



# REGULAR COUNCIL AGENDA

Council Chambers – 1300 First Street

November 15, 2023 at 6:00 PM

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1. 6 P.M. WORKSHOP - 2024 REVENUES
2. FLAG SALUTE - PLEDGE OF ALLEGIANCE
3. CALL TO ORDER - ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATION - LYNETTE BUFFINGTON, GREATER GRAYS HARBOR
6. PUBLIC HEARING - 2024 REVENUE BUDGET
7. PUBLIC COMMENTS
8. CONSENT AGENDA
  - A. Claims Vouchers
  - B. Meeting Minutes - 11/1/2023 Council Meeting
9. COMMITTEE REPORTS
10. CITY OFFICIAL REPORTS
  - A. Police Chief Report
  - B. City Administrator Report
11. MAYOR'S REPORT
12. NEW BUSINESS
  - A. Property Tax Refund Levies
  - B. Ordinance 1387 (2024 Property Tax)
  - C. Ord 1388 (Street Vacation)
  - D. 2024 NW Maintenance Pros LLC Agreement
  - E. 2024 Greater Grays Harbor Agreement
13. COUNCIL COMMENTS
14. PUBLIC COMMENTS

*Public comments may be made in-person during the meeting. If unable to attend, please submit comments to [jpope@cosmopoliswa.gov](mailto:jpope@cosmopoliswa.gov) by noon on meeting day.*

If you are unable to attend the meeting in person, you may join with the following Zoom Information

**Webinar ID: 886 3253 7867**  
**Passcode: 562087**  
**Phone Number: (253) 215-8782**



# REGULAR COUNCIL MINUTES

Council Chambers – 1300 First Street

November 01, 2023 at 7:00 PM

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## FLAG SALUTE - PLEDGE OF ALLEGIANCE

## CALL TO ORDER - ROLL CALL

PRESENT

Councilmember Candice Makos

Councilmember Stana Carlisle

Councilmember Jim Ancich

Councilmember Raymond Robinson

## APPROVAL OF AGENDA

Mayor Pauley stated he would like to take off the second portion of the Executive Session.

Motion made by Councilmember Ancich to approve the agenda to with Mayor Pauley's adjustment, Seconded by Councilmember Makos.

Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson

## PRESENTATION - PORT OF GRAYS HARBOR

Kayla Dunlap, Commissioner Pinnick, Executive Director Gary Nelson, and Deputy Director Leonard Barnes gave a presentation regarding the Port of Grays Harbor.

## PRESENTATION - HAZARDOUS MITIZATION PLAN

Fire Chief Nick Falley gave a presentation regarding the Hazard Mitigation Plan.

## PUBLIC HEARING - I STREET VACATION

Motion made by Councilmember Carlisle to open the public hearing, Seconded by Councilmember Robinson. Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson

Public Comments:

Jeremy Winn: Curious about impetus for vacating both sides. Wondered if not vacating that property would allow for future parking availability.

Question from Ancich about details of property and city infrastructure

Linda Springer: Spoke in favor of the vacation

Councilmember Ancich concern about utility easement possibility, and if the owners to the north may want to.

Michelle Focus - Question regarding zoning in the waterfront district

Motion made by Councilmember Robinson to close the public hearing, Seconded by Councilmember Carlisle.

Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson

Motion made by Councilmember Carlisle to approve the consent agenda, Seconded by Councilmember Makos. Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson

**CITY OFFICIAL REPORTS**

**City Administrator** - Administrator Raines stated the City was awarded an RCO grant for \$150,000.

**Finance Director**- Mayor Pauley read the Finance Director's report. He stated there would be a workshop at the next meeting to discuss the 2024 Revenue Budget. It will start at 6 p.m. There will also be two public hearings at the next meeting. One is for the 2024 Revenues and the other is for the 2024 Property Tax. As a reminder, the night drop is still available during construction.

**Fire Chief** - Chief Falley stated they have received their credentials to evaluate EMTs in Grays Harbor County. We have another member taking a driver train the trainer course. We have three three individuals signed up for the Fire Academy and EMT classes.

**Police Chief** - Chief Layman stated we have approval for the bullet proof vest partnership. It was much less than anticipated. We were able to pay for 1.5 vests with partnership. Thanks to Ann Peery, we are able to pay for the remaining half plus another vest. Deputy Chief Miskell will be out for an extended period of time. Reserve Officer Johnson drove to North Bend and secured a donation of 3 sets of wheels and tires for our Tahoes. He would like authorization to apply for a grant. through the Spirit of the Blue. It is for officer safety equipment and training. Motion made by Councilmember Robinson, Seconded by Councilmember Carlisle. Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson

**Public Works Superintendent** - We received the application for the TIB grant. We have been working on getting quotes for the LED lights. We poured the concrete going up Altenau hill. He recognized Jamin Turner for noticing water coming from the Pape building. He was driving through town at 9 p.m. when he noticed the water. He went up to the building and could hear the water pouring. He then turned the water off at the meter and contacted Pape the next day to let them know what happened.

**MAYOR'S REPORT**

Mayor Pauley stated we received a notice from Lemay Enterprises that they are planning to do increases January 1, 2024 per our contract. Roger from Lemay Enterprises stated it is adjusted by the CPI per our contract. Contract is capped at 5% of the CPI. The carbon fee is a new fee and will be itemized on their invoices. He commended Rognlin's for the work they are doing on the new municipal building. He received a letter of interest from Stephanie Johannesen to fill the vacant Planning Commission position. Motion made by Councilmember Carlisle, Seconded by Councilmember Ancich. Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson

**NEW BUSINESS**

A. Vacation of Right of Way on I Street

Administrator Raines stated we have a petition from the owner for 10' on the south side.

Motion made by Councilmember Ancich to the vacation of I Street, Seconded by Councilmember Makos.

Administrator Raines stated there are two areas that need an easement. We will be asking for a utility easement in exchange of connection fees.

Administrator Raines stated Item B under new business is the same parcel as the easement.

Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich,  
Councilmember Robinson

B. Utility Easement for Parcel 031001200000

Administrator Raines stated we would give them free water and sewer connections in exchange for the utility easement.

Motion made by Councilmember Ancich, Seconded by Councilmember Robinson.  
Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich,  
Councilmember Robinson

C. Interview Candidates for Council Appointment

We had three people interested in position 5: Jim Ancich, Debbi Moran, Janelle Martin. Debbi Moran was not present at the meeting. The Council asked Jim and Janelle why would like to fill the position.

D. EXECUTIVE SESSION - Qualifications of an applicant/candidate for appointment to elective office per RCW 42.30.110(1)(h).

Executive Session started at 8:37 and will resume at 8:47. Mayor Pauley restarted the regular session at 8:47.

E. Vote for New Councilmember

Councilmember Makos nominated Jim Ancich to fill position 5.

Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich,  
Councilmember Robinson

**COUNCIL COMMENTS**

**Councilmember Makos** thanked the Public Works Crew.

**Councilmember Ancich** thanked the Council.

**Councilmember Robinson** thanked Public Works and the Fire Department

**Mayor Pauley** gave kudos to the Police Department.

**PUBLIC COMMENTS**

**Cheryl Turner** gave kudos to Public Works. She noted that Public Works is half staffed.

**Linda Springer** gave kudos to all the departments for their hard work.



# COSMOPOLIS POLICE DEPARTMENT

PO Box 478 / 1312 First Street Cosmopolis, WA. 98537  
Heath Layman, *Chief of Police*

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## Council Report 11/15/2023

**-ACTION ITEM-** I am asking for authorization to begin the application process for a grant through WASPC/WTSC for a Traffic Safety Grant. My intention is to request a radar unit, to include rear antenna in the amount of \$1,400. \$1,400 is the maximum amount approved for the grant towards radars. The radar unit I have found on state bid that fits the needs that is close to this dollar amount is the Kustom Signals, Inc. Eagle II Model #39 with a state bid price of \$1,506.00. If approved and we receive the grant, our contribution would be \$106.00.

**-ACTION ITEM-** I am asking for authorization to begin the application process for a grant through WASPC and the Washington State Legislature for body worn cameras. The grant is intended to help LE agencies to establish and expand body-worn camera programs. The money can go toward the initial purchase, maintenance, and replacement of body-worn cameras; ongoing costs related to the maintenance and storage of data recorded by body-worn cameras; costs associated with public records requests for body-worn camera footage; and hiring of personnel necessary to operate a body-worn camera program. The term of the grant is January 1, 2024-June 30, 2024 and proposals are due December 1<sup>st</sup>, 2023. We were advised this is a no-match required grant.

We had 143 calls for service between 10/27/2023 and 11/13/23.

Respectfully submitted,

*"A Community Partnership"*

# I Street Vacation



# **Grays Harbor County City of Cosmopolis Stormwater Comprehensive Plan and Rate Study**

## **Scope of Services**

October 26, 2023



905 Plum Street SE  
Suite 200, Town Square 3  
Olympia, WA 98501-1516  
(360) 570-4400

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# EXHIBIT A

## SCOPE OF SERVICES

### Background

The purpose of this project is to develop a Stormwater Comprehensive Plan (SWCP) for the City of Cosmopolis (City), located within Grays Harbor County, Washington. The SWCP will be developed to identify how to address potential flooding, and to outline the City's Stormwater Management goals. The main objectives of this project are as follows:

- Review existing information associated with current and proposed stormwater systems, information may include prior studies, record drawings, and stormwater retrofit plans.
- Provide an engineering analysis of the City's existing stormwater infrastructure within selected improvement planning basin areas to reflect current condition and capacity.
- Identify resources to address selected areas of potential flooding and provide equity, sustainability, and resilience improvements for the next 10 years.
- Prepare a rate study analysis that formulates a capital funding plan to develop rate revenue recommendations for a 5-year planning horizon. In conjunction with the rate revenue recommendations, develop a 6-year capital financing plan that includes stormwater system development charge revenues, rate-funded capital transfers, and debt proceeds, as needed.

### General Assumptions

This project will be performed according to the following assumptions:

1. The project duration will be 11 months following receipt of a notice to proceed (NTP).
2. Deliverables will be provided in electronic format and delivered via email and/or SharePoint (cloud-based server) unless otherwise noted in tasks/subtasks.
3. Workshops and meetings will be conducted virtually via the Microsoft Teams virtual platform unless specifically noted otherwise in the task/subtask assumptions.
4. Travel time and travel expenses will be reimbursed and are covered under the respective task/subtask for that work.
5. Where fieldwork is required, HDR Engineering, Inc. (the Consultant) will adhere to both the Consultant's and City's health and safety protocols. HDR will prepare Job Hazard Analysis (JHA's) for each individual site visit.

# Scope of Services

## Task 100 Project Management

### Objective

The objective is to monitor, control, and adjust scope, schedule, and budget and to provide monthly status reporting, accounting, and invoicing.

### Consultant Services

The Consultant will provide the following services:

1. Conduct project initiation, record-keeping, and project closeout activities.
2. Prepare the following upon receipt of Notice to Proceed (NTP):
  - A. Project Management Plan (PMP) that includes an outline of the project scope, communications plan, and Quality Management Plan (QMP).
  - B. Milestone Project schedule.
  - C. Health and Safety Plan (HASP) with Job Hazard Assessment (JHA) to address assigned work in the field.
3. Coordinate, schedule, and manage the project work assignments:
  - A. Project team management.
  - B. Prepare for, schedule, and lead project management (PM) meetings to review project scope, budget, and progress.
4. Prepare monthly status reports describing the following:
  - A. Services completed during the month.
  - B. Services planned for the next month (where known).
  - C. Scope, schedule, and budget issues.

