



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP AGENDA
Monday, January 24, 2022
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/82197492511>

I. CALL TO ORDER

II. ROLL CALL

III. PRESENTATION

A. CRESA - Emergency Management Overview - Scott Johnson

IV. PUBLIC COMMENTS

V. NEW BUSINESS

A. Public Works: Ground Penetrating Radar Cemetery Report - Princess White Wing

B. Public Works: Request for Proposals (RFP) for Utility Rate Analysis

C. City Manager's Office: Council Ad Hoc Committee for Community Engagement

VI. PUBLIC COMMENTS

VII. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

B. MAYOR

C. CITY COUNCIL

VIII. ADJOURNMENT

UPCOMING MEETINGS: Monday, February 14, 2022 - Workshop at 5:00 pm and Council at 7:00 pm

BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

1/24/2022

SUBJECT:

MEETING INFORMATION

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82197492511>

DEPT. OF ORIGIN:

Administration

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

1/24/2022

SUBJECT:

CRESA - Emergency Management Overview

DEPT. OF ORIGIN:

Police

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

▢ **Introduction to CRESA Emergency Management v3_.pptx**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Introduction to CRESA Emergency Management

Scott Johnson, MS, MEP

Emergency Management Division Manager

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SERVICES
AGENCY



What it is

The managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.



Why We have it

RCW 38.52.070

Each political subdivision of this state is hereby authorized and directed to establish a local organization or to be a member of a joint local organization for emergency management in accordance with the state comprehensive emergency management plan and program

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How we do it in Clark Co

- CRESA is tasked by City Code and local agreement with providing EM to Washougal.
- We also provide it to the other 6 cities in Clark Co as well as to the County.
- Funded by Per-capita (60%) and federal grants (40%).

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What we do

- Plan

Work with specific community partners to create plans, policies, and frameworks

- Mitigate

- Prepare

- Respond

Our most visible role:

- Educating our communities on what to do before
- Supporting our communities during and after

- Recover



Plans & Policies Maintained by CRESA

Comprehensive Emergency Management Plan (CEMP)

- Disaster Communications
- Disaster Transportation Plan and Emergency Transportation Routes
- Public Works and Engineering
- Wildland Fire Fighting
- Mass Care, Shelter, Housing and Human Services
- Hazardous Materials Response
- Agriculture and Natural Resources
- Public Safety and Security

County Natural Hazard Mitigation Plan

Dam Failure Plans (Lewis & Washougal Rivers)

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Preparedness- 30 minutes a Month



- 1-Water- 1gal per person per day
- 2-Food- 14 days of stuff you'll eat
- 3- Sanitation- Wash & waste



- 4- 1st Aid- Basics for boo boos
- 5- Lighting- Check batteries
- 6 -Shelter- Tents or tarps



- 7- Communication- Near and Far
- 8- Tools- Have and Need
- 9- Clothing- Anytime any Season



- 10- Map Your Neighborhood
- 11- Documents- Digitalize
- 12- Planning – Put it together

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Preparedness- How we reach you



Opt in Public Notification

- Phone Call
- Text
- Email

Wireless Emergency Alerts
Public Alerting System

CRESA911.org

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Emergency Management Response – G.R.I.D.

Gap Closure/Mitigation

Resources

Information

Decision Support

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How it works- No Notice Event(Earthquake)

- Bad Thing Happens
- First Response
 - Need for G.R.I.D
- EOC Activation
 - Regional Support
 - State Support
 - Federal Support
- Close Gaps

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How it works- Notice Event (Winter Storm)

- Identification of Impending Event
 - Notify Partners and Coordinate Response and Gap Identification/closure
- Bad Thing Happens
- Coordinated Response
 - Need for G.R.I.D
- EOC Activation
 - Regional Support
 - State Support
 - Federal Support
- Close Gaps

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Ongoing Projects

- Just in Time Training for emergent volunteers
- Expanding Community Emergency Response Team training
- Human Impact Planning
- Public Education & Outreach
- City EOP/EOC development
 - Battle Ground 2019
 - Ridgefield 2022
 - Camas ??
 - Washougal ??

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Questions

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Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

1/24/2022

SUBJECT:

Public Works: Ground Penetrating Radar Cemetery Report - Princess White Wing

DEPT. OF ORIGIN:

Public Works

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

- ▢ **Cemetery GPR Project Presentation**
- ▢ **CNI Locates Ground Penetrating Radar Report**

EXPENDITURE REQUIRED:

N/A

BUDGETED:

N/A

APPROPRIATION REQUIRED:

N/A

SUMMARY STATEMENT

Public Works would just like to share the findings from the Cemetery's Ground Penetrating Radar Project with Council.

