



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP MEETING
MINUTES
Monday, September 26, 2022
5:00 PM**

I. CALL TO ORDER

Mayor Pro Tem Stuebe called the meeting to order at 5:01 pm

II. ROLL CALL

Present: Mayor Pro Temp David Stuebe and Councilmembers Michelle Wagner, Janice Killian, Molly Coston, Julie Russell, and Ernie Suggs

Staff:

David Scott, City Manager
Trevor Evers, Director of Public Works
Daniel Layer, Finance Director
Wendi Steinbronn, Police Chief
Teresa Stedman, Human Resources & Risk Director
Mitch Kneipp, Community Development Director
Rose Jewell, Community Engagement Manager

III. PUBLIC COMMENTS

Scott Allen Foye commented about the no parking signs on his street.

Rena Orth asked about "Adopt a Block" for garbage pickup. Council directed her to Michelle Wright.

IV. NEW BUSINESS

A. Public Works - Stormwater Master Plan

Trevor Evers gave a report:

- Background
- Goals
- Fee Estimate
- Next Steps
- Questions

B. Human Resources: Class Comp Update Non-Represented Employees

Teresa Stedman gave report on Class Comp Update for Non-Represented Employees:

- Updated Salary Analysis 2022
 - Discussion about why another analysis
- Positions that should be updated
- Update Salary Ranges
- Next Steps
 - Questions around which cities used
 - Other Cities difficulties around getting staff

C. Finance: 2023 Budget: Revenue and Expenditure Estimates

Daniel Layer gave report on Budget: Revenue and Expenditure Estimates:

- Agenda
- 2023 Budget Approach
- 2023 General/Street Fund-Preliminary Budget Strategy
- 2023 Preliminary Revenue & Expenditure Estimates
- 2023 Preliminary Revenue & Expenditure Estimates- Utility Accounts
- 2023 Budget Estimates-Other Funds
- 2023 Budget Next Steps

D. Finance: 2023 Departmental Budget Presentations: Public Works Operations and Maintenance

Daniel Layer gave report on Public Works Operations and Maintenance Budget:

- Agenda
 - Highlights
 - Facilities- 2023 (2022) Budgets
 - Parks- 2023 (2022) Budgets
 - Engineering -2023 (2022) Budgets
 - Streets Fund-2023 (2022) Budgets
 - Cemetery Fund-2023 (2022) Budgets
 - Water Sewer Fund- 2023 (2022) Budgets
 - Stormwater-2023 (2022) Budgets
 - Stormwater O&M & Capital (Operational) Highlights
 - Public Works FTE Count

V. PUBLIC COMMENTS

None

VI. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

David Scott reported:

- Deferred

B. MAYOR

Mayor Pro Temp David Stuebe report:

- Question about opportunity to vote at Council Meeting

C. CITY COUNCIL

Councilmember Wagner reported:

- Deferred

Councilmember Killion reported:

- Deferred

Councilmember Coston reported:

- Deferred

Councilmember Russell reported:

- Cemetery Maintenance
- Cemetery and Park Boards Merge
- Adopt a Street Program

Councilmember Suggs reported:

- Deferred

VII. ADJOURNMENT

Meeting was adjourned at 6:35 pm.

Mayor

City Clerk

Stormwater Master Plan PSA w/ Otak

September 26, 2022



City of Washougal

Our mission is to provide leadership and effective, fiscally responsible services that achieve our community's vision.

Background

- To support the utility rate study and long-term management of the storm sewer system
- The plan will be prepared for a ten-year horizon
- Coordination with FCS Group will be needed for utility rate study; schedule is a driving factor of plan preparation
- The CIP developed for this project will be supplemented by the CIP being developed for Washougal's Stormwater Management Action Plan (SMAP)



Goals

- To provide staffing and equipment recommendations for operating and maintaining the storm sewer
- To contemplate different levels of service for operations and maintenance of the system
- To develop recommendations for coordinating work and asset management with other departments
- To Identify needed Stormwater capital improvements throughout the City



Fee Estimate

- City released an RFP to all qualified consultants and only received 1 response.
- Upon Fee Proposal, Otak estimated that a Master Plan of moderate budget would cost roughly \$221,000, with a low budget option costing roughly \$150,000.
- After being identified as the preferred consultant, Otak and Public Works negotiated that a scope most fitting for the City would be **\$196,618.00**
- Adopted FY2022 budget has Stormwater Master Plan at \$80,000; City is requesting an additional \$117,000 for a more **comprehensive** Stormwater Master Plan update
 - Funds are available for this project in the Stormwater Fund



