Exhibit A
Scope of Work

Cascade Business Park
Port of Skamania County
North Bonneville, WA

INTRODUCTION
PBS Engineering and Environmental, LLC has been selected by the Port of Skamania County to perform project management, civil engineering, land use planning, environmental documentation and other related services for the Cascade Business Park project. Professional services will include site design, stormwater design, environmental documentation and permits, and pavement design. Additionally, project coordination and required federal documentation will be performed.

It is anticipated that a SEPA Checklist will be required to document project impacts. Also, the Consultant will prepare the National Pollutant Discharge Elimination System (NPDES) application and Storm Water Pollution Prevention Plan (SWPPP) for the Project.

PROJECT DESCRIPTION/BACKGROUND
The access road into the Cascade Business Park (Coyote Ridge) was constructed several years ago including storm sewer, sanitary sewer, and water extensions. The Port desires to complete as much site development work as funding will allow on the east side of the Business Park to attract potential tenants. Maul Foster Alongi has completed plans to the 60% design level and PBS will take those plans through final engineering approval, any land use permitting, and final construction plans.

The Port has obtained Federal Funding through the Environmental Protection Agency (EPA) that can be used for construction of sanitary sewer and related infrastructure. This funding will expire June 30, 2025 so it is essential to have those elements approved and constructed prior to that date. The funding expiration will require two plan sets to be prepared (one for sanitary sewer and associated improvements, and the other for the remainder of the construction items).

SCHEDULE
The following schedule is intended to show anticipated duration of tasks and the relationship of major milestones. Actual deliverable dates will be finalized at the project Kick Off Meeting.

July 16, 2024	Port Commission Meeting to Present Scope
Aug/Sept 2024	Project Review / Design
Oct 2024	90% Plan, Specs and Estimate Submittal and Review (Phase 1 and 2)
Dec 2024	Phase 1 - 100% Plan, Specs and Estimate Submittal and Review
Jan 2025	Phase 1 - Final Plans & Specifications Submitted

TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION

PBS shall oversee project tasks and coordinate with Port representatives to manage the scope, schedule and budget for the design engineering phase.

Subtask 1.1 – Contract Administration, Invoicing, and Progress Reports

- Prepare and submit monthly invoices. Each invoice will include: date period covered by invoice, labor category, billing rate, subtotal per scope task, and total billed for the billing period. Expenses will be itemized separately with backup detailing the nature of the charges.

- Prepare an Invoice Summary Report to accompany the monthly invoices. The Invoice Summary Report will list scope task, invoice amount, invoiced to date, remaining budget, percent complete.

- Prepare a brief Project Status Report to accompany the monthly invoices. The Project Status Report will include: date period covered by Status Report, summary of work performed during the billing period, a notice regarding any issues or concerns that could require a contract amendment/supplement, completed and/or upcoming project milestones, and action items needed from the Port for project delivery.

Deliverables

- Monthly invoices, Contract Summary Reports, and Project Status Reports.

Subtask 1.2 – Meetings

This item includes the preparing for and facilitating regular meetings to successfully complete the project.

- The Consultant shall schedule Project team meetings and prepare meeting agendas. This includes a Project kick-off meeting, monthly progress meetings with Port staff, review meetings and coordination meetings (assume 12 meetings).
- The Consultant shall organize and hold Project meetings with key Project team members, as well as representatives from the Port and other agencies, as needed. These meetings shall have specific agendas addressing and resolving Project issues as they are encountered (assume 6 meetings).

Deliverables

- Meeting Agendas and Meeting Summaries delivered within 5 working days of the meeting

Subtask 1.3 – Management, Coordination, and Direction

- The Consultant shall provide management, coordination, and direction to the Project team in order to complete the project on time and within budget.

- The Consultant shall prepare and maintain a project design schedule. The schedule shall identify Consultant tasks, major milestones and deliverables, and items provided by Port and other consultants. The schedule shall be updated every month or as circumstances require.
- The Consultant shall coordinate tasks and activities with the Port. This shall include using monthly meetings to plan and coordinate upcoming activities.
- The Consultant shall coordinate with private and public utilities, including power, phone, cable, gas and other utilities (See Task 6).
- Assist the Port in coordination with the Department of Ecology regarding Grant Funding

Deliverables

- Project Schedule & Schedule Updates
- Meeting Agendas
- Summary notes of coordination efforts

TASK 2: CIVIL ENGINEERING AND DESIGN

The Port will provide PBS with AutoCAD and Civil 3D design files developed by Maul Foster Alongi (MFA) in preparation of the 60% Design Plans. PBS will utilize this design information and the 60% Design Plans to advance the Design through the 90% and Final Design submittals. PBS will use the Draft Storm Report developed by MFA to evaluate and refine the methodology for the storm conveyance, treatment, and disposal system. PBS will utilize the Draft documents to complete the Final Storm Report.

