



DAYTON CITY COUNCIL
REGULAR MEETING
111 S. 1ST Street, Dayton, WA 99328

PRELIMINARY AGENDA

September 13, 2017

7:00 p.m.

1. **CALL TO ORDER**
 - A. Roll Call
2. **CONSENT AGENDA – Action**
 - A. Approval of August 30, 2017 Special City Council Minutes
 - B. Approval of Voucher Warrants as audited by the Finance Committee:
 - C. Approval of Payroll Warrants:
3. **SPECIAL GUESTS AND PUBLIC COMMENT**
4. **COMMITTEE/BOARD/COMMISSION REPORTS**
5. **REPORTS OF CITY OFFICERS**
 - A. Infrastructure Assistance Coordinating Council (IACC) Conference – Trina Cole
 - B. S. 1st Street/Oak Street/S. 2nd Street Construction Project Status Update – Jim Costello
 - C. Update on the Utility Financial Review Project – Trina Cole
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - A. Action: Authorize Resolution No. 1323 – Repealing Resolution No. 1299
 - B. Action: Adopt Ordinance No. 1920 - REPEALING ORDINANCE NOS. 1118, 1153, 1305, 1335,1350, 1753, 1754, AND 1797, TO ELIMINATE INACTIVE FUNDS TO MEET WASHINGTON STATE AUDITOR RECOMMENDATIONS AS PRESCRIBED BY SECTION 3.1.7.60, FUND TYPES OF THE BUDGETING, ACCOUNTING, REPORTING SYSTEMS MANUAL
 - C. Action: Authorize Task Order to complete 2017 FEMA Street Repair Project Engineering Services not to exceed \$90,000
8. **FINAL PUBLIC COMMENT**
9. **ADJOURN**

Next Regular Meeting: **October 11, 2017 at 7:00 p.m.** at Dayton City Hall, 111 S. 1st Street, Dayton, WA 99328.

DAYTON CITY COUNCIL MINUTES

Special Meeting

Monday, August 30, 2017

111 S. 1st Street

Dayton, WA 99328

1. CALL TO ORDER: Mayor Pro-Tempore Dain Nysoe calls the meeting to order at approximately 5:30 p.m.

Roll Call: Present: Mike Paris, Kathy Berg, Christine Broughton, Byron Kaczmarski
Absent: Zac Weatherford, Delphine Bailey, Craig George
Staff: Trina Cole, City Clerk-Treasurer

2. CONSENT AGENDA:

ACTION: Paris makes a motion; Broughton seconds the motion, and the motion carries unanimously approving the Consent Agenda as presented:

A (i). Approval of the July 24, 2017 City Council Minutes

A (ii). Approval of the August 14, 2017 City Council Minutes

Approve the following vouchers for payment:

B. Claims: 44636 - 44655 \$ 344,640.32

C. Payroll: 44605 - 44633 \$ 35,750.20;

D. Confirm Mayor's execution of the Local Agency Counsel Engagement Letter for services associated with the Washington State Treasurer's LOCAL Program Financing Contract, not to exceed \$1,200.

3. SPECIAL GUESTS/PUBLIC COMMENT

There is no "Special Guests or Public Comment".

4. COMMITTEE/BOARD/ COMMISSIONER REPORTS

Public Safety – There is no report.

Public Works – There is no report.

Finance – There is no report.

Parks/Public Grounds – Broughton reports that the dog park's fence has space between the bottom of the fence and the ground. There were volunteers willing to insert concrete slabs into the vacant space, but after discussion it was determined that this was not be a suitable resolution to the issue. Friends of the Dog Park will continue to research solutions.

Planning/Economic Development – There is no report.

Personnel – There is no report.

Emergency Management – There is no report.

Chamber of Commerce – Berg reports annual Chamber Banquest will be November 9.

Commissioners – There is no report.

5. REPORTS OF CITY OFFICERS

Sheriff – There is no report.

Code Compliance – There is no report.

Public Works – There is no report.

Planning Director – There is no report.

City Clerk-Treasurer – There is no report.

Mayor Pro-Tempore – There is no report.

Mayor – There is no report.

