

**CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Action A 3A  
DATE: January 10, 2008  
SUBJECT: Contracts for Comprehensive Plan Compliance Work  
A. Perteet Engineering (storm water only)  
CONTACT PERSON: Deborah Knight, City Administrator

**ISSUE:**

The issue before the City Council is to:

1. Review and comment on the proposal and scope of work (Attachment A) for Perteet Engineering to prepare a surface water improvement plan necessary to meet the requirements of the Growth Management Act.
2. Authorize the Mayor to make any necessary changes to the scope of work with Perteet Engineering to prepare a surface water improvement plan, and execute a contract with Perteet Engineering as directed by the City Council.

This is one of the final consultant contracts for the City Council to review for the Comprehensive Plan Compliance effort. The City intends to interview land use attorneys the week of January 14. The Council will be able to review a contract for a land use attorney at its January 24 meeting. The City may need to contract with a firm to update the City's water and sewer plans.

**STAFF RECOMMENDATION:**

1. Review and comment on the draft scope of work with Perteet Engineering.
2. Authorize the Mayor to make any necessary changes to the scope of work and execute the contract as directed by the City Council.

**SUMMARY:**

Surface water (Storm water) facilities are an integral part of the City's overall infrastructure system. The City is currently in the process of adopting a storm water utility to address long-term maintenance and enhancement of its storm water systems. Capital projects to improve the storm water system and ensure adequate storm water facilities to serve future growth are part of the City's capital facilities plan (CFP).

In the Final Decision and Order on Fallgatter IX, the Central Puget Sound Growth Management Hearings Board found that:

*“the City’s CFP does not furnish adequate information identifying its established and adopted minimum standards – LOS standards. As became clear in the Hearing on the Merits, the City needs to specify its LOS standards in the CFE [Capital Facilities Element] and furnish more analysis, or the location of such analysis of how its future needs were determined.”*

The Board also noted that the City must provide adequate information in the Capital Facilities Element of the Comprehensive Plan to:

*“...allow the reader to determine whether the City intends to improve upon its current levels of service, merely maintain them, or allow them to decline.”*

The proposed contract and scope of work with Perteet Engineering is intended to address the concerns expressed by the Central Puget Sound Growth Management Hearings Board and meet the requirements of the Growth Management Act.

#### Proposed Scope of Work

This project is to develop a surface water improvement plan by preparing **planning level** assessment and recommendations for the undeveloped / partially developed areas of the Urban Growth Area, and for the existing major drainage features within the developed portion of the city.

The major objectives of this scope of work are to recommend a storm water level-of-service, system inventory compilation, identify probable drainage needs, and create a candidate list of drainage projects.

A capital improvement plan will eventually be adopted as part of future steps in developing the final stormwater comprehensive plan, but is not part of this scope of services.

The scope of work includes the following tasks:

Task I – Project Management

Task II – Storm Water System Surveying

Prepare a map of the existing major drainage components within the city of Sultan is by supplementing the existing city maps. This mapping is to be a joint effort between the staff of Perteet Inc. and the City of Sultan.

Task III – Storm Water System and GIS Surface Water Mapping

Place the storm water inventory information into a GIS – electronic format for modeling the impacts of future growth on the City’s storm water systems.

Task IV - Storm Water Assessment and Modeling

Build upon the mapping of the drainage basins and major surface water features within the service area, as described Tasks 2 and 3, prepare a site assessment for identification of anticipated future inadequacies or existing inadequacies in the stormwater system, as described in the subtasks listed below. This assessment will evaluate both the developed and undeveloped portions of the study area.

#### Task V – Develop Project Alternatives

- Short and long-term list of capital improvement projects
- Planning level opinions of costs for construction
- level of service recommendations

#### **BACKGROUND:**

The City has taken a piecemeal approach to developing a compliant comprehensive plan. In other words, the City has addressed each Final Decision and Order from the Board as a standalone issue. Although this approach has limited the budget expenditure, it has not always produced successful results. The City appears to be in a "do-loop" with petitions and appeals that wrap around one-another.

The staff proposal is to address these issues holistically. While this is perhaps the most comprehensive approach to ensure success, it is also the most expensive approach requiring coordination between several planning professionals and legal experts.

The Planning Board discussed the proposed comprehensive plan compliance strategy at its November 13, 2007 meeting. At that meeting, staff presented a general outline of tasks and a draft contract from Cairncross and Hempelmann (land use attorney) and Shockey Brent (primary planning consultant).

The City Council met and discussed the Cairncross and Hempelmann contract at its November 15, 2007 meeting and decided to proceed with Cairncross (Andrew Lane, attorney) to represent the City at the upcoming Compliance Hearings in front of the Growth Management Hearings Board on December 31, 2007 and January 28, 2008.