Phase/ Task	Description	Staffing*									Total Hours	Total Budget by Task
		Civil Engineer X	Sr. PM - Planner I	Civil Engineer VIII	Civil Engineer V	Engineering Designer II	Planner Associate IV	Sr. GIS Specialist - Planner	Project Admin. Asst	Project Coordinator I		
001	Project Management											
01	Contract and Schedule Management		12				8			8	28	\$4,220.00
02	Coordination		40				8				48	\$8,376.00
002	Deliverables Planning											
01	Deliverables Planning	2	8	4		8	8	9	3		42	\$5,998.00
003	Discovery											
01	Engineering and Asset Data Collection		4	6			6				16	\$2,692.00
02	Interviews & Preliminary Field Trips		16	20		20	12	4			72	\$10,812.00
03	Document Known Issues	4	8	8	8	24	56	8			116	\$16,388.00
04	Summarize Existing Information	2	4	8		24	30				68	\$9,298.00
05	Screening		4	8		12	4	4			32	\$4,480.00
004	Visioning											
01	Project Scoring Criteria	1	6	6			24		2		39	\$6,019.00
02	Long-Term Visioning	1	8				24				33	\$5,081.00
005	Solutions											
01	Project Identification	2	2	12	30	16		4			66	\$9,640.00
02	Rate and Rank Draft List		4	8	4	30		4			50	\$6,294.00
03	Prepare Draft CIP	6	2	6	24	48	24		2		112	\$14,772.00
04	Prepare Final CIP	6	2	4	10	30	8	6	2		68	\$9,014.00
05	Long-Term Management Recommendations	2	16		12	12	170	8	4		224	\$31,866.00
006	Funding and Costs											
01	Coordination with Rate Study		8		2		8		1		19	\$2,976.00
02	Prepare Cost Summaries	1	8	2	2		8		1		22	\$3,573.00
007	Implementation / Prepare SMP											
01	Draft SMP	8	24	1	1	1	144	24	8	1	212	\$30,949.00
02	Final SMP	4	16				44	8	8		80	\$11,804.00
03	Adoption Support		2				12				14	\$2,066.00
	<i>Total Hours</i>	39	194	93	93	225	598	79	31	9	1361	
	<i>Annualized Billing Rate</i>	\$225.00	\$181.00	\$186.00	\$150.00	\$99.00	\$142.00	\$128.00	\$92.00	\$114.00		
	<i>Total Labor Cost</i>	\$8,775.00	\$35,114.00	\$17,298.00	\$13,950.00	\$22,275.00	\$84,916.00	\$10,112.00	\$2,852.00	\$1,026.00		\$196,318.00
	<i>Direct Expenses</i>											\$300.00
	Project Total											\$196,618.00

*Staff categories and rates are shown for estimating purposes. Staff are selected based on skill and availability, and billed at the agreed category billing rates (attached). Category rates increase each year; Otak will provide an update rate schedule annually.



Next Steps

- Staff would recommend that the City Council authorize the City Manager to execute a PSA with Otak, Inc for the Stormwater Master Plan in the amount of \$196,618.00
- This item will be on the Oct 10th council consent agenda as an action item.



Questions?





City of Washougal
PUBLIC WORKS PURCHASING

Contract Information Form *(THIS FORM MUST ACCOMPANY EVERY CONTRACT)*

Contract Title: **Stormwater Master Plan** Vault Filing Number: _____
Vendor Name: **Otak** Vendor Number: **2102**
Contract Overview: **Stormwater Master Plan** Contract Total: **\$196,618.00**

Project Manager: **Sean Mulderig** Ext: **228** Department: **Public Works**

Project Number: _____

Budget Code(s): **403-09-531-415-5041**

Engineer's Project Estimate: \$ _____ \$

Contract Price: \$ **\$196,618.00**

Type of Procurement Method: **MRSC Consultant Roster**

Project specifically identified in approved budget: N/A ☐ YES ☒ NO ☐ * if NO see below if project cost is greater than **\$50,000** for public works, professional services, and personal services.

Does project change exceed administrative discretion threshold? N/A ☐ YES ☒ NO ☐

If project exceeds administrative threshold, was it approved by Council? YES ☐ NO ☐ Click here to enter a date.

