

WALLA COUNTY
INTEGRATED REGIONAL SHORELINE MASTER PROGRAM
DRAFT REVISED SCOPE OF WORK

All Phases Task 1: Project management and coordination

As necessary throughout the length of the project, Consultant shall coordinate with the County, participating cities, the Department of Ecology, and other state agencies, tribes, etc., and participate in project meetings as needed. In addition, the Consultant shall consult with all other appropriate entities which may have useful scientific, technical, or cultural information, including federal agencies, watershed management planning units, salmon recovery lead entities, universities and other institutions, local individual outdoor recreationists and conservationists, environmentalists, and organizations with special expertise representing these interests. This basic project management time and internal coordination, including preparation of the Consultant's quarterly progress reports, is included within [Phases 4-5 Tasks 1-8](#).

Assumptions:

1. Consultant shall assist the County in coordinating with cities, state and federal agencies, and Indian tribes.
2. Consultant shall provide assistance to the County during the process of forming a regional working group to assist in the preparation of SMP. The regional working group should be established as early in the process as practicable. The County will lead regional working group meetings, including preparation of agendas, participant and public notification, designation of meeting times and locations, and distribution of materials.
3. Consultant shall provide technical assistance at regional working group and other meetings and provide material content as needed.
4. The County shall be responsible for maintaining an active project website to assist with public outreach and notification, including the posting of documents and maps.
5. Consultant shall assist with providing website material content and recommendations regarding layout and distribution of materials.
6. The County shall attend Ecology-sponsored coordination meetings and coordinate all official submittals to Ecology throughout the contract period.

Deliverables:

1. Documents shall be prepared as MS Word 2010 document files suitable for printing on 8.5" x 11" white, recycled paper equivalent in weight to 20 lb. bond, margins of no less than 1 inch, and printed on both sides.
2. Maps shall be transmitted as ".pdf" files or as other acceptable [electronic/digital](#) formats suitable for printing on 8.5" x 11", 8.5" x 14" or 11" x 17" paper and suitable for posting on the County project website.
3. Maps deliverable to Ecology shall be prepared on 8.5" x 11" white, recycled paper equivalent in weight to 20 lb. bond, margins of no less than 1 inch, and printed on both sides.
4. QAPP. If the project involves the collection of environmental measurement data, Consultant must prepare a QAPP to ensure the consistent application of quality assurance principles to the planning and execution of all activities involved in generating this data. The plan shall be conducted in accordance with the Ecology's [Guidelines for the Preparation of Quality Assurance Project Plans for Environmental Studies](#), current edition, (Ecology Publication No. 04-03-030). The plan must describe the monitoring and data quality objectives, procedures, and methodologies which will be used to ensure that all environmental data generated will meet these requirements. The size and complexity of the plan should be cost effective and in proportion to the magnitude of the sampling effort. Consultant may also reference [Technical Guidance for Assessing the Quality of Aquatic Environments](#), February 1994 (Ecology Publication No. 91-78), in developing the plan. The QAPP shall be composed of a concise description of the environmental measurement aspects of this project.

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- 5. GIS. Consultant shall coordinate with county, city, and Ecology's GIS offices in an effort to promote compatibility and to encourage sharing of geospatial data.
 - a. To facilitate data sharing, Ecology utilizes the following standards:

Ecology's GIS Standards	
ESRI's ARC/INFO	Current version
ESRI's ArcView	Current Version
Horizontal Datum	NAD 83 HARN
Vertical Datum	NGVD 88
Projection System	Lambert Conic Conformal
Coordinate System	WA State Plane Coordinates
Coordinate Zone	South
Coordinate Units	Feet
Accuracy Standard	+/-40 Feet (1:24,000) minimum accuracy to within a foot of the true North American datum system
Vector Import Format	ArcExport, DLG and/or DXF, shapefiles
Raster Import Format	TIFF, BIL/BIP, RLC,GRID,ERDAS, SID

- b. Consultant shall submit copies with complete documentation as it relates to all [electronicdigital](#) data, GIS coverages, shape files, related tables and map products.
- 6. Documentation of all public outreach and public events related to preparation of SMP in which the Consultant participates shall be prepared by Consultant for inclusion in Quarterly Progress Reports to Ecology.
- ~~7. One hard copy and one electronic copy of all submittals to Ecology.~~
- 8.7. Monthly invoices and quarterly ~~project status summaries~~[progress reports](#) shall be provided by Consultant in both [electronicdigital](#) and hardcopy formats consistent with the State reporting requirements in the Grant Agreement.

Comment [BS1]: Moved to individual tasks

Due Date: Ongoing throughout [the](#) project.

Cost/Budget: Costs are included in [the Phases below the budget for each Task.](#)

Task 2 [BLANK]

Task 3 Public Participation

Consultant, with County assistance, will prepare a draft public participation plan that identifies specific objectives, outreach strategies, key parties (e.g. regional working group, planning commissions, elected officials, shoreline property owners, state and federal agencies, Tribes, local residents, neighboring jurisdictions, etc.), and establishes timelines for public participation activities.

Assumptions:

The County shall prepare one set of review comments on a draft Public Participation Plan.

Anticipated Number of Meetings: None

Deliverables:

- 1. One digital copy of a draft Public Participation Plan for review and comment by the Project Management Team.

Comment [BS2]: Previously Task 1.2. No change.

