

DOH Contract: CBO27656

Grant Agreement

**Between
Department of Health
and
Sun Vista/Sunlight Beach
Homeowners Association**

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Please note:
The FACE SHEET for Contract CBO27656 has been removed to protect tax
identification information.

Please send any questions regarding the Request for Proposal to the
CONTRACT REPRESENTATIVE: Ed Sheets, ed.sheets@sv-slb.com.

**SPECIAL TERMS AND CONDITIONS
CAPITAL
STATE FUNDS**

1. CONTRACT MANAGEMENT AND COMMUNICATIONS

Communication regarding Contract performance is delegated by each party to its Contract Representative. Either party may change its Representative by giving prior express notice to the other party. Either party may identify on an as-needed basis an alternate Representative to serve during the stated temporary absence of its primary Representative.

Notices between the parties regarding Contract performance must be by written communication between the Representatives. Written communication includes email but not voice mail. Notices are presumed received by the other party's Representative upon evidence of delivery between the hours of 8:00 am to 5:00 pm except for state holidays and weekends.

2. COMPENSATION

DOH shall pay an amount not to exceed \$50,000.00 for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work and Budget. CONTRACTOR's compensation for services rendered shall be based on the following rates or in accordance with the following terms:

EXPENSES

CONTRACTOR may receive reimbursement for travel and other expenses if provided for under the Scope of Work or Budget. Any expense reimbursements are included in the Contract not to exceed amount.

Such expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. Compensation for travel expenses will be made at current state travel reimbursement rates.

3. BILLING PROCEDURES AND PAYMENT

DOH will pay CONTRACTOR upon acceptance of properly completed invoice voucher (Form A-19) submitted to the DOH Representative. Invoices may not be submitted more frequently than monthly.

The invoices must describe and document, to DOH's satisfaction, a description of the work performed, and the progress of the project under the Scope of Work. Each invoice must include the Contract Number CBO27656. If expenses are invoiced, CONTRACTOR must provide a detailed breakdown of each type. A receipt must accompany any single expense in the amount of \$50.00 or more to qualify for reimbursement.

Payments are timely if made by DOH within thirty (30) calendar days after receipt of properly completed invoices. Payment will be sent to the address designated by the CONTRACTOR if other than to the CONTRACTOR Representative.

No payments in advance or in anticipation of performance to be provided under the Scope of Work will be made by DOH.

Duplication of Billed Costs

The CONTRACTOR may not bill DOH for services performed under this Agreement, and DOH shall not pay the CONTRACTOR, if the CONTRACTOR is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its SUBCONTRACTORS.

4. SUBCONTRACTOR DATA COLLECTION

CONTRACTOR will submit reports, in a form and format to be provided by DOH and at intervals as agreed by the parties, regarding work under this Grant performed by SUBCONTRACTORS and the portion of Grant funds expended for work performed by SUBCONTRACTORS, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business SUBCONTRACTORS. "SUBCONTRACTORS" shall mean SUBCONTRACTORS of any tier.

5. HISTORICAL OR CULTURAL ARTIFACTS

Certain capital construction projects may be subject to the requirements of Washington State Executive Order 05-05 "Archaeological and Cultural Resources". CONTRACTOR will cooperate with DOH as may be required, to fulfill the requirements of EO-05-05. In the event that historical or cultural artifacts are discovered at the Project site during construction or rehabilitation, the CONTRACTOR or SUBCONTRACTOR shall immediately stop work and notify the local historical preservation officer and the state historic preservation officer at the Department of Archaeology and Historic Preservation at (360) 586-3065. If human remains are discovered, the CONTRACTOR shall immediately stop work and report the presence and location of the remains to the coroner and local enforcement, then contact DAHP and any concerned tribe's cultural staff or committee.

6. INSURANCE

The CONTRACTOR shall maintain coverage for the duration of the project as a member city of the Washington Cities Insurance Authority (WCIA) and shall provide proof of coverage and scope of coverage upon request from DOH. Coverage must include comprehensive liability, personal injury, errors and omissions, contractual liability, and such other areas as WCIA requires of its member cities.

7. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order: The order of precedence for terms and conditions under categories B through E is subject to the proviso that when a Contract term or condition appears in more than one Contract section, the more specific Contract term or condition shall control if the different provisions cannot be harmonized.

- A. Applicable federal and state of Washington statutes and regulations
- B. Special Terms and Conditions
- C. General Terms and Conditions
- D. Attachment A – Scope of Work
- E. Attachment B – Budget

**GENERAL TERMS AND CONDITIONS
CAPITAL
STATE FUNDS**

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "DOH Representative" shall mean the identified designee authorized to act on behalf of DOH in the management of the Contract.
- B. "DOH" shall mean the Department of DOH.
- C. "Contract" or "Agreement" means the entire written agreement between DOH and the CONTRACTOR, including Attachments, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "CONTRACTOR" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the CONTRACTOR.
- E. "CONTRACTOR Representative" shall mean the identified designee authorize to act on behalf of CONTRACTOR in the management of the Contract.
- F. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, DOH, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- G. "State" shall mean the state of Washington.
- H. "SUBCONTRACTOR" shall mean one not in the employment of the CONTRACTOR, who is performing all or part of those services under this Contract under a separate contract with the CONTRACTOR. The terms "SUBCONTRACTOR" and "SUBCONTRACTORS" mean SUBCONTRACTOR(S) in any tier.

2. ALLOWABLE COSTS

Costs allowable under this Contract are actual expenditures according to the Contract Budget up to the maximum amount stated on the Contract Face Sheet. Staff time reimbursement direct labor cost limited to 3.0% of contract amount.

3. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

4. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

5. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

The CONTRACTOR must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

6. AMENDMENTS

The Contract may be amended only by a written amendment executed by both parties.

7. ASSIGNMENT

Neither this Contract, nor any claim affecting the Contract terms and conditions may be transferred or assigned by the CONTRACTOR without prior written consent of DOH.

8. ATTORNEYS' FEES

Unless expressly permitted by statute or under another provision of the Contract, in the event of litigation or other action brought to enforce Contract terms, each party agrees to bear its own attorney's fees and costs.

9. CODE REQUIREMENTS

All construction and rehabilitation projects must satisfy the requirements of applicable local, state, and federal building, mechanical, plumbing, fire, energy and barrier-free codes. Compliance with the Americans with Disabilities Act of 1990 28 C.F.R. Part 35 will be required, as specified by the local building Department.

10. CONFORMANCE

If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

11. CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, DOH may, in its sole discretion, by written notice to the CONTRACTOR, terminate this Contract if it is found after due notice and examination by DOH that there is a violation of the Ethics in Public Service Act, Chapters 42.52 RCW, 42.23 RCW; or any similar statute involving the CONTRACTOR in the procurement of, or performance under this contract.

12. DISALLOWED COSTS

The CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its SUBCONTRACTORS.

13. DISPUTES

Except as otherwise provided in this Contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the DOH Director of the Office of Drinking Water (Director), who may designate a neutral person to decide the dispute. The parties will be equally responsible for any reasonable costs incurred by the neutral.

The request for a dispute hearing must:

- be in writing;
- state the disputed issues;
- state the relative positions of the parties;
- state the requesting party's name, address, and Contract number; and
- be mailed to the other party's (respondent's) Representative within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement to both the Director or the Director's designee and the requestor within five (5) working days.

The Director or designee shall review the written statements and reply in writing to both parties within ten (10) working days. The Director or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Contract is intended to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method as an alternative to or in addition to the dispute hearing procedure outlined above.

14. DUPLICATE PAYMENT

The CONTRACTOR certifies that work to be performed under this Contract does not duplicate any work to be charged against any other contract, subcontract, or other source.

15. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

16. INDEMNIFICATION

CONTRACTOR agrees to defend, indemnify, and hold harmless DOH and the state of Washington for claims arising out of or incident to CONTRACTOR'S or CONTRACTOR'S SUBCONTRACTOR'S acts or omissions in the performance of the Contract. CONTRACTOR'S obligation to defend, indemnify, and hold harmless DOH and the state of Washington shall not be eliminated or reduced by any actual or alleged concurrent negligence of the state of Washington and DOH, including their agents, agencies, employees and officials. CONTRACTOR'S obligation to defend, indemnify, and hold harmless DOH and the state of Washington includes any claim by CONTRACTOR'S agents, employees, officers, SUBCONTRACTORS, or SUBCONTRACTORS' employees.

