

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Brent A. Butler, AICP, Chief Strategy Officer

DATE: February 3, 2025

SUBJECT: Coordinated Water System Plan
Professional Services Agreement Approval

STATEMENT OF ISSUE:

The Chief Strategy Officer (CSO) requests the Board of County Commissioners (Board or BoCC) approve the professional services agreement (PSA) for the purpose of updating the Coordinated Water System Plan (CWSP) (*See, Attachment 1 – PSA*). As of this submittal, the county initiated the update process through the steps set forth below.

- By Resolution No. 08-24, the Board repealed any documents or resolutions appointing the Water Utility Coordinating Committee (WUCC) members in order to establish a new WUCC. (*WUCC is governed by Washington Administrative Code (WAC) 246-293-150 and must consist of no fewer than four members*);
- In accordance with Jefferson County Code (JCC) Chapter 3.55 governing bidding and purchasing procedures, the CSO prepared and published a Request for Proposals (RFP);
- The RFP was published on the county website on August 27, 2024 and in the Jefferson County Leader on August 29, 2024, September 3, 2024, and September 9, 2024, and the Seattle Journal of Commerce on August 29, 2024, September 3, 2024, and September 9, 2024;
- At a regular meeting on September 23, 2024, the Board discussed the CWSP, and appointed Commissioner Eisenhower as the alternate in the event Commissioner Brotherton is unavailable;
- Without any proposals received by the September 26, 2024 deadline, the CSO updated and republished the RFP on October 3, 2024 (See Attachment 2 – October 3, 2024 Request for Proposals);
- The CSO distributed the RFP to more than 400 consultants on the Municipal Research and Services Center of Washington (MRSC) roster (see Attachment 3 – RFP EMAIL DISTRIBUTION LIST);
- The CSO convened the reconstituted WUCC's first public meeting on December 3, 2024 to establish rules of procedure, voting protocols, and officers, as required by statute. (*Commissioner Brotherton was appointed Chair and PUD General Manager Kevin Streett Vice Chair*)
- To reduce the CWSP cost burden, the CSO is applying for funding from a planning and engineering loan often convertible to a grant and the source water protection program.

BACKGROUND:

The CWSP is designed to optimize the delivery of a safe and reliable water supply by coordinating the planning, development, operation, and management of public water systems within a designated area, ensuring efficient use of water resources through collaboration among water systems that serve at least 15 service connections or 25 or more people for at least 60 days a year. To provide guidance to smaller water systems, the Board also directed that the reconstituted WUCC include one member representing a Group B water utility. Group B systems are designated as those that serve 3 to 14 service connections and either serves less than 25 people per day or 25 or more people per day during a period less than 60 days per year.

Last updated in 1997, the Jefferson County Coordinated Water System Plan ("CWSP") requires revisions to incorporate new water law and implement best practices. Generally, the required procedures are contained in the Washington Administrative Code (WAC), Chapter 248-56 WATER SYSTEM COORDINATION ACT—PROCEDURAL REGULATIONS. Companion provisions address the community's need for fire-protection in Chapter 248-57 WATER SYSTEM COORDINATION ACT—FIRE FLOW REGULATIONS. While the CWSP should consider the water infrastructure needs over a 50-year planning horizon, it must meet a minimum 20-year planning horizon.

ANALYSIS:

HDR submitted the attached response to the county's RFP (See, Attachment 4 – Proposal). Despite directly e-mailing more than 450 different consultants as set for in Attachment 3, HDR was the only responding firm. After staff review and discussion of the proposal, HDR reorganized the bid to reflect the full cost of optional elements related to the preparation of a climate element and providing guidance and support to group B water systems. Group B systems are not a required part of CWSPs. These optional components could therefore qualify for grants, as the Department of Health stated that required CWSP content is generally not grant eligible.

FISCAL IMPACT/COST-BENEFIT ANALYSIS:

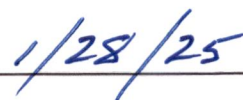
Based on the attached professional services agreement, the overall cost of this project will be \$207,000. After careful consideration, \$125,000 of the fee will originate from the county's climate planning grant and the remainder from the largest WUCC members, specifically the Jefferson PUD and the City of Port Townsend, which represent respectively 30% and 40% of Group A water system connections in Jefferson County. This allocation may change if submitted grants are successful.

RECOMMENDATION:

Approve the attached contract with HDR Consultants, and commit to approving budget authority during the 1st Quarter Budget Supplemental.

REVIEWED BY:


Mark McCauley, County Administrator


Date



DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street, Port Townsend, WA 98368

Tel: 360.379.4450 | Fax: 360.379.4451

Web: www.co.jefferson.wa.us/communitydevelopment

E-mail: dcd@co.jefferson.wa.us

January 28, 2025

Greg Brotherton

Chair

Water Utility Coordinating Committee

621 Sheridan Street

Port Townsend, Washington 98368

RE: WUCC Endorsement of HDR, Inc.

Dear Board of County Commissioners:

At the December 4, 2024 Special Meeting of the Water Utility Coordinating Committee (WUCC), I was authorized by the WUCC to include with the Professional Service Agreement (PSA) a letter recommending that the Board of County Commissioners approve a request to retain HDR, Inc. to update the Jefferson County Coordinated Water System Plan.

After careful consideration of the firm's qualifications, experience within Jefferson County, and prior work with county stakeholders, the WUCC believes that retaining HDR, Inc. would be in the best interests of the county.

Warm regards,

A handwritten signature in blue ink, appearing to read "Greg Brotherton", is written over a horizontal line.

Greg Brotherton

Chair, Water Utility Coordinating Committee

CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: HDR Engineering, Inc.

Contract No: DUD-HDR-PSA 2026

Contract For: Coordinated Water System Plan Update

Term: 2 years

COUNTY DEPARTMENT: Department of Community Development

Contact Person: Brent A. Butler

Contact Phone: 360.379.4493

Contact email: bbutler@co.jefferson.wa.us

AMOUNT: \$207,000

Revenue: _____

Expenditure: _____

Matching Funds Required: _____

Sources(s) of Matching Funds: _____

Fund # _____

Munis Org/Obj _____

PROCESS:

- | | |
|-------------------------------------|-------------------------|
| ☐ | Exempt from Bid Process |
| ☐ | Cooperative Purchase |
| ☐ | Competitive Sealed Bid |
| ☐ | Small Works Roster |
| ☐ | Vendor List Bid |
| ☒ | RFP or RFQ |
| ☐ | Other: _____ |

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☒

N/A: ☐


Signature

1/22/2025
Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒

N/A: ☐


Signature

1/22/2025
Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 1/24/2025.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 1/23/2025.
Standard PSA language with complete RFP packet included.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL

ATTACHMENT 1
Professional Services Agreement

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT ("this Agreement") is entered into between the County of Jefferson, a municipal corporation ("the County"), and HDR Engineering, Inc. ("the Contractor"), in consideration of the mutual benefits, terms, and conditions specified below.

1. Project Designation. The Contractor is retained by the County to perform the following Project:

Jefferson County Coordinated Water System Plan Update

2. Scope of Services. The Contractor agrees to perform the services identified on Exhibit "A" attached hereto including the provision of all labor. The Contractor shall perform its services consistent with the professional skill and care ordinarily provided by contractors practicing in the same or similar locality under the same or similar circumstances.
3. Time for Performance. This Agreement shall commence on January 31, 2025 and continue through December 31, 2026. Work performed consistent with this Agreement during its term, put prior to the adoption of this Agreement, is hereby ratified. The Contractor shall perform all services pursuant to this Agreement as outlined on Exhibit "A". The Contractor shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project.
4. Payment. The Contractor shall be paid by the County for completed work and for services rendered under this Agreement as follows:
 - a. Payment for the work provided by The Contractor shall be made as provided on Exhibit "B" attached hereto, provided that the total amount of payment to The Contractor shall not exceed \$207,000 without express written modification of this Agreement signed by the County.
 - b. Invoices must be submitted by the 15th of the month for the previous month's expenses. Such invoices will be checked by the County, and upon approval thereof, payment will be made to the Contractor in the amount approved. Failure to submit timely invoices and reports pursuant to Exhibit B of this Agreement may result in a denial of reimbursement. Invoices not submitted within 60 days may be denied.
 - c. Final payment of any balance due the Contractor of the total contract price earned will be made promptly upon its ascertainment and verification by the County after the completion of the work and submittal of reports under this Agreement and its acceptance by the County.
 - d. Consultant shall provide invoices and necessary backup documentation for all services including timesheets and statements (specifying the services provided). Any indirect charges require the submittal of an indirect cost methodology and rate using 2 C.F.R. Part 255 and 2 C.F.R. Part 230.
 - e. The Contractor's records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of the County and state for a period of six (6) years after final payments. Copies shall be made available upon request.
5. Ownership and Use of Documents. All non-confidential or de-identified documents, drawings, specifications, and other materials produced by the Contractor in connection with the services rendered under this Agreement shall be the property of the County whether the project for which they are made is executed or not. The Contractor shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with the Contractor's endeavors. The Contractor shall not be held liable for reuse of documents or modifications thereof,

including electronic data, by County or its representatives for any purpose other than the intent of this Agreement.

6. Compliance with laws. The Contractor shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Agreement.
7. Audit. An audit will be submitted to the County upon request. Upon request, the Contractor will submit the most recent financial audit within 30 days.
 - a. Upon request the County shall have the option of performing an onsite review of all records, statements, and documentation.
 - b. If the County finds indications of potential non-compliance during the monitoring process, the County shall notify the Contractor within ten (10) days. County and The Contractor shall meet to discuss areas of contention in an attempt to resolve issues.
 - c. Audit will provide statements consistent with the guidelines of Reporting for Other Non-Profit Organizations AICPA SOP 78-10, and is performed in accordance with generally accepted auditing standards and with Federal Standards for Audit of Governmental Organizations, Programs, Activities and Functions, and meeting all requirements of 2 C.F.R. Part 200, as applicable.
8. Indemnification. The Contractor shall indemnify and hold harmless the County, its past or present employees, officers, agents, elected or appointed officials or volunteers (and their marital communities), from and against all claims, losses or liability, or any portion thereof, including reasonable attorney's fees and costs, arising from injury or death to persons, including injuries, sickness, disease or death to the Contractor's own employees, or damage to property occasioned by a negligent act, omission or failure of the Contractor. The Contractor shall be liable only to the extent of the Contractor's proportional negligence. The Contractor specifically assumes potential liability for actions brought against the County by the Contractor's employees, including all other persons engaged in the performance of any work or service required of the Contractor under this Agreement and, solely for the purpose of this indemnification and defense, the Contractor specifically waives any immunity under the state industrial insurance law, Title 51 R.C.W. The Contractor recognizes that this waiver was specifically entered into pursuant to provisions of R.C.W. 4.24.115 and was subject of mutual negotiation.
9. Insurance. Prior to commencing work, the Contractor shall obtain at its own cost and expense the following insurance coverage specified below and shall keep such coverage in force during the terms of this Agreement.
 - a. Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non-owned vehicles assigned to or used in the performance of the work for a combined single limit of not less than \$500,000 each occurrence with the County named as an additional insured in connection with the Contractor's performance of this Agreement. This insurance shall indicate on the certificate of insurance the following coverage: (a) Owned automobiles; (b) Hired automobiles; and, (3) Non-owned automobiles.
 - b. Commercial General Liability Insurance in an amount not less than a single limit of one million dollars (\$1,000,000) per occurrence and an aggregate of not less than two (2) times the occurrence amount (\$2,000,000.00 minimum) for bodily injury, including death and property damage, unless a greater amount is specified in the contract specifications. The insurance coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverages:

- i. Broad Form Property Damage, with no employee exclusion;
 - ii. Personal Injury Liability, including extended bodily injury;
 - iii. Broad Form Contractual/Commercial Liability – including coverage for products and completed operations;
 - iv. Premises – Operations Liability (M&C);
 - v. Independent Contractors and subcontractors;
 - vi. Blanket Contractual Liability; and,
 - vii. Employer's Liability or Stop Gap Coverage.
- c. Professional Liability Insurance. The Contractor shall maintain professional liability insurance against legal liability arising out of activity related to the performance of this Agreement, on a form acceptable to Jefferson County Risk Management in the amounts of not less than \$1,000,000 Each Claim and \$2,000,000 Aggregate. The professional liability insurance policy should be on an "occurrence" form. If the professional liability policy is "claims made," then an extended reporting periods coverage (tail coverage) shall be purchased for three (3) years after the end of this Agreement, at the Contractor's sole expense. The Contractor agrees the Contractor's insurance obligation to provide professional liability insurance shall survive the completion or termination of this Agreement for a minimum period of three (3) years.
- d. The County shall be named as an "additional named insured" under all insurance policies required by this Agreement, except Professional Liability Insurance when not allowed by the insurer.
- e. Such insurance coverage shall be evidenced by one of the following methods: (a) Certificate of Insurance; or, (b) Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.
- f. The Contractor shall furnish the County with properly executed certificates of insurance that, at a minimum, shall include: (a) The limits of coverage; (b) The project name to which it applies; (c) The certificate holder as Jefferson County, Washington and its elected officials, officers, and employees with the address of Jefferson County Risk Management, 1820 Jefferson Street, Port Townsend, WA 98368, and, (d) A statement that the insurance policy shall not be canceled or allowed to expire except on thirty (30) days prior written notice to the County. If the proof of insurance or certificate indicating the County is an "additional insured" to a policy obtained by the Contractor refers to an endorsement (by number or name) but does not provide the full text of that endorsement, then it shall be the obligation of the Contractor to obtain the full text of that endorsement and forward that full text to the County. Certificates of coverage as required by this section shall be delivered to the County within fifteen (15) days of execution of this Agreement.
- g. Failure of the Contractor to take out or maintain any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations concerning indemnification of the County.
- h. The Contractor's insurers shall have no right of recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that

the insurance policies, with the exception of Professional Liability Insurance, so affected shall protect both parties and be primary coverage for all losses covered by the above described insurance.

- i. Insurance companies issuing the policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of policy.
- j. All deductibles in the above described insurance policies shall be assumed by and be at the sole risk of the Contractor.
- k. Any deductibles or self-insured retention shall be declared to and approved by the County prior to the approval of this Agreement by the County. At the option of the County, the insurer shall reduce or eliminate deductibles or self-insured retention, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- l. Insurance companies issuing the Contractor's insurance policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of insurance policy.
- m. Any judgments for which the County may be liable, in excess of insured amounts required by this Agreement, or any portion thereof, may be withheld from payment due, or to become due, to the Contractor until the Contractor shall furnish additional security covering such judgment as may be determined by the County.
- n. Any coverage for third party liability claims provided to the County by a "Risk Pool" created pursuant to Ch. 48.62 RCW shall be non-contributory with respect to any policy of insurance the Contractor must provide in order to comply with this Agreement.
- o. The County may, upon the Contractor's failure to comply with all provisions of this Agreement relating to insurance, withhold payment or compensation that would otherwise be due to the Contractor.
- p. The Contractor's liability insurance provisions shall be primary and noncontributory with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees, and agents.
- q. Any failure to comply with reporting provisions of the insurance policies shall not affect coverage provided to the County, its officers, officials, employees, or agents.
- r. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- s. The Contractor shall include all subcontractors as insured under its insurance policies or shall furnish separate certificates from each subcontractor. All insurance provisions for subcontractors shall be subject to all the requirements stated herein.
- t. The insurance limits mandated for any insurance coverage required by this Agreement are not intended to be an indication of exposure nor are they limitations on indemnification.

- u. The Contractor shall maintain all required insurance policies in force from the time services commence until services are completed. Certificates, insurance policies, and endorsements expiring before completion of services shall be promptly replaced. All the insurance policies required by this Agreement shall provide that thirty (30) days prior to cancellation, suspension, reduction or material change in the policy, notice of same shall be given to the Jefferson County Risk Manager by registered mail, return receipt requested.
- v. The Contractor shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.
- w. The County reserves the right to request additional insurance on an individual basis for extra hazardous contracts and specific service agreements.

10. Worker's Compensation (Industrial Insurance).

- a. If and only if the Contractor employs any person(s) in the status of employee or employees separate from or in addition to any equity owners, sole proprietor, partners, owners or shareholders of the Contractor, the Contractor shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to the Jefferson County Risk Manager, upon request.
- b. Worker's compensation insurance covering all employees with limits meeting all applicable state and federal laws.
- c. This coverage shall extend to any subcontractor that does not have their own worker's compensation and employer's liability insurance.
- d. The Contractor expressly waives by mutual negotiation all immunity and limitations on liability, with respect to the County, under any industrial insurance act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.
- e. If the County incurs any costs to enforce the provisions of this subsection, all cost and fees shall be recoverable from the Contractor.

11. Independent Contractor. The Contractor and the County agree that the Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. the Contractor specifically has the right to direct and control the Contractor's own activities, and the activities of its subcontractors, employees, agents, and representatives, in providing the agreed services in accordance with the specifications set out in this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither the Contractor nor any employee of The Contractor shall be entitled to any benefits accorded County employees by virtue of the services provided under this Agreement, including, but not limited to: retirement, vacation pay; holiday pay; sick leave pay; medical, dental, or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Jefferson County employees. The County shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to the Contractor, or any employee of the Contractor.

12. Subcontracting Requirements.

- a. The Contractor is responsible for meeting all terms and conditions of this Agreement including standards of service, quality of materials and workmanship, costs, and schedules. Failure of a subcontractor to perform is no defense to a breach of this Agreement. The Contractor assumes responsibility for and all liability for the actions and quality of services performed by any subcontractor.
- b. Every subcontractor must agree in writing to follow every term of this Agreement. The Contractor must provide every subcontractor's written agreement to follow every term of this Agreement before the subcontractor can perform any services under this Agreement. The Department of Community Development Director or their designee must approve any proposed subcontractors in writing.
- c. Any dispute arising between the Contractor and any subcontractors or between subcontractors must be resolved without involvement of any kind on the part of the County and without detrimental impact on the Contractor's performance required by this Agreement.

13. Covenant Against Contingent Fees. The Contractor warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to annul this Agreement without liability or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

14. Discrimination Prohibited. The Contractor, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, color, national origin, religion, creed, age, gender, sexual orientation, marital status, sex, or the presence of any physical or sensory handicap in the selection and retention of employees or procurement of materials or supplies.

15. No Assignment. The Contractor shall not sublet or assign any of the services covered by this Agreement without the express written consent of the County. Assignment does not include printing or other customary reimbursable expenses that may be provided in an agreement.

16. Non-Waiver. Waiver by the County of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.

17. Termination.

- a. The County reserves the right to terminate this Agreement at any time by giving ten (10) days written notice to the Contractor.
- b. In the event of the death of a member, partner, or officer of the Contractor, or any of its supervisory personnel assigned to the project, the surviving members of the Contractor hereby agree to complete the work under the terms of this Agreement, if requested to do so by the County. This section shall not be a bar to renegotiations of this Agreement between surviving members of the Contractor and the County, if the County so chooses.

- c. The County reserves the right to terminate this contract in whole or in part, with 10 days' notice, in the event that expected or actual funding from any funding source is withdrawn, reduced, or limited in any way after the effective date of this agreement. In the event of termination under this clause, the County shall be liable for only payment for services rendered prior to the effective date of termination.

- 18. Notices. All notices or other communications which any party desires or is required to give shall be given in writing and shall be deemed to have been given if hand-delivered, sent by facsimile, email, or mailed by depositing in the United States mail, prepaid to the party at the address listed below or such other address as a party may designate in writing from time to time. Notices to the County shall be sent to the following address:

Jefferson County Chief Strategy Officer
Department of Community Development
621 Sheridan Street
Port Townsend, WA 98368
bbutler@co.jefferson.wa.us

Notices to the Contractor shall be sent to the following address:

Jeff Hansen
HDR Engineering, Inc.
905 Plum Street SE, Suite 200, Town Square 3
Olympia, Washington 98501
jeff.hansen@hdrinc.com

- 19. Integrated Agreement. This Agreement together with attachments or addenda represents the entire and integrated Agreement between the County and the Contractor and supersedes all prior negotiations, representations, or agreements written or oral. No representation or promise not expressly contained in this Agreement has been made. This Agreement supersedes all prior or simultaneous representations, discussions, negotiations, and agreements, whether written or oral, by the County within the scope of this Agreement. The Contractor ratifies and adopts all statements, representations, warranties, covenants, and agreements contained in its proposal, and the supporting material submitted by the Contractor, accepts this Agreement and agrees to all of the terms and conditions of this Agreement.
- 20. Modification of this Agreement. This Agreement may be amended only by written instrument signed by both County and Contractor.
- 21. Disputes. The parties agree to use their best efforts to prevent and resolve disputes before they escalate into claims or legal actions. Any disputed issue not resolved pursuant to the terms of this Agreement shall be submitted in writing within 10 days to the County Risk Manager, whose decision in the matter shall be final, but shall be subject to judicial review. If either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this Agreement, each party in such action shall bear the cost of its own attorney's fees and court costs. Any legal action shall be initiated in the Superior Court of the State of Washington for Jefferson County. The parties agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The Contractor hereby consents to the personal jurisdiction of the Superior Court of the State of Washington for Jefferson County.
- 22. Section Headings. The headings of the sections of this Agreement are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of the sections or this Agreement.

23. Limits of Any Waiver of Default. No consent by either party to, or waiver of, a breach by either party, whether express or implied, shall constitute a consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.
24. No Oral Waiver. No term or provision of this Agreement will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing signed on behalf of the party against whom the waiver is asserted. Failure of a party to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default.
25. Severability. Provided it does not result in a material change in the terms of this Agreement, if any provision of this Agreement or the application of this Agreement to any person or circumstance shall be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement and the application this Agreement shall not be affected and shall be enforceable to the fullest extent permitted by law.
26. Binding on Successors, Heirs and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties' successors in interest, heirs, and assigns.
27. No Assignment. The Contractor shall not sell, assign, or transfer any of rights obtained by this Agreement without the express written consent of the County.
28. No Third-party Beneficiaries. The parties do not intend, and nothing in this Agreement shall be construed to mean, that any provision in this Agreement is for the benefit of any person or entity who is not a party.
29. Signature in Counterparts. The parties agree that separate copies of this Agreement may be signed by each of the parties and this Agreement shall have the same force and effect as if all the parties had signed the original.
30. Facsimile and Electronic Signatures. The parties agree that facsimile and electronic signatures shall have the same force and effect as original signatures.
31. Arms-Length Negotiations. The parties agree that this Agreement has been negotiated at arms-length, with the assistance and advice of competent, independent legal counsel.
32. Public Records Act. Notwithstanding the provisions of this Agreement to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended, the Contractor agrees to maintain all records constituting public records and to produce or assist the County in producing such records, within the time frames and parameters set forth in state law. The Contractor further agrees that upon receipt of any written public record request, Contractor shall, within two business days, notify the County by providing a copy of the request per the notice provisions of this Agreement. This Agreement, once executed, will be a "public record" subject to production to a third party if same is requested pursuant to the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended.

DATED this _____ day of _____, 20_____.

EXHIBIT A

SCOPE OF SERVICES

Jefferson County Coordinated Water System Plan Update

Background

Last updated in 1997, the Jefferson County Coordinated Water System Plan (CWSP) requires revisions to incorporate new water law and implement best practices. To make the CWSP more applicable to current and anticipated issues, the County is undertaking an effort to update the CWSP.

The County has reconvened the Jefferson County Water Utility Coordinating Committee (WUCC) to guide the development of the CWSP Update. HDR Engineering, Inc. (HDR) has been selected to provide assistance to the County and the WUCC in this effort, by providing the following services:

- Facilitation of WUCC and associated subcommittee meetings.
- Research and analysis of topics identified by the WUCC as requiring review.
- Preparation of the CWSP Update document, including County policies and procedures related to CWSP implementation.
- Review existing County Code for consistency with the CWSP Update and prepare draft modifications/amendment.

These HDR services are more fully described below, to be completed over approximately a 18-month period from early 2025 to early 2026.