### City Responsibilities

The City is responsible for the following:

1. Attendance at virtual meetings to provide input, feedback, and direction.
2. Review and provide consolidated, conflict resolved comments to meeting notes in relation to accuracy.
3. Prompt processing and payment of compliant invoices. The City will make one progress payment each month provided they are complete and accurate from the consultant and in the format requested by the City.

### Assumptions

1. The project duration for Tasks 100 through 900 will be eleven (11) consecutive months and is assumed to occur between Notice to Proceed December 2023 through October 2024.

1. One project management (PM) meeting will be held per month that will be conducted via Microsoft Teams virtual platform. Up to 2 hours of project manager time is assumed for each meeting, including preparation, attendance, and preparation of meeting summary notes.
  - A. The standing PM meeting agenda will include a project status update; review of upcoming activities; and discussion of scope, schedule, and budget. The Consultant will email draft meeting summary notes within 7 business days following each meeting and will incorporate City comments, as appropriate, in the final notes.
2. Invoices will be provided in the Consultant's standard invoice format.
  - A. Expense backup will not be provided with invoices but will be available for review at the Consultant's office.

**Deliverables**

The following deliverables will be produced:

2. PMP (Portable Document Format [PDF]) and milestone schedule (Excel or PDF)
3. Monthly reports and invoices (emailed PDF)
4. PM meeting agenda and notes (PDF)

**Task 200 Background Review and Kickoff Meeting**

**Objective**

The task objective is to kick off the project with key team members and review available information related to preparing the SWCP. This information will inform the Consultant's understanding of existing policies, conditions, issues, and needed improvements that will be addressed in the SWCP.

**Subtask 210 Background Review and Data Collection**

Request and review background information in preparation for the virtual kickoff meeting between City and Consultant staff. Additional information may be requested following the kickoff meeting.

**Consultant Services**

The Consultant will provide the following services:

1. Prepare information requests to the City to obtain relevant available information. A preliminary list of documents to be requested may include the following:
  - A. Federal and state regulations and related guidance
  - B. City municipal code and engineering standards
  - C. Stormwater policies
  - D. Comprehensive and land use plans
  - E. National Pollutant Discharge Elimination System (NPDES) Permit
  - F. Stormwater retrofit plans.
  - G. Drainage complaint records

- H. Agency planning documents, land use, zoning, critical-areas, and watershed planning data.
  - I. Record drawings (assumes up to 10 drawing sets with an average of four sheets per set) for recently completed projects with relevance to the SWCP update.
  - J. Previous financial and rate structure information and associated ordinances (as available).
2. Review requested information provided by the City and identify missing or out-of-date information to be discussed during kickoff meeting.
  3. Establish a SharePoint “reference library” folder to allow for electronic data transfer and file storage.

**City Responsibilities**

The City is responsible for the following activities:

1. Provide requested background information within 2 weeks of request, noting any items that are not available/applicable (digital files preferred)
2. Provide maintenance records for flooding concerns, and facilities with existing deficiencies, structural, capacity, and/or other maintenance concerns.

**Deliverable**

The following deliverable will be produced:

1. Document request (email)

**Subtask 220 Project Kickoff Meeting**

Prepare for and attend a virtual kickoff meeting between the City and Consultant teams.

**Consultant Services**

The Consultant will provide the following services:

1. Meet with City staff to kick off the project and discuss goals, priorities, and information to be reviewed for this subtask.
2. Prepare Agenda and develop meeting notes with a key decisions log to reflect decisions made during the kickoff meeting. The decisions log will be updated as needed for future meetings.

**City Responsibilities**

The City is responsible for the following activities:

1. Schedule and coordinate attendance by City staff.
2. Provide input on City goals and priorities to be addressed in the SWCP.
3. Review and provide comments or approve key decisions logs as written within 7 calendar days.

**Assumptions**

The following was assumed for this task:

1. The kickoff meeting (virtual) will be 1 hour in duration and will be attended by the Consultant project manager and up to four additional support staff. An additional 4 hours of project manager time and 2 hours of support staff time (one staff member) are assumed for preparation of kickoff meeting agenda and meeting notes.

**Deliverables**

The following deliverables will be produced:

1. Meeting agenda and summary notes with key decisions log (PDF format).

**Subtask 230 Staff Interviews and Site Reconnaissance**

**Consultant Services**

The Consultant will provide the following services:

1. Review City Maintenance-provided records for flooding concerns, and facilities with existing deficiencies, structural, capacity, and/or other maintenance concerns.
2. Conduct staff interview meeting (virtual) with O&M staff regarding known drainage problems. The interviews may be documented via audio recording or using written notes.
3. Conduct an in-person reconnaissance review (if needed) with O&M staff regarding known drainage problems.

**City Responsibilities**

The City is responsible for the following activities:

1. Coordinate City staff attendance and schedules for task meetings and provide dates/times to the Consultant.
2. Participate in a Consultant-led staff interview meeting regarding known drainage problems.
3. Review and provide comments or approve key decisions logs as written within 7 calendar days.
4. Participate in site reconnaissance and drainage problem review with Consultant staff.
5. Provide access and rights of entry to parcels (if required).

**Assumptions**

This subtask will be performed according to the following assumptions:

1. The budget for the O&M staff interviews assumes up to two virtual interview meetings that will be up to 2 hours in duration plus an additional 4 hours for meeting preparation and notes. The interviews will be attended by the Consultant project manager and up to two additional staff.
2. The site reconnaissance review will be conducted in-person (if needed) with O&M staff assumes one site review that will be up to 4 hours in duration plus an additional 2 hours travel time. The budget includes 2 hours for preparation and 4 hours for filing photos, videos, and notes. The site reviews will be attended by the Consultant project manager and one support staff. Travel time, hotel stay, and expenses are included.
3. The City agrees that the interviews and meetings may be documented via video or audio recording in addition to using written notes.

## Deliverables

The following deliverables will be produced:

1. O&M interview summary notes to be delivered electronically via a SharePoint folder transfer (PDF).
2. Site review documentation and photos to be delivered electronically via a SharePoint folder transfer.

## Task 300 Survey Assessment

### Objective

The task objective is to assess existing survey and GIS data provided for hydrologic modeling to identify data gaps and deficiencies in survey and light detection and ranging (LiDAR) data from the North Shore Levee West (NSL West) project. The Consultant will notify the City if survey or field measurements of identified stormwater structures and localized drainage areas are needed to support hydrologic and hydraulic (H&H) modeling efforts.

### Consultant Services

The Consultant will provide the following services:

1. Review existing drainage basin GIS and record drawings to determine locations where additional survey information may be necessary for hydrologic model assessment (Task 600).
2. Coordinate with the City regarding data gaps.

### City Responsibilities

The City is responsible for the following activities:

1. Review additional survey request(s) from the Consultant.
2. Provide field measurements where practicable.
3. Review and process contract change requests and amendments, if needed.

### Assumptions

The following was assumed for this task:

1. Existing survey and LiDAR information, previous aerial flights, and from the NSL project can be used to support H&H modeling.
2. It is unknown if survey services will be required or the extent of services that may be needed. Should additional survey or field information be required, the City will work with the Consultant to obtain the data requested or provide an amendment for the Consultant to enter into a sub-agreement for requested survey.
3. If additional survey is required, the project schedule will be updated to reflect the timeline and availability of the surveyor.

### Deliverables

1. Request for additional survey, if required (email).



## Task 400      Overburdened Community Assessment

### Objective

The NPDES Permit identifies the need to include overburdened communities in engagement activities associated with permit compliance, specifically public education and outreach to build general awareness and create opportunities for public involvement and participation (Special Conditions S.5.C.2.a.i and S.5.C.3.a). The overburdened communities are defined as minority, low-income, tribal, or indigenous populations or geographic locations in Washington State that potentially experience disproportionate environmental harms and risks.

The objective of Task 400 is to identify overburdened communities consistent with the NPDES Permit across the City's service area, determine barriers for participation in stormwater management activities, and develop a process for inclusion of overburdened communities in its stormwater management program to further establish the opportunities to improve permit compliance and complete project prioritization modification recommendations. Initial engagement recommendations may be implemented as part of Task 500, Community Outreach.

The following is assumed for work under this task:

1. This effort will be conducted jointly with the Cities of Aberdeen and Hoquiam, as their respective NPDES permits have similar requirements.
2. The meetings described in this task will involve staff from all three cities and separate meetings will not be provided.
3. The Consultant hours and cost totals associated with this task are split proportionally among the three cities.
4. Should one of the Cities opt to not participate in the overburdened community assessment, the City will work with the Consultant to provide an amendment to re-apportion cost sharing or will agree to delete work under this task.

### Subtask 410 Kickoff and Indicator Development

#### Objective

The subtask objective is to develop measures for defining overburdened communities in the cities of Aberdeen, Hoquiam, and Cosmopolis.

#### Consultant Services

The Consultant will provide the following services:

1. Prepare a preliminary list of indicators for review during the indicator development kickoff meeting. Example indicator categories include race, education level, income, and environmental health.
2. Prepare for and facilitate the virtual indicator development kickoff meeting with the three cities to review the preliminary list, task goals, schedule, and whether existing analyses and materials are available from the cities and select indicators for further analysis.
3. The Consultant will prepare a list of preliminary indicators for review during one kickoff meeting.

### City Responsibilities

The City is responsible for the following activities:

1. Coordinate participants' schedule and attendance at the kickoff meeting.
2. Provide identifying data during the kickoff meeting.

### Assumptions

The following was assumed for this subtask:

1. The virtual kickoff meeting will be up to 2 hours in duration and will be attended by up to three Consultant team members.
2. The Consultant has a reasonable right to rely on the data and documents provided.
3. Up to eight indicators will be selected for further analysis. Example indicators include metrics such as: age, race/ethnicity, social vulnerability index, and housing affordability.

### Deliverable

The following deliverable will be produced:

1. Kickoff meeting agenda and summary notes (PDF format).

## Subtask 420 Community Inventory and Storymap Tool

### Objective

The objective of Subtask 420 is to conduct a community inventory to define and better understand the stakeholders and overburdened communities residing in the three cities.

### Consultant Services

The Consultant will provide the following services under Subtask 420:

1. Conduct a community inventory to define and better understand the stakeholders and overburdened communities residing in the three cities.
2. Develop an internet-based community inventory tool (also referred to as an interactive Audience Assessment Storymap) with data variables based on indicators. Variables may include demographic summaries, social-media listening reports, environmental health hazard index data, diversity index, registered hazardous-waste sites, tribal land boundaries, and market research data.
3. Apply jurisdictional boundaries to the inventory tool to identify unique conditions for the three cities.
4. Export infographic and summary comparison reports from the community inventory tool.
5. Prepare for and conduct a virtual workshop with the three cities staff to provide an overview and recommendations for engagement tools and strategies to reach the different overburdened stakeholder audiences identified.

### City Responsibilities

The City is responsible for the following activities under Subtask 420:

1. Provide data that are directly or indirectly related to the project or impacted area.

2. Coordinate, schedule, advertise, and lead and schedule staff participation in workshops.

### **Assumptions**

This subtask will be performed according to the following assumptions:

1. Social media data are limited to public posts.
2. Social-media data may not be able to be mapped.
3. Findings that may feed communication strategies (digital usage summaries) are based on projections from market research data.
4. Analysis will rely on publicly available data provided by the U.S. Census Bureau, Esri geospatial information, etc.
5. The inventory is limited to the project area within the three cities.
6. The workshop will be conducted virtually and will be up to 2 hours in duration, and up to three Consultant team members will participate in the results workshop with City staff. Total level of effort includes preparation and meeting notes.
7. An interactive Audience Assessment Storymap will be built on one of the three cities' Esri GIS applications using maps created by the Consultant and transitioned to the selected city's platform. The selected city will maintain end-product deliverables.

### **Deliverables**

The following deliverables will be produced:

1. Workshop agenda and summary notes (PDF format).
2. Audience Assessment Storymap (web-based visual storyteller with integrated interactive maps and detailed narrative) (deliverable provided in Esri-compatible format)
3. Infographic reports (deliverable provided as PDF or Hypertext Markup Language [HTML])
4. Comparison reports (deliverable provided as comma-separated values [CSV] file)

## **Subtask 430 Communications Strategy Recommendations Memorandum**

### **Objective**

The subtask objective is to provide an overview of recommended engagement tools and strategies to reach the overburdened stakeholder audiences identified in the inventory based on barriers and burdens to participation in the three cities' stormwater management activities.

### **Consultant Services**

The Consultant will provide the following services:

1. Review stakeholder analysis and inventory barriers and burdens to participation
2. Prepare Engagement Tools and Strategies Memorandum to provide a high-level overview of the strategies (i.e., the tools, resources, and best practices regarding their implementation recommended for equitable community engagement based on the Community Inventory completed in the participating jurisdictions.

### **City Responsibilities**

The City is responsible for the following activities:

1. Schedule and participate in results workshop.

### **Assumptions**

The subtask will be performed according to the following assumptions:

1. The deliverable deadline is subject to change based on the desire for additional content from the three cities.
2. The Outreach Tools and Strategies Memorandum that includes requirements that need to be addressed, best practices for equitable outreach, and a table of tools and strategies aligned to different audiences is anticipated to be up to eight pages in length, not including appendices material.

### **Deliverables**

The following deliverables will be produced:

1. Draft and Final Outreach Tools and Strategies Memorandum (PDF format)

## **Task 500      Community Outreach**

### **Objective**

The task objective is to assist the City in providing community outreach in support the SWCP and stormwater utility rate study.

### **Consultant Services**

The Consultant will provide the following services:

1. Provide SWCP information to the City for use on their website.

### **Assumptions**

This task will be performed according to the following assumptions:

1. Providing information for the City's webpage and assisting City staff will be for up to 8 hours project manager Time and 10 hours of staff time.
2. The City will be responsible for preparing materials and posting information on their website.
3. A community meeting will not be provided with this contract. Handouts, materials, and information for the SWCP and rate study updates will be combined with the Mill Creek MOIP community engagement meeting and are not included with this scope.

### **Deliverables**

The following deliverables will be produced:

1. Provide information upon request (via email).

## Task 600 Hydrologic and Conveyance Modeling

### Objective

The purpose of this task is to define land use characteristics, rainfall depths, soil characteristics to estimate flow rates for basins within the City. The hydrologic models will be used to evaluate current and full buildout conditions capacity of conveyance systems and conceptually size conveyance improvements to discharge full buildout flows during the selected 10-year design storm event.

### Consultant Services

The Consultant will provide the following services:

1. Review record drawings, existing hydrologic models from the Mill Creek Multi-Objective Improvements Plan (MOIP) study, flow and gage meter data, current adopted Comprehensive Plan, GIS and utility mapping, LiDAR, and drainage reports applicable to the project.
2. Prepare hydrologic models for the project:
  - A. Delineate subbasins within each direct discharge basin to adequately represent inflows to key points in the main storm trunk line. Models will be developed for existing conditions and full-buildout land use conditions assuming no on-site stormwater flow control.
  - B. Develop land cover, impervious area, hydrological soils group (NRCS), and prepare hydrologic models for use in conceptual sizing selected conveyance, culverts, and/or discharge outfall systems.
  - C. Develop climate adjusted flow hydrographs for the 2-year, 10-year, 25-year and 100-year climate adjusted rainfall events using information from the nearby North Shore Levee (NSL) project for current and future buildout land use conditions.
3. Hydraulic Modeling including:
  - A. Prepare EPA Storm Water Management Model (EPA SWMM) models with the flow hydrographs described in item C above to determine design flows.
  - B. Use the flow hydrographs from the 25-year described in item 2C above to validate conveyance capacity for Mill Creek conveyance channel developed under the Mill Creek MOIP alternative analysis study for future developed conditions.
  - C. Develop Excel spreadsheet and maps of each subbasin that highlight pipe segments and channel sections that are capacity constrained.

### City Responsibilities

The City is responsible for the following:

1. Provide prior hydrologic and hydraulic models, as-built or record drawings of structures and flow and gage metering data requested by the Consultant that will be included in the model, if available.
2. Assemble appropriate City staff to participate in virtual meetings.
3. Assemble appropriate City staff to participate in field visits, provide access to facilities, and provide permission to enter property, where needed.

4. Review and provide one set of consolidated, conflict-resolved, comments for the DRAFT capacity constrained pipe list within 1 week of receipt.

## Assumptions

The following was assumed for this task:

1. If available, the City will provide the following data for use:
  - A. Topographic data and pipe network data at a scale as needed to delineate drainage basins and subbasins.
  - B. GIS data files for the project that include property boundaries, roadways, stormwater structures and facilities, pump stations, outfalls, soils and hazards, topography, zoning, and development information, etc.
  - C. Aerial photographs for use in delineating land cover
  - D. Impervious area derived by combining streets and using assumed impervious areas for various zoning categories.
  - E. Storm pipe invert, material, size, and condition information for all pipes to be included in the storm trunk line model.
  - F. Full-buildout land use assumptions for use in the modeling (e.g., zoning, or other information).
2. Hydrologic modeling:
  - A. Modeling software will be EPA SWMM.
  - B. The North Shore Levee (NSL) hydrologic model may be used with minor updates. The NSL models to be used are based on IDF curves with adjustment of current NOAA Atlas 14 for the 2-, 10-, 25-, and 100-year 24 hour design storm events. Development of new EPA SWMM model hydrographs and climate change precipitation data will not be required.
  - C. The sea level trends, and water surface elevations based on sea level rise (SLR) from NLS project may be used for this project and a new climate change assessment is not required.
  - D. Up to five hydrologic models for the selected locations with a combined total of up to 20 subbasins will be delineated for the models.
3. Hydraulic modeling for conveyance, culverts, and outfalls:
  - A. Pump station capacity and design will not be included in this modeling effort.
  - B. Up to five stormwater conveyance trunk lines will be modeled, as decided in coordination with the City.
  - C. Lateral lines will not be modeled.
  - D. If a single pipe segment has a smaller diameter than the diameters of the upstream and downstream pipe segments, then the middle pipe segment is assumed to have the same diameter as the surrounding pipes.
  - E. If pipe size and material information is not available, the City will obtain and provide these.

- F. If pipe condition information does not exist all pipes will be assumed to be in fair condition.
  - G. Proposed improvements will assume that the same pipe material is used as the pipe that is being upsized.
  - H. Information from record drawings will be used to define pipe sizes, materials, and invert elevations. If pipe invert elevation data are not available, the City will obtain the missing data or for modeling purposes, it will be assumed that all pipes are set with 3 feet of cover below the ground surface (from the topographic map).
  - I. The hydrologic and hydraulic models from the Mill Creek Multi-Objective Improvements Plan (MOIP) study can be incorporated with minor adjustments.
4. Report preparation is addressed under SWCP Task 900.

**Deliverables**

The following deliverables will be produced:

- 1. Draft GIS Basin Exhibit Map (PDF)
- 2. The hydrologic and hydraulic modeling output files (Electronic and PDF)
- 3. Draft spreadsheet table listing pipe segments that are capacity constrained (Excel)

**Task 700 Capital Improvement Plan**

**Objective**

The objective of this task is to consolidate and prioritize identified needs and deficiencies evaluated in the previous tasks and develop a capital improvement plan and program to address priority needs, including a planning level project cost estimate.

**Subtask 710 Capital Improvement Project Prioritization**

**Objective**

To consolidate identified water quality goals, City infrastructure needs and deficiencies, and develop Capital Improvement Project (CIP) prioritization criteria to address identified needs across the project subbasins.

**Consultant Services**

The Consultant will provide the following services:

- 1. Incorporate selected alternative project information and results from the Mill Creek Multi Objective Prioritization Project (MOIP).
- 2. Prepare a needs and deficiency table that summarizes the findings from (Subtask 230) staff interviews, identified deficiencies list, and conveyance modeling.
- 3. Use the needs and deficiency table and information to develop brief, bullet point, project/program conceptual scope and summary descriptions (in table form). Develop CIP prioritization criteria applying industry-level professional judgment and experience in CIP prioritization to be used in developing the recommendations.

4. Review the prioritization criteria recommendations with the City and provide one update based on feedback.
5. Use the CIP prioritization criteria to prioritize the identified projects and programs using the prioritization criteria selected for proposed CIP projects and for recurring capital demands CIP programs.
6. Create a GIS-based overview map showing the locations of recommended CIPs.
7. Prepare for and conduct a virtual CIP prioritization workshop with City staff to validate findings and establish project priorities.
8. Prepare a DRAFT table listing the identified projects as prioritized within the workshop.

### **City Responsibilities**

The City is responsible for the following:

1. Provide background and/or field data, as requested, to supplement data obtained in Task 200 and Task 300. The supplemental data will consist of measure-down data and photographic evidence of key conveyance features.
2. Review, coordinate with Consultant staff, and provide consolidated, conflict resolved comments on GIS maps and spreadsheet summary of identified needs and deficiencies within 2 weeks following receipt of the documents.
3. Schedule and coordinate attendance by City staff at the CIP prioritization workshop.

### **Assumptions**

The following was assumed for this subtask:

1. Field data, if needed, will be provided by the City, and used to supplement data previously collected. The supplemental data will consist of measure-down data and photographic evidence of key conveyance features and outfalls (if applicable):
2. Needs and deficiency evaluations for inclusion in the CIP plan include:
  - A. Selected culvert improvements from the Mill Creek MOIP project.
  - B. Mill Creek Tide Gate Study.
  - C. Up to 5 deficiencies as defined during staff interviews (Subtask 230)
  - D. Up to two GIS needs and deficiency overview maps will be developed.
3. The prioritization workshop will be conducted virtually, will be up to 2 hours in duration, and attended by the project manager and one Consultant staff. Up to 6 hours of Consultant project manager time and 2 hours of staff time will be needed to prepare for and document the results of the workshop.
4. The project prioritization list is preliminary and in draft form to allow for input from City decision makers and stakeholders.
5. Development of the final project prioritization list is included in Task 900.

### **Deliverables**

The following deliverables will be produced:

1. Draft spreadsheet summary of identified needs and deficiencies (Excel and PDF).



2. Draft overview map of identified needs and deficiencies (PDF).
3. Draft CIP prioritization criteria (PDF).
4. Draft CIP prioritized projects list (Excel and PDF).
5. CIP prioritization workshop agenda and summary notes (PDF).

## **Subtask 720 CIP Plan Development**

### **Objective**

The subtask objective of is to develop an updated Capital Improvement Plan to address priority needs and provide opinions of cost estimates.

### **Consultant Services**

The Consultant will provide the following services:

1. Develop a plan for implementing the CIP prioritization recommendations in coordination with the City, including how and when the work could be phased. The plan will be developed based on O&M cost consideration, planned staffing, funding availability, and on input from the City.
2. Prepare Planning-level Estimates (ACE Class 5), including direct costs (indeterminates, sales tax, etc.) and indirect costs (design, environmental, construction management, etc.), and contingency allowances for the prioritized projects. Indirect costs will be based on a percentage of the estimated cost of construction. Costs may be developed using the public data bid result, RSMeans, estimator's database, or other available sources.
3. Develop DRAFT CIP summary sheet that includes the following:
  - A. CIP Project name and brief description.
  - B. Project location.
  - C. Needs and deficiencies description.
  - D. Scoring using selected prioritization data and ranking.
  - E. Planning-level estimated project cost.
  - F. Implementation schedule for the duration of the planning horizon.
4. The budget assumes that up to new 5 conveyance or outfall projects will be identified for inclusion in the CIP list. No pump station projects will be added to the CIP list.

### **City Responsibilities**

The City is responsible for the following:

1. Provide input and direction in development of the implementation plan to establish planned construction year for projects on the CIP list.
2. Provide consolidated, conflict resolved comments on draft summary sheets and CIP implementation plan within 2 weeks following receipt of documents.

### **Assumptions**

The following was assumed for this subtask:

1. It is assumed the summary sheets will be one page per project.
2. Development of the CIP Plan chapter is included with Task 900.

**Deliverables**

The following deliverables will be produced:

1. Draft CIP including:
2. Draft CIP project recommendation summary table (Excel)
3. Draft AACE Class 5 estimates for prioritized projects (Excel and PDF)
4. Draft CIP summary sheets

**Task 800 Stormwater Management Rate Study**

**Objective**

The objective of this task is to conduct a rate study including a revenue requirement analysis, which includes a capital funding plan, and user rate design analysis. In addition, the Consultant will review the City’s current financial policies and provide rate policy update recommendations based on the rate study analyses.

**Consultant Services**

The Consultant will provide the following services:

1. Develop a revenue requirement and capital funding plan that reflects the level of revenue to maintain the stormwater utility and funds capital expenditures on a self-supporting basis. The revenue requirement will be developed using City budget documents, capital plan developed in this report, customer units for revenue, and other planning documents.
2. Review existing financial/rate policies to establish the basis for current and future rate adjustments. If needed, recommend additional policies that support the City’s goals and objectives.
3. The development of the capital funding plan will be a collaborative process with project engineers and City staff as Task 700 is completed to determine the projects that will be included in the capital improvement plan, the importance of each project, and the timing for the project to be completed. The funding may include sources such as reserve funds, grants, and current rate revenue. These funding sources have direct and indirect impacts on the revenue requirement and will play an important role in determining the final recommended rate adjustments.
4. Incorporate the capital funding plan into the revenue requirement adding any additional O&M costs identified in the SWCP to support new assets or to meet regulatory needs.
  - A. Develop, as necessary, rate transition plans to adjust stormwater rates to appropriate levels to reflect the operating and capital funding needs while minimizing severe rate impacts for customers. Up to three transition plan options may be developed to provide options for City staff and City Council to consider.
  - B. Develop rates based on input from the City regarding their goals and objectives.
  - C. Meet with City staff at significant mileposts to review the assumptions and to make policy decisions that will provide guidance for future steps in this task.

### City Responsibilities

The City is responsible for the following activities:

1. Provide the data necessary to complete the study.
2. As necessary, assist in clarifying existing data or past rate-setting practices.
3. Review the CFP and provide one set of consolidated comments within 14 calendar days of receipt.
4. Provide feedback on development of the capital funding plan within 14 calendar days of receiving documentation.
5. Attend two meetings to review draft analyses at a draft and draft final stage of the rate study.

### Assumptions

This task will be performed according to the following assumptions:

1. The revenue requirement will be developed for a long-term (e.g., 10 year) period.
2. The analysis will be based on the City's current stormwater management operating budget the CFP developed from the capital projects identified in this plan and additional costs identified as needed to meet the permit requirements.
3. Up to two virtual project meetings with City staff will be held to review the draft results. These meetings will be via phone and are assumed to last 2 hours. Three Consultant staff members will attend these meetings.
4. As needed consultations with the City will be held via conference call will be held as necessary to clarify data. Two of these types of meetings are assumed. These meetings are usually short meetings that are one hour or less in duration. No more than two Consultant staff members will attend these meetings.
5. Preparation of the draft and final chapters for the Financial Review, Rate Study, and Implementation Plans will be completed under Task 900.

### Deliverables

The following deliverables will be produced:

1. Exhibits developed for the rate study for the City's review (PDF)
2. Meeting agenda and summary notes (PDF)
3. A set of rate policies to aid in future rate setting (Word and PDF).

## Task 900      Stormwater Comprehensive Plan and Rate Study Report

### Objective

Prepare a SWCP and Rate Study Report in accordance with the findings from this scope of services and the requirements of the current NPDES Permit.

### Consultant Services

The Consultant will provide the following services:

1. Prepare the Draft SWCP and Rate Study Report using exhibits and information from the prior tasks.
2. Prepare the Final SWCP and Rate Study Report incorporating comments from City staff and City leadership.

### **City Responsibilities**

The City is responsible for the following activities:

1. Review Draft SWCP and Rate Study report and provide one set of consolidated, conflict resolved comments within 3 weeks of receiving the draft document.

### **Assumptions**

1. It is assumed that the information prepared from the prior tasks can be used in SWCP and Rate Study Report development without revisions.
2. There will be one set of document review comments to be addressed on the DRAFT SWCP and Rate Study report. The report will be finalized following input by City leadership after the City Council has reviewed the SWCP and Rate Study Report.
3. The SWCP and Rate Study Report is anticipated to be up to 160 pages, including figures and excluding appendices. The report may be organized as follows:
  - A. Executive Summary
  - B. Introduction and Background
  - C. Study Area, Basin Characterizations, and Existing Conditions
  - D. Hydrologic and Hydraulic Modeling
  - E. Conveyance and Facility Improvements
  - F. Capital Improvement Plan
  - G. Rate Study and Financial Assessment

### **Deliverables**

The following deliverables will be produced:

1. Draft and Final SWCP and Rate Study Report to be delivered electronically (Word and PDF).

## Schedule

The anticipated schedule is based on receipt of NTP in December 2023 is provided below.

Milestones	Date
Notice to Proceed	December 2023
Draft Final SWCP and Rate Study	August 2024
Final SWCP and Rate Study Adoption	October 2024

## Fee

The estimated total contract amount to complete professional services identified in the Scope of Services is offered on a time and materials, not to exceed \$180,430.

Task Number	Description	Estimated Fee
Task 100	Project Management	\$22,370
Task 200	Background Review and Kickoff Meeting	\$14,660
Task 300	Survey	\$1,710
Task 400	Overburdened Community Assessment	\$9,850
Task 500	Community Outreach	\$3,210
Task 600	Hydrologic and Conveyance Modeling	\$33,340
Task 700	Capital Improvement Plan	\$41,970
Task 800	Stormwater Management Rate Study	\$14,910
Task 900	Stormwater Comprehensive Plan	\$38,410

# **Grays Harbor County City of Hoquiam Stormwater Comprehensive Plan**

## **Scope of Services**

**October 26, 2023**



**905 Plum Street SE  
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# EXHIBIT A

## SCOPE OF SERVICES

### Background

This project will prepare a Stormwater Comprehensive Plan (SWCP) that will update the Capital Improvement Plan (CIP) developed within the July 2000 Comprehensive Surface Water Management Plan (CSWMP) for the City of Hoquiam (City), located in Grays Harbor County, Washington. The SWCP will be developed to reduce potential flooding and update the City's Stormwater Capital Improvement Plan. The main objectives of this project are as follows:

- Review existing information associated with current and proposed stormwater systems; information may include the current Capital Facilities Plan (CFP), CSWMP, and Stormwater Retrofit Plans
- Provide an engineering analysis of the City's existing stormwater infrastructure within selected improvement planning basin areas to reflect current condition and capacity.
- Identify necessary resources to address selected areas of potential flooding and provide equity, sustainability, and resilience improvements for the next 10 years.

### General Assumptions

This project will be performed according to the following assumptions:

1. It is assumed that the project duration will be 7 months following receipt of a notice to proceed (NTP).
2. Deliverables will be provided in electronic format and delivered via email and/or SharePoint (cloud-based server) unless otherwise noted in tasks/subtasks.
3. Workshops and meetings will be conducted virtually via the Microsoft Teams virtual platform unless specifically noted otherwise in the task/subtask assumptions.
4. Travel time and travel expenses will be provided and are covered under the respective task/subtask for that work.
5. Where fieldwork is required, HDR Engineering, Inc. (the Consultant) will adhere to both the Consultant's and City's health and safety protocols. HDR will prepare Job Hazard Analysis (JHA's) for each individual site visit.
6. A rate study and funding plan will not be included as part of the update study. HDR previously prepared rate studies for the City.

# Scope of Services

## Task 100 Project Management

### Objective

The task objective is to monitor, control, and adjust scope, schedule, and budget and to provide monthly status reporting, accounting, and invoicing.

### Consultant Services

The Consultant will provide the following services:

1. Conduct project initiation, record-keeping, and project closeout activities.
2. Prepare the following upon receipt of Notice to Proceed (NTP):
  - A. Project Management Plan (PMP) that includes an outline of the project scope, communications plan, and Quality Management Plan (QMP).
  - B. Milestone Project schedule.
  - C. Health and Safety Plan (HASP) with Job Hazard Assessment (JHA) to address assigned work in the field.
3. Coordinate, schedule, and manage the project work assignments:
  - A. Project team management.
  - B. Prepare for, schedule, and lead project management (PM) meetings to review project scope, budget, and progress.
4. Prepare monthly status reports describing the following:
  - A. Services completed during the month.
  - B. Services planned for the next month (where known).
  - C. Scope, schedule, and budget issues.

### City Responsibilities

The City is responsible for the following activities:

1. Attendance at virtual meetings to provide input, feedback, and direction.
2. Review and provide consolidated, conflict resolved comments to meeting notes in relation to accuracy.
3. Prompt processing and payment of compliant invoices. The City will make one progress payment each month provided they are complete and accurate from the consultant and in the format requested by the City.

### Assumptions

This following was assumed for this task:

1. The project duration for Tasks 100 through 900 will be seven (7) consecutive months and is assumed to occur between Notice to Proceed December 2023 through June 2024.

2. One milestone schedule will be developed at the beginning of the project and will not be updated.
3. One PM meeting will be conducted per month with City staff via the Microsoft Teams virtual platform. The PM meeting will include one HDR staff member and require Up to 2 hours of project manager time is assumed for each meeting, including preparation, attendance, and preparation of meeting summary notes.
  - A. The standing PM meeting agenda will include a project status update; review of upcoming activities; and discussion of scope, schedule, and budget. The Consultant will email draft meeting summary notes within 7 business days following each meeting and will incorporate City comments, as appropriate, in the final notes.
4. Invoices will be provided in the Consultant's standard invoice format.
  - A. Expense backup will not be provided with invoices but will be available for review at the Consultant's office.

### **Deliverables**

The following deliverables will be produced:

1. PMP (Portable Document Format [PDF]) and milestone schedule (Excel or PDF).
2. Monthly reports and invoices (emailed PDF).
3. PM meeting agenda and notes (PDF).

## **Task 200 Background Review and Kickoff Meeting**

### **Objective**

The task objective is to formally kick off the project with key team members and review available information related to preparing the SWCP. This information will inform the Consultant's understanding of existing policies, conditions, issues, and needed improvements that will be addressed in the SWCP.

### **Subtask 210 Background Review and Data Collection**

Request and review background information in preparation for the virtual kickoff meeting between City and Consultant staff. Additional information may be requested following the kickoff meeting.

### **Consultant Services**

The Consultant will provide the following services:

1. Prepare information requests to the City to obtain relevant available information. A preliminary list of documents to be requested includes the following:
  - A. Federal and state regulations and related guidance.
  - B. City municipal code and engineering standards.
  - C. Stormwater policies.
  - D. Comprehensive and land use plans.
  - E. CSWMP.

- F. National Pollutant Discharge Elimination System (NPDES) Permit.
  - G. Stormwater retrofit plans.
  - H. Drainage complaint records.
  - I. Stormwater asset Geographic Information System (GIS) data that includes watershed or subcatchment delineations and assets.
  - J. Agency planning documents, land use, zoning, critical-areas, and watershed planning data.
  - K. Record drawings (assumes up to 10 drawing sets with an average of four sheets per set) for recently completed projects with relevance to the SWCP update.
2. Obtain stormwater/basin models, including related calibration reports and planning and stormwater documents specific to the watershed and conveyance models from the City.
  3. Review requested information provided by the City and identify missing or out-of-date information to be discussed during the kickoff meeting.
  4. Establish a SharePoint “reference library” folder to allow for electronic data transfer and file storage.

### **City Responsibilities**

The City is responsible for the following activities:

1. Provide requested background information within 2 weeks of request, noting any items that are not available/applicable (digital files preferred).
2. Provide maintenance records for flooding concerns, and facilities with existing deficiencies, structural, capacity, and/or other maintenance concerns.

### **Deliverable**

The following deliverable will be produced:

1. Document request (email)

### **Subtask 220 Project Kickoff Meeting**

Prepare for and attend a virtual kickoff meeting between the City and Consultant teams.

### **Consultant Services**

The Consultant will provide the following services:

1. Meet with City staff to kick off the project and discuss goals, priorities, and information to be reviewed for this subtask.
2. Prepare Agenda and develop meeting notes with a key decisions log to reflect decisions made during the kickoff meeting. The decisions log will be updated as needed for future meetings.

### **City Responsibilities**

The City is responsible for the following activities:

1. Schedule and coordinate attendance with City staff.

2. Provide input on City goals and priorities to be addressed in the SWCP.
3. Review and provide comments or approve key decisions logs as written within 7 calendar days.

### **Assumptions**

The following was assumed for this subtask:

1. The kickoff meeting (virtual) will be 1 hour in duration and will be attended by the Consultant project manager and up to three additional support staff. An additional 4 hours of project manager time and 2 hours of support staff time (one staff member) are assumed for preparation of kickoff meeting agenda and meeting notes.

### **Deliverables**

The following deliverables will be produced:

1. Meeting agenda and summary notes with key decisions log (PDF format).

## **Subtask 230 Staff Interviews and Site Reconnaissance**

### **Consultant Services**

The Consultant will provide the following services:

1. Review City Maintenance-provided records for flooding concerns, and facilities with existing deficiencies, structural, capacity, and/or other maintenance concerns
2. Conduct staff interview meeting (virtual) with O&M staff regarding known drainage problems. The interviews may be documented via audio recording or using written notes.
3. Conduct an in-person reconnaissance review (if needed) with O&M staff regarding known drainage problems.

### **City Responsibilities**

The City is responsible for the following activities:

1. Coordinate City staff attendance and schedules for task meetings and provide dates/times to the Consultant.
2. Participate in a Consultant-led staff interview meeting regarding existing City known drainage problems.
3. Review and provide comments or approve key decisions logs as written within 7 calendar days.
4. Participate in site reconnaissance and drainage problem review with Consultant staff.
5. Provide access and rights of entry to parcels (if required).

### **Assumptions**

The following was assumed for this subtask:

1. The budget for the O&M staff interviews assumes up to two interview meetings that will be up to 2 hours in duration plus 2 additional hours for meeting preparation and notes. The

interviews will be attended by the Consultant project manager and up to one additional staff. The O&M meetings will be held virtually.

2. The site reconnaissance reviews will be conducted in person (if needed) with O&M staff. This assumes one site review that will be up to 4 hours in duration plus 2 additional hours travel time. The budget includes 2 hours for filing photos, videos, and notes. The site reviews will be attended by the Consultant project manager and one support staff. Travel time, hotel stay, and expenses are included.
3. The City agrees that the interviews and meetings may be documented via video or audio recording in addition to using written notes.

### **Deliverables**

The following deliverables will be produced:

1. O&M interview summary notes to be delivered electronically via a SharePoint folder transfer (PDF).
2. Site review documentation and photos to be delivered electronically via a SharePoint folder transfer.

## **Task 300      Survey**

### **Objective**

The task objective is to assess existing survey and GIS data provided for hydrologic modeling to identify data gaps and deficiencies in survey and light detection and ranging (LiDAR) data from the North Shore Levee West (NSL West) project. The Consultant will notify the City if survey or field measurements of identified stormwater structures and localized drainage areas are needed to support hydrologic and hydraulic (H&H) modeling efforts.

### **Consultant Services**

The Consultant will provide the following services:

1. Review existing drainage basin GIS and record drawings to determine locations where additional survey information may be necessary for hydrologic model assessment (Task 600)
2. Coordinate with the City regarding data gaps

### **City Responsibilities**

The City is responsible for the following activities:

1. Review additional survey request(s) from the Consultant.
2. Provide field measurements where practicable.
3. Review and process contract change requests and amendments, if needed.

### **Assumptions**

The following was assumed for this task:

1. Existing survey and LiDAR information, previous aerial flights, and from the NSL project can be used to support H&H modeling.

2. It is unknown if survey services will be required or the extent of services that may be needed. Should additional survey or field information be required, the City will work with the Consultant to obtain the data requested or provide an amendment for the Consultant to enter into a sub-agreement for requested survey.
3. If additional survey is required, the project schedule will be updated to reflect the timeline and availability of the surveyor.

**Deliverables**

1. Request for additional survey, if required (email).

**Task 400      Overburdened Community Assessment**

**Objective**

The NPDES Permit identifies the need to include overburdened communities in engagement activities associated with permit compliance, specifically public education and outreach to build general awareness and create opportunities for public involvement and participation (Special Conditions S.5.C.2.a.i and S.5.C.3.a). The overburdened communities are defined as minority, low-income, tribal, or Indigenous populations or geographic locations in Washington State that potentially experience disproportionate environmental harms and risks.

The objective of Task 400 is to identify overburdened communities consistent with the NPDES Permit across the City's service area, determine barriers for participation in stormwater management activities, and develop a process for inclusion of overburdened communities in its stormwater management program to further establish the opportunities to improve permit compliance and complete project prioritization modification recommendations. Initial engagement recommendations may be implemented as part of Task 500, Community Outreach.

The following is assumed for work under this task:

1. This effort will be conducted jointly with the Cities of Aberdeen and Cosmopolis, as their respective NPDES permits have similar requirements.
2. The meetings described in this task will involve staff from all three cities and separate meetings will not be provided.
3. The Consultant hours and cost totals associated with this task are split proportionally among the three cities.
4. Should one of the Cities opt to not participate in the overburdened community assessment, the City will work with the Consultant to provide an amendment to re-apportion cost sharing or will agree to delete work under this task.

**Subtask 410 Kickoff and Indicator Development**

**Objective**

The subtask objective is to develop measures for defining overburdened communities in the cities of Aberdeen, Hoquiam, and Cosmopolis.

**Consultant Services**

The Consultant will provide the following services:



1. Prepare a preliminary list of indicators for review during the indicator development kickoff meeting. Example indicator categories include race, education level, income, and environmental health.
2. Prepare for and facilitate the virtual indicator development kickoff meeting with the three cities to review the preliminary list, task goals, schedule, and whether existing analyses and materials are available from the cities and select indicators for further analysis.
3. The Consultant will prepare a list of preliminary indicators for review during one kickoff meeting.

### **City Responsibilities**

The City is responsible for the following activities:

1. Coordinate participants' schedule and attendance at the kickoff meeting.
2. Provide identifying data during the kickoff meeting.

### **Assumptions**

The following was assumed for this subtask:

1. The virtual kickoff meeting will be up to 2 hours in duration and will be attended by up to three Consultant team members.
2. The Consultant has a reasonable right to rely on the data and documents provided.
3. Up to eight indicators will be selected for further analysis. Example indicators include metrics such as: age, race/ethnicity, social vulnerability index, and housing affordability.

### **Deliverable**

The following deliverable will be produced:

1. Kickoff meeting agenda and summary notes (PDF format).

## **Subtask 420 Community Inventory and Storymap Tool**

### **Objective**

The objective of Subtask 420 is to conduct a community inventory to define and better understand the stakeholders and overburdened communities residing in the three cities.

### **Consultant Services**

The Consultant will provide the following services under Subtask 420:

1. Conduct a community inventory to define and better understand the stakeholders and overburdened communities residing in the three cities.
2. Develop an internet-based community inventory tool (also referred to as an interactive Audience Assessment Storymap) with data variables based on indicators. Variables may include demographic summaries, social-media listening reports, environmental health hazard index data, diversity index, registered hazardous-waste sites, tribal land boundaries, and market research data.
3. Apply jurisdictional boundaries to the inventory tool to identify unique conditions for the three cities.

4. Export infographic and summary comparison reports from the community inventory tool.
5. Prepare for and conduct a virtual workshop with the three cities staff to provide an overview and recommendations for engagement tools and strategies to reach the different overburdened stakeholder audiences identified.

### **City Responsibilities**

The City is responsible for the following activities under Subtask 420:

1. Provide data that are directly or indirectly related to the project or impacted area.
2. Coordinate, schedule, advertise, and lead and schedule staff participation in workshops.

### **Assumptions**

The following was assumed for this subtask:

1. Social-media data are limited to public posts.
2. Social-media data may not be able to be mapped.
3. Findings that may feed communication strategies (digital usage summaries) are based on projections from market research data.
4. Analysis will rely on publicly available data provided by the U.S. Census Bureau, Esri geospatial information, etc.
5. The inventory is limited to the project area within the three cities.
6. The workshop will be conducted virtually and will be up to 2 hours in duration, and up to three Consultant team members will participate in the results workshop with City staff. Total level of effort includes preparation and meeting notes.
7. An interactive Audience Assessment Storymap will be built on one of the three cities' Esri GIS applications using maps created by the Consultant and transitioned to the selected city's platform. The selected city will maintain end-product deliverables.

### **Deliverables**

The following deliverables will be produced:

1. Workshop agenda and summary notes (PDF format).
2. Audience Assessment Storymap (web-based visual storyteller with integrated interactive maps and detailed narrative) (deliverable provided in Esri-compatible format).
3. Infographic reports (deliverable provided as PDF or Hypertext Markup Language [HTML]).
4. Comparison reports (deliverable provided as comma-separated values [CSV] file).

## **Subtask 430 Communications Strategy Recommendations Memorandum**

### **Objective**

The subtask objective is to provide an overview of recommended engagement tools and strategies to reach the overburdened stakeholder audiences identified in the inventory based on barriers and burdens to participation in the three cities' stormwater management activities.

### **Consultant Services**

The Consultant will provide the following services:

1. Review stakeholder analysis and inventory barriers and burdens to participation.
2. Prepare Engagement Tools and Strategies Memorandum to provide a high-level overview of the strategies (i.e., the tools, resources, and best practices regarding their implementation) recommended for equitable community engagement based on the Community Inventory completed in the participating jurisdictions.

### **City Responsibilities**

The City is responsible for the following activities:

1. Schedule and participate in results workshop.

### **Assumptions**

The following was assumed for this subtask:

1. The deliverable deadline is subject to change based on the desire for additional content from the three cities.
2. The Outreach Tools and Strategies Memorandum that includes requirements that need to be addressed, best practices for equitable outreach, and a table of tools and strategies aligned to different audiences is anticipated to be up to eight pages in length, not including appendices material.

### **Deliverables**

The following deliverables will be produced:

1. Draft and Final Outreach Tools and Strategies Memorandum (PDF format).

## **Task 500      Community Outreach**

### **Objective**

The task objective is to assist the City in providing community outreach to provide general information regarding development of the SWCP updates.

