

**CITY OF STEVENSON
PROFESSIONAL SERVICES CONTRACT**

9.c.1

This contract is between the **City of Stevenson**, hereafter called City, and Murray, Smith and Associates, Inc, hereafter called Contractor. City's Contract Administrator for this contract is Karl Russell.

Effective Date and Duration

This contract shall become effective on the date at which every party has signed this contract. This contract shall expire, unless otherwise terminated or extended on December 31, 2017.

Statement of Work

(a) The statement of work and Special Terms and Conditions (if any) are contained in Exhibit A attached hereto and by this reference made a part hereof.

Consideration

- (a) City agrees to pay Contractor for accomplishment of work completed at the hourly rates listed in Exhibit B, not to exceed \$64,880 total, including any allowable expenses.
- (b) Interim payments shall be made to Contractor based on monthly invoices for work completed, payable within 30 days of receipt of each invoice.

Travel and other expenses

Reimbursement of travel and other expenses is allowed only in accordance with City travel policy effective at the time of contract execution except as further defined in Exhibit A.

Amendments

The terms of this contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written instrument signed by both parties.

Terms and conditions listed on page two

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CONTRACTOR DATA, CERTIFICATION, AND SIGNATURE

Name (please print): Murray, Smith & Associates, Inc.	Address:
Federal Tax ID No: _____	400 E. Mill Plain Blvd, Suite 203 Vancouver, WA 98660

Citizenship:	Non resident alien	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Business Designation (Check one):	<input type="checkbox"/> Individual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sole Proprietorship
	<input type="checkbox"/> Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estate/Trust
	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Service Corporation
	<input type="checkbox"/> Governmental/Nonprofit				

Payment information will be reported to the IRS under the name and taxpayer ID number provided above. Information must be provided prior to contract approval. Information not matching IRS records could subject Contractor to 31 percent backup withholding.

I, the undersigned: agree to perform work outlined in this contract in accordance to the terms and conditions (listed on the front and backside and made part of this contract by reference) and the statement of work made part of this contract by reference hereby certify under penalty of perjury that I/my business am not/is not in violation of any Washington tax laws; and hereby certify I am an independent contractor. As noted in No. 21 of the Standard Contract Provisions, where required for Federal funding, Contractor certifications and signatures apply to Exhibits C and D.

Approved by the Contractor: _____
Signature Date

Approved by the City: _____
Frank Cox, Mayor Date

Approved by Council: _____
Date

STANDARD CONTRACT PROVISIONS FOR PERSONAL SERVICES (NON-PERS MEMBERS)

1. Retirement System Status

Contractor is not a contributing member of the Public Employees' Retirement System and is responsible for any federal or state taxes applicable to any compensation or payments paid to contractor under this contract. Contractor is not eligible for any benefits from these contract payments of federal Social Security, unemployment insurance, or workers compensation except as a self-employed individual.

2. Effective Date and Duration

The passage of the contract expiration date (as recorded on reverse side) shall not extinguish, prejudice or limit either party's right to enforce this contract with respect to any default or defect in performance that has not been cured.

3. Government Employment Status

If this payment is to be charged against federal funds, Contractor certifies it is not currently employed by the federal government.

4. Subcontractors and Assignment

Contractor shall not enter into any subcontractors for any other work scheduled under this contract without prior written consent of the City. Subcontractors exceeding \$20,000 in cost shall contain all required provisions of the prime contract.

5. Dual Payment

Contractor shall not be compensated for work performed under this contract by any other municipality of the State of Washington.

6. Funds Available and Authorized

City certifies at the time of contract execution that sufficient funds are available and authorized for expenditure to finance costs of this contract within the City's appropriation or limitation.

7. Termination

- (a) This contract may be terminated by mutual consent of both parties, or by the City upon 30 days' notice in writing and delivered by certified mail or in person.
- (b) City may terminate this contract effective upon delivery of written notice to the Contractor, or at such later date as may be established by the City, under any of the following conditions:
 - (i) If City funding from federal, state or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quality of services. The contract may be modified to accommodate a reduction in funds.
 - (ii) If federal or state regulations or guidelines are modified, changes or interpreted in such away that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract.
 - (iii) If any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this contract is for any reason denied, revoked or no renewed. Any such termination of this contract under subparagraphs 7(a) or 7(b) shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.
- (c) The City may terminate the whole or any part of this agreement by written notice of default (including breach of contract) to the Contractor.
 - (i) If the Contractor fails to provide services called for by this contract within the time specified herein or any extension thereof, or
 - (ii) If the Contractor fails to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from the City, fails to correct such failures within 10 days or such other period as the City may authorize.

