



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, April 8, 2021
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. PROCLAMATION

- 1. Community Development Week**

III. 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 address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

IV. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the March 25, 2021 Meeting**

V. BUSINESS

- 1. First Reading of Ordinance No. 1340 – 2021 Budget Amendment - Kirk Johnson, Finance Director**
- 2. Second Reading of Ordinance No. 1338 – Specht Development Corporation Development Agreement - Steve Stuart, City Manager**
- 3. Motion - Approval of Amendment to Continuing Operations Plan - Steve Stuart, City Manager**
- 4. Motion - Approval of 51st Ave and Pioneer Widening Design Contract with HHPR - Bryan Kast, Public Works Director**

VI. 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 address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

VII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

VIII. ADJOURN

**City Council Agenda Packet is available at the following link:
<http://ridgefieldwa.iqm2.com/Citizens/>**

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: April 08, 2021
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: 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

BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor detail attached

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: April 8, 2021 - Claims Report (PDF)

City of Ridgefield
Claims Payment Report
 For Approval on: April 8, 2021

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
AMAZON BUSINESS	3485	16VM-R491-FQVJ	Human Resources	Wellness Supplies	383.35
		1DDL-FWMY-69FR	Genl Govt/Facilities	Whodunnit Prizes	143.14
		1LC9-VDHT-6HVR	Genl Govt/Facilities	Rain Pants - Embry	10.29
			Public Works	Rain Pants - Embry	92.65
		1RTC-VLLJ-TLYH	Genl Govt/Facilities	Toner - Weichman	2.22
			Public Works	Toner - Weichman	11.10
			Community Development	Toner - Weichman	31.12
		1QPL-W36X-6RTR	Genl Govt/Facilities	COVID Signage for Parks	13.48
		14HG-TVLJ-6349	Genl Govt/Facilities	Chargers/cases/screen protectors	124.02
		1VQ6-H11K-H1LD	Human Resources	Wellness Basket	25.73
		1KCD-KHHR-DPCX	Council	Surface Cases/Screen Protectors - City Council	267.63
AMAZON BUSINESS Total					1,104.73
ARAMARK UNIFORM SERVICES	32	5.29E+11	Genl Govt/Facilities	PW Floor Mats	1.75
				PW Uniforms	0.94
			Public Works	PW Floor Mats	25.98
				PW Uniforms	22.69
		864889480	Genl Govt/Facilities	PW Uniforms/Floor Mats	2.69
			Public Works	PW Uniforms/Floor Mats	48.67
ARAMARK UNIFORM SERVICES Total					102.72
BLUEFIN PAYMENT SYSTEMS	2827	2827-202102B	Public Works	Customer Web Payments - Feb 2021	378.22
		2827-202101	Public Works	Customer Web Payments - Jan 2021	3,172.59
		2827-202012	Public Works	Customer Web Payments - Dec 2020	1,442.45
BLUEFIN PAYMENT SYSTEMS Total					4,993.26
BRITTANI FREIMUTH	3418	3418-20210408	Finance	Training Reimb - Freimuth	70.00
BRITTANI FREIMUTH Total					70.00
CHMELIK SITKIN & DAVIS	3294	1442	Genl Govt/Facilities	Park Laundry Eval - Feb 2021	1,375.00
CHMELIK SITKIN & DAVIS Total					1,375.00
CLEAN WORLD MAINTENANCE INC	3105	46079	Genl Govt/Facilities	Janitorial Services - PW	77.88
				Janitorial Services - City Hall	340.92
				Extra COVID Clean	820.67
			Public Safety	Janitorial Services - PD	230.40
			Public Works	Janitorial Services - PW	168.34

Attachment: April 8, 2021 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
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CLEAN WORLD MAINTENANCE INC Total					1,638.21
COLUMBIAN PUBLISHING	116	27833	Community Development	Pub Hearing & SEPA Notifications	315.00
		27815	Community Development	Union Ridge Development Agreement	81.00
COLUMBIAN PUBLISHING Total					396.00
COMCAST	2271	2271-202104-510	Genl Govt/Facilities	Communications - RACC	72.15
			Public Works	Communications - RACC	62.12
			Community Development	Communications - RACC	260.63
COMCAST Total					394.90
DEPARTMENT OF LICENSING - CPL	154	RG0000631-2021	Genl Govt/Facilities	CPL Fees - Grove	18.00
		RG0000642-2021	Genl Govt/Facilities	CPL Fees - McKinley	18.00
		RG0000643-2021	Genl Govt/Facilities	CPL Fees - Stewart	18.00
		RG0000632-2021	Genl Govt/Facilities	CPL Fees - Moreno	18.00
		RG0000640-2021	Genl Govt/Facilities	CPL Fees - Rigsby	18.00
		RG0000641-2021	Genl Govt/Facilities	CPL Fees - Coffey	18.00
		RG0000635-2021	Genl Govt/Facilities	CPL Fees - Gillett	18.00
		RG0000644-2021	Genl Govt/Facilities	CPL Fees - Orso	18.00
		RG0000645-2021	Genl Govt/Facilities	CPL Fees - Wilkins	18.00
		RG0000633-2021	Genl Govt/Facilities	CPL Fees - Duclos	18.00
		RG0000637-2021	Genl Govt/Facilities	CPL Fees - Falk	18.00
		RG0000639-2021	Genl Govt/Facilities	CPL Fees - Morgan	18.00
		RG0000634-2021	Genl Govt/Facilities	CPL Fees - Storie	18.00
		RG0000648-2021	Genl Govt/Facilities	CPL Fees - Kirkpatrick	18.00
		RG0000636-2021	Genl Govt/Facilities	CPL Fees - Trent	18.00
		RG0000638-2021	Genl Govt/Facilities	CPL Fees - Quinn	18.00
DEPARTMENT OF LICENSING - CPL Total					288.00
DRY BOX INC.	3563	1121073	Genl Govt/Facilities	20' Shipping Container purchase for Public Works	5,203.20
DRY BOX INC. Total					5,203.20
GISI MARKETING GROUP	2811	155587	Genl Govt/Facilities	Spring Events Mailer	1,423.54
		155613	Public Works	Postcards S I-5	99.99
GISI MARKETING GROUP Total					1,523.53
HARRY'S LAWN AND POWER EQUIPMENT	214	198536	Public Works	Hedge Trimmer	622.21
HARRY'S LAWN AND POWER EQUIPMENT Total					622.21
J2 BLUE PRINT SUPPLY	243	AR99863	Genl Govt/Facilities	Sports Field COVID Guidance Signs	135.51
		AR99666	Community Development	Plotter Contract - March 2021	59.51
J2 BLUE PRINT SUPPLY Total					195.02
L.N. CURTIS AND SONS	3075	INV469563	Public Safety	PD Holster	179.94

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City of Ridgefield
Claims Payment Report
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L.N. CURTIS AND SONS Total						179.94
MAKERS ARCHITECTURE AND URBAN DESIGN LLP	3503	2037-5	Community Development	HB1923 Code Updates - Through Feb 2021	3,968.75	
MAKERS ARCHITECTURE AND URBAN DESIGN LLP Total						3,968.75
MAUREEN O'REILLY	2564	45	Genl Govt/Facilities	1Sat - March - Watercolor Class	125.00	
MAUREEN O'REILLY Total						125.00
MJB CONSULTING INC	3117	1973	Genl Govt/Facilities	State Lobbyist - Feb 2021	2,500.00	
MJB CONSULTING INC Total						2,500.00
MPH INDUSTRIES	302	6014000	Public Safety	BEE III Radar/Antennas Kit	2,275.32	
MPH INDUSTRIES Total						2,275.32
NAPA AUTO PARTS	498	230540	Public Works	Vehicle Maint - Streets	3.00	
NAPA AUTO PARTS Total						3.00
PACIFIC OFFICE AUTOMATION	1564	71811514	Genl Govt/Facilities	CH/PW/RACC Copier Lease	634.57	
			Public Works	CH/PW/RACC Copier Lease	367.38	
			Community Development	CH/PW/RACC Copier Lease	304.94	
PACIFIC OFFICE AUTOMATION Total						1,306.89
PIONEER PEST MANAGEMENT	2040	443768	Genl Govt/Facilities	Pest Control - CH	129.00	
PIONEER PEST MANAGEMENT Total						129.00
PURCHASE POWER	356	39517196	Genl Govt/Facilities	Postage	500.00	
PURCHASE POWER Total						500.00
RIDGEFIELD MAIN STREET	2212	2212-20210408A	Human Resources	Employee Recognition	260.00	
		2212-20210408B	Genl Govt/Facilities	1SAT - May	1,000.00	
RIDGEFIELD MAIN STREET Total						1,260.00
SANDY'S SIGN AND DESIGN	556	83-21	Public Works	Cemetery Reservoir Sign	135.50	
SANDY'S SIGN AND DESIGN Total						135.50
SAUER HOLDINGS LLC	2885	39955	Finance	Outdoor Dining Tent Rentals	5,618.91	
		40023	Finance	Outdoor Dining Tent Rentals	5,575.01	
SAUER HOLDINGS LLC Total						11,193.92
SIMPLOT PARTNERS	606	212096464	Public Works	Herbicide	807.85	
SIMPLOT PARTNERS Total						807.85
SW CONSULTING ENGINEERING	3398	0802193-22	Community Development	Legacy Trails Apts - Consulting Services	902.50	
SW CONSULTING ENGINEERING Total						902.50
THE MASTERS TOUCH LLC	1786	74169	Public Works	Utility Statement - Jan/Feb 2021	1,050.98	
		P74169	Public Works	Utility Statements - Jan/Feb 2021	1,283.20	
THE MASTERS TOUCH LLC Total						2,334.18
TRAFFIC SAFETY SUPPLY	432	INV036234	Genl Govt/Facilities	Street signs	(26.88)	
			Public Works	Street signs	346.88	

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City of Ridgefield
Claims Payment Report
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TRAFFIC SAFETY SUPPLY Total					320.00
TYLER KING	2866	2866-20210408	Public Safety	USB Stick Reimb - King	21.67
TYLER KING Total					21.67
WA ASSOCIATION SHERIFFS AND POLICE CHIEFS	459	DUES 2021-00390	Public Safety	2021 Dues - Doriot	75.00
WA ASSOCIATION SHERIFFS AND POLICE CHIEFS Total					75.00
WALLIS ENGINEERING	464	15705	Public Works	Downtown Stormwater Enhancements	13,983.10
WALLIS ENGINEERING Total					13,983.10
WAPITI NW LLC	2545	9043	Genl Govt/Facilities	PW Vehicle Maint - Venne 2019 Silverado	11.52
			Public Works	PW Vehicle Maint - Venne 2019 Silverado	218.91
		9070	Public Works	Vehicle Maintenance - Strickler 2011 F350	1,994.32
		9057	Public Works	Vehicle Maintenance - Webberley 2016 F250	2,165.55
WAPITI NW LLC Total					4,390.30
WELLWORKS FOR YOU	3414	13207	Human Resources	Welness Program - March 2021	548.00
WELLWORKS FOR YOU Total					548.00
WEX BANK	3552	70379246	Genl Govt/Facilities	PW Fuel - 2021	2.81
			Public Works	PW Fuel - 2021	41.77
WEX BANK Total					44.58
ZW USA INC.	3063	398947	Genl Govt/Facilities	Dog Waste Bags	(12.17)
			Public Works	Dog Waste Bags	157.00
ZW USA INC. Total					144.83
Grand Total					65,056.11

Attachment: April 8, 2021 - Claims Report (Approval of Claims And/Or Payroll)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: April 08, 2021

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the March 25, 2021 Meeting

AGENDA ITEM TITLE:

Approval of minutes from the following meeting(s) of the council:

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

Not applicable

ACTION OR MOTION:

Approve the minutes by making the following motion:

1. "I move to approve the consent agenda"

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 03-25-2021 (PDF)



CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
March 25, 2021

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Councilor	Present	
Lee Wells	Councilor	Present	
Don Stose	Mayor	Present	
Sandra Day	Councilor	Present	
Jen Lindsay	Councilor	Present	
Rob Aichele	Councilor	Present	
Dana Ziemer	Councilor	Present	

LATE CHANGES TO THE AGENDA

PUBLIC COMMENT

None received.

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rob Aichele, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Wells, Stose, Day, Lindsay, Aichele, Ziemer

1. Approval of Claims And/Or Payroll
2. Approval of Minutes from the March 11, 2021 Meeting

PRESENTATION

1. 4Th Quarter 2020 Financial Report

PUBLIC HEARING/BUSINESS

1. Public Hearing and First Reading on Ordinance No. 1338 - Specht Development Corporation Development Agreement - Steve Stuart, City Manager

The City of Ridgefield conducted a pre-application conference with Specht development regarding development of parcels #214215000 and 215337000 in Union Ridge. Specht is proposing to construct

Attachment: 03-25-2021 (Approval of Minutes)

two warehouse/distribution speculative shell buildings totaling 363,000 sf total and associated site improvements. The site is bordered by Dolan road on the west, S. 5th Street on the north and S. 10th Street to the South. To provide for the future overpass connection between S. 10th Street and S. 11th street the planned alignment of S. 10th street curves to the north, impacting approximately 3.5 acres of parcel 215337000. City standards require that the developer complete a half-width improvement of Dolan Road. Staff have determined that Dolan Road is not designed to accommodate commercial/industrial traffic and have required that the site not take access off of Dolan Road. Due to the lack of site access from Dolan and the greater than typical impacts of the S. 10th Street alignment on the property, City Staff have worked with Specht to draft a development agreement that will provide for the dedication of the approximately 3.5 acres of right-of way necessary for the 10th street overpass. In exchange the City will not require half-width improvements to Dolan Road where it borders the project. The developer will construct S. 10th Street from the existing end west approximately 424 feet to the entrance of the site, following the preliminary design for the 10th Street overpass. The right-of-way dedication and extension for S.10th Street will allow the City to proceed with design and construction of the overpass.

City Council discussion.

Mayor Opened Public Hearing: 7:05PM

Brent Hedberg, Representative addressed City Council during the hearing.

Mayor Closed Public Hearing: 7:06PM

First reading conducted.

2. Public Hearing and First Reading of Ordinance No. 1339 – Ridgefield Municipal Code Title 18 - Housing Code Updates - Claire Lust, Community Development Director

In 2020, the Community Development Department received \$50,000 in grant funding from the Department of Commerce to develop code updates to increase urban residential building capacity under HB 1923. Ridgefield's required grant actions focus on improving the review processes and development standards for duplexes and triplexes, though the project scope also includes small single-family detached residences, townhouses, cottage housing, and overall subdivision design.

City Council conducted discussion.

Mayor Opened Public Hearing: 8:23PM

Following individuals addressed City Council during the hearing.

Ryan Styder
David Lampe
Roy Garrison
Aaron Helmes
Kathleen Huber
Travis Johnson
Clare Imel

City Council received numerous emails regarding tree ordinance from citizens.

Mayor Closed Public Hearing: 8:56PM

First reading conducted.

PUBLIC COMMENT

None received.

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Day - Attended Port of Ridgefield meeting, City Manager briefing.

Council Member Lindsay - Attended CREDC board of directors meeting.

Council Member Onslow - Attended Ridgefield High School stadium improvement project meeting, alliance meeting.

Council Member Aichele - Attended Ridgefield High School stadium improvement project meeting, Friends of the Library meeting.

Council Member Wells - Attended Ridgefield High School stadium improvement project meeting, Port of Ridgefield meeting.

Council Member Ziemer - Attended AWC Lobby Days.

Mayor

Attended numerous meetings with State Legislators.

City Manager

City Manager Steve Stuart - Legislative priorities update provided.

Public Works Director Bryan Kast - I-5 S connection project update.

Finance Director Kirk Johnson - State Auditors update provided.

ADJOURN - [9:10 PM](#)

Julie Ferriss, City Clerk

Don Stose, Mayor

Attachment: 03-25-2021 (Approval of Minutes)

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: April 08, 2021

ITEM: BUSINESS

AGENDA ITEM TITLE: An Ordinance of the City of Ridgefield, Washington
Amending Ordinance No. 1331 Pertaining to the 2021
Budget

GOVERNING LEGISLATION:

Revised Code of Washington Chapter 35A.33, City of Ridgefield Financial Policy #07: Budget

PREVIOUS COUNCIL ACTION TAKEN:

Council adopted Ordinance No. 1331 pertaining to the 2021 Budget on December 3, 2020.

SUMMARY/BACKGROUND:

The budget amendment totals \$5,989,325 in total appropriations and includes \$4,903,025 in operating and special revenue fund transfers to fund the appropriations. \$60,000 will be ongoing expense through the end of 2022 with the balance one-time expenses. An additional \$866,000 in new or reallocated revenue is recognized for developer share contributions and grant funding. Revenue changes include the reduction in grant funding of \$320,000 the city budgeted for 2021. The city had applied for a safe routes to school grant and were informed they did not receive the funding.

The amendment includes \$786,000 in developer share contributions to complete roundabout and road construction on Royle Road. The City is expecting to be awarded a \$250,000 state capital grant for site plan design for a new YMCA and will reappropriate \$150,000 in grant funding received in 2020 to fund the South I-5 Access project.

Of the \$5,989,325 in appropriations \$414,025 would be reappropriated from the 2020 budget for projects that were started in 2020 and completed in 2021. \$5,575,300 in new requests are presented for council consideration including \$2.4 million in additional debt service to defease the DWSRF loans in the water fund. Early payment of the loans will save the city approximately \$285,000 in interest cost over the life of the loan. Additional projects include construction of the roundabout located at Royle Road and 15th for \$2.1 million, \$250,000 for site plan work for the YMCA, an additional \$175,000 in pavement preservation funding, \$480,000 to complete design on widening of Pioneer Street from 51st to the junction, and \$50,000 for completion of a conceptual design for Horns Corner Park and Refuge Park.

An additional capital transfer of \$220,000 for construction of a multi modal trail along Hillhurst near Wishing Wells will replace the safe routes to school grant the city will not receive. The overall project will be reduced by \$100,000 to \$300,000 in construction expense for the project.

Staff are also requesting consideration for a new FTE for a building inspector which would sunset at the end of 2022. The position is needed due to the volume of permits for residential

and commercial construction. Staff are also asking for a temporary water utility FTE for a 6-month period to cross train alongside a long-time employee who will be retiring in February 2022. The final items include a replacement plan for iPads and staff phones, facility/security updates at city hall, a city match amount for a RTC safety project, an increase to the tuition reimbursement budget, purchase of a surplus dump truck and installation of hardware for a plow on an existing city vehicle. The final main item is an increase to the vehicle and equipment maintenance budget of \$40,000. The increase would address deferred maintenance and replace funding used to repair the 1992 dump truck to make it through the last snow event.

