

THIS AGREEMENT is entered into on _____, 20_ between the City of Redmond, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. **Retention of Consultant - Scope of Work.** The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.

2. **Completion of Work.** The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit C and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

3. **Payment.** The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit B, attached hereto and incorporated herein by this reference as if set forth in full. 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 work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice

the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 30 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. **Changes in Work.** The CONSULTANT shall make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 5.

5. **Extra Work.**

A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C. Failure to agree to any adjustment shall be a dispute under the Disputes clause of this agreement, as provided in Section 13. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.

D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

6. **Ownership of Work Product.** Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT.

7. **Independent Contractor.** The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. **Indemnity.** The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the CONSULTANT, its officers, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that:

A. The CONSULTANT's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and

B. The CONSULTANT's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, subconsultant or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.

9. **Insurance.** The CONSULTANT shall provide the following minimum insurance coverages:

A. Worker's compensation and employer's liability insurance as required by the State of Washington;

B. General public liability and property damage insurance in an amount not less than a combined single limit of two million dollars (\$2,000,000) for bodily injury, including death, and property damage per occurrence.

C. Professional liability insurance, if commercially available in CONSULTANT's field of expertise, in the amount of two million dollars (\$2,000,000) or more against claims arising out of work provided for in this agreement.

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement. The additional insured endorsement shall provide that to the extent of the CONSULTANT's negligence, the CONSULTANT's insurance shall be primary and non-contributing as to the City, and any other insurance maintained by the CITY shall be excess and not contributing insurance with respect to the CONSULTANT's insurance. The certificates of insurance shall cover the work specified in or performed under this agreement. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.

10. Records. The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose.

11. Notices. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this Agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

12. **Project Administrator.** The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator.

13. **Disputes.** Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for resolution to a mutually acceptable mediator. The parties shall each be responsible for one-half of the mediator's fees and costs.

14. **Termination.** The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified above. In the event that this agreement is terminated by the City other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. **Non-Discrimination.** The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, creed, color, national origin, sex, religion, honorable discharged veteran or military status, familial status, sexual orientation, age, or the presence of any sensory, mental, or physical disability or the use of a trained dog or service animal by a person with a disability, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this Agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

16. **Compliance and Governing Law.** The CONSULTANT shall at all times comply with all applicable federal, state, and local laws, rules, ordinances, and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

17. **Subcontracting or Assignment.** The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any sub-consultants approved by the CITY at the outset of this agreement are named on separate Exhibit attached hereto and incorporated herein by this reference as if set forth in full.

18. **Non-Waiver.** Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

19. **Litigation.** In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for King County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the law of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for King County. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

20. **Taxes.** The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

21. **City Business License.** The CONSULTANT has obtained, or agrees to obtain, a business license from the CITY prior to commencing to perform any services under this agreement. The CONSULTANT will maintain the business license in good standing throughout the term of this Agreement.

22. **Entire Agreement.** This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. These standard terms and conditions set forth above supersede any conflicting terms and conditions on any attached and incorporate exhibit. Where conflicting language exists, the CITY'S terms and conditions shall govern.

**page 8 – Consulting Services Agreement, Non-Public Work
City of Redmond, standard form**

**IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the
day and year first above written.**

CONSULTANT:

CITY OF REDMOND:

By:_____
Title:_____

Angela Birney, Mayor
DATED:_____

ATTEST/AUTHENTICATED:

City Clerk, City of Redmond

APPROVED AS TO FORM:

Office of the City Attorney

Exhibit A- Altaterra Consulting LLC

Redmond Stormwater and Surface Water System Plan

Scope of Work, Cost Estimate, and Schedule

February 10, 2024

Introduction and Background

The City of Redmond, Washington is a City of 75,000 residents and 95,000 jobs. As a suburb of Seattle and a residential hub and employment center for the technology business sector, it is the 17th most populous city in the State of Washington and is expected to grow by 4% in the number of new residents, and 25% in the number of new jobs by 2030.

The City's Stormwater Utility operates and maintains hundreds of miles of conveyance pipes, catch basins and stormwater management facilities that control stormwater flow and treat water quality. The Utility manages approximately 11 billion gallons of rain that falls on the city in an average year to prevent flooding and protect local streams, including streams that are home to anadromous salmonids and other native fish and wildlife. Additionally, the Utility proactively manages the protection of surface and stormwater to protect the City's drinking water resources that largely come from a shallow aquifer system in the Bear Creek and Evans Creek alluvial valleys. The City is a Phase II Permittee under Ecology's Western Washington Phase II Municipal Separated Stormwater (MS4) NPDES Permit.

The City needs a Stormwater and Surface Water System Plan that will provide a strategic approach for managing stormwater and surface water and serve as a guide for staff, the public, and decision makers for implementing projects, policies, and activities to meet city and Stormwater Utility goals and regulatory requirements, including the following:

- Fully meet all local, state, and federal requirements.
- Prevent flooding and ensure public safety.
- Protect and enhance stream health and promote natural aquatic system functions.
- Protect groundwater quality and quantity through management of stormwater.

The Stormwater and Surface Water System Plan is intended to provide a complete assessment of the City's existing stormwater and surface water management and approach and build on and link to existing planning efforts to provide a path forward for implementation of CIP projects and programmatic actions.

Project Team and Stakeholders

The Stormwater and Surface Water System Plan will be developed by the Consultant team in collaboration with City staff and input from external stakeholders. The Project Charter lists members of the City Steering Committee, Core Team, and Subject Matter Experts. The project team is structured as follows with the following assumed roles:

Consultant Team PM: Erin Nelson, Altaterra Consulting, will be responsible for day-to-day management and communications with the Consultant team and liaison with the City PM. Erin will be responsible for progress reporting, invoicing, and scope, schedule, and budget tracking.

Consultant Technical Team: Aspect (Robyn Pepin, Bryan Berkompas, Chip Barnett), Consor (Chris Hoffman), Osborn (Ann Bryant), FCS (Chris Gonzalez) and Altaterra Consulting (Erin Nelson), will be the primary consultant team leads responsible for reviewing documentation, conducting technical analysis to support Plan development, interfacing with City staff knowledgeable about existing projects and programs, developing new projects and programs to fill gaps and meet goals, documentation, and deliverables. Additional consultant team staff may assist with technical analysis as needed.

City PM: Curtis Nickerson, City of Redmond, will be responsible for day-to-day management and communications with the City team and liaison with the Consultant PM. Curtis will be responsible for providing project direction, authorizing project changes, approving invoices, and tracking scope, schedule, and budget.

City Core Team: The Core Team will be responsible for responding to data requests from the consultant team and being the liaison between subject matter experts and the City PM and Consultant Team. Responsible for reviewing draft documentation.

City Subject Matter Experts: City Subject Matter Experts are responsible for providing detailed information and participating in project technical discussions, as requested by Core Team.

City Steering Committee (including Informed): The City Steering Committees are responsible for approving recommendations of the Core Team and providing guidance to the City PM and the Core Team.

Stakeholders:

Internal stakeholders are generally listed above; however, Council members and City Executives are not. These stakeholders are responsible for ultimately adopting the final plan and reviewing, commenting, and making recommendations for revisions on the final draft plan.

External stakeholders include a diverse range of business, environmental advocacy, other government agencies, and the public. A communication and public engagement plan will be developed for the project that targets these stakeholders to solicit input on the plan and give the community opportunity to have their desires heard.

Purpose and Objectives

This scope of work provides a description of tasks, assumptions, and deliverables associated with work elements needed to develop the Stormwater and Surface Water System Plan and support identified desired outcomes including the following:

- Offer a single comprehensive resource guide for stakeholders, staff, and decision makers to achieve sustainable and adaptive stormwater and surface water management in the City of Redmond.
- Serve as a functional plan for the Comprehensive Plan Capital Facilities Element.

