



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, September 14, 2023
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

I. GENERAL SESSION CALL TO ORDER - 6:30 PM

- 1. Flag Salute**
- 2. Roll Call**
- 3. Late changes to the agenda**

II. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

III. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the August 24, 2023 Meeting**

IV. BUSINESS

- 1. Motion - Award Contract for Construction Management Services for the Royle Road S 15th St to S 5th Way Project - Chuck Green, Public Works Director**
- 2. Motion - Award Contract for Pavement Construction Services for S 5th Street Project, 65th to 85th Avenue - Chuck Green, Public Works Director**
- 3. Resolution No. 631 - Approval of SR 501/ Pioneer Street Route Jurisdiction Transfer Request - Chuck Green, Public Works Director**

V. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

VI. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

- 1. Council**
- 2. Mayor**
- 3. City Manager**

VII. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: September 14, 2023

AGENDA ITEM NAME: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

City Council approves claims and/or payroll of the City on a regular basis

SUMMARY/BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor details attached

RECOMMENDED ACTION OR MOTION:

Approve the claims and/or payroll by making the following motion:

“I move to approve the consent agenda as presented”

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. September 14, 2023 Claims Report

City of Ridgefield

Claims Payment Report

For Approval on:

September 14th, 2023

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ADVANCED EXCAVATING SPECIALISTS LLC	2066	P21001-2066-4	Public Works	08.2023 S Pioneer Extension/Roundabout	966,922.34
ADVANCED EXCAVATING SPECIALISTS LLC Total					966,922.34
AKS ENGINEERING & FORESTRY LLC	3908	10210-03-01	Community Development	07.2023 Tri Mountain Station North	4,187.50
		10210-04-01	Community Development	07.2023 Lahti Property Site Plan	2,648.75
		10210-01-02	Community Development	07.2023 Keller Supply Parking Expansion	2,495.00
AKS ENGINEERING & FORESTRY LLC Total					9,331.25
AQUATIC INFORMATICS INC.	3337	105812	Genl Govt/Facilities	07.2023 Web Test	(34.54)
			Public Works	07.2023 Web Test	431.54
AQUATIC INFORMATICS INC. Total					397.00
BRIDGETOWER OPCO LLC	3585	745634531	Public Works	Ad to Bid - S 5th St Roadway Repairs	528.90
		745634337	Public Works	Ad to Bid - 11th & Timm Rd Safety Improvements	881.50
BRIDGETOWER OPCO LLC Total					1,410.40
BRITTANI FREIMUTH	3418	3418-20230914	Human Resources	All Hands Meeting Fresh Fruit Reimb. - Freimuth	40.08
BRITTANI FREIMUTH Total					40.08
BSK ASSOCIATES	2119	VG03663	Public Works	08.2023 Coliform Testing	920.00
		VG03662	Public Works	08.2023 Coliform Testing	412.50
BSK ASSOCIATES Total					1,332.50
CASEY J EVANS	3310	001-COR-2023	Information Technology	2023 City of Ridgefield Overview Video	3,902.33
CASEY J EVANS Total					3,902.33
CFM STRATEGIC COMMUNICATIONS INC.	2551	27563	Genl Govt/Facilities	08.2023 Lobbyist	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					5,200.00
CHUCK GREEN	3889	3889-20230914	Public Works	ITE Conference Mileage & Parking Reimb. - Green	59.26
CHUCK GREEN Total					59.26
CINTAS CORPORATION NO 2	3497	5174059954	Genl Govt/Facilities	09.2023 First Aid Supplies - CH	37.69
		5174059946	Genl Govt/Facilities	09.2023 First Aid Supplies - RACC	20.73
		5174059933	Community Development	09.2023 First Aid Supplies - RACC	58.04
			Genl Govt/Facilities	First Aid Supplies - PW Ops	23.19
			Public Works	First Aid Supplies - PW Ops	384.14
		5174059908	Community Development	First Aid Supplies - PW Ops	47.43
			Public Safety	09.2023 First Aid Supplies - PD	49.39
CINTAS CORPORATION NO 2 Total					620.61
CITY OF WOODLAND	2708	2023-105-PW	Public Safety	2020 Chevy Tahoe - 76411D	504.64
		2020-102-PW	Public Safety	2015 Ford Explorer - 55290D	79.13
CITY OF WOODLAND Total					583.77
CITYGATE ASSOCIATES LLC	3913	31333	Public Works	08.2023 Public Works Staff Study	11,544.16
CITYGATE ASSOCIATES LLC Total					11,544.16
CLARK AND SONS EXCAVATING INC.	2848	2119	Public Works	2023 Asphalt Repairs	161,075.16
CLARK AND SONS EXCAVATING INC. Total					161,075.16
CLARK COUNTY	102	C1055106	Judicial	07.2023 Pretrial Supervision & Investigations	1,601.25
		C1054987	Public Safety	Q2.2023 Jail Beds	3,788.80
CLARK COUNTY Total					5,390.05
CLARK-COWLITZ FIRE RESCUE	3047	ART22-11-2023.6	Genl Govt/Facilities	06.2023 AWC Grant # ART22-11 Reimbursement	8,758.72

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CLARK-COWLITZ FIRE RESCUE	3047	ART22-11-2023.5	Genl Govt/Facilities	05.2023 AWC Grant # ART22-11 Reimbursement	9,679.37
CLARK-COWLITZ FIRE RESCUE Total					18,438.09
COLUMBIA RESOURCE COMPANY	114	40579	Genl Govt/Facilities	PW Ops Furniture & Parks Gargage Disposal	307.16
			Public Works	PW Ops Furniture & Parks Gargage Disposal	579.06
COLUMBIA RESOURCE COMPANY Total					886.22
COLUMBIAN PUBLISHING	116	43676	Community Development	PLZ-23-0034-0036 The Crossing Plat Alternations	122.40
		43682	Council	Salary for Mayor and Council Memebbers	43.20
		43667	Public Works	Ad to Bid: 11th & Timm Rd Safety Improv & S 5th St Repair	1,042.80
COLUMBIAN PUBLISHING Total					1,208.40
CORE & MAIN LP	2906	T450816	Public Works	Water Operational Supplies	502.04
		T304322	Public Works	Hydrant Meter Repair	564.48
CORE & MAIN LP Total					1,066.52
Craig Travis & Jamie	UB*00925	(blank)	Genl Govt/Facilities	Refund Check 010076-000 132 N 39th Ct	7.29
Craig Travis & Jamie Total					7.29
CSD ATTORNEYS AT LAW P.S.	3294	117933	Genl Govt/Facilities	07.2023 Park Laundry	1,634.00
CSD ATTORNEYS AT LAW P.S. Total					1,634.00
DEPARTMENT OF LABOR AND INDUSTRIES	155	366433	Genl Govt/Facilities	06.2023-07.2025 Boiler/Vessel Inspection	318.60
DEPARTMENT OF LABOR AND INDUSTRIES Total					318.60
DEPARTMENT OF LICENSING	3387	3387-20230914	Genl Govt/Facilities	Notary License - Kim Zurcher	1.50
			Public Works	Notary License - Kim Zurcher	28.50
DEPARTMENT OF LICENSING Total					30.00
DICK'S TIRE FACTORY	158	D73267	Genl Govt/Facilities	2015 Ford F550 - 57231D	44.99
			Public Works	2015 Ford F550 - 57231D	744.29
DICK'S TIRE FACTORY Total					789.28
DITCH MAINTENANCE LLC	3942	2	Public Works	2023 Annual Ditch Maintenance & Cleaning	9,992.50
DITCH MAINTENANCE LLC Total					9,992.50
ELCOR INC	2081	MSG-16568	Public Safety	08.2023 IT Services	4,311.21
			Public Works	08.2023 IT Services	3,503.71
			Community Development	08.2023 IT Services	3,771.58
			Information Technology	08.2023 IT Services	7,824.62
		16641	Information Technology	PD Two New Phones	482.57
		16640	Information Technology	Grant Writer Laptop	2,600.04
ELCOR INC Total					22,493.73
ENCORE ONE LLC	3890	224409	Genl Govt/Facilities	08.2023 Janitorial Services - PW Ops	34.93
				08.2023 Janitorial Services - CH	278.69
			Public Safety	08.2023 Janitorial Services - PD	687.71
			Public Works	08.2023 Janitorial Services - PW Ops	436.49
			Community Development	08.2023 Janitorial Services - PW Ops	71.29
			Public Works	08.2023 Janitorial Services - PW Ops	141.13
ENCORE ONE LLC Total					1,650.24
FCS GROUP	958	3731-22308087	Public Works	2023 Water and Stormwater Rate Study	5,375.78
FCS GROUP Total					5,375.78
FERGUSON ENTERPRISES INC # 8423	181	1219612	Public Works	Water Pressure Valve	1,002.21
		1219856	Public Works	Water Meter Adapters	2,287.38
		1221060	Genl Govt/Facilities	Water Smooth Jaw Wrench & Pipe	(9.61)
			Public Works	Water Smooth Jaw Wrench & Pipe	120.06