RECOMMENDED ACTION

Council Presentation

1/24/2022| Presented by Michelle Wright

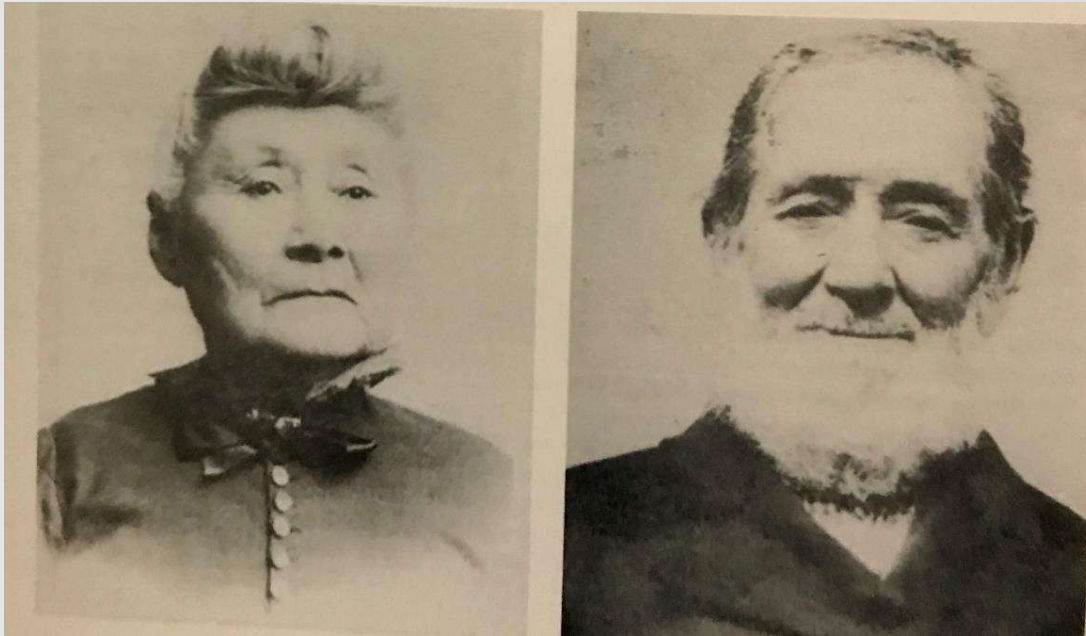


City of Washougal

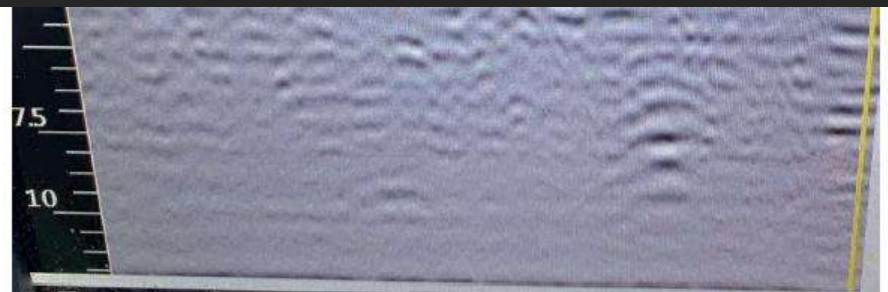
Our mission is to provide leadership and effective, fiscally responsible services that achieve our community's vision.

Richard and Betsy Ough

Richard Ough (1798 -1884) and Betsy Ough, also known as Princess White Wing (1818 – 1911) are among Washougal's earliest settlers. Betsy wanted to live near the Washougal River, so Richard built a log cabin there in 1849, and in 1853, he applied for a Donation Land Claim. The couple went on to sell 20 acres of the claim to Joe Durgan and Lewis Love to plot out the new City.

