



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, January 14, 2021
Teleconference
N/A, Ridgefield, WA 98642**

- I. GENERAL SESSION CALL TO ORDER - 6:30 PM**
 - 1. Roll Call**
 - 2. Late changes to the agenda**
- II. CONSENT AGENDA**
 - 1. Approval of Claims And/Or Payroll**
 - 2. Approval of Minutes from the December 17, 2020 Meeting**
 - 3. Approval of Minutes from the December 29, 2020 Special Meeting**
- III. PRESENTATION**
 - 1. 2021 Planning Commission Work Plan - Claire Lust, Community Development Director, Patrick Flynn, Chairman**
 - 2. 2021 Parks Board Work Plan - Bryan Kast, Public Works Director**
- IV. BUSINESS**
 - 1. Motion - Approval of Pioneer Street Extension Design Contract Award - Bryan Kast, Public Works Director**
- V. PUBLIC HEARING/BUSINESS**
 - 1. Public Hearing and Motion to Approve Proposed CDBG Projects - Bryan Kast, Public Works Director**
- VI. COUNCIL/PRESIDING OFFICER/STAFF REPORTS**
 - 1. Council**
 - 2. Mayor**
 - 3. City Manager**
- VII. 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: January 14, 2021

ITEM:

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: January 14, 2021 - Claims Report - UPDATED (PDF)

City of Ridgefield
Claims Payment Report
For Approval on: January 14, 2021

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ALLEGIANCE FLEX ADVANTAGE	2453	551437	Genl Govt/Facilities	Medical FSA	25.73
		77760921	Genl Govt/Facilities	Medical FSA	23.01
		555947	Genl Govt/Facilities	Daycare FSA	360.00
		555946	Genl Govt/Facilities	Daycare FSA	330.00
		77748648	Genl Govt/Facilities	Medical FSA	20.00
		1103463709	Genl Govt/Facilities	Medical FSA	4.70
		1099564949	Genl Govt/Facilities	Medical FSA	7.73
		77750835	Genl Govt/Facilities	Medical FSA	20.00
		77088072	Genl Govt/Facilities	Medical FSA	150.00
		77373455	Genl Govt/Facilities	Medical FSA	20.86
ALLEGIANCE FLEX ADVANTAGE Total					962.03
AMAZON BUSINESS	3485	149R-7346-RYP9	Administration	Desk Organizer - Patricia	14.08
		1P4T-LMJK-LMFW	Genl Govt/Facilities	HT Hometown Supplies	6.93
		1JRT-LMYL-364N	Genl Govt/Facilities	Restaurant Tent Decor	1,069.18
		1JDX-CFV9-CRGD	Public Safety	PD Office Supp	45.17
AMAZON BUSINESS Total					1,135.36
ARAMARK UNIFORM SERVICES	32	864780731	Genl Govt/Facilities	PW Uniforms/Floor Mats	2.98
			Public Works	PW Uniforms/Floor Mats	51.10
		864790362	Genl Govt/Facilities	PW Uniforms/Floor Mats	2.98
			Public Works	PW Uniforms/Floor Mats	51.10
ARAMARK UNIFORM SERVICES Total					108.16
ASSOCIATED CONSULTANTS INC.	1030	20-110b-02	Community Development	Prairie Electric Bldg Plan Review	855.00
		20-195-03	Community Development	Wisdom Ridge N Plan Review	190.00
		20-205-02	Community Development	Taps Patio Cover Plan Review	356.25
		20-198-02	Community Development	The Vancouver Clinic Plan Review	308.75
		20-101b-04	Community Development	Pioneer Village Bldg 4 Plan Review	213.75
		20-194-03	Community Development	Wisdom Ridge S Plan Review	190.00
		19-240-03	Community Development	Ridgefield Library Plan Review	498.75
		20-219-01	Community Development	Pioneer Village Sign Plan Review	380.00
		20-101a-04	Community Development	Pioneer Village Bldg 2 Plan Review	213.75
		20-101g-05	Community Development	Pioneer Village Bldg 1 Plan Review	356.25
		20-192-02	Community Development	Starbucks Plan Review	593.75
ASSOCIATED CONSULTANTS INC. Total					4,156.25
ASSOCIATION OF WASHINGTON CITIES	41	87419	Genl Govt/Facilities	2021 AWC Safety Alliance Membership Fee	2,806.25
		86604	Genl Govt/Facilities	2021 AWC Membership Fee	7,019.00
ASSOCIATION OF WASHINGTON CITIES Total					9,825.25
Bancroft Lindsey & Seth	UB*00446	(blank)	Genl Govt/Facilities	Refund Check 009454-000 2304 S Nisqually Ave	19.99
Bancroft Lindsey & Seth Total					19.99

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Bloemke Monte	UB*00462	(blank)	Genl Govt/Facilities	Refund Check 010762-000 5915 N 10th St	19.05
Bloemke Monte Total					19.05
BLUEFIN PAYMENT SYSTEMS	2827	2827-20210114A	Public Works	Customer Web Payments	2,661.11
		2827-20210114B	Public Works	Customer Web Payments	21.90
BLUEFIN PAYMENT SYSTEMS Total					2,683.01
BSK ASSOCIATES	2119	VD03941	Public Works	Coliform Testing - Dec 2020	425.00
BSK ASSOCIATES Total					425.00
Buffham Linzie	UB*00450	(blank)	Genl Govt/Facilities	Refund Check 011817-000 4005 N 5th Way	124.27
Buffham Linzie Total					124.27
BUXTON COMPANY	2460	49007	Community Development	Retail Recruitment Analysis/SCOUT	30,000.00
BUXTON COMPANY Total					30,000.00
CERTIFIED TESTING SERVICES INC	3536	259407	Public Works	Backflow Testing	90.00
CERTIFIED TESTING SERVICES INC Total					90.00
CFM STRATEGIC COMMUNICATIONS INC.	2551	25801	Genl Govt/Facilities	Lobbyist - Dec 2020	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					5,200.00
Cistus LLC	UB*00453	(blank)	Genl Govt/Facilities	Refund Check 012432-005 3909 S Hay Field Cir	74.88
Cistus LLC Total					74.88
CITIES DIGITAL INC.	3382	50336	Information Technology	DocuSign Licensing/Maintenance - 2/27/21-2/26/22	3,127.34
CITIES DIGITAL INC. Total					3,127.34
CITY OF RIDGEFIELD-W/S	96	006404-000-1220	Genl Govt/Facilities	230 Pioneer St City Hall - Storm	133.35
				230 Pioneer St City Hall - Water	57.77
		007183-000-1220	Public Works	618 Lark Dr Lark Park - Storm	19.05
				618 Lark Dr Lark Park - Water	47.44
		005032-000-1220	Genl Govt/Facilities	111 S Main -Storm	57.15
				111 S Main - Water	64.05
		005815-000-1220	Genl Govt/Facilities	109 W Division - WWTP/ CRWWD Portion	120.26
				109 W Division WWTP-Storm / CRWWD Portion	400.05
			Public Works	109 W Division WWTP-Storm	400.05
				109 W Division - WWTP	120.25
		005436-009-1220	Public Works	6007 N Ridgefield Woods Dr - Irrigation	47.44
		005807-000-1220	Public Works	Abrams Park Restrooms - Water	108.03
				Abrams Park Restrooms - Storm	19.05
		005811-000-1220	Public Works	Abrams Park Kitchen & Irrigation - Water	51.61
				Abrams Park Kitchen - Storm	400.05
		006405-000-1220	Public Works	119 N 3rd Ave Community Park - Storm	38.10
				119 N 3rd Ave Community Park - Water	47.48
		005812-001-1220	Public Works	Abrams Park Chlorine Injector - Storm	19.05
		008428-000-1220	Public Works	Cedar Ridge Park - Water	94.88
				Cedar Ridge Park - Storm	19.05
		005810-000-1220	Public Works	Abrams Park Standpipe	51.35
		010935-000-1220	Public Works	Cedar Creek Irrigation Tract-B	161.06
		009272-000-1220	Public Works	1308 N Heron Dr Hayden Park - Water	47.44

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CITY OF RIDGEFIELD-W/S	96	009272-000-1220	Public Works	1308 N Heron Dr Hayden Park - Storm	19.05
		009787-006-1220	Public Works	Roundabout 45th & 3rd	47.44
		009787-000-1220	Public Works	Green Gables Tract-Q Irrigation M	47.44
		007097-000-1220	Public Works	2311 N 5th Way Crow's Nest Park - Storm	38.10
				2311 N 5th Way Crow's Nest Park - Water	47.44
		005806-000-1220	Public Works	Abrams Soccer Field	151.82
		012825-000-1220	Public Works	IRR West End S Sevier Rd	47.48
		005436-001-1220	Public Works	I-5/SR501 NE Interchange Irrigation	94.88
		006398-000-1220	Public Safety	116 N Main Ave PD - Storm	76.20
				116 N Main Ave PD - Water	58.51
		005436-010-1220	Public Works	5054 Pioneer Street	19.05
		009787-004-1220	Public Works	Green Gables Tract-C Irrigation M	47.44
		010821-000-1220	Public Works	Water Tower (Cemetery)	57.15
		009427-000-1220	Public Works	Columbia Hills Irrigation-Tract B Wind River	47.44
		009787-002-1220	Public Works	Green Gables Tract-D Irrigation M	47.44
		009787-005-1220	Public Works	Park & Ride Lot	209.55
		009457-000-1220	Public Works	Columbia Hills Irrigation-Tract D Cispus Way	94.88
		009787-003-1220	Public Works	Green Gables Tract-D Irrigation MET	47.44
		005488-000-1220	Public Works	Cemetery Water Spigots	47.44
		005207-000-1220	Public Works	Blue Heron Community Garden	47.51
		010889-000-1220	Public Works	Junction Well & Reservoir	133.35
		006420-000-1220	Public Works	315 N 3rd Ave Davis Park	151.82
		005436-005-1220	Public Works	I-5/SR501 NW Interchange Irrigation	94.88
CITY OF RIDGEFIELD-W/S Total					4,197.76
CITY OF VANCOUVER	97	15721	Genl Govt/Facilities	10 Yard Dump Truck VIN#1FVMAEA852PK01813	11,994.46
CITY OF VANCOUVER Total					11,994.46
CLARK COUNTY	102	CI023165	Public Safety	Q1.2021 Dispatch/Radio Operations	19,931.00
		CI022966	Public Works	Nov. 2020 - Whatley Decant Billing	1,366.12
		CI023024	Judicial	Pretrial Supervision - Nov 2020	420.20
CLARK COUNTY Total					21,717.32
CLARK COUNTY TREASURERS OFFICE	554	SIF202012	Genl Govt/Facilities	School Impact Fees	823,228.75
CLARK COUNTY TREASURERS OFFICE Total					823,228.75
CLARK PUBLIC UTILITIES	110	7206-552-7-20210114	Public Works	214 S Riverview Dr	126.32
		7206-644-2-20210114	Public Works	City Park/Water Well	3,752.62
		7206-555-0-20210114	Public Works	109 W Division St - Electricity	212.59
		7206-694-7-20210114	Public Works	255 S 56th Pl - Electricity	1,146.44
		7206-645-9-20210114	Public Works	N Abrams Park/E Division	627.22
		7206-648-3-20210114	Public Works	Municipal Lighting Lease	7,967.32
		7206-643-4-20210114	Public Works	400 N Abrams Park Rd	1,257.39
		7206-605-3-20210114	Public Works	N 1st Cir & N 65th Ave - Park & Ride	82.66
		7206-456-1-20210114	Public Safety	116 N Main Avenue	250.47
7206-578-2-20210114	Genl Govt/Facilities	230 Pioneer Ave	206.06		

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CLARK PUBLIC UTILITIES Total					15,629.09
CLARK-COWLITZ COUNTY FIRE RESCUE	3047	1482	Genl Govt/Facilities	Fire Marshal Services - 2019	10,582.00
		1481	Genl Govt/Facilities	Fire Marshal Services - 2018	3,257.00
CLARK-COWLITZ COUNTY FIRE RESCUE Total					13,839.00
COLUMBIAN PUBLISHING	116	26074	Genl Govt/Facilities	Ordinance No. 1331/1333	45.00
			Community Development	Ordinance No. 1331/1333	43.20
		26126	Public Works	P21002 Advertising	267.30
			Community Development	P21006 Advertising	237.60
		26067	Public Works	RFQ Pioneer St Extension	293.70
		26121	Community Development	Drive-Thr Moratorium	63.00
		26186	Community Development	Union Ridge Ranch	77.40
		26192	Public Works	Ord. 1332	43.20
COLUMBIAN PUBLISHING Total					1,070.40
COMDATA NETWORK INC.	1101	20350510	Genl Govt/Facilities	PW/CDD Fuel - XN173 - 12/16/2020-12/31/2020	127.02
			Public Works	PW/CDD Fuel - XN173 - 12/16/2020-12/31/2020	1,698.05
			Community Development	PW/CDD Fuel - XN173 - 12/16/2020-12/31/2020	227.04
		20350513	Public Safety	PD Fuel - XN765 - 12/16/2020-12/31/2020	637.68
COMDATA NETWORK INC. Total					2,689.79
Curlett Tammy	UB*00466	(blank)	Genl Govt/Facilities	Refund Check 012780-000 207 Pioneer St	18.49
Curlett Tammy Total					18.49
Curtis Mary	UB*00448	(blank)	Genl Govt/Facilities	Refund Check 011560-000 818 N Gibert Ct	150.58
Curtis Mary Total					150.58
E2 LAND USE PLANNING SERVICES LLC	485	0485-20210114	Community Development	Planning Consulting Services - Dec 2020	3,237.50
E2 LAND USE PLANNING SERVICES LLC Total					3,237.50
ELCOR INC	2081	MSP-13180	Public Safety	IT Services - Dec 2020	2,510.16
			Public Works	IT Services - Dec 2020	2,097.57
			Community Development	IT Services - Dec 2020	2,231.24
			Information Technology	IT Services - Dec 2020	4,875.07
		13233	Information Technology	Sonicwall Security Suite - 2021	1,148.28
ELCOR INC Total					12,862.32
FASTENAL COMPANY	1491	WAWOA88125	Public Works	Trailer Parts - Streets/Water	32.78
FASTENAL COMPANY Total					32.78
Feller Jon	UB*00454	(blank)	Genl Govt/Facilities	Refund Check 011708-000 821 Raven Dr	23.53
Feller Jon Total					23.53
FERGUSON ENTERPRISES INC # 8423	181	946589	Genl Govt/Facilities	Water Meters	(859.24)
			Public Works	Water Meters	11,088.26
FERGUSON ENTERPRISES INC # 8423 Total					10,229.02
Frye Michelle	UB*00452	(blank)	Genl Govt/Facilities	Refund Check 011231-000 700 S 14th Pl	60.52
Frye Michelle Total					60.52
G5 HOLDINGS LLC	3540	PLZ-20-0073	Genl Govt/Facilities	Refund PLZ-20-0073	2,000.00
G5 HOLDINGS LLC Total					2,000.00
GRAY AND OSBORNE INC	207	20249.00-10	Public Works	Junction Booster Pump Station VFD - Construction	1,632.71

