



## Agreement WQC-2016-TacoPW-00264

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT

BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND THE

CITY OF TACOMA – ENVIRONMENTAL SERVICES DEPARTMENT

This is a binding Agreement entered into by and between the State of Washington, Department of Ecology, hereinafter referred to as “ECOLOGY” and the City of Tacoma – Environmental Services Department, hereinafter referred to as the “RECIPIENT” to carry out with the provided funds activities described herein.

### GENERAL INFORMATION

Project Title:	Madison and Monroe Permeable Neighborhood Project
Total Cost:	\$2,360,500.00
Total Eligible Cost:	\$2,109,667
Ecology Share:	\$1,582,250
Recipient Share:	\$527,417
The Effective Date of this Agreement is:	07/01/2015
The Expiration Date of this Agreement is no later than:	07/31/2018
Project Type:	Stormwater Facility

### Project Short Description:

This project will improve water quality in the Flett Creek Watershed through installation of permeable pavement in the Madison and Monroe neighborhoods in the City of Tacoma. This project will provide treatment for Total Suspended Solids (TSS) and will also reduce flows to the Flett Creek Watershed by increasing stormwater infiltration.

### Project Long Description:

Flett Creek watershed includes over 7,800 acres of residential and light commercial and industrial development. The watershed includes holding basins that are pumped into wetlands, Flett Creek, Chambers Creek, and Puget Sound. Runoff from the Madison and Monroe neighborhood drains into this watershed and is contaminated with sediment and other stormwater contaminants. Due to discharge limits into the receiving wetland, the watershed frequently experiences flooding. Flooding can increase sediment deposition from channel scouring and increase pollutant loading by picking up contaminants from flooded residential and commercial areas.

The Madison and Monroe Permeable Neighborhood Project offers a unique opportunity to convert two aging residential streets into green infrastructure using permeable pavement. The proposed design has capacity to infiltrate the road surface plus the surrounding residential area, a total of six acres will be infiltrated. In addition to reducing surface water runoff and the load of fine particulate matter, infiltrated water will improve base flow, which is significant to the health of this sensitive receiving waters.

Overall Goal:

This project will help protect and restore water quality in Washington by reducing stormwater impacts from existing infrastructure and development.

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**RECIPIENT INFORMATION**

Organization Name: City of Tacoma – Environmental Services Department

Federal Tax ID: 91-6001283

DUNS Number: 073135535

Mailing Address: 326 East D Street  
Tacoma, WA 98421-1801

Physical Address: 326 East D Street  
Tacoma, Washington 98421-1801

Organization Email: [jknicker@cityoftacoma.org](mailto:jknicker@cityoftacoma.org)

Organization Fax: (253) 502-2107

**Contacts**

<b>Project Manager</b>	Jessica Knickerbocker Engineer  326 East D Street Tacoma, Washington 98402 Email: <a href="mailto:jknicker@cityoftacoma.org">jknicker@cityoftacoma.org</a> Phone: (253) 502-2119
<b>Billing Contact</b>	Louis Nguyen Sr. Accountant  747 Market St Tacoma, Washington 98402 Email: <a href="mailto:louis.nguyen@cityoftacoma.org">louis.nguyen@cityoftacoma.org</a> Phone: (253) 591-5836
<b>Authorized Signatory</b>	Geoffrey Smyth ES Division Manager  326 East 'D' Street Tacoma, Washington 98421 Email: <a href="mailto:gsmyth@cityoftacoma.org">gsmyth@cityoftacoma.org</a> Phone: (253) 502-2111

**ECOLOGY INFORMATION**

Mailing Address: Department of Ecology  
Water Quality  
PO BOX 47600  
Olympia, WA 98504-7600

Physical Address: Water Quality  
300 Desmond Drive  
Lacey, WA 98503

**Contacts**

<b>Project Manager</b>	David Mora  PO Box 47600 Olympia, WA 98504 Email: <a href="mailto:dave.mora@ecy.wa.gov">dave.mora@ecy.wa.gov</a> Phone: (360) 407-7320
<b>Financial Manager</b>	Layne Slone  PO Box 47600 Olympia, WA 98504 Email: <a href="mailto:layne.slone@ecy.wa.gov">layne.slone@ecy.wa.gov</a> Phone: (360) 407-6225
<b>Technical Advisor</b>	Daniel Gariepy  PO Box 47600 Olympia, WA 98504 Email: <a href="mailto:dan.gariepy@ecy.wa.gov">dan.gariepy@ecy.wa.gov</a> Phone: (360) 407-6470

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in the Scope of Work.

RECIPIENT agrees to read, understand, and accept all information contained within this entire Agreement. Furthermore, RECIPIENT acknowledges that they have reviewed the terms and conditions of this Agreement, Scope of Work, attachments, all incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement.

