



CITY COUNCIL MEETING*

March 5, 2024 – Agenda

City Hall, 920 SE Cedar Falls Way, North Bend, Washington

7:00 P.M. – CALL TO ORDER, ROLL CALL, FLAG SALUTE

CONSENT AGENDA:

			Pg.#
1) Minutes	City Council Meeting of February 20, 2024		1
2) Payroll	February 20, 2024 – 28774 through 28780 , in the amount of \$288,047.17		
3) Checks	March 5, 2024 – 75259 through 75308 , in the amount of \$559,200.84		
4) AB24-024	Motion – Authorizing Contract with Parametrix for SF Ave. Bypass & Starfish Roundabout Project	Mr. Mohr	5
5) AB24-025	Motion – Authorizing Contract with RH2 for Tanner Trail Extension	Mr. Mohr	35
6) AB24-026	Motion – Authorizing Contract with PH Consulting for 2024 Pavement Overlay Project	Mr. Mohr	51
7) AB24-027	Motion – Authorizing Contract with PH Consulting for 2024 RRFB Project	Mr. Mohr	61

CITIZEN’S COMMENTS: (Please restrict comments to 3 minutes)

ANNOUNCEMENTS, PRESENTATIONS, APPOINTMENTS:

8) AB24-028	Appointment to Economic Development Commission	Mayor Pro Tem Gothelf	73
9) Presentation	Planning Commission Report	Commission Chair Thiel	

INTRODUCTIONS:

10) AB24-029	Motion – Authorizing Contract with Rivers Edge Environmental Services	Ms. Deming	83
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MAYOR, COUNCIL & ADMINISTRATOR CONCERNS AND INITIATIVES: (Business and general information presented that may be deliberated upon by the Council. Formal action may be deferred until a subsequent meeting; immediate action may be taken upon a vote of a majority of all members of the Council.)

EXECUTIVE SESSION: To Discuss Collective Bargaining Negotiations, pursuant to RCW 42.30.140(4)

ADJOURNMENT:



***PLEASE NOTE:** Members of the public may choose to attend the meeting in person or by teleconference. Members of the public attending the meeting in-person will have an opportunity to provide public comment and if attending the meeting by teleconference may submit written comments via in-person drop off, mail, fax, or e-mail to soppedal@northbendwa.gov. All written comments must be received by 5 p.m. on the day of the scheduled meeting. If an individual requires an accommodation because of a difficulty attending the public meeting, the City requests notice of the need for accommodation by 5 p.m. on the day of the scheduled meeting. Participants can request an accommodation to be able to provide remote public comments by contacting the City Clerk by phone (425) 888-7627 or by e-mail to soppedal@northbendwa.gov. No other remote public comment will be permitted.

Those wishing to access the meeting by teleconference will be required to have a registered Zoom account and display your full name to be admitted to the online meeting.

Zoom Meeting Information:

To Sign Up for a Zoom Account: <https://zoom.us/join>

Meeting ID: 881 2610 1456

Password: 658184

Call In Phone Number: 1-253-215-8782

DRAFT

NORTH BEND CITY COUNCIL MINUTES

February 20, 2024

City Hall, 920 SE Cedar Falls Way, North Bend, Washington

CALL TO ORDER, ROLL CALL:

Mayor Miller called the regular meeting to order at 7:00 p.m.

Councilmembers Present: Gothelf, Joselyn, Koellen, Rustik, Torguson and Tremolada. Councilmember Elwood was excused.

Mayor Miller announced Item #8 – Presentation on Recent Power Outages was cancelled by Puget Sound Energy and will be rescheduled to a later Council meeting.

CONSENT AGENDA:

Minutes – City Council Meeting of February 6, 2024

Payroll – February 5, 2024 – 28768 through **28773**, in the amount of **\$372,833.72**

Checks – February 20, 2024 – 75173 through **75258**, in the amount of **\$1,358,740.70**

AB24-019 – Ordinance 1804 Amending Taxes, Rates & Fees Schedule RE Building Permit Fees

AB24-020 – Resolution 2101 Approving Development Agreement with Peak View

AB24-021 – Motion Authorizing Contract with Terracon for Geotechnical Support

Councilmember Koellen **MOVED**, seconded by Councilmember Rustik to approve the consent agenda as presented. The motion **PASSED** 6-0.

CITIZEN'S COMMENTS:

Michael Thomas, 1231 LaForest Drive SE, commented on the Open Public Meetings Act and remote public comment option for those that request accommodation. Additionally, he expressed concerns regarding Puget Sound Energy and their efforts to reduce wildfire and spark hazards and whether the current infrastructure was sufficient to supply demand.

Debra Landers, 14615 438th Ave. SE, thanked the City Council for their grant for North Bend Arts & Industry and mentioned the funding will support their writer's program that meets twice a month at the North Bend Library and the Art off the Rails event scheduled for June 15th at the William H. Taylor Park.

ANNOUNCEMENTS, PRESENTATIONS, APPOINTMENTS:

Proclamation – Twin Peaks Day

Audio: 8:43

DRAFT

Mayor Miller read a proclamation declaring February 24, 2024 as Twin Peaks Day in the City of North Bend. Karl Reinsch was present to accept the proclamation.

COMMISSION AND COMMITTEE REPORTS:

Community & Economic Development Committee – Councilmember Joselyn, Chair
A report of the February 20th meeting was provided.

Finance & Administration Committee – Councilmember Elwood, Chair
A report of the February 13th meeting was provided.

Public Health & Safety Committee – Councilmember Rustik, Chair
A report of the February 6th meeting was provided.

Transportation & Public Works Committee – Councilmember Koellen, Chair
A report of the January 23rd meeting was provided.

Council Workstudy – Mayor Pro Tem Gothelf
A report of the January 23rd Workstudy and February 10th Council Retreat was provided.

Planning Commission
A report of the February 7th meeting was provided.

Parks Commission
A report of the January 24th meeting was provided.

Economic Development Commission
A report of the January 23rd meeting was provided.

Eastside Fire & Rescue Board Meeting – Councilmember Gothelf
A report of the February 8th meeting was provided.

Sound Cities Association Public Issues Committee – Councilmember Tremolada
A report of the February 14th meeting was provided.

Sound Cities Association Board of Health – Councilmember Koellen
A report of the February 15th meeting was provided.

INTRODUCTIONS:

AB24-022 – Ordinance 1805 Amending Taxes, Rates & Fees Schedule RE **Audio: 24:42**
Solid Waste & Recycling Rates

Deputy City Administrator/Public Works Director Rigos provided the staff report. Consultant Jeanette Jurgensen with Epicenter Services was on hand to answer questions.

DRAFT

The following individual commented on the agenda item:

Michael Thomas, 1231 LaForest Drive SE

Councilmember Koellen **MOVED**, seconded by Councilmember Tremolada to approve AB24-022, an ordinance increasing solid waste and recycling rates and amending the City's Taxes, Rates and Fees Schedule, as a first and final reading. The motion **PASSED** 4-2 (Rustik & Torguson).

