



PARKS & PUBLIC WORKS COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE REGULAR MEETING

Tuesday, February 07, 2023, at 5:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Bryan Holloway, Chair

Jolyon Johnson, Councilmember

Ethan Benson, Councilmember

This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.

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Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.
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- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
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CALL TO ORDER & ROLL CALL

PUBLIC COMMENTS

MINUTES

1. Approval of minutes dated August 2, 2022 and January 18, 2023.

AGENDA BILLS

2. **AB23-020:** Task Order 50 with NHC - Stormwater Management Action Plan

Proposed Action: Move to approve Task Order 50 to the agreement with Northwest Hydraulic Consultants for on call stormwater services, and authorize the Mayor to sign.

DISCUSSION

3. Splash Pad Design Discussion.
4. Riverview Playground Update.
5. Fire Station Boiler Project Update.
6. Community Center Expansion Update.

ADJOURNMENT



PARKS & PUBLIC WORKS COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE REGULAR MEETING MINUTES AUGUST 2, 2022

This hybrid meeting was conducted in-person and remotely using teleconferencing technology provided by Zoom in accordance with Governor Inslee's Proclamation 20-28.

CALL TO ORDER & ROLL CALL

Committee Chair Holloway called the meeting to order 5:00 pm

Committee Members:

Committee Chair Bryan Holloway, Councilmember Ethan Benson, and Councilmember Jolyon Johnson (remote) were present.

Mayor Katherine Ross was also present.

City Staff:

Mike Chambless, Parks & Public Works Director
Mike Sauerwein, City Administrator
Drew Bouta, Finance Manager
Others may have appeared but were not identified

PUBLIC COMMENTS - None

MINUTES

1. Minutes from the July 6, 2022 meeting were approved as presented.

AGENDA BILLS

2. **AB22-075:** 2023-2028 Proposed Capital Improvement Plan (CIP). Parks and Public Works Director Mike Chambless spoke to proposed projects in 2023 including repairs to city parks and playground equipment, and city street resurfacing. Discussion followed. Budget Manager, Drew Bouta, then spoke to the question matrix and reviewed the capital improvement plan budget. Mr. Chambless and Mr. Bouta answered Committee questions throughout the discussion.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 6:09 pm.



PARKS & PUBLIC WORKS COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE REGULAR MEETING MINUTES JANUARY 18, 2023

This hybrid meeting was conducted in-person and remotely using teleconferencing technology provided by Zoom in accordance with Governor Inslee's Proclamation 20-28.

CALL TO ORDER & ROLL CALL

Committee Chair Holloway called the meeting to order 5:00 PM

Committee Members:

Committee Chair Bryan Holloway, Councilmember Ethan Benson, and Councilmember Jolyon Johnson were present.

Mayor Katherine Ross and Councilmember Cara Christensen were also present. Amy Ockerlander, from King County Department of Natural Resources and Parks was in attendance.

City Staff:

Mike Chambless, Parks & Public Works Director
Joan Quade, Administrative Assistant
Mike Sauerwein, City Administrator
Andrew Vining, Project Engineer
Jimmie Betts, IT Support

Drew Bouta, Budget Manager
Bob Sterbank, City Attorney
Jen Ferguson, Finance & HR Director
Janna Walker, Budget Analyst

PUBLIC COMMENTS

None

MINUTES

January 4, 2023 minutes were approved as written.

DISCUSSION ITEM: The Re+ Pledge discussion item was moved and held prior to Agenda Bills. Amy Ockerlander, Government Relations Administrator, Solid Waste Division, for King County Department of Natural Resources and Parks was on hand for questions.

AGENDA BILLS

AB23-003: Water Reclamation Facility Phase 3 Early Procurement of Electrical Gear

Non-consent: Add to Council Agenda under Reports

AB23-0012: Update to Lift Station 1 Force Main Improvements and Amendment to RH2 Services Agreement

Consent: Add to Council Agenda

DISCUSSION

1. A brief discussion was held regarding finding information on garbage, recycling, and yard waste. A direct link to Waste Management has been added to the City's website. The City will reinforce messaging and communications to the public quarterly.
2. Director Reports
 - a. Staffing update was provided.
 - b. A brief update was provided on the status of current projects.