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GRAY AND OSBORNE INC	207	20311.00-2	Community Development	Cloverhill Phase 2 - Final Plat	69.92
GRAY AND OSBORNE INC Total					1,702.63
GREATER VANCOUVER CHAMBER OF COMMERCE	2938	242025	Genl Govt/Facilities	2021 Membership Renewal	918.00
GREATER VANCOUVER CHAMBER OF COMMERCE Total					918.00
GREEN RIVER COMMUNITY COLLEGE	714	208007	Public Works	Water Electrical Training - Brunson	500.00
GREEN RIVER COMMUNITY COLLEGE Total					500.00
H.D. FOWLER COMPANY	2036	I5669134	Public Works	Water Meters	1,190.62
H.D. FOWLER COMPANY Total					1,190.62
HOME DEPOT CREDIT CARD SERVICES	1805	5341792	Genl Govt/Facilities	Parks Small Tools & Krebsler Supplies	6.01
			Public Works	Parks Small Tools & Krebsler Supplies	782.36
HOME DEPOT CREDIT CARD SERVICES Total					788.37
HONEY BUCKETS	223	551891612	Public Works	Davis Park Port-a-Potty	328.00
HONEY BUCKETS Total					328.00
INSTANT IMPRINTS CASCADE PARK	2371	51250	Human Resources	Employee Appreciation Gifts/Service Awards - 2020	2,462.06
INSTANT IMPRINTS CASCADE PARK Total					2,462.06
INTERMEDIA.NET INC	2187	2101215466	Information Technology	Voice Service Charges - Dec 2020	87.44
INTERMEDIA.NET INC Total					87.44
J2 BLUE PRINT SUPPLY	243	AR95659	Community Development	Plotter Contract - Jan 2021 & Usage Charge-Nov/Dec 2020	56.48
		AR95603	Genl Govt/Facilities	Restaurant COVID Supplies	719.78
		AR95855	Genl Govt/Facilities	NYE Fireworks Signs	318.42
		AR96081	Genl Govt/Facilities	1SAT Signs	82.38
J2 BLUE PRINT SUPPLY Total					1,177.06
Johnson Sandra	UB*00460	(blank)	Genl Govt/Facilities	Refund Check 011228-000 2786 S Red Tail Loop	27.64
Johnson Sandra Total					27.64
Johnson Veronica Hernandez and Keith	UB*00432	(blank)	Genl Govt/Facilities	Refund Check 008573-000 3142 S 3rd Way	5.05
Johnson Veronica Hernandez and Keith Total					5.05
KEITH'S SPORTING GOODS INC.	3049	01042021RPD	Public Safety	Windham Rifles	1,688.87
KEITH'S SPORTING GOODS INC. Total					1,688.87
KENYON DISEND PLLC	1746	1090676	Community Development	Professional Attorney Services	43.00
KENYON DISEND PLLC Total					43.00
Kingston Homes LLC	UB*00463	(blank)	Genl Govt/Facilities	Refund Check 010504-094 4132 S 16th Way	50.02
Kingston Homes LLC Total					50.02
KIRK JOHNSON	1716	1716-20210114	Finance	Mileage Reimb - Johnson	128.80
KIRK JOHNSON Total					128.80
Krippner Homes NW LLC	UB*00461	(blank)	Genl Govt/Facilities	Refund Check 010340-106 2045 N 4th Way	66.96
	UB*00465	(blank)	Genl Govt/Facilities	Refund Check 010340-110 2116 N 3rd Way	66.93
	UB*00455	(blank)	Genl Govt/Facilities	Refund Check 010340-107 2021 N 4th Way	63.58
Krippner Homes NW LLC Total					197.47
Legacy 6 Inc.	UB*00447	(blank)	Genl Govt/Facilities	Refund Check 011809-001 Hydrant Meter 4698 S 5th Way	292.79
Legacy 6 Inc. Total					292.79
Madsen Ben & Alexa	UB*00458	(blank)	Genl Govt/Facilities	Refund Check 009587-000 2704 S Red Tail Loop	86.29
Madsen Ben & Alexa Total					86.29

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MAKERS ARCHITECTURE AND URBAN DESIGN LLP	3503	2037-4	Community Development	HB1923 Code Updates - Dec 2020	6,518.75
MAKERS ARCHITECTURE AND URBAN DESIGN LLP Total					6,518.75
MARIUS L MALATTIA	1817	144	Community Development	Design Reviews - Dec 2020	1,300.00
MARIUS L MALATTIA Total					1,300.00
MEGAN DEMOSS	3480	3480-20210114	Administration	Mileage Reimb - DeMoss	17.48
MEGAN DEMOSS Total					17.48
MUNICIPAL EMERGENCY SERVICES INC	2235	IN1511051	Public Safety	Body Armor - Brooks	1,012.67
MUNICIPAL EMERGENCY SERVICES INC Total					1,012.67
NAPA AUTO PARTS	498	220028	Genl Govt/Facilities	PW Shop Supplies	9.53
		219651	Public Works	PW Shop Supplies	127.46
			Genl Govt/Facilities	PW Shop Supplies	3.63
			Public Works	PW Shop Supplies	48.53
NAPA AUTO PARTS Total					189.15
NELSON TRUCK EQUIPMENT	3535	714963	Public Works	Snow Plow Install	7,786.11
NELSON TRUCK EQUIPMENT Total					7,786.11
NORTHSTAR CHEMICAL INC.	1019	183124	Public Works	Sodium Hypochlorite	786.33
		183123	Public Works	Sodium Hypochlorite	1,004.87
NORTHSTAR CHEMICAL INC. Total					1,791.20
NORTHWEST NATURAL GAS	315	1000591-6-20200114	Public Safety	Police Department - Natural Gas	82.50
		8578-7-20200114	Public Works	PW Shop - Natural Gas	338.04
		8817-9-20200114	Genl Govt/Facilities	City Hall - Natural Gas	346.68
NORTHWEST NATURAL GAS Total					767.22
ONE CALL CONCEPTS	326	129093	Public Works	Excavation Notif/Modem Ticket Delivery - Dec 2020	281.16
ONE CALL CONCEPTS Total					281.16
ON-HOLD CONCEPTS INC	2217	530017	Information Technology	On Hold Music Service - Jan 2021	24.95
ON-HOLD CONCEPTS INC Total					24.95
OWEN EQUIPMENT COMPANY	916	198755	Public Works	Street Sweeper Maintenance	544.56
OWEN EQUIPMENT COMPANY Total					544.56
PACIFIC OFFICE AUTOMATION	1564	70661781	Genl Govt/Facilities	RACC Copier Lease	21.16
				PW Shop Printer	6.06
				City Hall Copier Lease	609.88
			Public Works	RACC Copier Lease	283.78
				PW Shop Printer	81.07
			Community Development	RACC Copier Lease	304.94
PACIFIC OFFICE AUTOMATION Total					1,306.89
PATRICK HILDRETH BRAND AND DESIGN	2372	1832	Information Technology	Q4.2020 - Web Maintenance	200.00
PATRICK HILDRETH BRAND AND DESIGN Total					200.00
PBS ENGINEERING AND ENVIRONMENTAL	342	0071069.002-5	Public Works	S 45th/Royle Rd Improvements	41,318.75
		0071403.000-7	Public Works	I-5 S Connection Project	9,267.85
PBS ENGINEERING AND ENVIRONMENTAL Total					50,586.60
PLATT ELECTRIC SUPPLY	766	1D06012	Genl Govt/Facilities	Event Tents Heater Cords	340.01
		1D21658	Genl Govt/Facilities	Event Tents Heater Cords	197.85

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PLATT ELECTRIC SUPPLY Total					537.86
POSITIVE CONCEPTS INC.	3131	0223931-IN	Genl Govt/Facilities Public Safety	Citation Supplies Citation Supplies	(9.76) 125.93
POSITIVE CONCEPTS INC. Total					116.17
POSTMASTER	348	0348-20210114	Genl Govt/Facilities	PO BOX 608 - 2021	226.00
POSTMASTER Total					226.00
PUBLIC SAFETY TESTING	354	2020-0868	Public Safety	Q4.2020 - Subscription Fees	125.00
PUBLIC SAFETY TESTING Total					125.00
PURCHASE POWER	356	37759131	Genl Govt/Facilities	Postage	500.00
PURCHASE POWER Total					500.00
R.D. OFFUTT COMPANY	3277	P0866077	Public Works	Vactor Parts	55.64
R.D. OFFUTT COMPANY Total					55.64
REGAN J. WAUGH	2926	2926-20210114	Council	2021 Legislative Breakfast Catering	616.32
REGAN J. WAUGH Total					616.32
RIDGEFIELD HARDWARE	376	0376-202012	Genl Govt/Facilities	Oper Supp - RACC	1.74
				Oper Supp - General	153.41
				Oper Supp - Events	634.63
				Oper Supp - PW	2.95
			Public Safety	Oper Supp - PD	18.06
				Public Works	Oper Supp - Storm
			Oper Supp - RACC		9.35
			Oper Supp - PW		39.41
			Oper Supp - Water		151.57
			Oper Supp - Streets	346.14	
			Community Development	Oper Supp - Parks	265.19
				Oper Supp - CDD	14.23
				Oper Supp - RACC	11.12
				RIDGEFIELD HARDWARE Total	
RIDGEFIELD SCHOOL DISTRICT	378	1002000052	Genl Govt/Facilities	RACC Operating Expense - Wastewater	8.14
				RACC Operating Expense - Garbage	18.62
				RACC Operating Expense - Janitorial	267.73
				RACC Operating Expense - Electricity	244.33
			Public Works	RACC Operating Expense - Water	72.16
				RACC Operating Expense - Wastewater	7.01
				RACC Operating Expense - Garbage	16.02
				RACC Operating Expense - Janitorial	230.51
			Community Development	RACC Operating Expense - Electricity	210.37
				RACC Operating Expense - Water	62.13
				RACC Operating Expense - Wastewater	29.39
				RACC Operating Expense - Garbage	67.26
				RACC Operating Expense - Janitorial	967.15
				RACC Operating Expense - Electricity	882.65

Attachment: January 14, 2021 - Claims Report - UPDATED (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: January 14, 2021

RIDGEFIELD SCHOOL DISTRICT	378	1002000052	Community Development	RACC Operating Expense - Water	260.67
RIDGEFIELD SCHOOL DISTRICT Total					3,344.14
Ross Robert & Patricia	UB*00456	(blank)	Genl Govt/Facilities	Refund Check 007525-000 805 Raven Dr	79.71
Ross Robert & Patricia Total					79.71
ROTSCHY INC.	2401	54271	Public Works	32nd Avenue Waterline Repair	11,316.36
ROTSCHY INC. Total					11,316.36
SAFEFIRE LLC	3415	RPD-2020-12-001	Public Safety	Safefire Range Membership Fee - 2021	4,500.00
SAFEFIRE LLC Total					4,500.00
SANTA JIM	2745	2745-202012	Genl Govt/Facilities	HT - Santa 2020	300.00
SANTA JIM Total					300.00
Schleichert Derek & Torie	UB*00451	(blank)	Genl Govt/Facilities	Refund Check 012620-000 731 N 47th Ave	26.06
Schleichert Derek & Torie Total					26.06
SHRED-IT US JV LLC	2274	8181171725	Genl Govt/Facilities	Secure Shredding - RACC	6.08
			Public Works	Secure Shredding - RACC	5.24
			Community Development	Secure Shredding - RACC	21.96
SHRED-IT US JV LLC Total					33.28
Simpkins Dylan & Lena	UB*00459	(blank)	Genl Govt/Facilities	Refund Check 007294-000 1620 N Falcon Dr	107.16
Simpkins Dylan & Lena Total					107.16
SIMPLIFILE	2962	E5837169	Community Development	Recording Fees - Quit Claim Deed Wells	129.34
SIMPLIFILE Total					129.34
SPRINGBROOK SOFTWARE LLC	3444	INV-005170	Public Works	Customer Web Payments - Dec 2020	1,076.00
SPRINGBROOK SOFTWARE LLC Total					1,076.00
STAPLES CONTRACT & COMMERCIAL INC	2884	8060805055	Genl Govt/Facilities	Office/Oper Supplies - Dec 2020	515.13
			Public Safety	Office/Oper Supplies - Dec 2020	201.61
			Public Works	Office/Oper Supplies - Dec 2020	304.00
			Community Development	Office/Oper Supplies - Dec 2020	169.74
			Finance	Office/Oper Supplies - Dec 2020	56.64
			Genl Govt/Facilities	Returned Supplies	(74.93)
STAPLES CONTRACT & COMMERCIAL INC Total					1,172.19
STELLAR J	3045	3045-02	Public Works	Junction Booster Pump Station VFD Upgrade	31,089.12
STELLAR J Total					31,089.12
Storey Eric	UB*00457	(blank)	Genl Govt/Facilities	Refund Check 010228-000 4112 N 3rd Cir	0.86
Storey Eric Total					0.86
SUNITA MODY	3427	6	Judicial	Interpreting Services	480.00
SUNITA MODY Total					480.00
TAC 1 SYSTEMS	1634	SI-009143	Genl Govt/Facilities	Radio Parts	(8.82)
			Public Safety	Radio Parts	113.82
TAC 1 SYSTEMS Total					105.00
Tapani Underground	UB*00449	(blank)	Genl Govt/Facilities	Refund Check 010944-005 Hydrant Meter	343.45
Tapani Underground Total					343.45
Team Construction	UB*00436	(blank)	Genl Govt/Facilities	Refund Check 011053-003 Hydrant Meter 70 S 65th Ave	81.79
Team Construction Total					81.79

Attachment: January 14, 2021 - Claims Report - UPDATED (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: January 14, 2021

