

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Authorizing the City Manager to Execute a Service Contract with Carol Worthen in the Amount of \$70,000 for Business Pollution Prevention Inspection Services

DEPARTMENT: Public Works – Surface Water Utility

PRESENTED BY: John Featherstone, Surface Water Utility Manager

ACTION: ☐ Ordinance ☐ Resolution ☒ Motion
 ☐ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

Public Works Staff is requesting that the City Council authorize the City Manager to enter into an agreement with Carol Worthen to provide inspection services, technical assistance, and outreach to businesses that are small-quantity generators of hazardous wastes in the City. This work will be conducted according to the City's participation in the Local Source Control (LSC) partnership coordinated by Washington State Department of Ecology (Ecology). The City's participation in this program provides significant service benefits to residents, protects the City's environment, and fulfills a portion of the City's requirements under its National Pollutant Discharge Elimination System (NPDES) permit.

On August 5, 2019, Council authorized the City's participation in the statewide LSC Partnership. As described in the staff report for the interagency agreement for that program, Ecology has provided \$70,000 in funding for the City to hire a consultant to provide inspection services and technical assistance for businesses in the City that are small-quantity generators of hazardous wastes. This work helps prevent pollution of the City's storm water system and surface waters, protects public and environmental health, and fulfills a portion of the City's requirements under its NPDES permit. The City issued RFQ 9445 for this work on September 3, 2019. Submittals were evaluated by Public Works staff and Carol Worthen was selected as the most qualified firm to perform this work. Tonight, staff is requesting that Council authorize the City Manager to enter into a contract with Carol Worthen for this service.

RESOURCE/FINANCIAL IMPACT:

The funding for this contract was provided by Ecology to the City via interagency agreement number C2000032, which Council reviewed and approved on August 5, 2019. This revenue will be added to the 2019-2020 Surface Water Utility budget as part of the mid-biennium budget amendment, to be adopted by Council on November 18, 2019.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute a service contract with Carol Worthen in the amount of \$70,000 for Business Pollution Prevention Inspection Services so as to continue the City's participation in Ecology's Local Source Control Partnership conduct outreach to prevent pollution by businesses in the City.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

The Washington State Department of Ecology (Ecology) Local Source Control Partnership (LSC) provides significant grant funding to municipalities throughout the state in order to provide pollution prevention advice and regulatory assistance to businesses and other organizations that generate small quantities of hazardous waste. This outreach helps reduce pollution of local water ways at the source and provides educational assistance to small businesses for the best management of hazardous waste and stormwater. The partnership operates by administering biennial grants to the partner municipalities.

On August 5, 2019, Council authorized the City's participation in the statewide LSC Partnership. Council approved Interagency Agreement Number C2000032 allowing the City to receive \$71,000 in grant funding from Ecology to conduct this outreach. A link to the staff report for this Council action can be found here:

<K:\Staff Reports\2019\20190805\Approved by CMO\20190805 SR - Local Source Control Agreement.docx>.

The City is also required under its National Pollutant Discharge Elimination System permit (NPDES permit) to conduct public education and outreach and to screen its stormwater system to prevent illicit discharges and other sources of pollution. To meet this requirement, the City has participated in the LSC program since 2011. During that eight-year time, the City received a total of \$195,900 in grant funds to conduct hundreds of pollution prevention assistance visits to local businesses and Small Quantity Generators (SQGs). Many of these SQGs have received assistance in developing spill response plans and implementing best management practices for hazardous waste, such as proper marking and disposal, covered outdoor material storage bins, secondary containment areas, and the removal of illicit connections to the storm water drainage system. Continuing this targeted pollution prevention outreach to businesses through the LSC program is part of the City's 2019 Stormwater Management Program plan.

DISCUSSION

Staff is now requesting that the City Council authorize the City Manager to enter into an agreement with Carol Worthen to provide inspection services, technical assistance, and outreach to businesses that are SQGs of hazardous wastes in the City. This work will be conducted according to the City's participation in the LSC Partnership.

The proposed service contract with Carol Worthen provides the scope of work (Attachment A) to perform this work, fulfilling the requirements of the program as set by Ecology. The City issued RFQ No. 9445 for this work on September 3, 2019. Submittals were evaluated by staff and Carol Worthen was selected as the most qualified firm to perform this work.