**Washington State Department of Ecology**

**City of Tacoma**

\_\_\_\_\_  
Program Manager  
Heather Bartlett  
Water Quality

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**SCOPE OF WORK**

Task Number: 1 **Task Cost: \$5,000.00**

Task Title: Project Administration/Management

Task Description:

- A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and a recipient closeout report (including photos).
- B. The RECIPIENT shall maintain documentation demonstrating compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.
- C. The RECIPIENT shall manage the project. Efforts include, but are not limited to: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY's grant or loan administrative requirements.

Task Expected Outcome:

- \* Timely and complete submittal of requests for reimbursement, quarterly progress reports, and RECIPIENT closeout report.
- \* Properly maintained project documentation.

Recipient Task Coordinator: Jessica Knickerbocker

**Project Administration/Management**

**Deliverables**

Number	Description	Due Date
1.1	Progress Reports	
1.2	Recipient Closeout Report	

1.3	Project Outcome Summary Report	
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## SCOPE OF WORK

Task Number: 2 **Task Cost: \$200,000.00**

Task Title: Design Plans/Specifications, Environmental Review

### Task Description:

- A. The RECIPIENT will coordinate the preparation and submittal of State Environmental Policy Act (SEPA) documentation.
- B. The RECIPIENT is responsible for application of, receipt of, and compliance with all required local, state, tribal and federal permits, licenses, easements, or property rights necessary for the project.
- C. The RECIPIENT will comply with Executive Order (05-05) cultural resources review requirements. To initiate cultural resources review the RECIPIENT will:
1. Submit a Department of Archaeology and Historic Preservation (DAHP) EZ-1 Form, Ecology Historic and Cultural Resource Project Review Form, or a cultural resources survey or assessment completed by a licensed archaeologist to ECOLOGY. All submitted materials must conform to the Washington State Standards for Cultural Resource Reporting (DAHP February 2014).
  2. Develop and submit an Inadvertent Discovery Plan (IDP) to ECOLOGY. The RECIPIENT will ensure that all contractors and subcontractors have a copy of the completed IDP prior to and while working on-site. An IDP template may be found at:  
<http://www.ecy.wa.gov/programs/wq/funding/GrantLoanMgmtDocs/Eng/EcologyIDPTemplate.doc>
- Ground disturbing work (including geotechnical investigations) completed prior to receiving written notice to proceed from ECOLOGY shall not be eligible for reimbursement.
- D. The RECIPIENT will develop a project design. Projects must be designed in accordance with the Stormwater Management Manual for Eastern Washington, Stormwater Management Manual for Western Washington, or equivalent manual. Project must be reviewed and accepted in writing by ECOLOGY to be eligible for reimbursement.
- E. The RECIPIENT will submit one hard copy and one digital copy of the items listed below to ECOLOGY for review. Design figures must be reduced to 11x17 inches in size and must be legible.
1. Design Report. For a complete list of required design report elements refer to:  
<http://www.ecy.wa.gov/programs/wq/funding/GrantLoanMgmtDocs/Eng/GrantLoanMgmtEngRes.html>
  2. 90 Percent Design Package. At a minimum, this package must include 90 percent plans, specifications, engineer's opinion of cost which includes a schedule of eligible costs, and project construction schedule. For current bid specification inserts refer to:  
<http://www.ecy.wa.gov/programs/wq/funding/GrantLoanMgmtDocs/Eng/GrantLoanMgmtEngRes.html>
- F. The RECIPIENT agrees to respond to ECOLOGY comments prior to proceeding to 90 percent design and/or project advertisement/bid and construction. At its discretion, ECOLOGY may require the RECIPIENT to resubmit revised documents for further ECOLOGY review prior to accepting the project design.
- G. All materials submitted to ECOLOGY for review must be approved by the RECIPIENT prior to submittal to ECOLOGY.



H. The RECIPIENT will submit to ECOLOGY a digital copy of the Final Bid Package including: project plans, specifications, engineer’s opinion of cost which includes a schedule of eligible costs, and project construction schedule.

**Task Goal Statement:**

The RECIPIENT will complete all design, environmental review and permitting tasks and respond to ECOLOGY comments in a timely manner.

**Task Expected Outcome:**

The project will meet the requirements set forth by the State Environmental Policy Act, cultural resource protection requirements, ECOLOGY water quality facility design standards, and all other applicable federal, state and local laws and regulations.