### **Consultant Services**

The Consultant will provide the following services:

1. Provide SWCP information to the City for use on their website.

### **City Responsibilities**

The City is responsible for the following activities:

1. Develop a webpage on the City's website and provide information requests to the Consultant project manager.
2. Prepare outreach materials if needed.

### **Assumptions**

The following was assumed for this task:

1. Providing information for the City's webpage and assisting City staff will be for up to 8 hours project manager Time and 10 hours of staff time.
2. The City will be responsible for preparing materials and posting information on their website.

### **Deliverables**

1. Provide information upon request (via email).

## **Task 600 Hydrologic And Conveyance Modeling**

### **Objective**

The task objective is to review and update existing hydrologic models used to evaluate conveyance system capacity and conceptually size improvements to convey full buildout flows.

### **Consultant Services**

The Consultant will provide the following services:

1. Review existing hydrologic models and data sets for use on the project.
2. Prepare hydrologic models for the project:
  - A. Delineate subbasins within each direct discharge basin to adequately represent inflows to key points in the main storm trunk line. Models will be developed for existing conditions with the NSL West in place and full-buildout land use conditions assuming no on-site stormwater quantity control.
  - B. Review land use and developmental density from the existing CSWMP and update (if needed) to conform with current comprehensive land use planned development for selected basins.
  - C. Develop climate-adjusted rainfall hydrographs and peak flow information from select subbasins using the 2-, 10-, 25-, and 100-year climate-adjusted rainfall events from the NSL project for current and future-buildout land use conditions.
3. Conduct hydraulic modeling including:
  - A. Prepare EPA Storm Water Management Model (EPA SWMM) models with the flow hydrographs described in item C above to determine design flows.
  - B. Determine conveyance pipe sizes using a uniform flow conditions rating table or normal depth spreadsheet calculator to accommodate the 10-year developed condition, climate adjusted storm event.
  - C. Develop an Excel spreadsheet and maps of each subbasin that highlight pipe segments that are capacity-constrained.

### **City Responsibilities**

The City is responsible for the following activities:

1. Provide data as requested that may include, but is not limited to, as-built or record drawings of structures, pipe conditions, and flow and gage metering data requested by the Consultant that will be included in the model, if available.
2. Review and provide one set of consolidated, conflict-resolved comments for the draft capacity-constrained pipe list within 1 week of receipt.

## Assumptions

The following was assumed for this task:

1. If available, the City will provide the following data for use:
  - A. Topographic data and pipe network data at a scale as needed to delineate drainage basins and subbasins.
  - B. GIS data files for the project that include property boundaries, roadways, stormwater structures and facilities, pump stations, outfalls, soils and hazards, topography, zoning and development information, etc.
  - C. GIS mapping information for use in delineating land cover.
  - D. Impervious area derived by combining streets and using assumed impervious areas for various zoning categories.
  - E. Storm pipe invert, material, size, and condition information for all pipes to be included in the storm trunk line model.
  - F. Full-buildout land use assumptions for use in the modeling (e.g., zoning or other information).
2. Hydrologic modeling:
  - A. EPA SWMM models from the NSL project may be used with minor updates.
  - B. The NSL hydrologic models are based on intensity-duration-frequency (IDF) curves with adjustment of current National Oceanic and Atmospheric Administration (NOAA) Atlas 14 for the 2-, 10-, 25-, and 100-year 24 hour design storm events. Development of the EPA SWMM model hydrographs and development of the climate-change precipitation data will not be required.
  - C. The sea-level trends and water surface elevations based on sea-level rise (SLR) from the NSL project will be used for this project and a climate-change assessment is not required.
  - D. Up to five existing hydrologic models with a total of up to 20 subbasins will be updated for the models.
3. Hydraulic modeling for conveyance and outfalls:
  - A. Pump station capacity and design will not be included in this modeling effort.
  - B. Up to five stormwater conveyance trunk lines will be modeled, as decided in coordination with the City.
  - C. Lateral lines will not be modeled.
  - D. If a single pipe segment has a smaller diameter than the diameters of the upstream and downstream pipe segments, then the middle pipe segment is assumed to have the same diameter as the surrounding pipes.

- E. If pipe size and material information is not available, the City will obtain and provide these.
  - F. If pipe condition information does not exist all pipes will be assumed to be in fair condition.
  - G. Proposed improvements will assume that the same pipe material is used as the pipe that is being upsized.
  - H. Data from the City's GIS and other City sources will be used to define pipe sizes, materials, and invert elevations. If pipe invert elevation data are not available, the City will obtain the missing data or for modeling purposes, it will be assumed that all pipes are set with 3 feet of cover below the ground surface (from the topographic map).
4. The following is assumed for carryover from the 2001 CSWMP H&H models:
    - A. The hydrologic and basin characteristic model values from the 2001 CSWMP may be used.
    - B. The GIS basin delineations from GIS or computer-aided design (CAD) may be used.
    - C. The system infrastructure and facility (including pump stations) location, depth, and sizing may be used without revision.
  5. Report preparation is addressed under Task 800.

### **Deliverables**

The following deliverables will be produced:

1. Draft GIS Basin Exhibit Map (PDF)
2. The hydrologic and hydraulic modeling output files (Electronic and PDF)
3. Draft spreadsheet table listing pipe segments that are capacity constrained (Excel)

## **Task 700 Capital Improvement Plan**

### **Objective**

The task objective is to consolidate and prioritize identified needs and deficiencies evaluated in the previous tasks and develop a Capital Improvement Plan and Capital Improvement Program to address priority needs, including a planning-level project cost estimate.

### **Subtask 710 Capital Improvement Project Prioritization**

#### **Objective**

The subtask objective is to consolidate identified flood reduction goals, City infrastructure needs and deficiencies, and develop capital improvement project (CIP) prioritization criteria to address identified needs across the project subbasins.

#### **Consultant Services**

The Consultant will provide the following services:

1. Review carryover projects from the 2001 CSWMP study and provide updated project recommendations.

2. Prepare a needs and deficiency table that summarizes the findings from (Subtask 230) staff interviews, identified deficiencies list, conveyance modeling information, and CSWMP carry over project list.
3. Use the needs and deficiency table and information to develop brief, bullet point, project/program conceptual scope and summary descriptions (in table form).
4. Develop CIP prioritization criteria applying industry-level professional judgment and experience in CIP prioritization to be used in developing the recommendations.
  - A. Review the prioritization criteria recommendations with the City and provide one update based on feedback.
5. Use the CIP prioritization criteria to prioritize the identified projects and programs using the prioritization criteria selected for proposed CIP projects.
6. Create a GIS-based overview map showing the locations of recommended CIP projects.
7. Prepare for and conduct a virtual CIP prioritization workshop with City staff to validate findings and establish project priorities.
8. Prepare a draft table listing the identified projects as prioritized within the workshop.

### **City Responsibilities**

The City is responsible for the following activities:

1. Provide background and/or field data, as requested, to supplement data obtained in Tasks 200 and 300. The supplemental data will consist of measure-down data and photographic evidence of key conveyance features.
2. Review, coordinate with Consultant staff, and provide one set of consolidated, conflict-resolved comments on GIS maps, prioritization criteria, and spreadsheet summary of identified needs and deficiencies within 2 weeks following receipt of the documents.
3. Schedule and coordinate attendance by City staff at the CIP prioritization workshop.

### **Assumptions**

The following was assumed for this subtask:

1. Field data, if needed, will be provided by the City and used to supplement data previously collected. The supplemental data will consist of measure-down data and photographic evidence of key conveyance features.
2. Up to 10 projects will be carried over from the 2001 CSWMP. The summary information from the CSWMP (excluding costs and figures) can be used in the SWMP CIP list development.
3. Needs and deficiency evaluations for inclusion in the CIP to include the following projects from the existing CSWMP:
  - A. River Outfall Identification, Mapping, and Tide Gate Assessment
  - B. Endresen Road Flooding Evaluation (study only)
  - C. Woodlawn area along Broadway and Division Flooding Remediation
  - D. Stormwater Inflow and Infiltration into the existing sewer system
  - E. Up to 3 storm mains will be evaluated for inflow and infiltration. The locations will be provided by the City.

- F. One additional deficiency as defined during staff interviews (Subtask 230)
- 4. Up to two GIS needs and deficiency overview maps will be developed.
- 5. The prioritization workshop will be conducted virtually, up to 2 hours in duration, and attended by the project manager and one Consultant staff. Up to 6 hours of Consultant project manager time and 2 hours of staff time will be needed to prepare for and document the results of the workshop.
- 6. The project prioritization list is preliminary and in draft form to allow for input from City decision makers and stakeholders.
- 7. Development of the final project prioritization list is included In Task 800.

**Deliverables**

The following deliverables will be produced:

- 1. Draft spreadsheet summary of identified needs and deficiencies (Excel and PDF).
- 2. Draft overview map of identified needs and deficiencies (PDF).
- 3. Draft CIP prioritization criteria (PDF).
- 4. Draft CIP prioritized projects list (Excel and PDF).
- 5. CIP prioritization workshop agenda and summary notes (PDF).

**Subtask 720 Capital Improvement Plan Development**

**Objective**

The subtask objective of is to develop an updated Capital Improvement Plan to address priority needs and provide opinions of cost estimates.

**Consultant Services**

The Consultant will provide the following services:

- 1. Develop a plan for implementing the CIP prioritization recommendations in coordination with the City, including how and when the work could be phased. The plan will be developed based on O&M cost consideration, planned staffing, funding availability, and input from the City.
- 2. Prepare planning-level estimates (Association for the Advancement of Cost Engineering [AACE] Class 5), including direct costs (indeterminates, sales tax, etc.) and indirect costs (design, environmental, construction management, etc.), and contingency allowances for the prioritized projects. Indirect costs will be based on a percentage of the estimated cost of construction. Costs may be developed using the public data bid result, RSMMeans, estimator’s database, or other available sources.
- 3. Develop draft CIP project summary sheet that includes the following:
  - A. CIP project name and brief description.
  - B. Project location.
  - C. Needs and deficiencies description.
  - D. Scoring using selected prioritization data and ranking.



- E. Planning-level estimated project cost.
  - F. Implementation schedule for the duration of the planning horizon.
4. The budget assumes that up to five new conveyance or outfall projects will be identified for inclusion in the CIP project list. No new pump station projects will be added to the CIP project list.

**City Responsibilities**

The City is responsible for the following activities:

- 1. Provide input and direction in development of the implementation plan to establish planned construction year for projects on the CIP list.
- 2. Review and provide consolidated, conflict-resolved comments on draft summary sheets and CIP implementation plan within 2 weeks following receipt of documents.

**Assumptions**

The following was assumed for this subtask:

- 1. The summary sheets will be one page per project on the list prepared under Task 710.
- 2. The CIP project costs from the 2001 CSWMP may be used in CIP development and new estimates will not be required. The 2001 CSWMP CIP costs will be escalated to 2024 cost using the *Engineering News-Record* Construction Cost Index for the Seattle area. New costs will not be generated for projects that are moved forward and new costs will be generated for projects that are moved forward into this CIP Plan.
- 3. Development of the CIP Plan chapter is included with Task 800.

**Deliverables**

The following deliverables will be produced:

Draft CIP Plan including:

- 1. Draft CIP project recommendation summary table (Excel)
- 2. Draft AACE Class 5 estimates for prioritized projects (Excel and PDF)
- 3. Draft CIP summary sheets

**Task 800 Stormwater Comprehensive Plan Update**

**Objective**

The task objective is to update the existing SWCP report to document information and findings from previous tasks in accordance with this Scope of Services and the requirements of the current NPDES Permit.

**Consultant Services**

The Consultant will provide the following services:

- 1. Prepare the Draft SWCP Report using exhibits and information from the prior tasks.
- 2. Prepare the Final SWCP incorporating comments from City staff and City leadership.

