal of requests for reimbursement, quarterly progress reports, Recipient Closeout Report, and two-page Outcome Summary Report.

* Properly maintained project documentation.

Grant and Loan Administration Deliverables

Number	Description	Due Date
1.1	Progress Reports that include descriptions of work accomplished, project challenges, and changes in the project schedule. Submitted at least quarterly.	
1.2	Recipient Closeout Report (EAGL Form).	
1.3	Two-page Outcome Summary Report.	

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SCOPE OF WORK

Task Number: 2

Task Cost: \$8,901,359

Task Title: Project Construction

- A. The RECIPIENT will execute a contract with a contractor selected in compliance with state law. The RECIPIENT will include ECOLOGY's specification insert in the contract documents. The RECIPIENT will submit Bid Tabs, the Notice of Award, and a copy of the executed contract before ECOLOGY will provide reimbursement for work performed under this task.
- B. The RECIPIENT will complete the construction in accordance with the approved Plans and Specifications. The construction project will include:
 1. Temporary erosion control and water pollution control measures.
 2. Demolition and abandonment of specified structures, equipment, and underground utilities.
 3. Replacement of existing headworks with new headworks concrete structure, including inlet box, screening channels, grit removal system, influent flow meter, automatic sampler, monitoring instruments, and flow distribution box.
 4. Secondary treatment improvements including new aeration basin, anoxic selector basins, blower building, and addition of fine bubble diffusers to the existing oxidation ditch.
 5. Disinfection upgrades consisting of new UV channel and modifications to existing UV channel.
 6. Electrical system improvements including new service, generator, motor control centers, and lighting
 7. SCADA system replacement.
 8. Laboratory building remodel.
 9. Minor civil site, non-potable water, and stormwater conveyance utility improvements.
 10. Installation of approximately 900 linear feet of 8" sewer pipe on East Loop Road and Frank Johns Road, with associated laterals and manholes, trench dewatering, excavation of boulders, and restoration of disturbed surfaces
- C. The RECIPIENT will conduct a pre-construction conference and will invite ECOLOGY staff to the meeting.
- D. The RECIPIENT will negotiate all change orders to the construction contract necessary for successful completion of the project. The RECIPIENT will submit the change orders to ECOLOGY for approval. Change orders that are a significant deviation from the approved plans/specifications must be submitted for approval, prior to execution. All other change orders will be submitted within 30 days after execution.
- E. As a condition of receiving this funding, the RECIPIENT will review their energy use looking for cost effective energy savings. The recipient may also submit documentation of an energy efficiency review conducted within the last 5 years.
- F. The RECIPIENT will conduct appropriate cultural resources reviews of the project. The RECIPIENT will provide a 21-02/106 Cultural Resources Review form. The RECIPIENT will provide any additional information for ECOLOGY to lead the required cultural resources consultation.
- G. The RECIPIENT will complete an Ecology inadvertent discovery plan template for their

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project.

Deliverables:

1. Documentation of the RECIPIENTS procurement process.
2. Bid Tabs, the Notice of Award, and a copy of the executed construction contract.
3. Minutes of the pre-construction meeting.
4. A copy of all change orders
5. Documentation of an energy efficiency review.
6. Certification that the asset management program (fiscal sustainability plan) has been developed and is being implemented.
7. Documentation of an energy efficiency review.
8. 21-02/106 Cultural Resources Review form.
9. Inadvertent Discovery Plan.

Task Number: 3

Task Cost: \$931,177

Task Title: Construction Management

A. The RECIPIENT will provide adequate and competent construction management and inspection for the Project. This may involve procuring the professional services. If professional services are procured, the RECIPIENT will procure them in accordance with state law. The RECIPIENT will include ECOLOGY's specification insert in the contract documents. The RECIPIENT must submit all contracts for construction management services before ECOLOGY will provide reimbursement for work performed under this task.

B. The RECIPIENT will develop a detailed Construction Quality Assurance Plan (WAC 173-240-075) and submit it to ECOLOGY for approval. This plan will describe the activities which the RECIPIENT will undertake to achieve adequate and competent oversight of all construction work.

C. The RECIPIENT will ensure construction progresses according to a timely schedule developed to meet completion dates indicated in the construction contract. The RECIPIENT will revise or update the schedule whenever major changes occur and resubmit to ECOLOGY. In the absence of any major changes, the RECIPIENT will describe progress of the construction in the quarterly progress reports.

D. Upon completion of construction, the RECIPIENT will provide ECOLOGY's Project Manager with a set of "as-built" plans (i.e., record construction drawings which reflect changes, modifications, or other significant revisions made to the project during construction).

E. Upon project completion, the RECIPIENT will submit the Declaration of Construction Completion form to ECOLOGY in accordance with WAC 173-240-090. The form, when signed by a professional engineer, indicates that the project was completed in accordance with the plans, specifications, and major change orders approved by ECOLOGY, and is accurately shown on the as-built plans.

Deliverables

1. Executed contract for construction management services.

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2. Documentation of the RECIPIENT's process for procuring engineering services
3. Construction Quality Assurance Plan.
4. "As-built" plans.
5. Declaration of Construction completion.

BUDGET *[The Funding Distribution Section of the Agreement will be completed in EAGL by the Financial Manager based on the dates provided, the budget, and the funding types the recipient will be receiving. Please complete the budget table (below) to plan out the budget by task and fund types.]*

Funding Distribution

Funding Title: SRF
 Funding Type: Loan
 Funding Effective Date:
 Funding Expiration Date:
 Funding Source: State – Clean Water State Revolving Fund

For Loans Only:

Effective Interest Rate: 1.5% Interest Rate: % Admin Charge: %

Terms: 30 years

Project Start Date: 7/1/2021 *[The Date Funding becomes available.]*

Project Completion Date: 7/1/2023 *[The last date costs will be incurred.]*

Project Initiation of Operation Date: 4/1/2023 *[For construction only: The date the facility can be used for its intended purpose. This date is important for loans because this is the date that determines the loan repayment start date for the recipient. Recipients must start repayment of loans one year from this date or the Completion Date, whichever comes first.]*

[These dates are really important. Although the Project Start and Completion Dates are usually the same as the agreement start and completion dates, that is not always the case. It's important to think about these dates based on the funding being provided. For example: The project may have started January 1, 2019, and SRF Loan can cover costs from the start of the project, the Centennial Grant may have only been available as of July 1, 2019, so the Funding Distribution Start Date for the Centennial Grant would be July, 1, 2019, while the Start Date for the loan would be January 1, 2019.]

BUDGET/FUNDING DISTRIBUTION

Indirect Rate: [Does the recipient intend to bill for indirect? If so, what is their indirect rate?]

Tasks	Total PROJECT Cost	Total Eligible PROJECT Cost	Centennial Grant Amount	Standard SRF Loan Amount
1. Grant and Loan Administration	\$103,464	\$103,464	\$9,704	\$93,760
2. Project Construction	\$8,901,359	\$8,901,359	\$834,902	\$8,066,457

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3. Construction Management	\$931,177	\$931,177	\$87,340	\$843,837
Total	\$9,936,000	\$9,936,000	\$931,946	\$9,004,054

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