COUNCIL GOAL ADDRESSED

Participation in the Local Source Control Partnership supports City Council's commitment to a "sustainable environment," by promoting sustainable practices by local businesses to prevent pollution from entering the stormwater system and natural

waterbodies. This program directly supports Council Goal 2, Action Step 7 from the 2019-2021 work plan by continuing to implement the proactive management strategy from the Surface Water Master plan through education and outreach programs to reduce pollution and maintain NPDES permit compliance. By working proactively to engage the business community to prevent stormwater pollution, this contract supports the City's commitment to achieve Salmon Safe certification, one of Council's 2019-2021 Priority Environmental Strategies.

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ATTACHMENTS

Attachment A – Business Pollution Prevention Inspect Services Contract - Scope of Work

Exhibit A

Scope of Work

Contract 9445 for Business Pollution Prevention Inspection Services

Section I. Introduction:

This document provides the scope of work for contract no. 9445, under which the CONTRACTOR, Carol Worthen, will conduct technical assistance site visits and provide education, outreach and training for best management practices of hazardous waste to small quantity generator businesses in the City in fulfillment of the City's biennial interagency agreement with the Washington State Department of Ecology (Ecology) for participation in the Local Source Control Partnership. The CONTRACTOR's work in performance of this contract shall follow all relevant terms and conditions of that interagency agreement, IAA No. C2000032.

The CONTRACTOR, Carol Worthen, will conduct multimedia source control site visits and pollution prevention activities to Small Quantity Generators (SQGs) of dangerous waste and other businesses and organizations that may have potential to pollute stormwater in the City. The site visits along with other pollution prevention activities conducted by the CONTRACTOR will be designed to reduce or eliminate hazardous waste and pollutants at the source.

To further facilitate the reduction or elimination of hazardous chemical use at the source, the CONTRACTOR will seek and discuss opportunities to assist businesses with switching processes, products, or equipment to use effective safer-alternatives. This program will be known as the "Product/Equipment Replacement Incentive Program" or PERIP.

The CONTRACTOR's work in performance of this contract is expected to follow the work breakdown estimate in Table 1. The total amount of this contract is not to exceed \$70,000.

Table 1: Work Breakdown Estimate

Deliverable	Estimated Percent	Estimated Hours	Hourly Rate	Estimated Cost
Technical Assistance visits * (see Section III) *approximately 10-15% of TA visits will involve PERIP				
Carol Worthen	55	385	\$100	\$38,500
(Subcontractor)	30	210	\$100	\$21,000
Site Visits Total	85%	595		\$59,500
Unique Program Elements (see Section II)				
Carol Worthen	4	28	\$100	\$2,800
(Subcontractor)	1	7	\$100	\$700
Unique Elements Total	5%	35		\$3,500
Training (see Section VII)				
Carol Worthen	2%	14	\$100	\$1,400
(Subcontractor)	3%	21	\$100	\$2,100
Training Total	5%	35		\$3,500

Other (admin, staff meetings etc.)				
Carol Worthen	3	21	\$100	\$2,100
(Subcontractor)	2	14	\$100	\$1,400
Other Total	5%	35		\$3,500
TOTAL	5%	700		\$70,000

The CONTRACTOR is expected to interact with other partners within the Partnership to provide technical assistance and training, and share resources and experiences. The CONTRACTOR should set up alerts to receive notifications when requests for information have been made on the SharePoint Discussion Board. The CONTRACTOR must ensure at least one staff member is available to provide timely information and feedback to ECOLOGY's LSC Coordinator and to attend mandatory meetings and trainings. Feedback on Partnership goals, direction, and projects will occasionally be requested via online surveys and email requests.

CONTRACTOR shall act in a professional and ethical manner, and shall avoid any conflict of interest that might influence the CONTRACTOR's actions or judgment.

CONTRACTOR must disclose immediately to ECOLOGY any interest, direct or indirect, that might be construed as prejudicial in any way to the professional judgment of the CONTRACTOR in rendering service under this agreement.

Section II. Unique Program Elements

The CONTRACTOR will conduct the unique elements for their PPA program, outlined in Table 2, as directed by the City.

Table 2: Unique Program Elements

Program Element	Deliverable(s)
Product/Equipment Replacement Incentive Program (PERIP)	Discuss PERIP opportunity with businesses as relevant during site visits (estimate approx. 10-15% of site visits).
	Report on number of businesses where PERIP opportunity was discussed.
	List of businesses & Type of replacement opportunity and
	Number of businesses incentive issued to
Promotion and Outreach	Assist the City in developing content for outreach documents for at least 3 business sector(s), as directed. Sectors targeted may include restaurants, auto-repair, and property management companies.

Section III. Technical Assistance Visits

The CONTRACTOR will conduct technical assistance site visits to small quantity generators of dangerous wastes, and to businesses or organizations that have the potential to pollute

stormwater. Approximately 60% of the visits will be Initial Visits. If Initial Visits fall below 60%, combined Initial Visits and Follow-up Visits must account for at least 80% of the total visits. While necessary, efforts should be made to minimize Screening Visits. The CONTRACTOR shall ensure that any staff members or subcontractors who conduct technical assistance site visits have attended the appropriate Ecology training(s) and undergone mentorship as described in section VII below.

An **Initial Visit** occurs at the actual site and results in a completed 'checklist' (or enough data gathered to complete data entry into the LSC database). It will either be the first complete visit to a site OR the first visit in two or more years.

- A **Screening Visit** is an attempted visit to the site, but the business declined or put off the visit, OR you were interrupted during the visit and were unable to gather complete data, OR you discover that the facility does not exist anymore OR you discover that the business does not qualify for a visit under the LSC program.
- A **Follow-Up Visit** should occur within 90 days of the Initial Visit. Follow-up should generally be done through an on-site visit. However, a phone conversation, mail or email exchange may count as a Follow-Up Visit if it includes confirmation that the issues that were identified in the initial visit were resolved. Follow-up Visits must be conducted to resolve High Priority Environmental Issues (See section below).

Table 3: Number of Technical Assistance Visits

Number of Total Visits	115
<i>Target for Initial Visits</i>	<i>60</i>

Business sectors, organizations, waste streams, and/or geographical area that will provide a focus for the 2019-2021 technical assistance visits are listed in Table 4. The CONTRACTOR will work collaboratively with City staff to identify other specific businesses or sectors to visit and will visit specific businesses or sectors as directed by City staff. All Site Visits will be tracked in Cityworks AMS, as described in Section VI below.

Table 4: Technical Assistance Targets

Target	Rationale for selecting
Auto-Related Businesses	Known SQGs, common source of problems found

High Priority Environmental Issues

The below list are ECOLOGY's high priority environmental issues because they have the potential to directly impact human health and/or the environment. If one or more of these issues are found during a site visit, a Follow-up visit is justified (although not required). The severity of the issue will help determine if a Follow-up visit is necessary. A Follow-up visit to a business for other (non-high priority) issues is at the discretion of the CONTRACTOR. When unable to resolve high priority environmental issues, the Pollution Prevention Specialist will refer the issue to ECOLOGY or other appropriate agency.

- Hazardous waste being improperly designated
- Hazardous waste being improperly disposed
- Hazardous products/wastes being improperly stored
- Compromised dangerous waste containers need to be repaired or replaced
- Illegal plumbing connection
- Illicit discharge of wastewater to storm drain
- Improperly stored containerized materials
- Improperly stored non-containerized materials
- Leaks and spills in dangerous waste storage areas

Visit Guidance

The following guidance applies to technical assistance visits, unless otherwise discussed with ECOLOGY:

1. Prior to the visit:
 - Check the TurboWaste list provided by ECOLOGY on an annual basis to try and ensure that the business is not a Medium or Large Quantity Dangerous Waste Generator.
 - Check with ECOLOGY Urban Waters staff (where applicable) to ensure that business is not currently being visited by Urban Waters staff.
 - Coordinate with other entities that may be conducting business visits in the area to reduce potential “inspection fatigue”.
 - Research site and issues prior to the visit using a combination of data sources such the LSC Database and City “Cityworks” Database for previous visits or visits to similar businesses, industry resources, news articles, etc.
2. During the visit:
 - Provide technical assistance on proper management of dangerous waste, prevention of stormwater pollution, spill prevention, and reduction of hazardous substance use (when applicable)
 - Encourage businesses to participate in the EnviroStars business certification program where applicable and as directed by City staff
 - If appropriate, discuss spill response preparedness and offer spill kit for developing a plan.
 - If appropriate, photograph observed issues for before and after success stories.
 - Activities that may be beneficial during the visit include, but are not limited, to walking the site (interior and exterior), checking storm drains, checking for illicit connections, checking dumpster and waste storage, providing handouts, and ensuring necessary permits are in place.
3. At the end of the visit or after the visit:
 - Provide written follow-up to document the results of the visit. This can be done by leaving a copy of the ‘checklist’ or other documentation with the business at the end of

the visit, by using the Commitment Postcard, by sending a follow-up letter/email, or alternatively by sending a 'thank you' postcard if no issues were identified