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FERGUSON ENTERPRISES INC # 8423	181	1219846	Public Works	Water Meters	7,638.57
FERGUSON ENTERPRISES INC # 8423 Total					11,038.61
FERNANDO JIMENEZ	2559	1695	Public Works	PWSTW Operational Supplies	247.84
FERNANDO JIMENEZ Total					247.84
FREDRICK A. CRIPPEN	191	005-23FC	Public Works	08.2023 Water Professional Services - Crippen	113.93
FREDRICK A. CRIPPEN Total					113.93
GEOTECHNICAL RESOURCES INC.	3868	33790	#N/A	07.2023 Garrison Ridge Slide Geo-technical Engineering Services	1,497.50
GEOTECHNICAL RESOURCES INC. Total					1,497.50
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC.	3447	4577679	Genl Govt/Facilities	09.2023 PW Ops Alarm Monitoring Services	6.54
			Public Works	09.2023 PW Ops Alarm Monitoring Services	108.25
			Community Development	09.2023 PW Ops Alarm Monitoring Services	13.36
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC. Total					128.15
Grand View Landscape	UB*00928	(blank)	Genl Govt/Facilities	Refund Check 016139-000 Hydrant Meter 3756 S 15th St	421.65
Grand View Landscape Total					421.65
GRAY AND OSBORNE INC	207	23231.04-1	Community Development	Rose Short Plat PLS-23-0059	115.98
		23231.01-2	Community Development	Coulter short Plat PLZ -23-0039	115.98
		23231.03-1	Community Development	Hillhurst Bldg A Drive Thru PLZ-23-005	475.00
		23231.02-2	Community Development	Nye PUD PLZ-22-0054-0057	172.73
GRAY AND OSBORNE INC Total					879.69
GROVER ELECTRIC AND PLUMBING	210	HB83497	Public Works	Water Opertional Supplies	22.48
GROVER ELECTRIC AND PLUMBING Total					22.48
H.D. FOWLER COMPANY	2036	07903093	Public Works	Hydrant Repair - Pressure Seal Gasket	201.42
		16491365	Public Works	Water Brass Nipples	47.18
H.D. FOWLER COMPANY Total					248.60
Hacker Robbie	UB*00929	(blank)	Genl Govt/Facilities	Refund Check 013418-000 3715 S Willow Dr	141.72
Hacker Robbie Total					141.72
Hamilton Cory	UB*00926	(blank)	Genl Govt/Facilities	Refund Check 011400-000 4100 N 3rd Cir	126.21
Hamilton Cory Total					126.21
HARPER HOUF PETERSON RIGHELLIS INC.	1678	57007	Community Development	07.2023 51st Ave Roundabout & Pioneer Widening	7,040.00
HARPER HOUF PETERSON RIGHELLIS INC. Total					7,040.00
HARRY'S KEY SERVICE INC.	982	565154	Public Safety	PD CAT 74 Keys	10.76
HARRY'S KEY SERVICE INC. Total					10.76
HD SUPPLY INC.	3886	INV00116454	Public Works	PWUTIL Operatonal Supplies & Chemicals	763.24
		INV00115036	Public Works	PWUTIL Operatonal Supplies & Chemicals	751.34
		INV00116785	Public Works	Water Ball Valve	187.45
		INV00106273	Public Works	Hach 2100Q Turbidimeter Kit	528.20
			Community Development	Hach 2100Q Turbidimeter Kit	1,584.58
HD SUPPLY INC. Total					3,814.81
HID GLOBAL CORPORATION	3831	13402015140	Public Safety	10.2023-09.2024 PD LiveScan Fingerprint Services Warranty	1,144.61
HID GLOBAL CORPORATION Total					1,144.61
HONEY BUCKETS	223	553675518	Genl Govt/Facilities	08.22.2023-09.18.2023 PW Shop Port-a-Potty	59.81
			Public Works	08.22.2023-09.18.2023 PW Shop Port-a-Potty	989.19
		553656132	Public Works	08.11.2023-09.07.2023 Davis Park Port-a-Potty	373.00
HONEY BUCKETS Total					1,422.00
INTERMEDIA.NET INC.	3804	2309384963	Information Technology	08.2023 Voice Service Charges	87.29
INTERMEDIA.NET INC. Total					87.29

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J2 BLUE PRINT SUPPLY	243	AR141485	Public Works	Plotter Paper Supply	16.31
		AR141713	Genl Govt/Facilities	2023 MCF Schedules	90.23
		AR14092	Genl Govt/Facilities	2023 Farm to Table Signage	201.10
		AR141552	Community Development	08.2023 Plotter Contract	78.50
J2 BLUE PRINT SUPPLY Total					386.14
JACOBS ENGINEERING GROUP INC.	3349	W3X87401-13	Public Works	08.2023 Screen Design/Engineering Services	17,690.80
JACOBS ENGINEERING GROUP INC. Total					17,690.80
JAMES STRICKLER	489	0489-20230914	Public Works	Evergreen Rural Fall Conference Mileage Reimb. - Strickler	260.69
				Evergreen Rural Fall Conference Meals per Diem. - Strickler	143.00
JAMES STRICKLER Total					403.69
JANEAN Z PARKER	2199	207	Community Development	08.2023 Legal Services	275.00
			Legal	08.2023 Legal Services	24,456.00
JANEAN Z PARKER Total					24,731.00
JCM UTILITY DEVELOPMENT INC	3941	ENG-23-0070	Genl Govt/Facilities	Encroachment Permit Refund ENG-23-0070	240.00
JCM UTILITY DEVELOPMENT INC Total					240.00
JONATHAN EMBRY	3624	3624-20230914	Public Safety	PD Keys Reimbursement - Embry	6.18
JONATHAN EMBRY Total					6.18
KARL JOHANSSON	3569	21001-28	Public Works	07.2023 YMCA Site Plan	2,519.23
KARL JOHANSSON Total					2,519.23
KILLA BITES	3727	2603	Public Works	Parks Manager Interview Debrief Lunch	39.13
KILLA BITES Total					39.13
KIRK JOHNSON	1716	1716-20230914	Finance	07.2023-08.2023 Mileage Reimb. - Kirk Johnson	201.87
KIRK JOHNSON Total					201.87
KYLE JOHNSON	3851	3851-20230914A	Public Works	PSI Exam Expense and Mileage Reimb. - Kyle Johnson	251.23
		3851-20230914B	Public Works	Electrical Journeyman Training Lodging - Kyle Johnson	470.13
KYLE JOHNSON Total					721.36
L.N. CURTIS AND SONS	3075	INV737913	Public Safety	Ridge Pants - Siem	181.51
		INV719529	Public Safety	PD Vertx ColdBlack Polo	43.37
L.N. CURTIS AND SONS Total					224.88
LES SCHWAB TIRES WOODLAND	272	42600554486	Public Works	2022 Ford F150 76191D - PWSTW	251.50
LES SCHWAB TIRES WOODLAND Total					251.50
LIQUID MEASURE INC.	3869	0019363-IN	Public Works	Water Switches and Valves	1,324.60
LIQUID MEASURE INC. Total					1,324.60
MACKAY AND SPOSITO INC.	899	47786	Public Works	08.2023 Skate Park Alternatives Study	200.00
MACKAY AND SPOSITO INC. Total					200.00
MOFFORD ELECTRIC INC.	2969	15815	Public Works	PW Ops Power Circuiit Installation	4,728.45
MOFFORD ELECTRIC INC. Total					4,728.45
MOTION & FLOW CONTROL PRODUCTS INC	2723	8831410	Public Works	Water Operational Supplies	456.57
		8835560	Public Works	Vac Truck Additional Hose	537.11
MOTION & FLOW CONTROL PRODUCTS INC Total					993.68
MUNICIPAL EMERGENCY SERVICES INC	2235	IN1917935	Public Safety	Ballistic Armor and External Carrier - Benton	1,264.75
MUNICIPAL EMERGENCY SERVICES INC Total					1,264.75
NAPA AUTO PARTS	498	386479	Genl Govt/Facilities	PWFAC Operational Supplies	16.68
			Public Works	PWFAC Operational Supplies	143.14
		384296	Public Works	Streets/Storm Operational Supplies	163.51
		386243	Public Works	PWUTIL Cleaning Brush & GoJo Orange	15.10

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NAPA AUTO PARTS Total					338.43
NATIONAL SAFETY INC	3571	0698253-IN	Public Works	Water/Storm Equipment Maintenance	340.24
NATIONAL SAFETY INC Total					340.24
Oakes Jessica	UB*00927	(blank)	Genl Govt/Facilities	Refund Check 013045-000 2042 S Meadowlark Dr	108.31
Oakes Jessica Total					108.31
ON-HOLD CONCEPTS INC	2217	614179	Information Technology	09.2023 On Hold Music Services	24.95
ON-HOLD CONCEPTS INC Total					24.95
OTAK INC.	1787	82300104	Community Development	07.2023 Ridgefield Commercial Project Management	5,982.00
		82300108	#N/A	Garrison Ridge Slide Repair	12,659.75
OTAK INC. Total					18,641.75
PACIFIC OFFICE AUTOMATION - LEASE	1564	80680078	Genl Govt/Facilities	08.2023 Copier Lease - PW Ops	23.21
			Public Works	08.2023 Copier Lease - PW Ops	384.45
			Community Development	08.2023 Copier Lease - PW Ops	47.47
PACIFIC OFFICE AUTOMATION - LEASE Total					455.13
PBS ENGINEERING AND ENVIRONMENTAL	342	0071069.010-11	Public Works	07.2023 Royle Rd Roundabout - Const. Inspection	430.22
		0078103.000-1	Public Works	07.2023 Hillhurst Street Light & School Flasher Replacemenent De	4,197.50
		0071543.000-28	Public Works	Pioneer Street Extension	156,253.97
		0071069.010-10	Public Works	06.2023 Royle Rd Roundabout - Conts. Inspection	2,058.58
		0071069.009-19	Public Works	07.2023 Royle Rd Corridor Completion	10,592.36
		0071272.001-5	Community Development	07.2023 Developer Plan Review	6,860.00
		0071708.001-6	Public Works	07.2023 Overlook Park Construction Mgmt Services	11,777.48
		0078071.000-4	Public Works	07.2023 S 5th Street Roadway Repair	3,148.00
PBS ENGINEERING AND ENVIRONMENTAL Total					195,318.11
PLATT ELECTRIC SUPPLY	766	4133197	Public Works	Parks Trail Lights	99.93
PLATT ELECTRIC SUPPLY Total					99.93
PORTLAND ENGINEERING INC	2082	11973	Public Works	08.2023 Q178V Ridgefield Cellular Telemetry	228.27
PORTLAND ENGINEERING INC Total					228.27
POSTMASTER	348	0348-20230914	Public Safety	PD PO Box 546 - 2023	210.00
		0348-20220914	Genl Govt/Facilities	First Class Presort Permit #40	310.00
POSTMASTER Total					520.00
R.SCOTT BRUNSON	1467	1467-20230914	Public Works	Two 55 Gallon Steel Drums Reimb. - Brunson	50.00
R.SCOTT BRUNSON Total					50.00
RIDGEFIELD ART ASSOCIATION	2501	220805	Genl Govt/Facilities	2023 F2T Catering Services	1,784.00
RIDGEFIELD ART ASSOCIATION Total					1,784.00
SANDRA HOOTS	2163	2163-20230914	Public Safety	08.2023 Mileage Reimbursement - Hoots	19.00
SANDRA HOOTS Total					19.00
SIMPLOT AB RETAIL INC	3893	212120381	Genl Govt/Facilities	Parks/Street Pesticides	(37.42)
			Public Works	Parks/Street Pesticides	467.42
SIMPLOT AB RETAIL INC Total					430.00
Simpson Jeffery	UB*00924	(blank)	Genl Govt/Facilities	Refund Check 010826-000 835 N Royle Rd	67.80
Simpson Jeffery Total					67.80
SKAMANIA COUNTY SHERIFF'S OFFICE	1554	1554-20230914	Public Safety	07.2023 Jail Beds	900.00
SKAMANIA COUNTY SHERIFF'S OFFICE Total					900.00
SOLID WASTE SYSTEMS INC.	3826	01-86230	Genl Govt/Facilities	Vac Truck Air Gap	113.88
			Public Works	Vac Truck Air Gap	759.51
		0158846-IN	Public Works	Sweeper Repair Parts	87.92

