

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute Contract #9697 Surface Water Quality and NPDES Professional Services with Aspect Consulting, LLC, in the Amount of \$300,806
DEPARTMENT:	Public Works Department
PRESENTED BY:	John Featherstone, Surface Water Utility Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting Council to authorize the City Manager to execute a contract (#9697) with Aspect Consulting, LLC, to provide Surface Water Quality and National Pollutant Discharge Elimination System (NPDES) Professional Services for the Surface Water Utility (Utility). The primary objectives of the contract will be to provide water quality-related and other professional services as needed to support City of Shoreline Surface Water Utility programs. Contract scope includes support for: the surface water quality monitoring program and NPDES-required public education and outreach, stormwater management action planning, and new source control program for existing development.

RESOURCE/FINANCIAL IMPACT:

Contract funding will be from the Surface Water Management Fund, under the Professional Services object code, within budget allocations for professional support with expertise in water quality monitoring and NPDES Phase II Permit support. Funding for the three-year term of the contract (to expire at the end of 2023) is available as programmed in the 2021-2022 biennial budget and planned for the subsequent 2023-2024 biennial budget.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute Contract #9697 for Surface Water Quality and NPDES Professional Services with Aspect Consulting, LLC, in the Amount of \$300,806.

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

BACKGROUND

The City of Shoreline Surface Water Utility (Utility) provides surface water quality-related services and other stormwater- and surface water-related services to the residents of Shoreline. The City, as a municipality with a population of less than 100,000 that operates a municipal separate storm sewer system (MS4), is designated as a Phase II community subject to compliance with the Washington State Department of Ecology's Western Washington Phase II NPDES Municipal Stormwater Permit. Permit conditions are phased over a five (5) year term; the current term is 2019-2024.

The Utility administers the City's Phase II NPDES Permit and takes responsibility for all compliance-related coordination. With the issuance of the 2019-2024 Phase II NPDES Permit, the Utility has identified new requirements which consultant-provided professional services will be necessary or highly useful to complete for compliance.

Additionally, the Utility administers a water quality monitoring program to provide public health and other monitoring for the City's major stormwater receiving waters, governed by levels of service established within the 2018 Surface Water Master Plan (<https://www.shorelinewa.gov/home/showpublisheddocument?id=41309>). In 2019, the City received Salmon-Safe Certification, affirming a commitment to go above and beyond meeting only the minimum regulatory requirements for surface water quality and existing parameters of the water quality monitoring program. The City's current water quality monitoring program will greatly benefit from consultant-provided program evaluation and recommendations to better align the program with Salmon-Safe conditions, public health objectives, NPDES requirements, and Surface Water Master Plan objectives.

In accordance with Shoreline Municipal Code (SMC) 2.60.070A, City Council approval is required because the requested contract amount exceeds the City Manager's contract authorization limit of \$100,000.

ALTERNATIVES ANALYSIS

Consultant Selection

In August 2020, Staff solicited a Request for Qualifications (RFQ 9697) for a consultant team to provide Surface Water Quality and NPDES Professional Services for the Utility. Three qualified engineering service consultants submitted a Statement of Qualifications (SOQ) prior to the deadline: Aspect Consulting, Herrera Environmental Consultants, and Osborn Consulting. The SOQs were evaluated based on approach, experience and expertise, and additional insight of the consultant team. The Aspect Consulting team was selected as the most qualified through the selection process because of their proposed work plan and approach, extensive experience in water quality and NPDES Permit support services, experience working in Shoreline, and insight into the City's needs and preferences.

Alternatives to this Contract

Not awarding this contract to Aspect Consulting would likely result in an increased risk of failure to meet NPDES compliance and levels of service established by the 2018 Surface Water Master Plan, since available staff resources are not expected to be

sufficient to complete the work within the timeframe required by the Permit. Not awarding this contract would also result in lost opportunities to review and improve the Utility's water quality monitoring program, and an increased risk of not meeting related Salmon-Safe conditions.

RESOURCE/FINANCIAL IMPACT

Contract funding will be from the Surface Water Management Fund, under the Professional Services object code, within budget allocations for professional support with expertise in water quality monitoring and NPDES Phase II Permit support. Funding for the three-year term of the contract (to expire at the end of 2023) is available as programmed in the 2021-2022 biennial budget and planned for the subsequent 2023-2024 biennial budget.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute Contract #9697 for Surface Water Quality and NPDES Professional Services with Aspect Consulting, LLC, in the Amount of \$300,806.

ATTACHMENTS

Attachment A: Contract #9697 Surface Water Quality and NPDES Professional Services Scope of Work

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City of Shoreline Contract #9697

Surface Water Quality and NPDES Professional Services

Scope of Work

The City of Shoreline (City) Surface Water Utility (Utility) provides surface water quality-related services and other stormwater-related and surface water-related services to the residents of Shoreline. With a population of less than 100,000 operating a municipal separate storm sewer system (MS4), the City was designated as a Phase II community subject to compliance with The Washington State Department of Ecology's Western Washington Phase II National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permit (Phase II Permit). Permit conditions are phased in over a five (5) year term; the current term is 2019-2024.