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2. [One digital copy of a Public Participation Plan for submittal to Ecology.](#)
3. [One digital draft copy of the SMP Submittal Checklist for submittal to Ecology if required.](#)

Due Date: Draft: September 12, 2013
Final: September 30, 2013

Task 3 Budget: \$5,832

Phase 1: ~~Preliminary Assessment of Shoreline Jurisdiction and Public Participation Plan.~~

Task 1.1 Task 4 Identify preliminary Shoreline Jurisdiction:

Identify Preliminary Shoreline Jurisdictions

aA. Identify the preliminary geographic scope for the ~~coordinated~~ Regional SMP update project.

Use available information to map required and optional Shorelines of the State as defined by statute and rule in order to identify the initial area under SMA shoreline jurisdiction. The shoreline jurisdiction area will be refined during later tasks. The preliminary jurisdiction mapping will include:

- i.1. Statutory minimum areas consisting of the following Shorelines, Shorelines of Statewide Significance, and Shorelands (per RCW 90.58.030(2)). This includes national forests and other federal or tribal areas that are not under sole jurisdiction of the federal government or tribes.
- ii.2. Rivers and streams with mean annual flow over 20 cubic feet per second.
- iii.3. Lakes and reservoirs exceeding 20 acres.
- iv.4. Associated wetlands of these areas.
- v.5. Lands extending landward 200 feet from the ordinary high water mark, floodways and floodplain areas landward 200 feet from the ordinary high water mark.

bB. As required by Ecology, consider the following optional areas for inclusion in the SMP:

- i.1. Floodplains: All or part of the floodplain landward of the 200-foot mark from the floodway (per RCW 90.58.030(2)(f)(i)).
- ii.2. Buffers: Buffers necessary for the protection of Critical Areas as defined in Growth Management Act regulations (per RCW 90.58.030(2)(f)(ii)).
- iii.3. Future annexation areas: For cities, SMPs may include Shoreline Environment pre-designation within designated unincorporated Urban Growth Areas.

cC. Contact the Ecology project officer for the most recent maps of stream segments meeting the 20 cfs threshold and other available information.

If federal or tribal areas are proposed for exclusion, provide documentation that the area is under sole jurisdiction which precludes application of local and state authorities.

Assumptions:

1. The County shall provide copies of existing shoreline jurisdiction maps and related materials.
2. Consultant shall provide draft preliminary jurisdiction maps and related materials for review by the County prior to the submittal of preliminary jurisdiction maps to Ecology.
3. If necessary, the County shall prepare one set of review comments on the preliminary jurisdiction maps and related materials.

Anticipated Number of Meetings: None

Deliverables:

1. One hard copy and one ~~electronic~~digital copy of preliminary jurisdiction maps of Shorelines of the State subject to local SMPs for review and comment by the County.
2. One hard copy and one -electronicdigital copy of preliminary jurisdiction maps of Shorelines of the State subject to local SMPs for submittal to Ecology.
3. [One digital draft copy of an updated SMP Submittal Checklist for submittal to Ecology if required.](#)

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Due Date: September 30, 2013

Task 4 CostBudget: \$8,097

Task 1.2 — Prepare plan for public participation:

~~Consultant, with County assistance, will prepare a draft public participation plan that identifies specific objectives, outreach strategies, key parties (e.g. regional working group, planning commissions, elected officials, shoreline property owners, state and federal agencies, Tribes, local residents, neighboring jurisdictions, etc.), and establishes timelines for public participation activities.~~

Assumptions:

~~The County shall prepare one set of review comments on a draft Public Participation Plan.~~

Anticipated Number of Meetings: None

Deliverables:

- ~~1. One electronic copy of a draft Public Participation Plan for review and comment by the County.~~
- ~~2. One electronic copy of a draft Public Participation Plan for submittal to Ecology.~~

Due Date: September 30, 2013

Cost: \$5,832

Task 1.3 — Demonstrate how Phase 1 complies with the Guidelines:

~~Not required.~~

Comment [BS3]: Moved to Task 3.

~~Phase 2~~ Task 5: Shoreline Inventory, Analysis & and Characterization.

Task 2.1 — A. Conduct shoreline inventory:

Consultant will work with County and City staff, State and Federal agencies, and other stakeholders and interested parties to compile all pertinent and reasonably available data, plans, studies, inventories, maps and other applicable information as follows:

- ~~a.1.~~ Prepare a draft list of potential inventory data sources for review by the County to help guide the gathering of information.
- ~~b.2.~~ Prepare a Request for Information Letter and draft distribution list for the County to send to prospective interested parties and stakeholders.
- ~~e.3.~~ Review existing maps for each jurisdiction and produce a shoreline inventory Map Folio per Ecology requirements. Map scales may vary depending upon location (i.e. City vs. County), intensity of land use or landscape processes.
- ~~d.4.~~ Collect the following information to the extent that such information is relevant and reasonably obtainable:
 - ~~a.i.~~ Shorelines of the State (all marine shorelines, streams >20 cfs mean annual flow, lakes >20 acres, and shorelands) as defined in RCW 90.58.030, located in the Recipient's jurisdiction.
 - ~~b.ii.~~ General location of channel migration zones, floodplains, and the floodway.
 - ~~c.iii.~~ Critical areas, including wetlands, aquifer recharge areas, fish and wildlife conservation areas, geologically hazardous areas, and frequently flooded areas, as defined in RCW 36.70A, the Growth Management Act.
 - ~~d.iv.~~ Shoreline and adjacent land use patterns/density and transportation and utility facilities, including the extent of existing structures, impervious surfaces, vegetation and shoreline modifications within shoreline jurisdiction. Platted lots including undeveloped lots (except those not developable under local subdivision ordinance).
 - ~~e.v.~~ Degraded areas and sites with potential for ecological restoration.

