



Scope Statement

Purpose

The Initial Scope Statement helps the Line of Business (LOB) Representative (project initiator) clearly communicate the information presented in the Business Case (i.e. justification for project) and to describe the product requirements to the Project Manager and Team. The Initial Scope Statement helps the Project Manager and the Team describe the project that will deliver the product requirements (end goal for project).

1. Project Information

Project Name	Holcomb and Wilson Sewer Upsizing
PM Code	7000-2
Fund & Business Area	Sewer SDC (415)
Project Sponsor	Steve King
Project Manager	Michael Connelly

1.1. Project Background

The **Holcomb and Wilson Sewer Upsizing** project was identified as a result from hydraulic capacity deficiencies and system limitations in development of the 2024 General Sewer Plan. The project focuses on upsizing and relocating the sewer trunk line from the Sims Way crossing in the vicinity of Wilson Street and Holcomb Street. The trunk line transports wastewater from the Rainier Subarea to the sewer interceptor behind Safeway. The primary goal is to improve sewer flow efficiency and mitigate capacity constraints in the system.

1.2. Problem or Opportunity

The existing sewer infrastructure in the Holcomb and Wilson Street area presents significant challenges that necessitate this project. With the development of the Rainier Subarea and Mill Road lift station, the current trunk sewer line is undersized and will be unable to efficiently handle future peak flow conditions. By upsizing the trunk sewer line, the City can prevent future failures, reduce operational costs, and provide a long-term solution for wastewater management.

1.3. Related Projects and External Influences

The Holcomb and Wilson Sewer Upsizing project is part of a broader effort to enhance infrastructure in Port Townsend. Several internal and external projects are influencing or benefiting from this project.

These projects are directly linked to the project, either as dependencies or complementary improvements:

Mill Lift Station (CIP WW4)

Project Description: The City plans to construct a new submersible lift station at the Mill site with a firm capacity of 1,062 GPM, along with a 4,500 foot long, 10-inch diameter force main.

This project is a primary driver for the Holcomb and Wilson sewer upscale. The Mill Lift Station will generate additional wastewater flows that the existing gravity sewer main cannot handle.

Exhibit A - Narrative Description

The Holcomb and Wilson sewer project must be completed concurrently with this lift station to ensure adequate downstream capacity.

Future Sewer Interceptor Upsizing (CIP SM7)

Project Description: The City is planning long term system wide improvements to the sewer system to accommodate future growth. This would involve replacement of approximately 3,785 feet of existing 10, 12, 18, 24, and 30-inch sewer interceptor.

The Holcomb & Wilson sewer upsize is an interim solution to address immediate needs in the sewer system. The future inceptor upgrades would provide additional capacity when necessary.

External projects and influences include:

Washington State Department of Transportation (WSDOT) – Sims Way Corridor Planning

The Holcomb and Wilson sewer upsize involves a Sims Way crossing, which will require coordination with WSDOT. If WSDOT undertakes roadway modifications, it may directly affect pipeline alignment, permits, and construction timelines.

Washington State Department of Ecology (DOE) – Nutrient Reduction Permit

The DOE's Nutrient Reduction Permit requires new discharge limits for wastewater treatment plants. The increased flow from the Mill Lift Station and sewer upsizing must align with future treatment capacity upgrades of the wastewater plant.

Private Development in the Rainier Subarea

Future commercial or residential developments in the Rainier Subarea will contribute to additional flows. The sewer upsize is proactively increasing capacity to prevent overloading the system as this development occurs.

1.4. Critical Deadlines

Project Deadline Description	What is creating this deadline?	Criticality (H/M/L)
Mill Lift Station Construction (CIP WW4) – 2025	The Holcomb and Wilson sewer upsize must be completed concurrently with Mill Lift Station to ensure adequate downstream capacity for increased flows	H
City of Port Townsend – 2025-2030 Capital Facilities Plan Alignment	The project is identified in the 2025-2030 Capital Facilities Plan, which includes funding from Sewer System Development Charges (SDC). Delays could impact budget allocation and grant funding eligibility	H

2. Scope

2.1. End-Product Description

Replace 786 linear feet of existing 8-inch gravity sewer with new 18-inch* gravity sewer.