The Utility administers the City's Phase II Permit and takes responsibility for all compliance-related coordination. With the issuance of the 2019-2024 Phase II Permit, the Utility has identified new requirements which consultant-provided professional services will be necessary or highly useful for compliance. Aspect Consulting, LLC (Aspect) has been selected to provide this support. Aspect's consultant team includes subcontractors AltaTerra Consulting, Veda Environmental, and The Watershed Company. The primary objectives of Contract #9697 will be to provide water quality-related and other professional services as needed to support City's Utility programs, with tasks including:

- Task 1 – Surface Water Quality Monitoring Program Support
- Task 2 – Surface Water Public Education and Outreach Support
- Task 3 – Source Control Program for Existing Development Support
- Task 4 – Stormwater Management Action Planning Support
- Task 5 – Professional Services, as needed in support of City NPDES compliance and/or surface or storm water quality monitoring
- Task 6 – Project Management

Details on the scope of each task, including assumptions, deliverables and schedule are provided below.

Task 1. Surface Water Quality Monitoring Program Support

Aspect will share leadership of this task. Task 1 includes Subtask 1A 2016-2020 Surface Water Quality Monitoring Report and Subtask 1B Surface Water Quality Monitoring Program Quality Assurance Project Plan which are described below.

Subtask 1A. 2016-2020 Surface Water Quality Monitoring Report

The Surface Water Quality Monitoring Report will be a follow up to and expansion upon the City's previous Freshwater Assessment Reports completed in 2009

(<https://www.shorelinewa.gov/home/showdocument?id=15496>) and 2016

(<https://www.shorelinewa.gov/home/showdocument?id=33937>). Report content will include but is not limited to the following:

- Analysis of existing water quality data gathered from 2016-2020, including trend analysis extending from all applicable data gathered prior to 2016.
- Recommendations for water quality monitoring program changes and improvements, including:

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- Options and recommendations on how to best comply with Condition 7 of the City's Salmon-Safe certification (based on cost-benefit considerations, among other criteria).
- Explore possibilities to implement B-IBI and other water quality monitoring partnerships with Shoreline Community College, Shoreline Public Schools, and/or citizen volunteers.
- Options and recommendations for how existing water quality data and possible expansions to water quality data gathering could be used to inform City programs and evaluate effectiveness of surface water programs (including per Stormwater Management Action Planning [Phase II Permit S5.C.1.d.i], Education and Outreach [Phase II Permit S5.C.2.a], etc.).
- Evaluate for the next NPDES Permit cycle whether the City should, per the choice offered under Phase II Permit S8.A.2, continue to make payments into a collective fund, or conduct stormwater discharge monitoring per Phase II Permit S8.C (based on recommended water quality monitoring changes and improvements, cost-benefit considerations, among other criteria).

Assumptions:

- One virtual meeting between City and consultant to discuss data needs and availability for the report.
- No new data will be collected for the report. Report only will summarize and analyze existing data provided by the City.
- City will provide cost estimates for City staff or equipment used in cost-benefit analysis related to stormwater discharge monitoring or Salmon-Safe monitoring options.
- All deliverables will be in digital format. This cost estimate assumes no hard copies will be produced.
- Consultant will produce a draft report for City review and City will provide consolidated comments on the draft report.
- One virtual meeting between City and consultant to discuss draft comments/edits.

Deliverables:

- Draft Surface Water Quality Monitoring Report
- Final Surface Water Quality Monitoring Report

Schedule:

- This subtask is anticipated to begin in December 2020 and be completed by the end of June 2021.

Subtask 1B. Surface Water Quality Monitoring Program Quality Assurance Project Plan

This subtask covers Consultant support in the writing of a Quality Assurance Project Plan (QAPP) to document Water Quality Monitoring Program policies, practices, and procedures following City confirmation of recommendations presented in Water Quality Monitoring Report.

Assumptions:

- City will lead this task and will be the primary author for the QAPP.

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- Consultant will provide content or edits to QAPP as requested by the City to the extent that budget allows.
- One virtual meeting between City and consultant to discuss draft comments/edits.

Deliverables:

- Content or edits for draft QAPP as requested by the City

Schedule:

- This subtask is anticipated to begin in April 2021 (or after Subtask 1A is completed) and be completed by the end of September 2021.

Task 2. Surface Water Public Education and Outreach Support

Veda Environmental (Veda) will lead this task. Task 2 includes Subtask 2A Public Education and Outreach Services and Subtask 2B Surface Water Education and Outreach Recommendation Report which are described below.

Subtask 2A Public Education and Outreach Services

This subtask covers language services, graphic design, outreach support, audience/market research, and behavior change support. These tasks may occur throughout the project period as requested by the City. Some examples of anticipated support services under Task 2A and are described in more detail in the table below.

Table 1. Public Education and Outreach Activities.