**Recipient Task Coordinator:** Jessica Knickerbocker

**Design Plans/Specifications, Environmental Review**

**Deliverables**

Number	Description	Due Date
2.1	Copy of SEPA determination documentation. Upload to EAGL and notify ECOLOGY when upload is complete. To be submitted prior to receiving written notice to proceed from ECOLOGY shall not be eligible for reimbursement.	
2.2	Complete DAHP EZ-1 Form or Ecology Historic and Cultural Resource Project Review Form; Submit supplemental cultural resources documentation if available. Upload to EAGL and notify ECOLOGY when upload is complete. Cultural Resource surveys should be submitted directly to the ECOLOGY Project Manager and should not be uploaded to the EAGL system. To be submitted prior to receiving written notice to proceed from ECOLOGY shall not be eligible for reimbursement.	
2.3	Inadvertent Discovery Plan. Upload to EAGL and notify ECOLOGY when upload is complete. To be submitted prior to receiving written notice to proceed from ECOLOGY shall not be eligible for reimbursement.	
2.4	Design Report. Upload to EAGL and notify ECOLOGY when upload is complete. Submit one hard copy of Design Report to ECOLOGY Engineer.	
2.5	Responses to ECOLOGY Design Report Comments. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.6	Ecology Design Report Acceptance Letter. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.7	90 percent Design Plans, Bid Specifications, and Engineer’s Estimate. Upload to EAGL and notify ECOLOGY when upload is complete. Submit one hard copy of 90 percent Design Plans, Bid Specifications, and Engineer’s Estimate to ECOLOGY Engineer.	

2.8	Responses to ECOLOGY 90 percent Design Plan Comments. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.9	Ecology 90 percent Design Acceptance Letter. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.10	List of permits acquired, and environmental review documents. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.11	Proposed Construction Schedule. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.12	Final Bid Package. Upload to EAGL and notify ECOLOGY when upload is complete. To be submitted by June 30, 2018.	

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Agreement No: WQC-2016-TacoPW-00264  
Project Title: Madison and Monroe Permeable Neighborhood Project  
Recipient Name: City of Tacoma – Environmental Services Department

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## SCOPE OF WORK

Task Number: 3 **Task Cost: \$200,000.00**

Task Title: Construction Management

### Task Description:

- A. The RECIPIENT will provide construction oversight and management of the project.
- B. The RECIPIENT will submit a detailed construction quality assurance plan to ECOLOGY before the start of construction. This plan must describe how adequate and competent construction oversight will be performed.
- C. The RECIPIENT will submit an updated project schedule with projected cash flow to ECOLOGY within 30 days of the start of construction. The project schedule will be revised and/or updated whenever major changes occur and at a minimum of every three months. The RECIPIENT will submit the updated schedule to ECOLOGY with the quarterly report. When changes in the construction schedule affect previous cash flow estimates, revised cash flow projections must also be submitted to ECOLOGY.
- D. Prior to execution, the RECIPIENT will submit any eligible change orders that are a significant deviation from ECOLOGY reviewed plans and specifications in writing for ECOLOGY review and acceptance for payment. Ecology must review and accept all change orders that impact grant eligible activities prior to implementation. All other change orders must be reviewed by ECOLOGY for technical merit and should be submitted within 30 days after execution.
- E. The RECIPIENT will operate and maintain the constructed facility for the design life of the facility. Additionally, the RECIPIENT will develop and submit an operations and maintenance plan for all stormwater treatment, flow control, and low impact development (LID) features. The operation and maintenance plan will describe how the RECIPIENT will ensure project success consistent with the design manual used. The operation and maintenance plan must also address long-term activities to assure ongoing pollutant removal and flow-control capability of the project in accordance with the design manual.
- F. Upon completion of construction, the RECIPIENT will provide to ECOLOGY:
  1. A Stormwater Construction Completion Form signed by a professional engineer indicating that the project was completed in accordance with the plans and specifications and major change orders approved by ECOLOGY's Project Engineer and shown on the Record Drawings. The Stormwater Construction Completion Form can be found at:  
<http://www.ecy.wa.gov/programs/wq/funding/GrantLoanMgmtDocs/Eng/GrantLoanMgmtEngRes.html>
  2. GIS compatible project area data in an ECOLOGY-approved format.

### Task Goal Statement:

The RECIPIENT will oversee and manage construction, communicate with ECOLOGY in a timely fashion, and provide ECOLOGY with all requested project documentation.

### Task Expected Outcome:

Project will be constructed on schedule and in accordance with accepted plans.