City of Washougal, Washington

PROFESSIONAL SERVICES AGREEMENT

Project Name Stormwater Master Plan

This Agreement made and entered into this _____ day of _____ 2022, by and between the City of Washougal, a municipal corporation, under the laws of the State of Washington, hereinafter referred to as "City," and Otak hereinafter referred to as "Contractor," whose address is: 700 Washington Street, Suite 300 Vancouver, WA 98660.

WHEREAS, the City desires to engage the Contractor to provide Stormwater Master Plan Services and other related professional services for the Stormwater Master Plan, and Contractor has agreed to offer its professional services to perform said work, and

WHEREAS, the Contractor has represented by entering into this Agreement that it is fully qualified to perform the work to which it will be assigned in a competent and professional manner, to the standards required by City,

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES: The City hereby agrees to engage the Contractor and the Contractor hereby agrees to perform, in a satisfactory and proper manner, as determined by City, the services hereafter set forth in connection with this Agreement.

1. **Scope of Services:** Contractor agrees to:
 - a) See attached Scope and Rates in **SCOPE AND RATES DATED September 22, 2022**
 - b) Notwithstanding the provisions of section 14, "Amendments," the City may add other related professional services at its discretion.

This Agreement is a purchase of professional services at the hourly rates set forth in EXHIBIT B. Payment for these services are for time and materials not to exceed \$196,618.00 unless authorized in writing by the City. If additional time is needed, please refer to Section 4 of this agreement. A written amendment must be attached.

2. **Relation of Parties:** The Contractor, its sub-consultants, agents and employees are independent contractors performing professional services for City and are not employees of the City. The Contractor, its sub-consultants, agents and employees, shall not, as a result of this Agreement, accrue leave, retirement, insurance, bonding or any other benefits afforded to City employees. The Contractor, sub-consultants, agents and employees shall not have the authority to bind City in any way except as may be specifically provided herein.

3. **Time of Performance:** The service of the Contractor is to commence as soon as

practicable after the execution of this Agreement. It is agreed, services hereunder shall begin as of:

Begin date of October 11, 2022, and be completed as of:

End Date December 31, 2022

4. **Delays and Extensions of Time:** If the Contractor is delayed at any time in the progress of providing service covered by the Agreement, by any causes beyond Contractor's control, the time for performance may be extended by such time as shall be mutually agreed upon by Contractor and City and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to City.
5. **Compensation and Schedule of Payments:** City shall pay the Contractor at the rates indicated in Section 1 for work performed under the terms of this Agreement. This is the maximum amount to be paid under this Agreement and it shall not be exceeded without City's prior written authorization in the form of a negotiated and executed supplemental agreement. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the project as set forth herein. The Contractor shall submit monthly invoices to City covering both professional fees and project expenses, if any. Payments will be submitted by mail or courier to City Hall located at 1701 C Street, Washougal, WA 98671. No faxed copies for payment will be accepted. Payments to Contractor shall be made within thirty (30) days from submission of each invoice.

The City reserves the right to correct any invoices paid in error according to the rates set forth in this Agreement. City and Contractor agree that any amount paid in error by City does not constitute a rate change in the amount of the contract. The City's project name annotated on the executed copy of the contract **must** be referenced on any invoice submitted for payment.
6. **Ownership of Records and Documents:** All materials, writings and products produced by Contractor in the course of performing this Contract shall immediately become the joint property of the City and Contractor. In consideration of the compensation provided for by this Agreement, the Contractor hereby further assigns all copyright interests in such materials, writing and products to the City. A copy may be retained by the Contractor.
7. **Termination:** This Agreement may be terminated by either party upon not less than fifteen (15) days written notice. Additionally, this Agreement may be suspended in accordance with Section I of City of Washougal Resolution 1051.
8. **Evaluation and Compliance with the Law:** The Contractor shall have the authority to control and direct the performance and details of the work described herein. The Contractor agrees to comply with all relevant, federal, state and municipal laws, rules and regulations.

9. **City Business and Occupation License & E-Verify Program:** Prior to performing work under this Agreement, Contractor shall secure a City of Washougal Business and Occupation License under W.M.C. 5.04.020.

