

CITY OF BAINBRIDGE ISLAND STORMWATER SYSTEM PLAN

On January 10, 2022, the City of Bainbridge Island (City) authorized Herrera Environmental Consultants (Consultant) to prepare a scope of work and cost estimate to assist the City with developing a Stormwater System Plan (SWSP).

The City's 2017 Comprehensive Plan (Comp Plan) requires a holistic perspective to understand the interdependence among the Island's three primary water resources: groundwater, surface water and stormwater. Water resources considerations are throughout the Comp Plan, especially in the Element sections for Water Resources, Environment, Land Use, Transportation, Capital Facilities, and Utilities. The City's 2020 Climate Action Plan (CAP) requires preparation and adaption to water resources management to maximize protections for intact hydrological processes. In addition to City Council directed priorities specified in the Comp Plan and CAP, the City is required to meet regulatory requirements for National Pollutant Discharge Elimination System (NPDES) water quality permits issued to the City by Washington State Department of Ecology (Ecology).

The SWSP will provide a complete assessment and strategic approach for managing stormwater and surface water on Bainbridge Island to help guide City staff, the public, and decision makers toward meeting Council goals and Ecology imposed regulations. Groundwater will be discussed in the SWSP as it relates to stormwater and surface water, and a standalone Groundwater Management Plan is being prepared by City staff.

The primary objectives for the City of Bainbridge Island SWSP are:

- Offer a single comprehensive resource guide for stakeholders, staff, and decision makers for sustainable and adaptive stormwater and surface water management on Bainbridge Island.
- Support full compliance of the Western Washington Phase II Municipal Stormwater NPDES permit and Industrial Stormwater General Permit; and provide a Stormwater Management Action Plan to follow.
- Inform strategy and transparency with identifying and prioritizing stormwater infrastructure asset improvement projects. Including enhancements to address deficiencies in asset inventory data, tracking, and reporting.
- Appraisal of current and needed relevant City programs, projects, and staff levels to meet present and future service demands and regulatory requirements for surface water and

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stormwater management, operations and maintenance, planning, development, and re-development.

- Evaluation of funding sources and fund utilization for surface water and stormwater management, including but not limited to grants and Storm and Surface Water Utility (SSWM) fee rates and revenue.
- Assess real and potential impacts of climate change on surface water and stormwater on Bainbridge Island and measures and activities to apply to minimize impacts.
- Propose improvements to internal and external enforcement mechanisms and procedures to implement to successfully achieve the objectives therein.

This scope of work includes a discussion of the activities, assumptions (including City responsibilities), and deliverables associated with the following project tasks:

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Consultant’s services shall be limited to those expressly set forth herein. If the service is not specifically identified herein, it is expressly excluded. Consultant shall have no other obligations, duties, or responsibilities associated with the project except as expressly provided in this agreement.

TASK 1.0 – CONTRACT ADMINISTRATION AND PROJECT MANAGEMENT

Consultant will provide project management services including development of a project work plan in consultation with City Project Manager. The project work plan will include scope, schedule (using accepted scheduling software and identifying project milestones), budget and invoicing, deliverables, roles and responsibilities of project team members, contingency planning, including conflict resolution, and project closeout tasks.

Consultant Project Manager and contract manager will have phone and e-mail contact with the City Project Manager and City Project Manager supervisor on a scheduled and as-needed basis.

Consultant will be responsible for contract administration of the project work plan, including preparing monthly invoices. Consultant will keep the project and tasks on schedule and will proactively communicate and coordinate with City Project Manager to address real and potential schedule conflicts.

This task includes regular progress check-in meetings between Consultant Project Manager and City Project Manager to occur weekly and to last up to 30 minutes. Each meeting day and time will be agreed upon between the Consultant Project Manager and the City Project Manager and will be prescheduled no less than two-weeks in advance of the meeting and may be cancelled if both parties agree to cancel. The regular meetings will be the primary forum for discussing in short summary the progress toward scope and tasks including schedule and budget status, additional information needs, and to identify and address any emerging or ongoing concerns. These regular meetings are in addition to task-specific meetings outlined in other tasks.

For any scheduled meeting, Consultant will provide a brief meeting agenda to the City Project Manager and Consultant will take concise meeting notes to help track discussion items, tasks progress, decisions, actions, etc. The meeting agendas with summarized meeting notes will be added to a shared electronic file for ongoing reference.