Overall fund balance impact will be a reduction of \$5,123,325 the majority for capital or debt service.

Refer to the attached exhibit "A" for Ordinance No. 1340 for a list of project requests and the following table for detailed fund balance impact.

Fund Balance Impact								
			Total	Ongoing	One-Time	Change In	Interfund	Fund
			Expense	Expense	Expense	Revenue	Transfer In	Impact
001	General Fund		115,800	-	115,800	-	-	(115,800)
001-58	Building Fees		80,000	60,000	20,000	-	-	(80,000)
101	Street Fund		30,000	-	30,000	-	30,000	-
114	PIF Fund		146,000	-	146,000	-	-	(146,000)
115	TIF Fund		2,014,000	-	2,014,000	-	-	(2,014,000)
150	TBD		175,000	-	175,000	-	-	(175,000)
300	General Capital		3,201,000	-	3,201,000	866,000	2,335,000	-
406	Water Fund		2,504,500	-	2,504,500	-	2,400,000	(104,500)
408	Storm Fund		10,000	-	10,000	-	-	(10,000)
410	Water Utility Capital		138,025	-	138,025	-	138,025	-
416	Water SDC		2,478,025	-	2,478,025	-	-	(2,478,025)
Total			10,892,350	60,000	10,832,350	866,000	4,903,025	(5,123,325)

BUDGET/FINANCIAL IMPACTS:

Please refer to the included table and to Exhibit "A" attached to Ordinance No. 1340

RECOMMENDED ACTION OR MOTION:

Staff requests Council conduct the first reading of Ordinance No. 1340

STAFF CONTACT:

Kirk Johnson, Finance Director

ATTACHMENTS:

2021 Budget Amendment Exhibit A (PDF)

2021 Budget Amendment Presentation 4.8.2021 (PDF)

ORDINANCE NO. 1340

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING ORDINANCE NO. 1331 PERTAINING TO THE 2021 BUDGET

WHEREAS, the Ridgefield City Council at its regular meeting on December 3, 2020 adopted Ordinance No. 1331 which adopted the City of Ridgefield 2021 budget; and

WHEREAS, the City of Ridgefield deems it necessary to adjust its forecast for revenue and appropriate additional expenditures in 2021 in the funds that are identified in the attached Exhibit "A" of the 2021 budget amendment; and

WHEREAS, these expenditures were not anticipated at the time of the adoption of the 2021 budget.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to amend the 2021 budget to account for revenues and expenditures that were not anticipated at the time of adoption.

Section 2. Budget Amendment Adopted. Ordinance No. 1331, and the budget of the City of Ridgefield for fiscal year 2021 shall be amended to include the additional receipt and/or reduction of funds and the additional and/or reduction of expenditures addressing the funds shown in the attached Exhibit "A".

Section 3. Severability. Any provision of this ordinance or its application to any person, legal entity, or circumstance is held invalid, the remainder of the ordinance or its application to other persons, legal entities, or circumstances is not affected.

Section 4. Regulatory Conflicts. All other Ordinances and parts of other Ordinances inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of the inconsistency or conflict.

Section 5. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 6. Effective date. This ordinance shall be in full force and effect five (5) calendar days after adoption and publication pursuant to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 22nd DAY OF APRIL, 2021.

Don Stose,

Mayor

ATTEST:

Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

Janean Parker,
City Attorney

First Reading:	April 8, 2021
Second Reading	April 22, 2021
Date of Publication:	April 28, 2021
Effective Date:	May 3, 2021

Exhibit "A"



2021 Budget Amendment #1

Ordinance # 1340

Expense														Funding Source			
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description				
1	Information Technology	General Fund	iPad Replacement	General Fund	7,500	-	-	7,500	-	-	-	(7,500)	Replace council iPads past useful life with Microsoft Surface. Increase to IT budget for replacement costs.				
2	Information Technology	General Fund	Phone Replacement	General Fund	1,000	-	-	1,000	-	-	-	(1,000)	Phone replacement plan for current staff phones past useful life. Increase to IT budget for replacement costs.				
3	Admin	General Fund	City Hall Blinds	General Fund	10,000	-	-	10,000	-	-	-	(10,000)	Replace current defective blinds with new blinds throughout city hall.				
4	Admin	General Fund	Key Card Security System	General Fund	20,000	-	-	20,000	-	-	-	(20,000)	Add electronic key card security access to City Hall. Placeholder. Lee should have pricing this week.				
5	Human Resources	General Fund	Tuition Reimbursement	General Fund	7,000	-	-	7,000	-	-	-	(7,000)	Increase tuition reimbursement budget from \$3,000 to \$10,000. Multiple staff requesting continuing education benefit.				
6	CDD	CDD	Building Inspector	Building Permit Fees	65,000	60,000	-	5,000	-	-	-	(65,000)	Add new sunset FTE position through the end of 2022 for building inspector to assist with current growth in building permits and inspections..				
7	Public Works	General Fund	RTC Safety Plan Match	General Fund	3,200	-	-	3,200	-	-	-	(3,200)	Ridgefield match for new RTC safety plan project.				
8	Public Works	General Fund	Snow Plow Install	General Fund	10,000	-	-	10,000	-	-	-	(10,000)	Add mounting gear and plow for additional Public Works truck for flexibility.				
9	Public Works	General Fund	Purchase Surplus Dump Truck	General Fund	12,100	-	-	12,100	-	-	-	(12,100)	Purchase of surplus dump truck from City of Vancouver.				
10	Public Works	Operating Funds	Vehicle/ Equipment Maintenance	General Fund, Storm Fund, Building Fees	40,000	-	-	40,000	-	10,000	-	(40,000)	Increase to current maintenance budget for vehicles/equipment to address deferred maintenance.				

Attachment: 2021 Budget Amendment Exhibit A (First Reading of 2021 Budget Amendment)



2021 Budget Amendment #1

Ordinance # 1340

Expense								Funding Source					
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Appopr.	Total Ongoing Annual Expense	Reappropri.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
11	Public Works	Water Fund	Utilities FTE (6 month increase in FTE)	Water Fund	44,500	-	-	44,500	-	-	-	(44,500)	Hire FTE position for 6 month cross training with retiring staff member. Temporary increase in FTE count through February 2022.
12	Public Works	Water Fund	Defease DWSRF Loans	WSDC	2,400,000	-	-	2,400,000	-	2,400,000	-	(2,400,000)	Defease remaining balance on DWSRF loans for junction well and reservoir. Early payoff would save \$285,000 in interest expense.
13	Public Works	General Capital	YMCA Site Plan	Grant	250,000	-	-	250,000	-	-	250,000	-	Site plan design and permitting for future location of YMCA. Funding from state capital grant.
14	Public Works	General Capital	Pavement Preservation	TBD	175,000	-	-	175,000	-	175,000	-	(175,000)	Add \$175,000 to pavement preservation program for 2021 work for a total budget of \$350,000.
15	Public Works	General Capital	Royle Road Roundabout Construction	TIF, Developer Contribution	2,100,000	-	-	2,100,000	786,000	1,314,000	-	(1,314,000)	Construction of roundabout at 15th and Royle Road. \$1.3 million in TIF funding and \$786,000 in developer share.
16	Public Works	General Capital	51st/Pioneer Widening Design	TIF	480,000	-	-	480,000	-	480,000	-	(480,000)	Increase funding to complete full design of Pioneer widening from 51st to Junction. Current budget \$650,000 for roundabout. Increase to <u>\$1,130,000.</u>
17	Public Works	General Capital	Hillhurst Multi-Modal Trail	TIF	(100,000)	-	-	(100,000)	-	220,000	(320,000)	(220,000)	Provide funding for alternative trail/sidewalk project on Hillhurst. City was not awarded grant to fund project. Increase total TIF transfer to \$300,000 for project. Reduce expense budget <u>\$100,000</u>
18	Public Works	General Capital	Parks Conceptual Design	PIF	50,000	-	-	50,000	-	50,000	-	(50,000)	Complete conceptual design for two public parks (Horns Corner and Refuge Park).
					5,575,300	60,000	-	5,515,300	786,000	4,649,000	(70,000)	(4,859,300)	



2021 Budget Amendment #1

Ordinance # 1340

Expense

Funding Source

Item No.	Requesting Department	Fund	Project	Funding Source	Total 2020 Apprpr.	Total Ongoing Annual Expense	Reapprop.	New Approp. Request	Revenue increase/ Decrease	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
Reappropriations from 2020 Budget													
19	Admin	Street Fund	Wayfinding Signs	General Fund	20,000	-	20,000	-	-	20,000	-	(20,000)	Reappropriation of 2020 budget for design and install of wayfinding signs.
20	CDD	CDD	Online Permitting Portal	Building Permit Fees	10,000	-	10,000	-	-	-	-	(10,000)	Reappropriation of 2020 budget for final contract amount to complete online permitting portal and to go live.
21	Public Works	General Capital	I-5 South Access Planning	Grant	150,000	-	150,000	-	-	-	150,000	-	Reappropriation of 2020 budget for revenue and expense to complete I-5 South Access Planning project.
22	Public Works	General Capital	Refuge Park Improvements (Dog Park)	PIF	96,000	-	96,000	-	-	96,000	-	(96,000)	Reappropriation of 2020 budget amount for Refuge Park project completion.
23	Public Works	Water Capital	Kennedy Water Rights	Water SDC	65,000	-	65,000	-	-	65,000	-	(65,000)	Reappropriation of 2020 budget to complete acquisition of Kennedy water rights.
24	Public Works	Water Capital	Junction Reservoir VFP	Water SDC	10,000	-	10,000	-	-	10,000	-	(10,000)	Reappropriation of 2020 budget amount to complete installation of variable frequency pumps at Junction Reservoir.
25	Public Works	Water Capital	S 32nd Water Line	Water SDC	3,025	-	3,025	-	-	3,025	-	(3,025)	Reappropriation of 2020 budget to complete water line project.
26	Public Works	Water Capital	Water Service Replacement - Hillhurst	Water Fund	60,000	-	60,000	-	-	60,000	-	(60,000)	Reappropriation of 2020 budget to complete water service replacement project prior to overlay project.
Total Budget Amendment					5,989,325	60,000	414,025	5,515,300	786,000	4,903,025	80,000	(5,123,325)	



2021 Budget Amendment – Ordinance No. 1340
First Reading April 8, 2021



2021 Budget Amendment – Ordinance No. 1340

2021 Policy Reserves

Fund Balance Source	2021 Reserves	2020 Reserves	% Change	Reserve % to 2021 Budget
General Fund	\$2,488,336	\$2,331,040	6.75%	29%
Community Development (Building Activities)	\$610,338	\$538,567	13.33%	28%
Water Fund	\$1,076,507	\$881,874	22.07%	48%
Storm Water Fund	\$486,445	\$398,183	22.17%	42%
Total Policy Reserves (Operating Funds)	\$4,661,626	\$4,149,664	12.34%	
Real Estate Excise Tax (Debt Service GO Bonds)	\$1,414,003	\$1,413,405	0.04%	



2021 Budget Amendment – Ordinance No. 1340

2021 Available Reserves

Fund Balance Source	2021 Reserves
General Fund (Includes Street Fund)	\$2,246,096
Community Development (Building Activities)	\$1,917,838
Water Operating Fund	\$1,193,862
Storm Water Operating Fund	\$176,897
Real Estate Excise Tax (REET)	\$829,202
Park Impact Fee Fund (PIF)	\$1,835,146
Traffic Impact Fee Fund (TIF)	\$3,003,463
Transportation Benefit District Fund (TBD)	\$199,791
Water System Development Charges (WSDC)	\$8,815,705



2021 Budget Amendment – Ordinance No. 1340

Reappropriations from 2020 Budget

Project	Funding Source	Expense	Revenue	Description
Wayfinding Signs	General Fund	\$20,000	\$0	Reappropriation of 2020 budget for design and install of wayfinding signs.
Online Permitting Portal	Building Permit Fees	10,000	0	Reappropriation of remaining 2020 budget to complete online permitting portal and go live.
I-5 South Access Planning	Grant	150,000	150,000	Reappropriation of remaining 2020 budget for revenue and expense to complete planning project.
Refuge Park Improvements (Dog Park)	PIF	96,000	0	Reappropriation of remaining 2020 budget amount to complete park project.
Kennedy Water Rights	WSDC	65,000	0	Reappropriation of 2020 budget to complete acquisition of Kennedy water rights.
Junction Reservoir VFP	WSDC	10,000	0	Reappropriation of remaining project expense to complete installation of variable frequency pumps.



2021 Budget Amendment – Ordinance No. 1340

Reappropriations from 2020 Budget

Project	Funding Source	Expense	Revenue	Description
S 32 nd Water Line Construction	WSDC	\$3,025	\$0	Reappropriation of 2020 budget to complete construction of water line project.
Hillhurst Water Service Replacement	Water Fund	60,000	0	Reappropriation of 2020 budget to complete water service replacement project prior to overlay project.
Total Reappropriations		\$414,025	\$150,000	



2021 Budget Amendment – Ordinance No. 1340

New Requests/Additions to 2021 Budget

Project	Funding Source	Expense	Revenue	Description
iPad/Phone Replacement Project	General Fund	\$8,500	\$0	Replace council iPads past useful life with Microsoft Surface. Replace staff phones past useful life. Increase to IT budget for replacement plan.
City Hall Blinds	General Fund	10,000	0	Replace current outdated and defective blinds throughout city hall.
Key Card Security System for City Hall	General Fund	20,000	0	Add electronic key card security access to city hall.
Tuition Reimbursement	General Fund	7,000	0	Increase tuition reimbursement budget from \$3,000 to \$10,000. Multiple staff requesting continuing education benefit.
Temporary Building Inspector FTE	Building Permit Fees	65,000	0	Add new sunset FTE position through end of 2022 for building inspector to assist with current growth in building permits and inspections.



2021 Budget Amendment – Ordinance No. 1340

New Requests/Additions to 2021 Budget

Project	Funding Source	Expense	Revenue	Description
RTC Safety Plan Match	General Fund	\$3,200	\$0	Ridgefield match for new RTC safety plan project.
Snow Plow Install	General fund	10,000	0	Add mounting gear and plow for additional Public Works truck for flexibility.
Purchase Surplus Dump Truck	General Fund	12,100	0	Purchase of surplus dump truck from City of Vancouver.
Vehicle/Equipment Maintenance	General Fund Storm Fund Building Fees	40,000	0	Increase current maintenance budget for vehicles/equipment to address deferred maintenance. \$35k Gen Fund, \$5k CDD, \$10k Storm Fund.
Utilities FTE (6 month increase to FTE)	Water Fund	44,500	0	Hire FTE for 6-month cross training with retiring staff member. Temporary increase in FTE count through February 2022.



2021 Budget Amendment – Ordinance No. 1340

New Requests/Additions to 2021 Budget

Project	Funding Source	Expense	Revenue	Description
Defease DWSRF Loans	WSDC	\$2,400,000	\$0	Defease remaining balance on DWSRF loans for junction well and reservoir. Early payoff would save \$285,000 in interest expense. Increase budget to \$2.6 million.
YMCA Site Plan	Grant	250,000	250,000	Site plan design and permitting for future location of YMCA. Funding from State capital grant
Pavement Preservation	TBD	175,000	0	Add additional \$175,000 to pavement preservation program for 2021 work for a total budget of \$350,000.
Royle Road Roundabout Construction	TIF, Developer Contribution	2,100,000	786,000	Construction of roundabout at 15 th & Royle Road. \$1.3 million TIF funding and \$786,000 in developer share.
51 st & Pioneer Widening Design	TIF	480,000	0	Increase funding to complete full design of roundabout at 51 st and widening to the junction. Increase budget to \$1,130,000.



2021 Budget Amendment – Ordinance No. 1340

New Requests/Additions to 2021 Budget

Project	Funding Source	Expense	Revenue	Description
Hillhurst Multi-Modal Trail	TIF	(\$100,000)	(\$320,000)	Provide funding source for alternative design trail/sidewalk project on Hillhurst. City not awarded grant to fund project. Increase total TIF transfer to \$300,000 (additional \$220,000). Reduce grant funding and project expense.
Parks Conceptual Design	PIF	50,000	0	Complete conceptual design for two public parks (Horns Corner and Refuge Park).
Total New 2021 Requests		\$5,575,300	\$716,000	
Total Reappropriations		\$414,025	\$150,000	
Total Budget Amendment		\$5,989,325	\$866,000	



2020 Budget Amendment – Ordinance No. 1340

Fund Balance Impact

Fund	Total Expense & Transfers Out	Revenue	Interfund Transfer In	Fund Impact	Forecast Y/E Avail Fund Bal
General Fund	\$115,800	\$0	\$0	(\$115,800)	\$1,801,950
Building Fees	80,000	0	0	(80,000)	\$1,672,456
Street Fund	30,000	0	30,000	0	\$0
REET Fund	0	0	0	0	\$829,202
PIF Fund	146,000	0	0	(146,000)	\$2,612,596
TIF Fund	2,014,000	0	0	(2,014,000)	\$1,618,575
TBD	175,000	0	0	(175,000)	\$178,226
General Capital	3,201,000	866,000	2,335,000	0	\$0
Water Fund	2,504,500	0	2,400,000	(104,500)	\$1,290,269
Storm Fund	10,000	0	0	(10,000)	\$37,935
Water Utility Capital	138,025	0	138,025	0	\$0
Water SDC	2,478,025	0	0	(2,478,025)	\$6,361,992
Total	\$10,892,350	\$866,000	\$4,903,025	(\$5,123,325)	



THANK YOU

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: April 08, 2021

ITEM:

AGENDA ITEM TITLE: An Ordinance of the City of Ridgefield, Washington Approving a Development Agreement with Wayne and Cheryl Johnson

GOVERNING LEGISLATION:

R.C.W. 36.70B.170

PREVIOUS COUNCIL ACTION TAKEN:

First reading and Public Hearing on March 25, 2021

SUMMARY/BACKGROUND:

The City of Ridgefield conducted a pre-application conference with Specht development regarding development of parcels #214215000 and 215337000 in Union Ridge. Specht is proposing to construct two warehouse/distribution speculative shell buildings totaling 363,000 sf total and associated site improvements. The site is bordered by Dolan road on the west, S. 5th Street on the north and S. 10th Street to the South. To provide for the future overpass connection between S. 10th Street and S. 11th street the planned alignment of S. 10th street curves to the north, impacting approximately 3.5 acres of parcel 215337000.

