



GOODS AND SERVICES CONTRACT

TITLE: DeBay Slough Feasibility Study and Conceptual Design **WDFW NUMBER:** 24-25186

CONTRACTOR: Natural Systems Design Inc **CONTRACT PERIOD:** 08/01/2024 to 12/31/2025

TYPE: Payable / Goods and Services / Goods and Services **CONTRACT VALUE:** \$58,130.88

A. PARTIES TO THIS CONTRACT

This contract is entered into between the Washington State Department of Fish and Wildlife (WDFW), PO Box 43135, Olympia, WA 98504-3135; and Natural Systems Design Inc (Contractor), 1900 N. Northlake Way, Suite 211, Seattle, Washington 98103; and shall be binding upon the agents and all persons acting by or through the parties.

B. PURPOSE OF CONTRACT

This contract sets out the terms and conditions by which the Contractor shall provide goods and/or services to WDFW.

C. DESCRIPTION OF PROJECT

The Contractor shall perform the project as described in Attachments, which are incorporated herein by this reference:

Attachment "A" General Terms and Conditions
Attachment "B" Contract/Project Summary
Attachment "C" Statement of Work
Attachment "D" Contractor's Proposal

D. PERIOD OF PERFORMANCE

The performance period under this Contract shall commence on 08/01/2024 and terminate on 12/31/2025. No expenditures made before or after this period are eligible for reimbursement unless incorporated by written amendment into this Contract. The Contract may be terminated or the performance period extended pursuant to terms set forth in Attachment "A."

E. COMPENSATION / PAYMENT

The total dollars provided by WDFW for this project shall not exceed \$58,130.88. The Contractor shall be responsible for all project costs exceeding this amount. Only eligible reimbursement activities that are in direct support of the project deliverables identified in this Contract will be reimbursed. Any additional services provided by the Contractor must have prior written approval of WDFW.

Compensation for services rendered shall be payable upon receipt of properly completed invoices, which shall be submitted to the Project Manager by the Contractor not more often than monthly. The invoices shall describe and document to WDFW's satisfaction a description of work performed, activities accomplished, or the progress of the project. The rates shall be in accordance with those herein agreed to.

Payment shall be considered timely if made by WDFW within 30 days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor. WDFW may, in its sole discretion, terminate the contract or withhold payments claimed by the Contractor for the services rendered if the Contractor fails to satisfactorily comply with any term or conditions of this contract.

F. RIGHTS AND OBLIGATIONS

All rights and obligations of the parties of this contract are subject to this contract, including the Attachments,

which are incorporated herein by this reference. By signing this contract the Contractor acknowledges that they have read, fully understand, and agree to be bound by all terms and conditions set forth in this contract.

G. COMPLIANCE WITH APPLICABLE STATUTES, RULES, AND WDFW POLICIES

The Contractor shall comply with, all applicable state, federal, and local laws and regulations, including published WDFW policies, while performing under this contract

H. ORDER OF PRECEDENCE

In the event of an inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and State of Washington statutes and regulations.
- Special Terms and Conditions as contained in this Contract.
- Attachment "A" - General Terms and Conditions.
- Any other provision, term or material incorporated herein by reference or otherwise incorporated.

I. PROJECT MANAGERS

The below named individuals for each of the parties shall be the contact people for all communications and billings regarding the performance of this contract. All written communications regarding this contract shall be sent to these individuals at the addresses below unless notified in writing of any change.

Contractor's Project Manager

Torrey Luiting, Senior Ecologist and Project Manager
Natural Systems Design, Inc
1900 N Northlake Way, Suite 211
Seattle Washington 98103
(206) 462-1246
torrey@naturaldes.com

WDFW's Project Manager

Lindsey Desmul, Restoration Project Coordinator
Department of Fish and Wildlife, Region 4
16018 Mill Creek Blvd,
Mill Creek, WA 98012
(206) 496-9142
Lindsey.Desmul@dfw.wa.gov

J. ENTIRE CONTRACT

This Contract, along with all attachments and exhibits, constitutes the entire agreement of the parties. No other understandings, verbal or otherwise, regarding this contract shall exist or bind any of the parties.

K. APPROVAL

This contract shall be subject to the written approval of WDFW'S authorized representative and shall not be binding until so approved. This contract may be altered, amended, or waived only by a written amendment executed by both parties per Attachment "A".

IN WITNESS WHERE, WDFW and the Contractor have signed this contract.

NATURAL SYSTEMS DESIGN INC

WASHINGTON DEPARTMENT OF FISH AND WILDLIFE

Signature and Date

Signature and Date

Printed Name and Title

Printed Name and Title

Attachment A -

GENERAL TERMS AND CONDITIONS Services Contract

DEFINITIONS

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

- A. "AGENCY" or "WDFW" shall mean the **Department of Fish and Wildlife** of the State of Washington, any division, section, office, unit or other entity of the AGENCY, or any of the officers or other officials lawfully representing that AGENCY.
- B. "AGENT" shall mean the Director, and/or the delegate authorized in writing to act on the Director's behalf.
- C. "CFR" shall mean the Code of Federal Regulations of the United States. All references in the contract to CFR titles or sections shall include any successor, amended or replacement regulation.
- D. "CONTRACTOR" shall mean that firm, provider, organization, individual or other entity performing service(s) under this contract, and shall include all employees of the CONTRACTOR.
- E. "RCW" shall mean the Revised Code of Washington. All references in the contract to RCW chapters or sections shall include any successor, amended or replacement statutes.
- F. "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" means SUBCONTRACTOR(s) in any tier.

ACCESS TO DATA

In compliance with RCW 39.26.180, the CONTRACTOR shall provide access to data generated under this contract to AGENCY, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the CONTRACTOR'S reports, including computer models and methodology for those models.

ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the AGENCY.

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.

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.

ASSIGNMENT

Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the CONTRACTOR without prior written consent of the AGENCY.

ATTORNEYS' FEES

In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney fees and costs.

CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

The CONTRACTOR shall not use or disclose any information concerning the AGENCY, or information that may be classified as confidential, for any purpose not directly connected with the administration of this contract, except with prior written consent of the AGENCY, or as may be required by law.

CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the AGENCY may, in its sole discretion, by written notice to the CONTRACTOR terminate this contract if it is found after due notice and examination by the AGENT that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the CONTRACTOR in the procurement of, or performance under this contract. In the event this contract is terminated as provided above, the AGENCY shall be entitled to pursue the same remedies against the CONTRACTOR as it could pursue in the event of a breach of the contract by the CONTRACTOR. The rights and remedies of the AGENCY provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the AGENT makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

COPYRIGHT PROVISIONS

Unless otherwise provided, all materials produced under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the AGENCY. The AGENCY shall be considered the author of such materials. In the event the materials are not considered "works for hire" under the U.S. Copyright laws, CONTRACTOR hereby irrevocably assigns all right, title, and interest in materials, including all intellectual property rights, to the AGENCY effective from the moment of creation of such materials. Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

For materials that are delivered under the contract, but that incorporate pre-existing materials not produced under the contract, CONTRACTOR hereby grants to the AGENCY a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The CONTRACTOR warrants and represents that CONTRACTOR has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the AGENCY.