6. UNFINISHED BUSINESS

Action: Broughton makes a motion; Berg seconds the motion to adopt Ordinance No. 1919, an Ordinance of the City Council of the City of Dayton, Washington, authorization for the Acquisition of Personal Property and Execution of a Financing Contract and Related Documentation Relating to the Acquisition of Said Personal Property (Street Sweeper). Cole summarizes the proposed ordinance. The motion carries unanimously.

7. NEW BUSINESS

Action: Paris makes a motion; Kaczmariski seconds the motion to authorize Resolution No. 1320 – An Interlocal Agreement with Columbia County for Temporary Planning Services upon approval by the City Attorney. There is no discussion. The motion carries unanimously.

Action: Cole summarizes Resolution No. 1321 as presented. Broughton makes a motion; Berg seconds the motion to authorize Resolution No. 1321, an Interlocal Agreement with Columbia County to share costs of a Flood Control Zone District Consultant upon approval by the City Attorney. Discussion surrounds Kirk Holmes’, Perteet Engineering/Consulting, presentation in May on the benefits of creating a Flood Control Zone District. The motion carries unanimously.

Action: Berg makes a motion; Broughton seconds the motion to authorize Resolution No. 1322, authoring a Separation Package Agreement with Karen Scharer. There is no discussion. The motion carries unanimously.

Action: Kaczmariski makes a motion; Berg seconds the motion to authorize the Promulgation Agreement with Columbia County and the Town of Starbuck adopting the 2017 Columbia County Comprehensive Emergency Manage Plan as the official guiding document in the event of a major disaster/emergency. There is no discussion. The motion carries unanimously.

8. FINAL PUBLIC COMMENT

There is no “Final Public Comment”.

9. ADJOURN

With no further business to come before the Council, the regular meeting is adjourned at 5:52 p.m.

City of Dayton

By: Craig George, Mayor

Attested:

Approved:

September 13, 2017

Trina Cole, City Clerk-Treasurer

Date



Register

Fiscal: 2017
Deposit Period: 2017 - September , 2017 - August
Check Period: 2017 - September - September 11, 2017, 2017 - August - August 31, 2017

Number	Name	Print Date	Clearing Date	Amount
Umpqua Bank Check	5990067340			
<u>44703</u>	Anderson Perry & Assoc	8/31/2017		\$19,905.70
<u>44704</u>	Bank Of America	8/31/2017	8/30/2017	\$532.31
<u>44705</u>	Dept Of Revenue	8/31/2017	8/30/2017	\$5,262.41
<u>44706</u>	Petty Cash - City Of Dayton	8/31/2017	9/7/2017	\$492.68
<u>44707</u>	Verizon Wireless	8/31/2017	9/7/2017	\$324.17
<u>44708</u>	Washington State Penitentiary	8/31/2017		\$200.00
<u>44709</u>	AG Link, Inc	9/11/2017		\$216.74
<u>44710</u>	Arrow Construction Supply, Inc	9/11/2017		\$3,216.51
<u>44711</u>	Basin Disposal, Inc	9/11/2017		\$253.37
<u>44712</u>	Centurylink	9/11/2017		\$583.83
<u>44713</u>	Chamber Of Commerce	9/11/2017		\$10,633.34
<u>44714</u>	City Lumber & Coal Yard	9/11/2017		\$214.26
<u>44715</u>	City of Dayton	9/11/2017		\$17,326.39
<u>44716</u>	Col CO Solid Waste	9/11/2017		\$25.00
<u>44717</u>	Col Co Treasurer	9/11/2017		\$36,745.09
<u>44718</u>	Coleman Oil Company	9/11/2017		\$1,239.78
<u>44719</u>	Dayton Mercantile	9/11/2017		\$115.40
<u>44720</u>	Dayton Tractor & Machine, Inc	9/11/2017		\$1,004.07
<u>44721</u>	Dept Of Revenue	9/11/2017		\$7,037.38
<u>44722</u>	Dingle's Of Dayton	9/11/2017		\$25.98
<u>44723</u>	Doug's Septic Service Inc	9/11/2017		\$150.00
<u>44724</u>	Elk Drug	9/11/2017		\$9.43
<u>44725</u>	Elkins, David	9/11/2017		\$135.22
<u>44726</u>	FCS Group	9/11/2017		\$1,355.00
<u>44727</u>	Ferguson - Seattle WW #1539	9/11/2017		\$1,273.86
<u>44728</u>	Ferrellgas	9/11/2017		\$656.30
<u>44729</u>	Gemmell's Machine Works	9/11/2017		\$411.54
<u>44730</u>	Gravis Law PLLC	9/11/2017		\$4,000.00
<u>44731</u>	Huber Action Freight	9/11/2017		\$586.50
<u>44732</u>	Invoice Cloud	9/11/2017		\$120.00
<u>44733</u>	Kie Supply Corporation	9/11/2017		\$286.62
<u>44734</u>	Konen Rock Crushing, Inc	9/11/2017		\$259.04
<u>44735</u>	Lewis & Clark Auto Glass, Inc.	9/11/2017		\$249.09
<u>44736</u>	Menke Jackson Beyer &	9/11/2017		\$3,103.89
<u>44737</u>	Mitchell, George	9/11/2017		\$125.00
<u>44738</u>	MK Diamond Direct	9/11/2017		\$3,662.12