City standards require that the developer complete a half-width improvement of Dolan Road. Staff have determined that Dolan Road is not designed to accommodate commercial/industrial traffic and have required that the site not take access off of Dolan Road. Due to the lack of site access from Dolan and the greater than typical impacts of the S. 10th Street alignment on the property, City Staff have worked with Specht to draft a development agreement that will provide for the dedication of the approximately 3.5 acres of right-of way necessary for the 10th street overpass. In exchange the City will not require half-width improvements to Dolan Road where it borders the project. The developer will construct S. 10th Street from the existing end west approximately 424 feet to the entrance of the site, following the preliminary design for the 10th Street overpass. The right-of-way dedication and extension for S.10th Street will allow the City to proceed with design and construction of the overpass.

BUDGET/FINANCIAL IMPACTS:

None.

ACTION OR MOTION:

Adopt Ordinance No. 1338 by making the following motion:

“I move to adopt Ordinance No. 1338, as presented.”

STAFF CONTACT: Bryan Kast, Public Works Director
ATTACHMENTS: Union Ridge Development Agreement (PDF)

ORDINANCE NO. 1338

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON APPROVING A DEVELOPMENT AGREEMENT WITH WAYNE AND CHERYL JOHNSON

WHEREAS, the City is a Washington Municipal Corporation with land use planning and permitting authority over all land within its corporate limits; and,

WHEREAS, the City has the authority to enter into Development Agreements pursuant to RCW 36.70B.170 which provides:

The Legislature finds that the lack of certainty of the approval of development projects can result in a waste of public and private resources, escalate housing costs for consumers and discourage the commitment to comprehensive planning which would make maximum efficient use of resources at the least economic cost to the public. Assurance to a development project applicant that upon government approval the project may proceed in accordance with existing policies and regulations, and subject to conditions of approval, all as set forth in a development agreement, will strengthen the public planning process, encourage private participation and comprehensive planning, and reduce the economic cost of development; and,

WHEREAS, Wayne N. Johnson & Cheryl A. Johnson own the properties known as Lot #30 of Sec. 22 T4NR1EWM and Lot #4 of Sec. 27 T4NR1EWM; and

WHEREAS, Specht Development Inc is under contract to purchase the Lots and is proposing to develop the Lots for employment uses; and

WHEREAS, The City has identified a need to connect employment areas on the East and West sides of Interstate 5, and have thus started planning and design for an overpass over I-5 connecting S. 10th Street on the East with S. 11th Street on the West; and

WHEREAS, the City Council held a public hearing for the proposed Development Agreement at a regular scheduled meeting held on March 25, 2021; and

WHEREAS, the City Council conducted a first reading of this ordinance on February 25, 2021; and

WHEREAS, the City, Johnson and Specht have reached agreement regarding the terms and conditions of a Development Agreement related to transportation system improvements, which will best facilitate desired access, safety, and throughput outcomes, which Development Agreement, together with its Exhibit A and Exhibit B, is attached hereto and incorporated herein;

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

Section 1. **Public Interest.** The City Council for the City of Ridgefield, Washington finds, following a public hearing process, that it is in the public interest for the City of Ridgefield to approve the Development Agreement with Johnson and Specht. Execution of this Agreement will require City to allow the development to not make improvements or take access from Dolan Road in exchange for other transportation improvements in the project vicinity, including

extension of S. 10th Street and right of way dedication for the planned overpass that will connect to S. 11th street on the west side of Interstate 5.

Section 2. **Development Agreement Approved.** The City Council for the City of Ridgefield hereby approves the Specht Development Agreement ("Agreement") attached hereto as Exhibit "A" and authorizes the City Manager to execute the Agreement substantially in the form attached and to take such other actions as may be necessary to effect this Agreement.

Section 3. **Corrections.** The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. **Severability.** Any provision of this ordinance or its application to any person, legal entity, or circumstance is held invalid, the remainder of the ordinance or its application to other persons, legal entities, or circumstances is not affected.

Section 5. **Effective Date.** This ordinance shall be in full force and effect thirty (30) calendar days after adoption and publication pursuant to law.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 8th DAY OF APRIL 2021.

Mayor, Don Stose

ATTEST/AUTHENTICATED:

Julie Ferriss
City Clerk

APPROVED AS TO FORM:

Janean Parker
City Attorney

Public Hearing:	March 25, 2021
First Reading:	March 25, 2021
Second Reading:	April 8, 2021
Date of Publication:	
Effective Date:	

MAIL TAX STATEMENTS TO:
Wayne N. Johnson & Cheryl A. Johnson

AFTER RECORDING RETURN TO:
City of Ridgefield
Attn: Steve Stuart
230 Pioneer St./P.O. Box 608
Ridgefield, WA 98642-0608

RECORDING COVER SHEET

This space provided for recorder's use.

INSTRUMENT TITLE:	DEVELOPMENT AGREEMENT
GRANTOR(S):	WAYNE N. JOHNSON and CHERYL A. JOHNSON
GRANTEE:	CITY OF RIDGEFIELD, WASHINGTON
ABBREVIATED LEGAL DESC:	#30 OF SEC 22 TN4R1EWM 38.01A and #4 OF SEC 27 T4R1EWM 12.01A
FULL LEGAL DESCRIPTION:	See Exhibit A To This Document
ASSESSOR'S PROPERTY TAX PARCEL ACCOUNT NUMBERS:	214215000, 215337000
REFERENCE NUMBER OF RELATED DOCUMENTS:	N/A

Attachment: Union Ridge Development Agreement (Specht Development Corporation DA)

DEVELOPMENT AGREEMENT

Effective Date: Date of Recording

PROPERTY

The real property subject to this Agreement consists of two tax parcels within the City of Ridgefield, Clark County, Washington. One of the tax parcels is known as Lot #30 of Sec. 22 T4NR1EWM and contains approximately 38.01 acres of land (“Lot 30”). The second parcel is known as Lot #4 of Sec. 27 T4NR1EWM and contains approximately 12.01 acres of land (“Lot 4” and, together with Lot 30, the “Lots”). The legal description for the Lots is attached as **Exhibit A**. The Lots described in Exhibit A comprise all of the real property that is subject to this Agreement.

PARTIES

WAYNE N. JOHNSON and CHERYL A. JOHNSON are the current owners of fee title to the Lots. As used herein, “Owner” means Wayne N. Johnson & Cheryl A. Johnson.

The CITY OF RIDGEFIELD is a Washington municipal corporation (hereafter “City”) and is responsible for land use planning and permitting pursuant to the Growth Management Act, RCW 35A.63 and RCW 58.17.

SPECHT DEVELOPMENT, INC. (“Specht Development”) is under contract to purchase the Lots pursuant to that certain Purchase and Sale Agreement and Receipt for Earnest Money dated as of August 18, 2020 (as it has been, and may hereafter be, amended, the “Purchase Agreement”).

Owner, Specht Development, and the City, as defined in this Agreement, are collectively referred to as the Parties.

AUTHORITIES

Whereas, the Parties are authorized to enter this Agreement by RCW 36.70B.170(1).

Whereas, pursuant to RCW 36.70B.170, a development agreement may set forth the development standards and other provisions that will apply to, govern and vest the development, use and mitigation of the development of real property for the duration specified in the agreement, which statute provides:

(1) A local government may enter into a Development Agreement with a person having ownership or control of real property within its jurisdiction. A city may enter into a development agreement for real property outside its boundaries as part of a proposed annexation or a service agreement. A development agreement must set forth the development standards and other provisions that will apply to and govern and vest the development, use, and mitigation of the development of the real property for the duration specified in the agreement. A development agreement will be consistent with applicable development regulations adopted by a local government planning under chapter 36.70A RCW;

Whereas, the legislative findings supporting the enactment of this section provide:

The legislature finds that the lack of certainty of the approval of development projects can result in a waste of public and private resources, escalate housing costs for consumers and discourage the commitment to comprehensive planning which would make maximum efficient use of resources at the least economic cost to the public. Assurance to a development project applicant that upon government approval the project may proceed in accordance with existing policies and regulations, and subject to conditions of approval, all as set forth in a development agreement, will strengthen the public planning process, encourage private, participation and comprehensive planning, and reduce the economic costs of development. Further, the lack of public facilities and services is a serious impediment to development of new housing and commercial uses. Project applicants and local governments may include provisions and agreements whereby applicants are reimbursed over time for financing public facilities. It is the intent of the legislature by RCW 36.70B.170 through 36.70B.210 to allow local governments and owners and developers of real property to enter into development agreements.

RECITALS

- A. Owner owns the Lots located at 6737 S 11TH CIR and 6547 S 5TH ST, Ridgefield, WA 98642, comprising a total of approximately 50.02 acres.
- B. Specht Development is proposing to develop the Lots for employment uses, which is consistent with both the underlying zone classification and the Union Ridge Master Plan which has been adopted by reference in the Ridgefield Development Code.
- C. The City has identified a need to connect employment areas on the East and West sides of Interstate 5, and have thus started planning and design for an overpass over I-5 connecting S. 10th Street on the East with S. 11th Street on the West.
- D. Specht Development and the City have agreed that adequate access to the Lots, safety considerations, and traffic flow are best served using an alternate roadway configuration from what was included in the 2016 City of Ridgefield Capital Facilities Plan (as part of the Comprehensive Growth Plan Update).

E. Specht Development and the City have agreed to transportation system improvements, contained herein, which will best facilitate desired access, safety, and throughput outcomes.

F. Each of the Recitals contained herein are intended to be, and are incorporated as, covenants between the Parties and will be so construed.

AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

1. OWNER'S OBLIGATIONS; RIGHT TO TERMINATE

Owner is signing this Agreement as an accommodation to Specht Development in order to permit the recordation of this Agreement against the Lots and in no event will Owner have any rights or obligations under this Agreement except as expressly set forth in this Section 1. The obligations of the Parties under this Agreement are, therefore, conditioned on Specht Development, or an entity controlled by, that controls, or is under common control with Specht Development or any entity in which Specht Development, or any direct or indirect owner or affiliate of Specht Development, directly or indirectly, has or intends to have an equity ownership interest (each a "Specht Buyer") acquiring fee title to the Lots. If, at any time prior to the date on which a Specht Buyer obtains fee title to the Lots, the Purchase Agreement is terminated, any of Specht Development, Owner, or the City shall be entitled to send written notice to the other Parties, terminating this Agreement (a "Termination Notice"). This Agreement shall be fully and finally terminated upon delivery of a Termination Notice unless, within five (5) days after receipt of a Termination Notice, either Specht Development or Owner provides written notice to the other Parties to this Agreement that it disputes that the Purchase Agreement has been terminated. If no such notice objecting to the termination of this Agreement is timely provided after delivery of a Termination Notice, this Agreement shall be fully and finally terminated and none of the Parties will have any further rights or obligations hereunder. Promptly following termination of this Agreement pursuant to this Section 1, the Parties agree to execute, deliver, and record any instrument reasonably required to remove this Agreement from title to the Lots. Upon closing of the sale of the Lots to a Specht Buyer, the rights and obligations of Specht Development hereunder shall be deemed to be binding upon, and assumed by, such Specht Buyer.

2. S. DOLAN ROAD

The City has determined that S. Dolan Road is not and will not be suitable for industrial traffic. As such, the City agrees that Specht Development shall not be responsible for making any improvements to S. Dolan Road, and shall not take access from the Lots directly onto S. Dolan Road.

3. S. 5th STREET

In order to facilitate safer ingress/egress and traffic flow, Specht Development agrees to make, conditioned on Specht Development's receipt of the approvals and permits necessary therefor and on commencement of construction of Specht Development's intended development of the Lots, half-width street improvements at the "Collector" standard along the southern half of the portion

of S. 5th Street that abuts the northern boundary of Lot 30. The foregoing will not, however, be construed as requiring that Specht Development make improvements to the intersection of S. Dolan and S. 5th Street or to the intersection of S. 5th Street and S. Union Ridge Parkway.

4. S. 10th STREET

To provide adequate access to the subject parcels, Specht Development agrees to make, conditioned on Specht Development's receipt of the approvals and permits necessary therefor and on commencement of construction of Specht Development's intended development of the Lots, full-width street improvements to S. 10th Street at the minor arterial standard from the current terminus of the roadway, west approximately five hundred twenty-four (524) linear feet through the flagpole located in the southeastern corner of Lot 4 until the western terminus of the flagpole, which is located south of the southern terminus of the western boundary of Lot 1 of Short Plat 4-162, all as generally depicted on **Exhibit B** attached hereto and incorporated herein by this reference (the "Access Point"). Specht Development shall build the applicable portion of S. 10th Street such that the grade will be at the vertical alignment set forth in the City's 10% design drawings or as revised by the City prior to plan approval. The City agrees not to require Specht Development – now or any time in the future – to extend S. 10th Street beyond the Access Point or to impose any other requirements on Specht Development with respect to the extension or improvement of S. 10th Street, S. 11th Street, or the overpass except as expressly set forth in this Section 3 or in Section 4 below.

5. S. 10th STREET OVERPASS

For the sole purpose of the future extension of S. 10th Street and construction of the overpass connecting S. 10th Street on the East side of Interstate 5 with S. 11th Street on the West side of Interstate 5, conditioned on Specht Development's receipt of the approvals and permits necessary for construction of Specht Development's intended development of the Lots and on commencement of construction thereof, Specht Development agrees to dedicate to the City approximately 3.5 acres +/- of land (**number to be verified**) located in the southwest corner of Lot 4 (the "Dedicated Property"). The exact location of the Dedicated Property will be agreed upon by the Parties but will only include future right-of-way necessary to connect S. 10th Street on the East with S. 11th Street on the West and will be located such that it will have the least impact on the use and development of Lot 4 while still permitting construction of the overpass in a commercially reasonable manner. The City hereby agrees that it will construct the extension of S. 10th Street and the overpass in a manner such that Specht Development will at all times have reasonable access from the Lots over S. 10th Street to the public street system.

5. CITY'S RESERVED AUTHORITY

Notwithstanding anything in this Agreement to the contrary, the City will have the authority to impose new or different regulations to the extent required by a serious threat to public health and safety as required by RCW 36.70B; provided, however that traffic congestion generally is not a serious threat to public health and safety but the impact of congestion at any particular location may degrade to a level that constitutes a safety hazard, and that such action will only be taken by legislative act of the Ridgefield City Council after appropriate public process.

6. EXECUTION OF AGREEMENT; COUNTERPARTS; ELECTRONIC SIGNATURES

This Agreement may be executed in several counterparts; each of which shall be deemed an original and all of which shall constitute one and the same instrument, and shall become effective when counterparts have been signed by each of the Parties and delivered to the other Parties; it being understood that all Parties need not sign the same counterparts – PROVIDED that all signature pages will be recorded together, and the complete recorded Agreement will constitute the final instrument. The exchange of copies of this Agreement and of signature pages by facsimile transmission (whether directly from one facsimile device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by combination of such means, shall constitute effective execution and delivery of this Agreement as to the Parties and may be used in lieu of the original Agreement for all purposes. Signatures of the Parties transmitted by facsimile shall be deemed to be their original signatures for all purposes.

7. TERMINATION

The Agreement may be terminated by a mutual agreement of the Parties in writing, which will be recorded.

8. AUTHORIZATION

The persons executing this Agreement on behalf of the Parties are authorized to do so and, upon execution by such parties, this Agreement will be a valid and binding obligation of such parties in accordance with its terms. The Parties have each obtained any and all consents required to enter into this Agreement and to consummate or cause to be consummated the transactions contemplated hereby.

9. RUN WITH THE LAND

This Agreement shall run with the land and benefit and bind the Parties and the Parties' heirs, successors and assigns, and will be recorded with the Clark County Auditor.

10. ASSIGNABILITY AND CONTRACTUAL TRANSFER OF OBLIGATIONS

The rights and obligations established in this Agreement are assignable by Specht Development to its successors and assigns including, without limitation, a Specht Buyer and any future owners of all or any portion of the Property.

11. TERM

The Term of this Agreement will expire on the fifth (5th) anniversary of the date of the recording of this document if Specht Development does not commence construction of its project on the Lots

prior to such date. The Term may, however, be extended in writing by mutual agreement of the Parties which shall be recorded.

12. PUBLIC HEARING

The Ridgefield City Council has approved execution of this Agreement by ordinance after a public hearing.

13. DISPUTE RESOLUTION

Should a disagreement arise between the Parties, the Parties agree to attempt to resolve the disagreement by first meeting and conferring. If such meeting proves unsuccessful to resolve the dispute, the disagreement may be resolved by a civil action.

14. APPLICABLE LAW AND VENUE

This Agreement will be construed in accordance with the laws of the State of Washington, and exclusive venue for any dispute will be in the Clark County Superior Court.

15. SEVERABILITY

If any portion of this Agreement will be invalid or unenforceable to any extent, the validity of the remaining provisions will not be affected thereby. If a material provision of this Agreement is held invalid or unenforceable such that a Party does not receive the benefit of its bargain, then the other Parties will renegotiate in good faith terms and provisions that will effectuate the spirit and intent of the Parties' agreement herein.

16. INCONSISTENCIES

If any provisions of the Ridgefield Development Code and land use regulations are deemed inconsistent with this Agreement, the court shall first attempt to harmonize the provisions and if unable to do so, the provisions of this Agreement will prevail, excepting the City's reserved authority as explicitly defined herein.

17. AMENDMENTS

This Agreement may only be amended by a mutual written agreement of the Parties that has been recorded in the Clark County deed records.

18. SURVIVAL

Any covenant or condition set forth in this Agreement, the full performance of which is not specifically required prior to the expiration or earlier termination but which by its terms is to survive the termination of this Agreement, will survive the expiration or earlier termination of this Agreement and will remain fully enforceable thereafter.

19. NO DIRECT BENEFIT TO THIRD PARTIES

The Parties are the only parties to this Agreement and are the only parties entitled to enforce its terms, except as otherwise specifically provided in this Agreement. There are no third-party beneficiaries.

20. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties as to the subject matter.

