



Professional Services Agreement for Engineering Service

Project and Task No.: 200-48600-19001

EIN #: _____

This Agreement is made and becomes effective this _____ day of _____, 2018, between the **City of Stevenson** (Client) and **Tetra Tech** (Consultant), a Delaware corporation.

Client hereby retains Consultant to perform engineering services in connection with a Project described as the **City of Stevenson Additional Wastewater Alternatives Analysis** and as further described in Attachment A. Consultant agrees to perform the services in consideration of the compensation described in Attachment A and in accordance with the terms described in the attached Standard Terms and Conditions.

This Agreement consists of this document together with Attachment A - Project Requirements and the attached Standard Terms and Conditions. This Agreement between the Client and Consultant supersedes all prior written and oral understandings. This Agreement may only be amended, supplemented, modified, or cancelled by a duly executed written instrument. Signature by facsimile or e-mail shall be deemed original.

In executing this Agreement, the undersigned also acknowledge their authority to bind the parties to all terms and conditions.

In witness whereof, the parties hereto have made and executed this Agreement as of the day and year first written.

City of Stevenson
PO Box 371
Stevenson, WA 98648
509.427.5970
Leana@ci.stevenson.wa.us

Tetra Tech, Inc.
15350 SW Sequoia Parkway, Suite 220
Portland, OR 97224
503 598-2530
Cyndy.Bratz@tetratech.com

By _____
Client's Authorized Signature

By 
Consultant's Authorized Signature

Printed Name

Kevin Dour, P.E.
Printed Name

Title

Vice President
Title

**Professional Services Agreement
Attachment A – Project Requirements**

Client: City of Stevenson

Project Description

Additional Wastewater Alternatives Analysis

Scope of Services

See attached scope of work.

**Effort /
Cost Assumed**

\$66,984

Special Assumptions

See attached scope of work.

Project Schedule

Task

Work will begin after the notice to proceed and contract expiration date will be

Date

April 15, 2019

Method of Compensation

- Lump Sum** Compensation for these services shall be a lump sum of \$66,984.
- Cost Plus Fixed Fee** Compensation for these services will be based on Consultant direct labor cost plus actual overhead, plus reimbursable expenses, plus subcontracted services times a factor of _____, plus a fixed fee of \$ _____ (Direct labor and overhead rates are subject to change to reflect actual Consultant costs.)
- Standard Rates** Compensation for these services will be based on Consultant staff efforts, times their standard billing rate, plus subcontracted services times 0.0, plus reimbursable expense times 0.0. Standard rates are subject to change at Consultant's sole discretion. Compensation shall not exceed \$66,984.

Supplemental Terms and Conditions

Engineering Services Standard Terms & Conditions

Services Consultant will perform services for the Project as set forth in Attachment A and in accordance with these Terms & Conditions. Consultant has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Consultant in performing their services. Consultant is authorized to proceed with services upon receipt of an executed Agreement.

Compensation In consideration of the services performed by Consultant, the Client shall pay Consultant in the manner set forth above. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation shall be equitably adjusted for delays or extensions of time beyond the control of Consultant. Where total project compensation has been separately identified for various tasks, Consultant may adjust the amounts allocated between tasks as the work progresses so long as the total compensation amount for the project is not exceeded.

Fee Definitions The following fee types shall apply to methods of payment:

- **Salary Cost** is defined as the individual's base salary plus customary and statutory benefits. Statutory benefits shall be as prescribed by law and customary benefits shall be as established by Consultant employment policy.
- **Cost Plus** is defined as the individual's base salary plus actual overhead plus professional fee. Overhead shall include customary and statutory benefits, administrative expense, and non-project operating costs.
- **Lump Sum** is defined as a fixed price amount for the scope of services described.
- **Standard Rates** is defined as individual time multiplied by standard billing rates for that individual.
- **Subcontracted Services** are defined as Project-related services provided by other parties to Consultant.
- **Reimbursable Expenses** are defined as actual expenses incurred in connection with the Project.