THE GUNTER GROUP LLC	3493	3587	Community Development	SmartGov Consulting Services	1,820.00
THE GUNTER GROUP LLC Total					1,820.00
THE MASTERS TOUCH LLC	1786	72966	Public Works	Delinquesnt Utility Statements - December 2020	338.91
		P72966	Public Works	Delinquent Utility Statements Postage - December 2020	181.00
THE MASTERS TOUCH LLC Total					519.91
THE PRINT SHOP	1580	68254	Genl Govt/Facilities	AP Checks	227.19
THE PRINT SHOP Total					227.19
TRAFFIC SAFETY SUPPLY	432	INV033977	Genl Govt/Facilities	Street Signs	(12.94)
			Public Works	Street Signs	166.94
		INV033865	Public Works	Street Signs	415.46
		INV033680	Genl Govt/Facilities	Street Sign Posts	(69.85)
			Public Works	Street Sign Posts	901.35
		INV033736	Genl Govt/Facilities	Street Signs	(11.59)
			Public Works	Street Signs	149.59
TRAFFIC SAFETY SUPPLY Total					1,538.96
Turner Debbi & Steve	UB*00464	(blank)	Genl Govt/Facilities	Refund Check 008232-000 1810 S Dusky Dr	42.18
Turner Debbi & Steve Total					42.18
U.S. BANK	3541	5820223	Finance	RORC RIDLTGO17 Bonds Admin Fee	300.00
		5820225	Finance	RORC RIDLTGO18 Bonds Admin Fee	300.00
U.S. BANK Total					600.00
US BANK	2237	1662867	Public Works	RIDLTGO17 - RORC Debt Service	365,287.50
		1663614	Public Works	RIDLTGO18 - RORC Debt Service	128,425.00
US BANK Total					493,712.50
USA BLUEBOOK	444	457226	Public Works	Rain Jackets - Stormwater	132.04
		455414	Public Works	Waders - Stormwater	261.45
USA BLUEBOOK Total					393.49
WAPITI NW LLC	2545	8844	Genl Govt/Facilities	Dump Truck Repair	6,350.43
		8850	Genl Govt/Facilities	2015 F-550 Vehicle Maint	25.67
			Public Works	2015 F-550 Vehicle Maint	343.19
WAPITI NW LLC Total					6,719.29
WASHINGTON CITIES INSURANCE AUTHORITY	732	14950	Genl Govt/Facilities	WCIA Liability and/or Program Assessments - 2021	278,328.00
WASHINGTON CITIES INSURANCE AUTHORITY Total					278,328.00
WASHINGTON STATE PATROL	463	I21003425	Genl Govt/Facilities	Background Checks - CPL	106.00
WASHINGTON STATE PATROL Total					106.00
WSP USA INC.	3338	1021167	Community Development	Carty Rd Subarea Plan	1,869.00
WSP USA INC. Total					1,869.00
Grand Total					1,908,860.55

Attachment: January 14, 2021 - Claims Report - UPDATED (Approval of Claims And/Or Payroll)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 14, 2021

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the December 17, 2020 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: 12-17-2020 (PDF)



CITY OF RIDGEFIELD, WASHINGTON

City Council MEETING MINUTES

December 17, 2020

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

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

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Lee Wells, 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 December 3, 2020 Meeting**
- 3. Declaring Certain Accounts as Uncollectible and Authorizing Write-Off**

EMPLOYEE INTRODUCTION - BUILDING INSPECTOR KEN MAJORS

MAYOR

Appointment of Planning Commission Member, Position No. 5

Appointment of Amanda Swenson.

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

Reappointment of Planning Commission Member, Position No. 7

Attachment: 12-17-2020 (Approval of Minutes)

Reappointment of Commissioner Patrick Flynn.

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

Reappointment of Parks Board Member, Position No. 2, 3 & 7

Reappointment of Board Member Rian Davis, Beth Bicknell, Rachel Coker.

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

Reappointment of Civil Service Commission Member, Position No. 1 & 2

Reappointment of Commissioner David Standal, Mike Jones.

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

PRESENTATION

Port of Ridgefield IT3 Project - Brent Grening, CEO

Neighbors on Watch - John Brooks, Chief of Police

Pink Patch Donation - Cathy Doriot, Lieutenant

BUSINESS

1. Second Reading of Ordinance No. 1332 - Transportation Capital Facilities Plan Amendments - Claire Lust, Community Development Director

The Ridgefield Transportation Capital Facilities Plan is an element of the Ridgefield Urban Areas Comprehensive Plan that may be amended on an annual basis. The Ridgefield Transportation CFP was last updated in 2018. The proposed 2020 revisions will be minor update to the 2018 CFP, and include extensions of two proposed roads and reclassification of two other roads to support development patterns that have emerged since the last plan was created.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1332 AS PRESENTED.

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

2. Resolution No. 589 – Approval of Potter Intent to Annex - Claire Lust, Community Development Director

The proposed Intent to Annex includes two adjacent parcels: Joe Potter and Michelle Potter own the parcel with Assessor's #215867000, and Lenore Mattox owns the parcel with Assessor's #215811000. The subject parcels are within the Ridgefield Urban Growth Area and are contiguous with the Ridgefield

city limits to the east and south. Therefore, the parcels are eligible for annexation. The direct petition method of annexation (RCW 35A.14.120-150) requires that owners of 10% or more of the land value of the proposed annexation area must sign the Notice of Intent to Annex. Joe Potter and Michelle Potter signed the Notice of Intent to Annex. The Potters own 65% of the land value of the properties proposed for annexation (\$823,304.00 of \$1,283,098.00), exceeding the 10% threshold of the Notice of Intent to Annex.

City Council discussion.

MOTION: MOVED TO ACCEPT THE POTTER NOTICE OF INTENT TO ANNEX AND INVITE THE PROPERTY OWNER TO SUBMIT A PETITION TO ANNEX CONSISTENT WITH CITY PROCEDURES FOR ANNEXATION.

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

3. Motion - Approval of Union Ridge Ranch Phase 2 Final Plat

The Ridgefield Hearing Examiner approved the N 23rd Place preliminary planned unit development on January 6, 2020, as PLZ-19-0114. The approved preliminary plat has 13 single-family attached lots. The project name has subsequently been changed to Union Ridge Ranch Phase 2. The applicant proposes to subdivide the 4.99-acre site with Assessor's #120965000 into 13 single-family detached residential lots. The lots range from 7,100 square feet (multiple lots) to 8,515 square feet (Lot 8), consistent with the lot sizes approved through the N 23rd Place PUD preliminary plat. The average lot size is 7,311 square feet. Significant slopes limit the buildable area on Lots 1-8 to the western portion of the lots, with the exception of small structures (sheds, fences, etc.). N 22nd Court is a public street that accesses each of the residential lots. This street also provides an external connection to N 3rd Way, to the north of the site.

City Council discussion.

MOTION: MOVED TO APPROVE UNION RIDGE RANCH PHASE 2 FINAL PLAT AS PRESENTED.

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

PUBLIC HEARING/BUSINESS

1. Public Hearing - Hearing on Previous Action Taken Regarding Emergency Moratorium on Any New Drive-Through Facility

Within the Ridgefield City limits, there is a significant amount of undeveloped commercial land, including several major sites at the Interstate 5 junction. The Ridgefield Development Code provides some standards for the orientation and design of drive through facilities in the commercial zones, but not for density of such facilities. Given the large amount of developable commercial land in the City and given the stated purposes of the commercial districts related to variety of uses, site design, compatibility with surrounding neighborhoods, and pedestrian amenities, it is an opportune time to reevaluate the development standards for commercial drive-through facilities. On November 19, 2020 City Council

adopted Ordinance No. 1335 declaring an emergency and providing for a temporary six-month limited moratorium on the filing, acceptance, processing, and/or approval of applications or permits for any new drive-through facility. This moratorium was necessary to permit staff time to research and modify or establish regulations pertaining to drive through facilities. In accordance with RCW 35A.63.220 and 36.70A.390, a public hearing must be held within 60- days of adoption of Ordinance No. 1335.

City Attorney Janean Parker - a motion is required on clarification on the adoption of whereas clauses as formal findings of fact in support of Ordinance No. 1335.

COUNCIL MEMBER ONSLOW: MOTION TO ADOPT THE WHEREAS CLAUSES OF ORDINANCE NO. 1335 AS FORMAL FINDINGS OF FACT TO JUSTIFY THE MORITORIUM.

SECOND: COUNCIL MEMBER WELLS.

MOTION PASSED.

Mayor Stose Opened Public Hearing: 7:59PM

Comments received from Amy Zolti, Jayson Taylor, Scot Brantly.
Written comments were also submitted into the record.

Mayor Stose Closed Public Hearing: 8:13PM

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Aichele - Attended virtual 2021 Legislative Outlook session, chamber of commerce meeting.

Council Member Day - Attended virtual 2021 Legislative Outlook session, CREDC meeting.

Council Member Onslow - Attended virtual Leadership Clark County meeting, C-TRAN meeting, AWC Board meeting, CDBG meeting.

Council Member Lindsay - Attended virtual CREDC board meeting, 2021 Legislative Outlook session.

Council Member Wells - Attended virtual 2021 Legislative Outlook Session.

Council Member Ziemer - Attended virtual 2021 Legislative Outlook Session.

Mayor

Great Hometown celebration, kudos to staff for working with local restaurants and providing tent's.

City Manager

City Manager Steve Stuart - Tents/heater provided to local restaurants, Governor Inslee budget update.

Deputy City Manager Lee Knottnerus - Hometown celebration, 2021 event update, employee recruitment update.

Public Works Director Bryan Kast - Kelly Melroy promotion.

Police Chief Jon Brooks - Shop with a Cop update.

ADJOURN - [8:30 PM](#)

Julie Ferriss, City Clerk

Don Stose, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: January 14, 2021

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the December 29, 2020 Special 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: 12-29-2020 (PDF)



CITY OF RIDGEFIELD, WASHINGTON

City Council MEETING MINUTES

December 29, 2020

Special Meeting - 10:00 AM

GENERAL SESSION CALL TO ORDER - 10AM

ROLL CALL

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

MOTION: Council Member Onslow moved to excuse Council Member Wells from the meeting.

SECOND: Council Member Day.

MOTION PASSED.

LATE CHANGES TO THE AGENDA

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Day, Councilor
SECONDER:	Jen Lindsay, Councilor
AYES:	Onslow, Stose, Day, Lindsay, Aichele, Zierner
ABSENT:	Wells

1. Approval of Claims And/Or Payroll

EXECUTIVE SESSION - CITY MANAGER PERFORMANCE EVALUATION PURSUANT TO RCW 42.30.110(1)(G)

Mayor Stose announced that City Council will enter into Executive Session to discuss City Manager performance evaluation pursuant to RCW 42.30.110(1)(g) for approximately 15 minutes and action is anticipated (10:01AM).

Attendance: City Council, City Manager Steve Stuart.

City Council back in session (10:16AM).

Attachment: 12-29-2020 (Approval of Minutes)

MOTION: Council Member Day moved to raise City Manager's annual salary by 4% with retroactive to April, 2020 and a bonus of \$12,500.

SECOND: Council Member Ziemer

MOTION PASSED.

ADJOURN - [10:22 AM](#)

Julie Ferriss, City Clerk

Don Stose, Mayor

Attachment: 12-29-2020 (Approval of Minutes)

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: January 14, 2021

ITEM:

AGENDA ITEM TITLE: 2021 Planning Commission Work Plan

GOVERNING LEGISLATION:

Ridgefield Municipal Code (RMC) Chapter 2.12 – Planning Commission

PREVIOUS COUNCIL ACTION TAKEN:

January 23, 2020: Review of the 2020 Planning Commission Work Program

SUMMARY/BACKGROUND:

Due to COVID-19 restrictions, Planning Commission convened only four times in 2020 after the adoption of the 2020 Work Program on January 23. Nonetheless, Planning Commission and Community Development staff made significant progress on items in the 2020 Work Program. Planning Commission completed the following:

- Recommended approval to Council for a round of updates to the Ridgefield Development Code, including housekeeping updates and minor policy changes, followed by Council adoption.
- Participated in stakeholder outreach for housing code updates under the Department of Commerce HB 1923 grant for increasing residential housing capacity, and discussed outreach results.

In addition, staff and consultants:

- Completed outreach, existing conditions research, and draft plan development for the Carty Road Subarea Plan.
- Developed draft updates to the Shoreline Master Program for review by the Department of Ecology.
- Developed an online permitting and inspections system, to go live in early 2021.

In 2021, the intent for Planning Commission is to meet monthly again, allowing for an ambitious work program. In addition to regular code updates, the major projects proposed for 2021 are:

- Complete the Shoreline Master Program Updates, Carty Road Subarea Plan, and Housing Code Updates.

- Study short-term rental regulations in other jurisdictions and explore how similar regulations might apply in Ridgefield.
- Develop a public participation plan and guidelines in anticipation of the 2024 Comprehensive Plan Update, for which extensive public engagement will likely begin in 2022.
- Present and discuss early information for the 2024 RUACP update, such as buildable land data from Clark County.

Proposed internal improvements and educational opportunities are:

- Present the Community Development Department's new online permitting portal.
- Provide quarterly current planning project updates to Planning Commission.
- Coordinate a development tour with Planning Commission and City Council (pending ability to gather).
- Attend the Department of Commerce's Short Course on Local Planning for training on Growth Management Act Requirements.

BUDGET/FINANCIAL IMPACTS:

None.

ACTION OR MOTION:

Review progress on the 2020 Planning Commission Work Program. Review the 2021 Work Program and provide feedback.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS: 2021 Work Program - DRAFT (DOCX)

2021 Community Development Work Program**Approved:***Annual Programs*

Project Name	Project Description	Project Manager
Planning Commission Administration	The Planning Commission is implemented by RCW 35.63 and Ridgefield Municipal Code 2.12. Administration includes scheduling work sessions and hearings, compilation of staff reports and public comment, and coordination for meeting rooms.	Lust
Updates to RMC Title 18	Occasionally during the course of our work we find inconsistencies within Title 18, and/or suggestions from outside parties that should be corrected within the code. It is our intention to bundle these housekeeping and minor policy issues and present strengthened language for review to the Planning Commission and City Council.	Lust

2021 Major Projects

Project Name	Project Description	Project Manager/Budgeted amount
Shoreline Master Program	Staff are completing a periodic update to the City's Shoreline Master Program by incorporating new language required by the Department of Ecology, clarifying the relationship between the SMP and the Critical Areas Ordinance, and making minor housekeeping updates. A final product is due in June 2021.	McNamara; \$13,355
Carty Road Subarea Plan	Staff have completed the existing conditions research, community outreach, and draft plan development for the Carty Road Subarea Plan. The next step is to bring the proposed plan to Planning Commission. This step is currently on hold because lack of consistent internet access in the subarea would make it difficult for key stakeholders to participate in a virtual public hearing.	Lust
Housing Code	Staff are using grant funding from the Department of Commerce to explore and develop code updates focused on increasing residential building capacity, particularly related to duplex and triplex development. A Planning Commission	Lust; \$15,000

	public hearing for the draft code updates will occur in early 2021, with a final product due by April 2021.	
Short Term Rental Code	Staff propose to study short-term rental code regulations in other jurisdictions and explore how they might be adapted and applied in Ridgefield, in response to an increase in vacation rentals in the City.	McNamara
Public Participation Plan	Staff propose to create a Community Development public participation plan. Study best practices to develop goals and policies for community engagement in planning projects, particularly in anticipation of the 2024 Comprehensive Plan Update, for which extensive public engagement will begin in 2022.	Lust
Ridgefield Urban Area Comprehensive Plan	Staff will present and discuss the early stages of the 2024 RUACP Update, including buildable land data received from Clark County.	Lust

Internal Improvements and Education

Project Name	Project Description	Project Manager
Electronic Migration	Staff will present the department's new online permitting portal and review process, which was developed in 2020 and will go live in early 2021.	Lust
Tour	Community Development and Admin staff intend to coordinate a tour of residential and commercial development with Planning Commission and City Council.	Lust
Quarterly Development Updates	Staff will give a quarterly informational presentation to Planning Commission on current planning projects.	Lust
Growth Management Act Training	Attending the Department of Commerce's Short Course on Local Planning will be required for Commissioners who have not previously attended, and encouraged for those who have. 2021 course dates TBD.	Lust

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: January 14, 2021

ITEM:

AGENDA ITEM TITLE: 2021 Parks Board Work Plan

GOVERNING LEGISLATION:

Chapter 2.56 (Ridgefield Parks Advisory Board) of the Ridgefield Municipal Code

PREVIOUS COUNCIL ACTION TAKEN:

Approval of the 2020 Parks Board Work Plan on January 23, 2020

SUMMARY/BACKGROUND:

The Ridgefield Parks Board had an ambitious work program in 2020. While the Pandemic impacted the work the board was able to do, the board is pleased to report its progress on its 2020 accomplishments.