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SOLID WASTE SYSTEMS INC. Total					961.31
SOUTHWEST CLEAN AIR AGENCY	417	2023-1044	Community Development	2023 Budget Assessment Share	6,550.50
SOUTHWEST CLEAN AIR AGENCY Total					6,550.50
Steadman Conner	UB*00931	(blank)	Genl Govt/Facilities	Refund Check 013995-000 8614 N 2nd Loop	12.60
Steadman Conner Total					12.60
STERICYCLE INC	2504	8004589503	Genl Govt/Facilities	08.2023 Secure Shredding - PD/PW Ops	5.02
			Public Safety	08.2023 Secure Shredding - PD/PW Ops	46.80
			Public Works	08.2023 Secure Shredding - PD/PW Ops	83.23
			Community Development	08.2023 Secure Shredding - PD/PW Ops	10.28
		8004628026	Genl Govt/Facilities	08.2023 Secure Shredding - RACC/CH	64.49
			Community Development	08.2023 Secure Shredding - RACC/CH	24.52
STERICYCLE INC Total					234.34
STOPSTICK LTD.	2933	0030134-IN	Public Safety	3 Stop Stick Kits for Patrol Vehicles	1,635.94
STOPSTICK LTD. Total					1,635.94
SUNNY ELIN SASSAMAN	3906	07-2023-Ridge	Genl Govt/Facilities	07.06.2023 Faciliated Communication Services - PW	103.47
			Public Works	07.06.2023 Faciliated Communication Services - PW	1,713.68
			Community Development	07.06.2023 Faciliated Communication Services - PW	211.60
SUNNY ELIN SASSAMAN Total					2,028.75
TARGETSOLUTIONS LEARNING LLC	3939	INV79971	Genl Govt/Facilities	08.2023-08.2024 Guardian Tracking Software	(213.33)
			Public Safety	08.2023-08.2024 Guardian Tracking Software	2,665.43
TARGETSOLUTIONS LEARNING LLC Total					2,452.10
THE MASTERS TOUCH LLC	1786	P87689	Public Works	08.2023 Delinquent Notices - Postage	340.25
		P87679	Public Works	08.2023 Final Bills - Postage	35.52
		87689	Public Works	08.2023 Delinquent Notices	262.21
		87679	Public Works	08.2023 Final Bills	90.00
		87794	Public Works	08.2023 Backflow Letters	323.86
		P87794	Public Works	08.2023 Backflow Letters - Postage	177.66
THE MASTERS TOUCH LLC Total					1,229.50
THE PARR COMPANY	964	26667712	Genl Govt/Facilities	Events 7" Cable Tie	6.73
		26668670	Public Works	Parks Axis Exterior Screws	17.82
		26668542	Public Works	Storm Mortor Mix - CB Repair	65.15
		26669031	Public Works	Splash Pad Silt Fence	99.23
		26667806	Public Works	Storm Tempered Hardboard & Tie Wire	49.12
THE PARR COMPANY Total					238.05
TIBERIUS SOLUTIONS LLC	3799	1922	Finance	06.2023 TIA Analysis	14,885.00
TIBERIUS SOLUTIONS LLC Total					14,885.00
TLC TOWING AND RECOVERY INC	3940	162742	Public Safety	2015 Ford Edge (Gray) Towing & Storage	695.96
		162779	Genl Govt/Facilities	Dragon Boat Equipment 20ft Container Relocation	150.00
TLC TOWING AND RECOVERY INC Total					845.96
TONAL SYSTEMS INC	3936	INV363178	Genl Govt/Facilities	PD Tonal Machine	(51.76)
			Public Safety	PD Tonal Machine	8,931.66
TONAL SYSTEMS INC Total					8,879.90
TOTAL MECHANICAL INC.	3756	123118	Genl Govt/Facilities	Total Mechanical 02.2023 HVAC Maintenance	258.76
			Public Safety	Total Mechanical 02.2023 HVAC Maintenance	244.95
			Public Works	Total Mechanical 02.2023 HVAC Maintenance	228.74
			Community Development	Total Mechanical 02.2023 HVAC Maintenance	25.55

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September 14th, 2023

TOTAL MECHANICAL INC. Total					758.00
TRAFFIC SAFETY SUPPLY	432	INV062250	Genl Govt/Facilities	Street Signs	(10.44)
			Public Works	Street Signs	130.44
		INV062197	Genl Govt/Facilities	Stripe Paint & Pavement Arrows	(230.03)
			Public Works	Stripe Paint & Pavement Arrows	2,874.08
		INV062198	Genl Govt/Facilities	Street Signs	(5.38)
			Public Works	Street Signs	67.23
		INV062105	Genl Govt/Facilities	Street Signs	(30.02)
			Public Works	Street Signs	375.02
		INV062426	Genl Govt/Facilities	Street Pedestrian Sign	(12.20)
			Public Works	Street Pedestrian Sign	152.45
	INV062289	Genl Govt/Facilities	Abrams Parking Lot Signs	(15.53)	
		Public Works	Abrams Parking Lot Signs	194.03	
TRAFFIC SAFETY SUPPLY Total					3,489.65
TRAVELERS	3532	0107894873-2023	Genl Govt/Facilities	Notary Bond - Zurcher	2.00
			Public Works	Notary Bond - Zurcher	38.00
		0107886317-2023	Finance	Notary Bond - Schneider	40.00
TRAVELERS Total					80.00
TRI MOUNTAIN INVESTORS LLC	3866	2023-21	Public Safety	07.2023 PD Wastewater	72.43
		2023-18	Public Safety	06.2023 PD Wastewater	104.68
TRI MOUNTAIN INVESTORS LLC Total					177.11
UNIFIRST CORPORATION	3904	2240022458	Public Safety	09.05.2023 Floor Mats - PD	39.52
		2240022459	Genl Govt/Facilities	09.05.2023 PW Ops Mats and PW Uniforms	12.95
			Public Works	09.05.2023 PW Ops Mats and PW Uniforms	274.30
			Community Development	09.05.2023 PW Ops Mats and PW Uniforms	5.52
		2240022456	Genl Govt/Facilities	09.05.2023 Floor Mats - RACC	2.76
			Community Development	09.05.2023 Floor Mats - RACC	7.73
		2240020716	Genl Govt/Facilities	08.29.2023 PW Ops Mats and PW Uniforms	13.15
			Public Works	08.29.2023 PW Ops Mats and PW Uniforms	228.61
			Community Development	08.29.2023 PW Ops Mats and PW Uniforms	5.52
		2240016133	Genl Govt/Facilities	08.15.2023 PW Ops Mats and PW Uniforms	14.02
			Public Works	08.15.2023 PW Ops Mats and PW Uniforms	200.20
			Community Development	08.15.2023 PW Ops Mats and PW Uniforms	5.52
		2240018110	Genl Govt/Facilities	08.22.2023 PW Ops Mats and PW Uniforms	13.15
			Public Works	08.22.2023 PW Ops Mats and PW Uniforms	213.19
			Community Development	08.22.2023 PW Ops Mats and PW Uniforms	5.52
		2240022457	Genl Govt/Facilities	09.05.2023 Floor Mats - CH	16.46
		2240018109	Public Safety	08.22.2023 Floor Mats - PD	39.52
		2240016132	Public Safety	08.15.2023 Floor Mats - PD	39.52
		2240016130	Genl Govt/Facilities	08.15.2023 Floor Mats - RACC	2.76
			Community Development	08.15.2023 Floor Mats - RACC	7.73
		2240020713	Genl Govt/Facilities	08.29.2023 Floor Mats - RACC	2.76
			Community Development	08.29.2023 Floor Mats - RACC	7.73
		2240018107	Genl Govt/Facilities	08.22.2023 Floor Mats - RACC	2.76
			Community Development	08.22.2023 Floor Mats - RACC	7.73
		2240020714	Genl Govt/Facilities	08.29.2023 Floor Mats - CH	16.46

City of Ridgefield

Claims Payment Report

For Approval on:

September 14th, 2023

UNIFIRST CORPORATION	3904	2240018108	Genl Govt/Facilities	08.22.2023 Floor Mats - CH	16.46
		2240020715	Public Safety	08.29.2023 Floor Mats - PD	39.52
		2240016131	Genl Govt/Facilities	08.15.2023 Floor Mats - CH	16.46
UNIFIRST CORPORATION Total					1,257.53
VANCOUVER BOLT AND SUPPLY	447	WA-192281	Public Works	Overlook Park Safety Bolts	49.77
VANCOUVER BOLT AND SUPPLY Total					49.77
W.W.GRAINGER INC.	206	9820492057	Public Works	PWUTIL Grinder & Bur Set	497.23
		9802309865	Public Works	Splash Pad Wall Mount	2,026.68
		9796213693	Public Works	Portable Shop Vacuum	192.67
W.W.GRAINGER INC. Total					2,716.58
Wagner Jennifer	UB*00930	(blank)	Genl Govt/Facilities	Refund Check 015324-000 200 N 33rd Ct	69.99
Wagner Jennifer Total					69.99
WALTER E. NELSON COMPANY	3553	1812727	Public Safety	PD Paper Products	115.79
WALTER E. NELSON COMPANY Total					115.79
WAPITI NW LLC	2545	40401	Genl Govt/Facilities	2020 Chevy Silverado 70428D - Embry	53.71
			Public Works	2020 Chevy Silverado 70428D - Embry	483.48
		40497	Genl Govt/Facilities	2019 Chevy Silverado 66099D - J. Nathan	61.93
			Public Works	2019 Chevy Silverado 66099D - J. Nathan	350.91
		40431	Genl Govt/Facilities	2020 Ford Ranger 70424D - PW Truck	32.27
			Public Works	2020 Ford Ranger 70424D - PW Truck	533.71
		40406	Public Works	2022 Ford F-250 74573D - Stickler	260.70
WAPITI NW LLC Total					1,776.71
WASHINGTON STATE PATROL	463	12400985	Genl Govt/Facilities	08.2023 Background Checks - CPL	212.00
WASHINGTON STATE PATROL Total					212.00
WEATHERBY PARENT LLC	3824	406672	Genl Govt/Facilities	10.2023-09.2024 PowerPlus Investigation System - Pawn Search	(175.13)
			Public Safety	10.2023-09.2024 PowerPlus Investigation System - Pawn Search	2,188.13
WEATHERBY PARENT LLC Total					2,013.00
WELLWORKS FOR YOU	3414	26181	Human Resources	08.2023 Wellness Program	847.86
WELLWORKS FOR YOU Total					847.86
WILCO FARM STORE	655	729015/6	Genl Govt/Facilities	Stall Mat 2023 Ford F150 76426D - Urbina	11.90
			Public Works	Stall Mat 2023 Ford F150 76426D - Urbina	67.37
		729268/6	Genl Govt/Facilities	PW Ops Conference Room Picture Hanging Hooks	0.34
			Public Works	PW Ops Conference Room Picture Hanging Hooks	5.49
			Community Development	PW Ops Conference Room Picture Hanging Hooks	0.68
WILCO FARM STORE Total					85.78
WOODLAND SAW AND CYCLE INC.	2223	3118	Public Works	Parks/Street Saws & Power Equipment Maint. Supplies	107.98
		3117	Genl Govt/Facilities	PWFAC Chainsaw MS 194 T 12"	43.61
			Public Works	PWFAC Chainsaw MS 194 T 12"	374.34
WOODLAND SAW AND CYCLE INC. Total					525.93
WOODLAND TRUE VALUE HARDWARE	1507	B275333	Public Works	PWUTIL Operational Supplies - Bottle Brush	12.42
		A276086	Public Works	PWUTIL Elbow/Valve/Adapter	72.76
WOODLAND TRUE VALUE HARDWARE Total					85.18
ZENNER PERFORMANCE METERS INC.	3354	0080030-IN	Public Works	Three 3" Hydrant Meters	2,648.05
ZENNER PERFORMANCE METERS INC. Total					2,648.05
Grand Total					1,592,201.47

