



**RESOLUTION**  
**(12 - 2015)**

**A RESOLUTION OF THE FAIRVIEW CITY COUNCIL AUTHORIZING THE CITY ADMINISTRATOR TO SIGN A PROFESSIONAL SERVICES CONTRACT FOR THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) 2015 PERMIT RENEWAL AND CONSOLIDATED STORMWATER MASTER PLAN (CSWMP) UPDATE**

**WHEREAS**, the Oregon Department of Environmental Quality (DEQ) issued the first National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit #101315 in September 1995 to the City of Fairview; and

**WHEREAS**, the City of Fairview is a co-permittee (Phase I) with the City of Gresham on the NPDES MS4 Discharge Permit. The permit has been renewed twice since initial issuance. The City of Fairview has been assisted by engineering consulting firms (URS Corporation and Brown And Caldwell, Inc.) with renewed permit requirements since the permit was issued in 1995; and

**WHEREAS**, the City's current permit was issued in December 2010 and expires on December 29, 2015. The 2015 permit renewal application is due on July 2, 2015, 180 days prior to permit expiration; and

**WHEREAS**, the City has followed the direct appointment process for this contract as required under Resolution 8-2005 and OAR 137-048-0200; and

**WHEREAS**, the City received proposals to perform engineering and related professional services to prepare the following permit renewal deliverables to DEQ by July 2, 2015:

- Proposed stormwater management program (SWMP) modifications and associated measurable goals
- Maximum extent practicable
- Updated estimate of total annual pollutant loads
- Proposed monitoring program objective matrix and proposed monitoring plan
- Description of service area expansions
- Fiscal evaluation
- Updated MS4 maps per information contained in Schedule B.6.f
- Total maximum daily load (TMDL) pollutant load reduction benchmarks; and

**WHEREAS**, Brown And Caldwell, Inc. was selected based on expertise, project understanding, responsiveness, previous work samples, value, scope, complexity, and nature of the report in addition to other relevant factors; and

**WHEREAS**, Brown And Caldwell, Inc. desires to enter into a contract with the City of Fairview for professional engineering services for the NPDES MS4 2015 permit renewal and Consolidated Stormwater Master plan update by July 2, 2015.

**NOW, THEREFORE, BE IT RESOLVED BY THE FAIRVIEW CITY COUNCIL AS FOLLOWS:**

**Section 1** The Fairview City Council hereby authorizes the City Administrator to enter into a Professional Services Contract with Brown And Caldwell, Inc. for professional engineering services for the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) 2015 permit renewal and Consolidated Stormwater Master Plan update to DEQ by July 2, 2015 for the City of Fairview for work described in the attached Exhibit "A."

**Section 2** This resolution is and shall be effective from and after its passage by the City Council.

Resolution adopted by the City Council of the City of Fairview, this 18th day of March, 2014.



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Mayor, City of Fairview

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3-19-2015

ATTEST



City Recorder, City of Fairview

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## Exhibit A

### Fairview NPDES Assistance

# Scope of Services

The City of Fairview's (City's) National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit renewal application is due on July 2, 2015. The permit renewal application requires the following deliverables:

- Proposed stormwater management program (SWMP) modifications and associated measurable goals
- Maximum extent practicable (MEP) assessment
- Updated estimate of total annual pollutant loads
- Proposed monitoring program objectives matrix and proposed monitoring plan
- Description of service area expansions
- Fiscal evaluation
- Updated MS4 maps per information contained in Schedule B.6.f
- Total maximum daily load (TMDL) pollutant load reduction benchmarks

BC developed this Scope of Services to aid the City in development of select deliverables in accordance with the July 2, 2015, compliance date.

In addition to these deliverables, the City wishes to update its Consolidated Stormwater Master Plan (CSMP) to refine the scope and scale of select capital improvement projects (CIPs) and reprioritize CIPs according to current needs. Scope for this effort is also included.

Under this Scope of Services, Task 1 is to prepare the City's TMDL pollutant load reduction benchmarks; Task 2 is to prepare the updated estimate of total annual pollutant loads and describe service area expansions; Task 3 is to provide technical support in order to compile the permit renewal application and incorporate City-specific documentation (i.e., fiscal evaluation, etc.). Task 4 is preparation of the updated CSMP as referenced above. Task 5 (Project Management) reflects project management efforts associated with contracting and invoicing. Task 5 also includes preparation and attendance for one City Council work session at the request of the Public Works Director and efforts to address DEQ's comments on the 2014 TMDL Implementation Plan.

## Task 1. TMDL Benchmarks

**Objective:** Develop TMDL benchmarks for the next permit term (2015 to 2020), based on results of the City's pollutant load reduction evaluation (PLRE).

**Activities:** Using the results of the PLRE, BC will meet with the City to identify additional structural BMPs to be installed over the next permit term. Identified structural BMPs should reflect decisions and outcomes from the City's Retrofit Assessment and current CSMP. During the meeting, BC will present options for graphical documentation of the TMDL benchmarks.

BMPs identified for installation over the next permit term will be added to the spreadsheet loads model, and revised pollutant loadings for 2020 will be developed. Graphics reflecting the proposed pollutant load reduction benchmark by watershed will be developed.

BC will document results of the TMDL benchmark development in the PLRE report (previously developed).

**Deliverables:** Deliverables for Task 1 include the following:

- One 4-hour meeting with City staff to identify future CIP installations
- Base map for use in the meeting
- Draft and final updated PLRE to reflect proposed pollutant load reductions (benchmarks) for the 5-year permit period

**Assumptions:** Assumptions for Task 1 include the following:

- BC will prepare a working map for use during the meeting. City staff shall identify BMPs and drainage areas associated with future CIP installations. City geographic information system (GIS) staff will be responsible for delineating drainage areas based on outcome from the meeting and providing a GIS shapefile reflecting the new delineated areas to BC by March 15, 2015.
- Land use event mean concentrations (EMCs) and BMP effluent concentrations will be consistent with the PLRE.
- The benchmark analysis and loads will be documented into the PLRE report.
- City staff will be responsible for obtaining any required public review and comments.
- One compiled set of City comments will be provided to BC on the updated PLRE report, and BC will address comments prior to finalization for submittal with the City's permit renewal application by July 2, 2015.

## **Task 2. Updated Estimate of Total Annual Pollutant Loads and Description of Service Area Expansions**

**Objective:** Prepare a description of proposed service area expansions and updated estimates of total annual pollutant loads

**Activities:** During the meeting referenced under Task 1, the working maps will also be used to review the City's current NPDES MS4 permit area boundary (including any current or in-progress annexations) and land use/zoning coverage reflecting full buildout conditions across the entire permit area. During the meeting, the working map will be used to define future annexation areas through 2020 (the end of the next permit term). Assumptions from the 2008 estimate of total annual pollutant loads will be discussed. City GIS staff will be responsible for providing an updated NPDES MS4 permit area boundary shapefile that reflects future annexation areas.

Using the spreadsheet loads model prepared for the PLRE and based on the updated permit area boundary provided by the City, BC will calculate the updated NPDES MS4 permit area by land use and estimate total annual pollutant loads for each required pollutant over the proposed future permit area. Pollutants included in this analysis will be applicable TMDL pollutants; any surrogate parameters; and biochemical oxygen demand (BOD<sub>5</sub>), chemical oxygen demand (COD), nitrate, total phosphorus, dissolved phosphorus, cadmium, copper, lead, and zinc. Pollutant load estimates will reflect full buildout land use/zoning coverage and annexations through 2020, without implementation of BMPs.

A description of future service area expansions and results from the annual pollutant load calculations will be summarized in a draft technical memorandum (TM). The TM will also summarize loads submitted in 2008 with the City's previous NPDES MS4 permit renewal application. The TM will include a description of the procedures and, if necessary, document changes in calculation assumptions.



City comments will be incorporated into the draft TM and a final TM will be prepared for submission with the City's NPDES MS4 permit renewal application.

**Deliverables:** Deliverables for Task 2 include the following:

- One 4-hour meeting with City staff to identify future annexations (combined with the meeting referenced under Task 1).
- Draft and final TM summarizing total annual pollutant load estimates and a narrative description of proposed annexations and service area expansions, to be submitted with the City's NPDES MS4 permit renewal application.