Task 2a sub task	Activity	Timeline	Probability
Graphic Design			
	Pollution prevention park signage: fecal bacteria	Winter/Spring 2021	Definite
	General stormwater awareness rack card (Puget Sound Starts With You)	Winter/Spring 2021	Definite
Language Services			
	Translate spill plan template (3-4 languages)	Winter/Spring 2021	Definite
	Translate other outreach materials (general awareness rack card)	Spring 2021	Likely
	Translate TESC inspection outreach materials	TBD	Maybe
	Source control outreach materials	2023	Maybe
Audience Research			
	Multicultural/overburdened communities focus groups (language support may be needed) to better engage and address stormwater pollution prevention issues for overburdened	Winter/Spring 2021	Definite

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	communities. Audience research would include engagement with Soak It Up program:		
	Audience research on behavior related to fecal bacteria in streams (behavior TBD, could include side sewer replacement, backyard pet waste pickup, or other behavior)	Spring/Summer 2021	Likely
	Support collecting, analyzing, and reporting on Soak It Up evaluation	Summer/Fall 2021	Likely
Outreach Support	Support finding community centers for SIU project		
Soak It Up Program Modification Support			
	Support scoping the possible modifications identified in the Soak It Up Program Evaluation, such as promotion activities, program development for large parcels, other GSI features to include	Spring 2023	

Subtask 2A Overall Assumptions:

- Upon City request, the Consultant team will coordinate with the City to define the scope and budget for each requested task.
 - Labor for developing the scope and budget for each requested task will be billed to the project.
- I. Language services: translation of print materials and interpretation services for outreach events, meetings, and audience research.

Assumptions:

- As-needed, translation services will be outsourced from a reputable source chosen by Veda or by a vendor chosen by the City.
- The estimated cost for this service from Veda's vendor is \$150.00 + \$0.24/word per printed product and \$250 per event requiring a translator.

Deliverables:

- Translated outreach materials.
- Translation assistance at outreach events.

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Schedule:

- As-needed.

II. Graphic design support for print and digital outreach.

Assumptions:

- All finalized materials will be available in digital format.
- Printing requests will be outsourced from a reputable vendor chosen by Veda or by the City.

Deliverables:

- Materials such as brochures, postcards, booklets, reports, signs, posters, webpages, images, story maps, presentations, or educational graphics, available in digital format and/or printed as needed.

Schedule:

- As-needed.

III. Provide audience research services to support education and outreach activities, including behavior change programming.

Assumptions:

- This task may include participant recruitment.
- Research approaches may include literature reviews, surveys, focus groups, and/or interviews to better understand target audience.
- This task may include review of survey/evaluation materials for City-led evaluation and research efforts.
- Activities will be further defined and scoped as need emerges.

Deliverables:

- Results and recommendations synthesized into brief audience research reports.

Schedule:

- As-needed.

IV. Provide outreach support to promote education and outreach programs and other Surface Water Utility activities.

Assumptions:

- On-going education and outreach activities for the Surface Water Utility will be defined, scoped and budgeted on a task-by-task basis.

Deliverables:

- Strategies, tasks description, and timeline for target outreach tasks will be defined as-needed.

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Schedule:

- As-needed.

V. Support development of Soak It Up Program (Program) “additional program modifications” identified in the Soak It Up Program evaluation, as needed.

Assumptions (tasks to be determined):

- Veda will review the City’s 2020 evaluation of the Program and the recommended Program modifications.
- As needed support in developing the additional program modifications outlined in the Soak It Up Program Evaluation (e.g., adding more GSI features to rebate program, expanding program to more effectively target larger parcels).

Deliverables:

- Strategies, tasks description, and timeline for target outreach tasks will be defined as-needed.

Schedule:

- As needed during 2023.

Subtask 2B - Surface Water Education and Outreach Recommendation Report

This subtask covers the development of an Education and Outreach Recommendation Report [Community Engagement and Outreach Plan] on which activities and pollutants to better address for a comprehensive surface water education and outreach program.

Assumptions:

- This report will be the Community Engagement and Outreach Plan for this project, and will incorporate:
 - Existing surface water education and outreach programs
 - Basin prioritization outreach recommendations
 - Local and regional urban water quality data-driven outreach recommendations
 - Outreach recommendations for supporting overburdened communities
 - NPDES requirements (existing and expected future)
 - Salmon-Safe and other relevant environmental initiatives and outreach recommendations as agreed upon by City Staff and project team (per Subtask 2a.V above)
 - Other outreach strategies and tactics as recommended by outreach team

Deliverables:

- A Community Engagement and Outreach Plan for implementation in 2023.

Schedule:

- Report will be finalized after water quality trends analysis (Subtask 1A) and SMAP basin prioritization (Subtask 4B) are completed.

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Task 3. Source Control Program for Existing Development Support

Aspect will lead this task. Task 3 includes Subtask 3A Municipal Code Development, Subtask 3B Inventory Development, and Subtask 3C Inspection Program Development which are described below.

Subtask 3A. Municipal Code Development

This subtask covers the development of ordinances or other enforceable mechanisms that require the application of source-control BMPs for qualifying pollutant generating sources. In support of this development Aspect will:

- Review source control program requirements as outlined in Section S5.C.8 of the NPDES II Permit.
- Obtain and review example stormwater source control ordinances or other enforceable mechanisms from other Puget Sound jurisdictions, including those developed by Aspect for similar clients.
- Obtain and review existing City stormwater and surface water related ordinances, codes, and standards to understand the current enforcement policies/mechanisms utilized by the City as well as preferred format.
- Prepare for and hold a teleconference workshop with City staff to review key issues and policies that need to be addressed during development of a new stormwater source control ordinance.
- Develop a recommended ordinance structure and detailed outline based on available example stormwater source control ordinances and City staff input on key issues and policies.
- Develop a draft ordinance and provide to City staff for review and discussion with City Attorney and City Council.
- Hold a teleconference call with City staff to review and resolve City Attorney and City Council comments and any other concerns on the draft ordinance.
- Prepare a final ordinance and provide it to the City for final editing and formatting in advance of the formal City Council review and adoption process.
- Perform a review of existing stormwater/surface water related code and identify potential conflicts and necessary updates required to ensure consistency among the related enforcements. A brief memorandum will be prepared that lists existing relevant code, potential conflicts, and a brief description of recommended changes.
- Review the City's comments, develop draft responses, and hold a teleconference meeting with City staff to discuss and resolve comments and obtain direction to finalize recommended code revisions, and prepare final revised code language directed by the City.
- Cost – Benefit Analysis. Aspect will work with City staff to roughly estimate the cost to develop, implement, and enforce a new City-wide source control program. Aspect will estimate the effects of the new program on stormwater staffing and other City resources and provide recommendations for program implementation along with potential sources of revenue to fund the new program. The results of the analysis will be summarized in a brief memorandum and provided to the City. Aspect will hold a teleconference meeting with City staff to discuss and resolve comments and obtain direction to finalize the memorandum.

Assumptions:

- City will provide existing stormwater and surface water related ordinances, codes, and standards including enforcement policies/mechanisms.

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- The new stormwater source control ordinance will be built upon using readily available ordinances from local NPDES jurisdictions as a template.
- Review of ordinances from local Jurisdictions will focus on regulation of public and private parcels and construction activities.
- A two (2) hour teleconference meeting with City staff to review and discuss key issues and policies related to development of the new ordinance, draft ordinance outline and structure, and obtain initial direction to prepare the full draft ordinance.
- One (1) review cycle on the draft stormwater source control ordinance utilizing standard review and comment tracking form.
- Legal review of draft stormwater source control ordinance will be handled internally by the City.
- One (1) hour teleconference meeting to review and resolve comments on the draft stormwater source control ordinance.
- Any Aspect support for ordinance related work due to the City Council and public involvement process, or adoption process, will require additional budget.
- The code review and consistency analysis and memorandum will require no more than \$4,000 in Aspect labor.
- Estimation of the cost to implement and enforce a new source control will rely on costs from other similar City NPDES II programs (e.g., IDDE program) and broad assumptions necessary to estimate costs. Work to estimate program costs, assess impacts to existing NPDES program and staffing, and develop implementation recommendations will require no more than \$5,000 in Aspect labor.

Deliverables:

- Example stormwater source control ordinances or other enforcement mechanisms (electronic format).
- Full draft stormwater source control ordinance (electronic format).
- Final stormwater source control ordinance language (electronic format).
- Draft/final code review and consistency analysis memorandum (electronic format).
- Draft/final source control program analysis and implementation recommendations memorandum (electronic format).

Schedule:

- Workshop to identify key issues and policies – January 2021
- Draft ordinance with City Attorney and Council Review – March 2021
- Final ordinance – June 2021
- Code review and consistency analysis – June 2021
- Source control program implementation analysis and recommendations – June 2021

Subtask 3B. Inventory Development

This subtask will identify qualifying sites in Shoreline consistent with permit requirements for source control for existing development (Site). The Sites of interest are those which have the potential to generate pollutants to the MS4. Business types included will be based on Appendix 8 of the Phase II Permit with NAICS and SIC numbers typically associated with pollutant-generating surfaces. Input, collaboration, and help from City staff will be needed for some of the following activities (see assumptions).

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Activities on this task will include assembling and organizing data, including the following:

- Discuss with appropriate City staff the status of any data and/or programs related to municipal inspections of private and municipal properties.
- Gather business license data from local/state sources including FileLocal and Department of Revenue.
- Identify and assemble existing records from within the City, including locations of BMPs for stormwater treatment/flow control and the business lists used for the Local Source Control Partnership (LSCP) program.
- Compile business data and format for use in a database. This activity will include quality control reviewing of Sites on an individual basis and formatting entries and filling in information as possible.
- Prepare geospatial data for the inventory, including zoning, land-use, and drainage basins.
 - Add geospatial data from City with stormwater drainage and features, such as BMPs and known problem areas vis-à-vis stormwater pollution.
- Prepare database of Sites for potential for pollution generating activities. The database will be prepared in a mutually agreed software platform based available resources of the City and Aspect.
- Prepare memorandum to accompany Sites database with documentation and instructions. The memorandum is expected to include maps showing Sites by risk level and the criteria and steps used for ranking Sites. At a minimum, a Site will be ranked by its NAICS and/or SIC numbers if no other data are available.

Assumptions:

- The City will provide the following support for the inventory development of Sites:
 - Inquire and/or search for internal city resources and information
 - Provide list of businesses from licensing (historical and/or current)
 - Provide list of businesses from the LSCP program
 - Help with communications support for requesting data from other city departments/divisions and other agencies, such as Department of Revenue
 - Review draft memo and Sites database

Deliverables:

- Database of Sites in Shoreline ranked by potential for pollution-generating activities.
- Memorandum (draft and final) to accompany the Sites database with documentation and instructions.