The CONTRACTOR shall exert all reasonable effort to advise the AGENCY, at the time of delivery of materials furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document that was not produced in the performance of this contract.

The AGENCY shall receive prompt written notice of each notice or claim of infringement received by the CONTRACTOR with respect to any data delivered under this contract. The AGENCY shall have the right to modify or remove any restrictive markings placed upon the data by the CONTRACTOR.

COVENANT AGAINST CONTINGENT FEES

The CONTRACTOR warrants that no person or selling agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agents maintained by the CONTRACTOR for securing business. The AGENCY shall have the right, in the event of breach of this clause

by the CONTRACTOR, to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

DISALLOWED COSTS

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

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 AGENT.

1. The request for a dispute hearing must:

- Be in writing;
- State the disputed issue(s);
- State the relative positions of the parties;
- State the CONTRACTOR'S name, address, and contract number; and
- Be mailed to the AGENT and the other party's (respondent's) contract manager within 3 working calendar days after the parties agree that they cannot resolve the dispute.

2. The respondent shall send a written answer to the requester's statement to both the agent and the requester within 5 working calendar days.

3. The AGENT shall review the written statements and reply in writing to both parties within 10 working days. The AGENT may extend this period if necessary by notifying the parties.

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

Nothing in this contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution method in addition to the dispute resolution procedure outlined above.

DRUG-FREE WORKPLACE

The CONTRACTOR shall comply with the Drug-Free Workplace Act of 1988, 41 USC 701-707, as amended. Compliance with the Drug-Free Workplace Act includes publishing a drug-free workplace statement and establishing a drug-free awareness program for CONTRACTOR employees; and taking actions concerning CONTRACTOR employees who are convicted of violating drug statutes in the workplace. The CONTRACTOR shall provide written notice of a conviction of a Contractor employee of a drug violation in the workplace to WDFW within seven (7) calendar days after the Contractor learns of the conviction.

DUPLICATE PAYMENT

The AGENCY shall not pay the CONTRACTOR, if the CONTRACTOR has charged or will charge the State of Washington or any other party under any other contract or agreement, for the same services or expenses.

FILING REQUIREMENT

The provisions of Chapter 39.26 RCW may require the AGENCY to file this contract as a sole source contract with the Department of Enterprise Services (DES) for approval. If so filed the effective date of this contract is upon DES approval of the contract, the tenth (10th) working day after it is filed with DES, or as agreed between the parties, whichever is later.

FINAL INVOICE

The CONTRACTOR shall submit the final invoice not later than 60 calendar days from the end of the contract period.

GOVERNING LAW

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.

INDEMNIFICATION

To the fullest extent permitted by law, the CONTRACTOR shall indemnify, defend, and hold harmless State, agencies of State and all officials, agents and employees of State, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim," as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom. The CONTRACTOR'S obligations to indemnify, defend, and hold harmless includes any claim by the CONTRACTORS' agents, employees, representatives, or any subcontractor or its employees. The CONTRACTOR expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to the CONTRACTOR'S or any subcontractor's performance or failure to perform the contract. The CONTRACTOR'S obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials. The CONTRACTOR waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, agents or employees.

INDEPENDENT CAPACITY OF THE CONTRACTOR

The parties intend that an independent contractor relationship will be created by this contract. The CONTRACTOR and his or her employees or agents performing under this contract are not employees or agents of the AGENCY. The CONTRACTOR will not hold himself/herself out as or claim to be an officer or employee of the AGENCY or of the State of Washington by reason hereof, nor will the CONTRACTOR make any claim of right, privilege or benefit that would accrue to such employee under law. Conduct and control of the work will be solely with the CONTRACTOR.

INDUSTRIAL INSURANCE COVERAGE

The CONTRACTOR shall comply with the 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, AGENCY may collect from the CONTRACTOR the full amount payable to the Industrial Insurance accident fund. The AGENCY may deduct the amount owed by the CONTRACTOR to the accident fund from the amount payable to the CONTRACTOR by the AGENCY 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.

INSURANCE

The CONTRACTOR shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state should there be any claims, suits, actions, costs, damages or expenses arising from any negligent or intentional act or omission of the CONTRACTOR or subcontractor, or agents of either, while performing under the terms of this contract.

The CONTRACTOR shall provide insurance coverage, which shall be maintained in full force and effect during the term of this contract, as follows:

1. Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence. Additionally, the CONTRACTOR is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

1. Automobile Liability. In the event that services delivered pursuant to this contract involve the use of vehicles, either owned or unowned by the CONTRACTOR, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.
2. Marine Insurance. If the CONTRACTOR will be using a vessel or boat in the performance of this contract, the CONTRACTOR shall maintain a Commercial Marine Protection and Indemnity (P&I) Policy with P&I limit of not less than \$1,000,000 per occurrence and with a deductible not to exceed \$25,000 (to include diving operations if diving is a part of the contracted service for any liability which includes coverage for injury to the crew and passengers).
3. The insurance required shall be issued by an insurance company/ies authorized to do business within the state of Washington, and shall name the state of Washington, its agents and employees as additional insureds under the insurance policy/ies. All policies shall be primary to any other valid and collectable insurance. CONTRACTOR shall instruct the insurers to give AGENCY thirty (30) calendar days advance notice of any insurance cancellation.

The CONTRACTOR shall submit to AGENCY within fifteen (15) calendar days of the contract effective date, a certificate of insurance that outlines the coverage and limits defined in this section. The CONTRACTOR shall submit renewal certificates as appropriate during the term of the contract; the failure of the AGENCY to enforce this term in no way reduces the CONTRACTOR's responsibilities under this section.

LICENSING, ACCREDITATION AND REGISTRATION

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

LIMITATION OF AUTHORITY

Only the AGENT or AGENT'S delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this contract is not effective or binding unless made in writing and signed by the AGENT.

MINORITY, WOMEN AND VETERAN-OWNED BUSINESSES

The AGENCY encourages participation by minority and women-owned business enterprises certified by the Office of Minority and Women's Business Enterprises (OMWBE); and veteran-owned businesses certified by the Department of Veteran's Affairs (DVA). If any part of this contract is subcontracted to an OMWBE or DVA-certified firm the CONTRACTOR shall submit a statement of participation indicating what OMWBE or DVA certified firm was used and the dollar amount of their subcontracts.