All project deliverables are electronic format unless otherwise noted and all meetings and workshops are via telephone or videoconferencing unless otherwise noted. The City will provide consolidated comments on all draft deliverables. Consultant will perform QA/QC of deliverables.

Assumptions

- Primary points of contact will be the Consultant Project Manager and the City Project Manager. The Consultant Project Manager and City Project Manager will provide contact information for a back-up Project Manager should primary contact(s) be unavailable.
- Consultant will email a monthly invoice for services to the City Project Manager.

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- Consultant will setup and maintain through project close out a secured shared electronic folder to facilitate sharing documents and data between Consultant and the City.
- Consultant will organize and create calendar items for all meetings. All meetings and workshops will occur via telephone or videoconference unless otherwise noted for tasks or otherwise agreed upon.
- Consultant will provide meeting agendas in electronic document format before or during each meeting.
- Consultant will track action items needed and fulfilled by the City.

Deliverables

- Draft and final project work plan and budget (Word, Excel, Project, and/or PDF)
- Monthly invoices for services (PDF)
- Scheduled meeting calendar items (Outlook)
- Scheduled meeting agendas and take meeting notes (Word and/or PDF)
- Action items tracking (Word, Excel, and/or PDF)
- Link and access to an electronic shared folder

TASK 2.0 – STORMWATER MANAGEMENT PROGRAM REVIEW AND ASSESSMENT

At project start up and for project success Consultant must become thoroughly familiar with the current state of Stormwater Management on Bainbridge Island and overarching current and future City goals. This may be achieved through staff meetings and interviews, reviewing reports and data, and potential other means as determined by the City and Consultant.

Subtask 2.1 – Conduct Project Kickoff Meeting

Consultant will conduct the project kickoff meeting within two weeks of final contract approval. The kickoff meeting objectives will be to confirm draft project work plan elements (including schedule, roles and responsibilities, preliminary data summary, and preliminary data gaps) and establish lines of communication between Consultant Project Manager and City Project Manager.

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Subtask 2.2 – Review Background Information

Consultant will compile and review existing available information related to developing the SWSP including information collected, generated, and compiled by the City and by consultants. Consultant will work with the City Project Manager to acquire documents and data relevant to the project.

A preliminary list of documents and data to be reviewed include, but is not limited to:

- Western Washington Phase II Municipal Stormwater Permits
- City of Bainbridge Island Phase II Municipal Stormwater Permit Annual Reports
- City of Bainbridge Island Stormwater Management Program (SWMP) Plans
- 2001 City of Bainbridge Island Surface Water Management Plan
- 2006 Surface and Stormwater Program Analysis
- 2017 City of Bainbridge Island Comprehensive Plan
- 2020 City of Bainbridge Island Climate Action Plan
- 2012 City of Bainbridge Island State of the Island's Water Report
- 2019 City of Bainbridge Island State of the Island's Water Report
- 2020 City of Bainbridge Island State of the Island's Sediment Report
- City of Bainbridge Groundwater Management Plan (2022 draft)
- City of Bainbridge Island Water Quality and Flow Monitoring Program
- City of Bainbridge Island Shoreline Master Program
- City of Bainbridge Island Capital Improvement Program Plan
- City of Bainbridge Island Sustainable Transportation Plan (2022 draft)
- City of Bainbridge Island Springbrook Creek Watershed Assessment
- City of Bainbridge Island Watershed Assessment of Manzanita
- City of Bainbridge Island Receiving Waters Assessment and Prioritization
- City of Bainbridge Development Standards and Guidelines