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: September 14, 2023

AGENDA ITEM NAME: Approval of Minutes from the August 24, 2023 Meeting

GOVERNING LEGISLATION

N/A

PREVIOUS COUNCIL ACTION TAKEN:

N/A

SUMMARY/BACKGROUND:

Staff has prepared the minutes for Council consideration of adoption for the Council meeting(s).

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

Approve the minutes by making the following motion: 1. "I move to approve the consent agenda"

STAFF CONTACT:

ATTACHMENTS:

1. 08-24-2023



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
AUGUST 24, 2023**

Regular Meeting - 6:30 PM

I. STUDY SESSION - 5:30 P.M.

- 1. Introduction to the 2024 Budget process and Baseline Operating Budget - Kirk Johnson, Finance Director**

II. GENERAL SESSION CALL TO ORDER - 6:30 PM

- 1. Flag Salute**
- 2. Roll Call**

Present:

Mayor Jennifer Lindsay
Mayor Pro Tem Rob Aichele
Council Member Matt Cole
Council Member Lee Wells
Council Member Ron Onslow
Council Member Judy Chipman
Council Member Clyde Burkle

3. Late changes to the agenda

Yes, move the appointment of Parks Board member to II.4 section of the meeting agenda.

- 4. Appointment Confirmation of Parks Board Member, Position No. 7**

MOTION: MOVE TO CONFIRM MAYOR'S APPOINTMENT OF ALEX EARL TO PARKS BOARD, POSITION NO. 7.

RESULT: (UNANIMOUS)

MOVER: Council Member Clyde Burkle

SECONDER: Council Member Judy Chipman

AYES: Council Member Onslow, Council Member Burkle, Council Member Wells, Council Member Chipman, Council Member Cole, Mayor Pro Tem Aichele, Mayor Lindsay

III. LIFESAVING AWARD - CHIEF DORIOT

Officer Wattson and Officer Cutena received lifesaving awards.

IV. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

Comments received during public testimony can be heard on the City's website under <https://ridgefieldwa.us/government/city-council-meeting-audio-files/>.

V. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Pro Tem Rob Aichele
SECONDER:	Council Member Ron Onslow
AYES:	Council Member Onslow, Council Member Burkle, Council Member Wells, Council Member Chipman, Council Member Cole, Mayor Pro Tem Aichele, Mayor Lindsay

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the August 10, 2023 Meeting**

VI. PRESENTATION

1. **Salary Commission Update - Chair Shaun Ford**

VII. BUSINESS

1. **Second Reading of Ordinance No. 1407 - Lahti Property RMUO Removal - Claire Lust, Community Development Director**

The city received a zone change application for 5145 Pioneer Street. The proposal is to remove the Ridgefield Mixed Use Overlay (RMUO) zoning overlay that currently exists on the northern portion of the property (approximately 22 acres). The purpose of the proposal is to facilitate the development of a medical clinic on the northeastern portion of the property. This use is permitted outright in the Employment base zone, whereas under RMUO it would need to balance with other uses to meet the "required mix of uses" standards in RDC 18.235.060. To achieve their envisioned master development of the Lahti property, the applicant intends to subsequently go through a comprehensive plan amendment to re-designate the western portion of the site from Employment (E) to General Commercial (GC), however, the current proposal is for the RMUO removal only. This is because while zone change requests such as the RMUO removal can be processed at any time, comprehensive plan amendments such as a change from employment to commercial are only processed once per year in November/December, which would cause an untenable delay to the medical clinic project. City Council held a public hearing on the proposed RMUO removal on August 10, 2023. The applicant testified on behalf of the proposal.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1407 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Ron Onslow
SECONDER:	Council Member Clyde Burkle
AYES:	Council Member Onslow, Council Member Burkle, Council Member Wells, Council

**2. Motion - Award of Construction Contract for the Royle Road project, S. 15th Street to S. 5th Way
- Chuck Green, Public Works Director**

The City of Ridgefield is in a multi-phased set of improvements along the Royle Road corridor between Hillhurst Road and Pioneer Street. Construction of the section between S. 19th Street and S. 15th Street, including a new roundabout at Royle Road and Wells Drive/S. 15th Street, was recently completed. This next phase of construction will improve Royle Road to two traffic lanes, a center turn lane or median, bike lanes, sidewalks, street lighting, a new water main, stormwater facilities and a joint utility trench to relocate and underground power and communications lines. It will match up with improvements completed in 2020-2021 of Royle from Pioneer Street to S. 5th Way that was a partnership between the City and developers of Pioneer Village and Discovery Ridge. Also included in this project are sidewalk and landscape improvements previously removed from the Royle Road roundabout project due to budget constraints. A Transportation Improvement Board grant was received for \$2,952,000 to help fund the project. The City is matching the TIB grant with Traffic Impact Fees and general funds. The improvements package was advertised for bid on June 30, 2023. A pre-bid meeting was held at the RACC for interested bidders to hear a presentation on the project and time to ask questions.

This was the first City project to include Supplemental Bidder Responsibility Criteria. There were three supplemental criteria. The two apparent lowest bidders were requested to provide responses to these criteria within two days of bid opening. The criteria were:

1. Contractor must be qualified to successfully perform similarly sized and scoped projects. They must have successfully completed three projects of at least \$3 million in construction cost, with a joint utility trench or relocation and staged construction to minimize road closures
2. For those project submitted for Criterion #1, contractors must demonstrate that the projects were completed on time and within the original budget. Change orders are to represent no more than 10% of the original cost or number of work days unless there were extenuating circumstance.
3. Contractor shall not have had any public works contract terminated for cause or defaults during the past five years.

Subsequent to the pre-bid meeting, the criteria were clarified to assist newer construction companies by allowing the contractor to include projects where a subcontractor performed work on a similar project, principal team members have previously served as a project manager, superintendent or other management-level position on the project while with a different contractor, or, if privately financed, provided that the project is similarly sized and scoped relative to the above criteria.

Bid opening occurred on August 1, 2023 with bids received from:

- Colf Construction for ~~\$4,798,112.28~~ (determined to be non-responsive)
- Western United Civil Group, LLC (WUCG) for \$4,945,434.17
- Tapani, Inc for \$4,949,687.03
- Advanced Excavating Specialists LLC (AES) for \$5,097,514.15
- Goodfellow Brothers for \$5,811,955.51
- Midway Underground for \$6,087,342.40.
- North Cascade Excavating (NCE) submitted a No-Bid.

The Engineer's estimate was \$5,213,155.

In reviewing the original bid submittals, it was determined that Colf Construction failed to submit their Subcontractor List pursuant to RCW 39.30.060 within one hour after the published bid submittal time, which was to include the “names of the subcontractors with whom the bidder, if awarded the contract, will subcontract for performance of the work of: HVAC (heating, ventilation, and air conditioning); plumbing as described in chapter 18.106 RCW; and electrical as described in chapter 19.28 RCW, or to name itself for the work”. The construction plans clearly included illumination, lighting, wiring and lighting circuits as defined by RCW 19.28. By not submitting this form with the bid or within an hour of the bid, the Colf Construction bid was determined to be out of compliance with the RCW and was thus determined to be non-responsive, and subsequently not considered. Colf Construction submitted a timely protest of this determination with reasons as to why the City should reconsider. After reviewing the protest and determining that the bid package including specifications and special provisions which did require the subcontractor list to be submitted, and the fact Colf did not submit this form as required, the protest was denied. The determination to declare the Colf Construction bid as non-responsive and void resulted in the WUCG bid to be the lowest responsive and responsible bidder. All required attachments and submittals were timely submitted as required in the Invitation to Bid and state statute. A review of their response to the Supplemental Bidder Responsibility Criteria determined it was acceptable by the City. Colf Construction obtained a Temporary Restraining Order on going to award until there was a Superior Court hearing on their request for a temporary injunction. At their August 10, 2023 meeting, Council moved action on this to August 24 to include the results of the court hearing to be included in any action. At a hearing on Friday, August 18 before the Honorable Derek J. Vanderwood, the court found in favor of the City and denied Colf's request for a temporary injunction. After careful and deliberate review of the bids and the conclusion of the Superior Court decision, City staff have determined Western United Civil Group, LLC of Yacolt, WA to be the lowest responsive and responsible bidder. Their bid price is \$4,945,434.17; an additional 5% construction contingency of \$250,000 is also recommended to be included in the council's action.