AB24-023 – Motion Authorizing MOU RE Snoqualmie Valley Economic **Audio: 41:37**

Economic Development Manager Henderson provided the staff report.

The following individuals commented on the agenda item:

Kelly Coughlin, 615 Ogle Avenue

Michael Thomas, 1231 LaForest Drive SE

Robyn Balcom, 246 Olallie Place

Councilmember Joselyn **MOVED**, seconded by Councilmember Koellen to approve AB24-023, authorizing the Mayor to execute a Memorandum of Understanding creating the Snoqualmie Valley Economic Alliance, in a form and content approved by the City Attorney. The motion **PASSED** 5-1 (Torguson).

MAYOR, COUNCIL, AND ADMINISTRATOR CONCERNS AND INITIATIVES:

Councilmember Koellen thanked Puget Sound Energy and Tanner Electric for working to restore power during the recent icy and windy weather.

Councilmember Tremolada echoed Councilmember Koellen's comments regarding PSE and Tanner Electric and mentioned little league baseball season was starting and encouraged all to exercise caution when traveling near area parks/fields.

Councilmember Gothelf echoed fellow Councilmember's comments regarding local power companies and the start of the baseball season. Additionally, he commented on the February 10th Council Retreat and noted he looked forward to working with Council on the work plan items for this year.

Councilmember Rustik thanked City staff for their participation in the February 10th Council Retreat and encouraged all to support local girl scouts during their upcoming cookie fundraiser sale.

DRAFT

Councilmember Joselyn echoed fellow Councilmember's comments about the February 10th Council Retreat.

City Administrator Miller noted Deputy City Administrator/Public Works Director Rigos was working with the State regarding utility grid reinforcement and thanked Council for their work at the February 10th Council Retreat. Additionally, he mentioned a recent request he submitted to the City of Snoqualmie regarding police staffing time and noted he would share the information at a future Public Health & Safety Committee meeting.

Mayor Miller spoke regarding the following items:

- Twin Peaks Festival – February 23rd through 25th
- Chat with the Chiefs – March 7th 10 – 11 a.m. @ Hartwood Café
- Bloodworks Northwest Blood Drive – February 26th 9 a.m. – 3 p.m. @ EFR Headquarters

ADJOURNMENT:

Councilmember Koellen **MOVED** to adjourn, seconded by Councilmember Torguson. The motion **PASSED** 6-0.

The meeting adjourned at 8:06 p.m.

ATTEST:

Mary Miller, Mayor

Susie Oppedal, City Clerk



City Council Agenda Bill

SUBJECT:		Agenda Date: March 5, 2024	AB24-024
Motion Authorizing Contract with Parametrix for the South Fork Avenue Bypass and Starfish Roundabout Capital Projects		Department/Committee/Individual	
		Mayor Mary Miller	
		City Administrator – David Miller	
		City Attorney – Kendra Rosenberg	
		City Clerk – Susie Oppedal	
		Administrative Services – Lisa Escobar	
		Comm. & Economic Development – Rebecca Deming	
		Finance – Martin Chaw	
Cost Impact: \$1,066,604.73 NTE (not to exceed)			
Fund Source: Federal Grant for \$922,613.09 and \$143,991.64 covered by Transportation Benefit District and/or Transportation Impact Fee funds		Public Works – Mark Rigos, P.E.	X
Timeline: Immediate			
Attachments: Scope of Work & Fee			
<p>SUMMARY STATEMENT:</p> <p>The South Fork Avenue Extension (Project No. T-021A) and the West North Bend Way (“NBW”) / NW 8th Street Roundabout (Project No. T-056) otherwise known as the Starfish Roundabout are high-priority transportation capital projects in the City of North Bend's 2024-2029 6-Year Transportation Improvement Plan. Once constructed, these two projects will create a new bypass road connecting Bendigo Blvd (SR-202) at South Fork Avenue to West NBW at the intersection of NW 8th Street with a new roundabout. This bypass would help in reducing traffic volumes at the intersection of Bendigo Blvd and NBW which currently has a failing level of service (LOS F) during the peak PM hour and could also act as a secondary truck route decreasing trucks in the downtown core. Without this project happening, traffic conditions will worsen at the Bendigo Blvd. / NBW intersection.</p> <p>Recently, City staff secured a Federal Highway Administration (FHWA) grant of \$967,500 for the engineering design phase, with a local match requirement of \$150,997. City Council approved the match amount in November 2022 and the federal funds have been obligated, allowing the City to proceed with design phase expenditures.</p> <p>The City only received one statement of qualification for the project from engineering consultant firm Parametrix and based on Parametrix’s past and current work experience with the City, staff have selected Parametrix to provide design services. Their scope of work includes project management, WSDOT coordination, topographical survey mapping, NEPA/SEPA preparation, environmental permitting, cultural resource services, geotechnical services, stormwater analysis/design, civil and traffic services, railroad signal/crossing services, utility coordination, plans specifications and estimate, right of way services and public outreach.</p> <p>The engineering design is expected to be completed in the year 2025 with construction planned for 2026. Total design cost is \$1,066,604.73 with the federal grant covering 86.5% of the cost or \$922,613.09 and City funds making up the remaining 13.5% or \$143,991.64.</p> <p>City Staff recommend proceeding with Parametrix for the attached work scope and fee.</p>			
APPLICABLE BRAND GUIDELINES: Consistent delivery of quality basic services including transportation and traffic management.			

City Council Agenda Bill

COMMITTEE REVIEW AND RECOMMENDATION: This item was discussed at the February 27th, 2024 Transportation and Public Works Committee meeting and was recommended for approval and placement on the Consent Agenda.

RECOMMENDED ACTION: **MOTION to approve AB24-024, authorizing the Mayor to execute a contract with Parametrix for the South Fork Avenue Bypass and Starfish Roundabout Transportation Capital Projects, in a form and content acceptable to the City Attorney, in an amount not to exceed \$1,066,604.73**

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
March 5, 2024		



**City of North Bend, WA
South Fork Avenue Extension
Bendigo Blvd S to W North Bend Way
TIP Project T-021A**

Introduction

The project will extend the South Fork Avenue roadway from its existing terminus at the Nintendo facility front gate entrance, northwesterly to a new roundabout intersection with West North Bend Way. Improvements to the existing portion of the roadway between the Nintendo entrance and to the Bendigo Blvd S intersection are expected to be required along with improvements to NW 8th Street on both sides of West North Bend Way. The alignment of the new roadway will consider the future levee setback and will be placed within existing City property adjacent to the Nintendo facility and to the west of the future levee setback for most of the new alignment. A portion of the new alignment north of the levee setback area will require some permanent land acquisition. Total length of construction for the new roadway extension and improvements on West North Bend Way and NE 8th Street is approximately 5,650 feet (not including pavement marking revisions beyond the new improvements and minor improvements that may be needed at the South Fork Ave and Bendigo Blvd intersection). Key elements of the design include improvement needs at the Bendigo Blvd S intersection, reconfiguration of the Nintendo gated entrance, compatibility with the future levee setback, and a 5-leg roundabout intersection of the new South Fork Avenue, W North Bend Way, and NW 8th Street intersection. Configuration of the roundabout and roadway extension will be based on the alternatives that were selected by the City during the preliminary design process in 2021.

General Project Assumptions:

- The project will not preclude the future construction of the South Fork Snoqualmie River Upper Left (Nintendo) levee setback, which will be located just east of the new roadway alignment for a majority of the extension alignment.
- No separate pedestrian and/or bicycle facilities will be provided by this project except for potential paved shoulders and a temporary pathway east of the new roadway in advance of the levee setback. The future levee setback project will provide recreational trail facilities on top of the new levee.
- Federal funds are included in the design of this phase of the project. WSDOT Local Programs are involved and the project will follow the WSDOT Local Agency Guidelines.
- The construction phase of the project and property rights acquisition will be entirely funded by the City (no federal funds).

Task 100 – Project Management and Coordination

100.10 Monthly Progress Reports and Invoicing

Prepare and submit monthly progress reports and maintain the detailed CPM project design schedule. The progress report will describe the work underway or completed in the subject month, the status of individual tasks, meetings attended, key milestones, schedule update, and earned value analysis. This information is provided to allow the City to monitor the Consultant's project budget and progress performance. The monthly progress reports will be included with the monthly invoices. The invoices will be in the format chosen by the City.

100.20 Project Management Plan

Update the Project Management Plan (PMP) originated as part of Phase 1. This will focus on updates to the risks, communications, schedule, scope, and budget.

100.30 Project Coordination

Coordination of efforts include conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the team and key project stakeholders. This also includes the project kick off meeting, weekly team meetings, and biweekly City coordination meetings. In addition, the Consultant project manager will provide an informal weekly progress report, via e-mail, to the City project manager.

Assumptions:

- Project duration will be 18 months.

Deliverables:

- Monthly Progress Reports and Invoices.
- Updated Project Management Plan.
- Meeting Agendas and Notes for the kick-off and biweekly City coordination meetings.
- Informal weekly progress reports.

Task 200 – Supplemental Survey and Mapping

200.10 Subsurface Utility Exploration

Subsurface utilities within the project construction limits will be marked on the ground by a private locating service (APS, part of T2 Utility Engineers). The locating service will provide detailed GIS marking locations and work progress to support the supplemental topographic surveying of the underground utilities (Task 200.20). No subsurface utility locations will be provided in this scope.

200.20 Survey and Mapping

The project area was surveyed by Survey And Mapping (SAM) (previously, Axis Survey & Mapping) in early 2018 and additional topographic survey was provided in 2020 as part of the roadway extension alternatives analysis and conceptual design. The expansion of the project to include a

roundabout at the north end of the South Fork Avenue extension will require additional topographic survey in Tollgate Park and for potential wetlands and Ribary Creek buffers in the vicinity of the proposed roundabout. Additional survey will also be needed at the entrance to the Outlet Mall from South Fork Ave SW and throughout the project limits to map underground utilities marked in Task 200.10. The Consultant will provide a detailed supplemental survey basemap in AutoCAD, version 2022.

Deliverables:

- Supplemental survey mapping – updated basemap by SAM

Task 300 – Geotechnical Engineering

300.10 Geotechnical Engineering and Infiltration Testing

- Complete up to seven geotechnical test pits
 - Up to four test pits along the proposed South Fork Ave approach to the new roundabout, including at the proposed crossing of the existing railroad embankment.
 - One test pit on the northwest side of the proposed roundabout.
 - Up to three test pits along the proposed re-aligned section of NW 8th St on the east side of the roundabout (Tollgate Farm property).
 - Each test pit will be excavated to a depth of up to 10 feet below the ground surface.
- Install one monitoring well in the vicinity of the proposed roundabout for the purposes of monitoring groundwater levels and determining the elevation of the seasonal high groundwater table in the vicinity of the proposed infiltration facilities. Groundwater will be monitored in selected monitoring wells with digital pressure transducers and data loggers, which will be checked and downloaded on a quarterly for a period of one year.
- Complete up to three small-scale pilot infiltration tests at proposed infiltration facility locations.
- Complete a public utility locate request and a private utility locate in advance of the test pits, monitoring well, and infiltration tests.
- Prepare exploration plans, including traffic control plans. to assist Parametrix or the City in obtaining any permits and communicating with property owners on which the work will occur.
- Provide all necessary traffic control for the test pits and infiltration tests.
- Conduct seasonal groundwater monitoring using the existing and new monitoring wells.
- Complete laboratory testing (grain size and cation exchange capacity) on samples from the test pits and infiltration tests.
- Generate summary logs of the explorations.

Assumptions

- The test pits will be completed over the course of up to two days using an excavator and operator under subcontract to Aspect.
- The monitoring well installation will be completed over the course of one day using a driller under subcontract to Aspect.

- Each infiltration test will be completed over the course of one day (three days total for all three tests). The infiltration tests will be completed using an excavator, operator, and water truck under subcontract to Aspect.
- Permission to access properties on which work will occur and any necessary permits will be obtained by others.
- The test pits and infiltration tests will be backfilled and smoothed with the excavator bucket upon completion. Surface restoration at the test pit and infiltration test locations is not required.
- Traffic control is anticipated to consist of cones/delineators and signage only; no flaggers will be required.

Deliverables

- Exploration Plan (draft and final)

300.10 Geotechnical Analysis and Report

- Analyze the infiltration test data and calculate a design infiltration rate for each test/infiltration facility location.
- Conduct geotechnical engineering analyses to support final design of the Project. Analyses will include:
 - Evaluation of seismic hazards.
 - Evaluation of settlement of new roadways and embankment fills.
 - Determination of geotechnical design criteria for low retaining walls, signage and luminaires, as necessary.
- Update our previous geotechnical engineering report that was issued during conceptual design to provide recommendations for the final design. The report will include the following:
 - Project description
 - Description of surface conditions within the Project limits.
 - Description of the soil and groundwater conditions observed in the explorations, including the results of seasonal groundwater monitoring.
 - Description and results of infiltration testing, including recommended design infiltration rates.
 - Discussion of seismic hazards and recommended mitigation measures, as necessary
 - Results of settlement evaluation and mitigation measures (such as subgrade improvement), as necessary. Especially in and around the railroad embankment area.
 - Geotechnical design criteria for low retaining walls, signage and luminaires, as necessary.
 - Recommended hot mix asphalt (HMA) pavement sections.
 - Recommendations for permanent roadway embankment slopes.
 - Recommendations for structural fill materials and compaction.
 - Earthwork and construction recommendations.