The scope of services is organized according to three primary tasks, reflecting the combination of funding sources the County has secured to support this effort:

1. CWSP Required Elements
2. Climate Resilience Planning
3. Other Non-Required Elements

As described in more detail below, project management and meeting facilitation costs have been distributed amongst these three primary tasks.

(Note: all written deliverables for this project will be provided as electronic files in Word or PDF format via email or on HDR's file transfer website. Hard copies will not be provided, except where specifically stated in this Scope of Services).

Scope of Services

Task 1 – CWSP Required Elements

Objective

Update the CWSP to meet Washington Administrative Code (WAC) 248-56 (Water System Coordination Act) requirements.

HDR Services

1.1 Project Management

This subtask involves managing the scope, schedule and budget for the CWSP Update. HDR will work with the County's project manager to coordinate activities among staff from the HDR team, the County and the WUCC. Specific activities are outlined below. *(NOTE: Project management costs are distributed between this subtask and subtasks 2.1 and 3.1, according to the percentage breakdown of non-project management related costs between all three primary tasks. The scope of services for project management related activities is only included in subtask 1.1.)*

- A. Set up project accounting, filing and related systems; and a brief Project Guide providing key information to HDR staff assigned to the project.
- B. Monitor internal costs over the course of the project.
- C. Prepare monthly invoices and brief written progress reports, including a summary of labor hours expended by task and compared to the budgeted task totals.
- D. Perform close-out activities at project completion.

1.2 Meeting Facilitation

This subtask involves planning and facilitating meetings of the WUCC and associated subcommittees. *(NOTE: Meeting facilitation costs are distributed between this subtask and subtasks 2.2 and 3.2. The number of meetings associated with each are explicitly noted.)*

- A. Facilitate up to 5 meetings of the WUCC and subcommittees. This will include leading the meetings and fostering discussions to gather input from all invited participants. Prepare meeting agendas and handouts to support discussion, and produce meeting notes. Notes will capture the general themes discussed; specific points deemed significant for purposes of preparing the CWSP Update; and proposed action items identified during the meetings.
- B. Communicate with the County regularly between WUCC and subcommittee meetings, via email and biweekly phone conversations.

1.3 Policy/Technical Topic Research/Analysis

This subtask involves providing research and analysis of select CWSP-related topics that are identified as being of significance to the CWSP Update.

- A. Provide technical support to address particular topics of interest, as identified by the WUCC. The exact nature and extent of this support will be identified by the County in consultation with the WUCC. Services under this item will be limited to the defined task budget. An initial list of priority topics has been identified through discussion with the

County, as outlined below. This list will be discussed and confirmed during initial WUCC meetings. The initial list of priority topics is:

- i. **CWSP Processes.** This includes the processes for making individual water utility Retail Service Area designations/changes and guiding the review of water system plans for consistency with the CWSP, as well as documentation of satellite management agency policies.
 - ii. **Design Standards.** As part of the update to documentation of design standards, we envision a primary focus will be upon interties and fire flow requirements, amongst other items. Fire flow requirements will be reviewed for consistency with current building codes and alignment with practices currently taken with respect to sprinkling and associated flow requirements.
 - iii. **Incorporation of Regulatory Changes Since Prior CWSP.** This involves updating CWSP language, policies, and procedures to reflect the Municipal Water Law and Water Use Efficiency Rule, which are regulations that the State adopted since County adoption of the CWSP.
- B. Prepare materials to communicate research and analysis of identified topics to the WUCC. This will take the form of brief technical memoranda and presentations, to be provided for discussion at subcommittee and WUCC meetings

1.4 CWSP Document Preparation

This task involves preparing the CWSP Update document that incorporates the direction and recommendations developed by the WUCC.

- A. Prepare outline and general document format for the CWSP Update.
- B. Develop content for the CWSP, to include:
 - i. Background and purpose/intent narrative.
 - ii. Technical water utility planning information, as drafted during the work conducted in Tasks 1.3 and Tasks 2 and 3.
 - iii. Policies and procedures for implementation of the CWSP.
- C. Prepare the CWSP Update document, assuming the following iterations:
 - i. Draft CWSP. For review by the WUCC.
 - ii. Revised Draft CWSP. For review by the WUCC and additional stakeholders, if requested by the WUCC.
 - iii. Final CWSP. For acceptance by the WUCC and adoption by the County Council.

County Responsibilities

1. Project management-related responsibilities (apply also to subtasks 2.1 and 3.1):
 - A. Review progress reports and respond to issues identified, if applicable.
 - B. Process monthly invoices; and communicate questions or issues to HDR project manager.
 - C. If new events, staffing, or policy changes affecting the project occur during the course of plan development, notify the HDR project manager promptly.
2. Meeting facilitation-related responsibilities (apply also to subtasks 2.2 and 3.2):

- A. Identify and invite participants for the WUCC and subcommittee meetings. Schedule the meetings, secure suitable meeting sites, and arrange for refreshments if desired.
 - B. Review and contribute to meeting agendas.
 - C. Review draft meeting notes. Work with HDR project team to resolve questions or missing information.
 - D. Collaborate with HDR to identify useful handouts for each meeting. Provide copying services for hard-copy handouts, if needed.
 - E. Serve as primary point-of-contact with WUCC and subcommittee members over the course of the project.
 - F. Lead communications with parties not participating on the WUCC, including any news-media communications, if applicable.
- 3. Identify where County resources and staff may be used to support the research and analysis efforts.
 - 4. Review and provide consolidated comments on the outline/format and multiple draft iterations of the CWSP Update.
 - 5. Provide hard-copy reproduction of documents, if desired.

Assumptions

- 1. Project management-related assumptions (apply also to subtasks 2.1 and 3.1):
 - A. Project duration will be 18 months, from February 2025 through August 2026.
- 2. Meeting facilitation-related assumptions (apply also to subtasks 2.2 and 3.2):
 - A. There will be 1 in-person meeting, involving up to 3 consultant staff. Meeting length is up to 2 hours, with additional time budgeted for travel.
 - B. There will be up to 4 virtual meetings, involving up to 3 consultant staff. Meeting length is up to 2 hours.
- 3. The identified topics/issues requiring research and analysis will not stray significantly from the list noted above.
- 4. Up to 3 technical memoranda are assumed to be prepared regarding the identified topics of interest in subtask 1.3.
- 5. The detailed schedule for preparation of the multiple iterations of the CWSP will be developed during the course of the project, through consultation with the County and the WUCC.
- 6. Comments on draft documents will be received within one month of draft document submittal.
- 7. Review and discussion of draft documents will occur during meetings identified in Task 1.2.
- 8. The content of the CWSP document will be developed primarily through discussion and input at the meetings described under Task 1.2 and the research/analysis activities described under Task 1.3.

Deliverables

- 1. Project management-related deliverables (apply also to subtasks 2.1 and 3.1):

- A. Monthly invoices and progress reports.
- 2. Meeting facilitation-related deliverables (apply also to subtasks 2.2 and 3.2):
 - A. Agendas, handouts, and meeting notes for the meetings listed under this task (agendas and meeting notes will be provided first in draft format for County review; followed by a final version).
- 3. Brief technical memoranda (less than 15 pages in length) and presentations regarding select technical topics (Word and PDF).
- 4. Draft outline and format for CWSP Update.
- 5. CWSP document (Draft, Revised Draft, Final).

Task 2 – Climate Resiliency Planning

Objective

Analyze regional water supply management topics related to climate resiliency planning and prepare a white paper.

HDR Services

2.1 Project Management

See Task 1.1 for description of distribution of project management related costs amongst tasks.

2.2 Meeting Facilitation

This subtask involves planning and facilitating meetings of the WUCC and associated subcommittees. *(NOTE: Meeting facilitation costs are distributed between this subtask and subtasks 1.2 and 3.2. The number of meetings associated with each are explicitly noted.)*

- A. Facilitate up to 4 meetings of the WUCC and subcommittees. This will include leading the meetings and fostering discussions to gather input from all invited participants. Prepare meeting agendas and handouts to support discussion, and produce meeting notes. Notes will capture the general themes discussed; specific points deemed significant for purposes of preparing the CWSP Update; and proposed action items identified during the meetings.
- B. Communicate with the County regularly between WUCC and subcommittee meetings, via email and biweekly phone conversations.

2.3 Policy/Technical Topic Research/Analysis

This subtask involves providing research and analysis of select climate resiliency-related topics that are identified as being of significance to the CWSP Update.

- A. Provide technical support to address particular topics of interest, as identified by the WUCC. The exact nature and extent of this support will be identified by the County in consultation with the WUCC. Services under this item will be limited to the defined task budget. An initial list of priority topics has been identified through discussion with the County, as outlined below. This list will be discussed and confirmed during initial WUCC meetings. The initial list of priority topics is:

- i. **Climate Change Analysis.** This involves assessing the current state of climate change analysis associated with the Olympia Peninsula and the potential impacts upon water supply. Information from analyses and publications by others, such as the University of Washington Climate Impacts Group, will be reviewed and incorporated into this evaluation.
 - ii. **Shared Resources/Facilities.** This involves examining the potential for implementation of shared water resources and/or infrastructure to increase efficiency of water utility operations and costs. Related to this will be discussion of wholesale water considerations, and implications for individual water system planning efforts pertaining to service areas and water rights.
 - iii. **Demographic and Demand Projections.** The planning projections included in the CWSP are significantly outdated and will need to be updated to reflect current County-wide growth plans. We will develop updated projections, based primarily on other current utility specific supply and demand analyses, to construct an updated forecast of county-wide water demands and the ability of existing and future supplies to meet those needs.
 - iv. **Small System and Regional Issues.** Consolidation of water systems, particularly smaller ones that increasingly face administrative and financial challenges, is an important tool available to assist utilities in maintaining service to their customers. We will identify both technical and financial issues associated with consolidation, to help the WUCC incorporate this potential strategy into the CWSP. Other similar issues to be addressed include regionalization and receivership, succession planning (with a focus on small systems with contract operators), and the management of individual wells in designated retail service areas.
 - v. **Reclaimed water.** The potential role of reclaimed water as a water supply strategy will be described, including challenges to implementation.
- B. Prepare materials to communicate research and analysis of identified topics to the WUCC. This will take the form of brief technical memoranda and presentations, to be provided for discussion at subcommittee and WUCC meetings

2.4 White Paper Preparation

This task involves preparing a white paper summarizing climate resilience issues pertaining to water supply in Jefferson County.

- A. Prepare the climate change white paper, assuming the following iterations:
 - i. Draft. For review by the WUCC.
 - ii. Final. For acceptance by the WUCC.

County Responsibilities

- 1. Project management-related responsibilities:
 - A. See Task 1 for detail.
- 2. Meeting facilitation-related responsibilities:
 - A. See Task 1 for detail.
- 3. Identify where County resources and staff may be used to support the research and analysis efforts.

4. Review and provide consolidated comments on the draft of the climate change white paper.

Assumptions

1. Project management-related assumptions:
 - A. See Task 1 for detail.
2. Meeting facilitation-related assumptions:
 - A. There will be up to 4 virtual meetings, involving up to 3 consultant staff. Meeting length is up to 2 hours.
3. The identified topics/issues requiring research and analysis will not stray significantly from the list noted above.
4. Up to 5 technical memoranda are assumed to be prepared regarding the identified topics of interest in subtask 2.3.
5. Comments on draft documents will be received within one month of draft document submittal.
6. Review and discussion of draft documents will occur during meetings identified in Task 2.2.

Deliverables

1. Project management-related deliverables:
 - A. See Task 1 for detail.
2. Meeting facilitation-related deliverables:
 - A. See Task 1 for detail.
3. Brief technical memoranda (less than 15 pages in length) and presentations regarding select technical topics (Word and PDF).
4. Climate change white paper (Draft, Final).

Task 3 – Other Non-Required Elements

Objective

Analyze and document other topics not required by WAC as part of the CWSP update but that are of interest to the County and the WUCC.

HDR Services

3.1 Project Management

See Task 1.1 for description of distribution of project management related costs amongst tasks.

3.2 Meeting Facilitation

This subtask involves planning and facilitating meetings of the WUCC and associated subcommittees. *(NOTE: Meeting facilitation costs are distributed between this subtask and subtasks 1.2 and 2.2. The number of meetings associated with each are explicitly noted.)*

- A. Facilitate up to 2 meetings of the WUCC and subcommittees. This will include leading the meetings and fostering discussions to gather input from all invited participants.

Prepare meeting agendas and handouts to support discussion, and produce meeting notes. Notes will capture the general themes discussed; specific points deemed significant for purposes of preparing the CWSP Update; and proposed action items identified during the meetings.

- B. Communicate with the County regularly between WUCC and subcommittee meetings, via email and biweekly phone conversations.

3.3 Policy/Technical Topic Research/Analysis

This subtask involves providing research and analysis of select non-WAC required topics that are identified as being of significance to the CWSP Update.

- A. Provide technical support to address particular topics of interest, as identified by the WUCC. The exact nature and extent of this support will be identified by the County in consultation with the WUCC. Services under this item will be limited to the defined task budget. An initial list of priority topics has been identified through discussion with the County, as outlined below. This list will be discussed and confirmed during initial WUCC meetings. The initial list of priority topics is:
 - i. **Group B considerations.** While not explicitly required as part of the CWSP, the County has requested guidance be prepared for management of Group B water systems. HDR will identify and analyze key issues related to Group B systems, and prepare appropriate recommendations.
 - ii. **Analysis of permitted uses within wellhead areas.** HDR will conduct and summarize a benchmarking analysis regarding how other jurisdictions have approached identifying uses that are permitted versus prohibited within wellhead protection areas and critical aquifer recharge areas.
 - iii. **Incorporation of asset management and pro-active capital planning philosophies.** Define long-term, programmatic approaches to asset management planning and recommendations for how water utilities can incorporate such strategies into their individual water system plans.
 - iv. **County code review.** Review sections of the County Code that relate to water resources and water system planning, for consistency with the CWSP Update. Prepare code language modifications or amendments if necessary.
- B. Prepare materials to communicate research and analysis of identified topics to the WUCC. This will take the form of brief technical memoranda and presentations, to be provided for discussion at subcommittee and WUCC meetings

3.4 Group B Issues Technical Memorandum Preparation

This task involves preparing a technical memorandum summarizing management issues pertaining to Group B water systems in Jefferson County.

- A. Prepare the Group B technical memorandum, assuming the following iterations:
 - i. Draft. For review by the WUCC.
 - ii. Final. For acceptance by the WUCC.

County Responsibilities

- 1. Project management-related responsibilities:
 - A. See Task 1 for detail.

2. Meeting facilitation-related responsibilities:
 - A. See Task 1 for detail.
3. Identify where County resources and staff may be used to support the research and analysis efforts.
4. Review and provide consolidated comments on the draft of the Group B water system technical memorandum.

Assumptions

1. Project management-related assumptions:
 - A. See Task 1 for detail.
2. Meeting facilitation-related assumptions:
 - A. There will be up to 2 virtual meetings, involving up to 3 consultant staff. Meeting length is up to 2 hours.
3. The identified topics/issues requiring research and analysis will not stray significantly from the list noted above.
4. Up to 3 technical memoranda are assumed to be prepared regarding the identified topics of interest in subtask 2.3, aside from the Group B issues technical memorandum.
5. Comments on draft documents will be received within one month of draft document submittal.
6. Review and discussion of draft documents will occur during meetings identified in Task 2.2.

Deliverables

1. Project management-related deliverables:
 - A. See Task 1 for detail.
2. Meeting facilitation-related deliverables:
 - A. See Task 1 for detail.
3. Brief technical memoranda (less than 15 pages in length) and presentations regarding select technical topics (Word and PDF).
4. Group B issues technical memorandum (Draft, Final).

EXHIBIT B

PAYMENT

Summary of CWSP Update Costs	
1. CWSP Required Elements	Cost
1.1 Project Management	\$8,140
1.2 Meeting Facilitation (5 mtgs)	\$20,454
1.3 Policy/Technical Topic Research/Analysis <i>CWSP processes</i> <i>Design standards (incl fire flow)</i> <i>Incorporation of regulatory changes since prior CWSP</i>	\$21,000
1.4 CWSP Document Preparation	\$27,380
Subtotal Task 1	\$76,974
2. Climate Resilience Planning	
2.1 Project Management	\$7,920
2.2 Meeting Facilitation (4 mtgs)	\$16,364
2.3 Policy/Technical Topic Research/Analysis <i>Shared resources/facilities</i> <i>Demographic and demand projections</i> <i>Small-system and regional issues</i> <i>Reclaimed water</i> <i>Climate change analysis</i>	\$28,000
2.4 White Paper Preparation	\$22,400
Subtotal Task 2	\$74,684
3. Other Non-Required Elements	
3.1 Project Management	\$5,940
3.2 Meeting Facilitation (2 mtgs)	\$8,182
3.3 Policy/Technical Topic Research/Analysis <i>Group B considerations</i> <i>Analysis of permitted uses within wellhead areas</i> <i>Incorporation of asset management and proactive capital planning</i> <i>County code review</i>	\$23,620
3.4 Group B Technical Memorandum Preparation	\$17,600
Subtotal Task 3	\$55,342
TOTAL	\$207,000

(SIGNATURES FOLLOW ON THE NEXT PAGE)

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

HDR Engineering, Inc.

Heidi Eisenhour, Chair Date

Name of the Contractor

Greg Brotherton, Commissioner Date

Contractor Representative (*Please print*)

Heather Dudley-Nollette, Commissioner Date

(*Signature*)

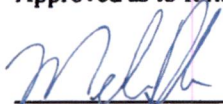
Title

Date

ATTEST:

Carolyn Gallaway, CMC Date
Clerk of the Board

Approved as to form only:

 for 01/23/2025

Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

ATTACHMENT 2
Request for Proposals



Request for Proposals Information

2025 COORDINATED WATER SYSTEM PLAN UPDATE

Jefferson County

Department of Community Development

Issue Date: October 3, 2024

Closing Date: Thursday, November 7, 2024, 4:00PM

Contact for Questions

Contact: Brent A. Butler

Email: bbutler@co.jefferson.wa.us

Vendor Information

Firm Name: _____

Contact Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Fax: _____

E-Mail: _____

Return Proposals by 4:00pm, November 7, 2024 to:

Brent A. Butler, AICP

Chief Strategy Officer, Jefferson County

Department of Community Development

621 Sheridan Street, Port Townsend, WA 98368

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2025 COORDINATED WATER SYSTEM PLAN UPDATE

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THIS PAGE MUST BE SIGNED (LEGALLY BINDING) AND BE RETURNED WITH THE PROPOSAL.....	19
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SUBMITTAL DUE DATE

To be eligible for consideration five (5) hard copies and one (1) electronic copy, in pdf format, on a USB drive of a vendor's response to this Request for Proposals (hereafter called "response" or "proposal") must be received by the Jefferson County Department of Community Development, 621 Sheridan Street, Port Townsend, Washington 98368 no later than close of business, 4:00 PM, Thursday, November 7, 2024. The response must be submitted in a sealed envelope with the vendor's name, Request for Proposals and the due date clearly identified on the outside.

Request for Proposal (RFP) NOTIFICATIONS LIST

All interested potential proposers must email the contact on the front page of this RFP to request to be put on the procurement list to receive RFP addenda and additional procurement updates. By requesting to be placed on the procurement list, firms will automatically be notified when new documents or changes relating to this procurement occurs if not posted on the official website, which is listed below.

Official Website: <https://www.co.jefferson.wa.us/1764/Coordinated-Water-System>

GENERAL INFORMATION

The Jefferson County Department of Community Development provides a wide variety of public services:

- Building Safety and Inspection
- Fire Marshal Services
- Resource Management
- Long-Range (Advanced) Planning
- Current Planning

The Department's website is a valuable resource for information about the many services that the Department of Community Development provides. Please access the departmental website below.

<https://www.co.jefferson.wa.us/260/Community-Development>

DESCRIPTION OF PROJECT

Jefferson County is requesting the services of a consultant to update/rewrite the 1997 Coordinated Water System Plan (CWSP) drafted in accordance with the Public Water System Coordination Act (Coordination Act) of 1977, RCW 70.116, and to prepare a "White Paper" with a preliminary analysis and outline identifying CWSP quality, supply and data considerations specific to climate change.

In 1983, Jefferson County declared a Critical Water Supply Service Area ("CWSSA") through the adoption of resolutions 97-83 and 118-83, and appointed a Water Utility Coordinating Committee (WUCC) to oversee the development and implementation of a CWSP. Water planning, engineering and technical analysis resulted in the county's 1986 CWSP adopted through resolution 13-86 by the Jefferson County Board of Commissioners (Board or BoCC) on January 23, 1986. In 2024, the Board established a new WUCC by [Resolution 08-24](#).

In the 1990s, the WUCC sought to update the 1986 CWSP. This effort resulted in a 1997 CWSP update which provides a useful overview. The 1997 CWSP will assist the successful proposer understand the challenges facing water purveyors in the CWSSA, and may be a good starting point in the development of the 2025 CWSP.

EXPECTED TERM OF RESULTING AGREEMENT

The expected term of the initial contract will be 18 months and may be extended upon the Proposer's or County's request. The CWSP will likely be incorporated by reference in the Jefferson County Comprehensive Plan Capital Facilities Element, as part of the Periodic Update or, alternatively, in the 2026 Comprehensive Plan update. Jefferson County is required to complete a 'White Paper' by June 2025, as set forth in this RFP. Adoption of the updated CWSP may occur with the county's periodic update by December 31, 2025 pursuant to statute, RCW 36.70A.130 (5) (b), or with the 2026 comprehensive plan update cycle by December 31, 2026.

SCOPE OF WORK – EXHIBIT A

Jefferson County Department of Community Development requests the services of a consultant to undertake a major update of the CWSP. Related information can be found on our CWSP web page; <https://www.co.jefferson.wa.us/1764/Coordinated-Water-System>

In your submittal, Jefferson County requests proposers to provide detailed cost estimates of updating or rewriting the 1997 CWSP to meet the state's minimum requirements and completing a companion 'White Paper' by June 2025. Proposers are requested to separately estimate costs for those accompanying activities that are 'best practices' but not required by state law such as the (1) Climate Change White Paper and (2) Group B system meetings and coordination.

It is anticipated that the contractor will be responsible for the following items; however, the final scope will be further negotiated with the successful consultant.

- 1) Facilitate eleven (11) meetings consisting of:
 - Six (6) Water Utility Coordinating Committee (WUCC) meetings, which are anticipated once per quarter and
 - Two (2) subcommittee meetings,
 - Two (2) joint departmental meetings with the Public Health Department, specifically the Environmental Public Health, and the Department of Community Development staff
 - One (1) water purveyor meeting, which would bring together Group A water utilities with fewer than 50 connections and Group B water utilities

NOTE: While required for this submittal, the water purveyor meeting would not typically be a requirement for the CWSP. The associated costs should therefore be estimated separately as an optional activity.
- 2) Research relevant topics and draft background material, procedures, and policies.
- 3) Incorporated new provisions governing water systems, including among others components, the State Municipal Water Law of 2003, updated definitions of municipal water supplier, required water use efficiency measures, and water loss control.
- 4) Draft a "White Paper" by June 2025 that presents the climate change issues related to the CWSP update such as quality, supply and data considerations
- 5) Present draft material to WUCC for discussion and revision.
- 6) Draft CWSP document that reflects the WUCC's final recommendation.
- 7) Review Jefferson County Code for consistency with CWSP Update, and if necessary, draft amendments to the code or Comprehensive Plan for Jefferson County.