MOTION: MOVED TO AWARD THE CONTRACT FOR THE ROYLE ROAD, S 15TH STREET TO S 5TH WAY PROJECT TO WESTERN UNITED CIVIL GROUP, LLC FROM YACOLT IN AN AMOUNT NOT TO EXCEED \$4,945,434.17, WITH AN ADDITIONAL CONSTRUCTION CONTINGENCY OF \$250,000.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Pro Tem Rob Aichele
SECONDER:	Council Member Matt Cole
AYES:	Council Member Onslow, Council Member Burkle, Council Member Wells, Council Member Chipman, Council Member Cole, Mayor Pro Tem Aichele, Mayor Lindsay

3. Motion - Selection of Vendor for Roundabout Grapes - Steve Stuart, City Manager

After multiple discussions between City Council and City staff from late 2014 to the present, City Council formally memorialized the purpose of grapes planted in the 56th and 65th roundabouts along SR501/Pioneer Street as follows: The Roundabout Grapes were planted as – and will continue to be – a reminder of and testament to the vibrant winemaking community in and around Ridgefield. The City Council also memorialized a process for determining the use of the roundabout grapes each year. The first step in that process is to research possible vendors who would be willing to work with the City on creating a product from the grapes which will remain as public property for non-pecuniary uses. In 2023, City staff reached out to winemakers around Clark County to determine interest in working with the City to store, process, and ultimately bottle wine from the marechal foch roundabout grapes. Direct outreach was also undertaken by Councilors, leading to contact and interest by 14 Acres Winery owner David Regan. If City Council chooses to proceed with selection of 14 Acres as the 2023 roundabout grapes vendor, City staff

will begin work with the vendor immediately to finalize a vendor agreement which will come before City Council.

MOTION: MOVED TO APPROVE 14 ACRES WINERY AS THE VENDOR FOR 2023 RIDGEFIELD ROUNDABOUT GRAPES AND TO MAKE A ROSE.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Ron Onslow
SECONDER:	Council Member Clyde Burkle
AYES:	Council Member Onslow, Council Member Burkle, Council Member Wells, Council Member Chipman, Council Member Cole, Mayor Pro Tem Aichele, Mayor Lindsay

4. Resolution No. 630 - Oppose Closure of Larch Correctional Center - Steve Stuart, City Manager

Ridgefield City Council requesting the Washington State Department of Corrections to continue operations at the Larch Corrections Center.

MOTION: MOVED TO ADOPT RESOLUTION NO. 630 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Ron Onslow
SECONDER:	Council Member Clyde Burkle
AYES:	Council Member Onslow, Council Member Burkle, Council Member Wells, Council Member Chipman, Council Member Cole, Mayor Pro Tem Aichele, Mayor Lindsay

VIII. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

Comments received during public testimony can be heard on the City’s website under <https://ridgefieldwa.us/government/city-council-meeting-audio-files/>.

IX. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Cole - Attended a budget advisory committee meeting.
Council Member Chipman - Attended a ribbon cutting ceremony for tractor supply, farm to table event.
Council Member Wells - Attended numerous meetings, ribbon cutting for tractor supply.
Mayor Pro Tem Aichele - Attended numerous meetings, lions club meeting.
Council Member Burkle - Attended numerous meetings, CRWWD meeting, budget advisory committee meeting, green bag food update provided.
Council Member Onslow - Attended ribbon cutting for bigfoot mountain outfitters ribbon cutting, ribbon cutting for tractor supply, farm to table event, C-TRAN update.

2. Mayor

Attended numerous meetings, a City tour with Sen. Murray's legislative director.

- a. Executive Session - City Manager Performance Evaluation Pursuant to RCW 42.30.110(1)(G)

7:28PM: Mayor Lindsay announced that City Council will enter into Executive Session to discuss City

Manager performance evaluation pursuant to RCW 42.30.110(1)(g), returning to regular session at 8:00PM and action is anticipated.

Attendees: Mayor, City Council, and Deputy City Manager Lee Knottnerus. (legal counsel was not required to attend this session).

7:50PM: Deputy City Manager Lee Knottnerus announced that City Council would be returning to regular session at 8:30PM.

8:08PM: City Manager Steve Stuart entered the executive session, Deputy City Manager Lee Knottnerus exited the session.

8:30PM: Mayor Lindsay reconvened the meeting.

Noted: Pursuant to his employment agreement, City Council established goals and specific criteria for Steve Stuart to complete during April 1, 2022 to April 14, 2023 evaluation period. At the time that the goals were established, City Council and Steve Stuart understood that he may receive a merit-based bonus up to a maximum of \$12,500 if his performance exceeded the established goals.

MOTION: MOVED TO INCREASE THE CITY MANAGER'S ANNUAL SALARY BY 7% AND A BONUS OF \$12,500.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Matt Cole
SECONDER:	Council Member Judy Chipman
AYES:	Council Member Onslow, Council Member Burkle, Council Member Wells, Council Member Chipman, Council Member Cole, Mayor Pro Tem Aichele, Mayor Lindsay

3. City Manager

X. ADJOURN

8:31PM

Julie Ferriss, City Clerk

Jennifer Lindsay, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: September 14, 2023

AGENDA ITEM NAME: Motion - Award Contract for Construction Management Services for the Royle Road S 15th St to S 5th Way Project

GOVERNING LEGISLATION

Revised Code of Washington Title 35 – Cities and Towns

Title 35A Optional Municipal Code

Title 39 - Public Contracts and Indebtedness, and

City Financial Policy #04: Procurement of Goods & Services. Procurement of Goods & Services. Revised Code of

PREVIOUS COUNCIL ACTION TAKEN:

Award of Construction Contract for Royle Road Project, S. 15th Street to S. 5th Way

SUMMARY/BACKGROUND:

The City of Ridgefield is in a multi-phased set of improvements along the Royle Road corridor between Hillhurst Road and Pioneer Street. Construction of the section between S. 19th Street and S. 15th Street, including a new roundabout at Royle Road and Wells Drive/S. 15th Street, was recently completed.

This next phase of construction will improve Royle Road to two traffic lanes, a center turn lane or median, bike lanes, sidewalks, street lighting, a new water main, stormwater facilities and a joint utility trench to relocate and underground power and communications lines. It will match up with improvements completed in 2020-2021 of Royle from Pioneer Street to S. 5th Way that was a partnership between the City and developers of Pioneer Village and Discovery Ridge. Also included in this project are sidewalk and landscape improvements previously removed from the Royle Road roundabout project due to budget constraints.

A Transportation Improvement Board grant was received for \$2,952,000 to help fund the project. The City is matching the TIB grant with Traffic Impact Fees and general funds.

Design was completed earlier in 2023 by PBS Engineering. PBS Engineering is being retained for design services during construction, including responding to contractor requests for information and interpretation, review of submittals, and review of proposed design change order requests.

With construction expected to begin this fall, consultant construction management services are needed as Public Works staff does not have sufficient staff availability for the effort. In adopting best practices of the Washington State Department of Transportation and the Federal Highway Administration, the City is retaining a construction management consultant that is a separate entity from the engineer-of-record (PBS Engineering). In this process, PBS Engineering was precluded from

pursuing the construction management services contract.

The City opened a Request for Qualifications process on July 17, 2023 seeking a consultant for these services. The process was closed on August 7, 2023 with submittals received from three teams:

- Consor (formerly Murraysmith)
- Harper Houf Peterson Righellis, Inc. (HHPR)
- Materials Testing and Consultant, Inc.

Submittals were reviewed with the following criteria:

1. Firm Profile
2. Professional Qualifications and Expertise of Key Personnel
3. Recent Experience with Similar Projects
4. Project Approach and Understanding of Project Needs
5. References.

After reviewing and evaluating the submittals, a shortlist of Consor and HHPR were selected for interviews. After the interview round, a composite score of the submittals and interviews resulted in Consor being the highest rated consultant. City staff negotiated with Consor which resulted in the scope and fee proposal for the contract award for consideration by Council.

In general, the construction management contract phase will involve, but not be limited to, the following key components and deliverables:

- Project management and coordination with City
- Construction management and administration
- Attendance at preconstruction conference
- Construction inspection and engineering support
- Preparation of Record of Materials (ROM)
- Review of material submittals and contractor requests for information
- Special testing of materials and inspections
- Tracking of weekly statements of working days
- Review of contractor monthly pay estimates
- Review of contractor proposals for alternate “or equal” materials
- Lead and attend weekly on-site construction meetings preparing agendas as needed.
- Assistance to City with construction information to the public.

BUDGET/FINANCIAL IMPACTS:

This work is included in the Capital budget for this project in 2023. Expenditures in 2024 will be included in the 2024 budget process.

RECOMMENDED ACTION OR MOTION:

Council action is requested to award this contract.

A suggested motion is "**I move to award the contract for the Royle Road, S 15th Street to S. 5th Way Construction Management Services to Consor in an amount not to exceed \$539,983.89, with an additional \$25,000 for contingencies.**"

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. S Royle Rd CM Scope of Work 2023-09-07
2. S Royle Rd Fee Estimate - 2023-09-07

SCOPE OF WORK

P21026-2: S Royle Road, S. 15th Street to S. 5th Way CONSTRUCTION MANAGEMENT & INSPECTION SERVICES CITY OF RIDGEFIELD

Project Background

The City of Ridgefield is continuing the transportation improvements along the S. Royle Road Corridor by initiating the construction of the second phase between S. 15th Street to S. 5th Way. Once constructed, the north half of the corridor improvements will be completed, providing a modern roadway that will improve safety and access for all users. Key work includes the undergrounding of existing overhead utilities into a joint utility trench; widening S. Royle Road by adding new sidewalk and bike lanes; upgrades to the water and storm systems; new illumination, retaining walls and constructing ADA-compliant curb ramps.

The project design is complete and the City has selected a construction contractor with construction expected to start in the fall of 2023. The City is contracting with Consor North America, Inc. (Consultant) to provide construction management and inspection services for the construction phase of the project.

Project Summary

Consultant will perform project management, contract administration, construction management, construction inspection, and testing and special inspection for the S. Royle Road, S. 15th Street to S. 5th Way Project.

Project Assumptions

Construction is anticipated to commence in the fall of 2023. For budgeting purposes, an active construction duration of 266 working days (approximately 54 weeks) has been assumed.

Scope of Services

Consultant is proposing to perform the following services in relation to the City's S. Royle Road, S. 15th Street to S. 5th Way Project.

Task 1 - Project Management and Contract Administration

Objective

Provide overall leadership and team strategic guidance aligned with City staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for developing and implementing the project scope.

Subtask 1.1 Project Coordination

- Perform general administration and project management throughout the construction phase to ensure successful completion of all tasks and elements of the Project within the established scope, schedule, and budget.
- Proactively track progress of project work completed against schedule & budget.
- Inform the City of any anticipated challenges during the construction phase as they may arise and develop solutions together.

Subtask 1.2 Invoices/Status Reporting

- Prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation.
- Monthly status reports to accompany each invoice and include comparisons of monthly expenditures and cumulative charges to budget by Task.

Subtask 1.2 Assumptions

- Assume sixteen (16) monthly invoices and status reports.

Subtask 1.2 Deliverables

- Consultant will deliver to the City a monthly invoice and status report covering:
 - Work on the project performed during the previous month
 - Issues encountered, and actions taken for their resolution
 - Potential impacts to submittal dates, budget shortfalls, or optional services
 - Construction schedule updates
 - Issues requiring project team action

Subtask 1.3 Project Safety Plan and SBE participation plan

Prepare a project specific safety plan for Consultant employees, to be used in conjunction with safety plans provided by the construction contractor.