Subtask 2.1: 90% Design

The Consultant will develop construction documents to the 90 percent design stage. These documents will consist of plans, specifications, and an updated estimate of project cost.

Design tasks include the following:

- Meet with Port staff to discuss 60% design and any design review comments related to the 60% Design.
- Develop construction cost estimate based on the 60% design plans to evaluate options for extending utilities to the east side of the site and determine the level of improvements that can be constructed within the available funding.
- Split project into two phases based on available Dept. of Ecology Funding and other funding sources.
- Refine profiles and grading for site elements to be included both phases of 90% Design Plans.
- Refine water main layout and hydrant spacing.
- Develop storm sewer and sanitary sewer profiles for each main conveyance line. Pipe elevations and slopes for laterals may be shown in tabular form or in plan view
- Develop detailed geometric layout of intersections and grading for ADA purposes
- Refine layout and design for water quality treatment and detention facilities.
- Review grading and utility depth based on existing deed restrictions and limitations on excavation depths.
- Identify impacted private and Port utilities

- Develop two plan sets, one showing work on the east side of the site that will be included in the Federally Funding portion of the project (assumed east side of site). The second plan set will include work to the north that can be constructed with remaining State and Port funding sources.
- Update stormwater analysis using HydroCAD software, basin delineation map, and storm system layout, and Draft stormwater/hydrology report
- Evaluate use of environmentally friendly stormwater treatment devices such as Grattix Boxes or rain gardens
- Develop Technical Specifications for elements of work included in the 90% Plans.
- Calculate quantities and prepare a 90% engineer's estimate of construction costs
- Submit 90% plan set, 90% Special Provisions and cost estimate for review
- Meet with Port staff after review of the 90% PS&E.

Site Development Plans – Federally Funded (90% Design) – 24 Sheets
- Cover Sheet (1 sheet)
- Legend Sheet and General Notes (2 sheet)
- Typical Sections (2 sheets)
- Existing Conditions Plan (1 sheet)
- Erosion Control and Grading Plans (1 sheets)
- Erosion Control Detail Sheets (1 sheets)
- Site Plan (1 Sheets)
- Street, Storm, and Water Plan Sheets (1 sheets)
- Intersection Layouts (1 sheets)
- Stormwater Facility layout Sheets (1 sheets)
- Sanitary Sewer Plan Sheets (1 sheets)
- Sanitary Sewer Profile Sheets (1 Sheets)
- Sanitary Sewer Details (2 Sheets)
- Site Lighting / Photometrics Plan (1 sheets)
- Miscellaneous Details Sheet (5 sheets)
- Standard Detail Sheets (2 sheets)

Site Development Plans – State and Locally Funding (90% Design) – 24 Sheets
- Cover Sheet (1 sheet)
- Legend Sheet and General Notes (2 sheet)
- Typical Sections (2 sheets)
- Existing Conditions Plan (1 sheet)
- Erosion Control and Grading Plans (1 sheets)
- Erosion Control Detail Sheets (1 sheets)
- Site Plan (1 Sheets)
- Street, Storm, and Water Plan Sheets (1 sheets)
- Intersection Layouts (1 sheets)
- Stormwater Facility layout Sheets (1 sheets)
- Sanitary Sewer Plan Sheets (1 sheets)

- Sanitary Sewer Profile Sheets (1 Sheets)
- Sanitary Sewer Details (2 Sheets)
- Site Lighting / Photometrics Plan (1 sheets)
- Miscellaneous Details Sheet (5 sheets)
- Standard Detail Sheets (2 sheets)

Deliverables
- 90% Design Plans (Two Plan Sets) – (PDF format)
- 90% Project Cost Estimate (One for each Phase) – (PDF Format)
- 90% Technical Specifications (PDF Format)
- Draft Stormwater Report (One Report for Both Phases - PDF Format)

Subtask 2.2: 100% and Final Design

The Consultant will address review comments from the 90% plans and refined the two sets of construction documents to the 100% and Final design stage. These documents will consist of plans, specifications, a bid item list, and updated construction cost estimates.