NONDISCRIMINATION

1. Default. Notwithstanding any provision to the contrary, AGENCY may suspend CONTRACTOR, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until AGENCY receives notification that CONTRACTOR, including any subcontractor, is cooperating with the investigating state agency. In the event CONTRACTOR, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), AGENCY may terminate this contract in whole or in part, and CONTRACTOR, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. CONTRACTOR or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.
2. Remedies for Breach. Notwithstanding any provision to the contrary, in the event of contract termination or suspension for engaging in discrimination, CONTRACTOR, subcontractor, or both, shall be liable for

contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. AGENCY shall have the right to deduct from any monies due to CONTRACTOR or subcontractor, or that thereafter become due, an amount for damages CONTRACTOR or subcontractor will owe AGENCY for default under this provision.

PREVAILING WAGE

If work performed by CONTRACTOR employees is subject to Chapter 39.12 of the Revised Code of Washington, the CONTRACTOR shall pay the prevailing rate of wages to all CONTRACTOR workers, laborers or mechanics in the performance of any part of the work described in the contract in accordance with state law and Department of Labor and Industries rules and regulations. The CONTRACTOR shall comply with the filing requirements required by this statute, including Statement of Intent to Pay Prevailing Wage, and Affidavit of Wages Paid.

PRIVACY

Personal information including, but not limited to, "Protected Health Information," collected, used, or acquired in connection with this contract shall be protected against unauthorized use, disclosure, modification or loss. CONTRACTOR shall ensure its directors, officers, employees, subcontractors or agents use personal information solely for the purposes of accomplishing the services set forth herein. CONTRACTOR and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as otherwise required by law.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The CONTRACTOR agrees to indemnify and hold harmless the AGENCY for any damages related to the CONTRACTOR'S unauthorized use of personal information.

PROHIBITION ON LOBBYING

The CONTRACTOR certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. The CONTRACTOR and any subcontractor must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures will be forwarded by the CONTRACTOR to WDFW.

PUBLICITY

The CONTRACTOR agrees to submit to the AGENCY all advertising and publicity matters relating to this contract wherein the AGENCY'S name is mentioned or language used from which the connection of the AGENCY'S name may, in the AGENCY'S judgment, be inferred or implied. The CONTRACTOR agrees not to publish or use such advertising and publicity matters without the prior written consent of the AGENCY.

RECORDS MAINTENANCE

The CONTRACTOR shall 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. The CONTRACTOR shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by the AGENCY, personnel duly authorized by the AGENCY, 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.

REGISTRATION WITH DEPARTMENT OF REVENUE

The CONTRACTOR shall complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this contract.

RIGHT OF INSPECTION

The CONTRACTOR shall provide right of access to its facilities to the AGENCY, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract.

RIGHTS TO INVENTIONS

If this contract meets the definition of "funding agreement" under 37 CFR § 401.2 (a) regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under this contract, the CONTRACTOR must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any related implementing regulations issued by the Federal funding agency and WDFW.

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, the AGENCY may terminate the contract under the "Termination for Convenience" clause, without the ten-day notice requirement, subject to renegotiation at the AGENCY'S discretion under those new funding limitations and conditions.

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.

SITE SECURITY

While on AGENCY premises, CONTRACTOR, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

STATEWIDE VENDOR PAYMENT REGISTRATION

The CONTRACTOR is required to be registered in the Statewide Vendor Payment System prior to submitting a request for payment under this contract. The Washington State Office of Financial Management (OFM) maintains the Statewide Vendor Payment System; to obtain registration materials contact the Statewide Payee Desk at (360) 407-8180; or go to: <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>.

SUBCONTRACTING

Neither the CONTRACTOR nor any SUBCONTRACTOR shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the AGENCY. In no event shall the existence of the subcontract operate to release or reduce the liability of the contractor to the Department for any breach in the performance of the contractor's duties. This clause does not include contracts of employment between the contractor and personnel assigned to work under this contract. Additionally, the CONTRACTOR is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. CONTRACTOR and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law.

If the CONTRACTOR is authorized by WDFW to use subcontractors, the CONTRACTOR will complete the vendor registration in Access Equity. Access Equity is a secure online vendor management system (B2GNow).

Confidential information (Tax ID, etc.) will not be published. Contractors that have previously registered with B2Gnow for any public entity must still access B2Gnow and verify that the system has updated information. The CONTRACTOR can access the system at <https://omwbe.diversitycompliance.com/> or through a direct link on the Office of Minority and Women's Business Enterprises (OMWBE) website at: <https://omwbe.wa.gov/>.

Before the end of each month of the contract, the CONTRACTOR must enter into the Access Equity system a report of payments made to all subcontractors. This monthly reporting information includes, but is not limited to, total payment (in dollars) made to each subcontractor, payment dates of those payments, and any additional information required to verify those payments. After the CONTRACTOR enters this payment information into the Access Equity system, the subcontractors must then verify this payment information in the system. Online training is available through the Access Equity/B2Gnow system. This requirement applies to both the CONTRACTOR and any of its subcontractors.

TAXES

All payments accrued because of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the CONTRACTOR or its staff shall be the sole responsibility of the CONTRACTOR.

TERMINATION FOR CAUSE

In the event the AGENCY determines the CONTRACTOR has failed to comply with the conditions of this contract in a timely manner, the AGENCY has the right to suspend or terminate this contract. Before suspending or terminating the contract, the AGENCY shall notify the CONTRACTOR in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the CONTRACTOR shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

The AGENCY 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 the AGENCY to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the CONTRACTOR: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of the AGENCY provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

TERMINATION FOR CONVENIENCE

Except as otherwise provided in this contract, the AGENCY may, by 10 calendar days written notice, beginning on the second day after the mailing, terminate this contract, in whole or in part. If this contract is so terminated, the AGENCY shall be liable only for payment required under the terms of this contract for services rendered or goods delivered prior to the effective date of termination.

TERMINATION PROCEDURES

Upon termination of this contract, the AGENCY, in addition to any other rights provided in this contract, may require the CONTRACTOR to deliver to the AGENCY any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The AGENCY shall pay to the CONTRACTOR the agreed upon price, if separately stated, for completed work and services accepted by the AGENCY, and the amount agreed upon by the CONTRACTOR and the AGENCY for (i) completed work and services for which no separate price is stated, (ii) partially completed work

and services, (iii) other property or services that are accepted by the AGENCY, and (iv) the protection and preservation of property, unless the termination is for default, in which case the AGENT shall determine the extent of the liability of the AGENCY. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The AGENCY may withhold from any amounts due the CONTRACTOR such sum as the AGENT determines to be necessary to protect the AGENCY against potential loss or liability.

The rights and remedies of the AGENCY 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 AGENT, 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 the AGENCY, in the manner, at the times, and to the extent directed by the AGENT, all of the rights, title, and interest of the CONTRACTOR under the orders and subcontracts so terminated, in which case the AGENCY 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. Transfer title to the AGENCY and deliver in the manner, at the times, and to the extent directed by the AGENT any property which, if the contract had been completed, would have been required to be furnished to the AGENCY;
5. Complete performance of such part of the work as shall not have been terminated by the AGENT; and
6. Take such action as may be necessary, or as the AGENT 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 the AGENCY has or may acquire an interest.

TRAFFICKING VICTIMS PROTECTION ACT

The AGENCY may terminate this contract, without penalty, if the CONTRACTOR or any SUBCONTRACTOR is found to be in violation of the Trafficking Victims Protection Act of 2000.

TREATMENT OF ASSETS

1. Title to all property furnished by the AGENCY shall remain in the AGENCY. Title to all property furnished by the CONTRACTOR, for the cost of which the CONTRACTOR is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the AGENCY upon delivery of such property by the CONTRACTOR. Title to other property, the cost of which is reimbursable to the CONTRACTOR under this contract, shall pass to and vest in the AGENCY upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by the AGENCY in whole or in part, whichever first occurs.
2. Any property of the AGENCY furnished to the CONTRACTOR shall, unless otherwise provided herein or approved by the AGENCY, be used only for the performance of this contract.
3. If any AGENCY property is lost, destroyed or damaged, the CONTRACTOR shall immediately notify the AGENCY and shall take all reasonable steps to protect the property from further damage.
4. The CONTRACTOR shall surrender to the AGENCY all property of the AGENCY prior to settlement upon completion, termination or cancellation of this contract
5. All reference to the CONTRACTOR under this clause shall also include CONTRACTOR'S employees, agents or SUBCONTRACTORS.

WAGE LAWS COMPLIANCE

By signing this contract the CONTRACTOR warrants that the CONTRACTOR has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52 within three (3) years prior to the start date of this contract. The CONTRACTOR further warrants that it will remain in compliance with these requirements during the performance period of this contract. The CONTRACTOR will immediately notify the AGENCY of any finding of a willful violation entered by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction entered during the performance period of this contract.

WAIVER

Waiver of any default or breach shall not be deemed 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 the AGENCY.

WHISTLEBLOWER PROTECTION

If this contract exceeds the federal simplified acquisition threshold of \$250,000 the contract and all employees working on the contract are subject to the whistleblower protections established at 41 USC 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013. If subject to this statute the CONTRACTOR shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712. This section is applicable to all subcontractors and subawardees related to this contract that exceed the federal simplified acquisition threshold of \$250,000, and the CONTRACTOR shall include this section in all such subcontracts and/or subawards.

APPROVED AS TO FORM BY THE OFFICE OF THE ATTORNEY GENERAL 2/12/2024

**Attachment B -
CONTRACT/PROJECT SUMMARY**

TITLE: DeBay Slough Feasibility Study and Conceptual Design		WDFW CONTRACT NUMBER: 24-25186	
PERIOD: 08/01/2024 to 12/31/2025		WDFW MANAGER: Lindsey Desmul Lindsey.desmul@dfw.wa.gov	
CONTRACTOR: Natural Systems Design Inc			
CONTRACTOR CONTACT: Torrey Luiting (206) 462-1246			
CONTRACT TYPE: Payable / Goods and Services / Goods and Services			
SUMMARY CONTRACT DESCRIPTION:			
Natural Systems Design will complete the feasibility study and conceptual design for DeBay Slough Restoration that they started with Skagit County. Tasks include integrating fish use data into feasibility, developing three conceptual design alternatives, choosing a conceptual design to move forward and completing a basis of design report.			
Master Index Number(s): 48138			
CFDA Number	Award Year	Award Number	Research & Development?

**Attachment C -
STATEMENT OF WORK**

1. Introduction

The purpose of this contract is to provide a feasibility study and conceptual design for DeBay Slough Restoration that was already started with Skagit County.

2. Deliverables

The Contractor will provide the following deliverables to the WDFW Project Manager as identified in Attachment D Contractor's Proposal for tasks under this contract agreement.

Task 1. Complete Existing Conditions Analysis with SRSC Fish Use Data Integration Task

Task 2. Alternatives Development Task

Task 3. Conceptual Design & Basis of Design Report Task

Task 4. Project Management & Coordination

3. Budget

WDFW will reimburse the Contractor \$58,130.88 according to the cost proposal identified in Attachment D.

a. The Contractor may shift up to 10% of the contract value (\$5,813.08) between tasks without requiring an amendment to this contract.

b. If travel reimbursement is required and approved by the WDFW Project Manager in advance. WDFW will reimburse the Contractor for travel cost at State of Washington government rates in affect at the time of travel. Information on these rates is available at: <https://ofm.wa.gov/sites/default/files/public/legacy/policy/10.90.htm>

SCOPE OF WORK

DeBay Slough Feasibility Study and Conceptual Design

Prepared by:

Natural Systems Design, Inc.

Prepared for:

Washington Department of Fish and Wildlife

Lindsey Desmul, Project Manager

May 31, 2024



The Washington Department of Fish and Wildlife (WDFW) has requested technical services from Natural Systems Design, Inc. (NSD) to evaluate restoration opportunities and determine the potential to enhance juvenile Chinook habitat within DeBay Slough and its connector channel to the Skagit River in a manner that considers the slough and surrounding area's multiple uses (i.e., migrating swan habitat, waterfowl hunting, birding, natural open space, and agriculture uses). This work is funded by the Washington State Recreation and Conservation Office (RCO) through the Salmon Recovery Funding Board (PRISM #20-1367).

DeBay Slough is a relic oxbow of the Skagit River; the slough and its connector channel now function as an off-channel area for the Skagit River. WDFW has owned the DeBay Slough Wildlife area since the mid-1990s and has primarily managed this area in cooperation with local farmers as a Game Reserve for overwintering trumpeter and tundra swans, while also providing limited waterfowl hunting areas in the northern portion of the slough and the agricultural areas to the east. Skagit County owns and maintains DeBay's Isle Road (County Road # 79100) which bisects the slough and provides public vehicular access to WDFW's Johnson/DeBay Slough Game Reserve property. The road has a 2-foot diameter, partially submerged culvert between the upper and lower slough that has been identified as a barrier to fish passage and effects the hydraulic and geomorphic connectivity between the lower and the upper portion of the slough. The property is surrounded by public and private lands. The study area encompasses approximately 629 acres and is illustrated in Figure 1.

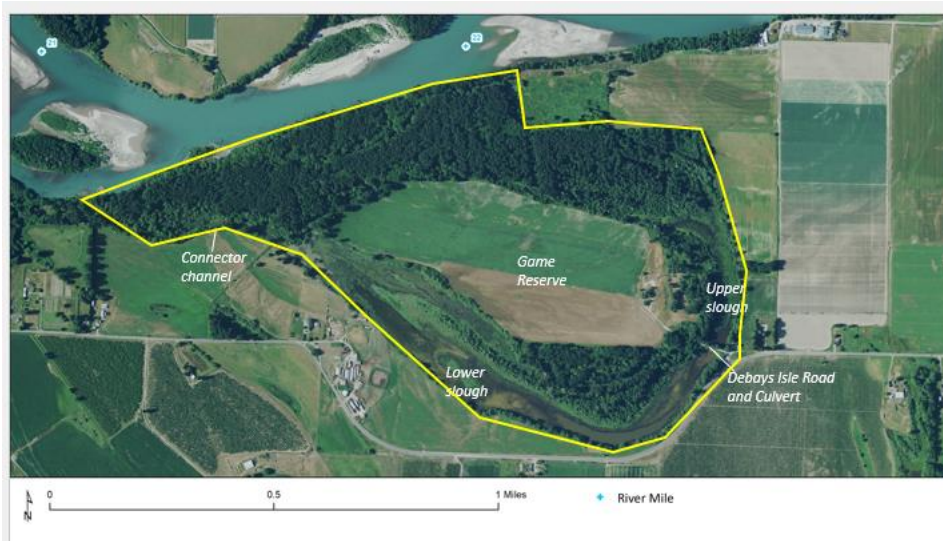


Figure 1. Approximate DeBay Slough feasibility assessment and concept design study area.