Subtask 1.3 Deliverables

- Copy of project specific safety plan

Task 2 – Construction Contract Administration and Closeout

Objective

Oversee construction phase activities as first point of contact for construction contractor. Coordinate with City staff and design team. Lead all project meetings and monitor project budget and schedule, quantities and quality of materials, and verify conformance with contract documents.

Subtask 2.1 Pre-Construction Meeting

Attend and participate in the Pre-Construction Meeting with up to Four (4) consultant team members in attendance. Prepare meeting agenda, run meeting, and issue meeting summary.

Subtask 2.1 Assumptions

- Four (4) consultant staff to attend Pre-Construction Meeting, two (2) in person and two (2) by video conference.
- City will prepare meeting agenda, run meeting and issue meeting summary.

Subtask 2.1 Deliverables

- Meeting agenda and meeting minutes

Subtask 2.2 Project and Weekly Construction Meetings

Attend and lead project, weekly construction, and utility coordination meetings with up to one (1) consultant team members in attendance. Prepare meeting agenda, run meeting, and issue meeting summary.

Subtask 2.2 Assumptions

- One (1) consultant staff to attend (Construction Manager). Construction Inspector attendance is covered in Task 3 and not included in this subtask. Assume 54 weekly meetings during active construction, and 2 utility coordination meetings.

Subtask 2.2 Deliverables

- Meeting agenda and meeting minutes

Subtask 2.3 Construction Contract Administration

Provide construction management and administration services to monitor that the project is completed according to the Contract Documents. Perform the following tasks.

1. Coordinate and communicate with City and construction contractor on a regular basis to discuss project issues and status.
2. Issue change orders, including independent cost justifications, and maintain a change order log.
3. Issue field work directives and non-conformance reports.
4. Issue weekly statement of workdays (WSWDs) summarizing the work performed by the contractor and any unworkable days.
5. Assess contractor-submitted baseline schedule, schedule updates, and 3-week look ahead schedules for feasibility and conformance with the Contract.
6. Monitor overall project construction budget.
7. Maintain material quantity and quality documentation, including setting up and maintenance of the Record of Materials (ROM).

Subtask 2.3 Assumptions

- Development of ROM anticipated at 40 hours.
- Assume fifty-four (54) WSWDs.
- Assume five (5) change orders taking six (6) hours per change orders to coordinate with City, EOR and contractor and draft change orders.

Subtask 2.3 Deliverables

- Change order documents for City review and approval.
- Field work directives and non-conformance reports
- Quality and quantity documentation
- Record of Materials (ROM)

Subtask 2.4 Monthly Progress Estimates

Track quantities of materials installed, review construction contractor's monthly invoice and issue recommendations to the City for payment.

Subtask 2.4 Assumptions

- Fifteen (15) monthly invoices are assumed will be required during active construction and project closeout.
- Monthly Pay Notes for each bid item are not part of this scope or fee.

Subtask 2.4 Deliverables

- Quantity tracking spreadsheet
- Monthly recommendation to pay

Subtask 2.5 Shop Drawings, Submittals and RFIs

Prepare and maintain submittal log for approximately 50 submittals and/or shop drawings. Receive, log, distribute, and track submittal reviews and responses for project submittals. Prepare a submittal and documentation matrix for reference by contractor, EOR and construction management team. Prepare and maintain RFI log for 30 RFIs. Receive, log, distribute, and track RFIs and respond to construction contractor.

Subtask 2.5 Assumptions

- 50 shop drawings and submittals are assumed, with an average of two (2) hours per submittal. Assume 10 additional re-submittals.
- 30 RFIs are assumed, with an average of one (1) hour per RFI.

Subtask 2.5 Deliverables

- Updated Submittal Log
- Reviewed submittals and shop drawings returned to construction contractor
- Updated RFI Log
- Reviewed RFI responses to construction contractor

Subtask 2.6 Labor Compliance

Support the City with labor compliance monitoring including the following tasks.

1. Track and file statements of intent to pay prevailing wages (Intent).
2. Review and approve Request to Sublets (RTS).

Subtask 2.6 Assumptions

- 10 Request to Sublets are assumed, with an average of one and half (1.5) hours per request.
- The City will perform the following tasks:

- Collect and review certified payroll and work with contractor and subcontractors to resolve deficiencies.
- Verify, track and file affidavit of paid wages (Affidavit).

Subtask 2.6 Deliverables

- Requests to Sublets filed
- Intents filed

Subtask 2.7 Project Closeout

Consultant will lead the close-out phase to document completion of the project and adherence to City requirements. Consultant will provide complete project files to the City and perform the following duties to assist with project close-out.

Substantial Completion/Punch List: Upon substantial completion of work, Construction Inspector will provide punch list of any outstanding items and coordinate completion with contractor.

As-Built Drawings: Construction Inspector will confirm that the contractor is maintaining a set of “Record Drawings”

Project Closeout: Transfer project documentation to the City for permanent storage. Provide a thumb drive or other electronic transfer method with all electronic documents and pictures.

Subtask 2.7 Deliverables

- Punch list
- Project Closeout Documents (Project documentation files including Electronic documents and pictures on a thumb drive).

Task 3 – Construction Inspection

Objective

Provide full time construction inspection to observe construction, monitor the work by the construction contractor, and document that the work is in general compliance with the requirements of the Contract Documents. The Construction Inspector is to act as the City’s on-site representative, is responsible for routine interfacing with the construction contractor and stakeholders, and is to observe the construction contractor’s operations and work.

Subtask 3.1 Construction Inspection

The Construction Inspector’s activities, in general, will include the following tasks.

1. Attend pre-construction conference, project, and weekly progress meetings.

2. Establish pre-construction site conditions using photo and video log of sites.
3. Observe/inspect the contractor's activities, operations, and work and document the contractor's work is in general compliance with the requirements of the contract documents. Observations will be completed on the standard WSDOT daily report form unless specified differently by the City.
4. Monitor the contractor's progress with respect to planned/scheduled work.
5. Document the contractor's construction activities (preparation of daily reports, photographs, etc.).
6. Create field note records of bid item work performed.
7. Verify and document that traffic control is per accepted traffic control plans when on-site.
8. Keep Construction Manager and City informed of project progress, issues, and developments.
9. Review minor change requests by the contractor.
10. Coordinate, observe, and document material testing and special inspection
11. Utility coordination with stakeholders
12. Track force account labor and equipment/materials; issue force account sheets for additional payment when required.
13. Maintain field construction records and as-built set.
14. Maintain photo log

Subtask 3.1 Assumptions

- Inspection hours estimated at 40 hours per week
- for 266 working days (54 weeks) and includes attendance at all project meetings.

Subtask 3.1 Deliverables

- Daily progress reports, photos, force account documentation
- Daily on-site contractor and sub-contractors list

Task 4 – Testing and Special Inspection Services During Construction

Objective

Work under this task includes material testing and special inspection services in accordance with Project requirements.

Subtask 4.1 Material Testing and Special Inspections

Consultant will assist the City in developing a quality assurance program. Consultant will provide material testing and special inspection as outlined and at the frequency indicated in the WSDOT LAG Manual.

Subtask 4.1 Assumptions

- Testing level of effort based on assumptions included in Columbia West Engineering's quote (attached).

Subtask 4.1 Deliverables

- Material test and special inspection test reports

Proposed Material Testing and Special Inspection Firm

- Columbia West Engineers – Material Testing and Special Inspection

Proposed Project Fee Estimate

Consultant proposes to perform this work on a time and expenses basis with a total not to exceed amount of \$ 539,983.89. The proposed fee estimate is provided as "Attachment A." Fee estimates are based upon Consultant's approved indirect overhead rates.

Proposed Project Schedule

Construction is anticipated to commence in the fall of 2023. For budgeting purposes, an active construction duration of 266 working days (approximately 54 weeks) has been assumed.

Consultant Fee Determination - Summary Sheet
Negotiated Fee

City of Ridgefield
P21026-2: CM - S Royle Road, S 15th Street to S 4th Way

Task Description:

Consultant Fee Determination

Consultant: Consor

Code LABOR	Classification	Man Hours		Rate		Dollars
		Hours				
	Construction Manager VIII (Hagerty)	17	x	\$99.96	=	1,699.32
	Construction Manager V (M Warren)	587	x	\$62.75	=	36,834.25
	Inspector IV (Hawkins)	2,150	x	\$44.00	=	94,600.00
	Technician III (Ramos)	368	x	\$41.25	=	15,180.00
	Technician I (E Warren)	30	x	\$27.50	=	825.00
	Administrative III (Gillis)	20	x	\$36.06	=	721.20
	Total Hours	3,172				
	Total DSC				=	149,859.77
Overhead (OH Cost -- including Salary Additives)						
	OH Rate x DSC of	<u>194.22%</u>	x	<u>\$149,859.77</u>	=	291,057.65
Negotiated Fee (NF):						
	NF Rate x DSC of	<u>28.90%</u>	x	<u>\$149,859.77</u>	=	43,309.47
Reimbursables						
Itemized	Quantity	Units		Rate		In Scope
Mileage	10,400	each	@	\$0.655	=	<u>6,812.00</u>
Reimbursables Total						6,812.00
Consor Subtotal						491,038.89
Material Testing and Special Inspection Costs (Direct Expense)						
Columbia West						<u>48,945.00</u>
Grand Total						<u><u>539,983.89</u></u>

Prepared By: Mark Warren

Date: September 7, 2023

P21026-2: CM - S Royle Road, S 15th Street to S 4th Way
City of Ridgefield
PROPOSED FEE ESTIMATE