The City Council decided to issue a request for proposal (RFP) for legal support for the 2008 comprehensive compliance effort. Proposals were due on December 14, 2007. A contract for service should be ready for the City Council to review at its January 24, 2008 meeting.

On December 13, 2007, the City Council approved contracts with Shockey Brent, Dugan Consulting, Perteet Engineering (transportation only), and an Interlocal Agency Agreement with Snohomish County.

Staff is returning to Council with the contract with Perteet Engineering for storm water facilities so it is clear how the contracts for service will fit together as a cohesive whole and the associated costs with the staff proposed compliance strategy.

Consultant	Task	Original 2008Est.	Revised 2008Est.	Contract Proposal
Shockey Brent	Prepare needs assessment. Coordinate the work of sub-consultants. Incorporate LOS alternatives into Comp Plan document. Update maps, update development code, guide public participation, prepare SEIS	\$100,000	\$100,000	\$109,749
Dugan Planning Services	Prepare financial analysis for LOS alternatives for capital facilities. Forecast future fiscal capacity. Develop and recommend long-range financial strategies	\$25,000	\$60,000	\$15,790
Perteet Engineering	Determine incremental effect of transportation LOS C on congestion and cost. Prepare planning level cost estimates. Review goals and policies of Transportation Element. Make recommendations	N/A	N/A	\$11,100
Sno. County Long Range Planner	Ensuring consistency between city and county plans. Peer review work done by other consultants.	\$25,000	\$35,000	\$20,000
Perteet Engineering	Inventory existing storm water system. Identify future needs. Prepare LOS alternatives. Prepare planning level cost estimates. Recommend goals and policies for storm water.	N/A	N/A	\$75,000
Water/ Sewer Report	Technical work to update the water and sewer plans (e.g.inventory, needs assessments, LOS alternatives)		\$30,000	unknown
Land use attorney	Representation before the GMHB on comprehensive plan.	\$50,000	\$175,000	unknown
<b>Total</b>		<b>\$200,000</b>	<b>\$400,000</b>	<b>\$231,639 YTD</b>

### FISCAL IMPACT:

The cost of the proposed scope of work is \$75,000. Staff recommend using revenues from the proposed Storm Water Utility as the funding source for this work. Staff have requested a break down of deliverables, timelines, and costs from each of the consultants. The draft scopes of work are provided to the City Council for discussion and to give the Council an idea of the project cost.

The City's 2008 budget includes \$200,000 in funding toward this effort. The budget is divided between the General and Enterprise Funds. The compliance effort is expected to cost approximately \$400,000. The City has identified \$231,639 in estimated costs to

date. There are remaining contracts for land use attorney, storm water and water/sewer consultant support that Council will need to consider in January.

### Donations Campaign

Due to current budget constraints, the City does not have the funding necessary to accomplish this effort without help from the Sultan community.

City staff propose initiating a donation (fund raising) campaign to close the \$200,000 gap between the proposed 2008 budget for creating a compliant comprehensive plan and the revised cost estimate for the effort.

Chapter 3.68 of the Sultan Municipal Code defines how the City will accept donations of money and property. Donations in excess of \$500 must be accepted by a majority vote of the City Council. Donations may be for general or specific purposes.

If the City Council decides to proceed with a specific effort to raise money to support the comprehensive plan compliance effort, City staff recommend creating separate revenue and expenditure funds to accept and track donations and offsetting expenses.

Staff will return to Council with a proposed donation campaign if there is support for soliciting donations through a fund raising campaign.

### **RECOMMENDATION:**

1. Review and comment on the draft scope of work for Perteet Engineering.
2. Authorize the Mayor to make any necessary changes to the scope of work with Perteet Engineering prepare a surface water improvement plan and execute the contract as directed by the City Council.

### **RECOMMENDED MOTION:**

I MOVE TO AUTHORIZE THE MAYOR TO MAKE ANY NECESSARY CHANGES TO THE SCOPE OF WORK AND EXECUTE A CONTRACT WITH PERTEET ENGINEERING TO PREPARE A SURFACE WATER IMPROVEMENT PLAN NECESSARY TO MEET THE REQUIREMENTS OF THE GROWTH MANAGEMENT ACT.

### **ATTACHMENTS:**

A – PROPOSED SCOPE OF WORK

**Scope of Services  
City of Sultan  
Surface Water Improvement Plan**

**Project Understanding & Objectives:**

This project is to develop a surface water improvement plan by preparing planning level assessment and recommendations for the undeveloped / partially developed areas of the study area, and for the existing major drainage features within the developed portion of the city. The overall goal of the project is to work towards achieving compliance with the GMA regulations of the State. This scope of work is a major step in achieving this goal. The major objectives in this scope of work are to recommend a stormwater level-of-service, system inventory compilation, identify probable drainage needs, and create a candidate list of drainage projects.