- A site/project location map and a site exploration plan as figures.
- Boring logs, results of laboratory testing, infiltration test data plots, and other pertinent information as appendices.

Assumptions

- Design infiltration rates will be determined in accordance with the WSDOT Highway Runoff Manual
- A mounding analysis is excluded from our scope. If the need for a mounding analysis becomes apparent, Aspect can provide these services in a future amendment.
- The geotechnical engineering report will be issued as an initial draft for one round of review by the design team. Review comments, questions, and requests for clarifications will be consolidated into a single document. Aspect will finalize the draft report at the 90% design phase after addressing all comments, questions, and requests for clarifications.

Deliverables

- Draft geotechnical engineering report (PDF format)
- Final geotechnical engineering report (PDF format)

Task 400 – Wetlands Analyses

400.10 Field Delineations and Report

Wetland Resources Inc will conduct a Field Delineation within 500' of the project area including north, west, and south of the intersection of NW 8th Street and West North Bend Way.

Prepare a Wetland and Stream Delineation Report including evaluation of the wetland under the Washington State Department of Ecology Wetland Rating System for Western Washington 2014 Update Version 2 (updated July 2023)

Assumptions:

- Survey locations of flags will be performed by others (see Task 200.20).
- Most of the area has already been assessed and an existing wetland report exists. This added reporting will be a supplement to the existing report provided by Wetland Resources in December 2020.

Deliverables:

- Wetland and Stream Delineation Report – supplemental (Draft and Final in PDF format)

Task 500 – Cultural Resources

500.10 Cultural Resources Analysis

The Consultant shall prepare a Cultural Resources Assessment Report for the project to support the Section 106 of the National Historic Preservation Act (NHPA) and NEPA processes. This work will include a desktop analysis of existing information, summarizing the findings of the literature review, a review of available geotechnical data, and review of Historic Property inventory information, if available. A site visit by the Consultant will include an inventory of historic properties in the project area and a pedestrian and subsurface survey for archaeological resources.

Assumptions:

- Up to two Historic Properties will be recorded or updated including the existing portion of the railroad. No standing structures are anticipated.
- Up to 35 shovel probes will be conducted.
- The Cultural Resources Report will be prepared to support the NEPA and Section 106 processes.
- The project will not require coordination pursuant to EO 05-05.
- Additional work may be required if the initial investigation determines that there is a likelihood for the project to affect cultural resources.

Deliverables:

- Cultural Resource Report (Draft and Final in PDF format)

Task 600 – Noise Analyses

600.10 Noise Analysis

Michael Minor & Associates (MM&A) will perform a traffic noise analysis for the project.

The Consultant will conduct a reconnaissance of the project area to identify all land use types and locate noise-sensitive properties within 300+ 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.

Based on-site the site visits, review of aerial mapping, and land use inspection, up to 8 representative noise modeling sites will be located throughout the project area. 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.

If the analysis indicates that noise walls are needed, Michael Minor & Associates will provide the location, length, height, profile, estimated cost (using WSDOT policy), and number of benefiting noise-sensitive properties for each proposed barrier.

The Consultant will prepare a noise technical report summarizing the finding of the noise study. The contents will include an introduction to acoustics and discuss land use, methodology, existing noise

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

Assumptions:

- Because the project will construct a new roadway in a new location, it is determined to be a Type I project under FHWA and WSDOT criteria, and therefore a noise study is required. The initial review of the project area indicates that the project includes nearby noise sensitive properties, including a single-family residence and a park. Therefore, the WSDOT screening method would not be appropriate, and a full detailed noise analysis is required.
- 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.
- Measurements near existing active roadways will be conducted for 15 to 30 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.
- In accordance with FHWA and WSDOT requirements, noise abatement measures will be considered at locations along the alignments where traffic noise impacts are predicted. Due to limited number of noise sensitive properties and WSDOT policy requiring at least 3 impacts to consider a noise wall, it is unlikely that any noise abatement will be recommended.
- Construction activities that may cause annoyance at nearby noise-sensitive land uses will be qualitatively assessed in accordance with WSDOT's procedures. Michael Minor & Associates will discuss local laws applying to construction noise.
- CAD files in AutoCAD or MicroStation for the existing roadway alignment and proposed roadway alignment, including aerial photo(s), will be provided by the project engineers.
- Traffic data, including turning movements at the new roundabout, volumes for West North Bend Way and NW 8th Street 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:

- Noise analysis technical report (Draft and Final in PDF format)
- Noise monitoring sheets and details
- Noise wall locations and heights (if and where applicable)
- TNM files

Task 700 – Environmental Analysis and Permitting

This section provides scope for project elements that are unique to the review and approval under the National Environmental Policy Act (NEPA). Some of the subtasks referenced here will also be submitted as a component of local and state approvals (Task 700.60). Further, some information integrated into the NEPA documentation will also be supplemented by Tasks 300, 400, 600, 1000, 1100 and previous documentation prepared during the conceptual design.

700.10 National Environmental Policy Act (NEPA) DCE

The Consultant shall prepare NEPA Categorical Exclusion forms and narratives that includes a project description, purpose and need, vicinity map, site plan, and construction details for: 1) early project environmental investigations that involve ground disturbing activities and 2) the proposed South Fork Avenue extension. The NEPA “documented” Categorical Exclusion (DCE) forms and narratives will be prepared according to the October 2022 *WSDOT NEPA Categorical Exclusions – A Guidebook for Local Agencies* (hereafter, WSDOT Guidebook).

Assumptions:

- It is assumed that the project will not work in waters of the U.S.; therefore, the only federal approval for the project is for NEPA – not the United States Corps of Engineers (USACE). If the new wetland delineation for this scope of work identifies wetlands that would be directly impacted by the proposed project, an amendment to this scope of work will be sought to allow for the development of a Joint Aquatic Resource Project Application (JARPA) for submittal for the Corps of Engineers Section 404 Permit, preparation of a Department of Ecology Section 401 Presubmittal form, preparation of JARPA figures per Corps of Engineers standards, and preparation of the information required for a separate Coastal Zone Management Act consistency review.
- The NEPA documentation for field investigations will not rely on special studies beyond online research, information from recent adjacent studies (e.g. South Fork Bridge Scour project), what was already considered during the alternatives analysis (phase 1), and a description of activities prepared for each field investigation-type (e.g., geotechnical site investigation plan).
- The NEPA documentation for the South Fork Avenue extension will **not** require supplemental documentation or coordination for:
 - Air quality for the following reasons: 1) project is not in a current Environmental Protection Agency [EPA] non-attainment or maintenance area for criteria air pollutants, 2) greenhouse gas emissions and climate change are not needed for CE-level projects.
 - Farmland Protection Policy Act since it is within the urban growth area.
 - EPA sole source aquifer (not in project area)
 - Energy, land use, aesthetics, or public services since impacts would be minimal.
- It can be demonstrated that the location of the project has no other viable alternative to being in the floodplain and the NEPA documentation requirements for work in floodplain can be referenced using the analysis prepare under Task 1000.
- The project would not constitute a use under Section 6(f) of the Department of Transportation Act of 1966.

