



**CITY OF PORT ORCHARD**  
**Public Works Director**

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**Requirements & Deliverables**

City of Port Orchard  
Request for A&E Professional Services Qualifications for the City of Port Orchard Downtown  
Basin Stormwater Plan

Scope of Work

**Task 1: Data Review, Gap Analysis, Field Investigation**

1. Submittal shall include a plan for reviewing and assessing existing data for each of the three proposed stormwater basins in the Downtown Port Orchard area.
2. Submittal shall include data and information gap analysis to determine any additional information needed to perform adequate analysis of each basin.
3. Submittal shall include plan for field investigation and ground truthing of data to fill any identified gaps and ensure adequate data is available for water quality and hydraulic model development.

Deliverables

Number	Description
1.1	Draft of Existing Conditions Technical Memorandum.
1.2	Responses to Existing Conditions Technical Memorandum City and Ecology comments. City will upload to EAGL and notify Ecology when upload is complete.
1.3	Data Gap Field Inventory Map or Informational Tool in GIS format. City will upload to EAGL and notify Ecology when upload is complete.
1.4	Responses to Data Gap Field Inventory ECOLOGY comments. City will upload to EAGL and notify Ecology when upload is complete.

## Task 2: Model Development and Application

1. The RECIPIENT will provide hydraulic model development and application for this project.
2. The RECIPIENT will provide water quality model development and application for this project.
3. The RECIPIENT will submit a QAPP to the City and Department of Ecology for review and acceptance prior to modeling. The QAPP must include how the consultant will develop and apply the models to quantify the magnitude of flow and pollutant loading.
4. Upon completion of hydraulic and water quality modeling runs, the consultant will provide to the City and Department of Ecology:
  - a. GIS compatible project area in Shapefile, Geodatabase file, or a mutually approved equivalent that meets City and Ecology criteria. The project area will include features to show treatment facilities and contributing areas.
  - b. A technical memorandum to accompany the GIS file with explanation of the completed analysis.

### Deliverables

<b>Number</b>	<b>Description</b>
2.1	Modeling Quality Assurance Plan. City will submit draft QAPP to Ecology for review and acceptance upon completion by consultant.
2.2	Responses to Modeling Quality Assurance Plan Ecology comments. Consultant will respond to City and Ecology comments. City will upload final draft to EAGL and notify Ecology.
2.3	Hydraulic Model (SWMM) and technical memorandum. City will upload to EAGL and notify Ecology.
2.4	Consultant will respond to Hydraulic Model (SWMM) and technical memorandum. Ecology comments. City will upload responses to EAGL and notify Ecology when upload is complete.
2.5	Consultant will develop a water quality model (spreadsheet) and technical memorandum. City will upload to EAGL and notify Ecology.
2.6	Consultant will respond to Ecology responses to water quality model and technical memorandum comments. City will upload final documents to EAGL and notify Ecology.
2.7	Consultant will develop a project Area Shapefile, Geodatabase file, or approved equivalent. The project area will include features for treatment facilities and contributing areas. City will upload to EAGL and notify Ecology.

## **Task 3: Downtown Basin Stormwater Plan Development**

1. The RECIPIENT will complete the draft and final Downtown Basin Stormwater Plan. At a minimum the plan will include the following elements or their equivalent:
  - a) Executive Summary
  - b) Introduction/Background
  - c) Existing Conditions Assessment
  - d) Technical Memorandum for model development
  - e) Stormwater Management Options (SMO) List and Metrics Matrix
  - f) Description of Stakeholder Engagement
  - g) Final Priority SMO List
  - h) Schedule for Implementation
  - i) Estimation of Yearly Budget Needs and Identification of Funding Sources
  - j) Description of Adaptive Management and Plan Update Process
  
2. Present the final Plan to appropriate decision makers and stakeholders.

### **Deliverables**

<b>Number</b>	<b>Description</b>
3.1	Consultant will develop a Draft Downtown Basin Stormwater Plan. City will upload to EAGL and notify Ecology.
3.2	Consultant will respond to Draft Downtown Basin Stormwater Plan Ecology comments. City will upload to EAGL and notify Ecology.
3.3	Final Downtown Basin Stormwater Plan uploaded to EAGL. City will upload to EAGL and notify Ecology when upload is complete.
3.4	Responses to Final Downtown Basin Stormwater Plan Ecology comments. City will upload to EAGL and notify Ecology when upload is complete.