



INFORMATIONAL MEMORANDUM

TO: **Transportation and Infrastructure Services Committee**
 FROM: **Hari Ponnekanti, Public Works Director/ City Engineer**
 BY: **Sherry Edquid, Project Manager**
 CC: **Mayor Allan Ekberg**
 DATE: **October 8, 2021**
 SUBJECT: **Stormwater Management Action Plan & Surface Water Comprehensive Plan**
Project No. 99341210 and 82141202
Consultant Selection and Agreement

ISSUE

Request to approve a consultant contract with Otak, Inc. to prepare and update the City’s Stormwater Management Action Plan (SMAP) and Surface Water Comprehensive Plan (SWCP).

BACKGROUND

The Public Works Department seeks to hire a consultant to update the SWCP and develop the SMAP to meet new National Pollutant Discharge Elimination System (NPDES) permit requirements and reflect current City surface water needs. This requires the City to implement a comprehensive SMAP that entails a priority watershed and catchment by 2023. At the same time, the City seeks to update their 2013 SWCP to take advantage of the SMAP’s studies and update the plan to reflect current City surface water infrastructure needs. The City plans to submit a grant application to the Department of Ecology’s Water Quality Combined Funding program to fund a portion of this plan.

ANALYSIS

The current MRSC Consultant Roster was used to advertise for consultants via email solicitations to 57 potential firms. Two proposals were received, one from Landau Associates and the other from Otak, Inc who was selected for best meeting the project requirements. The City and Public Works have been very satisfied with Otak’s past work.

FISCAL IMPACT

A preliminary cost estimate from Otak, Inc for the SMAP and SWCP is anticipated to be \$366,000. The budget for this project is \$200,000 from the Surface Water Comprehensive Plan CIP, and the remaining funds will be moved from the NPDES Program CIP (\$86,000) and the Surface Water GIS Inventory CIP (\$80,000). We are also researching potential grants to fund this project.

	<u>Cost Estimates</u>		<u>2021-2023 Funding Sources</u>
Otak, Inc Contract	\$366,000		Surface Water Comp Plan \$200,000
			Surface Water GIS Inventory 80,000
			NPDES Program 86,000
Total	\$366,000		\$366,000

RECOMMENDATION

Council is being asked to approve a consultant agreement with Otak, Inc in the amount of \$366,000 for the SMAP and SWCP and consider this item on the Consent Agenda at the October 18, 2021 Regular Meeting.

ATTACHMENTS: 2021-2026 CIP, Pages 80, 88, 92
Consultant Agreement

CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2021 to 2026

PROJECT: NPDES Program

Project No. 99341210

DESCRIPTION: Provide programmatic implementation requirements of NPDES. The Master Drainage Program specifies a NPDES reporting and action plan for City compliance. The services/supplies funds will also include any illicit discharge (soil cleanup) costs that may occur in the City's right-of-way.

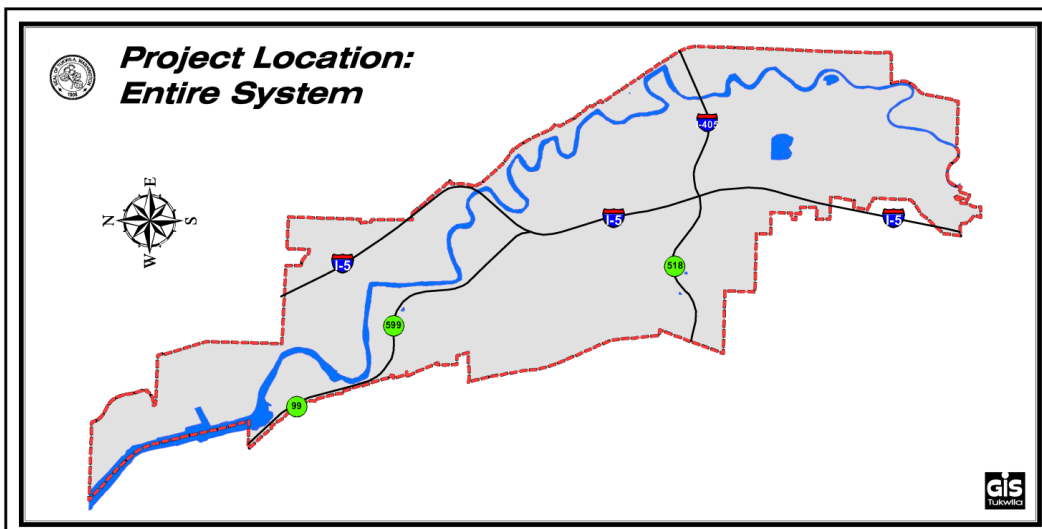
JUSTIFICATION: State NPDES requirements include an annual report, public education and outreach, illicit discharge detection and illumination, approved technical standards, staff training, inspections of public and private systems, and drainage system maps.

STATUS: All current NPDES requirements have been implemented. LID added to TMC in 2017.

MAINT. IMPACT: Additional cleaning and documentation will require added staff resources.

COMMENT: National Pollutant Discharge Elimination System (NPDES). Additional NPDES requirements will be ongoing. Costs shown include emergency supplies, testing equipment, DOE testing, and annual public outreach surveys. Added Smap requirements requiring changes to GIS Mapping to conform with DOE NPDES standards.

FINANCIAL (in \$000's)	Through Estimated									TOTAL
	2019	2020	2021	2022	2023	2024	2025	2026	BEYOND	
EXPENSES										
Staff	1,557	222								1,779
Services/Supplies	495	50	100	50	55	55	60	60	65	990
Const. Mgmt.										0
Construction										0
TOTAL EXPENSES	2,052	272	100	50	55	55	60	60	65	2,769
FUND SOURCES										
Awarded Grant	213	50								263
Proposed Grant				50			60			110
Mitigation Actual										0
Mitigation Expected										0
Utility Revenue	1,839	222	100	0	55	55	0	60	65	2,396
TOTAL SOURCES	2,052	272	100	50	55	55	60	60	65	2,769



CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2021 to 2026

PROJECT: Surface Water Comprehensive Plan

Project No. 82141202

DESCRIPTION: Periodically revise and update the adopted Surface Water Comprehensive Plan to: 1) Incorporate the latest requirements of the National Pollution Discharge Elimination System (NPDES) and Endangered Species Act (ESA); 2) Update Capital Improvement Projects to reflect current needs and completed projects; 3) Include GIS based basin and system maps as they become available; and 4) Revise Storm Water ordinance as needed.