Through 2020 the Board was active in developing planning and policy initiatives, including:

- Adoption of the 2020 Parks, Recreation and Open Space Plan
- Naming of Horns Corner Park
- Planning for a nature play area in Abrams Park
- Input in the acquisition of Boyse Park
- Continued exploration and discussion on innovative park ideas

In 2021 the Board plans to pursue the outreach and volunteer activities that were not possible to complete with COVID restrictions. Additionally the board plans to develop standards for park name and historic interpretive signage, begin construction of the Nature Play area in Abrams park with the assistance of volunteers, continue outreach to the public and partner organizations, guide the design of the splash pad at Overlook Park, and develop recommendations for improvements at Horns Corner and Boyse Parks. The board's recommendations on these parks will be brought to council later this year for approval.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

Staff recommends that City Council review Parks Board progress in 2020 and the proposed 2021 work plan, and provide feedback.

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS: 2021 Work Plan FINAL DRAFT (PDF)

Ridgefield Parks Board 2021 Work Plan

The plan for 2021 involves being intentional and strategic. Our goal is to focus on fewer items and see more tasks completed.

- I. **Strategic Planning & Goals:** Prioritize implementation of enhancements to current parks, maintaining focus on universal accessibility. Potentially, create a tool/calendar to help guide projects and set goals.
 - A. Abrams Nature Play Park
 1. Work with Counselor Onslow to get materials and volunteers for the project
 2. Use City Volunteer Sign-up to set dates to work on project
 - B. Signage
 1. Implement standards for **trail** signage
 - a) There is money in the 2021 budget to purchase and install signs.
 2. Set design standards for **park name** signage.
 - a) Standard design for park name sign
 - b) Consider making it a developer requirement to include signs.
 3. Set design standards for **Historical/Interpretive** signage
 - a) Focus on the Boyse Property and Rose Homestead Park
 - b) Research should be ongoing, possibly a working document to track history/email (Historical Society; Story Core; Audio Recording; Clark County Genealogical Society)
 - C. Trail Connections/Linkages
 1. Use updated Parks Comprehensive Plan to identify segments of trail to focus on for 2022 (consultant/construction crew)
 - a) Gee Creek South (review preliminary designs)
 2. Input on design done by a consultant
 - a) Smythe Road segment parallel to Pioneer (Reiman to Mayor's Meadow)
 - b) Gee Creek North segment (Heron Drive to Main Ave.)
 3. Identify trail segments that could be constructed/repaired by volunteers.
 - a) Use City Volunteer Sign-up to set dates to work on sections selected.
 - b) Partner with other Community Organizations (Lions Club, Garden Club, Rotary Club, Ridgefield School District, etc.) to help complete these segments or assist with maintenance on other trails.
 - D. Non-motorized Boat Launch (Mill to Lake River)

1. Review preliminary plan.
2. Focus on creating an aesthetically pleasing, grassy area to stage non-motorized watercraft.
3. Collaborate with outside organizations for grants/input.
 - a) Lower Columbia Estuary; REI grant; Big Paddle booth, Parks Foundation

E. Refuge Park

1. Revisit concept designs for the space. Make adjustments as needed.
 - a) Paved trail completed.
 - b) Dog park completed.
2. Conduct Community Outreach events in order to gain insight as to what the citizens would like to see the space used for.
 - a) Earthworks Park
 - b) Skate Park
 - c) Community Orchard
3. Identify phases for construction.
4. Investigate grants to help fund projects.
 - a) Federal Lands Access Grant

F. Overlook Park Annex

1. Create a design concept.
 - a) Incorporate some form of water feature.
 - b) Money in 2021 budget for design consultant

G. Boyse Property

1. Tour property.
2. Make recommendations to Council for usage.
 - a) Initial ideas include bike/pump track, trails, benches
 - b) Family oriented
 - c) Wildlife preservation

H. Skate Park

1. Discuss location and features of a permanent park.
2. Research potential grant opportunities.
3. Discuss repurposing of Community Park.

I. Veterans Memorial

1. Discuss desire to relocate the memorial.
 - a) Research what steps would need to be taken to relocate the memorial.
 - (1) The city owns the property it is on currently

2. If relocation is desired, make a plan for a new location and design of the new Veterans Memorial.

- a) Look at Battle Ground's new memorial for ideas
- b) Install a flag
- c) Research American Legion Grant money
- d) Potential locations should be downtown: Davis Park, Overlook Park, Waterfront

II. **Collaboration:** Continue working with local organizations and citizens in development of parks/trails..

- A. Ridgefield School District
- B. Garden Club
- C. Harper's Playground
- D. Port of Ridgefield
- E. Ridgefield National Wildlife Refuge
- F. Ridgefield Art's Association
- G. Ridgefield Chamber of Commerce
- H. Ridgefield Mainstreet
- I. Rotary Club
- J. Lion's Club
- K. American Legion
- L. Gleaners
- M. Washington Trails Association
- N. Citizen Outreach
 - 1. Experience Ridgefield
 - 2. Big Paddle
 - 3. Refuge Park
 - 4. First Saturdays
 - 5. Creative solutions during Covid restrictions

III. **Potential Property Acquisition for Parks and Trails:** Provide recommendations for location, usage, design of future parks.

- A. Conduct annual Parks and Trails tour with members of the City Staff, City Council, and Planning Commission
- B. Visit sites of future parks in order to make more educated recommendations for the space.

- C. Receive development updates from City Staff to stay informed about current and future parks and trails.

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: January 14, 2021

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Pioneer Street Extension Design Contract Award

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

The City has received a \$5,812,000 Federal BUILD grant to expand and extend Pioneer Street into the Ridgefield Junction to improve freight and vehicle mobility, create family wage jobs and unlock vacant employment land for economic use. This project will provide access to employment lands, and Clark College at Boschma Farms, growing an employment base for Ridgefield residents and those around the region.

The Pioneer Street Extension Project will extend Pioneer Street approximately 400 feet east to a new roundabout that will then extend south approximately 1,100 feet to S. 5th Ave creating a major new arterial road. The project builds on recent improvements made by the Ridgefield Crossing Development.

The Pioneer Street Extension Project will provide an arterial connection from I-5 to existing freight dependent business in Union Ridge Business Park, unlock 822 acres of underutilized employment land, create of family-wage jobs, provide access to the new Advanced Manufacturing Center at Clark College's Boschma Farms and improve freight and traffic mobility and safety in the Ridgefield Junction.

Staff published a request for proposals on December 1 and two proposals were received on December 22. The proposals were scored and interviews with both firms were conducted on December 24th. Based on the proposals and scoring PBS Engineering was selected for the design contract. Due to the expedited timeframe for the BUILD grant an \$86,000 "pre-design" contract was excited to allow survey, wetlands and archeological investigation

efforts to begin. The remaining design contract is before Council for approval.

BUDGET/FINANCIAL IMPACTS:

The 2021 Budget includes a total of \$1,200,000 for the Pioneer Street extension project. The City will fund design, wetland mitigation and right-of-way, construction funds will come from the BUILD Grant. The PBS proposal for the design contract totals \$748,174.46, including the pre-design contract.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the Design contract for the Pioneer Street Extension Project to PBS Engineering. A recommended motion would be:

“I move to award the Design Contract for the Pioneer Street Extension Project to PBS Engineering”

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS: Pioneer Street Extension - Amendment 1 (PDF)



**Washington State
Department of Transportation**

Supplemental Agreement Number _____		Organization and Address	
Original Agreement Number			
Project Number		Phone:	
Project Title		Execution Date	Completion Date
Description of Work		New Maximum Amount Payable	

The Local Agency of _____
desires to supplement the agreement entered in to with _____
and executed on _____ and identified as Agreement No. _____
All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days
for completion of the work to read: _____

III

Section V, PAYMENT, shall be amended as follows:

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate
spaces below and return to this office for final action.

By: _____ By: _____

Consultant Signature

Approving Authority Signature

Date



City of Ridgefield, Washington

Scope of Work: Pioneer Street Extension – Amendment 1

PBS Project PR71543.000

City of Ridgefield Project #P21001

I. Introduction

PBS Engineering and Environmental Inc. (PBS) and their Consultant team have been selected by the City of Ridgefield to perform traffic and design engineering, environmental permitting, public involvement, and other related professional services for the Pioneer Street Extension. Professional services will include evaluation of roundabout and traffic signal option design, traffic engineering, lighting design, landscape architecture, environmental process and permits, and utility coordination. This project has federal funds in the construction phase.

The project's scope of work has been broken up into an early Lag Manual contract (previously executed in December 2020) with 2 intended addendums, addendum 1 (this contract) and amendment 2 for construction services. The early contract was for the pre-design work including survey, wetland delineation, National Environmental Policy Act (NEPA) kick-off, and traffic report. Addendum 1 (this contract) covers design, permitting, and right-of-way services. Amendment 2 will cover the construction management services and will be executed prior to bid.

The project team includes:

1. Kittelson & Associates, Inc. (Kittelson) – traffic analysis and design
2. Archaeological Investigations Northwest (AINW) – cultural resources investigation
3. Universal Field Services (Universal) – right-of-way acquisition
4. Michael Minor & Associates (MMA) – noise quality analysis

The project is funded with local funds for design and right of way and Federal Highway Administration (FHWA) funding in the construction phase.

II. Project Description and Background

The City was awarded a BUILD grant from FHWA to expand and extend Pioneer Street from 65th Avenue east to a new roundabout and then extend south to the intersection of S 5th Street and Union Ridge Parkway, creating a new arterial road connecting Interstate 5 to the Ridgefield Junction area.

PBS supported the City in the pursuit of this grant by providing conceptual layout, estimating, and benefit cost analysis services. The project will need to complete right-of-way; NEPA; and plans, specifications and estimates (PS&E) by July 9, 2021, for funding purposes.

III. Project Assumptions

1. The traffic data collected by Quality Counts as part of the Clark College Master Plan from January 2018 will be used for the traffic analysis.
2. Operations analysis of a roundabout at the intersection of Pioneer Street and Union Ridge Parkway, and a signal at 5th Street and Union Ridge Parkway for 20-year analysis beyond opening year.

3. The project is anticipated to go out to bid in late 2021.
4. The project is anticipated to be constructed in 2022.
5. The future signal at the intersection of S 5th Street and S Union Ridge Parkway will be designed as part of this contract and will be included in the bid documents as a Bid Alternative.
6. PBS assumes no significant archeological sites will be found within the project area.
7. The project includes two retaining walls at a 5-foot max height and 600 linear feet of total length.
8. Project includes traffic signal pole foundation design.
9. Project includes light pole foundation design.
10. The asphalt pavement section will match the section used by the adjacent developers.

IV. Scope of Work

Task 1: Project Management and Administration

PBS shall oversee project tasks and coordinate with City representatives to manage the scope, schedule, and budget for the design engineering phase. This project is assumed to take up to 15 months to complete.

Subtask 1.1: Contract Administration, Invoicing, and Progress Reports

1. Prepare and submit monthly invoices. Each invoice will include: date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses and associated mark-ups; total cost for labor and expenses for the billing period; subconsultants fees for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees.
2. Prepare a Contract Summary Report to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, expenses, and subconsultants as well as total amounts for each invoice. The Contract Summary Report will also list the total amount billed to date, total amount remaining under contract, and contract expiration date.
3. Maintain required contract documentation. Provide copies of project files and records to the City for audits and public information requests. Final documents shall be provided in electronic format as requested.

Deliverables:

1. Monthly invoices, Contract Summary Reports, and Project Status Reports
2. Project design schedule and updates
3. Project documentation

Subtask 1.2: Meetings

This item includes the coordination and meetings necessary to successfully complete the project.

1. Preparation for and attendance at a 2-hour project kickoff meeting over Teams with City staff including up to two PBS staff.
2. Up to 36 phone meetings with City staff (Weekly from January through June, monthly from June through March 2022).
3. Up to 10 monthly internal PBS design team coordination and meetings.

4. Preparation for and attendance monthly (10) project coordination meeting with City staff including and up to two PBS staff. Other consultant team members will attend meetings as needed.
5. Meet with City staff after the review of the 30%, 60%, 90%, and Final plan submittals; these meetings will be attended instead of the monthly meeting these months.

Deliverables:

1. Meeting agenda and minutes

Subtask 1.3: Management, Coordination, and Direction

1. The Consultant shall provide management, coordination, and direction to the project team in order to complete the project on time and within budget.
2. The Consultant shall establish a quality management program and designate responsibility for review of technical work and other deliverable products.
3. Prepare and maintain project design schedule. The schedule shall identify Consultant tasks and items provided by City and other consultants. The schedule will be updated as circumstances require or as requested by the City (assumes two updates).
4. The Consultant will prepare and submit an activities list and schedule to the City following the Notice to Proceed. The schedule shall show appropriate milestones for the project, including intermediate and final submittal dates for design documents and key decision points.
5. The Consultant will coordinate Consultant tasks and activities with the City.

Deliverables:

1. Project schedule and schedule updates
2. Summary notes of coordination efforts

Task 2: Surveying

Subtask 2.1: Surveying and Base Map (Included in Early Contract)

PBS will perform boundary resolution, topographic surveying, and data collection services to include the following:

1. Establish a control network throughout the project limits based on a horizontal datum of NAD 83/91 Washington State Plane Coordinate System, South Zone, and vertical datum of NGDV29/47.
2. Conduct research of existing records for information on deeds, surveys, plats, road rights-of-way, and easements along the project corridor.
3. The survey field crew will collect data (property corners, right-of-way/centerline monuments, control, and physical boundary/right-of-way features) in the project area and relevant to the project site. The project surveyor will then review research and field data and determine the right-of-way location.
4. Order and obtain title reports for adjacent properties.
5. Perform topographic survey within the limits shown on the attached survey limits exhibit. PBS will conduct research of existing records for information on available as-built and utility maps, request one-call utility locates and field survey existing aboveground features (e.g., edge of pavement, curbs,

sidewalks, buildings, trees, utilities, etc.), including cross sections necessary to produce 1-foot contour intervals. See attached exhibit for survey limits.