The CONTRACTOR waives its immunity under Title 51 RCW to the extent it is required to defend, indemnify, and hold harmless the state and its agencies, officers, agents or employees.

17. INDEPENDENT CAPACITY OF THE CONTRACTOR

The parties intend that an independent CONTRACTOR relationship will be created by this Contract. The CONTRACTOR and its employees, agents, or SUBCONTRACTORS performing under this Contract are not employees or agents of the state of Washington or DOH. The CONTRACTOR may not hold itself out as or claim to be an officer or employee of DOH or of the state of Washington by reason hereof, nor may the CONTRACTOR make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the CONTRACTOR.

18. INDUSTRIAL INSURANCE COVERAGE

The CONTRACTOR must comply with all applicable provisions of Title 51 RCW, Industrial Insurance. If the CONTRACTOR fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, DOH may collect from the CONTRACTOR the full amount payable to the Industrial Insurance Accident Fund. DOH may deduct the amount owed by the CONTRACTOR to the accident fund from the amount payable to the CONTRACTOR by DOH under this Contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the CONTRACTOR.

19. LAWS

The CONTRACTOR shall comply with all applicable laws, ordinances, codes, regulations and policies of local, state, and federal governments, as now or hereafter amended. All construction projects must be bid and awarded per RCW 39.04.

20. LICENSING, ACCREDITATION AND REGISTRATION

The CONTRACTOR shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

21. LIMITATION OF AUTHORITY

Only a party's Representative or the Representative's designee (designation to be made in writing prior to action) shall have the express, implied, or apparent authority to communicate with the other

party regarding performance of the Contract. Changes to the Contract must be done by written amendment.

22. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

During the performance of this Contract, the CONTRACTOR shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the CONTRACTOR's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this contract may be rescinded, canceled or terminated in whole or in part, and the CONTRACTOR may be declared ineligible for further contracts with DOH. The CONTRACTOR shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

23. PREVAILING WAGE LAW

The CONTRACTOR certifies that all CONTRACTORS and SUBCONTRACTORS performing work on the Project shall comply with state Prevailing Wages on Public Works, Chapter 39.12 RCW, as applicable to the Project funded by this contract, including but not limited to the filing of the "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" as required by RCW 39.12.040. The CONTRACTOR shall maintain records sufficient to evidence compliance with Chapter 39.12 RCW, and shall make such records available for DOH's review upon request.

24. PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION

The funds provided under this Contract shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such funds or any other approval or concurrence under this Contract provided, however, that reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not prohibited if otherwise eligible as project costs.

25. PUBLICITY

The CONTRACTOR agrees not to publish or use any advertising or publicity materials in which the state of Washington or DOH's name is mentioned, or language used from which the connection with the state of Washington's or DOH's name may reasonably be inferred or implied, without the prior written consent of DOH.

26. RECAPTURE

In the event that the CONTRACTOR fails to perform this contract in accordance with state laws, federal laws, and/or the provisions of this contract, DOH reserves the right to recapture funds in an amount to compensate DOH for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the CONTRACTOR of funds under this recapture provision shall occur within the time period specified by DOH. In the alternative, DOH may recapture such funds from payments due under this Contract.

27. RECORDS MAINTENANCE

The CONTRACTOR must maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract.

CONTRACTOR will retain such records for a period of six (6) years following the date of final payment. At no additional cost, these records, including the work performed under the Contract, shall be subject at all reasonable times to inspection, review or audit by DOH, personnel duly authorized by DOH, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

28. REGISTRATION WITH DEPARTMENT OF REVENUE

If required by law, the CONTRACTOR will complete registration with the Washington State Department of Revenue.

29. RIGHT OF INSPECTION

At no additional cost, all records works relating to the CONTRACTOR's performance under this Contract shall be subject at all reasonable times to inspection, review, and audit by DOH, the Office of the State Auditor, and federal and state officials so authorized by law, in order to monitor and evaluate performance, compliance, and quality assurance under this Contract. The CONTRACTOR shall provide access to its facilities for this purpose.

30. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, DOH may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten (10) business day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

31. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

32. SUBCONTRACTING

The CONTRACTOR shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, DOH in writing may: (a) require the CONTRACTOR to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the CONTRACTOR from subcontracting with a particular person or entity; or (c) require the CONTRACTOR to rescind or amend a subcontract.

Every subcontract shall bind the SUBCONTRACTOR to follow all applicable terms of this Contract. The CONTRACTOR is responsible to DOH if the SUBCONTRACTOR fails to comply with any applicable term or condition of this Contract. The CONTRACTOR shall appropriately monitor the activities of the SUBCONTRACTOR to assure conformity with the Scope of Work and Budget. In no event shall the existence of a subcontract operate to release or reduce the liability of the CONTRACTOR to DOH for any breach in the performance of the CONTRACTOR's duties.

Every subcontract entered into by CONTRACTOR must include a term that the state of Washington and DOH are not liable for claims or damages arising from CONTRACTOR'S or SUBCONTRACTOR'S performance or omissions.

33. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

34. TAXES

All payments accrued on account of payroll taxes, unemployment contributions, the CONTRACTOR's income or gross receipts, any other taxes, insurance or expenses for the CONTRACTOR or its staff shall be the sole responsibility of the CONTRACTOR.

35. TERMINATION FOR CAUSE

In the event DOH determines the CONTRACTOR has failed to comply with any material term or condition of this Contract in a timely manner, DOH may suspend or terminate this Contract. Before suspending or terminating the Contract, DOH shall notify the CONTRACTOR in writing of the need to take corrective action. If corrective action is not taken within the time period stated in the DOH notice,

which shall be no less than twenty (20) calendar days in the absence of good cause for a lesser period, the Contract may be terminated or suspended.

36. TERMINATION PROCEDURES

DOH reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the CONTRACTOR from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the CONTRACTOR or a decision by DOH to terminate the contract.

The rights and remedies of DOH provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the DOH Representative, the CONTRACTOR shall:

1. Stop work under the contract on the date, and to the extent specified, in the notice;
2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
3. Assign to DOH, in the manner, at the times, and to the extent directed by the DOH Representative, all of the rights, title, and interest of the CONTRACTOR under the orders and subcontracts so terminated, in which case DOH has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the DOH Representative to the extent the DOH Representative may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to DOH and deliver in the manner, at the times, and to the extent directed by the DOH Representative any property which, if the contract had been completed, would have been required to be furnished to DOH;
6. Complete performance of such part of the work as shall not have been terminated by the DOH Representative; and
7. Take such action as may be necessary, or as the DOH Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the CONTRACTOR and in which DOH has or may acquire an interest.

37. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of DOH.

Attachment A, Scope of Work

2022 Consolidation Feasibility Grant

Project Title: Sun Vista/Sunlight Beach Homeowners Association 2022-4033

PURPOSE:

The purpose of this grant is to fund a feasibility study and public outreach, for Sun Vista Sunlight Beach Homeowners Association (SV-SLB HOA) (PWSID 85160) and neighboring Sunlight Beach Water Association (SBWA) (PWSID 85260) to assess vulnerabilities to providing reliable, safe, and affordable drinking water to their members operating both as separate water systems and as a consolidated water system.

Background/General Information:

SV-SLB HOA and SBWA currently serve a population of over 400 people in overlapping service areas and have an intertie for emergencies. The wells for both systems are about 100 feet apart at low elevation near the shoreline. Physical space limits treatment capabilities for consolidating the water system. One system has addressed arsenic contamination and both water systems face near-term nitrate, arsenic, manganese, microbials, and sea water intrusion risks. The Consolidation Feasibility Study will independently assess the vulnerabilities of both water systems and the feasibility/costs of proposed options in three main tasks. Each task assesses the feasibility, benefits, and costs, including contamination and service risks from the following: contamination issues with arsenic, sea water intrusion, and nitrates and microbials from upgrade septic systems within the Wellhead Protection Area, and aging infrastructure. The study includes funding and rate structure options and required legal processes including water rights and permits. This feasibility study will provide the two water systems with the information they need to consider consolidation.