The Contractor shall be registered with the Department of Homeland Security E-Verify Program. The Contractor shall provide a fully executed Declaration of Participation in E-Verify Program Form to the City. If the Contractor described herein uses a subcontractor in connection with the performance of the Contract, the subcontractor shall, as a condition of the Contract, certify their participation in the E-Verify program by submitting a Declaration of Participation Form. The Contractor and any subcontractors will not knowingly employ or contract with an unauthorized alien.

10. **Liability and Hold Harmless:** Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the work hereunder. All work shall be done at Contractor's risk.

The Contractor shall defend indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, to the extent caused by the negligent acts, omissions or misconduct of the Consultant, in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence or misconduct. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

11. **Debarment, Suspension Or Ineligibility:** The Contractor, defined as the primary participant and its principals, certifies that to the best of its knowledge and belief that they:
- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions with the City;
 - b) Have not within a three (3) year period preceding this contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a

criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;

- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated above;
- d) Have not, within a three (3) year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause of default;
- e) Where the Contractor is unable to certify to any of the statements in this document, Contractor shall attach an explanation.

The Contractor agrees by submitting this contract that it shall not knowingly enter into any lower tier covered transaction with a person or business that is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract.

12. **Insurance:** The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

No Limitations: Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

Minimum Scope of Insurance: Contractors required insurance shall be of the types and coverage as stated below:

- a) **Automobile Liability:** insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
- b) **Commercial General Liability:** insurance shall be as least at broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 0509 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability

insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

- c) Workers' Compensation: coverage as required by the Industrial Insurance laws of the State of Washington.

Minimum Amounts of Insurance: Contractor shall maintain the following insurance limits:

- a) Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- b) Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.

City Full Availability of Contractor Limits: If the Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

Other Insurance Provision: The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

Verification of Coverage: Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

Subcontractors' Insurance: The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the

Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

Notice of Cancellation: The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

Failure to Maintain Insurance: Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

13. **Notices:** All notices which are given or required to be given pursuant to this Agreement shall be hand delivered or mailed, postage paid, as follows:

City:

City of Washougal
1701 "C" Street
Washougal, WA. 98671

Contractor:

NAME: Otak
ADDRESS: 700 Washington Street, Suite 300
CITY STATE ZIP: Vancouver, WA 98660

14. **Amendments:** This Agreement shall not be altered, changed, or amended, except by an instrument in writing executed by the parties hereto. Any changes in the scope of work or compensation shall be mutually agreed upon between City and the Contractor and shall be incorporated in written amendments to this Agreement.
15. **Scope of Agreement:** This Agreement incorporates all the agreements, covenants and understanding between the parties hereto and are merged into this written Agreement. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents, shall be valid or enforceable unless set forth in this Agreement.
16. **Ratification:** Acts taken pursuant to this Agreement but prior to its effective date are hereby ratified and confirmed.
17. **Governing Law/Venue:** This Agreement shall be deemed to have been executed and delivered within the State of Washington and the rights and obligations of the parties

hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. The Contractor shall have legal authority to enter into this Agreement and be at least 18 years of age. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Clark County, Washington.

DATED this _____ day of _____, 2022.

CITY OF WASHOUGAL, a Municipal Corporation

BY:

City Manager

ATTEST:

Approved as to Form:

Finance Director

City Attorney

CONTRACTOR, *Otak*

BY:

Title:

Scope of Service



City of Washougal Stormwater Master Plan

Otak Project No. 020272

September 15, 2022

Understanding

To support a utility rate study and long-term management of the storm sewer system, City of Washougal is creating a Stormwater Master Plan. The plan goals are to provide staffing and equipment recommendations for operating and maintaining the storm sewer, contemplate different levels of service for operations and maintenance of the system, develop recommendations for coordinating work and asset management with other departments, and identify needed capital improvements. The plan will be prepared for a ten-year horizon.

Due to the need to coordinate with the utility rate study, schedule is a driving factor of plan preparation.

The capital improvement program (CIP) developed for this project will be supplemented for the CIP being developed for Washougal's Stormwater Management Action Plan (SMAP) for the Campen Creek Catchment in northeast Washougal.

Overall Project Assumptions

- City will consolidate review comments and resolve conflicting directions before providing to Otak.
- The project is expected to last 15 months.
- Otak will coordinate as early as possible with the consultant for the utility rate study to provide updated costs.

Scope of Work

1. Project Management

The purpose of this task is to manage the project through its lifetime and deliver products that meet the City's expectations and schedule.

