



EXHIBIT A - SCOPE OF WORK DRAFT

**CITY OF STEVENSON
LONG-TERM WATER SOURCE SUPPLY, PHASE 1B
AUGUST 2025**

Proposed Scope of Work

The City of Stevenson (City) owns and operates the City's public water system. The water system is primarily supplied by surface water from three sources which receive treatment at the City's Water Treatment plant (WTP). In addition to the surface water sources, the City owns a groundwater well known as Hegewald Well, which is used as a backup supply during peak demand periods.

Reliability of the largest existing surface water source, Rock Creek, has diminished over time to a point where the City is concerned about meeting demands during peak periods. Recent investigations into the Rock Creek and Hegewald Well water sources has prompted the City to revisit their long-term strategy for meeting buildout capacity of the community.

Grayling Engineers (Grayling) has developed this scope of services to analyze long-term water supply alternatives for the City's public water system. The purpose of this analysis is to further refine and investigate supply options with the goal of narrowing the final selection to one preferred alternative.

The project is divided into two phases:

- **Phase 1A - Identification and Evaluation of Water Supply Alternatives.** The goal of this phase is to identify long-term water supply strategies for the City. The long-term strategy will evaluate alternatives that utilize existing surface water, existing groundwater, and (potentially) new surface water or groundwater sources. This work was completed in August 2025.
- **Phase 1B - Feasibility Assessment of Chosen Alternative.** The goal of this phase is to assess the feasibility of the preferred long-term alternative selected as part of Phase 1A. This includes a condition assessment of the WTP for surface water sources and contracting services from a hydrogeologist to identify new groundwater source locations and further evaluate existing groundwater sources. A life cycle cost analysis will be incorporated as a tie-breaker. An evaluation of the impact on the City's water rights will be included in this phase. This work is included in this scope of work.



- **Phase 2 - Pre-Design / Funding Acquisition.** The goal of this phase is to develop a pre-design of the preferred alternative chosen as part of Phase 1A and 1B of this project. Included with this work will be development of a cost estimate to support future funding strategies. Services may also be provided for assistance with funding acquisition. Work under this phase will be performed under a separate task order.

Task 1 - Project Management

Subtask 1.1 - Project Management & Administration

This task includes correspondence and coordination with the City, tracking and updating the delivery schedule, and tracking the project budget. Included with this task are email and phone correspondence, preparation of monthly invoices, and preparation of monthly progress reports.

Assumptions

- This task does not include in-person meetings.

Deliverables

- Monthly invoices
- Monthly progress reports

Subtask 1.2 - Kick-off Meeting

Up to two (2) representatives of Grayling will attend a kick-off meeting with the City. The meeting will be scheduled following contract execution and will be held virtually. Grayling will prepare a meeting agenda and summary.

Subtask 1.3 - Coordination with Outside Agencies

This task includes correspondence and coordination with the Washington Department of Ecology (WDOE), Washington Department of Health (WDOH), Washington Department of Fish and Wildlife (WDFW), and the United States Army Corp of Engineers (USACE).

Specific tasks that require coordination with these agencies include, but are not limited to, in-water work and fish protection associated with the Rock Creek upgrades, and water right acquisition and change of source analysis for groundwater development.

Assumptions

- Up to three (3) virtual meetings will be attended by two Grayling representatives.
- The City will attend scheduled meetings.



Subtask 1.4 - Internal Team Meetings

Regular internal team meetings are crucial for fostering strong communication and collaboration throughout all project phases. These meetings enable the project manager to effectively monitor progress, address design challenges, and proactively identify potential risks that could impact the project's timeline, overall schedule, and budget.

Deliverables

- None

Task 2 - Surface Water Condition Assessment

Grayling has developed this task to perform a detailed facility condition assessment of the City's WTP and other assets within the surface water system. The purpose of condition assessment is to identify the maintenance required to keep the system operating at peak performance and to determine the necessary upgrades to meet future water demands. Information obtained during this assessment will be used to develop a life-cycle cost estimate.

Subtask 2.1 Condition Assessment Planning

Before the commencement of any field work or desktop analysis, Grayling will meet with City staff to begin to inventory the assets, identify any issues, and gain a better understanding of WTP operation, raw water transmission main condition and condition of all existing surface water source intakes. Once the relevant information has been compiled, Grayling will review and provide a brief technical memorandum to describe the facility components that will be evaluated, evaluation methods, and proposed schedule.

Assumptions

- Two (2) in-person meetings will be required. Two (2) Grayling representatives will attend both meetings. [CITY, CONFIRM FORMAT FOR MEETINGS]
- The City will provide the information necessary to complete the assessments.

Deliverables

- Data request list for the City.
- Draft Condition Assessment Planning Memorandum for City review and comment.
- Final Condition Assessment Planning Memorandum.



Subtask 2.2 On Site WTP Condition Assessment

Grayling will conduct a detailed on-site condition assessment of the WTP. Grayling will contract with an electrical engineer to assess power and control equipment as described in Task 5. The assessment team will visually inspect each asset to identify all maintenance, repair, and replacement recommendations.

Assumptions

- Two (2) Grayling representatives will conduct the on-site assessment.
- A WTP operator will be present for the entirety of the on-site assessment.
- Coring of the filter media beds will not be performed.