Schedule:

- Primary task work will occur April through September 2021
- Database of Sites and draft memo – October 2021
- Final database and final memo – December 2021

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Subtask 3C. Inspection Program Development

This subtask includes preparation of documentation, guidance, and resources to support the City's development of a business inspection program. Activities will include the following:

- Review and provide input on existing City forms and procedures for source control inspections, as well as record-keeping of inspections in Cityworks. The review will include preparing a memorandum with recommendations.
- Review regional resources to identify useful guidance and incorporate it into the City's procedures for inspections and related activities as appropriate. Known resources that will be reviewed include the [Business Inspection Program Report](#) (January 2020, Business Inspection Group [BIG], Washington Stormwater Center) and resources available from the [Pacific Northwest Pollution Prevention Resource Center](#).
- Prepare a standard procedures guidance document with best practices for Site inspections. The guidance will incorporate input from the City's existing related programs and procedures and will incorporate relevant regional resources for consistency with current industry practices, including as Ecology's Dangerous Waste Regulations and [available guidance](#). Electronic technical resources will be also be referenced in an appendix of online BMPs SOPs, pamphlets, and technical documents relevant to issues typically addressed during Site inspections.
 - The municipal codes developed for the source control program in Task 3A will be referenced to for consistency with inspection practices and to develop enforcement procedures.
- Help transfer data from the Sites database prepared in Task 3B into the city's Cityworks software.
- Prepare a training curriculum for City staff and/or contractors. The training curriculum will be to educate staff and workers on Site inspection methods and satisfy the permit requirement for staff training (S8.5.b.v). The curriculum will be prepared to be given virtually and will use resources available from the Washington Stormwater Center and other permittees.

Assumptions:

- The City will provide the following support for the inspection program development:
 - Inquire and/or search for internal City resources and information
 - Provide information about existing City inspection programs, including the LSCP
 - Help with communications support for requesting information from other City departments/divisions
 - Review draft standard procedures document for inspections
 - Review draft training curriculum
- The schedule for the deliverables is intended to support training of staff and piloting the inspection program in the summer of 2022 per City request.
- No Site inspections are included in this task; just program development support.
- No trainings are included in this task; just planning materials and curriculum for trainings to be implemented separately.

Deliverables:

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- Memorandum of comments and recommendations of the review of existing City forms, procedures, and record-keeping for Site inspections.
- Technical support transferring data from the Sites database in Task 3B into Cityworks for use in the inspection program.
- Draft and final standard procedures guidance document for source control inspections.
- Draft and final training curriculum for inspectors.

Schedule:

- Primary task work will occur July 2021 through January 2022
- Memo of comments on City forms, procedures, and Cityworks – January 2022
- Draft standard procedures guidance document – February 2022
- Final standard procedures guidance document – March 2022
- Draft training curriculum – January 2023
- Final training curriculum – February 2023

Task 4 Stormwater Management Action Planning Support

AltaTerra Consulting (AltaTerra) will lead this task. Task 4 includes Subtask 4A Receiving Water Assessment, Subtask 4B Receiving Water Prioritization, and Subtask 4C Stormwater Management Action Plan(s) which are described below. This task involves following general methodology described in Ecology's August 2019 Stormwater Management Action Plan (SMAP) Guidance Document that outlines steps necessary to comply with the City's NPDES Phase II Permit Condition S5.C.1.d. Stormwater Management Action Planning.

Subtask 4A. Receiving Water Assessment

This subtask involves reviewing and coordinating a summary of existing receiving water data in a tabular format for each of the City's receiving waters. It is expected that the City will take the lead on this task with assistance from the Consultant team.

Assumptions:

- A SMAP process kickoff meeting with the City and up to 2 members of the consultant team will be held to discuss overall approach and City objectives for the SMAP effort. The meeting is anticipated to last up to 1 hour and will be held virtually.
- The City will identify receiving waters to be included in the inventory and size of analytical unit (e.g., entire drainage basin or sub-basins). With the exception of a few small basins (e.g., small portion of Bitter Lake basin and Lake Washington drainage areas with no tributary channels), that provide little opportunity for receiving water benefits, all receiving waters with tributaries that enter larger bodies of water (i.e., Puget Sound or Lake Washington) will be included in the inventory.
- The Consultant will provide the City with a template spreadsheet to fill in relevant receiving water, land use data, and basin characteristic data that will be used to assess receiving water conditions. It is expected that the data will be gleaned from existing documentation (e.g., basin plans, water quality reports, Surface Water Master Plan, Surface Water Capacity Modeling Study, hydrologic modeling reports, habitat assessments, and publicly available websites). Basic receiving characteristics including basin size, area within Shoreline, designated uses, water

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quality characteristics, flow (if available), habitat features (if available), land use, stormwater facilities in basin, and other data will be summarized.

- The City will provide the Consultant with all available relevant data available for receiving waters including, but not limited to the following:
 - GIS coverages, as available, including basin delineations, impervious surface coverage, stormwater facilities, zoning, wetlands, streams, conveyance networks, transportation networks, and water quality data.
 - Basin plans, water quality studies, hydrologic modeling reports, and other relevant City documents.

These resources will be used for follow-up questions and coordination and for map preparation to document receiving water conditions in each basin or sub-basin.