Number	Name	Print Date	Clearing Date	Amount
<u>44739</u>	Moreno & Nelson Construction	9/11/2017		\$88,300.56
<u>44740</u>	North Central Labs Of Wisconsin	9/11/2017		\$137.07
<u>44741</u>	Northwest Administrators	9/11/2017		\$2,267.94
<u>44742</u>	Northwest Biosolids Mngmt Assoc	9/11/2017		\$250.00
<u>44743</u>	One Call Concepts, Inc	9/11/2017		\$66.92
<u>44744</u>	Pacific Power	9/11/2017		\$23,487.01
<u>44745</u>	Pepsi Cola - Walla Walla	9/11/2017		\$30.50
<u>44746</u>	Powers, Chester M	9/11/2017		\$136.52
<u>44747</u>	Sigma Aldrich, Inc.	9/11/2017		\$638.81
<u>44748</u>	Skyline Parts Inc	9/11/2017		\$601.63
<u>44749</u>	State Treasurer	9/11/2017		\$1,066.69
<u>44750</u>	Touchet Valley Television, Inc	9/11/2017		\$65.00
<u>44751</u>	U.S. Bank N.A. - Custody	9/11/2017		\$34.00
<u>99943776</u>	State Treasurer	9/11/2017		\$0.00
<u>99943843</u>	State Treasurer	9/11/2017		\$0.00
<u>99943949</u>	State Treasurer	9/11/2017		\$0.00
<u>99944164</u>	Northwest Administrators	9/11/2017		\$0.00
<u>99944269</u>	Northwest Administrators	9/11/2017		\$0.00
<u>99944270</u>	Northwest Administrators	9/11/2017		\$0.00
<u>99944271</u>	Northwest Administrators	9/11/2017		\$0.00
<u>99944473</u>	State Treasurer	9/11/2017		\$0.00
<u>99944593</u>	State Treasurer	9/11/2017		\$0.00
<u>99944604</u>	Washington State Penitentiary	9/11/2017		\$0.00
<u>99944708</u>	Washington State Penitentiary	9/11/2017		\$0.00
		Total	Check	\$238,820.67
		Total	5990067340	\$238,820.67
		Grand Total		\$238,820.67



Register

Fiscal: 2017
 Deposit Period: 2017 - August
 Check Period: 2017 - August - August 31, 2017, 2017 - August - August 28, 2017