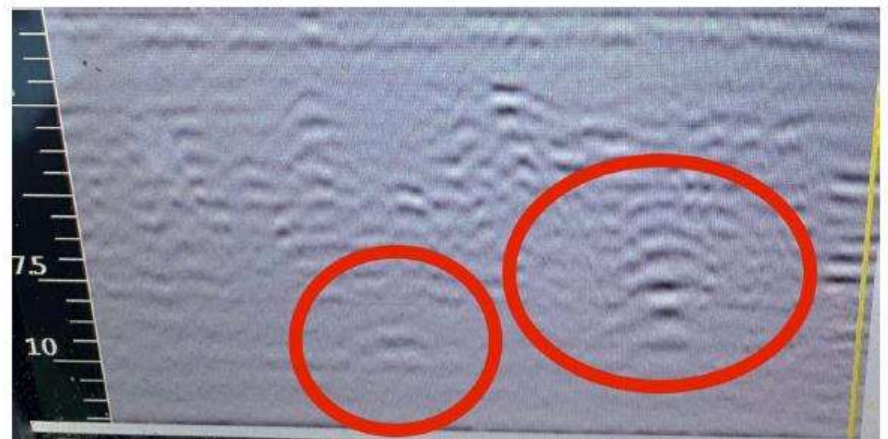


City of Washougal



GPR imagery of the anomaly found near the headstone of Richard Ough

Two potential graves have been circled for definition. The deeper, at 7' is the anomaly found near the headstone of Richard Ough. The other- at 5' is underneath a nearby headstone (for reference).





Ground Penetrating Radar Pictures



City of Washougal



UNDERGROUND UTILITY DETECTION & INSPECTION SERVICES

Ground Penetrating Radar Report

**Project:
3329 Q St
Washougal, WA 98671**

(City of Washougal Public Works)

**Prepared By:
C-N-I Locates Ltd.
EM & GPR Technicians
PO Box 7740
Bonney Lake, WA 98391
Ph: 253-826-1177 Fax: 253-826-2232**

INTRODUCTION

C-N-I Locates was hired by the City of Washougal to exercise the use of Ground Penetrating Radar in order to locate the presence of several possible grave sites. The results to be used for records in future plans and upgrades.

GEOPHYSICAL METHODOLOGY AND EQUIPMENT

The- Geophysical Survey Systems (GSSI) SIR 4000 Radar Unit along with the 300/900 MHz push cart antenna were used to identify the location of any reinforcing elements.

GPR is a non-destructive geophysical device used for subsurface exploration and operates by transmitting an electromagnetic pulse from an antenna into the ground and then capturing the partial reflections from subsurface layers. Any other material of carried density will either speed up the signal creating a hyperbola trail on the user's screen. This is similar to a rock in a creek, the water bends around the rock leaving a tail wake. The depth of the hyperbola can be measured using a series of scales provided by the SIR 4000 unit itself.

SITE AREA

All six surveys took place in Section A (Pioneer)

1. Sunken Lot West of Lot 32
2. Charles Rathbone Spire
3. Sunken Lot West of Lot 64
4. Location near Christopher Fee
5. #5 and #6 are for Richard and Betsy Ough

ANALYSES / INTERPRETATIONS AND FINDINGS

Sunken Lot West of Lot 32: This area was determined vacant using GPR. The caskets from lot 32 however were found several feet west of their corresponding headstones.

Charles Rathbone Spire: The burial site was found directly beneath the spire. An outline of the anomaly was field marked for interpretation. It's possible more than one casket is buried based on size of the feedback received.

Sunken Lot West of Lot 64: Several potentially unmarked graves were located throughout Section A... None were found in the sunken lot West of Lot 64.

Location near Christopher Fee: Multiple Anomalies were found in the location near Christopher Fee. They were all field marked and found to be roughly the same size and depth of a casket. Three of the graves were unmarked by a headstone.

Richard/Betsy Ough: A Large anomaly was found at 7 feet deep, just offset of the headstone marker. It was field marked for interpretation. Flags were used to preserve the marks longevity.