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- City of Bainbridge Design & Construction Standards
- City of Bainbridge Island GIS data layers
- Bainbridge Island Municipal Code
- Lists of City of Bainbridge Island public and private stormwater flow control and/or water treatment facilities inspected
- List of storm hotspots on Bainbridge Island
- Watershed Restoration and Enhancement Final Draft Plan WRIA 15 Kitsap Watershed
- Relevant City of Bainbridge Island policies and standards documents
- List of current City of Bainbridge Island staff positions relevant to the Stormwater Management Program and Storm and Surface Water Utility, including Full-Time Employee (FTE) equivalency (which staff are full-time and which staff are part-time or seasonal hires). Note if there are known new positions planned for the 2022-2024 time-period
- List and current lifecycle status of City of Bainbridge Island high-expense tools and equipment, service vehicles, machinery, materials, and technologies relevant to the Stormwater Management Program. Note if there are known new high-expense tools and equipment, service vehicles, machinery, materials, and technologies planned for the 2022-2024 time-period
- City of Bainbridge Island stormwater asset inspection and maintenance histories and all associated costs. Including costs for emergency response and maintenance related to storms and flooding, and responding, investigating, and cleaning up spills and illicit discharges and connections
- City of Bainbridge Island Storm and Surface Water (SSWM) Utility Fee Revenues and Expenditures, including estimation of future planned rate increases
- City of Bainbridge Island Ecology NPDES Capacity Grant Utilization
- West Sound Stormwater Outreach Group Annual Work Plans and Activities Reports
- Kitsap County Noxious Weed Control Board Annual work reports and data for Bainbridge Island
- Kitsap Conservation District Agricultural Assistance Program Quarterly and Annual Reports for Bainbridge Island

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Subtask 2.3 – Assessment of Stormwater Management Program and NPDES Permit Compliance

Consultant will review City of Bainbridge Island Stormwater Management Program (SWMP) Plans and Phase II Municipal Stormwater Permit Annual Reports and will compare those items to the requirements of the 2019-2024 Western Washington Phase II Municipal Stormwater Permit (NPDES Phase II Permit) and upcoming potential requirements proposed for the 2024-2029 NPDES Phase II Permit.

For the Consultant to gain clarification or further information and insights into the development and implementation of the City's Annual SWMP Plan and Annual Report responses, the Consultant may conduct an interview with the City Stormwater Management Program Coordinator. Further interviews may be conducted with other City staff as deemed necessary by the City Project Manager and Consultant.

The Consultant will identify SWMP and NPDES compliance strengths, areas for improvement, and potential deficiencies and will prepare and incorporate those recommendations into the SWSP. Recommendations are expected related to staffing, asset and data management, mapping, record keeping and tracking, enforcement mechanisms and procedures, and training. Recommendations shall support current and anticipated future NPDES Phase II Permit requirements, as well as other related City-identified goals.

A discussion meeting will be scheduled to review the draft recommendations and make modifications as needed.

Subtask 2.4 – Analysis of Past Surface and Stormwater Management Plans in relation to the SWSP

Consultant will review recommendations in the 2001 City of Bainbridge Island Surface Water Management Plan and 2005 Surface and Stormwater Program Analysis to understand previous similar work as the SWSP and what informs the current SWMP. The Consultant will conclude and consider what previous recommendations the City embraced through implementation and what it did not, try to ascertain why those decisions happened and how that may inform current attitudes and resource availability.

If the Consultant finds past recommendations aligning with their current and future recommendations, the Consultant shall reference that to bolster the recommendation and include suggestions for overcoming any potential real or perceived challenges in implementing the recommendations.

Assumptions

- Up to three staff interviews will be conducted via telephone or videoconference and will be conducted in complete confidence, will not be recorded, and any notes taken will be kept private by the Consultant and not shared with any person, business, or Entity

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outside the Consultant, or with the City or any other public agency to become evidence or public record. It is anticipated that each interview will be up to 2-hours long.

- The project kickoff meeting will be conducted via videoconference and will include the Consultant Project Team (Project Manager, Technical Leads, GIS analysis lead, and Community Engagement Lead), City Project Manager, and other staff invited by the City Project Manager.
- The meeting to review and discuss draft recommendations will be scheduled to be up to 1-hour long and the attendees will be agreed upon between the City Project Manager and Consultant Project Manager.
- Stormwater Management Program assessment and recommendations will be incorporated into the SWSP and will be presented in a manner that does not imply noncompliance with NPDES Phase II Permit requirements.
- Recommendations will include benchmarks and milestones for development, implementation, and adaptation, as well as cursory estimation of resource commitments and costs.

Deliverables

- Draft and final project kickoff meeting notes (Word)
- Draft and final assessment and recommendations (redlines and comments) will be incorporated into the working draft of the SWSP shared by the City and Consultant (Word, Excel, and/or PDF)

TASK 3.0 – STORMWATER MANAGEMENT ACTION PLAN (SMAP)

The goal of this task is to develop a Stormwater Management Action Plan (SMAP) document per the NPDES Phase II Permit requirement S5.C1.d.iii and accompanying SMAP guidance.

