

Surface Water Comp Plan Draft Scope of Work

DRAFT SCOPE OF WORK

Development of Comprehensive Surface Water Utility Plan, including the following components and tasks:

- Review existing documentation (i.e. previous comp plan, gap analysis, rate studies, 2012 NPDES SWMP and Annual Report, updated program documents & policies – IDDE, construction site run-off and maintenance, etc)

Existing documents are available at

<http://www.ci.seatac.wa.us/index.aspx?page=14&parent=5343>

- Program Review and Update - review existing programs with staff, as well as identify program modifications and updates which have occurred since the last comp plan was published, such as:
 - Update the City's Capital Improvement Program (CIP) Chapter to include:
 - infrastructure inspection and assessment
 - repair and replacement of aging stormwater infrastructure
 - identify problem drainage areas based on staff knowledge and public input
 - Revise existing comp plan chapters to incorporate existing/updated program elements
 - Integrate existing basin studies and improvements into existing the Hydraulic/Hydrologic Analysis
 - Given basin studies - no need for further analysis (include rationale)

[Note: Will need to meet with Public Works staff as necessary to complete task.]

- Program Evaluation and Needs Assessment - evaluate existing programs and identify and assess any programmatic modifications (including costs) needed to meet the future demands on the utility including:
 - Meet with Public Works staff as necessary to evaluate program needs
 - Development of repair and replacement program for decaying infrastructure emphasizing the need to manage and sustain infrastructure instead of waiting for failure.
 - Include need for water quality retrofits to address current stormwater regulations
 - Include a programmatic change in budget allocation of resources from road funds to SWM funds
 - Include examination of City's Transportation Improvement Plan and the financial implications of the Surface Water Utility in bearing the cost of stormwater elements within the transportation improvements.
 - Proactive infrastructure inspection and assessment
 - Evaluate the need and, if warranted, develop a water quality retrofit program

- Evaluate program needs based on current and pending NPDES Phase II Municipal Stormwater Permit requirements

[**Note:** Needs assessment shall be integrated into program chapters by topic, not presented as a separate document.]

Public Involvement

- Develop and assist staff with the implementation of an effective and efficient public involvement process to identify community needs and expectations. Example of potential implementation assistance include:
 - Assist in open house/stakeholder/public involvement meetings
 - Assist in presentations to City Council

Submittal Coordination and Review

- Preliminary Findings and Direction Meeting
 - Present and discuss preliminary findings of program review and update, as well as program evaluation and needs assessment to City project review team
- Integrate the project team's feedback from the Findings and Direction Meeting into the Draft Comp Plan
- Provide electronic drafts of comp plan for staff review in MS Word format
- Once accepted as complete, provide 5 bound copies of final comp plan (and appendices)
- Provide an electronic copy of the final comp plan (and appendices) in MS Word format

OUT OF SCOPE

- Code amendments necessary to implement new programs (if applicable), or meet new NPDES permit requirements.
- New hydraulic/hydrologic analysis
- Mapping – Will be provided by in-house GIS Team, however consultant will need to identify mapping needs for comp plan update.