- Data provided in previous documentation (i.e., basin plans, water quality reports, Surface Water Master Plan, Surface Water Capacity Modeling Study, hydrologic modeling reports, habitat assessments, historic fish use) will not be updated for this analysis
- The City will include data from Subtask 1A will be included in the receiving water assessment.
- The City will include additional publicly available information, such as Ecology water quality data, Washington State Department of Natural Resources Geologic Mapping data, Washington State Department of Fish and Wildlife fish use or fish barrier data, or other relevant sources as needed for this task.
- The City will provide input on expected land use and growth projections for receiving waters.
- The Consultant will consolidate receiving water data in GIS to be used in Task 4C for figure development in the SMAP document.
- The City will provide the Consultant with the data summary in a tabular format.
- This task will be completed within one month of Subtask 1A.
- The Consultant will review the draft receiving water summary table and coordinate with the City to identify gaps and complete missing information.
- One meeting with City staff and up to two members of the consultant team to discuss the draft table. Meeting is expected to last no more than 1 hour and will be held virtually.
- GIS files produced during the project and a PDF of screen shots of the web content will be provide at project closeout. Aspect Consulting will host web maps and Story Map (if authorized by City) throughout the duration of the project and an additional 6 months past project closeout. Aspect can continue to host the story map after project closeout at a cost of \$500/year. Transfer of Story Map files to be hosted elsewhere is not included in this scope of work.
- Story Map cost estimate includes one consolidated round of revisions.

Deliverables:

- Excel template for City to fill in with receiving water data.
- Final excel table summarizing receiving water characteristics.
- GIS Story Map summarizing receiving water characteristics by basin OR GIS coverages that consolidate information presented tabularly in the excel table. Scope and fee will include GIS

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Story Map but development of Story Map will be authorized separately by City subsequent to the start of Task 4A work.

Schedule:

- This subtask is anticipated to begin July 2021 and end by September 2021.

Subtask 4B. Receiving Water Prioritization

Data compiled in Subtask 4A will be used for prioritizing receiving waters and will be used to determine a high-priority receiving water to develop a Stormwater Management Action Plan (Subtask 4C).

Assumptions:

- The City and up to two members of the consultant team will attend a 1.5-hour meeting to develop criteria to prioritize receiving waters. The meeting will be held virtually.
 - The consultant team will prepare draft criteria and example scenarios for discussion in advance of the meeting.
 - Final criteria will be used to compare and rank receiving waters.
- A draft list of ranked receiving waters will be prepared using final prioritization criteria agreed upon by the City.
 - Criteria may be modified if results are not consistent with what is known about receiving waters. If this occurs, another draft list will be prepared using modified criteria.
- The City and up to two members of the consultant team will attend one 1-hour meeting to discuss draft prioritization results. The meeting will be held virtually.
- The final list of ranked receiving waters will be prepared, following City approval and agreement.
- The City will select high-priority receiving water(s) to develop a Stormwater Management Action Plan.

Deliverables:

- Draft excel table of suggested prioritization criteria and example scenarios for meeting with City.
- Final prioritization criteria table based on meeting with City.
- Draft excel table of ranked receiving waters.
- Final excel table of ranked receiving waters and selection of receiving water(s) for Stormwater Management Action Plan(s).

Schedule:

- This subtask is anticipated to begin October 2021, following completion of Subtask 4A and end by March 2022.

Subtask 4C. Stormwater Management Action Plan(s)

This subtask will develop one or more Stormwater Management Action Plans for high-priority receiving water sub-basins identified in Subtask 4B. The City has active regional projects, such as Sound Transit Light Rail Stations, currently being constructed in what are thought to be high-priority sub-basins. Any on-going or already planned stormwater actions in progress or constructed in basins with active changes will be incorporated in the Stormwater Management Action Plan so the City gets credit for the

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stormwater planning work they have already done to protect and/or improve receiving water conditions.

Assumptions:

- A meeting with the City and up to three members of the consultant team will be held to discuss conditions in the selected receiving water, City stormwater management actions (current and planned), land use changes, and opportunities for additional targeted actions. The meeting is anticipated to last up to 2 hours and will be held virtually.
- For purposes of this scope, it is assumed that one Stormwater Management Action Plan is prepared.
- The consultant team will develop a draft list of strategies for the selected receiving water including but not limited to the following:
 - Current City actions
 - Programmatic actions, such as education and outreach or operational actions
 - Stormwater retrofit opportunities
 - Land management opportunities
 - Actions identified in basin plans, SWMP, or other City plans specific to the receiving water or City-wide program
 - Instream or riparian improvements supportive of salmon use
- The City will review the draft list of actions and decide which actions should be moved forward in the Stormwater Management Action Plan.
- Up to 10 projects will be included in the SMAP.
 - Five projects are assumed to be existing City-planned capital projects or programmatic strategies that will not require additional Consultant effort, other than a brief description, schedule, and cost.
 - Five new project summary sheets will be developed for stormwater actions included in the Stormwater Management Action Plan. For the purposes of this scope and budget, it is assumed that one project will be a capital project, one project will be a habitat project, and three projects will be programmatic.
 - Project summary sheets will include planning level cost estimates, conceptual level details for capital improvements, and grant funding opportunities, if appropriate.
- Stormwater Management Action Plan will include an implementation schedule and cost for completion of proposed actions, and methodology for assessing project success.
- The Stormwater Management Action Plan is anticipated to be no more than 30 pages, including tables and figures, exclusive of appendices.
- The City will provide a consolidated set of review comments on the draft and revised draft SMAP.