Deliverables

- None

Subtask 2.3 Intake and Transmission Main Condition Assessment

Grayling will complete a condition assessment of the raw water intakes and transmission mains for the three surface water sources. The three sources to be assessed are LaBong Creek, Cedar Springs, and Rock Creek. The assessment team will visually inspect each intake to identify all maintenance, repair, and replacement recommendations.

Assumptions

- Grayling will document the condition of the raw water intakes during a site visit.
- The site visit will take place at the same time as the WTP onsite assessment.
- City staff will provide access to the intakes.
- Assessment of the transmission mains will be a desktop analysis following guidelines from AWWA Manual M77.

Deliverables

- None

Subtask 2.4 Condition Assessment Memorandum

Following the completion of the assessments, Grayling will analyze the findings and develop a report summarizing the results. The report will:

- evaluate asset condition and remaining life,
- estimate renewal and replacement costs.

Assumptions



- Two (2) representatives from Grayling will attend a review meeting with the City following submission of the Draft Report.
- The report will not evaluate performance of the existing WTP.

Deliverables

- Draft Condition Assessment Memorandum for City review and comment.
- Final Condition Assessment Memorandum.

Task 3 - Design Concept Development

Subtask 3.1 Surface Water Upgrades

The objective of this task is to develop a preliminary concept for upgrades at the raw water sources and WTP to meet existing and buildout demands for the water system. The preliminary concept will be used to develop a life-cycle cost estimate as part of Task 4.

Assumptions

- Water rights are sufficient for the necessary upgrades.
- Coordination with outside agencies regarding intake design criteria will occur prior to the start of this task.
- Two (2) representatives from Grayling will attend an on-site meeting with the City to discuss design criteria for the Rock Creek upgrades.
- Two (2) representatives from Grayling will attend a review meeting with the City following submission of the draft site plan and narrative.

Deliverables

- Draft site plan and brief narrative of preliminary concept for City review and comment.
- Final site plan and brief narrative of preliminary concept for City review and comment.

Subtask 3.2 Groundwater Development

Grayling will work with Aspect Consulting to develop a preliminary concept to develop groundwater at the locations identified in the Long Term Water Source Study completed in August 2025. Preliminary design will include:

- Test well requirements
- Infrastructure needs to develop new groundwater sources
- Treatment requirements, including estimated sizing

The preliminary concept will be used to develop a life-cycle cost estimate as part of Task 4.



Assumptions

- Groundwater concepts will address the projected buildout demand as identified in Phase 1A.
- Two (2) representatives from Grayling will attend a review meeting with the City following submission of the draft plan and narrative.

Deliverables

- Draft site plan and brief narrative of preliminary concept for City review and comment.
- Final site plan and brief narrative of preliminary concept for City review and comment.

Task 4 - Feasibility Analysis

Subtask 4.1 Life-Cycle Cost Estimate

Findings from the above tasks will be used to develop two separate life-cycle cost estimates, one for continued use of surface water sources, and one for the development of groundwater sources.

Assumptions

- The life-cycle cost estimate will include initial capital investment, O&M over the lifetime of the asset, replacement costs, and end-of-life costs.
- The discount rate will be agreed upon prior to development of the estimate.
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Deliverables

- Life-cycle cost estimate in PDF and excel formats.

Subtask 4.2 - Summary Report

Grayling will summarize findings and prepare a Report that will be used by the City as a decision document. This document will summarize the above activities, with the goal of narrowing to one (1) preferred system configuration.

Recommendations will be made for the next steps to be taken toward establishment of this new water supply strategy. Documentation will also include a discussion of potential external changes that could impact the findings of the analysis over time, such as changing development and growth patterns, new treatment technologies, changes in regulatory requirements, as well as redundancy and resiliency in the face of climate change.



It is anticipated that as part of this task a summary of findings that includes recommendations and next steps will be presented to the City Council. This presentation can be made prior to or after the completion of the final report.

Deliverables

- Preliminary Draft Report for City review.
- Final Draft Report for City review.
- Final Report.
- Presentation to City Council.

Task 5 - Subconsultant Services

The purpose of this task is to provide additional professional services to assist Grayling with completing the project.

Subtask 5.1 - WTP Condition Assessment, Electrical Engineering (Coffman)

Coffman Engineers will provide electrical engineering services to assist in the completion of the WTP condition assessment. Assistance will be provided within the work performed for Subtasks 2.1 - 2.3.

Assumptions

- One (1) representative from Coffman will attend the on-site condition assessment.

Subtask 5.2 - Groundwater Development (Aspect Consulting)

Aspect Consulting will provide hydrogeologic, water right related, and cost estimating services related to groundwater development. Assistance to be provided within the work performed for Subtasks 1.3, and 3.2-3.3.

Assumptions

- One (1) representative from Aspect will attend coordination meetings with outside agencies under Subtask 1.3.

Exclusions

- Services and deliverables not defined herein.



Estimated Fee

The total estimated fee based on the scope of work described herein is **\$XX,XXX**. Work will be invoiced monthly on a time and materials basis, not to exceed the agreed upon total without prior approval from the City. Please refer to **Exhibit B** for a detailed breakdown of the estimated fee by task.

Schedule

Professional engineering services are assumed to begin in September of 2025 and be substantially completed within 6 months of the agreed upon start date. Outlined below is a schedule of the anticipated project milestones. [CITY, LET'S DISCUSS THE SCHEDULE]