- If necessary, coordinate with other agencies (e.g. the fire marshal, code enforcement, stormwater, wastewater treatment, and/or moderate risk waste staff) to ensure that the information you are providing is consistent with the other agency's regulations and/or best management practices.
- Enter Checklist and other site visit data into both Cityworks AMS and the LSC database within 15 work days of the visit as described in Section VI below.

Section IV. Product/Equipment Replacement Incentive Program (PERIP)

CONTRACTOR will seek and discuss opportunities to assist businesses with switching processes, products, or equipment to use effective safer-alternatives

The first set of targeted chemicals and products include:

1. Disposal of PFAS-containing firefighting foam used by local fire departments.
2. Replacement of dry cleaning technology that uses perchloroethylene.
3. Disposal of PCB-containing light ballasts in schools.
4. Disposal of PCB-containing caulk from public or private buildings.
5. Disposal of mats, play pads, and gym foam pit materials containing PBDE flame-retardants at daycares.
6. Disposal of mercury thermostats in public or private buildings.

ECOLOGY will develop and approve criteria which must be met to receive incentives for any of the above chemicals or products. Additional chemicals and products may also be added to this list.

PERIP incentive payments will be made through direct disbursement from ECOLOGY to the business implementing the product or equipment replacement. In order to facilitate these payments, the CONTRACTOR must maintain a record indicating how the business qualified for the incentive per the PERIP program's eligibility criteria. Eligibility criteria will be developed for each type of incentive offered.

For technical assistance visits, where PERIP is discussed, CONTRACTOR will record in the LSC Database the type of product or equipment replacement opportunity the business is interested in and other required information.

Prior to disbursement of a payment to a business, the following steps will be required:

1. CONTRACTOR conducts technical assistance visit and provides entities with recommendations to reduce or eliminate a qualifying chemical or product. These recommendations must be recorded in the LSC Database.
2. CONTRACTOR must communicate to the business that it may take up to 4 months to receive payment from ECOLOY after purchase and that the business must respond to inquiries from ECOLOGY or the Office of Financial Management (OFM) in a timely manner to avoid delays in payment.
3. CONTRACTOR assists business as needed with paperwork required to apply for incentive, including a state payee registration form.
4. Business purchases approved product or equipment and converts fully to utilization of new equipment in accordance with the eligibility criteria for the incentive.
5. Business submits receipts for the product or equipment purchase and installation to the CONTRACTOR's representative.
6. CONTRACTOR verifies through a site visit and review of records that product or equipment has been installed per PPA Specialist or ECOLOGY recommendations, old product or equipment has been legally disposed of or decommissioned, and all other eligibility criteria have been met. This site visit will be entered as a follow-up visit in the LSC Database.
7. CONTRACTOR provides all required documentation that product or equipment installation met eligibility criteria and was installed per requirement, a signed voucher form, and receipts to ECOLOGY.

Section V. Contract Term and Timeline

All work for this contract shall occur during the contract term, which is from the date of signature to June 30, 2021. Work for this contract is expected to occur according to the schedule in Table 5 below.

Table 5: Work Schedule

Time Period	Goal for number of Site Visits	Unique Program Element activities	Technical Assistance Target activities
July 1, 2019 – December 31, 2019	15	<ul style="list-style-type: none"> • Promotion and Outreach • PERIP 	Auto-Related Businesses
January 1, 2020 – June 30, 2020	35	<ul style="list-style-type: none"> • Promotion and Outreach • PERIP 	Auto-Related Businesses
July 1, 2020 – December 31, 2020	35	<ul style="list-style-type: none"> • Promotion and Outreach • PERIP 	Auto-Related Businesses
January 1, 2021 – June 30, 2021	30	<ul style="list-style-type: none"> • Promotion and Outreach • PERIP 	Auto-Related Businesses

Section VI. LSC Database and Cityworks AMS

Information gathered during technical assistance visits must include all of the elements that are listed in the LSC checklist v. 5.0. (Exhibit 1) and be entered into ECOLOGY's LSC database. The following guidance applies to all technical assistance visits, unless otherwise discussed with ECOLOGY:

- Collect enough information to complete all of the applicable fields in ECOLOGY's LSC database and enter it into the database within 15 work days of the visit
- If you make a referral to a regulatory agency enter the information about the referral into the database within 15 work days of the referral
- Ensure that data entry is complete and accurate
- Refer to the LSC database instructions, or contact ECOLOGY support staff, for assistance with database entry
- If using paper checklists or equivalent documentation, maintain originals in accordance with your local public disclosure laws
- Sector Specific Checklists may be available on the ECOLOGY LSC (PPA) SharePoint Site.

Cityworks AMS is a web-based asset management system the City of Shoreline uses to track work orders, inspections, and customer service requests. The City will use this software to track site visits conducted by the CONTRACTOR in performance of this contract. The CONTRACTOR is responsible for updating work order and inspection fields in Cityworks AMS according to the procedures provided by City staff within 15 work days of the site visit, except for active illicit discharges to the City's storm drainage system, which should be documented in Cityworks and reported to the City within the same day they are discovered.

The City will provide the CONTRACTOR with user login(s) to access the Cityworks AMS website or app. The City will also provide the CONTRACTOR with a tablet to utilize and access Cityworks, take photos, and view City asset maps during site visits in the field. The City will also provide hands-on training and assistance for use of Cityworks AMS to the CONTRACTOR personnel prior to work commencing, provided that such training fits into the work breakdown estimate listed in Table 1.

Section VII. Training

The CONTRACTOR shall attend Partnership trainings as described below:

1. New Staff Mentoring and Training

ECOLOGY staff and experienced PPA Specialists will provide a variety of training support to new PPA staff. The CONTRACTOR shall ensure that any staff members or subcontractors who conduct technical assistance site visits have reviewed the SharePoint new specialists resources, attended the Ecology New Specialist training and undergone mentorship as described below:

a) SharePoint New Specialists Resources

The LSC SharePoint site contains resource materials for new PPA specialists. A new hire must review these materials within the first two weeks of work as a PPA Specialist. ECOLOGY staff will also provide additional resources as needed.

b) Field Mentoring & Training Review

The CONTRACTOR will provide training to their new staff to ensure they can perform the work. In addition, ECOLOGY will assign two experienced PPA Specialists as a mentor to provide field training and support to a new hire. If available, one mentor will be from the CONTRACTOR's organization and the other mentor from another PPA partner jurisdiction in as close proximity as possible. Mentors will be assigned within two weeks of notifying ECOLOGY of new staff hires.

Field mentoring will involve a series of accompanied field visits designed by the mentor and ECOLOGY staff to support the needs of the new hire. When the mentor and new hire determine they are ready, an ECOLOGY staff will accompany the new hire on a few technical assistance visits, to ensure that they are providing accurate information on proper waste management, spill prevention, storm water pollution prevention, and toxics reduction opportunities.

c) In-person New Staff Training

A New Staff in-person training will be offered once or twice a year depending on need and resources available. This training will be planned and conducted by ECOLOGY staff and experienced PPA Specialists.

2. In-person Trainings for all PPA Specialists

Each In-person Training will be planned and conducted by teams of PPA Specialists from two to three LSC partners. Training topics are intended to help new staff become more competent in their work, and experienced staff to gain greater technical depth on relevant topics. ECOLOGY staff will determine the teams, provide initial guidance, review agendas, and provide support for planning and logistics.

Schedule: Typically these trainings are held the second Wednesday in September and March. The trainings are usually scheduled between 8:30 a.m. and 3:30 p.m. with overnight travel allowed for jurisdictions if needed (see state travel rules). The City and ECOLOGY must pre-approve overnight travel if it is being charged to the LSC budget.

If staff and resources become available, ECOLOGY will add an additional in-person training event. An additional training event would likely be held in June.

Attendance Requirement: Unless prior approval has been given by ECOLOGY, it is mandatory for at least one PPA specialist per jurisdiction to attend the in-person trainings. This person is

responsible for disseminating information back to the PPA specialists from that jurisdiction. Generally, training substitutions are not allowed for the In-person Trainings. However, exceptions may apply. The City and ECOLOGY staff must approve non-emergency absences or training substitutions at least two weeks prior to the training.