Number	Name	Print Date	Clearing Date	Amount
Umpqua Bank Check	5990067340			
<u>44664</u>	Atteberry, Clinton J	8/30/2017		\$1,287.34
<u>44665</u>	Bailey, V. Delphine	8/30/2017		\$138.52
<u>44666</u>	Ball, Heather R	8/30/2017		\$682.02
<u>44667</u>	Berg, Kathleen A.	8/30/2017		\$138.52
<u>44668</u>	Bowhay, Michael H.	8/30/2017		\$1,788.74
<u>44669</u>	Broughton, Christine	8/30/2017		\$138.52
<u>44670</u>	Bryan, Neylan	8/30/2017		\$282.69
<u>44671</u>	Cole, Trina D.	8/30/2017		\$1,900.49
<u>44672</u>	Costello, Camdon P	8/30/2017		\$269.77
<u>44673</u>	Costello, James S.	8/30/2017		\$2,073.36
<u>44674</u>	Dowdy, Payton	8/30/2017		\$377.44
<u>44675</u>	Elkins, David J.	8/30/2017		\$1,801.53
<u>44676</u>	Fletcher, Lloyd	8/30/2017		\$1,603.79
<u>44677</u>	Fortier, Shaelyn M	8/30/2017		\$465.14
<u>44678</u>	George, Craig	8/30/2017		\$835.20
<u>44679</u>	Hays, Debra M.	8/30/2017		\$1,856.32
<u>44680</u>	Hays, Taylor A	8/30/2017		\$690.36
<u>44681</u>	Jenkins, Alex L	8/30/2017		\$553.83
<u>44682</u>	John, Rob	8/30/2017		\$1,637.43
<u>44683</u>	Johnson, Torry Ann	8/30/2017		\$550.94
<u>44684</u>	Kaczmarski, Byron	8/30/2017		\$138.52
<u>44685</u>	Moton, Donald G.	8/30/2017		\$1,477.22
<u>44686</u>	Nysoe, Dain	8/30/2017		\$138.52
<u>44687</u>	Paris, Michael	8/30/2017		\$138.52
<u>44688</u>	Rounsvile, William	8/30/2017		\$856.77
<u>44689</u>	Scharer, Karen	8/30/2017		\$3,992.21
<u>44690</u>	Scharer, Karen J	8/30/2017		\$1,728.68
<u>44691</u>	Souza, Marcio	8/30/2017		\$1,395.95
<u>44692</u>	Strickland, Eddie L	8/30/2017		\$1,395.63
<u>44693</u>	Sweetwood, David	8/30/2017		\$1,574.62
<u>44694</u>	Weatherford, Zachary M	8/30/2017		\$138.52
<u>44695</u>	Westergreen, Connie	8/30/2017		\$1,262.20
<u>44696</u>	Wooldrige, Hayden	8/30/2017		\$192.61
<u>44697</u>	AFLAC Remittance Processing	8/30/2017		\$640.69
<u>44698</u>	Dept of Retirement Systems	8/30/2017		\$11,210.94
<u>44699</u>	Internal Revenue Service - U S Treasury	8/30/2017		\$11,033.83

Number	Name	Print Date	Clearing Date	Amount
<u>44700</u>	Northwest Administrators	8/30/2017		\$12,084.60
<u>44701</u>	Washington State Support Registry	8/30/2017		\$341.64
<u>44702</u>	WSCCCE	8/30/2017		\$1,157.91
		Total	Check	\$69,971.53
		Total	5990067340	\$69,971.53
		Grand Total		\$69,971.53

RESOLUTION NO. 1323

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, REPEALING RESOLUTION NO. 1299, THE WORK PROGRAM AND PUBLIC PARTICIPATION PLAN FOR THE 2019 PERIODIC COMPREHENSIVE PLAN AND DEVELOPMENT REGULATIONS UPDATE.

WHEREAS, effective July 31, 2017 the City of Dayton's Planning Director separated employment from the City; and

WHEREAS, the City's Planning Department is currently in a transition period; and

WHEREAS, the City is unable to meet the requirements of Resolution No. 1299 based on the demands of the transition period; and

WHEREAS, the purpose of this resolution is to repeal the work program and public participation plan for the 2019 Periodic Comprehensive Plan and Development Regulations Update (2019 CP Update).

NOW, THEREFORE, the City Council of the City of Dayton, Washington does hereby resolve as follows:

Section 1. Resolution No. 1299 is repealed in its entirety.

ADOPTED by the City Council of the City of Dayton, Washington this _____ day of September, 2017.

