SCOPE OF WORK #2— Assist with Kittitas County Regional Comprehensive Shoreline Master Program Update.

Overview

Provide Kittitas County with assistance in a regional Kittitas County Shoreline Master Program (SMP) update process. This Scope of Work outlines the general tasks that are scheduled to occur from August 1, 2012 to June 30, 2013. These include tasks related to completion of Phase 2, initiation and completion of most of Phase 3 and commencement of Phase 4. These tasks and Phases are more fully described in SMA Grant Agreement No. G1200054 between Kittitas County and the State Department of Ecology.

Purpose

Kittitas County is required by State law to update its 1975 SMP. In order to meet the required update deadline and maximize available funding, the County, Ellensburg, Cle Elum and South Cle Elum have agreed to participate in a regional SMP update process.[1] This scope of work is a continuation of work in a prior scope of work dated January 4, 2012.

Van Ness Feldman GordonDerr
Scope of Work and Deliverables

The following SMP update tasks are more fully described in the SMP grant agreement. The descriptions below are provided to outline consultant services not otherwise described in the SMP grant, clarify assumptions, and identify deliverables that are in addition to those specifically identified in the SMP grant. This SOW also identifies lead roles for the County and SMP update consultants (i.e., Van Ness Feldman GordonDerr and Environmental Science Associates).

Task A: Coordination (VNFGD Lead)

Coordinate with agencies and other entities: Coordinate with Ecology and other applicable state agencies, neighboring jurisdictions, and Indian tribes as provided in the Guidelines and SMA procedural rules.

Coordinate with adjacent jurisdictions: Coordinate with the Cities/Town as part of a regional SMP update process.

Coordinate with Ecology: Attend Ecology-sponsored coordination meetings. Provide Ecology opportunities for review of draft deliverables at appropriate intervals. When requested, include a written response to Ecology's comments on draft deliverables. (May be provided in email format.)

Deliverables:

1. Documentation of contacts in quarterly progress reports.

Dates Due: October 20, 2012; January 20, 2013; April 20, 2013.

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[1] The SMP update process will use many of the same resources and information as the CAO update. The County intends to proceed with the update processes concurrently, to maximize efficiencies. The SMP grant funds, however, may not be utilized for direct CAO update tasks that are solely GMA related (e.g., GMA Comprehensive Plan Policies).

Task B: Secure qualified consultant services and Interlocal Agreements (VNFGD Lead)

Professional Service Agreements and Interlocal Agreement completed in November 2011. Assist County and Cities/Town with preparation and approval of subsequent detailed phased scopes of work for consultant services.

Deliverable: Consultant scope of works.

Date Due: August 30, 2013

Task C: Implement Public Participation Plan (VNFGD Lead)

During the entire SMP update process, inform and involve the public in updating the SMP consistent with the objectives of the Shoreline Management Act (see RCW 90.58.130) and WAC 173-26. Maintain an interactive World Wide Web site, and coordinate with County and Cities/Town on establishing and initiating local citizen advisory committees. Continue coordination activities with technical advisory committee. Coordinate open houses, as described below for Phase 3.

Deliverable: Documentation of public participation in quarterly progress reports.

Dates Due: October 20, 2012; January 20, 2013; April 20, 2013.

PHASE 1: Preliminary Assessment of Shoreline Jurisdiction and Public Participation Plan

Completed as relevant to task in SOW #1.

PHASE 2: Shoreline Inventory, Analysis & Characterization

Task 2.1: Conduct shoreline inventory (ESA Lead)

Task 2.2: Conduct shoreline analysis (ESA Lead)

Task 2.3: Prepare shoreline inventory and characterization report (ESA Lead)

Coordinate with ESA's completion of these tasks with the County, Cities/Town and advisory committees. See SMP grant and ESA SOW for schedule and deliverables.

Task 2.4: Demonstrate how Phase 2 complies with the Guidelines (VNFGD Lead)

See SMP grant and ESA SOW for schedule and deliverables.

PHASE 3: Complete Draft SMP and Cumulative Impacts Analysis

Task 3.1 Conduct community visioning process (VNFGD Lead)

Conduct a community visioning process that will include as many citizens as possible to determine goals for future use of the shoreline. At two open house meetings, one in Ellensburg and one in Cle Elum (to be conducted in July 2012 under previous SOW), present the findings of the shoreline inventory and characterization report to the public and gather public comment

on shoreline problems and opportunities. Create and collect additional community input on a shoreline vision via a shoreline vision questionnaire, which will be made available at open houses and at County and Cities/Town offices and other locations. Conduct a community visioning discussion with the Citizen Advisory Committee in the fall of 2012. Synthesize comments generated through open houses, the questionnaire, the CAC discussion and other methods in a community visioning report which will identify a strategy for shoreline uses, public access, resource protection, and restoration that is consistent with SMP policy and SMP Guidelines objectives. Coordinate with County and Cities/Town, and advisory committees to provide input on draft community visioning report. Assist County with submittal of community visioning report to Ecology.

Deliverable: Community visioning report

Date Due: October 20, 2012 with quarterly report.