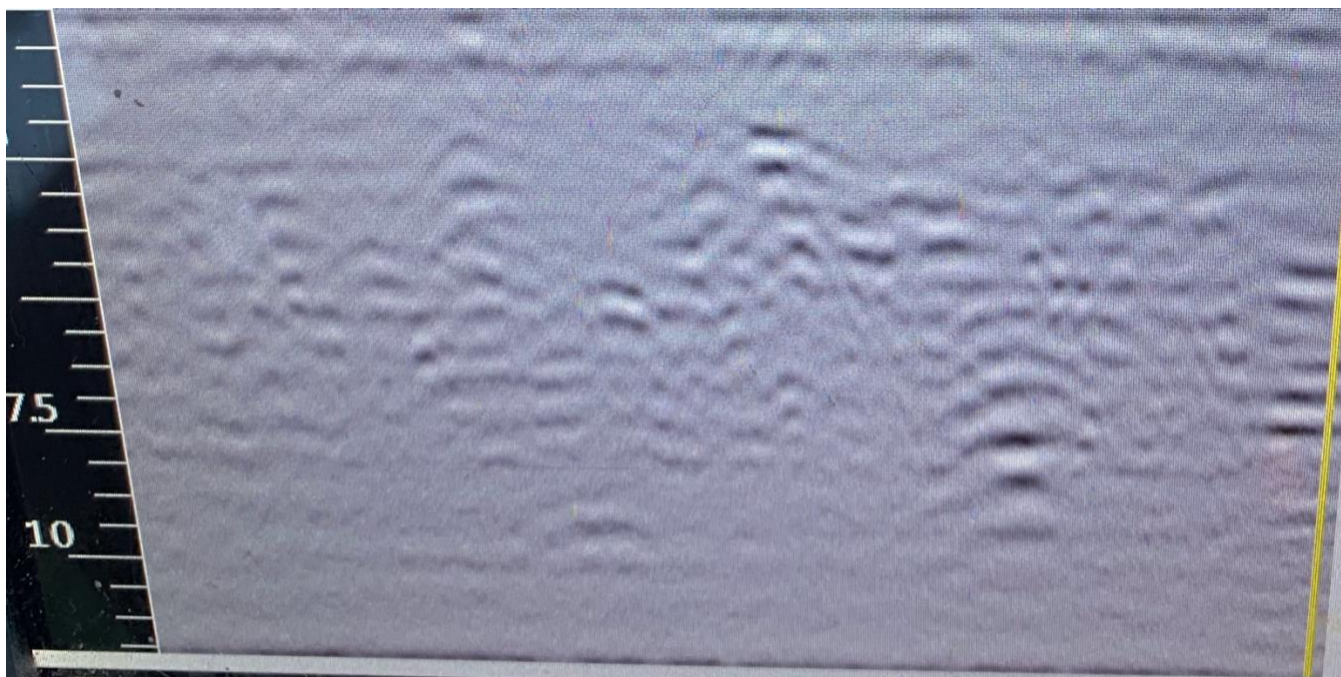
Pictures Below



Location of Christopher Fee- The three casket sized anomalies found south of the present markers.

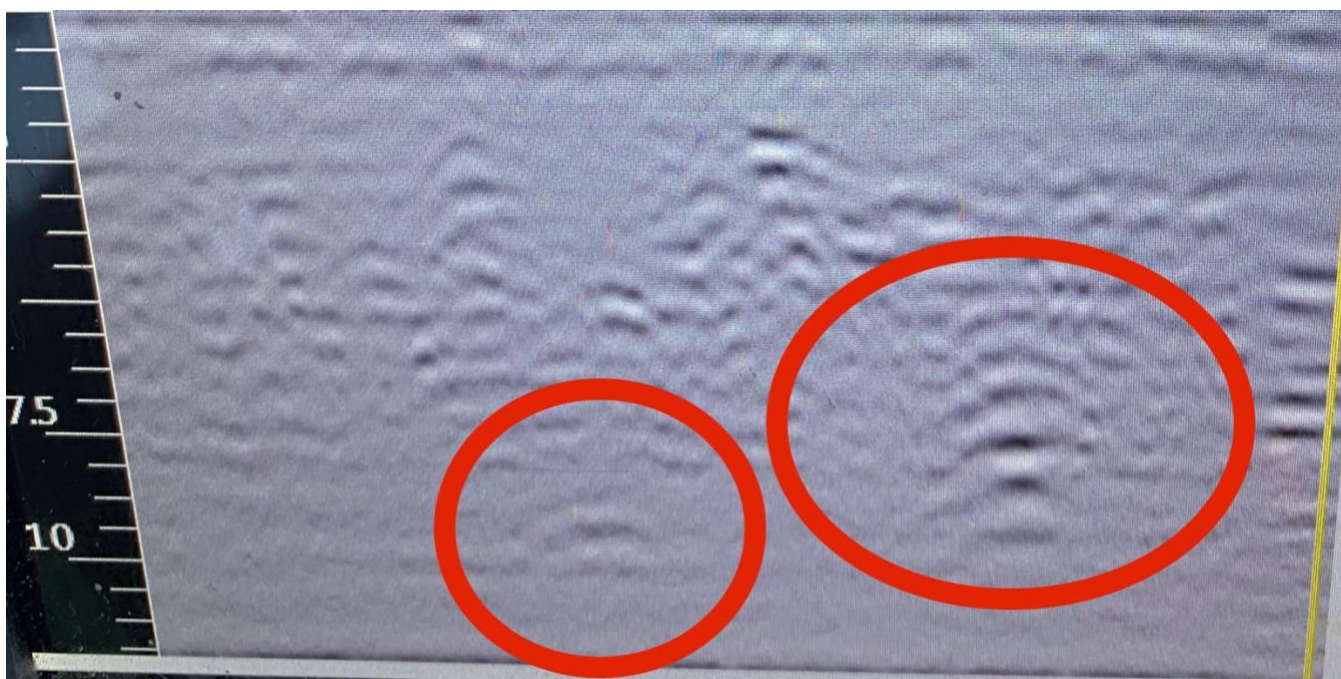


A Large anomaly found at 7 feet deep near the headstone of Richard Ough



GPR imagery of the anomaly found near the headstone of Richard Ough

Two potential graves have been circled for definition. The deeper, at 7' is the anomaly found near the headstone of Richard Ough. The other- at 5' is underneath a nearby headstone (for reference).