Craig George, Mayor

Attested by:

Trina Cole, City Clerk-Treasurer

ORDINANCE NO. 1920

AN ORDINANCE OF THE CITY OF DAYTON, COLUMBIA COUNTY, WASHINGTON REPEALING ORDINANCE NOS. 1118, 1153, 1305, 1335, 1350, 1753, 1754, AND 1797, TO ELIMINATE INACTIVE FUNDS TO MEET WASHINGTON STATE AUDITOR RECOMMENDATIONS AS PRESCRIBED BY SECTION 3.1.7.60, FUND TYPES OF THE BUDGETING, ACCOUNTING, REPORTING SYSTEMS MANUAL

WHEREAS, as prescribed by Section 3.1.7.60, Fund Types and Accounting, Type of Funds, of the Washington State Auditor Budgeting, Accounting, Reporting System, Principles, Number of Funds, the City should establish and maintain those funds required by law and its sound financial administration; and

WHEREAS, using numerous funds results in inflexibility, undue complexity, and inefficient financial administration; and

WHEREAS, the City has undertaken a comprehensive evaluation of its fund structure to determine whether individual funds have become superfluous;

WHEREAS, the City has determined that several funds are superfluous and should be eliminated from accounting and reporting.

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

SECTION 1. Ordinance No. 1118, establishing Chapter 2-11: Sewer Interceptor Line Construction Fund, and Chapter 2-12: Park No. 2 Fund of the Dayton Municipal Code, is hereby repealed in its entirety.

SECTION 2. Ordinance No. 1153, establishing Chapter 2-13 of the Dayton Municipal Code, North Cheery Street Sewer Fund, is hereby repealed in its entirety.

SECTION 3. Ordinance No. 1305, establishing Chapter 2-18 of the Dayton Municipal Code, Water Rates, is hereby repealed in its entirety.

SECTION 4. Ordinance No. 1335, establishing Chapter 2-23 of the Dayton Municipal Code, Historic Depot Fund, is hereby repealed in its entirety.

SECTION 5. Ordinance No. 1350, establishing Chapter 2-25 of the Dayton Municipal Code, Library Fund, is hereby repealed in its entirety.

SECTION 6. Ordinance No. 1849, establishing Chapter 2-30 of the Dayton Municipal Code, Solid Waste Disposal Fund, is hereby repealed in its entirety.

SECTION 7. Ordinance No. 1797, establishing the Water or Sewer Systems Loan Repayment Fund and Providing for the Operation of said Fund, is hereby repealed in its entirety.

SECTION 8. Ordinance No. 1754, LEOFF 1 Health Care Reserve Fund, is hereby repealed in its entirety.

SECTION 9. SEVERABILITY. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the other remaining parts which shall remain in full force and effect.

SECTION 11. EFFECTIVE DATE. A summary thereof of this Ordinance consisting of its title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF DAYTON, WASHINGTON, AT A REGULAR MEETING THIS _____ DAY OF _____, 2017.

City of Dayton

By: Craig George, Mayor

Attested By:

By: Trina Cole, City Clerk-Treasurer

Approved as to form:
Menke Jackson Beyer, LLP

By: Quinn Plant, City Attorney

ORDINANCE SUMMARY BY TITLE ONLY FOR PUBLICATION PURPOSES
ORDINANCE NO. 1920

AN ORDINANCE OF THE CITY OF DAYTON, COLUMBIA COUNTY, WASHINGTON
REPEALING CHAPTERS 2-11, 2-12, 2-13, 2-18, 2-23, 2-25, 2-30 OF THE DAYTON MUNICIPAL
CODE; REPEALING ORDINANCE NOS. 1118, 1153, 1305, 1335,1350, 1753, 1754,1797, AND 1849
TO ELIMINATE INACTIVE FUNDS TO MEET WASHINGTON STATE AUDITOR
RECOMMENDATIONS AS PRESCRIBED BY SECTION 3.1.7.60, FUND TYPES OF THE
BUDGETING, ACCOUNTING, REPORTING SYSTEMS MANUAL

The full text of Ordinance 1920 adopted the 13th day of September, 2017 is available for examination at the City Clerk's Office, 111 S. 1st St., Dayton, WA during normal business hours, Monday – Thursday, 8:00 a.m. to 4:00 p.m. Full text of the Ordinance shall be mailed upon request.