The rights and remedies of the City provided in the above clause related to defaults (including breach of contract) by the Contractor shall not be exclusive and are in addition to any other rights and remedies provide by law or under this contract.

8. Access to Records

City, the Secretary of State's Office of the State of Washington, the federal government, and their duly authorized representatives shall have access to the books, documents, papers and records of the Contractor directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcripts of the period of three (3) years after final payment. Copies of applicable records shall be made available upon request. Payment for cost of copies is reimbursable by City.

9. State Tort Claims Act

Contractor is not an officer, employee or agent of the State or City as those terms are used in RCW 4.96.020.

10. Compliance with Applicable Law

Contractor shall comply with all federal, state and local laws and ordinances applicable to the work under this contract.

11. Indemnification

- (a) Indemnity-Claims for Other than Professional Liability
Contractor shall defend, save and hold harmless the City, their officers, agents and employees from all claims, suites or actions of whatsoever nature, including international acts resulting from or arising out of the Contractor or its subcontractors, agents or employees under this agreement. The Contractor waives, with respect to the City, its immunity under industrial insurance, Title 51 RCW. This waiver has been mutually negotiated by the parties. This indemnification shall survive the expiration or termination of this Agreement.
- (b) Indemnity-Claims for Professional Liability

Contractor shall defend, save and hold harmless the City, their officers, agents and employees, from all claims, suites or actions arising out of the professional negligent acts, errors or omissions of Contractor or its subcontractors and subconsultants, agents or employees in performance of professional services under this agreement.

12. Insurance

- (a) Liability Insurance. Contractor shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of the contractor, the City, its commissioners, employees, and agents. Coverage shall include personal injury, bodily injury, including death, and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Contractor's operations, in an amount not less than \$1,000,000.00 combined single limit per occurrence. Such insurance shall name the City as an additional insured with a coverage endorsement at least as broad as ISO CG 20 10 10 01.
- (b) Workers' Compensation Coverage. Contractor certifies that Contractor has qualified for State of Washington Workers' Compensation coverage for all Contractor's employees who are subject to Washington's Workers' Compensation statute, either as a carrier-insured employer as provided by RCW Chapter 51 or as a self-insured employer.
- (c) Certificates. Within 10 calendar days after full execution of this contract, Contractor shall furnish the City with certificates evidencing the date, amount, and type of insurance required by this contract. All policies shall provide for not less than thirty (30) days' written notice to the City before they may be canceled.
- (d) Primary Coverage. The coverage provided by insurance required under this contract shall be primary, and shall not seek contribution from any insurance or self-insurance carried by the City.

13. Ownership of Work Product

All work products of the Contractor which result from this contract are the exclusive property of the City.

14. Nondiscrimination

Contractor agrees to comply with all applicable requirements of federal civil rights and rehabilitation statutes, rules and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990 (Pub L No. 101-336) including Title II of that Act, and all regulations and administrative rules established pursuant to that law.

15. Successors in Interest

The provisions of this contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

16. Execution and Counterparts

This contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

17. Force Majeure

Neither party shall be held responsible for delay or default caused by fire, civil unrest, labor unrest, acts of God and war which is beyond such party's reasonable control. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance or its obligations under the contract.

18. Severability

The parties agree that if any terms or provisions of this contract is declared by the court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular terms or provisions held to be invalid.

19. Errors

The contractor shall perform such additional work as may be necessary to correct errors in the work required under this contract without undue delays and without additional cost.

20. Waiver

The failure of the City to enforce any provisions of the contract shall not constitute a waiver by the City of that or any other provision.

21. Other Requirements

When federal funds are involved in this contract, Contractor Debarment and Non-Collusion certifications and signatures apply to Exhibit C and D.

22. Governing Law

The provisions of this contract shall be construed in accordance with the provisions of the laws of the State of Washington. Any action or suit involving any question arising under this contract must be brought in the appropriate court of the state of Washington, Skamania County.

23. Attorney Fees

The prevailing party shall be entitled to reasonable attorney fees at trial and on appeal in an action brought with respect to this contract.

24. Merger Clause

THIS CONTRACT AND ATTACHED EXHIBITS CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THE CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE IF MADE, SHALL BE EFFECTIVE ONLY IN SPECIFIC INSTANCES AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. CONTRACTOR, BY THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

**EXHIBIT A
SCOPE OF WORK
CITY OF STEVENSON
WATER SYSTEM PLAN UPDATE
MAY 17, 2016**

Project Overview and Understanding

Murray, Smith & Associates, Inc. (MSA) has developed the following scope of work and fee estimate for updating the City of Stevenson (City) Water System Plan (Plan). The City plans to update its water system plan to provide a capital improvement plan that will meet the City's needs and fulfill regulatory requirements governed by the Washington State Department of Health (DOH) Office of Drinking Water (ODW) and in accordance with Washington Administrative Code (WAC) 246-290-100.