Field work performed by Kevin Morgan,
C-N-I Locates Ltd.
Certified GPR & EM Technician

PO BOX 7740 ♦ BONNEY LAKE, WA 98391

TOLL FREE: 1-877-826-1177 ♦ PHONE: 253-826-1177 ♦ FAX: 253-826-2232

VISIT OUR WEBSITE AT: WWW.CNILOCATES.COM OR E-MAIL US AT: INFO@CNILOCATES.COM

GPR ♦ METALIC LINE DETECTION ♦ NON-METALLIC PIPE DETECTION ♦ VIDEO PIPE INSPECTION ♦ ELECTRICAL FAULT DETECTION
LEAK DETECTION ♦ MAGNETIC DETECTION ♦ UTILITY DESIGN SURVEYS ♦ CONTRACT LOCATING ♦ STRUCTURAL & CONCRETE IMAGING

“IT’S A JUNGLE OUT THERE.”

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

1/24/2022

SUBJECT:

Public Works: Request for Proposals (RFP) for Utility Rate Analysis

DEPT. OF ORIGIN:

Public Works

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

▯ **RFP Utility Rate Study**

EXPENDITURE REQUIRED:

Estimated: \$125,000.00

BUDGETED:

\$0.00

APPROPRIATION REQUIRED:

\$125,000.00

SUMMARY STATEMENT

The City of Washougal is requesting proposals from qualified financial consultants to conduct a comprehensive Water, Wastewater, and Stormwater utility rate study. The intent of the study is to independently assess and evaluate the City of Washougal's existing Water, Wastewater, and Stormwater rates and provide recommendations. The broad objective of the study is to adequately fund Water, Wastewater, and Stormwater utility operations, capital costs, and debt while minimizing utility rate impacts to our customers. The current adopted utility rates by the Washougal City Council are programmed through 2023. The updated utility rate analysis will provide at a minimum a five-year utility rate horizon through 2027.

The rate study will be based on a comprehensive review of the City of Washougal's Water, Wastewater, and Stormwater funds and budgets, customer classes, current usage data, future planned growth, capital facilities plan, and any other information deemed necessary.

RECOMMENDED ACTION

REQUEST FOR PROPOSAL

Public Works Department
1701 C Street
Washougal, WA 98671

Utility Rate Study

The City of Washougal is requesting proposals from qualified financial consultants to conduct a comprehensive Water, Wastewater, and Stormwater utility rate study. The intent of the study is to independently assess and evaluate the City of Washougal's existing Water, Wastewater, and Stormwater rates and provide recommendations. The broad objective of the study is to adequately fund Water, Wastewater, and Stormwater utility operations, capital costs, and debt while minimizing utility rate impacts to our customers. The current adopted utility rates by the Washougal City Council are programmed through 2023. The updated utility rate analysis will provide at a minimum a five-year utility rate horizon through 2027.

The rate study will be based on a comprehensive review of the City of Washougal's Water, Wastewater, and Stormwater funds and budgets, customer classes, current usage data, future planned growth, capital facilities plan, and any other information deemed necessary.

BACKGROUND

The City of Washougal is located a few miles northeast of Portland, Oregon across the Columbia River and approximately 150 miles south of Seattle. The City encompasses 6.33 square miles, with the added Urban Growth Area (UGA) it totals 8.58 square miles and has a current population of 17,200. The City currently has financing in place from several Utility Revenue Bonds and the Public Works Trust Fund low interest loan program:

- Water Sewer Revenue Bonds 2011 - \$3,450,000
- Water Sewer Revenue Bonds 2014 - \$3,670,000
- Water Sewer Revenue Refunding Bonds 2015 - \$6,690,000
- Water Sewer Revenue Refunding Bonds 2017 - \$9,581,000
- Public Works Trust Fund Loans - \$1,842,857

WATER

There is a total of 5,729 water system service connections. The water system serves approximately 5,614 customer accounts inside the City limits including 5,296 residential and multi-family units, 302 commercial accounts, 161 senior citizen accounts, as well as irrigation and fire flow meters and other accounts. Consumption by individual customers is measured by water meters ranging in size from 3/4" to 8" with the smaller sizes in use for most homes and larger meters for commercial and industrial customers.