By: /s/ Craig George, Mayor
Attest: /s/ Trina Cole, City Clerk-Treasurer
Approved as to form: /s/ Quinn Plant, City Attorney

Published:
Dayton Chronicle, 09/21/2017

TASK ORDER

**CITY OF DAYTON
2017 FEMA Street Repair Project
Engineering Services**

This Task Order shall be attached to and become a permanent part of the Agreement for on-call civil engineering services entered into by and between the City of Dayton (CITY) and Anderson Perry & Associates, Inc., (ENGINEER) on March 14, 2016.

SCOPE OF WORK

The work under this Task Order consists of providing design engineering services to the CITY for the street repair projects identified as Federal Emergency Management Agency (FEMA) eligible repairs. The scope of services is in accordance with the attached Exhibit A.

COMPENSATION

The CITY will compensate the ENGINEER for performing the services outlined in this Task Order on a time-and-materials basis not to exceed \$90,000 without approval from the CITY, pursuant to the ENGINEER's current Hourly Fee Schedule (attached). Completion of services is anticipated by December 31, 2018.

This Task Order is executed on the date shown below.

CITY: City of Dayton

ENGINEER: Anderson Perry & Associates, Inc.

By: _____

By: _____

Name: Craig George

Name: Jake Hollopeter, P.E.

Title: Mayor

Title: Vice President

Date: _____

Date: _____

EXHIBIT A
2017 FEMA STREET REPAIR PROJECT
ENGINEERING SERVICES

SCOPE OF WORK

GENERAL

The work generally consists of the design and preparation of construction plans and specifications for the repair of streets damaged during the winter of 2017 that are eligible for repair under a grant from the Federal Emergency Management Agency (FEMA). Assistance with FEMA required documentation is also included.

The design will be completed in accordance with applicable American Association of State Highway and Transportation Officials (AASHTO), City of Dayton (CITY), and Washington State Department of Transportation (WSDOT) standards. Contract Documents will be prepared in WSDOT format using the 2018 version of the WSDOT/American Public Works Association (APWA) Standard Specifications for Road, Bridge, and Municipal Construction.

In general, the work will include the following key components and deliverables:

- Topographic Data Collection
- Environmental Documentation
- Design
- FEMA Documentation Assistance

DUTIES AND RESPONSIBILITIES OF ANDERSON PERRY & ASSOCIATES, INC. (ENGINEER)

TASK 1 - PROJECT ADMINISTRATION

The Engineer shall oversee project tasks and coordinate with CITY representatives to manage the scope and budget. The following is a description of Project Administration tasks:

1. Prepare and submit monthly invoices. Each invoice will include: The date period covered by invoice, number of hours worked during the billing period with billing rates shown, expenses and associated mark-ups, and total cost for labor and expenses for the billing period. The use of subconsultants is not expected.
2. Prepare a brief Project Status Report to accompany the monthly invoices. The Project Status Report will include a brief summary of work performed during the billing period, along with a notice to the CITY raising any issues or concerns that could require a contract amendment/supplement.
3. Project management. General coordination with CITY, FEMA, and ongoing monitoring of tasks and resources.

4. Maintain all contract-required documentation. Provide copies (or originals if necessary) of project files and records to the CITY for audits and public information requests. All final documents shall be provided in electronic format as requested.

Deliverables

- Monthly Invoices
- Project Documentation

TASK 2 - SURVEY

The ENGINEER will provide design surveying services for this project. The ENGINEER will collect topographic and mapping data needed to compile bidding documents. The topographic survey will incorporate the following design survey surface elements as needed:

- Trees (evergreen or deciduous) with diameter identified
- Landscape features
- Fences
- Grade breaks
- Ditches
- Drainage structures
- Centerline
- Edge of asphalt
- Water utilities including valves, meters, blowoffs, pressure reducing valves, double check valve assemblies, etc.
- Drainage structures with material and size identified and invert elevations given
- Communication utilities distinguishing between underground and overhead
- Power utilities distinguishing between underground and overhead
- Signs
- Creeks/waterbodies
- Driveways with surfacing material identified
- Walkways/trails
- Survey monuments
- Irrigation heads, valves, etc.
- Retaining walls
- Stairs
- Mailboxes

The ENGINEER will conduct site visits, take project photos, and conduct field and office verification of the survey data represented in the project base map. The ENGINEER will notify residents affected by the survey of upcoming work and maintain access permission slips.