- Align stormwater and surface water management programs and projects with others within the City (e.g., Transportation, Parks) and regionally (e.g., salmon recovery) to leverage resources and maximize multiple benefits.
- Support full compliance with applicable federal, state, and local regulations and policies.
- Provide a systematic approach to identifying and prioritizing stormwater infrastructure asset improvement projects (e.g., pipe replacement and capacity sizing).
- Identify enhancements to address deficiencies in asset inventory data, tracking, and reporting.
- Evaluate current and needed City programs, projects, and staff levels to meet present and future service demands and regulatory requirements for surface water and stormwater management, including operations and maintenance, infrastructure planning, and environmental restoration/rehabilitation.
- Evaluate funding sources and fund utilization for surface water and stormwater management, including but not limited to grants and Stormwater Utility fee rates and revenue.

Task 1. Project Administration

This task involves general project management associated with development of the Stormwater and Surface Water System Plan, including project budgeting, team coordination, scope and schedule tracking and oversight, and preparation of monthly invoices and progress reports.

Assumptions:

The following assumptions are associated with this task.

- The project duration is 18 months.
- A project management plan will be developed by the Consultant that will draw upon information in the City Project Charter and will identify roles and responsibilities of the Consultant Team in relationship to City team roles and responsibilities.
- A project kick-off meeting will be held with key Consultant team members (up to 6) and City staff. The meeting will last no more than 1 hour and will be held virtually. The Consultant Project Manager will develop the agenda, prepare, and provide copies of all necessary materials; take notes and provide a meeting summary.
- Bi-weekly phone calls with Consultant and City Project Manager to discuss project progress, upcoming events and tasks, and any potential issues and remedies. The meetings are anticipated to be no more than 1 hour.

Deliverables:

The following deliverables are associated with this task:

- Project management plan.
- Agenda and meeting notes for project kick-off meeting.
- Thirty-six (36) bi-weekly meetings.
- Eighteen (18) monthly progress reports and project invoices.

Task 2 ArcGIS HUB Development and GIS Analysis Support

The Consultant team will develop a team site via an ArcGIS hub to facilitate project information sharing and cooperation. The Redmond SSWS Plan Project Hub will serve as a project central and allows for easy

access to project documents, sets a standard for the level of communication and attention to detail expected throughout the project. The Hub will be the authoritative location for relevant weblinks, spatial content (data, web maps, and mapping applications), data storytelling (story maps) and presentations, reporting, and video/graphic content. Additionally, the hub will be a resource for collaborative work products, existing reports from other City projects, and final technical deliverables. This collaborative environment will remain internal to the Project team.

GIS analysis support will occur throughout the project to support development of the SSWS Plan and prioritizing stormwater projects throughout the city. Spatial data support includes organization and evaluation of existing CCTV, floodplain mapping, stormwater infrastructure, and geologic data. Models for repeatable calculations will be evaluated with the project team and, if needed, produced as a model builder toolbox for final deliverable for future updates. Additionally, GIS support throughout the project will include development of working web maps and applications to support project team discussions and meetings as appropriate.

Assumptions:

The following assumptions are associated with this task:

- The City's ArcGIS Online will be used for a project only HUB site with no public facing components.
- Only City staff and the Consultant will be provided access to the site.
- Only the Consultant GIS lead will be allowed to publish and share content.
- The HUB site will be shut down after the project is completed.
- The City will provide an AGOL creator user with publishing privileges for the consultant team GIS lead to use for the duration of the project. Hub will be hosted on the City's AGOL organization. The City will have full ownership of the final product at the end of the contract if they choose to continue the site, otherwise it will be shut down.
- Up to four hours of virtual meetings between City GIS staff and Consultant team GIS staff (Aspect) to (1) create Esri Hub User Groups and (2) invite consultant team and City staff to appropriate group, and (3) initiate Esri Hub.
- Project Team members and City staff have AGOL access through their own organization.
- Procurement of any additional Esri AGOL licenses is the responsibility of the City.
- Up to 20 hours for on-going technical support for City staff to troubleshoot the HUB or ArcGIS Online issues over the duration of the project.
- Up to 3 web maps or applications are assumed to be developed to support technical analysis and could include CIP locations and status, drainage issues, survey results, or application for citizen input.

Deliverables:

The following deliverables are associated with this task:

- Up to 4 working meetings.
- An ArcGIS Hub for City/Consultant team collaboration
- Up to 3 web maps or applications to support technical analyses (Task 4). Applications are to be determined.

Task 3 Public Engagement

This task involves conducting public engagement activities to inform and gather input from the public about their understanding and general satisfaction with stormwater and surface water utility services, and to inform the planning process decisions around capital projects and levels of service. This task is broken into several subtasks around work products and deliverables.

General Assumptions for Public Engagement Subtasks:

- Draft deliverables and content to be distributed externally will be reviewed by the City's Communications Team and revised, if needed, prior to distribution.
- Draft deliverables will be provided 2 weeks in advance to allow Communications Team time for review and Consultant team time for review prior to publication.

Task 3.1 Public Involvement Plan

This task involves the development of a Public Involvement Plan.

Assumptions:

The following assumptions are associated with this subtask:

- The Consultant team will develop a draft and final Public Involvement Plan, which will include goals and objectives, key messages, and all the methods that will be used to inform and involve the public. The plan will also include roles and responsibilities and a schedule for implementing all outreach activities.
- The Public Involvement Plan will include a schedule for all deliverables and activities in subsequent subtasks, including timeline for the City to provide input and review of draft deliverables.

Deliverables:

The following deliverables are associated with this subtask:

- Draft and final Public Involvement Plans

Task 3.2 Let's Connect

This task involves development of a project site on the City's Let's Connect website that will become the project's public-facing website.

Assumptions:

The following assumptions are associated with this subtask:

- The Consultant team will develop original content for a project site.
- The Consultant team will craft outreach materials that introduces the project and explains how public feedback will be used. Using maps and other technical information, the team will work together to provide context to help Redmond residents learn about project goals and share what is most important to them and their community.
- The Consultant will update the content for the Let's Connect site two times.

- The City's Communication Team will set up the initial LetConnectRedmond.com project webpage(s) and update the pages using content provided by the Consultant.

Deliverables:

The following deliverables are associated with this subtask:

- Content for a Let's Connect site that provides context for the public to aid in their response to the online surveys, and two content updates.

Task 3.3 Survey Development

This task involves development of a non-scientific community survey to gather input from residents on general satisfaction with stormwater and surface water services, and to identify priority issues.

Assumptions:

The following assumptions are associated with this subtask:

- The Consultant team will develop a draft and final community survey (on-line only) to gather input from residents on general satisfaction with Redmond stormwater and surface water services and priority issues they would like to be addressed by the SSWS Plan.
- The survey will be developed following the City's "Best Practices for Creating Questionnaires." The survey will be promoted on the Let's Connect web site, e-news, social media posts and hand-outs (via QR code) for early pop-up events.
- The survey will be conducted early in the planning process and will be available on the Let's Connect site for at least one month.
- The Consultant will prepare a draft and final version of the on-line survey.
- The survey will be translated into four languages Spanish, Chinese (simplified), Hindi, and Russian via a QR code that provides a unique link to the appropriately translated survey.
- City staff may prepare a hard-copy version of the on-line survey and make this available to the public at City facilities.
- The Consultant will consolidate all survey responses (on-line and hard copy) and prepare a summary report documenting results.

Deliverables:

The following deliverables are associated with this subtask:

- Draft and final public-facing on-line survey.
- Google Analytics and survey response reports are provided monthly and at finish of survey.
- Draft and Final survey report.

Task 3.4 External Stakeholder Interviews

This task involves identifying and conducting interviews with up to 10 individuals and groups who combined represent a cross section of the different interests within the city. This could include interviews with existing city boards and commissions, including the Redmond Youth Partnership Advisory Committee, and such as 4Tomorrow, Eastside Pride, and MAPS. A topic guide will be used to

guide the interviews, which will be a half-hour to one hour in duration. The interviews will help identify potential issues and concerns held by community members and to gauge interest for being involved in the planning process.