~~9/13/2013~~ ~~9/11/2013~~ ~~9/6/2013~~

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~~f.vi.~~ Areas of special interest, such as priority habitats, rapidly developing waterfronts, previously identified toxic or hazardous material clean-up sites, and eroding shorelines.

~~g.vii.~~ Existing and potential shoreline public access sites, including public rights-of-way and utility corridors. The inventory will include descriptions of recorded public access easements, their prescribed use, maintenance and terms.

~~h.viii.~~ Historical aerial photographs documenting past conditions to assist in preparing an analysis of cumulative impacts of development.

~~i.ix.~~ Archaeological and historic resources in shoreline jurisdiction.

~~x.~~ Policies and regulations in shoreland and adjacent areas that affect shorelines, such as surface water management and land-use plans and regulations (Critical Areas Ordinance, flood ordinance, etc.).

Comment [BS4]: No longer in Ecology grant agreement

Assumptions:

~~1.1.~~ Compilation of inventory resources will predominantly involve the [electronic/digital](#) and postal transfer of information. Maps will primarily incorporate existing [electronic/digital](#) data only.

~~2.~~ Field reconnaissance is not anticipated, but may be conducted to verify questionable locations.

~~b. 3.~~ If necessary, the County shall prepare one set of comments on the draft Map Folio and data sources.

Anticipated Number of Meetings:

One regional working group meeting to discuss the data sources and Map Folio and to introduce the shoreline inventory and characterization report that follows.

Deliverables:

1. One [electronic/digital](#) copy of a draft Information Request letter and distribution list for use by the County.

2. One hard copy and one [electronic/digital](#) copy of a working draft of the Map Folio and list of data resources for review and comment by a regional working group.

3. Additional content materials as needed for a regional working group meeting.

4. One hard copy and one [electronic/digital](#) copy of a final draft of the Map Folio and list of data resources for review and comment by the County.

5. One [electronic/digital](#) copy and one hard copy of the draft list of inventory data sources and working maps for submittal to Ecology for review and comment.

~~6. One [electronic/digital](#) and one hard copy of working maps of inventory information displayed at appropriate scales for submittal to Ecology.~~

Due Date: November 30, 2013

Cost: \$23,364

~~Task 2.2~~ B. Conduct shoreline analysis:

Consultant, in cooperation with the County, shall conduct a shoreline analysis of shorelines within the jurisdiction of the County and participating cities resulting in a shoreline inventory and characterization report. The report will define the ecological functions of the jurisdictional shorelines, identify shoreline management challenges, and present recommendations for protection and restoration of shoreline functions.

Consultant shall conduct an analysis of the inventory information and data collected in Task ~~2.4A~~ as it relates to development of an effective SMP. This includes developing a characterization of the ecosystem processes and shoreline functions, identifying opportunities for shoreline protection and restoration, identifying current and potential public access sites, and conducting a shoreline use analysis. Consultant will also identify potential measures and actions to protect and restore shoreline functions and ecosystem wide processes (e.g. appropriate land use activities or environment designations, regulations, development standards, etc.).

1. Characterize ecosystem-wide processes

This characterization will include a coarse-scale analysis of the broader area that influences the shoreline jurisdiction. It will include a narrative with reference to maps that describes and illustrates the processes in the larger drainage area that are linked to the shoreline through hydrologic flows. These processes include the uptake, transport and deposition of sediment, nutrients, woody debris, and pollutants. Specifically, this characterization will:

Comment [BS5]: New section in Ecology grant agreement

~~9/13/2013~~ ~~9/11/2013~~ ~~9/6/2013~~

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- a. Present the geographic context for shoreline jurisdiction areas –with geology, soils, topography, vegetation, and drainage patterns of the watersheds. Describe how these large scale upland areas relate to and affect the shoreline. Review existing regional watershed or natural resource related plans for inclusion of relevant information.
- b. Identify areas throughout the watersheds, or, within and beyond shoreline jurisdiction, that are important to maintaining shoreline ecological functions (e.g. wetlands, forest cover, floodplains, higher permeability deposits, discharge, organic/clay soils, etc.)
- c. Identify areas that are key impairments (e.g. forest clearing, impervious cover, channelized streams, altered wetlands, roads and ditches, dams/diversions, groundwater withdrawals, and listed impairments such as those published in the 303(d) list.
- d. Identify opportunities for protection/restoration of upland and adjacent areas essential for maintaining shoreline processes and function.

2. Characterize shoreline functions

This will be a more detailed analysis of the shoreline jurisdiction that includes a narrative with reference to maps and GIS data. Delineate shoreline reaches based on land use and ecological processes (such as man-made physical features, stream confluences, or littoral drift cell boundaries). Functions that are associated with each shoreline reach will be described. Specifically, this characterization will:

- a. Detail the physical, biological, and land-use components within the shoreline jurisdiction.
- b. Evaluate and assess shoreline ecological function using current scientific understanding of the relationship between the conditions of ecosystem-wide processes and functions within the County's shoreline jurisdiction. Identify functions that are healthy, functions that are adversely impacted and functions that may have existed and are now missing.

3. Conduct Shoreline Use Analysis

- a. Identify current patterns of land uses in shoreline areas.
- b. Identify likely shoreline uses and estimate future demand for shoreline space.
- c. Identify opportunities for SMA preferred uses and potential use conflicts.

4. Analyze opportunities for public access

Identify current public access sites and opportunities for future access sites.

Comment [BS6]: New section in Ecology grant agreement

Comment [BS7]: New section in Ecology grant agreement

Comment [BS8]: New section in Ecology grant agreement

Assumptions:

Level of analysis is dependent upon inventory information and data collected in Task [2.14A](#).