ADJOURNMENT

There being no further business to come before the Committee, Committee Chair Holloway adjourned the meeting at 5:58 PM.

Minutes taken by Joan Quade, Administrative Assistant

Recorded meeting audio is available on the City website after the meeting.

Minutes approved at the _____, 2023 Parks & Public Works Committee Meeting



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB22-020
February 13, 2023
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB23-020: Task Order 50 for the Agreement for Professional Services with Northwest Hydraulic Consultants for On Call Stormwater Services	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
RECOMMENDED ACTION:	Move to approve AB23-XXX: Task Order 50 for the agreement with Northwest Hydraulic Consultants for on call stormwater services, and authorize the Mayor to sign.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Parks & Public Works		
STAFF:	Patrick Fry, Project Engineer		
COMMITTEE:	Parks & Public Works	Meeting Date: February 7 th , 2023	
COUNCIL LIAISON:	Matthew Laase	Jo Johnson	Ethan Benson
EXHIBITS:	1. Task Order 50 a. Exhibit 1 - Scope of Work & Compensation		

AMOUNT OF EXPENDITURE	\$ 79,721
AMOUNT BUDGETED	\$ 173,948
APPROPRIATION REQUESTED	\$ 0

SUMMARY

SUMMARY STATEMENT

The City is required to submit an annual report to the Department of Ecology outlining how the City is maintaining compliance with stormwater requirements to receive a National Pollutant Discharge Elimination System (NPDES) permit. Northwest Hydraulic Consultants (NHC) is creating the Stormwater Management Action Plan (SMAP), which is a critical part of the NPDES Stormwater Permit. The City has been working with NHC on the SMAP over the past 2 years, and Task Order 50 is the final leg of the SMAP as the final report is due this year.

BACKGROUND

The NPDES is a national program that requires municipalities to manage stormwater discharges, educate the public, and rehabilitate impaired watersheds. The stormwater permit is an evolving document, with

requirements that build upon previous years' submittals. For this reason, it is imperative that the City stay on top of the yearly requirements to avoid falling behind from compounding issues.

Council approved an on-call contract with NHC in 2017 for hydraulics, hydrology, and related fields. NHC was contracted in 2021 to complete a priority watershed analysis for the NPDES 2022 submittal, being the first leg of the SMAP. NHC was contracted again in March 2022, to continue work on the SMAP, creating a Receiving Watershed Prioritization. The proposed contract will authorize continued collaboration with NHC to complete the 3rd and final leg of the SMAP, creating the full stormwater management action plan.

BUDGET IMPACTS

Administration recommends approval of the agreement with NHC in the amount of \$79,721 to support the annual NPDES Stormwater Permit. The City budgeted \$173,948 for NPDES Stormwater Permit work over the Biennium. During the current Biennium, \$13,768 has been incurred, with a remaining \$30,070 encumbered for a council-approved contract. The City will have a remaining budget of \$50,389 for the 2023-2024 biennium subsequent to the approval of the agreement with NHC. Sufficient appropriation exists within the current 2023-2024 Biennial Budget (Stormwater Operations Fund #403) to fund the agreement.

RECOMMENDED ACTION

Move to approve Task Order 50 to the agreement with Northwest Hydraulic Consultants for on call stormwater services, and authorize the Mayor to sign.

January 31, 2023

Patrick Fry and Jeff Hamlin
City of Snoqualmie Public Works Department
PO Box 987
38624 SE River St.
Snoqualmie, WA 98065

Re: Task Order No. 50, Stormwater Management Action Planning (SMAP) Support, Phase III

Dear Patrick and Jeff:

Enclosed for your review and signature are two copies of Task Order No. 50 under the on-call services contract with the City of Snoqualmie (City) and Northwest Hydraulic Consultants Inc. (NHC). Under the Task Order NHC will provide support to Phase III of the City's Stormwater Management Action Plan (SMAP) development effort, which is required of NPDES Phase-II jurisdictions.