Assumptions:

The following assumptions are associated with this subtask:

- The City will identify the individuals to be interviewed.
- The Consultant team will develop the interview topic guide.
- The Consultant team will schedule and conduct the interviews over the phone.

Deliverables:

The following deliverables are associated with this subtask:

- Draft and final topic guide
- Draft and final interview summary

Task 3.5 Events

This task involves coordinating and staff tabling at up to three community events, with logistics support from City staff to arrange event participation. Prepare up to 4 displays and prepare summary notes and photos from each event.

Assumptions:

The following assumptions are associated with this subtask:

- The Consultant team will prepare for and attend up to three events.
- The City will coordinate logistics for all events.
- The City may prepare for and staff additional events. Event materials prepared by the Consultant for their events will be available for use by City staff.

Deliverables:

The following deliverables are associated with this subtask:

- Event boards
- Event summary notes

Task 3.6 Promotional Hand-out

This task involves development and production of a hard-copy handout to promote the Plan and the survey to be distributed at City facilities and pop-up events.

Assumptions:

The following assumptions are associated with this subtask:

- The Consultant team will develop one handout.
- The handout will be developed using Redmond's style guidelines and will be formatted to be printed double-sided.
- The content will include text and graphics with the messaging focused on announcement of the survey, key dates, and the web address and QR code of the survey website.
- Draft handout will be provided to the City for review, and the finalized content will be incorporated into the final handout.
- The handout will promote the survey and could promote the optional open house.
- The handout will include a QR code with a link to translated versions in Spanish, Chinese (simplified), Hindi, and Russian.
- The Consultant will develop content for and format the handout.
- The City will print the handout.
- The handout design file will be available to the City to use as a template to create additional handouts if desired.
- The City will be responsible for posting handouts and distribution of handouts at events, including adhering to posting schedules, if any.

Deliverables:

The following deliverables are associated with this subtask:

- Draft and final handout layout (1)
- Design file that could be modified by the City to create additional handouts.
- Ready-for-print, digital file of complete handout layout.

Task 3.7 Social Media Posts

This task involves development of social media posts and signage to promote the Plan, survey, and potentially the optional open house.

Assumptions:

The following assumptions are associated with this subtask:

- The Consultant team will prepare up to 8 social media posts to promote the Plan and survey on X and Facebook. The City will make the posts to its X and Facebook accounts.
- The City will be responsible for posting social media promotions in a timely manner and according to City policies and procedures.

Deliverables:

The following deliverables are associated with this subtask:

- Draft and final social media posts (8)

Task 4. Technical Analyses

This task involves conducting the technical analyses needed for the foundation of the planning process, including reviewing existing data, confirming strategic goals, interviewing staff, and evaluating existing programs and identifying gaps. This task is broken into several subtasks around work products and deliverables.

Task 4.1. Clarify Strategic Goals and Objectives

This subtask involves clarifying the strategic goals and Objectives of the Stormwater Utility to allow for identification of gaps in existing programs and projects. The Stormwater and Surface Water System Plan will focus on identifying and recommending solutions to the gaps in unmet existing needs and the strategic goals for future implementation.

Assumptions:

The following assumptions are associated with this subtask:

- The City will convene the Steering Committee, Core Team, and relevant Subject Matter Experts in a workshop to discuss what specific strategies are desired for the future condition of the Stormwater Utility that can be measured against existing projects and programs to identify gaps. For example, a goal for stormwater and surface water management in Redmond is to “protect groundwater quality and quantity through management of stormwater.” To evaluate existing programs and projects against this goal, are there specific objectives the City wants to accomplish as a Utility to meet this goal? This workshop/discussion will clarify and provide greater detail on what the vision is for the future Stormwater Utility.
- Up to 3 Consultant staff will attend the workshop to clarify goals and objectives. The Consultant team will prepare the agenda, facilitate the workshop, take notes, and prepare minutes. The meeting will last no more than 2 hours.
- If strategic goals are not clarified by the end of the meeting, the City will gain consensus from the City team before the Consultant conducts the gap analysis.
- Based on discussions at the workshop and follow-up input from the City, the consultant will prepare a list of detailed vision and strategic goals for which to compare existing conditions for gap analysis.

Deliverables:

The following deliverables are associated with this subtask:

- Attendance at and facilitation of workshop, preparation of agenda, and meeting notes. Up to 3 members of the Consultant Team will attend. It is assumed that the meeting will be in person.
- Draft and final list of detailed vision and strategic goals.

Task 4.2 Review Relevant Data

This task involves reviewing and organizing existing documentation and other relevant data in support of plan development and coordination of Stormwater and Surface Water Projects and Program Activities with other City Priorities.

Assumptions:

The following assumptions are associated with this subtask:

- The City will provide the consultant team with existing City documents and data including, but not limited to the following:
 - City Comprehensive Plan
 - Most recent Regional Stormwater Facilities Plan
 - Redmond Stormwater Technical Notebook Update
 - Utilities Strategic Plan (March 2021)
 - Stormwater Management Program Plan
 - City of Redmond Watershed Management Plan
 - Tosh Creek, and Monticello Creek Watershed Plans
 - GIS data
 - Preliminary CIP List
- City staff will review the following to assess relevance to the project, and, if found relevant, provide a summary to the Consultant. The summary will include information on pertinent capital projects contained in the document:
 - Most recent Comprehensive Stormwater Management Plan
 - General Wastewater Plan Update (September 2021)
 - Transportation Master Plan (currently getting updated)
 - Parks, Arts, Recreation, Culture and Conservation Plan (Public Review Draft)
 - 1964 Comprehensive Drainage and Storm Sewer Plan (for historic information)
 - King County Hazard Mitigation Plan and the Redmond Annex within the KC Hazard Mitigation Plan.
 - Overlake Village Regional Stormwater Facilities Plan (2014)
 - Ambient Surface Water Monitoring Programs QAPP (2023)
 - Vision Blueprint (2011)
 - Community Strategic Plan (2023)
 - SMAP submittal to Ecology
 - Water Resources Strategic Plan (2015)
 - Redmond Climate Vulnerability Risk Assessment Strategy (2022)
 - Redmond - Adaptation of Stormwater Design Regulations to Climate Change (2023)
 - Draft Water System Plan (2023)
 - Groundwater Protection Measures Report (for background on groundwater protection program)
 - Redmond Groundwater Monitoring Program QAPP (for background on groundwater protection program)
 - Environmental Sustainability Action Plan (2020)
 - Climate Vulnerability Risk Assessment and Strategy (April 2022)
 - Tree Canopy Strategic Plan (2019)
- The consultant will obtain the Final 2024 NPDES Phase II MS4 Permit for review and summary of new programs and activities required by the City and Stormwater Utility.

- The City will provide any other relevant information that will inform development of projects, programs, and activities associated with the Stormwater and Surface Water System Plan.
- None of the documents reviewed will be updated through this planning process, however, recommendations may be made for future updates or revisions to align with strategies identified in this plan.
- City provided Preliminary CIP List of up to 50 projects will include existing CIPs, list of potential new CIPs, and list of completed projects identified in previous comprehensive plans. List should include, at a minimum, planning source, CIP project number, project status, location, cost estimate, initial project priority (High, Medium, Low), and short 2-3 sentence description of the problem and the proposed improvement.
- Upon review of the above documents, the Consultant will prepare a list of up to 50 additional stormwater and surface water related projects and status identified by the Consultant from other City plans that were not included in the City's Preliminary CIP List. List to include planning source, project ID, project status, location, and cost estimate, if available. The Consultant will prepare short 2-3 sentence descriptions of the problem and the proposed improvement.

Deliverables:

The following deliverables are associated with this subtask:

- Data organization on project Hub.
- Summary of Stormwater and Surface Water-related projects and status from other City Plans
- Summary of new NPDES Phase II MS4 Permit requirements.

