



# CLARK COUNTY STAFF REPORT

**DEPARTMENT:** Community Planning

**DATE:** April 14, 2015

**REQUEST:** Approval of contract amendment with ESA for the completion of a supplemental environmental impact statement in support of the 2016 Clark County Comprehensive Plan update.

**CHECK ONE:**                      X   Consent                           CAO

## BACKGROUND

Clark County is required to review and if necessary update its Comprehensive Growth Management Plan, with a deadline of June 30, 2016. One of the requirements of the update process is an analysis of potential environmental impacts from policy and land use changes proposed as part of the update.

The Board of County Commissioners approved a contract with ESA (of Seattle) on August 19, 2014 in the amount of \$100,000 to complete a supplemental environmental impact statement (SEIS) as part of Clark County's review and update of comprehensive plan. The contract specified that the analysis would be done on a no action alternative and no more than two action alternatives.

Four scoping meetings were held in August of 2014. The Board agreed on three alternatives at an October 22, 2014 work session. This information was given to ESA and work commenced on the SEIS. The proposed release date was set for February 4, 2015. At a work session on January 21, 2015, the Board requested that work on the SEIS be halted so that a fourth alternative be developed that was more responsive to requests from certain rural property owners.

The fourth alternative has now been developed. The contract with ESA needs to be amended so analysis of the fourth alternative can be added to the work already underway on the SEIS. Completing the draft SEIS with a fourth alternative will require an additional \$41,267 in funding. The amendment will also extend the time of the contract.

Funds for this project will come from overall update funding. Details of the project are contained in the attached Professional Services Contract, Exhibit A.

## COMMUNITY OUTREACH

None. The consultant was originally selected through a competitive bid process.

## BUDGET AND POLICY IMPLICATIONS

Funds available to Community Planning will be used for the comprehensive plan update. Preparation of the SEIS will be funded as part of the update process per the contract agreement between ESA Inc. and Clark County dated August 19, 2014 and ending on March 31, 2016.

**FISCAL IMPACTS**

Yes (see attached form)

No

**ACTION REQUESTED**

Approval of the attached contract amendment with ESA in the amount of \$41,267 to a supplemental EIS as outlined in RFP #675, with the County Administrator provided authority to sign any subsequent amendments thereto.

**DISTRIBUTION**

Please return both signed original contract documents to Community Planning.

ATTACHMENTS: Two original copies of the contract with ESA.

Oliver Orjialo  
Name: Oliver Orjialo  
Title Director

Approved: April 14, 2015  
CLARK COUNTY  
BOARD OF COUNCILORS

SR 071-15

# FISCAL IMPACT ATTACHMENT

## Part I: Narrative Explanation

The funds for the project were approved by the Board in the 2013-14 biennium budget for the completion of the comprehensive plan update. The deliverables to the county are those listed in Exhibit A of the attached contract amendment.

## Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
<b>Total</b>						

II. A – Describe the type of revenue (grant, fees, etc.)

## Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
0001.000.545.558611.411.088156		\$20,633.50	\$20,633.50				
0001.000.545.558612.411.088156		\$20,633.50	\$20,633.50				
<b>Total</b>		\$41,267	\$41,267				

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual						
Supplies						
Travel						
Other controllables	\$41,267	\$41,267				
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>	\$41,267	\$41,267				

Exhibit B, in the amount of \$41,267, and when added to the original contract of \$99,936 will not exceed a total contract amount of \$141,563.

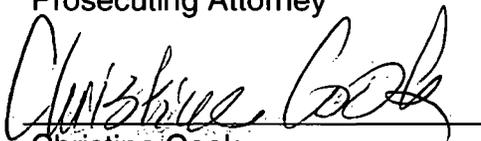
3. Term of Contract. The amended contract period shall be March 31, 2016.

4. Unamended Contract Provisions. Except as explicitly revised by this Amendment No. 1, Contract No. RFP #675 between County and Contractor shall remain in full force and effect.

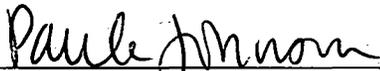
APPROVED AS TO FORM ONLY:

CLARK COUNTY, WASHINGTON  
Board of County Councilors

Anthony F. Golik  
Prosecuting Attorney



Christine Cook  
Deputy Prosecuting Attorney

  
Environmental Science Associates

Paula Johnson  
By

Director  
Title

Paula Johnson  
(print name)

  
David Madore, Chair

Jeanne E. Stewart, Councilor

Tom Mielke, Councilor

Date 4/14/15

**Amendment No. 1 to Contract No. RFP #675  
Dated 8-19-14**

Clark County, Washington, after this called "County," a political subdivision of the State of Washington and Environmental Science Associates (ESA), after this called "Contractor," entered into an agreement on August 19, 2014 for preparation of a supplemental environmental impact statement (SEIS) as part of the 2016 Clark County Comprehensive Plan update.

**WITNESSETH**

WHEREAS the Contractor provided most of the required services as outlined in the original scope of work; and

WHEREAS the contract allowed for extension when approved in writing; and

WHEREAS the scope of work for has changed in that the Board has asked for a fourth alternative to be considered in the SEIS in addition to the original three; and

WHEREAS the contract contemplated allowing more compensation by written agreement of the parties NOW, THEREFORE,

THE COUNTY AND THE CONTRACTOR HEREBY AMEND THE CONTRACT AS FOLLOWS:

1. Services. The Contractor shall perform the additional services as set forth in Exhibits A and C, which are attached hereto and incorporated herein.

2. Compensation. County shall pay the Contractor for services upon receipt of a written invoice. Fees paid to Contractor shall include those on the attached pay request dated April 3, 2015, which is attached hereto and incorporated herein as

## SCOPE OF WORK - AMENDMENT

### Supplemental Environmental Impact Statement (SEIS) for the 2016 Clark County Comprehensive Growth Management Plan Update

#### Project Understanding

Clark County is updating its 2007 Comprehensive Growth Management Plan, a process required by the Washington Growth Management Act (GMA). The GMA requires that jurisdictions identify and plan for projected growth through 2035. The purpose of this project is to develop a supplemental environmental impact statement (SEIS) for the Clark County Comprehensive Plan Update. The SEIS will be based on the DEIS and FEIS prepared for the 2007 plan update. The SEIS will inform the choices among alternative paths that the County could take in its planning policies and practices.

Through input during the public scoping process, Clark County has elected to add a fourth alternative to the SEIS. ESA proposes to amend the Preliminary Draft SEIS, submitted in February 2015, in compliance with the State Environmental Policy Act (SEPA). The following narrative describes the additional work required to incorporate the fourth alternative into the tasks described in ESA's previous scope of work. Only tasks requiring amendment are included. A separate cost schedule is provided in Exhibit B. A revised project timeline is provided in Exhibit C and is based upon receiving a notice to proceed on **April 15, 2015**.

#### General Assumptions

- Clark County is the lead agency for the SEPA SEIS;
- Unless otherwise stated, all deliverables will be provided in electronic format to the County Project Manager. Clark County will be responsible for production of hard copies;
- Clark County will provide GIS data files for the new alternative;
- Assistance from various Clark County agencies for information may be required;
- Assistance from utility and other service providers may also be required, and we assume that Clark County will be able to assist in obtaining access to key staff;
- Clark County will provide one consolidated set of comments for each review draft;
- Delays in end of comment periods and/or public hearings and other County proceedings may result in delays in delivery of ESA work products;
- The project is scheduled to conclude by December 31, 2015.

#### Scope of Work

##### Task 1 – Draft SEIS

##### Task 1.1 Develop Alternatives and Scope of SEIS Analysis

ESA will develop one additional alternative scenario for accommodating growth in Clark County. This will be done in coordination with County staff who will ensure recent Board policy decisions are accurately reflected.

##### *Assumptions*

- a) No more than one additional Action Alternatives will be developed.
- b) County staff will provide the parameters of proposed land use changes for Alternative 4.

### *Deliverables*

- 1) Memorandum describing Alternative 4 and elements of the environment to be amended in the Draft SEIS document.

## Task 1.2 Prepare Preliminary Draft SEIS

This task involves revisions to the previously submitted (February 2015) environmental analysis for the comprehensive plan. It will rely on GIS-based data and graphics to convey information. For each element of the environment analyzed in the Revised Preliminary Draft SEIS, ESA will describe the affected environment, analyze potential impacts and propose mitigation measures.

The analysis of potential impacts will consider direct, indirect, long-term, short-term, and cumulative impacts of Alternative 4, including a general analysis of potential capital facilities in each of the jurisdictions. ESA will compare the impacts of the No-Action Alternative to Alternative 4. The analysis of potential impacts will be general and qualitative given the programmatic nature of the actions, i.e., implementation of policy options. After impacts are disclosed, mitigation measures will be proposed as appropriate.

The Revised Preliminary Draft SEIS will be provided to Clark County for internal review.

### *Assumptions*

- a) The analysis will supplement that provided in the February 2015 Preliminary Draft SEIS\_v2.

### *Deliverables*

- 1) One electronic version of the Preliminary Draft SEIS\_v3 for internal County review.

## Task 1.3 Prepare Public Review Draft SEIS

ESA will incorporate Alternative 4 and produce a revised version of the Preliminary Draft SEIS referred to as Draft SEIS\_v3 for final approval. Minor revisions will be incorporated into a Draft SEIS\_v4 for public review. ESA will organize the document into a format that is readily accessible both electronically and as hard-copy.