Consultant shall develop a SMAP for at least one priority catchment area/watershed on Bainbridge Island based on the watershed assessment and prioritization completed in 2022 by the Consultant, and the SMAP must be finalized in time to meet the deadline of March 31, 2023.

Consultant will prepare a draft and final SMAP that shall include:

- Summary of SMAP background, assessment and prioritization process, and description and map image of the selected watershed.

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- A description of the stormwater facility retrofits needed for the watershed, including the BMP types and preferred locations.
 - In this context, 'stormwater facility retrofits' includes projects that retrofit existing treatment and/or flow control facilities/best management practices (BMPs), and new flow control or treatment facilities/BMPs that address impacts from existing development. SMAP should include appropriate, strategic stormwater retrofits of either or both types. Pursuant to the receiving waters assessment and prioritization work, SMAP will include retrofits intended to provide flow control and/or treatment benefits that address and support the goals for the receiving water.
- Land management/development strategies and/or actions identified for water quality management.
 - SMAP may include identification of lands to protect or conserve from impervious surface conversions or native vegetation removal, and the strategic means for providing the needed protection, which could be addressed via purchase or zoning or land use policy changes, to name a few options. SMAP may also include other zoning or land use policy changes deemed necessary to prevent the water body from maintaining its current designated uses.
- Targeted, enhanced, or customized implementation of stormwater management actions related to NPDES Phase II Permit section S5, including:
 - Illicit discharge detection and elimination field screening,
 - Prioritization of source control inspections,
 - Operations and maintenance inspections or enhanced maintenance of public facilities,
 - Maintenance that requires capital construction of more than \$25,000,
 - Public Education and Outreach behavior change programs to support SMAP actions for the receiving water or the selected watershed,
 - Identified actions shall support other specifically identified stormwater management strategies and actions for the watershed.
- If applicable, identification of changes needed to local long-range plans, to address SMAP priorities.
- Include a proposed implementation schedule and the determination of the necessary budget to implement SMAP projects and activities.

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- Include facility design, land acquisition, permit fees, installation, O&M, staff, and other resources to support tailored S5.C activities for the watershed, any desired monitoring and analysis, and administrative support. Prioritize investments and actions to achieve the quickest and surest possible preservation and/or restoration of designated uses. Develop the SMAP in a way that will expect the investments to meet the goals for the receiving water and can be reasonably implemented over the course of future NPDES Phase II Permit cycles. SMAP budget should identify likely and potential funding sources and a realistic schedule to accomplish progress on both short-term and long-term actions.
- Short-term actions (i.e., actions to be accomplished within 6 years).
 - The 6-year timeframe is identified in Growth Management Act (GMA) Capital Facility Planning process. Short-term SMAP actions will help meet water quality goals, but they are a mix of opportunistic efforts (that are the result of other efforts occurring or planned in the area) and strategic projects/activities. These short-term improvements can be helpful in providing visibility to successes and gaining support for continued actions, and will complement the more strategic, long-term approach to meet SMAP objectives.
- Long-term actions (i.e., actions to be accomplished within 7 to 20 years).
 - The 20-year timeframe is identified in the GMA Capital Facility Planning process. Long-term SMAP actions and projects are strategic rather than opportunistic. SMAP should include an anticipated schedule for long-term implementation that includes interim steps. This schedule is not intended to be a Permit compliance goal, but rather an indication of the anticipated level of effort that reflects an understanding of the time and resources required for detailed planning and successful implementation.
- A process and schedule to provide future assessment and feedback to improve the planning process and implementation of procedures or projects.
 - The process to adaptively manage the SMAP will document the City's progress toward meeting SMAP goals and enables the City to report progress to Council, funders, the public, and Ecology. The process should directly reflect the protection and/or restoration goals that were set for the receiving water. The adaptive management process may also address the process used to develop the SMAP to improve effectiveness of the program. SMAP adaptations are expected over time as the City finds better ways to run the process or learns from implementation. The SMAP may benefit from strategic monitoring, particularly where little data were initially available. The SMAP should include a long-term assessment approach in sufficient detail that it is clear how the City will know and be able to report whether the protection and/or restoration goals are being achieved. The adaptive

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management process should include implementation tracking and an ongoing assessment of what portion of the planned projects and activities have taken place and how much of the watershed has been addressed.