Task 4.3. Interview Staff and Stakeholders

This task involves conducting a comprehensive review of existing stormwater and surface program activities such as operations and maintenance, capital improvement projects, education and outreach, development review, engineering, technical assistance, mapping, and water quality protection.

Assumptions:

The following assumptions are associated with this subtask:

- Up to eight (8) staff interview sessions will be conducted to gain an understanding of current practices, challenges, and opportunities in the stormwater program.
- Interviews may include multiple staff with similar job functions (e.g., operations and maintenance, engineering, MS4 permit compliance, capital planning, program management).
- Interviews will be conducted virtually.
- Current program activities will be compared to planned activities in the previous Comprehensive Stormwater Management Plan to identify accomplishments and/or work elements that should be dropped or carried forward.
- The City will provide the Consultant team with job descriptions funded by the Utility, organizational charts, budget documents, work orders (Lucity), accounting records for projects, work plan history, list of programs, and other relevant information to conduct a staffing analysis of current stormwater staffing and potential future needs.
- Analysis of staffing needs for potential increases in stormwater infrastructure inventory due to development and redevelopment or annexation.

- A list of potential programmatic project actions and strategies will be identified during this task for further development and resource estimation (staff and/or contractor or direct expenses) in Task 4.7.

Deliverables:

The following deliverables are associated with this subtask:

- Draft and final interview summary.
- Draft and final current and future stormwater services summary, including staffing analysis.
- Draft list of potential programmatic actions and strategies to be included with draft list of potential programmatic actions and strategies identified in Task 4.4 Gap Analysis.

Task 4.4. Conduct Project and Program Review and Gap Analysis

This task involves conducting a gap analysis between projects, programs, the 2024 NPDES Permit or other regulatory requirements, and the City's strategic stormwater goals.

Assumptions:

The following assumptions are associated with this subtask:

- Strategic goals and objectives for which to conduct a gap analysis will have been decided by the City in Task 4.1.
- A gap analysis will be conducted between current program activities and stormwater needs identified in the interviews or document review.

Deliverables:

The following deliverables are associated with this subtask:

- Draft and final list of program and project gaps relative to regulatory requirements and strategic goals.
- Draft and final list of potential programmatic actions and strategies, including draft programmatic actions and strategies identified during staff interviews in Task 4.3. Top actions and strategies will move forward into more refined mini scopes of work and planning level cost estimates in Task 4.7.

Task 4.5. Develop Prioritization Methodology for CIPs and Prioritization Methodology for Programmatic Improvements

This task involves the development of a prioritization methodology to rank and evaluate current and future stormwater CIPs and a separate prioritization methodology for programmatic improvements.

Assumptions:

The following assumptions are associated with this subtask:

- The Consultant team will develop two separate prioritization approaches for capital improvement projects (CIPs) and for programmatic actions and strategies. A single prioritization approach is not likely to work well for both types of projects because of their differences (i.e., site-specific, construction-oriented vs. operational, range of costs and benefits, etc.).

- The Consultant team will provide examples of different types of prioritization methodologies, including pros and cons of each approach to the City for review prior to drafting prioritization methodologies for discussion.
- The City will provide input to the Consultant team on what their desires and needs are for each prioritization methodology, including how it will be used, who will be using it, and how often it will be updated to meet changing values or goals.
- The Consultant will develop draft prioritization methodologies (one for CIPs and one for programmatic projects) for review and discussion with City staff based on feedback and input from the City.
- Up to 4 workshops will be held with City staff with up to two members of the Consultant team to discuss the draft, and revised draft prioritization methodologies. It is assumed that two workshops will be held for each prioritization approach (i.e., CIP and programmatic projects) and the workshops will be held in-person and will last no more than 2 hours each.
- Final prioritization methodologies will be developed based on comments received on the revised draft prioritization methodology presented and agreed upon in the second workshop for each different prioritization approach (i.e., CIP vs. programmatic).
- The final prioritization methodologies will be used to prioritize existing and future CIPs and programmatic improvements.
- A revised final prioritization methodology will be developed to reflect any adjustments made to the final prioritization methodologies that were used to prioritize the existing and future CIPs and programmatic improvements.

Deliverables:

The following deliverables are associated with this subtask:

- Up to 4 in-person workshops to discuss prioritization methodologies. The workshops will last no more than 2 hours, and up to 2 Consultant staff will attend. Consultant will develop agendas and provide meeting minutes.
- Draft, revised draft, final and revised final prioritization tools in excel, with narrative documentation for CIP and for programmatic project prioritization.
- Up to 3 example prioritization methodologies used by other jurisdictions.

Task 4.6. CIP Program Update to address gaps and infrastructure needs.

This task involves reviewing and prioritization of capital improvement projects and capital improvement programs to address infrastructure needs in the short-term CIP and the long-term 2050 Comprehensive Planning time horizon.

Assumptions:

The following assumptions are associated with this subtask:

- Using the information gathered in Task 4.2, the consultant team will develop a draft CIP list of up to 100 CIP projects to be prioritized. This list includes City provided Preliminary CIP List (up to 50 projects), and stormwater and surface water related projects identified by the consultant team in other City plans (up to 50 projects).

- Public comments from the public engagement effort (Task 3), staff interviews, and other stakeholder input will be reviewed to determine if there are additional problem areas not already identified. Not to exceed 20 hours.
- In the Preliminary CIP List in Task 4.2, the City will provide a list and summaries of potential projects not included in the existing CIP to be potentially added to the future CIP list, for which concepts and planning level costs would need to be developed if they are determined to be high priority projects. The remaining new projects will be summarized in the plan at a preliminary level and deferred to later planning efforts.
- Consultant and City staff will apply the prioritization methodology developed in Task 4.5 to rank and prioritize the draft CIP list of up to 100 projects, including existing CIPs, potential new CIPs identified by the City, existing unfunded CIP list, and newly identified problems from stakeholders requiring a CIP.
- CIP project summary sheets will be prepared for up to 11 high priority projects (assumed to be 7 existing CIPs and 4 new CIPs) for the 2027 – 2032 CIP.
- The consultant team will evaluate feasibility and create conceptual designs (size, type, and location) for up to 4 new high priority CIPs. Site visits for each of the new CIP locations will be conducted. Planning level cost estimates for each of the new CIPs will be prepared.
- For new CIP concept designs that require modeling, planning-level modeling will be completed with simplified models to develop preliminary sizing for concept designs. Modeling for hydrology will be completed using WWHM. Flow rates from WWHM will then be used to recommend CIP sizing such as pipe and ditch sizes or required volumes and release rates for flow control facilities. Modeling efforts are limited to 80 hours total for all new CIPs.
- For concept designs that do not require modeling, a qualitative approach will be followed in cases where existing infrastructure will be replaced in-kind or when sizing assumptions can be used that do not require modeling.
- The CIP project summary sheets will include the following information:
 - Project name and ID number
 - Project location vicinity map
 - GIS map showing CIP location and general layout of the project.
 - Project short description
 - Planning level opinion of cost estimate
- Consultant will conduct a high-level review of up to 7 existing high priority CIP projects to determine project assumptions. Consultant will update planning level cost estimates to 2024 dollars and include cost contingencies for design standard updates, if necessary. The remaining total project costs for existing projects will be escalated to current dollars. Deferred projects with costs will be escalated to current dollars. Cost estimates will not be prepared for deferred projects without costs.
- The CIP Program Component of the Stormwater and Surface Water System Plan will serve as the Functional Plan per policy CF-2 of the Capital Facilities Element of the City's Draft Comprehensive Plan (Redmond 2050 Draft). The following elements will be included to the extent information is available:
 - Current 6-year detailed CIP and budget
 - Up to 4 CIP programs designed to meet repair and replacement needs of infrastructure.
- CCTV data will not be reviewed or collected as part of this effort.