Anticipated Number of Meetings:

None

Deliverables: See Task [2.3-5B.5](#)

Due Date: See Task [2.35B.5](#)

Cost: \$38,636

5. Prepare shoreline inventory and characterization report

Task 2.3 – Prepare shoreline inventory and characterization report:

Consultant shall prepare a shoreline inventory and characterization report with accompanying maps that provides an analysis of the inventory data, ecosystem characterization and shoreline functions, shoreline use and public access findings as it relates to development of an effective SMP. The report will present findings and recommendations in a way that is useful for making SMP planning decisions. This report will provide a foundation for establishing environment designations, policies and implementing regulations. The report should identify data gaps, focusing on information that would be useful to support shoreline program development and implementation. The report should:

- e-a. Present the geographic and jurisdictional context for the SMP.
- e-b. Characterize ecosystem processes and functions.
- e-c. Present reach level analysis information. Detailed information on shoreline reaches will identify opportunities and constraints in:
 - i. Protecting intact and restoring degraded ecological processes and functions.
 - ii. Addressing the requirements for shorelines of statewide significance per WAC 173-26-251.

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- iii. Providing public access.
- iv. Accommodating appropriate water-oriented uses.

~~f.d.~~ Identify potential use conflicts to inform environment designation and allowed use decisions.

~~g.e.~~ Develop shoreline management measures for protection and restoration of ecological functions, SMP policies, regulations, and environment designations based on the findings of the inventory and characterization. (For example, recommendations may include appropriate land use activities or environment designations, regulations, development standards, restoration and protection actions and strategies.)

~~h.f.~~ Organize relevant data for efficient review and use in the cumulative impact analysis. (A table is recommended.)

The report will also include refined shoreline jurisdiction boundaries and synthesis maps (~~produced in Tasks 1.4 and 2.4~~) at appropriate viewing scales that will inform the report and illustrate findings that correspond with the narrative. For example, the user will be introduced to the area with coarser resolution vicinity maps indicating the county/town location in the state and delineating county/town and watershed boundaries. Maps at the shoreline reach scale will clearly differentiate the land and water contained within SMA jurisdiction from adjacent lands and contributing drainages. Maps at this scale will present the significant geologic, hydrologic, and ecologic features most essential to maintaining shoreline form and function and those land uses that may have altered upland processes influencing shoreline function. The reach scale maps will also indicate applicable inventory features such as known presence of listed species, critical riparian or aquatic vegetation, existing land uses, designated critical areas, and shoreline modifications. Potential areas for shoreline uses, public access, restoration and/or protection will be indicated. The portfolio will include a comprehensive list and map of existing and potential public access to shorelines.

Assumptions:

~~6.1.~~ The County shall provide information as needed to support the Consultant's effort.

~~7.2.~~ Consultant shall provide content materials for the meetings.

~~8.3.~~ The County shall provide one set of comments on the preliminary draft Shoreline Inventory and Characterization Report including Map Folio.

~~9.4.~~ The County shall provide one set of comments on the draft Shoreline Inventory and Characterization Report including Map Folio.

~~5. The County shall provide comments on the preliminary final Shoreline Inventory and Characterization Report including Map Folio.~~

Anticipated Number of Meetings:

Up to two meetings of a regional working group on the Shoreline Inventory and Characterization Report including Map Folio.

Deliverables:

1. One hard copy and one ~~electronic/digital~~ copy of the preliminary draft Shoreline Inventory and Characterization Report and Map Folio for review and comment by a regional working group.

2. One hard copy and one ~~electronic/digital~~ copy of the draft Shoreline Inventory and Characterization Report and Map Folio for review by the County.

3. One hard copy and one ~~electronic/digital~~ copy of the draft Shoreline Inventory and Characterization Report and Map Folio for submittal to Ecology for review and comment.

~~4. One digital draft copy of an updated SMP Submittal Checklist for submittal to Ecology if required.~~

~~4. One hard copy and one electronic copy of the preliminary final copy of the Shoreline Inventory and Characterization Report and Map Folio for review and comment by the County.~~

~~One hard copy and one electronic~~

Due Dates:

Draft: May 31, 2014

Final: September 30, 2014

~~Cost: \$43,668~~

~~Task 5 Budget: \$105,668~~

~~9/13/2013/11/2013/6/2013~~

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~~Task 2.4 Demonstrate how Phase 2 complies with the Guidelines:~~
~~Not required.~~

~~Phase 3: Prepare Preliminary Draft SMP and Cumulative Impacts Analysis.~~
Task 6 Draft Shoreline Master Program

~~Task 3.4A. Conduct community visioning process:~~

Consultant shall work with the County to develop a community visioning process that includes as many citizens as possible. It is expected that the visioning process shall be conducted to reach both County and City residents by holding regional shoreline forums. These forums will present the findings of the shoreline inventory and characterization, provide an overview of the SMP, and conduct a community visioning process to gather public input related to identifying shoreline problems and opportunities. This process shall follow the structure of the final Public Participation Plan, as submitted and approved by Ecology.

At the conclusion of the visioning meetings, a joint briefing will be held with the planning commissions summarizing the outcome of the visioning process, the findings in the inventory and characterization report, and the process for preparing a regional shoreline master program. It is anticipated that two joint briefings will be held: one with the planning commissions of the County and the City of Prescott and one with the planning commissions of the Cities of Waitsburg and Walla Walla.