The following "Agreement of Professional Services" provides additional detail on the tasks to be completed. A cost breakdown is attached for our estimated budget of \$79,721 to be billed on a time and expenses basis. Please let me know if you have any questions or concerns. We look forward to working with you on this project.

Sincerely,

NORTHWEST HYDRAULIC CONSULTANTS



Derek L. Stuart, P.E.

ON-CALL SERVICES

HYDROLOGY, HYDRAULICS & STORMWATER MANAGEMENT

TASK ORDER NO. 50

STORMWATER MANAGEMENT ACTION PLAN (SMAP) SUPPORT Phase III

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made this 31th day of January 2023, by and between **Northwest Hydraulic Consultants Inc.**, hereinafter called "NHC," and the **City of Snoqualmie**, hereinafter called the "CITY."

NHC has an Agreement dated 17, January 2017 with the CITY, which is herein referred to as the **Prime Agreement**, and which provides for NHC performing unspecified professional services in hydraulics, hydrology, and related fields on an on-call basis, with specific work items to be identified in subsequent **Task Orders**.

The City of Snoqualmie (City) has requested that Northwest Hydraulic Consultants (NHC) provide support of the City's Stormwater Management Action Plan (SMAP) development effort, which is required of NPDES Phase-II jurisdictions.

The professional service which the CITY has employed NHC to perform under this Agreement constitutes **Task Order No. 50** under the provisions of the **Prime Agreement** and is generally described as follows:

1. **SCOPE OF WORK.** NHC, acting as additional CITY staff, shall perform services as directed by the CITY Planning Director, to assist the CITY of Snoqualmie with the SMAP development effort. Specific tasks include:

Task 1. Project Management and Coordination

NHC will track budget and progress of work and prepare and submit consolidated monthly invoices and progress reports to the City.

Assumptions:

- It is assumed that all check-in meetings will be held virtually (by telephone or video conference).
- All deliverables will be submitted in electronic format.

Deliverables:

- Monthly invoices and progress reports for duration of project

Anticipated Schedule:

- January 2023 – June 2023

Task 2. Stormwater Management Action Plan

The objective of this task is to develop an Ecology-approved stormwater management action plan for the Kimball Creek basin. The plan will include capital projects (stormwater retrofits) as well as programmatic management actions (as per S.5.C.1.iii.b-d).

NHC will perform parcel-scale overlay analysis in GIS to identify potential retrofit sites in Kimball Creek. Factors to be considered will include presence and condition of existing stormwater facilities (including improvement needs or identified retrofit opportunity), property ownership, drainage area and upstream land use, infiltration potential, opportunity to coordinate with other projects, proximity to the drainage system, and topography. Our team will work with the City to develop preliminary screening criteria to create a list of 15 potential retrofit sites. NHC will conduct up to two days of preliminary field feasibility to identify opportunities or potential fatal flaws at the selected sites. Geotechnical information, including slope hazards and infiltration feasibility, will be based on best available data.

NHC will work with City staff, including stormwater, planning, and operations and maintenance staff, to develop a list of potential facility types, programs, and management actions consistent with City resources and protocols. Proposed facility types will be identified for each of the potential retrofit sites. NHC will present potential projects to City staff and work with the City to select three retrofit projects for conceptual design.

NHC will develop 10% conceptual designs and planning-level cost estimates for the three most promising project sites. Utility locate or boundary and right-of-way research and survey are beyond the scope of this work and would be coordinated by City staff, as needed. NHC will prepare brief (approximately 2-page) project summary sheets for each concept, including project description, cost, site schematic drawing, and description of project benefits and performance metrics (e.g. area treated).