WASTEWATER

The Washougal Wastewater Treatment Plant (WWTP) was originally constructed in 1999, was expanded in 2005/2006, and again in 2015/2016. The City of Washougal is currently in the design phase for constructing a new mechanical biosolids treatment facility which anticipated to be completed in Q2 of 2024. The WWTP consistently meets all effluent quality parameters stipulated by the National Pollutant Discharge Elimination System (NPDES) permit. The WWTP has a rated maximum month hydraulic capacity of 2.24 MGD (4.37 MGD after construction of the biosolids mechanical plant). The facility has a headworks facility, secondary treatment using two oxidation ditches, two secondary clarifiers, and two ultraviolet (UV) disinfection systems. Two effluent pump stations deliver treated effluent through the outfall to the Columbia River. Inflows and waste loads to the plant are comprised of domestic wastes, industrial wastes, and infiltration and inflow. Future flows and loads were projected by examining potential growth in residential, commercial, commercial/industrial, and public uses based on equivalent residential units (ERUs), and determining the associated flow and loading based on typical discharges and Department of Ecology guidelines. The City also has multiple significant industrial users, several of which comply with their own NPDES requirements to pretreat prior to discharging to the sewer collections system.

STORMWATER

The City of Washougal created a Stormwater Utility in 2007 and began charging rates for services due to the regulatory requirements of the Western Washington Phase II Municipal Stormwater Permit (Permit). The Permit outlines stormwater program activities and implementation milestones that permittees must follow to comply with federal Clean Water Act and the Washington State Water Pollution Control Act. Annually, all Phase II municipalities are required to develop a Stormwater Management Program (SWMP) plan that includes all the required activities, to implement those activities within the required timeframes of the permit term and submit annual reports to Ecology by March 31st of each year to document progress toward the complete plan implementation. Washougal's first Phase II permit was issued by Ecology on January 17, 2007 and became effective on February 16, 2007. The current Permit was reissued on July 1, 2019 and became effective August 1, 2019. The Permit applies to cities with populations less than 100,000 located within, or partially within, an urbanized area that operate a municipal separate storm sewer system (MS4) which discharges to a water of Washington State. The Stormwater Utility rates are based on an equivalent residential unit (ERU) of 3,900 square feet of impervious surface. Residential customers are charged a flat rate and industrial customers are charged the base rate times the amount of impervious surface ERUs. The City of Washougal offers qualified customers a discount on Stormwater Utility rates if they comply with design and construction criteria set forth by the Department of Ecology Stormwater Management Manual for Western Washington.

SCOPE OF WORK

A. STUDY OBJECTIVES

1. Provide a comparison of current Water, Wastewater, and Stormwater system costs (operations, capital improvements, debt) against appropriate industry benchmarks.

2. Recommend rates necessary to adequately fund the Water, Wastewater, and Stormwater systems through the minimum 5-year rate horizon, including consideration of annual inflationary/indexed adjustments.
3. Recommend ways of communicating utility system costs to system users including recommendations for restructuring utility bill format.

B. STUDY REQUIREMENTS

The study is to be performed in conformance with the following policy directions:

1. The study shall recommend rate structures that consider and make provisions for the following factors:
 - a. Current and future cost of providing Water, Wastewater, and Stormwater service in accordance with established and anticipated standards and regulations.
 - b. Projected demands.
 - c. Availability of supply (seasonal fluctuations and long-term availability), including a drought conditions contingency plan as recommended by the Washington State Department of Health and Financial Analysts from previous bond rating interviews.
 - d. Age and condition of infrastructure and systems.
 - e. Funding requirements for all current long-term liabilities and debt obligations (bond, market loans, grants, low interest loans, as well as equipment repair and replacement).
 - f. System reinvestment set equal to annual depreciation expense net of outstanding principal phased in over time for utility equipment, vehicles, and rolling stock.
2. The recommended rate structures shall provide direct identification of revenues appropriated to major funded activities and infrastructure.
3. The recommended rate structures shall be consistent with industry practice for utility rate setting in Washington and the Pacific Northwest market area. Utility rate sensitivity has been a community concern over the last three rate studies, and based on that specific feedback, City Council has requested a few additional options for the next utility rate study.
4. The study shall provide at least four rate alternatives for each utility based upon standard rate practice that meet the criteria above. The consultant will make a

recommendation as to which alternative(s) best meet the criteria. Water alternatives shall assume a “base plus consumption” format. Wastewater rates shall consider an updated waste strength factor.

- a. Utility Rate Alternatives Option #1 - utility rate analysis that considers decreasing current utility rate(s) for each utility over a five-year horizon (water, sewer, stormwater) and will include the implications that a proposed decrease would pose including, but not limited to: utility financial policies, system, reinvestment, operations and maintenance program impacts, financial commitments, debt service, capital facility and capital improvement planning, urban growth planning, regulatory and compliance issues with the Washington State Department of Ecology (DOE) and Washington State Department of Health (DOH).
 - b. Utility Rate Alternatives Option #2 - utility rate analysis that considers no utility rate(s) increases for each utility over a five-year horizon (water, sewer, stormwater) and will include the implications that a proposed no increase would pose as described above in Option #1.
 - c. Utility Rate Alternatives Option #3 - utility rate analysis that considers utility rate increases for each utility over a five-year horizon (water, sewer, stormwater) and takes into consideration market escalators and a conservative capital improvement plan for all three utilities. Option #3 will include the implications that a proposed rate increase would pose as described above in Option #1 (if applicable).
 - d. Utility Rate Alternatives Option #4 - utility rate analysis that considers utility rate increases for each utility over a five-year horizon (water, sewer, stormwater) and takes into consideration market escalators and the programmed capital improvement plan (CIP) for all three utilities. Option #4 will include the implications that a proposed rate increase would pose as described above in Option #1 (if applicable).
5. The benefits of any proposed modifications shall be weighed against the financial impacts on ratepayers.
 6. Justifications for any special classes of customers under the recommended rate structure shall be demonstrated.
 7. The preferred rate structure shall result in no decrease in stability of the revenue stream, as compared to the current structure. Consideration should be given to funding past and future depreciation (replacement of facilities).
 8. The preferred rate structure shall be easy to administer and understand.
 9. The City of Washougal’s billing system should be able to handle any proposed rate structure.

10. The preferred rate structure shall be planned for at least five years.

C. STUDY ELEMENTS

In making rate structure recommendations, the final report shall explicitly include the following elements and analysis:

1. Current Rate Structure: Assess the current rate structure's performance as a baseline for comparing recommended changes.
2. Equity: Assess the equity of recommended Water, Wastewater, and Stormwater rates for all types of property ownership to include multi-family units.
3. Conservation Impacts: Assess the interaction between the water conservation elements of the recommended rate structure and their impacts on the ability to fund water operations, as well as their impact on the economic well-being of the community.
4. Sensitivity Analysis: Assess the ability of the revenue stream generated by the recommended rate structures to continue to fully fund Water, Wastewater, and Stormwater system costs. Assessment is to include a sensitivity analysis where the long-term revenue generated under each alternative shall be illustrated when confronted with the impacts of growth.
5. Price Elasticity of Demand: Prepare a price elasticity of demand evaluation of service costs based on historical data gathered from a variety of sources including similar sized municipal corporations. The price elasticity of demand component should consider regional factors. The evaluation should be comprehensive enough to ensure rates do not significantly affect revenues based on demand for utility services.
6. Other Service Charges: Assess existing customer service fee structure and identify other potential areas for service and system charges and recommend changes.
 - a. Assess utility taxes to ensure they are sufficient for support staff, and benchmark against Clark County and similar sized cities throughout the region.
7. Annual operating fund balance targets.
8. Annual target contingency fund balances and level of liquidity.
9. Budgeting Horizon and Cycle: Assess appropriate budgeting horizon and cycle needed to support recommended rate structures.
10. Provide update to Equipment Rental and Revolving Fund (ER&R) plan for water, wastewater, and stormwater vehicles.

11. Comprehensive Summary of Recommended Rate Structure(s): Assess performance of each recommended rate structure and provide recommendation on preferred rate structure.
12. Supporting Data: Provide data supporting conclusions and observations made for each of the areas above and site within study.
13. Provide comparative rates for appropriate sample of regional and state utility providers.
14. Customer Engagement and Communication Plan: The City requires a comprehensive plan for driving public engagement and communicating utility rate decision-making. At a minimum, the plan should include strategies for:
 - a. Driving public engagement with the utility rate setting process
 - b. Providing transparency into the rate setting process
 - c. Communicating the decisions made during the rate setting process
 - d. Educating our customers on our utilities and utility rates

The plan could potentially include the following actions:

- a. Developing materials to explain the utility rate study methodology
- b. Updating the City's 'Utility Rate Factsheet'
- c. Preparing postcards or other mailers for distribution to utility customers
- d. Preparing materials for inclusion with mailed paper utility bills
- e. Preparing content for the City's newsletter
- f. Changes to language and graphics included on utility bills
- g. Changes to language and graphics included in bill notification emails
- h. Changes to language included in the billing website
- i. Updates to the [City's website on utility](#) rates
- j. Recommendations for social media campaigns, strategies, or content
- k. Preparing press releases
- l. Recommendations for communicating with the media

If the prime consultant does not have this capacity, it is acceptable and recommended that they partner with a public engagement or communications specialist.

D. SERVICES TO BE PROVIDED BY CONSULTANT

1. Conduct a review of the existing Water, Wastewater, and Stormwater rates and status of the utility funds. Review and incorporate capital facility plan improvements for all three utilities into the rate analysis.
2. Develop a general familiarity with the City of Washougal's billing system.
3. Meet or confer with staff as needed and attend two evening meetings with the

City Council at a work session to present the interim status of the study and obtain their input.

4. Conduct analyses as required to address the scope of work.
5. Preliminary Report:
 - a. Prepare a preliminary study report and tentative rate structures.
 - b. Present preliminary report and tentative rate structures to staff for comments.
 - c. Present preliminary report and tentative rate structures to the City Council at an evening work session.
6. Final Report
 - a. Incorporate changes pursuant to comments received at the first presentation.
 - b. Present the final report and recommended rate structures to the City Council and members of the public at a Council meeting.

Supply a time schedule for developing the preliminary and final reports. The final report shall be delivered to the City by July 1, 2022.

E. SERVICES TO BE PROVIDED BY THE CITY OF WASHOUGAL

The services to be provided by the City of Washougal include, but are not necessarily limited to the following:

1. Furnish all reasonably available records and information, including financial reports, budgets, and consumption data.
2. Provide staff and engineering support and assistance as required and agreed to in advance of study.

PRELIMINARY PROJECT TIMELINE

1. Proposals due to City by February 11, 2022
2. Interviews with selected firms – Week of February 28, 2022
3. Award Contract – Week of March 14, 2022
4. Staff Review/Preliminary Findings and Recommendations – July 22, 2022
5. Council Work Session #1 – August 22, 2022
6. Council Work Session #2 – September 26, 2022
7. Final Report Due – October 10, 2022
8. Tentative Council Adoption and Public Hearing – December 12, 2022

NOTE: This schedule is subject to change

PROPOSAL SUBMITTAL

A. The following information is to be submitted as part of the proposal. The proposal is not to be more than 20 single-sided pages in length including single page resumes of persons to be assigned to the project. Five copies of the proposal are to be provided. Other material may be attached as deemed appropriate, to include a copy of a rate study performed by the applicant that most closely fits the scope of work outlined above. The 20-page portion of the proposal is to be organized into the following categories:

1. Project Approach: Describe your approach to this project and any special strategies, techniques, or suggestions that you think might make the project proceed smoothly.
2. Experience: Describe the experience of the firm and of the individuals assigned with related projects of a similar nature. Provide at least three references.
3. Qualifications: Describe your firm's unique qualifications and training for this type of work. Cite specific accounting certifications or accreditations.
4. Schedule: Describe your plan/schedule for completing the work.

B. Deadline for submission of proposals:

1. Interested firms should submit proposals by 4:00 p.m. on January 21, 2022.
2. Attention to: Trevor Evers, Public Works Director
City of Washougal
1701 C Street
Washougal, WA 98671
3. Proposals should be marked: "Utility Rate Study—City of Washougal"

C. Contact information:

1. Questions concerning the request for proposal can be directed to: Trevor Evers, Public Works Director, at 360-835-2662 or trevor.evers@cityofwashougal.us.

SELECTION OF CONSULTANT

All proposals will be reviewed and screened by the City. Proposals will be evaluated by the proposer's quality of experience and the strength of the approach described in the proposal. Finalists may be invited for interviews, after which the City staff will negotiate a Professional Services Agreement with the selected finalist. If the City is unable to reach agreement with the

selected finalist, the City will begin negotiations with other finalists, until an agreement satisfactory to the City is reached. The final agreement will be presented to the City Council for approval. At the City's discretion, proposals submitted after the due date and time may be considered. Proposers accept all risks of late delivery of mailed proposals.

The City reserves the right to waive technicalities or irregularities, accept the proposals and award a contract, to postpone acceptance of the proposals and the award of the contract, to reject any and all proposals received and re-advertise the project, to negotiate for a partial work scope, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City.