

Progress Report Form

Stormwater Action Monitoring: Effectiveness Studies Stormwater BMPs Maintenance Conditions Evaluation

Send progress report to: Chelsea Morris
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1. General Information

Contract Agreement Number:	C2200131
Project Title:	BMPs Maintenance Conditions Evaluation
Organization:	City of Bellevue and Herrera Environmental Consultants
Project Manager:	Don McQuilliams (Bellevue)
Reporting Period:	Quarter 1, 2024: January 1 to March 31, 2024
Date this Form was Completed:	3/31/2024

2. Brief Description of Achievements **Quarter 1, 2024: January 1 to March 31, 2024**

Task 1: Technical Advisory Committee and Project Administration

Percent of Task Completed:	78%
Deliverable(s)	1B: Q4 2023 Progress Report (completed).
Description of your Achievements:	Prepared progress report and invoice for Q4 2023. Managed project, tracked budget, and coordinated team. Recontracted work with Herrera due to project staff change of employment.

Task 2: Survey of Permittees on BMP Maintenance

Percent of Task Completed:	98%
Deliverable(s)	None this period
Description of your Achievements:	Task complete.

Task 3: Research of Published BMP Maintenance Data

Percent of Task Completed:	101%
Deliverable(s)	None this period
Description of your Achievements:	Task complete.

Task 4: Interviews of Ecology Staff

Percent of Task Completed:	33%
Deliverable(s)	None this period
Description of your Achievements:	Task complete.

Task 5: Pilot Data Analysis of Permittee O&M Data

Percent of Task Completed:	29%
Deliverable(s)	5B: Draft Technical Memorandum of Pilot Data Analysis (in progress)

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Description of your Achievements: Received the requested data sets from the Pilot participants.
Reviewed data provided and followed up with Pilot participants with questions.
Began standardization and compilation of Pilot data.

Task 6: White Paper

Percent of Task Completed: 0%

Deliverable(s) None this period

Description of your Achievements: Task due to begin in August 2024.

Task 7: Communication Plan

Percent of Task Completed: 20%

Deliverable(s) None this period

Description of your Achievements: Next task activity expected in September 2024.

4. Potential Future Challenges to Performance (time delays, staff changes, etc.):

Consultant project manager transitioned to different consulting company in Q1 2024. .

5. General Comments:

To maintain continuity in key consultant staff, the City of Bellevue has contracted with Herrera Environmental Consultants to complete the remainder of the study. The contract period was extended through February 2025.
This invoice includes the final progress notes from Aspect Consulting, though their invoice was sent independently per agreement with the City.

6. List the cumulative totals for all "outputs" (numerically measurable accomplishments) under this contract to date:

1A: TAC agendas and minutes: TAC meeting 1, TAC meeting 2; TAC meeting 3.
1B: Quarterly progress reports: Q1 2022, Q2 2022, Q3 2022, Q4 2022, Q1 2023, Q2 2023, Q3 2023, Q4 2023.
2A: Final Survey
2B: Survey Memo
3A: Draft Memo on O&M Literature Review of Maintenance Standards
3B: Final Memo on O&M Literature Review of Maintenance Standards
4A: Ecology Interview Questions
4B: Ecology interviews draft memo - combined with deliverable 3A
4C: Ecology interviews final memo - combined with deliverable 3B
5A: Data request memorandum and spreadsheet template
7A: Initial Study Schedule; Updated Study Schedule