Priority Topics to be Reviewed/Updated or Rewritten:

- 8) **Subsequent Updates.** Pursuant to the Public Water System Coordination Act, RCW 70A.100.030, the 2025 CWSP must include provisions for subsequently updating the 2025 CWSP.
- 9) **Future and Existing Service Area(s).** Pursuant to RCW 70A.100.030, the 2025 CWSP shall include provisions regarding future service area designations, as more broadly set forth in the 1997 CWSP Section 10.10 Jefferson County Water Supply Strategy;
 - retail service area designations
 - explain function and process to establish, amend, or appeal boundaries.
 - population growth projections/sub-area growth rates encompassing Group A systems required to plan per WAC 246-290-100.
 - complete a countywide water supply/demand analysis (i.e., compilation of existing information).
 - include Group B growth projections (optional deliverable)
- 10) **Shared Source, Transmission, and Storage Facilities.** Pursuant to RCW 70A.100.030, the 2025 CWSP shall include provisions regarding the feasibility of shared source, transmission, and storage facilities as preliminarily set forth in
 - assessment of the feasibility of shared source (i.e., regional water sources).
 - assessment of the feasibility of shared transmission.
 - assessment of the feasibility of shared storage facilities (i.e., wholesale vs fire flow).
- 11) **Emergency interties.** Pursuant to RCW 70A.100.030 and RCW 90.03.383, the 2025 CWSP shall update or rewrite section regarding emergency interties as included in the 1997 CWSP sections, including among others, 4.6.1 Design Standards; with a special focus on the following:
 - existing interties
 - minimum intertie design standards
 - potential opportunities
 - potential benefits
- 12) **Design standards.** Pursuant to RCW 70A.100.030, the 2025 CWSP shall include an update or rewriting of the minimum standards and specifications included in Section 4 of the 1997 CWSP.
 - review existing standards
 - update of minimum water system design standards
 - establish or refine minimum fire flow requirements
 - as identified in 9 above, review existing, and establish minimum intertie standards
- 13) **Construction and operation.** Pursuant to RCW 70A.100.030, other concerns related to the construction and operation of the water system facilities include, but may not be limited to, those issues identified in this RFP. Specifically identified issues include:
 - individual water system plans' relationship to the CWSP.
 - clarifying the CWSP's intent.
 - utility service review and procedures.
 - satellite management agencies' policies.

- 14) **Water Resource Management.** The identification and explanation of relevance of all existing water resource management efforts, including but not limited to, water resource plans, water quality plans, sewer plans, watershed restoration and enhancement plans, and water pollution control plans which have been adopted by Jefferson County or regional and State government within the Critical Water Supply Service Area (CWSSA) boundaries.
- 15) **Succession planning.** Provide reasonable approach(es) to address systems whose operators will retire with neither succession plans in place nor a robust pool of operators.
- 16) **Receivership.** Coordinate with stakeholders a process to address receivership policies and process.
- 17) **Water System Regionalization/Consolidation.** Identify when to encourage regionalization of water systems as an alternative to consolidation
- 18) **Wholesale water.** Consider issues regarding the establishment of service areas and expansion of water rights.
- 19) **Wellhead Protection.** Permitted uses within wellhead protection areas.
- 20) **Definitions.** Timely and reasonable water service.
- 21) **Consistency/Reference.** Relationship between RCW/WAC regulations and the Jefferson County Public Health Department policies associated with individual wells within designated retail service areas. Reference to governing structures for the different type of water systems/purveyors.
- 22) **Proactive Approaches Summary.** Background information explaining why proactive water system (capital) investments may be necessary.
- 23) **Reclaimed Water.** Providing reclaimed water within another's retail service area.

Project Deliverables:

- 1) Facilitate and attend all WUCC meetings and other relevant subcommittee meetings.
- 2) Draft background materials, procedures, and policies for the WUCC and subcommittee discussion and review.
- 3) Finalize a CWSP White Paper with a preliminary analysis and outline of climate change issues by June 2025 (referenced as **Deliverable 5** in Jefferson County's Interagency Agreement with Department of Commerce's Growth Management Services per contract # 24-63610-127)
- 4) Draft 2025 or 2026 CWSP for WUCC to discussion and review.
- 5) Draft CWSP document that reflects the WUCC's final recommendations.
- 6) Draft amendments to Jefferson County Code, as necessary.
- 7) A single hardcopy and electronic version of the final WUCC recommended document.

Jefferson County Responsibilities:

- Draft and facilitate the adoption a resolution to update the Water Utility Coordinating Committee (WUCC) membership.
- Draft WUCC meeting procedures.
- Provide/coordinate any needed meeting room(s). Regularly meet with consultant to review existing process/procedures.
- Provide administrative support associated with WUCC and potential subcommittee

- meetings (meeting notices, meeting summaries, etc.).
- Provide hard copies of any necessary meeting material.
- Establish/maintain a CWSP Update Webpage. Webpage information may include but not limited to WUCC membership, date/times of all scheduled meetings, issued papers, background information, opportunity to comment, and staff contact information.
- Complete SEPA (note: planning level – DNS – refer to individual water system plans)

Items NOT in the scope of the project:

- 1) Water system charges and rates.
- 2) Modifications to retail water system service areas (note: these modifications can be made through the individual water system plan process).
- 3) Timely and reasonable water service as related to water system charges and rates.

RFP Timelines:

	TIME	DATE
Questions must be submitted, in writing, to the contact listed on the cover page.	4:00 PM	Friday, October 18, 2024
Pre-bid zoom video meeting: 2PM, Friday, October 25, 2024 or Review responses on the county webpage below.	2:00 PM	Friday October 25, 2024
	Zoom Video meeting link: https://bit.ly/4eCgd8m	
Proposals must be received by the Department of Community Development	4:00 PM	November 7, 2024
Proposals will be evaluated and, if multiple proposers are deemed capable of meeting the requirements, interviews will be held		Thursday, November 14, 2024, 10am to 3pm
Estimated date of notice of intention to negotiate a contract with the selected proposer		Thursday, November 21, 2024
Estimated date of contract execution		Approximately, December 12 three weeks after November 21, 2024
For updates visit: https://www.co.jefferson.wa.us/1764/Coordinated-Water-System		

SUBMITTAL CHECKLIST

For proposals to be considered, the following must be included in your submittal:

	Name, local address, email address and phone number of the firm making the proposal.
	The names and number of years the firm has been in business under current or previous names or additional assumed business names.
	The name and title of the person authorized to execute a contract on behalf of the firm.
	The name and resume of each individual who would be assigned to this project and each individual assigned to backup each primary person in his/her absence, together with similar information for each individual to be provided under any subcontract.
	Proposal documenting the team experience and listing similar projects, methods, and outcomes. Please also address your suggested strategies to working with the WUCC.
	Any additional services or procedures of benefit to the County not specifically required by this Request for Proposals, which the Contractor offers to provide.
	References listing customers with contracts for similar services.
	Required Signature Page for Proposal with all Addendum(s) acknowledged and with a legally binding signature.
	All of the items mentioned above submitted to Jefferson County should be printed both sides on recycled paper whenever practicable
	Five (5) hard copies and one (1) electronic copy on a USB drive, in pdf format, of the complete proposal. The proposals must be in a sealed envelope or appropriate packaging with the proposer's name, address, RFP title, and RFP Due Date clearly marked on the outside of the envelope/package. <u>One copy must be marked "original" and contain a legally binding signature.</u>
	By submitting a proposal, proposer agrees that all documents, reports, proposals, submittals, working papers, or other materials prepared by the Contractor pursuant to this proposal shall become the sole and exclusive property of the County, and the public domain, and not the property of the Contractor. The Contractor shall not copyright, or cause to be copyrighted, any portion of said items submitted to the County because of this solicitation.

COUNTY'S EVALUATION OF PROPOSALS

Reserved Rights and Procedures:

Jefferson County expressly reserves the following rights:

- To waive any and/or all irregularities in the proposals submitted.
- To reject any or all proposals or portions thereof.
- To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
- To make the award to any vendor or combination of vendors whose proposal(s), in the opinion of the County, is in the best interest of the County.

EVALUATION CRITERIA:

Matters relating to qualification to meet the County's needs will receive highest priority in evaluation. Matters relating to the means of meeting those needs described in the proposal will be considered secondary. After a proposal is selected, the County expects to negotiate the details of the work to be performed based upon the proposal and the County's needs and further negotiate appropriate pricing of selected tasks. If negotiations fail for any reason, including price, the County may choose to negotiate with other vendors to obtain an appropriate contract for needed services.

Firms will be evaluated on the following criteria:

1. **Proposal Presentation** – The information is presented in a clear, logical manner and is well-organized. All required information was provided. **(0 - 15 Points)**
2. **Qualifications & Experience** – How the qualifications of the firm and key individuals meet the needs of the County. **(0 – 20 Points)**
3. **Capacity & Availability** – The vendor has the size, resources, and commitment to provide timely services based on the County's needs. **(0 – 10 Points)**
4. **Approach to Work** – The vendor's approach to work, including compliance with requirements, innovative offerings, services offered, and other related matters. **(0 – 20 Points)**
5. **References** – References either submitted with the proposal or known to the County. **(0-5 Points)**
6. **Optional Work Items** – The vendor's inclusion of optional items including, but not limited to, guidance for Group B water systems and a Climate Change White Paper **(0 to 20 points)**

FORMAT OF QUALIFICATION PROPOSALS

Please use the following as a guideline to format your proposal:

Font Size: Please use fonts no smaller than 11 point.

Format: In order for Jefferson County to adequately compare and evaluate Proposals objectively each response to specific requests and criteria should be clearly labeled.

Page Count: Maximum Proposal length not including title page, letter of interest, table of contents, resumes, and required forms should not exceed 25 pages. For the purpose of page limitations of the Proposal, one side of a printed page is considered one page. The County strongly encourages double-sided printing whenever possible.

These requirements are in addition to any other requirements identified herein.

GENERAL TERMS AND CONDITIONS

The following terms and conditions apply to all proposals to provide services to Jefferson County:

1. Jefferson County expressly reserves the following rights:
 - a. To reject any and/or all irregularities in the proposals submitted.
 - b. To reject any or all proposals or portions thereof.
 - c. To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
 - d. To make the award to any vendor or combination of vendors whose proposal(s), in the opinion of the County, is in the best interest of the County.
2. All proposals must be sealed in an envelope or appropriate packaging and addressed as requested in the RFP. The name and address of the vendor must appear on the envelope. The outside must state the RFP title and number and the RFP due date and time.
3. The RFP must be signed with ink by an authorized individual of the company empowered to act in that capacity before a contract will be negotiated.
4. Any proposal or modification received after the hour and date specified may be returned unopened.
5. All documents, reports, proposals, submittals, working papers, or other materials prepared by the Contractor pursuant to this proposal shall become the sole and exclusive property of the County, and the public domain, and not the property of the Contractor. The Contractor shall not copyright, or cause to be copyrighted, any portion of said items submitted to the County because of this solicitation.
6. All of the items mentioned in paragraph 5 above submitted to Jefferson County should be printed on recycled paper whenever practicable.

GENERAL CONDITIONS OF PROFESSIONAL SERVICES AGREEMENT

PROFESSIONAL SERVICES AGREEMENT FOR

2025 COORDINATED WATER SYSTEM PLAN UPDATE

THIS PROFESSIONAL SERVICES AGREEMENT ("this Agreement") is entered into between the County of Jefferson, a municipal corporation ("the County"), and _____ ("the Contractor"), in consideration of the mutual benefits, terms, and conditions specified below.

1. Project Designation. The Contractor is retained by the County to perform the following Project:

_____.
2. Scope of Services. The Contractor agrees to perform the services identified on Exhibit "A" attached hereto including the provision of all labor. The Contractor shall perform its services consistent with the professional skill and care ordinarily provided by contractors practicing in the same or similar locality under the same or similar circumstances.
3. Time for Performance. This Agreement shall commence on _____ and continue through _____. Work performed consistent with this Agreement during its term, put prior to the adoption of this Agreement, is hereby ratified. The Contractor shall perform all services pursuant to this Agreement as outlined on Exhibit "A". The Contractor shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project.
4. Payment. The Contractor shall be paid by the County for completed work and for services rendered under this Agreement as follows:
 - a. Payment for the work provided by The Contractor shall be made as provided on Exhibit "B" attached hereto, provided that the total amount of payment to The Contractor shall not exceed \$_____ without express written modification of this Agreement signed by the County.
 - b. Invoices must be submitted by the 15th of the month for the previous month's expenses. Such invoices will be checked by the County, and upon approval thereof, payment will be made to the Contractor in the amount approved. Failure to submit timely invoices and reports pursuant to Exhibit B of this Agreement may result in a denial of reimbursement. Invoices not submitted within 60 days may be denied.
 - c. Final payment of any balance due the Contractor of the total contract price earned will be made promptly upon its ascertainment and verification by the County after the completion of the work and submittal of reports under this Agreement and its acceptance by the County.
 - d. Consultant shall provide invoices and necessary backup documentation for all services including timesheets and statements (specifying the services provided). Any indirect charges require the submittal of an indirect cost methodology and rate using 2 C.F.R. Part 255 and 2 C.F.R. Part 230.
 - e. The Contractor's records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of the County and state for a period of six (6) years after final payments. Copies shall be made available upon request.
5. Ownership and Use of Documents. All non-confidential or de-identified documents, drawings, specifications, and other materials produced by the Contractor in connection with the services rendered under this Agreement shall be the property of the County whether the project for which they are made is executed or not. The Contractor shall be permitted to retain copies, including

reproducible copies, of drawings and specifications for information, reference and use in connection with the Contractor's endeavors. The Contractor shall not be held liable for reuse of documents or modifications thereof, including electronic data, by County or its representatives for any purpose other than the intent of this Agreement.

6. Compliance with laws. The Contractor shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Agreement.
7. Audit. An audit will be submitted to the County upon request. Upon request, the Contractor will submit the most recent financial audit within 30 days.
 - a. Upon request the County shall have the option of performing an onsite review of all records, statements, and documentation.
 - b. If the County finds indications of potential non-compliance during the monitoring process, the County shall notify the Contractor within ten (10) days. County and The Contractor shall meet to discuss areas of contention in an attempt to resolve issues.
 - c. Audit will provide statements consistent with the guidelines of Reporting for Other Non-Profit Organizations AICPA SOP 78-10, and is performed in accordance with generally accepted auditing standards and with Federal Standards for Audit of Governmental Organizations, Programs, Activities and Functions, and meeting all requirements of 2 C.F.R. Part 200, as applicable.
8. Indemnification. The Contractor shall indemnify and hold harmless the County, its past or present employees, officers, agents, elected or appointed officials or volunteers (and their marital communities), from and against all claims, losses or liability, or any portion thereof, including reasonable attorney's fees and costs, arising from injury or death to persons, including injuries, sickness, disease or death to the Contractor's own employees, or damage to property occasioned by a negligent act, omission or failure of the Contractor. The Contractor shall be liable only to the extent of the Contractor's proportional negligence. The Contractor specifically assumes potential liability for actions brought against the County by the Contractor's employees, including all other persons engaged in the performance of any work or service required of the Contractor under this Agreement and, solely for the purpose of this indemnification and defense, the Contractor specifically waives any immunity under the state industrial insurance law, Title 51 R.C.W. The Contractor recognizes that this waiver was specifically entered into pursuant to provisions of R.C.W. 4.24.115 and was subject of mutual negotiation.
9. Insurance. Prior to commencing work, the Contractor shall obtain at its own cost and expense the following insurance coverage specified below and shall keep such coverage in force during the terms of this Agreement.
 - a. Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non-owned vehicles assigned to or used in the performance of the work for a combined single limit of not less than \$500,000 each occurrence with the County named as an additional insured in connection with the Contractor's performance of this Agreement. This insurance shall indicate on the certificate of insurance the following coverage: (a) Owned automobiles; (b) Hired automobiles; and, (3) Non-owned automobiles.
 - b. Commercial General Liability Insurance in an amount not less than a single limit of one million dollars (\$1,000,000) per occurrence and an aggregate of not less than two (2) times the occurrence amount (\$2,000,000.00 minimum) for bodily injury, including death and property damage, unless a greater amount is specified in the contract specifications. The insurance

coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverages:

- i. Broad Form Property Damage, with no employee exclusion;
 - ii. Personal Injury Liability, including extended bodily injury;
 - iii. Broad Form Contractual/Commercial Liability – including coverage for products and completed operations;
 - iv. Premises – Operations Liability (M&C);
 - v. Independent Contractors and subcontractors;
 - vi. Blanket Contractual Liability; and,
 - vii. Employer's Liability or Stop Gap Coverage.
- c. Professional Liability Insurance. The Contractor shall maintain professional liability insurance against legal liability arising out of activity related to the performance of this Agreement, on a form acceptable to Jefferson County Risk Management in the amounts of not less than \$1,000,000 Each Claim and \$2,000,000 Aggregate. The professional liability insurance policy should be on an "occurrence" form. If the professional liability policy is "claims made," then an extended reporting periods coverage (tail coverage) shall be purchased for three (3) years after the end of this Agreement, at the Contractor's sole expense. The Contractor agrees the Contractor's insurance obligation to provide professional liability insurance shall survive the completion or termination of this Agreement for a minimum period of three (3) years.
- d. The County shall be named as an "additional named insured" under all insurance policies required by this Agreement, except Professional Liability Insurance when not allowed by the insurer.
- e. Such insurance coverage shall be evidenced by one of the following methods: (a) Certificate of Insurance; or, (b) Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.
- f. The Contractor shall furnish the County with properly executed certificates of insurance that, at a minimum, shall include: (a) The limits of overage; (b) The project name to which it applies; (c) The certificate holder as Jefferson County, Washington and its elected officials, officers, and employees with the address of Jefferson County Risk Management, 1820 Jefferson Street, Port Townsend, WA 98368, and, (d) A statement that the insurance policy shall not be canceled or allowed to expire except on thirty (30) days prior written notice to the County. If the proof of insurance or certificate indicating the County is an "additional insured" to a policy obtained by the Contractor refers to an endorsement (by number or name) but does not provide the full text of that endorsement, then it shall be the obligation of the Contractor to obtain the full text of that endorsement and forward that full text to the County. Certificates of coverage as required by this section shall be delivered to the County within fifteen (15) days of execution of this Agreement.
- g. Failure of the Contractor to take out or maintain any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations concerning indemnification of the County.
- h. The Contractor's insurers shall have no right of recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties

that the insurance policies, with the exception of Professional Liability Insurance, so affected shall protect both parties and be primary coverage for all losses covered by the above described insurance.

- i. Insurance companies issuing the policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of policy.
- j. All deductibles in the above described insurance policies shall be assumed by and be at the sole risk of the Contractor.
- k. Any deductibles or self-insured retention shall be declared to and approved by the County prior to the approval of this Agreement by the County. At the option of the County, the insurer shall reduce or eliminate deductibles or self-insured retention, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- l. Insurance companies issuing the Contractor's insurance policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of insurance policy.
- m. Any judgments for which the County may be liable, in excess of insured amounts required by this Agreement, or any portion thereof, may be withheld from payment due, or to become due, to the Contractor until the Contractor shall furnish additional security covering such judgment as may be determined by the County.
- n. Any coverage for third party liability claims provided to the County by a "Risk Pool" created pursuant to Ch. 48.62 RCW shall be non-contributory with respect to any policy of insurance the Contractor must provide in order to comply with this Agreement.
- o. The County may, upon the Contractor's failure to comply with all provisions of this Agreement relating to insurance, withhold payment or compensation that would otherwise be due to the Contractor.
- p. The Contractor's liability insurance provisions shall be primary and noncontributory with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees, and agents.
- q. Any failure to comply with reporting provisions of the insurance policies shall not affect coverage provided to the County, its officers, officials, employees, or agents.
- r. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- s. The Contractor shall include all subcontractors as insured under its insurance policies or shall furnish separate certificates from each subcontractor. All insurance provisions for subcontractors shall be subject to all the requirements stated herein.
- t. The insurance limits mandated for any insurance coverage required by this Agreement are not intended to be an indication of exposure nor are they limitations on indemnification.
- u. The Contractor shall maintain all required insurance policies in force from the time services commence until services are completed. Certificates, insurance policies, and endorsements expiring before completion of services shall be promptly replaced. All the insurance policies required by this Agreement shall provide that thirty (30) days prior to cancellation, suspension,

reduction or material change in the policy, notice of same shall be given to the Jefferson County Risk Manager by registered mail, return receipt requested.

- v. The Contractor shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.
- w. The County reserves the right to request additional insurance on an individual basis for extra hazardous contracts and specific service agreements.

10. Worker's Compensation (Industrial Insurance).

- a. If and only if the Contractor employs any person(s) in the status of employee or employees separate from or in addition to any equity owners, sole proprietor, partners, owners or shareholders of the Contractor, the Contractor shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to the Jefferson County Risk Manager, upon request.
- b. Worker's compensation insurance covering all employees with limits meeting all applicable state and federal laws.
- c. This coverage shall extend to any subcontractor that does not have their own worker's compensation and employer's liability insurance.
- d. The Contractor expressly waives by mutual negotiation all immunity and limitations on liability, with respect to the County, under any industrial insurance act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.
- e. If the County incurs any costs to enforce the provisions of this subsection, all cost and fees shall be recoverable from the Contractor.

11. Independent Contractor. The Contractor and the County agree that the Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. the Contractor specifically has the right to direct and control the Contractor's own activities, and the activities of its subcontractors, employees, agents, and representatives, in providing the agreed services in accordance with the specifications set out in this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither the Contractor nor any employee of The Contractor shall be entitled to any benefits accorded County employees by virtue of the services provided under this Agreement, including, but not limited to: retirement, vacation pay; holiday pay; sick leave pay; medical, dental, or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Jefferson County employees. The County shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to the Contractor, or any employee of the Contractor.

12. Subcontracting Requirements.

- a. The Contractor is responsible for meeting all terms and conditions of this Agreement including standards of service, quality of materials and workmanship, costs, and schedules. Failure of a subcontractor to perform is no defense to a breach of this Agreement. The Contractor assumes responsibility for and all liability for the actions and quality of services performed by any subcontractor.

- b. Every subcontractor must agree in writing to follow every term of this Agreement. The Contractor must provide every subcontractor's written agreement to follow every term of this Agreement before the subcontractor can perform any services under this Agreement. The Department of Community Development Director or their designee must approve any proposed subcontractors in writing.
 - c. Any dispute arising between the Contractor and any subcontractors or between subcontractors must be resolved without involvement of any kind on the part of the County and without detrimental impact on the Contractor's performance required by this Agreement.
13. Covenant Against Contingent Fees. The Contractor warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to annul this Agreement without liability or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
14. Discrimination Prohibited. The Contractor, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, color, national origin, religion, creed, age, gender, sexual orientation, material status, sex, or the presence of any physical or sensory handicap in the selection and retention of employees or procurement of materials or supplies.
15. No Assignment. The Contractor shall not sublet or assign any of the services covered by this Agreement without the express written consent of the County. Assignment does not include printing or other customary reimbursable expenses that may be provided in an agreement.
16. Non-Waiver. Waiver by the County of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.
17. Termination.
- a. The County reserves the right to terminate this Agreement at any time by giving ten (10) days written notice to the Contractor.
 - b. In the event of the death of a member, partner, or officer of the Contractor, or any of its supervisory personnel assigned to the project, the surviving members of the Contractor hereby agree to complete the work under the terms of this Agreement, if requested to do so by the County. This section shall not be a bar to renegotiations of this Agreement between surviving members of the Contractor and the County, if the County so chooses.
 - c. The County reserves the right to terminate this contract in whole or in part, with 10 days' notice, in the event that expected or actual funding from any funding source is withdrawn, reduced, or limited in any way after the effective date of this agreement. In the event of termination under this clause, the County shall be liable for only payment for services rendered prior to the effective date of termination.
18. Notices. All notices or other communications which any party desires or is required to give shall be given in writing and shall be deemed to have been given if hand-delivered, sent by facsimile, email, or mailed by depositing in the United States mail, prepaid to the party at the address listed below or such other address as a party may designate in writing from time to time. Notices to the County shall be sent to the following address:

Jefferson County Chief Strategy Officer

Department of Community Development
621 Sheridan Street
Port Townsend, WA 98368
bbutler@co.jefferson.wa.us

Notices to the Contractor shall be sent to the following address:

19. Integrated Agreement. This Agreement together with attachments or addenda represents the entire and integrated Agreement between the County and the Contractor and supersedes all prior negotiations, representations, or agreements written or oral. No representation or promise not expressly contained in this Agreement has been made. This Agreement supersedes all prior or simultaneous representations, discussions, negotiations, and agreements, whether written or oral, by the County within the scope of this Agreement. The Contractor ratifies and adopts all statements, representations, warranties, covenants, and agreements contained in its proposal, and the supporting material submitted by the Contractor, accepts this Agreement and agrees to all of the terms and conditions of this Agreement.
20. Modification of this Agreement. This Agreement may be amended only by written instrument signed by both County and Contractor.
21. Disputes. The parties agree to use their best efforts to prevent and resolve disputes before they escalate into claims or legal actions. Any disputed issue not resolved pursuant to the terms of this Agreement shall be submitted in writing within 10 days to the County Risk Manager, whose decision in the matter shall be final, but shall be subject to judicial review. If either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this Agreement, each party in such action shall bear the cost of its own attorney's fees and court costs. Any legal action shall be initiated in the Superior Court of the State of Washington for Jefferson County. The parties agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The Contractor hereby consents to the personal jurisdiction of the Superior Court of the State of Washington for Jefferson County.
22. Section Headings. The headings of the sections of this Agreement are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of the sections or this Agreement.
23. Limits of Any Waiver of Default. No consent by either party to, or waiver of, a breach by either party, whether express or implied, shall constitute a consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.
24. No Oral Waiver. No term or provision of this Agreement will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing signed on behalf of the party against whom the waiver is asserted. Failure of a party to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default.
25. Severability. Provided it does not result in a material change in the terms of this Agreement, if any provision of this Agreement or the application of this Agreement to any person or circumstance shall be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement and the application this Agreement shall not be affected and shall be enforceable to the fullest extent permitted by law.