MSA understands that the City desires the following with this project:

- Update and address all elements to comply with DOH guidelines, such as documenting recent system data, analyses, capital improvement projects, Operations & Maintenance (O&M) program, water conservation program and supplemental documents.
- Evaluate the existing water system and capital improvements program (projects & budget) previously developed and documented in the current Plan. This evaluation will result in an updated capital improvement program that prioritizes needs during the six-year, 10-year and 20-year planning periods and provide a resource for the City to use in budgeting and scheduling future water system improvements.
- Address any changes in regulations since 2007 such as updates to Municipal Water Law/Water Use Efficiency Rule, Cross Connection Control, and applicable sections of the WAC.
- The water comprehensive plan update must meet the requirements of the State of Washington Growth Management Act (GMA) and be consistent with Skamania County land use policies.
- Outline a plan for future water supply sources to meet the City's long-term needs. The plan will identify recommended future actions to evaluate the existing water treatment plant and raw water pumping facilities, the existing well, and hydrogeologic studies to identify potential new groundwater sources.
- Complete the Plan and submit for DOH review and approval.

This project scope of work is organized into the following phases:

- Phase 1 – Water System Plan Update and Regulatory Review Plan Submittal
- Phase 2 – Regulatory Review Plan Revisions and Final Plan Submittal
- Phase 3 – System Map Development

Phase 1 - Water System Plan Update and Regulatory Review Plan Submittal

The proposed scope of work for the City of Stevenson Water System Plan update has been developed based on our understanding of the work to be performed. MSA's proposed work program for Phase 1 is organized by the following tasks:

- Task 1 – Project Management and Coordination**
- Task 2 – DOH Pre-planning Conference**
- Task 3 – Data Collection**
- Task 4 – Update Water System Plan Chapters**
- Task 5 – Update Water System Plan Appendices**
- Task 6 – Develop Draft Water System Plan**
- Task 7 – City Review Meeting**
- Task 8 – Develop and Distribute Regulatory Review Plan**

Detailed descriptions of each project work task follows:

Task 1 – Project Management and Coordination

This task provides for project management and coordination. The detailed subtasks are as follows:

- 1.1 Correspondence and Coordination with City** - Coordination will be through the City's Project Manager. Coordination with the City Project Manager via phone conversations and e-mail will include the communication of project status, work activities, and issues requiring City input.
- 1.2 Invoicing and Progress Reports** - MSA's Project Manager will monitor project costs and manage budget and billing tasks, including preparation and submission of monthly invoices and progress reports.
- 1.3 Quality Assurance/Quality Control (QA/QC)** – Perform in-house quality assurance reviews of all deliverables.

Assumptions

- Project duration is anticipated to be 12 months
- Invoices and progress reports will be submitted monthly

MSA Deliverables

- Monthly progress reports and invoices

Task 2 – DOH Pre-planning Conference

This task provides for preparation and participating in a pre-planning conference with DOH. The detailed subtasks are as follows:

- 2.1 DOH Preplanning Conference** - Prepare for and attend preplanning conference with City staff and DOH. Prepare meeting minutes to document discussion and key issues.

Assumptions

- Up to two MSA staff members will attend the preplanning conference.

MSA Deliverables

- Meeting notes from the preplanning conference.
- Proposed scoping modifications if necessary based on DOH input.

Task 3 – Data Collection

This task provides for data collection and coordination with City staff for implementation of the project. The detailed subtasks are as follows:

- 3.1 Data Collection and Review** - MSA will coordinate with the City during the data collection process to ensure all information is gathered prior to developing draft report sections. MSA will prepare and maintain a list of data needs and updates as data is obtained. MSA will coordinate with the City during the data collection process to ensure all information is gathered in advance of initiating the work program. MSA staff will also conduct a site visit to the City’s water system facilities and meet with City staff to identify any changes in the water system since the 2007 Plan.

Assumptions

- Up to two MSA staff members will visit water system facilities with City staff to confirm facility conditions.
- MSA will meet with City staff to discuss water system improvements completed since the 2007 Plan.
- Facility visits and meetings with City staff will be accomplished in one day.

Task 4 – Update Water System Plan Chapters

This task provides for updating each chapter in the Plan. Under this task, draft sections will be prepared and submitted to the City electronically for review and comment. MSA will address and respond to City review comments. The detailed subtasks are as follows:

- 4.1 Introduction** - Update the background of the Plan and summarize changes in the water system planning requirements. Summarize content and organization of the Plan.
- 4.2 Water System Description** – Update the existing water system information with new system information not included in the existing Plan. Elements of this subtask will include:
- 1) Review related plans and update information relative to the City. Update service area descriptions and agreements sections. Update description of existing water system facilities and operation of the water system.