Recipient Task Coordinator: Jessica Knickerbocker

**Construction Management  
 Deliverables**

Number	Description	Due Date
3.1	Construction Quality Assurance Plan. Upload to EAGL and notify ECOLOGY when upload is complete. To be submitted before the start of construction.	
3.2	Project Schedule. Upload to EAGL using naming convention D3.2 SCHEDULE MO-DA-YEAR and notify ECOLOGY when upload is complete.	
3.3	Revised Cash Flow Estimates when changes in construction schedule occur. Upload to EAGL using naming convention D3.3 CASHFLOW MO-DA-YEAR and notify ECOLOGY when upload is complete.	
3.4	Change Order(s). Upload to EAGL and notify ECOLOGY when upload is complete. See Task Description 3D.	
3.5	Copy of Facility Operation and Maintenance Plan. Upload to EAGL using naming convention D3.5 OPANDMAINTENANCE MO-DA-YEAR and notify ECOLOGY when upload is complete. To be submitted prior to operation.	
3.6	Stormwater Construction Completion Form. Upload to EAGL using naming convention D3.6 SWCONSTRUCTIONCOMPLETIONFORM and notify ECOLOGY when upload is complete. To be submitted upon completion of construction and prior to grant expiration.	
3.7	Project Area Shapefile or ECOLOGY-Approved Equivalent. Upload to EAGL and notify ECOLOGY when upload is complete. To be submitted upon completion of construction and prior to grant expiration.	

**SCOPE OF WORK**

Task Number: 4 **Task Cost: \$1,955,500.00**

Task Title: Construction

Task Description:

- A. The RECIPIENT will, in accordance with ECOLOGY-reviewed plans and specifications, complete construction of the project. The construction project will include installation of permeable pavement to mitigate runoff from 6 acres of pollution generating impervious surfaces.
- B. Calculate and submit an equivalent new/re-development area for the completed retrofit project(s) using the methods outlined in Appendix N of the funding guidelines for State Fiscal Year 2016 Combined Water Quality Financial Assistance Program or other ECOLOGY-approved method.

Task Goal Statement:

Project will be constructed in accordance with ECOLOGY- accepted plans and specifications.

Task Expected Outcome:

Constructed project will provide water quality benefits including reductions in Total Suspended Solids (TSS).

Recipient Task Coordinator: Jessica Knickerbocker

**Construction Deliverables**

Number	Description	Due Date
4.1	Copy of the contract documents (e.g. bid announcement, bid award and bid tabulations). Upload to EAGL and notify ECOLOGY when upload is complete.	
4.2	Copy of signed and dated construction contract. Upload to EAGL and notify ECOLOGY when upload is complete.	
4.3	Construction progress reports and photos included in quarterly reports.	
4.4	Completed equivalent new/redevelopment area determination. Upload to EAGL and notify ECOLOGY when upload is complete.	

<b>Funding Distribution Name</b>	<b>Recipient Match</b>	<b>Recipient Share</b>	<b>Ecology Share</b>	<b>Total</b>
<b>SFAP</b>	<b>25%</b>	<b>\$527,417</b>	<b>\$1,582,250</b>	<b>\$2,109,667</b>

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in the Scope of Work.

RECIPIENT agrees to read, understand, and accept all information contained within this entire Agreement. Furthermore, RECIPIENT acknowledges that they have reviewed the terms and conditions of this Agreement, Scope of Work, attachments, all incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this agreement.

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The signatories to this Agreement represent that they have the authority to execute this Agreement.

**Washington State Department of Ecology**

**City of Tacoma**

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Heather Bartlett                      Date  
Program Manager  
Water Quality

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Michael P. Slevin, III                      Date  
Environmental Services Director

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Additional City/County Signatories      Date





**BUDGET**

**Funding Distribution**

Funding Title: SFAP  
 Funding Type: Grant  
 Funding Effective Date: 7/1/2015  
 Funding Expiration Date: 12/31/2018  
 Funding Source: State – Stormwater Financial Assistance Program - ELSA

Recipient Match %: 25%  
 InKind Interlocal Allowed: No  
 InKind Other Allowed: No  
 Is this Funding Distribution used to match a federal grant? No

<b>Elements (Tasks)</b>	<b>Total Project Cost</b>	<b>Total Eligible Cost</b>
1. Project Administration/Management	\$5,000	\$5,000
2. Design Plans/Specifications, Environmental Review	\$200,000	\$100,000
3. Construction Management	\$200,000	\$100,000
4. Construction	\$1,955,500	\$1,904,667
<b>Total</b>	<b>\$2,360,500</b>	<b>\$2,109,667</b>
<b>MATCHING REQUIREMENTS</b>		
ECOLOGY Share: maximum 75% of TEC		\$1,582,250
RECIPIENT Share: minimum 25% of TEC		\$527,417
Cash		
Other types of in-kind, such as volunteer work are not eligible		

Agreement No: WQC-2016-TacoPW-00264  
Project Title: Madison and Monroe Permeable Neighborhood Project  
Recipient Name: City of Tacoma – Environmental Services Department

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