Under a separate 2022 contract with the project's original sponsor, Skagit County, NSD completed data review, site assessment, development of project goals, two public stakeholder meetings (May and August 2022), and completed a September 2022 Site Assessment Report documenting existing conditions. Specifically, this included a rigorous assessment of existing conditions including topographic and bathymetric survey, wetlands and vegetation characterization, and winter and spring wildlife surveys; previous work also included a geomorphic assessment, and identification of collaboratively developed goals and objectives with the local advisory group. Advisory group members included Skagit County Public Works, WDFW, Upper Skagit Indian Tribe, Skagit River System Cooperative, and adjacent farmers, as well as a broader interested community of hunters, fishers, swan advocates, and birders.

One of the conclusions from the first phase of work is that the hydraulic connectivity of the slough to the Skagit River also appears to be physically limited at its downstream end by beaver activity and/or a clay sill located where the slough outlets via the connector channel. The reduced connectivity limits outflows, particularly in the summer which may, depending on the level of groundwater or hyporheic connection between the Slough and

the river, be resulting in elevated water temperature and decreased dissolved oxygen levels incompatible with prolonged summer rearing by salmonids. Warmer water temperatures also create favorable habitat conditions for competition and predation on juvenile salmonids by non-native species like bluegill, pumpkinseed, large-mouth bass, and brown bullhead, all of which have been observed in the slough by local property owners.

Building on the results of the 2022 site assessment, the County then secured funding to complete a fish use assessment within the Slough focused on documenting fish (including both salmonids and warm-water species) presence and seasonal periodicity, installing water level loggers to track water temperature, and sampling gut contents of collected fish to determine timing and main food sources to inform understanding of how and when both juvenile salmonids and warm-water predators are currently using the slough. Under contract with WDFW, the Skagit River Systems Cooperative (SRSC) is conducting the fish use assessment with the Slough and connector channel throughout 2024. Their data will provide critical input to WDFW and NSD to complete the feasibility assessment and help WDFW and NSD determine the type of restoration project that can be developed to a concept design level.

Under this scope of work, NSD will utilize the previously completed elements of the project and the SRSC fish use assessment data to complete the remaining elements of the feasibility assessment and concept design. Work to be completed by NSD has been divided into the following list of tasks and linked to specific project deliverables:

- Task 1. Complete Existing Conditions Analysis with SRSC Fish Use Data Integration
- Task 2. Alternatives Development
- Task 3. Conceptual Design & Basis of Design Report
- Task 4. Project Management & Coordination

Task 1. Complete Existing Conditions Analysis with SRSC Fish Use Data Integration

NSD will collaborate with SRSC and/or WDFW to integrate the fish use data collected by SRSC during 2024. NSD will ultimately utilize the integrated understanding of the site's physical and ecological conditions to develop evaluation criteria and concept design alternatives (Tasks 2 and 3).

Subtask 1.1. Data Review and SRSC Collaboration

NSD will review the SRSC fish use, water quality, and piscivory data collected by SRSC in 2024 and will collaborate with SRSC and/or WDFW at up to two, 2-hour virtual meetings to discuss findings and integrate the data into our understanding of existing conditions. If SRSC finds the Barnaby method/Skagit River mainstem fish benefit evaluation tool (question #5) is applicable to DeBay Slough, NSD will collaborate with SRSC and/or WDFW at one of these virtual meetings to understand and integrate the fish benefit estimates that SRSC can derive from the "Barnaby method" into the alternatives analysis and concept design (Task 2).

NSD will specifically integrate information regarding the following key questions developed by SRSC and then complete an update to the September 2022 existing conditions analysis:

1. What is the fish use within DeBay Slough and adjacent areas? Are salmon present in DeBay Slough and for how long during the rearing period? Can specific life history types be identified? What are the densities of non-native warm water species?
2. Is fish passage impeded at the clay sill/beaver dam or at the culvert?

3. What is the water quality condition of the site over the rearing period? Are there periods of excessive high temperatures or excessive low diel dissolved oxygen concentrations?
4. What is the piscivory potential on juvenile salmon from non-native warm water species?
5. Can the Barnaby method/Skagit River mainstem fish benefit evaluation tool correctly predict fish abundance in DeBay Slough or within the connector channel?

Subtask 1.2. Hydraulic Model Output to SRSC

Under this subtask, NSD will provide SRSC with the reach-scale 2D hydraulic model outputs developed in 2022 for DeBay Slough existing conditions and be available to answer questions on the model set up and output. SRSC will use the NSD hydraulic model output, and the validation data set developed under their scope to answer question #5 above and determine if the “Barnaby method”/Skagit River specific relationships accurately predict juvenile Chinook, coho, and/or steelhead occupancy and density in DeBay Slough.

Subtask 1.3. Summary of Fish Use

Under this subtask, NSD will summarize the SRSC fish use data collection information and provide interpretation of that data in the context of the other existing conditions data previously included in the report. NSD will prepare the summary for ultimate integration into the draft Basis of Design Report (Task 3.2).

Subtask 1.4. Project Restart Advisory Group Meeting #1

NSD will collaborate with WDFW and the County to organize one, up to 3-hour (including travel), in-person project restart and existing conditions update meeting with the Advisory Group following the completion of Tasks 1.1 through 1.3 to convey updated existing conditions and SRSC fish use findings. NSD’s PM and lead engineer or lead fish biologist will attend this meeting.

NSD will supplement the PowerPoint previously prepared in 2022 to summarize existing conditions and will add new information from SRSC’s fish use data and conclusions to prepare the draft presentation for the meeting. NSD will circulate the draft slide deck to WDFW and the County via email/posting on SharePoint and will incorporate one round of review and consolidated edits to the PowerPoint presentation to create the final slide deck for the Advisory Group Restart meeting #1.