Assumptions:

- ~~7-1.~~ The community visioning process shall be consistent with the ~~final~~ Public Participation Plan.
- ~~8-2.~~ Consultant shall prepare content materials and ~~provide other support services~~ participate in the community visioning meetings as needed ~~for the meetings identified in the Public Participation Plan.~~
- ~~3.~~ Consultant shall prepare content materials and participate as needed in the joint meetings with the planning commissions.
- ~~9-4.~~ The County shall provide such other materials as needed for the meetings ~~as well as lead the meetings.~~
- ~~4-5.~~ The County shall review and provide one set of comments on the draft community visioning report.

Anticipated Number of Meetings:

- ~~8-1.~~ Three visioning meetings at differing locations in the county.
- ~~9-2.~~ Two joint meetings with planning commissions.

Deliverables:

1. Content materials for the community visioning and planning commission meetings.
2. One ~~electronically~~ digital copy of a draft community visioning report that summarizes visioning activities, comments, recommendations, and goals for review and comment by the County.
3. One ~~electronically~~ digital copy of a final community visioning report for submittal to Ecology.

Due Date: Final Community Visioning Meetings Report, August 31, 2014

Cost: \$37,988

~~Task 3.2B. Prepare/Develop general SMP goals, policies and optional regulations:~~

Consultant, with County assistance, shall lead the preparation of general shoreline goals and policies that are applicable throughout the areas within shoreline jurisdiction. Optional components may include general SMP regulations that apply in all environment designations.

Assumptions:

The County shall review and provide one set of comments on the preliminary draft general goals, policies, and optional regulations.

Anticipated Number of Meetings: One meeting with a regional working group.

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Deliverables:

1. One hard copy and one [electronic/digital](#) copy of preliminary draft general goals and policies and optional general regulations for review and comment by a regional working group.
2. One [electronic/digital](#) copy of draft general goals and policies and optional general regulations for review and comment by the County.
- 2-3. ~~After review and comment this document will be included~~ [One hard copy and one digital copy of the draft general SMP goals, policies, and regulations for inclusion](#) in the ~~preliminary~~-draft SMP submitted to Ecology. [See Task 5D.](#)
3. ~~Also see Task 3.5.~~

Due Date: April 30, 2015

Cost: \$21,278

Task 3.3C. Prepare/Develop environment designations:

Consultant, with County assistance, shall lead the review and amendment of environment designations that are appropriate to current waterfront conditions per the findings of the shoreline inventory and characterization report. Shoreline environment designations may be comprised of those recommended in the guidelines; the existing local SMP; unique, locally developed environments; or any combination of these, so long as they are consistent with WAC 173-26-211 environment designation criteria.

Consultant shall prepare draft maps illustrating the land and water area contained within mapped shoreline designation boundaries together with justification and rationale for the proposed designations. Boundaries of shoreline environment designations shall be clearly mapped. Optional shoreline jurisdiction areas, including entire floodplains and buffers for critical areas, should be mapped and designated if the County determines they are to be included within shoreline jurisdiction. Consultant will prepare a narrative rationale, if necessary, describing reasons for maintaining or changing the designations.

Assumptions:

The County shall review and provide comments on all draft maps and supporting narratives.

Anticipated Number of Meetings: One meeting with a regional working group.

Deliverables:

1. One hard copy and one [electronic/digital](#) copy of draft environment designations, environment maps, [maps showing environment designations within shoreline jurisdictions](#), and supporting narrative rationale for review and comment by a regional working group.
2. One [electronic/digital](#) copy of draft environment designations, environment maps, [maps showing environment designations within shoreline jurisdictions](#), and supporting narrative rationale for review and comment by the County.
- 2-3. ~~One hard copy and one digital of the draft environment designations, environment maps, maps showing environment designations within shoreline jurisdictions, and supporting narrative for inclusion in the~~ [After review and comment this document will be included in the preliminary](#)-draft SMP submitted to Ecology. [See Task 5D.](#)
3. ~~Also see Task 3.5.~~

Due Date: April 30, 2015

Cost: \$22,456

Task 3.41. Prepare/Develop environment-specific shoreline use & modification policies, regulations and standards:

Consultant, with County assistance, shall lead the review and amendment of policies and regulations for environment designations, all uses discussed in the Ecology SMP Guidelines, and shoreline modifications. The draft policies and regulations for shoreline environment designations shall, at a minimum, identify:

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- [4.a.](#) Shoreline use and modification activity goals and policies.
- [2.b.](#) Shoreline uses and modifications that are prohibited and allowed by Substantial Development Permit or Conditional Use Permit.
- [3.c.](#) Bulk dimensional standards (buffers, setback, density, etc).
- [4.d.](#) Shoreline modification activity standards.
- [5.e.](#) Any local policies or regulations adopted by reference, if relied upon to satisfy SMA or guidelines requirements.
- [6.f.](#) Shoreline use and dimensional standards listed in matrices, by environment designation. (Strongly encouraged.)

Assumptions:

The County shall review and provide one set of comments on the draft use and modification policies, regulations and standards..

Anticipated Number of Meetings: Up to four meetings with a regional working group.

Deliverables:

1. One hard and one [electronic/digital](#) copy of draft environment-specific shoreline use and modification policies, regulations, and standards for review and comment by a regional working group at each meeting.
2. One [electronic/digital](#) copy of draft environment-specific shoreline use and modification policies, regulations, and standards for review and comment by the County at the conclusion of all regional working group meetings.
- 2.3. [One hard copy and one digital copy of the draft environment-specific shoreline use and modification policies, regulations and standards](#) After review and comment this document will be [included for inclusion](#) in the ~~preliminary~~ draft SMP submitted to Ecology. [See Task 5D.](#)
3. ~~Also see Task 3.5.~~

Due Date: April 30, 2015

Cost: ~~\$37,407~~

Task 3.5a2. Prepare/Develop SMP administrative provisions:

The County and Cities shall take the lead in preparation of updated draft provisions for SMP administration, including necessary elements and timelines for permit administration, compliance, and enforcement. Statements about the role of Ecology in permit decisions should be included. Consultant, with County assistance, shall prepare a draft definitions section which is particular to SMP administration, consistent with the SMP's implementing rules.