- The project will only require minimal acquisition and will not require relocation of real and/or personal property; therefore, the supporting information for Environmental Justice will follow the WSDOT Guidebook for Local Agencies documentation for projects with “no impacts on EJ populations.”

Deliverables:

- NEPA DCE package (Draft and Final in PDF format)

700.20 Hazardous Materials Report

The Consultant shall evaluate the potential for the project to encounter hazardous materials. The consultant will review the hazardous material information identified by Environmental Data Resources (EDR) and the online Washington State Department of Ecology (Ecology) Cleanup Site Search Tool. Then the consultant will prepare a Hazardous Materials Report that identifies any sites within 1/2 mile of the project area and describe whether these sites are likely to be encountered during construction.

Assumptions:

- This task does not include Phase 1 or Phase 2 Environmental Site Assessments.

Deliverables:

- Hazardous Materials Report (Draft and Final in PDF format)

700.30 Section 4(f) Documentation

Section 4(f) of the Department of Transportation Act of 1966 prohibits FHWA from approving the *significant* use of land from a publicly owned park, recreation area, wildlife refuge, or historic site unless it can be determined there is no feasible and prudent alternative to using the property and the project includes plans to minimize harm to the property. Because of the limited right-of-way anticipated to be required for construction of the roundabout that would involve Tollgate Farm Park, it is assumed the level of analysis could be addressed through a *de minimis* impact determination in lieu of demonstrating that there are no “feasible and prudent” alternatives to using Tollgate Farm Park.

Assumptions:

- The consultant will prepare a *de minimis* impact determination narrative to demonstrate the project will not adversely affect the activities, features, or attributes of the portion of Tollgate Farm Park on parcel 0423089038 in accordance with Section 4(f) of Department of Transportation Act of 1966.
- The *de minimis* narrative will follow the template included in Appendix K of the 2022 WSDOT CE Guidebook.
- The City of North Bend park/site manager will support the project by stating the use of the park is beneficial to the community and will not adversely affect the park’s features, attributes, or activities.
- The subject of the *de minimis* determination will be coordinated and addressed by the public works department via a public meeting (e.g., city council meeting) as an agenda item.

Deliverables:

- *De Minimis* Impact Determination narrative (Draft and Final in PDF format)

700.40 Endangered Species Act

Parametrix will prepare a Biological Evaluation (BE) pursuant to Section 7 of the Endangered Species Act (ESA) for submittal with the JARPA to the Corps of Engineers. The BE will identify any potential effects to listed species within the defined project action area. The project is along the South Fork Snoqualmie River upstream of Snoqualmie Falls, which is a natural barrier to anadromous fish. In addition, the proposed roadway alignment crosses land that has been cleared of the natural forest and developed for agricultural use. Therefore, the project is expected to have no effect on listed species with the application of appropriate avoidance and minimization measures. Parametrix will prepare the BE in the style of a No Effect Letter per WSDOT guidelines, and the BE will be reviewed by WSDOT Local Programs liaisons to the Services.

Assumptions:

- The project can be designed to meet standards necessary to obtain a “no effect” determination from Washington State Department of Transportation (WSDOT). For example, all stormwater runoff from new pollution generating impervious surfaces can be infiltrated on site and will not discharge to the river.
- Coordination or consultation with the NMFS or USFWS will not be required.
- One site visit will be required by one wildlife biologist.
- As acceptable, information will be leveraged from the BEs prepared for nearby/recent projects for bridge scour and bridge deck repairs to Bridge 1135-3 that extends over the South Fork Snoqualmie River.

Deliverables:

- BE or No Effect Letter with figures and attachments (Draft and Final in PDF format)

700.50 Critical Areas Report

The Consultant shall prepare a critical areas report as required by in NBMC 14.05.240. The report will include the wetland and stream determination report prepared under Task 400 as an appendix. The report will include an impact analysis and mitigation requirements set forth in NBMC 14.05.250. The report will include by reference information on other critical areas, such as aquifer recharge areas, geologic hazards or flood hazards.

Assumptions:

- Information on wetlands and stream will be included by reference to the wetland determination report prepared under Task 400. No additional wetland or stream assessments will be required.
- The characterization of geological hazard areas and frequently flooded areas will be drawn from Task 300 and Task 1000, respectively, and will be included by reference in the Critical Areas Report.
- The project will not result in direct impacts to wetlands.

- The wetland and stream buffer impact analysis will be based on 60% design milestone.
- Compensatory buffer mitigation will be limited to onsite wetland buffer mitigation.
- The mitigation plan drawings will be prepared under Task 900 in CAD for the design plan and appended to the Critical Areas Report.
- One site visit will be required by one wetland biologist.

Deliverables:

- Critical Areas Report (Draft and Final in PDF format).

700.60 Local and State Approvals

The Consultant will assist the City to prepare and assemble materials for the local and state permit approvals based on the culmination of technical information developed under this scope of work. This task includes work to prepare for and attend a pre-application meeting with the City, and the completion of local and state permit application forms and narratives. This task involves the preparation of the following:

- Permit Matrix (will include NEPA)
- Pre-application meeting materials and attendance
- Shoreline Substantial Development Permit (SSDP) package
- Critical Areas Review package
- Floodplain Develop Permit (includes Habitat Assessment Worksheet) package
- Grading Permit package
- National Pollution and Discharge Elimination System (NPDES) Construction Stormwater Permit

Assumptions:

- The City will be responsible for all permit application fees and third-party review fees.
- The City will be responsible for the publication of all required notices and announcements.
- All deliverables will be in PDF. The City will be responsible for duplication and distribution of permit submittals and materials.
- The scope for this subtask includes the preparation of applications for the specifically identified permits. Other permits and approvals may be required to construct the project. Other permits or approvals will be contractor-supplied or provided by others.
- Permit submittals include the application forms and associated plans, technical reports and other submittals. Plans, technical reports, and other submittals not identified as deliverables in this scope of work or completed during Phase 1 will not be needed to complete applications.
- The BE prepared under Task 700.40 is assumed to meet the requirements for the Floodplain Habitat Assessment study as required by City code. A standalone Floodplain Habitat Assessment study will not be required for the project.

