

RESOLUTION NO. 06-414

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BLACK DIAMOND, KING COUNTY, WASHINGTON
ACCEPTING PACE ENGINEERS, INC. BID FOR THE
COMPREHENSIVE WATER SYSTEM PLAN UPDATE

WHEREAS, the City has determined that it must update its current Comprehensive Water System Plan to comply with State statute; and

WHEREAS, the City has determined that significant changes have occurred to the water system over the past few years and need to be documented and integrated into a plan that outlines an updated roadmap for future development of the water system.

WHEREAS, the City desires to retain the services of a consultant skilled in the preparation of comprehensive water system plans; and,

WHEREAS, the City has selected PACE Engineers, Inc. team to prepare an update of its comprehensive water system plan, and the Consultant is qualified, willing and able to perform the above mentioned services; and

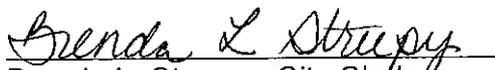
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The PACE Engineers, Inc. bid for the Comprehensive Water System Plan Update is accepted by the City of Black Diamond and said bid is attached hereto as Exhibit A and by reference incorporated herein.

ADOPTED by the City Council at an open public meeting held on the 7th day of December, 2006.


Howard Botts, Mayor

Attest:


Brenda L. Streepy, City Clerk



**CITY OF BLACK DIAMOND
SCOPE OF WORK
2007 WATER SYSTEM PLAN**

This project is for development of Comprehensive Water System Plan update for the City of Black Diamond. The City's current (2000) plan will be used for reference purposes. The work will be based on WAC 246-290 standards, and on the State of Washington Departments of Health and Ecology "Conservation Planning Requirements" and DOH's memorandum on implementation of House Bill 1338 regarding water reuse, conservation and water rights.

The ultimate objective of the completed 2007 City of Black Diamond's Water System Plan is to identify infrastructure improvements that meet the service needs of the existing and future customers and are coordinated with the current comprehensive land use and zoning plans for the water service area.

The Plan will also address the City's current water quantity issue, lifting of the moratorium on new connections, propose alternatives for conveyance of the spring source as well incorporating recent system improvements into the Plan and identifying additional improvements needed and their impacts on the proposed developments currently slated for construction.

The work is planned as a team effort with City staff members and PACE Engineers, Inc. The PACE project team will consist of: Marty Penhalegon (Principal-In-Charge), Susan Boyd (Principal Planner and Overall Project Manager), Gareth Grube (Principal Engineer), Brian Keenan (Modeler), Vicki Grover (Planning/Principal Author), and Blane Moore (GIS/Mapping). Day-to-day coordination, project status reports and project responsibility will be accomplished by Susan Boyd.

The project will be produced on a chapter-by-chapter basis, which upon completion will be assembled into Draft and Final Plans. To facilitate prompt completion of the project and insure that all team members are aware of various parameters used for analysis and determination of recommended improvements, chapters will be submitted to the City for review and comment as the project progresses. It is assumed that the City will review preliminary sections and provide comments to PACE.

Work will be performed using the existing Plan as a base document and using Microsoft Word and Excel software as appropriate for word processing and tables. It is assumed that the current model of the system (developed by PACE) will be updated and converted to H2ONet, a more current and sophisticated modeling program. The final document will be provided in digital format (Word, Excel, and GIS) as appropriate. In addition, a complete copy of the document will be provided in PDF format to facilitate exact replication of the document. This proposal assumes that ArcGIS 9.1 will be used for mapping and graphics. Information available from other sources (e.g., County GIS, etc.) will be used to insofar as possible to reduce project costs.

Coordination with neighboring jurisdictions, King County and the State Departments of Health and Ecology will be required and accomplished by PACE. In addition to the ongoing coordination, PACE staff will present the completed Draft Plan to the City and the public. We



believe this approach will assist in the overall coordination with the public acceptance and project approval processes.

With these assumptions, the following tasks have been identified for completion of a Water System Plan. The Scope of Work has been prepared to reflect actual chapters or sections of the finished plan. The anticipated costs associated with each task are provided on the attached cost estimate.

Task 1 – Data Collection and Start-Up

This element of the overall planning process includes project start-up and the collection of information and data relating to connections, water use, population, system characteristics, and known deficiencies that will be addressed in the Plan. We propose to accomplish the project start-up and data collection phase of the planning process by meeting with City staff to outline the proposed project approach, request data and information required, and discuss any specific system issues and concerns that the staff would like addressed. The data collection effort will also include contacting neighboring jurisdictions and agencies to request information that might assist in the planning process and to determine if there are any specific issues or concerns. Also included is a pre-plan meeting with Department of Health representatives. This up-front interagency coordination will help facilitate a Plan that is in accordance with approving agency requirements early on in the plan development process and addresses specific community issues.

Task 2 – Introduction and Summary

The Introduction and Summary section of the Plan will include an overview of the purpose and goals of the study and planning process, a summary of the history of the City's water system , identification of the regulatory requirements associated with the planning process and operation of public utility systems, and a summary of recommended improvements. Applicable related planning and engineering studies affecting this planning effort will also be summarized in this section.