21. NOTICES

All notices will be in writing and may be delivered by personal delivery, by overnight courier service, or by deposit in the United States Mail, postage prepaid, as certified mail, return receipt requested, and addressed as follows:

City:	City of Ridgefield Attn: Steve Stuart 230 Pioneer St./PO Box 608 Ridgefield, WA 98642-0608
With a copy to:	Janean Parker Law Office of Janean Z. Parker PO Box 298 Adna, WA 98522
Owner:	_____ _____ _____ Attn: _____
With a copy to:	_____ _____ _____ Attn: _____
Specht Development:	Specht Development, Inc. 10260 SW Greenburg Rd Suite 170 Portland, OR 97223 Attn: Brent Hedberg

Attachment: Union Ridge Development Agreement (Specht Development Corporation DA)

With a copy to: Stoel Rives LLP
760 SW Ninth Avenue
Suite 3000
Portland, OR 97205
Attn: Andrew Solomon

Notices will be deemed received by the addressee upon the earlier of actual delivery or refusal of a party to accept delivery thereof. The addresses to which notices are to be delivered may be changed by giving notice of such change in address in accordance with this notice provision.

22. TIME IS OF THE ESSENCE

Time is of the essence in the performance of and adherence to each and every provision of this Agreement.

23. NON-WAIVER

Waiver by any Party of strict performance of any provision of this Agreement will not be deemed a waiver of or prejudice a Party's right to require strict performance of the same or any other provision in the future. A claimed waiver must be in writing and signed by the Party granting a waiver. A waiver of one provision of this Agreement will be a waiver of only that provision. A waiver of a provision in one instance will be a waiver only for that instance, unless the waiver explicitly waives that provision for all instances.

24. HEADINGS

The section headings are for convenience in reference and are not intended to define or limit the scope of any provision of this Agreement.

25. INTERPRETATION OF AGREEMENT; STATUS OF PARTIES

This Agreement is the result of arm's-length negotiations between the Parties and will not be construed against any Party by reason of its preparation of this Agreement. Nothing contained in this Agreement will be construed as creating the relationship of principal and agent, partners, joint venturers, or any other similar relationship between the Parties.

26. FUTURE ASSURANCES

Each of the Parties will promptly execute and deliver such additional documents and will do such acts that are reasonably necessary, in connection with the performance of their respective obligations under this Agreement so as to carry out the intent of this Agreement.

Signatures appear on the following pages.

Owner

WAYNE N. JOHNSON

Date

CHERYL A. JOHNSON

Date

STATE OF _____)
)ss.
County of _____)

This record was acknowledged before me on _____, 20_ by _____
_____, as _____ of _____, a(n)
_____.

Notary Public for _____
My Commission Expires: _____

Attachment: Union Ridge Development Agreement (Specht Development Corporation DA)

SPECHT DEVELOPMENT

Specht Development, Inc.,
an Oregon corporation

By: _____
Gregory L. Specht, its President

STATE OF _____)
)ss.
County of _____)

This record was acknowledged before me on _____, 20_ by _____
_____, as _____ of _____, a(n)
_____.

My Commission Expires: _____
Notary Public for _____

Attachment: Union Ridge Development Agreement (Specht Development Corporation DA)

CITY OF RIDGEFIELD

 By: Steven Stuart
 Its: City Manager

 Date

State of Washington)
) ss.
 City of _____)

I certify that I know or have satisfactory evidence that Steven Stuart is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the City Manager of the City of Ridgefield to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____, 2020.

(Seal or stamp)

 Signature

 Title
 My appointment expires _____

Approved as to form:

 City Counsel

Attachment: Union Ridge Development Agreement (Specht Development Corporation DA)

EXHIBIT A
Legal Description

Attachment: Union Ridge Development Agreement (Specht Development Corporation DA)

EXHIBIT B

Depiction of Location of 10th Street Improvements

Attachment: Union Ridge Development Agreement (Specht Development Corporation DA)

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: April 08, 2021

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Amendment to Continuing Operations Plan

GOVERNING LEGISLATION: Chapter 38.52 RCW and RMC Section 2.44.070

PREVIOUS COUNCIL ACTION TAKEN: March 26, 2020: Ratification of Declaration of Civil Public Health Emergency and Planned Response/Continuing Operations (COOP) Plan; April 23, May 28, June 11, and November 5, 2020: Amendments to the COOP Plan for compliance with state and federal regulations related to COVID-19.

SUMMARY/BACKGROUND: Effective, January 11, 2021, the State of Washington launched Healthy Washington – Roadmap to Recovery which outlines a phased recovery and re-opening plan. The COOP Plan is being revised to assure current and future compliance with the Recovery Plan.

The federal American Rescue Plan Act of 2021 implemented an Emergency Paid Sick Leave requirement. Employees will receive 80 hours of paid leave for use when unable to work or telework for specified COVID related reasons as outlined in the Act.

The State of Washington issued Travel Advisory recommending quarantine periods following recreational travel. The City Manager implemented workplace policies consistent with the Travel Advisory.

BUDGET/FINANCIAL IMPACTS: None.

RECOMMENDED ACTION OR MOTION:

Staff recommends that City Council approve the amendments to the COOP Plan. A recommended motion is:

“I move to approve the amendment to the Continuing Operations Plan as presented.”

STAFF CONTACT: Lee Knottnerus, Deputy City Manager

ATTACHMENTS: Ridgefield COOP Plan.April 2021(PDF)



City of Ridgefield Planned Response for COVID-19 Continued Operations Plan

Effective Dates: **March 18, until the threat of COVID-19 to public health and safety has abated, as determined through continued local, regional, statewide, and national evaluation. This Plan will be evaluated on a regular basis for any changes that may be necessary as the situation evolves.**

Effective January 11, 2021, the State of Washington launched Healthy Washington — Roadmap to Recovery which outlines a phased recovery and re-opening plan. Ridgefield will follow the guidelines outlined in the Roadmap to Recovery and other State guidance unless otherwise specified in this Plan. The objectives of this plan will be followed throughout the transition to re-opening City facilities and services.

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The new coronavirus, COVID-19, is not a flu but a pneumonia-like infection. The Centers for Disease Control (CDC) believes at this time that symptoms may appear in as few as two days or as long as 14 days after exposure. The good news is that, except in rare situations, an employee diagnosed with the virus will have no significant long-term health care problems.

PLAN OBJECTIVES.

City's Primary Goal: Protect Employees and Residents

- Reduce the spread of disease among staff and residents.
- Protect people at higher risk for complications.
- Maintain essential operations.
- Minimize impact on residents, customers and businesses.
- Be proactive, rather than reactive, by taking measures now to minimize risk.
- Provide information to and communication with employees and residents regarding City operations and other updates.

This plan will supersede all other City policies. This plan is subject to change as needed.

KEY BUSINESS FUNCTIONS

~~Essential employees are defined as those who will be required to work so that essential government services can still be provided. The Table attached as Exhibit A identifies the location where employees are working based on job duties or membership in an at risk population, not hours worked. All employees are subject to be called back to work, depending on the need and circumstances.~~

To assure that employees are able to continue to perform key business functions, whether in the workplace or at a remote location, and that hours of worked are tracked, the City will:

- Obtain and Inventory equipment that remote workers will be utilizing.
- Codes will be established for payroll purposes to track reduced hours and leave due to COVID-19.

Updated: ~~November 5, 2020~~ April, 2021

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IMPACT ON CITY FACILITIES AND OPERATIONS

City facilities and operations are modified as follows to assure safety of employees and residents, and continuation of City services:

City Parks, Facilities and Meetings

City facilities and meetings will be impacted as follows:

1. City Facilities are closed to the public except by appointment. Phones are monitored during normal business hours. On-line services are available 24 hours.

~~4-2. The following parks and facilities will be re-opened and operated consistent with State guidance:~~

~~• Play structures, parks, and public restrooms are open effective with Phase 2 of the Washington Safe Start Plan.~~

~~• The Ridgefield Outdoor Recreation Complex and all other sports fields will be available for recreational play and organized sports practices as outlined in the State's guidance regarding sporting activities.~~

~~2. Park rentals including but not limited to Bennett Kitchen and Overlook Park.~~

3. Non-Essential public meetings are suspended. City Council will be offered in-person and virtually as outlined in the State's guidance, and other public meetings that are essential are conducted as virtual meetings.

~~• Park rentals are suspended.~~

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Employee Education and Support

The following actions will be taken to assure that employees receive the necessary support to enable them to perform their job and to prevent the transmission of the coronavirus:

- Employees are educated on the signs, symptoms and risk factors associated with COVID-19; how to prevent the spread of the coronavirus at work; how to effectively wash hands with soap and water for at least 20 seconds; the importance of covering coughs and sneezes and not coughing the face with unwashed hands; procedures for a potential exposure in the workplace and workplace rights and discrimination.
- Communication channels are actively maintained for employees to provide support, updated information about COVID-19, to enable employees to stay connected and have information necessary to perform their job.
- Administrative, Human Resources and other support services are maintained as necessary to implement this Planned Response and otherwise provide assistance for all City employees.

Resident Support and Communication

The following actions will be taken to assure that the Ridgefield community is informed about COVID impacts, is supported throughout the pandemic and re-opening efforts:

- Communication channels are actively maintained for community/residents; the building and construction industry; HOA's, and businesses closed, ~~or~~ restricted or able to re-open due to a statewide emergency proclamation.
- Signage notifying residents and visitors about closures and disease control requirements are posted in public places including parks.

IMPACT ON CITY SERVICES

Specific Department functions are modified as follows:

Updated: ~~November 5, 2020~~ April, 2021

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Police Department.

Following services will be suspended:

- Civilian Ride-Alongs;
- ~~Fingerprinting;~~
- Prescription medication drop-off;
- Public tours of facility and vehicles; and
- RPD sponsored community outreach events and gatherings.

Weapons transfers will be conducted on-line ~~via email to Sandra Hoots at Sandra.Hoots@ci.ridgefield.wa.us~~

Public Works.

All Public Works operations staff (Facilities, Utilities, Stormwater) will be placed on an alternate work schedule to minimize transmission of the coronavirus.

- Engineering staff will be available during normal business hours by email or phone; and will be available to meet in-person by appointment only;
- Inspection staff will continue rounds while limiting physical contact. Inspections by appointment only;
- Utilities staff will continue to operate the City's water system and perform maintenance and locates;
- Meter installs, mid-cycle meter reads and final meter inspections will be by appointment only, on Wednesdays;
- Facilities staff will respond to safety issues on roads and in parks,
- Park and ROW mowing and maintenance will continue;
- Stormwater staff will continue to maintain and inspect facilities, and check facilities before/during heavy rains; and
- Shut off related to backflow testing will be suspended.

Finance.

Finance services will be modified as follows:

- Utility payments will not be accepted in person. Payments may be made by phone, on-line, by mail or drop box;
- Late fees for water payments will be suspended, and shut-off for non-payment of water bills will be suspended;
- Start/Stop/Move utility services will be available on-line;
- Non-essential procurement services suspended; and
- Accounts payable will operate as usual.

Community Development.

The Community Development Department will accept and process building, land use and engineering permits and perform building inspections consistent with building and construction proclamations issued by Governor Inslee.

Staff is available by phone and email during normal business hours. Scheduling appointments to submit, drop off, and pick up materials is at staff members' discretion.

Code enforcement is restricted to cases where no physical interaction is required.

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Miscellaneous Services

The following City services will be suspended:

- Cemetery Services: plots will be sold when possible without contact, burial services are modified consistent with state requirements.
- Issuance of Peddler's License
- Notary services.
- Response to public records will be electronic only.
- New job recruitments which require multiple in-person interview processes, ~~including Building Official and Planner,~~ are suspended.

PREVENTING WORKPLACE EXPOSURE

The following actions will be taken in an attempt to prevent workplace exposure:

Notification of Illness. Any employee who experiences symptoms of any illness will remain home from work, or leave work immediately if symptoms develop at work. Employees will notify a department manager or human resources if the employee or a member of their household test positive for COVID-19 or experience symptoms consistent with COVID-19.

Physical (social) Distancing and other Prevention.

All employees will be required to follow disease transmission policies including but not limited to:

- Wear facial coverings as required by a statewide proclamation.
- Complete health screenings prior to each workday or shift.
- Hold virtual meetings if possible. Minimize in-person meetings and assure physical distancing requirements can be met;
- Adhere to physical distancing policies through the use of email, phones and teleconferencing/webinars, when possible, rather than face-to-face contact; and avoid handshakes.
- Effectively handle materials and customers, they could be contaminated; and
- Wash hands often and practice other sanitary means to prevent spread of germs.

Police Department: Public Safety employees should immediately consider showering and changing clothing at the end of each shift (before going home) to minimize risk of exposure to family members;

Work-related Travel and Training. Employees may attend in-person training if social distancing and other disease control measures are required. Travel for essential training may be approved by the City Manager.

Telework: Eligible employees are encouraged to work remotely when possible, provided it does not interfere with continuing essential city services. Eligible employees are those whose job duties can be completely or substantially performed from home, as determined by their manager. Eligible employees may also be required to work remotely to minimize contact and/or allow social distancing among employees in City facilities.

At Risk Employees: Individuals deemed by the CDC as being at higher risk of suffering severe illness or death from COVID-19. Based on current CDC guidance, this definition includes:

1. Individuals aged 65 years and older;

2. Individuals who live in a nursing home or long-term care facility;
3. Individuals of any age with an underlying medical condition, including:
 - Chronic lung disease; Moderate to severe asthma; Serious heart condition; Diabetes; Severe obesity (Body Mass Index ≥ 40); Chronic kidney disease undergoing dialysis; Liver disease;
 - Any condition that compromises an individual's immune system, including: Cancer treatment; Smoking; Bone marrow transplantation; Organ transplantation; Immune deficiencies; HIV or AIDS; Prolonged use of corticosteroids (often seen in individuals with autoimmune diseases); Any other immune-weakening condition.

Employees who are in one of these populations will not be required to report to work, and will be provided with work to perform at home, if possible.

RESPONDING TO A WORKPLACE EXPOSURE

If an employee is diagnosed/confirmed positive with the virus or reports symptoms of the virus, the following actions will be taken:

- Employees who are experiencing symptoms will be encouraged to obtain a test for COVID-19.
- Employees who test positive for COVID, have been in close contact with someone who tested positive or who have symptoms consistent with COVID will be placed on ~~paid~~ leave and asked to isolate for the period of time recommended by Clark County Public Health. Employees who are not ill will be asked to work at home if possible.
- Employees who believe the exposure was work related will be encouraged to submit an application for workers compensation benefits.

The workplace will be shut down and disinfected before allowing other employees to return.

WORKPLACE LEAVE POLICIES

~~Effective April 15, 2021, the City will implement an Emergency Paid Sick Leave (EPSL) policy as provided in the American Rescue Plan Act of 2021. Employees will receive 80 hours of paid leave for use when they are unable to work or telework due to any of the following: Employees who are unable to work due to the COVID-19 pandemic as listed below will be placed on paid leave and will be paid at their regular hourly rate without having to use accrued leave hours.~~

- Caring for Themselves: The employee is subject to a quarantine or isolation period related to COVID-19 as required by the City, or has been advised by a healthcare provider to quarantine due to COVID-19, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- Caring for a Family Member in Isolation: The employee is caring for a family member who is either subject to a quarantine or isolation period related to COVID-19 or has been advised by a healthcare provider to quarantine due to COVID-19.
- Caring for a Child: The employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.

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- **Vaccine-Related:** The employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.

The quarantine or isolation period related to COVID-19 is the period defined by an order or guidelines of the federal Centers for Disease Control and Prevention, Clark County Public Health and/or a City of Ridgefield policy.

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- ~~Employees who are placed on leave due to an exposure as described in the "responding to workplace exposure" section of this Plan.~~
- ~~Employees who are not working because they are in one of the at risk categories as described in this plan or are caring for someone in their household who is one of the categories.~~
- ~~Employees who need to care for children who are without adequate care due to a school shutdown or are unable to find childcare services due to the pandemic.~~
- ~~Employees who are not able to work because of the City's operational changes.~~

This leave policy will supersede any current City Employment Policies that address leave from work:

Personal Travel. If an employee chooses travel for personal reasons to a high-risk country and is quarantined upon return to the US, the City will not pay the employee during this timeframe. The employee would have the ability to utilize any applicable earned leave (sick, vacation, etc.) while quarantined. ~~The City reserves the right to place the employee in voluntary quarantine under these conditions.~~

If an employee chooses to travel for personal reasons within the United States and utilizes public transportation such as an airplane or train, the employee will be subject to quarantine following return. The employee will be eligible for EPSL.

The quarantine period will be the period defined by an order or guidelines of the federal Centers for Disease Control and Prevention, Clark County Public Health and/or a City of Ridgefield policy.

INFECTION CONTROL MEASURES

The City will take the following infection control measures:

- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in high visibility locations;
- Provide soap, water, and hand sanitizer in multiple locations and routinely refill;
- Provide facial coverings for all employees;
- Conduct health screenings for all employees prior to each workday or shift;
- Require employees to clean hands often by washing for at least 20 seconds using soap and water, or using hand sanitizer if soap and water is not available;
- Supply tissues and no-touch waste bins;
- Ask employees to stay home when sick; and
- Require that employees routinely clean commonly touched surfaces and sanitize all areas of their

Updated: ~~November 5, 2020~~ April, 2021

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workspace daily.

ENCOURAGE PHYSICAL DISTANCING

Physical distancing is an intervention to increase the distance between people and reduce the spread of disease. To encourage physical distancing, the following measures are put in place:

- Implement policies and procedures for employees to work remotely, if possible;
- Permit flexible work hours, if possible;
- Provide the technology and infrastructure needed to support multiple employees working from home;
- Place appropriate signage at all entrances and an information monitor at the designated entrance for customers, visitors, etc.;
- Place a locked drop-box at the designated entrance to the building, where documents and payments can be submitted safely, without the need to interact directly with staff;
- Provide email and telephone number on signage for assistance to customers utilizing the drop box; and
- Establish employee business travel and training restrictions to minimize risk.

SEPARATE SICK EMPLOYEES

The City will assure that employees who have COVID or other flu like symptoms are separated as follows:

- Employees who report to work having a fever or flu-like symptoms upon arrival, or who become sick during the workday, should be separated from others and immediately sent home; and
- Ensure that all managers and supervisors are aware of City policies and the expectation that sick employees stay home.

ANTICIPATE ABSENTEEISM

The City will anticipate absenteeism due to COVID-19 and will:

- Prepare for employee absences resulting from personal illness, caring for ill family members, and dismissal of early childhood programs and K-12 schools;
- Be ready to adapt business practices to maintain critical operations; and
- Prepare to temporarily suspend non-essential operations, if necessary.

COMMUNICATION PROTOCOL

The City recognizes that communication is critical during this pandemic and for employees who are working remotely. Therefore, the City will:

- Keep all employees informed about City operations, wellness activities, safety and COVID-19 updates through postings, email, City Intranet and the Employee Hotline when necessary;
- Provide positive, factual information which will help calm and encourage staff;
- Establish clear lines of communication between within and between departments to ensure critical services can be provided; and
- Provide timely and factual press releases as needed to keep community informed.