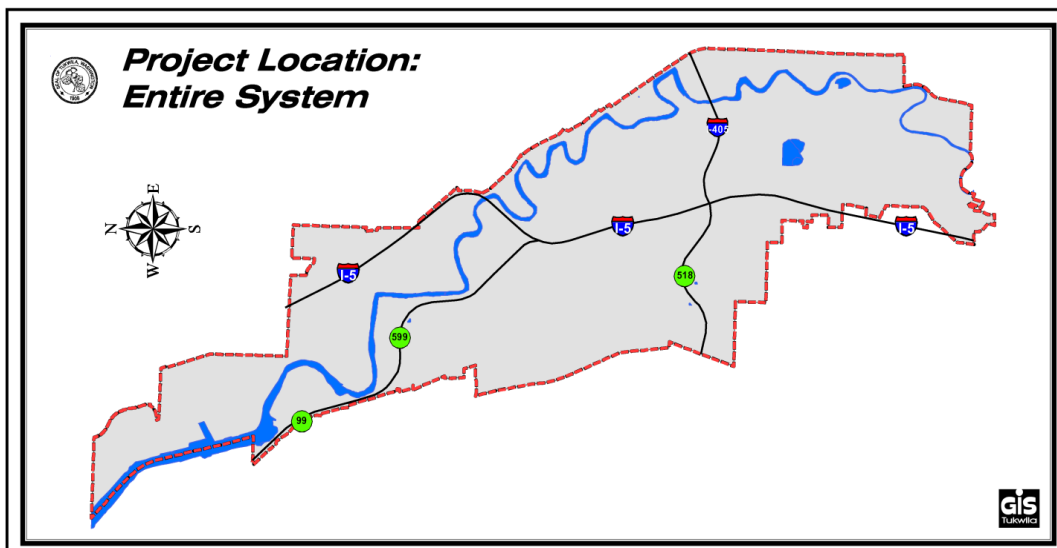
JUSTIFICATION: The latest requirements from regulatory agencies as well as newly identified City needs must be included in a regularly updated Surface Water Comprehensive Plan.

STATUS: The Surface Water Comprehensive Plan was completed in 2003 and updated in 2013. Future updates are planned on a 7-year cycle with the next update in 2021.

MAINT. IMPACT:

COMMENT:

FINANCIAL (in \$000's)	Through Estimated									TOTAL
	2019	2020	2021	2022	2023	2024	2025	2026	BEYOND	
EXPENSES										
Design	163		200						250	613
Land (R/W)										0
Const. Mgmt.										0
Construction										0
TOTAL EXPENSES	163	0	200	0	0	0	0	0	250	613
FUND SOURCES										
Awarded Grant										0
Proposed Grant										0
Mitigation Actual										0
Mitigation Expected										0
Utility Revenue	163	0	200	0	0	0	0	0	250	613
TOTAL SOURCES	163	0	200	0	0	0	0	0	250	613



CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2021 to 2026

PROJECT: Surface Water GIS Inventory

3024120
Project No. 1
2024120

DESCRIPTION: The GIS (Geographic Information Systems) inventory establishes citywide as-built drawings for the public drainage systems. This is an ongoing project as all CIP and development infrastructure improvements will need to be mapped.

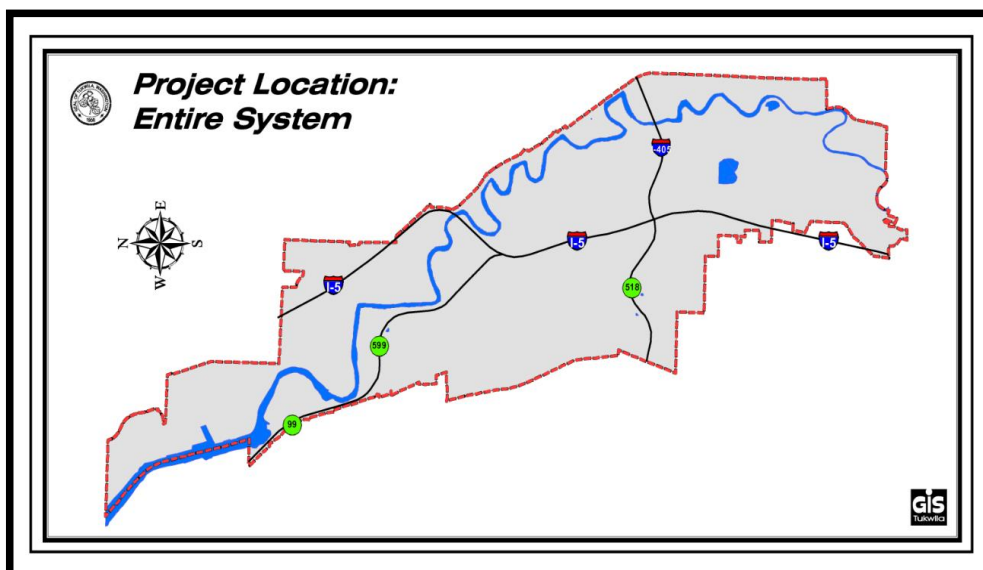
JUSTIFICATION: State NPDES requirements include provisions for permitted jurisdictions to compile accurate drainage system maps for all outfalls 24" or greater.

STATUS: GIS mapping was completed citywide in 2013. Future contracts will keep maps up to date as projects change the existing system. Combined Asset Management System scheduled for 2017.

MAINT. IMPACT: GIS information will allow maintenance to better track storm facility maintenance needs.

COMMENT: National Pollution Discharge Elimination System (NPDES). Department of Ecology grants for NPDES permit.

FINANCIAL (in \$000's)	Through Estimated									TOTAL
	2019	2020	2021	2022	2023	2024	2025	2026	BEYOND	
EXPENSES										
Design	1,673	100		100		150				2,023
Land (R/W)										0
Const. Mgmt.										0
Construction										0
TOTAL EXPENSES	1,673	100	0	100	0	150	0	0	0	2,023
FUND SOURCES										
Awarded Grant	218									218
Proposed Grant										0
Mitigation Actual	100									100
Mitigation Expected										0
Utility Revenue	1,355	100	0	100	0	150	0	0	0	1,705
TOTAL SOURCES	1,673	100	0	100	0	150	0	0	0	2,023





City of Tukwila

6200 Southcenter Boulevard, Tukwila WA 98188

Contract Number:

CONTRACT FOR SERVICES

This Agreement is entered into by and between the City of Tukwila, Washington, a non-charter optional municipal code city hereinafter referred to as "the City," and **Otak**, hereinafter referred to as "the Contractor," whose principal office is located at 700 Washington Street, Suite 300 Vancouver, WA 98660.

WHEREAS, the City has determined the need to have certain services performed for its citizens but does not have the manpower or expertise to perform such services; and

WHEREAS, the City desires to have the Contractor perform such services pursuant to certain terms and conditions; now, therefore,

IN CONSIDERATION OF the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

1. **Scope and Schedule of Services to be Performed by Contractor.** The Contractor shall perform those services described on Exhibit A attached hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Contractor shall at all times comply with all Federal, State, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Contractor shall request and obtain prior written approval from the City if the scope or schedule is to be modified in any way.
2. **Compensation and Method of Payment.** The City shall pay the Contractor for services rendered according to the rate and method set forth on Exhibit B attached hereto and incorporated herein by this reference. The total amount to be paid shall not exceed **\$365,996..**
3. **Contractor Budget.** The Contractor shall apply the funds received under this Agreement within the maximum limits set forth in this Agreement. The Contractor shall request prior approval from the City whenever the Contractor desires to amend its budget in any way.
4. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing October 25, 2021, and ending **December 31, 2023**, unless sooner terminated under the provisions hereinafter specified.
5. **Independent Contractor.** Contractor and City agree that Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither Contractor nor any employee of Contractor shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Contractor, or any employee of the Contractor.
6. **Indemnification.** The Contractor shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Public Entity, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

7. **Insurance.** The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors. Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. **Minimum Scope of Insurance.** Contractor shall obtain insurance of the types and with the limits described below:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. Automobile liability insurance shall cover all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit. Commercial General Liability insurance shall be as least at broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. **Public Entity Full Availability of Contractor Limits.** If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.