6. Prepare existing surface model reflecting collected topographic survey and breaklines.

Base Map

1. Upon completion of topographic survey and development of the surface model, PBS will prepare an existing conditions base map showing mapped features and utilities collected from both survey and as-built plans.

Site Visits

1. Consultant will conduct site visits to verify the design fits field conditions.

Project Photos

1. Consultant will conduct site visits, take project photos of each property along the corridor, and conduct field verification of survey data represented in project base map. Consultant will use photographs to document pre-project conditions.

Assumptions:

1. Access to the properties adjacent to the proposed right-of-way will be provided
2. Title reports will be billed as an expense

Deliverables:

1. Topographic survey
2. Surface model
3. Base map
4. Project photos

Subtask 2.2: Legal Descriptions and Exhibits

PBS will prepare legal descriptions and exhibits for right-of-way acquisition and easement takes. It is assumed that there will be six legals/exhibits to prepare (three right-of-way acquisitions and three temporary construction easements). The locations of the proposed right-of-way lines will be staked in the field with lathe and flagging for review by the City and property owners.

Assumptions:

1. Title reports obtained in Subtask 2.1

Deliverables:

1. Legal descriptions and exhibits
2. Field staking of proposed right-of-way lines

Subtask 2.3: Right-of-Way Plans

1. Prepare draft and final right-of-way plans
2. Prepare exhibits for property owner discussions

Deliverables:

1. Draft and final right-of-way plans

Task 3: Geotechnical Engineering

Subtask 3.1: Geotechnical Engineering

Geologic Map Review

Geologic maps of the site area will be reviewed for information regarding geologic conditions and hazards at or near the site.

Subsurface Exploration

TEST PITS

Subsurface explorations will consist of excavating six to eight test pits throughout the proposed development area. The test pits will be excavated to depths of up to 12 feet below the existing ground surface (bgs) or practical refusal, whichever occurs first. A member of the PBS geotechnical engineering staff will log the explorations and collect disturbed samples at selected depths for classification and laboratory testing.

BORINGS

Subsurface conditions will be explored by completing three borings using a track-mounted drill rig. Borings will be advanced to depths of 20 to 30 feet bgs or practical refusal of the drilling equipment, whichever occurs first. In situ, standard penetration tests will be performed at 2.5- to 5-foot intervals. PBS will attempt to obtain undisturbed samples in thin-wall Shelby tubes for additional laboratory testing. The borings will be logged, observed groundwater levels noted, and representative soil samples collected by a member of the PBS geotechnical engineering staff.

FIELD INFILTRATION TESTING

Two infiltration tests will be completed, one each in two test pits, at depths between 4 to 6 feet bgs. A soil sample will be collected at each test pit immediately below the infiltration test depth for laboratory testing. Test pits will be extended up to 5 feet below the infiltration test depth.

SOILS TESTING

Samples will be returned to our laboratory and classified by the Unified Soil Classification System (ASTM D2487) and/or the Visual-Manual Procedure (ASTM D2488). Laboratory tests may include natural moisture contents, Atterberg limits, one-dimensional consolidation testing, and grain-size analyses, as appropriate.

GEOTECHNICAL ENGINEERING ANALYSES

The data collected during the subsurface exploration, literature research, and testing will be analyzed to develop geotechnical recommendations for design and construction.

Deliverables:

A geotechnical engineering report will be prepared containing the results of our work, including the following information:

1. Field exploration logs and site plan showing approximate exploration locations
2. Laboratory test results
3. Infiltration test results
4. Groundwater considerations
5. Liquefaction potential
6. Recommendations for retaining wall design, including:

- a. Active, passive, and at-rest earth pressures
 - b. Seismic lateral force
 - c. Sliding coefficient
 - d. Allowable bearing pressure
 - e. Groundwater and drainage considerations
7. Recommendations for light pole foundations:
 - a. Soil properties for each soil type/layer
 - b. Lateral bearing capacity
 - c. Construction considerations
8. Earthwork and grading, cut, and fill recommendations:
 - a. Structural fill materials and preparation, and reuse of on-site soils
 - b. Wet weather considerations
 - c. Utility trench excavation and backfill requirements
 - d. Temporary and permanent slope inclinations
9. Seismic design criteria in accordance with the 2018 American Association of State Highway and Transportation Officials (AASHTO) Load and Resistance Factor Design (LRFD) and Washington State Department of Transportation (WSDOT) Geotechnical Design Manual (GDM)
10. Slab and pavement subgrade preparation recommendations
11. Recommended portland cement concrete (PCC) pavement sections for the circulatory roadway and splitter islands.

Task 4: Traffic Engineering

Subtask 4.1: Traffic Analysis Memo (Included in Early Contract)

Prepare a comprehensive technical memo reviewing and summarizing the following:

1. Intersection control analysis completed for the proposed roundabout at the intersection of Pioneer Street and S Union Ridge Parkway as part of the Clark College Master Plan.
2. Intersection control evaluation of the proposed signal at the S 5th Street and S Union Ridge Parkway intersection including a signal warrant analysis.

Intersection Control Analysis Summary—Pioneer Street/Union Ridge Parkway:

1. Review the 2018 traffic volume counts and compute 2042 traffic volumes for the proposed roundabout intersection of Pioneer Street and S Union Ridge Parkway.
2. Provide 2022 opening year traffic volumes and determine level of service (LOS).
3. Confirm proposed lane configuration of proposed roundabout and provide queue lengths for each analysis year, 2022 and 2042.

Intersection Control Evaluation Lite—5th Street/Union Ridge Parkway:

1. Review the 2018 traffic volume counts and compute 2042 traffic volumes for the intersection of S 5th Street and S Union Ridge Parkway.
2. Provide 2022 opening year traffic volumes.
3. Complete a signal warrant analysis and determine when the signal will be warranted.

4. Complete an operational analysis of the forementioned intersection to determine the LOS for a stop-controlled and signal at that location.
5. Determine signal lane configuration and queue lengths for horizon year 2042 to meet LOS E.

Traffic Analysis Memo:

1. Preparation of a draft and final Traffic Analysis Report that summarizes the project elements above.
2. Respond to draft report review comments and submit a final report.
3. Coordination with the air quality and noise teams to provide Synchro reports (if roundabouts, output files from Highway Capacity Manual 6th Edition methodology).

Assumptions:

1. The traffic data collected by Quality Counts as part of Clark College Master Plan from January 2018 will be used for the traffic analysis.
2. No additional counts will be required.
3. Coordination will be needed between the air quality and noise teams to provide Synchro reports.

Task 5: Environmental Review and Documentation

Subtask 5.1: Federal Level Permitting

The project has FHWA construction funding and will be required to complete the NEPA review process. The project will complete NEPA compliance through the Categorical Exclusion (CE) process, which is administered by WSDOT local programs. Coordination with WSDOT local programs will be instrumental in achieving a smooth permitting process as they will facilitate the NEPA review process and consultation with FHWA. The individual discipline reports will accompany the WSDOT NEPA Categorical Exclusion Documentation Form that serves as the “application” for CE approval. There are no discrete state natural resources related permits that will be required. Local permitting and natural resource reviews will include a Critical Areas permit and a State Environmental Policy Act (SEPA) review of the project. The tasks necessary to receive the required natural resource related permits are presented by jurisdiction below.

NEPA Kick-Off Meeting (Included in Early Contract)

The kick-off meeting is the critical first step in completing the NEPA consultation process with WSDOT local programs. Project staff will present local programs staff with all existing information about the project including purpose and need, project goals, known constraints, and time sensitive project deliverables. This meeting will assist in the scheduling and format of deliverables given the specifics of the project.

Assumptions:

1. None

Deliverables:

1. Two-hour NEPA kick-off meeting
2. Meeting summary memo

NEPA Categorical Exclusion Submittal

This task entails completing and updating the NEPA CE application and the coordination with local programs

necessary to shepherd the project through the review and approval process. It is important to note that WSDOT local programs prefers to have the individual discipline reports submitted to them as they are made available. This is in lieu of a single complete application “package” once all reports are completed. As such, PBS senior scientists will work with local programs, subconsultants, and project stakeholders to coordinate, submit, and track deliverables.

Assumptions:

1. None

Deliverables:

1. Draft and final NEPA CE form and attendant discipline reports

NEPA Categorical Exclusion Environmental Justice Memo

As part of NEPA compliance, the project will be required to demonstrate that minorities or other protected populations will not be disproportionately affected by the project. PBS staff will complete an environmental justice memo that will quantify affected demographics, identify minorities and underserved populations, and determine if the project has the potential to disproportionately affect them.

Assumptions:

1. None

Deliverables:

1. Draft and final Environmental Justice Report

NEPA Categorical Exclusion Right-Sized Hazardous Materials Assessment

As part of NEPA compliance, PBS will complete a “right-sized” hazardous materials analysis as per WSDOT guidance. This will include review of an EDR report for the project area, completion of a windshield survey, and preparation of a summary report that details the results of the investigation and formally establishes if no further work will be required to meet WSDOT hazardous material guidelines.

Assumptions:

1. The site does not contain known hazardous materials that would dictate further review as per WSDOT guidance.
2. City will have one round of review and comment.

Deliverables:

1. Draft and final hazardous materials report

NEPA Categorical Exclusion Endangered Species Act No Effect Memo

The NEPA CE process requires that the applicant demonstrates the project will not affect plant and animal species listed under the federal Endangered Species Act (ESA). The No Effects Memo will include a detailed description of the proposed project, the extent of the action area, the types of habitat present within the action area, and a detailed analysis of the potential affects to listed plant and animal species known to occur within the general project area.

Assumptions:

1. The project will not include direct stormwater outfalls to nearby streams.
2. All stormwater will meet the most current version of WSDOT's Highway Runoff Manual.
3. The City will have one round of review and comment.

Deliverables:

1. Draft and final No Effect Memo

Wetland Delineation (Included in Early Contract)

PBS wetland biologists will delineate the boundaries of the on-site wetlands in accordance with the criteria and methods described in the US Army Corps of Engineers (USACE) 2010 Regional Supplement to the USACE Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region Version 2.0. Wetland boundaries will be flagged for subsequent professional survey. Wetlands will be rated in accordance with the Washington State Wetland Rating System for Western Washington. The report will serve as the baseline information document for permit applications.

Assumptions:

1. The City will conduct one round of review on the wetland delineation; any resulting edits will be minor and will not require additional technical analysis.
2. This task includes time necessary to verify the wetland boundaries as flagged with regulating agencies.

Deliverables:

1. Draft and final wetland delineation report

Wetland Mitigation Bank Use Plan

Following the completion of 30% design plans, PBS wetland biologists will complete a banking use plan that details the extent and location of planned wetland impacts and outlines mitigation measures to meet federal, state, and local regulations. This plan will provide the rationale for the wetland impacts, avoidance and minimization measures taken, a discussion of wetland functional loss, and details concerning the purchase of a suitable quantity of mitigation bank credits to offset the planned impacts.

Assumptions:

1. City will conduct one round of review on the banking plan; any resulting edits will be minor and will not require additional technical analysis.
2. Wetland banking credits will be purchased from the East Fork Lewis River Wetland Mitigation Bank.
3. PBS will facilitate the mitigation bank transaction, but the City will be responsible for the fees associated with the purchase and recording of transfer.

Deliverables:

1. Draft and final wetland mitigation banking plan

Joint Aquatic Resource Permit Application

PBS will complete the Joint Aquatic Resource Permit Application (JARPA) form to initiate the nationwide permit (NWP) process. This form will also be updated and resubmitted as the impacts and mitigation details become available. This task also includes time for consultation and negotiation with USACE and Washington State Department of Ecology (Ecology) to ensure that the NWP is received within the approved timeline.

Assumptions:

1. The City will perform one round of review on the draft and final JARPA submittal.

Deliverables:

1. Draft and final JARPA
2. Submittal and tracking of NWP process
3. Consultation with regulatory agencies, engineers, and City staff as needed

Cultural Resources (Included in Early Contract)

The cultural resource survey for the City of Ridgefield's Pioneer Street Extension project will be done to meet Section 106 of the National Historic Preservation Act (NHPA) and Section 4(f) of the US Department of Transportation Act for review by WSDOT. The cultural resource survey will also be done to satisfy the City of Ridgefield's development review. 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. Much of the project area has been previously surveyed for archaeological resources.

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

1. Prepare an Area of Potential Effect (APE) submittal for WSDOT approval.
2. Survey the portions of the APE not previously surveyed and identify cultural resources.
3. AINW will provide preliminary survey results after the fieldwork is done.
4. AINW will prepare a cultural resource survey report.

PREPARE APE SUBMITTAL FOR WSDOT APPROVAL

An APE will need to be approved by WSDOT prior to the initiation of archaeological fieldwork. AINW will prepare an APE submittal 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). A farmhouse built 110 years ago is on the parcel east of the proposed extension and north of S 5th Street, at the southern end of the project; the farmstead buildings and structures have not been previously documented. Four historic-period buildings or structures may be on the parcel. The house and other structures associated with the farmstead will be documented on individual Historic Property Inventory forms.

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. Up to one resource may be identified and recorded.

AINW archaeologists will perform a pedestrian survey of proposed alignment alternatives and will excavate up to 16 shovel tests in areas with potential to have subsurface archaeological deposits. Shovel tests will be 30 centimeters (12 inches) in diameter at the surface and will be excavated to a minimum depth of 50 centimeters (20 inches). Excavated sediment will be screened through nested 6.4- and 3.2-millimeter (¼- and ⅛-inch) 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 for the review of WSDOT and DAHP. AINW assumes that if resources are identified and they may be found eligible for listing in the NRHP, a Section 4(f) *de minimis* recommendation can be made, and no additional effort will be needed.

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

Assumptions:

1. Up to 16 shovel tests will be excavated
 - a. Shovel tests will be 30 centimeters (12 inches) in diameter at the surface and will be excavated to a minimum depth of 50 centimeters (20 inches).
 - b. No artifacts will be collected, if any are found.
2. Up to one archaeological resource will be documented.
3. Up to four individual historic resources will be documented.
4. None of the resources will be eligible for listing in the NRHP.
5. The AINW report will be prepared to meet the requirements of Section 106 of the NHPA and Section 4(f) of the US Department of Transportation Act.