PROCESS FOR ACTIVATING THE CITY'S PLAN WHEN THERE IS A REPORT OF COVID IN THE WORKPLACE

- Employees must immediately notify, by phone or email only, their manager or Human Resources if they have experienced an exposure or received a presumed or confirmed diagnosis of coronavirus.
- Employees who have been medically diagnosed with the virus or who were quarantined will submit a

physician's release to return to work, if possible.

- The City will work with local health officials as needed or required for contact notification.

MODIFICATIONS TO THIS PLAN

The City will comply with the restrictions of all state and federal emergency proclamations and declarations related to COVID-19. In the event a proclamation or declaration modifies this Planned Response, the remainder of this Planned Response will remain in full force and effect.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: April 08, 2021

ITEM:

AGENDA ITEM TITLE: Motion - Approval of 51st Ave and Pioneer Widening Design
Contract with HHPR

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

The City's Transportation Capital Facilities Plan includes a new roundabout on Pioneer Street at 51st Avenue, and improvements to Pioneer Street between Royal Road at 56th Avenue as a 4 lane roadway with a planted center median, and pedestrian facilities. Initially the City had planned on completing the design of the 51st Avenue Roundabout only in 2021, however projects in the area, including the YMCA and commercial projects on the north side of Pioneer, compelled the City to expand the project to also include the widening of Pioneer Street in this area.

The City published a request for proposals for the project on January 5th and the City received 4 proposals for the work on January 26, 2021. Staff reviewed and scored the proposals and based on the scoring selected Harper Houf Peterson Righellis Inc (HHPR) as the designer for the project

BUDGET/FINANCIAL IMPACTS:

The 2021 Budget includes a total of \$650,000 for the design of the roundabout only. Additional funds to allow for the design of the widening of Pioneer Street will be included in the 2021 budget amendment. To allow work to begin prior to the budget amendment a not-to-exceed contract value of \$650,000 will be temporarily added to the contract.

ACTION OR MOTION:

Award the Design contract for the 51st Avenue Roundabout and Pioneer Widening to HHPR.
A recommended motion would be:

“I move to award the Design contract for the 51st Avenue Roundabout and Pioneer Widening project to HHPR”

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS: 51st RA Pioneer Widening_HHPR Scope Fee Proposal_03-19-2021
(PDF)



ENGINEERS ♦ PLANNERS
LANDSCAPE ARCHITECTS ♦ SURVEYORS

1220 Main Street, Suite 150, Vancouver, WA 98660
PHONE: 360.750.1131 www.hhpr.com FAX: 360.750.1141

March 19, 2021

Bryan Kast, PE
Public Works Director
230 Pioneer Street
Ridgefield, WA 98642
bryan.kast@ci.ridgefield.wa.us

SUBJECT: 51ST AVENUE ROUNDABOUT AND PIONEER WIDENING
SCOPE & FEE PROPOSAL – PROFESSIONAL CONSULTING SERVICES

Dear Bryan:

Harper Houf Peterson Righellis Inc. (HHPR) is pleased to submit a proposal for your consideration to provide the following services associated with the 51st Avenue Roundabout and Pioneer Street Widening project.

- Project Management
- Surveying Services
- Civil Engineering
- Traffic Engineering
- Structural Engineering
- Landscape Architecture
- Street Lighting Design
- Signing and Striping Design
- Geotechnical Services
- Environmental Services and Permitting
- Archaeological and Historical Services and Permitting
- Noise Study Services

Please do not hesitate to give us a call if you have questions regarding any part of the scope, fee, and information contained in this proposal. Tailoring these proposals to your needs is our priority.

Thank you for the opportunity to provide these services.

HARPER HOUF PETERSON RIGHELLIS INC.

Chuck Harper, P.E.
Principal / Project Manager

Bruce Haunreiter, PE
Principal / Assistant Project Manager

Attachment: 51st RA Pioneer Widening_HHPR Scope Fee Proposal_03-19-2021 (Approval of Contract with HHPR)



P21005: 51st Roundabout & Pioneer Widening

Introduction/Background

The City of Ridgefield, incorporated in 1909, is a rapidly growing community located in northern Clark County, Washington approximately 10 miles north of Vancouver, Washington. Over the next 20 years, the City of Ridgefield expects to grow to a population of over 20,000 persons with an employment base of over 13,000 jobs.

Pioneer Street/SR 501 serves as the primary route between downtown Ridgefield and I-5. Traffic volume on the roadway is currently 15,000 ADT based on 2019 WSDOT data. Pioneer Street is planned as a 5-lane section with two travel lanes in each direction, a planted center median or turn lane, bike lanes and detached sidewalk. Based on an interlocal agreement with WSDOT, a new roundabout intersection is planned at 51st Avenue.

Scope of Services

The proposed scope of work is to provide professional design services for survey, critical areas evaluation, engineering design, permitting, and cost estimate through the 95% design package for a new roundabout at 51st Avenue, and the widening of Pioneer Street to a 5-lane section between Royle Road and 56th Avenue, per the 120-foot right of way typical section dated 12/27/2019. The roundabout will be two lanes east and west with assumed one lane connections north and south into future development. The exact location of the roundabout will be determined in conjunction with future development and analysis with right of way and critical areas impacts. Coordination with WSDOT will be required as Pioneer Street is a state route.

A. PROJECT MANAGEMENT AND COORDINATION

1. HHPR shall provide management, coordination, and direction to the Project team in order to complete the project on time and within budget.
2. HHPR shall schedule project team meetings and prepare meeting agendas. Meetings will include a project kick-off meeting, monthly City coordination meetings, monthly design team coordination meetings, and stakeholder/property owner meetings.
3. HHPR shall coordinate with WSDOT and C-TRAN.

Assumption (number and duration):

- Kick-off Meeting
- City Coordination Monthly Meetings (10 months through the end of the 95% phase)
- Design Team Coordination Monthly Meetings (10 months through the end of the 95% phase)
- Stakeholder/Property Owner Meetings (4 meetings)

Deliverables:

- Meeting agendas and minutes
- WSDOT Plan submittals at 30%, 60% and 95% (with follow-up email coordination and documentation)
- C-TRAN design coordination (with follow-up email documentation)
- Project materials and information for stakeholders / property owner meetings

B. SURVEYING, RIGHT OF WAY, DESIGN, PLANS, ESTIMATES AND REPORTS

1. Survey – Control, Right of Way (R/W) and Topographic

A. Project Setup

- Complete necessary survey research of the Clark County Survey Records in order to evaluate relevant R/W lines and survey monuments along the project corridor.
- Field mark project area and request Public Utility Locates.
- Research and obtain available as-built maps of public utilities.
- Evaluate survey records research and advise engineer and County on the quality of available records, possible needs for title reports at each location and effort likely required for an accurate R/W establishment.

B. Survey Control Network

- Establish horizontal/vertical survey control network using a combination of static GPS, trigonometric, and leveling survey methods.
- Vertical elevations based on Clark County benchmarks.
- Horizontal datum shall be a local datum plane based on NAD83(2011) – Washington State Plane, South Zone.

C. R/W Lines and Survey Monuments

- Field tie location of survey monuments as needed to locate existing R/W lines.
- Field tie existing property corners of record within the topographic survey area.
- Prepare R/W lines for project corridor.
- If survey monuments are determined to likely be destroyed by construction, prepare, and file the DNR Application for Removal or Destruction of Monuments.
- R/W Acquisition - Prepare legal descriptions and exhibits as requested.

D. Topographic Survey

- Complete topographic survey of the project area.
- Topographic survey to include, but not limited to trees, fences, visible utility poles and structures, utility locate paint, landscaping, driveways, ramps, curb lines, sidewalks, and drainage structures.
- Produce topographic design survey base map, with 1-foot contour intervals, to include topographic survey items along with the R/W lines and found survey monuments.

Assumption:

- Topographic Survey - Utilize UAV (unmanned aerial vehicle) to map road and utilities with road surface field tied confidence points. Traditional topographic survey to tie in curbs and sidewalks at ends of project and outside road edge of asphalt, and wetlands delineation flagging and sample plot flagging, stream cross sections, geotech boreholes, and trees greater than 6" dbh (diameter breast height).
- UAV limits of survey are 100 feet north and south of the existing edge of pavement, and 200 feet north in the area of the 51st Avenue roundabout.
- It is anticipated that property may be acquired from up to thirteen (13) properties.
- All fees for filing DNR documents to be paid by City.

Deliverables:

- Project design survey data files and base maps.
- Up to 20 DNR Application for Removal or Destruction of Monuments documentation.
- Up to 13 legal descriptions and exhibits to be used for future R/W acquisition.

2. Site Investigation, Utility Data Collection, and Coordination

- Perform necessary site investigation and review existing information and standards regarding issues, challenges, and processes previously established. HHPR shall obtain and review all available records from the individual utility purveyors within the project boundaries.
- Identify utility conflicts and coordinate required adjustments and relocations with the affected utility purveyors.
- Provide project base maps to franchise utility purveyors (for design and plans by franchise utility purveyors).
- Design plans shall be sent to the utility purveyors at the completion of preliminary design for 30%, 60% and 95% phases.
- Meet with franchise utility purveyors following 30%, 60% and 95% design to coordinate street design and any required franchise utility purveyors' undergrounding, upgrades and/or modifications.
- Coordinate and incorporate utility purveyor design plans into street plans.
- Prepare and update Utility Contact Log documenting coordination with franchise utility purveyors and provide to City.

Assumption:

- Private utility undergrounding, upgrades, and/or modification design and plans by franchise utility purveyors.
- It is anticipated that three (3) utility coordination meetings shall be held for this project.

Deliverables:

- Distribution to franchise utility purveyors of review plans at 30%, 60% and 95% phases.
- Utility Contact Log.

3. Street Storm Systems Study/Reports

- Available data relating to the drainage and water resources for the Project area shall be collected and reviewed from Federal, State, and local agencies. Existing and proposed drainage features and information on drainage problem areas shall be incorporated into the Project plan and profile sheets.
- HHPR will work with the City of Ridgefield to determine locations and options for the treatment and detention facilities.
- Stormwater facilities and conveyance systems will be incorporated into the project plans with plan and profiles at each submittal stage.
- A preliminary Hydrology Report following City of Ridgefield and Department of Ecology standards shall be prepared containing all drainage calculations for the Project and will be submitted at the 30% and 60% submittals.
- A Final Hydrology report shall be prepared with the 95% submittal that includes all information addressing the Minimum Requirements.

Deliverables:

- Draft Analysis and Report (at 30% & 60% phases)
- Final Analysis and Report (at 95% phase)

4. Culvert Hydraulics and Hydrology Study/Reports

The culverts are located on ungauged creeks that are not included in local FEMA flood insurance studies. Therefore, there are limited hydrologic studies available for the creeks. The creek basins will require a thorough reach assessment and a study of the contributing basins to establish peak runoff during various design events. The following tasks should be included in the hydrologic and hydraulic analysis and review. The task order could vary slightly depending on findings and schedule.

- Review all available hydrology.
- Meet with the City of Ridgefield and the Washington Department of Fish and Wildlife (WDFW) to review the project and any existing hydrology data or previous studies.
- Review contributing basin topography.
- Delineate the contributing basins to establish runoff model criteria at each crossing. The engineer will visit the site to verify topographic assumptions and existing conditions.
- Review ordinary high-water mark and determine bankfull width and floodplain utilization ratio.
- Establish existing ordinary high-water elevation and other pertinent stream characteristics based on field topographic survey collection and site reach assessment.
- Calculate peak runoff rates at each proposed culvert location.
- Prepare calculations to determine peak flows for various design storm events. The water surface elevation at the time of the topographic data collection will be recorded to assist in the hydraulic modeling. Reviewing rainfall events at the time of the topographic collection will be used to verify water surface elevations and calibrate the model.
- Review findings and collaborate with WDFW and scientists.
- Review channel slope, width, and determine the appropriate design guidelines (likely stream simulation).
- Coordinate with environmental scientists to determine fish passage requirements, such as burst speed and shadow rock placement.
- Prepare HEC-RAS models of the existing conditions and calibrate the model to match the flows and runoff at the time of the data collection. The model will also be used to determine immediate up and downstream water surface elevations, which will be used during final design to certify a no-rise post culvert installation where necessary.
- Prepare preliminary channel grading options to optimize fish passage during varying flow events and culvert capacities during the 100-year event.
- Propose preliminary crossing designs (culvert size, shape, material, open or closed bottom) working with all of the above data and the team collaboratively. Each proposed crossing will be modeled using a copy of the previous existing conditions HEC-RAS model to determine viability and desired fish passage results. The proposed model will be used to determine immediate up and downstream water surface elevations to verify that the proposed culvert installation does not contribute to future flooding. Scour analysis will be performed to establish foundation depths and channel stability as necessary. Preliminary design will include the review of constructability potential for temporary channel routing during construction.
- Verify and vet preliminary designs and model the final culvert designs which will become the basis of the final design.
- Prepare draft and final reports for the hydrologic and hydraulic designs. The reports will include peak runoff modeling, temporary water management, channel modeling, no-rise analysis, and scour analysis.

Assumption:

- Survey of the channel will extend up- and downstream longitudinally to a distance outside the influence of the existing culverts. Cross sections will extend up the embankments to an elevation outside the assumed base flood limits.

Deliverables:

- Draft Analysis and Report (at 30% phase)
- Final Analysis and Report (at 95% phase)

5. 30% Roundabout and Street Analysis, Plans and Report

Design alignments will be developed for up to two options for the intersection of 51st and Pioneer Street and the overall roadway section of Pioneer Street. Each alternative will be evaluated based on project criteria discussed and set by the Project Design Team and City. This will include review of preliminary horizontal and vertical alignment options to provide geometric solutions that address R/W, YMCA site coordination, pedestrian/bike safety, private property impacts, earthwork, construction staging, utilities, and drainage impacts. Potential planning and permitting issues such as Critical Areas Impacts, Road Standards Modifications, access and public commitments will be resolved at this stage. The tasks performed include:

- Work with the Project Design Team and City to set the critical design and project criteria that will be included in a matrix to evaluate the design alignment options.
- Work with the project design team to develop preliminary designs for horizontal alignments, property impacts, R/W needs, drainage systems, utility systems, and other design criteria identified.
- Prepare a roadway geometric layout for the horizontal and vertical alignment.
- Prepare a roundabout geometric layout for the horizontal and vertical alignment.
- Develop and prepare roundabout center island landscape and feature treatments.
- Prepare conceptual exhibits and give a presentation of the options and recommended concepts to City Staff.
- Prepare roundabout design memorandum summarizing the geometric layout and recommended layout.
- Prepare and submit a Design Report (at 30% phase) summarizing the alternatives analysis and documenting the roadway alternatives, including preliminary layouts, and costing.
- 30% horizontal and vertical alignment design documents shall be approved by the City prior to continuation beyond the 60% design. This shall include designing connections to future cross streets, and the geometric layout for the roundabout.

Assumptions:

- Roundabout center island landscape and treatments to be similar to the roundabout landscape and treatments at Royle Road and 56th Avenue.

6. Right of Way Plans (30% and 95%)

- Preliminary R/W plans will be submitted at approximately 30% design stage showing impacted properties, areas of take and remainder.
- Final R/W Plans shall be submitted to the City at the 95% design stage. The plans shall identify each parcel along the roadway, parcel numbers and areas, take areas, remainder areas, existing and proposed easements, alignment, R/W lines, temporary construction permit limits, existing trees, fences, and any other private improvements affected by the Project.

- All necessary exhibits for R/W takes, easements and temporary entry/construction permits shall be prepared by the HHPR. HHPR will provide legal descriptions and exhibits as required for property appraisals, negotiations, and acquisitions as noted under the Survey Task 1 above.

Assumption:

- It is anticipated that project may require acquisition of up to thirteen (13) properties, requiring nine R/W plans at 1" = 20'.
7. Cover Sheet, Legend, General Notes and Typical Sections (60% and 95%)
HHPR shall prepare the following plans:
 - Cover Sheet and Index of Sheets: Include an index listing of the plan sheets, and a project vicinity map showing the project limits.
 - Legend and General Notes: Include legend and general notes sheet for the project.
 - Typical Sections: Include plans showing typical cross sections for the street and roundabout showing pavement type and thickness, pavement widths, curb and gutters, sidewalk, medians, R/W, and typical adjacent slopes.
 8. Existing Conditions Plans (60% and 95%) - HHPR shall prepare plans showing all existing surface features and underground utilities as surveyed in the field.
 9. Roundabout and Street Plans (60% and 95%)
HHPR shall prepare street and roundabout design plans for 60% and 95% deliverables that include the following sheets and scales:
 - Roundabout and Street Plan and Profile Sheets: Include roadway plan and profile sheets at full size (1:20 horizontal & 1:5 vertical scale). Removal and demolition items, including the location of existing utilities with notation of utility work to be performed by franchise utility purveyors, shall be shown on the plans. Separate utility sheets may be needed as provided by the franchise utility purveyors.
 - Joint Trench Sheets: Include plans for a joint trench to underground communications, power and other franchise utilities as provided by the franchise utility purveyors.
 10. Storm Plans and Profiles (60% and 95%) - HHPR shall prepare street and roundabout storm system design plans that include storm plan and profile sheets at full size (1:20 horizontal, and 1:5 vertical scale) with storm sewer pipes, inlets, manholes and treatment facilities.
 11. Culvert Replacement Plans and Profiles (60% and 95%) - HHPR shall prepare culvert replacement design plans that include culvert plan and profile sheets at full size (1:20 horizontal, and 1:5 vertical scale) with culvert pipes, end treatments, headwalls, and required channel treatments.
 12. Grading and Erosion Control Plans (60% and 95%) – HHPR shall prepare grading and erosion control design plans for the entire project corridor showing existing and proposed contours and a layout of the erosion control measures required for construction.
 13. Private Property Plans (60% and 95%) – HHPR shall prepare design plans for the existing private property elements and improvements impacted by the roundabout addition and/or widening or realignment of the street. Impacts to existing private properties will be analyzed and necessary improvements will be designed to mitigate the project impacts. Impacts to structures, driveways approaches, access drives, walks, fences, landscape, yard furniture, walls, lighting, and other key elements will be mitigated with the design plans and details.

14. Water Plans and Profiles (60% and 95%) – HHPR shall prepare design plans that include water plan/profile sheets at full size (1:20 horizontal, and 1:5 vertical scale). HHPR will coordinate with the City and the adjacent development to provide water stub out locations along the corridor and the north and south extensions for 51st Avenue.