26. Binding on Successors, Heirs and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties' successors in interest, heirs, and assigns.
27. No Assignment. The Contractor shall not sell, assign, or transfer any of rights obtained by this Agreement without the express written consent of the County.
28. No Third-party Beneficiaries. The parties do not intend, and nothing in this Agreement shall be construed to mean, that any provision in this Agreement is for the benefit of any person or entity who is not a party.
29. Signature in Counterparts. The parties agree that separate copies of this Agreement may be signed by each of the parties and this Agreement shall have the same force and effect as if all the parties had signed the original.
30. Facsimile and Electronic Signatures. The parties agree that facsimile and electronic signatures shall have the same force and effect as original signatures.
31. Arms-Length Negotiations. The parties agree that this Agreement has been negotiated at arms-length, with the assistance and advice of competent, independent legal counsel.
32. Public Records Act. Notwithstanding the provisions of this Agreement to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended, the Contractor agrees to maintain all records constituting public records and to produce or assist the County in producing such records, within the time frames and parameters set forth in state law. The Contractor further agrees that upon receipt of any written public record request, Contractor shall, within two business days, notify the County by providing a copy of the request per the notice provisions of this Agreement. This Agreement, once executed, will be a "public record" subject to production to a third party if same is requested pursuant to the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended.

DATED this _____ day of _____, 20_____.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

NAME OF CONTRACTOR

Name of the Contractor

Contractor Representative (*Please print*)

(*Signature*)

Title

Date

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Kate Dean, Chair

Greg Brotherton, Member

Heidi Eisenhour, Member

Approved as to form only:

Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

REQUIRED SIGNATURE PAGE FOR PROPOSAL

I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I further agree that this proposal will remain in effect for not less than sixty (60) calendar days from the date that proposals are due, and that this proposal may not be withdrawn or modified during that time.

STATE OF _____

COUNTY OF _____

Being first duly sworn, on my oath, I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the County to consider this proposal, the proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to Jefferson County, and proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to Jefferson County.

Signature

Printed Name

Firm

Address

UBI #

(Area Code) Phone

Email Address

THIS PAGE MUST BE SIGNED (legally binding) AND BE RETURNED WITH THE PROPOSAL.

CONTRACT COMPLIANCE FOR PROFESSIONAL, TECHNICAL, SUPPLY OR SERVICES

It is the policy of Jefferson County to foster an environment that encourages economic growth and diversification, business development and retention, increases competition and reduces unemployment. In support of that policy, Jefferson County reaffirms its commitment to maximize opportunities in public contracting for all contractors including minority and women owned business enterprises. Jefferson County encourages participation in all of its contracts by Disadvantaged, Minority and Women's Business Enterprises (MWBE) as certified by the Office of Minority and Women's Business Enterprises (OMWBE) and defined in WAC 326-02-030. Nevertheless, unless required by federal law, no preference will be given for meeting voluntary goals for MWBE participation in the evaluation of proposals; and proposals will not be rejected or considered non-responsive due to a failure to meet voluntary goals. Bidders may contact OMWBE to obtain information on certified MBE/WBE firms. Persons with disabilities may request this information be prepared and supplied in alternate formats by calling (360) 379-4463.

Bidders are encouraged to utilize qualified, local businesses in Jefferson County and Washington State where cost effectiveness is deemed competitive. In addition, Bidders are encouraged to subcontract with firms certified by the Washington State Office of Minority and Women's Business Enterprises (MWBE).

A. MWBE DIRECTORY ASSISTANCE

A directory of MWBE firms is published quarterly by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Copies of the directory are available from the State OMWBE (360-753-9693)

B. EQUAL EMPLOYMENT OPPORTUNITY:

Upon execution of this contract, the Contractor shall comply with the Equal Employment Opportunity requirements set forth below. The Contractor shall not violate any of the terms of Chapter 49.60 of the Revised Code of Washington, Title VII of the Civil Rights Act of 1964, or any other applicable federal, state, or local law or regulation regarding nondiscrimination.

1. No person or firm employed by the Contractor shall be subject to retaliation for opposing any practice made unlawful by Title VII of the Civil Rights Act, the Age Discrimination in Employment Act (29 U.S.C. 621 et seq.), the Equal Pay Act (29 U.S.C. 206(d)), the Rehabilitation Act (29 U.S.C. 791 et seq.), the Americans with Disabilities Act of 1990, or for participating in any stage of administrative or judicial proceedings under those statutes.
2. The Contractor shall take all reasonable steps to ensure that qualified applicants and employees shall have an equal opportunity to compete for advertised or in-house positions for employment. Applicants and employees shall be treated fairly without regard to race, color, religion, sex, age, disability, or national origin. Equitable treatment shall include, but not be limited to employment, upgrading or promotion, rates of pay increases or other forms of compensation, and selection for training or enrollment in apprenticeship programs.

C. SUBMITTAL REQUIREMENTS PRIOR TO AWARD OR WITH PROPOSAL

1. Subcontractors Participation Form: Check the appropriate box indicating the firm who will perform the work of the contract.
2. Professional and Technical Workforce Data Form
3. E-Verify Declaration.

NON-COLLUSION & DEBARMENT AFFIDAVIT

State of Washington, County of _____

As an authorized representative of the firm of _____, I do hereby certify that said person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

I further certify that, except as noted below, the firm, association or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any federal agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years; does not have a proposed debarment pending; and has not been indicted, convicted or had a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

I further acknowledge that by signing the signature page of the proposal, I am deemed to have signed and have agreed to the provisions of this affidavit.

Note: Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate above to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

"A suspending or debarring official may grant an exception permitting a debarred, suspended, or excluded person to participate in a particular transaction upon a written determination by such official stating the reason(s) for deviating from the Presidential policy established by Executive Order 12549..." (49CFR Part 29 Section 29.215)

BY: _____ DATE: _____

TITLE: _____

SUBCONTRACTORS PARTICIPATION FORM FOR PROFESSIONAL, TECHNICAL, SUPPLY OR SERVICE PSAS-SUBMIT WITH PROPOSAL OR PRIOR TO AWARD

Check appropriate statement below:

☐ **Our firm will perform all contracted scope of work tasks.**

☐ **Our firm will subcontract a portion of the work tasks.** The following firms were contacted and will be utilized in the performance of the work as indicated below.

List all potential subcontracting firms. Do not mark "N/A" unless the Bidder will perform all work or provide all supplies or services for this contract.

Firm Name/Address/Phone	Work Item(s) Solicited	Proposal Amount	Awarded? (yes/no)

1. List full name, address, and phone number of each firm listed to be utilized.
2. List specific work to be accomplished, supplies to be furnished and the amount proposed for each subcontract.
3. Contact the Jefferson County Chief Strategy Officer at bbutler@co.jefferson.wa.us if you have questions.

BY: _____ DATE: _____

TITLE: _____ PHONE: _____

E-VERIFY DECLARATION--*SUBMIT WITH PROPOSAL OR PRIOR TO AWARD*

Firm Name: _____

Qualifications No. _____

The undersigned declares, under penalty of perjury under the laws of Washington that:

1. That the above-named firm is currently enrolled in and using the E-Verify and will continue to use the E-Verify system for so long as work is being performed on the above-named project.
2. I certify that I am duly authorized to sign this declaration on behalf of the above-named bidder/proposer.
3. I acknowledge that Jefferson County reserves the right to require a copy of the Memorandum of Understanding between the contractor listed above and the Department of Homeland Security certifying enrollment in the E-Verify program at any time. Failure to provide the required Memorandum of Understanding within 10 days of request could lead to suspension of this contract.

Dated at _____ Washington

this _____ day of _____, 20____

Signature _____

Printed Name _____

ATTACHMENT 3
RFP EMAIL DISTRIBUTION LIST

Two e-mails were sent to the MRSC consultant ROSTER, as set forth below. Blind copied participants are copied and pasted below the e-mails

Request for Proposals to update the 1997 Jefferson County Coordinated Water System Plan & Invite to tomorrow's webinar

BB Brent Butler
To: Brent Butler
Bcc: 'a.romanenko@sbnplanning.com'; 'a.schwartzman@foster.com'; 'abass@kane-environmental.com'; 'abbey@evergreenstormh2o.com'; 'abl@shanwil.com'; 'acavender@wilsonengineering.com'; 'accounting@raedeke.com'; 'ADAM@CONTROLFREEK.COM'; 'aduke@hazenandsawyer.com'; 'aheckman@bartlett.com'; 'AIMEE@EVERGREENSTORMH2O.COM'; 'aimee@evergreenstormh2o.com'; 'akammereck@westconsultants.com'; +247 others

① You replied to this message on 10/24/2024 10:25 AM.

Dear Consultant:

Jefferson County invites you to submit a proposal and to attend tomorrow's webinar, as more fully set forth below. More information including the Request for Proposal (RFP) and deliverables are accessible online. Go to the following website for more information and the RFP: <https://www.co.jefferson.wa.us/1764/Coordinated-Water-System-Plan>

RFP Timelines:

	TIME	DATE
Questions must be submitted, in writing, to the contact listed on the cover page.	4:00 PM	Friday, October 18, 2024
Pre-bid zoom video meeting: 2PM, Friday, October 25, 2024 or Review responses on the county webpage below.	2:00 PM	Friday October 25, 2024
		Zoom Video meeting link: https://bit.ly/4eCqd8m
Proposals must be received by the Department of Community Development	4:00 PM	November 7, 2024
Proposals will be evaluated and, if multiple proposers are deemed capable of meeting the requirements, interviews will be held		Thursday, November 14, 2024, 10am to 3pm
Estimated date of notice of intention to negotiate a contract with the selected proposer		Thursday, November 21, 2024
Estimated date of contract execution		Approximately, December 12 three weeks after November 21, 2024
For updates visit: https://www.co.jefferson.wa.us/1764/Coordinated-Water-System		

BCC: 'a.romanenko@sbnplanning.com'; 'a.schwartzman@foster.com'; 'abass@kane-environmental.com'; 'abbey@evergreenstormh2o.com'; 'abl@shanwil.com'; 'acavender@wilsonengineering.com'; 'accounting@raedeke.com'; 'ADAM@CONTROLFREEK.COM'; 'aduke@hazenandsawyer.com'; 'aheckman@bartlett.com'; 'AIMEE@EVERGREENSTORMH2O.COM'; 'aimee@evergreenstormh2o.com'; 'akammereck@westconsultants.com'; 'akollmorgen@encore-nw.com'; 'alaw@wilsonengineering.com'; 'alaw@wilsonengineering.com'; 'alex.howard@rsandh.com'; 'alicia.brazington@pbsusa.com'; 'allen.hendy@rsandh.com'; 'allen.hendy@rsandh.com'; 'Allison@esvelt.com'; 'Allison@peaksustainability.com'; 'allyson.evers@terracon.com'; 'amanda.oconnor@ees.us.com'; 'amcwain@atwell-group.com'; 'amorrow@psurvey.com'; 'amredde@burnsmcd.com'; 'amy.abramski@psomas.com'; 'andrea@broadviewplanning.com'; 'andrew@plsengineering.com'; 'angela.fitzmorris@kpff.com'; 'annah.linder@kpff.com'; 'annas@nelsegeotech.com'; 'annette.parker@ees.us.com'; 'annika@fainenv.com'; 'apope@beylerconsulting.com'; 'apugh@dc-engineers.com'; 'arochoa@geoengineers.com'; 'arogers@ahbl.com'; 'aron@astonestimating.com'; 'ashori@ijhearthworks.com'; 'asmith@geoengineers.com'; 'aspooner@anchorqea.com'; 'atemplin@glumac.com'; 'bbb@coneng.com'; Josh Peters <JPeters@co.jefferson.wa.us>; 'bblyton@aesgeo.com'; 'bcsdevelopment@yahoo.com'; 'bd@prrbiz.com'; 'bdavis@kellerassociates.com'; 'becky.capps@casne.com'; 'becky.capps@casne.com'; 'becky.connelly@tetrattech.com'; 'beth@cgengineering.com'; 'Beyerlein@clearcreeksolutions.com'; 'bgiordano@dc-engineers.com'; 'bids@spokaneenvironmental.com'; 'bill.grimes@scjalliance.com'; 'bill.sandbo@psengineers.com'; 'billh@insightgeologic.com'; 'bkalsch@geoengineers.com'; 'blanes@reidmiddleton.com'; 'bmann@dcgwatershed.com'; 'bmmay@burnsmcd.com'; 'bmoore@hazenandsawyer.com'; 'brad@alleci.com'; 'Branch-Aspect-Marketing@Geosyntec.com'; 'brascher@clearcreeksolutions.com'; 'brent.gruber@consoreng.com'; 'bret.simon@exodigo.ai'; 'breth@mckinstry.com'; 'brian@richaven.com'; 'broutin.sherrill@rsandh.com'; 'BrunotJT@BV.com'; 'bryce@cphconsultants.com'; 'bryson.oneill@coffman.com'; 'btaylor@raedeke.com'; 'bwhite@ardurra.com'; 'callum@cascadiarenewables.com'; 'carl@wsengineering.com'; 'casey.curran@intertek.com'; 'cathy.mckay@scjalliance.com'; 'cathy.scott@rsandh.com'; 'cbutterfield@kellerassociates.com'; 'cclausen@dc-engineers.com'; 'ccole@schnabel-eng.com'; 'cferrazzano@schnabel-eng.com'; 'cfleming@landauinc.com'; 'cgonzalez@ldccorp.com'; 'chelsea.mckee@kpff.com'; 'CherieB@HarmsenLLC.com'; 'chris@cohowr.com'; 'chris@communityattributes.com'; 'cjs@shanwil.com'; 'ckramer@naturalwaters.design'; 'clair@broadviewplanning.com'; 'clatt@soundviewconsultants.com'; 'cobina.olin@nv5.com'; 'cobina.olin@nv5.com'; 'codea@nhcwater.com'; 'connie.clifford@coffman.com'; 'connie.potter@terraphase.com'; 'cory@truewindcollab.com'; 'courtney.hough@otak.com'; 'cpkovac@cekonw.com'; 'craig@wsengineering.com'; 'crisner@elcon.com'; 'Crystal.Sackman@jacobs.com'; 'cwarner@kellerassociates.com'; 'd.avila@sbnplanning.com'; 'd.grayuski@fehrendpeers.com'; 'dailysolicitations@mackaysposito.com'; 'dailysolicitations@mackaysposito.com'; 'dan.ireland@scjalliance.com'; 'dan.munn@tkda.com'; 'dana.pike@tetrattech.com'; 'darambula@ca-city.com'; 'darambula@ca-city.com'; 'dave@cphconsultants.com'; 'davehill@dhenviro.com'; 'David@peaksustainability.com'; 'DavidC@quality-controls.com';

'dbehrens@kleinfelder.com'; 'dbrown@oacsvcs.com'; 'deannae@wwsvc.com'; 'DG_MRSC@consoreng.com';
'diana.hoffer@confenv.com'; 'dianay@nelsongeotech.com'; 'dmurata@dowl.com'; 'dnoble@rrlarson.com';
'drice@anchorqea.com'; 'drodgers@migcom.com'; 'dschwartz@schnabel-eng.com'; 'dspencer@safebuilt.com';
'dstoraasli@ahbl.com'; 'dtrisler@haleyaldrich.com'; 'dustin.cooley@pbsusa.com'; 'dwaterhouse@haleyaldrich.com';
'e.sydora@fehrandpeers.com'; 'ecarter@eco-land.com'; 'edkunuz@terracon.com'; 'efithen@ardurra.com'; 'ehatch@rfmarch.com';
'Ehatch@rfmarch.com'; 'ehowe@rh2.com'; 'elij@mithun.com'; 'elizabeth.northey@jacobs.com';
'elizabeth.tenorio@intertek.com'; 'emily.ochs@swca.com'; 'emily.ochs@swca.com'; 'emily.ochs@swca.com';
'emily.tait@intertek.com'; 'emma.cowger@terracon.com'; 'erik.peterson@psengineers.com'; 'erinm@paceengrs.com';
'evelkov@glumac.com'; 'Floyd@cobbfindley.com'; 'Francesca@evergreenstormh2o.com'; 'fschlemmer@walkermacy.com';
'fshearer@collinswoerman.com'; 'garret@proHNS.com'; 'garretth@mckinstry.com'; 'gdv@deainc.com';
'ggarwin@prizmland.com'; 'ghelland@scsengineers.com'; 'gmiddleton@rrlarson.com'; 'grego@cngineering.com';
'GretteAdmin@gretteassociates.com'; 'groe@bcradesign.com'; 'gwilson@ginwadvisors.com';
'harmony@nwwatersystems.com'; 'haroldtandersen@q.com'; 'heidi.wing@intertek.com'; 'hgoudie@mcknze.com';
'HOLLYL@GRETTEASSOCIATES.COM'; 'hollyl@lpdengineering.com'; 'hpage@anchorqea.com'; 'hretzer@huitt-zollars.com';
'igabales@glumac.com'; 'info@athenaplace.com'; 'info@bhccconsultants.com'; 'info@cegiusa.com';
'info@insightgeologic.com'; 'info@mxmla.com'; 'info@psurvey.com'; 'info@soundviewconsultants.com';
'insidesales@stanleygroup.com'; 'isabel.saez@tkda.com'; 'j.donovan@foster.com'; 'j.eager@sbnplanning.com';
'jaime.saez@tkda.com'; 'james.farrow@terrphase.com'; 'james.tran@jtcivilengineering.com';
'james.tran@jtcivilengineering.com'; 'jamesc@quality-controls.com'; 'jamie@cphconsultants.com';
'janie.berg@consoreng.com'; 'Janna.Stacey@jacobs.com'; 'jason.mattox@pbsusa.com'; 'jbudnick@rivermeasurement.com';
'jdg@coneng.com'; 'jean.toler@mottmac.com'; 'jeff.cook@hwlochner.com'; 'jeffp@hattonpantier.com';
'jen@pacificengineering.net'; 'jennifer.norman@nv5.com'; 'jennifer.riggio@ees.us.com'; 'jessica@gobluecoast.com';
'jfillis@kleinfelder.com'; 'jfrost@kleinfelder.com'; 'jgillaspy@elementsolutions.org'; 'jimalet@jts-seattle.com';
'jjwilliams@kleinfelder.com'; 'jkemp@encoec.com'; 'jkemp@encoec.com'; 'jmason@mcknze.com';
'jmullen@kellerassociates.com'; 'jnorman@heg-inc.com'; 'jnorton@farallonconsulting.com'; 'Joel@seventhsonriverine.com';
'john.manix@pbsusa.com'; 'john.rogers@coffman.com'; 'johnloyd@beaenvironmental.com'; 'jon.davies@bhccconsultants.com';
'jonest2@bv.com'; 'joseph.schmidt@terrphase.com'; 'JOSH@PLACE-LA.COM'; 'jroy@moффatnichol.com';
'jsawyer@greeneconomics.com'; 'juliaa@mckinstry.com'; 'jweathermon@place-la.com'; 'jweathermon@place-la.com';
'jweaver@westsoundconsulting.com'; 'jweitz@artanderson.com'; 'jwelles@farallonconsulting.com'; 'jwills@trantecheng.com';
'kaela@evergreenstormh2o.com'; 'kalebl@mckinstry.com'; 'karen@proHNS.com'; 'Karens@harmssenllc.com';
'kari.nichols@meadhunt.com'; 'kat.dole@tetrattech.com'; 'kate.molleson@perteet.com'; 'katiec@wc-3.com'; 'kbertelsen@m-m.net';
'kelsey@moreredds.com'; 'kerrylynne.brown@meadhunt.com'; 'kevin@nwwatersystems.com';
'kfontenot@moффatnichol.com'; 'kim@naturaldes.com'; 'kim@naturaldes.com'; 'kirk.holmes@perteet.com';
'kirkebo@apexengineering.net'; 'kmassey@trantecheng.com'; 'knikzad@trantecheng.com'; 'kparpart@centurywest.com';
'kristen.wheeler@bhccconsultants.com'; 'kyle.liu@nv5.com'; 'kyle@123westdesigncollective.com';
'landon@beylerconsulting.com'

Request for Proposals to update the 1997 Jefferson County Coordinated Water System Plan & Invite to tomorrow's webinar



Brent Butler
To: Brent Butler

Reply

Reply All

Bcc: 'LAP@coneng.com'; 'larry@watershedse.com'; 'laura@crossreiter.com'; 'Lbehm@landauinc.com'; 'leagle@reidmiddleton.com'; 'leah@THEAVIATIONPLANNINGGROUP.COM'; 'Lindsey.gregory@wsp.com'; 'Liz.Butler@psengineers.com'; 'Josh Peters'; 'lobermark@moffatnichol.com'; 'lori.castro@perteet.com'; 'lturner@anchorqea.com'; +176 others

You replied to this message on 10/24/2024 10:58 AM.