	LABOR CLASSIFICATION (HOURS)													
	Construction Manager VIII	Construction Manager V	Inspector IV	Technician III	Technician I	Administrative III	Hours	Labor	Overhead	Profit	Subconsultants	Subconsultant Total with Markup	Expenses and Mileage	Total
											Columbia West			
	\$99.96	\$62.75	\$44.00	\$41.25	\$27.50	\$36.06								
Average Billing Rate Estimated per Classification/Staff	\$99.96	\$62.75	\$44.00	\$41.25	\$27.50	\$36.06								
Staff Name	HagertyMic	WarrenMar	HawkinsRic	RamosHei	WarrenElk	GillisAsh			194.22%	28.90%				
Task 1 - Project Management and Contract Administration														
Task 1.1 - Project Coordination	16						16	\$ 1,599	\$ 3,106	\$ 462		\$ -	\$ -	\$ 5,168
Task 1.2 - Invoices/Status Reporting		16				20	36	\$ 1,725	\$ 3,351	\$ 499		\$ -	\$ -	\$ 5,574
Task 1.3 - Project Safety Plan	1	2					3	\$ 225	\$ 438	\$ 65		\$ -	\$ -	\$ 729
Task 1 Subtotal	17	18	0	0	0	20	55	\$ 3,550	\$ 6,895	\$ 1,026	\$ -	\$ -	\$ -	\$ 11,471
Task 2 - Construction Contract Administration and Closeout														
Task 2.1 - Pre-Construction Meeting		4	6	2			12	\$ 598	\$ 1,160	\$ 173		\$ -	\$ -	\$ 1,931
Task 2.2 - Project and Weekly Construction Meetings		224					224	\$ 14,056	\$ 27,300	\$ 4,062		\$ -	\$ 1,237	\$ 46,654
Task 2.3 - Construction Contract Administration		155		270			425	\$ 20,864	\$ 40,522	\$ 6,030		\$ -	\$ -	\$ 67,415
Task 2.4 - Monthly Progress Estimates		15		30			45	\$ 2,179	\$ 4,232	\$ 630		\$ -	\$ -	\$ 7,040
Task 2.5 - Shop Drawings, Submittals and RFIs		150		50			200	\$ 11,475	\$ 22,287	\$ 3,316		\$ -	\$ -	\$ 37,078
Task 2.6 - Labor Compliance		5			10		15	\$ 589	\$ 1,143	\$ 170		\$ -	\$ -	\$ 1,902
Task 2.7 - Project Closeout		16	16	16	20		68	\$ 2,918	\$ 5,667	\$ 843		\$ -	\$ -	\$ 9,429
Task 2 Subtotal	0	569	22	368	30	0	989	\$ 52,678	\$ 102,311	\$ 15,224	\$ -	\$ -	\$ 1,237	\$ 171,449
Task 3 - Construction Inspection														
Task 3.1 - Construction Inspection			2128				2128	\$ 93,632	\$ 181,852	\$ 27,060		\$ -	\$ 5,575	\$ 308,119
Task 3 Subtotal	0	0	2128	0	0	0	2128	\$ 93,632	\$ 181,852	\$ 27,060	\$ -	\$ -	\$ 5,575	\$ 308,119
Task 4 - Testing and Special Inspection Services During Construction														
Task 4.1 - Material Testing and Special Inspections							0	\$ -	\$ -	\$ -	\$ 48,945	\$ 48,945	\$ -	\$ 48,945
Task 4 Subtotal	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ 48,945	\$ 48,945	\$ -	\$ 48,945
Task 5 - Contingency														
Task 5.1 - 5% Contingency							0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 5 Subtotal	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL - ALL TASKS	17	587	2150	368	30	20	3172	\$ 149,860			\$ 48,945	\$ 48,945	\$ 6,812	\$ 539,984

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: September 14, 2023

AGENDA ITEM NAME: Motion - Award Contract for Pavement Construction Services for S 5th Street Project, 65th to 85th Avenue

GOVERNING LEGISLATION

Revised Code of Washington Title 35 – Cities and Towns
Title 35A Optional Municipal Code
Title 39 - Public Contracts and Indebtedness, and
City Financial Policy #04: Procurement of Goods & Services

PREVIOUS COUNCIL ACTION TAKEN:

Approval of budget for 2023 Pavement Management Program Budget

SUMMARY/BACKGROUND:

The S. 5th Street (east of 65th Avenue to 85th Avenue) Roadway Repair Project is a part of the 2023 Pavement Preservation Program. Because the pavement condition has deteriorated beyond what a seal or overlay would improve, this project involves a major replacement of the pavement along this section of S. 5th Street.

The City advertised for bids from highly qualified contractors on August 14, 2023 and the bids were opened on August 31, 2023. The project is to provide all labor, supplies, equipment and materials for the improvement of S 5th Street from approximately 300 LF east of S Union Ridge Parkway to N 85th Ave. This project reconstructs roadway including full depth repair, cement amended subgrade, milling and paving with HMA, and roadway striping. The work shall be fully complete within 20 Working Days from the Notice to Proceed.

Because the project cost estimate was less than \$1 million and did not include electrical work, a subcontractor list was not required to be submitted at the time of bid opening. Additionally, as this project is relatively straightforward, Supplemental Bidder Responsibility Criteria were not used.

Bids were received from:

- Lakeside Industries for \$648,647.00 (lowest responsive and responsible bid)
- Advanced Excavating Specialists LLC (AES) for \$685,778.00
- Granite Construction Company for \$663,663.00
- Kerr Contractors Oregon, LLC for \$763,419.00
- Clark County Paving and Mill Plain Electric both submitted a No-Bid.

The Engineer's estimate was \$623,940.00.

A \$15,000 “minor change” bid item is included in the bid for construction contingencies.

BUDGET/FINANCIAL IMPACTS:

The lowest responsive and responsible bid was \$24,707 (4%) over the engineer’s estimate. The original budget for this project when the 2023 Pavement Preservation Program was developed was \$737,000 including contingencies. Therefore, the bid is within the program and project budget.

RECOMMENDED ACTION OR MOTION:

Council action is requested to award this contract.

A suggested motion is "**I move to award the contract for the S 5th Street Roadway Repairs Project to Lakeside Industries from Vancouver, WA in an amount not to exceed \$648,647.00.**"

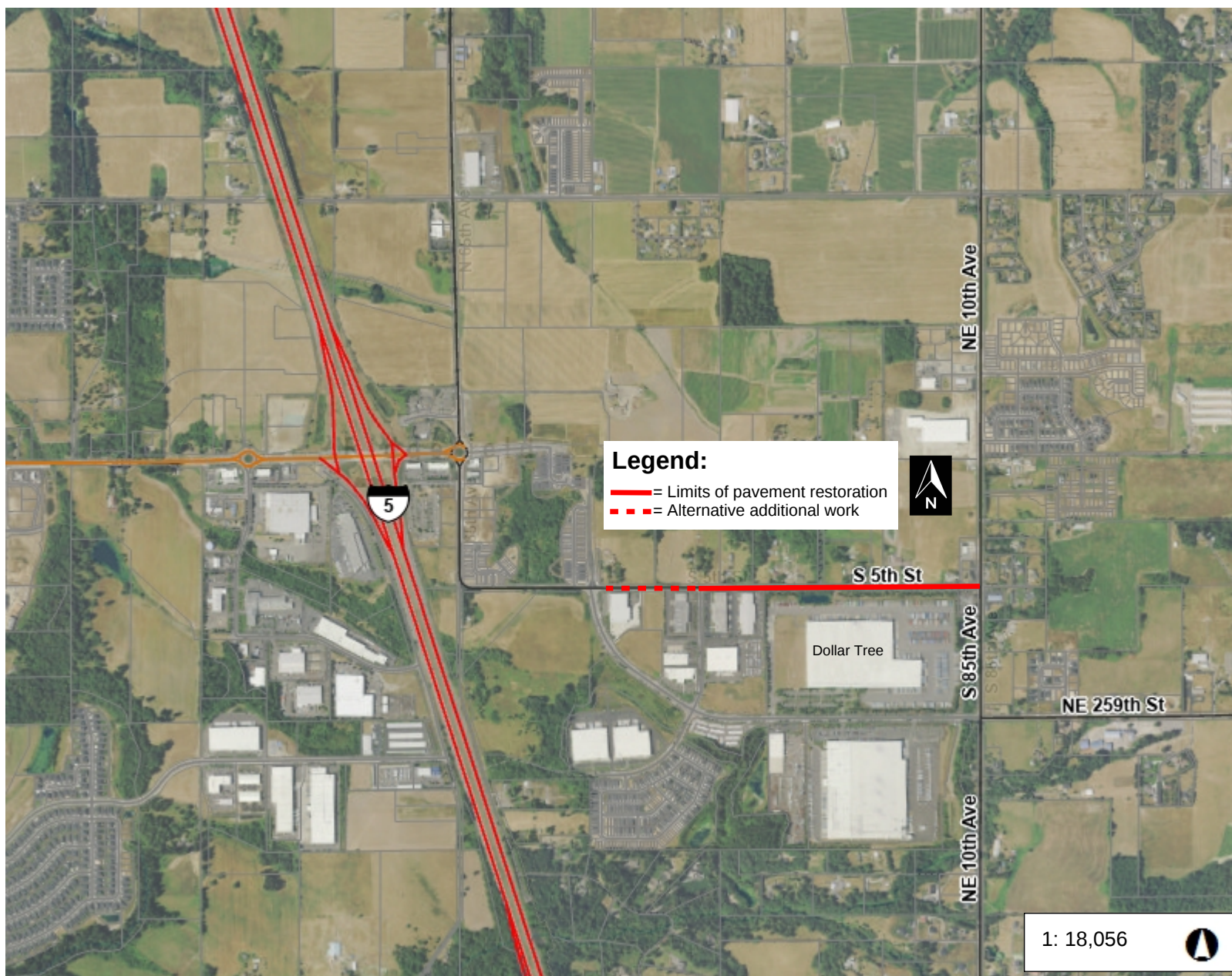
STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. S 5th Street Project Map



S. 5th Street Project Map



Legend:

= Limits of pavement restoration

= Alternative additional work

- Legend**
- Taxlots
 - All Roads**
 - Interstate
 - State Route
 - Arterial
 - Forest Arterial
 - Minor Collector
 - Forest Collector
 - Private or Other

Notes:



WGS_1984_Web_Mercator_Auxiliary_Sphere
Clark County, WA. GIS - <http://gis.clark.wa.gov>

1: 18,056



This map was generated by Clark County's "MapsOnline" website. Clark County does not warrant the accuracy, reliability or timeliness of any information on this map, and shall not be held liable for losses caused by using this information. Taxlot (i.e., parcel) boundaries cannot be used to determine the location of property lines on the ground.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: September 14, 2023

AGENDA ITEM NAME: Resolution No. 631 - Approval of SR 501/ Pioneer Street Route Jurisdiction Transfer Request

GOVERNING LEGISLATION

RCW 35: Cities and Towns
RCW 47.01.425: Jurisdictional Transfers
RCW 47.17.001: Criteria for changes to system.

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

Over the past few years, discussions involving City staff and council have centered around the planning, maintenance and operations of Pioneer Street/ SR 501 as they relate to coordination and agreements with the Washington State Department of Transportation (WSDOT). While SR 501 is a state highway, it primarily functions as Ridgefield's east-west gateway and "main street". Decisions related to planning and design for improvements along Pioneer Street must be coordinated with WSDOT and be consistent with WSDOT's Design Manual, which is oriented toward state highways and not local arterials.

