To: Walla Walla Basin Integrated Flow Study Steering Committee
From: Planning Advisory Work Group
Date: December 29, 2017
Re: Scoping Recommendations

The Steering Committee (SC) directed the Planning Advisory Work Group (PAWG) to develop scopes of work for the $500,000 granted by the WA Legislature. The SC provided the following allocation to guide the PAWG:

1. Project Management and Facilitation $75,000
2. Feasibility Analysis and Data Gaps $245,000
3. Environmental Review $80,000
4. Contingency $100,000

Project Management and Facilitation Recommendations [$75,000]: The PAWG divided this task into contract management and project management.

PAWG Recommendations for Contract Management [$25,000 - $35,000]:

1. Continue utilizing the Walla Walla Watershed Management Partnership (Partnership) and the Walla Walla Basin Watershed Council to provide contract management services. These services include managing the Ecology grant, the Flow Study contract process, and Flow Study contracts.
2. Only utilize the Partnership for Flow Study contract processing (Request for proposals, contractor selection, invoicing).
3. Invite the Office of Columbia River to designate a representative to serve on the PAWG. The PAWG considered seeking Office of Columbia River (OCR) engagement and assistance in contract management tasks but instead determined goals of utilizing their resources, experience and setting the stage for the next phase could be accomplished through PAWG participation.

PAWG Recommendations for Project Management [$40,000 - $50,000]:

1. Continue using a contractor for project management, facilitation, and report writing services.
2. Approve $40K - $50K and development of necessary Request for proposals and contracts consistent with the following draft scope of work:

Project Management, Facilitation, Report Writing
Draft Scope of Work

Overview

This scope of work includes managing and facilitating the ongoing Walla Walla Basin Integrated Flow Enhancement Study (Flow Study) process, receiving and compiling process outputs, and producing a final report. Contractor will coordinate with the Steering Committee and delegated flow study contract managers for technical contract matters and decisions will be made by an established stakeholder steering Committee. In all activities, it is required that the contractor be as transparent as possible with all stakeholders and members of the steering Committee.

Flow Study Process Management

Contractor will manage the advancement of an existing Flow Study process adopted by the steering Committee. Specifically, the Contractor will manage a myriad of products and communication with various process participants in order to gain the necessary information to complete final reporting requirements. The attached Flow Study Final Report provides the adopted Flow Study objectives, process, and remaining tasks.
The Flow Study process will involve numerous subcontracted products that will be necessary for development of a final report. The contractor will:

1. Receive, collate, and comprehensively manage all products from Flow Study tasks;
2. Communicate with Steering Committee, Flow Study sub-contractors, and technical work groups as necessary to understand and document the application of each product in the final flow study report;
3. In coordination with the Steering Committee and TWGs, recommend additional products or processes necessary to produce a Flow Study Report which sequentially documents the further refinement of initial Alternatives towards selection of a Preferred Alternative; and
4. Identify and disseminate pertinent information to steering committee members. Present project and product status updates and recommend adjustments as necessary to meet deadlines.

**Flow Study Process Facilitation**

Steering committee meetings will be held on an “as needed basis” but a minimum of four (4) meetings per calendar year are anticipated. Meetings are typically coordinated via e-Mail (Doodle Poll) and held at the Walla Walla Community College’s Water and Environment Center during normal business hours.

Contractor will provide the following facilitation services:

1. Convene and facilitate steering committee meetings;
2. Develop draft and final agendas;
3. Identify and disseminate pertinent information to steering committee members; and

**Report Writing**

Contractor will document the process and outcomes of the Flow Study into a final Report due June 30, 2019. A project planning process which culminates in final flow project package recommendations by the steering committee will be thoroughly documented with rationale for all sequential decisions regarding project identification, screening, analysis and final recommendations. The final report shall also include an outline of recommended next steps to continue the process towards an Environmental Impact Statement and implementation. Contractor will complete and present a review draft of the report to the steering committee followed by a final Flow Study Report.

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**PAWG Recommendations for Feasibility Analysis and Data Gaps [$245,000]**

1. Utilize a contractor, one if possible, for tasks under feasibility analysis and data gaps; and
2. Approve up to $245,000 and development of necessary RFPs and contracts consistent with the following draft scope of work.

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**Feasibility Analysis and Data Gaps**

**Draft Scope of Work**

**Overview**

This scope of work includes feasibility analysis, including identifying and filling data gaps, and project packaging analysis to support and help achieve a Preferred Alternative for the ongoing Walla Walla Basin Integrated Flow Enhancement Study (Flow Study) process. Contractor will coordinate with the Walla Walla Watershed Management Partnership for contract matters, the Walla Walla Basin Watershed Council and appropriate technical work groups for technical matter, and decisions will be made by an established stakeholder Steering Committee. In all activities, it is required that the contractor be as transparent as possible with all stakeholders and members of the Steering Committee.

