



CITY COUNCIL

AGENDA BILL # AB22-0033

**City of Algona
200 Washington Blvd.
Algona, WA 98001**

ITEM INFORMATION

SUBJECT: Gray & Osborne amendment to NPDES Contract approved by Resolution 1204-19.	Agenda Date: August 8, 2022		
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney		
	City Clerk		X
	Finance Dept		
	PW/Utilities		
	Planning Dept		
	Community Services		
Police Dept			
Finance Committee			
Planning Commission			
Civil Service Committee			

Staff Contact: Dana Parker, Deputy City Clerk
Attachments: Scope of work exhibit A, Estimated cost exhibit B

SUMMARY STATEMENT:
 This is the third review

The Washington State Department of Ecology issued the third edition of the National Pollutant Discharge Elimination System (NPDES Phase II Stormwater Permit on August 1, 2019). The City of Algona is required to continue permit coverage under the schedule provided by Ecology. The City has requested the services of Gray & Osborne to assist with providing guidance and to complete various elements of the requirements associated with the current permit. The following tasks for providing this service have been identified below and the associated fees are listing in Exhibit B.

COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION:
 Make a motion to pass

RECORD OF COUNCIL ACTION

<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>

**AMENDMENT NO. 1
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
G&O JOB NO. 19585**

THIS AMENDMENT, by and between the City of Algona, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) September 10, 2019, for additional services related to the NPDES Phase II Permit Stormwater Program Assistance.

See attached Exhibits A and B for scope and fee. For a not-to-exceed cost of \$30,340.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

GRAY & OSBORNE, INC.

CITY OF ALGONA

By: 
(Signature)

By: _____
(Signature)

Name: Michael B. Johnson, P.E., President
GRAY & OSBORNE, INC.

Name: _____
(Print)

Date: 7/11/22

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A
SCOPE OF WORK
CITY OF ALGONA
NPDES PHASE II PERMIT STORMWATER PROGRAM ASSISTANCE
AMENDMENT 1

The Washington State Department of Ecology (Ecology) issued the third edition of the National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Permit (Permit) on August 1, 2019. The City of Algona is required to continue permit coverage under the schedule provided by Ecology. The City has requested the services of Gray & Osborne to assist with providing guidance and to complete various elements of the requirements associated with the current permit. The following tasks for providing this service have been identified below and the associated fees are listed in Exhibit B.

TASK 1 – PERMIT ASSISTANCE

Gray & Osborne will assist the City with complying with the current permit (active from August 2019 to July 2024). Anticipated tasks include the following.

Subtask 1.1 – Public Education and Outreach Assistance

Gray & Osborne will continue to provide the following:

- Recommendations for appropriate targeted audiences located in Algona and ideas on how to measure changed behavior associated with this audience(s).
- Provide resources for providing general awareness of stormwater-related issues.
- Suggest stewardship activities to be posted on the City’s website.

Subtask 1.2 – Mapping and Documentation Assistance

Gray & Osborne will provide the following:

- Updates to the City’s GIS-based stormwater base map/map books as indicated via marked-up maps or field edits provided by the City.

Subtask 1.3 – IDDE Program Assistance

Gray & Osborne will provide the following:

- Review the City’s IDDE ordinance for compliance and suggest revisions as necessary.

Subtask 1.4 – Construction Site Runoff Program Assistance

Gray & Osborne will provide the following:

- Review the City’s construction site-related ordinances.

Subtask 1.5 – Operation and Maintenance Assistance

Gray & Osborne will provide the following:

- Review City code to ensure up-to-date maintenance standards are in place and enforcement actions pertaining to maintenance of private facilities are listed.
- Gray & Osborne will provide a Stormwater Pollution Prevention Plan (SWPPP) for all maintenance and storage yards used by the City if one is not already in place.

Subtask 1.6 – Source Control Program Assistance

This task assumes the City will utilize its own personnel to conduct source control inspections and training. Gray & Osborne will assist in the following manner:

- Assist with providing guidance related to the Source Control Program which will include providing code revision recommendations.

Subtask 1.7 – Draft Annual Report

Gray & Osborne will assist the City with preparing the electronic Annual Report each year through 2024.

Subtask 1.8 – Monthly Status Meetings

Gray & Osborne will conduct monthly status meetings to discuss the upcoming action items needed for the upcoming 3 months and to document NPDES permit-related activities that occurred in the prior month. This scope assumes these meetings will be held between Gray & Osborne and City staff each month through August 2024.

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

City of Algona - NPDES Phase II Permit Stormwater Program Assistance

Tasks	Principal Hours	Project Manager Hours	Civil Engineer Hours	AutoCAD GIS Tech./ Eng. Intern Hours
1 Compliance with Previous Permit				
1.1 Prepare a Current SWMP	1	16		
1.2 Provide IDDE-Related Guidance		2	4	
1.3 Guidance for Erosion Control Inspections		4	8	
1.4 Guidance on O&M Inspection		1		
1.5 Review of G20 Letter		1		
2 Current Permit Assistance				
2.1 Public Education and Outreach Assistance		8	32	
2.2 Mapping and Documentation Assistance		4	8	12
2.3 IDDE Program Assistance		4	4	
2.4 Construction Site Runoff Program Assistance		4	2	
2.5 O&M Assistance		12	16	
2.6 Source Control Program Assistance		16	24	
2.7 Draft Annual Report		4		
	1	76	98	12
Hour Estimate:				
Fully Burdened Billing Rate Range:*	\$135 to \$200	\$119 to \$200	\$93 to \$135	\$50 to \$132
Estimated Fully Burdened Billing Rate:*	\$160	\$150	\$120	\$90
Fully Burdened Labor Cost:	\$160	\$11,400	\$11,760	\$1,080

Total Fully Burdened Labor Cost: \$ 24,400

Direct Non-Salary Cost: \$ 100

Mileage & Expenses (mileage @ current IRS rate) \$ 300

Printing

\$ 24,800

TOTAL ESTIMATED COST:

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

City of Algona - NPDES Phase II Permit Stormwater Program Assistance Amendment 1

Tasks	Project Manager Hours	Engineer-in- Training Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours
1.1 Public Education and Outreach Assistance	8		
1.2 Mapping and Documentation Assistance	8		24
1.3 IDDE Program Assistance	8		
1.4 Construction Site Runoff Program Assistance	8		
1.5 Operation and Maintenance Assistance	8	24	8
1.6 Source Control Program Assistance	16	4	
1.7 Draft Annual Report	8		
1.8 Monthly Status Meetings	56		
Hour Estimate:	120	28	32
Fully Burdened Billing Rate Range:*	\$140 to \$215	\$92 to \$155	\$50 to \$150
Estimated Fully Burdened Billing Rate:*	\$185	\$125	\$145
Fully Burdened Labor Cost:	\$22,200	\$3,500	\$4,640

Total Fully Burdened Labor Cost: \$ 30,340

TOTAL ESTIMATED COST: **\$ 30,340**

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.