A capital improvement plan will eventually be adopted as part of future steps in developing the final stormwater comprehensive plan, but is not part of this scope of services.

The study area is defined as the land area bounded by the existing city limits and the city urban growth area.

**TASK 1 PROJECT MANAGEMENT.**

The CONSULTANT will provide project management to ensure that the project elements are completed on time and within budget. Project management from CONSULTANT will include:

- 1.1 Prepare detailed work plan and change management procedure.
- 1.2 Prepare, monitor, update project schedule, and monitor project budget on a monthly basis. It is assumed that two hours a month will be needed for updating the schedule and monitoring the budget.
- 1.3 Prepare monthly billings, progress reports, and updated monthly project schedule. It is assumed that 1.5 hours a month will be needed for this task.
- 1.4 Attend coordination meetings every month (for six months) with key City staff. Meetings will be held via phone conference call. Prepare and distribute meeting agenda and minutes.
- 1.5 Quality Assurance/Quality Control program. The CONSULTANT will conduct an internal quality assurance program prior to major submittals, which are listed as "deliverables" in the tasks listed below.

***Deliverables:***

- Meeting agenda and minutes from management coordination meetings, submitted via e-mail in MS Word format within 5 working days of the meeting.
- Detailed work plan, and change management procedures submitted via e-mail in PDF format, at the start of the project. The initial work plan will include a project schedule. If changes occur, submit revised materials via e-mail.
- Invoice and project reports submitted monthly in hard copy via US Mail.

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**TASK 2 STORMWATER SYSTEM SURVEYING**

The means to achieve the goal of preparing a map of the existing major drainage components within the city of Sultan is by supplementing the existing city maps. This mapping is to be a joint effort between the staff of Perteet Inc. and the City of Sultan.

***Assumptions:***

- Perteet will survey the location and elevation of major drainage system outfalls, and select catch basins located along storm trunk lines, where there is a major concern of conveyance capacity, as provided by CITY, for up to 8 points in the existing storm conveyance system.
- City of Sultan will provide detailed field inspection and sketches detailing: location, material, size and condition of structure, measure down to inverts, pipe descriptions and direction of all pipes within structure.
- City of Sultan to provide plans (as-builts or design plans) or CAD files of recent storm system construction within the study area.
- There is a separate sanitary sewer comprehensive plan, therefore this scope does not include any survey of the combined sewer system.
- Elevations will be referenced to NAVD 88 datum.
- Horizontal control will be determined by GPS using NAD 83 (91) datum and Washington State Plane, North Zone coordinates.

***Scope of Survey Services***

Survey scope from CONSULTANT will include:

- 2.1 Hosting a project team meeting with City staff to coordinate field inventory procedures (field codes and data dictionary) and GIS database definitions.
- 2.2 Establish horizontal and vertical control necessary for the survey of the outfalls and structures. Edit and process survey control.
- 2.3 Conduct a survey of the project outfalls and structures to determine; horizontal location and rim/grate elevation, size, material and condition of pipe/structure at select catch basins along the storm pipe trunk lines, and the 5 or 6 major drainage structures along Sultan Basin Rd.
- 2.4 Survey locate control points of existing drainage facilities of identified recently constructed plats, with two control points for each plat. This will be done to orientate GIS mapping with drainage construction plans of record. The plats identified are: *Rosewood Estates, Sultan Highlands, Eagle Ridge, Miller Farms, The Plateau, Sky Harbor, and Timber Ridge Estates.*
- 2.5 Provide a recommendation for identifying a method to locate the combined sewer system.

***Deliverables:***

- Copies of Field notes.
- Coordinate point data listing with attributes (Excel file).
- Written recommendation for identifying a method to locate the combined sewer system.

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**TASK 3 STORMWATER SYSTEM & GIS SURFACE WATER MAPPING**

The Stormwater GIS mapping work from CONSULTANT will include:

- 3.1 Prepare a GIS geodatabase of the major drainage basins, and major surface water channels and streams, within the study area. This will be performed with USGS 10m National Elevation data (NED) and LIDAR (where available) using ESRI's ArcHydro extension of ArcGIS software. CONSULTANT will prepare surface water GIS maps of the results.
- 3.2 Prepare field maps showing streets and probable storm pipe locations, for CITY staff to locate and sketch on the field maps the approximate locations of catch basins, pipes, and outfalls, which the City desires to include in the stormwater map.
- 3.3 Incorporate existing stormwater information into a GIS geodatabase. The sources will include: Snohomish County maps, field reconnaissance sketches from the CITY, existing CONSULTANT survey data (as described in Task 2), sensitive areas maps for wetlands and streams available from the CITY (done by Shockey Brent Inc.), and drainage plans in CAD files from the City. Prepare a GIS map of the results.
- 3.4 Create a GIS map showing surface water features and existing 100-yr floodplain limits, as available from FEMA floodplain boundary maps.
- 3.5 Create surface water GIS map set for the study area, incorporating the information described in Tasks 2, 3.1 through 3.4. Submit a draft to the CITY for review and for clarification by City staff of additionally known field conditions.
- 3.6 Meet with City to identify and verify known: a) major storm features within the city; b) storm outfall locations and conditions; and c) flooding or storm conveyance problem locations.
- 3.7 Incorporate into the surface water GIS geodatabase and maps the additional information provided by the CITY, provided as part of the review. Per teet will then create final surface water GIS maps and submit to the CITY.

***Deliverables:***

Electronic GIS files including:

- Drainage GIS maps in ArcReader format with GIS geodatabases (CD or DVD)

**TASK 4 STORMWATER ASSESSMENT & MODELING**

Building upon mapping of the drainage basins and major surface water features within the service area, as described Tasks 2 and 3, prepare a site assessment for identification of anticipated future inadequacies or existing inadequacies in the stormwater system, as described in the subtasks listed below. This assessment will evaluate both the developed and undeveloped portions of the study area. The Stormwater Assessment and Modeling from CONSULTANT will include:

- 4.1 Identify locations of probable inadequacies of stormwater facilities for the undeveloped areas or partially developed areas within the study area. For the purposes of this study, the undeveloped and partially developed areas are to be identified by the CITY, but they are generally locations where the land use is less than the densities prescribed in the CITY zoning maps and where increased population density is expected to occur. This task will identify locations where probable drainage problems will occur as development in the city continues to full build-out in agreement with CITY Comprehensive Land Use Plan. Identify probable locations where major storm systems would likely be of inadequate

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capacity, such as natural or man-made channels, and major culverts where runoff from large areas discharge to. This is a qualitative assessment based upon a visual field observations and review of the surface water GIS mapping prepared in Task 3.

- 4.2 Conduct a field visit to visually inspect locations of major concern at a limited number of locations in the study area. The field visit is for the purpose of looking for visual indications of flooding problems or erosion, and to clarify questions that may arise during the mapping phase of the project. Budget 8 hours to conduct this limited field reconnaissance. The number of locations observed during the field visit will be limited by the budgeted hours.
- 4.3 Conduct planning level storm runoff modeling of undeveloped and partially developed areas within the study area. The modeling will be performed assuming only one future scenario at the full-buildout of the Comprehensive Land Use Plan and the maximum probable percent of impervious area within each zone. CITY will provide the maximum percent of impervious area for each proposed land use zone in accordance with the land use comprehensive plan.
- 4.4 Conduct hydrologic modeling of the major drainage basins within the developed area of the city at select locations. Specifically, modeling will be performed at select locations to determine conveyance capacity needs, potential shortcomings, or confirm adequacies. Determine peak flowrates at select locations for the 24 hour event with a probable recurrence interval of: 10-yr, 25-yr, 50-yr and 100-yr storm events. The number of locations for peak flowrate determinations will be between 6 and 8 locations.
- 4.5 Stormwater Quality: CONSULTANT will review a previous study that has been prepared (dated Dec. 2002) that provides stormwater quality recommendations. CONSULTANT is also to prepare a brief list of probable stormwater quality treatment facilities that is the state-of-the practice in the Puget Sound region. Comparing this information with the new surface water GIS mapping, and soliciting input from CITY staff, develop a brief list of recommendations of stormwater quality treatment measures.
- 4.6 CONSULTANT will prepare a summary of results.

***Deliverables***

- Written Summary of Results (electronic and hard copy), which also includes supporting hydrologic modeling results.

**TASK 5 DEVELOP PROJECT ALTERNATIVES**

The **DEVELOP PROJECT ALTERNATIVES** from CONSULTANT will include:

- 5.1 A short-term and long-term candidate list of capital improvement projects to address drainage inadequacies in the City.
- 5.2 Develop planning level opinions of cost for construction of each of the proposed projects.

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- 5.3 Level of Service: Recommend to the CITY a storm water level-of-service standard for both conveyance, be it the 10-yr, 25-yr, 50-yr, or the 100-yr storm events, and stormwater quality. Prepare a written letter of recommendation of approximately 4 to 5 pages with a brief assessment of the issues and brief justification for the recommended level-of-service.
- 5.5 Presentation of the Surface Water Improvement Plan findings and recommendations to City Council (assume 1 meeting).

***Deliverables:***

- Stormwater candidate list of capital improvement projects.
- Planning level opinions of cost for construction of the projects.
- Level of Service recommendations

**ADDITIONAL SERVICES**

Additional services, which are beyond the scope described herein, can be provided upon request and will be billed in accordance with our standard Schedule of Fees. A sample listing of services we can provide include:

- Detailed surveying of existing facilities
- final stormwater comprehensive plan.