**Assumptions:** Assumptions for Task 2 include the following:

- The City will provide the 2008 NPDES MS4 permit renewal application, including the calculated total annual pollutant loads.
- The City will provide (if not otherwise documented) the total annual pollutant loads submitted with the original permit application.
- BC will prepare a working map for discussion. City staff shall identify areas of future annexation. City GIS staff will be responsible for providing a GIS shapefile reflecting the NPDES MS4 permit areas to BC by April 15, 2015.
- Land use EMCs will be consistent with assumptions in Task 1. Pollutant load estimates will be provided as a range of loading.
- One compiled set of City comments will be provided to BC on the draft TM submittal, and comments will be addressed prior to finalization for submittal with the City's permit renewal application by July 2, 2015.

### **Task 3. NPDES MS4 Permit Renewal Compilation**

**Objective:** Provide technical assistance to Fairview in conjunction with the preparation of the NPDES permit renewal application by July 2, 2015.

**Activities:** BC staff will provide technical support in order to compile the NPDES permit renewal documentation for submittal to DEQ by July 2, 2015. Efforts shall include the following:

- Review and comment on the fiscal evaluation documentation (due as part of the NPDES MS4 permit renewal application)
- Development of a summary statement regarding the status of the updated monitoring objectives matrices and monitoring plan.
- Technical editing and word processing of documentation (not otherwise included in this scope of services)
- NPDES MS4 permit renewal submittal compilation and production.

**Deliverables:** Deliverables for Task 3 include the following:

- Draft and final compiled NPDES MS4 permit renewal application, delivered to DEQ by July 2, 2015.

**Assumption:** Assumptions for Task 3 include the following:

- Fairview will directly coordinate with the City of Gresham to help prepare the updated stormwater monitoring objectives matrices and monitoring plan.
- Fairview will be responsible for preparing the fiscal evaluation.
- The draft, compiled permit renewal application shall be provided to the city for final review one week before submittal to DEQ.

## Task 4. Consolidated Stormwater Master Plan CIP Update

**Objective:** Prepare an addendum to the 2007 CSMP to refine CIP descriptions, CIP costs, and CIP prioritization to reflect 2015 conditions

**Activities:** BC will review the 2007 CSMP and compile CIP information including project locations, objectives (water quality, restoration, maintenance, etc.), conceptual designs, and costs into a matrix for discussion with the City.

BC will facilitate a 4-hour workshop with City staff to review the 2007 CIP list. Discussion during the workshop will include which CIPs still need to be constructed, whether the CIP objectives are still relevant, whether the scope of some CIPs should be updated based on recent findings and needs, and whether additional CIPs should be considered in select locations. Concept-level project development for a maximum of two additional locations is included in the scope. The workshop will include discussion of prioritization criteria and weighting factors to reflect current City needs.

BC will prepare an updated unit cost spreadsheet, which will be provided to the City prior to the workshop.

Based on results from the workshop, BC will refine the CIP concept descriptions and costs for up to 28 CIPs from the 2007 CSMP. BC will prepare new CIP concept descriptions for up to two additional CIPs to address problem areas identified during the workshop. A revised CIP fact sheet format will be developed to document revised costs, descriptions, and locations of each identified CIP. Draft fact sheets will be provided to the City to review prior to incorporation into the addendum report.

City staff will review draft fact sheets and complete the prioritization scoring matrix, based on the criteria and weighting factors identified during the workshop.

BC will prepare an addendum report to the 2007 CSMP, including the prioritized CIP list, fact sheets, location map, and a general project implementation schedule. One comprehensive map will be developed to document the CIP locations.

A draft addendum report will be provided to the City for review and comment. Per City comments, the report will be finalized.

**Deliverables:** Deliverables for Task 4 include the following:

- Discussion matrix outlining CIPs per the 2007 CSMP
- Attendance by two BC staff at one 4-hour workshop
- Meeting minutes (in e-mail format) documenting outcomes from the workshop
- Draft and final CIP fact sheets reflecting updated descriptions and costs for up to 28 existing CIP locations from the 2007 CSMP
- Project concept description and cost estimates for up to two new project locations
- Draft and final CIP addendum report

**Assumptions:** Assumptions for Task 4 include the following:

- The City will be responsible for inviting staff and arranging a venue for the workshop. Field visits/ site visits to proposed CIP locations are not reflected in the budget.
- A maximum of two new CIPs/CIP locations will be developed as part of the effort
- No additional modeling will be conducted as part of this effort.
- Existing CIP updates will reflect adjustments to the description and unit costs. For budget purposes, 2 hours has been estimated per existing CIP.