Assumption:

- Water system improvements are limited to development stubs, main extensions at 51st Avenue, and modifications to existing systems (hydrants, service pipes, and meter) along the Pioneer Street corridor. Watermain improvements along the Pioneer Street corridor are not anticipated and therefore not included.

15. Street and Roundabout Landscape and Irrigation Plans and Details (60% and 95%) – HHPR shall prepare landscape and irrigation design plans that include roundabout plantings and street trees, corridor landscaping and irrigation plans. Plans shall include landscaping plans and details for the street and roundabout plantings and water quality features.

Assumptions:

- Roundabout center island landscape and treatments to be similar to the roundabout landscape and treatments at Royle Road and 56th Avenue.

16. Structural – Retaining Walls, Headwalls, and Roundabout Feature Wall Plans and Details (60% and 95%) - HHPR shall prepare structural design plans that include street retaining walls and profiles, required culvert headwall structures, and feature roundabout landscape walls.

Assumptions:

- Roundabout center island landscape features including walls to be similar to the roundabout center island at Royle Road and 56th Avenue.
- Sound walls or property walls along the Pioneer Street corridor are not anticipated and therefore not included.

17. Project Details (60% & 95%) – HHPR shall prepare the following detail plans:

- Detailed grading for ramps and driveway aprons (1:5 horizontal scale)
- Wall section details and notes
- Landscape and irrigation details and notes
- Project detail sheets as necessary to depict street, roundabout, private property, and other project elements.

Section B Plan Set Assumption:

- The following HHPR plan sheets, scales, and submittals are included:

Scope #	Sheet Set	Scale	No. Sheets	30%	60%	95%
Sec B, task 6	R/W Plans	20	9	X		X
Sec B, task 7	Existing Conditions	20	9	X	X	X
Sec B, task 7	Typical Sections	tbd	3	X	X	X
Sec B, task 8	Cover Sheet	na	1	X	X	X
Sec B, task 8	Index	na	1	X	X	X
Sec B, task 8	Legend	80	1	X	X	X
Sec B, task 9	Geometry Plans	40	6	X	X	X
Sec B, task 9	Roadway Plan/Profiles	20	9	X	X	X
Sec B, task 9	Paving Plans	40	6	X	X	X
Sec B, task 10	Stormwater Plan/Profiles	20	9	X	X	X
Sec B, task 11	Culvert Replacement Plans	20	9	X	X	X
Sec B, task 12	Grading and Erosion Control Plans	20	9		X	X
Sec B, task 13	Private Property Improvements	20	6		X	X
Sec B, task 14	Water Main Extension Plans	20	2	X	X	X
Sec B, task 15	Landscape & Irrigation Plans	20	18		X	X
Sec B, task 16	Retaining Wall Plan/Profile	20	5	X	X	X
Sec B, task 17	Detailed Grading – Ramps & Driveway Aprons	5	10		X	X
Sec B, task 17	Details - Walls	tbd	3		X	X
Sec B, task 17	Details – Landscape & Irrigation	tbd	5		X	X
Sec B, task 17	Details – Standard & General	tbd	15		X	X
	Totals		136			

18. Bid Proposal and Special Provision List (60% and 95%) – HHPR shall prepare a Bid Proposal Form for the preparation of the Cost Estimates and a list of the bid items, noting the items that will require a Special Provision.
19. Cost Estimates (60% and 95%) – HHPR will prepare cost estimates at the completion of preliminary design, 60%, and 95% design stages using unit prices from the City and WSDOT the American Public Works Association (APWA) bid tabulations.

Traffic Engineering, Lighting, Signing, Striping Design (by DKS Associates) - See Appendix A

Geotechnical and Pavement Investigation (by Columbia West Engineering) - See Appendix B

C. ENVIRONMENTAL AND CULTURAL EVALUATION AND PERMITTING

1. SEPA Compliance - HHPR will prepare and submit a SEPA Environmental Checklist for the project. HHPR will attend a pre-application meeting with the City.

Assumptions:

- The City will be the lead agency for SEPA.
- Cultural resources information provided by AINW.
- One draft SEPA Environmental Checklist delivered electronically for City review and comment.
- Final Environmental Checklist will not exceed 30 pages of text, excluding maps and appendices. Delivered electronically to City Public Works staff.
- SEPA analysis will be based on a revised 30% Design. No subsequent changes to design will change impacts or final Environmental Checklist.
- The City will pay all application and related fees.
- City Public Works staff will submit documents and coordinate with City planning staff.
- A Determination of Non-Significance (DNS) or Mitigated Determination of Non-Significance (MDNS) will be issued for a 14-day comment period.
- No appeals filed against the City's SEPA determination that require additional work by HHPR.

Deliverables:

- SEPA Environmental Checklist
2. Critical Area Compliance - HHPR will prepare a critical area technical memorandum to address City of Ridgefield Municipal Code (RMC) 18.280 — Fish and wildlife habitat conservation areas, frequently flooded areas, geologic hazard areas, critical aquifer recharge areas (CARA), and wetlands. The memorandum will include the following as appendices: ESA-listed species No Effect Letter (NEL), wetland delineation report, and Mitigation Bank Access Memorandum.

Assumptions:

- The WSDOT Sole Source Aquifer Checklist will be used to assess impacts to CARA.
- A Hydrogeologic Assessment (Level One or Two) is not required.
- A Geotechnical Evaluation and Assessment is not required.
- Slopes associated with Pioneer Street are exempt (RMC 18.280.130.A.1.a.) from landslide analysis.
- Riparian buffer impacts will be mitigated along Allen Creek.
- Wetland direct and buffer impacts will be mitigated off-site at East Fork Lewis River Mitigation Bank.
- Technical memorandum not to exceed 8 pages, excluding exhibits.
- City Public Works staff will submit documents and coordinate with City planning staff.

Deliverables:

- Critical Area Technical Memorandum
3. Endangered Species Act (ESA) Compliance - ESA compliance is required as part of the Clean Water Act (CWA) review by the US Army Corps of Engineers (USACE). HHPR will prepare a No Effect Letter (NEL) based on database research, scientific literature review, and habitat assessments. HHPR will also coordinate with USACE staff for preparation and review of the draft and final NEL (FHWA/WSDOT format).

Assumptions:

- Analysis to focus on yellow-billed cuckoo, streaked horned lark, and anadromous salmonids in Allen Creek.

- In-water noise analysis will not be required.
- No consultation, formal or informal, with US Fish and Wildlife Service (USFWS) or NOAA National Marine Fisheries Service (NMFS) required.
- HHPR will submit the draft NEL to WSDOT SW Region environmental staff for review, which will be limited to editorial comments and not require additional analysis or substantive revisions by HHPR.
- The NEL prepared following FHWA/WSDOT format will be acceptable to USACE.
- HHPR will submit document and coordinate with USACE staff.

Deliverables:

- No Effect Letter
4. Wetland and OHWM Delineation - HHPR will conduct a wetland delineation along Pioneer Street and an Ordinary High-Water Mark (OHWM) delineation along the south bank of Allen Creek. HHPR will use the 2010 regional supplement to the USACE Wetland Delineation Manual and the 2016 (updated 2018) National Wetland Plant List. The OHWM will be determined following USACE's 2005 Regulatory Guidance Letter No. 05-05. HHPR will place numbered stakes, pin flags, or surveyor's ribbon along the boundaries as appropriate. A sketch map of the wetland and OHWM boundary and flag numbers will be provided to HHPR surveyors, who will locate the flags. Wetland ratings will follow the Washington Department of Ecology (Ecology) Western Washington 2014 update.

Based on the field work and office database review, HHPR will prepare a wetland and OHWM delineation report.

Assumptions:

- Delineation will be limited to wetlands within 75 feet of the existing north edge of pavement and 75 feet along the south edge along Pioneer Street, and wetland south (landward) of the OHWM of Allen Creek.
- The OHWM boundary will also serve as the wetland associated with the active channel of Allen Creek.
- City staff will provide prior wetland delineations for parcels abutting the alignment.
- Ditches in upland are presumed not jurisdictional (to either USACE or Ecology) and not included in this scope.
- HHPR will submit documents and coordinate with USACE.

Deliverables:

- Wetland and OHWM Delineation Report
5. Hydraulic Project Approval (HPA) - HHPR will submit the Joint Aquatic Resources Permit Application (JARPA) Form and supporting documents approved to other agencies (e.g., NEL and proof of SEPA approval) to Washington Department of Fish and Wildlife (WDFW) via the agency's online Aquatic Protection Permitting System (APPS) for one permit to cover all culvert replacements.

Assumptions:

- WDFW will accept the OHWM delineation made by HHPR following USACE guidelines.
- One pre-application meeting with WDFW at the Ridgefield Region 5 office.
- HPA analysis will be based on a revised 30% Design. No subsequent changes to design will change impacts or analysis.
- One site visit with WDFW.
- WDFW will issue, in a timely manner, one Standard HPA for all culvert replacements.

- No compensatory mitigation will be required by WDFW.
- All application and related fees will be paid by the City.

Deliverables:

- JARPA Form
6. Joint Aquatic Resources Permit Application (JARPA) - HHPR will prepare a JARPA Form for impacts to federal CWA Waters of the US and Waters of the State regulated by Ecology.

HHPR will attend a pre-application meeting and a site visit. If requested by the City, HHPR will be available to answer questions from USACE and Ecology throughout review and permit issuance.

HHPR will prepare a Mitigation Bank Access Memorandum for review and approval by USACE, Ecology, and Clark County.

Assumptions:

- City will obtain signatures of surrounding property owners (Attachment A of the JARPA Form) if requested by agencies.
- Joint pre-application meeting with USACE and Ecology at USACE Vancouver office.
- Direct wetland impacts are assumed to be within the National, Regional, and 401 Certification Conditions of the Nationwide Permit 14 for Linear Transportation Projects effective March 1, 2018.
- Wetland mitigation will be addressed via purchases at the East Fork Lewis River Mitigation Bank.
- Mitigation bank access memorandum not to exceed 10 pages, including exhibits.
- JARPA analysis will be based on revised 30% Design. No subsequent changes to design will change impacts or final JARPA.
- HHPR will submit documents and coordinate with USACE.
- Ecology review not required for issuance of a Water Quality Certification.
- USACE will issue a permit in a timely manner.

Deliverables:

- JARPA Form
- Mitigation Bank Access Memorandum

Contingency Tasks

CT-1. NEPA Compliance - HHPR will prepare a NEPA Categorical Exclusion (CE) Documentation Form (DOT Form 140-100). HHPR will attend a project kick-off meeting with WSDOT Local Programs staff.

Assumptions:

- No coordination with WSDOT Local Programs staff.
- Project will not impact environmental justice (EJ) populations but will require basic database research and documentation in a short memorandum.
- EPA will review the Sole Source Aquifer Checklist review and concur with determination of no impact.
- No impacts to ESA-listed species, only a NEL required by WSDOT.
- City staff will review draft CE Form and provide comments.
- HHPR will submit documents and coordinate with WSDOT SW Region and HQ environmental staff.
- No formal NEPA administrative record will be prepared for the project.

Deliverables:

- Categorical Exclusion (CE) Documentation Form and supporting documents

Archeological and Historical Resources (by Archaeological Investigation NW) - See Appendix C

Noise Study (by Michael Minor & Associates) - See Appendix D

ESTIMATED SCHEDULE

Based on the scope of services and assumptions listed above, HHPR estimates the following schedule milestones. Timelines shown are based on the notice to proceed being issued prior to April 9, 2021.

- Survey complete – May 21, 2021
- 30% Design, Plans, Report – July 30, 2021
- City review – meeting with City – August 20, 2021
- 60% Plans, Spec List & Estimate – October 29, 2021
- City review – meeting with City – November 19, 2021
- 95% Plans, Spec List & Estimate – January 31, 2022

PROPOSED ESTIMATED FEE BUDGET

Based on the Scope of Services and Assumptions listed above, Harper Houf Peterson Righellis Inc. proposes a service fee budget of \$ 1,127,681. Refer to the attached “Professional Services Estimate” for a detailed breakdown as summarized below.

(Project Management, Survey, Engineering, LA, and Environmental) - HHPR	\$881,665
(Traffic Engineering, Lighting, Signing, Striping and Design) - DKS Associates	\$154,632
(Geotechnical Investigation and Engineering) - Columbia West Engineering	\$47,667
(Cultural Resources: Archeological and Historical) - Archaeological Invest. NW	\$24,822
(Noise Study) - Michael Minor & Associates	\$18,895
	\$1,127,681

Professional Services Estimate
March 19, 2021

Professional Services Estimate March 19, 2021		Harper Houf Peterson Righellis Inc. (Project Management, Survey, Engineering, LA, and Environmental)																		Traffic Engineering	Geotech. Engineering	Cultural	Noise and Air	Total Per	
		PM	P.Engr	C. Engr.	C.Des.	CAD	QC Engr	Struc. Engr	Struc. Des.	LA	Sen. Scientist	Scientist	P. Surv.	Surv. Tech.	Surv. Crew Chief	Surv. Instr. Person	Graphic Artist	Clerical	Reim.	DKS	CWE	AINW	MMA	Task	
Task and Description																									
Section A: Project Management and Administration																									\$118,310
Project Management (10 months @ 8 hours / mo)		80	80															16	\$100.00					\$34,580	
City Coordination Meetings (Kick-off + 10 meetings)		44	44															12	\$100.00					\$19,400	
Design Team Meetings (10 meetings)		30	30	30	30		30	30		30	30							10						\$42,900	
Stakeholders and Property Owner Meetings (4 meetings)		16	16								8						16	8	\$50.00					\$11,170	
Project Scheduling, Monitoring, and Updates		24	24															4						\$10,260	
Section B: Surveying, RW, Design, Plans, Estimates and Reports																									\$887,134
1.0 Survey - Control, RW and Topographic		0	0	0	0	0	0	0	0	0	0	0	74	302	104	104	0	0	\$0.00					\$75,240	
Control Processing													2	8	16	16								\$4,980	
R/W Research													4	16										\$2,760	
Monument Recovery														8	24	24								\$6,440	
Right of Way Resolution													8	24										\$4,480	
DNR Pre-Construction Documentation (up to 20 monuments)													10	48										\$7,940	
Topographic Field Survey														8	64	64								\$15,440	
Topographic Data Reduction and Mapping													4	80										\$11,080	
Preliminary R/W Acquisition Map													8	16										\$3,440	
Preliminary RW Exhibits and Legals (up to 13 properties)													38	94										\$18,680	
2.0 Site Investigation, Utility Data Collection, and Coordination		4	8	16	96	64	8	0	0	0	0	0	0	0	0	0	0	0	\$150.00					\$27,890	
Investigation and Data Collection		1	2	4	24	16	2												\$100.00					\$7,035	
Prepare Utility Conflict Report and coordinate with Utility Companies		1	2	4	32	8	4												\$25.00					\$7,510	
Submit and coordinate plans (30%, 60% & 95%) with Utilities		2	4	8	40	40	2												\$25.00					\$13,345	
3.0 Street Storm Systems Study/Reports		16	76	120	16	6	6	0	0	0	0	0	0	0	0	0	0	0	\$0.00					\$42,190	
Street - 30% Analysis and Design Concept		8	40	56	8	2	2																	\$20,510	
Street - 60% Analysis and Design Update		4	24	40	4	2	2																	\$13,330	
Street - 95% Analysis and Design Update		4	12	24	4	2	2																	\$8,350	
4.0 Culvert Hydraulics and Hydrology Study/Reports		12	20	126	56	40	6	0	0	0	0	0	0	0	0	0	0	0	\$0.00					\$41,080	
Culverts - 30% Analysis and Design Concept		8	12	72	32	24	4																	\$24,080	
Culverts - 95% Analysis and Design Update		4	8	54	24	16	2																	\$17,000	
5.0 30% Roundabout and Street Analysis, Plans and Report		50	108	140	224	204	22	0	0	16	0	0	0	0	0	0	0	4	\$75.00					\$117,855	
Roundabout Analysis & Design		8	16	16	40	24	2			4														\$16,930	
Street Widening Analysis & Design		10	20	16	40	24	2			4														\$18,140	
Cost Estimating		8	16	8	32	32	4			8														\$16,420	
30% Street Layout Plans and Profiles		16	24	60	80	80	8												\$25.00					\$40,405	
30% Storm Plans		4	8	24	32	40	2												\$25.00					\$16,075	
30% Design Report		4	24	16		4	4											4	\$25.00					\$9,885	
6.0 Right of Way Plans (9 shts)		6	8	0	24	56	4	0	0	0	0	0	0	0	0	0	0	0	\$0.00					\$13,710	
Preliminary RW Plans @ completion of 30% design		2	4		16	32	2																	\$7,680	
Final RW Plans @ completion of 95% design		4	4		8	24	2																	\$6,030	
Roundabout and Street Design Plan Set		refer to hours below																		refer to \$ below					
7.0 Cover Sheet, Legend and General Notes and Typical Sections (6 shts)		4	6	12	36	48	3	0	0	0	0	0	0	0	0	0	0	0	\$0.00					\$15,395	
60% Plans		2	4	8	24	32	2																	\$10,120	
95% Plans		2	2	4	12	16	1																	\$5,275	
8.0 Existing Conditions Plans (9 shts)		0	3	0	6	24	2	0	0	0	0	0	0	0	0	0	0	0	\$0.00					\$4,695	
60% Plans			2		4	16	1																	\$3,065	
95% Plans			1		2	8	1																	\$1,630	
9.0 Roundabout and Street Plans and Profiles (21 shts)		44	68	120	120	120	12	0	0	0	0	0	0	0	0	0	0	0	\$0.00					\$76,060	
Roundabout - 60% Plans		16	24	40	40	40	4																	\$25,900	
Roundabout - 95% Plans		8	12	24	24	24	2																	\$14,650	
Street - 60% Plans		12	20	32	32	32	4																	\$20,860	
Street - 95% Plans		8	12	24	24	24	2																	\$14,650	
10.0 Storm Plans and Profiles (9 shts)		16	40	64	120	72	16	0	0	0	0	0	0	0	0	0	0	0	\$0.00					\$50,360	
60% Plans		8	24	40	80	40	8																	\$30,560	
95% Plans		8	16	24	40	32	8																	\$19,800	
11.0 Culvert Replacement Plans (9 shts)		8	12	48	36	72	12	64	96	0	0	0	0	0	0	0	0	0	\$0.00					\$52,000	
60% Plans		4	8	32	24	48	8	40	64															\$33,940	
95% Plans		4</																							



MARCH 17, 2021

Chuck Harper
HHPR
1220 Main Street, Suite 150
Vancouver, WA 97202

SUBJECT: RIDGEFIELD 51ST ROUNDABOUT AND PIONEER WIDENING

SCOPE OF SERVICES

TASK 1.0 COORDINATION AND REPORTING

DKS will plan, manage, and execute the tasks described herein in accordance with the schedule, budget, and quality expectations that are established. This task includes the following work activities:

- Regular design coordination with the project team
- Monthly progress reports to be submitted with invoices. Monthly progress reports will reflect each task's percent complete, each task's budget remaining, activities completed in the previous billing period, activities anticipated for the coming weeks, and input required from the City.

TASK 1.0 DELIVERABLES

- Monthly status reports and invoices (10 total)

TASK 1.1 MEETINGS

This task includes design and project coordination meetings with the City and design team. Up to eight meetings are included and up to two consultant staff. Meetings are assumed to be held via video conference and be approximately 1.5 hours in length.

Meeting list Assumption:

- 8 project team/progress meetings through the end of the 95% phase

TASK 1.1 DELIVERABLES

- Attendance and participation at up to eight virtual project meetings

Appendix "A" - DKS Associates - Scope and Fee

TASK 1.2 – TEMPORARY TRAFFIC CONTROL PLANS

The purpose of this Task is to provide Traffic Control Plans (TCP) needed for the Project. Traffic Control Plans are used to describe how the existing roadway area is divided up between live traffic and the construction site. Plan sheets also identify the type, quantity and location for temporary traffic control devices.

Consultant shall conduct field visit to identify approximate pavement width, shoulder width, available pedestrian/bicycle facilities, transit facilities, posted speed and other transportation related constraints for the study area.

Traffic control staging (developed by HHPR) will be utilized to maintain mobility within the project limits. It is assumed two stages will be needed. Vehicular detour plans will be prepared for the culvert replacement. No pedestrian detour plans will be prepared.

Consultant shall prepare the TCP in accordance with the applicable WSDOT Design Manual, WSDOT Standard Plans, WSDOT Standard Specifications, and the MUTCD.

TASK 1.2 DELIVERABLES:

Traffic Control Plans, list of Specification sections, and Cost Estimate submitted as part of 30%, 60% and 95% plans.

The following (22"x34") plans will be developed under this task:

- 1 Advance Signing Plan (NTS)
- 10 Traffic Control Plans – (1:20)
- 2 Traffic Detour Plans – (NTS)

TASK 1.3 – SIGNING DESIGN

Signing plans will be developed for the proposed Pioneer Street widening between 56th Avenue to 45th Avenue, including the roundabout at 51st Avenue. Consultant will conduct a field visit to identify existing signs within the study area.

Consultant shall prepare the signing plans and detail sheets in accordance with the applicable WSDOT Design Manual, WSDOT Standard Plans, WSDOT Sign Fabrication Manual, WSDOT Standard Specifications, and the MUTCD.

TASK 1.3 DELIVERABLES:

Signing Plans, list of Specification sections, and Cost Estimate submitted as part of 30%, 60% and 95% plans.

The following (22"x34") plans will be developed under this task:

- 5 Signing Plans (1:20)
- 4 Signing Details (NTS)

Appendix "A" - DKS Associates - Scope and Fee

TASK 1.4 – CHANNELIZATION DESIGN

Channelization plans will be developed for the proposed Pioneer Street widening between 56th Avenue to 45th Avenue, including the roundabout at 51st Avenue. Pioneer Street will consist of a four-lane section with a center median to restrict left turns and bikes along the multi-use facility.

Consultant shall prepare the channelization plans and detail sheets in accordance with the applicable WSDOT Design Manual, WSDOT Standard Plans, WSDOT Standard Specifications, and the MUTCD.

TASK 1.4 DELIVERABLES:

Channelization Plans, list of Specification sections, and Cost Estimate submitted as part of 30%, 60% and 95% plans.

The following (22"x34") plans will be developed under this task:

- 5 Channelization Plans (1:20)

TASK 1.5 –LIGHTING DESIGN

Lighting plans will be developed for the proposed Pioneer Street widening between 56th Avenue to 45th Avenue, including the roundabout at 51st Avenue. Separate pedestrian scale lighting for the multiuse facility will not be provided.

Consultant will conduct a field visit to identify existing lighting systems within the study area. The City of Ridgefield will provide as-built drawings of the existing lighting system. The existing lighting systems at the intersections of 45th Avenue and 56th Avenue are assumed to remain and will be modified as necessary based on the project design. Street lighting for the extent of the project will utilize LED luminaries and match existing lighting systems present. Photometric analysis will be performed at all conflict areas including intersections, roadway segments, and pedestrian crossings. Lighting analysis results and recommendations will be summarizing in a draft and final memorandum.

Consultant shall prepare the lighting plans and detail sheets in accordance with the applicable City of Ridgefield standards and guidelines. Lighting plans will show service cabinets, poles, light fixtures, conduits, wiring, and junction boxes to complete the City owned and maintained lighting system. It is assumed that existing overhead utilities will be underground as part of the project improvements.

TASK 1.5 DELIVERABLES:

Lighting Plans, list of Specification sections, and Cost Estimate submitted as part of 30%, 60% and 95% plans.

The following (22"x34") plans will be developed under this task:

- 1 Lighting Legend (NTS)
- 5 Lighting Plans (1:20)
- 1 Lighting Schedule (NTS)
- 2 Lighting Details (NTS)

Appendix "A" - DKS Associates - Scope and Fee

Ridgefield 51st Roundabout
and Pioneer Widening
DKS Budget 3/17/21

				Project	Engineering									
		Principal	QAQC ENGR	Manager	Designer	Engineer	Engr Asst	CAD	Admin.	Total	Total	Expenses	DKS	
		Grade 40	Grade 35	Grade 30	Grade 27	Grade 21	Grade 15	Grade 11	Tech T					
Task	Description	\$ 250.00	\$ 225.00	\$ 200.00	\$ 185.00	\$ 155.00	\$ 125.00	\$ 105.00	\$ 130.00					
1	Traffic Design	13	33	168	96	310	150	221	18	1009	\$ 154,380	\$ 252	\$ 154,632	
	1 Coordination and Reporting			50					10	60	\$ 11,300		\$ 11,300	
	1.1 Meetings			20	12					32	\$ 6,220		\$ 6,220	
	1.2 Temporary Traffic Control Plans	6	12	40	36	100	60	90	2	346	\$ 51,570	\$ 84	\$ 51,654	
	1.3 Signing design	2	7	20	16	70	30	45	2	192	\$ 28,620	\$ 84	\$ 28,704	
	1.4 Channelization Design	1	4	8	8	30	10	26	2	89	\$ 13,120		\$ 13,120	
	1.5 Lighting Design	4	10	30	24	110	50	60	2	290	\$ 43,550	\$ 84	\$ 43,634	
	1.6									0	\$ -		\$ -	
TOTAL		13	33	168	96	310	150	221	18	1009	\$ 154,380.00	\$ 252.00	\$ 154,632.00	

March 17, 2021

Harper Houf Peterson Righellis (HHPR), Inc.
 Mr. Chuck Harper, PE
 1220 Main St, Suite 150
 Vancouver, WA 98660

**Re: Proposal / Contract for Geotechnical Services
 51st and Pioneer Roundabout, Ridgefield, Washington
 CWE W.O. No. 21040**

Mr. Harper:

This letter agreement and attached standard contract terms and conditions (Exhibit A) are to provide the basis for the relationship between Columbia West Engineering, Inc. (Columbia West) and HHPR, Inc. It is our understanding that you are requesting a Geotechnical Site Investigation Report for proposed improvements to Pioneer Street and construction of a new roundabout at 51st Avenue in Ridgefield, Washington. The geotechnical scope of services is identified below. This proposal and the attached terms and conditions constitute the entire agreement between the parties.

Scope of Services. Columbia West will provide the following geotechnical consulting services for the above-referenced site meeting the requirements of *RMC 18.280.130 – Geologic Hazard Areas*:

Task 1: Geotechnical Field Investigation

Columbia West will conduct a geotechnical investigation which will include the following:

- Approximately five days of project engineer and geologist time to conduct physical and visual reconnaissance, assess existing conditions and document observations.
- Subsurface exploration consisting of five soil borings, Cone Penetration Testing, and four test pits will be directed and overseen by a Columbia West geologist or staff engineer. Subsurface exploration locations will be based upon a preliminary layout of proposed construction provided by the client and will be selected to provide a representative assessment of site soil conditions. Soils will be classified and representative samples will be collected for submittal for laboratory analysis.

TASK 1 FEE: \$8,170.00

Task 2: Right of Way Permit Acquisition

Columbia West understands that a Right of Way permit will be provided by the City of Ridgefield subsequent to submission of a traffic control plan:

- Columbia West will submit documentation for work conducted within the right-of-way.

Note: Columbia West assumes that coring, drilling, testing, and sampling constitute professional services conducted within the right of way and do not require a contractor's license, bonding, or other specialized requirements. Columbia West will not be responsible for schedule and cost changes due to acquisition of a right of way permit. Various factors regarding the right of way permit may increase other subcontracted costs. Columbia West assumes the cost of obtaining the right of way permit and associated fees has been waived by the City of Ridgefield and are excluded from this contract.

TASK 2 FEE: \$270.00

Task 3: Subcontractor Exploration Services

Columbia West will provide subsurface drilling, excavator, and cone penetrometer services as follows:

- Subsurface drilling services will be provided by Columbia West via direct subcontract. Exploration services will include a truck-mounted drill rig, operators, and mobilization to and from the site.
- Cone Penetrometer Testing (CPT) services will be provided by Columbia West via direct subcontract. Exploration services will include a truck-mounted rig, operators, and mobilization to and from the site.

Mr. Chuck L. Harper, PE

Page 2 of 3

Proposal Agreement Contract for Geotechnical Services
51st and Pioneer Roundabout, Ridgefield, Washington

- Excavator test pit services will be provided by Columbia West via direct subcontract. Exploration services will include a track-mounted excavator, operator, and mobilization to and from the site.

Note that exploration will necessarily result in disturbance of asphalt and site soils. Columbia West will attempt to limit disturbance, but some should be expected. Public utility locates will be conducted prior to exploration. Columbia West is not responsible for damage to utilities if they are not called out or clearly marked.

TASK 3 FEE: \$12,083.15

Contingent Task – Piezometer Installation

- Columbia West will oversee the installation of two PVC piezometers to a depth of approximately 20 feet below ground surface. Piezometer installation services will be provided by Columbia West via direct subcontract. Piezometers will only be installed at the request of the project team. The fee listed below is only applicable if piezometers are installed in conjunction with site investigation soil borings. A significant increase in fee should be expected if piezometers are installed subsequent to initial site investigation services.

CONTINGENT TASK FEE: \$1,298.00

Contingent Task – Piezometer Monitoring

- Columbia West will monitor and record groundwater levels within piezometers up to 6 times. Columbia West anticipates recording groundwater levels once a month for no more than 6 months through the wet-weather season. Columbia West will submit a monthly report of groundwater elevations.

CONTINGENT TASK FEE: \$1,800.00 (\$300 / Reading)

Task 4: Subcontractor Traffic Control Services

Columbia West will provide traffic control services as follows:

- Traffic control services will be provided by Columbia West via direct subcontract. Services will include submission of a traffic control plan for permitting purposes and providing traffic control personnel onsite during subsurface exploration activity.

TASK 4 FEE: \$4,380.42

Task 5: Engineering Calculations and Design Recommendations

Engineering analysis and recommendations will be provided for:

- Grading and earthwork, including specifications and recommendations for topsoil stripping, over-excavation, subgrade preparation, soil compaction, fill lift thickness, and construction monitoring and testing;
- Retaining wall design recommendations and appropriate lateral earth pressures;
- Cut and fill slopes, including recommended slope inclinations and benching;
- Utilities and drainage, including dewatering, excavation and backfilling recommendations;
- Foundations, bearing capacity, and estimated static total and differential settlement for proposed structures;
- Seismic design considerations and soil site class as defined by the 2018 IBC;
- Lateral earth pressures, coefficient of friction and traffic signal and luminaire foundation design inputs;
- Flexible pavement construction recommendations;
- Pavement design sections for areas of new construction. Sections will include standard hot-mix asphalt and aggregate construction, rigid Portland cement concrete construction, geo-grid modified, and cement amended base. (Traffic counts and truck percentages to be provided by others).
- Wet-weather construction, soil erosion hazard potential, and soil shrink-swell potential.

TASK 5 FEE: \$8,170.00

Task 6: Infiltration Testing

Columbia West will conduct seven infiltration tests within exploration locations. Columbia West will summarize the infiltration testing results. This will include:

Mr. Chuck L. Harper, PE

Page 3 of 3

**Proposal Agreement Contract for Geotechnical Services
51st and Pioneer Roundabout, Ridgefield, Washington**

- Laboratory test results;
- In situ infiltration test results including estimated soil coefficient of permeability (k); and
- Conclusions and recommendations.

TASK 6 FEE: \$2,315.00

Task 7: Laboratory Analysis

Representative samples will be collected from relevant soil horizons for submittal for laboratory analysis. Selected laboratory analyses will be conducted to assess soil index properties and classification characteristics. Tests may include, but may not be limited to, gradation, plasticity, California Bearing Ratio, and soil classification.

TASK 7 FEE: \$3,895.00

Task 8: Geotechnical Report Preparation

Columbia West will prepare a geotechnical site investigation report. The report will include:

- Project description, soil index properties, regional geology, soil conditions, and groundwater conditions.
- Results of research of geologic and seismic maps and literature to determine relevant seismic risks, including fault locations, earthquake magnitudes, and seismic factors from the 2018 IBC.
- Engineering analysis and design recommendations described above in Task 5.

TASK 8 FEE: \$4,765.00

Task 9: Miscellaneous Tasks

Columbia West will attend project team meetings. Meetings may include:

- Coordination of field investigation activities with other project team members.
- Discussion of field test results with project team members.
- Engineering analysis and design recommendations described above in Task 5.

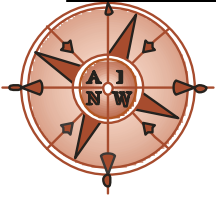
TASK 9 FEE: \$2,320.00

TOTAL (Tasks 1 through 9 without contingencies): \$44,568.57

TOTAL (Tasks 1 through 9): \$47,666.57

Attachment: 51st RA Pioneer Widening_HHPR Scope Fee Proposal_03-19-2021 (Approval of Contract with HHPR)

Appendix "B" - Columbia West Engineering - Scope and Fee								
Fee Estimation Project Name: 51st and Pioneer Roundabout Ridgefield, WA		Geotechnical ■ Environmental ■ Special Inspections Columbia West Engineering, Inc 						
		Principal Engineer Lance Lehto Jason Ordway	Staff Engineer Cody Sorrelle	Project Manager (Lab) Jared Comastro	Engineering Technician Mike King	Administrative Services Kristen Busold	Subcontracted Services	TOTALS
Staff Role/Title:								
Staff Name:								
Hourly Rate:	\$175.00	\$115.00	\$110.00	\$75.00	\$60.00			
Task ID	Task Description							
1	Geotechnical Field Investigation	Hrs	Hrs	Hrs	Hrs	Hrs	sub services	TOTALS
1.1	Geologic research, literature review, map review, site soil research, data collection	2	4	0	0	0	-	-
1.2	Field Site Recon, site walk, pictures, visual assessment, mark proposed boring locations	2	0	0	4	0	-	-
1.3	Confirm Utility Locate Markings for proposed boring locations	0	0	0	2	0	-	-
1.4	Coordinate exploration locations with archeology and wetland consultants	2	2	0	0	0	-	-
1.5	Soil boring logging, sample collection, field testing, data collection, sample log in	0	52	0	0	0	-	-
	Total Task 1 Hours:	6	58	0	6	0	0	70
	Total Task 1 Cost:	\$1,050.00	\$6,670.00	\$0.00	\$450.00	\$0.00	\$0.00	\$8,170.00
2	Right of Way Permit Acquisition	Hrs	Hrs	Hrs	Hrs	Hrs	sub services	TOTALS
2.1	Submit documentaion and application for City of Ridgefield ROW permit	0	0	0	2	2	-	-
	Total Task 2 Hours:	0	0	0	2	2	0	4
	Total Task 2 Cost:	\$0.00	\$0.00	\$0.00	\$150.00	\$120.00	\$0.00	\$270.00
3	Subcontractor Exploration Services	Hrs	Hrs	Hrs	Hrs	Hrs	sub services	TOTALS
3.1	SUBCONTRACTED - Soil boring drilling services	0	0	0	0	0	\$7,073	-
3.2	SUBCONTRACTED - Piezometer Installation services	0	0	0	0	0	\$1,298	-
3.3	SUBCONTRACTED - Cone Penetrometer Testing services	0	0	0	0	0	\$3,581	-
3.4	SUBCONTRACTED - Test Pit Excavator services	0	0	0	0	0	\$1,430	-
	Total Task 3 Hours:	0	0	0	0	0	-	-
	Total Task 3 Cost:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,381.15	\$13,381.15
4	Subcontractor Traffic Control Services	Hrs	Hrs	Hrs	Hrs	Hrs	sub services	TOTALS
4.1	SUBCONTRACTED - Traffic Control Plan	0	0	0	0	0	\$825	-
4.2	SUBCONTRACTED - Traffic control personnel and equipment fees for four days of investigation work.	0	0	0	0	0	\$3,555.42	-
	Total Task 4 Hours:	0	0	0	0	0	-	-
	Total Task 4 Cost:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,380.42	\$4,380.42
5	Engineering Calculations and Design Recommendations	Hrs	Hrs	Hrs	Hrs	Hrs	sub services	TOTALS
5.1	Lateral Earth Pressures and retaining wall calculations.	2	1	0	8	0	-	-
5.2	Site grading, subgrade preparation and fill placement recommendations.	1	6	0	0	0	-	-
5.3	Laboratory analysis results review and interpretation.	1	6	0	0	0	-	-
5.4	Pavement analysis and design	8	24	0	0	0	-	-
5.5	Geotechnical analysis, bearing capacity, seismic, design recommendations.	2	1	0	10	0	-	-
	Total Task 5 Hours:	14	38	0	18	0	-	70
	Total Task 5 Cost:	\$2,450.00	\$4,370.00	\$0.00	\$1,350.00	\$0.00	\$0.00	\$8,170.00
6	Infiltration Testing	Hrs	Hrs	Hrs	Hrs	Hrs	sub services	TOTALS
6.1	Conduct infiltration tests within explorations.	0	10	0	4	0	-	-
6.2	Infiltration results report preparation.	1	6	0	0	0	-	-
	Total Task 6 Hours:	1	16	0	4	0	-	21
	Total Task 6 Cost:	\$175.00	\$1,840.00	\$0.00	\$300.00	\$0.00	\$0.00	\$2,315.00
7	Laboratory Analysis	Hrs	Hrs	Hrs	Hrs	Hrs	Rate	TOTALS
7.1	Laboratory testing, data entry, report preparation	1	0	4	0	0	-	-
7.2	Sieve Analysis (7)	0	0	0	0	0	\$945	-
7.3	Atterberg Limits (7)	0	0	0	0	0	\$1,225	-
7.4	California Bearing Ratio (2)	0	0	0	0	0	\$900	-
7.5	Soil Classification (7)	0	0	0	0	0	\$210	-
	Total Task 7 Hours:	1	0	4	0	0	-	5
	Total Task 7 Cost:	\$175.00	\$0.00	\$440.00	\$0.00	\$0.00	\$3,280.00	\$3,895.00
8	Geotechnical Report Preparation	Hrs	Hrs	Hrs	Hrs	Hrs	sub services	TOTALS
8.1	Report Preparation.	4	12	0	12	0	-	-
8.2	Drafting of figures, exploration logs, photo logs, etc.	1	8	0	6	0	-	-
8.3	Administrative	0	0	0	0	4	-	-
	Total Task 8 Hours:	5	20	0	18	4	-	47
	Total Task 8 Cost:	\$875.00	\$2,300.00	\$0.00	\$1,350.00	\$240.00	\$0.00	\$4,765.00
9	Miscellaneous Tasks	Hrs	Hrs	Hrs	Hrs	Hrs	sub services	TOTALS
9.1	Project Team Meetings	8	8	0	0	0	-	-
	Total Task 9 Hours:	8	8	0	0	0	-	16
	Total Task 9 Cost:	\$1,400.00	\$920.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,320.00
	Total Summary of Hours:	35	140	4	48	6	21042	233
	Total Summary of Cost:	\$6,125.00	\$16,100.00	\$440.00	\$3,600.00	\$360.00	\$21,041.57	\$47,666.57



Archaeological Investigations Northwest, Inc.