Assumptions

- This task includes up to two, 1-hour conference calls.
- Meeting notes will not be prepared for the conference calls; redlines and comments will be incorporated into the working draft of the SMAP shared by the City and Consultant.
- The SMAP will include project summary sheets for identified stormwater facility retrofits, management/development strategies, and/or targeted non-structural actions. It is anticipated that 2 to 6 project summary sheets will be developed.
- The final SMAP will be provided to the City on or before March 1, 2023.
- SMAP will be incorporated into the SWSP.

Deliverables

- Action items tracking (Word, Excel, and/or PDF)
- Draft and final SMAP (Word and PDF)
- Final SMAP will be incorporated into the final SWSP (Word, Excel, and/or PDF)

TASK 4.0 – STORMWATER INFRASTRUCTURE ASSET MANAGEMENT AND MAPPING ANALYSIS

The goal of this task is to conduct a desktop evaluation of stormwater infrastructure mapping and asset management currently in place at the City and to develop recommendations for program improvements. The City currently utilizes GIS layers and Excel spreadsheets for tracking public and private stormwater infrastructure and record keeping for NPDES inspections and maintenance.

The Consultant will review the existing data and interview staff to review current practices and procedures. Recommendations for improving this City's asset management and mapping will be developed as part of this task. Recommendations may include, but are not limited to, any needed staff, technologies, tools, equipment, budget (including the cost of consultant support that is needed to update the City's stormwater infrastructure mapping and to address the gaps that have been identified), and work plan with goals and timelines. Recommendations may also

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speak to the estimated costs, problems, and potential penalties associated with not implementing the recommendations.

Assumptions

- This task is focused on reviewing, updating, and recommending improvements on what actions and staff are needed. No field assessment support is included with this task.
- This task includes up to two, 2-hour conference calls to review and adjust recommendations for the future program.
- The City has a current contract with the Association of Washington Cities GIS consortium to help the City migrate their data into a standardized GIS schema. This work includes some data clean up but does not include field verification or updating or adding data.
- City staff will provide mapping standards for review, and will provide information on geographic areas known to be deficient in inventory accuracy during up to two interviews (up to 1-hour each) conducted as part of this task.
- Asset management and mapping analysis and recommendations will be incorporated into the SWSP and will be presented in a manner that does not imply noncompliance with NPDES Permit requirements.
- Recommendations will include benchmarks and milestones for development, implementation, and adaptation, as well as cursory estimation of resource commitments and costs.
- Meeting notes will not be prepared for the conference calls; redlines and comments will be incorporated into the working draft of the SWSP shared by the City and Consultant.

Deliverables

- Draft recommendations for asset management and mapping (Word)
- Draft and final asset management and mapping work plan (Word and PDF)
- Final asset management and mapping recommendations will be incorporated into the working draft of the SWSP shared by the City and Consultant (Word, Excel, and/or PDF)

TASK 5.0 – PREPARING FOR CLIMATE CHANGE TO MINIMIZE IMPACTS

The goal of this task is to assess current and potential future impacts of climate change on Bainbridge Island surface waters and stormwater systems and recommend measures and activities the City may apply and prepare to address and minimize impacts as it relates to stormwater and surface water conditions and management.

Consultant will include in the assessment, but is not limited to, review of the City's CAP, and review of current and projected trends in sea level rise, and temperature and precipitation changes for Bainbridge Island.

Consultant will provide a summary of their assessment and the anticipated impacts of climate change on stormwater and surface waters and the expected effects if the City does nothing to address or prepare for those impacts. Conversely, Consultant will make recommendations based on their assessment that would be proactive and in support the CAP that the City may consider executing.

Recommendations may include revisions to the City of Bainbridge Design & Construction Standards, City of Bainbridge Development Standards and Guidelines, and/or Bainbridge Island Municipal Code.

Assumptions

- Climate change as it relates to stormwater and surface water management includes considerations for more frequent and higher intensity storms, tides, flooding, shoreline and flood plain integrity, steep slope integrity, wetland capacity and resiliency, vegetation and canopy cover, stormwater and sewer and septic infrastructure designs and functions.
- Potential climate change impacts will be summarized based on the most recent publications and web resources developed by the University of Washington Climate Impacts Group, and other accepted respected scientific resources.
- Climate Change Impacts assessment and recommendations will be incorporated into the SWSP.
- Recommendations will include benchmarks and milestones for development, implementation, and adaptation, as well as cursory estimation of resource commitments and costs.
- No modeling will be completed to conduct the assessment.

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- The draft climate change recommendations will be discussed during a conference call (up to 2-hours long) with City staff.
- Meeting notes will not be prepared for the conference calls; redlines and comments will be incorporated into the working draft of the SWSP shared by the City and Consultant.

Deliverables

- Draft climate change recommendations (Word)
- Final climate change assessment and recommendations will be incorporated into the working draft of the SWSP shared by the City and Consultant (Word, Excel, and/or PDF)

TASK 6.0 – STORMWATER INFRASTRUCTURE ASSET IMPROVEMENT PROJECTS PRIORITIZATION

The goal of this task is to develop a strategic method for identifying and prioritizing stormwater infrastructure asset improvement projects to support a transparent selection process.

Major stormwater infrastructure capital improvement projects were last identified in the 2001 Surface Water Management Plan and were incorporated into the Capital Improvement Plan (CIP). Some of those projects have been completed, some remain on the CIP list, and some may have been removed and others added over time for various reason that may be difficult to ascertain. Small stormwater infrastructure capital improvements are achieved through the City's Annual Drainage Program and Operations and Maintenance Projects.

How projects have been selected for the CIP, Annual Drainage Program, and Operations and Maintenance Work Plan has been based on resource availability, public input, a simplified rating system (i.e., Imperative, Essential, Important, Desirable), and Council directives.

Consultant will develop a prioritization matrix with scoring criteria including, but not limited to, physical condition, performance, regulatory impacts, reliability, lifecycle, financial considerations, benefit to other projects or plans, etc.

Assumptions

- No new stormwater improvement projects will be developed as part of this task.
- Consultant will review CIP projects for consideration with the SMAP (Task 3.0).
- The draft prioritization results will be discussed during a conference call (up to 2-hours long) with City staff to determine if any adjustments are needed.

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- Meeting notes will not be prepared for the conference calls; redlines and comments will be incorporated into the working draft of the prioritization matrix and then working draft of the SWSP shared by the City and Consultant.

Deliverables

- Draft and final prioritization matrix (Excel and/or PDF)

TASK 7.0 – PRELIMINARY FINANCIAL EVALUATION

The purpose of this task is to determine if the current level of revenue collected through Storm and Surface Water Utility (SSWM) rates is sufficient to sustainably support current and future Stormwater Management Program, Operations & Maintenance activities, capital stormwater infrastructure improvement plans, and implementation of the SMAP and SWSP recommendations.

Assumptions

- Stormwater Management Program costs will be developed as part of Task 2.0.
- SMAP costs will be developed as part of Task 3.0.
- The goal of this task is a high-level analysis (not a specific utility rate study).
- This task includes one, 1-hour conference call.
- Meeting notes will not be prepared for the conference calls; redlines and comments will be incorporated into the working draft of the SWSP shared by the City and Consultant.

Deliverables

- Action items from conference call (shared Excel file)
- Draft and final financial evaluation and recommendations will be incorporated into the SWSP (Word and PDF)

TASK 8.0 – STORMWATER SYSTEM PLAN

The SWSP is intended to be a user-friendly technical and operational document that clearly communicates the current state of, and recommended future ideal state of, the City's stormwater and surface water management systems and programs; will include supporting data,

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analysis and rationale, predicted needs, prioritization criteria and results, and reasonable next steps to follow for continued progress. The SWSP should be written in plain language for a public audience, provide regulatory and technical references and definitions where appropriate, and use well-defined graphics that can be easily translated to web-based platforms. The Consultant will work with the City to develop an annotated outline for the draft SWSP that will be used during the development of the draft SWSP.