- 2) Update the water system laws, policies list and summarize satellite system management, system interties, wholesale customers, and customer complaints.
- 3) Include the following figures:
 - Vicinity Map
 - Existing Water System
 - Service Area

4.3 Basic Planning Data – Update the basic planning data chapter with the following items as they pertain to the water system:

- 1) **Planning Period, Land Use and Populations** – Using the applicable City Comprehensive Plan and Planning Department data, update land use information, historical population data and population projections. Elements of this subtask will include:
 - A. Review the latest Comprehensive Plan and Planning Department data and update land use information, historical population data and population projections. Include the City’s updated land use figure in the Plan.
- 2) **Water Demands** – Historical water demands will be evaluated to assist in developing future demand projections for the planning period identified in the Plan. Elements of this subtask will include:
 - A. Update historical water supply data and tabulate on an annual basis for each year from 2007 through 2015.
 - B. Update historical metered consumption data for each customer class and tabulate on an annual basis for each year from 2007 through 2015.
 - C. Calculate unaccounted-for water, distribution system leakage, and provide estimates for non-revenue uses.
 - D. Calculate water system peaking factors from review and evaluation of hourly and daily supply and reservoir data from the City’s records as available. If data available cannot be used to determine peak demand factors, MSA will utilize DOH standards and data readily available from similar systems to assign peak demand factors.
 - E. Calculate average day demand, peak day demand, and peak hour demand.
 - F. Develop demand projections on an annual basis for the first six (6) and ten (10) years and as a single projection for the 20-year period.
 - G. Calculate equivalent residential units (ERUs) using water consumption and supply data.

- H. Document the City's past water use efficiency efforts and its impact on water usage over the past several years.

4.4 Water Rights, Water Quality and Water Source Evaluation Plan – Update this section of the Plan as required to meet the latest regulations and changes to the system. Work with the City to develop a plan for evaluating the current water source(s) and potential alternate source(s) to meet the City's long-term water needs. Elements of this subtask include the following:

1) **Water Rights and Water Quality** – Elements of this task will include:

- A. Summarize current water rights.
- B. Summary of current water quality monitoring requirements and results from past years.
- C. Summary of known future drinking water regulations.

2) **Water Source Evaluation** – Elements of this task will include:

- A. The City will conduct a drawdown test on the existing Hegewald well to determine its capacity and yield. The results of the drawdown test will provide the basis for MSA's work.
- B. MSA will provide CIP recommendations for future evaluations of: 1) the City's WTP to correct existing deficiencies and bring the plant into compliance with current and anticipated future drinking water standards if it is to remain online, 2) potential new groundwater sources in the vicinity of the Hegewald well if the drawdown test shows the existing well has sufficient capacity to meet the City's needs, and 3) potential new groundwater sources near the Columbia River if the drawdown test does not show the existing well has sufficient capacity to meet the City's needs.
- C. MSA will provide planning level cost estimates for completing the above future evaluation projects, both design and construction as well as a recommended timeline for completing the above mentioned projects in a time period agreed upon with the City.
- D. MSA will provide recommendations for funding sources that have the potential for supporting these types of projects.

4.5 Water System Evaluation and Assessment – Analyze the water system based on updated water demands to evaluate the existing system and any changes to the system since 2007, identify system deficiencies and assist in identifying capital improvements. Elements of this subtask include the following:

- 1) **Water System Analysis** – Improvements identified in the 2007 Plan will be reviewed along with the completion status with City staff. Elements of this subtask will include:
 - A. Conduct pressure zone analysis to evaluate zone boundaries and minimum and maximum pressures.
 - B. Perform supply analysis to evaluate the capability of existing supply facilities to meet existing and future demands of the system.
 - C. Perform booster pump station analysis to evaluate the capability of the existing pump stations to meet the existing and future supply requirements.
 - D. Perform storage analysis to evaluate the capability of existing storage facilities to meet existing and future storage requirements.
 - E. Update proposed improvements based on projects completed since the 2007 Plan. Update improvements based on analysis and input provided by City staff.
 - F. Evaluate pressure reducing stations, interties and SCADA system, noting improvements completed since 2007.
 - G. Perform system capacity analyses as required by the Municipal Water Law.
 - H. Summarize results of the previous hydraulic analysis.