Design tasks include the following:
- Address Port review comments regarding the plans, specs, and estimate.
- Prepare final special provisions as needed for non-standard items shown on the plans, and compile the project specifications.
- Develop Draft Contract Documents including Bid Form and Technical Specifications.
- Compute quantities and prepare an engineer's estimate of construction costs.
- Submit 100% PS&E for Review
- Prepare the project NPDES permit application, and post the Notice of Intent (NOI) in the Port's newspaper of record
- Prepare the project Stormwater Pollution Prevention Plan (SWPPP)
- Update PS&E documents based on Port review comments
- Prepare and submit Final Plans, Specifications and Estimate (PS&E) Package

100% and Final design phase plan set shall include the same sheet set as the 90% Plans with additional detail and updated information:

Deliverables
- 100% PS&E – Two Sets (PDF Format)
- 100% Specification Documents in Word and PDF format (Two Sets)
- 100% and Final Project Cost Estimate in Excel and PDF format – Two Sets (including line items for PE, ROW, CE)
- NPDES Permit Application
- Stormwater Pollution Prevention Plan (SWPPP)
- Final Stormwater Report (One Report - PDF Format)

TASK 3: GEOTECHNICAL ENGINEERING

Subtask 3.1 – Pavement Design

Hart Crowser has prepared a Draft Geotechnical Report with general pavement design recommendations. This task will take the draft information and target traffic volumes and develop specific pavement design recommendations for parking lots, drive aisles and loading bays.

Assumptions

The above scope of work is based upon the following assumptions:

- No additional field work will be required
- Geotechnical information obtained during initial explorations will be suitable for pavement design analysis.

Deliverables

- Draft Pavement Design (electronic PDF copy)
- Final Pavement Design (electronic PDF copy)

TASK 4: ENVIRONMENTAL REVIEW AND DOCUMENTATION

Subtask 4.1 - SEPA Documentation

This task entails the collection of necessary information and completion of the SEPA checklist for the project. The SEPA checklist is designed to evaluate whether the project will have significant adverse impacts. These include impacts to air, land, water, energy, housing, aesthetics, recreation, transportation, public services, and utilities.

Assumptions

- One round of City review; City revisions and comments on the SEPA checklist will be minor and will not require additional technical analysis.
- The SEPA threshold determination is anticipated to be a DNS or MDNS.
- The City will be the lead agency and will prepare the SEPA threshold determination.

Deliverables

- Draft and Final SEPA Checklist (one electronic copy)

Subtask 4.2 - NEPA Documentation

It is assumed that the Federal Funding to be awarded for the sanitary sewer construction will require environmental documentation that complies with the National Environmental Protection Act (NEPA). This task entails tasks to develop the required NEPA documentation.
These include impacts to air, critical areas, cultural resources, hazardous waste, noise, 4(f) resources, agricultural lands, waterways, stormwater, tribal lands, endangered species, and environmental justice. Based on the Port's initial conversations with EPA, it appears that EPA

staff may prepare the NEPA Documentation Checklist based on information provided by the Port. This scope provides 40 hours for PBS Staff to assist with the NEPA documentation process. initial conversations

Assumptions

- NEPA determination will be a Categorical Exclusion
- No discipline reports will be required
- NEPA requirements will be set by Grant Funding which has not yet been awarded.

Deliverables

- Draft and Final NEPA Checklist (one PDF electronic copy)

TASK 5: CONSTRUCTION MANAGEMENT (Contingency Task)

This task may be authorized by the Port to provide Construction Management for the project. This may include leading meetings, construction inspection, submittal reviews, evaluating change orders, and other tasks associated with construction management. Specific duties and associated budget may be added by contract amendment once the project is defined and fully funded.

PORT DELIVERABLES TO THE CONSULTANT

Cascade Business Park 60% Design Information

The Port will provide copies of plans, storm reports, geotechnical report, cultural resource report, construction cost estimate, and other documentation developed during the preparation of the 60% Design Plans. The Port will also provide electronic files (CAD) of title blocks, site plans, previous engineering work, standard details for streets, street lighting and other available details, if necessary.

Project Coordination

The Port will assist the Consultant in managing relationships with other jurisdictions involved in the project, adjacent property owners and the public. The Port will provide staff to meet and discuss the project with the Consultant as needed. The Port will provide written comments pertaining to the design submittals.

Utility List

The Port will provide the Consultant with a list of local contacts for utilities within the project limits. Design and plan preparation for the addition or relocation of utilities within the project limits will be completed by others.

Street Light Requirements

The Port will provide the illumination type, the minimum illumination levels and uniformity ratios to be used in the project design.