C. **Other Insurance Provision.** The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

D. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

- E. **Verification of Coverage.** Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this Agreement and evidence of all subcontractors' coverage.
- F. **Subcontractors.** The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Public Entity is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.
- G. **Notice of Cancellation.** The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation, within two business days of their receipt of such notice.
- H. **Failure to Maintain Insurance.** Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

8. Record Keeping and Reporting.

- A. The Contractor shall maintain accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by the City to ensure the performance of this Agreement.
- B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the office of the archivist in accordance with RCW Chapter 40.14 and by the City.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by law during the performance of this Agreement.

10. Termination. This Agreement may at any time be terminated by the City giving to the Contractor thirty (30) days written notice of the City's intention to terminate the same. Failure to provide products on schedule may result in contract termination. If the Contractor's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement immediately.

11. Discrimination Prohibited. The Consultant, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, religion, creed, color, national origin, age, veteran status, sex, sexual orientation, gender identity, marital status, political affiliation, the presence of any disability, or any other protected class status under state or federal law, in the selection and retention of employees or procurement of materials or supplies.

12. Assignment and Subcontract. The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the written consent of the City.

13. Entire Agreement; Modification. This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the City and the Contractor and supersedes all prior negotiations, representations, or agreements written or oral. No amendment or modification of this Agreement shall be of any force or effect unless it is in writing and signed by the parties.

14. Severability and Survival. If any term, condition or provision of this Agreement is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Agreement, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Agreement, shall survive termination of this Agreement.

15. Notices. Notices to the City of Tukwila shall be sent to the following address:

City Clerk, City of Tukwila
6200 Southcenter Blvd.
Tukwila, Washington 98188

Notices to the Contractor shall be sent to the address provided by the Contractor upon the signature line below.

16. Applicable Law; Venue; Attorney’s Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in King County, Washington. The prevailing party in any such action shall be entitled to its attorney’s fees and costs of suit.

DATED this _____ day of _____, 20__.

CITY OF TUKWILA

CONTRACTOR

Allan Ekberg, Mayor

By: _____

Printed Name and Title: _____

ATTEST/AUTHENTICATED:

Address: 700 Washington Street, Suite 300

Vancouver, WA 98660

City Clerk, Christy O’Flaherty

APPROVED AS TO FORM:

Office of the City Attorney

SMAP and SWCP

Fee Estimate

Summary of Otak, Inc. and all Subconsultants

Otak Project # 033383.000

10/1/2021



Task	Description	Otak, Inc.	Aspect Consulting	Total Hours	Total Budget by Task
100	Project Management and Grant App				
01	Contract and Schedule Management	48	4	52	\$7,866
02	Coordination	51	15	66	\$10,912
03	Monthly Progress Reporting	38	22	60	\$8,344
200	Receiving Waters Assessment				
01	Intake Existing Data	5	18	23	\$3,849
02	Verify Targets	2	6	8	\$1,315
03	Compile Additional Data	29	211	240	\$40,928
04	StoryMap (Optional)	4	18	22	\$3,569
300	Basin Prioritization				
01	Draft Prioritization Criteria	13	23	36	\$6,989
02	Public Outreach/Involvement	6	16	22	\$4,044
03	Finalize Prioritization Criteria and Basin Selection	10	77	87	\$15,195
04	Catchment Delineation and Selection	3	21	24	\$4,393
400	Retrofit/Action Plan Concept Development				
01	Draft Concept Plans	178	17	195	\$27,731
02	Final Concepts	95		95	\$11,944
500	SMAP				
01	Draft SMAP	61	40	101	\$14,708
02	Final SMAP	38	4	42	\$5,396
610	SWCP Planning				
01	Define the Products	32		32	\$3,854
02	Client Review & Update	14		14	\$1,587
620	SWCP Discovery				
01	Engineering and Asset Data Collection	30		30	\$3,966
02	Update Fish Passage Barriers Inventory	9		9	\$976
03	Interviews and Preliminary Field Trip with Staff	68		68	\$10,640
04	Document Known Issues	128		128	\$15,090
05	Summarize Existing Information	43		43	\$4,666
06	Screening	51		51	\$6,265
07	Regulatory & Operations Review	85		85	\$9,636
630	SWCP Visioning				
01	Scoring Criteria	46		46	\$5,574
640	SWCP Solutions				
01	Project Identification	69		69	\$9,890
02	Rate and Rank Draft Project List	81		81	\$8,970
03	Draft CIP Design	185		185	\$22,408
04	Final CIP Design and Fact Sheets	194		194	\$21,218
05	Update Surface Water Issues and Solutions	48		48	\$5,406
06	Update Atlas	31		31	\$4,328
650	SWCP Funding				
01	Prepare CIP Schedule and Table	30		30	\$4,398
02	Prepare CIP Cost Estimates	43		43	\$6,676
03	List Revenue Sources	60		60	\$7,576
660	SWCP Implementation				
01	Draft SWCP Update	215		215	\$23,704
02	Revised Draft SWCP Update	87		87	\$9,420
03	Adopted SWCP	40		40	\$3,913
04	Public Involvement and Adoption	44	4	48	\$7,152
	<i>Total Hours</i>	2214	496	2710	
	<i>Total Labor Cost</i>	\$273,990	\$90,506		\$364,496
	<i>Direct Expenses</i>	\$1,500			\$1,500
	Project Total	\$275,490	\$90,506		\$365,996

SMAP and SWCP

Fee Estimate

Otak, Inc.

Otak Project # 033383.000

10/1/2021

Task	Description	Labor Categories*														Total Hours	Total Budget by Task	Total Budget by Phase
		Sr. PIC/Sr. PM Civil	Planner IV	CE IX	CE IX	CE V	Designer IV	Designer III	Planner Assoc. IV	Planner Assoc. III	Sr. GIS Specialist	Scientist IV	Scientist I	Project Coord.	PA			
100	Project Management and Grant App																	\$19,119
01	Contract and Schedule Management	2	26					10						8	2	48	6974	
02	Coordination		43						8							51	7497	
03	Monthly Progress Reporting		16						16						6	38	4648	
200	Receiving Waters Assessment																	\$5,834
01	Intake Existing Data		1	2			2									5	781	
02	Verify Targets		1	1												2	353	
03	Compile Additional Data	1	8	4			16									29	4080	
04	StoryMap (Optional)		4													4	620	
300	Basin Prioritization																	\$5,228
01	Draft Prioritization Criteria	1	10	2												13	2154	
02	Public Outreach/Involvement		6													6	930	
03	Finalize Prioritization Criteria and Basin Selection		8	2												10	1636	
04	Catchment Delineation and Selection		2	1												3	508	
400	Retrofit/Action Plan Concept Development																	\$35,714
01	Draft Concept Plans	1	4	12	4	86			67	4						178	23770	
02	Final Concepts	1	4	12	2		40		36							95	11944	
500	SMAP																	\$11,674
01	Draft SMAP	1	8	2					42	4				4		61	7056	
02	Final SMAP	1	8	2					21	2				4		38	4618	
610	SWCP Planning																	\$5,441
01	Define the Products		4	2			4		8	10				4		32	3854	
02	Client Review & Update		2	1			2		4	1				4		14	1587	
620	SWCP Discovery																	\$51,239
01	Engineering and Asset Data Collection		4	4			2	8		12						30	3966	
02	Update Fish Passage Barriers Inventory			1							1	6		1		9	976	
03	Interviews and Preliminary Field Trip with Staff		32	20			8	8								68	10640	
04	Document Known Issues		4	4			100		12	6				2		128	15090	
05	Summarize Existing Information		2	1			8	24	4	2				2		43	4666	
06	Screening		8	4			14		24	1						51	6265	
07	Regulatory & Operations Review		8			12			61					4		85	9636	
630	SWCP Visioning																	\$5,574
01	Scoring Criteria		8	2		6			28					2		46	5574	
640	SWCP Solutions																	\$72,220
01	Project Identification	1	8	18			22		12	4	4					69	9890	
02	Rate and Rank Draft Project List		2	2			34	41		2						81	8970	
03	Draft CIP Design		2	3	12		148	16		4						185	22408	
04	Final CIP Design and Fact Sheets		2	1	5		56		118					12		194	21218	
05	Update Surface Water Issues and Solutions		6		2				36					4		48	5406	
06	Update Atlas		4	2					20	4				1		31	4328	
650	SWCP Funding																	\$18,650
01	Prepare CIP Schedule and Table		4	6		12			6					2		30	4398	
02	Prepare CIP Cost Estimates	1	2		18	8		12						2		43	6676	
03	List Revenue Sources	1	8	1		12	20		16					2		60	7576	
660	SWCP Implementation																	\$43,297
01	Draft SWCP Update	1	24	4					168					18		215	23704	
02	Revised Draft SWCP Update		12						63					12		87	9420	
03	Adopted SWCP		3						17					20		40	3913	
04	Public Involvement and Adoption		24			4			12					4		44	6260	
	Total Hours	12	322	116	43	140	470	115	42	767	56	5	6	14	106	2214		
	Annualized Billing Rate	\$208	\$155	\$198	\$198	\$143	\$115	\$100	\$136	\$104	\$127	\$148	\$91	\$125	\$84			
	Total Labor Cost	\$2,496	\$49,910	\$22,968	\$8,514	\$20,020	\$54,050	\$11,500	\$5,712	\$79,768	\$7,112	\$740	\$546	\$1,750	\$8,904			\$273,990
	Direct Expenses																	\$1,500
	Project Total																	\$275,490

* Labor categories are representative of the staff who may perform the work and are used to develop a fee estimate. Staff in different categories may be used depending on availability, promotions, or other considerations.

Tukwila SMAP and SWCP

Task	Work Element	Labor Budget Basis in Hours										Total Hours	Total Labor Budget	Other Direct Charges (ODC)	Subs	End Date	
		Associate	Project 1	Staff 2	Senior 1	Project 2	Project 1	Sr. Editor	Principal 1	Senior 3	Staff 2						Coordinator 3
		\$ 223.00	\$ 155.00	\$ 129.00	\$ 195.00	\$ 166.00	\$ 155.00	\$ 124.00	\$ 258.00	\$ 223.00	\$ 129.00	\$ 113.00					
100	Phase 100 Project Management and Grant Application																
100	100.01 Contract & Schedule Management	4											4	\$ 892			
100	100.02 Coordination	13							2				15	\$ 3,415			
100	100.03 Monthly Progress Reporting	11									11		22	\$ 3,696			
200	Phase 200 Receiving Waters Assessment																
200	200.01 Intake Existing Data	4		4		10							18	\$ 3,068			
200	200.02 Verify Targets	2		4									6	\$ 962			
200	200.03 Compile Additional Data	46		12	2	119	30	2					211	\$ 36,848			
1000	-Story Map (optional stand-alone task)	3				10		5					18	\$ 2,949			
300	Phase 300 Basin Prioritization																
300	300.01 Draft Prioritization Criteria	15	2			4			2				23	\$ 4,835			
300	300.02 Public Outreach/Involvement	10	3.5			1		0.5			1		16	\$ 3,114			
300	300.03 Finalize Prioritization Criteria and Basin Selection	23	8	8		30	6	2					77	\$ 13,559			
300	300.04 Catchment Delineation and Selection	7				14							21	\$ 3,885			
400	Phase 400 Retrofit/Action Plan Concept Development																
400	400.01 Draft Concept Plans	8							8		1		17	\$ 3,961			
400	400.02 Final Concept Plans	All Otak															
500	Phase 500 SMAP																
500	500.01 Draft SMAP	16				20		2	2				40	\$ 7,652			
500	500.02 Final SMAP	2				2							4	\$ 778			
660	Phase 660 SWCP - Implementation																
660	660.01 Draft SWCP Update																
660	660.02 Revised Draft SWCP Update																
660	660.03 Adopted SWCP																
660	660.04 Public Involvement and Adoption	4											4	\$ 892			
Total		168	13.5	28	2	210	36	11.5	14			13	496	\$ 90,506			



City of Tukwila
Stormwater Management Action Plan
And Surface Water Comprehensive Plan
Otak Project #33383
October 1, 2021

Project Understanding

The City of Tukwila operates and maintains a municipal storm sewer system (MS4) serving the City limits. The MS4 operates in a city anchored by commercial, industrial, and residential development within the Green and Duwamish Watershed. Under the Western Washington Phase II Municipal Stormwater Permit (Permit), issued by the Washington State Department of Ecology (Ecology), the City is required to develop a Stormwater Management Action Plan (SMAP) which provides a strategic framework and requirements for the management of the City's stormwater in a priority basin. In conjunction, the City seeks to issue a new Surface Water Comprehensive Plan (SWCP) by updating the SWCP prepared in 2013 by CH2MHILL.

The SMAP and its components should be prepared to meet the Permit requirements, including deadlines in March 2022, June 2022, and March 2023.

The plans shall address the expansion of regulatory requirements, the changing stormwater and surface water management techniques and strategies, and establish management goals and projects for the future. These plan(s) shall also reflect the surface water capital and non-structural investments that the City has made since the previous edition. The final document shall provide a framework for the City's surface and storm water program moving forward including capital planning projects for the next 10 years.

The City began to meet the SMAP requirement in 2021, with a preliminary receiving waters assessment memo prepared by Otak.

Project Guidance / Reference Documents

- City of Tukwila Request for Proposals for a Stormwater Management Action Plan (SMAP) and Surface Water Comprehensive Plan (SWCP)
- Otak and Aspect team proposal for City of Tukwila Stormwater Management Action Plan (SMAP) and Surface Water Comprehensive Plan (SWCP), July 22, 2021
- 2013 Surface Water Comprehensive Plan, CH2MHILL for City of Tukwila, February 2013
- Western Washington Phase II Municipal Stormwater Permit, Department of Ecology, 2019-2024
- Stormwater Management Action Planning Guidance: Phase I and Western Washington Phase II Municipal Stormwater Permits, Department of Ecology, August 2019
- Building Cities in the Rain: Watershed Prioritization for Stormwater Retrofits, Washington Department of Commerce, September 2016
- Preliminary Receiving Waters Assessment and Stormwater Management Influence memorandum, Otak, February 24, 2021

Overall Project Assumptions

- The project length is 24 months.
- Meetings and workshops will be held virtually unless otherwise specified.

Scope of Work

Phase 100 Project Management

The purpose of this task is to provide Project Management and Administration services during development of the SMAP and SWCP as well as to develop a grant application to fund Phases 400 and 500 of the project.

01 Contract & Schedule Management

Consultant shall:

- a. Prepare a project work plan.
- b. Develop and maintain a detailed project schedule, identifying critical tasks necessary to meet the project timeline. Up to four updates.
- c. Develop an abbreviated quality assurance and quality control plan for project deliverables.
- d. Manage the contract and subconsultant contract(s).