Funding for this project will not be used for any construction or ground disturbing activities.

Contract Administration:

The SV-SLB HOA is responsible for contract administration with support from SBWA as agreed in the Letters of Commitment signed by their respective Presidents. SV-SLB HOA will provide the deliverables from the ODW approved engineering contractor for the project's scope of work. The water systems have entered into an Interlocal Agreement and formed a Joint Planning Committee to oversee the feasibility study. The Joint Planning Committee includes Ed Sheets (ed@sheets.com) who will serve as the RFP Coordinator and principal contact with ODW for this study grant.

The project's scope of work is comprised of the following activities:

TASK/ACTIVITY:	DELIVERABLES:	ESTIMATED DUE DATE/COST:
<p>Task 1: Evaluation of existing systems: Assess both water systems continuing to operate with current assets including: Estimate likelihood, time frames, and costs for required future water treatments. Provide an asset inventory showing the most conservative life of each major asset, and costs to replace the asset including Capital, O&M and managerial costs and volunteer board time for 20 years. This evaluation should include additional time needed to manage infrastructure projects anticipated in the next 20 years.</p>	<p>Draft report of findings from the selected engineering contractor</p>	<p>Within 9 months \$20,000 or amount specified in signed engineering contract.</p>
<p>Task 2: Evaluation of Separate Water Systems with New facilities: Assess each of the following options including required land for each water system: Drill new wells and build new control/treatment facilities for each water system on a shared location, evaluate storage requirements including aging water tanks, and evaluate several feasible alternative sites for necessary infrastructure.</p>	<p>Draft report of findings from the selected engineering contractor</p>	<p>Within 9 months \$10,000 or amount specified in signed engineering contract.</p>
<p>Task 3: Consolidated Water System: Assess building new facilities on alternative nearby sites for a consolidated water system.</p>	<p>Draft report of findings from the selected engineering contractor</p>	<p>Within 1 year of Contract signing \$12,000 or amount specified in signed engineering contract.</p>
<p>Task 4: Public Outreach. Both water systems will implement member information and involvement strategies for the study. Tasks include preparing information and holding public meetings following the Member Communications Plan. Support contractor presentations at</p>	<p>Copy of public meeting minutes from any public outreach events must be provided to the DOH contract manager for review.</p>	<p>Within 18 months of contract execution \$3,000 or amount specified in signed</p>

Annual and Special Member Meetings and address member questions.		engineering contract.
Task 5: Consolidation Feasibility Study Report. Tasks include preparation of a final report that summarizes information from task 1-3 and recommends next steps.	Final Report to be submitted to Northwest Regional Office Drinking Water staff for review and approval.	Within 18 months (costs are included in other tasks)
Administration The quarterly progress reports should document project accomplishments, existing and potential problem areas, suggestions for improvements, and any desired outcomes achieved. Reports should be a few paragraphs long with sufficient detail for DOH to understand the relative progress of the project since the last reporting period. The last quarterly report serves as the final report and should include summary information about the project.	Submit quarterly reports to Eloise Rudolph.	Quarterly reports are due the last working day of each quarter Not to exceed \$5,000
PAYMENT:	DOH will provide reimbursement to SV-SLB HOA based on approval of quarterly reports and required deliverables. SV-SLB HOA will provide an hourly accounting of time spent for each task in support of invoice. The contractor (SV-SLB HOA) is responsible for tracking all project expenditures as related to this contract, and for maintaining these records. DOH will withhold 10 percent of the total funding amount (\$5,000) until the project is successfully completed and all deliverables are received and approved by DOH.	
Total Consideration for this contract not to exceed:		\$50,000

The project will be considered complete when all the activities identified in the above scope of work are complete.

Project Performance Measures:

- Draft reports for each task 1-3.
- Meeting minutes for any public outreach event
- Final Feasibility study with Northwest Regional Office of Drinking Water approval

Project End Date: 12/31/2024 All deliverables need to be submitted by 10/15/2024 for review and approval. Work performed after 12/31/2024 is not eligible for reimbursement.