Detailed Noise Analysis

Michael Minor & Associates (MMA) 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 three to four noise monitoring sites will be needed for this project.

Measurements near existing active roadways will be conducted for a 15- to 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 decibels.

Based on 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 a-weighted decibels 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. Because of 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. MMA 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. MMA will discuss local laws applying to construction noise.

MMA 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 Word format for review and comments. After revisions based on the comments are completed, a final report will be produced in PDF electronic format.

Assumptions:

1. 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.
2. 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).

Deliverables:

1. Noise analysis technical report (draft and final)
2. Noise monitoring sheets and details
3. Noise wall locations and heights (if and where applicable)
4. TNM files

Task 6: Design Engineering

The Consultant will advance the design to preliminary (30%), 60%, and 90%, and final construction contract documents as part of this task. The Consultant team will be responsible to provide design engineering services for the deliverables outlined below for the following submittals:

1. Preliminary (30%) submittal
2. 60% submittal
3. 90% submittal
4. Final submittal
5. Quality assurance/quality control (QA/QC)
6. Structural engineering

Subtask 6.1: 30% Design (Preliminary)

The Consultant will develop preliminary documents to the 30% design stage. These documents will be used to assist the permit process. Review documents will consist of drawings, and a preliminary opinion of probable construction cost. At this design level, the overall design layout, footprint, and geometrics of the project are established, and all decisions required to generate construction details have been made.

Develop corridor Infracore model and flight path for use in public outreach.

Design Memorandum

Consultant will summarize the roadway design standards and decisions in an excel spreadsheet for City staff concurrence. Standards will include but not be limited to:

1. Right-of-way
2. Lane widths
3. Curb return radii
4. Roadway cross section
5. Roadway section depth
6. Design speed
7. Design vehicle
8. Transition tapers
9. Maximum and minimum profile grades
10. Vertical curve criteria
11. Illumination pole and fixture
12. Signal equipment
13. Rectangular rapid flash beacon (RRFB) configurations
14. Signing and striping standards

The 30% strip map shall include:

1. Typical sections
2. Plan over profile sheets showing basic roadway geometry information and preliminary stormwater layout
3. Preliminary light pole locations
4. Preliminary signal pole layout with head locations
5. Preliminary striping

Deliverables:

1. Design memorandum
2. 30% strip map, and cost estimates (PDF of the plan set, and cost estimate)
3. 30% construction cost estimate
4. Draft stormwater report
5. Infracore video

Subtask 6.2: 60% Design (PS&E)

The Consultant will address review comments on the 30% plans and develop construction documents to the 60% design stage. These documents will consist of plans, a bid item list, an opinion of probable construction cost.

The 60% plans shall include:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (1 sheet)
3. Typical sections (3 sheets)

4. Construction signing plan (1 sheet)
 5. Site-specific traffic control plans (2 sheets)
 6. Site prep/demolition plans (3 sheets)
 7. Erosion control and grading plans (3 sheets)
 8. Erosion control notes detail sheets (1 sheet)
 9. Plan over profile sheets showing basic roadway geometry information and stormwater layout (5 sheets)
 10. Intersection/roundabout layouts (1 sheet)
 11. Grading sheets (7 sheets)
 12. Stormwater facility plan and detail sheet (2 sheets)
 13. Water/sewer plan, profile, and details (6 sheets)
 14. Joint utility trench plan for undergrounding of overhead utilities (3 sheets)
 15. Structural plans and details (4 sheets)
 16. Signing and striping plans (6 sheets)
 17. RRFB plans and details (3 sheets)
 18. Illumination plans (5 sheets)
 19. Signal plans (5 sheets)
 20. Planting plans (3 sheets)
 21. Preliminary roundabout landscape plans (1 sheet)
 22. Miscellaneous details sheet (3 sheets)
- Detailed geometric layout of intersection and grading for ADA purposes.
 - Updated cut and fill line determination.
 - Updated stormwater analysis using HydroCAD software, basin delineation map, and storm system layout, preliminary stormwater/hydrology report.
 - Calculate quantities and prepare a 60% engineer's estimate of construction costs shown on the Civil plans.
 - Submit 60% plan set and cost estimate for review

Deliverables:

1. 60% plans and cost estimates (3 hard copies of the plans [11- by 17-inches], a PDF of the plan set, and cost estimate)
2. Preliminary Stormwater/Hydrology Report

Subtask 6.3: 90% Design (PS&E)

The Consultant will address review comments from the 60% plans and develop construction documents to the 90% design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

Update Infracore model and flight path for use in public outreach.

The 90% plan set shall include the following sheets:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (1 sheet)
3. Typical sections (3 sheets)
4. Construction signing plan (1 sheet)
5. Site-specific traffic control plans (2 sheets)
6. Site prep/demolition plans (3 sheets)
7. Erosion control and grading plans (3 sheets)
8. Erosion control notes detail sheets (1 sheet)
9. Plan over profile sheets showing basic roadway geometry information and stormwater layout (5 sheets)
10. Intersection/roundabout layouts (1 sheet)
11. Grading sheets (7 sheets)
12. Stormwater facility plan and detail sheet (2 sheets)
13. Water/sewer plan, profile, and details (6 sheets)
14. Joint utility trench plan for undergrounding of overhead utilities (3 sheets)
15. Structural plans and details (4 sheets)
16. Signing and striping plans (6 sheets)
17. Signing and striping details (1 sheets)
18. RRFB plans and details (3 sheets)
19. Illumination plans (5 sheets)
20. Signal plans (5 sheets)
21. Planting plans (3 sheets)
22. Planting detail sheets (1 sheets)
23. Roundabout landscape plans (1 sheet)
24. Roundabout landscape details (1 sheet)
25. Irrigation plans (3 sheets)
26. Irrigation detail sheets (2 sheets)
27. Miscellaneous details sheet (3 sheets)

28. Standard detail sheets (7 sheets)

- Compile stormwater analysis from 60%, update the analysis to match the 90% level design and prepare the updated stormwater/hydrology report.
- Compute quantities and prepare an engineer's estimate of construction costs shown on the plans. Identify which bid items will require special provisions.
- Prepare 90% level project specifications including current WSDOT amendments, GSP's, and special provisions necessary for this project.
- Submit 90% plan set, specifications, draft construction schedule, and cost estimate for review.

Deliverables:

1. 90% PS&E (3 hard copies of the plans [11- by 17-inches], a PDF of the plan set, specifications, draft construction schedule, and cost estimate)
2. Updated Stormwater/Hydrology Report
3. Revised Infracore video

Subtask 6.4: Final Design (PS&E)

The Consultant will address review comments from the 90% plans and develop construction documents for the Final design submittal. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

Address the 90% comments. Final design phase plan set shall include:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (1 sheet)
3. Typical sections (3 sheets)
4. Construction signing plan (1 sheet)
5. Site-specific traffic control plans (2 sheets erosion control and grading plans [3 sheets])
6. Erosion control notes detail sheets (1 sheet)
7. Plan over profile sheets showing basic roadway geometry information and stormwater layout (5 sheets)
8. Intersection/roundabout layouts (1 sheet)
9. Grading sheets (7 sheets)
10. Stormwater facility plan and detail sheet (2 sheets)
11. Water/sewer plan, profile, and details (6 sheets)
12. Joint utility trench plan for undergrounding of overhead utilities (3 sheets)
13. Structural plans and details (4 sheets)
14. Signing and striping plans (6 sheets)
15. Signing and striping details (3 sheets)

16. RRFB plans and details (5 sheets)
17. Illumination plans (5 sheets)
18. Signal plans (5 sheets)
19. Planting plans (3 sheets)
20. Planting detail sheets (1 sheets)
21. Roundabout landscape plans (1 sheet)
22. Roundabout landscape details (1 sheet)
23. Irrigation plans (3 sheets)
24. Irrigation detail sheets (2 sheets)
25. Miscellaneous details sheet (3 sheets)
26. Standard detail sheets (7 sheets)

- Address preliminary stormwater report comments and submit final stormwater report for approval.
- Prepare final special provisions as needed for nonstandard items shown on the plans and compile the project specifications.
- Compute quantities and prepare an engineer's estimate of construction costs.
- Submit 100% plans, special provisions, and estimate for review.
- Address City review comments regarding the PS&E.
- Preparation of the project National Pollution Discharge Elimination System (NPDES) permit application and posting the Notice of Intent (NOI) in an appropriate local newspaper.
- Preparation of the project Stormwater Pollution Prevention Program (SWPPP).

Deliverables:

1. Copy of SWPPP
2. Final plans, special provisions, construction schedule, and estimate
3. Final stormwater report
4. Bid documents

Subtask 6.5: Quality Assurance/Quality Control

The Consultant will provide QA/QC for design work in accordance with the Consultant's QA/QC Program. The Consultant will provide senior level design and construction personnel to review plan submittals and provide technical support.

Subtask 6.6: Structural Engineering

This task is focused on the design development for site retaining walls along the eastern edge of the proposed improvements connecting the Pioneer Street extension to the north and S 5th Street to the south. The other discipline design activities associated with these structures is presented elsewhere in this scope of services.

Based upon currently available information and the conceptual layout developed by PBS, there is a potential need for:

1. Approximately 200 linear feet of retaining wall, varying in height from 3 to 5 feet in exposed height, fill condition
2. Approximately 400 linear feet of retaining wall, varying in height from 3 to 5 feet in exposed height, cut condition
3. Anticipated wall types to be evaluated include:
 - a. Structural earth wall
 - b. Gravity block wall
 - c. Cast-in-place concrete cantilever wall

Meetings:

No additional meetings are assumed for this subtask. See the Meetings subtask for description of meetings. One structural staff member will attend up to 10 internal meetings.

Deliverables:

See the following subtasks for lists of anticipated sheets, special provisions, and opinion of probable construction cost associated with the site retaining walls.

Alternatives Analysis

The primary work activities for this task include:

1. Develop conceptual exhibits and an opinion of probable construction cost for up to three retaining wall types for use within the project limits.
2. Develop a memorandum describing the proposed retaining wall types with a recommendation for each wall location.

Deliverables:

1. Retaining wall plan and profile exhibits for evaluated walls
2. Retaining wall memorandum
3. Opinion of probable construction cost for evaluated retaining walls and wall types

60% Design

The consultant will address review comments on the Alternatives Analysis design and update alternative analysis exhibits to support the civil design 60% milestone. The exhibits will depict a single alternative for each site retaining wall location developed as part of the Alternatives Analysis phase. The updated site retaining wall exhibits will be used to assist the environmental permitting process.

The development of plan sheets and construction documents will be delayed until the 90% design stage.

The 60% design structural plans shall include:

1. Updated conceptual exhibits for site retaining walls
2. Site retaining wall typical detail exhibit

Deliverables:

1. 60% structural site retaining wall exhibits
2. 60% structural opinion of probable construction cost
3. Comment log with responses for City comments received on the Alternatives Analysis deliverables

Design

The Consultant will address review comments from the 60% deliverables and develop construction documents to the 90% Design stage. These documents will consist of plans, specifications, and an opinion of probable construction cost. Specifications will be based on WSDOT Standard Specifications, 2021 and amendments, general special provisions, and project-specific special provisions (if required) associated with anticipated construction bid items.

The 90% plan set shall include the following sheets:

1. Structural general notes sheets
2. Site retaining wall plan and profile sheets
3. Site retaining wall typical detail sheet

Deliverables:

1. 90% structural plans
2. 90% structural special provisions
3. 90% structural opinion of probable construction cost
4. 60% comment log with responses to City comments

Final Design

The Consultant will address review comments from the 90% plans and develop construction documents to the Final design submittal. These documents will consist of plans, specifications, and an opinion of probable construction cost. Final documents will be sealed as appropriate for jurisdictional engineering review.

Final design phase plan set shall include:

1. Finalized structural general notes sheets
2. Finalized site retaining wall plan and profile sheets
3. Finalized site retaining wall typical detail sheet

Deliverables:

1. Final structural plans
2. Final structural special provisions
3. Final structural opinion of probable construction cost
4. 90% comment log with responses to City comments
5. Stamped design calculation book for site retaining walls (if required)

Quality Assurance/Quality Control

The consultant will provide QA/QC reviews of the listed deliverables prior to submittal to the City for its review. Reviews will be documented as part of the project record. Reviews will be conducted by senior design staff with adequate experience for the type of structure being represented within the construction documents.

Subtask 6.7: Roundabout Landscape Alternatives

Roundabout Landscape Kick-Off

This portion of work is for facilitating the kick-off meeting to gather and identify goals. Work will be for identifying goals and objectives from the stakeholders. The outcome of this meeting will define direction for two alternative themes in the roundabout landscape design.

Specific tasks to be performed and services to be provided by PBS are as follows:

1. Conduct a site visit of project area.
2. Research and compile constructed roundabout examples.
3. Research and compile roundabout design guidelines and WSDOT roadside policies.
4. Conduct kick-off roundabout landscape meeting for identifying goals.
5. Compile and prepare a summary of meeting notes.

Concept Development – Two Concept Alternatives

This portion of work is for preparing two conceptual roundabout landscape alternatives. Work will be for preparation of concepts following information gathered in the kick-off concept meeting to define goals.

Specific tasks to be performed and services to be provided by PBS are as follows:

1. Conduct a site visit of project area.
2. Conduct kick-off roundabout landscape meeting for identifying goals.
3. Coordinate with civil design team with geometric layout.
4. Research and compile information related to identified goals.
5. Prepare graphic exhibits of two alternative concepts (combination of 2D plan view and 3D renderings/illustrations).
6. Prepare graphic exhibits of plant palettes for each alternative concept.
7. Prepare cost associations in conceptual ranges for each concept.
8. Conduct second meeting for presentation of alternative concepts.
9. Compile and prepare a summary of meeting notes.

Deliverables:

1. Agenda and presentation engagement for second meeting
2. Two graphic exhibits for each alternative concept (2D plan view and 3D rendering/illustration)
3. Graphic concept of plant species for each alternative concept

Final Concept

This portion of work is for providing a final concept graphic incorporating feedback from the two alternatives and facilitating a presentation.

Specific tasks to be performed and services to be provided by PBS are as follows:

1. Compile information from the alternative concept meeting.
2. Prepare final graphic exhibit updated to incorporated feedback.
3. Prepare a revised cost estimate with final assumptions.
4. Conduct final meeting with stakeholders.

Deliverables:

1. Agenda and presentation engagement for final meeting
2. Graphic exhibit of final concept (2D plan view/3D rendering)

Assumptions:

In preparing this scope of work, PBS has made the following necessary assumptions that have defined the scope of work, exclusions, fees, and expenses:

1. Preparation of graphics for initial concept scoping will begin in conjunction with the preparation of 30% design level.
2. The City of Ridgefield will provide a range of anticipated funds to utilize into the construction of the roundabout landscape as a starting point for concept development.