Assumptions:

1. The County and Cities shall prepare draft administrative provisions for review and comment by Consultant.
2. Consultant shall review and provide comments on the draft administrative provisions.
3. [The County shall assist in completing the Ecology SMP Submittal Checklist for areas under Administrative Provisions and provide overall review prior to submittal to Ecology.](#)

Anticipated Number of Meetings:

Appropriate staff will hold one meeting with each planning commission to present and discuss the draft SMP administrative provisions.

Deliverables:

1. [One digital copy of definitions.](#)
2. One [electronic/digital](#) copy of comments on the draft administrative provisions.

Due Date: April 30, 2015

Cost: ~~\$9,748~~

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Task 3.5bD. Prepare Assemble Preliminary Draft SMP:

Consultant will assemble the information from Tasks 5A-C 3.2, 3.3, 3.4 and 3.5A into a Preliminary Draft SMP for submittal to Ecology for review and comment and for subsequent public review and comment.

Assumptions:

1. The County shall provide one set of comments on the preliminary draft SMP prior to submittal to Ecology.

Anticipated Number of Meetings:

A second round of three community meetings will be held in different locations after submittal of the preliminary draft SMP to Ecology to present the preliminary draft SMP to the public and gather feedback. The feedback will be considered when the preliminary draft is revisited after receipt of comments from Ecology (Task 84.2).

Deliverables:

1. Draft definitions for inclusion in administrative provisions.

1. One hard copy and one electronic/digital copy of the preliminary draft of the SMP, including accompanying maps, for review and comment by the County prior to submittal to Ecology.

2. One hard copy and one digital copy of the draft SMP for submittal to Ecology for review and comment.

3. One digital draft of an updated SMP Submittal Checklist for submittal to the County, the second round of community meetings.

3-4. One hard copy and one electronic/digital copy of complete final draft versions of the the draft SMP, including accompanying maps, for the second round of community meetings, review and comment by the County after the second round of community meetings.

4. One hard copy and one electronic copy of the Draft SMP for submittal to Ecology for review and comment.

4-5. One electronic/digital copy of a draft summary of the second round of community meetings for review and comment by the County.

5-6. One electronic/digital copy of a final summary of the second round of community meetings for inclusion in the Quarterly Progress Report.

6-7. Background and presentation materials as needed for the community meetings.

8. One digital draft copy of an updated SMP Submittal Checklist for submittal to Ecology if required.

Due Date: April 30, 2015 for preliminary Draft SMP to Ecology.

Cost: \$28,850

Task 6 Budget: \$167,727

Comment [BS9]: Includes a \$10,000 contingency.

Task 3.6 Task 7 Prepare preliminary cumulative impacts analysis:

A. Consultant shall take the lead in evaluating and analyzing draft SMP policies, regulations and environment designations to show how they achieve no net loss of shoreline ecological functions during the planning period. The analysis will include incremental and cumulative impacts of future uses and development allowed by the proposed SMP as an ongoing part of the update process. The analysis will identify how proposed SMP regulations and standards and restoration activities will avoid and offset expected impacts of future permitted and exempt shoreline development. Scenario-based analysis is encouraged. The cumulative impacts analysis may need to be revised if the initial document shows that cumulative impacts would result from the draft SMP.

Assumptions:

1. The County and Cities shall provide information, as available, to support the cumulative impacts analysis. This may include an evaluation or documentation of related permit history, known expected developments, future planned restoration or enhancement projects, or similar information helpful to assess cumulative future impacts.

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- 2. One cumulative impacts analysis report will be prepared to cover the County and the Cities. In order to differentiate any significant departures by any jurisdiction from the regional SMP effort, appendices may be provided to address those unique situations.
- 3. The County shall provide one set of review comments on a preliminary draft of the cumulative impacts analysis report.

Anticipated Number of Meetings: One regional working group meeting.

Deliverables:

- 1. One hard copy and one electronic/digital copy of a draft preliminary draft-cumulative impacts analysis report for review and comment by the regional working group.
- 2. One hard copy and one electronic/digital copy of a preliminary draft-cumulative impacts analysis of the SMP demonstrating how no net loss of ecological functions will be achieved~~report~~ for submittal to Ecology for review and comment.
- 3. One digital draft copy of an updated SMP Submittal Checklist for submittal to Ecology if required.

Due Dates:

Draft: June 30, 2015
~~Final: October 31, 2015~~

Comment [BS10]: Final is now in Task 8 per Ecology.

Task 7 Cost/Budget: ~~\$29,25631,176~~

Comment [BS11]: Budget includes old Task 3.7 which is now a deliverable.

