

Phase 2 - Scope of Work

Task 1: Project Meetings/Project Management

CH2M HILL Engineers, Inc. (CH2M) will conduct a project kick-off meeting (up to 1 hour via conference call) with County staff to discuss project scope, schedule, budget, and to identify critical project milestone dates. A project management plan will be developed for the project.

CH2M will routinely communicate with County staff via phone and e-mail to provide project updates, review project scope and budgets, and to discuss and resolve project issues and concerns. Monthly invoices will be prepared and submitted to the County identifying task budget, amount spent this period, and remaining budget. We will prepare monthly summary reports with each invoice identifying work performed for the period, projected items to be completed, issues resolved, deliverable items, and provide updates to the project schedule.

This task will be primarily conducted by Tom Parker and Lyndsey Lopez with some assistance from administrative staff.

Deliverables

- Project kick-off meeting agenda and summary
- Project Development Plan
- Communication call/meeting agendas and high-level summaries (up to 8)
- Ongoing action item tracking resulting from communication calls/meetings
- Progress reports and invoices (four)

Assumptions

- 9 month project duration
- Phone meetings will be via conference call and Skype for Business
- No face-to-face meetings are planned under this task; face-to-face meetings can be handled during travel under Tasks 2 and 3 as needed

Task 2: Public Involvement

A majority of the public involvement tasks will be performed by EnviroIssues, as a subconsultant to CH2M.

Task 2.1 Communications Coordination

EnviroIssues will coordinate and facilitate project-specific communication calls/meetings with County and the CH2M technical team to discuss progress on various aspects of the public involvement program. Coordination calls/meetings will occur approximately monthly with additional meetings/calls ahead of specific engagement events. The calls/meetings will enable County staff to update elected officials, review upcoming events, and discuss materials development and action items. This task will also include project management activities including preparation of progress reports and monthly invoices.

Deliverables

- Communication call/meeting agendas and high-level summaries (up to 8)
- Ongoing action item tracking resulting from communication calls/meetings
- Monthly progress reports and invoices (nine months)

Assumptions

- County will provide meeting space for in-person communications meetings. Meetings will be conducted either via teleconference or in conjunction with other stakeholder and public involvement meetings.
- Phone meetings will be via conference call and Skype for Business, coordinated by EnviroIssues
- All meetings will be attended by one EnviroIssues staff person

Task 2.2 Develop Public Involvement Plan

EnviroIssues will develop a public involvement plan outlining goals and objectives, identifying key audiences and messages, developing tools and activities, establishing measures of success, and developing an outreach schedule; goals may include:

- o Inform the community about upcoming meetings/conversations regarding Kittitas County's Transfer Station Relocation project
- o Gauge key stakeholders' interests in the project
- o Identify any existing areas of concern about transfer station relocation
- o Stimulate interest in participating in the conversation

As part of this task, EnviroIssues will conduct up to six stakeholder interviews to inform the gain input to development of the public involvement plan.

Deliverables:

- Draft and Final public involvement plan
- List of key stakeholders and community members
- Outreach schedule
- Thematic summary of stakeholder interviews

Assumptions

- Stakeholder Interviews performed in 2 days in Ellensburg by EnviroIssues with minor local travel included. No CH2M staff will be involved in the stakeholder interviews.
- County will provide one round of consolidated comments to the Draft public involvement plan.

Task 2.3 Implement Public Involvement Plan

EnviroIssues will implement the public involvement plan by developing informational materials including one (1) postcard and one (1) newsletter and/or fact sheet(s) for county distribution. EnviroIssues will coordinate and support up to four (4) stakeholder group briefings, one (1) County Commissioner briefing, and two (2) Solid Waste Advisory Committee (SWAC) briefings. EnviroIssues will plan, facilitate and document up to two (2) community meetings, including supporting logistics, presentation materials, display boards, developing meeting plan and agenda, and producing meeting summaries.

Deliverables:

- One (1) postcard, one (1) newsletter and/or fact sheet content
- Design and print coordination for postcard, newsletter, and/or fact sheet
- Briefing and meeting materials including sign-in sheets, agendas presentation, display boards (up to 10) and refreshments
- High-level summary of comments, action items, and key points from stakeholder group briefings and community meetings

Assumptions:

- County will provide meeting space for up to four (4) stakeholder group meetings and two (2) community meetings
- EnviroIssues will utilize their Creative Studio to provide artwork for informational materials
- EnviroIssues will coordinate printing
- County staff will print and mail informational materials (printing cost and postage will be paid by the County)
- SWAC and County Commissioner briefings will be conducted under Task 2.5
- Four (4) Stakeholder meetings attended by Penny Mabie and performed during community meetings
- Two (2) community meetings attended by Penny Mabie and one CH2M staff.
- Meetings conducted in (4) separate trips.