- Culvert repair and replacement will not be included as an individual program. If there are known culverts in need of repair or replacement, these will be included as individual CIP projects, and they will be prioritized with other CIPs.
- The CIP program summary sheets will include the following information:
 - Program name and ID number
 - Bluebeam figure showing general layout of the assumed representative project, if applicable
 - Short description of program
 - Planning level opinion of cost estimate

Deliverables:

The following deliverables are associated with this subtask:

- Draft list of CIP projects, including Preliminary CIP List and potential additional CIP projects.
- Draft and Final CIP project summary sheets for up to 4 new projects.
- Draft and Final Updated CIP project summary sheets and planning level cost estimates for up to 7 existing CIP projects.
- List of deferred projects.
- WWHM modeling output and documentation, if necessary, for new CIP projects only.
- Draft and final CIP program summary sheets for up to 4 programs.

Task 4.7. Programmatic Actions to address gaps and align with other City goals

This task involves developing programmatic strategies and planning level cost estimates for projects identified from staff interviews, program review, or public input.

Assumptions:

The following assumptions are associated with this subtask:

- Up to 15 prioritized programmatic actions and strategies identified in Task 4.4 will be developed into project summary sheets and planning level cost estimates to be incorporated into Stormwater and Surface Water Program implementation.
- Project actions may include operational modifications, policies, or new programs (i.e., education and outreach, equipment or technological needs, asset management, code enforcement, stormwater retrofit, water quality monitoring, technical assistance, property acquisition, etc.).
- Project summary sheets will include the following information:
 - Project description
 - Project need
 - Project elements
 - Anticipated outcomes
 - Resource needs (one-time or annual staffing and/or outside costs)
 - Deliverables

Deliverables:

The following deliverables are associated with this subtask:

- Up to 15 draft and final programmatic project action sheets and planning level cost estimates.
- Summary table of prioritized programmatic projects and costs for funding analysis.

Task 5 Cost Analysis and Rate Evaluation

This task involves developing a funding strategy for the needs identified in this Plan and evaluating the resulting stormwater rate impacts.

Task 5.1 Cost Analysis Data Needs and Task Initiation

FCS GROUP will submit a request for needed data and arrange for a meeting with City staff to confirm project understanding and set a course for completing the work. This meeting will provide an opportunity for the project team to identify and discuss key policy and technical issues to be addressed in the study, along with any data-related questions.

Assumptions:

The following assumptions are associated with this subtask:

- Up to 3 members of the Consultant team will attend the Cost Analysis Meeting and the meeting will last no more than 1 hour. The meeting will be held virtually.
- FCS GROUP will review, analyze, and validate data received and identify any data limitations, gaps, or issues of concern. Subsequent status meetings will also be scheduled and facilitated.

Deliverables:

The following deliverables are associated with this subtask:

- Request necessary information needed to perform the study.
- Prepare for and participate in one (1) virtual meeting.
- Follow-up data request and ask clarifying questions as needed.

Task 5.2 Revenue Requirement Forecast & Alternatives Matrix

The revenue requirement is defined as the total amount of rate revenue needed to meet the utility's annual financial obligations including operation and maintenance, capital outlay, debt service (if applicable), and policy-driven commitments (such as reserve funding). This analysis will estimate the annual stormwater rate increases that would be needed to support the additional operating and capital costs identified for each alternative funding scenario discussed in the Plan.

Assumptions:

The following assumptions are associated with this subtask:

- FCS GROUP will incorporate the additional costs identified in the Plan into the City's existing stormwater rate model, developing stormwater rate scenarios for alternative funding levels.
- FCS GROUP will develop a matrix summarizing the rate impacts under the various alternative funding level scenarios for communication to Council.

Deliverables:

The following deliverables are associated with this subtask:

- Stormwater rate model (electronic [Excel]) scenarios for different alternatives.
- Present revenue requirement results in a matrix format, describing options by program or service line, and corresponding rates for up to four (4) alternatives.
- Prepare for and attend two (2) review meetings with City staff and the consultant team to discuss the revenue requirement and options.

Task 5.3 Cost Analysis Documentation

This task involves documenting results of the cost analysis for inclusion in the Stormwater and Surface Water System Plan.

Assumptions:

The following assumptions are associated with this subtask:

- FCS GROUP will document findings in a comprehensive chapter / study report and provide a copy of the spreadsheet analyses for future use by City staff.
- Draft Report. After completing the analytical tasks, FCS GROUP will provide up to two (2) draft report iterations for City review. The report will summarize the methodology and analysis undertaken in completing the project, the results, and conclusions of the study, and noted recommendations.
- Final Report. Upon receipt of comments from the City, FCS GROUP will incorporate the comments, as appropriate, into a Final Report to be submitted to the City. FCS GROUP will submit one electronic copy in both Word and PDF formats.
- Spreadsheet Model. FCS GROUP will deliver a final copy of the Excel-based spreadsheet model for City use. The models will provide for 1) evaluation of revenue and cost changes on rates, 2) analysis of fiscal policy implementation options, 3) analysis of changes in economic and financial indicators, 4) rate smoothing, and 5) variances to any other key rate evaluation inputs including the capital plan, the operating budget, etc.

Deliverables:

The following deliverables are associated with this subtask:

- Provide draft & final financial analysis report (electronic [Word and PDF]).
- Provide final analytical model (electronic [Excel]).

Task 6 Documentation, Program Implementation, and Performance Measures

This task involves summarizing results of all previous tasks into a Plan document and laying out a roadmap for Stormwater Program implementation for the next 6 to 10 years.

Assumptions:

The following assumptions are associated with this task:

- An outline of the Plan will be developed by the Consultant for review and approval by the City prior to development of the Plan.
- Three meetings will be held to discuss alternatives for program implementation, including short- and long-term CIP schedule, and alternatives for meeting preferred goals against staffing and

funding constraints. The preferred program implementation will be documented in the draft plan. Up to 2 members of the Consultant team will attend each meeting and the meetings will last no more than 2 hours.

- Draft and final performance measures will be developed and incorporated into the Plan document for the City to measure progress in Plan implementation. Up to 3 meetings will be held to discuss desired metrics for measuring performance and implementation strategies for ensuring that progress is measured. Up to 2 members of the Consultant team will attend each meeting and the meetings will last no more than 2 hours.
- The Consultant will deliver draft, revised draft, and final versions of the Plan in electronic format.
- The Plan will be prepared following the City of Redmond Brand Style Guide.
- Review meetings will be held with the City to discuss comments on the draft and revised draft Plans. The review meetings will last no more than 1.5 hours.
- The City will provide consolidated review comments on each draft submittal. Conflicting comments from reviewers will be resolved prior to delivering review comments to the Consultant. The Consultant will submit revised versions with changes tracked to show how comments were addressed.
- The City review team will be consistent throughout the review process. If new reviewers are added to later drafts of the Plan, additional budget may be necessary to address comments from new reviewers if review comments result in substantive changes not addressed in earlier drafts.

Deliverables:

The following deliverables are associated with this subtask:

- Draft and final Plan outline.
- Three program implementation meetings, including agendas, and meeting minutes.
- Three meetings to discuss performance measures, including agendas and meeting minutes.
- Two Plan review meetings, including agendas and meeting minutes.
- Draft Plan in electronic format (Word), with figures, and tables. It is assumed that the City will provide a consolidated set of review comments with conflicting comments resolved, using track changes on the Word document to the consultant team.
- Revised Draft Plan. The consultant team will provide a revised draft document as a clean version and edited version that shows how City comments were addressed in track changes. It is assumed that the City will provide a consolidated set of review comments with conflicting comments resolved using track changes on the Word document to the consultant team.
- Final Draft Plan document in Word and .pdf formats. A clean and edited version will be provided to the City showing how comments were resolved.

Task 7. Management Reserve

The Management Reserve will cover additional work identified during execution of other project tasks, if needed. Scope and cost for items outside the scope and cost estimate will be agreed upon by the City and Consultant and authorized by the City prior to executing work under the Management Reserve.