- 2) **Water System Improvements** – The City’s Capital Improvement Program (CIP) will be updated to carry forward improvements previously identified but not completed and new improvements identified herein. Elements of this subtask will include:
 - A. Summarize water system improvements completed since 2007.
 - B. Describe new water system improvements. Water main improvements will be grouped and described as a whole.
 - C. Prepare planning level cost estimates for all improvements, utilizing recent construction bid tab data.
 - D. Coordinate with City staff to establish criteria for prioritizing and scheduling improvements. Using the criteria, prioritize and schedule all improvements.
 - E. Prepare table of all improvements, showing project costs and implementation schedule.
 - F. Update the Proposed Capital Improvements figure.

- 4.6 Improvement Program** – Outline the general and specific improvements to be implemented during the planning period. Tables identifying the near-term and long-term improvements will be created to provide a convenient source for the City to reference when assessing upcoming improvement projects.
- 4.7 Hydraulic Analyses** - Update the hydraulic model to reflect capital improvements completed and conduct hydraulic analyses to confirm system pressures and capital improvement projects identified in the 2007 Plan. This is an anticipated task and will only be completed if required by the State or the City. MSA assumes the City will provide a copy of the current hydraulic model and that a new model will not need to be created.
- 4.8 Financial Program** – MSA will coordinate with the City to review and update the financial program. MSA assumes the 2007 Plan will serve as a template for the current update and that an independent financial consultant will not be required. Financial viability worksheets will be updated by the City. MSA will provide information on available funding sources to complete the CIP funding summary.
- 4.9 Water Conservation Program** - MSA will assist the City with developing a Water Conservation Program. Elements of this subtask will include:
- 1) Identifying goals and objectives of the water conservation program.
 - 2) Describing water conservation program measures.
 - 3) Discuss the water use efficiency rule and what the City is doing to comply with it.
- 4.10 Operations and Maintenance** - MSA will assist the City with developing an Operations and Maintenance Program. Elements of this subtask will include:
- 1) A list of staff, certifications and responsibilities will be provided by the City.
 - 2) A list of preventive maintenance tasks as necessary will be provided by the City.
 - 3) A list of recommended operation and maintenance improvements will be generated by MSA with input from the City.
 - 4) MSA will coordinate with the City to analyze general staffing requirements to identify future needs to achieve all operation and maintenance tasks.

Assumptions:

- City will provide electronic files of figures from the previous plan including: existing water service area and proposed expansion boundaries, land use and urban growth boundaries (as applicable).
- City will complete initial coordination with local planning authorities regarding current land use, population and population forecast figures.
- City will provide base mapping for the existing water system for the purpose of preparing Capital Improvement Plan graphics.
- It is assumed no new system mapping will be prepared. City to provide a current water system map to be included in plan submittal.
- City will provide hydraulic profile exhibits from the previous plan to be included in the current update.
- Hydraulic modelling will be completed on an as-needed basis. City to provide copy of previous model and summary report.
- The distribution system capital improvements identified in the current plan are assumed to remain valid and will be updated based on work completed since the last planning effort.
- The City will be the lead for updating the financial summary.
- Water system descriptions and general information in the 2007 Plan is still largely valid and minimal updates will be required.
- Major updates will be documented primarily in tabular format.

MSA Deliverables

- Updated water system plan chapters.
- Updated historical and projected demands, populations, capital improvement projects and system analyses.

Task 5 – Update Water System Plan Appendices

This task provides for required elements to be included in the appendices, consisting of the most recent information available. The detailed subtasks are as follows:

5.1 Review Documents Prepared by City – Review existing documents prepared by the City and provide recommended improvements to meet current regulatory requirements:

- 1) Water Use Efficiency Program
- 2) Cross Connection Control Program
- 3) Coliform Monitoring Plans
- 4) Emergency Response Plan
- 5) Wellhead Protection Program
- 6) Watershed Control Program

5.2 Include Documents in Appendix – MSA will include the following information in the appendix. It is assumed these items will be prepared by the City and included as an appendix for reference.

- 1) Water Facilities Inventory (WFI) Form(s)
- 2) Annual Drinking Water Quality Report
- 3) Coliform Monitoring Plans
- 4) Groundwater Contamination Susceptibility Assessment
- 5) Water Rights Self-Assessment Forms
- 6) Water System Service and Construction Standards
- 7) Water Ordinances and Fire Code
- 8) Financial Viability
- 9) Wellhead and Watershed Protection Programs
- 10) Water Use Efficiency Program
- 11) Cross Connection Control Program
- 12) Emergency Response Plan
- 13) SEPA Checklist and DNS
- 14) Consistency Statement Checklist
- 15) DOH Water System Plan Content Checklist
- 16) Water System Plan Approval Resolution

Assumptions:

- City will provide copies of all current ordinances, agreements, standards and other documents as required for preparing supporting documents to be included in the Appendix.
- No updates to the wellhead or watershed protection plans are required.

