



REGULAR COUNCIL AGENDA

Council Chambers – 1300 First Street

July 20, 2022 at 7:00 PM

1. FLAG SALUTE - PLEDGE OF ALLEGIANCE

2. CALL TO ORDER - ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENTS

5. CONSENT AGENDA

A. Claims Vouchers

B. Meeting Minutes - June 15, 2022 Council Meeting

6. COMMITTEE REPORTS

7. CITY OFFICIAL REPORTS

A. City Administrator Report

B. Updated Drawings for New Facility

8. MAYOR'S REPORT

9. NEW BUSINESS

A. RV Dwelling Permit - 1724 Corbin St

B. Consultant Agreement with HDR Engineering for the Mill Creek Multi Objective Plan Phase 2

10. COUNCIL COMMENTS

11. PUBLIC COMMENTS

Public comments may be made in-person during the meeting. If unable to attend, please submit comments to 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

https://us02web.zoom.us/j/87680379004?pwd=7oy4jr3eULi_L-cysFPi61o2yPr8Ev.1

Webinar ID: 876 8037 9004

Passcode: 915417

Phone Number: (253) 215-8782



REGULAR COUNCIL MINUTES

Council Chambers – 1300 First Street

June 15, 2022 at 7:00 PM

1. FLAG SALUTE - PLEDGE OF ALLEGIANCE

2. CALL TO ORDER - ROLL CALL

PRESENT: Councilmember Candice Makos, Councilmember Stana Cummings, Councilmember Jim Ancich, Councilmember Cody Bridges, Councilmember Miles Wenzel

Staff Present - City Administrator Darrin Raines, Attorney Steve Johnson, Finance Director Julie Pope, Public Works Superintendent Jeff Nations, Fire Chief Mark Tarabochia, and Police Chief Casey Stratton

3. APPROVAL OF AGENDA

Councilmember Makos made a motion to approve the agenda with the removal of item c (HDR Agreement), Seconded by Councilmember Ancich.

Voting Yea: Councilmember Makos, Councilmember Cummings, Councilmember Ancich, Councilmember Wenzel

Voting Abstaining: Councilmember Bridges

4. PUBLIC HEARING - SIX YEAR STREET PLAN

Administrator Raines went through the projects listed for the six-year street plan. There were no public comments.

A. Six Year Street Plan 2023-2028

B. Street Plan Listing

5. PUBLIC COMMENTS

Carl Sperring - Mr. Sperring asked about the AARP grant. Administrator Raines stated that it is funding received by Linda Springer and the Friends of Highland Park for the Highland Park.

6. CONSENT AGENDA

Motion made by Councilmember Wenzel, Seconded by Councilmember Makos.

Voting Yea: Councilmember Makos, Councilmember Cummings, Councilmember Ancich, Councilmember Wenzel

Voting Abstaining: Councilmember Bridges

7. COMMITTEE REPORTS

Public Safety – They met with the Fire chief regarding current recruitment and on-boarding costs for the new members. The costs are coming in under what was approved at the last meeting.

8. CITY OFFICIAL REPORTS

City Administrator - Administrator Raines stated the HDR Agreement was removed due to pricing. There are other tasks that need to be done and we are seeking additional funding from the Flood Authority. Linda Springer is still working on getting additional funding for the Highland Park. On June 25th, there will be a work party at Highland Park to install new border. We have

met with the architects for the new municipal building. We have almost finalized a new fl which will use the existing city hall. This will save 2500-2800 square feet.

Finance Director - Director Pope stated that the agendas for tonight's meeting was created using the municode software. It should go live on our website for July's meeting. The website update is almost done as well. We are scheduled to receive the second tranche of the ARPA funding this month. The State is waiting on the Federal government to send it to them.

Police Chief - We have been conducting emergency vehicle operations and PIT training for county law enforcement. Reserve Officer Watts is the lead instructor for the training. Recently we sent out approximately eleven letters for over grown grass and shrubbery growing over sidewalks. It is purely informational letting everyone know what the law is. Chief Stratton is no longer code enforcement but helps out when needed. Deputy Clerk Kristina Eccles is filling in part-time as police clerk while Police Clerk Caitlyn is out on maternity leave. He stated that the old red Tahoe has been repaired and surplussed to the Fire Department. We had a burglary at the City Shop recently. The chain link fence had been cut. Missing items were located at a local recycler. We need to acquire security cameras for city property. Park bathrooms have been victimized many many times. He would like to have a workshop regarding rv trailers being parked along the road. We have sent out letters with no response. He said this may need to start at the public safety level.

Fire Chief - Chief Tarabochia said that we need people for the fire department. They need to live in the central Grays Harbor area. We currently have six volunteers in addition to the Chief. We have started our onboarding process. The chief is going through the same process as the other volunteers. We have a volunteer who has stepped up to help inventory the fire hall. There are many ways to volunteer for the fire department besides being a firefighter or emt.

Public Works Superintendent - Vandalism in the bathrooms have been bad. We closed the ones at the tennis courts due to this. We need a camera system. The department is working hard on mowing for father's day and helping with the Highland Park project. No new meter install due to lack of time. Councilmember Makos asked what it costs to repair the vandalism. Superintendent Nations stated that it depends on the damage.

9. MAYOR'S REPORT

Mayor Pauley stated we are using the OWL for the hybrid meeting. We are allowing public comments in person or written comments. Online comments are more difficult for us in a hybrid format. Next weekend on June 25th, it is the city-wide garage sale. Next week, Mayor Pauley will be attending the AWC conference in Vancouver. Next week will also be the first RFA meeting with our elected officials. This is fact finding not committing ourselves to the RFA. It will come back to the council at a later date. We have been meeting with the architects and have come up with an alternate plan. We will need to go back out to bid with a hopeful groundbreaking in early 2023. He would like a special meeting on July 6th at 7 p.m. for the HDR agreement and the request for proposal for landscaping. Also, we had quotes for cameras, we could accomplish this as well.

10. NEW BUSINESS

A. Resolution 2022-03 Six Year Street Plan

Administrator Raines stated that if funding becomes available or if there are other projects that would become eligible for funding please bring it to him. Attorney Johnson read the title of the resolution.

Motion made by Councilmember Ancich, Seconded by Councilmember Makos.
Voting Yea: Councilmember Makos, Councilmember Cummings, Councilmember Ancich, Councilmember Wenzel
Voting Abstaining: Councilmember Bridges

B. Request for Proposal for First and Second Street Landscaping

Administrator Raines stated we currently only have three people in public works and cannot afford to hire another employee at this time. To help solve the issue, we are looking to hire a

landscaping contractor to take care of the planters on First and Second Street. This will be in a cost effective manner. The areas are for First St from C Street to J Street and Second St from E Street to J Street and Lions Park. They will be maintained twice monthly from March through October and monthly from November through February. This includes weeding, pruning, removing/adding mulch, etc. They are due on 2 p.m. on Thursday, June 30th. A walkthrough will be on June 22nd. Councilmember Ancich stated the RFP needs to include language for licensed and bonded for the contractors. Councilmember Makos made a motion to approve sending out the request for proposal with the addition of dates from now through December 31, 2022 and to re-advertise in December and to include the words licensed and bonded. Councilmember Wenzel asked the public works superintendent if this will help his department. He stated it would be a tremendous help.

Motion made by Councilmember Makos, Seconded by Councilmember Ancich.
Voting Yea: Councilmember Makos, Councilmember Cummings, Councilmember Ancich, Councilmember Wenzel
Voting Abstaining: Councilmember Bridges

C. HDR Agreement

This item was removed from the agenda

D. Washington Community Festivals and Events Grant

Administrator Raines said this was a grant opportunity that came up a couple of weeks. We believe we could apply for this on behalf of the Festival in the Park or a Winter Festival. After reading the paperwork we realized that this had to be a legacy festival and has to be spent this year. This would not give us enough time for the Festival in the Park and a Winter Festival would not be a legacy. Therefore, this grant opportunity would not work for us.

E. T-Mobile Grant Acceptance

Administrator Raines stated that the Friends of Highland Park received a grant from T-Mobile for \$50,000 and the money was given to the City to spend the funds. We did not receive Council action back in December to receive the funds.

Motion to accept the funds made by Councilmember Wenzel, Seconded by Councilmember Cummings.

Voting Yea: Councilmember Makos, Councilmember Cummings, Councilmember Ancich, Councilmember Wenzel
Voting Abstaining: Councilmember Bridges

F. AARP Grant

Administrator Raines stated that this is a grant that Linda Springer and the Friends of Highland Park were awarded in the amount of \$28,325. The funds were supposed to run through the Friends of Highland Park, but their paperwork for the non-profit will not be completed until July. They would like the City to act as a fiscal agent. Councilmember Wenzel asked that if the intent moving forward is that the Friends of Highland Park would handle the funds in the future. Mayor Pauley stated this is the case.

Motion made for the City to serve as a fiscal sponsor for the AARP grant by Councilmember Wenzel, Seconded by Councilmember Makos.

Voting Yea: Councilmember Makos, Councilmember Cummings, Councilmember Ancich, Councilmember Wenzel
Voting Abstaining: Councilmember Bridges

11. COUNCIL COMMENTS

Councilmember Ancich - He asked if the old police chargers would be on govdeals soon. Finance Director Pope stated that the paperwork is complete and should be on their website Monday or Tuesday of next week. Councilmember Wenzel asked if this was for the fire trucks as well. She said yes.

Councilmember Wenzel - He would like to make a motion to create a memorandum of understanding between the City and the Friends of Highland Park since we are dealing with over \$100,000 now. He would like to have an agreement in place. Attorney Johnson said we would need to do this after they receive their non profit status. Councilmember Wenzel also thanked everyone who showed up tonight.

12. PUBLIC COMMENTS

Cathy Shapansky - She said she sent an email tonight and also two months ago but has had no comment. She would like some information about it. It is important to her business. She asked Jeff for an update on the street light. Superintendent Nations said the parts are about six months out. She asked who is code enforcement. Chief Stratton said it is Bill Sidor. Councilmember Wenzel said we should forward her request to the Public Works committee. Administrator Raines asked if the committee is available on Monday afternoon for a meeting.

Ann Peery (written) - Director Pope read Ann's comment as written. She asked Councilmember Bridges if he has any intention of resigning his illegal position on the Council.

CITY OF COSMOPOLIS

DARRIN C. RAINES

CITY ADMINISTRATOR

Section 7, ItemA.



PHONE (360) 532-9230

FAX (360) 532-9215

WWW.COSMOPOLISWA.GOV

EMAIL: DRAINES@COSMOPOLISWA.GOV

July 18, 2022

RE: July 20, 2022, City Administrator Council Report

Item 1) *Mill Creek Multi Objective Plan*- Attached to your agenda packet is the proposed agreement with HDR for the Mill Creek Multi Objective Plan Phase 2. The total not to exceed price of this agreement is \$142,009, all of which is covered by a grant we received from the Office of the Chehalis Basin, and the Chehalis Basin Flood Authority.

There is optional work listed for this project that would cost \$17,824 and will only be done after a council approved addendum to the original agreement. This work will be funded by an additional \$25,000 that I requested from the Flood Authority and was approved this past week. We will have an addendum to this agreement at the August or September meeting to include the additional amount received.

Item 2) *Landscaping RFQ*- We did not receive any proposals for Landscaping Services for First and Second Streets. I will advertise again to try and get proposals to present to you for consideration by the next meeting in August.

Item 3) *Authorization to Apply for Grant*- I will be requesting authorization to apply for a Flood Authority Grant in the next round of funding for the 2023-2025 state biennium budget. The project I am requesting authorization for will be a joint effort with the cities of Aberdeen and Hoquiam and will be for Comprehensive Stormwater Plans for all three cities. The total estimated cost will be \$400,000 and will be 100% grant funded if approved by the Flood Authority.

Item 4) *Municipal Building Update*- We continue to work with Harbor Architects to finalize a new design for the new Municipal Building. Attached to your packet will be new outside renderings of what the building could look like, as well as an updated floor plan.

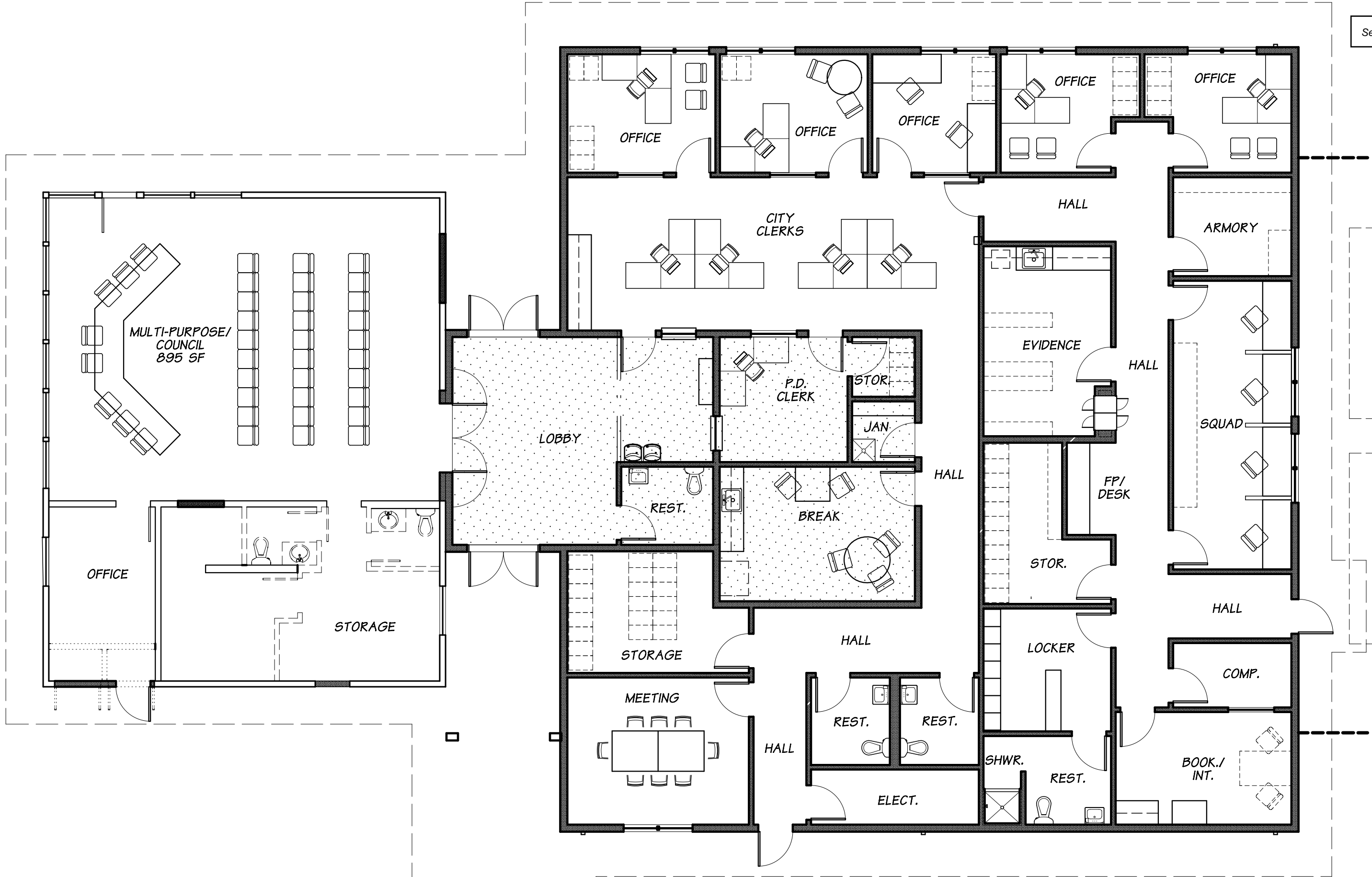
Our plan is to have the new design completed by the end of September, and ready for a January bid date. We will present the new draft plans to the City Council for comment before we approve it and send it out for bid.

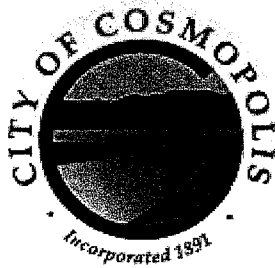
Item 5) Volunteer Work- I would like to thank Mayor Pauley and his family for volunteering to clean up the flower beds on First Street. Over the past couple of weekends, they have made huge improvements from what it had previously looked like, and we very much appreciate the help.

Sincerely,

Darrin C. Raines

Darrin C. Raines
City Administrator





PO Box 2007, 1300 First Street
Cosmopolis, WA 98537
(360) 532-9230 Phone (360) 532-9215 Fax

RECREATIONAL VEHICLE DWELLING PERMIT

TO THE CITY COUNCIL, CITY OF COSMOPOLIS, WASHINGTON:

I, Dieter Jaroski, whose address is 1724 Corbin St.

do hereby make applications for permit to park a recreational vehicle on the following described land, owned by Dieter Jaroski:

Lot No. _____ Block No. _____ in _____ Addition, City of Cosmopolis, situated in Grays Harbor County, State of Washington.

The Lessee is _____.

The following service arrangements have been made:

OK
BB
BB

Electric

Water

Sewerage

Garbage to be ordered by 07-08-22

Necessary Permits or Inspections Final house inspection

The following period of time is requested:

From: 07-08-22 to 08-08-22

(Limited to 60 days after which another request must be made.)

Recreational vehicle shall:

remain on the property during that period described at all times.

occasionally be removed during that period.

I, Dieter Jaroski, state that I am Owner/Lessee above described land and that I hereby give my consent to parking the recreational vehicle thereon according to arrangements as stated in the above application.

Lessee

[Signature]
Land Owner

Dated

07-07-22
Dated

Approved at City Council meeting dated _____

Disapproved

Attach location drawing if applicable.

Any changes or variations from the above must be approved by the City Council.



June 29, 2022

Mr. Darrin Raines, City Administrator
City of Cosmopolis
P.O. Box 2007
Cosmopolis, WA 98537

RE: Revised Proposal for Professional Services
Mill Creek Multi-Objective Improvements Plan

Dear Mr. Raines,

This proposal for professional engineering services includes the activities required to develop a Mill Creek Multi-objective Improvements Plan (MOIP) within the City of Cosmopolis (City). It will provide a master plan for Mill Creek culvert crossing improvements and adjacent channel tie-in improvements to achieve flood reduction, and improved fish passage in Mill Creek between its Chehalis River outfall, the restored Mill Creek dam, and recently installed fishway. For this Project, HDR proposes to evaluate improvements needed to retrofit multiple roadway culvert crossings downstream of the dam.

Figure 1 illustrates the existing channel and culverts improvements reach, consisting of approximately 4,500 feet of existing and improved stream channel, inclusive of eight roadway culvert crossings that tie downstream to the existing Chehalis River outfall tide gate. The Project will evaluate opportunities to improve hydraulic capacities and fish passage conditions within the Mill Creek channel corridor. This includes a high-level assessment of an alternative route for a possible bypass channel around the existing constrained channel and culvert(s) corridor. That opportunity would be subject to available right-of-way (ROW) and selected parcels acquisition needs. One potential concept for this bypass channel option is illustrated in Figure 1 inclusive of new road crossing culvert addition needs for that option.

The HDR scope of services for this Project is described below. It includes:

- Development and documentation of the alternative improvement concepts
- Feasibility assessment of their expected function and benefits
- Preparation of planning-level cost opinions
- Screening of alternatives through community outreach

- Documentation of a preferred set of Project improvements that will maximize community benefits.

The findings of these activities will be summarized in an MOIP including a prioritized list of recommended improvements, their anticipated cost and phasing. HDR will provide project management, progress/coordination meetings, and quality control review for all services provided.

We understand that this work will be funded under City 2021-2023 CBS PROJECTS grant funding, with a biennium funding end date of June 2023.

Scope of Services

HDR will perform the following specific task services as part of this work program.

Task 100: Project Management and Administration

100.1 Project Work Plan

Prepare a brief project work plan inclusive of scope of work, deliverables, budget, schedule, project team assignments, communications plan, and quality control review components; review with the project team and City for required implementation actions

100.2 Project Management and Coordination

Provide ongoing project management communications and coordination with the City, project team, and outside agencies throughout the project duration including brief (half-hour) bi-weekly (two-week interval) calls with the City's Project Manager for progress updates, and ongoing project team coordination to efficiently advance Project activities for successful project execution.

100.3 Project Administration and Quality Control Review

This subtask will include:

- Complete project setup in HDR project documentation and financial management information system
- Prepare monthly Project invoices and accompanying status report
- Participate in internal reviews of project status and progress updates
- Complete on-going quality control (QC) oversight and deliverables review for the duration of Project activities
- Complete project closeout at the completion of project activities

City Responsibilities

- Attendance at meetings to provide input, feedback, and direction.
- Review and provide comments to meeting minutes in relation to accuracy.
- 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

- The project duration for Tasks 100 through 500 will be 10 consecutive months and is assumed to occur between July 2022 and April 2022.
- Project team meetings will include the following: biweekly meetings with the City with up to a total of 20. Each meeting will be with one HDR consultant staff for a total of 1 hour in duration. A maximum of 1.5 total hours of management time will be required (preparation and follow-up email notes) per meeting.
- HDR will not be held responsible for delays occasioned by factors beyond its control, which could not reasonably have been foreseen at the time of execution of the Agreement.

Deliverables

Task 100 deliverable products will include:

- Kickoff meeting notes (pdf format)
- Monthly progress reports and invoices (one copy with invoice)

Task 200: Data Collection and Site Reconnaissance

200.1 Project Kickoff Meeting and Goals/Objectives

Prepare for and attend a virtual kickoff meeting between City staff and project team staff to:

- Prepare agenda and meeting minutes.
- Identify and document project goals and key objectives'
- Review the work plan for the scope of services including the Project schedule and deliverables to be provided
- Discuss and document needs and schedule for City-provided Project data including parcel/ROW information and right-of-entry (ROE for private parcels)

- Discuss culvert/channel improvements, site constraints, and the proposed technical/cost feasibility evaluation approach
- Review evaluation criteria to be considered for assessment of Project improvements flood reduction and d fish passage benefits
- Discuss community outreach and communications plan to be implemented with Project activities

200.2 Project Database Review and Data Gaps Identification, Survey Requirements

Conduct a review of the available project database including prior BSA surveys of the project corridor as the basis for services to be conducted and identify data gaps to be filled by additional data collection including:

- Available topographic and LiDAR mapping
- Available critical areas mapping
- Prior stream and crossings field inventory data
- Available geotechnical subsurface soils and groundwater data
- Existing City-documented utilities from City GIS
- City ROW and parcel boundaries GIS mapping

Identify supplemental survey data needs along the channel and at the crossings that are needed for planning level assessment of improvements options. Provide a supplemental survey pickups and mapping data request that is expected to include:

- Section and elevations at the Mill Creek Chehalis River outfall tide gate
- Sections and elevations at the 1st Street and 2nd Street crossings of the Mill Creek estuary channel (supplemental to prior BSA survey)
- Streambed and top of bank profiles extending from the Burns Street Mill Creek channel outfall through C Street.
- Supplemental typical channel sections for stream corridor reaches
- Culvert crossing types, opening geometries, crown, invert, streambed elevations, channel transitions, and roadway overflow sections (supplemental to prior BSA survey)

200.3 Site Reconnaissance Review

Conduct a one-day (2 staff) project corridor site reconnaissance review to build on prior field data collection efforts. For this field work, the City will provide prior communications with community residents to gain required right-of-entry access (where acceptable) for the site review team along/within the channel corridor. The site reconnaissance will include assessment of:

- Stream crossings conditions and site constraints to the installation of larger capacity, fish-passable culvert improvements
- Channel bankfull width measurements upstream and downstream of existing culverts
- Channel and crossing improvement limitations associated with adjacent private parcel structures/features in close proximity to the channel
- Hydraulic controls imposed by existing stream channel, and ability to modify those
- Streambed substrate materials and consistency with culvert crossings
- Roadway crossing overflow path
- Alternative bypass channel route feasibility and implementation constraints

200.4 Survey and Base Mapping

HDR will subcontract with Berglund, Schmidt & Associates (BSA) to provide supplemental surveying and base mapping services and products consistent with Task 200.2 identified needs to supplement the available project database. The extent of these services will be limited by the assigned budget allocation for this subtask (see appended fee estimate).

City Responsibilities

- Review site reconnaissance findings email from HDR.
- Provide rights of entry to parcels as requested.
- Review and provide consolidated comments to kickoff meeting minutes in relation to accuracy.
- Provide existing data information requested per Task 200.2.

Assumptions

- Project kickoff meeting will be attended by up to three HDR consultant staff. The kickoff meeting will be a maximum of 1 hour in duration. The meeting will held virtually. A maximum of 2 hours of management time will be required for (agenda, preparation and follow-up meetingnotes). Total of 5 hours.
- Site reconnaissance per 200.3 will be attended by 2 HDR staff and will be a total of 10 hours total (includes 2 hours of travel). This includes another 16 hours of data review by HDR staff. (Total hours for this task is 36),
- Provide requested available data required for HDR's execution of the Project scope of work including information identified and requested through data gaps analysis

- Provide required right of entry on selected parcels for consultant's site investigation services.
- Required survey is estimated to be approximately \$15,000 for BSA for required data gaps required for analysis. Any additional dollars required for additional survey will require an amendment with the City.
- Survey and base map materials will be from the subconsultant within 2 months from consultant request of that data, and that other requested parcel and ROW data will be provided within that same timeline from the City.
- Survey file will be in Autcad Civil 3Dformat (dwg). Survey file will include a Digital Terrain Model surface (DTM).
- The HDR project team will utilize existing information furnished by the City and prior site reconnaissance data collected for the Mill Creek Dam restoration and fishway improvements project.
- HDR will only perform a one-day site reconnaissance, HDR is not responsible for collecting additional requested data or filling data gaps for information needed for the tasks within this scope of services.

Deliverables

Task 200 deliverable products will include:

- Data request memorandum to the City (pdf format via email).
- Survey subconsultant products to include survey data in Autocad drawing file format and survey notes (e.g., sketches of stream crossing hydraulic structures)

Task 300: Community Outreach and City, Agency Communications

300.1 Community Outreach Meetings

City staff will lead this task including meetings setup, preparations, and follow-up documentation. HDR will prepare selected materials for the meetings (e.g., PowerPoint presentation), coordinate with the City staff in preparation for, and virtually attend these anticipated meetings as follows:

- Public Meeting 1 - Project goals/objectives presentation; plan development approach and steps; receive community/stakeholder input on existing flooding problems and improvement considerations
- Public Meeting 2 - Draft plan presentation; community/stakeholder feedback on alternative/recommended solutions and draft improvement plan findings

300.2 City Coordination Milestone Meetings

Prepare for and attend (2 staff) two (2) progress virtual meetings with City staff (beyond the Project Kickoff Meeting under Task 200.1):

- City Meeting 1 – Alternative improvements evaluation and preliminary technical/cost feasibility findings
- City Meeting 2 – Recommended improvements including draft implementation plan and phasing priorities

300.3 Agency Coordination Communications (Optional Task)

Provide initial coordination calls with state agencies (e.g., WDFW, Ecology) and City permitting staff to gather input to allow implementation plan adjustments to best align with potential regulatory/permitting requirements for Project improvements; identify potential implementation grant funding opportunities.

City Responsibilities

- Provide comments on power point presentation.
- Organize and lead community outreach meeting.
- Organize and attend City coordination milestone meeting.
- Perform agency coordination as described in Task 300.3

Assumptions

- The two Community outreach meetings (Task 300.1) will be held virtually. Each meeting will include up to 2 HDR consultant staff and be two hours in duration maximum. An additional 22 hours will be needed to prepare power point presentation and modify per City comments. (Total of 30 hours for this task 300.1).
- The two City meetings will be held virtually. Each meeting will include up to 2 HDR consultant staff and be two hours in duration maximum. An additional 2 hours will be required by HDR for preparation. (Total of 10 hours for Task 300.2).
- The City will schedule, organize, lead, and prepare follow-up notes to all Task 300 project meetings to present the plan progress and findings.
- The City will provide direction to HDR to approve Task 300.3 as required.

Deliverables

Task 300 deliverable products will include:

- Two PowerPoint presentations as inputs to City staff presentations for community outreach meetings as part of Task 300.1.
- In-progress work materials for City coordination milestone meetings. (pdf format)
- E-mail summaries of agency communications and grant funding opportunities (Optional Task 300.3 as requested by the City.)

Task 400: Alternative Improvement Solutions Development and Evaluation

400.1 Identify and Document Improvement Alternatives

This subtask will include:

- Define flood reduction and fish passage evaluation criteria for improvements
- Develop a matrix evaluation of two improvement alternatives including their components and implementation constraints.
- Prepare brief narratives and conceptual layout figures for two composite improvement alternatives.

400.2 Flood Reduction Hydraulic Capacity Assessment of Improvement Alternatives

This subtask will include:

- Using prior hydrologic analyses previously completed for the Mill Creek dam restoration project, update those analyses to extend downstream from the dam and incorporate runoff tributary to the various road crossings and to the Mill Creek tidal estuary at the tide gate outlet at the Chehalis River; summarize resulting peak flow recurrence interval flows for each roadway crossing.
- Update prior hydraulic model developed for the Mill Creek dam restoration project, to extend downstream within the Project corridor as a HEC-RAS steady-state, step-backwater hydraulic model; use updated survey data and available topography/LiDAR data; run up to 3 simulations within the expected water surface elevations range at the Chehalis River Mill Creek confluence established from available FEMA flood elevation data; summarize results as existing hydraulic profiles and flood levels (no mapping of those is included).
- Complete preliminary sizing of alternative improvements for targeted flood reduction benefits; develop hydraulic model simulations for up to two alternative improvement conditions, simulate hydraulic profiles that compare with existing

conditions; summarize expected community flood reduction benefits in Task 400 technical memorandum.

400.3 Fish Passage and Habitat Enhancement Assessment of Improvement Alternatives (Optional Task)

- Evaluate Mill Creek crossing improvements sizing needs under WDFW Fish Passage Water Crossings Guidelines (using stream simulation method); integrate findings with Subtask 400.2 hydraulic capacity analysis; summarize resulting crossing flow velocities and consistency with targeted fish passage velocity criteria in Task 400 technical memorandum (only if optional task work is authorized).
- Assess fish and terrestrial habitat enhancement opportunities for preferred alternatives, expected to be achieved through placement of large woody debris (LWD) in the improved channel; identify potential constraints and potential effects on flood profiles; summarize suggested habitat enhancement features in Task 400 technical memorandum (only if optional task work is authorized).
- Summarize expected fish passage and stream habitat benefits for the preferred improvements in Task 400 technical memorandum (only if optional task work is authorized).

400.4 Siting Assessment of Improvement Alternatives (Optional Task)

This subtask will include:

- Evaluate potential right-of-way and parcel effects on improvement alternatives; identify potential parcel acquisition and/or easement needs to construct and operate the proposed improvements.

400.5 Cost Opinions for Improvement Alternatives

Develop preliminary quantity and planning-level engineer opinion of probable construction costs (OPCC); summarize expected construction and implementation costs for up to two improvement alternatives.

City Responsibilities

- Provide research and feedback on City rights-of-ways, existing easements, and affected private parcels determined to be needed for project improvements evaluation for Task 400.

Assumptions

- Figure illustrations of conceptual improvement solutions will be preliminary in nature and will be prepared using GIS and/or AutoCAD formats.
- No geotechnical, structural, mechanical, landscape, or other technical disciplines are included for alternatives evaluation and conceptual design development.
- The OPCC is based on the AACE 18R-97 cost estimation classification. Estimate class for this project is assumed to be Class 5
- The summary memorandum for this task is estimated to be up to 5 pages in length and include up to four figures and two additional attachments.

Deliverables

Task 400 deliverable products will include:

- Summary Alternative Development and Evaluation technical memorandum of task products (single submittal, no City comments response to be included for this deliverable); this will include improvements narratives, figures, matrix evaluation table, hydrologic/hydraulic models, and planning level OPCC cost opinion.

Task 500: Improvements Implementation Plan

500.1 Feasibility Evaluation of Improvement Alternatives

This subtask will include:

- Develop a qualitative evaluation which compares the two improvement alternatives against technical and cost feasibility criteria such as flood reduction benefit, fish passage metrics, and planning-level estimates of the OPCC for improvements
- Review matrix with City staff for comment and inputs, and for preferences on selection of recommended improvement components

500.2 Recommend Project Improvements for Phased Implementation Plan

This subtask will include:

- Document recommended improvements components from Subtask 500.1 for inclusion in the implementation plan
- Identify phasing of recommended improvements
- Package improvements as a recommended, phased implementation plan; develop illustrated figures (2 figures assumed) to summarize the recommended plan

500.3 MOIP Report and Target Implementation Schedule

This subtask will include:

- Prepare Draft MOIP report (estimated 20 pages) based on Project services completed to summarize the improvement recommendations
- Develop targeted implementation plan schedule for recommended improvements
- Review with City staff
- Prepare final MOIP report with appended figures, drawings, and technical documentation.

City Responsibilities

- Participate in alternative improvements reviews, and provide comments, inputs, and preferences for selection of Task 500 recommended plan improvement components.
- Provide a single consolidated set of review comments.

Assumptions

- The level of effort for the implementation plan summary report is consistent with an estimated narrative report length of approximately 20 pages exclusive of figures, drawings, and appended technical analysis documentation
- The City comments provided on the alternative improvements will be consolidated and conflict resolved.

Deliverables

Task 500 deliverable products will include:

- Feasibility evaluation matrix table for improvement alternatives. (Excel and PDF formats).
- Recommended improvements plan as illustrated with up to two figures. (PDF format)
- Electronic files for Draft and Final MOIP report for Task 500 documentation (MS Word and PDF formats).

Fee Estimate

The estimated total contract amount to complete the professional services identified in this Scope of Services is offered on a time-and-materials basis not-to-exceed \$142,009 with 3 additional optional tasks totaling \$17,824. Expenses and Subconsultants will be billed at a 5% Markup. Following are estimated professional services costs for the tasks provided in

LABOR ESTIMATE, HDR ENGINEERING STAFF

City of Cosmopolis: Mill Creek Multi-objective Improvements Plan

	Total Labor Dollars	2023 Escalation	HDR Expenses*	Subconsultants*	Total
100 Project Management and Administration	\$ 20,608	\$ 165	\$ -	\$ -	\$ 20,773
100.1 Project Work Plan	\$ 1,050				
100.2 Project Management and Coordination	\$ 7,445				
100.3 Project Administration and Quality Control Review	\$ 12,113				
200 Data Collection and Site Reconnaissance	\$ 13,856	\$ 111	\$ 485	\$ 15,750	\$ 30,202
200.1 Project Kickoff Meeting and Goals/Objectives	\$ 1,047				
200.2 Project Database Review, Data Gaps ID, Survey Reqmts	\$ 6,504				
200.3 Site Reconnaissance Review	\$ 6,305				
300 Community Outreach and City/Agency Communications	\$ 13,497	\$ 108	\$ 74	\$ -	\$ 13,679
300.1 Community Outreach Meetings	\$ 6,340				
300.2 City Coordination Milestone Meetings	\$ 2,395				
300.3 Agency Coordination Communications (Optional Task)	\$ 4,762				
400 Alternative Solutions Development and Evaluation	\$ 46,242	\$ 370	\$ -	\$ -	\$ 46,612
400.1 Identify and Document Improvement Alternatives	\$ 14,704				
400.2 Flood Reduction Hydraulic Capacity Assessment of Improvement Alternatives	\$ 15,099				
400.3 Fish Passage/Habitat Enhance Assessment (Optional Task)	\$ 10,664				
400.4 Siting Assessment of Improvement Alts (Optional Task)	\$ 2,398				
400.5 Cost Opinions for Improvement Alternatives	\$ 3,377				
500 Improvements Implementation Plan	\$ 48,057	\$ 384	\$ 126	\$ -	\$ 48,567
500.1 Feasibility Evaluation of Improvement Alternatives	\$ 12,225				
500.2 Recommended Improvements for Phased Implementation Plan	\$ 16,234				
500.3 MOIIP Report and Target Implementation Schedule	\$ 19,598				
Task Total Fee	\$ 142,260	\$ 1,138	\$ 685	\$ 15,750	\$ 159,833
*Billing Rates are Subject to Actual Escalation. Expenses & Subconsultants will be Billed at a 5% Markup					