Deliverables:

- Draft Stormwater Management Action Plan delivered electronically in Word format.
- Revised Draft Stormwater Management Action Plan delivered electronically in Word format, addressing comments in tracked changes.

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- Final Stormwater Management Action plan delivered electronically in Word and PDF formats, with City comments on Revised Draft addressed.

Schedule:

- This subtask is anticipated to begin April 2022, following completion of Subtask 4B and end by September 2022.

Task 5. Professional Services, as needed in support of City NPDES compliance and/or surface or stormwater quality monitoring

This task covers additional NPDES or water quality support tasks that are not covered under tasks 1-4 above. The task may include report review, general technical support, mock audits or other items as needed. Aspect will lead this task. Task 5 includes Subtask 5A Third-party Assistance for NPDES Annual Report, Subtask 5B Technical Support for Salmon-Safe Certification, and Subtask 5C NPDES Permit Mock Audit which are described below.

Subtask 5A. Third-party Assistance for NPDES Annual Report

This subtask covers a third-party review of the City's 2020 NPDES Annual Report before submittal to Washington State Department of Ecology. Tasks may include review of the overall report, data review for subsections of the report, assistance in assembling data for the report, etc. Aspect will provide assistance or review services at the City's request.

Assumptions:

- The cost estimate assumes all support will occur prior to the March 31, 2021 reporting deadline and does not cover support for subsequent years.
- Third party assistance and review will support the City in meeting its NPDES reporting requirements but is not a guarantee of full compliance with the permit.

Deliverables:

- Comments and edits on Draft NPDES Annual Report.
- Assistance on report completion as requested by City staff.
- Virtual meeting between Aspect and City staff to discuss findings of third-party review.

Schedule:

- Timing will be late 2020 through March 31, 2021.

Subtask 5B. Technical Support for Salmon-Safe Certification

Subtask 5B covers technical support for Salmon-Safe certification that is not already covered under tasks 1-4. Work will be completed under this task upon request from the City and agreement between the City and the Consultant on a scope, schedule, and cost estimate for each requested task.

Assumptions:

- Upon City request, the Consultant team will coordinate with the City to define the scope and budget for each requested task.

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- Labor for developing the scope and budget for each requested task will be billed to the project.

Deliverables:

- To be determined.

Schedule:

- Anticipated to begin in 2023.

Subtask 5C. NPDES Permit Mock Audit

This subtask covers a mock audit of Shoreline's compliance with the Western Washington Phase II Municipal Stormwater Permit. The mock audit would follow the format of Ecology's MS4 inspection worksheets and EPA MS4 Program Evaluation Guidance and could involve document review, site visits, and interviews with City staff, etc. The mock audit could encompass the entire permit or focus on permit sections where City has compliance concerns.

Assumptions:

- Upon City request, the Consultant team will coordinate with the City to define the scope and budget for each requested task.
- Labor for developing the scope and budget for each requested task will be billed to the project.

Deliverables

- To be determined.

Schedule:**Anticipated to begin in 2023.Task 6. Project Management**

Aspect will lead this task. Task 6 includes Subtask 6A Develop Project Management Plan and Subtask 6B Contract Management are described below.

Subtask 6A. Develop Project Management Plan

Consultant will develop a Project Management Plan (PMP) outlining project schedule, communication plans, communication and document sharing platforms, budget, deliverables, quality assurance/quality control procedures and scope amendment procedures. Consultant will develop initial PMP at the beginning of this project. The PMP may be amended throughout the project based on new task requests or scope changes requested by the City.

Assumptions:

- City will compile all comments on draft PMP into a single document.

Deliverables:

- Draft PMP
- Finalized PMP
- Amended PMP (if applicable)

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Schedule:

- Draft PMP within 2 weeks of notice to proceed.
- Finalized PMP within 1 week of receipt of City comments on draft.
- Amended PMP within 2 weeks of finalization of new task request or scope changes.

Subtask 6B. Contract Management

This subtask covers the coordination and management of the overall contract between the City Project Manager and the Consultant Project Manager. Contract management tasks include:

- Initial project kickoff meeting with City, Consultant and Subconsultant task leads.
- Preparing monthly invoices.
- Preparing monthly progress reports for each task and the project progress as a whole.
- Managing tasks including task schedules, deliverables, scopes and scope changes.
- Consultant Project Manager will serve as primary point of contact and communication between City staff, Consultant staff, and Subconsultant staff.
- Coordination of quality control and timely delivery of project deliverables.

Assumptions:

- Kickoff meetings for each task are included in the cost estimate for each task.
- Management of individual task budgets and schedules will be the responsibility of the leading Consultant or Subconsultant task lead. Consultant Project Manager will monitor progress and budget of all tasks on a monthly basis to ensure completion within overall project budget and schedule.

Deliverables:

- Monthly invoices
- Monthly progress reports on tasks and overall project status

Schedule:

- Ongoing during entire project.

Cost Estimate

The cost estimates for this SOW are shown in Table 2 below.