Payment Terms Consultant shall submit invoices at least once per month for services performed and Client shall pay the full invoice amount within 30 days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 days of the invoice date. Client payment to Consultant is not contingent on arrangement of project financing or receipt of funds from a third party. In the event the Client disputes the invoice or any portion thereof, the undisputed portion shall be paid to Consultant based on terms of this Agreement. Invoices not in dispute and unpaid after 30 days shall accrue interest at the rate of one and one-half percent per month (or the maximum percentage allowed by law, whichever is the lesser). Invoice payment delayed beyond 60 days shall give Consultant the right to stop work until payments are current. Non-payment beyond 70 days shall be just cause for termination by Consultant.

Additional Services The Client and Consultant acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Consultant shall notify the Client prior to performing the work of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree pursuant to a written change order approved by City Council.

Site Access The Client shall obtain all necessary approvals for Consultant to access the Project site(s).

Underground Facilities Consultant and/or its authorized subcontractor will conduct research and perform site reconnaissance in an effort to discover the location of existing underground facilities prior to developing boring plans, conducting borings, or undertaking invasive subsurface investigations. Client recognizes that accurate drawings or knowledge of the location of such facilities may not exist, or that research may reveal as-built drawings or other documents that may inaccurately show, or not show, the location of existing underground facilities. In such events, except for the sole negligence, willful misconduct, or practice not conforming to the Standard of Care cited in this Agreement, Client agrees to indemnify and hold Consultant and/or its Subcontractor harmless from any and all property damage, injury, or economic loss arising or allegedly arising from borings or other subsurface penetrations.

Regulated Wastes Client is responsible for the disposal of all regulated wastes generated as a result of services provided under this Agreement. Consultant and Client mutually agree that Consultant assumes no responsibility for the waste or disposal thereof.

Contractor Selection Consultant may make recommendations concerning award of construction contracts and products. The Client acknowledges that the final selection of construction contractors and products is the Client's sole responsibility.

Ownership of Documents ~~Drawings, specifications, reports, programs, manuals, or other documents, including all documents on electronic media, prepared under this Agreement are instruments of service and are, and shall remain, the property of Consultant. Record documents of service shall be based on the printed copy. Consultant will retain all common law, statutory, and other reserved rights, including the copyright thereto. Consultant will furnish documents electronically; however, the Client releases Consultant from any liability that may result from documents used in this form. Consultant shall not be held liable for reuse of documents or modifications thereof by the Client or its representatives for any purpose other than the original intent of this Agreement, without written authorization of and appropriate compensation to Consultant. All drawings, plans, specifications, and other related documents prepared by Consultant under this Agreement are and shall be the property of City, and may be subject to disclosure pursuant to RCW 42.56 or other applicable public record laws. The written, graphic, mapped, photographic, or visual documents prepared by Consultant under this Agreement shall, unless otherwise provided, be deemed the property of City. City shall be permitted to retain these documents, including reproducible camera-ready originals of reports, reproduction quality mylars of maps, and copies in the form of computer files, for the City's use. City shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, drawings, images or other material prepared under this Agreement, provided that Consultant shall have no liability for modifications of the documents including electronic data or use of Consultant's work documents outside of the scope of its intended purpose and the City agrees to indemnify and hold Consultant harmless from such use by City or its representatives.~~

Standard of Care Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

Period of Service This Agreement shall remain in force until completion and acceptance of the services or until terminated by mutual agreement. Consultant shall perform the services for the Project in a timely manner consistent with sound professional practice. Consultant will strive to perform its services according to the Project schedule set forth in the provisions for Scope of Work/Fee/Schedule in Attachment A. The services of each task shall be considered complete when deliverables for the task have been presented to the Client. Consultant shall be entitled to an extension of time and compensation adjustment for any delay beyond Consultant control.

Insurance and Liability Consultant shall maintain the following insurance and coverage limits during the period of service. The Client will be named as an additional insured on the Commercial General Liability and Automobile Liability insurance policies.

Worker's Compensation – as required by applicable state statute
Commercial General Liability - \$1,000,000 per occurrence for bodily injury, including death and property damage, and \$2,000,000 in the aggregate

Automobile Liability –\$1,000,000 combined single limit for bodily injury and property damage

Professional Liability (E&O) - \$1,000,000 each claim and in the aggregate

The Client shall make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Consultant shall be a named insured on those policies where Consultant may be at risk. The Client shall obtain the counsel of others in setting insurance limits for construction contracts.