RFP Timelines:

	TIME	DATE
Questions must be submitted, in writing, to the contact listed on the cover page.	4:00 PM	Friday, October 18, 2024
Pre-bid zoom video meeting: 2PM, Friday, October 25, 2024 or Review responses on the county webpage below.	2:00 PM	Friday October 25, 2024
	Zoom Video meeting link: https://bit.ly/4eCqd8m	
Proposals must be received by the Department of Community Development	4:00 PM	November 7, 2024
Proposals will be evaluated and, if multiple proposers are deemed capable of meeting the requirements, interviews will be held		Thursday, November 14, 2024, 10am to 3pm
Estimated date of notice of intention to negotiate a contract with the selected proposer		Thursday, November 21, 2024
Estimated date of contract execution		Approximately, December 12 three weeks after November 21, 2024
For updates visit: https://www.co.jefferson.wa.us/1764/Coordinated-Water-System		

'LAP@coneng.com'; 'larry@watershedse.com'; 'laura@crossreiter.com'; 'Lbehm@landauinc.com'; 'leagle@reidmiddleton.com'; 'leah@THEAVIATIONPLANNINGGROUP.COM'; 'Lindsey.gregory@wsp.com'; 'Liz.Butler@psengineers.com'; 'Josh Peters' <JPeters@co.jefferson.wa.us>; 'lobermark@moffatnichol.com'; 'lori.castro@perteet.com'; 'lturner@anchorqea.com'; 'lucas@ethoscivil.com'; 'lucas@proHNS.com'; 'LyonB@jts-seattle.com'; 'manderson@artanderson.com'; 'marciel@cplinc.com'; 'maridee.hopkins@bhccconsultants.com'; 'mark.longtine@wsp.com'; 'marketing.bids@pbsusa.com'; 'marketing.mig@gmail.com'; 'marketing@communityattributes.com'; 'marketing@cplinc.com'; 'marketing@dowl.com'; 'marketing@g-o.com'; 'marketing@greenworkspc.com'; 'marketing@ldccorp.com'; 'marketing@ldccorp.com'; 'marketing@mithun.com'; 'marketing@paceengrs.com'; 'marketing@prizmland.com'; 'Marketing@rweng.com'; 'marketing@sittshill.com'; 'marketing@soundearthinc.com'; 'marketing@thebluelinegroup.com'; 'marketingstaff@mcknze.com'; 'marketingstaff@mcknze.com'; 'marketingtoolbox@parametrix.com'; 'markus@cascadiarenewables.com'; 'martyg@wc-3.com'; 'matt@cphconsultants.com'; 'matt@garryanaconsulting.com'; 'mburrows@hwlochner.com'; 'mcdaniel@apexengineering.net'; 'mdavari@trantecheng.com'; 'mdean@bcradesign.com'; 'mehlebracht@haleyaldrich.com'; 'mfrey@bcradesign.com'; 'mgilman@landauinc.com'; 'mgreen@aesgeo.com'; 'michael.mondragon@rsandh.com'; 'michael.pires@shanwil.com'; 'mike@crossreiter.com'; 'mikem@cgengineering.com'; 'mikem@sittshill.com'; 'misty.chapman@kpff.com'; 'MKTG_NW@carollo.com'; 'mmackay@trantecheng.com'; 'mmackay@trantecheng.com'; 'mmorkert@centurywest.com'; 'MP.Marketing@kimley-horn.com'; 'mprior@schnabel-eng.com'; 'mrandall@hwlochner.com'; 'msenior@schnabel-eng.com'; 'msherwood@heg-inc.com'; 'muhlenhauptmike@stanleygroup.com'; 'myoung@collinswoerman.com'; 'nancy@ehsintl.com'; 'nlolson2@nlolson.com'; 'nmariano-holm@bartlett.com'; 'nmeusch@elcon.com'; 'nvolk@idexcorp.com'; 'nwmarketingrfrp@esassoc.com'; 'office@wwsvc.com'; 'olivia.vermaak@foster.com'; 'Olivia.Wilson@terracon.com'; 'otakmarketing@otak.com'; 'pablo@phtraffice.com'; 'patty@braaksma-engineering.com'; 'Paul@SaturnaH2O.org'; 'Paula@parrott-environmental.com'; 'pdickow@walkermacy.com'; 'peter.debaldt@perteet.com'; 'peter@leon-environmental.com'; 'pfitzgerald@atwell-group.com'; 'phil.brown369@gmail.com'; 'pkeller@dowl.com'; 'PNWMarketing@psomas.com'; 'polsen@kellerassociates.com'; 'procurement@maulfoster.com'; 'procurement@maulfoster.com'; 'proposals@geoengineers.com'; 'proposalteam@epicland.com'; 'proposalteam@epicland.com'; 'pskillings@skillings.com'; 'Pthompson@bartlett.com'; 'padmin@atwell-group.com'; 'raveneng@mtaonline.net'; 'rdahn@atwell-group.com'; 'rdahn@prizmland.com'; 'rgandy@cobbendley.com'; 'rgushman@gibbs-olson.com'; 'riad.alharithi@nv5.com'; 'rita.lomas@psomas.com'; 'rmathews@efulcrum.net'; 'rmcgaughey@hwlochner.com'; 'robma@mckinstry.com'; 'rosie.daniel@confenv.com'; 'rtnye@burnsmcd.com'; 'rtuomisto@aesgeo.com'; 'rvoorhies@centurywest.com'; 'ryan@nexusplanningservices.com'; 'saadz@redzengineering.com'; 'sabrenao@hattonpantier.com'; 'sales@osbornconsulting.com'; 'Sam@peaksustainability.com'; 'samantha.cody@kpff.com'; 'sarah.low@strategicnature.com'; 'sarrigoni@geoengineers.com'; 'savage@apexengineering.net'; 'scott.white@confenv.com'; 'scottbe@mckinstry.com'; 'scottl@fcsgroup.com'; 'Scottm@gretteassociates.com'; 'sdavis@cobbendley.com'; 'seattledivingservices@gmail.com'; 'seattlemarketing@wsp.com'; 'serickson@dc-engineers.com'; 'sferrari@oacsvcs.com'; 'sfredericksen@xltech.com'; 'shannon.galas@shanwil.com'; 'shannon.saramaa@meadhunt.com'; 'shelley.wojcik@tkda.com'; 'sheralyn.hulegaard-ready@jacobs.com'; 'sherry@cohowr.com';

'sjackson@farallonconsulting.com'; 'sknox@anchorqa.com'; 'sleigh@parametrix.com'; 'smcdermott@skillings.com';
'smcdermott@skillings.com'; 'smoddemeyer@collinswoerman.com'; 'soq@rh2.com'; 'sotto@maulfoster.com';
'ssabas@schnabel-eng.com'; 'stacy@theaviationplanninggroup.com'; 'staylor@maulfoster.com'; 'stephen@alleci.com';
'steveh@hattonpantier.com'; 'stillman@kellerassociates.com'; 'sturtzea@bv.com'; 'svanderyacht@elementsolutions.org';
'svanderyacht@psurvey.com'; 'swoerman@landauinc.com'; 'tarelle@osbornconsulting.com'; 'tates@harmssenllc.com';
'taylor@evergreenstormh2o.com'; 'tburrell@carollo.com'; 'TeshomeA@jts-seattle.com'; 'tiffanyc@sittshill.com';
'tinahuff@farallonconsulting.com'; 'tkelley@dowl.com'; 'tom.archer@pbsusa.com'; 'tracy.chambers@perteet.com';
'tskillings@skillings.com'; 'ttormanen@windsorengineers.com'; 'tuffleybrad@stanleygroup.com'; 'twalton@nlolson.com';
'tward@centurywest.com'; 'twoodcock@dc-engineers.com'; 'urbanforestryadmins@bartlett.com';
'valerie@broadviewplanning.com'; 'vbarthels@ardurra.com'; 'Veena.Rao@jacobs.com'; 'vengland@moffatnichol.com';
'vicky.epp@tetrattech.com'; 'Vince@FollettEngineering.com'; 'vjohnson@gibbs-olson.com'; 'wamktg@hdrinc.com';
'wguyton@aspectconsulting.com'; 'whitewolfengineeringservices@gmail.com'; 'wmcdonald@haleyaldrich.com';
'wmoc@oacsvcs.com'; 'wrogers@centurywest.com'; 'WTR.Subscriptions@tetrattech.com'; 'wvaldez@aspectconsulting.com';
'zthompson@ardurra.com'; Emma Erickson <EErickson@co.jefferson.wa.us>; Pinky Mingo <PMingo@co.jefferson.wa.us>

ATTACHMENT 4
HDR Proposal



Statement of Qualifications

2025 Coordinated Water System Plan Update

Jefferson County

November 7,
2024



Request for Proposals Information

2025 COORDINATED WATER SYSTEM PLAN UPDATE

Jefferson County

Department of Community Development

Issue Date: October 3, 2024

Closing Date: Thursday, November 7, 2024, 4:00PM

Contact for Questions

Contact: Brent A. Butler

Email: bbutler@co.jefferson.wa.us

Vendor Information

Firm Name: HDR Engineering, Inc.

Contact Name: Jeff Hansen

Address: 905 Plum Street SE, Suite 200, Town Square 3

City: Olympia State WA Zip 98501

Phone: 360.570.4410

Fax: _____

E-Mail: jeff.hansen@hdrinc.com

Return Proposals by 4:00pm, November 7, 2024 to:

Brent A. Butler, AICP

Chief Strategy Officer, Jefferson County

Department of Community Development

621 Sheridan Street, Port Townsend, WA 98368

REQUIRED SIGNATURE PAGE FOR PROPOSAL

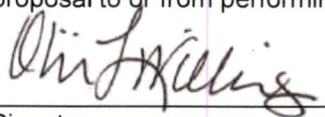
I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I further agree that this proposal will remain in effect for not less than sixty (60) calendar days from the date that proposals are due, and that this proposal may not be withdrawn or modified during that time.

STATE OF Washington
COUNTY OF King

Being first duly sworn, on my oath, I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the County to consider this proposal, the proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to Jefferson County, and proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to Jefferson County.



Signature
Olivia Williams

Printed Name
HDR Engineering, Inc.

Firm

Address
929 108th Ave NE STE 1300

Bellevue, Washington 98004

601021437

UBI #

425.450.6200

(Area Code) Phone

olivia.williams@hdrinc.com

Email Address

THIS PAGE MUST BE SIGNED (legally binding) AND BE RETURNED WITH THE PROPOSAL.



November 7, 2024
Jefferson County
Brent Butler, Chief Strategy Officer
621 Sheridan Street
Port Townsend, WA 98368

RE: Proposal to Provide Engineering Services Related to the 2025 Coordinated Water System Plan Update

Dear members of the selection committee,

Preparation of an updated coordinated water system plan (CWSP) offers significant opportunities to take stock of Jefferson County's (County's) drinking-water needs, the portfolio of supplies and strategies available to meet those needs, and a wide range of topics that are foundational to the effective coordination of water utilities throughout the critical water-supply service area that must reliably supply safe drinking water to their consumers while sustainably managing the area's resources.

Based on many years of experience conducting regional water-resource planning efforts, including updating CWSPs for multiple Washington counties, and preparing water system plans (WSPs) for individual utilities across the state, the HDR Engineering, Inc. (HDR) team is ready to support the County in efficiently completing this CWSP update. Our team offers you the following benefits:

- **Unmatched experience in preparing CWSP updates, providing the County with a proven approach that will lead to CWSP adoption by the Water Utility Coordinating Committee (WUCC), and approval by the Washington State Department of Health (DOH).** The HDR team prepared the most recently updated CWSP in western Washington: the Pierce County CWSP and Regional Supplement (2021 Update). Led by our project manager, **Jeff Hansen**, the Pierce County effort addressed many of the same topics that are of importance to Jefferson County, including updating policy and procedural language to reflect changes in the water utility and water-resource regulatory environment that have occurred since adoption of the 1997 Jefferson County CWSP. HDR supported Pierce County not only in conducting the necessary technical work, but also in facilitating the WUCC and multiple subcommittees in working through challenging policy issues for which there were often divergent views. Guided by Jeff and WUCC leadership, clear policy recommendations were developed and incorporated into the final CWSP. This recent, similar experience will provide efficient completion of a CWSP that can be readily adopted by the WUCC and approved by DOH.
- **Extensive planning and design experience for Jefferson County water utilities, providing a strong foundational knowledge of local issues.** HDR has prepared more than 20 WSPs for multiple utilities in the Pacific Northwest over the past 10 years. This includes WSPs locally

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for the Jefferson County Public Utility District (JPUD), owner and operator of multiple water systems in eastern Jefferson County, and Olympic Water & Sewer, Inc. (OWSI). Our staff includes planners and engineers who routinely work with local and state regulators in updating such plans, as well as design of system improvements. For example, **David Kuhns** has been providing design services for multiple JPUD water systems for more than 5 years. HDR's experience in planning, utility management, and water system design is complemented by the groundwater and water-rights expertise of our teaming partner **Terraphase Engineering, Inc. (Terraphase)**. **Max Wills** brings more than 20 years of experience working with groundwater wells for Jefferson County water utilities, while **Joe Becker** brings more than 30 years of experience assisting utilities throughout western Washington on water-rights issues. HDR and Terraphase work together routinely, bringing our combined resources to support utilities on a range of water utility needs. Currently we are working together with Tacoma Water on evaluating updates to groundwater protection requirements. Our team's water system planning and design experience, including recent work in Jefferson County, allows us to hit the ground running exploring the technical topics of interest to the County.

- **Western Washington experience integrating climate-change and small-system planning into broader planning efforts, offering you depth of key issues knowledge.** Our team includes climate scientists and hydrologists, **Erin Little** and **Ted Shannon**, who have experience evaluating climate-change impacts on western Washington hydrology/hydrogeology, and who will support the team in preparing the climate-change white paper required as part of this effort. Ted is currently supporting Jeff in updating long-range water-resource planning for Tacoma Water, which involves application of an appropriate subset of global climate-change models, downscaled to understand local area impacts, to water-supply availability projections. This work also considers impacts to watershed health and water-quality parameters. We will build off the foundational understanding of climate-change issues such as those to explore the pertinent impacts in Jefferson County. Similarly, Jeff and the Terraphase team have experience working with small systems through issues such as operator/management transition and potential consolidation. Through this work and our experience with DOH's Group B water system guidance material, our experts can facilitate discussions with representatives of such systems and assist the County in developing policies/procedures that support them.
- **A commitment to serve the County with high-quality work.** The team we have assembled for this project has a long track record of providing exceptional customer service and on-time delivery. We achieve this through constant attention to clear communication, detailed tracking of every task and subtask, and monthly project management meetings and progress reporting. Our planning staff have experience preparing technical documents that are streamlined and accessible by a wide range of readers, including elected leaders. These features of our team will support efficient preparation of a high-quality CWSP update document.

We appreciate this opportunity to submit this proposal. We look forward to negotiating and coming up with agreeable contract terms at a later date. Please contact Jeff (jeff.hansen@hdrinc.com | 360.570.4410) if you have any questions about our approach to this project or any information contained herein.

Sincerely,



Olivia Williams
Washington Area Operations Manager



Jeff Hansen, PE
Project Manager

Qualifications and Experience

HDR

HDR's Washington offices include Olympia, Bellevue, Gig Harbor, Seattle, Everett, Spokane, and Pasco. Our size allows us to be locally focused but still leverage technical resources across the United States to address specific project challenges. Our Olympia-based team's specialized expertise and history of teamwork on similar water system planning projects provides the County with a local partner to efficiently address your coordinated water system planning needs. Over the past 10 years, HDR staff have prepared more than 20 WSPs for clients throughout Washington and the Pacific Northwest. In addition, HDR helped prepare many of the "first-generation" CWSPs produced in the 1980s and 1990s, and we assisted in developing the most recently updated CWSP in western Washington. Under the leadership of Jeff Hansen, coupled with our experience in Washington State, our team has the expertise necessary to complete this project successfully.

HDR is teaming with Terraphase, which will bring its knowledge of Jefferson County groundwater and water-rights issues to help take this project to the finish line. As HDR and Terraphase both bring experience working in Jefferson County, our team brings the necessary planning and design knowledge and will kick this project off with a strong foundational familiarity of local issues.

Terraphase

Terraphase is an environmental consulting company that offers cost-effective solutions to complex environmental and engineering challenges. We apply technical expertise and keen awareness of the regulatory framework to achieve our clients' project goals and objectives. The combined talent and experience of Terraphase's engineers, geologists, and scientists form the foundation for a comprehensive environmental management approach. In 2023, Terraphase acquired Robinson Noble, increasing our groundwater resume in Washington, our staff availability, Washington State Department of Ecology (Ecology) site closure record, and local area hydrogeological and geotechnical expertise. Robinson Noble, a highly respected environmental, hydrogeological, and geotechnical consulting firm, has provided earth science and engineering support for public, private, commercial, and industrial clients throughout Washington State and the Pacific Northwest since 1947.

Firm Information

NAME

HDR Engineering, Inc.

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Jeff Hansen, PE
360.570.4410
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LOCAL ADDRESS

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YEARS IN BUSINESS

107

AUTHORIZED PERSONNEL

Olivia Williams, Area Operations Manager

NAME

Terraphase Engineering, Inc.

PRIMARY CONTACT | PHONE | EMAIL

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Tacoma, WA 98402

YEARS IN BUSINESS

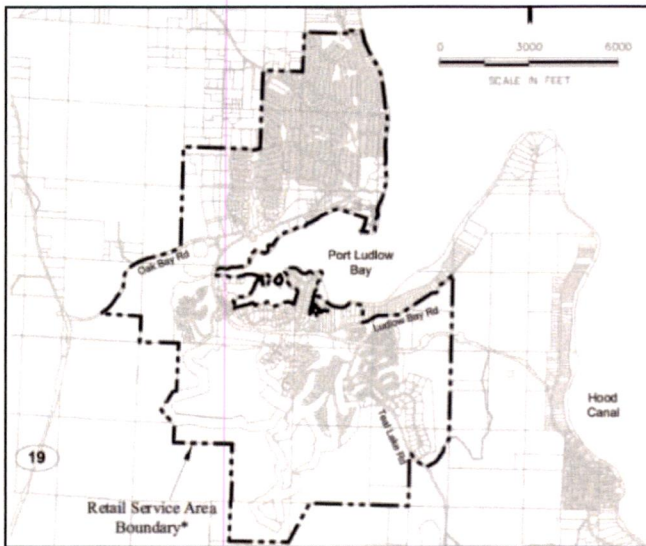
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HDR CWSP and WSP Experience

Based on HDR's utility planning team's experience, HDR's staff are familiar and up to date with Washington State's water system planning requirements. HDR's relevant specialties include regional water-resource planning, system-wide planning, hydraulic modeling, water system demand analysis, reclaimed-water system development, geographic information system (GIS), asset management, condition assessment, financial analysis, capital improvement program (CIP) development, and climate change. Examples of our recent CWSP and WSP experience are shown below in **Table 1**, summarizing our team's planning experience over the past 15 years. It should be noted that HDR assisted in preparing the only CWSP update that occurred in Washington in more than a decade: the Pierce County CWSP. We have selected a few projects to provide additional details for on the following pages.

Table 1. Experience developing WSPs/CWSPs

CLIENT NAME		COMPLETION DATE	CWSP DEVELOPMENT	WSP DEVELOPMENT	REGIONAL WATER RESOURCES
CWSP experience					
Pierce County		2021	●		
Jefferson County WSP experience					
Jefferson County		2007, 2022		●	
Olympic Water & Sewer Inc.		2008, 2024		●	
Non-Jefferson County experience					
City of Everett		2000, 2007, 2014, 2020		●	
City of Hoquiam		2013, 2022		●	
City of Issaquah		2019		●	
City of Moscow, Idaho		2013, ongoing		●	●
City of Moses Lake		2022			●
City of Olympia		2009, 2015, 2023		●	
City of Centralia		2006, 2012, 2023		●	
City of Quincy		Ongoing			●
City of Redmond		2011, 2023		●	
City of Spokane		2023, ongoing		●	●
Silverdale Water District		2015, 2023		●	
Tacoma Water		2018, ongoing		●	
West Sound Utility District		2013, 2023		●	



Water System Plan Update

Olympic Water & Sewer, Inc., Washington

HDR developed the last three periodic WSP updates for OWSI serving the Port Ludlow community on Puget Sound. The most recent update effort was conducted over the past year, with document finalization and DOH approval anticipated by the end of 2024. Key issues addressed in the WSP include a source-of-supply analysis and a programmatic approach outlined in the CIP to manage distribution system water quality. HDR also updated the water demand forecast, water use efficiency goals, and financial program outlining the utility's approach to meeting various capital and ongoing asset replacement and renewal needs. As an associated effort, HDR assisted OWSI in the design and implementation of a manganese removal system for one of its key groundwater sources.

PROJECT DETAILS

Key features | Water demand forecasting, system capacity analysis, water quality compliance, and DOH review coordination.

Firm | HDR

Key staff | Jeff Hansen, Shawn Koorn, Jori Nelson

Water System Plan Update

West Sound Utility District, Washington

HDR assisted the West Sound Utility District (serving the rapidly growing urban growth area of Port Orchard) in the development of its WSP update, both in 2013 and more recently in 2023. The project included hydraulic model analysis for the system of 6,000 connections to develop the capital improvement and system analysis portions of the WSP. HDR prepared all other required elements of the WSP including water-quality compliance, conservation planning (including updates to existing water use efficiency goals), evaluation of water reuse, documentation of the District's O&M program, and incorporation of the financial analysis prepared by the District's financial consultant. As project manager, Jeff Hansen made presentations to the District Board regarding the WSP and future source-of-supply considerations.

PROJECT DETAILS

Key features | Water demand forecasting, system capacity analysis, operations program review, and DOH review coordination.

Firm | HDR

Key staff | Jeff Hansen, Ty Johnson, David Kuhns



Integrated Resource Plan and Water System Plan

City of Tacoma, Washington

In 2017, Tacoma Water hired HDR to develop an Integrated Resource Plan (IRP), including analysis of current and future water demands and the calculation of the reliable yield of the City's conjunctive surface-water and groundwater-supply system under historical and future (climate-impacted) conditions. HDR led the development of a new RiverWare model of the system that provides both long-term planning simulations and real-time forecasts of operations. The model incorporates more than 200 specifically developed rules to handle the details of reservoir operations, minimum instream flows, and water sharing between Second Supply Partner organizations. It incorporates 1,000 years of stochastically generated data representing both historical and climate change-impacted future conditions. Tacoma Water staff are using the model in a forecast mode to assist in better operating their system on a real-time basis. HDR also collaborated extensively with the utility's staff in engineering, rates and finance, water-quality, water-supply, and water distribution sections to update the IRP in 2020/2021. Currently, the HDR team is preparing a wholesale update to the IRP, with completion anticipated in early 2025, that involves an updated examination of climate-change impacts on the utility's water supplies and a review of groundwater protection codes.

On the heels of original development of the IRP, Tacoma Water also engaged HDR to update its DOH-required WSP to include discussion of current conditions, regulatory compliance, water conservation programming, and upcoming capital projects. The team was able to prepare a WSP that was concise and streamlined by using cross references to various documents that Tacoma Water already had available through its online digital presence. The updated WSP includes new information on the utility's Green River Filtration Facility, McMillin Reservoir, the Green River Watershed Management Program, the utility's asset management program, regional partnerships, and the updated Water Conservation Program. The WSP and associated links also provide a repository of information for customers, the utility's staff, and the Public Utilities Board.

PROJECT DETAILS

Key features | Water demands analysis, climate-change analysis, coordination with public health department, and supply portfolio evaluation, public advisory committee facilitation

Firm | HDR

Key staff | Jeff Hansen, Kathryn Jones, David Kuhns, Ted Shannon, Mika Vogt

Terraphase Water Rights Experience

The Terraphase projects listed below provide a snapshot of Max Willis and Joe Beckers combined water rights work in Jefferson County dating back from the late 1980s to now.

Port Ludlow Groundwater Resource Potential Study

Studied the production capacity of the area water system's existing wells and aquifers that resulted in identifying a need for additional production sources. Recommendations included testing an existing well, further investigating the South Valley Aquifer, and drilling two new wells.

Port Ludlow Water Resource Evaluation and Construction of Well 14

Following up on the recommendations from a previous Well 1 study and testing at Well 12 in the South Valley Aquifer, it was concluded that Well 12 was not suitable for production. Well 14 was then drilled and constructed with a 300 gpm rating. The conclusion of this project included recommending the drilling of Well 15.

Testing of Bywater Bay Well 1

The Jefferson County PUD operated Shine Well was tested and rated for a production of 150 gpm.

Port Ludlow South Aquifer Study

The project involved defining the boundaries, extent, and characteristics of the Port Ludlow South Aquifer establishing that the aquifer does extend south to the Shine area.

Deepening and Testing of Bywater Bay Well 2

Due to declining water levels and production (down to less than 10 gpm), this well (operated by Jefferson County PUD and known as the Alpine Court Well) was deepened and re-constructed with a new screen, tested, and rated for a production of 32 gpm.

Drilling and Testing of OWSI Well 15

Production Well 15 was drilled as a replacement well for OWSI's Well 13 in the South Bay area of Port Ludlow. Well 15 was not used due to high arsenic levels, but it is currently being reevaluated for use with treatment.

Drilling and Testing of OWSI Well 16

Production Well 16 was drilled in the South Bay area of Port Ludlow to replace OWSI's Well 13. It is currently one of two primary water sources in this area.