To further these discussions and future considerations, in January City staff, at council direction, initiated an inquiry into the transfer of jurisdiction of Pioneer Street/ SR 501 from WSDOT to the City. This process is formally known as a "Route Jurisdiction Transfer" (RJT) and falls under RCW 47.01.425, Jurisdictional Transfers. The process is overseen through the state's Transportation Commission (WSTC) who "utilize the criteria established in RCW 47.17.001 in evaluating petitions and to adopt rules for implementation of this process." The commission forward to legislatures transportation committees their recommended route jurisdictional transfers by November 15th of each year. In the case with Ridgefield's request, the WSTC must take action at their October meeting. Ridgefield City Council action is being requested at the September 14 meeting in order to place this action on the WSTC October agenda for consideration.

The limits of the request are between MP 16.91 and MP 19.88, entirely within the Ridgefield City Limits. There are sections designated as SR 501 between Ridgefield and Vancouver, and inside Vancouver City Limits, that are not part of Ridgefield's request.

The City made this request for the following reasons:

- A desire to transition Pioneer Street into a multi-modal, City arterial "Main Street" from its current State Highway status
- A savings to both WSDOT and the City in reviewing project designs, design deviations and exceptions, and other components of the various City-sponsored projects along the corridor

- The ability to clean up the westerly portion of the corridor, mostly unbuilt, including the waterfront of the Port of Ridgefield, their recent railroad overpass project and their upcoming waterfront development plans
- Removal of maintenance responsibilities and thus a cost savings to WSDOT. The City is already responsible for maintenance and operations on the westerly portion of this corridor.

Assessment

By changing design requirements from the WSDOT standards to the city's, roadway widths can be reduced by several feet – narrower traffic lanes and medians – as well as allowing the City to continue to develop Pioneer as a tree-lined boulevard, which is not a WSDOT standard design detail.

City staff have been assessing the benefits and cost implications of acquiring the SR 501 assets from WSDOT. This includes the road right-of-way, an old quarry near Reiman Road, and any stormwater facilities not associated with I-5 runoff that are along the alignment.

The assessment includes a wealth of pavement, traffic, and slide information from WSDOT as well as bridge inspection reports for the bridge over Gee Creek. The pavement condition for the Pioneer corridor varies substantially, from a condition of “fair to poor” (a pavement condition index or PCI rating below 60 out of 100), to satisfactory to good for newer sections such as between 35th Avenue and east of Royle Road (PCI ratings above 70). WSDOT indicated that they have deferred some pavement repair between Main Avenue and the curves along Pioneer: the new WSDOT policy is to build a “Complete Street” for major pavement repairs, which includes sidewalk and ADA-compliant facilities, which has added \$1-1.5 million to the cost of repairing pavement in the segment between Main and the curves.

The City does not have this policy, and a review by City engineering and pavement management staff indicate a pavement repair project would be on the order of approximately \$1 million for surface and base repairs if the City were to incorporate this into the City's annual pavement repair program. This would bring the PCI up to 60-70, which is “fair” condition.

Slide Area

The City retained the geotechnical firms of Columbia West to undertake an assessment of the “slide area” in the curves between Reiman Road and Gee Creek. The Columbia West assessment noted that there have been four recorded slides since 2006, the most recent in 2016. Costs were not tracked by WSDOT for all of the slides; where they were, the cost to repair the slide area and reopen SR 501 to traffic ranged between \$650,000 and \$1.1 million. The assessment also noted that “it is not possible to predict the timing and location of future slope instability, however, based on historic slope instability, observations during geologic reconnaissance, and the known presence of active slope movement, future slope instability is highly likely within the roadway alignment in the current condition. Should slope instability occur, we anticipate mitigation techniques similar to those taken for landslides that occurred in 2006, 2012, and 2016 will be required (shear keys and rebuilding the slopes). The Columbia West report indicated there are more extensive and expensive preventative projects that could be done in the range of \$2-4 million to mostly alleviate the future slide probability. They also

suggested some deep patching work (similar to what WSDOT completed a few years ago) to alleviate future slumping (but not fully fix the problem) for \$250K to \$1 million. The City review indicated adding some base work and drainage to direct water under the road (rather than eroding away the roadside) would provide some longer-term stability, estimated to cost in the range \$500,000 to \$750,000.

Transportation Improvement Board Review

Under the RJT process, the Transportation Improvement Board (TIB) reviewed the City of Ridgefield's Route Jurisdiction Transfer request of State Route 501 to the city. Their assessment referenced that at the time SR 501 was designated, it was planned to be a loop highway off I-5 that connected Ridgefield and would terminate in the City of Vancouver. Thirty years later, there is no foreseeable loop highway, due primarily to the establishment of the Ridgefield National Wildlife Refuge.

TIB, using RCW 47.17.001 which defines the criteria of transferring routes between the Washington State Department of Transportation and cities or counties, concluded the following:

"Today, the City of Ridgefield has a population of 13,640. With the exception of the original legislative designation, SR 501 does not meet any of the state highway urban route criteria:

(3) An urban highway route that meets any of the following criteria should be designated as part of the state highway system:

- (a) Is designated as part of the interstate system;
- (b) Is designated as part of the system of numbered United States routes;
- (c) Is an urban extension of a rural state highway into or through an urban area and is necessary to form an integrated system of state highways;
- (d) Is a principal arterial that is a connecting link between two state highways and serves regionally oriented through traffic in urbanized areas with a population of fifty thousand or greater, or is a spur that serves regionally oriented traffic in urbanized areas."

Potential Jurisdictional Transfer Maintenance Program

In reviewing these issues, staff believes that a reasonable maintenance and repair program should accompany the transfer of route jurisdiction. The transfer of SR-501 from WSDOT to the City of Ridgefield is expected to save WSDOT at least \$250,000 to \$400,000 per year, exclusive of slide repair costs.

A reasonable repair program could include the following:

- \$1 million for pavement repairs from Main to the curves
- \$750K for slide alleviation and prevention
- Depending on when the transfer would occur, refreshing striping and pavement markings along the corridor would be reasonable.

BUDGET/FINANCIAL IMPACTS:

If the RJT is completed, the City would receive right-of-way and other SR 501 assets that have several million dollars in value (an actual value has not yet been determined). Annual maintenance and repair

costs are estimated at \$250,000 to \$400,000 a year. The costs for City staff to coordinate with WSDOT on maintenance, operations and design reviews would be reduced by thousands of dollars a year.

RECOMMENDED ACTION OR MOTION:

Council action is requested to decide on moving forward with the RJT request which would be accomplished by adopting this resolution.

A suggested motion is **"I move to adopt Resolution 631 indicating City Council support to the Washington State Transportation Commission in recommending approval of the SR 501/ Pioneer Street Route Jurisdiction Transfer Request."**

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. 2023-0516-Ridgefield-SR501-Map

RESOLUTION NO. 631

A RESOLUTION OF THE COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON SUPPORTING THE TRANSFER OF ROUTE JURISDICTION OF PIONEER STREET (STATE ROUTE 501) FROM THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION TO THE CITY OF RIDGEFIELD

WHEREAS, Pioneer Street is the major east-west gateway into downtown Ridgefield and the Port of Ridgefield, and is designated pursuant to Section 47.17.640 of the Revised Code of Washington as State Route No. 501, and

WHEREAS, the milepost limits of State Route 501 between MP 16.91 and MP 19.88 are entirely within the Ridgefield City Limits and owned and maintained by the Washington State Department of Transportation (WSDOT); and

WHEREAS, since 2004 the City and WSDOT have been operating under a Memorandum of Agreement, last amended in February 2020, for the maintenance and operations, and future development of SR-501/Pioneer Street corridor; and

WHEREAS, the segment of State Route 501 west and south of the Ridgefield City Limits to the northern extent of Lower River Road travel through the Ridgefield National Wildlife Refuge and is highly unlikely to be developed as a state highway; and

WHEREAS, the segment of State Route 501 through the City of Ridgefield, otherwise known as Pioneer Street, functions as a local arterial instead of a state highway, and

WHEREAS, the City's Transportation Capital Facilities Plan and comprehensive vision for the City is to transition Pioneer Street into a multi-modal, City arterial "Main Street" from its current State Highway status, and

WHEREAS, on January 25, 2023, the City Manager transmitted to the Washington State Transportation Commission (WSTC) a request for an inquiry into the possible transfer of SR 501 right-of-way and accompanying assets to the City of Ridgefield; and

WHEREAS, RCW 47.17.001 defines the criteria of transferring routes between the Washington State Department of Transportation and cities or counties, and

WHEREAS, an assessment by the Transportation Improvement Board found that "With the exception of the original legislative designation, SR 501 does not meet any of the state highway urban route criteria"; and

WHEREAS, the WSTC opened a public comment period in June 2023 and found general support for the route jurisdiction transfer as well as not receiving any substantive opposition to the request, and

WHEREAS, Ridgefield city staff conducted a comprehensive assessment of the benefits and impacts of the potential route jurisdiction transfer and concluded that, with investments in pavement preservation and landslide protection prior to completion of the transfer of assets, there will be a net

overall benefit to both the City by localizing project design decisions and deviations and to WSDOT for removal of ongoing maintenance and repair responsibilities for the corridor, and

WHEREAS, the WSTC will be taking final action on the route jurisdiction transfer request at their October 2023 meeting.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON DOES HEREBY RESOLVE AS FOLLOWS:

1. Public Interest. The Ridgefield City Council finds it to be in the public interest for the citizens of Ridgefield to transfer the right-of-way and accompanying assets of State Route 501 to the City of Ridgefield.

2. Demonstration of Support to the Washington State Transportation Commission. The City Council, by adoption of this resolution, demonstrates its support for the transfer of jurisdiction to the City for those portions of SR 501 within the Ridgefield City Limits and requests the Washington State Transportation Commission and the Washington State Legislature approve the improvement and transfer of this route to the City.

3. Request for Program of Improvements Prior to transfer of right-of-way and assets. The City of Ridgefield requests that the Washington State Department of Transportation provide for a \$1.75 million program of improvements for pavement repairs and slide protection/ prevention for the section of Pioneer Street/SR 501 from Main Avenue to the 35th Avenue roundabout.

4. The City Manager is directed to transmit this resolution to the WSTC immediately upon its adoption by the City Council.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 14h DAY OF SEPTEMBER, 2023.

Approved:

Jennifer Lindsay, Mayor

Attest:

Julie Ferriss, City Clerk



Ridgefield requests transfer of State Route 501 or “Pioneer Street” from State to City jurisdiction