Indemnification Consultant shall indemnify and hold harmless the Client and its employees from any liability, settlements, loss, or costs (including reasonable attorneys' fees and costs of defense) to the extent caused by the negligent act, error, or omission of Consultant in the performance of services under this Agreement. If such damage results in part by the negligence of another party, Consultant shall be liable only to the extent of Consultant's proportional negligence. The Board [CERB] and the State of Washington are not liable for claims or damages arising from a Subcontractor's negligent performance on the subcontract.

Dispute Resolution The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client

shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work. Causes of action between the parties to this Agreement shall be deemed to have accrued and the applicable statutes of repose and/or limitation shall commence not later than the date of substantial completion.

Suspension of Work The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or Consultant may terminate services on the Project upon seven (7) days written notice without cause or in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Consultant shall submit an invoice for services performed up to the effective date of termination and the Client shall pay Consultant all outstanding invoices, together with all costs arising out of such termination, within fourteen (14) days. The Client may withhold an amount for services that may be in dispute provided that the Client furnishes a written notice of the basis for their dispute and that the amount withheld represents a reasonable value.

Authorized Representative The Project Manager assigned to the Project by Consultant is authorized to make decisions or commitments related to the project on behalf of Consultant. Only authorized representatives of Consultant are authorized to execute contracts and/or work orders on behalf of Consultant. The Client shall designate a representative with similar authority. Email messages between Client and members of the project team shall not be construed as an actual or proposed contractual amendment of the services, compensation or payment terms of the Agreement.

Project Requirements The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to Consultant at Project inception. Consultant will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Independent Consultant Consultant is and shall be at all times during the term of this Agreement an independent consultant and not an employee or agent of the Client. Consultant shall retain control over the means and methods used in performing Consultant's services and may retain subconsultants to perform certain services as determined by Consultant.

Compliance with Laws Consultant shall perform its services consistent with sound professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Consultant shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Permits and Approvals Consultant will assist the Client in preparing applications and supporting documents for the Client to secure permits and approvals from agencies having jurisdiction over the Project. The Client agrees to pay all application and review fees.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Consultant and its subconsultants to all those named shall not exceed ~~\$50,000 or the amount of Consultant's total fee paid by the Client for services under this Agreement, whichever is the greater~~ Consultant's Insurance limits set forth above. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Consequential Damages Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project or with this Agreement.

Waiver of Subrogation Consultant shall endeavor to obtain a waiver of subrogation against the Client, if requested in writing by the Client, provided that Consultant will not

increase its exposure to risk and Client will pay the cost associated with any premium increase or special fees.

Environmental Matters The Client warrants that they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Consultant shall be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client shall indemnify Consultant from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Consultant.

Cost Opinions Consultant shall prepare cost opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Consultant acknowledge that actual costs may vary from the cost opinions prepared and that Consultant offers no guarantee related to the Project cost.

Contingency Fund The Client acknowledges the potential for changes in the work during construction and the Client agrees to include a contingency fund in the Project budget appropriate to the potential risks and uncertainties associated with the Project. Consultant may offer advice concerning the value of the contingency fund; however, Consultant shall not be liable for additional costs that the Client may incur beyond the contingency fund they select unless such additional cost results from a negligent act, error, or omission related to services performed by Consultant.

Safety Consultant shall be responsible solely for the safety precautions or programs of its employees and no other party.

Information from Other Parties The Client and Consultant acknowledge that Consultant will rely on information furnished by other parties in performing its services under the Project. Consultant shall not be liable for any damages that may be incurred by the Client in the use of third party information.

Force Majeure Consultant shall not be liable for any damages caused by any delay that is beyond Consultant's reasonable control, including but not limited to unavoidable delays that may result from any acts of God, strikes, lockouts, wars, acts of terrorism, riots, acts of governmental authorities, extraordinary weather conditions or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either party.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

Warranty Consultant warrants that it will deliver services under the Agreement within the standard of care. No other expressed or implied warranty is provided by Consultant.

Severability Any provision of these terms later held to be unenforceable shall be deemed void and all remaining provisions shall continue in full force and effect. In such event, the Client and Consultant will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Survival All obligations arising prior to the termination of this Agreement and all provisions of these terms that allocate responsibility or liability between the Client and Consultant shall survive the completion or termination of services for the Project.

Assignments Neither party shall assign its rights, interests, or obligations under the Agreement without the express written consent of the other party.

Governing Law The terms of Agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Collection Costs In the event that legal action is necessary to enforce the payment provisions of this Agreement if Client fails to make payment within sixty (60) days of the invoice date, Consultant shall be entitled to collect from the Client any judgment or settlement sums due, reasonable attorneys' fees, court costs, and expenses incurred by Consultant in connection therewith and, in addition, the reasonable value of Consultant's time and expenses spent in connection with such collection action, computed at Consultant's prevailing fee schedule and expense policies.

Equal Employment Opportunity Consultant will comply with federal regulations pertaining to Equal Employment Opportunity. Consultant is in compliance with applicable local, state, and federal regulations concerning minority hiring. It is Consultant's policy to ensure that applicants and employees are treated equally without regard to race, creed, sex, color, religion, veteran status, ancestry, citizenship status, national origin, marital status, sexual orientation, or disability. Consultant expressly assures all employees, applicants for employment, and the community of its continuous commitment to equal opportunity and fair employment practices.

Attorney Fees Should there be any suit or action instituted to enforce any right granted in this contract, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney fees from the other party. The party that is awarded a net recovery against the other party shall be deemed the substantially

prevailing party unless such other party has previously made a bona fide offer of payment in settlement and the amount of recovery is the same or less than the amount offered in settlement. Reasonable attorney fees may be recovered regardless of the forum in which the dispute is heard, including an appeal.

Third Party Beneficiaries Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

Lien Rights Consultant may file a lien against the Client's property in the event that the Client does not make payment within the time prescribed in this Agreement. The Client agrees that services by Consultant are considered property improvements and the Client waives the right to any legal defense to the contrary.

Captions The captions herein are for convenience only and are not to be construed as part of this Agreement, nor shall the same be construed as defining or limiting in any way the scope or intent of the provisions hereof.

City of Stevenson**Additional Wastewater Alternatives Analysis****Contract Scope of Work****October 17, 2018**

GENERAL

Tetra Tech, Inc. has completed the City of Stevenson General Sewer Plan and Wastewater Facilities Plan Update (Facilities Plan Update), per the February 19, 2016 contract with the City of Stevenson, along with Amendments 1 and 2. Subsequent to this, the City and the Economic Development Council of Skamania County secured funding to conduct a Value Planning charrette, which was completed in July 2018. The work product of the Value Planning effort was a technical memorandum entitled Community Generated Alternative Solutions: Stevenson, Washington (Value Planning TM).

The Value Planning TM describes the results of the Value Planning phase, which identified five key strategies, including satellite treatment systems.

This scope of work includes the evaluation of satellite treatment alternatives, side-streaming and resource recovery, incorporating a botanical garden into the treatment process, and one new treatment alternative at the WWTP. Since the evaluation of alternatives will include other alternatives in addition to satellite treatment, this scope is referred to as Additional Wastewater Alternatives Analysis.

SCHEDULE

A summary schedule is provided below:

- Task 2.1 Project setup and data analysis: 10/18/18 – 11/16/18
- Task 2.2 Preliminary meetings: week of 11/19/18
- Task 3.1 Workshop #1: week of 12/3/18
- Task 3.2 Additional alternatives development: 12/10/18 – 12/21/18
- Task 3.3 Workshop #2: week of 12/31/18
- Task 4.1 Council meeting to confirm alternatives: week of 1/7/19
- Task 4.2 Public Hearing: 1/17/19
- Task 5.1 Preparation of final documents: 1/21/19 – 1/31/19

Consultant work shall be completed by April 15, 2019.

TASKS TO BE PERFORMED BY THE CITY

The following tasks will be performed by the City:

- Provide results of the summer 2018 SIU sampling program, a description of sampling techniques, and other relevant information regarding sample collection and analysis.

- Develop a list of stakeholders and invite to meetings/workshops.
- Take the primary role in developing the CERB Planning Study is to meet the minimum requirements, in coordination with Skamania Lodge, Skamania County Economic Development Council, and the Port of Skamania County.
 - a. Perform a product market analysis linked to economic development.
 - b. Develop a market strategy containing action elements linked to timelines.
 - c. Work with local stakeholders to identify targeted industries.
 - d. Identify the group responsible for implementing the marketing strategy. Provide a description of the group's capabilities.
 - e. Assess the site's/sites' appropriateness for development. Assess zoning, probable affects to the state or local transportation system, environmental restrictions, cultural resource review, and the site's/sites' overall adequacy to support the anticipated development upon project completion.
 - f. Provide a location analysis of other adequately-served vacant industrial land that could be serviced by the City's wastewater system.
 - g. Assess available methods to secure funding for the public facilities improvements within a given time frame.
 - h. Provide an analysis of how the project will assist local economic diversification efforts.
 - i. Indicate the specific issues that will be addressed.
 - j. List one or more economic outcomes that the City expects from the proposed CERB project.
 - k. Describe the specific, quantifiable measures of the outcomes(s) that will indicate success. Describe in measurable terms what the City expects to be able to show as progress toward the outcome for each year before the whole outcome has been achieved.
 - l. Describe what data the City will collect to determine whether the outcome is being achieved.
 - m. Describe the data collection procedure including when data will be collected, from whom and by whom.
 - n. Provide the estimated median hourly wage of the jobs created when development occurs.
 - o. Assuming the project is determined to be feasible, provide the following information within the final report:
 - Total estimated jobs created in full-time equivalent (FTEs).
 - Describe the benefits offered to employees.
 - Describe the median hourly wage of the new jobs in relation to the median hourly County wage.
 - The County three-year unemployment rate in relation to the state rate.
 - County population change in the last five years.
 - The estimated jobs created represent what percentage of the County's labor force.
 - The estimated jobs created represent what percentage of the County's unemployed workers.
 - Estimated new annual state and local revenue generated by the private business.
 - Estimate private investment generated by the project.

TASK 1. PROJECT MANAGEMENT

1.1 Project Setup

Provide project set up; develop a health and safety plan.

1.2 Invoicing

Prepare and submit monthly invoices with narrative description of work performed and budget status. Review budget and schedule status.

1.3 Team Calls

Project team coordination calls between Tetra Tech staff and subconsultants.

1.4 Workshops and Meetings

Attend workshops and meetings with City stakeholders as described below.

TASK 2. DATA ANALYSIS AND PRELIMINARY MEETINGS

2.1 Data Analysis

Tetra Tech will analyze the data collected by the City and Wallis Engineers on the Significant Industrial Users (SIUs) during the summer 2018 sampling program and compare it to data collected during the fall 2016 and fall 2017 SIU sampling program.

Assumptions:

- The City will provide the data and technical memorandum on the summer 2018 SIU sampling program.
- The data analysis will be shared and reviewed with Subconsultants: Brewery Wastewater Design and Integrated Sustainability Consultants.

2.2 Preliminary Meetings

2.2.1 City and Beverage SIU Meetings.

The following activities will be performed by and led by the Tetra Tech and Brewery Wastewater Design (Subconsultant), with assistance from Integrated Sustainability Consultants Ltd (Subconsultant) and participation by City staff:

- Tour the SIU beverage producer facilities (LDB Beverage, Backwoods Brewing, Skunk Brothers Spirits and Walking Man Brewing).
- City Meeting: The first SIU meeting will include the Tetra Tech, Subconsultant Brewery Wastewater Design, City Council, the Mayor and City staff. This will be an informational meeting to discuss Brewery Wastewater Design's experience with cities in the early phases of establishing a pretreatment program, what the City of Stevenson might expect in the near future, and typical outcomes.
- Beverage Producer Meeting: The second SIU meeting will include Tetra Tech, Subconsultant Brewery Wastewater Design, the beverage producer SIUs and City staff. This will be an informational meeting to discuss data results from the summer 2018 SIU sampling program, to discuss Brewery Wastewater Design's experience with cities in the early phases of establishing a pretreatment program, what the SIUs might expect in the near future, and typical outcomes.