On going monitoring of OWSI's Well System

Terraphase established monitoring network using OWSI's various production wells together with other Port Ludlow area production and private supply wells. Monitoring was established as part of OWSI's water right provisions to continually monitor for potential sea water intrusion.

Rehabilitation of OWSI Well 3 and New Source Investigation

Terraphase oversaw rehabilitation efforts of OWSI's Production Well 3 in the North Bay area of Port Ludlow, and then conducted an aquifer evaluation to assess various locations for drilling a replacement well for the aging Well 3.

Drilling and Testing of OWSI Well 18

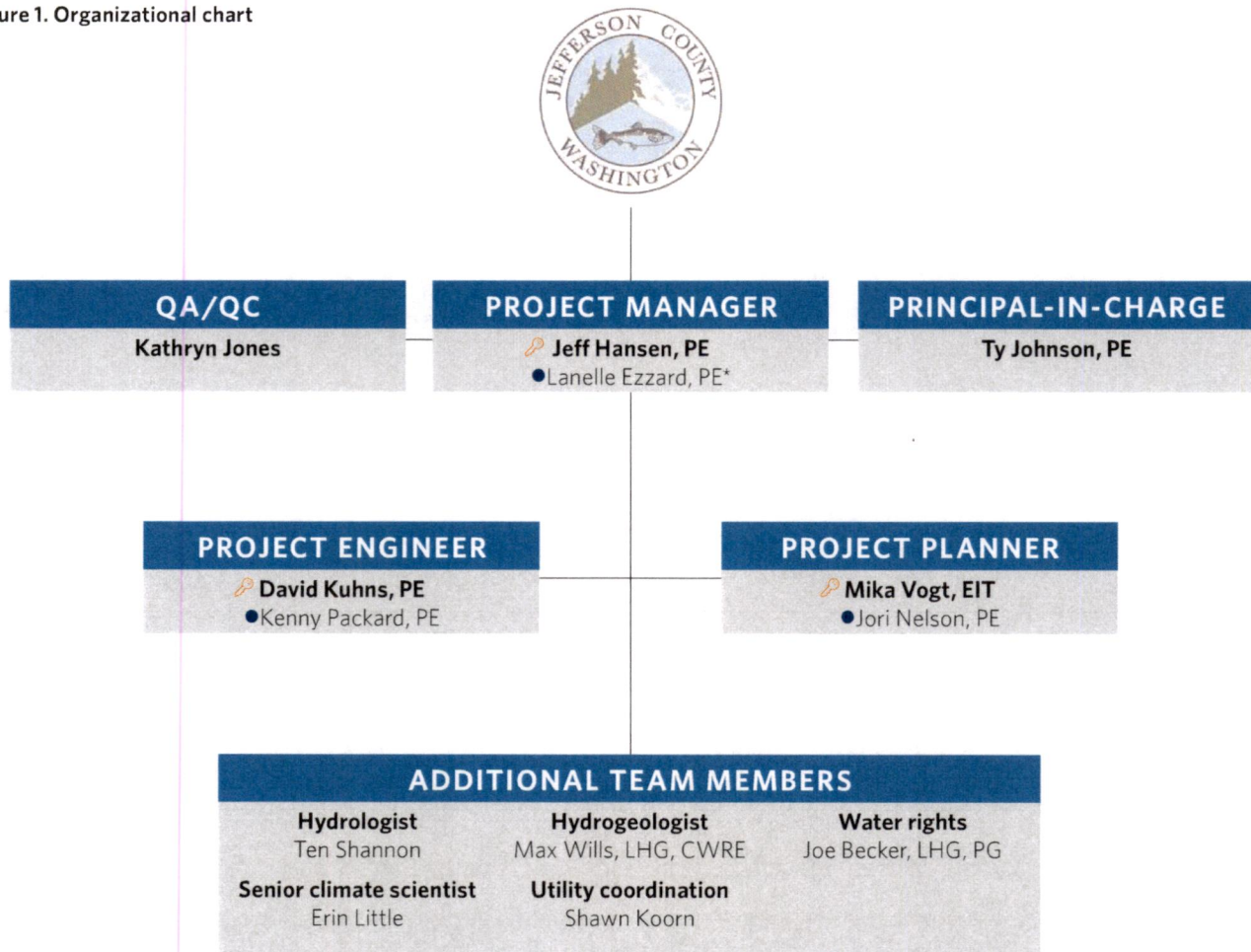
Production Well 18 was drilled at OWSI's Well 3 site to replace Wells 13 and 17. The well is currently going through the source approval process.

Team Organization

Our key staff provide the full range of services required to meet the County's needs on this project, including planning, engineering, utility coordination, and water rights. Not only is this team highly experienced in conducting this type of work, but they also have a long history of working together for more than a decade on water system planning. **Figure 1** below presents our organizational chart outlining our team's roles and structure. Our team's qualifications, experience, availability, and the benefits they bring to the County are provided on the following pages. In addition to our key team members listed below, as requested in the Request for Proposals (RFP), we have also included backup personnel for each key role. We do not anticipate this being a need, but have selected backup personnel who would create a seamless transition for the project and the County if needed. Resumes are provided in Appendix A. Capacity and availability for our team can be found following our team bios.

The team will be led by **Jeff Hansen**, who has more than 20 years of experience preparing WSPs and CWSPs. Additional staff who routinely work with Jeff round out the team, providing all necessary skill sets to complete this effort. **Jeff will have prime responsibility and final authority for the proposed work.** To provide the County with unparalleled support and regional water planning experience, we have teamed with **Terraphase** who brings additional expertise with respects to ground water and local areas rights.

Figure 1. Organizational chart



Key personnel Backup personnel

Key Team Members' Qualifications

Below are summaries of our key team members' qualifications, their roles for this project, and backup for those key roles.

EDUCATION

MS, Civil Engineering, University of Washington

BS, Civil Engineering, University of Missouri-Rolla

EXPERIENCE

25 years

REGISTRATION

Project Engineer 39861, Washington

FIRM

HDR

AVAILABILITY

20%

Jeff Hansen, PE | Project Manager

Jeff's work includes regional water-resources planning, WSP development and updating, water system analysis and design, hydraulic modeling, and watershed assessment. He led the recent Pierce County CWSP update, and was an author of the 2005 Kitsap County CWSP update. He is experienced in all disciplines related to water comprehensive planning, including water demand forecasting, facility assessments, water-quality regulatory compliance, conservation planning, service area policy development, long-range strategic planning, and financial planning. Jeff is known for his clear and responsive communication style, in both managing teams and working with utility project managers to guide the overall direction and execution of projects.

Responsibility: **Jeff will manage and advise the project team, and make sure that the team is collaborating with the County and keeping the project on schedule and within budget.**

EDUCATION

BS, Civil Engineering, Washington State University

EXPERIENCE

13 years

REGISTRATION

Project Engineer 52660, Washington

FIRM

HDR

AVAILABILITY

20%

David Kuhns, PE | Project Engineer

David's work focuses on water-resources, water-supply, and distribution systems, including pipe and open-channel hydraulics, hydrology, water treatment, and WSP development. His WSP experience includes source and storage analyses; demand forecasting; distribution system modeling; CIP development; writing plan chapters; and using DOH, Ecology, and U.S. Environmental Protection Agency (EPA) planning guidelines. David has used several hydraulic modeling programs including WaterGEMS, WaterCAD, InfoWater, and EPANET. He has also performed several extended-period simulation model runs to answer questions on how systems operate over time and how they would change if certain tanks were taken offline.

Responsibility: **David will be responsible for supporting Jeff with the engineering elements of CWSP development.**

EDUCATION

MS, Natural Resources, Virginia Polytechnic Institute and State University

BS, Environmental Engineering: Chemistry, University of Washington

EXPERIENCE

1 year

FIRM

HDR

AVAILABILITY

25%

Mika Vogt | Project Planner

Mika has experience working on WSPs, asset management programs, and financial planning projects. Her skill set includes data analysis and visualization, drafting technical documents, and project coordination. She is currently supporting the development of water demand forecasts and reservoir modeling and has previously supported a small-scale water and sewer demand estimate.

Responsibility: **Mika will support and provide backup for Jeff in facilitating WUCC meetings, developing demographic and water demand projections, and writing and preparing the draft and final CWSP document.**

EDUCATION

MS, Environmental Policy and Management, University of Minnesota

BS, Civil Engineering, University of Wisconsin

EXPERIENCE

29 years

REGISTRATION

American Water Works Association (AWWA) Utility Risk and Resilience Certificate

FIRM

HDR

AVAILABILITY

10%

Kathryn Jones

QA/QC

Kathryn has a strong portfolio of experience in management and execution of water and environmental projects. She has helped water utilities focus on long-range resource evaluation, infrastructure planning and design, and utility management, including water sustainability, water-reuse program development, risk and resilience planning, and water conservation planning. An effective communicator and skilled at conceptual project development, she explores the complex connections between water resources and public water infrastructure and enjoys working with clients and project teams to provide technical solutions integrated with holistic resource evaluation and effective public engagement.

Responsibility: **Kathryn will review all deliverables before they are sent to the County to confirm that the highest-quality products are being delivered.**

EDUCATION

BS, Survey Technician, University of Alaska Anchorage, Chugiak-Eagle River

BS, Civil Engineering, Saint Martin's University

EXPERIENCE

28 years

REGISTRATION

Project Engineer 41381, Washington

FIRM

HDR

AVAILABILITY

5%

Ty Johnson, PE | Principal-in-Charge

For more than 27 years, Ty has successfully managed projects ranging from planning-level studies to design and construction inspection for utility engineering projects throughout Washington. Ty has worked in Jefferson County for the past 6 years on more than 10 projects including the design of two main water crossings and water mains. Ty has a wealth of knowledge in providing WSPs for the Cities of Hoquiam, Olympia, Tumwater, and Aberdeen, among many others. Ty's technical background, project management experience on WSP updates, and well established relationships within the County make him ideally suited to be our principal-in-charge for this project.

Responsibility: **Ty will facilitate the HDR team's responsiveness to the County's needs, and will make sure that the team has the resources to be successful.**

EDUCATION

MS, Geology, Western Washington University

BS, Geology, Central Washington University

EXPERIENCE

28 years

REGISTRATION

Licensed Geologist, Washington 783

Licensed Hydrogeologist, Washington 783

FIRM

Terraphase Engineering, Inc.

AVAILABILITY

5%

Max Wills, LHG, CWRE | Hydrogeologist

Max Wills is a Principal Hydrogeologist and with his education and subsequent consulting career, Max has developed an extensive understanding of Pacific Northwest geology and the unique issues that occur in this area. Max is a Licensed Hydrogeologist and Certified Water Right Examiner (CWRE) in Washington State. He manages both environmental and hydrogeologic projects, including extensive soil and groundwater remediation projects, municipal well construction, and rehabilitation projects, and he consults with clients on regulatory issues ranging from water rights to environmental compliance.

Responsibility: **Max will be responsible for advising the project team and WUCC regarding policy and technical analysis pertaining to groundwater well development and management.**

EDUCATION

BS, Atmospheric Science,
University of Missouri, Columbia

EXPERIENCE

24 years

FIRM

HDR

AVAILABILITY

10%

Erin Little | Senior Climate Scientist

Erin has 25 years of experience as a meteorologist and atmospheric scientist. She is diverse in forecasting weather and often explores climate-change impacts, quantification, adaptation, flood warning, monitoring, response and outreach, and GIS mapping for water system adaptation strategies. She has an active role in communicating and tracking key state and national policies. Erin uses global model scenarios and climate forecast data analysis for infrastructure planning and design. She has expertise in sustainability and resilience as it pertains to integrating community, environment, and social considerations as they relate to our atmosphere and natural systems.

Responsibility: **Erin will be responsible for advising the team on climate-change impacts and helping to author the climate-change white paper.**

EDUCATION

BS, Economics, Central
Washington University

BS, Business Administration,
Central Washington University

EXPERIENCE

29 years

FIRM

HDR

AVAILABILITY

10%

Shawn Koorn | Utility Coordination

Shawn is a utility rates business class lead with more than 29 years of experience. His expertise is in the development of revenue requirements, financial impacts, utility financial planing, and utility coordination system consolidation for clients. He is highly capable and understands the finer technical issues involved with each project, as well as the broader economic issues that today's public and private utilities are facing.

Responsibility: **Shawn will advise the team on financial and utility management considerations.**

EDUCATION

BS, Civil Engineering, Iowa State
University

MS, Civil Engineering, Colorado
State University

EXPERIENCE

26 years

REGISTRATION

Project Engineer 38964,
Colorado

FIRM

HDR

AVAILABILITY

10%

Ted Shannon, PE | Hydrologist

Ted has extensive experience in hydrologic and hydraulics projects, and has expertise with surface-water modeling, conjunctive water use, and tribal and federally reserved water rights. His background includes application of models in support of water-rights negotiations and basin planning. Ted has developed stakeholder-driven feasibility studies to help clients clearly identify their water needs, water supplies, and climate-change considerations to improve supply, streamflow, and fish habitats. Ted has developed models using RiverWare to evaluate project impacts.

Responsibility: **Ted will support development of the climate-change white paper, including potential impacts on surface-water supply availability, watershed health, and potential water-quality impacts.**

EDUCATION

MS, Geology, Texas A&M University

BS, Geology, University of Washington

EXPERIENCE

39 years

REGISTRATION

Licensed Geologist, Washington 306

Licensed Hydrogeologist, Washington 306

FIRM

Terraphase Engineering, Inc.

AVAILABILITY

5%

Joe Becker, LHG, PG | Water Rights

Joe has expertise in water rights consulting, groundwater source development, aquifer storage and recovery (ASR), groundwater modeling, regional hydrogeologic definition, and contaminant hydrogeology. He worked on dozens of major groundwater production wells and constructed numerous groundwater flow models. Joe is also extensively experienced at conducting hydrogeologic assessments and fulfilling regulatory needs for groundwater studies. Joe is an accomplished public speaker, having given lectures on water right transfers, water rights mitigation, the Foster pilot program, and ASR topics. He is highly knowledgeable concerning Washington water law. Terraphase is in the Ecology cost reimbursement consulting pool, and Joe leads the Terraphase water rights consulting team for that program. Joe has written over 40 reports of examination (ROEs). He has assessed many water right portfolios, helping clients accomplish wanted better management of their water rights as well as applying for new or change water rights. Joe is actively working on two of the five Foster pilot water rights projects (for the Cities of Port Orchard and Sumner) and formerly worked on a third one, making Joe perhaps the most experienced consulting hydrogeologist regarding the water-rights-related Foster pilot program. For these Foster projects, Joe is working with water rights attorneys to craft the required technical work and mitigation plans that will be acceptable to Ecology and other stakeholders as well as streamline the drafting ROEs. Through his water rights work, Joe is very familiar with the Department of Ecology staff and Ecology requirements, policies, and regulations, as well as the RCWs and WACs making up Washington water law.

Responsibility: **Joe will be responsible for advising the project team and WUCC regarding policy analysis and recommendations pertaining to water rights.**

Capacity and Availability

HDR has approximately 600 employees working in different offices all over Washington State, including Olympia, Bellevue, Gig Harbor, Seattle, Everett, and Spokane. HDR has long had an experienced group of professional water planners and engineers located in Olympia, which includes the key team that will provide services to Jefferson County on this CWSP update. Our project planner, **Mika Vogt**, will operate in partnership with our project manager and project engineer, **Jeff Hansen** and **David Kuhns**, respectively, as displayed on the organizational chart included with this submittal. If needed, this team has access to additional specialists in Bellevue, Seattle, and other Northwest locations with expertise in areas such as groundwater development, aquifer storage and recovery, water utility design, utility coordination, economics, environmental analysis, State Environmental Policy Act (SEPA) compliance, drinking-water treatment, water rights, and other disciplines.

For this project, HDR can commit Jeff, David, and Mika for the planned duration of the project, available on average 20 percent of the time. Other specialists can be scheduled for periodic participation to meet the County's needs and project schedule.

Approach to Work

Our understanding of the core consultant responsibilities related to the CWSP update are summarized below, followed by a description of our approach to successfully completing the project.

Understanding

The efforts required of the selected consultant can generally be organized into the following four categories:

1. **WUCC facilitation:** While the County will update the WUCC membership and prepare meeting procedures, HDR will facilitate all WUCC meetings. Key considerations with respect to this effort are as follows:
 - **Goal setting:** It is important to develop goals for the project as a whole (i.e., defining the objectives that the WUCC wants to achieve with the CWSP update) as well as goals specific to each meeting. With a group as large as the WUCC, project success is possible only if participants understand what is being accomplished at each step in the process. We will work with County staff to develop proposed goals that will then be refined with the WUCC at the outset of the process and agreed upon according to WUCC procedures.
 - **Subcommittee definition:** With the wide range of policy and technical topics to be considered during this CWSP update, HDR strongly recommends the formation of small subcommittees to tackle items in depth, arriving at recommendations that can then be brought back to the WUCC as a whole. While recognizing the benefits of subcommittees, HDR also urges that the County and WUCC be cautious not to develop too many subcommittees, which can result in significant logistical and management challenges. Subcommittee can be streamlined by assigning multiple related topics to one subcommittee.

- **Meeting management:** In HDR's meeting facilitation experience, we have found that schedule/time management and full group participation are both critical to lead to successful outcomes. In addition to guiding the content discussion at WUCC and subcommittee meetings, HDR's project manager and facilitator, Jeff Hansen, will keep the meeting on schedule and will actively encourage participation of those meeting attendees who do not initially engage.

2. **Core policy and technical topics—research and analysis:** The County and its partners wish to address a wide range of policy and technical topics in this CWSP update. HDR's team of planners, engineers, and scientists is prepared to assist the WUCC in this effort by conducting research, presenting findings/recommendations, and facilitating technical discussions. We have the expertise to support the WUCC regarding the topics identified in the RFP, and we routinely provide this type of support in inter-jurisdictional utility planning efforts, such as the Pierce and Kitsap County CWSP updates, the Water Supply Forum Resiliency Project, and the Spokane County Comprehensive Wastewater Management Plan.

Figure 2. Project Manager, Jeff Hansen facilitating a workshop.



3. Optional topics—research and analysis: The County has identified additional topic areas that are of interest to the WUCC that are not explicitly required to be addressed in the CWSP per the Coordination Act. These include preparation of a climate-change white paper and development of guidance for Group B water systems.

4. Document preparation: A significant task required of the selected consultant is development of written materials to support WUCC discussion and analysis at the conclusion of the project to document the WUCC's desired updates to the CWSP. Jeff and his core team of planners have extensive experience both in technical writing and the synthesis of technical and procedural material into streamlined, reader-friendly documents that are easily digested by a wide audience. We envision the following three primary categories of written deliverables for this project:

- **Interim materials:** These will include technical memoranda (TMs) and presentations that summarize policy and technical research to support alternatives analysis by the WUCC. Many of these items may eventually become portions of draft chapters of the CWSP and/or appendices.
- **Draft CWSP update:** We understand that in undertaking this CWSP update the County desires a new, "fresh" look and feel. As such, we aim to not simply update existing text, but to develop a new organization to the document. We see this as being a streamlining of the body of the CWSP document, with much of the detail moved to appendices or incorporated by reference to other outside documents (which may in turn be more "living" documents that are routinely updated). We have taken this approach with many planning documents in recent years, such as the Pierce County CWSP.
- **County code review:** We recognize that a potential additional task for the selected consultant is to review the current Jefferson County Code for consistency with the CWSP update. This may potentially involve drafting modifications or amendments to align the CWSP and related codes. We have recent experience assisting county governments in

such exercises. For example, Jeff led a team of engineers and financial analysts in the review of Thurston County's water and sewer codes, evaluating this material for consistency with current industry standards and alignment with the County's water and sewer plans and development practices.

Approach

An outline of our proposed approach for the 2025 CWSP update is provided below, intended to demonstrate how our team will provide the core services described above in the Understanding. We recognize that the County is envisioning completion of many elements, as enumerated in the list of 23 scope-of-work items included in the RFP. To demonstrate that our proposed approach captures these topics, we signal throughout the text below where each numbered RFP item is addressed.

Task 1: Meeting Facilitation ✓ RFP item 1

At the outset of the project, our project manager, Jeff Hansen, will work with County staff to develop meeting procedures and protocols so that they align with the facilitation approach desired by the County. Jeff will then serve as the facilitator for the WUCC and subcommittee meetings.

As noted in the Understanding, we think that goal definition for each meeting is critical to successful meeting facilitation, as it allows for clear progress toward overall project objectives. We will begin by outlining a series of meeting objectives over the full course of the project, aligned with the project schedule and key milestones. Then, in the development of meeting agendas, Jeff will work with the County to establish clearly articulated meeting purpose and objective statements. Similarly, at the conclusion of each meeting, action items will be clearly identified to enable the tracking of progress throughout the duration of the project.

During WUCC and subcommittee meetings, project planner Mika Vogt will perform routine “time checks” to note if the meeting has fallen behind schedule and provide the WUCC with the opportunity to choose how to proceed (e.g., expediting discussion of subsequent items on the agenda and/or tabling some items for future meetings). Mika will work with Jeff to track the level of engagement of meeting participants, encouraging participation through asking questions, and requesting input of those who do not initially offer their perspectives or opinions.

Per the RFP, we anticipate this being an 18-month effort, with the core meetings comprising six quarterly WUCC meetings. Up to four additional meetings are envisioned under this task for subcommittee and County departmental meetings.

This approach is similar to our successful facilitation of the Pierce County CWSP update, the meetings for which took place in 2019 and 2020.

Task 2: Core Policy/Technical Topics | Research and Analysis ✓ **RFP item 2** HDR will work with the WUCC to identify and prioritize/schedule the various policy and technical topics to be considered, understanding any interdependencies between them. This involves:

- Specifying an issue to be analyzed including specific questions from the WUCC
- Brainstorming with the WUCC how alternative policy remedies could be designed and implemented
- Stating expected outcomes from a policy/technical analysis
- If appropriate, referring the topic to a subcommittee for detailed consideration
- Using technical resources from within HDR, the County, and other members of the WUCC to explore alternatives
- Drafting a summary that outlines alternatives, identifies pros/cons, and makes a recommendation
- Presenting the summary to the WUCC for consideration/action

To assist the WUCC in this effort, Jeff will assign technical staff from the HDR team to work collaboratively with County staff and other WUCC members in addressing the identified issues. These technical staff will then attend subcommittee and WUCC meetings or conference calls.

The primary categories of topics likely to require research/support, as summarized based on the RFP, are discussed below. The extent of research and analysis of various topics will have to be limited to the amount of work that can be accomplished within the available budget. As such, the WUCC will likely need to prioritize these topics, since not all will likely be able to receive equal amount of attention.

- **CWSP processes** ✓ **RFP items 9 and 13** This includes the processes for making individual water utility retail service area designations/changes and guiding the review of WSPs for consistency with the CWSP, as well as documentation of satellite management agency policies. We worked through updating documentation of these same processes, policies, and procedures as part of our work on the Pierce County CWSP update, and are familiar with the processes in place by various counties and CWSPs through our extensive work on WSP updates across Washington State.
- **Shared resources/facilities** ✓ **RFP items 10 and 18** This involves examining the potential for implementation of shared water resources and/or infrastructure to improve water utility operations and costs. We plan to leverage our experience on similar issues for other utilities to assist the WUCC on this topic. For example, in the Olympia area we have provided assistance to the Cities of Olympia, Tumwater, and Lacey for more than a decade in conducting long-range planning associated with shared use of local area groundwater water supplies, including the Olympia Brewery water rights and reclaimed water. We have also helped these communities implement joint water-rights mitigation strategies, such as the planning and design of the Lacey/Olympia Woodland Creek Groundwater Recharge Facility, which now infiltrates reclaimed water into the shallow groundwater system to offset

Figure 3. Construction of the Lacey/Olympia Woodland Creek Reclaimed Water Groundwater Recharge Facility (a shared water-rights mitigation project)



groundwater withdrawals elsewhere in the basin (see **Figure 3**). Similarly, with respect to shared transmission and storage facilities, our planning work with Cascade Water Alliance and West Sound Utility District/Port Orchard provides a sound foundation from which to base analysis of agreements and cost-sharing arrangements for such infrastructure. Related to this will be discussion of wholesale water considerations, and implications for individual water system planning efforts pertaining to service areas and water rights.