##.END.##

STREET AND STORM DRAINAGE SEE SHT C5.0
WATER AND SANITARY SEWER PLAN SEE SHT C6.0

STREET AND STORM DRAINAGE SEE SHT C5.1
WATER AND SANITARY SEWER PLAN SEE SHT C6.1

STATE HIGHWAY 14 (EVERGREEN HIGHWAY) (PUBLIC)

POTENTIAL PHASE 2

50,400 SF BUILDING

24,000 SF BUILDING

28,000 SF BUILDING

COYOTE RIDGE RD (PRIVATE)

FORT CASCADES DR (PRIVATE)

PARCEL NO. 02072000022200

PARCEL NO. 02072000022200

POTENTIAL PHASE 1

PRELIMINARY

MAUL FOSTER ALONGI
330 EAST MILL PLAIN BLVD, SUITE 405
VANCOUVER, WA 98660
360.694.2691
www.maulfoster.com

CASCADE BUSINESS PARK
PORT OF SKAMANIA COUNTY
NORTH BONNEVILLE, WA

ISSUE	DATE	DESCRIPTION
A	6/17/2024	SITE DESIGN PLANS

PROJECT: M0350.04
DESIGNED: A. AGUIRRE
DRAWN: L. DANIEL
CHECKED: S. FROST
SCALE
0 60' 120'
NOTE: BAR IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE INCH ON THIS SHEET, ADJUST SCALE ACCORDINGLY.

SHEET TITLE
MASTER UTILITY PLAN

SHEET
C4.0

PLOTTED ON: 2024-06-17 6:44 PM PLOTTED BY: Alfredo Aguirre FILENAME: G:\PROJECTS\M0350.04 Port of Skamania County Cascade Business\PLANS\MASTER UTILITY PLAN.dwg

Cascade Business Park

Port of Skamania County
Tuesday, July 16, 2024

PBS Engineering and Environmental

Task and Description	ENG MGR VIII	SR PM III	ENG VII	ENG V	ENG IV	ENG III	ENG II	ENG I	PLAN IV	LA I	PA III	Expense	PBS TOTAL
Task 1 Project Management and Administration													**20,608.00**
Subtask 1.1 Contract Admin and Invoicing	4.00	16.00									8.00		4,800.00
Subtask 1.2: Meetings	8.00	16.00			16.00								7,648.00
Subtask 1.3 Managemnet and Coordination	16.00	24.00											8,160.00
Task 2: Civil Engineering and Design													
Subtask 2.1: 90% Design (32 sheets)													**76,484.00**
60% Cost Estimate		2.00			4.00		16.00						3,504.00
90% Design	4.00	50.00			112.00		150.00						52,696.00
Stormwater Report	4.00	16.00			32.00								9,536.00
Specifications	16.00				24.00								8,112.00
90% Cost Estimate		2.00			4.00		4.00						1,680.00
Submit PS&E	1.00	2.00			2.00								956.00
Subtask 2.2: 100% and Final Design													**86,884.00**
Respond to Comments	4.00	16.00			16.00		16.00						9,120.00
100% Design	4.00	32.00			68.00		90.00						32,504.00
Contract Documents / Tehcnical Spec Updates	10.00	16.00			24.00								9,552.00
100% Cost Estimate		2.00			2.00		2.00						1,020.00
Submit PS&E to Port		1.00			2.00		2.00						840.00
Respond to Comments		4.00			8.00		8.00						3,360.00
Final Design	4.00	20.00			40.00		60.00						20,800.00
Specification Update / Bid Package	6.00	12.00			16.00								6,448.00
Final Cost Estimate	2.00	2.00			4.00		4.00						2,160.00
Submit PS&E to Port	1.00	1.00			2.00		2.00						1,080.00
Task 3: Geotechnical Engineering													**3,648.00**
Subtask 3.1: Pavement Design	4.00					16.00							3,648.00
Task 4: Environmental Documentation													**13,440.00**
Subtask 4.1: SEPA Checklist	2.00	8.00							24.00				5,328.00
Subtask 4.2: NEPA Documentation	16.00				24.00								8,112.00
Reimbursable Expenses												1,000.00	1,000.00
TOTAL HOURS	106.00	242.00	0.00	0.00	400.00	16.00	354.00	0.00	24.00	0.00	8.00		
HOURLY RATES	240.00	180.00	205.00	190.00	178.00	168.00	152.00	137.00	142.00	105.00	120.00		
TOTAL DOLLARS	25,440.00	43,560.00	0.00	0.00	71,200.00	2,688.00	53,808.00	0.00	3,408.00	0.00	960.00	1,000.00	202,064.00