3. Webinar Trainings

ECOLOGY conducts Webinars during most of the months that do not have In-person Trainings. These sessions are intended to expose PPA Specialists to new information or technical topics relevant to their work. Suggestions on topics and speakers are welcomed from PPA partners.

Schedule: These are one and a half hour sessions, held on the second Wednesday of the month. Occasionally these sessions will need to be scheduled at alternative times to accommodate speaker availability. Up to eight Webinars will be scheduled each year.

Attendance Requirement: Each PPA Specialist must attend at least six of the eight Webinars each year.

Another type of training that is relevant to PPA Specialists' work may be substituted for up to two of the Webinars. Notification of the substitution must be provided to and pre-approved by the City and ECOLOGY at least two weeks in advance of the Webinar.

Table 6: Tentative Training Schedule (subject to change)

November 13-14, 2019	New Specialists' Training Location: Issaquah
December 11, 2019	Webinar
January 8, 2020	Webinar
February 12, 2020	Webinar
March 11, 2020	Webinar or In-person training*
April 8, 2020	Webinar or In-person training*
May 13, 2020	Webinar
June 10, 2020	Webinar
July, 2020	No training
August 12, 2020	Webinar
September 9, 2020	Webinar or In-Person Training*
October 14, 2020	Webinar or In-Person Training*
November 11-12, 2020	New Specialists' Training Location: TBD
December 9, 2020	Webinar
January 13, 2021	Webinar
February 10, 2021	Webinar
March 10, 2021	In-person training Location: TBD
April 14, 2021	Webinar
May 12, 2021	Webinar
June 9, 2021	Webinar

* When possible an In-Person Training will be held in conjunction with the NW Chapter Annual Conference. The next NW NAHMMA conference is planned for Spring 2020.

Section VIII. Reporting

The CONTRACTOR shall provide the City with the following reports:

1. Quarterly Progress Reports

A brief progress report shall be submitted quarterly with the invoicing (see schedule in Section IX). This report should indicate the work completed during the quarter and billed on the invoice, including the type and number of visits conducted, progress on Unique Program Elements, and any other information regarding contract performance that should be brought to ECOLOGY's attention. The Progress report must also include the number of visits where the PERIP was presented and discussed.

2. Annual Reports

The CONTRACTOR shall provide annual reports, briefly summarizing contract status including: number of site visits performed, Unique Program Element activities conducted, Technical Assistance Target activities conducted, lessons learned, to the City by June 30, 2020 and June 30, 2021. The report shall include two to three 'case studies' of a business or organization that benefitted from a PPA site visit, with if possible, a few photos of the business (preferably before and after the visit). The second year annual report should capture details for the full contract period as ECOLOGY will use these reports to create a biennial report on the Partnership. ECOLOGY will make report templates available.

Section IX. Invoicing Procedures and Allowable Expenses

In addition to the billing procedures described in Section 2 of the Contract, the CONTRACTOR shall submit quarterly, itemized invoices accompanied by the City of Shoreline Billing Voucher (Exhibit B) within three (3) weeks of the close of each quarter (see Table 7). The CONTRACTOR shall include with invoices a table of site visits conducted by type (screening, initial, or follow up), agendas for trainings attended, and any other relevant backup documentation. Prior to submitting an invoice for work conducting site visits (Section III), the CONTRACTOR shall ensure that all data for those site visits has been entered into Cityworks AMS according to the procedures provided by City staff.

Table 7: Invoicing Schedule

Quarter	Months	Due Date
1	July, August, September 2019	October 21, 2019
2	October, November, December 2019	January 21, 2020

3	January, February, March 2020	April 21, 2020
4	April, May, June 2020	July 21, 2020
5	July, August, September 2020	October 21, 2020
6	October, November, December 2020	January 21, 2021
7	January, February, March 2021	April 21, 2021
8	April, May, June 2021	July 21, 2021

The City shall use the hourly fees listed in Table 1 to pay the CONTRACTOR for work conducted in performance of this contract. In addition to the hourly fees described in Table 1 above, allowable Contractor expenses include: mileage for travel to site visits, meetings with City staff, and required in-person trainings at the current GSA rate, and overnight lodging for trainings as described in section VII above.

Exhibit B – Billing Voucher

Exhibit C – LSC Checklist Version 5.0

Exhibit D – Ecology Special Terms and Conditions