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CITY OF RIDGEFIELD, WASHINGTON 51st ROUNDABOUT & PIONEER STREET WIDENING CULTURAL RESOURCES

March 18, 2021

SCOPE OF WORK

The cultural resource survey for the City of Ridgefield's new 51st Roundabout and Pioneer Street Widening project will be done to meet Section 106 of the National Historic Preservation Act for review by the US Army Corps of Engineers (Corps) as a permit will be needed, and by WSDOT as WSDOT has jurisdiction on Pioneer Street. The project is not anticipated to be federally funded. The cultural resource survey will also be done to satisfy the City of Ridgefield's development review as part of the SEPA process. The standards and guidelines developed by the Washington State Department of Archaeology and Historic Preservation (DAHP) will be followed. Cultural resource surveys and reporting will be completed by AINW archaeologists and architectural historians who meet professional qualifications of the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation. Portions of the project area has been previously surveyed for archaeological resources.

These are the main cultural resource tasks needed for this project.

- If needed, prepare an Area of Potential Effect (APE) submittal for WSDOT approval.
- Survey the portions of the APE not previously surveyed and identify cultural resources.
 - Archaeological pedestrian survey and shovel testing
 - Historic resource inventory/documentation.
- AINW will provide preliminary survey results after the fieldwork is done.
- AINW will prepare a cultural resource survey report.

Prepare APE Submittal for WSDOT Approval

When WSDOT will be funding an improvement project, it needs to approve the APE and will send that on to DAHP for its approval. In this case, WSDOT's jurisdiction is not currently as a funding agency. AINW will prepare an APE submittal to be approved by WSDOT prior to the initiation of archaeological fieldwork. The APE submittal is for the City to submit to WSDOT; AINW can assist the City on this step. The APE submittal will include information about the previous surveys completed within the APE and recommend those areas do not need to be inventoried; it will include the methodology for the fieldwork. WSDOT will provide the APE to DAHP; once approved by DAHP, the fieldwork can begin.

Survey of the APE

Historic Resources Survey

Historic resources that are 45 years in age or older (built 1976 or earlier) will be identified, documented, and evaluated for eligibility for listing in the National Register of Historic Places (NRHP). Typically, when WSDOT is funding a project the inventory of historic resources must include resources on parcels crossed by the APE; that is done to address potential Section 4(f) issues of private land acquisition where taking the land as right of way is a "use" under Section 4(f). In this case, there may be funds from WSDOT in the future. Therefore, the inventory will include resources on parcels crossed by the APE/

Preliminary information shows that the project will not directly impact buildings and structures that were constructed in 1976 or earlier, although farmsteads and residences are nearby and may need to be addressed due to the change in setting. There is a residence and farmstead (cluster of buildings) on the south side of Pioneer Street near the proposed roundabout location. ***This scope of work will assume that up to six individual historic resources will need to be documented on Historic Property Inventory forms and evaluated, and none will be found to be eligible for listing in the NRHP.***

Archaeological Survey

The archaeological fieldwork will consist of a pedestrian survey of the APE and excavation of shovel tests in areas where the land is intact or an archaeological resource is likely, excluding areas previously surveyed adequately. Previously recorded resources are located adjacent to the right of way. ***Up to two resources may be identified and recorded.***

AINW archaeologists will perform a pedestrian survey of proposed alignment and will excavate up to 16 shovel tests in areas with potential to have subsurface archaeological deposits. Shovel tests will be 30 centimeters (cm) (12 inches [in]) in diameter at the surface and will be excavated to a minimum depth of 50 cm (20 in). Excavated sediment will be screened through nested 6.4- and 3.2-millimeter (¼- and ⅛-in) mesh hardware cloth. Shovel tests will be backfilled at completion, and any artifacts identified will be bagged, labeled, and reburied in the shovel test where they were observed.

Prepare Cultural Resource Survey Report

The cultural resource survey report will document the findings of the background review and fieldwork and make recommendations regarding resource eligibility and additional work that may be needed. The project description, location, and environmental setting; background review; field survey methodologies and results; recommendations of NRHP eligibility for resources; and a recommended finding of effect for historic properties will be summarized in one cultural resource survey report.

Copies of resource forms will be appended to the cultural resource survey report. The report will provide a recommendation of project effect on historic properties, if it turns out there are resources eligible for listing in the NRHP, for the review by the Corps, WSDOT, and DAHP. AINW assumes that Section 4(f) analysis will not apply, as no federal funds through WSDOT will be used for the project.

A draft of this report will be provided for review to the project team and City, and once approved, will be submitted to the Corps and WSDOT. The Corps will submit the report to DAHP once it has approved the report. AINW will upload the report to DAHP for the SEPA review step.

Assumptions Summary

- The APE will be approximately 150 feet wide, assuming a 120-foot right of way, and wider at the proposed new roundabout location
- Up to 16 shovel tests will be excavated
 - Shovel tests will be 30 cm (12 in) in diameter at the surface and will be excavated to a minimum depth of 50 cm (20 in).
 - No artifacts will be collected, if any are found.
- Up to two archaeological resources will be documented.
- Up to six individual historic resources will be documented.
- None of the resources will be eligible for listing in the NRHP.
- The AINW report will be prepared to meet the requirements of Section 106 of the NHPA for review by WSDOT and the Corps.
- Attendance at up to three 1- to 2-hour virtual meetings



Michael Minor & Associates

Sound . Vibration . Air

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To: Charles (Chuck) L. Harper, P.E., Principal
From: Michael Minor, Principal, MM&A
Date: March 16, 2021
Subject: Scope and Fee for Noise:
51st Roundabout and Pioneer Roadway Improvements

Noise Analysis Scope of Work for WSDOT/FHWA Compliance

A technical noise study is required for all projects requesting federal funds that also meet the Federal Highway Administration requirements for a Type 1 Project. The initial scope assumes that the project may not meet the requirements for an FHWA Type 1 noise analysis, and only a supporting technical memorandum is required.

A contingency scope and budget are included if, after review with WSDOT, a full noise study is required.

Noise Analysis

The analysis will be based on the guidelines presented in the current Federal-Aid Policy Guide, Subchapter H, Part 772, *Procedures for Abatement of Highway Traffic Noise and Construction Noise* (FHWA 2010) and the *2020 Traffic Noise Policy and Procedures* (WSDOT 2020). The 51st Roundabout and Pioneer Roadway Improvement project will be reviewed to determine the level of noise analysis required under the FHWA and WSDOT policy. Under FHWA and WSDOT, only projects that are determined to be a Type 1 project are required to have a detailed noise study. For a project to be considered Type 1, the project must meet one or more of the following criteria:

- 1) The construction of a highway on a new location; or,
- 2) The physical alteration of an existing highway where there is either:
 - a. Substantial Horizontal Alteration. A project that halves the distance between the traffic noise source and the closest receptor between the existing condition to the future build condition;
 - b. Substantial Vertical Alteration. A project that removes shielding, therefore exposing the line-of-sight between the receptor and the traffic noise source. This is done by either altering the vertical alignment of the highway or by altering the topography between the highway traffic noise source and the receptor; or
- 3) The addition of a through-traffic lane(s). This includes the addition of a through-traffic lane that functions as a HOV lane, High-Occupancy Toll (HOT) lane, bus lane, or truck climbing lane; or,
- 4) The addition of an auxiliary lane, except for when the auxiliary lane is a turn lane; or,

- 5) The addition or relocation of interchange lanes or ramps added to a quadrant to complete an existing partial interchange; or,
- 6) Restriping existing pavement for the purpose of adding a through-traffic lane or an auxiliary lane; or,
- 7) The addition of a new or substantial alteration of a weigh station, rest stop, ride-share lot or toll plaza.

If a project is determined to be a Type I project under this definition, then the entire project area as defined in the environmental document is a Type I.

The initial review of the project area indicates that the proposed project may not meet these criteria on any noise-sensitive properties as defined under FHWA and WSDOT policy. Therefore, a detailed noise analysis may not be required, and a *Noise Technical Memorandum* would be prepared to support those findings. The *Noise Technical Memorandum* will be submitted in MS Word format for review and comments. After revisions based on the comments are completed, a final memorandum will be produced in PDF electronic format.

If the review determines the project meets the Type 1 requirements on any noise-sensitive properties as defined under FHWA and WSDOT policy, then the task provided below would be required.

Noise Analysis Assumptions:

- > CAD files in AutoCAD or MicroStation for the existing roadway alignment and proposed roadway alignment, including aerial photo(s), will be provided by the project engineers.

Noise Analysis Deliverables:

- > Noise Technical Memorandum (draft and final)

Noise Analysis Time Frame:

- > Typical time to complete a noise analysis of this type is 2 to 4 weeks from NTP assuming design information is available

Noise Analysis Fee:

The cost estimate for the noise is \$1,796.68 and includes time for meetings and general project support. The budget assumes Mr. Minor for 10 hours and editing for 2 hours. Note that if the project is Type 1, the cost is included in the tasks outlined below.

Detailed Noise Analysis

Michael Minor & Associates (MM&A) will perform a traffic noise analysis for the proposed 51st Roundabout and Pioneer Roadway Improvements Street in Ridgefield, Washington. Detailed scoping information is provided below. The analysis will be based on the guidelines presented in the current Federal-Aid Policy Guide, Subchapter H, Part 772, *Procedures for Abatement of Highway Traffic Noise and Construction Noise* (FHWA 2010) and the *2020 Traffic Noise Policy and Procedures* (WSDOT 2020).

MM&A will conduct a reconnaissance of the project area to identify all land use types and locate noise-sensitive properties within 500+ feet of the project area as described in the *Procedures for Abatement of Highway Traffic Noise and Construction Noise*. Physical and terrain features that affect noise propagation and features that may be altered during construction shall be identified.

Noise measurements and traffic counts will be conducted at sites as needed to calibrate the traffic noise model and to ensure a complete description of existing noise levels that are representative of the land uses along the proposed alignments. An estimate of 2 to 3 noise monitoring sites will be needed for this project.

Measurements near existing active roadways will be conducted for a 20-minute sampling period during daytime off-peak hours (10 AM to 4 PM) when traffic is moving freely. Traffic counts and classifications will be conducted concurrently with the noise measurements. All noise sources will be noted and those that may interfere with a determination of noise abatement will be identified.

Traffic noise levels at each validation measurement site will be predicted using the FHWA Traffic Noise Model (TNM, version 2.5) using the existing roadway configurations and the traffic counts from the noise measurement survey. The sound level predictions will be compared with the measured sound levels to reach a close agreement of ± 2 dB.

Based on-site the site visits, review of aerial mapping, and land use inspection, a set of representative noise modeling sites will be located throughout the project area. Frequently, one modeling location will be used to represent several nearby locations expected to have similar or slightly lower noise levels than the modeling location. The number of modeling sites will be sufficient to accurately predict existing and future (year 2040) No-Build and future Build traffic noise levels, identify all potential traffic noise impacts, and evaluate traffic noise abatement measures. It is estimated that 10 to 15 or more noise modeling sites may be needed to represent noise levels near the project area. The number of sites will depend in part on the number of planned and permitted developments along the corridor.

Using the validated model, existing peak hour traffic volumes from project traffic engineers will be used with posted speed limits to calculate existing peak hour noise levels at each of the modeling sites. Traffic noise level projections will also be performed for the same sites using the future No-Build traffic volumes. These predicted noise levels will be used for comparison with the future Build noise levels and to aid in the understanding of the potential change in project area noise levels.

Future Build noise levels during peak hour will also be modeled at the selected noise-sensitive sites with the proposed new and improved roadways and ancillary facilities included. The future Build traffic noise levels will be compared to the approach or exceed and allowable increase noise criteria using the WSDOT policy. For residences, noise impacts occur if future traffic noise levels approach or exceed 66 dBA Leq during peak hours.

In accordance with FHWA and WSDOT requirements, noise abatement measures will be considered at locations along the alignments where traffic noise impacts are predicted. Due to limited right-of-way, it is assumed that noise abatement measures considered will be limited to noise walls, as there is not sufficient right-of-way to consider berms in the corridor. MM&A will provide the location, length, height, profile, estimated cost (using WSDOT policy), and number of benefiting noise-sensitive properties for

each proposed barrier. This information will be used for comparison with WSDOT criteria for reasonable and feasible noise abatement. For those areas with noise impacts and no reasonable and feasible noise abatement measures, the analysis will provide a discussion for these impacts and specifically note reasons for not including any noise abatement.

Construction activities that may cause annoyance at nearby noise-sensitive land uses will be qualitatively assessed in accordance with WSDOT's procedures. MM&A will discuss local laws applying to construction noise.

MM&A will prepare a noise technical report summarizing the finding of the noise study. The contents will include an introduction to acoustics and discuss land use, methodology, existing noise levels, future No-Build and Build noise levels, noise impacts, and recommended mitigation. The report will follow the WSDOT policy for a traffic noise technical analysis. It will provide existing and proposed alignments on vicinity-scale maps. Impacts, monitoring locations, and sensitive receivers will be shown on area maps at an appropriate scale. Tables, with comparisons, will be prepared to aid in the understanding of project impacts and mitigation. A discussion of potential impacts on future land uses in the context of existing and planned land uses will be provided. Construction noise impacts and local regulations, as described above, will be discussed. The initial report will be submitted in Microsoft (MS) Word format for review and comments. After revisions based on the comments are completed, a final report will be produced in PDF electronic format.

Detailed Noise Analysis Assumptions:

- > CAD files in AutoCAD or MicroStation for the existing roadway alignment and proposed roadway alignment, including aerial photo(s), will be provided by the project engineers.
- > Traffic data, including turning movements at the intersection, will be provided by project traffic engineers, and will include peak hour volumes for existing, future No-Build and future Build, with posted speed limits, and percentage of vehicle types (e.g., passenger vehicles, medium trucks, and heavy trucks).

Detailed Noise Analysis Deliverables:

- > Noise analysis technical report (draft and final)
- > Noise monitoring sheets and details
- > Noise wall locations and heights (if and where applicable)
- > TNM files

Detailed Noise Analysis Time Frame:

Typical time to complete a noise analysis of this type is 10 to 16 weeks from NTP assuming all necessary data are provided by the project team.

Detailed Noise Analysis Cost:

The cost estimate for this task is not to exceed \$18,895.24.

See the attached budget worksheet for a breakdown of labor costs and reimbursable items. *Based on initial reviews of the area, it is assumed that noise impacts will be identified, and modeling of noise walls will be required.*

Fee for Detailed Noise Study: 51st Roundabout and Pioneer Roadway Improvement Project						
Noise Analysis and Abatement						
Task #	Description	M. Minor Principal	Traffic Noise Engineer	Traffic Technical	CAD Graphics and Editing	Cost by Task
		\$62.22	\$48.00	\$38.00	\$33.00	
1	Project Introduction/Preparation	0	4			\$192.00
2	Noise Monitoring	4	2	8	4	\$780.88
3	Noise Impact Analysis	4	32	4	0	\$1,936.88
4	Noise Abatement Analysis	4	20	0	2	\$1,274.88
5	Final Design Wall Analysis	4	16	0	6	\$1,214.88
6	Draft Technical Report	6	24	0	4	\$1,657.32
7	Final Technical Report	4	4	0	2	\$506.88
8	Meetings and Support	4				\$248.88
	Total Hours	\$1,866.60	\$4,896.00	\$456.00	\$594.00	\$7,812.60
Indirect Cost Calculations						
1.1		2053.26	5385.60	501.60	653.40	8593.86
Fixed Fee Calculations						
0.3		559.98	1468.80	136.80	178.20	2343.78
Total Labor Costs						
		4479.84	11750.40	1094.40	1425.60	18750.24
Direct Expense						
	Travel	Per-Diem	Hotel	Miles/Car	Air/Train/Cab	
	Monitoring	\$0.00	\$0.00	\$145.00	\$0.00	
	Trip B	\$0.00	\$0.00	\$0.00	\$0.00	
	Totals	\$0.00	\$0.00	\$145.00	\$0.00	\$145.00
	Other					
	Item A					\$0.00
	Item B					\$0.00
	Item C					\$0.00
	Direct Expense Total					\$145.00
	Total not to Exceed Cost Estimate					\$18,895.24