Assumptions

- SWSP content may be streamlined to support natural flow for readability and apprehension by a general adult audience.
- Consultant will develop a limited number of graphics for the SWSP, graphics may include maps, tables, and figures. The budget estimate provided includes development of up to 6 original graphics and up to 6 maps. The City may also provide graphics and maps to the Consultant for incorporation into the SWSP.
- The City will provide photographs to include in the SWSP to supplement photographs from Consultant.
- This task includes up to three, 2-hour conference calls that are anticipated to address the following topics:
 - Comments and questions on the revised draft SWSP outline
 - Comments and questions on the Internal review draft SWSP
 - Comments and questions on the Public review draft SWSP
- Meeting notes will not be prepared for the conference calls; redlines and comments will be incorporated into the working draft of the SWSP shared by the City and Consultant.
- The City will provide a consolidated set of comments on each draft of the SWSP using tracked changes and comments in Microsoft Word or PDF, or a share online document format.
- The main text of the SWSP is anticipated to be streamlined to lend itself better to a web-based format. Additional supporting documentation (e.g., technical memorandums developed for this project) can be attached to the SWSP as supplemental information.
- No City Council or public meetings are included in this task; these are included in Task 9.0 (Community Engagement Support).

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- Final matrices and technical memoranda produced for previous tasks may be included as appendices to the SWSP

Deliverables

- Draft and final annotated SWSP outline (Word)
- Internal review draft SWSP (Word and PDF)
- Public review draft SWSP (Word and PDF)
- Final SWSP (Word, InDesign and PDF)

TASK 9.0 – COMMUNITY ENGAGEMENT PLAN AND SUPPORT

A community engagement plan will be prepared that outlines the approach that will be taken for public involvement and participation, including key stakeholder groups, with SWSP development and implementation. The community engagement plan is anticipated to utilize City communication channels which may include Listservs, newsletters, webpages, social media, videos, Engage Bainbridge, public meetings, and Committee and City Council meetings. To maintain ongoing community and City staff and Council engagement after completion of the final SWSP, a web-based version of the SWSP will likely be produced and therefore should be considered throughout SWSP creation.

Assumptions

- The community engagement plan is intended to be a short document (4 pages or less) that outlines the approach and schedule.
- City staff will identify primary stakeholder groups to include in the community engagement effort.
- City staff will be responsible for scheduling meeting spaces for public meetings (if held in person).
- City staff will be responsible for preparing promotional materials and advertising community engagement opportunities, and fielding questions about community engagement efforts.
- City staff will be responsible for the formatting and publication of the project introduction and status update articles that will be developed for distribution via City

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communication channels. Consultant will provide a brief text description of the project overview, status, and upcoming events to include in the project introduction and status update articles. Public comments/survey questions may also be distributed through Engage Bainbridge.

- Consultant will consider and reference relevant stakeholder input with their recommendations in the SMAP and SWSP.
- Consultant will lead the preparation of PowerPoint slides for the public meeting, Committee and City Council meetings.
- One public meeting will be held during the project; this meeting is anticipated to occur during the review period for the Public Review Draft SWSP, but timing can be adjusted as needed if public input would be beneficial to gather earlier in the project
- Up to two Consultant staff will participate in the public meeting and at up to two Committee or City Council meetings (assumed to be 2-hours long each). One meeting is assumed to be in-person and two meetings are assumed to be attended virtually.
- The content for the web-based version of the SWSP will be pulled from the SWSP. No new graphics will be developed specifically for the web page that are not included in Task 8.0.
- The City will prepare draft and final notes and quantitative and qualitative analysis from all meetings and feedback channels.

Deliverables

- Draft and final community engagement plan (Word and PDF)
- Text for up to two project status articles for distribution via the City communication channels (Word)
- Draft and final agendas for the public meeting (Word and PDF)
- Draft and final PowerPoint slides for the public meeting and Committee and City Council meetings (PowerPoint and PDF)

TASK 10.0 – CONTINGENCY

The nature of this project is such that additional technical needs may arise that are pertinent to the overall scope of services. However, the specifics of these needs will not be known until some preliminary work has been accomplished. Examples needs could include:

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- Follow-up tasks based on stormwater management program review and assessment (Task 2.0)
- Follow-up tasks and fieldwork associated with the stormwater infrastructure asset management and mapping analysis (Task 4.0)
- Developing additional SMAP or Capital Improvement Plan projects beyond the current scope (Tasks 3.0 and 6.0)
- Additional maps and graphics for the SWSP (Task 8.0)
- Additional or more lengthy meetings

Consultant will provide additional services as requested by and authorized by the City, subject to amendment of the approved scope of services. Consultant shall submit a scope of services amendment and corresponding budget estimate for supplemental services not covered in previous tasks as may be requested by the City. The City shall provide written authorization to proceed with any supplemental services prior to any such work being performed by Consultant.