Task 3 – Basic Planning Data

The Basic Planning Data section of the Plan will contain an overall description of the City in terms of the service area boundary, characteristics, population and employment projections, and other natural or demographic conditions that exist or are anticipated within the service area. These basic planning elements will utilize the City's most recent population and employment projections and compare them with information from the Puget Sound Regional Council (PSRC) and the State Office of Financial Management (OFM). Documentation of the City boundaries as well as general land use mapping will be included in this task.

Task 4 - Existing Water System

This section of the Plan will be written to include the information necessary to generally describe the existing water system and document recent system improvements. Information from previously accomplished work pertaining to the water system will be incorporated and the policies, procedures and planned projects that the City has identified will be addressed. An updated water system map will be completed under this task.



Task 5 - Water System Demand Projections and Conservation

This section of the Plan will detail historical and projected water system demands based on current population projections and land use information. Information will be presented for the future service area but based on historical consumption data. Conservation will be addressed and the City's water conservation program and its associated impacts on projected demands will also be included.

Task 6 - Water System Minimum Design Criteria

This section of the Plan will be written to include the City's recently updated design standards and the most recent revisions to the State Department of Health's "Water System Design Manual" (August 2001), which have been updated and implemented since the City's last comprehensive plan was completed. This section will provide the basis for the water system analysis.

Task 7 - Water System Analysis

Analysis of the water system is required to address revised demand projections, current system conditions, and the latest minimum design criteria. Analysis under existing development conditions as well as six, ten and twenty year planning scenarios will be accomplished for all elements of the water system and any specific issues noted by City staff. This proposal assumes using the recently updated hydraulic model of the system to analyze the transmission and distribution system and identify general fire flow capabilities. A summary of improvement recommendations will be provided in this section for inclusion in the Capital Improvements Plan section (Task 10).

Task 8 - Water Resources

Complete inventory of existing water resources and water rights will be included in this section. A complete review of source quality and quantity will be included in this section, including a complete discussion of introduction of Tacoma Water from Pipeline 5 into the system. Specific requirements of HB 1338 and the Safe Drinking Water Act and current water quality monitoring regulations will be included. A summary of any proposed improvements related to water resources, source improvements, source quantity or quality will be included under Task 8 for incorporation in the Capital Improvements Plan.

Task 9 – Operations and Maintenance

Review and documentation of the City's existing operations and maintenance programs will be accomplished under this task and coordinated with water system personnel. Standard procedures employed for routine system maintenance (and the recently constructed facilities) will be addressed and generally reviewed for consistency and compliance with applicable regulatory requirements. Specific operations and maintenance suggestions will be identified for inclusion in a list of non-capital recommendation. Please note that a vulnerability assessment or detailed emergency response plan (as required under the recent Safe Drinking Water Act Amendment) are not included as part of this scope of work. These elements of overall system planning should be addressed under separate contract for water system security purposes.



Task 10 – Capital Improvement Plan

This section of the Plan will present final project recommendations in the form of a detailed Capital Improvement Plan. Cost estimates and recommended financing methods will be accomplished for each recommendation and proposed improvement will be mapped and coordinated with the Capital Improvement Plan.

Task 11 – Implementation and Financing

Development of an implementation and financing section that identifies recommended financing strategies for the water system will be accomplished under this task. This section of the Plan will include a summary of existing rates, potential methods of financing, and a planning level analysis of the financial impacts of implementing the Capital Improvements Plan recommendations developed under previous tasks. Please note that a complete rate study and connection charge analysis is not contemplated as part of this effort and would typically be accomplished as a separate contract as a follow-up to the comprehensive planning effort.

Task 12 – Appendices and Supporting Documentation

Development and compilation of Plan Appendices and supporting documentation is included under this task and includes such items as service area agreements, water quality data, water rights documentation, cross connection control documentation, water system design standards and the incorporation of other applicable studies, documents, and required information.

Task 13 – Coordination and Project Management

This task includes general project coordination as well as meetings with the City and other agencies as required to facilitate development of a Plan that is in accordance with the City's expectations and all applicable regulatory requirements.

Task 14 – Document Preparation

This task includes work required for general preparation of the document, coordination and printing of Draft and Final Plans, and distribution of the Draft and Final Plans.

Task 15 – Review and Approval

The presentation of the Draft Plan to the City Council and staff in a workshop session and at a public meeting, coordination of distribution of Draft Plans and addressing any review comments received and finalization of the Plan are included in this task. Public involvement is anticipated and will consist of one public meeting under this task. City meetings will also be conducted under this task and three (3) meetings at the City's office are anticipated. Specific coordination with the State Department of Health, State Department of Ecology, King County and neighboring water purveyors is also expected. Because the review and approval process is difficult to estimate and highly variable depending on agency comments, this task is proposed is not included in the Lump Sum project cost. It is instead proposed that the review and approval process be billed at time and materials. A rough estimate of the time required is provided on the attached exhibit.

Task 16 – Direct Expenses

Direct expenses for the project are expected to include printing of Draft and Final Plans, as well as incidental expenses for maps, documents, and other material required for development of the Plan. Included in this cost will be travel expenses. Direct expenses are billed at actual cost plus ten percent.