### *Assumptions*

- a) Clark County will provide one consolidated set of comments on the Preliminary Draft SEIS\_v3 within two weeks of receipt of the PDSEIS\_v3;
- b) ESA will participate in one (1) coordination meeting with County staff to review their comments on the PDSEIS\_v3;
- c) County comments on the Preliminary Draft SEIS\_v3 will not result in changes to the alternatives without revision to this scope and budget;
- d) Clark County will provide one consolidated set of comments on the camera-ready Draft SEIS\_v4 within 3 days of receipt of the DSEIS\_v4; the comments will be minor;
- e) Clark County will be responsible for notification, publication, and distribution of electronic and hard-copy documents.

### *Deliverables*

- 1) One electronic camera-ready version of the camera ready Draft SEIS\_v4 for final internal County review.
- 2) One electronic pdf printer-ready version of the Public Review Draft SEIS\_v4 for hard-copy production; and one electronic bookmarked version for on-line viewing and publication as a CD.

### **Task 3 – Public Involvement & City Coordination**

Additional time and effort for Alternative 4 is anticipated for coordination with County staff to provide the County Councilors, other jurisdictions, and community members with revised information on the project alternatives, process and opportunities to provide input.

#### *Assumptions*

- a) ESA will not be required to attend additional SEIS scoping meetings;

### **Task 4 – Project Management**

#### **Task 4.1 Project Team Coordination**

This task incorporates additional time and effort for both ESA Team and Clark County team communication and coordination to ensure a smooth working relationship. Coordination will be required to refine the project description and analysis of Alternative 4.

ESA staff will attend a meeting with Clark County staff to obtain an overview of Alternative 4 and to better understand the County's goals for integration in the Revised Draft SEIS.

#### **Task 4.2 Progress Reports & Invoicing**

ESA will require additional time to prepare and submit monthly invoices and progress reports, due to the extended project timeline.

#### *Deliverables*

- 1) Monthly invoices and progress reports.

EXHIBIT B

<b>ESA</b> <b>Budget Estimate</b> Version: Proposed amendment for Alternative #4  Project No.: <u>D140506</u> Project Manager: <u>Sharese Graham</u> Project Title: <u>Comp Plan SEIS</u> Contract No.: Client: <u>Clark County</u> Date of Est <u>April 3, 2015</u>													
		Johnson (PD)	Graham (PM)	Planner	Vanderburg (Lead)	Sr. Scientist/Tech	Graphics/GIS	Admin	Expenses:				Totals
Rate:		\$180	\$120	\$120	\$180	\$140	\$115	\$80					
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Units	Rate	Cost	Hours	Cost
<b>Task 1</b>	<b>Draft SEIS</b>												
2.1	Natural Environment		8	16	4	16	8	8				60	\$7,400
2.2	Built Environment	4	40	40		8	8	8				108	\$13,000
2.3	Revise DSEIS	8	24	20	2	8	8	12				82	\$10,080
2.4	Finalize DSEIS	2	8	12		4	4	4				34	\$4,100
<b>Task 2</b>	<b>Final SEIS</b>												
3.1	Final SEIS											0	\$0
3.2	Revise FSEIS											0	\$0
3.3	Finalize SEIS											0	\$0
<b>Task 3</b>	<b>Public Process &amp; City Coordination</b>	4	8	4			4					20	\$2,620
<b>Task 4</b>	<b>Project Management</b>	4	16	4				8				32	\$3,760
<b>Subtotal Hours</b>		<b>22</b>	<b>104</b>	<b>96</b>	<b>6</b>	<b>36</b>	<b>32</b>	<b>40</b>				<b>336</b>	<b>\$40,960</b>
<b>Reimbursable Expenses:</b>													
Lodging									1	\$120	\$120		\$120
Mileage (340 mi r/t)									340	\$0.55	\$187		\$187
<b>Subtotal Reimbursables</b>													<b>\$307</b>
<b>Project Totals</b>												<b>\$41,267</b>	

## Project Timeline

*Revised as of April 9, 2015*

The following deliverable dates are approximated and subject to change based on coordination with the County as well as County review times. Delays in end of comment periods and/or public hearings and other County proceedings may result in delays in delivery of ESA work products

<b>Notice to Proceed with Amended Scope of Work</b>	<b>April 15, 2015</b>
Revised Preliminary Draft SEIS_v3	May 13, 2015
Preliminary Draft SEIS_v4 (camera ready)	June 10, 2015
Draft SEIS_v4 for Public Review	July 1, 2015
45-day Comment Period	August 14, 2015
Preliminary Final SEIS_v1	November 1, 2015
Revised Preliminary Final SEIS_v2 (camera ready)	December 1, 2015
Final SEIS	February 1, 2016