Assumptions:

- ▶ Fish benefit estimates will be provided by SRSC if applicable to DeBay Slough.
- ▶ Schedule of tasks herein assumes SRSC will provide fish use and water quality conditions raw data and summarized CPUE, fish length table, water temperature, and diel dissolved oxygen concentration data to NSD by end of September 2024 and evaluation of piscivory potential by the end of December 2024 for NSD use in completing the feasibility assessment and concept design development.
- ▶ No updates are needed to the 2D hydraulic model existing conditions outputs previously prepared by NSD; no additional model runs are required to support the use of the Barnaby method.
- ▶ WDFW (and County if requested by WDFW) will provide one round of consolidated review and comments in track changes to the draft PowerPoint slide deck for the Restart and Update Advisory Group meeting; comments will be incorporated to create the final.

- ▶ Updated introductory/project status section and SRSC fish use data and interpretation will become part of the Conceptual Basis of Design Report (Task 3).
- ▶ No new analysis or graphics will be developed for the final PowerPoint slide deck.
- ▶ WDFW and County will arrange, advertise, and pay for facilities to host the Advisory Group Restart meeting #1.
- ▶ Advisory Group Restart meeting #1 will be in Mount Vernon or immediate vicinity.
- ▶ The NSD project manager/lead ecologist and lead engineer or lead fish biologist will attend the Advisory Group Restart meeting #1 in person.

Deliverables:

- ▶ Collaboration meeting #1 with SRSC and/or WDFW regarding fish use data conclusions, virtual.
- ▶ Collaboration meeting #2 with SRSC and/or WDFW regarding fish use data conclusions and/or fish benefit estimates and alternatives development, virtual.
- ▶ NSD 2D hydraulic model outputs provided to SRSC.
- ▶ Updated fish use data summary to be incorporated as part of fish use section in the Basis of Design Report (Task 3.2).
- ▶ Draft Advisory Group Restart Meeting #1 PowerPoint slide deck.
- ▶ Final Advisory Group Restart Meeting #1 PowerPoint slide deck.
- ▶ Advisory Group Meeting #1, in person attendance and related travel expenses (mileage).

Task 2. Alternatives Development

Subtask 2.1. Development of Evaluation Criteria and Alternatives

The alternatives analysis process will build from the previously established goal *“to assess the feasibility of making habitat enhancement improvements to the DeBay Slough study area for the benefit of Chinook salmon”* and the specific objective of the feasibility study *“to understand the variety of habitats and ecological functions of the study area and to use that information to consider if actions to benefit Chinook salmon could feasibly be considered in the study area without detrimental effects to neighboring properties and land use or to the functions and habitats currently present.”*

NSD will utilize the results of the data review, stakeholder outreach, and existing conditions data collection tasks already completed, and the additional work completed in Task 1, to develop alternatives evaluation criteria and up to 3 alternatives/combination of possible actions that meet the goals and objectives of the project. The evaluation criteria will be developed based on feedback and collaboration with WDFW, the County, and the Advisory Group.

NSD will work with WDFW and the County to develop a draft evaluation matrix that will ultimately be used in Task 2.3 to score the final alternatives on qualitative and quantitative criteria such as ability to provide Chinook rearing habitat, effect on wetlands and wildlife habitats, geomorphic risk, regulatory feasibility, site access considerations, project complexity, cost, timeline to construction, etc.

We anticipate the 3 alternatives will encompass a broad suite of actions that address the project objectives (e.g., benefits to Chinook, maintenance of wintering waterfowl habitat, County operations and maintenance considerations for DeBay Isle Road, adjacent landowner concerns and preferences, and maintenance of existing recreational uses). Alternatives will be presented as clear and concise GIS figures to illustrate their component actions, targeted outcomes, and key considerations.

The component actions of the alternatives will be developed iteratively in collaboration with the WDFW, the County, and the Advisory Group (Task 6). Based on discussions with WDFW, the County, and the Advisory Group, we anticipate the range of potential actions may include:

- ▶ Modifications to the culvert under DeBay Isle Road
- ▶ Modifications to the outlet of the Slough
- ▶ Modifications to the connector channel
- ▶ Aquatic habitat complexity and structure enhancements in the Slough and/or connector channel
- ▶ Riparian zone enhancements to improve habitat quality and disturbance reduction functions (e.g., invasive removal and replanting)
- ▶ Riparian zone expansion to improve habitat quantity and disturbance reduction functions (e.g., expansion of riparian zone into managed field)
- ▶ Recreational trail elements to support passive recreation (e.g., bird watching)

Assumptions:

- ▶ The evaluation criteria matrix and the alternatives will go through two draft iterations and a final. It is anticipated the alternative development process will be as follows:
 - Brainstorming session with WDFW and the County (2 hours, virtual with 3 NSD staff) to come up with evaluation criteria and a broad list of actions that should / should not be included in the alternatives analysis (building from the list above developed during the first iteration of the project).
 - NSD will develop the first draft of evaluation criteria matrix and 3 alternatives for review and discussion with WDFW and the County. Matrix (without any scoring) and alternatives will be refined during one, 1-hour meeting (virtual) with WDFW and County to create the second draft.
 - Second (external) draft of evaluation criteria matrix and alternatives will be reviewed and discussed at in-person Advisory Group meeting #2 (3 hours, including travel for 2 NSD staff).
 - NSD will refine the 3 alternatives based on Advisory Group feedback to create 3 alternatives for subsequent hydraulic and geomorphic analysis (Task 2.2) and inclusion in Basis of Design Report (Task 3.2).
- ▶ Upstream connection from the northern extent of the existing slough to the Skagit River will not be an alternative analyzed; the Basis of Design Report (Task 3.2) will note this as an action not considered sufficiently feasible to be included in the alternatives analyzed.
- ▶ WDFW and County will arrange, advertise, and pay for facilities to host the Advisory Group meeting #2.
- ▶ Advisory Group meeting #2 will be in Mount Vernon or immediate vicinity.
- ▶ The NSD project manager/lead ecologist, and the lead hydraulic engineer or lead geomorphologist will attend the Advisory Group meeting #2 in person.

Deliverables:

- ▶ Evaluation criteria and alternatives analysis brainstorming meeting, virtual, with WDFW and County.
- ▶ Draft evaluation criteria matrix
- ▶ First draft (internal) alternatives figures.
- ▶ Evaluation criteria and alternatives analysis meeting (virtual) with WDFW and County.
- ▶ Second draft (external) evaluation criteria matrix and alternatives figures.
- ▶ Advisory Group meeting #2; Evaluation criteria and alternatives analysis, in person attendance and related travel expenses (mileage).
- ▶ Final alternatives figures to be incorporated into the Basis of Design Report (Task 3.2)

Subtask 2.2. Hydraulic and Geomorphic Analysis of Final Alternatives

A hydraulic and geomorphic assessment will be conducted for the final 3 alternatives developed under Task 2.1 to assess effectiveness of each alternative at addressing specific project goals and objectives and inform the selection of a preferred alternative to advance to concept design. The conceptual level proposed conditions hydraulic analysis will consist of the following:

- ▶ An abbreviated hydraulic analysis that utilizes available information to estimate hydraulic changes associated with each alternative.
 - The existing conditions hydraulic model developed previously shows little to no velocity within the slough itself (0.00 – 0.03 ft/sec) except at the clay sill and within the connector channel where velocities are slightly higher (typically less than 0.3 ft/sec except at the sill itself which sees velocities on the order of 1.3 ft/sec) so changes to depth and water surface elevation will be generally quantified based on anticipated changes to inundated area based on any changes to the sill elevation compared to existing terrain.
 - A standalone hydraulic analysis program such as HY-8 or Hydraulic Toolbox will be used to analyze any proposed modifications to the existing culvert at DeBay Isle Road and resulting changes to depth and water surface elevation will be developed based on the existing terrain.
 - Improvements to habitat (e.g., addition of engineered log jams or other forms of complex cover) will not be quantified directly but will be qualitatively represented on simple graphics if included in proposed alternatives.
- ▶ Anticipated changes associated with each alternative will be estimated for a subset of flow events as decided upon by County, WDFW and incorporating input from the wider stakeholder community.
- ▶ Simple graphic depictions illustrating the anticipated influence of proposed actions will be developed for each alternative.

The geomorphic analysis of the 3 alternatives will focus on a qualitative evaluation of the expected changes to geomorphic processes within the slough, connector channel and surrounding floodplain. The geomorphic analysis will be focused in scope and tailored to each alternative to assess key components. For example, a conceptual alternative focusing on modifications to the connector channel from the mainstem Skagit to the slough would qualitatively focus on changes in the channel characteristic and sediment deposition patterns in the channel, whereas an alternative focusing on enlarging the crossing structure at DeBay's Isle Road would look

at potential for changes in sediment deposition and potential lateral migration or erosion in the upper portions of the slough.

Assumptions:

- ▶ No proposed conditions hydraulic assessment will be needed for the “No Action” alternative.
- ▶ Up to 3 flows will be considered for each alternative and the flows will be consistent across all alternatives considered.
- ▶ Changes to hydraulic conditions will largely be based on the existing conditions hydraulic model results and the existing terrain (or proposed changes to it). No updates or revisions to the existing conditions model are included in this scope.
- ▶ No effort will be made to quantify impacts to the base flood elevation as a part of this scope. The FEMA effective model covering the project area was developed decades ago and utilizes multiple 1-dimensional split flow paths; further, delineation of the floodway within the project area does not directly rely on the results of the effective model. Due to these complexities, an assessment of potential impacts of proposed project elements at the base flood event is not included as part of this scope but should be included in a future design phase if/when the project progresses beyond conceptual design.
- ▶ NSD will develop high-level cost estimates for the three final alternatives based on coarse scale assumptions for alternative components (e.g., size of culvert, rough volume of excavation).

Deliverables:

- ▶ Simple figures consisting of depictions of changes to hydraulic and geomorphic conditions for each proposed alternative.
- ▶ Proposed conditions hydraulic and geomorphic analysis narrative summary (WORD). Summary will be then incorporated into the Basis of Design Report (Task 3.2).
- ▶ High-level cost estimates for each of the 3 final alternatives to be evaluated and ranked.

Subtask 2.3. Alternatives Analysis & Selection of Preferred Alternative

NSD will collaborate during one, 2-hour virtual meeting with WDFW and the County to score and thus rank the final 3 alternatives developed in tasks 2.1 and 2.2 against the evaluation criteria matrix. NSD, WDFW and the County will collaborate to determine which alternative, or combination of actions, will then be advanced to concept design in Task 3 based on the results of the alternatives analysis. This process will conclude with the selection of the preferred alternative to move forward into Conceptual Design (Task 3).

NSD will document the alternatives development and evaluation process including the rationale behind each alternative, how the evaluation criteria were selected and scored, , and the input received from WDFW, the County and the Advisory Group in an Alternative Analysis summary. This summary will ultimately become part of the Basis of Design Report (Task 3.2).

Assumptions:

- ▶ The NSD project manager/lead ecologist, the lead hydraulic engineer, and the lead geomorphologist will attend the alternatives analysis and selection meeting (virtual).
- ▶ WDFW and County will decide on one alternative or combination of actions from alternatives developed in Task 2; no new components or alternatives will be developed or analyzed.

Deliverables:

- ▶ Alternative selection meeting, virtual, with WDFW and County.
- ▶ Final evaluation criteria matrix with scores for the 3 alternatives.
- ▶ Draft Alternatives Analysis summary, WORD; summary will be incorporated into Basis of Design Report (Task 3.2).

Subtask 2.4. Additional Advisory Group Meeting –Preferred Alternative Selection

NSD will present the final alternatives and the scored evaluation matrix at one, 3-hour (with travel) in-person meeting with the Advisory Group to document how WDFW and the County determined which alternatives, or combination of alternatives, will be advanced to concept design in Task 3.

Assumptions:

- ▶ WDFW and County will arrange, advertise, and pay for facilities to host the Advisory Group meeting #3.
- ▶ Advisory Group meeting #3 will be in Mount Vernon or immediate vicinity.
- ▶ The NSD project manager/lead ecologist and lead hydraulic engineer or lead geomorphologist will attend the Advisory Group meeting #3 in person.

Deliverables:

- ▶ Alternatives selection meeting #3 with Advisory Group, in-person attendance

Task 3. Conceptual Design & Basis of Design Report

Subtask 3.1. Conceptual Design

NSD will advance the Preferred Alternative selected in Task 2.3 to conceptual design meeting the guidelines of Washington State Recreation and Conservation Office (RCO), Salmon Recovery Funding Board Manual 18 (RCO Manual 18). The conceptual design will be represented in conceptual figures which will include appropriate conceptual-level depictions of all proposed project elements and actions. The conceptual design will include enough detail to support estimated quantities of excavation and material placement (if/as applicable) and to develop design and construction costs at a conceptual level of detail.

NSD will present the draft conceptual design at one, up to 2-hour virtual meeting with WDFW and the County and will incorporate one round of comment on the draft conceptual design to create the final.

Assumptions:

- ▶ NSD will not develop special provisions as part of the conceptual design.
- ▶ Cost estimate will be developed as rough order of magnitude estimate and will use rolled up cost line items that are anticipated to be refined in future phases of design.
- ▶ NSD PM and lead engineer will attend the conceptual design presentation meeting.
- ▶ WDFW (and County if requested by WDFW) will provide one round of consolidated review and comments on the draft conceptual design.

- ▶ No geotechnical or structural information or design specifics will be included as part of the conceptual design effort. In particular, structure and foundation type and costs for any replacement structures considered will be characterized to the best of our ability based on our best professional judgment considering input from project stakeholders and available information.

Deliverables:

- ▶ One conceptual design presentation meeting, virtual.
- ▶ One round of review and consolidated comments from WDFW and County on draft concept design and cost estimate, revisions incorporated into final Conceptual Design.
- ▶ Final Conceptual Design plans – PDF.
- ▶ Final Conceptual Design Quantities and Cost Estimate – PDF.

Subtask 3.2. Basis of Design Report

Using materials developed under Tasks 1, 2, and 3.1, NSD will develop the Conceptual Basis of Design Report meeting the guidelines of RCO Manual 18. The report will consolidate the previous deliverables into one document that summarizes the project goals and objectives, existing conditions and analyses, stakeholder outreach efforts, evaluation criteria developed, alternatives developed and evaluated, selection of the preferred alternative, the conceptual design and conceptual design-level construction cost estimate. This report will both document the work to date on the project and serve as a valuable reference for any future design phases at the site.

Assumptions:

- ▶ WDFW (and County if requested by WDFW) will provide one round of consolidated review and comments in track changes to the draft Basis of Design Report.
- ▶ Consolidated comments will be incorporated into the final report. The final report will provide the deliverable to RCO in fulfillment of the SRFB grant.

Deliverables:

- ▶ Draft Conceptual Basis of Design Report
- ▶ Final Conceptual Basis of Design Report

Task 4. Project Management & Coordination

This task includes associated project management, internal team coordination, and administration of the contract associated with this scope of work. Under this task, NSD's project manager (PM) will provide periodic update emails to WDFW regarding progress on tasks, anticipated deliverables, schedules, etc.

This task includes project management across the anticipated 16-month schedule (September 2024 through December 2025) for management of schedule and budget, monthly invoicing, and reporting, as well as a time for project management coordination with WDFW and the NSD project team supportive of the project.

Assumptions:

- ▶ Project management will entail up to 1 hour per month over the course of the anticipated 16-month project schedule for the PM and up to 0.5 hour per month for NSD administrative assistance for invoicing and budget management, internal team coordination, and coordination with WDFW by phone or email.

Deliverables:

- ▶ Monthly coordination and project-related emails, monthly invoices with detailed cover letter, and PM and administrative support tracking project budget and schedule across the anticipated 16-month project duration.

PROJECT BUDGET AND SCHEDULE

This project budget represents our knowledge of the work already completed, best understanding of the requested project elements, and accompanying assumptions. For the scope of services described above, we estimate that our total fee **for the base tasks** will be completed on a Deliverables Basis Not to Exceed Value Of **\$58,130.88** using the Attached Rate Schedule.

It is our understanding that payments will be deliverable based. NSD will invoice for each sub-task deliverable completed up to the contract total. NSD may move budget between tasks by up to 10% of the contract value with email confirmation without requiring a formal amendment to the contract.

This budget estimate is made based on the scope of services outlined above and is broken out per task below in Table 1. It is our understanding that the necessary funds are available for this project and that these funds are committed to the project upon execution of this agreement.

Table 1 – Project budget and schedule

DESCRIPTION	BEGINNING DATE	ENDING DATE	SUB TOTAL
Task 1. Complete Existing Conditions Analysis with SRSC Fish Use Data Integration			
Data Review and SRSC Collaboration	October 2024	November 2024	\$2,864.00
Hydraulic Model Output to SRSC	NTP/September 2024	NTP/September 2024	\$768.00
Summary of Fish Use	November 2024	December 2024	\$2,201.00
Project Restart Advisory Group Meeting	January 2025	January 2025	\$4,247.10
Task 2. Conceptual Design Alternative Development and Analysis			
Development of Evaluation Criteria and Alternatives	January 2025	February 2025	\$16,001.60
Hydraulic & Geomorphic Analyses of Final Alternatives	February 2025	April 2025	\$10,659.00
Alternatives Analysis & Selection of Preferred Alternative	April 2025	June 2025	\$3,050.00
Optional: Additional Advisory Group Meeting #3, Preferred Alternative Selection	June 2025	June 2025	\$1,530.60
Optional: Additional Hydraulic Analysis of Proposed Conditions	February 2025	June 2025	\$5,064.00
Task 3. Conceptual Design & Basis of Design Report			
Conceptual Design	June 2025	October 2025	\$5,415.00
Basis of Design Report	October 2025	November 2025	\$6,298.00
Task 4. Project Management & Coordination			
Project management and coordination	September 2024	December 2025	\$4,625.00
<i>PROJECT TOTAL with Optional Tasks</i>			<i>\$64,725.48</i>
PROJECT TOTAL, Base Tasks Only			\$58,130.88

NSD BUDGET BREAKDOWN

Task	Task Description	Tomey L. (Associate Principal Scientist)	Nic T. (Associate Principal Engineer)	Aaron M. (Project Engineer)	Lille H. (Staff Engineer)	Scott K. (Project Scientist)	Genevra M. (Staff Scientist)	Colin R. (Project Scientist)	Bob K. (Senior Scientist)	Melody M. (Administrative Support)	Dawn D. (Senior Admin Support)	Total Hours	Labor (Billing Rate)	Expenses	Total Cost
1	Task 1.1 Data Review and SRSC Collaboration	4			\$161.00	\$187.00	\$151.00	8	2	\$95.00	\$105.00	14	\$ 2,864.00		\$ 2,864.00
2	Task 1.2 Hydraulic Model Output to SRSC			4								4	\$ 768.00		\$ 768.00
3	Task 1.3 Summarize fish use for BOD report	3						8				11	\$ 2,201.00		\$ 2,201.00
4	Task 1.4 Project Restart Advisory Group Meeting #1	7	3			4		5.5				19.5	\$ 4,126.50	\$ 120.60	\$ 4,247.10
5	Task 2.1 Development of Evaluation Criteria and Alternatives	10	10	10		14	27	8	5			84	\$ 15,881.00	\$ 120.60	\$ 16,001.60
6	Task 2.2 Hydraulic and Geomorphic Analysis of Final Alternatives		5	18	16	12	8					59	\$ 10,659.00		\$ 10,659.00
7	Preferred Alternative	5	4			5						14	\$ 3,050.00		\$ 3,050.00
8	Task 2.4 Optional Additional Advisory Group Meeting #3- Alternative Selection	3	3									6	\$ 1,410.00	\$ 120.60	\$ 1,530.60
9	Task 2.5 Optional Additional Hydraulic Analysis of Proposed Conditions		6	14	6							26	\$ 5,064.00		\$ 5,064.00
10	Task 3.1 Conceptual Design	2	7	7		4	8					28	\$ 5,415.00		\$ 5,415.00
11	Task 3.2 Conceptual Basis of Design Report	3	3	11		10	6					33	\$ 6,298.00		\$ 6,298.00
12	Task 4. Project Management & Coordination	16								8	1	25	\$ 4,625.00		\$ 4,625.00
SubTotals		53	41	64	22	49	49	29.5	7	8	1	323.5	\$ 62,361.50	\$ 361.80	\$ 62,723.30
												2025 Labor Total	\$50,055		4% escl for 2025 \$ 2,002.18
												GRAND TOTAL		\$ 64,725.48	
												Base Tasks Total		\$ 58,130.88	
												Optional Tasks Total		\$ 6,594.60	