1.1. Contract and Schedule Management

Consultant shall:

- Manage the contract, including amendments.
- Prepare a schedule and a quarterly update.
- Prepare a monthly status report to track schedule and earned value of the project.

1.2. Coordination

Consultant shall:

- Prepare for and participating in a bi-weekly 30-minute status meeting on Teams or through phone calls with the City's Project Manager (PM) to discuss tasks being worked on and the next steps.
- Maintain a log of decisions made during status and technical meetings.
- Prepare for and participating in a one-hour kick-off meeting with City on Teams.
- Prepare for and participating in a one-hour internal kick-off meeting.
- Prepare for and participating in as-needed team working meetings with team members active in the then-ongoing task(s). Other than the PM, team members will charge their time to the technical task.

Phase 1 Deliverables

- Schedule.
- Monthly status report.
- Kick-off meeting notes.
- Decision log.

Phase 1 Assumptions

- Kick-off meeting will be held in person at City of Washougal's preferred location.
- Regular check-in meetings will be held via Teams.

2. Deliverables Planning

This phase has been included to clearly develop templates and plan outline that will be used in the remainder of the project.

Consultant shall:

- a. Prepare a draft title block for PDF map products.
- b. Coordinate with the City on the types of known issues/projects to be collected during the study. This will be used to develop the project GIS.
- c. Set up a project GIS to document known issues, other/related City CIP project locations, potential projects, and CIP project locations.
- d. Prepare and review with the City a draft outline of the SMP.

Phase 2 Deliverables

- Draft map title block and template.
- GIS schema.
- Draft SMP outline.

Phase 2 Assumptions

- One round of review of templates and outline is included

3. Discovery

The purpose of the Discovery phase is to identify and document the issues that need to be discussed or solved in the SMP.

3.1. Engineering and Asset Data Collection

Engineering and asset information will be collected.

Consultant shall:

- a. Prepare a detailed information request for engineering and asset information. Examples include utilities data in GIS, existing reports and studies that identify known issues or projects, and related City CIP lists.
- b. Prepare a spreadsheet to document existing information provided by the City and its use/usefulness.

3.2. Interviews and Preliminary Field Trips with Staff

Consultant shall:

- a. Attend two, two-hour workshops with City staff to interview them and collect additional background knowledge, existing practices, problem locations, perceived gaps in storm system management, and other stormwater and surface water issues and potential project ideas.
- b. Conduct up to two, half-day preliminary field trips with City staff to view key stormwater facilities, problem locations, and observe maintenance practices. Sites will be selected by the City's team, and the City will provide driving directions or addresses.
- c. Take notes and photographs of sites. Document sites in the project GIS.

3.3. Document Known Issues and Long-Term Management Questions

Consultant shall:

- a. Based on interviews and preliminary field trip, document locations of known issues in the project GIS. Up to 50 issues are expected overall.
- b. Describe the following attributes of each known issue: name, description, type, source, year last observed (if known), and status.

3.4. Summarize Existing Information and Long-Term Management Questions

Consultant shall:

- a. Prepare a brief memo summarizing existing information, known issues, and long-term management issues or questions.
- b. Attend a two-hour meeting with the City to review results of existing information compilation and discuss options and priorities for field and technical analyses.

3.5. Screening

The purpose of this task is to reduce the number of known issues that will be considered further.

Consultant shall:

- a. With City participation, develop screening criteria for known issues. The purpose is to bin known issues into four bins: candidates for CIPs, candidates for systematic/programmatic solutions such as an annual Small Drainage Program, candidates for long-term management recommendations, and no further action.

- b. Attend a two-hour meeting with the City to agree on the approach to screening the long list of known issues.
- c. Apply screening criteria and develop a list of up to ten known issues that are candidate CIP projects. Select up to three topics for which long-term management recommendations will be developed.
- d. Update the project GIS with screening results.

Phase 3 Deliverables

- Data inventory spreadsheet.
- Initial Known Issues list (in GIS and in tabular format).
- Field notes.
- Existing Information and Long-term Management Summary Memo.
- List of CIP candidates.
- List of three long-term management topics for exploration.

Phase 3 Assumptions

- Up to eight information sources will be collected, reviewed, and documented in Task 01 of this phase.
- City staff will accompany consultant staff on field visits.
- One round of review for memoranda is included.

