



ATTACHMENT 1

Task Order 2

SCOPE OF SERVICES

Mill Creek Park Dam Improvements Project
Initial Regulatory Consultation and Preliminary Design Criteria

Prepared by:

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Scope of Services

City of Cosmopolis

Mill Creek Park Dam Improvements Project

Overview

This Project is envisioned to be implemented in several phases using Task Orders. Brief descriptions of the task orders are provided below:

- **Task Order 1 – Data Acquisition and Site Visit (Completed 2012)**
Task Order 1 involved data collection and organization, field visit, identification and confirmation of alternatives to be evaluated, and development of a strategic plan that identified the overall “road map” for advancing this project forward.
- **Task Order 2 – Initial Regulatory Consultation and Preliminary Design Criteria (Current)**
Meetings will be held with regulatory agencies to identify project requirements, and identification of activities that will be required to complete the design and environmental compliance. Preliminary design criteria will be developed. The findings will be submitted in a written technical memorandum.
- **Task Order 3 – Field Data Collection and Engineer’s Report (Future)**
Field data will be collected including geotechnical and environmental baseline data. An Engineer’s Report will be prepared that evaluates how to restore the function and value of the dam. The report will address each of the criteria developed in Task Order 2 and recommend the final configuration (type, size and location) of the dam repair.
- **Task Order 4 - Final Design and Permitting (Future)**
The dam and footbridge replacement elements will be developed into plans and specifications for bidding from construction contractors. Required permit applications will be prepared and submitted.
- **Task Order 5 – Services During Bidding & Construction (Future)**
Bid documents will be developed for the public construction contracting process and services will be provided to assist, as needed, during bidding and construction management/observation. Tasks may include assistance in answering bidder questions, preparing addenda, tabulating bids, and checking contractor references. Assistance may also be provided in managing construction by performing on site observations, reviewing contractor submittals, managing contractor’s requests for information, reviewing progress pay requests, and other construction related engineering services.

HDR Engineering, Inc. (HDR) offers the following scope of services for the City of Cosmopolis (CITY) Mill Creek Park Dam Improvements Project (Project), for Task Order 2 – Initial Regulatory Consultation and Preliminary Design Criteria.

Task 100 – Project Management

Objective: Administer the project and coordinate with the CITY to facilitate project progress and timely completion.

HDR Responsibilities:

1. Prepare and submit monthly invoices and status reports, outlining the work completed during that month, project status, and an outline of issues to be resolved.
2. Perform internal project management reviews and Quality Assurance/Quality Control reviews for project deliverables.

CITY Responsibilities:

1. Payment of progress invoices within periods established in the agreement.

Assumptions:

1. Duration of this task order is estimated to be two (2) months.

Deliverables:

1. Monthly status reports with invoices.

Task 200 – Initial Agency Consultation

Objectives: Meetings will be held with project stakeholders to identify project goals, objectives, environmental compliance and dam safety requirements for the replacement dam and reservoir facility. Intent would be to establish coordination process, identify studies, reports, and permits required by each agency, understand timelines and review process, and initiate a sense of collaboration and teamwork.

HDR Services:

1. HDR will organize, schedule, and conduct meetings/site visit with each agency having jurisdiction of the dam replacement project.

CITY Responsibilities:

1. Attend meetings at City's discretion.

Assumptions:

1. The following meetings are envisioned in this scope of services:
 - a. City representatives
 - b. WA State Department of Ecology Dam Safety Office
 - c. WA State Department of Fish and Wildlife

- d. Army Corps of Engineers regulatory staff
 - e. WA State Department of Recreation and Conservation
 - f. FEMA
2. Agendas and informational materials will be prepared for each meeting and meeting notes will document the results of the informal consultations.
 3. One meeting with each agency will occur.

Deliverables:

1. None (meeting materials and summary note information will be included in the technical memorandum in Task 400)

Task 300 – Preliminary Design Criteria Development

Objectives: To develop and document preliminary design criteria based on the information obtained in Task 200 that will serve as the basis for completion of the dam, spillway, and outlet works.

HDR Services:

1. Develop and document preliminary design criteria based on the information obtained in Task 200

CITY Responsibilities:

1. Review design criteria.

Assumptions:

1. The preliminary design criteria for the project will conform to the requirements of the State of Washington and will be augmented as appropriate by the design guidelines of the Corps of Engineers, Natural Resources Conservation Service (NRCS), and/or the U.S. Bureau of Reclamation so that when completed, the dam and appurtenant structures will conform to an appropriate standard of care that meets federal standards and State of Washington requirements for similar projects in Washington, and throughout the western United States.
2. Criteria for the following elements are envisioned to be included:
 - a. Hydrology and Hydraulic Engineering
 - Hazard classification
 - Inflow design flood
 - Reservoir routing
 - Hydraulic design of spillway
 - Hydraulic design of outlet works
 - b. Geotechnical
 - Seismic basis of design

- Construction materials
 - Foundation excavation and treatment
 - Seepage
 - Stability
 - Other geotechnical design criteria
- c. Structural
- Spillway structural design
 - Outlet structural design
- d. Electrical/Mechanical

Deliverables:

1. None (criteria information will be included in the technical memorandum in Task 400)

Task 400 – Findings and Technical Memorandum

Objective: To present the findings to the City and prepare the technical memorandum documenting the findings.

HDR Responsibilities:

1. Compile the information in Tasks 200 and 300 into a technical memorandum.
2. Present the findings to City

CITY Responsibilities:

1. Review draft technical memorandum and provide comments to HDR.

Assumptions:

1. Technical memorandum is assumed to be up to 15 pages (8.5"x11") including up to 10 figures/maps/exhibits (11"x17")
2. Up to two HDR staff will make one presentation in Cosmopolis to the audience of the City's choice (i.e. staff, council, or workshop.).
3. A final memorandum will not be prepared. The results of the draft technical memorandum will be used to form the scope of services for final design the Engineer's Report (Task Order 3).

Deliverables:

1. Draft technical memorandum

Fee Estimate for Professional Services

The estimated amount to complete the professional services identified in this Scope of Services is offered on a **time-and-materials basis not-to-exceed \$39,500**. Following are estimated professional services costs for the tasks provided in this scope of services. The following table is provided only to show the CITY an approximate breakdown of estimated costs.

Task	Estimated Task Cost
Task 100 – Project Management	\$3,000
Task 200 – Initial Agency Coordination	\$19,600
Task 300 – Preliminary Design Criteria Development	\$9,600
Task 400 – Findings and Technical Memorandum	\$7,300
Total	\$39,500

Professional services rendered in connection with this scope of services will be billed on a time and materials basis based upon the actual hours worked and expenses incurred by HDR and its subconsultant(s) (if applicable) to the estimated total contract amount in accordance with the terms and conditions outlined in the signed Agreement. HDR will not apply a markup to subconsultant invoices and direct expenses associated with this project.