Assumptions:

- It is assumed that one trip will be needed by Brewery Wastewater Design, with work over a 2-day period for the site visits and 2 meetings.
City staff would attend and participate in these meetings.

2.2.2 Skamania Lodge Meeting

The following activities will be performed by and led by the Tetra Tech with assistance from Integrated Sustainability Consultants Ltd (Subconsultant) and participation by City staff:

- The third SIU meeting will include Tetra Tech, Integrated Sustainability Consultants Ltd (Subconsultant), Skamania Lodge staff and City staff. This will be an informational meeting to discuss data results from the summer 2018 SIU sampling program, the early phases of the Stevenson pretreatment program, what the Lodge might consider for pretreatment, and to discuss this phase of the project.

2.3 Revise Flow and Load Estimates

Tetra Tech will prepare updated flow and load estimates for SIUs and total Stevenson wastewater flows based on results of Tasks 2.1 and 2.2. The estimates will include high and low ranges of estimates to bracket the range of possibilities for reduction of SIU flows and loads.

Deliverables:

- Meeting notes for the three preliminary meetings will be prepared by Tetra Tech.
Revised flow and load projections for all SIUs and the Stevenson WWTP.

TASK 3. WORKSHOPS AND ALTERNATIVES DEVELOPMENT

3.1 Workshop #1

The City will hold Workshop #1 which will be led by Tetra Tech. Workshop #1 will include Parts 1 and 2. It is anticipated that one 4-hour-long workshop will be sufficient time for both Parts 1 and 2. If needed, a second date may be scheduled and added as extra work to complete the work described below for both parts of Workshop #1.

3.1.1 Part 1: Prepare List of Alternatives and Evaluation Criteria

Part 1 of this workshop will include developing an Alternative Assessment Table with a “long list” of potential additional alternatives. A draft Assessment Table with up to 6 (six) potential additional alternatives will be provided at the start of the workshop for review and revision by the workshop participants. The final “long list” of alternatives identified by the Part 1 Workshop is expected to include the following Value Planning strategies and possibly other additional strategies identified during the workshop:

- Side-streaming and resource recovery (which could be included as evaluation criteria).
- Satellite treatment systems at the beverage SIUs (2 levels/types of treatment such as minimum pretreatment including flow and BOD equalization and pH adjustment; or more extensive pretreatment).
- Satellite treatment system at Skamania Lodge such as treatment to meet Class A reclaimed water standards and on-site reuse for irrigation.
- One new treatment alternative at the Stevenson WWTP to increase BOD removal. This alternative will include primary filtration, solids handling processes to accommodate the additional sludge captured, and the effect on downstream liquid process sizing. The solids handling processes will be representative. This scope does not include a detailed comparison of solids handling and treatment processes.
- Botanical garden to be included as an option at potentially three locations.

Assumptions:

- City will identify and invite stakeholders to the workshop.
- City Council and staff will attend and participate in workshop.
- Tetra Tech, with the assistance of Brewery Wastewater Design and Integrated Sustainability Consultants Ltd (subconsultants), will prepare a draft Assessment Table to be reviewed and edited during Part 1 of Workshop #1.

- City will develop the evaluation criteria relevant to the CERB Planning Study Minimum Requirements, particularly items e, f, h, i, j and k from the CERB Planning Study Minimum Requirements list, which will be incorporated into the Assessment Table.
- Assessment criteria to include criteria developed during the Value Planning charrette.
- Draft Assessment Table for the Additional Wastewater Alternatives is expected to include a maximum of 6 alternatives.
- Workshop #1 (including Parts 1 and 2) will be a maximum of 4 hours in length. Two Tetra Tech staff will attend and will lead the workshop.

Deliverables:

- Completed preliminary Assessment Table, with no scoring, including the long list of additional wastewater alternatives and evaluation criteria.
- Workshop #1 Part 1 notes

3.1.2 Part 2: Short List Alternatives

Part 2 of Workshop #1 will be led by Tetra Tech to preliminarily describe each alternative, to work with stakeholders to score the long list of alternatives, and to select a “short list” of up to four alternatives for further consideration in Tasks 3.2 and 3.3.