**Feasibility Analysis**

The flow study process has produced feasibility analysis for multiple large-scale anchor projects (above-ground storage and a Columbia River pump exchange) and smaller-scale add-on projects. The Flow Study process utilized information from numerous sources but was not always able to achieve “apples to apples” project comparisons. The Flow Study process has also identified modifications to existing projects that requires additional feasibility analysis. Contractor will utilize current stream flow targets and operational guidelines to provide the following feasibility analysis tasks:

1. Advance anchor project engineering and designs, including identifying and filling data gaps, to improve comparison and packaging analysis;
2. Advance add-on project engineering and designs, including identifying and filling data gaps, to improve comparison and packaging analysis;
Data Gaps

The Steering Committee has identified projects and project components requiring additional data and analysis to inform project packaging analysis. The Contractor will identify, in coordination with appropriate TWGs and the Steering Committee, any additional data gaps necessary to achieve the feasibility analysis refinement and standardization tasks. The Steering Committee will determine if and how those data gaps are addressed. Currently identified data gap tasks include:

1. Water availability assessment: The availability to access additional surface water is a key factor for many projects identified by the Steering Committee. Contractor will assess water availability from the Walla Walla River, Pine Creek, Dry Creek, Couse Creek, and Mill Creek. The assessment will require close coordination with Oregon, Washington, and Fishery Co-Managers; and

2. Bennington Lake reoperation assessment: Current Bennington Lake project information focuses on utilizing Mill Creek water supplies to augment water availability for above-ground storage. The assessment would focus on opportunities to coordinate U.S. Army Corps of Engineers controlled releases from Bennington Lake to help meet Walla Walla River target flows and alternatives to enhance existing or modified operations and infrastructure to increase flow restoration potential.

3. Data and modeling assessment: It is anticipated that within the Feasibility Analysis task the Contractor may identify additional data or modeling needs that are necessary to inform project feasibility and packaging analysis. This task may, depending on coordination outside the Contractor’s scope, include identifying potential improvements to existing modeling tools and data collection networks such as updating project flow outcomes and surface flow seepage predictions.

Project Packaging

The Steering Committee utilized existing information to identify five conceptual Project Packages. Contractor will utilize refined and standardized anchor and add-on project information, along with new data and analysis, to identify the most efficient combinations of projects considering achievement of the flow targets, construction costs, and operation costs. While initial packaging exercises indicate that at least one anchor project is necessary to achieve flow targets, Contractor will also consider whether add-on projects can reliably provide adequate flow restoration to allow economical and feasible down-sizing of the existing anchor projects. Contractor is expected to identify three project package recommendations consistent with Flow Study objectives.

Report Writing

Contractor will document the process and outcomes of the feasibility analysis, data gap tasks, and project packaging recommendations into a final Report due April 30, 2019. Contractor will complete and present a review draft of the report to the steering committee followed by a final Flow Study Report.

PAWG Recommendations for Environmental Review [$80,000]

1. Utilize a contractor to perform Environmental Review services; and
2. Approve $80,000 and the development of necessary RFPs and contracts consistent with the following draft scope of work.

Environmental Review
Draft Scope of Work

Overview

This scope of work includes managing and documenting an Environmental Review process for the ongoing Walla Walla Basin Integrated Flow Enhancement Study (Flow Study). Contractor will coordinate with the Walla Walla Watershed Management Partnership for contract matters and decisions will be made by an established stakeholder steering Committee. In all activities, it is required that the contractor be as transparent as possible with all stakeholders and members of the steering Committee.

The Contractor will perform the following tasks:

1. Initiate process of scoping an environmental review process for Flow Study alternatives;
2. Initiate formal outreach to affected agencies with permit responsibilities under Washington State Law;
3. Initiate formal discussions with federal partners to develop a National Environmental Policy Act strategy;
4. Prepare a memorandum of agreement for State Environmental Policy Act co-leadership with the Washington Department of Ecology;
5. Prepare a Determination of Significance;
6. Facilitate and document extended outreach with stakeholders not formally engaged in the Flow Study
7. Solicit and document stakeholder input on alternatives developed to-date; and
8. Solicit and document stakeholder input regarding data necessary to meaningfully evaluate environmental impacts from project alternatives; and
9. Develop a scope of work and budget for further environmental review under the State and National Environmental Policy Acts.

No PAWG Recommendations for Contingency [$100,000]