~~Task 3.7 — Demonstrate how Phase 3 complies with the Guidelines:
Consultant will complete the SMP Submittal checklist for tasks that have been completed under Phase 3.~~

Assumptions:

~~The County shall assist in completing the Ecology SMP Submittal Checklist for areas under Administrative Provisions and provide overall review prior to submittal to Ecology.~~

Deliverables:

~~One electronic copy of the Ecology SMP Submittal Checklist.~~

~~Due Date: June 30, 2015~~

Comment [BS12]: See new deliverable. Cost included in Task 7 budget

~~Cost: \$1,920~~

Phase 4: Restoration Planning, Revisiting Phase 3 Products As Necessary.
Task 4.1 Task 8 Prepare rRestoration Pplan:

- A. Based on the Inventory and Characterization report, Consultant shall lead the development of a plan for restoration of impaired ecological functions in specific shoreline reaches. The Restoration plan will-should include:
 - a-1. Identification of degraded areas, impaired ecological functions, and sites with potential for ecological restoration.
 - b-2. Goals and priorities for restoration of degraded areas and impaired ecological functions.
 - e-3. Existing and ongoing restoration projects and programs.
 - d-4. Additional projects needed to achieve restoration goals and implementation strategies, including identification of prospective funding.
 - e-5. Times and benchmarks for achieving restoration goals.
 - f-6. Mechanisms to ensure that restoration projects and programs will be implemented.

Consultant, with County assistance, will coordinate with organizations conducting or planning restoration work in order to develop restoration strategies. The restoration plan will identify overlaps in how and where restoration work is being conducted. An implementation strategy will include recommendations for coordination between

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groups doing restoration work. A list of specific prioritized restoration projects may be included as an appendix to the SMP. The Restoration Plan is expected to be incorporated into the final Shoreline Master Program.

Assumptions:

- ~~3-1.~~ The County will assist the Consultant in coordinating with local organizations, tribes, or other interested parties, as needed.
- ~~4-2.~~ The County shall prepare one set of review comments on the draft Restoration Plan.

Anticipated Number of Meetings: One regional working group meeting.

Deliverables:

1. One hard copy and one electronic/digital copy of a draft Restoration Plan and implementing strategy for review and comment by the regional working group.
2. One hard copy and one digital copy of a draft Restoration Plan and implementing strategy for submittal to Ecology for review and comment.
3. One digital draft copy of an updated SMP Submittal Checklist for submittal to Ecology if required.
2. ~~See Task 4.2.~~

Due Dates:

Draft due April 30, 2015
Final due June 30, 2015.

Task 8 Cost/Budget: \$20,550

Task 9 Develop Final Draft SMP and Supporting Documents

Task 4.2A. Revisit draft SMP and cumulative impacts analysis; finalize SMP jurisdiction maps.:

Based on findings in the cumulative impacts analysis, Consultant will lead the re-evaluation and revision of the draft SMP environment designations, policies, and regulations in response to Ecology comments on the ~~preliminary~~ draft materials developed in ~~Phase 3~~ Task 6, as necessary to assure that they are adequate to achieve no net loss of ecological functions. ~~The~~ Consultant will then revise the cumulative impacts analysis as needed to reflect changes in the draft SMP. Consultant will prepare final jurisdiction maps of Shorelines of the State identified in Task 3 that will be subject to the SMP. This version will be the regional working group recommended draft.

~~Consultant will prepare final jurisdiction maps of Shorelines of the State identified in Task 1.1 that will be subject to the SMP.~~

Assumptions:

The County shall review and provide comments on all product revisions.

Anticipated Number of Meetings: One regional working group meeting.

Deliverables:

1. One hard copy and one electronic/digital copy of a preliminary draft of the revised SMP for review and comment by the regional working group including:
 - a. Revised designations, policies, and regulations that address the findings of the cumulative impacts analysis .
 - b. Revised cumulative impacts analysis.
 - c. Final SMP jurisdiction maps and boundary descriptions (electronic/digital and hard copies).
 - d. Final Restoration Plan
2. One hard copy and one electronic/digital copy of final draft SMP for review by the County prior to submittal to Ecology.
3. One electronic/digital copy of revised draft SMP including jurisdiction maps for submittal to Ecology for final review and comment ~~prior to the adoption draft (see Task 5.1).~~
4. Background and presentation materials as needed for workshop meetings.

~~9/13/2013/9/11/2013/6/2013~~

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Due Dates:

Draft: August 31, 2015
Final: October 31, 2015

Cost: \$20,418

Task 4.3B. Prepare a report that demonstrates how no net loss will be achieved.;

Consultant shall prepare a report that demonstrates how the recommended shoreline management measures in Tasks 5 and 6-2-3, together with the findings of the cumulative impacts analysis and the restoration plan, are reflected in the proposed SMP and achieve no net loss.

Assumptions:

The County shall review and provide one set of comments.

Anticipated Number of Meetings: None

Deliverables:

1. One ~~electronic~~digital copy of a draft ~~of a No-Net-Loss-Report~~report that demonstrates how no net loss will be achieved through SMP implementation for review and comment by the County.
2. One hard copy and one ~~electronic~~digital copy of a ~~report that demonstrates how no net loss will be achieved through SMP implementation~~ final No-Net-Loss-Report for submittal to Ecology.
- 2-3. One digital draft copy of an updated SMP Submittal Checklist for submittal to Ecology if required.-

Due Date: October 31, 2015

Cost: \$4,080

Task 4.4 ~~— Demonstrate how Phase 4 complies with the Guidelines:~~

~~The Consultant will complete the Ecology SMP Submittal Checklist for the tasks completed under Phase 4.~~

Deliverables:

~~One electronic copy of Ecology SMP Submittal Checklist.~~

Due Date: October 31, 2015

Cost: \$1,020

Comment [BS13]: See new deliverable. Cost included in Task 9 budget

Task 9 Budget: \$25,518

Phase 5 Task 10: Local SMP Shorelines Master Program Adoption Process.