- The Consultant will complete a Floodplain Habitat Assessment Worksheet prepared by a qualified professional that will summarize the project characteristic, the presence or absence of protected species, and describe on-site habitat, conditions. This will be included with the SSDP and/or Floodplain Development Permit for the project.
- The City of North Bend will adopt the NEPA to satisfy State Environmental Policy Act (SEPA) requirements; therefore, the scope does not include the development of a SEPA checklist.
- The project will not trigger the need for a Section 404 Nationwide permit nor will it require pre-certifications under Section 401 of the Clean Water Act and Section 307 of the Coastal Zone Management. Therefore, this scope does not include Section 404 approval coordination, Individual Section 401 certification or a separate CZM consistency determination.
- The project is anticipated to qualify as a Shoreline Substantial Development. Support for a Conditional Use is not included.
- The project will not require a Hydraulic Project Approval through Washington State Fish and Wildlife Service.
- The project will receive a written exemption from clearing requirements from the city engineer or the community development director per NBMC 19.10.040. This means the project would not be formally subject to tree density requirements (NBMC 19.10.092), tree submittal requirements and priorities for tree retention (NBMC 19.10.093), and priorities for location of supplemental trees (19.10.094), and tree protection – construction developments (NBMC 19.10.095).
- The City will lead coordination with consulting agencies and tribes.

Deliverables:

- Various permit forms and attachments (Draft and Final in PDF format).

700.70 Ongoing Permit Support and Coordination

The Consultant will support and assist the City to track and manage the permit review and approval process following submittal of permit applications. This work may include: Updating the permit matrix and tracking table, responding to agency and tribal comments and requests for additional information during the permit review process, attending meetings with agency staff either virtually or on-site to review the project and existing conditions, attending regular permit update meetings with design team and City staff, and completing minor revisions to permit submittals to reflect design changes as the project advances through the design process.

Assumptions:

- The budget for this task should be viewed as an allowance, and actual effort will depend on the number and nature of meetings, coordination needs, and review comments received.

Deliverables:

- None

Task 800 – Traffic Analyses

800.10 Traffic Modeling & Analysis

The Consultant will perform traffic analysis for the project. The analysis will supplement the “South Fork Avenue Extension, Technical Memorandum” by Parametrix and “SR202/Mt Si Roundabout: Preliminary Alternative Analysis” by PH. The analysis will evaluate network impacts to include the intersection of Bendigo Blvd and S Fork Ave, validating the corridor alignment and intersection control alternative at W North Bend Way, coordinating access and circulation impacts/needs with Nintendo and Outlet Mall properties, and verifying railroad operations and crossing control design requirements. New traffic data will be collected to validate the growth assumptions made in the previous PMX and PH studies. Intersection Control Evaluation (ICE) reports will not be required for this project since W North Bend Way is not a state route and intersection control changes are not proposed for S Fork Ave. S Fork Ave and Bendigo Blvd intersection signal operations will be evaluated and may require modifications to accommodate the anticipated traffic diverted from/to W North Bend way. This will require review by WSDOT Traffic Operations division and may require submittal of Channelization Plan For Approval (PFA) based on extents of proposed revisions.

800.20 Plan for Approval (PFA)

This optional task will only be utilized after authorization from City if WSDOT determines a PFA will be required based on proposed project improvements to the intersection of South Fork Way & Bendigo Blvd (SR-202). The Consultant will prepare the PFA and required supporting documentation.

800.30 Railroad Grade Crossing Coordination

The Consultant will lead the rail crossing coordination with the City, Utilities & Transportation Commission, Snoqualmie Valley Railroad (SNVX) Railway Museum Operators, and key stakeholders such as Nintendo. The Consultant will evaluate existing traffic conditions, train operations, safety needs and coordinate an on-site diagnostic meeting with the project stakeholders. The diagnostic meeting purpose is to determine the appropriate treatment for the railroad crossings near the roundabout. The potential treatments will consist of active and/or passive crossing protection such as rail signals, gates, bells, warning signage, and pavement markings. Once a recommended approach is agreed to by the diagnostic team a Petition to the UTC will need to be drafted and signed by the City, railroad operator (NW Railway Museum), and UTC. Based on the current configuration of two roundabout legs crossing the rail corridor there may be a need to treat this as two separate rail crossings requiring approval of a new rail crossing.

Deliverables:

- Traffic Analysis Report (Draft and Final in PDF format)
- Channelization Plan for Approval (Draft and Final in PDF format)
- Diagnostic Meeting Agenda & Notes
- Updated Grade Crossing Inventory Forms (Draft and Final in PDF format)
- UTC Petitions (Existing & Proposed Crossing)

Task 900 – Plans, Specifications, and Estimates

The Consultant team will provide construction plans for the project at the milestones listed in the sub-tasks below. This includes coordination and design of the access improvements to the Outlet Mall and the Nintendo facility. Following is an overview of the anticipated plan set contents and which submittals will include each discipline for initial review by the City:

Sheet Title	Count	% Milestone Included	Prepared By
General	3	30	Parametrix
Survey Control and Alignments	2	30	Parametrix
Site Prep and TESC	8	30	Parametrix
Roadway Sections	2	30	Parametrix
Road and Drainage Plan and Profile	16	30	Parametrix
Roundabout Grading and Details	5	60	Parametrix
Roadway Details	1	60	Parametrix
Drainage Details	2	30	Parametrix
SWM Facility Plan	2	30	Parametrix
RR Crossing Plans and Details	3	30	PH
RR Crossing Signal Plans and Details	3	30	Benesch
Misc Plans	3	60	Parametrix
Illumination Plans and Detail	12	60	PH
Signal Plan	1	60	PH
Signal Details	2	60	PH
Pavement Markings and Signage	12	60	PH
Roadside Restoration Plans and Details	10	60	Parametrix
Traffic Control Plans	8	60	PH
RBT Site Phasing Plan	4	60	PH
ROW Plans	3	30	Parametrix

All submittals will be in PDF format via a project Sharepoint web site established by the Consultant. If requested by the City, a Revu/Bluebeam Studio session can also be created for City review and comment purposes.

Assumptions:

- Continuous roadway illumination is desired by the City, including at intersections and the railroad crossing (s). Since the City has no specific street illumination Standard Details, WSDOT Standard Plans will be used. The limits of intersection illuminance calculations shall be per WSDOT Design Manual Ch 1040.
- Utility extensions for water, sewer, gas, power, communications will be needed for the Nintendo entrance changes. The existing Nintendo Guard building demolition/relocation will be the responsibility of Nintendo and will be coordinated with the access design.
- Roadway plans will also include incorporation of North Bend Complete Streets study for W North Bend Way and trail connections from the roundabout to future levee setback trail.

- Project will be designed in accordance with City of North Bend Design Requirements and the NCHRP Report 672 Second Edition roundabout guide.
- It is assumed that illumination will require new PSE service connection(s). Service application and PSE coordination will be led by the City.

900.10 30% Plans

The 30% design level plans will be based on road configurations determined during the preliminary design/analysis of alternatives phase for the project except that it is anticipated that the main roadway will be required to be outside the area on the Nintendo property previously designated for roadway. A main objective of the 30% design will be to set the project limits and be the basis for all environmental reports and permits.

The 30% submittal will also include:

- Roundabout figures including speed curves, design vehicle autoturn, and intersection sight triangles
- Railroad crossing control assessment technical memo, Draft and Final (PDF).