NHC will work with the City to determine relative priority and phasing for the capital and non-capital projects (short-term actions to be completed within 6 years and long-term actions to be completed within 7 to 20 years). The project list is expected to include projects developed to conceptual design as well as others identified as feasible but not advanced to conceptual design.

Assumptions:

- City will coordinate and provide required utility locate services and boundary and right-of-way research and survey.
- All deliverables will be submitted in electronic format.
- Stakeholder engagement will be led by City staff.

Deliverables:

- 10% concept design plans for 3 projects
- Project summary sheets for 3 projects, including 10% planning level cost estimates
- Draft and final Stormwater Management Action Plan

Anticipated Schedule:

- January 2023 – March 2023, Ecology reporting
- April 2023 – June 2023, Concept drawings and final reporting

2. **PERIOD OF SERVICE.** The period for services provided under this Task Order shall begin on January 19, 2023 and expire on December 31, 2023.

3. **COMPENSATION.** The CITY shall pay NHC on a time and materials basis at NHC's current rates, as agreed to in the Prime Agreement, provided the total compensation payable under this Task Order shall not exceed \$79,721 without the authorization of the CITY.

The expected breakdown of work between NHC and its subcontractor RH2 is outlined in the following table.

Total Task Assignment (sub-consultant included as expense)								
TASK DESCRIPTION	Principal	Engineer 2	GIS Analyst	Technical Editor	Total Hours	Labor Cost	Direct Expense	Task Totals
NHC Detail								
Task 1. Project Management & Coordination	4	0	6	0	10	\$ 2,060	\$ -	\$ 2,060
Monthly invoicing & progress reports	4		6		10	\$ 2,060	\$ -	\$ 2,060
Task 2 – Stormwater Management Action Plan (SMAP)	38	56	80	16	190	\$ 33,140	\$ 130	\$ 33,270
Coordination & check-ins	2		8		10	\$ 1,780	\$ -	\$ 1,780
Retrofit site identification	4	20	40		64	\$ 10,060	\$ -	\$ 10,060
Site feasibility	4				4	\$ 1,160	\$ 130	\$ 1,290
Conceptual design	4	20	8		32	\$ 5,260	\$ -	\$ 5,260
Plan development	24	16	24	16	80	\$ 14,880	\$ -	\$ 14,880
Total NHC Hours								
	42.0	56.0	86.0	16.0	200.0			
Billing Rate (\$/hr)								
	290.00	145.00	150.00	125.00				\$35,330
Direct Expense Detail								
			Units			Rate		Cost
Mileage			198			0.655		\$130
Total								
								Cost
NHC Labor								\$35,330
NHC Direct Expense								\$130
Sub-Consultant Expense (including 10% markup)								\$44,262
Total Task Assignment								\$79,721

Sub-Consultant (RH2) Hours and Fee									
TASK DESCRIPTION	Project Manager	Staff Engineer	Project Accounting	Admin. Support	Total Hours	Labor Cost	Direct Expense	Labor + Direct	Task Total
Task 1. Project Management & Coordination	8	0	4	2	14	\$ 3,068	\$ 76	\$ 3,144	\$3,458
Project and Team Management	2				2	\$ 530	\$ 13	\$ 543	
Invoicing/Communication	4		4		8	\$ 1,692	\$ 42	\$ 1,734	
Project Files	2			2	4	\$ 846	\$ 21	\$ 867	
Task 2. Stormwater Management Action Plan (SMAP)	65	95	0	8	168	\$ 33,784	\$ 3,310	\$ 37,094	\$40,803
Review Initial Retrofit Sites	3	3			6	\$ 1,278	\$ 87	\$ 1,365	
Retrofit Site Field Review and Refinement	24	24			48	\$ 10,224	\$ 1,118	\$ 11,342	
Meet Re: Land Management and Stormwater Management	2	2			4	\$ 852	\$ 76	\$ 928	
Present Results with NHC to the City	4	6			10	\$ 2,026	\$ 188	\$ 2,214	
Retrofit Sites Conceptual Design	12	40			52	\$ 9,620	\$ 1,121	\$ 10,741	
Implementation Schedule	8	8			16	\$ 3,408	\$ 250	\$ 3,658	
Assist with Future Assessment Approach	4	4			8	\$ 1,704	\$ 125	\$ 1,829	
SMAP Deliverable	8	8		8	24	\$ 4,672	\$ 345	\$ 5,017	
Total Hours	73.0	95.0	4.0	10.0	182.0				
Billing Rate (\$/hr)	265.00	161.00	158.00	158.00			Sub-total	\$40,238	
							10% Sub-Consultant Markup	\$4,024	
							Total Sub-Consultant Fee		\$44,262