Task 5.1A. Assemble complete draft SMP;

Consultant, with assistance from the County, will assemble complete final draft SMP as recommended by the regional working group for review and approval by the Planning Commissions, County Commissioners and City Councils. This draft SMP shall include responses to Ecology informal comments on the preliminary draft submitted under Phase 4 Task 9 deliverables.

Assumptions:

The County and Cities shall be responsible for all hardcopy products and distribution.

Anticipated Number of Meetings: None

Deliverables:

9/13/2013 ~~9/11/2013~~ ~~9/6/2013~~

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Consultant shall provide a complete draft SMP in [electronic/digital](#) format, including any maps of environment designations.

Due Date: January 15, 2016

Cost: ~~\$2,436~~

Task 5.2B Complete SEPA review and documentation:

The County will lead completion of a SEPA Checklist and determination.

Assumptions:

1. The County will prepare a draft SEPA Checklist.
2. Consultant will review the draft SEPA Checklist and provide assistance as needed.

Anticipated Number of Meetings: None

Deliverables:

One set of review comments on the draft SEPA Checklist.

Due Dates:

Draft: December 15, 2015
Final: December 31, 2015

Cost: ~~\$832~~

Task 5.3C Provide GMA 60-day notice of intent to adopt:

The County will complete the GMA notice process for the SMP and submit the SMP to the Department of Commerce.

Assumptions:

No Consultant participation expected.

Anticipated Number of Meetings: None

Deliverables:

The County shall prepare and process the GMA notice including copies of all materials.

Due Date: January 15, 2016

Cost: ~~\$0~~

Task 5.4D Hold public hearings:

The County and Cities shall hold public study sessions and hearings prior to local adoption of the draft SMP, consistent with the requirements of WAC 173-26-100.

Assumptions:

1. As needed, Consultant will provide supporting material content and respond to comments and questions.
2. The County shall compile the names and mailing addresses of all interested parties providing comment.
3. Staff will lead the presentations at the workshops and public hearing meetings with Consultant providing support.
4. Consultant will assist the County and Cities by providing supporting notes and responses during the County and City preparation of public hearing records.
5. No consultant participation in the recommendation meetings.

Anticipated Number of Meetings:

1. Four joint planning commission workshop meetings (two for the cities; and two for County-Prescott).

~~9/13/2013~~~~9/11/2013~~~~9/6/2013~~

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2. Three planning commission public hearings (one for each city and one joint County-Prescott planning commission public hearing)
3. Four planning commission recommendation meetings (i.e. one for each jurisdiction).

Deliverables:

Background and presentation materials as needed for public hearings and workshop meetings.

Due Date: Content materials two weeks prior to dates for the workshops and public hearings.

Cost: \$19,260

Task 5-5E. Prepare a responsiveness summary:

Prior to adoption of the draft SMP by the local elected body, Consultant, with County assistance, will prepare a summary responding to relevant comments received during the public hearings and the public comment period, discussing how the draft SMP address the issues identified in each comment.

Assumptions:

The county will review and provide one set of comments on the draft summary of public comments received.

Anticipated Number of Meetings: None

Deliverables:

1. One [electronic/digital](#) copy of a draft summary of comments received at the workshop meetings for review by the County.
2. One [electronic/digital](#) copy of a draft summary of relevant public comments received during the public hearings and public comment period for review by the County.
3. One [electronic/digital](#) copy of a final summary of relevant public comments received during the public hearings and public comment period.

Due Date:

Within seven days following close of the public hearings or comment period, whichever is later.

Cost: \$8,325

Task 5-6F Adopt SMP and submit to Ecology:

The County and Cities will complete the adoption process for the SMP with assistance from Consultant and submit the locally-adopted Draft SMP to Ecology.

Assumption:

Consultant participation only in workshop meetings and public hearings.

Anticipated Number of Meetings:

1. Four city council and county commissioner workshop meetings (i.e. one each).
2. Four city council and county commissioner public hearings (i.e. one each).
3. Four city council and county commissioner adoption meetings (i.e. one each.)

Cost: \$23,860

Due Date: Within 10 days of the last date of adoption by each jurisdiction but no later than April 30, 2016.

Deliverables:

1. [One digital draft copy of an updated SMP Submittal Checklist for submittal to Ecology if required.](#)

Task 5-7 Demonstrate how Phase 5 complies with the Guidelines:

[The County and Consultant will complete the Ecology SMP Submittal Checklist for the tasks that have been completed under Phase 5.](#)

Deliverables:

[9/13/2013-4/1/2013-6/2013](#)

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[One electronic version of the Ecology SMP Submittal Checklist.](#)

Due Date: April 30, 2016

Cost: \$960

Task 10 Budget: \$70,673

Comment [BS14]: See new deliverable. Cost included in Task 10 budget.

Expenses.

All expenses are included within the tasks outlined above, estimated at 5% of project costs. These include mileage and other travel related expenses, standard State per diem rates, supplies, printing/plotting, and other reprographic services for production of deliverables as stipulated above.

Project Contingency

An additional \$25,000 is reserved as a project contingency.

Total Consultant Project Budget.

Phases 1-5:	\$410,241
Project Contingency	\$ 25,000
Total	\$435,241

Total Consultant Project Budget by Years 1-2 and Year 3.

Year 1 and 2 (Phases/Tasks 1-84.1):	\$339,050	339,050
Year 3 (Tasks 9 and 10):	\$ 96,191	
Project Contingency	\$ 10,000	
Subtotal	\$435,241	339,050

Comment [BS15]: Includes \$10,000 contingency

Comment [BS16]: Includes \$15,000 contingency

Year 3 (Phases 4.2-5.7):	\$ 81,191
Project Contingency	\$ 15,000
Subtotal	\$ 96,191