MSA Deliverables

- Review comments for appendices prepared by the City.
- Compiled Water System Plan Appendices.

Task 6 – Develop Draft Water System Plan

This task provides for developing and compiling the Draft Preliminary Water System Plan for distribution to the City and use in City meetings and workshops. The detailed subtasks are as follows:

6.1 Draft Plan Development – Produce draft plan sets in both electronic (PDF) and hard copy formats. Elements of this subtask include:

- 1) Develop cover, title page, table of contents, and appendices dividers. Format all documents produced by MSA to be consistent throughout.
- 2) Combine all chapters, figures, and appendices into one file and convert to PDF format. Create CD labels and burn up to five (5) copies of draft WSP on CD.
- 3) Perform quality assurance and quality control (QA/QC) review by senior staff prior to distribution of WSP.

Assumptions:

- Copies of draft water system plan will be produced in the number and format listed above. City to print required copies as needed for internal review.

MSA Deliverables

- Compiled electronic water system plans.

Task 7 – City Review Meeting

This task provides for project meetings and presentations with City staff. The detailed subtasks are as follows:

- 7.1 Review Meeting** – Meet with City staff to review and discuss draft elements; revise Plan per City comments.
- 7.2 Provide Responses to Questions and Supporting Information** – Assist City staff in providing supporting information and responding in writing to questions and comments from the City Council during the period of draft plan review and presentations to the City Council.

Assumptions:

- Project review meeting will be attended by up to two MSA staff members.

MSA Deliverables

- Meeting notes
- Written responses to Council questions and comments

Task 8 – Develop and Distribute Regulatory Review Plan

This task provides for developing a complete plan for distribution to regulatory agencies for review and comment. The detailed subtasks are as follows:

- 8.1 Develop and Distribute Regulatory Review Plan** – Produce “Agency Review” plan sets, prepare transmittal letters, required forms and send required copies of the WSP to agencies for review and comment. Elements of this subtask include:
 - 1) Produce “Agency Review” plan sets in both electronic (PDF) and hard copy formats, as required.
 - 2) Prepare DOH water system plan submittal form and checklist.
 - 3) Prepare transmittal letters to the DOH and Skamania County.
 - 4) Transmit the following: two (2) hard copies to the City, one (1) hard copy to Skamania County and three (3) hard copies to DOH.

Assumptions:

- Copies of the “Agency Review” water system plan will be produced in the number and format listed above.
- The City will distribute copies of the plan to adjacent purveyors and regulatory agencies as required.

MSA Deliverables

- Compiled electronic and printed draft water system plans.

Phase 2 - Regulatory Review Plan Revisions and Final Plan Submittal

The number of comments, number of meetings, and amount of required plan modifications from the review by DOH and other agencies are difficult to predict. Once all review comments are received, a more accurate scope of work and fee estimate can be provided to address these comments, attend meetings, and produce copies of the final plan. However, for budgeting purposes, a preliminary scope of work and fee estimate for Phase 2 is included with this submittal.

MSA’s proposed work program for Phase 2 is organized by the following major tasks:

Task 9 – Regulatory Review Comments Response

Task 10 – Develop Final Plan

Detailed descriptions of each major work task follow:

Task 9 – Regulatory Review Comments Response

This task provides for the review of comments from regulatory agencies and preparation of letters with responses, including modifications to the plan, as necessary.

- 9.1 Review and Respond to Regulatory Review Comments** – Review comments received from DOH and other regulatory agencies and prepare written responses to each agency that provided comments. Modify the plan and provide supplemental information, as necessary.

Assumptions:

- One round of DOH review comments is anticipated.
- Additional analyses of water system, demands or population will not be required.

MSA Deliverables

- Written responses to DOH review comments

Task 10 – Develop Final Plan

This task will produce a final Water System Plan per the comments and recommendations compiled from the City and the regulatory agencies. The final plan will be transmitted to DOH for final approval. The detailed subtasks are as follows:

10.1 Develop Final Plan - Upon receipt of all comments from the City, DOH and other reviewing agencies, the plan will be revised as necessary and the final document produced. Produce copies of final plan in both hard-copy and electronic formats for City's use and distribution. Submit the final plan to regulatory agencies for final approval. Deliverables shall include:

- Two (2) hard copies of the Final Plan, bound in three-ring binders.
- Two (2) electronic copies of the Final Plan in PDF format on CD.
- One (1) electronic copy of the Final Plan in Word on CD for the City's use.

Assumptions:

- Copies of final water system plan will be produced in the number and format listed above.
- The City will distribute copies of plan to adjacent purveyors and regulatory agencies.
- Additional analyses of the water system, demands or population will not be required.

MSA Deliverables

- Compiled electronic and printed final water system plans.