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Table 2. Cost Estimate for Shoreline water quality and NPDES support services

	Aspect										Veda					AltaTerra		TWC				
	Associate	Principal 1	Senior 3	Senior 2	Project 1	Staff 3	Staff 2	Sr. Editor	Coordinator	Hours total		Principal	Jr. Associa	Admin	Sr. Water	Senior Biologist	Sub Labor	Expenses	Subs and ODC w/markup	Annual Total		
2021	\$ 223.00	\$ 258.00	\$ 223.00	\$ 209.00	\$ 155.00	\$ 143.00	\$ 129.00	\$ 124.00	\$ 99.00													
1A. Surface Water Quality Monitoring Report 2016-2020	109	10			8		52	20		199	\$ 37,315									\$ 37,315		
1B. QAPP/SAP	16									16	\$ 3,568									\$ 3,568		
2A. General Public Outreach support	6				6					12	\$ 2,268	14	50	8			\$ 9,600	\$ 500	\$ 10,605	\$ 12,873		
2B. Surface Water Education and Outreach Recommendation Report																						
3A. Municipal code development	3	16.5	66			11				96.5	\$ 21,217									\$ 21,217		
3B. Inventory development	5	3		46	38	19	38			149	\$ 25,012									\$ 25,012		
3C. Inspection program development and training	3	1		18	2	2	4			30	\$ 5,801									\$ 5,801		
4A. Receiving Water Assessment	2				47			10		59	\$ 8,971				24.5		\$ 3,969		\$ 4,167	\$ 13,138		
Story Map (if Authorized by City)					5			10		15	\$ 2,015									\$ 2,015		
4B. Receiving Water Prioritization	2									2	\$ 446				21.5		\$ 3,483		\$ 3,657	\$ 4,103		
4C. SMAP																11	\$ 1,760		\$ 1,848	\$ 1,848		
5A. 3rd party review of NPDES Annual Report	18						16			34	\$ 6,078									\$ 6,078		
5B. Technical support for other Salmon-Safe																						
5C. NPDES permit mock audit																						
6A. Develop Project Management Plan,	10	2				1				13	\$ 2,889									\$ 2,889		
6B. Contract management	42	4		2	2		2			65	\$ 12,671	2	2				\$ 940		\$ 987	\$ 13,658		
2021 Totals	216	36.5	66	66	108	33	112	40	13	690.5	\$ 128,251	16	52	8	46	13	\$ 19,752	\$ 500	\$ 21,265	\$ 149,516		
2022	\$ 229.69	\$ 265.74	\$ 229.69	\$ 215.27	\$ 159.65	\$ 147.29	\$ 132.87	\$ 127.72	\$ 101.97		Labor									Subs and ODC	Annual Total	
1A. Surface Water Quality Monitoring Report 2016-2020																						
1B. QAPP/SAP																						
2A. General Public Outreach support	6				6					12	\$ 2,336	8	29	4			\$ 5,485	\$ 500	\$ 6,284	\$ 8,620		
2B. Surface Water Education and Outreach Recommendation Report																						
3A. Municipal code development																						
3B. Inventory development																						
3C. Inspection program development and training	1	1		37				14		53	\$ 10,321									\$ 10,321		
4A. Receiving Water Assessment																						
4B. Receiving Water Prioritization																						
4C. SMAP	10	14			28		40			92	\$ 15,802				20	10	\$ 4,840		\$ 5,082	\$ 5,082		
5A. 3rd party review of NPDES Annual Report															178.5	20	\$ 32,117	\$ 60	\$ 33,786	\$ 49,585		
5B. Technical support for other Salmon-Safe																						
5C. NPDES permit mock audit																						
6A. Develop Project Management Plan,	38								9	47	\$ 9,646									\$ 9,646		
6B. Contract management																						
2022 Totals	55	15	0	37	34	0	54	0	9	204	\$ 38,105	8	29	4	198.5	30	\$ 42,442	\$ 560	\$ 45,152	\$ 83,257		
2023	\$ 236.58	\$ 273.71	\$ 236.58	\$ 221.73	\$ 164.44	\$ 151.71	\$ 136.86	\$ 131.55	\$ 105.03		Labor									Subs and ODC	Annual Total	
1A. Surface Water Quality Monitoring Report 2016-2020																						
1B. QAPP/SAP																						
2A. General Public Outreach support	6				6					12	\$ 2,406	16	58	4			\$ 10,590	\$ 1,412	\$ 12,602	\$ 15,008		
2B. Surface Water Education and Outreach Recommendation Report	2									2	\$ 473	40	50				\$ 13,650		\$ 14,333	\$ 14,806		
3A. Municipal code development																						
3B. Inventory development																						
3C. Inspection program development and training	1	1		15			8			25	\$ 4,931									\$ 4,931		
4A. Receiving Water Assessment																						
4B. Receiving Water Prioritization																						
4C. SMAP	2				2					4	\$ 802				4		\$ 648		\$ 680	\$ 1,482		
5A. 3rd party review of NPDES Annual Report																						
5B. Technical support for other Salmon-Safe	55									55	\$ 13,012									\$ 13,012		
5C. NPDES permit mock audit	55									55	\$ 13,012									\$ 13,012		
6A. Develop Project Management Plan,	20								10	30	\$ 5,782									\$ 5,782		
6B. Contract management																						
2023 Totals	141	1	0	15	8	0	8	0	10	183	\$ 40,418	56	108	4	4	0	\$ 24,888	\$ 1,412	\$ 27,615	\$ 68,033		
Project Totals	412	52.5	66	118	150	33	174	40	32	1077.5	\$ 206,774	80	189	16	248.5	43				\$ 94,032	\$ 300,806	