4. Visioning

The purpose of this task is to integrate the City's values and goals into CIP project selection and long-term recommendations. For CIP projects, a scoring matrix will be developed to evaluate the benefits of stormwater projects and establish a priority list for implementation. The rating system will focus on quantifying project benefits. The City's related policy goals will be documented to help inform the long-term recommendations.

4.1. Scoring Criteria

Consultant shall:

- a. Develop a matrix of scoring criteria for City to distribute to internal stakeholders.
- b. Revise matrix based on City's internal feedback.
- c. Request public feedback on scoring criteria and/or values for CIP selection either via email to stakeholders, or an online survey, or similar brief contact.
- d. Revise matrix based on public feedback, in consultation with City.

4.2. Long-Term Visioning

Consultant shall:

- a. Review the City's Comprehensive Plan and other selected policy directives to document overarching goals and constraints that may impact long-term recommendations.
- b. Document findings in a brief memo.

Phase 4 Deliverables

- Project scoring criteria, draft and final
- Long-term visioning memorandum, draft.

Phase 4 Assumptions

- Otak will present the draft scoring matrix at a meeting with the City.
- One round of City's review and one round of public review of the scoring criteria are included.
- The draft Long-term visioning memo will be submitted to the City for review. Otak will not update the draft memo but will incorporate the City's comments and edits into pertinent text in the SMP (Phase 7).

5. Solutions

The purpose of this phase is to develop and prioritize solutions, including capital projects, long-term management recommendations, and policy recommendations. Costs will also be developed.

5.1. Project Identification

Consultant shall:

- a. Develop a potential project idea for each of the ten screened known issues. Document as potential projects in the project GIS and update online map.
- b. Describe the following attributes of each potential project in the GIS: name, description, type, associated known issue(s), and associated field site(s).
- c. Attend up to one two-hour meeting with the City to review and discuss the draft project list.
- d. Update the GIS and online map.

5.2. Rate and Rank Draft Project List

Consultant shall:

- a. Develop a multi-criteria analysis spreadsheet tool based on the agreed scoring criteria to rating the benefits of stormwater projects.
- b. Rate and rank the draft list of ten potential projects
- c. Meet with City in a two-hour meeting to review and discuss prioritized projects.
- d. Revise criteria (minor adjustments), score values, and/or project scores in response to feedback.
- e. Re-rank projects based on revisions.
- f. Select up to three highly-rated new projects to further develop as the CIP; verify selections with the City.
- g. Update project GIS.

5.3. Prepare Draft CIP

Consultant shall:

- a. If needed, spend up to half a day visiting the selected CIP sites.
- b. Prepare planning level project designs.
- c. Develop a planning level cost estimate.
- d. Develop a draft fact sheet for each.

5.4. Prepare Final CIP

Consultant shall:

- a. Finalize CIP designs, cost estimates, and fact sheets.
- b. Update project GIS.
- c. Create CIP map.

5.5. Long-term Management Recommendations

For the three selected topics, Consultant shall:

- a. Research long-term management solutions used by other jurisdictions or recommended by agencies such as Department of Ecology.
- b. Make recommendations for resolving long-term management issues.
- c. Prepare a planning level estimate of staffing and equipment needs and costs.
- d. Write three recommendations white papers.

Phase 5 Deliverables

- Ten project concept descriptions.
- Project prioritization, draft and final.
- List of selected CIPs (three).
- Three planning-level CIP fact sheets, draft and final.
- Three long-term recommendations white paper, draft and final.

Phase 5 Assumptions

- Assumes no data acquisition for CIP design, such as survey.
- One round of review of each deliverable.
- We assume that the three CIPs selected for this planning effort will also be supplemented by the CIPs in the City's SMAP for Gibbons Creek Basin, which is being prepared under a separate contract, resulting in a final CIP of six to seven projects.

6. Funding

6.1. Coordinate with Rate Study

Consultant shall coordinate with the consultant performing the utility rate study by attending meetings, summarizing costs, reviewing assumptions, or performing other similar tasks as requested by the City up to maximum budget for this task.

6.2. Prepare Cost Summaries

Based on project sequencing and priorities, the Consultant team will prepare a draft ten-year schedule and cost summary table for identified stormwater projects, including up the three CIP projects from this plan and the SMAP CIP. The Consultant will also summarize and estimate ten-year costs for long-term management recommendations.

Consultant shall:

- a. Prepare a draft ten-year schedule for identified stormwater projects and long-term management recommendations.
- b. Meet with the City to review and discuss comments on the cost summary table, make adjustments, and obtain direction necessary to prepare the final table. The final cost summary table will be integrated into the SMP.
- c. Prepare a brief memo describing the cost estimating methodology for CIPs and long-term management recommendations as an appendix to the SMP.

Phase 6 Deliverables

- CIP Schedule and Table, draft and final.
- Cost estimating memorandum, draft and final.

7. Implementation / Prepare SMP

7.1. Draft SMP

Consultant shall:

- a. Prepare the draft SMP, including text and maps.
- b. Compile appendices.

7.2. Final SMP

Consultant shall:

- a. Log significant comments and respond to them.
- b. Revise the SMP based on comments and prepare the final SMP.

7.3. Adoption Support

Consultant shall:

- a. Prepare the SEPA Checklist.

Phase 7 Deliverables

- Draft SMP with appendices (PDF, Word).
- Final SMP with appendices (PDF with functional links and bookmarks).
- Project geodatabase.
- Completed comment log.
- SEPA Checklist.

Phase 7 Assumptions

- Comments on grammar, formatting, typographical errors, minor errors, and minor requests for changes will not be logged.
- Assumes the SEPA process results in a determination of non-significance and requires a two-week public review process.
- City staff prepares the SEPA notice and publications.

Washougal Stormwater Master Plan

Fee Estimate

Otak Project #020272

9/15/2022



Staffing*												
Phase/ Task	Description	Civil Engineer X	Sr. PM - Planner I	Civil Engineer VIII	Civil Engineer V	Engineering Designer II	Planner Associate IV	Sr. GIS Specialist - Planner	Project Admin. Asst	Project Coordinator I	Total Hours	Total Budget by Task
001	Project Management											
01	Contract and Schedule Management		12				8			8	28	\$4,220.00
02	Coordination		40				8				48	\$8,376.00
002	Deliverables Planning											
01	Deliverables Planning	2	8	4		8	8	9	3		42	\$5,998.00
003	Discovery											
01	Engineering and Asset Data Collection		4	6			6				16	\$2,892.00
02	Interviews & Preliminary Field Trips		16	20		20	12	4			72	\$10,812.00
03	Document Known Issues	4	8	8	8	24	56	8			116	\$16,388.00
04	Summarize Existing Information	2	4	8		24	30				68	\$9,298.00
05	Screening		4	8		12	4	4			32	\$4,480.00
004	Visioning											
01	Project Scoring Criteria	1	6	6			24		2		39	\$6,019.00
02	Long-Term Visioning	1	8				24				33	\$5,081.00
005	Solutions											
01	Project Identification	2	2	12	30	16		4			66	\$9,640.00
02	Rate and Rank Draft List		4	8	4	30		4			50	\$6,294.00
03	Prepare Draft CIP	6	2	6	24	48	24		2		112	\$14,772.00
04	Prepare Final CIP	6	2	4	10	30	8	6	2		68	\$9,014.00
05	Long-Term Management Recommendations	2	16		12	12	170	8	4		224	\$31,866.00
006	Funding and Costs											
01	Coordination with Rate Study		8		2		8		1		19	\$2,976.00
02	Prepare Cost Summaries	1	8	2	2		8		1		22	\$3,573.00
007	Implementation / Prepare SMP											
01	Draft SMP	8	24	1	1	1	144	24	8	1	212	\$30,949.00
02	Final SMP	4	16				44	8	8		80	\$11,804.00
03	Adoption Support		2				12				14	\$2,066.00
	Total Hours	39	194	93	93	225	598	79	31	9	1361	
	Annualized Billing Rate	\$225.00	\$181.00	\$186.00	\$150.00	\$99.00	\$142.00	\$128.00	\$92.00	\$114.00		
	Total Labor Cost	\$8,775.00	\$35,114.00	\$17,298.00	\$13,950.00	\$22,275.00	\$84,916.00	\$10,112.00	\$2,852.00	\$1,026.00		\$196,318.00
	Direct Expenses											\$300.00
	Project Total											\$196,618.00

*Staff categories and rates are shown for estimating purposes. Staff are selected based on skill and availability, and billed at the agreed category billing rates (attached). Category rates increase each year; Otak will provide an update rate schedule annually.



Otak, Inc.
2022 Billing Rates

Labor Category	Billing Rate
Sr. PIC/ Sr. PM Architecture	296.00
PIC/Sr. PM Architecture	257.00
Sr. PM - Architecture	230.00
Studio Leader	211.00
Architect VI	194.00
Architect V	169.00
Architect IV	158.00
Architect III	138.00
Architect II	131.00
Architect I	110.00
Architectural Tech VI	164.00
Architectural Tech V	132.00
Architectural Tech IV	107.00
Architectural Tech III	94.00
Architectural Tech II	80.00
Architectural Tech I	76.00
Project Manager/Design	138.00
Sr. PIC/Sr. PM Civil	296.00
PIC/Sr. PM Civil	260.00
Civil Engineer X	217.00
Civil Engineer IX	201.00
Civil Engineer VIII	180.00
Civil Engineer VII	163.00
Civil Engineer VI	155.00
Civil Engineer V	145.00
Civil Engineer IV	133.00
Civil Engineer III	118.00
Civil Engineer II	108.00
Civil Engineer I	99.00
Engineering Designer V	129.00
Engineering Designer IV	118.00
Engineering Designer III	102.00
Engineering Designer II	96.00
Engineering Designer I	85.00
Engineering Tech VII	157.00
Engineering Tech VI	131.00
Engineering Tech V	120.00



Otak, Inc.
2022 Billing Rates

Labor Category	Billing Rate
Engineering Tech IV	108.00
Engineering Tech III	89.00
Engineering Tech II	78.00
Engineering Tech I	68.00
PIC/Sr. CM	225.00
Construction Manager VI	210.00
Construction Manager V	187.00
Construction Manager IV	173.00
Construction Manager III	157.00
Construction Manager II	145.00
Construction Manager I	128.00
Field Representative VII	173.00
Field Representative VI	151.00
Field Representative V	138.00
Field Representative IV	113.00
Field Representative III	105.00
Field Representative II	93.00
Field Representative I	86.00
CM Documentation Specialist III	134.00
CM Documentation Specialist II	114.00
CM Documentation Specialist I	98.00
Sr. PIC/Sr. PM LA/Mst Pln	256.00
PIC/Sr. PM LA/Master Plan	225.00
Landscape Architect VII	184.00
Landscape Architect VI	165.00
Landscape Architect V	147.00
Landscape Architect IV	133.00
Landscape Architect III	125.00
Landscape Architect II	113.00
Landscape Architect I	99.00
Landscape Technician III	103.00
Landscape Technician II	90.00
Landscape Technician I	76.00
PIC/Sr. PM Planner	260.00
Sr. PM - Planner II	190.00



Otak, Inc.
2022 Billing Rates

Labor Category	Billing Rate
Sr. PM - Planner I	175.00
Planner IV	157.00
Planner III	148.00
Planner II	133.00
Planner I	105.00
Planner Associate IV	137.00
Planner Associate III	106.00
Planner Associate II	93.00
Planner Associate I	76.00
Sr. GIS Specialist - Planner	124.00
GIS Specialist - Planner	110.00
GIS Intern / Planner	86.00
PIC/Sr. PM Urban Design	208.00
Urban Designer V	192.00
Urban Designer IV	173.00
Urban Designer III	147.00
Urban Designer II	128.00
Urban Designer I	112.00
Sr. Project Director	265.00
Analyst IV	151.00
Analyst III	127.00
Analyst II	108.00
Analyst I	97.00
PIC/Scientist	231.00
Scientist VI	208.00
Scientist V	167.00
Scientist IV	151.00
Scientist III	131.00
Scientist II	107.00
Scientist I	92.00
Environmental Specialist	141.00
PIC/PLS Sr. Manager	252.00
Professional Land Surveyor V	203.00
Professional Land Surveyor IV	171.00



Otak, Inc.
2022 Billing Rates

Labor Category	Billing Rate
Professional Land Surveyor III	156.00
Professional Land Surveyor II	139.00
Professional Land Surveyor I	131.00
Survey Crew Chief III	129.00
Survey Crew Chief II	107.00
Survey Crew Chief I	97.00
Survey Office Technician III	112.00
Survey Office Technician II	100.00
Survey Office Technician I	89.00
Survey Field Technician III	85.00
Survey Field Technician II	81.00
Survey Field Technician I	72.00
Special Services Consultant	261.00
Contract Administrator	121.00
Graphics Specialist	121.00
Project Coordinator II	139.00
Project Coordinator I	110.00
Project Admin. Asst	89.00