Tasks 3.2 – Task 3.5: Prepare Complete Draft SMP

Conduct or coordinate Tasks 3.2 through 3.5, which will result in completion of a draft SMP. Develop general SMP goals, policies and regulations that apply in all environments designations that are applicable throughout the shoreline jurisdiction. General SMP regulations that apply in all environment designations are an optional component. Coordinate with ESA and TAC to develop environment designations that are appropriate to current shoreline conditions per the findings of the shoreline inventory and characterization. Coordinate with County, Cities/Town and advisory committees to provide input on initial versions of the draft SMP. Plan and conduct at least two open houses to discuss initial draft SMP with the public. Assist County with submittal of drafts and quarterly report to Ecology, including submittal checklist.

Task 3.2 Develop general SMP goals, policies and regulations (VNFGD Lead with ESA Lead on SMP critical area regulations)

Task 3.3: Develop environment designations (VNFGD and ESA)

Deliverable: A narrative rationale describing reasons for maintaining or changing the 1975 SMP designations. See SMP grant and ESA SOW for related mapping deliverables.

Date Due: November 7, 2012

Task 3.4: Develop environment-specific shoreline use & modification policies regulations and standards (VNFGD Lead)

Task 3.5: Develop SMP administrative provisions (VNFGD Lead)

Deliverable: Complete draft SMP, including:

- Draft general goals and policies and optional general regulations. (Task 3.2)
- Draft environment designations and draft environment maps. (Task 3.3)
- Draft environment-specific shoreline use and modification policies, regulations, and standards, with shoreline use and dimensional standards listed in matrices, by environment designation. (Task 3.4)

- Draft administrative provisions. (Task 3.5)
- Maps showing environment designations within shoreline jurisdiction (see ESA SOW)

Dates Due: Initial Draft, regional SMP : January 2, 2013

Final Draft, SMP for each jurisdiction: April 20, 2013 with quarterly report.

Task 3.6: Prepare preliminary cumulative impacts analysis (ESA Lead)

Assist County and Cities/Town in review of draft reports prepared by ESA summarizing the potential cumulative effects of their April 20, 2013 final draft SMPs on shoreline ecological functions. Coordinate review of draft report by advisory committees.

PHASE 4: Restoration Planning, Revisiting Phase 3 Products As Necessary

Task 4.1: Prepare restoration plan (ESA Lead)

Assist ESA in initiating development of a county-wide shoreline restoration plan framework based upon the Inventory and Characterization report and other pertinent information. For this scope of work, coordinate review of the following deliverables from ESA by the advisory committees:

- A matrix that identifies degraded areas and impaired functions and sites with potential for restoration; and
- An outline of the full draft of the County-wide restoration plan.

Van Ness Feldman GordonDerr role in following tasks & deliverables to be determined with next phase SOW (July 2013 – June 2014)

PHASE 2: Shoreline Inventory, Analysis & Characterization

Task 2.4: Demonstrate how Phase 2 complies with the Guidelines

PHASE 3: Complete Draft SMP and Cumulative Impacts Analysis

Task 3.2: Develop general SMP goals, policies and regulations
Task 3.3: Develop environment designations
Task 3.4: Develop environment-specific shoreline use & modification policies, regulations and standards
Task 3.5: Develop SMP administrative provisions
Task 3.6: Prepare preliminary cumulative impacts analysis
Task 3.7: Demonstrate how Phase 3 complies with the Guidelines

PHASE 4: Restoration Planning, Revisiting Phase 3 Products As Necessary

Task 4.1: Prepare restoration plan
Task 4.2: Revisit draft SMP and cumulative impacts analysis; finalize SMP jurisdiction maps
Task 4.3: Prepare a report that demonstrates how no net loss will be achieved
Task 4.4: Demonstrate how Phase 4 complies with the Guidelines

PHASE 5: Local SMP Adoption Process

Task 5.1: Assemble complete draft SMP
Task 5.2: Complete SEPA review and documentation
Task 5.3: Provide GMA 60-day notice of intent to adopt
Task 5.4: Hold public hearing
Task 5.5: Prepare a responsiveness summary
Task 5.6: Adopt SMP and submit to Ecology
Task 5.7: Demonstrate how Phase 5 complies with the Guidelines

PHASE 6: State Approval (County Lead)

Cost Estimate for August 1, 2012 to June 30, 2013

Work performed under this Scope of Work is estimated to be $120,000.00. Funds to cover all the tasks listed in this scope of work are currently not available. As such, this scope of work is funded to an amount not to exceed $79,000.00, which is expected to accomplish tasks to be completed by January 31, 2013. The parties recognize that not all work in this scope of work can be accomplished with this funding amount and additional funding sources are being reviewed for a potential future amendment to this scope of work. Consultant shall inform the County immediately if the work associated with the tasks to be completed through January 31, 2013 exceeds the estimated funded cost ($79,000.00), and the County and the Consultant agree to negotiate in good faith to adjust the level of effort or the cost estimate.

Kittitas County
By: Robert "Doc" Hansen, Planning Official

_____ Date: _____

GordonDerr LLP
By: Jay Derr, Managing Partner

_____ Date: _____