- **Design standards ✓ RFP items 11 and 12** As part of the update to documentation of design standards, we envision that a primary focus will be on interties and fire flow requirements, among other items. We have assisted many utilities with intertie planning and design, including the Covington Water District and its latest turnout to the Second Supply Pipeline and connections between the Cities of Centralia and Chehalis. We have worked with DOH on processing the documentation and review of such interties, and ensuring that the design supports the needs of utilities on both sides of the interties. Fire flow requirements will be reviewed for consistency with current building codes and alignment with practices currently taken with respect to sprinkling and associated flow requirements, if any. For the Pierce County CWSP update, this resulted in a clear differentiation between established minimum fire flow requirements and long-range planning-level guidance to assist expanding public water systems in the planning/design of infrastructure in light of potentially changing requirements associated with future development.
- **Incorporation of regulatory changes since prior CWSP ✓ RFP items 3, 14, and 23** The regulatory backdrop has evolved significantly since the last CWSP was adopted. Our team has a long track record of assisting utilities in complying with the Municipal Water Law and Water Use Efficiency Rule. Jeff has also worked with many utilities on planning and developing reclaimed-water facilities in alignment with the recently adopted Reclaimed Water Rule, all of which should be referenced and discussed in the context of the CWSP. Also, changes in watershed planning and water-rights issuance/mitigation need to be reflected in this CWSP update, including reference to watershed restoration and enhancement plans that have been developed or updated since the 1997 CWSP. Our teaming partners from Terraphase bring substantial water-rights experience with utilities on the Olympic and Kitsap Peninsulas, including work coordinating water rights between water systems and developing mitigation plans that meet current water law.

Figure 4. Excerpt from Jefferson County Comprehensive Plan (2018) depicting population growth rate projections

EXHIBIT 1-2 Jefferson County & City of Port Townsend 20-year Population Projection & Distribution (2018-2038)								
Location (Unincorporated unless noted)	2010 Population ¹	Allocation Total Growth County-wide	Projected Growth (2010-38)	2018 Projected Population ⁷	Estimated Growth (2018-38) ²	Projected Population 2038	2010-38 Projected Growth Rate ³	
Port Townsend UGA (Incorporated)	9,113	36%	3,366	9,661	2,814	12,479	1.13%	
Port Hadlock/ Irondale UGA ⁴	3,580	19.4%	1,814	3,795	1,516	5,394	1.48%	
Port Ludlow MPR	2,603	10.1%	944	2,759	789	3,547	1.11%	
Pleasant Harbor (Brinnon) MPR	--	4.5%	421	--	352	421	24.1 %	
UGA/MPR Subtotal	15,296	70%	6,545	16,215	5,471	21,841	1.28%	
Rural & Resource Areas Subtotal	14,576	30%	2,804	15,452	2,445	17,380	0.63%	
County-wide Total	29,872 ⁵	100%	9,349	31,667	7,816 ⁶	39,221	0.98%	

• **Demographic and demand projections** ✓ **RFP**

item 9 The planning projections included in the CWSP are significantly outdated and will need to be updated to reflect current countywide growth plans. Our planning staff are well versed in a range of demand projection approaches from our extensive experience in water system planning, including for JPUD and OWSI, and are prepared to support the WUCC in the desired level of analysis on this item. We routinely work with information provided by the Washington State Office of Financial Management, but also rely on localized development rates (e.g., see **Figure 4**) and agreements to fine-tune projections. We can help the WUCC use updated projections, complemented by other current utility-specific supply-and-demand analyses, to construct an updated forecast of countywide water demands and the ability of existing and future supplies to meet those needs.

• **Small-system and regional issues** ✓ **RFP items**

15, 16, and 17 Consolidation of water systems, particularly smaller ones that increasingly face administrative and financial challenges, is an important tool available to assist utilities in maintaining service to their customers. Our team has experience analyzing the feasibility of consolidation for utilities such as JPUD and the

City of Centralia. We will apply this experience in conducting DOH-funded evaluations of consolidation, considering both technical and financial issues, to help the WUCC incorporate this potential strategy into the CWSP. Other similar issues to be addressed include regionalization and receivership, succession planning (with a focus on small systems with contract operators), and the management of individual wells in designated retail service areas. We supported the Pierce County WUCC on development of similar items for its CWSP update, which was a critical element with a utility going through the receivership process at the time of the CWSP update work.

• **Analysis of permitted uses within wellhead areas** ✓ **RFP item 19**

This has been a topic of increasing interest for local land use jurisdictions in western Washington as they go through Comprehensive Plan and critical area ordinance updates. As part of our work on the Pierce County CWSP, the HDR team conducted a benchmarking analysis regarding how other jurisdictions have approached identifying uses that are permitted versus prohibited within wellhead protection areas and critical aquifer recharge areas. That resulted in policy recommendations stated in the CWSP that are now being evaluated by

land use jurisdictions and, in the case of Pierce County itself, implemented through code revisions. Terraphase and HDR staff are currently working together on similar projects for the City of Tacoma. All of these experiences provide a solid starting point to conduct similar work for Jefferson County.

- **Incorporation of asset management and proactive capital planning philosophies** ✓ **RFP item 22** Our team includes asset management experts who assist utilities in developing long-term, programmatic approaches to asset management so that capital planning is designed to meet resilience and renewal/replacement needs, as well as planning for capacity-related growth.
- **Reclaimed water** ✓ **RFP item 23** The CWSP can be used as a vehicle to clarify and support the use of reclaimed water where appropriate to meet certain water-resource needs. Our current work in King County, where we work jointly with the reclaimed-water provider (the County) and water purveyors (local cities and water districts) provides us the necessary background to efficiently support the WUCC in exploring this issue.

Task 3: Optional Topics | Research and Analysis

In addition to the long list of required topics examined in Task 2, our team will provide support to the WUCC on the following two “optional” topics:

- **Climate-change white paper** ✓ **RFP item 4** We have substantial recent experience evaluating future climate-change impacts on local water-supply resources. For example, climate change was incorporated into the Water Yield Supply and Demand Model (WYSDM) that our team developed for Tacoma Water as part of its IRP. Since that model was developed in 2018, we continue to support Tacoma Public Utilities in updating and refining it, including presently evaluating how the current climate projections should be factored into the hydrologic analysis of the Green River and Eagle Gorge Reservoir. As a part of that work, the HDR technical team, led by hydrologist Ted Shannon, is conducting a literature

review of potential water-quality impacts related to climate change (e.g., algal and milfoil growth in surface-water reservoirs), as well as impacts upon watershed health (e.g., susceptibility to wildfires and runoff-related turbidity events). Our team will apply this experience, along with our contacts at key regional climate-change planning entities (e.g., University of Washington Climate Impacts Group), in preparing a white paper describing climate-change considerations of relevance to Jefferson County water utilities. Ted will lead this effort, supported by our lead climate scientist, Erin Little. Max and Joe from Terraphase will complement their expertise with local area groundwater knowledge to explore linkages with long-term groundwater trends and potential impacts to both source capacity and water quality.

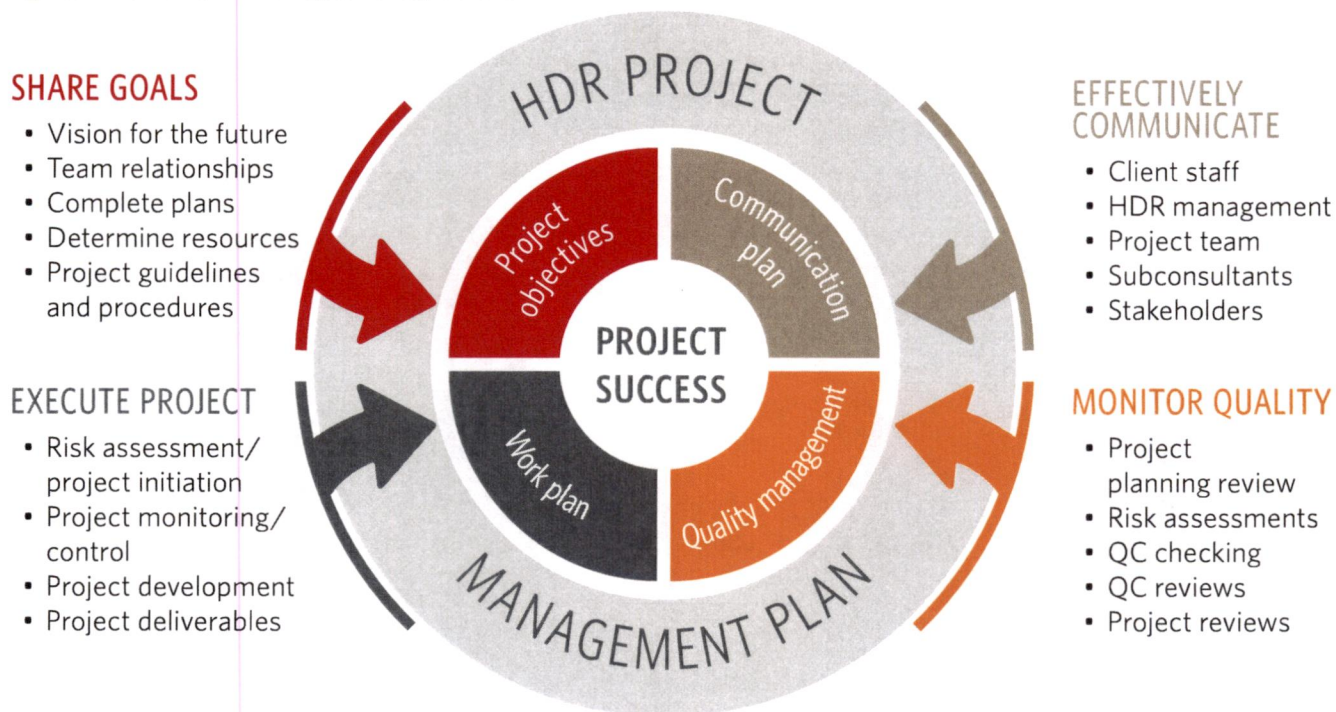
- **Group B considerations** ✓ **RFP item 1** While not explicitly required as part of the CWSP, Jefferson County may seek help from the consultant team in preparing guidance for Group B water systems. Our team, led by Jeff with help from Joe Becker of Terraphase, will leverage our experience working with small Group A and Group B water systems to identify and analyze key issues, and prepare appropriate recommendations. Once this task is scoped with the County and WUCC, a separate meeting will be held with representatives from these types of small systems to discuss issues and potential guidance strategies.

Task 4: CWSP Document Preparation

✓ **RFP items 5, 6, 8, 7, 20, and 21** Early in the CWSP process, HDR will work with the WUCC to prepare an outline and proposed format for the CWSP. This will help to guide the analyses performed and level of detail required.

At the conclusion of the research and analysis phase of the CWSP update effort, a draft CWSP will be compiled for review by the WUCC. The development of this document will be made efficient through the inclusion of TMs developed as part of Task 2 as building blocks for CWSP chapters and appendices. Because of this, our goal will be to reduce the number of review iterations associated with the draft CWSP, targeting two rounds where the WUCC is convened to discuss review comments and potential changes. In addition to covering the administrative and

Figure 5. Overview of HDR's Project Management Plan



technical topics discussed above in prior tasks, we will incorporate an executive summary that describes policy recommendations, a definitions section for reference, and a description of how the CWSP relates to various state regulations and local resolutions/ordinances and requirements.

Once the WUCC reviews are completed, a final CWSP will be prepared for DOH approval and WUCC recommendation to the Jefferson County Council for adoption through ordinance.

Concurrently with development of the draft CWSP, we are prepared to review the current Jefferson County Code for consistency with the CWSP update. In addition to considering alignment with the CWSP, we will evaluate the code for clarity and ease of use in how it implements water utility-related policies. We recently identified improvements during the course of conducting such a review of the Thurston County Code. A technical memorandum documenting this evaluation will be prepared as a separate deliverable from the CWSP.

Task 5: Project Management

Planning efforts such as this require sound project management and proactive communications. HDR's project manager, Jeff Hansen, is very familiar with project needs for regional planning efforts, through his more than two decades of water and wastewater utility planning experience. Project management activities and tools employed by HDR that will support Jeff include development of a Project Management Plan (**Figure 5**) and an overall schedule distributed to internal staff and the County's project manager, assignment of a project controller to track expenditures and prepare draft invoices, and monthly progress reports and meetings with the County's project manager to keep task activities on track per the project schedule. In addition, HDR will assign an internal quality control (QC) reviewer to every technical work product and written deliverable. HDR is committed to delivering a well-managed and effective process for preparing Jefferson County's CWSP update.

References

We have a long history of working with our clients to solve challenges and meet deadlines. The references listed in **Table 2** below can attest to HDR/Terraphase's performance, qualifications, and commitment to quality.

Table 2. References

CLIENT	FIRM	CONTACT INFORMATION	SERVICES PROVIDED
Pierce County	HDR	Dan Cardwell (previously with Pierce County, currently employed at King County) 500 Fourth Avenue, Suite 800 Seattle, WA 98104 206.263.3733 dcardwell@kingcounty.gov	CWSP update; WUCC facilitation; CWSP document preparation
Tacoma Water	HDR	Glen George 3628 S 35th Street Tacoma, WA 98409 253.380.9687 ggeorge1@cityoftacoma.org	Water system planning; long-range water-supply alternatives analysis; Public Advisory Committee facilitation
Olympic Water & Sewer Inc.	HDR	Diana Smeland 70 Breaker Lane Port Ludlow, WA 98365 360.437.8342 dsmeland@portludlowassociates.com	Water system planning; water treatment facility design
City of Port Orchard	Terraphase	Jacki Brown 216 Prospect Street Port Orchard, WA 98366 360.876.7048 jbrown@portorchardwa.gov	Groundwater investigation, water rights consulting, hydraulic/hydrologic/groundwater flow modeling

Estimated Costs

An estimate of the level of effort associated with the project scope of work is provided in **Table 3**. This reflects implementation of the core services described in the project work plan based on the team's current understanding of the County's primary needs for the 2025 CWSP update. Our team looks forward to working with the County to refine the scope of work and associated costs during the contracting process.

Table 3. Project budget

TASK	DESCRIPTION	HOURS	COST
1	Meeting Facilitation	186	\$45,000
2	Core Policy/Technical Topics Research and Analysis	300	\$63,000
3	Optional Topics Research and Analysis	182	\$40,000
	Climate-change white paper	96	\$22,000
	Group B systems meetings and coordination	86	\$18,000
4	CWSP Document Preparation	180	\$37,000
5	Project Management	108	\$22,000
TOTAL (WITHOUT TASK 3, OPTIONAL TOPICS)		774	\$167,000
TOTAL (WITH TASK 3, OPTIONAL TOPICS)		956	\$207,000

APPENDIX A: RESUMES



Jeff Hansen, PE

Project Manager

Jeff's work includes regional water-resources planning, WSP development and updating, water system analysis and design, water-reuse planning, hydraulic modeling, and watershed assessment. He led the recent 2021 Pierce County CWSP update, and was an author of the 2005 Kitsap County CWSP update. Jeff is known for his clear and responsive communication style, both in managing small to large project teams and working with utility project managers to guide the overall direction and execution of projects and programs. He is experienced in all disciplines related to water comprehensive planning, including water demand forecasting, water system modeling, facility assessments, water-quality regulatory compliance, conservation planning, service area policy development, regionalization, small-system consolidation, long-range strategic planning, and financial planning.

EDUCATION

MS, Civil Engineering,
University of
Washington

BS, Civil Engineering,
Missouri University
of Science and
Technology

REGISTRATIONS

Professional Engineer
39861, Washington

PROFESSIONAL

MEMBERSHIPS

Water Environment
Federation

Pacific Northwest
Clean Water
Association

American Water
Works Association

INDUSTRY TENURE

26 years

FIRM

HDR

RELEVANT EXPERIENCE

Pierce County | Coordinated Water System Plan Update | Washington Project Manager. This CWSP involved an update to countywide water supply and demand projections, evaluations of various policy considerations, and recommendations for modifications to water utility and land use regulations. Jeff facilitated WUCC and associated subcommittee meetings, where much of the technical work and discussion/debate over policies takes place. He also oversaw research and analysis of a wide range of topics including water utility policy considerations and review of the benefits of reclaimed water for drinking-water utility and resource management.

Olympic Water & Sewer, Inc. | Water System Plan | Washington

Project Manager. Jeff managed the development of a WSP update for this private utility. He also served as primary author of WSP text, calculated demand forecast and conducted system analysis, compiled the CIP, and integrated a financial review into the WSP. Jeff also managed the planning and design of a new groundwater well and an upgrade to an existing booster pump station.

Jefferson County Public Utility District | Water Shortage Response Plan | Washington

Project Manager. HDR has provided a range of services under its current on-call contract including for JPUD's nine water systems, including the design of water line relocations, a booster pump station upgrade, a well house replacement, and a water line highway crossing via directional boring. Led by Jeff, the team has also provided hydraulic analysis to evaluate potential future water system extensions and identify necessary improvements to support them.

City of Redmond | Water System Plan | Washington

Project Manager. HDR assisted the City in updating its 2021 WSP for submittal to DOH. Jeff developed the framework for the hydraulic modeling analysis, led development of the CIP, facilitated discussions with City staff on system analysis results and CIP development, and was the primary author of the engineering-related sections of the WSP.

Covington Water District | 2026 Water System Plan | Washington

Project Manager. Jeff is leading the effort for HDR in providing engineering consultant services for the owner's WSP.



Lanelle Ezzard, PE

Project Manager | Backup

Lanelle has more than a decade of experience providing engineering consulting services to offer strategy and implementation for large-scale capital infrastructure projects and programs. She is a project manager with a background in program management, risk analysis, quality control, planning, and project delivery. Throughout her career, Lanelle has performed critical functions as part of a risk assessment production team, technical assistance program for a U.S. federal agency, and program and advisory services teams.

EDUCATION

BS, Civil Engineering,
Georgia Institute of
Technology

REGISTRATIONS

Professional Engineer
21021054, Washington

INDUSTRY TENURE

14 years

RELEVANT EXPERIENCE

Covington Water District | 2026 Water System Plan | Washington Deputy Project Manager. HDR is providing engineering consultant services for the owner's WSP including analysis of water-supply firm yield and potential wholesale rate structure options; drought response plan; water-quality planning-level expertise; conservation planning; WSP policies; water-supply planning and management; supply evaluation; climate impact study on water supply; water demand forecasting; water-quality treatment design; hydraulic modeling; hydrogeology studies/evaluations; storage analysis; booster, transfer, and recirculation pump stations; capital improvement projects; GIS and data management; system analysis with existing and future capital projects; water system management; system reliability and emergency management; fire protection policies; facilities policies; financial analysis and policies; state and federal regulatory requirements; and wellhead protection program.

City of Redmond | Novelty Hill Water and Wastewater Strategic Asset Management Plan (SAMP) | Washington

Deputy Project Manager. HDR is guiding the City through development of a SAMP for a subset of the Redmond portfolio. Novelty Hill serves approximately 4,000 homes including five to seven pump stations and a few reservoirs. This SAMP would serve as a template for the remaining system, storm, and water and sewer in the main part of the service area.

City of Bellevue | Reservoir Siting Study | Washington

Deputy Project Manager. Lanelle is leading delivery of a resilience-focused alternatives analysis, conceptual site configurations, life-cycle cost analysis, and multi-objective decision analysis (MODA) evaluation.

City of Bellevue | Asset Renewal Forecast Update | Washington

Project Manager. HDR is updating renewal forecasts for distribution and conveyance assets and developing a risk prioritization framework. Lanelle is leading delivery of long-range renewal forecasting for water, sewer, and stormwater utilities.



David Kuhns, PE

Project Engineer

David's work focuses on water-resources, water-supply, and distribution systems, including pipe and open-channel hydraulics, hydrology, water treatment, and WSP development. His WSP experience includes source and storage analyses; demand forecasting; distribution system modeling; CIP development; writing plan chapters; and using DOH, Ecology, and EPA planning guidelines. David has used several hydraulic modeling programs including WaterGEMS, WaterCAD, InfoWater, and EPANET. He has also performed several extended-period simulation model runs to answer questions on how systems operate over time and how they would change if certain tanks were taken offline.

EDUCATION

BS, Civil Engineering,
Washington State
University

REGISTRATIONS

Professional Engineer
52660, Washington

PROFESSIONAL

MEMBERSHIPS

Water Environment
Federation

INDUSTRY TENURE

14 years

FIRM

HDR

RELEVANT EXPERIENCE

Tacoma Water | Water System Plan Update | Washington

Project Engineer. Tacoma Water contracted HDR to update its WSP. Unlike traditional updates, Tacoma Water had internally completed many of the required WSP elements intermittently between updates. HDR worked closely with Tacoma Water staff to compile, and update as necessary, content to assemble a complete WSP, in addition to creating new content to meet DOH requirements. As project engineer, David coordinated the writing and compiling of chapters into the WSP. David also completed a capacity analysis of the system's storage and pump station facilities.

City of Issaquah | Water System Plan Update | Washington

Project Engineer. Issaquah contracted HDR to update its WSP. This included the typical elements of a WSP update but with additional focus on long-term treatment options for addressing per- and polyfluoroalkyl substances (PFAS) in system wells. David completed a water demand forecast for the system and a capacity analysis of Issaquah's storage, source, and pump station facilities. He also completed hydraulic modeling of the water system using

InfoWater that included an update of the system's model, calibration, modeling runs, and analysis of results. For model calibration, David provided field support for hydrant flow test efforts. David also referred to DOH's draft revised *Water System Design Manual* when completing these analyses. Based on this work, David created a CIP to address identified deficiencies. David was also the primary author for other chapters in the WSP pertaining to land use and zoning, system history and description, policies, and O&M.

City of Everett | 2020 Comprehensive Water System Plan Update | Washington

Project Engineer. David is involved with engineering-related updates to the WSP. This includes leading efforts related to hydraulic modeling, source and storage capacity analyses, system description, O&M, and identification of system improvements. The hydraulic modeling included a review and update of Everett's InfoWater hydraulic model, identification of hydrant test locations, steady-state model calibration, modeling runs to identify system deficiencies, and creation of projects to address deficiencies.



Kenny Packard, PE

Project Engineer | Backup

Kenny is a project manager with 12 years of experience in water planning, design, and services during construction. His strengths are in coordinating and managing multidisciplinary teams to deliver on client goals and objectives. His expertise includes treatment process analysis and optimization, process mechanical equipment upgrades and replacement, and capacity demand analysis associated with wet weather operations. Most of this experience is centered on the retrofit of existing treatment systems, including working within the constraints of an existing site and maintaining operations of critical infrastructure.

EDUCATION

BS, Civil Engineering,
Washington State
University

REGISTRATIONS

Professional Engineer
57675, Washington

INDUSTRY TENURE

12 years

FIRM

HDR

RELEVANT EXPERIENCE

City of Olympia | Comprehensive Water System Plan Update | Washington

Project Engineer. HDR helped the City of Olympia update its comprehensive WSP in accordance with DOH requirements. Key elements of the WSP included an updated water demand forecast, analysis of the source storage and distribution system, development of a CIP, and development of a long-term development schedule for new water-supply sources that the City has available for future needs.

Jefferson County Public Utility District | Chimacum Water Line Relocation | Washington

Project Engineer. This project involves preparation of a water line relocation design to support a Washington State Department of Transportation (WSDOT) fish passage project on Chimacum Creek. Under HDR's on-call with JPUD, Kenny led the relocation design to move the water main outside of the roadway prism where it would not be impacted. The design initially consisted of a horizontal directional drill but later pivoted to a culvert-

mounted aerial crossing, which was preferable as it alleviated the inherent risk from trenchless construction.

Kenny also led coordination with WSDOT's team on behalf of JPUD.