900.20 60% Plans

The Consultant team will review City comments on the 30% submittal then meet with City staff to discuss and resolve any questions after which, 60% plans preparation will commence. The 60% plan set will be submitted to the City for review and comment.

900.30 90% Plans

The 90% plan set will also be prepared based on City review comments. The completed set will be submitted to the City for review and it is anticipated to be submitted to WSDOT Local Programs for their review and comment also.

900.40 100% Plans

Revised 90% plans will be submitted to WSDOT and the City for backcheck of their comments. After that process is completed, the 100% plan set will be used for "Advertisement for Bids".

900.50 Special Provisions

The Consultant will prepare technical special provisions including City and APWA general special provisions and project specific special provisions. The Consultant will also prepare the Bid Form using a City provided format. Preliminary special provisions will be included with the 60% progress submittal for City review and comment. Draft final special provisions will be submitted to the City for review with the Bid Set milestone. Final special provisions will be provided with the other bid set documents for advertisement. Standard plans will be included as an appendix to the specifications.

Final Special Provisions complete with appendices and the City project contract documents will be submitted as part of the final 100% review process.

Assumptions:

- Federal funding will not be used for construction.
- City will provide the other contract documents outside of the plans and special provisions for assembling of the entire package for bid solicitation by the Consultant.
- The City will assist in compiling the technical specifications into the overall City formatted bid documents.

Deliverables:

- Special Provisions Divisions 1-9 at 90 and 100%.
- Special Provisions complete with appendices and City Bid documents for advertisement.

900.60 Cost Estimates

Cost estimates will be prepared and updated and submitted at each milestone for City review. Bid item unit prices will be based on recent local agency bid results for similar work and WSDOT Unit Bid Analysis data. Consultant will track costs associated with sidewalk addition separately for City evaluation and planning purposes.

900.70 Stakeholder Coordination

The Consultant will support the city in coordinating with local project area stakeholders to include Nintendo and the Outlet Mall owners. This coordination will include meetings with each stakeholder and include meeting agendas, necessary exhibits, and notes to track the coordination.

Specific Coordination with Nintendo and the Outlet Mall representatives include:

- Attend one initial meeting with each to understand their access requirements.
- Preparation of up to 2 conceptual sitework layouts based on results of the initial meetings.
- Attend up to two (2) follow-up meetings with each to review, discuss, and finalize access improvement design.

Assumptions:

- The City will lead the outreach with the area stakeholders and enlist the support if the Consultant team.
- Other stakeholders identified can be coordinated with as part of the Public Outreach element (see Task 1600)

Deliverables:

- Meeting agendas, exhibits, and notes.

900.80 Utility Coordination

The Consultant shall coordinate with all utilities in determining potential conflicts with existing and planned utilities that may occur with the proposed roadway extension improvements. The Consultant will work with the utility owners to obtain existing as-builts and/or future expansion plans.

The Consultant shall prepare a matrix list of conflicts showing location, utility owner and appurtenance affected, project improvement conflict, responsible contact individual, date of initial notification, date of all communication, date of meetings, and date of issue resolution. The Consultant will meet with each affected utility for up to three (3) meetings each. An alternative could be a utility coordination workshop with follow up communications for coordinating new and existing utility placement or relocations.

Assumptions:

- Known new utilities are the City water system expansion on NW 8th based on the 2020 City Water System Plan, Sewer system expansion based on the Meadowbrook ULID plan as identified in the 2017 City Wastewater System Facilities Plan, and potential PSE gas line connections to support movements along NW 8th Street (not clearly defined yet).
- No subsurface utility engineering will be performed by the Consultant. Any positive locates will be identified by the Consultant and performed by the private utility.
- Other existing underground utilities are assumed to be communications, water, power, gas, and sewer located on West North Bend Way and at the south end of the existing South Fork Avenue, north of Bendigo Blvd.
- All utilities within the public rights of way are there by franchise agreements and the cost of relocation of existing utilities are the responsibility of the utility, except city water and sewer.

Deliverables:

- Utility Coordination / conflict Matrix.
- Utility coordination meeting agendas and notes.

900.90 Railroad Signal Design

Consultant will perform the following tasks:

- Provide grade crossing warning system plan for the 30% submittal
- Provide crossing warning system final plans for 90% and 100% submittal
- Provide grade crossing warning system specifications and construction estimate at 30, 60, 90, and 100% submittals

Assumptions:

- This scope is for two (2) grade crossing (1 existing at NW 8th Street and 1 new at the South Fork Avenue extension).
- Includes 1 site visit and up to 4 meeting with the Snoqualmie Valley Railroad Museum staff.

Deliverables:

- Utility Coordination / conflict Matrix.
- Utility coordination meeting agendas and notes.

Task 1000 – Hydraulic Analyses

1000.10 Hydraulic Modeling

The project will follow City Municipal Code 14.12 Floodplain Management as this project will be constructed in a Special Flood Hazard Areas (SFHA). Per the current City Special Flood Hazard Area Hazard Map (May 2019), the entire project impact area is located within SFHA Zone AE. Also, a good portion of the new roadway alignment areas is located within the floodway. Per the City Municipal Code, this project is exempt from any special floodplain studies if the improvement in the area identified in the AE (outside the floodway) flood zone, provided that in the AE flood zone, the difference between the highest adjacent grade of the site and the base flood elevation as measured on the Flood Insurance Rate Map is no greater than two feet. It is anticipated that the majority of the project improvements constructed within the AE Zone will meet this exception criteria. However, a no-rise analysis will be necessary for the portion of the roadway that will be constructed within the floodway.

The existing condition HEC-RAS model was updated under separate contract for the South Fork Levee Setback project. This model will be updated to evaluate floodplain impacts and perform a no-rise analysis for the South Fork Avenue road extension project.

A floodplain mitigation plan will be developed based on the road alignment and profile developed in Task 900. The following tasks are included:

- Using the South Fork Levee Setback project existing conditions HEC-RAS model, determine the existing condition base flood elevations for the pre-project condition between West North Bend Way and Bendigo Boulevard South for the 100-year flood. The HEC-RAS model will be run for the steady-state backwater conditions. Existing condition base flood elevations will be determined for both the published FEMA 100-year peak flow rate and the new 100-year peak flow rate update for the South Fork Levee Setback project. The model terrain will also be modified to remove the left bank levee consistent with FEMA methodology and providing a conservative estimate of floodplain inundation, while also providing a more informative result for potential future levee setback options
- Using the WSDOT report template, prepare a Flood Risk Assessment Report that documents flood hazard requirements, code requirements, flood risk assessment and floodplain model development.
- Modify the geometry of the “modified existing condition model” to reflect the proposed road extension alignments and profiles alternatives (see Task 900). This model will be referred to as the “post-project HEC-RAS model”. The modified existing conditions and post-project conditions model will both be developed with the left levee removed and the right levee in place to provide a conservative estimate of water surface elevations.
- Run the “post-project HEC-RAS preferred alternative model” for same peak 100-year peak flow rates as for the existing condition model runs to confirm that there will be a no-rise in the flood elevations and a zero-rise in the energy grade line elevations within and upstream of the project limits. The results from the “modified existing condition HEC-RAS model” will be compared with the results from the “post-project HEC-RAS preferred alternative model.” No rise will be defined as a post-project increase in water surface elevation less than or equal to 0.0049 feet at any HEC-RAS cross section within and upstream of the project limits, or a condition where any rises above 0.0049 feet are fully contained on property expected to be owned by the City of North Bend or where permanent easements have been acquired.