Optional Tasks

These optional tasks are not included in the attached cost estimate, but the City could decide during the project that the tasks are needed and direct the consultant to implement them using the management reserve or additional funding should that become available.

Optional Task 1 Open House

This task involves facilitation and content development for a public open house.

Assumptions:

The following assumptions are associated with this optional task:

- The Consultant team will conduct one on-line open house to gather input on the plan.
 - If conducted early in the project, the open house will be used to inform the public about the Stormwater and Surface Water System Plan and to get initial input on their level of satisfaction with the Utility and on their ideas for priorities for the Plan.
 - If conducted later in the project, the open house will be used to provide an update on the Plan development and to get input on the Plan draft recommendations.
- The Consultant will prepare all content (agenda, presentation, discussion topics, etc.) for the open house.
- The City will be responsible for advertising the event through City channels.
- The open house will be promoted on the Let's Connect web site, e-news, social media posts and hand-outs at events.

Deliverables:

The following deliverables are associated with this optional task:

- Open house materials, and/or presentations (1)
- Draft and final open house summaries (1)

Estimated Cost: The estimated cost for Optional Task 1 is \$10,808.00.

Optional Task 2 Conceptual Design of Four Additional High-Priority CIPs

The consultant will create conceptual designs (size, type, and location) for up to 4 new high priority CIPs in addition to those created under task 4.6.

Assumptions:

The following assumptions are associated with this optional task:

- Site visits for each of the new CIP locations will be conducted.
- Planning level cost estimates for each of the new CIPs will be prepared.
- For new CIP concept designs that require modeling, planning-level modeling will be completed with simplified models to develop preliminary sizing for concept designs. Modeling for hydrology will be completed using WWHM. Flow rates from WWHM will then be used to

recommend CIP sizing such as pipe and ditch sizes or required volumes and release rates for flow control facilities. Modeling efforts are limited to 80 hours total for all new CIPs.

- For concept designs that do not require modeling, a qualitative approach will be followed in cases where existing infrastructure will be replaced in-kind or when sizing assumptions can be used that do not require modeling.
- The CIP project summary sheets will include the following information:
 - Project name and ID number
 - Project location vicinity map
 - GIS map showing CIP location and general layout of the project.
 - Project short description
 - Planning level opinion of cost estimate

Deliverables:

The following deliverables are associated with this optional task:

- Draft and Final CIP project summary sheets for up to 4 new projects.
- WWHM modeling output and documentation, if necessary, for the 4 new CIP projects.

Estimated Cost: The estimated cost for Optional Task 2 is \$39,684.

Optional Task 3 SEPA and Plan Adoption

This task involves conducting the State Environmental Policy Act (SEPA) environmental review for the Stormwater and Surface Water System Plan and supporting the City through the Plan adoption process.

Assumptions:

The following assumptions are associated with this optional task:

- The Consultant will prepare a draft and final SEPA environmental checklist for City review and determination by appropriate designated authorities.
- The Consultant will assist in preparation of a PowerPoint presentation documenting the Draft Plan.
- The Consultant will assist in preparation of a PowerPoint presentation documenting the Final Plan for adoption.

Deliverables:

The following deliverables are associated with this optional task:

- Draft and final SEPA checklist.
- Draft PowerPoint presentation for City Council meetings (2).

Estimated Cost: The estimated cost for Optional Task 3 is \$5,525.

Cost Estimate

The cost estimate for the above scope of work is provided in Exhibit B

Schedule

The anticipated project schedule is provided in Exhibit C.

Exhibit B – Cost Estimate

Exhibit B - Cost Estimate

TASK	Description	Deliverables	Labor Hours	Expenses	Total Cost with Expenses	Task Total
1	Project Administration	Project Management Plan	6	0	\$ 1,326.00	\$ 39,549.00
		Project Kick-off Meeting (1 hr)	7	0	\$ 1,602.00	
		Progress Reports/Invoices (1 hr)	117	0	\$ 23,031.00	
		Bi-weekly PM meetings (0.5 hrs)	60	0	\$ 13,590.00	
2	GIS HUB and support	GIS Hub Meetings (1 hr each)	8	0	\$ 1,572.00	\$ 29,923.00
		Esri Hub	23	0	\$ 3,781.00	
		3 webmaps	162	0	\$ 24,570.00	
3	Public Engagement	Public Involvement Plan	25	0	\$ 4,542.00	\$ 57,579.00
		Let's Connect	42	0	\$ 8,598.00	
		Survey Development	49	0	\$ 10,745.00	
		External Stakeholder Interviews	75	0	\$ 13,550.00	
		Events	72	0	\$ 11,946.00	
		Promotional Handouts	23	0	\$ 4,902.00	
		Social Media Posts	18	0	\$ 3,296.00	
4	Technical Analyses	Clarify Strategic Goals and Objectives	44	20	\$ 10,258.00	\$ 256,874.00
		Review relevant data	149	0	\$ 31,647.00	
		Interview staff and stakeholders	88	0	\$ 19,832.00	
		Conduct Project and Program Review and Gap Analysis	40	0	\$ 17,814.00	
		Develop Prioritization Methodology for CIPs	119	40	\$ 24,656.00	
		CIP Program Update to address gaps and infrastructure needs	20	0	\$ 126,147.00	
		Programmatic Actions to address gaps and align with other City goals	120	0	\$ 26,520.00	
5	Cost Analysis and Rate Study	Cost analysis Data Needs and Project Management	13	0	\$ 2,632.00	\$ 17,976.00
		Revenue Requirement Forecast and Alternatives Matrix	44	0	\$ 8,182.00	
		Cost Analysis Documentation	38	0	\$ 7,162.00	
6	Documentation, Program Implementation, and Performance Measures	Outline, Performance Measures, and implementation discussions	26	0	\$ 5,842.00	\$ 49,414.00
		Draft Plan	110	0	\$ 24,470.00	
		Revised Draft Plan	64	0	\$ 14,208.00	
		Final Draft Plan	22	0	\$ 4,894.00	
7	Management Reserve				\$48,685.00	
				TOTAL ALL TASKS	\$ 451,315.00	
				TOTAL WITH MANAGEMENT RESERVE		
				RESERVE	\$ 500,000.00	
Optional Tasks	Task 1	Open House- virtual (zoom)	58	0	\$ 10,808.00	0
	Task 2	Conceptual Designs for 4 CIPs	210	0	\$ 39,684.00	
	Task 3	Draft Sepa	15	0	\$ 3,315.00	
		Final Sepa	10	0	\$ 2,210.00	\$ 5,525.00
				TOTAL OPTIONAL TASKS	\$ 56,017.00	