Task 7: Utility Coordination

Subtask 7.1: Utility Coordination

The Consultant will contact utilities within the project limits and obtain existing system mapping. PBS will review mapping for consistency with project base map.

A utility reconnaissance of the project corridor will be conducted to determine visual evidence of underground and aboveground utility facilities and confirm utility provided facility maps and project base map completeness.

The Consultant will identify and discuss with each utility special requirements associated with their facility relocation or modification.

Utility Meetings

Up to three group utility meetings will be organized and facilitated to provide updated project information. Such meetings will address known facilities, potential for impact, timing requirements for potential relocations, and initial information of reimbursable requirements. Meetings will also allow the exchange of each utility's relocation plans with the other utilities in order to maximize compatibility of relocation designs and utility and roadway construction sequencing. Meeting agendas and summaries will be prepared and transmitted to utility representatives, City, and Consultant team members.

Conflict Identification, Analysis, and Recommended Resolution

PBS will identify and analyze utility conflicts and compile and distribute utility conflict lists involving aboveground, surface, and underground conflicts, and make conflict resolution recommendations to utilities.

The Consultant will produce utility conflict plan sheets based on preliminary (60%) design plans and accompanying utility conflict spreadsheets indicating conflict item number, type of utility, conflict status, average cover during and after construction, whether utility is in or out of public right-of-way, and comments. This subtask assumes six different utility operators.

1. Revise conflict analysis and conflict spreadsheets based on 90% design plans
2. Revise conflict analysis and conflict spreadsheets based on 100% design plans

Conflict Notification and Utility Relocations

Notify the impacted utilities and coordinate the efforts of the utility agencies in developing and executing a plan for relocating utilities to resolve conflicts with the project design. As part of that effort:

1. Prepare and deliver to each involved utility owner a conflict notice with attached conflict list and map. Assume up to six different utility operators. Notice shall require a utility response in the form of a

proposed facility adjustment plan and schedule to complete the utility work. Allow each utility a 30-day period to respond with a proposal from date of the notice.

2. Review utilities' proposed relocation plans to verify that identified conflict items are addressed and that the plans accommodate and conform to the construction requirements for the project. Provide written approval of each utility's relocation plan. Up to nine total reviews will be performed for the utilities' relocation plans (average 1.5 per utility).

Assumptions:

1. City will provide utility plans, GIS, and other supporting documents for City utilities within the project corridor.
2. Utility design location fees, if any, are not included in Consultant's costs and will be paid by the City if required.
3. Utilities will provide as-built system maps of their facilities within the project corridor.
4. Additional right-of-way and/or easements that may be required for relocated utilities, is the responsibility of the utilities or the City in the event of prior rights.

Deliverables:

1. Meeting agendas and summaries for each utility meeting (3 total)
2. 30% submittal: existing utilities identified and marked up on survey base mapping
3. Utility conflict memo at 60% plans
4. Conflict notice letters and attachments for each utility
5. 90% and 100% utility conflict analysis based on design plans
6. Review and comments on utility relocation plans
7. Joint utility trench coordination (assumes up to 6 utility companies)

Task 8: Public Involvement

Public Involvement includes multiple modes of communication for reaching the project's stakeholders. To accomplish this outreach, we are proposing five tasks:

1. Stakeholder interviews with Clark College representatives
2. Stakeholder interviews with the one private property owner significantly impacted by the project
3. Hosting one virtual community open house
4. Supporting City communications

Subtask 8.1: Clark College Stakeholder Interviews

PBS proposes performing up to two interviews with Clark College representatives. These interviews will enable us to share project details and gather feedback over the course of the development phase. In turn, the feedback will help guide Consultant design planning and contribute to the continuation of a positive relationship between the City and the college. We anticipate that each interview will be used to fulfill a different purpose, as follows:

- **Prior to Interview 1:** Send out conceptual exhibits for initial feedback
- **Interview 1:** Present two concepts for the design of the entrance, including landscaping.
- **Interview 2:** Share the final landscape design plan.

Assumptions:

1. Clark College is the only organization with whom the Consultant will engage in a stakeholder interview.
2. The City will provide the names and contact information (email, phone, mailing address) of stakeholders to be interviewed.
3. The Consultant and the City will work together to develop a timeline (time of year) and schedule (specific date) for the interviews.
4. The Consultant will be responsible for scheduling interviews with the college stakeholders via email; if email is not successful, the Consultant will use phone or US mail. The City will incur the cost of any expenses associated with printing and mailing items to the stakeholder.
5. The Consultant will draft an email invite (and/or a printed, mailable invite if necessary), with meeting link, for up to three interview sessions.
6. The City will conduct one round of review on each invite for each interview session.
7. The Consultant will create an interview agenda, which will include items such as images/maps to share, questions to pose, next steps to come, and contact information to provide.
8. The City will conduct one round of review on the agenda for each interview session.
9. Up to two PBS representatives and at least one City staff will participate in each interview sessions.
10. Each interview session will not exceed one hour.
11. Each interview session will be held virtually unless the stakeholders prefer a phone call, in which case materials such as maps may be mailed ahead of time to the stakeholder.
12. The City will incur the cost of any expenses associated with printing and mailing items to the stakeholder.
13. Each interview session will be hosted by PBS on Microsoft Teams (MS Teams) unless the City prefers its own, alternative platform; in the latter case, the City will be considered hosts of the interview session and as such will be responsible for providing directions for accessing the meeting, ensuring permission and admittance, and recording the meeting.
14. So long as all participants give permission, the agreed upon meeting host will record each interview session for the purpose of creating an accurate interview summary. These recordings are not intended to be shared beyond the project team or posted publicly.
15. The Consultant will provide a summary after each interview session.
16. The City will conduct one round of review on the summary of each interview session.
17. If the City provides no edits on a deliverable, the draft will be considered the final version.

Deliverables:

1. Draft and final interview timeline and schedule
2. Draft and final stakeholder interview invitation(s), including MS Teams link—1 per interview session, up to 3 interview sessions
3. Draft and final interview agendas, including questions—1 per interview session, up to 3 interview sessions

4. Draft and final summary report—1 per interview session, up to 3 interview sessions

Subtask 8.2: Private Property Owner Stakeholder Interviews

PBS will perform one interview with the one private property owner who will be directly impacted by this project.

- **Interview 1:** Provide the project goals, process, and timeline for the project; answer questions; and record the owners' priorities and explain the Right of way process.

Assumptions:

1. There is one private property owner with whom the Consultant will engage in a stakeholder interview.
2. The City will provide the name and contact information (email, phone, mailing address) of stakeholder(s) to be interviewed.
3. The Consultant and the City will work together to develop a timeline (time of year) and schedule (specific date) for the interview.
4. The Consultant will draft an email invite (and/or a printed, mailable invite if necessary), with meeting link, for up to three interview sessions.
5. The City will conduct one round of review on each invite for the interview session.
6. The Consultant will create an interview agenda, which will include items such as images/maps to share, questions to pose, next steps to come, and contact information to provide.
7. The City will conduct one round of review on the agenda for each interview session.
8. Up to two PBS representatives and at least one City staff will participate in the interview sessions.
9. The interview session will not exceed one hour.
10. The interview session will be held virtually unless the stakeholder prefers a phone call, in which case materials such as maps may be mailed ahead of time to the stakeholder.
11. The City will incur the cost of any expenses associated with printing and mailing items to the stakeholder.
12. The interview session will be hosted by PBS on MS Teams unless the City prefers its own, alternative platform; in the latter case, the City will be considered hosts of the interview session and as such will be responsible for providing directions for accessing the meeting, ensuring permission and admittance, and recording the meeting.
13. So long as all participants give permission, the agreed upon meeting host will record the interview session for the purpose of creating an accurate interview summary. These recordings are not intended to be shared beyond the project team or posted publicly.
14. The Consultant will provide an interview summary after the interview session.
15. The City will conduct one round of review on the summary of the interview session.
16. If the City provides no edits on a deliverable, the draft will be considered the final version.

Deliverables:

1. Draft and final interview timeline and schedule

2. Draft and final stakeholder interview invitation(s), including MS Teams link—1 per interview session, up to 3 interview sessions
3. Draft and final interview agendas, including questions—1 per interview session, up to 3 interview sessions
4. Draft and final summary report—1 per interview session, up to 3 interview sessions

Subtask 8.3: Open House

In lieu of an in-person gathering with project materials and presentation, PBS will create a virtual open house (VOH) for residents and stakeholders on behalf of the City of Ridgefield. The VOH format will be an engaging, multifaceted video for sharing with the public.

It will also feature text for introducing the video on the City website and an integrated feedback form for gathering comments and questions. The VOH will allow those interested in the project to learn about details such as the project goals, considerations, benefits, process, timeline, and funding.

For members of the public without Internet or for those who prefer a hard copy, a written, printable version of the video will also be produced to allow access to project information and to encourage all stakeholders to submit feedback.

Assumptions:

1. The Consultant will create a video combining elements such as voice narration, captioning, City branding, project renderings, still photographs, video clips, and Infracore modeling.
2. The video will be 5 to 7 minutes in length.
3. The Consultant will post the video to Vimeo for reviewing during production and for publishing when final.
4. The Consultant will work with the City to determine the timeline for creating and posting the video.
5. A minimum of 8 weeks will be required to produce the video.
6. The Consultant will provide voice narration.
7. The Consultant will create the script and storyboard with input from the City.
8. The Consultant will create introductory text for the City website with input from the City.
9. The Consultant will create a written version of the video with images for greater accessibility.
10. If City will be responsible for any printing and distribution of the written version.
11. The Consultant will create a feedback form for the City website with input from the City.
12. The purpose of the feedback form will be to gather general comments and questions; the purpose of the form is *not* to gather specific input or “votes” on items such as design options.
13. The Consultant will provide the City with a summary of feedback received through the form once a week for up to six weeks after the virtual open house video is posted.
14. Comments of an urgent nature will be forwarded to the City as soon as possible.
15. If the need arises—e.g., numerous comments and questions are received—the Consultant can assist in creating a frequently asked questions sheet and/or support with further communications. In this case, additional scope would be required.

16. The City will conduct up to two rounds of review on each deliverable.
17. If the City provides no edits on a deliverable, the draft will be considered the final version.

Deliverables:

1. Draft and final script
2. Corresponding storyboard
3. Draft and final video, on Vimeo
4. Draft and final introductory wording for City website
5. Draft and final feedback form wording for City website
6. Draft and final PDF written version with images for City website and (if desired) printing
7. Code for embedding the video on the City website
8. Code for embedding the feedback form on the City website
9. Feedback summaries—up to 6

Subtask 8.4: Communications Support

To support the City in sharing the project's plan, VOH, and design, PBS will provide text and graphics for up to three posts that can be shared by the City on existing communications channels, including the AccessRidgefield Mobile App and the City's social media accounts (Facebook, Twitter, Instagram, and Nextdoor), or as the City sees fit.

Assumptions:

1. The City will provide the Consultant with its preferred logo (high-resolution with transparent background).
2. The Consultant will provide up to three written updates, each accompanied by one graphic or one link that generates a graphic.
3. One of these three updates will publicize the VOH.
4. The City will determine the appropriate outlets for sharing the updates and graphics/links with generated graphic, including the AccessRidgefield mobile app and the City's social media accounts (Facebook, Twitter, Instagram, and Nextdoor).
5. The City will be responsible for uploading the materials and posting them for the public.
6. The City will be responsible for monitoring responses to and comments on all posts across all publications/platforms.
7. The City will provide any specifications for creating text and graphics, such as those related to file name, size, and type; word count; and dimension.
8. The City will conduct up to two rounds of review on each deliverable.
9. If the City provides no edits on a deliverable, the draft will be considered the final version.
10. The City is responsible for all webpage or website design.
11. The City is responsible for all webpage and website maintenance.
12. The City is responsible for all public relations and advertising, including creation and distribution of press releases and placement of advertisements/information in local media.
13. This scope does *not* include a printed project mailer or a VOH invitation.

Deliverables:

1. Draft and final written updates, each accompanied by 1 graphic or 1 link that generates a graphic—up to 3

Task 9: Right-of-Way

Legal descriptions will be developed as described in Task 2. Property owner lists, maps, and acquisition areas will be developed in Task 2.

Right-of-way acquisition activities will conform to the standards contained in the Uniform Act of 1970 and amendments, the laws of the State of Washington, and City Policies and Procedures.

Subtask 9.1: Appraisal and Appraisal Review

The number of acquisitions is based on the assumed impacts to properties adjacent to the project and does not include acquisitions for off-site wetland or stormwater mitigation.

The Consultant will obtain preliminary title reports for each property acquisition (Subtask 2.3). Early in the design process, the Consultant will review each preliminary title report for encumbrances, liens, or defects. The Consultant will work with the title companies to resolve encumbrances prior to completion of appraisals.

The Consultant will use a WSDOT-approved appraiser. The Consultant will provide one real estate appraisal for each ownership from which a property interest will be acquired.

Appraiser will provide written notice to owners of a planned appraisal inspection and will provide the property owner or designated representative, if any, an invitation to accompany the appraiser on any inspection of the property for appraisal purposes.

Appraisal will conform to the Uniform Standards of Professional Appraisal Practice.

The Consultant will provide an appraisal review for each appraisal. The appraisal review will be conducted by another WSDOT-approved appraiser.

Assumptions:

1. Three property acquisitions

Deliverables:

1. Three preliminary title reports
2. Appraisals and appraisal reviews for three files

Subtask 9.2: Acquisition

The Consultant will conduct property acquisition negotiations on behalf of the City.

The Consultant will research the ownership status of the parcel and any existing conditions impacting the parcel. PBS will provide potential courses of action for obtaining clear title for the City.

The Consultant will compile and/or prepare all essential documents to be submitted to owners using City-approved documents. These include project information letters, acquisition and relocation brochures, offer-benefit letters, acquisition summary statements, copy of the valuation, map of acquisition, and instruments of conveyance. Universal shall make all offers in person or by certified mail.

The Consultant will provide all property owners with:

1. A complete copy of the valuation that just compensation is based upon at the initiation of negotiations.
2. The Consultant will prepare and maintain written diaries of negotiator contacts with property owners and tenants to document:
 - a. Efforts to achieve amicable settlements
 - b. Owners' suggestions for changes in plans
 - c. Responses to owners' counterproposals, etc.

The Consultant will make every reasonable effort to acquire the right-of-way expeditiously by negotiation. Property owners must be given reasonable opportunity to consider the offer and present material the owner believes is relevant to determining the value of the property.

The Consultant will provide documentation that right-of-way has been acquired in compliance with the Uniform Act as amended, and other applicable federal, state, and civil rights laws.

Assumptions:

1. No relocation activity is anticipated
2. City will pay closing costs

Deliverables:

1. Three completed negotiation packets with document for recording
2. Right-of-way files

Task 10: Construction Management

A scope amendment will be provided once the project is ready for advertisement to best serve the City's needs.