In addition, install a new alignment to move the pipeline out from under existing residences to improve access for maintenance.

*The proposed diameter is based on preliminary sizing from the General Sewer Plan model and will be confirmed from a more detailed analysis during design. This has been confirmed to be final size after 50% design (9/24/2025)

Sewer alignment has been shifted west of its originally planned corridor between Wilson Street and SR20. The revised alignment relocates the sewer main into City rights-of-way under Cleveland Street and on the north side parallel to Sims Way, avoiding known utility access issues in adjacent private property and eliminating the need for deep trench excavation near private structures.

This change includes:

- A revised route that adds an additional 250 linear feet of sewer main
- Minor adjustments to manhole locations
- Additional design effort for new alignment and easement review
- Coordination with property owners along revised alignment

The change will be evaluated for hydraulic equivalency and will maintain the original pipe diameter and slope assumptions. This change and reasons for the change have been documented in Change Request #1 saved in project file.

2.2. Performance Requirements

Below are the key performance requirements, high-level design criteria, and success indicators for the project.

Key performance requirements:

- **Increased Hydraulic Capacity**
The **new 18-inch gravity sewer main** must handle projected peak flows from the **Mill Lift Station** and future development.
- **No Sewer Overflows**
The system must prevent sanitary sewer overflows, even during peak wet-weather conditions.
- **Correct Pipeline Alignment**
The sewer will be relocated out from under existing residences and relocated where City currently has easement.
- **50-Year Design Life**
The sewer system must be designed for at least 50 years of service life.

High-level design criteria:

- **Pipe Size**
Pipe size will be 18-inches unless a more detailed sewer sizing analysis recommends a different size.
- **Slope & Flow Velocity:**
Maintain slope that ensures a minimum velocity of 2 feet per second to prevent sediment buildup.
- **Depth Requirements**
Maintain a minimum of 5 feet of soil cover where practical. WSDOT requires 5 feet of cover under SR20. There will be additional separation requirements in proximity to other utilities.

Exhibit A - Narrative Description

- **Maintenance Manholes**
Include maintenance manholes at a maximum spacing of 260 feet or less and at each change in direction with the new alignment.
- **Trenchless Technology**
There is at least one location along the new alignment where trenchless construction methods will need to be incorporated into the design to install replacement sewer pipe.

Success indicators:

- **Project milestones met on time to align with Mill Lift Station construction**
All project milestones are met in time for Mill Rd Lift Station construction. Project is currently well ahead of Mill Rd Lift Station schedule (9/24/2025).
- **Minimal disruption to public roads and utility services**
There are minimal impacts to Sims Way and other public roads where sewer pipe will be replaced.
- **Public outreach with adjacent property owners**
Communication with property owners manages community expectations, minimizes project delays or conflicts, and supports ongoing positive relationships with the residents of Port Townsend.
- **Completed within the approved budget (\$1.34 million)**
The project is completed within allocated budget in planned time horizon.

2.3. Items not included in the Product

Scope items not included:

- No additional stormwater conveyance or treatment features.
- Project only replaces public sewer mains and trunk lines. It does not include replacing or repairing private property connections beyond what is strictly necessary for construction.
- No fund or improvements to other city or franchise utilities.

3. Initial Cost and Schedule Estimates

3.1. Schedule

Milestone	Estimated Date	Definition
Options Analysis Complete	August 2025 (Complete)	Project is approved to proceed with the design phase.
Final Design Package Complete	January 2025	Design plans and project manual are complete and are ready for circulation to other Departments and the Contracting Authority for approval.
Design Complete	February 2026	The Design phase of a project is complete when a project is approved to proceed with a construction phase. This is when the owner formally accepts the lowest responsive bid and awards the contract. This corresponds to the Contract Award date.
Notice to Proceed	July 2026	The contractor is allowed to begin work on the contract.
Substantial Completion	November 2026	The date the engineer determines the owner has full and unrestricted use and benefit of the facilities, both from an operational and safety standpoint, and only minor incidental work, replacement of temporary substitute

Exhibit A - Narrative Description

		facilities, or correction or repair remains for the physical completion of the total contract.
Physical Completion	December 2026	The day all work is physically completed on a project. All documentation required by the contract and required by law does not necessarily need to be furnished by the contractor by this date.
End Date	December 2026/January 2027	All project work is complete.