02 Coordination

Consultant shall:

- a. Maintain regular communication and attend up to 20 one-hour coordination meetings with the City, including a project start up meeting to discuss project goals, work plan, schedule, and expectations. The project managers will charge to this task. Other consultant team members attending these meetings will charge to the task(s) they are currently working on. Meeting summaries will focus on decisions and action items.
- b. Maintain regular communication among the team and hold up to 30 30-minute internal coordination meetings. The project managers will charge to this task. Other team members attending these meetings will charge to the task(s) they are currently working on.
- c. Prepare and maintain a decision log shared with the City.

03 Monthly Progress Reporting

Consultant shall:

- a. Prepare and submit monthly invoices and monthly project status reports (23). Status reports list activities completed, issues/needs, and a budget status summary using an earned value analysis.

Phase 100 Deliverables

- Project work plan
- Project schedule and up to three updates
- Abbreviated quality assurance and quality control plan
- Coordination meeting summaries focused on action items
- Decision log and routine updates
- Monthly project status reports

Phase 100 Assumptions

- The project duration is 24 months.
- Coordination meetings may be more frequent at the beginning and during times of intense work and less frequent at other times.

Phase 200 Receiving Waters Assessment

Otak completed a preliminary receiving water assessment in early 2021. This assessment gathered much of the data recommended for inclusion by the SMAP guidance from Ecology and the Building Cities in the Rain methods. The preliminary assessment included:

- Basin delineation
- Identified designated uses and associated water quality standards for the receiving waters
- Gathered water quality data from multiple sources including Ecology, King County, and the USGS
- Gathered GIS data including land use, land cover, roads, density, etc.
- A Long Term Hydrologic Impact Assessment (L-THIA) model for existing land uses and conditions

The preliminary receiving water assessment identified four basins (Green/Duwamish River, Gilliam Creek, P17, and Johnson Creek) for further analysis. Remaining work in Phases 200 through 400 will take place in these four basins.

01 Intake Existing Data

Consultant shall:

- a. Review and confirm the findings of the preliminary assessment.

02 Verify Targets

Consultant shall:

- a. Review and confirm designated uses and associated water quality standards for the four basins.
- b. Any changes that are identified will require re-assessment of the water quality data in the affected watershed to ensure that the assessment is accurate.

03 Compile Additional Data

The final assessment will seek to add in additional information to the assessment following the guidance from Ecology and the Building Cities in the Rain methods.

Consultant shall consider:

- a. Any additional water quality data that was not included in the preliminary assessment. Such as:
 - Water quality data that has been released since the preliminary assessment was completed
 - Known water quality or habitat issues documented by the City
- b. Areas of upcoming development pressure. This includes current or planned redevelopment, infilling, zoning changes, etc.
 - Using future land cover and land use plans, update land use areas in any GIS and a future conditions L-THIA analysis in any of the four basins, as needed.
- c. Evaluate effects on overburdened communities. The USEPA's EJScreen and Washington State Department of Health's Health Disparity Map will be evaluated for each basin. Information from the City (if available) will also be evaluated as part of this analysis.
- d. Develop a methodology for determining relative stormwater management influence. The overall improvement from SMAP actions could be affected by the City's existing MS4 system, availability of land,

current land use, relative percentage of basin within City jurisdiction, unique characteristics of the receiving water, etc. These factors will be assessed for each basin.

- e. Apply methodology and document the relative stormwater management influence of the four basins.

GIS Web Maps will be used to document and convey the results of the receiving water assessment. Consultant shall:

- a. Develop Web Maps to show the extent of the water quality concerns, development pressures, relative ability to improve conditions through stormwater management, etc.

A watershed inventory is required per the Permit S5.C.1.d.i.

Consultant shall:

- a. Develop a watershed inventory table (of all nine basins) for submittal to the Washington State Department of Ecology (Ecology). This table will be based on Table 1 of the Preliminary Receiving Waters Assessment memorandum and meet the requirements of the Permit S5.C.1.d.i and will include for each basin:
 - Receiving water name
 - Total watershed area
 - Percentage of watershed in Tukwila's jurisdiction
 - Stormwater management influence
 - Indication whether or not basin is included in prioritization process
- b. Prepare a map of all the basins.
- c. Update the preliminary assessment memorandum to document the results of the receiving water assessment.

04 StoryMap (Optional)

If requested by the City, Consultant shall:

- a. Compile the Web Maps and the data behind them into a Story Map that can be used by the City and Consultant team for internal communication and understanding of the results of the assessment.
- b. Modify or update the Story Map for communicating with stakeholders and the public.

Phase 200 Deliverables

- Watershed Inventory Table per Permit S5.C.1.d.i and map of all basins
- Draft assessment of receiving waters memorandum
- Final assessment of receiving waters memorandum
- Relative Stormwater Management Influence methodology, draft and final
- Web Maps
 - GIS Story Map summarizing receiving water characteristics by basin OR GIS coverages that consolidate information presented tabularly in the excel table. Scope and fee include GIS Story Map as contingency but development of Story Map must be authorized separately by City.

Phase 200 Assumptions

- The receiving waters assessment will be limited to the four basins highlighted in the preliminary receiving waters assessment (Green/Duwamish River, Gilliam Creek, P17, Johnson Creek).
- The City will provide the Consultant with all relevant data available for receiving waters including, but not limited to, the following:
 - GIS coverages (as available) including basin delineations, impervious surface coverage, stormwater facilities, zoning, wetlands, streams, conveyance networks, transportation networks, and water quality data.

- Basin plans, water quality studies, hydrologic modeling reports, and other relevant City documents.
- These resources will be used for follow-up questions and coordination and for map preparation to document receiving water conditions in each basin or sub-basin.
- Consultant will not collect any new water quality data or perform any other field work as part of the assessment.
- The City will provide input information (as available) on expected land use and growth projections for receiving waters within the four basins.
- GIS files produced during the project and a PDF of screen shots of the web content will be provide at project closeout. Aspect Consulting will host Web Maps and Story Map (if authorized by City) throughout the duration of the project and an additional six months past project closeout. Aspect can continue to host the Story Map after project closeout at a cost of \$500/year. Transfer of Story Map files to be hosted elsewhere is not included in this scope of work.
 - Story Map cost estimate includes one consolidated round of revisions.
- One round of comments and revision is assumed for the final assessment memorandum.

Phase 300 Basin Prioritization

Data compiled in Phase 200 will be used for prioritizing receiving waters and will be used to determine a high-priority receiving waters to develop a Stormwater Management Action Plan (Phase 400).

01 Draft Prioritization Criteria

The Consultant shall:

- a. Develop draft prioritization criteria based on City input, the SMAP guidance from Ecology and the Building Cities in the Rain guidance. The draft prioritization criteria will include up to 10 factors. Examples of factors that could be assessed include:
 - Level of impairment
 - Relative stormwater management influence
 - Public importance or community value
 - Cost effectiveness
 - Availability of land
 - Planned future development
- b. Prepare draft criteria and example scenarios for discussion.
- c. Meet with City staff to discuss the draft prioritization criteria and to ensure that the criteria are aligned with City priorities and values.

02 Public Outreach/Involvement

Input from the public and stakeholders will help shape the prioritization criteria.

The Consultant shall:

- a. Prepare a brief draft informational overview of the purpose, goals, process, and expected benefits of SMAP for inclusion in the City's digital newsletter (The Hazelnut) and which can be emailed by the City to tribal representatives.
- b. Provide the final informational overview incorporating one round of City review and comments.
- c. Review any public and stakeholder feedback and develop recommended responses for potential consideration and/or inclusion in the prioritization process. Transmit the recommended responses to the City for review and hold a 1-hour follow-up meeting with the City to discuss the recommendations.

03 Finalize Prioritization Criteria and Basin Selection

Final criteria will be used to compare and rank receiving waters. Consultant shall:

- a. Incorporate City and public comments into the final criteria.
- b. Apply final criteria to the basins that were assessed under Phase 200.
- c. Prepare a draft table of the ranked basins to the City for comment.
 - Criteria may be modified if results are not consistent with what is known about receiving waters. If this occurs, another draft list will be prepared using modified criteria.
- d. Meet with City staff to discuss the draft list.
- e. Following comments, prepare a final ranked list of receiving waters along with documentation of the selection process and the data that support the selection of the receiving water for the SMAP development.

04 Catchment Delineation and Selection

Once a basin is selected, it may be divided into catchments if appropriate. Consultant shall:

- a. Delineate catchments in GIS using existing drainage, surface water, topography, and other appropriate data. Once catchments are delineated, they will be evaluated using the developed prioritization criteria to select the catchment for the development of the retrofit/action plan and SMAP.

Phase 300 Deliverables

- Draft Prioritization Criteria
- Public Outreach/Involvement Materials
 - Draft and final informational overview of the purpose, goals, process, and expected benefits of SMAP for publication in The Hazelnut and for City to distribute to Tribes and environmental stakeholders
 - Recommended responses to public/stakeholder feedback
- Final Prioritization Criteria
- Draft excel table of ranked receiving waters
- Catchment delineation
- Final excel table of ranked receiving waters and selection of receiving water for Stormwater Management Action Plan.
 - Table will divide selected receiving water into catchments and selected catchment will be identified for Stormwater Management Action Plan
- Webmaps, and brief memorandum summarizing selection methods, ranking process, and prioritized basin for reporting to Ecology under S5.C.1.d.ii.

Phase 300 Assumptions

- All meetings are assumed to be virtual with no associated travel costs.
- The City and up to two members of the consultant team will attend a 1.5-hour meeting to develop criteria to prioritize receiving waters.
- The City and up to two members of the consultant team will attend one 1-hour meeting to discuss draft prioritization results.
- Consultant will submit draft and final SMAP informational overview to City via email.
 - City will compile all edits and comments on draft overview into single document.
 - Cost estimate includes one round of revisions.
- City will coordinate inclusion of SMAP information overview in City's digital newsletter.
- City will send SMAP information overview to tribes and environmental stakeholders
- City will compile all responses and feedback from public, tribes, and environmental stakeholders into document and transmit to consultant via email.

- The City and up to two members of the consultant team will attend one 1-hour meeting to discuss recommendations from the public outreach process.
- The City and up to two members of the consultant team will attend one 1-hour meeting to discuss final catchment selection results
- The final list of ranked receiving waters will be prepared following City approval and agreement.
- The City will make final determination and select the high-priority receiving water to develop a Stormwater Management Action Plan.
- Catchment delineation will only be completed within the selected basin.
- All data may not be applicable for the final catchment selection. For example, a basin may only have water quality data from a single point rather than from each catchment so a comparison of water quality data may not be appropriate. Final catchment selection will utilize data that allows for comparisons between catchments relative to the prioritization criteria.

Phase 400 Retrofit/Action Plan Concept Development

Within the priority basin, the Consultant will identify and develop stormwater management capital improvements, policies, and programmatic actions that could be implemented in the priority basin following 2019 SMAP Guidance. If a priority catchment has been selected, the SMAP will be prepared for the catchment.

01 Draft Concept Plans

Consultant shall develop draft concept plans:

- a. In a meeting with City staff attended by up to four consultant team members, discuss and select alternatives for a suite of CIPs, policies, and programmatic actions; document discussion and selection in meeting notes.
- b. Develop up to three draft planning-level capital improvement projects in the priority basin/catchment, presented as a draft CIP fact sheet.
- c. Develop up to one draft policy white paper or up to one draft planning-level targeted SWMP action in the priority basin/catchment, presented as a draft program fact sheet.
- d. Prepare a draft planning-level costs for each solution. CIP costs will include land acquisition, City's administrative costs, design, construction, and contingency. Costs for non-structural management actions will include City's administrative costs, one-time costs, and average annual costs.

02 Final Concept Plans

Consultant shall develop final concept plans:

- a. Finalize planning-level capital improvement projects in the priority basin/catchment
- b. Finalize policy white paper or SWMP action
- c. Finalize planning-level costs for each solution. CIP costs will include land acquisition, City's administrative costs, design, construction, and contingency. Costs for non-structural management actions will include City's administrative costs, one-time costs, and average annual costs.
- d. Prepare a final CIP fact sheet for each CIP
- e. Prepare a final Program fact sheet for each programmatic/targeted SWMP action

Phase 400 Deliverables

- Alternative selection meeting notes
- Draft and final planning-level CIP fact sheets (up to three)
- Draft and final policy white paper or program fact sheet (one)
- Draft and final cost estimates

Phase 400 Assumptions

- The City hopes to secure a grant from the Department of Ecology to fund Phases 400 and 500. The grant agreement will control the scope of work for this phase, so scope of work for this phase may be amended based on grant requirements.
- The fee estimate shows a typical mix of staffing assignments for CIP development, but the actual assignment between our scientist and engineering, etc., will likely change based on the desired CIPs.

Phase 500 SMAP

The SMAP plan will be a standalone document suitable for submittal to Ecology to satisfy part of the City's NPDES Western Washington Phase II municipal stormwater permit stormwater planning requirement and suitable to serve as an appendix to the SWCP.

01 Draft SMAP

Consultant shall:

- a. Write the draft SMAP. The SMAP is assumed to be 10 pages in length, not including attachments, with the following sections:
 - Introduction
 - Regulatory Context
 - Summary of Receiving Waters Assessment
 - Summary of Basin Prioritization
 - Priority Basin Plan
 - Implementation Schedule
 - Budget Sources
 - Adaptive Management
 - Conclusion
- b. Compile the final reports and fact sheets from Phases 200, 300, and 400 as attachments to the plan.

02 Final SMAP

Consultant shall:

- a. Write the final SMAP, incorporating City comments.

Phase 500 Deliverables

- Draft and final SMAP

Phase 500 Assumptions

- The City hopes to secure a grant from the Department of Ecology to fund Phases 400 and 500. The grant agreement will control the scope of work for this phase, so scope of work for this phase may be amended based on grant requirements.
- City to compile comments and resolve conflicting direction before returning comments on drafts.

Phase 610 SWCP – Planning

Phases 610 through 660 encompass the preparation of the SWCP.

01 Define the Products

This task has been included to clearly set expectations for the products for the SWCP that will result from this project.

Consultant shall:

- a. Review 2013 SWCP and appendices and prepare a draft SWCP outline with annotations. Annotations will summarize the amount of update needed for each section, new sections, usefulness of existing appendices, and status of previous CIP projects.
- b. Prepare a draft title block for printed map products
- c. Prepare draft graphic layouts for a CIP fact sheet
- d. Coordinate with the City on the types of known issues/projects to be collected during the study. This will be used to develop the project GIS.
- e. Hold a GIS Coordination meeting between Otak and Aspect to agree on division of labor for GIS tasks, file sharing strategies, data organization, and data formats
- f. Hold a Cost Estimating Coordination meeting between Otak and Aspect to agree on approach and format for cost estimating

02 Client Review & Update

Consultant shall:

- a. Review and update products to incorporate City comments

Phase 610 Deliverables

- Draft and final title block for printed map products
- Draft and final graphic layouts for a CIP fact sheet
- Draft and final SWCP outline

Phase 610 Assumptions

- One round of review is included
- Fact sheet layouts will also be used in Phase 400 for the CIP designs for SMAP

Phase 620 SWCP Discovery

The purpose of this task is to identify known issues within the surface water systems, comprising storm system, surface water bodies, and levees as well as policy or programmatic gaps. Information will be gathered primarily from interviews and field trips with staff.

01 Engineering and Asset Data Collection

Engineering and asset information will be collected.

Consultant shall:

- a. Prepare a detailed information request for engineering and asset information. Examples include utilities data in GIS, existing reports and studies that identify known issues or projects, and related City CIP lists.
- b. Prepare a spreadsheet to document existing information provided by the City and its use/usefulness.
- c. Set up a project GIS and online map to document known issues, other/related City CIP project locations, field investigation sites, potential projects, and CIP project locations.

02 Update Fish Passage Barriers Inventory and Assessment

Consultant shall:

- a. Create a brief addendum to the “City of Tukwila Fish Passage Barrier Inventory” by CH2M HILL within Appendix B of the 2013 SWCP to update the status of the documented fish passage barriers that have been removed or that now have a different status. No additional fish passage barriers will be identified as part of this task.

03 Interviews and Preliminary Field Trips w/ Staff

Consultant shall:

- a. Attend two, two-hour workshop with City staff to interview them and collect additional background knowledge, existing practices, problem locations, other stormwater and surface water issues and potential project ideas.
- b. Conduct up to two, one-day preliminary field trips with City staff to view key stormwater facilities, stream segments, and problem locations. Sites will be selected by the City’s team, and the City will provide driving directions or addresses.
- c. Take notes and photographs of sites. Document sites in the project GIS

04 Document Known Issues

Consultant shall:

- a. Based on interviews and preliminary field trip, document locations of known issues in the project GIS. Opportunities to retrofit areas for water quality and/or flow control may be included if City wishes. Up to 90 issues are expected overall.
- b. Describe the following attributes of each known issue: name, description, type, source, year last observed (if known), and status.
- c. Document adopted surface water CIP projects that have not begun construction in the project GIS.
- d. After documenting the collected known issues, provide an online map where City staff may review documented known issues, update missing information, and document additional ones.
- e. Show existing land use, land cover, topography, storm system, and basins in the online map.

05 Summarize Existing Information

Throughout the project, existing conditions, assets, and analyses will be stored in an interim online GIS map. Interim mapping and analytical deliverables will be presented in the online interface.

Consultant shall:

- a. Attend a two-hour meeting with the City to review results of existing information compilation and discuss options and priorities for field and technical analyses.
- b. Prepare a brief memo summarizing existing information, known issues, and recommendations.

06 Screening

The purpose of this task is to reduce the number of known issues that will be considered further.

Consultant shall:

- a. With City participation, develop screening criteria for known issues. The purpose is to bin known issues into three bins: candidates for CIPs, candidates for systematic/programmatic solutions such as the Annual Small Drainage Program, and no further action.

- b. Attend a two-hour meeting with the City to agree on the approach to screening the long list of known issues. It is anticipated that key staff from Public Works and other departments will be invited to the meeting, as guided by the City's Project Manager.
- c. Apply screening criteria to develop a list of up to 15 known issues that are candidate CIP projects; this list may include projects on the existing SWCP CIP that have not been implemented.
- d. Update the project GIS and online map with screening information.

07 Regulatory & Operations Review

The purpose of this task is to gather information for the update of SWCP Sections 3 and 6. A regulatory gap analysis was completed by the City in 2020 to compare the City's ongoing stormwater management program with the NPDES 2019 Phase II Western Washington Municipal Stormwater Permit. Since then, the City has begun working toward implementing some of the new requirements. Appendix C should include a brief update of the gap analysis, and Section 3 should describe the City's plans to meet the new permit requirements. Section 6 will be revised to describe the City's current policies and practices relating to maintenance and operation of the storm sewer system.

Consultant shall:

- a. Document in a list the policies, operational SOPs, guidelines, route maps, and reference materials used by City staff relating to storm sewer operations and NPDES permit compliance.
- b. With City's approval, select up to five items to review in more detail, and review them.
- c. Attend a two-hour meeting with the City to gather information on the City's current operations policies and practices.
- d. Update the 2020 regulatory gap analysis with any new progress on compliance.
- e. Update Appendix C of the current SWCP (regulations and policies).
- f. Update Section 6 of the current SWCP with operations and maintenance policies and practices (draft).

Phase 620 Deliverables

- Existing information spreadsheet
- Online GIS map of known issues and potential projects
- Existing information and known issues memorandum
- Updated known issues online map
- Screening criteria
- List of 15 known issues that are candidate CIP projects
- Updated regulatory gap analysis, draft and final
- Updated Appendix C, Regulations and Policies, draft and final
- Updated Section 6, Operations and Maintenance, draft

Phase 620 Assumptions

- The planning area is defined by the City limits.
- Basins will not be redelineated from the 2013 SWCP.
- Engineering/asset staff workshop (item 620.01.) may be attended by up to three Consultant staff.
- City will mark up the Fish Passage Barrier Inventory table (Table 1 of CH2M HILL memo in Appendix B) to indicate barriers that have been removed since the 2011 memorandum to the extent that they are aware. Other than City's institutional knowledge, barrier status will be updated using WDFW's fish barriers GIS. Barriers will not be removed from the list without confirmation from City staff. It is assumed that no new barriers will be identified.
- Preliminary field trips (item 620.03) will be attended by up to two Consultant staff.
- City will arrange for right-of-entry, where necessary, for field trips

Phase 630 SWCP – Visioning

The purpose of this task is to integrate the City’s values and goals into project selection. A scoring matrix will be developed for the City to evaluate the benefits of potential stormwater projects and establish a priority list for implementation. The rating system will focus on quantifying project benefits.

01 Scoring Criteria

Consultant shall:

- a. Develop a matrix of scoring criteria for City to distribute to internal stakeholders.
- b. Revise matrix based on feedback.

Phase 630 Deliverables

- Project scoring criteria, draft and final

Phase 630 Assumptions

- The draft scoring matrix will be presented at a meeting attended by up to two Consultant Otak staff.
- One round of review of the scoring criteria is included.

Phase 640 SWCP – Solutions

01 Project Identification

Consultant shall:

- a. Develop a potential project idea for each of the 15 screened known issues. Document as potential projects in the project GIS and update online map.
- b. Describe the following attributes of each potential project in the GIS: name, description, type, associated known issue(s), and associated field site(s).
- c. Attend up to two two-hour meetings with the City to review and discuss the draft project list.
- d. Update the GIS and online map.

02 Rate and Rank Draft Project List

Consultant shall:

- a. Develop a multi-criteria analysis spreadsheet tool based on the agreed scoring criteria to rating the benefits of stormwater projects.
- b. Rate and rank the draft list of potential projects along with incomplete projects on the current SWCP CIP
- c. Meet with City in a two-hour meeting to review and discuss prioritized projects: Populate online map with project scores and ranks.
- d. Revise criteria (minor adjustments), score values, and/or project scores in response to stakeholder feedback.
- e. Re-rate projects based on revisions.
- f. Select up to 7 highly-rated new projects to further develop as the CIP, and select up to 8 current SWCP CIPs that have not been implemented to update cost estimates; verify selections with the City.
- g. Update GIS and online map.