Jefferson County Public Utility District | Vandecar Arsenic Treatment Design | Washington

Lead Process Engineer. HDR is currently assisting JPUD in updating its WSP, which covers all nine of the JPUD Group A water systems. This project used repurposed arsenic removal equipment from another site retrofitted into an existing well house. As the lead process engineer, Kenny was responsible for equipment vendor coordination and overall site layout including navigating the challenge of backwash management on this remote site.



Mika Vogt, EIT

Project Planner

Mika has experience working on WSPs, asset management programs, and financial planning projects. Her skill set includes data analysis and visualization, drafting technical documents, and project coordination. She is currently supporting the development of water demand forecasts and reservoir modeling and has previously supported a small-scale water and sewer demand estimate.

EDUCATION

MS, Natural Resources,
Virginia Polytechnic
Institute and State
University

BS, Environmental
Engineering, University
of Washington

BS, Atmospheric
Sciences: Chemistry,
University of
Washington

REGISTRATIONS

Engineer-in-
Training 23028200,
Washington

INDUSTRY TENURE

1 year

FIRM

HDR

RELEVANT EXPERIENCE

City of Tacoma | Integrated Resource Plan Update | Washington

Project Engineer. Mika is supporting an update to the IRP for the City of Tacoma. As part of this project, she has become familiar with RiverWare, which is used for reservoir modeling, and helped document input from Public Advisory Committee meetings, which are being conducted to advise updates to the IRP. She will be assisting with updates to the model, which will incorporate climate and population projections.

City of Moscow | Utility Planning | Idaho

Project Engineer. Mika is currently working on updates to the City of Moscow's Comprehensive WSP. Her roles include analyzing City water meter and well production data to create figures for use in the Comprehensive WSP detailing the current system and updating chapters from the prior WSP. She is also developing demand forecasts for the water system.

City of Anacortes | Interim City Engineer On-Call | Washington

Project Engineer. Mika developed estimates of water and wastewater demands for a new development consisting of apartment buildings, shopping centers, and restaurants in Anacortes. This required referencing the *DOH Water System Design Manual* and the *Ecology Criteria for Sewage Works Design*, as well as City code documents. These estimates were used by others to model water and wastewater flows in pipes to determine the appropriate pipe sizing to service this development. Mika also helped draft a TM covering this work.

City of Redmond | Novelty Hill Water and Wastewater Strategic Asset Management Plan | Washington

Project Engineer. Mika has helped draft a SAMP for the water and wastewater utility of the Novelty Hill area of King County for Redmond Utilities. She also helped coordinate the development of a *Capital Needs TM* as part of this work, which detailed the current state of the water and wastewater system and estimated costs for identified projects.



Jori Nelson, PE

Project Planner | Backup

Jori's background includes working for the Water Research Foundation in Denver, where she gained experience building and maintaining relationships with utility management staff and assisting them in strategic planning initiatives. This includes project planning, meeting facilitation, and document preparation. Her background also includes working at multiple utilities that provide drinking water and wastewater services. For this project, Jori will act as back-up and support for Jeff, assisting in facilitating WUCC meetings, developing demographic and flow projections, and writing and preparing the draft and final CWSP document.

EDUCATION

MS, Environmental
Science: Water
Resource, Oregon State
University

BS, Environmental
Science, University of
Tampa

INDUSTRY TENURE

1 year

FIRM

HDR

RELEVANT EXPERIENCE

Olympic Water & Sewer, Inc. | Water System Plan | Washington

Project Planner. Key issues addressed in this WSP included a source-of-supply analysis and identification of the need to obtain additional water rights. As an associated effort HDR assisted OWSI in planning and designing a new groundwater well, which will ultimately be used in conjunction with water from another well. HDR also performed hydraulic modeling to identify pressure zone modifications necessary to accommodate development of new subdivisions. Jori reviewed footage from a consumer's meeting discussing changes to the WSP and updated water efficiency goals. She documented what questions were asked and how HDR and the utility responded to them.

City of Covington | Water System Plan | Washington

Project Planner. Jori provided engineering consultant services for the owner's WSP including analysis of water-supply firm yield and potential wholesale rate structure options; drought response plan; water-quality planning-level expertise; conservation planning; WSP policies; water-supply planning and management;

supply evaluation; climate impact study on water supply; water demand forecasting; water-quality treatment design; hydraulic modeling; hydrogeology studies/evaluations; storage analysis; booster, transfer, and recirculation pump stations; capital improvement projects; GIS and data management; system analysis with existing and future capital projects; water system management; system reliability and emergency management; fire protection policies; facilities policies; financial analysis and policies; state and federal regulatory requirements; and wellhead protection program. Jori will be managing the data requests and writing portions of the WSP including the water demand forecast, water use efficiency, water-resource evaluation, distribution system evaluation, O&M, and CIP.

King County Wastewater Treatment Division | Asset Management Work Order Contract | Washington

Deputy Project Manager. Jori will serve as the deputy project manager to assist King County with its SAMP. She will be coordinating field/technical staff, analyzing data, and preparing documents.



Kathryn Jones

QA/QC

Kathryn has a strong portfolio of experience in management and execution of water and environmental projects. Over the years, she has helped water utilities in the upper Midwest focus on long-range resource evaluation, infrastructure planning and design, and utility management, including water sustainability, water-reuse program development, risk and resilience planning, and water conservation planning. An effective communicator and skilled at conceptual project development, she explores the complex connections between water resources and public water infrastructure and enjoys working with clients and project teams to provide technical solutions integrated with holistic resource evaluation and effective public engagement.

EDUCATION

MS, Environmental Policy and Management, University of Minnesota

BS, Civil Engineering, University of Wisconsin

REGISTRATIONS

AWWA Utility Risk and Resilience Certificate

INDUSTRY TENURE

29 years

FIRM

HDR

RELEVANT EXPERIENCE

Tacoma Water | Water System Plan | Washington

QA/QC. Tacoma Water hired HDR to update its state-mandated WSP to revise the discussion of current conditions, regulatory compliance, water conservation programming, and upcoming capital projects. The update describes recent improvements in the utility's water facilities and programs. It forecasts water needs and documents the utility's CIP and financial health. A key aspect of this project was the utility's interest in developing a streamlined, user-friendly document as an improvement over its prior WSP. Kathryn was responsible for conducting QC reviews of project deliverables.

City of Everett | 2020 Comprehensive Water System Plan Updates | Washington

QA/QC. HDR prepared long-term demand forecasts for the City of Everett and its wholesale customers, analyzed conservation measure costs and water savings, and performed yield analysis incorporating climate-change scenarios. Kathryn updated demand forecasting in 2020, and considered redevelopment of industrial areas and development of urban centers including light-rail stations. Kathryn was responsible for conducting QC reviews of project deliverables.

Pierce County | Coordinated Water System Plan Update | Washington

QA/QC. HDR assisted Pierce County with updating its CWSP. Services included research and analysis of a wide range of topics, such as water utility policy considerations and review of the benefits of reclaimed water for drinking-water utility and resource management. Kathryn was responsible for conducting QC reviews of project deliverables.

City of Missoula | Water System Master Plan | Montana

Project Manager. HDR supported the litigation to acquire Mountain Water Company, the private water company that provides water service to the City, through condemnation. HDR performed physical inspections, analysis of asset data, and historical operations data to rate the condition and provide an assessment of the operation of the water utility. HDR used this assessment to develop a 10-year CIP necessary to bring the existing water system up to industry standards. HDR served as an expert witness for the City during the trial that resulted in the court decision to allow the City to acquire and operate the water system. Kathryn provided project management, technical support, and coordination of HDR's national resources on this project.



Ty Johnson, PE

Principal-in-Charge

For more than 28 years, Ty has successfully managed projects ranging from planning-level studies to design and construction inspection for utility engineering projects throughout Washington. Ty has worked in Jefferson County for the past 6 years on more than 10 projects including the design of two main water crossings and water mains. He is our current South Sound Business Group lead and in this role has a wealth of knowledge in providing WSPs for the Cities of Hoquiam, Olympia, Tumwater, and Aberdeen, among many others. Ty's technical background, project management experience on WSP updates, and well established relationships within the County make him ideally suited to be our principal-in-charge for this project.

EDUCATION

BS, Geomatics,
University of Alaska
Anchorage

BS, Civil Engineering,
Saint Martin's
University

REGISTRATIONS

Professional Engineer
41381, Washington

PROFESSIONAL

MEMBERSHIPS

American Society of
Civil Engineers

INDUSTRY TENURE

28 years

FIRM

HDR

RELEVANT EXPERIENCE

Olympic Water & Sewer, Inc. | Water System Plan | Washington

Project Engineer. Key issues addressed in this WSP included a source-of-supply analysis and identification of the need to obtain additional water rights. As an associated effort HDR assisted the City in planning and designing a new groundwater well, which will ultimately be used in conjunction with water from another well. HDR also performed hydraulic modeling to identify pressure zone modifications necessary to accommodate development of new subdivisions. Ty worked on the well 16 supply and blending facility design portion of this project—specifically on the preparation of construction documents for a new well and pumping facility. The project required selecting both a deep well pump and booster pump to meet growing system demands, along with designing the site yard piping, site grading, erosion control, and security for the new facility.

Jefferson County Public Utility District | Shine Plat Consolidation and Bywater Bay Water System Improvements | Washington

Principal-in-Charge. Under a water utility on-call agreement, HDR assisted JPUD in the design and permitting of a water distribution system extension as

part of a water system consolidation effort. JPUD was petitioned by the customers of a failing small, privately owned water utility to form a local utility district that JPUD could use to extend its existing Bywater Bay water system to provide reliable service to approximately 30 properties located on the shores of Hood Canal.

City of Hoquiam | Water System Plan Update | Washington

Project Principal. Ty led the City of Hoquiam's 2019 WSP update. This regular, 10-year update was intended to meet DOH requirements per Washington Administrative Code (WAC) Section 246-290-100. These services consist of updating Hoquiam's previous 2011 WSP completed by HDR. This project updated the sections of the previous WSP where conditions or planned projects and activities have changed.

Jefferson County Public Utility District | On-Call | Washington

Project Advisor. Ty assisted on the Coyle Waterline extension project as both a technical lead and performing Quality Assurance and Quality Control (QA/QC) for the plans, specifications, and estimate prepared for the waterline improvements. Ty has routinely provides the QA/QC on a majority of the oncall projects with JPUD.



Erin Little

Senior Climate Scientist

Erin has 25 years of experience as a meteorologist and atmospheric scientist. She is diverse in forecasting weather and often explores climate-change impacts, quantification, adaptation, flood warning, monitoring, response and outreach, and GIS mapping for water system adaptation strategies. She has an active role in communicating and tracking key state and national policies. Erin uses global model scenarios and climate forecast data analysis for infrastructure planning and design. She has expertise in sustainability and resilience as it pertains to integrating community, environment, and social considerations as they relate to our atmosphere and natural systems.

EDUCATION

BS, Atmospheric Science, University of Missouri, Columbia

INDUSTRY TENURE

24 years

FIRM

HDR

RELEVANT EXPERIENCE

City of Omaha | Omaha Climate Action and Resilience Plan | Nebraska

Senior Climate Specialist. At the outset of the project, the Nebraska/Iowa HDR Strategic Communications team designed an engagement strategy and created a communication plan outlining strategies and channels for reaching target audiences, with a focus on ensuring inclusive representation and involvement of low-income and disadvantaged communities. The team then developed and conducted an online survey, coordinated multiple stakeholder meetings with two key planning groups throughout the project, and facilitated two rounds of in-person and virtual public meetings. The HDR team also created content for and built a project website and presented/hosted activities at several local community events and gatherings. Throughout all engagement events, input was gathered from the community about its concerns related to climate change, its priorities for

strategies to be included in the plan, its vision for the future of Omaha, and its ideas for how to effectively achieve the plan's goals. These comments and feedback informed the development of the draft plan and will shape implementation going forward.

City of Dallas | Water Supply Plan | Texas

Climate Specialist. HDR was tasked with developing and understanding the potential impacts of climate change as they apply to three Dallas reservoirs across the Dallas/northeast Texas area. The three reservoirs identified for this study include Grapevine Lake, Lake Ray Hubbard, and Lake Fork Reservoir. Erin facilitated an understanding of research regarding the impacts of climate change in Dallas with respect to projected temperature, rainfall, streamflow, and drought assessment. Erin was the climate specialist for a reservoir system hydrologic evaporation climate assessment.



Ted Shannon, PE

Hydrologist

Ted is a senior water-resources civil engineer with 25 years of experience in surface-water modeling for multi-objective basin planning, conjunctive water use, and tribal and federally reserved water rights. Ted has worked with stakeholder groups throughout the West to support development of irrigation, municipal, and environmental water projects. Ted has developed hydrologic models and evaluated climate-change impacts for water supply pertaining to irrigation, municipal, power production, and wholesale deliveries.

EDUCATION

MS, Civil Engineering,
Colorado State
University

BS, Civil Engineering,
Iowa State University

REGISTRATIONS

Professional Engineer
38964, Colorado

PROFESSIONAL

MEMBERSHIPS

American Society of
Civil Engineers

United States
Committee on
Irrigation and Drainage

INDUSTRY TENURE

26 years

FIRM

HDR

RELEVANT EXPERIENCE

City of Tacoma | Integrated Resource Plan | Washington

Hydrologic Modeling. Ted developed a WYSDM tool as part of Tacoma Water's IRP. He developed hydrologic models and evaluated climate-change impacts for water supply pertaining to irrigation, municipal, power production, and wholesale deliveries. The model incorporates more than 200 specifically developed rules to handle the details of reservoir operations, minimum instream flows, and water sharing between partner organizations. The project includes detailed analysis of new facilities for improved supply.

U.S. Bureau of Reclamation | Yakima Basin Integrated Plan | Washington

Hydrologic Modeling. Ted assisted in the development of a stakeholder-driven feasibility study of an integrated set of potential water-resources development projects to meet major water-supply needs for fish, municipalities, and irrigation. Ted modified an existing RiverWare model of the basin to evaluate proposed project impacts on irrigation water supply and fish habitat flows. The evaluation incorporated historical hydrologic variability as well as a range of climate-impacted conditions.

Central Utah Water Conservancy District | Impacts of Climate Change on Water Supply and Reliability | Utah

Hydrologic Modeling. The Central Utah Water Conservancy District operates the Central Utah Project, which supplies Colorado River water to agricultural, municipal, and industrial customers in central Utah. Ted developed RiverWare model forecasts of potential impacts of future climate change on the District's reservoir, water-rights portfolio, and the reliability of water supply to customers.

Medford Water Commission/U.S. Bureau of Reclamation | Water for Irrigation, Streams, and Economy | Oregon

Hydrologic Modeling. Ted estimated a range of hydrologic flow and water needs, which reflected key droughts and floods of record. Ted developed an operational model using the MODSIM and RiverWare software for Bear Creek, Little Butte, and portions of the Klamath and Applegate basins to estimate potential impacts of proposed basin projects on storage, irrigation uses, and instream flows. Proposed projects and conditions included an infiltration and interception analysis of the Ashland and Medford Regional Water Reclamation Facility, which estimated potential for reclaimed-water uses for a period of 80 years.



Shawn Koorn

Utilities Coordination

Shawn has more than 29 years of experience which involves all analytical aspects of the utility financial planning process. This includes the development of revenue requirements, financial impacts, and utility coordination system consolidation for clients. He is highly capable and understands the finer technical issues involved with each project, as well as the broader economic issues that today's public and private utilities are facing.

EDUCATION

BS, Economics, Central Washington University

BS, Business Administration, Central Washington University

PROFESSIONAL MEMBERSHIPS

Washington Finance Officers Association

INDUSTRY TENURE

29 years

FIRM

HDR

RELEVANT EXPERIENCE

Olympic Water & Sewer, Inc. | Water System Plan | Washington

Project Advisor. Key issues addressed in this WSP included a source-of-supply analysis and identification of the need to obtain additional water rights. As an associated effort HDR assisted the City in planning and designing a new groundwater well, which will ultimately be used in conjunction with water from another well. HDR also performed hydraulic modeling to identify pressure zone modifications necessary to accommodate development of new subdivisions. Shawn assisted with preparation of a financial plan for incorporation into the water system master plan.

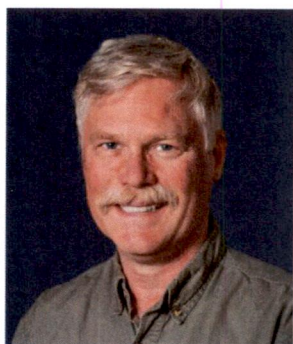
City of Soldotna | Soldotna Utility Master Plan | Alaska

Project Manager. HDR prepared Utility Master Plans for the City of Soldotna's water, sewer, and storm water drainage systems, and wastewater treatment facility. Integrating these plans allowed for a source-to-disposal evaluation of the City's infrastructure systems as well as detailed evaluation of system O&M. The coordinated city-wide planning allowed development of an integrated capital improvement program and associated project coordination savings. Shawn led the HDR team in preparing a GIS

inventory of the assets; built water, sewer, and drainage system hydraulic models; used the models and operator interviews to prepare rehabilitation, repair or replacement alternatives; and identified and prioritized capital improvement projects. These master plans provide an inclusive assessment of all systems, which are aiding City officials during emergency services, with land use development planning, and financial forecasts for operations, maintenance, capital improvement projects, and O&M process changes to improve system efficiency. Shawn also helped the City by preparing a water and sewer rate study the City used to adopt a 5-year rate schedule for water and sewer services.

Anchorage Water | Anchorage Water Master Plan | Alaska

Project Manager. Recommended consolidation of the 357 and 327 pressure zones into a combined 347 pressure zone to minimize operating costs and increase system redundancy and resiliency. Shawn worked with CRW on this project to consolidate the pressure zones; thus, improving system pressures, increasing flow redundancy, and reducing system complexity. The design included upgrades at five PRV facilities, generating a Business Case Evaluation (BCE) for the project, and preparing contract documents.



Joe Becker, LHG, PG

Water Rights

Joe is a Senior Principal Hydrogeologist with 39 years of experience. He provides management and technical guidance to company project managers and provides principal-level technical input for both hydrogeologic and environmental projects. Joe has managed many complex hydrogeologic studies and groundwater flow modeling projects, often requiring coordination with multiple government and corporate entities. He is an expert in water rights and has given lectures on water rights transfers, water rights mitigation, and the Foster pilot water right program. He also provides litigation support and expert witness services.

EDUCATION

MS, Geology, Texas A&M

BS, University of Washington

REGISTRATIONS

Licensed Geologist, Washington 306
Licensed Hydrogeologist, Washington 306
Professional Geologist, Idaho 659, California 6939

INDUSTRY TENURE

39 years

HDR TENURE

Terraphase Engineering, Inc.

RELEVANT EXPERIENCE

Clallam County Dept. of Community Development and PUD 1 | Carlsborg Well and Water Rights Consultation | Washington

Principal-in-Charge and Lead Hydrogeologist. Clallam County (PUD) competitively selected Robinson Noble, a wholly owned subsidiary of Terraphase Engineering Inc., as their water rights consultant to assist in developing a mitigation plan and obtaining a water right for the PUD's planned water source for the Carlsborg Urban Growth Area.

Kitsap County PUD | Vinland Wells 3 and 4 and Stavis Creek Well Water Rights | Washington

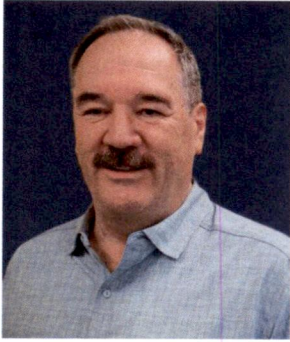
Principal-in-Charge and Lead Hydrogeologist. Kitsap PUD contracted Robinson Noble to fulfill the requirements of preliminary permits for three new water right applications (for their Stavis Creek, Vinland 3, and Vinland 4 Wells) followed by cost-reimbursement processing of the applications. Additionally, we assisted the PUD with cooperative meetings with local Tribes concerning modeling results and mitigation plan development. The mitigation plan is nearly finished, and we have started cost-reimbursement processing of the applications.

City of Port Orchard | Foster Pilot Water Rights | Washington

Principal-in-Charge and Lead Hydrogeologist. Several City of Port Orchard water rights applications were selected as a Foster pilot project. The City hired Robinson Noble to provide hydrogeologic services, including using the USGS Kitsap Peninsula MODFLOW groundwater flow model to estimate impairments to streams, and process two new water right applications (for Wells 12 and 13) and five change applications under a cost-reimbursement agreement with the Washington State Department of Ecology.

Jefferson County Department of Public Works | Olympic Corridor Visitor Center Well and Water Rights Assistance | Washington

Principal-in-Charge. Robinson Noble assisted with all phases of the drilling, construction, and testing of a water supply well for the proposed Olympic Coastal Corridor Visitor Center. As Ecology indicated that processing of the County's water right application by Ecology was likely years away, a preliminary review of competing applications was conducted and the options of cost-reimbursement processing or purchasing and transferring an existing water right to the site were discussed.



Max Wills, LHG CWRE

Hydrogeologist

Max has an extensive background managing hydrogeologic and environmental projects. He is a Licensed Hydrogeologist and Certified Water Right Examiner in Washington. He is responsible for hydrogeologic and environmental studies, managing municipal well construction projects, and consulting with clients on regulatory issues ranging from water rights to environmental compliance. Max has supervised the successful construction, testing, and rehabilitation of dozens of water supply wells, and has helped clients resolve complex water supply (water rights) issues. Max has also managed numerous soil and groundwater remediation projects and is expert in a variety of remediation techniques.

EDUCATION

MS, Geology, Western Washington University

BS, Geology, Central Washington University

REGISTRATIONS

Licensed Geologist, Washington 783

Licensed Hydrogeologist, Washington 783

Certified Water Rights Examiner 38

PROFESSIONAL

MEMBERSHIPS

American Water Resources Association

Washington State Groundwater Association

Washington Hydrologic Society

TRAINING

Post Installed Fasteners, 2014

INDUSTRY TENURE

28 years

FIRM

Terraphase Engineering, Inc.

RELEVANT EXPERIENCE

OWSI | Production Well Construction and Rehabilitation, Long-Term Monitoring, and Water Rights Consulting | Washington Project Manager and Lead Hydrogeologist.

Max has been the lead hydrogeologist for OWSI for over two decades, and has supervised numerous well construction and rehabilitation projects and assisted OWSI with water rights and environmental compliance issues. Max's most recent project involved the siting and construction of a replacement well for one of OWSI's aging production wells in an area of limited groundwater availability. The siting was problematic in that the available property did not have sufficient area to accommodate a standard 100-foot sanitary control area (SCA). Furthermore, there was nearby soil and groundwater contamination related to a historical release of gasoline from a previously removed underground storage tank. To resolve these issues, Max completed a detailed hydrogeologic analysis that showed that the target aquifer was highly confined and hydraulically separated from the gasoline impacts and potential surface impacts related to a reduced SCA. Max subsequently directed the installation and testing of a monitoring well to verify geologic conditions and

show that there were no impacts in the vicinity of the new well. Max was able to get approval from Health to construct the new well. Max directed the drilling and testing of a new well at the site and is currently working with OWSI on a second well.

Olympic Water and Sewer District | Initial Well Siting, Production Well Construction, Water Right Transfer, and Wellhead Protection Area (WHPA) Delineation | Washington Project Manager, Lead Hydrogeologist, and Modeler.

Max has worked with the District for decades resolving various hydrogeologic and regulatory issues. Recently Max assisted with the siting of a new wellfield in a tightly constrained urban area. To achieve this Max used analytical modeling to determine drawdown characteristics of small sites with closely spaced production wells. He also oversaw the subsequent drilling, design, and construction of two production wells. When the wells were fully constructed, Max constructed a regional numerical model to assist with new WHPA delineations of the District's water sources. He also completed a Water Right Assessment to transfer existing water rights to the new sources, using the numerical model to support the transfer.



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We practice increased use of sustainable
materials and reduction of material use.

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