Assumptions:

- Tetra Tech will prepare preliminary descriptions, photos, and equipment cut sheets for the alternatives identified prior to Workshop #1. Costs will be ranked prior to the workshop on a scale of 1 to 5, based on rough order of magnitude (ROM) costs from past projects; however, no detailed cost estimating will be performed. Where ROM costs differ from Value Planning report, the difference will be justified.
- Tetra Tech will provide a primer comparing and contrasting ROM and AACE Class 4 estimating.
- General operations information will be provided for each alternative, including any specialized training required for operations staff, such as extensive knowledge of plants for a botanical garden.
- Workshop #1 (including Parts 1 and 2) will be a maximum of 4 hours in length. Two Tetra Tech staff will attend and will lead the workshop.
- Tetra Tech Subconsultants (Brewery Wastewater Design and Integrated Sustainability Consultants Ltd) will be available by phone during the workshop.
- Adding a day to Workshop #1 to complete Part 2 is not included in this Scope of Work.

Deliverables:

- Completed, scored and ranked preliminary Assessment Table for the Stevenson Additional Wastewater Alternatives
- List of 4 alternatives that will be carried forward for full development and review in Workshop #2
- Workshop #1 Part 1 & 2 notes

3.2 Additional Wastewater Alternatives Development

Tetra Tech, with the assistance of Subconsultants (Brewery Wastewater Design, Integrated Sustainability Consultants Ltd, and Katy Isaksen & Associates), will develop detailed information for each of the four short-listed alternatives from Workshop #1. This information will include:

- Process descriptions including operational requirements and manufacturer cut sheets.
- Site plan layout.

- A Class 4 level opinion of probable life cycle cost, as defined by the AACE International, will be developed for each alternative
- Other detailed information on each alternative's benefits and drawbacks, including assumptions about any profit/financial offsets expected through resource recovery, and identification of the proportion of costs that could be reasonably attributed to economic/tourism/community development actions.
- The City will provide information on each alternative's ability to meet CERB requirements.

The Additional Wastewater Alternatives Analysis Assessment Table will be updated with this information.

Assumptions:

- Tetra Tech will develop detailed information for four alternatives.
- City will develop information showing how the CERB minimum requirements affect each additional wastewater alternative and will participate in discussions with Tetra Tech so this information will be incorporated into the updated Assessment Table.

Deliverables:

- Additional Wastewater Alternatives Analysis Assessment Table and other handouts for Workshop #2

3.3 Workshop #2 – Score and Select Alternatives

The City will hold Workshop #2, which will be led by the Tetra Tech, to describe each alternative in detail and work with stakeholders to score the short list of alternatives and develop a recommendation to the Council.

Assumptions:

- City will identify and invite stakeholders to the workshop.
- City will advertise this workshop as a public hearing.
- City Council and staff will attend and participate in this workshop.
- City staff will lead discussions about how each alternative meets CERB requirements.
- Tetra Tech will bring the handouts developed in Task 3.2 to this workshop.
- Tetra Tech Subconsultants (Brewery Wastewater Design and Integrated Sustainability Consultants Ltd) will be available by phone during the workshop.
- Four alternatives will be reviewed and scored during this workshop.
- Workshop #2 will be a maximum of 4 hours in length. Two Tetra Tech staff will attend and lead the workshop.

Deliverables:

- Completed, scored and ranked Final Assessment Table for the Stevenson Additional Wastewater Alternatives Analysis.
- Selection of alternative(s) that will be recommended to City Council.
- Workshop #2 notes.

TASK 4. COORDINATION WITH COUNCIL, FUNDING AND REGULATORY AGENCIES

4.1 Confirmation of Recommended Alternatives

The recommended alternatives (possibly more than one alternative) will be presented to Council and discussed at a Council meeting. The Council will vote to confirm recommended alternative(s) to be included in the revised Facilities Plan Update.

Assumptions:

- City staff and Tetra Tech will present the Final Assessment Table and recommended alternatives from Workshop #2 to Council. Two Tetra Tech staff will attend.
- Prior to City Council presentation, Tetra Tech will contact Ecology and funding agencies to provide information and gain confirmation that the recommended alternative(s) will be approvable.