Deliverables

- Survey Base Map
- Project Photos

TASK 3 - ENVIRONMENTAL DOCUMENTATION

The ENGINEER will assist the CITY with the preparation of the required environmental documentation. Anticipated documentation includes National Environmental Policy Act (NEPA), Endangered Species Act (ESA), and National Historic Preservation Act (NHPA).

Deliverables

- Various Site Maps and Figures
- Documentation of Consultation

TASK 4 - DESIGN

4.1 Bridge, Roadway, and Drainage

The ENGINEER will prepare design plans for the street repairs identified below:

Site 1 - Washington Street (between 4th Street and SR 12 Viaduct)

Approximate Size: 1,500 feet by 38 feet

Site 2 - Patit Avenue (5th Street to 6th Street)

Approximate Size: 20 feet by 26 feet

Site 3 - Patit Street (between Front Street and Cottonwood Street)

Approximate Size: 200 feet by 36 feet

Site 4 - Richmond Street (at Cottonwood Street)

Approximate Size: 21 feet by 14 feet

Site 5 - Cottonwood Street (Richmond Avenue to Patit Avenue)

Location A Approximate Size: 90 feet by 18 feet

Location B Approximate Size: 155 feet by 20 feet

Site 6 - Dayton Avenue (between Cottonwood Street and Willow Street)

Approximate Size: 250 feet by 8 feet

Site 7 - Spring Street (at 2nd Street)

Approximate Size: 50 feet by 30 feet

Site 8 - Park Street (between 2nd Street and 3rd Street)

Approximate Size: 350 feet by 28 feet

Site 9 - Oak Street (between 2nd Street and 1st Street)

Approximate Size: 100 feet by 38 feet

Site 10 - Mustard Street (3rd Street to 4th Street)

Approximate Size: 30 feet by 10 feet

Site 11 - J Street (4th Street to 6th Street)

Location A (from 4th Street to 5th Street) Approximate Size: 150 feet by 26 feet

Location B (from 5th Street to 6th Street) Approximate Size: 120 feet by 22 feet

Repairs will be designed in accordance with applicable AASHTO, CITY, and WSDOT standards.

4.2 Construction Documents and Estimates

The CONSULTANT will prepare construction contract documents in WSDOT format using the 2018 version of the WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction. Construction estimates will be based on preliminary design quantities with costs based on historic bid records. With each submittal the quantities and unit bid costs will be updated as necessary. The documents will evolve with each submittal. The following is the intended representation for the approximate design level:

- The 30 percent conceptual plans will have limited detail information, but will represent the general intent of the project. It is assumed that upon approval of the 30 percent drawings by the CITY, all major project features will be considered finalized and only minor modifications will be required.
- The 90 percent submittal will incorporate CITY comments on the 30 percent submittal and include all work necessary to complete the design and generate the final contract documents ready for bidding. This submittal will include 90 percent design drawings, contract documents, and a construction estimate.
- The final submittal will incorporate any remaining CITY comments and be a bid ready document stamped and signed by the responsible engineer. This submittal will be provided to FEMA for final review and comment prior to project advertisement.

Deliverables

- Construction Plans
- Special Provisions
- Construction Estimate

All preliminary documents will be submitted in PDF format. Final documents will be provided in their original electronic format.

4.3 Quality Assurance

The ENGINEER shall provide quality assurance/quality control (QA/QC) for all design work in accordance with the ENGINEER's QA/QC standards. ENGINEER will provide senior level design and construction personnel to review plan submittals and provide technical support.

TASK 5 - BID PHASE SERVICES

The project will be advertised in a formal invitation for bid. The ENGINEER will assist the CITY in advertising the project and provide contract documents for prospective bidders. The ENGINEER will provide design experts who worked on the project to be available in responding to contractor questions during bidding and will issue addenda as necessary to clarify or modify the bidding documents.

PROJECT ASSUMPTIONS

The following assumptions will apply to this Scope of Work:

1. Design of any necessary utility relocations or replacements is considered beyond the Scope of Work.
2. This project will be designed for construction under a single PS&E bid contract.
3. The CITY will provide/perform the following:
 - Pay all required permit fees
 - Act as primary contact/coordinator with FEMA

ADDITIONAL SERVICES

This section of the agreement is for additional work not identified in the ENGINEER's Scope of Work. Potential additional scope the CITY may consider includes construction assistance or other services requested by the CITY.

HOURLY FEE SCHEDULE

May 1, 2017

PROFESSIONAL TECHNICAL STAFF

TECHNICIANS	ENGINEERING	ARCHAEOLOGY
Technician\$ 35.00	Engineering Technician I \$ 95.00	Archaeological Intern\$ 45.00
Technician I.....\$ 50.00	Engineering Technician II \$100.00	Archaeologist Technician I\$ 55.00
Technician II\$ 60.00	Engineering Technician III \$105.00	Archaeologist Technician II\$ 60.00
Technician III.....\$ 65.00	Engineering Technician IV \$110.00	Senior Archaeologist I\$ 85.00
Technician IV\$ 75.00	Engineering Technician V \$115.00	Senior Archaeologist II\$100.00
Technician V\$ 80.00	Engineering Technician VI..... \$120.00	Senior Archaeologist III\$110.00
Technician VI\$ 85.00	Staff Engineer I \$100.00	
Technician VII\$ 90.00	Staff Engineer II \$105.00	PROJECT REPRESENTATIVES
Senior Technician I\$ 95.00	Staff Engineer III \$110.00	Project Representative I\$ 85.00
Senior Technician II\$105.00	Project Engineer I \$115.00	Project Representative II\$ 95.00
Senior Technician III\$110.00	Project Engineer II \$125.00	Project Representative III.....\$ 98.00
Senior Technician IV\$115.00	Project Engineer III \$130.00	Project Representative IV\$105.00
Senior Technician V\$120.00	Project Engineer IV \$135.00	
Senior Technician VI\$130.00	Senior Engineer I \$140.00	
Senior Technician VII\$145.00	Senior Engineer II \$145.00	
Senior Technician VIII\$165.00	Senior Engineer III \$155.00	
	Senior Engineer IV \$160.00	
	Senior Engineer V \$165.00	
	Senior Engineer VI \$170.00	
	Senior Engineer VII \$185.00	

SURVEYORS AND CREWS

Survey Technician I\$ 60.00	Survey Crew Chief III \$110.00	Professional Land Surveyor V ...\$155.00
Survey Technician II\$ 70.00	Survey Crew Chief IV..... \$115.00	GPS Total Station\$ 40.00
Survey Technician III\$ 75.00	Professional Land Surveyor I \$115.00	Robotic Survey Station\$ 30.00
Survey Technician IV.....\$ 80.00	Professional Land Surveyor II ... \$125.00	Total Station\$ 23.00
Survey Crew Chief I\$ 85.00	Professional Land Surveyor III .. \$135.00	ATV (4-hour minimum)\$ 30.00
Survey Crew Chief II\$100.00	Professional Land Surveyor IV . \$145.00	Electro-Fisher\$ 22.00

OUT OF TOWN WORK

Mileage will be charged at the applicable IRS rate for vehicles, which is \$0.535 per mile for standard highway vehicles as of January 1, 2017. Mileage will be charged at \$0.75 per mile for vans and pickup trucks. Subsistence will be charged either per diem or actual cost, per contract. Lodging will be billed at actual cost.

OTHER

Other miscellaneous, direct, and outside expenses, including special Consultants, will be charged at actual cost plus 10%.

Expert Witness will be charged at two times the standard hourly rate.

All accounts unpaid 30 days after date of invoice will be charged a service fee of 1.0% per month.