FIRM: **Altaterra Consulting**

Assumed Consultant Staff

TASK	Description	Deliverables	Units	Enter Rate Here					Erin Nelson	Subtotal	Task Totals	Labor Hours	
				Altaterra	Conzor	OCI	Aspect	FCS	221				
1	Project Administration	Project Management Plan	1	Altaterra					6	\$ 1,326.00		6	
		Project Kick-off Meeting (1 hr)	1	Representative from each firm					3	\$ 663.00		3	
		Progress Reports/Invoices (1 hr)	18	All					1	\$ 3,978.00		18	
		Bi-weekly PM meetings (1 hrs)	36	Altaterra, each firm assume attendance at 6 meetings					1	\$ 7,956.00	\$ 13,923.00	36	
2	GIS HUB and support	GIS Hub Meetings (1 hr each)	4	Aspect					1	\$ 884.00		4	
		Esri Hub	1	Aspect					3	\$ 663.00		3	
		3 webmaps	3	Aspect					2	\$ 1,326.00	\$ 16,796.00	6	
3	Public Engagement												
		Public Involvement Plan	1	Conzor					2	\$ 442.00		2	
		Let's Connect	3	Conzor					2	\$ 1,326.00		6	
		Survey Development	1	Conzor, Altaterra					5	\$ 1,105.00		5	
		External Stakeholder Interviews	10	Conzor					2	\$ 4,420.00		20	
		Events	3	Conzor, Altaterra					2	\$ 1,326.00		6	
		Promotional Handouts	1	Conzor					2	\$ 442.00		2	
		Social Media Posts	8	Conzor					1	\$ 1,768.00	\$ 10,829.00	8	
4	Technical Analyses	Clarify Strategic Goals and Objectives	1	Altaterra, Consor, OCI					20	\$ 4,420.00		20	
		Review relevant data	1	Altaterra, Aspect, OCI					30	\$ 6,630.00		30	
		Interview staff and stakeholders	8	Altaterra, OCI					8	\$ 14,144.00		64	
		Conduct Project and Program Review and Gap Analysis	1	Altaterra, Aspect					40	\$ 8,840.00		40	
		Develop Prioritization Methodology for CIPs and Programmatic Projects	1	OCI, Altaterra					40	\$ 8,840.00		40	
		CIP Program Update to address gaps and infrastructure needs	1	OCI					20	\$ 4,420.00		20	
		Programmatic Actions to address gaps and align with other City goals	15	Altaterra					8	\$ 26,520.00	\$ 84,643.00	120	
5	Cost Analysis and Rate Study	Cost analysis Data Needs and Project Management	1	FCS					2	\$ 442.00		2	
		Revenue Requirement Forecast and Alternatives Matrix	1	FCS					2	\$ 442.00		2	
		Cost Analysis Documentation	1	Altaterra					2	\$ 442.00	\$ 1,326.00	2	
6	Documentation, Program Implementation, and Performance Measures	Outline, Performance Measures, and implementation discussions	1	Altaterra					20	\$ 4,420.00		20	
		Draft Plan	1	Altaterra					100	\$ 22,100.00		100	
		Revised Draft Plan	1	Altaterra					60	\$ 13,260.00		60	
		Final Draft Plan	1	Altaterra					20	\$ 4,420.00	\$ 44,200.00	20	
Optional	Task 1	Open Houses (virtual- zoom)	1	Conzor, Altaterra					8		1768		8
	Task 2	Conceptual Design for 4 CIPs	1	OCI									
	Task 3	Draft Sepa	1	Altaterra					15		3315		15
		Final Sepa	1	Altaterra					10		2210	5525	10
				Hours					665	\$ 146,965.00			

FIRM: **Aspect Consulting**

Assumed Consultant Staff

TASK	Description	Deliverables	Number of Units	Staff							Subtotal	Task Totals	Labor Hours		
				Enter Rate Here	Pepin	Berkom	Barnett	Ratcliffe	Olason	Admin					
1	Project Administration	Project Management Plan	1	Altaterra							\$ -		0		
		Project Kick-off Meeting (1 hr)	1	Representative from each firm	1						\$ 172.00		1		
		Progress Reports/Invoices (1 hr)	18	All	1					0.5	\$ 4,230.00		27		
		Bi-weekly PM meetings (1 hrs)	6	Altaterra, each firm assume attend	1						\$ 1,032.00	\$ 5,434.00	6		
2	GIS HUB and support	GIS Hub Meetings (1 hr each)	4	Aspect	1						\$ 688.00		4		
		Esri Hub	1	Aspect	13				7		\$ 3,118.00		20		
		3 webmaps/applications	3	Aspect	26				26		\$ 23,244.00	\$ 27,050.00	156		
3	Public Engagement														
		Public Involvement Plan	1	Consort							0		0		
		Let's Connect	3	Consort							0		0		
		Survey Development	1	Consort, Altaterra											
		External Stakeholder Interviews	10	Consort											
		Open Houses	1	Consort, Altaterra											
		Events	3	Consort, Altaterra							0		0		
		Promotional Handouts	1	Consort							0		0		
		Social Media Posts	8	Consort							0		0		
4	Technical Analyses	Clarify Strategic Goals and Objectives	1	Altaterra, consort, OCI							\$ -		0		
		Review relevant data	1	Altaterra, Aspect, OCI	7	18	17	5			\$ 9,953.00		47		
		Interview staff and stakeholders	15	Altaterra, OCI											
		Conduct Project and Program Review and Gap Analysis	1	Altaterra, Aspect		26	12				\$ 8,974.00				
		Develop Prioritization Methodology for CIPs and Programmatic Projects	2	OCI, Altaterra											
		CIP Program Update to address gaps and infrastructure needs	1	OCI							\$ -		0		
		Programmatic Actions to address gaps and align with other City goals	20	Altaterra							\$ -	\$ 18,927.00	0		
5	Cost Analysis and Rate Study	Cost analysis Data Needs and Project Management	2	FCS							0		0		
		Revenue Requirement Forecast and Alternatives Matrix	2	FCS							0		0		
		Cost Analysis Documentation	1	Altaterra							0	0	0		
6	Documentation, Program Implementation, and Performance Measures	Outline, Performance Measures, and implementation discussions	1	Altaterra							0		0		
		Draft Plan	1	Altaterra							0		0		
		Revised Draft Plan	1	Altaterra							0		0		
		Final Draft Plan	1	Altaterra							0	0	0		
Optional	Task 1	Open Houses (virtual- zoom)	1	Consort, Altaterra											
	Task 2	Conceptual Design for 4 CIPs													
	Task 3	Draft Sepa	1	Altaterra									0		
		Final Sepa	1	Altaterra							0	0			
				Hours	127	44	29	5	85	9	\$ 51,411.00				

FIRM: Conсор

TASK	Description	Deliverables	Number of Units	Assumed Consultant Staff		PIC	PM	Project coordinat or Admin		Expenses	Subtotal	Task Totals	Labor Hours
				Staff	Staff								
				Enter Rate Here		280	177	121	82				
1	Project Administration	Project Management Plan	1	Altaterra							\$ -		0
		Project Kick-off Meeting (1 hr)	1	Representative from each firm		1					\$ 280.00		1
		Progress Reports/Invoices (1 hr)	18	All		0.5			1		\$ 3,996.00		27
		Bi-weekly PM meetings (1 hrs)	6	Altaterra, each firm assume attendance at 6 meetings		1					\$ 1,680.00	\$ 5,956.00	6
2	GIS HUB and support	GIS Hub Meetings (1 hr each)	4	Aspect							\$ -		0
		Esri Hub	1	Aspect							\$ -		0
		3 webmaps	3	Aspect							\$ -		0
3	Public Engagement												
		Public Involvement Plan	1	Conсор		3	15	5			\$ 4,100.00		23
		Let's Connect	3	Conсор (original content + 3 updates)		4	6	2			\$ 7,272.00		36
		Survey Development	1	Conсор, Altaterra		4	30	10		\$ 2,000.00	\$ 9,640.00		44
		External Stakeholder Interviews	10	Conсор		0.5	3	2			\$ 9,130.00		55
		Events	3	Conсор, Altaterra		2	10	10			\$ 10,620.00		66
		Promotional Handouts	1	Conсор		1	10	10		\$ 1,200.00	\$ 4,460.00		21
		Social Media Posts	8	Conсор		0.25		1			\$ 1,528.00	\$ 46,750.00	10
4	Technical Analyses	Clarify Strategic Goals and Objectives	1	Altaterra, conсор, OCI		10	5				\$ 3,685.00		15
		Review relevant data	1	Altaterra, Aspect, OCI							\$ -		0
		Interview staff and stakeholders	15	Altaterra, OCI									
		Conduct Project and Program Review and Gap Analysis	1	Altaterra, Aspect									
		Develop Prioritization Methodology for CIPs and Programmatic Projects	2	OCI, Altaterra									
		CIP Program Update to address gaps and infrastructure needs	1	OCI							\$ -		0
		Programmatic Actions to address gaps and align with other City goals	20	Altaterra							\$ -	\$ 3,685.00	0
5	Cost Analysis and Rate Study	Cost analysis Data Needs and Project Management	2	FCS							\$ -		0
		Revenue Requirement Forecast and Alternatives Matrix	2	FCS							\$ -		0
		Cost Analysis Documentation	1	Altaterra							\$ -	\$ -	0
6	Documentation, Program Implementation, and Performance Measures	Outline, Performance Measures, and implementation discussions	1	Altaterra							\$ -		0
		Draft Plan	1	Altaterra							\$ -		0
		Revised Draft Plan	1	Altaterra							\$ -		0
		Final Draft Plan	1	Altaterra							\$ -	\$ -	0
Optional	Task 1	Open Houses (virtual- zoom)	1	Conсор, Altaterra		10	25	15		\$ -	\$ 9,040.00		50
	Task 2	Conceptual Design for 4 CIPs											
	Task 3	Draft Sepa	1	Altaterra							\$ -		0
		Final Sepa	1	Altaterra							\$ -	\$ -	0
				Hours		59	138	89	18	\$ 3,200.00	\$ 56,391.00		