4. ADDITIONAL CONTRACT REQUIREMENTS. All other contract requirements are as specified in the Prime Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the day and year first above written.

CLIENT:

CITY OF SNOQUALMIE, WASHINGTON

Signature: _____

Name: _____

Title: _____

Address: _____

Telephone: _____

Date of Execution:

NORTHWEST HYDRAULIC CONSULTANTS INC.

Signature: 

Name: Derek Stuart

Title: Principal

Address: 12787 Gateway Drive S.

Tukwila, WA 98168

Telephone: (206) 241-6000

Date of Execution:

January 31, 2023

SCHEDULE OF STANDARD CHARGES (Effective December 2022)

Labor Category	Fee Rate (\$US/hour)
Principal	290
Principal T3 / Sr. Project Engineer 1	270
Sr. Project Engineer/Scientist 2	235
Sr. Engineer/Scientist 1	205
Sr. Engineer/Scientist 2	190
Engineer/Scientist 1	170
Engineer/Scientist 2	145
Jr. Engineer/Scientist	135
GIS Analyst 1	150
GIS Analyst 2	120
Sr. CAD Designer	165
CAD Designer	125
Sr. Engineering Technician	155
Engineering Technician 1	140
Engineering Technician 2	125
Jr. Engineering Technician	105
Sr. Engineering Lab Technician	155
Engineering Lab Technician	125
Sr. Contract Administrator	190
Sr. Technical Editor	150
Technical Editor	125
Office Administrator	100

Labor costs subject to annual escalation adjustment in October to reflect cost of living and merit salary increases. Refer to separate schedules for field and laboratory equipment charges.

Handling Charges / Fees

Markup on Subconsultants.....	10%
Markup on Reimbursables	10%
Markup on Travel/Subsistence	10%

Plotting \$/sheet

Plots, bond, 11 x 17	\$2.00
Plots, bond, D size	\$4.00
Plots, oversize (running foot)	\$2.00

Photocopies \$/sheet

B&W 8½ x 11	\$0.10
B&W 11 x 17	\$0.15
Color 8½ x 11	\$1.00
Color 11 x 17	\$2.00

EXHIBIT B RH2 ENGINEERING, INC. 2023 SCHEDULE OF RATES AND CHARGES		
RATE LIST	RATE 2023	UNIT
Professional I	\$161	\$/hr
Professional II	\$178	\$/hr
Professional III	\$198	\$/hr
Professional IV	\$217	\$/hr
Professional V	\$233	\$/hr
Professional VI	\$247	\$/hr
Professional VII	\$265	\$/hr
Professional VIII	\$278	\$/hr
Professional IX	\$278	\$/hr
Technician I	\$126	\$/hr
Technician II	\$137	\$/hr
Technician III	\$154	\$/hr
Technician IV	\$169	\$/hr
Technician V	\$184	\$/hr
Technician VI	\$203	\$/hr
Technician VII	\$220	\$/hr
Technician VIII	\$231	\$/hr
Administrative I	\$84	\$/hr
Administrative II	\$98	\$/hr
Administrative III	\$117	\$/hr
Administrative IV	\$137	\$/hr
Administrative V	\$158	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Mileage	\$0.6550	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	