Task 2.4 Online Platform

EnviroIssues will develop a multi-page/station online open house (OOH) based on demo.publicmeeting.info template and access to Google Analytics. Pages will be archived upon completion unless longer term hosting is requested. EnviroIssues will collaborate with County staff to enhance current web pages and develop additional web page content.

Deliverables

- One custom sub-domain for OOH (i.e., KCTransferStationRelocation.publicmeeting.info or KittitasTransferStation.participate.online)
- Customized OOH theme (custom header graphic, headline, and button colors)
- Up to 8 OOH stations (tabs)
- One analytics report per month
- One comment report and summary
- Two rounds of web page review and content update

Assumptions

- Hosting website for up to 6 months
- Content will be drawn from Task 2.3 efforts
- Any additional writing needed for the online open house will be done under Task 2.3
- Development and maintenance of the online open house will be done under Task 2.4

- Working with County staff and technical team to develop web page(s) devoted to the community conversation, using the brand

Task 2.5 SWAC/Commission Meetings

CH2M will provide site selection study updates at two (2) SWAC and one (1) County Commission Meetings. PowerPoint presentations will be prepared for each meeting.

Deliverables

- Two (2) PowerPoint Presentations presented at SWAC and County Commission meetings

Assumptions

- Attendance at two (2) SWAC and two (1) Commission meeting by Penny Mabie and Tom Parker; assumed that they will be under two (2) separate trips.
- Assume Commission and SWAC meeting conducted on the same day

Task 3: Site Selection

Task 3.1 Identify Potential Sites

CH2M will collaboratively work with County staff to identify potential sites for a new transfer station/composting facility that meet the minimum land acreage (20 to 25 acres) requirements identified in the Basis of Design (BOD) report. County staff will utilize the County's Geographic Information (GIS) system to develop an overall map showing potential sites, land ownership, zoning, and floodplain information. Potential site information will be summarized on a spreadsheet and will be routinely updated thru the site selection process.

Deliverables

- Potential Sites – spreadsheet
- Potential Sites – maps (GIS Platform)

Assumptions

- Potential Site spreadsheet to be routinely updated throughout site selection process.
- It is expected that up to 10 Potential Sites will be identified during this initial task.
- County staff will utilize County's Geographic Information (GIS) system to develop map

Task 3.2 Initial Site Screening

CH2M will facilitate one (1) project workshop with the County to discuss and finalize initial screening criteria which may include: floodplains, wetlands, county zoning, and regulatory requirements (local, state, and federal). Potential sites identified in Task 3.1 will be evaluated and screened in accordance with the selected initial screening criteria.

During the workshop, CH2M will identify and discuss potential secondary screening criteria that may include:

- FEMA Floodplain

- Watercourse
- Distance to Major Road
- Haul Distance to Landfill
- Depth to Groundwater
- No. of Owners
- Permitability
- View
- No. of Neighbors
- Hauling Distance
- Location of Utilities
- Type of Owner
- Development Cost
- Land Use
- Topography

CH2M will facilitate a project workshop with the project team in evaluating and selecting secondary siting criteria, develop performance measures, and establish relative weights for each criteria. A project workshop summary will be developed and transmitted to workshop attendees.

Deliverables

- Workshop agenda and meeting summary.

Assumptions

- Workshop attended in-person by Tom Parker and Lyndsey Lopez.
- Workshop attended via conference call by Penny Mabie, Keith Gordon, Bo Bruner, and Scott Gamble

Task 3.3 Secondary Site Screening

CH2M will conduct a secondary site screening of potential sites (up to 4) that passed the initial screening criteria and establish performance measures. Initial site rankings will be summarized in matrix format. A brief description will be developed for each site, initial and secondary siting criteria, and selected performance measure.

CH2M will conduct an in-person project meeting with County staff to discuss results of the initial ranking and a technical memorandum will be developed.

Deliverables

- Meeting agenda and meeting summary.
- Draft and Final Initial and Secondary Screening Technical Memorandum

Assumptions

- One project meeting attended in-person by Tom Parker and attended via conference call by Lyndsey Lopez, Keith Gordon, and Scott Gamble.
- County will provide one round of consolidated comments on the technical memorandum.

- County will provide additional GIS assistance as needed.

Task 3.4 Develop Conceptual Layouts and Cost Estimates

It is estimated that three (3) shortlisted sites (top ranked) will be chosen and conceptual layouts and budgetary (Class 4) cost estimates will be prepared. Conceptual layouts will utilize information contained in the Basis of Design (BOD) report including conceptual layouts for the transfer building, composting area, scalehouse, moderate risk waste building, and recycling drop-off area. For each selected site, CH2M will create specific conceptual road improvements (on and off-site) and utility concepts (water, sewer, electric, gas, telecommunications). Budgetary cost estimates will be prepared for each option and will include land acquisition, permitting, engineering, utilities, buildings/structures, and stormwater structures. For each site, CH2M will develop the following drawings:

- Overall layout (roads, buildings, utilities) – One for each site (3 Drawings Total)

We will utilize transfer building, administration building, scalehouse, recycling drop-off area, and Moderate Risk Waste (MRW) concepts developed during the Basis of Design report for each conceptual layout.

County staff and CH2M will visit each site and document site conditions, topography and drainage patterns, location of utilities, roads, fencing, and existing buildings/structures.

Deliverables

- Three (3) Conceptual Layouts (1 drawing for each site – 3 total)
- Three (3) Class 4 cost estimates (one for each site- 3 total)

Assumptions

- County staff will visit the three sites to review proposed site conditions. CH2M will prepare a checklist for county use. CH2M will visit sites during SWAC, Commission, and Community meetings.
- Concepts developed during the Basis of Design report will be used for the transfer building, administration building, scalehouse, recycling drop-off area, and Moderate Risk Waste (MRW).

Task 3.5 Finalize Site Selection Report

CH2M will facilitate a 2-hour workshop with the county to finalize ranking of potential sites using the initial and secondary site screening results, conceptual layouts and cost estimates. A draft report will be developed summarizing results of site selection tasks. The report will include the following:

1. Introduction and Project Need
2. Site Selection Methodology
3. Public Involvement Activities
4. Basis of Design Report Summary
5. Identification of Potential Sites
6. Initial Site Screening

7. Secondary Site Screening
8. Conceptual Layouts and Cost Estimates
9. Final Site Selection

Appendices

1. Public Involvement Summary
 - Meetings
 - Website
 - Public Comments
2. Figures
 - Initial Site Screening Maps
 - Secondary Screening Maps
3. Conceptual Layouts
4. Conceptual Cost Estimates
5. Site Ranking Matrices

Deliverables

- Workshop agenda and meeting summary.
- Draft and Final Site Selection Report (Estimated 30 pages)

Assumptions

- Workshop attended in-person by Tom Parker. Workshop attended via conference call by Lyndsey Lopez, Penny Mabie, Keith Gordon, Bo Bruner, and Scott Gamble.
- County will provide one round of consolidated comments on the Draft Site Selection Report.

Schedule

CH2M will complete the work in accordance with the following schedule:

Task 1	Kick-off Meeting	14 Calendar days from NTP
Task 1	Project Management Plan	14 Calendar Days from NTP
Task 2.2	Develop Public Involvement Plan	10 Calendar days from NTP
Task 3.1	Identify Potential Sites	30 Calendar days from NTP
Task 3.2	Initial Site Screening	60 Calendar Days from NTP
	Project Workshop	
	SWAC Meeting	
	Public Open House No. 1	
Task 3.3	Secondary Site Screening	120 Calendar Days from NTP
	Public Open House No. 2	
Task 3.4	Develop Conceptual Layouts and Cost Estimates	180 Calendar Days from NTP
	Public Open House No. 3	
Task 3.5	Finalize Site Selection and Report	240 Calendar Days from NTP
	Project Workshop	
	SWAC Meeting	
	County Commission Meeting	

The overall duration of these tasks is assumed to be up to 9 months from County authorization to proceed.

Estimated Fee

Based upon the project scope, CH2M proposes a not to exceed engineering fee of **\$199,800**, to be billed on a time-and-materials basis in accordance with unit billing rates and subject to negotiation of mutually agreeable terms/conditions in the professional services agreement. CH2M’s estimated engineering fee is summarized in the following table. Kittitas County will be notified of any changes to the estimated level of effort and costs associated with this scope, and if necessary, changes to the approved estimate fee will be discussed and agreed upon via change order in advance of exceeding the project budget.

Kittitas County – Transfer Station Project					
Phase 2- Site Selection Estimated Engineering Fee					
Task	CH2M Person-Hours	CH2M Labor Cost	Subconsultant Cost	Direct Expenses	Total
Task 1: Project Meetings/Project Management	89	\$13,995	\$440	\$105	\$14,540
Task 2: Public Involvement (PI)					
02.01 - Communications Coordination	4	\$620	\$9,356	\$54	\$10,030
02.02 - Develop PI Plan	17	\$2,320	\$7,836	\$54	\$10,210
02.03 - Implement PI Plan	40	\$7,640	\$18,375	\$2,025	\$28,040
02.04 - Online Platform	4	\$620	\$11,611	\$149	\$12,380
02.05 - SWAC and Comm Meetings	33	\$6,275	\$4,709	\$1,066	\$12,050
Task 3: Site Selection					
03.01 - ID Potential Sites	12	\$2,180	\$2,040	\$60	\$4,280
03.02 - Initial Site Screening	61	\$12,205	\$2,340	\$875	\$15,420
03.03 - Secondary Site Screening	110	\$20,570	\$2,340	\$590	\$23,500
03.04 - Dev Concept Layouts and Cost Est	196	\$33,560	\$4,400	\$230	\$39,070
03.05 - Finalize Site Selection Report	174	\$28,470	\$1,760	\$930	\$31,160
Total	740	\$128,455	\$65,207	\$6,138	\$199,800