Phase 3 – System Map Development

The City's current water system maps are only accessible in paper format. The City desires to compile their water system inventory into an electronic format for ease-of-use and for future inclusion into a Geographic Information System (GIS) mapping software. The City has provided MSA with a CAD file containing linework for the water system but no attribute data for pipe diameter, age or material is included. Hard copy mapping of water facilities is available and will serve as the basis for attribute data. MSA's proposed work program for Phase 3 is organized by the following major tasks:

Task 11 – Create Base Drawing

Task 12 – Combine CAD files

Detailed descriptions of each major work task follow:

Task 11 – Create Base Drawing

This initial task will utilize available georeferenced files such as parcels, streets and aerial photos as the background for the system map drawing. Available topographic data will also be used. These files will be downloaded and imported into AutoCAD using the Washington State Plane NAD83, South Zone, US Foot, coordinate system. This is the same coordinate system used by the Skamania County GIS department. The detailed subtasks are as follows:

11.1 Create Base Drawing – An AutoCAD base drawing will be created using georeferenced files provided by the City. The drawing will show parcels, streets and any available contour data. An aerial photograph background will also be provided.

Assumptions:

- Georeferenced files are available from Skamania County.
- Georeferenced files will be provided to MSA by the City.
- It is assumed elevation contours are available on the North American Vertical Datum of 1988 (NAVD88).

MSA Deliverables

- AutoCAD drawing of the City of Stevenson showing parcels, right of way, aerial photography, and contours (where available).

Task 12 – Combine CAD Files

This task will combine the base drawing created in Task 11.1 with the existing system map provided by the City. The existing system map is an AutoCAD drawing but does not contain attribute data and is not georeferenced. MSA will, after georeferencing the existing system map, add diameter data for water mains by putting like-sized water mains on a single layer. Pipe diameter data for making a preliminary map will be referenced from available sources. The detailed subtasks are as follows:

12.1 Preliminary System Map – A preliminary system map will be provided to the City for review. The City will confirm water system facilities shown on the map such as pipe locations, pipe diameters, valve locations and hydrant locations and note any discrepancies on the preliminary map. A marked up copy of the map will be provided to MSA for creation of the final system map.

12.2 Final System Map - Upon receipt of all comments from the City, the map will be revised as necessary and the final document produced. Produce copies of the final map in both hard- and electronic formats for the City’s use and distribution.

Assumptions:

- The existing system map is not georeferenced and therefore will need to be transformed to match the NAD83 coordinate system.
- The City will cross-reference as-built drawings to the preliminary map and note changes to be made to the system map. MSA will not review as-built drawings.
- Professional surveying services are not included in this scope of work. As such water facility locations on the system map will be approximate.

MSA Deliverables

- Preliminary water system map for City review.
- Final water system map in PDF (three copies, 22’x34”) and AutoCAD format.

Estimated Schedule

MSA shall begin work immediately after receipt of all data provided by the City, which allows for the most efficient use of staff time to proceed with the work program without delays due to data needs. The schedule for Phase 2 will depend on the time required for the regulatory agencies to complete their review and provide comments.

Phase 1

Contract & Authorization	May 2016
Data Collection	June - July 2016
DOH Preplanning Conference	May - June 2016
Water System Analysis	August - October 2016
Update Water System Plan Chapters	August - November 2016
Update Water System Plan Appendices	November 2016
Develop Draft Water System Plan	December 2016
City Council Meetings	January 2017
Develop and Distribute Regulatory Review Plan	February 2017

Phase 2

DOH and Other Regulatory Agency Reviews (estimated)	March - May 2017
Regulatory Review Comments Responses	June 2017
Develop Final Plan and Submit to DOH	July 2017

Fee Estimate

MSA proposes to complete the work as detailed above on a time and expenses basis as summarized in the enclosed Fee Estimate. The total not-to-exceed amount is based on the scope of work incorporated herein and will not be exceeded without approval and written authorization. The Fee Estimate is based upon MSA's current Schedule of Charges as attached.