- Construction unit cost information and maintenance cost information will reflect assumptions per the retrofit assessment and wasteload allocation attainment assessment that were completed in 2014.

## **Task 5. Project Management**

**Objective:** To oversee project schedule, scope, and budget and maintain communications with the City.

**Activities:** The BC team project manager will ensure this project receives the staff support necessary to meet the schedule and to maintain project quality. Activities budgeted under Task 6 include the following:

- Overall budget and schedule management (i.e., 50 percent project review)
- Monthly invoicing with detailed progress reports
- Preparation and attendance at a City Council work session with the Public Works Director to discuss the current NPDES MS4 permit obligations and upcoming deliverables.
- Update to the 2014 TMDL Implementation Plan to address DEQ comments.

**Deliverables:** Monthly progress reports with invoices

**Assumptions:** Assumptions for Task 5 include the following:

- Project will be completed by January 1, 2016 (including public review and comment). The estimated project duration is 6 months.
- Invoicing will be monthly with status reports.

**Exhibit B**  
**2015 NPDES Support Budget**

City of Fairview  
Fairview NPDES Support 2015  
March 6, 2015

Fairview, City of (OR) -- Fairview NPDES Support 2015																		
Phase	Description	PM	PA	Lee, James A	Reinaga, Krista	Maxwell, Aissa M	Mesick, Amanda M	Pera, Michael J	Pera, Wendy M	Orheim, Daniel P	Vasquez, Jesus E	Total Labor Hours	Total Labor Effort	APC	Total ODCs	Total Expense Effort	Total Effort	
		\$154.00	\$76.00	\$193.00	\$131.00	\$101.00	\$101.00	\$193.00	\$101.00	\$101.00	\$88.00							
001	<b>Benchmarks</b>	36	0	6	4	16	0	8	4	0	0	74	10,054	592	50	642	10,696	
001	Basemap Prep/Meeting	4	0	0	0	8	0	0	0	0	0	12	1,424	96	50	146	1,570	
002	Updated Area Calcs/Draft Docs	28	0	4	4	8	0	4	4	0	0	52	7,224	416	0	416	7,640	
003	Final Documentation	4	0	2	0	0	0	4	4	0	0	10	1,406	80	0	80	1,486	
002	<b>Svc Area Expand/Plnt Load Calcs</b>	28	0	4	2	8	0	5	4	0	0	51	7,063	408	0	408	7,471	
****	Default Task	28	0	4	2	8	0	5	4	0	0	51	7,063	408	0	408	7,471	
003	<b>Permit Renewal Compilation</b>	14	0	0	0	0	0	16	4	0	0	34	4,176	272	0	272	4,448	
****	Default Task	14	0	0	0	0	0	16	4	0	0	34	4,176	272	0	272	4,448	
004	<b>CSMP Update</b>	30	0	0	90	88	0	12	8	0	0	228	27,318	1,824	75	1,899	29,217	
001	Research/Workshop and Mtg Minutes	12	0	0	20	8	0	0	0	0	0	40	5,276	320	75	395	5,671	
002	CIP Development and Prioritization	10	0	0	28	72	0	4	0	0	0	114	12,884	912	0	912	13,796	
003	Documentation/TM/CIP Location Map	8	0	0	42	8	0	8	8	0	0	74	9,158	592	0	592	9,750	
005	<b>PM</b>	32	12	0	0	0	0	2	2	0	10	58	7,308	464	0	464	7,772	
001	Contracting/Invoicing/PR	12	12	0	0	0	0	2	0	0	10	36	4,026	288	0	288	4,314	
002	Council Meeting	12	0	0	0	0	0	0	0	0	0	12	1,848	96	0	96	1,944	
003	TMDL Update	8	0	0	0	0	0	2	2	0	0	10	1,434	80	0	80	1,514	
<b>GRAND TOTAL</b>		<b>140</b>	<b>12</b>	<b>10</b>	<b>96</b>	<b>112</b>	<b>2</b>	<b>43</b>	<b>20</b>	<b>10</b>	<b>10</b>	<b>445</b>	<b>55,919</b>	<b>3,560</b>	<b>125</b>	<b>3,685</b>	<b>59,604</b>	

Hours and Dollars are rounded to nearest whole number.