V. City Deliverables to the Consultant

City Provided Information

Sample Projects

The City will provide copies of sample City projects, and design guidelines. The City will also provide electronic files of title blocks, ortho, and aerial drawings and standard details for streets, traffic signal, street lighting, and other available details.

Project Coordination

The City will assist the Consultant in managing relationships with other jurisdictions involved in the project, adjacent property owners, and the public. The City will provide staff to meet and discuss the project with the Consultant as needed. The City will provide written comments pertaining to the design submittals.

Right-of-Entry Permits

The City will obtain the right of access to private parcels for all project developments. The Consultant shall coordinate access.

Pavement Design

The City will select the pavement type and structural sections based on the pavement recommendation provided by the Consultant.

Utility List

The City will provide the Consultant with a list of local contacts for utilities within the project limits. Design and plan preparation for the addition or relocation of utilities within the project limits will be done by others.

Streetlight and Traffic Signal Requirements

The City will provide the illumination type, the minimum illumination levels, and uniformity ratios to be used in the project design. The City will also provide traffic signal design concepts, standards, and policies, including traffic interconnect schemes as needed.

1. Sample projects
2. Project coordination
3. Survey work and preliminary plans
4. Right-of-way plans, exhibits, and legal descriptions
5. Right-of-entry permits
6. Pavement type and structural sections selection
7. Utility list
8. Streetlight and traffic signal requirements

Pioneer Street Extension City of Ridgefield Project #P21001 1/14/2021		EXHIBIT D																												SUBCONSULTANTS				SUBCONSULTANT SUB. TOTAL	AMENDMENT 1 AMOUNT	BASE CONTRACT AMOUNT	TOTAL BUDGET																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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		Design Technician IV	Engineer I	Engineer II	Engineer III	Engineer IV	Engineer VI	Engineer VII	Engineer VIII	Engineering Geologist I	Landscape Arch/Planner II	Landscape Arch/Planner VI	Principal Engineer	Survey 2 Person Crew*	Survey III (LSIT)	Survey IV (PLS)	Survey V (PLS Manager)	Senior Scientist	Sr. Geologist I	Staff Geologist II	CAD Manager	Project Administrator II	Project Administrator I	Public Involvement II	Sr. Public Involvement Manager V	Writer / Editor	PBS Expense	PBS LABOR TOTAL	Kittelson	HOW	Noise	Cultural Resources																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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Exhibit E

Sub-consultant Cost Computations

The CONSULTANT shall not sub-contract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. Refer to section VI “Sub-Contracting” of this AGREEMENT.

Project Budget Form

Project Name: Pioneer Street Extension
 Project Manager: Jamestaun Kraupp
 KAI Project Number: 25940.000
 Date: Jan 04, 2021

LABOR ESTIMATE - Pioneer Street Extension

Task	Notes	Staff	Senior Principal Engineer	Associate Engineer	Senior Engineer	Engineer	Transportation Analyst	Transportation Analyst	Technician II	WORK TASK / TASK HOURS	WORK TASK / TASK COST
			HJS	JJW	KMC	JBK	JCB	SXS	AAC		
001	PROJECT MANAGEMENT AND ADMINISTRATION										
1.1	Contract Administration, Invoicing, and Progress Reports		8	0	0	12	0	0	0	20	\$3,504
1.2	Meetings		16	0	4	16	0	0	0	36	\$6,736
1.3	Management, Coordination, and Direction		8	0	0	24	0	0	0	32	\$4,992
	Reimbursable Expense										\$0
	Task #001 - Subtotal		32	0	4	52	0	0	0	88	\$15,232
004	TRAFFIC ENGINEERING										
4.1	Traffic Analysis Report		Part of Base Contract								
	Reimbursable Expense										
	Task #004 - Subtotal										
006	DESIGN ENGINEERING										
6.1	30 Percent Design (Preliminary)		2			8	24	24	32	90	\$10,120
6.2	60 Percent Design		2			24	112	112	96	346	\$37,752
6.3	90 Percent Design		2			12	72	72	80	238	\$26,072
6.4	Final Submittal		2			6	24	24	40	96	\$10,768
6.5	Quality Assurance/Quality Control		4	16		8	8	8	8	52	\$7,616
	Work Task 6									0	\$0
	Work Task 7									0	\$0
	Reimbursable Expense										\$0
	Task #006 - Subtotal		12	16	0	58	240	240	256	822	\$92,328
007	UTILITY COORDINATION										
7.1	Utility Meetings		3			3	3	3		12	\$1,758
7.2	Conflict Identification, Analysis, and Recommended Solution		1			2				3	\$500
7.3	Conflict Notification and Utility Relocation									0	\$0
	Reimbursable Expense										\$0
	Task #007 - Subtotal		4	0	0	5	3	3	0	15	\$2,258
0010	CONSTRUCTION MANAGEMENT										
10.1	Bid Support									0	\$0
	Reimbursable Expense										\$0
	Task #0010 - Subtotal		0	0	0	0	0	0	0	0	\$0
TOTAL HOURS			48	16	4	115	243	243	256		
LABOR RATE			\$252.00	\$190.00	\$180.00	\$124.00	\$105.00	\$105.00	\$112.00	TOTAL HOURS	TOTAL LABOR
LABOR COST			\$12,096	\$3,040	\$720	\$14,260	\$25,515	\$25,515	\$28,672	925	\$109,818

Rates shown above are for budgeting purposes only. Additional staff may be billed at the time services are performed.

TOTAL REIMBURSABLES
\$0

TOTAL KAI FEES
\$109,818

TOTAL SUB FEES
\$0

TOTAL PROJECT BUDGET
\$109,818

Attachment: Pioneer Street Extension - Amendment 1 (Pioneer Street Extension Design Contract Award)

Fee for Detailed Noise Study: Pioneer Roadway Extension, Ridgefield Washington

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
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Fixed Fee Calculations

0.3		559.98	1468.80	136.80	178.20	2343.78
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Total Labor Costs

		4479.84	11750.40	1094.40	1425.60	18750.24
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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

Attachment: Pioneer Street Extension - Amendment 1 (Pioneer Street Extension Design Contract Award)



Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

March 16, 2020

Michael Minor, Owner
Michael Minor & Associates, Inc.
4923 SE 36th Ave
Portland, OR 97202-4126

Re: Michael Minor & Associates, Inc.
Safe Harbor Indirect Cost Rate Extension

Dear Mr. Minor:

Washington State has received approval from our local Federal Highway Administration (FHWA) Division to continue administering the “safe harbor” indirect cost rate program on engineering and design related service contracts, as well as for Local Public Agency projects.

We completed our risk assessment for Michael Minor & Associates, Inc. in September 2016. Our assessment was conducted based on the documentation provided by the firm. The reviewed data included, but was not limited to, a description of the company, basis of accounting, accounting system and the basis of indirect costs. Based on our review, we found the firm eligible to use the Safe Harbor rate. Michael Minor & Associates opted to use the Safe Harbor rate, rather than provide a FAR-compliant rate.

Based on further review and discussion with the firm, we are issuing an extension of the Safe Harbor Indirect Cost Rate of 110% of direct labor with a field rate, where applicable, of 80% of direct labor for Michael Minor & Associates.

Michael Minor & Associates has agreed to improve Internal Controls and timekeeping processes in order to be able to develop an Indirect Cost Rate Schedule in the future in accordance with the Federal Acquisition Regulations (FAR), Subpart 31. The WSDOT Internal Audit Office has provided guidance and information related to FARs and the AASHTO Audit Guide. You may use the Safe Harbor Rate of 110%, or 80% for field office situations, for agreements entered into prior to June 30, 2021. For agreements entered into after this date, please contact the WSDOT Consultant Services Office (CSO) or our office for guidance.

The Safe Harbor Rate will not be subject to audit. Please coordinate with CSO or your Local Programs contact if you have questions about when to apply the Safe Harbor rate to your agreement.

If you have any questions, please contact Steve McKerney or me at (360)705-7003.

Sincerely,

BC for SH

Schatzie Harvey, CPA
Agreement Compliance Audit Manager

cc: Steve McKerney, Director of Internal Audit
Larry Schofield, MS 47323
File

Attachment: Pioneer Street Extension - Amendment 1 (Pioneer Street Extension Design Contract Award)

Date 11/3/20

Company Name: Michael Minor & Associates, Inc.

Address: 4923 SE 36th Avenue

City/ State/ Zip: Portland, OR 97202

Proposed ICR

Proposed
Fixed Fee

1.1

0.3

Subject: Proposed Hourly Rate Statement

Attention: Manager, Consultant Services Office

Below are the highest anticipated hourly billing rates for the identified labor classifications.

Michael Minor & Associates, Inc. certifies they have an accounting system that contains separate accounts or sub-accounts for unallowable costs in accordance with FAR (48 CFR Part 31), and the capacity to track direct costs that are allocable directly to projects.

Michael Minor & Associates, Inc. also certifies they have a labor- charging/ time keeping system that is complete and sufficiently detailed to allow for a proper determination of direct and indirect labor costs.

Labor Classification	Labor Rate	Indirect Cost Rate	Fixed Fee	NTE Rate
Principal	\$62.22	\$68.44	\$18.67	\$149.33
Traffic Analyst	\$48.00	\$52.80	\$14.40	\$115.20
Traffic Technical	\$38.00	\$41.80	\$11.40	\$91.20
CAD-Graphics-Editing	\$33.00	\$36.30	\$9.90	\$79.20

Add Row

Delete Row

Respectfully,

Signature



Digitally signed by Michael Minor, President
 DN: cn=Michael Minor, President, o=Michael Minor & Associates, Inc. ou,
 email=mmminor@dmolse.com, c=US
 Date: 2020.11.03 15:40:38 -08'00'

Title

President

Pioneer Street Extension
Right of Way Appraisal and Acquisition Services
PROFESSIONAL SERVICES - HOURLY BREAKDOWN
December 17, 2020
Universal Field Services

Rate							\$91.32	\$63.67	\$47.30	\$50.03	
Task		Project Manager Seth Hemelstrand	Sr. Right of Way Agent Barry Bliss	Right of Way Agent Brenden Kircher	Sr. Title Specialist Debra Rich	UFS					
Task 11	ROW Acquisition										
11.2	Right of Way Acquisition										
	Three (3) Right of Way Acquisitions										
	Total Hours	40.00	90.00	18.00	12.00		\$10,834.86				
	Labor Cost	40.00	90.00	18.00	12.00		160.00				
	Labor Cost	\$3,652.80	\$5,730.30	\$851.40	\$600.36		\$10,834.86				
	Total Cost This Task										
PROJECT SUMMARY											
	Reimbursables Subtotal						\$18,000.00				
	Appraisal (3) @ \$4,200						\$12,600.00				
	Appraisal Review (3) @\$1,250						\$3,750.00				
	Mileage (936 miles)						\$540.00				
	Miscellaneous (Printing, delivery, etc)						\$60.00				
	Preliminary Title Reports (3 @ \$350 ea)						\$1,050.00				
	Total Fee						\$28,834.86				
PROJECT TOTAL											



**Washington State
Department of Transportation**

Development Division
Contract Services Office
PO Box 47408
Olympia, WA 98504-7408
7345 Linderson Way SW
Tumwater, WA 98501-6504

TTY: 1-800-833-6388
www.wsdot.wa.gov

April 3, 2020

Universal Field Services, Inc.
111 Main Street, Suite 105
Edmonds, WA 98020

Subject: Acceptance FYE 2019 ICR – Cognizant Review

Dear Mitch Legel:

We have accepted your firms FYE 2019 Indirect Cost Rate (ICR) of 51.91% of direct labor based on the “Cognizant Review” from the Oklahoma Department of Transportation. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 705-7019** or via email consultantrates@wsdot.wa.gov.

Regards;

ERIK K. JONSON
Contract Services Manager

Jonson, Erik
Apr 6 2020 8:08 AM

cosign

EKJ:ah

Attachment: Pioneer Street Extension - Amendment 1 (Pioneer Street Extension Design Contract Award)

EXHIBIT A**Part 3 of 3****CORPORATIONS****FOR UNIT PRICE ESTIMATES****BREAKDOWN OF BILLING RATES AND
DIRECT NON-LABOR COSTS****UNIVERSAL FIELD SERVICES****Universal Field Services
2020****BILLING RATES**

Personnel/Classification	Pay Rate			Overhead 51.91%		Fee 30.000%		Billing Rate		
Corporate Oversight	\$	-	\$ 68.00	\$	-	\$ 35.30	\$	-	\$ 20.40	\$ 123.70
Project Manager	\$	-	\$ 50.20	\$	-	\$ 26.06	\$	-	\$ 15.06	\$ 91.32
Sr. Relocation Agent	\$		\$ 40.00			\$ 20.62	\$		\$ 12.00	\$ 78.90
Sr. Acquisition Agent	\$	-	\$ 35.00	\$	-	\$ 18.17	\$	-	\$ 10.50	\$ 63.67
Acquisition Agent	\$	-	\$ 26.00	\$	-	\$ 13.50	\$	-	\$ 7.80	\$ 47.30
Sr. Title Specialist	\$	-	\$ 27.50	\$	-	\$ 14.28	\$	-	\$ 8.25	\$ 50.03

* Actual Billing Rates will be based upon the actual rate of pay paid to the specific employee performing the work

DIRECT NON-LABOR COSTS

Travel at current IRS rate

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: January 14, 2021

ITEM:

AGENDA ITEM TITLE: Public Hearing and Motion to Approve Proposed CDBG Projects

GOVERNING LEGISLATION:

Federal CDGB regulations

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

Each year, Clark County receives approximately one million dollars in Community Development Block Grant (CDBG) funds from the Department of Housing and Urban Development (HUD), with the objective of improving communities. The funds are then distributed to municipalities, organizations and groups through a competitive grant application process. Each October, the Clark County CDBG Program requests proposals from applicants in order to award the next year's CDBG funds. Proposals received are evaluated in several categories including infrastructure (roads, sewer, water, parks acquisition) and social services to determine which projects will receive the funding. Infrastructure projects must be completed in census data defined low/moderate income areas, or localized low/moderate income areas as demonstrated with an income survey. Final CDBG applications are due in early December.

To be able to apply for CDBG funds the program requires that public meeting be held to inform residents about program objectives, eligible activities, and to solicit public comment on local needs.

New policy from the County requires that income surveys now be completed prior to applying for CDBG funds. Income surveys can be completed at any time prior to the October deadline for project proposals, and can be completed for multiple potential projects. Based on feedback from the Public and Council staff is suggesting that a prioritized list of potential projects be prepared. Income surveys can then be completed on the list of projects to ensure that they are eligible well in advance of the grant deadline.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

Staff requests the Council hold a Public Hearing regarding potential CDBG projects, and feedback from the Council regarding potential CDBG projects.

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS: