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EXHIBIT A - SCOPE OF WORK

CITY OF STEVENSON
LONG-TERM WATER SOURCE SUPPLY, PHASE 1B
SEPTEMBER 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 was to identify long-term water supply strategies for the City. The long-term strategy evaluated alternatives that utilize existing surface water, existing groundwater, and new surface water and groundwater sources. This work was completed in August 2025.
- **Phase 1B - Detailed Assessment of Chosen Alternative.** The goal of this phase is to conduct a detailed assessment of the two preferred long-term alternatives selected as part of Phase 1A. This includes a condition assessment of the WTP to determine what work needs to be done to continue using that facility for surface water sources throughout the planning horizon and contracting services from a hydrogeologist to design a preliminary concept for the development of groundwater wells at the location identified in Phase 1A. A life cycle cost analysis will be incorporated to assist with selecting which of

the preferred alternatives should be taken forward to pre-design. This is the work encompassed by this scope of work.

- **Phase 2 - Pre-Design / Funding Acquisition.** The goal of this phase will be to develop a pre-design of the preferred alternative chosen in Phase 1A and 1B of this project. 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 Facilities 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 incorporated into 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 the 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

- One (1) in-person and one (1) virtual meeting will be required. Three (3) Grayling representatives will attend both meetings.
- The City will provide the information necessary to complete the assessments, including operation and maintenance manuals as needed for major system components.

Deliverables

- Data request list for the City.
- Draft Condition Assessment Planning Memorandum for City review and comment, including a detailed list, presented in tabular form, of all major system components noting the manufacturer, model, performance criteria, date of installation and anticipated service life.
- 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 have reviewed operation and maintenance information and other relevant technical data prior to the site visit. During the visit, they will visually inspect each asset and discuss with WTP operators any concerns or issues that the operators or team members have with specific components to identify all maintenance, repair, and replacement recommendations.

Assumptions

- Two (2) Grayling representatives will conduct the on-site assessment.
- A WTP operator with detailed knowledge of the operation and functioning of the system components will be present for the entirety of the on-site assessment.
- Coring of the filter media beds will not be performed. Media assessment will be conducted only as a desktop study under this scope of work.

Deliverables

- Updated list, presented in tabular form, of all major system components developed under Task 2.1, noting the condition of the components as assessed in the field and identifying a date for anticipated replacement, which will become inputs into the life cycle cost analysis.

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 will provide access to the intakes and a WTP operator with detailed knowledge of the operation and functioning of the intake components.
- Assessment of the transmission mains will be a desktop analysis following guidelines from AWWA Manual M77.

Deliverables

- An updated list of system components, similar to that provided for the WTP.

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

- Three (3) representatives from Grayling will attend a review meeting with the City following submission of the Draft Report.
- The report will not evaluate the performance of the existing WTP, other than to summarize observations from the WTP operators and any conclusions, observations or recommendations the team may develop based on the desktop study of documents provided.

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.
- Professional surveys of the sites will not be obtained.
- Two (2) representatives from Grayling will attend a virtual meeting with the City to discuss design criteria for the Rock Creek upgrades.
- Two (2) representatives from Grayling will attend a virtual review meeting with the City following submission of the draft site plans and narrative.

Deliverables

- Draft site plans and brief narrative of preliminary concepts for City review and comment.
- Final site plans and brief narrative of preliminary concepts 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.
- Professional surveys of the sites will not be obtained.
- Two (2) representatives from Grayling will attend a review meeting with the City following submission of the draft plans and narrative.

Deliverables

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

Task 4 - Cost Analysis and Reporting

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.

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 selecting 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.

Assumptions

- Two (2) representatives from Grayling will attend a virtual review meeting with the City following submission of the draft plans and narrative.
- Two (2) representatives from Grayling will present findings to the City Council in-person.

Deliverables

- 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 surface water sources condition assessment and preliminary concept design for upgrades to surface water sources and the WTP , and development of groundwater sources.

Assumptions

- On-site work will be limited to visual observations and excludes any destructive work (i.e., cutting or patching) or opening of energized electrical cabinets. Coffman will not move personal property, equipment, walls, ceilings or like materials which may impede access

or limit visibility. Areas that are concealed or inaccessible are excluded from the assessment.
- This scope is not intended to create full as-builts, but only to verify general system configuration. No new drawings will be created.

Subtask 5.2 - Groundwater Development (Aspect Consulting)

Aspect Consulting will provide hydrogeologic, water right related, and cost estimating services related to groundwater development.

Assumptions

- Meeting support with outside agencies will be provided on an as needed basis for up to three virtual meetings by one Aspect representative.
- Aspect will attend internal team meetings as requested by Grayling.

Exclusions

- Services and deliverables not defined herein.

Estimated Fee

The total estimated fee based on the scope of work described herein is **$166,941**. 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 October of 2025 and be substantially completed within 12 months of the agreed upon start date. Outlined below is a schedule of the anticipated project milestones.

Contract Execution	October 2025
Surface Water Facilities Condition Assessment	January 2026
Design Concept Development	March 2026
Cost Analysis & Reporting	April 2026