**City Responsibilities**

The City is responsible for the following activities:

1. Review Draft SWCP and provide one set of consolidated, conflict-resolved comments within 3 weeks of receiving the draft document.

**Assumptions**

The following was assumed for this task:

1. The information prepared from the prior tasks can be used in SWCP update report development without revisions.
2. The SWCP will not include a chapter for the overburdened community assessment under Task 400.
3. There will be one set of document review comments to be addressed on the Draft SWCP report. The report will be finalized following input by City leadership after the City Council has reviewed the SWCP.
4. The SWCP report is anticipated to be up to 80 pages, including figures and excluding appendices. The report may be organized as follows:
  - A. Executive Summary
  - B. Introduction and Background.
  - C. Stormwater Policies and Long-Range Planning.
  - D. Study Area, Basin Characterizations, and Existing Conditions.
  - E. Hydrologic and Hydraulic Modeling.
  - F. Conveyance and Facility Improvements.
  - G. Capital Improvement Plan.

**Deliverables**

The following deliverables will be produced:

1. Draft and Final SWCP to be delivered electronically (Word and PDF).

**Task 900 Stormwater Comprehensive Plan Supplemental Services**

**Objective**

The task objective is to provide supplemental stormwater comprehensive planning support services at the City project manager’s written request. The specific Scope of Services estimated labor and associated expenses are to be negotiated in advance and agreed upon by both the City and the Consultant prior to NTP.

**Consultant Services**

Specific supplemental services that may be provided under the task are described below:

1. Subcontract for survey for identified structures and localized drainage areas, as described under Task 300, Survey.

- 2. Add to the needs and deficiency evaluations:
  - A. Prepare H&H modeling for the items added to the list as detailed in Task 600
  - B. Evaluate project priority, estimated cost, and add to the CIP project list as described under Task 700
  - C. Add the CIP project information to the SWCP update report as described in Task 800
  - D. Address unknown items or conditions within the CIP project list described under Task 700 that add complexity to the SWCP update.

**City Responsibilities**

- 1. To be determined when the supplemental services tasks are defined and mutually agreed upon.

**Assumptions**

- 1. To be determined when the supplemental services tasks are defined and mutually agreed upon.

**Deliverables**

- 1. To be determined when the supplemental services tasks are defined and mutually agreed upon.

## Schedule

The anticipated schedule is based upon receipt of NTP in December 2023 is provided in the table below.

Milestone	Date
Notice to Proceed	December 2023
Final SWCP	June 2024

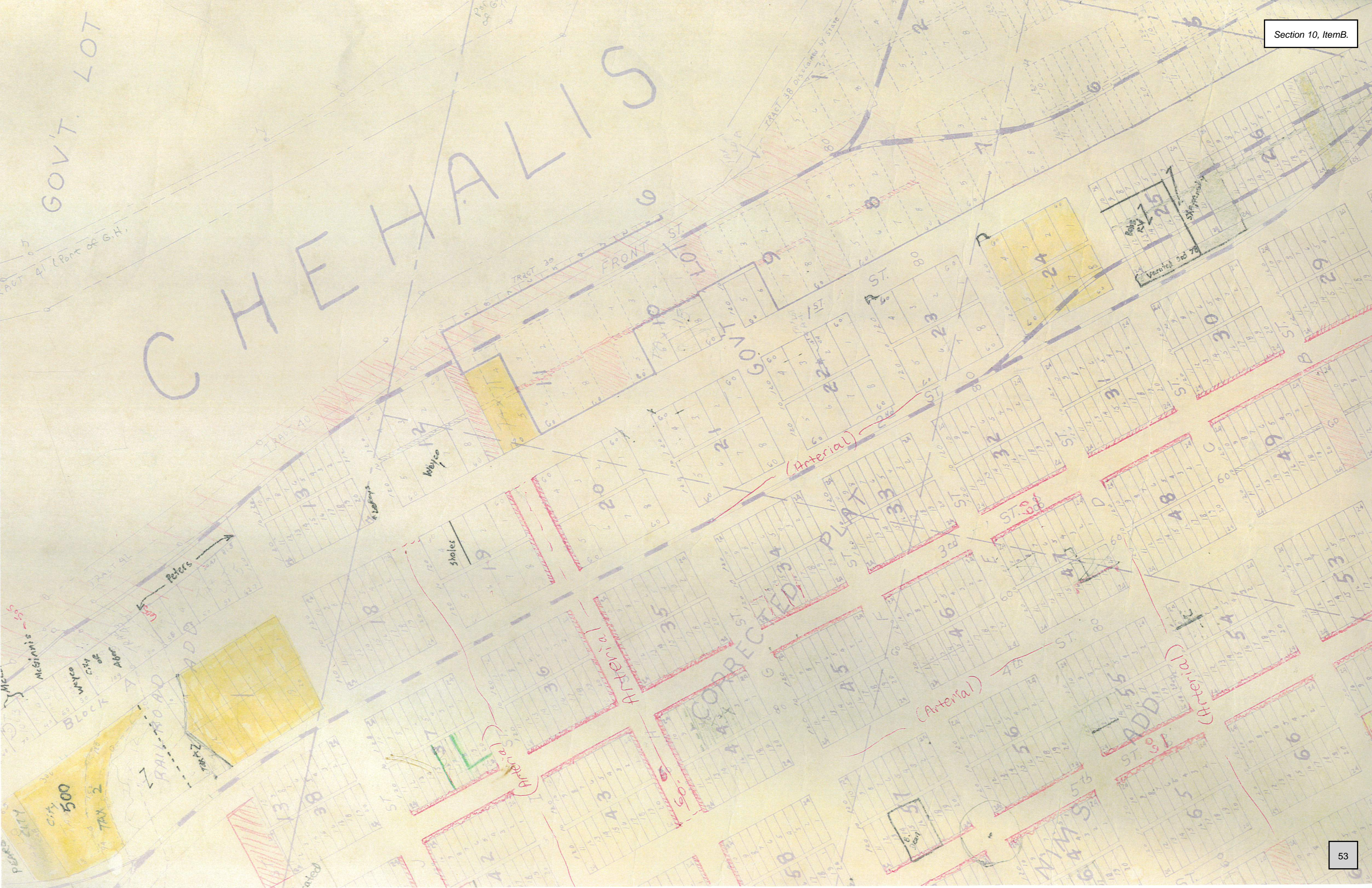
## Fee

The estimated total contract amount to complete professional services identified in the Scope of Services is offered on a time and materials basis, not to exceed **\$172,310**.

Task Number	Description	Estimated Fee
100	Project Management	\$17,040
200	Background Review and Kickoff Meeting	\$11,760
300	Survey	\$1,710
400	Overburdened Community Assessment	\$9,860
500	Community Outreach	\$3,190
600	Hydrologic and Conveyance Modeling	\$26,370
700	Capital Improvement Plan	\$46,070
800	Stormwater Comprehensive Plan Update	\$26,310
900	Stormwater Comprehensive Plan Supplemental Services	\$30,000

GOV'T. LOT

# CHEITALIS



# CITY OF COSMOPOLIS

DARRIN C. RAINES  
CITY ADMINISTRATOR

Section 10, Item B.



PHONE (360) 532-9230  
FAX (360) 532-9215  
WWW.COSMOPOLISWA.GOV  
EMAIL: DRAINES@COSMOPOLISWA.GOV

November 13, 2023

RE: November 15, 2023, City Administrator Council Report

## Informational Items Only

**Item 1) *Municipal Building Update***- Since my last report, the work completed is the completion of installing the piling, placing of the subgrade material, and compacting, installation of the below grade plumbing, and placing of the below grade electrical conduits. The forms for the concrete have been installed, and we are currently waiting for the steel rebar to arrive and to be installed. Once this occurs, Roglin's will be pouring the foundation.

**Item 2) *Local Parks Maintenance Grant***- As I mentioned at the last council meeting, we were successful in our application for a \$100,000 grant from Washington State Recreation and Conservation Office (RCO) for the Local Parks Maintenance Program. This is a no match required grant that covers the cost of labor and materials for deferred maintenance of defined projects within Mill Creek Park.

We are currently working on the grant agreement with RCO and hope to have it ready for council approval at the December 6<sup>th</sup> Council Meeting. Funds for the grant are available for use starting on annuary 1, 2024.

## Items Needing Action

**Item 3) *I Street Right of Way Vacation Ordinance***- At the last meeting we held a Public Hearing for, and council approved the request to vacate ten feet right of way on the southside of I Street from the landowner who owns the parcel between I and H Streets and between First Street and the Southside Levy (*see attached aerial photo **Proposed I Street Vacation***), **parcel #031001200000**. They want to make the entrance to their property come off I Street rather than First Street, which will be much safer.

The Ordinance to finalize the vacation of right of way will be on this agenda for consideration.

**Item 4)** *Utility Easement for Parcel 031001200000*- This is related to Item 4 and is included in the Ordinance that approves the street vacation for I Street. Upon approval of the Ordinance, City Attorney Steve Johnson will draft the easement language once I get the Legal Description to him. It will then be signed by the City of Cosmopolis and the property owners.

**Item 5)** *Comprehensive Stormwater Plan*- We are getting ready to start our Comprehensive Stormwater Management Plan that is funded by a \$400,000 no match required grant from the Chehalis Basin Flood Authority and the Office of Chehalis Basin. This plan will provide a Comprehensive Stormwater Management Plan for the cities of Hoquiam, Cosmopolis, and Aberdeen. I have been designated the Project Manager for this project, and all funds for this project will run through the City of Cosmopolis.

We will have three separate scopes of work for each city, and before you at this meeting will be the scopes for both Cosmopolis and Hoquiam. Because we are administering the overall project, we need to approve the scopes as approved by the other cities. Attached are the scopes for Cosmopolis and Hoquiam which we are currently asking for permission to proceed with a not to exceed amount of \$400,000.

We are currently working with the Flood Authority and the Office of Chehalis Basin to get the other remaining funds needed to complete the entire project. At this time, we estimate we need \$302,740 to complete the project for each city, however each city will be responsible for any cost overruns for their share. We are working on an Interlocal Agreement between the three cities for this project.

Sincerely,

***Darrin C. Raines***

Darrin C. Raines  
City Administrator



1854

# GRAYS HARBOR COUNTY

STATE OF WASHINGTON

Section 12, Item A.

Dan Lindgren  
ASSESSOR

Ken E. Albert  
TREASURER

October 20, 2023

Julie Pope  
PO Box 2007  
Cosmopolis, WA 98537

Dear Julie Pope,

Levy: 699002203 City of Cosmopolis Bond - Fire Station

Each year adjustments are made to the tax rolls AFTER the taxes have been calculated and billed. These changes both increase and decrease the amount of tax your district can collect. When the sum of these changes results in a net decrease to the amount of tax you can collect, the law allows you to impose a refund levy to recover those lost tax dollars.

RCW 84.69.180 authorizes taxing districts to levy a refund levy to recover taxes that were refunded and/or canceled during the last twelve months. The refunds/net cancellations for the year October 1, 2022 thru September 30, 2023 are eligible for recovery through a refund levy in 2024 for the City of Cosmopolis Bond - Fire Station Fund is shown in option (a) below.

**Your legislative body is responsible for determining if they wish to levy all, part or none of these lost tax revenues. Please be aware that regular (non-voted) levies may be limited or eliminated by statutory levy rate limitations.**

**Please select from one of the following options to (a) re-levy ALL of your net lost revenue, (b) re-levy PART of your net lost revenue or (c) re-levy NONE of your net lost revenue.**

- (a)  GH County hereby certifies a refund levy in its General Fund for collection in 2024 in the amount of **\$3076.47** to recover net refunds/cancellations. If this number is NEGATIVE, there is **nothing eligible** for the refund levy.
- (b)  GH County hereby certifies a refund levy in its General Fund for collection in 2024 in the amount of \$ \_\_\_\_\_ to recover a portion of the net refunds/cancellations reflected in (a) above.
- (c)  GH County does NOT WISH TO RE-LEVY ANY of its General Fund net refunds/cancellations during the 2024 tax year.

\_\_\_\_\_  
District Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Representative Name & Title (Please Print)

Sincerely,

K. Albert  
Grays Harbor County Treasurer

**Please choose (a); (b), including amount; or (c) then sign, date, and return on or before November 30, 2023 to:**

**Grays Harbor County Assessor  
Attn: Brian Morrill  
100 W. Broadway, Suite 21  
Montesano, WA 98563**





# GRAYS HARBOR COUNTY

STATE OF WASHINGTON

Section 12, Item A.

Dan Lindgren  
ASSESSOR

Ken E. Albert  
TREASURER

October 20, 2023

Julie Pope  
PO Box 2007  
Cosmopolis, WA 98537

Dear Julie Pope,

Levy: 699002000 City of Cosmopolis Basic

Each year adjustments are made to the tax rolls AFTER the taxes have been calculated and billed. These changes both increase and decrease the amount of tax your district can collect. When the sum of these changes results in a net decrease to the amount of tax you can collect, the law allows you to impose a refund levy to recover those lost tax dollars.

RCW 84.69.180 authorizes taxing districts to levy a refund levy to recover taxes that were refunded and/or canceled during the last twelve months. The refunds/net cancellations for the year October 1, 2022 thru September 30, 2023 are eligible for recovery through a refund levy in 2024 for the City of Cosmopolis Basic Fund is shown in option (a) below.

**Your legislative body is responsible for determining if they wish to levy all, part or none of these lost tax revenues. Please be aware that regular (non-voted) levies may be limited or eliminated by statutory levy rate limitations.**

**Please select from one of the following options to (a) re-levy ALL of your net lost revenue, (b) re-levy PART of your net lost revenue or (c) re-levy NONE of your net lost revenue.**

- (a)  GH County hereby certifies a refund levy in its General Fund for collection in 2024 in the amount of \$4451.84 to recover net refunds/cancellations. If this number is NEGATIVE, there is nothing eligible for the refund levy.
- (b)  GH County hereby certifies a refund levy in its General Fund for collection in 2024 in the amount of \$\_\_\_\_\_ to recover a portion of the net refunds/cancellations reflected in (a) above.
- (c)  GH County does NOT WISH TO RE-LEVY ANY of its General Fund net refunds/cancellations during the 2024 tax year.

\_\_\_\_\_  
District Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Representative Name & Title (Please Print)

Sincerely,

K. Albert  
Grays Harbor County Treasurer

**Please choose (a); (b), including amount; or (c) then sign, date, and return on or before November 30, 2023 to:**

**Grays Harbor County Assessor  
Attn: Brian Morrill  
100 W. Broadway, Suite 21  
Montesano, WA 98563**

**CITY OF COSMOPOLIS**  
**ORDINANCE NO. 1387**

AN ORDINANCE RELATING TO PROPERTY TAX; SETTING AND LEVYING THE PROPERTY TAX LEVY FOR CALENDAR YEAR 2024.

WHEREAS, the actual levy amount for the City of Cosmopolis from the previous year was \$465,432.04; and

WHEREAS, the population of the City of Cosmopolis is less than 10,000.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COSMOPOLIS DO ORDAIN AS FOLLOWS:

Section 1. An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.

Section 2. The dollar amount of the increase over the actual levy amount from the previous year shall be \$4,654.32, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

PASSED AND APPROVED this 15th day of November, 2023.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Finance Director

I, Julie Pope, Finance Director for the City of Cosmopolis, Washington do hereby certify that the foregoing is a true and correct copy of Ordinance No. 1387 of the ordinances of the City of Cosmopolis, Washington, and that the same was passed regularly and according to law on the 15<sup>th</sup> day of November, 2023.

\_\_\_\_\_  
Finance Director

**CITY OF COSMOPOLIS**  
**ORDINANCE NO. 1388**

**AN ORDINANCE** relating to the vacation of a portion of I Street, between 1<sup>st</sup> Street and the Chehalis River.

**WHEREAS**, RCW 35.79.010 provides that the owners of any real property abutting upon any street or alley, or any part thereof, who may desire to vacate the street or alley may petition the city council to make the vacation; and

**WHEREAS**, a public hearing was held to discuss and consider the proposed vacation and to take public testimony on November 1, 2023, at 7:00 p.m.; **NOW THEREFORE**,

**THE CITY COUNCIL OF THE CITY OF COSMOPOLIS, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**SECTION 1.** The following described portion of I Street is vacated and discontinued, effective upon the abutting property owner(s) granting utility easements to the City, and upon fulfillment of other conditions and contingencies, as set forth below, and subject to the continuation of franchise and easement rights and reservation of other rights by the City Cosmopolis, as set forth below:

The south ten feet of I Street from its easterly intersection with 1<sup>st</sup> Street to the Chehalis River.

**SECTION 2.** The above-described alley vacation shall be subject to the continuation of franchise and easement rights and reservation of the following by the City of Cosmopolis, Grays Harbor PUD, and any other utilities that currently have infrastructure in, upon, under or above the alley:

- (1) Easements or rights-of-way for power, telephone, television, sewer, water service, drainage or other utilities, together with the right to maintain, renew or repair same;
- (2) The right of the City of Cosmopolis to exercise and grant easements with respect to the vacated portion of I Street for the construction, repair and maintenance of presently existing public utilities and services; and
- (3) Rights granted by City ordinance, easements, rights-of-way and reservations of record.

**SECTION 3.** The above-described street vacation shall be further subject to the following conditions and contingencies:

- (1) The abutting property owner(s) shall grant a utility easement to the City of Cosmopolis extending across the abutting property from the southern boundary of said property to I Street, where existing underground utility infrastructure currently exists.
- (2) The abutting property owner(s) shall grant a utility easement to the City of Cosmopolis extending across the abutting property from its southwest corner to its southeast corner,

**SECTION 4.** Said street vacation shall *not* become effective until *all* of the above conditions shall have been met, at which time a certified copy of this ordinance shall be recorded with the Grays Harbor County Auditor.

PASSED AND APPROVED this 15th day of November, 2023.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Finance Director

I, Julie Pope, Finance Director for the City of Cosmopolis, Washington do hereby certify that the foregoing is a true and correct copy of Ordinance No. 1388 of the ordinances of the City of Cosmopolis, Washington, and that the same was passed regularly and according to law on the 15<sup>th</sup> day of November, 2023.

\_\_\_\_\_  
Finance Director

# City of Cosmopolis New Contract with NW Maintenance Pros LLC. For 2024

(City of Cosmopolis will now do the mowing of parks and roadside mowing.)

Scope of work: maintaining first and second street planters.

Weeding, pruning shrubs, trees, and applying chemicals for pre-emergent.

Monthly cost= \$1400 + 8.9% tax (\$124.60) =\$1524.60

Yearly cost x12= \$18,295.20

## Cemetery Maintenance

(City of Cosmopolis will help mow and maintain the cemetery from January to Thru April.)

Scope of work: maintain cemetery. Line trimming and mowing.

The upkeep will include mowing before all major holidays.

Monthly Cost= \$900 +8.9% tax (\$80.10)= \$980.10

Yearly cost x 12= \$11,761.20

MUNICIPAL SERVICES AGREEMENT

THIS AGREEMENT made and entered into this day by and between the City of Cosmopolis, Municipal Corporation, hereinafter referred to as the "MUNICIPALITY" and Greater Grays Harbor, Inc., hereinafter referred to as the "AGENCY":

WITNESSETH: It is hereby covenanted and agreed as follows:

WHEREAS, the MUNICIPALITY desires to have certain services performed as hereinafter set forth requiring specialized skills and other supportive capabilities; and

WHEREAS, the AGENCY represents that it is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise where required, to perform the service set forth in this contract;

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

I. SERVICES

The AGENCY shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance, as are identified as AGENCY responsibilities throughout this Agreement.

The AGENCY shall provide a comprehensive, cooperative, and planned approach to economic development involving government, business, education, labor and others. Specific tasks shall include, without limitation:

- A. Encourage a favorable business climate;
- B. Encourage competitive and appropriate sites for business location and/or expansion;
- C. Encourage training and retraining of unemployed workers through cooperative efforts;
- D. Encourage tourism to Grays Harbor County through advertising, publicity and distribution of information;
- E. Find and encourage investment of capital in new and/or expanded business facilities and equipment;
- F. Identify, attract and assist relocation of new business to Grays Harbor County;
- G. Assist to correct problems which may hinder or prevent business existence, expansion or creation;
- H. Identify new inventions, innovations, markets and/or marketing potentials, and bring to fruition;
- I. Assist the City of Cosmopolis, in identifying and carrying out its responsibilities and function in a cooperative and planned approach to economic development.
- J. Assist in the creation, development, and support of small businesses.

II. REPORTING REQUIREMENTS

The AGENCY shall submit periodic reports as required by the MUNICIPALITY which shall include, but not be limited to, a fiscal year revenue and expenditure report, and final annual evaluation report.

III. DURATION OF AGREEMENT

The effective day of this Agreement shall be January 1, 2024 and shall terminate on December 31, 2024. The Agreement may be extended or amended upon mutual agreement between the parties hereto and pursuant to the terms and conditions of this Agreement.

IV. COMPENSATION AND METHOD OF PAYMENT

The MUNICIPALITY shall reimburse the AGENCY for the services performed under this Agreement, an amount of \$2700.00, payable within thirty (30) days of contract execution.

V. ESTABLISHMENT AND MAINTENANCE OF RECORDS

The AGENCY agrees to maintain books, records, documents, and accounting procedures and practices, which accurately reflect all direct and indirect costs related to the performance of this Agreement. The AGENCY shall retain all books, records, documents, and other material relevant to this Agreement for three (3) years after its expiration. The AGENCY agrees that the MUNICIPALITY or its designee shall have full access and right to examine any of said materials at all reasonable times during said period.

VI. COMPLIANCE WITH LAWS

The AGENCY, in performance of this Agreement, agrees to comply with all applicable federal, state, and local laws or ordinances, including standards for licensing, certification, and operation of facilities, programs, accreditation and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.

VII. NON-DISCRIMINATION IN EMPLOYMENT

During the performance of this Agreement, AGENCY agrees to comply with federal and state laws prohibiting discrimination in employment and delivery of services, including the Americans with Disabilities Act of 1990, as amended.

VIII. INDEMNIFICATION/HOLD HARMLESS

All services to be rendered or performed under this Agreement will be performed or rendered entirely at the AGENCY's own risk and the AGENCY expressly agrees to indemnify, defend, and hold harmless the MUNICIPALITY and all of its officers, agents, employees, or otherwise, from any and all liability, loss, or damage that they may suffer as a result of claims, demands, actions, or damages to any and all persons or property, costs, or judgments against the MUNICIPALITY which result from, arise out of, or are in any way connected with the services to be performed by the AGENCY under this Agreement.

IX. TERMINATION

If the AGENCY fails to comply with the terms and conditions of the Agreement, the MUNICIPALITY may pursue such remedies as is legally available including, but not limited to, the suspension or termination of this Agreement. Either party may terminate this Agreement upon giving 60 days notice in writing of intent to terminate.

X. ENTIRE AGREEMENT

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Greater Grays Harbor, Inc  
"Agency"

City of Cosmopolis  
"Municipality"

  
\_\_\_\_\_  
Signature

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Signature

  
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