Schedule Estimates Prepared By: MTC
Date Initially Prepared: 2/18/2025, Updated 9/24/2025

3.2. Cost*

Cost Estimate	Amount	Comments/source of estimate
Labor	\$75,000	Project management
Consultant Contract	\$279,125	Design, Bid, and Construction Support
Construction Contract	\$987,375	Construction
Total	\$1,341,500	

*From 2025 Capital Budget Sheet

Cost Estimate Prepared By: MTC
Date Prepared: 7/10/2025

3.3. Governance Approvals

Approval Type	City Council Business Meeting
Governance Approved Amount	\$1.34 Million
Approved By:	City Council
Date Approved:	3/3/2025, AB 25-023

4. Conceptual Project Plan

4.1. Project Deliverables

Deliverable	Deliverable Description
Project Management Plan	Project management documentation to baseline cost and schedule
Sewer Sizing and Alignment Analysis	Summary report detailing sewer pipe sizing and alignment feasibility based on the sewer system model provided by RH2 Engineering
Consultant Task Order	Contract documentation for design, bid, and construction support by RH2 Engineering
50-90-Final Plans	Drawings and specifications for design and construction
Advertise and bid package	Advertisement and bid package for construction
Construction submittals	All pre-construction and construction documentation
As-builts	Red line plans to provide final record of installed conditions
Closeout documentation	Project closeout documentation

4.2. Project Assumptions

Existing conditions assumptions:

- The existing 8-inch reinforced concrete gravity sewer main in W Sims Way and Wilson Street does not have sufficient hydraulic capacity to convey projected peak flows from the proposed Mill Lift Station
- Holcomb Street gravity sewer main also exhibits hydraulic deficiencies and will require upsizing
- The sewer main alignment passes beneath at least one residential structure, which presents a risk for access and potential liability during construction
- The existing sewer system runs alongside other underground utilities, including water, storm drains, and telecommunications lines which will likely require utility coordination and possible relocation to avoid conflicts during construction

Project scope assumptions:

- The alignment that will be replaced is shown in the 2024 General Sewer Plan. This project does not include any other portions of the sewer system.
- Existing water, and electrical utilities will require minor adjustments, and conflicts can be resolved with standard coordination
- Trenchless technologies will need to be utilized on a portion or portions of the sewer alignment.
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Project schedule assumptions:

- Design will be completed in 2025
- Construction will occur in 2026
- The project will complete all required SEPA review and permitting in prior to construction without major revisions
- Management and council approval will not cause substantial delays in project schedule

Budget assumptions:

- Budget assumes total estimated cost of the project is \$1.34 million
- Budget is completely funded by Sewer System Development Charges (SDC)
- No supplementary funding (grants, loans, etc) is anticipated for project

Design assumptions:

- The upsized pipe diameter and alignment will be finalized based on detailed hydraulic analysis from engineering consultant
- The new stormwater pipes will be reinforced concrete pipe (RCP) or high-density polyethylene (HDPE), sized based on preliminary peak stormwater flow calculations with the addition of inflow sources identified during pre-design
- The project will primarily use traditional open-cut trenching to install the new sewer pipes. However, trenchless construction methods (e.g. pipe bursting, horizontal directional drilling) will be required for crossing W Sims Way (SR20) and locations where sewer alignment is under residential houses.
- Projected peak wet weather flows and design peaking factors will remain consistent with General Sewer Plan
- The project will meet all Washington State DOE and City of Port Townsend design standards without requiring exceptions

Construction assumptions:

- Construction will remain within the City's right-of-way, or areas that already have existing utility easements.
- Majority of construction will occur during dry months (April-October)

Exhibit A - Narrative Description

- Soils will have no significant bedrock or hardpan requiring extensive excavation effort
- Excavation and shoring will be required for pipe installation
- Sanitary sewer alignment will have adequate depth to avoid conflicts with existing water, electric, and telecom lines
- Lane closures and detours will be minimized by working in sections, maintaining one lane of traffic wherever possible
- The project will include partial roadway repaving on sections of alignment underneath City streets
- Traffic control measures will be implemented on Wilson Street and 7th Street
- Any traffic control measures on Sims Way will be short term for construction purposes (e.g. equipment maneuvering, etc)
- All pipes, manholes, and restoration materials will be readily available for procurement
- Pipe bedding and backfill will meet City and WSDOT standards.
- Pipe will be PVC or HDPE
- Existing sewer system will remain in operation during construction, with no unexpected disruptions
- Existing manholes will be rehabilitated or replaced as needed to meet new pipe diameter
- An experienced contractor will be available to start on schedule
- SEPA review will be straightforward
- No hazardous or contaminated soils will be encountered during excavation
- No overlapping municipal or private construction projects will conflict with the construction schedule
- Public complaints and business disruptions will be manageable with outreach and clear scheduling

4.3. Contracting and Consulting Approach

Design-Bid-Build (DBB) – Traditional Method

The City will complete the design in-house. The project will be advertised for competitive bidding. The lowest responsive and responsible bidder will be awarded the construction contract.

Consultant will be evaluated and selected through a Request for Qualifications (RFQ) solicitation process.

4.4. Deviations from Standards

Deviation	Decision Date
No deviations from standards at this time.	2/18/2025

5. Communications Plan

5.1. External Communications

There will likely be limited community groups involved in project. This project will primarily impact private residents in the vicinity of the sewer alignment. Regular communication and coordination will be needed to ensure project progresses without any interruptions. The residents may want to know if their side sewers are not available or need to be moved and may seek City compensation for associated costs.

5.2. Internal Communication

To ensure effective communication through the Holcom and Wilson Sewer Upsizing project, a structured meeting schedule may look like this:

Core Team Meetings

The core team will meet on a biweekly or a monthly basis to discuss project progress, risks, and upcoming tasks. These meetings will focus on internal coordination among the project manager, Public Works department staff, and consultants.

Frequency: Biweekly or Monthly or as needed

Attendees: Project manager, design engineers, city staff, consultants, key contractors as needed

Agenda topics may include:

- Project schedule updates
- Budget tracking
- Risk assessment and mitigation
- Design progress and approvals
- Construction planning and coordination with utilities
- Permitting updates
- Decision-making on critical project issues

Upper Management & Stakeholder Meetings

These meetings will involve a broader group, including city leadership, utility companies, permitting agencies, and community stakeholders.

Frequency: Monthly or as needed

Attendees: City Council, regulatory agencies, utility providers, community representatives

Agenda topics may include:

- Major project milestone approvals & upcoming activities
- Public outreach efforts & feedback
- Coordination with other city projects
- Permitting & compliance updates
- Construction scheduling & impact mitigation

Construction Coordination Meetings

During construction, weekly coordination meetings will be held with the contractor and field inspectors.

Frequency: Weekly (during active construction)

Attendees: Project manager, contractor, consultant, inspectors

Agenda topics may include:

- Construction progress & look-ahead schedule
- Safety & traffic control measures
- Field issues & necessary design adjustments
- Compliance with environmental and permit conditions

Appendix A. Revision History

Exhibit A - Narrative Description

Revision Date	Version	Summary of Changes	Prepared By
02/18/2025	1.0	Original document	MTC
03/03/2025	1.1	Added governance approval	MTC
03/27/2025	1.2	Initial to final	MTC
7/10/2025	1.3	Updated cost estimate information and project deliverables	MTC
9/24/2025	1.4	Updated schedule and end-of-product description that incorporates new alignment changes.	MTC