4.2 Public Hearing for Recommended Alternatives and Revised Facilities Plan Update

A public hearing will be held to describe the recommended alternatives, Stevenson WWTP Improvements, and revisions planned for the existing Facilities Plan Update.

City Council will vote on formal final approval of the fully developed revised Facility Plan Update after this public hearing.

Assumptions:

- City staff and Tetra Tech will present information on the recommended alternatives and revisions planned for the Facilities Plan Update. Two Tetra Tech staff will attend.
- City will advertise this workshop as a public hearing.

TASK 5. PREPARATION OF FINAL DOCUMENTS

5.1 Final Documents Preparation

The existing Stevenson General Sewer Plan and Wastewater Facilities Plan Update will be revised to incorporate the Additional Wastewater Alternatives approved by Council, including potential changes to influent design criteria and phasing of WWTP improvements.

The draft Revised Stevenson General Sewer Plan and Wastewater Facilities Plan Update will be submitted to the City and Ecology for review and comment. Comments will be incorporated and the Final Revised Stevenson General Sewer Plan and Wastewater Facilities Plan Update will be submitted to the City and Ecology for formal final approval.

The CERB Final Project Report will be prepared by the City, with assistance from Tetra Tech.

Assumptions:

- This scope does not include resizing and/or development of new alternatives at the WWTP, other than what is described in Task 3 above.

- Katy Isaksen & Associates will update Chapter 10 of the Revised Stevenson General Sewer Plan and Wastewater Facilities Plan Update under the existing Facilities Plan Update contract.
- Additional SEPA work is not included in this Scope of Work.
- The CERB Final Project Report will be included as an appendix to the Revised Stevenson General Sewer Plan and Wastewater Facilities Plan Update.
- The Revised Stevenson General Sewer Plan and Wastewater Facilities Plan Update will meet federal funding source requirements for preliminary engineering reports (PERs).

Deliverables:

- Revised Stevenson General Sewer Plan and Wastewater Facilities Plan Update, prepared by Tetra Tech.
- The CERB Final Project Report, prepared primarily by the City.

TASK 6. ADDITIONAL RELATED WORK

Additional work related to the Stevenson Additional Wastewater Alternatives Analysis or to the Revised Stevenson General Sewer Plan and Wastewater Facilities Plan Update will be performed by Tetra Tech as requested by the City. There is no scope or budget currently assigned to this task. Prior written direction from the City is required before work for this task would proceed.

TP Price Proposal

Additional Wastewater Alternatives Analysis

Submitted to: City of Stevenson (Attn: Leana Kinley, City Administrator)

Contract Type: T&M

						Labor Plan						Price Summary / Totals											
						6 Resource						Task Pricing Totals											
												Specify Add'l Fees on Setup											
												Technology Use Fee											
												Total Price											
												66,984											
Prof Area >																							
Project Phases / Tasks				Schedule		Work Days		Total Labor Hrs		Pricing by Resource													
				From	Thru	Months	Work Days	Work Days	Total	Project Manager (Cyndy Bratz)	Sr Engineer (Jim Santroch)	QA/QC Manager (Gordon Munro)	Project Engineer (Hunter Bennett-Daggett)	Editor (Dan Portman)	Administrative (Becky Connelly)	Labour Rate Etc.	Labour	Subs	Travel	Mat's & Equip	ODCs	Task Pricing Totals	
Task 1 - Project Management									335	114	18	7	180	4	12	0.00%	52,919	12,765	300	1,000	-	66,984	
Task 2 - Data Analysis and Preliminary									56	16	-	-	32	-	8		8,200	-	-	-	-	8,200	
Task 3 - Workshops and Alternatives Development									85	32	4	1	48	-	-		13,540	6,465	120	-	-	20,125	
Task 4 - Coordination with Council, Funding, and Regulatory Agencies									110	36	6	2	66	-	-		17,300	6,300	120	1,000	-	24,720	
Task 5 - Preparation of Final Documents									32	18	4	-	10	-	-		5,691	-	60	-	-	5,751	
									52	12	4	24	4	4		8,187	-	-	-	-	-	8,187	
Totals									335	114	18	7	180	4	12	0.00%	52,919	12,765	300	1,000	-	66,984	