FIRM: FCS

Assumed Consultant Staff

TASK	Description	Deliverables	Number of Units	Staff	Chris Gonzalez	John Ghilarducci	Luke Nelson	Diane Harmon	Amanda Smith			Subtotal	Task Totals	Labor Hours
				Enter Rate Here	250	295	155	95	95					
1	Project Administration	Project Management Plan	1	Altaterra								\$ -		0
		Project Kick-off Meeting (1 hr)	1	Representative from each firm	1							\$ 250.00		1
		Progress Reports/Invoices (1 hr)	18	All	1							\$ 4,500.00		18
		Bi-weekly PM meetings (1 hrs)	6	Altaterra, each firm assume attendance a	1							\$ 1,500.00	\$ 6,250.00	6
5	Cost Analysis and Rate Study	Cost analysis Data Needs and Project Management	1	FCS	4			4	3	3		\$ 2,190.00		11
		Revenue Requirement Forecast and Alternatives Matrix	1	FCS	10	2	30					\$ 7,740.00		42
		Cost Analysis Documentation	1	FCS	12		24					\$ 6,720.00	\$ 16,650.00	36
6	Documentation, Program Implementation, and Performance Measures	Outline, Performance Measures, and Implementation discussions	1	Altaterra								\$ -		0
		Draft Plan	1	Altaterra								\$ -		0
		Revised Draft Plan	1	Altaterra								\$ -		0
		Final Draft Plan	1	Altaterra								\$ -	\$ -	0
Option	Task 1	Open Houses (virtual- zoom)	1	Consort, Altaterra										
	Task 2	Conceptual Design for 4 CIPs												
	Task 3	Draft Sepa	1	Altaterra								0		0
		Final Sepa	1	Altaterra								0	0	0
					Hours	51	2	58	3	3		\$ 22,900.00		

FIRM: **Osborn Consulting Inc**

Assumed Consultant Staff

TASK	Description	Deliverables	Number of Units	Staff	Principal	Senior Engineer	Project Engineer	EIT	Tech Editor	Senior Admin	Expenses	Subtotal	Task Totals	Labor Hours
				Enter Rate Here	272	237	197	116	145	159				
1	Project Administration	Project Management Plan	1	Altaterra								\$ -		0
		Project Kick-off Meeting (1 hr)	1	Representative from each firm		1						\$ 237.00		1
		Progress Reports/Invoices (1 hr)	18	All	1					0.5		\$ 6,327.00		27
		Bi-weekly PM meetings (1 hrs)	6	Altaterra, each firm assume attendance at 6 mee		1						\$ 1,422.00	\$ 7,986.00	6
2	GIS HUB and support	GIS Hub Meetings (1 hr each)	4	Aspect								\$ -		0
		Esri Hub	1	Aspect								\$ -		0
		3 webmaps	3	Aspect								\$ -		0
3	Public Engagement	Public Involvement Plan	1	Conсор								\$ -		0
		Let's Connect	3	Conсор								\$ -		0
		Survey Development	1	Conсор, Altaterra								\$ -		0
		External Stakeholder Interviews	10	Conсор										
		Open Houses	1	Conсор, Altaterra										
		Events	3	Conсор, Altaterra										
		Promotional Handouts	1	Conсор								\$ -		0
		Social Media Posts	8	Conсор								\$ -		0
4	Technical Analyses	Clarify Strategic Goals and Objectives	1	Altaterra, Conсор, OCI		9					\$ 20.00	\$ 2,153.00		9
		Review relevant data	1	Altaterra, Aspect, OCI		22	50					\$ 15,064.00		72
		Interview staff and stakeholders	8	Altaterra, OCI		3	0					\$ 5,688.00		24
		Conduct Project and Program Review and Gap Analysis	1	Altaterra, Aspect								\$ -		
		Develop Prioritization Methodology for CIPs and Programmatic Projects	1	OCI, Altaterra		3	24	40	12		\$ 40.00	\$ 15,816.00		79
		CIP Program Update to address gaps and infrastructure needs	1	OCI		23	128	300	200	19	\$ 80.00	\$ 121,727.00		670
		Programmatic Actions to address gaps and align with other City goals	20	Altaterra								\$ -	\$ 160,448.00	0
5	Cost Analysis and Rate Study	Cost analysis Data Needs and Project Management	2	FCS								\$ -		0
		Revenue Requirement Forecast and Alternatives Matrix	2	FCS								\$ -		0
		Cost Analysis Documentation	1	Altaterra								\$ -	\$ -	0
6	Documentation, Program Implementation, and Performance Measures	Outline, Performance Measures, and implementation discussions	1	Altaterra		6						\$ 1,422.00		6
		Draft Plan	1	Altaterra		10						\$ 2,370.00		10
		Revised Draft Plan	1	Altaterra		4						\$ 948.00		4
		Final Draft Plan	1	Altaterra		2						\$ 474.00	\$ 5,214.00	2
Optional	Task 1	Open Houses (virtual- zoom)	1	Conсор, Altaterra										
	Task 2	Conceptual Design for 4 CIPs	1	OCI	14	32	112	48	4		80	\$ 39,684.00		210
	Task 3	Draft Sepa	1	Altaterra								\$ -		0
		Final Sepa	1	Altaterra								\$ -	\$ -	0
				Hours	44	236	390	212	19	9	\$ 140.00	\$ 173,648.00		910

Exhibit C – Project Schedule

Schedule

The anticipated schedule is summarized in the table below.

Item	Anticipated Completion
Project Initiation	March 2024
Data Request to City	April 2024
Task 2 (ArcGIS Hub and Webmaps)	August 2025
Task 3 (Public Engagement) Public Involvement Plan Let's Connect Survey External Stakeholder Interviews Events Promotional Handout Social Media Posts	June 2025 May 2024 June 2025 August 2024 November 2024 June 2025 June 2025 June 2025
Task 4 (Technical Analyses) Clarify Strategic Goals and Objectives Review Relevant Data Interview Staff and Stakeholders Gap Analysis Prioritization Methodology CIP Program Update Programmatic Projects	March 2025 May 2024 July 2024 August 2024 January 2025 October 2024 March 2025 March 2025
Task 5 (Cost Analysis and Rate Evaluation) Cost Analysis Data Request Revenue Requirement Forecast Cost Analysis and Alternatives Documentation	May 2025 March 2025 April 2025 May 2025
Task 6 (Documentation) Plan Outline Program Implementation Plan Performance Measures Draft Plan Revised Draft Plan Final Draft Plan	September 2025 April 2025 May 2025 June 2025 July 2025 August 2025 September 2025
Issue final draft SSWS Plan	9/1/2025

Optional Task	
SEPA Review (using Redmond 2050 FEIS)	August 2025
SSWS Plan Adoption – follow Type VI adoption process - https://redmond.municipal.codes/RZC/21.76.050.K.1	
Technical Committee Review/Approval	Sept 2025
Planning Commission Review/Approval	October 2025
Present to Council Study Session	January 2026
SSWS Plan adopted by City Council	February 2026