**EXHIBIT B - FEE ESTIMATE
2016 WATER SYSTEM PLAN UPDATE
CITY OF STEVENSON**

						ESTIMATED FEES		
	Principal Engineer I	Professional Engineer V	Technician III	Administrative II	Hours	Labor	Expenses	Total
	\$184	\$142	\$115	\$85				
Task 1 - Project Management and Coordination								
Task 1.1 - Correspondence and Coordination with City	20			4	24	\$ 4,020	\$ -	\$ 4,020
Task 1.2 - Invoicing and Progress Reports		24			24	\$ 3,408	\$ -	\$ 3,408
Task 1.3 - Quality Assurance / Quality Control (QA/QC)	8	8			16	\$ 2,608	\$ -	\$ 2,608
Task 1 Subtotal	28	32	0	4	64	\$ 10,036	\$ -	\$ 10,036
Task 2 - DOH Pre-planning Conference								
Task 2.1 - DOH Pre-planning Conference	4	8			12	\$ 1,872	\$ 113	\$ 1,985
Task 2 Subtotal	4	8	0	0	12	\$ 1,872	\$ 113	\$ 1,985
Task 3 - Data Collection								
Task 3.1 - Data Collection and Review	4	24			28	\$ 4,144	\$ 97	\$ 4,241
Task 3 Subtotal	4	24	0	0	28	\$ 4,144	\$ 97	\$ 4,241
Task 4 - Update Water System Plan Chapters								
Task 4.1 - Introduction	1	2		2	5	\$ 638	\$ -	\$ 638
Task 4.2 - Water System Description	1	4	8	2	15	\$ 1,842	\$ 144	\$ 1,986
Task 4.3 - Basic Planning Data	8	16		8	32	\$ 4,424	\$ -	\$ 4,424
Task 4.4 - Water Rights, Water Quality and Water Source Evaluation Plan	12	16		2	30	\$ 4,650	\$ -	\$ 4,650
Task 4.5 - Water System Evaluation and Assessment	10	32	8	4	54	\$ 7,644	\$ 144	\$ 7,788
Task 4.6 - Improvement Program	1	4		2	7	\$ 922	\$ -	\$ 922
Task 4.7 - Hydraulic Analyses	8	24			32	\$ 4,880	\$ -	\$ 4,880
Task 4.8 - Financial Program	4	8		2	14	\$ 2,042	\$ -	\$ 2,042
Task 4.9 - Water Conservation Program	1	2		2	5	\$ 638	\$ -	\$ 638
Task 4.10 - Operations and Maintenance	1	2		2	5	\$ 638	\$ -	\$ 638
Task 4 Subtotal	47	110	16	26	199	\$ 28,318	\$ 288	\$ 28,606
Task 5 - Update Water System Plan Appendices								
Task 5.1 - Review Documents Prepared by City	1	4		2	7	\$ 922	\$ -	\$ 922
Task 5.2 - Include Documents in Appendix	1	2		4	7	\$ 808	\$ -	\$ 808
Task 5 Subtotal	2	6	0	6	14	\$ 1,730	\$ -	\$ 1,730
Task 6 - Develop Draft Water System Plan								
Task 6.1 - Draft Plan Development	2	4		8	14	\$ 1,616	\$ -	\$ 1,616
Task 6 Subtotal	2	4	0	8	14	\$ 1,616	\$ -	\$ 1,616
Task 7 - City Review Meeting								
Task 7.1 - Review Meeting	4	8		2	14	\$ 2,042	\$ 97	\$ 2,139
Task 7.2 - Provide Responses to Questions and Supporting Information	2	4		2	8	\$ 1,106	\$ -	\$ 1,106
Task 7 Subtotal	6	12	0	4	22	\$ 3,148	\$ 97	\$ 3,245
Task 8 - Develop and Distribute Regulatory Review Plan								
Task 8.1 - Develop and Distribute Regulatory Review Plan	1	2		2	5	\$ 638	\$ 50	\$ 688
Task 8 Subtotal	1	2	0	2	5	\$ 638	\$ 50	\$ 688
Task 9 - Regulatory Review Comments Response								
Task 9.1 - Review and Respond to Regulatory Review Comments	4	8			12	\$ 1,872	\$ -	\$ 1,872
Task 9 Subtotal	4	8	0	0	12	\$ 1,872	\$ -	\$ 1,872
Task 10 - Develop Final Plan								
Task 10.1 - Develop Final Plan	2	2		2	6	\$ 822	\$ 100	\$ 922
Task 10 Subtotal	2	2	0	2	6	\$ 822	\$ 100	\$ 922
Task 11 - Create Base Drawing								
Task 11.1 - Create Base Drawing		4	10	2	16	\$ 1,888	\$ 180	\$ 2,068
Task 11 Subtotal	0	4	10	2	16	\$ 1,888	\$ 180	\$ 2,068
Task 12 - Combine CAD Files								
Task 12.1 - Preliminary System Map		4	40		44	\$ 5,168	\$ 720	\$ 5,888
Task 12.2 - Final System Map		4	10	1	15	\$ 1,803	\$ 180	\$ 1,983
Task 12 Subtotal	0	8	50	1	59	\$ 6,971	\$ 900	\$ 7,871
TOTAL - ALL TASKS	100	220	76	55	451	\$ 63,055	\$ 1,825	\$ 64,880