03 Draft CIP Design

Consultant shall:

- a. Review information and GIS data (storm system, soils, topography, utilities, land use, land ownership, development plans, groundwater, target pollutants, etc.) for each high priority project area.
- b. Delineate drainage basins for project sites and estimate flows and volumes necessary for initial BMP/pipe sizing.
- c. Rough locations and facility footprints will be estimated.
- d. If needed, spend up to one day visiting the selected CIP sites.
- e. Develop up to 7 draft planning-level capital improvement projects.
- f. Develop a draft project narrative (two paragraphs) for each.

04 Final CIP Design & Fact Sheets

Consultant shall:

- a. Finalize CIP designs.
- b. Write a draft fact sheet for each CIP.
- c. Write a final fact sheet for each CIP.
- d. Update GIS and online map, if needed.
- e. Prepare a succinct written SWCP CIP Section (Solutions) narrative that discusses the problem areas, categories of problems (including SMAP projects), and preferred solutions. The narrative will refer to the fact sheets and will include the CIP table (schedule, sequencing, costs) developed under Phase 650.

05 Update Surface Water Issues and Solutions

Consultant shall:

- a. Update the list and brief description of types of solutions within Appendix D of the current SWCP, draft and final.
- b. Update Appendix E of the current SWCP.

06 Update Atlas

Consultant shall:

- a. Create a new atlas as the replacement for Appendix A of the current SWCP. The Atlas will document
 - The City's stormwater system and water bodies
 - Basins and catchments used for SMAP
 - Locations of known issues (indexed to a list of known issues)
 - Locations of potential projects (indexed to a list of potential projects)
 - Locations of CIPs (indexed to a list of CIPs)

Phase 640 Deliverables

- 15 project concepts
- Project prioritization, draft and final
- List of selected CIPs (8)
- 7 planning-level CIP fact sheets, draft and final
- Updated Appendix D, draft and final
- Updated SWCP CIP Section, draft
- Replacement Appendix A (atlas), draft and final

Phase 640 Assumptions

- This task assumes no additional data acquisition, such as survey, and no modeling
- Meetings will be attended by up to three Consultant staff
- One round of review of each deliverable

Phase 650 SWCP – Funding

01 Prepare CIP Schedule and Table

Based on project sequencing and priorities, the Consultant team will prepare a draft 10-year schedule for identified stormwater projects, including up to 15 projects, including new CIPs and projects remaining from the 2013 SWCP.

Consultant shall:

- a. Prepare a draft 10-year schedule for identified stormwater projects
 - Multi-year projects will be shown as such with the activities (design/permitting versus construction) and necessary funding broken out by year
- b. As the project list and schedule are developed, prepare a draft master stormwater CIP table showing recommended projects and costs by year.
- c. Costs will be developed as described in Phase 650-02 below. Smaller projects, such as minor spot repairs and ongoing incremental system upgrades, are assumed to have been binned into the annual R&R category and will require no further analysis or estimating, and will use an annual allocation rather than estimating costs based on identified issues. Consultant will coordinate with the City regarding the City's desired R&R or small projects funding allocation. Provide the draft CIP table to the City for review and comments.
- d. Meet with the City to review and discuss comments on the CIP table, make adjustments, and obtain direction necessary to prepare the final table. The final CIP table will be prepared for submittal to the City and inclusion in the updated SWCP CIP Section.

02 Prepare CIP Cost Estimates

Cost estimates will be developed for up to 15 CIPs, whether new or remaining in the 2013 SWCP.

Consultant shall:

- a. Develop planning level costs. These costs will be developed using professional judgement and recent experience of team members with similar projects. A planning level contingency will be used as well. The overall planning level estimate will be broken out into design, permitting, land/easement as needed. Updated planning level costs will be estimated for projects remaining from the prior CIP. The cost estimating detail will vary depending on available CIP information – for instance CIPs with fact sheets (with maps/approximate footprints) will provide more information for cost estimating than projects that only have a location and description.
- b. Feed the cost estimates into the CIP table developed under Task 650-01.
- c. Prepare a narrative description of the cost estimating methodology for inclusion in the overall CIP Section prepared by Otak under Task 640-04.

03 List Revenue Sources

Consultant shall:

- a. Research and list possible sources of revenue for CIP projects - specifically City general fund, grants, loans, general stormwater utility revenue, and stormwater utility CIP surcharges.
- b. Identify CIP projects that likely receive runoff from WSDOT ROW and roughly estimate the portion of the project costs that may be eligible to use funds collected from WSDOT under SB 5505. This will involve a desktop screening of the up to 15 CIP projects to identify if any projects appear to likely receive significant runoff (directly or indirectly) from WSDOT limited access highway ROW. For projects appearing to receive significant runoff, Aspect will complete a cursory review of the contributing drainage area and, to the extent feasible, estimate the approximate portion/share of the CIP cost that could be eligible for WSDOT funds.
- c. Prepare a draft and final Stormwater CIP Revenue Sources narrative for inclusion in the updated SWCP. The narrative will also include a write-up about potential WSDOT funding, amounts, and requirements and recommendations for charging WSDOT stormwater utility fees.

Phase 650 Deliverables

- CIP Schedule and Table, draft and final
- 15 planning-level CIP cost estimates, draft and final
- List of possible revenue sources for CIPs
- List of CIPs and incomplete projects on the 2013 SWCP CIP list that are eligible for use of fees collected from WSDOT for design and construction and estimate of proportion eligible for funding from fees collected from WSDOT
- Stormwater CIP Revenue Sources narrative (draft and final)

Phase 660 SWCP – Implementation

The purpose of this phase is to prepare the Surface Water Comprehensive Plan 2023 Update.

01 Draft SWCP Update

Consultant shall:

- a. Update the SWCP
- b. Prepare a cover in InDesign
- c. Compile appendices

02 Revised Draft SWCP Update

Consultant shall:

- a. Log significant comments and respond to them
- b. Revise the SWCP based on comments

03 Adopted SWCP

Consultant shall:

- a. Log significant comments and respond to them.
- b. Revise the SWCP based on comments.
- c. Produce a print quality PDF with working links and bookmarks.
- d. Print, bind, and deliver up to seven copies of the adopted plan.
- e. Finalize and archive data; export online data to an off-line project geodatabase containing data and analyses collected and created by Consultant .

04 Public Involvement and Adoption

Consultant shall:

- a. Prepare a SEPA Checklist for the SWCP, including the SMAP.
- b. Prepare a presentation for City Council (may be either adapted from existing Story Map(s) developed in earlier phases or a PowerPoint).
- c. Attend up to two City Council Committee meetings or meetings of the full City Council.

Phase 660 Deliverables

- Draft SWCP with appendices (PDF)
- Revised draft SWCP with appendices (PDF)
- Adopted SWCP with appendices (PDF with functional links and bookmarks)
- Project geodatabase
- Completed comment log
- City Council presentation

Phase 660 Assumptions

- The SWCP will use a new format
- Text from 2013 SWCP will be copied and updated as appropriate
- City will compile comments, provide a single set of comments for each draft, and resolve conflicting direction from commenters
- Comments on grammar, formatting, typographical errors, minor errors, and minor requests for changes will not be logged
- Up to two Consultant staff to attend the Council meetings
- Assumes the SEPA process results in a determination of non-significance and requires a two-week public review process
- City staff prepares the SEPA notice and publications