- If there is more than a zero-rise, the hydraulic engineer will coordinate with the design team to identify the volume and location of excavation needed to obtain a no-rise condition. Project features will be modified in collaboration with the roadway design team until the no-rise condition is attained.
- Qualitatively describe the ability of the preliminary road alignment to meet the compensatory storage requirements of City Municipal Code 14.12, which states that “a proposed development cannot reduce the effective base flood storage volume of the floodplain and must provide compensatory storage if grading or other activity displaces any effective flood storage volume.”
- Using WSDOT guidelines as a template, prepare Floodplain Discipline Report that documents the methods and results to support design and permit applications in including no-rise and compensatory storage requirements. No-rise determination will be based on average water surface elevation at the FEMA FIS cross sections with three additional sections.

Assumptions

- No-rise analysis will be conducted using steady state HEC-RAS hydraulic model.
- Up to three model iterations will be performed for the design configuration to obtain no-rise.
- The South Fork Levee Setback hydraulic model will be available for use as the baseline model for this project.
- Climate change scenarios will not be considered in the analysis.

Deliverables:

- Flood Risk Assessment Report (Draft and Final in PDF format).
- Floodplain Discipline Report (Draft and Final in PDF format).

Task 1100 – Surface Water Management (SWM) Analyses

1100.10 Preliminary and Final SWM Report

A report will be prepared as outlined and required in the 2021 King County Surface Water Design Manual section 2.3.1.1. This process will begin with a Technical Approach Memo at the 30% design milestone that will summarize approaches to meeting all Core Requirements (KCSWDM 1.2) and any required Special Requirements (KCSWDM 1.3), and discuss any potential need for Adjustments (deviations) to KCSWDM standards due to the specific circumstances of this project. That memo will be submitted to the City and this scope includes one meeting with the City SWM reviewer to discuss.

The preliminary SWM report will be included in the 60% construction documents submittal to the City for their review. The report will be revised as appropriate to address City review comments and design changes and finalized for final City review and approval along with the 90% construction documents.

Deliverables:

- Technical Approach Memo (Draft and Final in PDF format).
- Preliminary SWM Report (Word and PDF format)
- Final SWM Report (PDF format).

1100.20 CSWPPP

A Construction Surface Water Pollution Prevention Plan will be prepared using the City's (if available) or WSDOE standard template. This document will be required for the NPDES permit application and will be transferred to the Contractor during construction.

Deliverables:

- Completed CSWPPP document (MS Word format)

Task 1200 – Right of Way (ROW) Acquisition**1200.10 Right of Way Acquisition Support**

Scope of work for this task is based on following the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act). Due to the existence of Federal funds on the Project, the City must follow the rules and regulations in accordance with Federal, State, and local laws, including the Uniform Act, Washington State Department of Transportation Right of Way Manual, the Local Agency Guidelines, and Chapter 8.26 RCW. Our scope of work includes the following tasks:

- Support the City by providing Project planning, management, quality control, communication, and coordination throughout the Project. This includes all Project-wide planning and management tasks for the Project.
- As part of public outreach efforts, assist the City in preparation of an "Introduction/Informational Letter" to be delivered to property owners and occupants providing the Project purpose and an overview of the Project schedule.
- Attend the on-site or video conference Project kick-off meeting with City staff.
- Attend up to 36 weekly conference calls between the City and Tierra to discuss and track progress of the Project.
- Acquisition parcel files will be prepared in a format that is satisfactory to the City and will include a standard agent contact report/diary reflecting all written, verbal, and email contact with property owner(s). At a minimum, the acquisition parcel files will also include the title report, offer letter, purchase agreement, exhibit, legal description, Appraisal Report, Appraisal Review Report, Establishment of Just Compensation, escrow documents and conveyance documents. Records will be maintained in accordance with all statutory, regulatory and policy requirements.
- Prepare a Project schedule for the right of way phase and will monitor and update the schedule as needed.
- Prepare and submit monthly Project status reports identifying the acquisition work completed during the period, any critical issues or problems encountered, the work to be completed

during the next period, and status updates detailing the following information relative to each acquisition site. Tierra will provide Project status report formats.

- Meet with the City to obtain Project background information and conduct reviews of relevant information previously obtained by the City during preliminary meetings, etc.
- Utilize the City's existing forms or Washington State Department of Transportation (WSDOT)-approved forms to prepare draft acquisition documents. The Consultant will provide sample forms to the City for update or modification, as necessary and approvals from WSDOT if required.
- Unless directed otherwise, on behalf of the city, the Consultant will confirm accuracy of the written legal description against the exhibit produced by the surveyor. The Consultant will not confirm the description has proper closure because the real estate services Consultant are not licensed surveyors and do not have the appropriate programs to confirm bearings, or that the field measurements are correct.
- The Consultant will perform a quality review of the legal descriptions and exhibits provided by others. This review is limited to the documents provided. This includes confirming the legal description in the title report is accurately displayed on the exhibit and the description on the vesting deed is correctly described in any subsequent legal description provided to us. The real estate Agent will read the legal description and exhibit, confirm the callouts to ensure that they are correctly stated or displayed on the exhibit. If there is an error, they will not continue. The documents will be returned to the surveyor for corrective action.
- Perform an in-depth review of the title reports and the Schedule B items to make sure there are no preexisting title conditions that would delay the City from successfully closing escrow on the properties. If issues are noted, said issues will be brought to the City's attention immediately and provide recommendations for resolution. This may include recommendations to the City whether to accept or clear problematic encumbrances and exceptions. This will come in the form of a Parcel Title Summary Memorandum (PTSM). We will work with the title company to clear title encumbrances as directed by the City and resolve any title issues. This includes negotiating as necessary negotiations with lien holders or easement holders to remove title defects.
- Perform research of any title issues relating to parcels and meet with the City and property owners as needed to discuss and assist with resolving any title issues for acceptance by the City.
- Work with a WSDOT approved appraisal firm to complete the real estate valuation reports for this Project. If required, the appraiser will perform a field visit with the landowner of each property to be appraised, research and analyze all supporting market documentation, ascertain, and determine the value, and produce each appraisal report in conformance with the Uniform Standards of Professional Appraisal Practice (USPAP) and State appraisal regulations.
- Order and coordinate the procurement of one original appraisal and one electronic report for each of the properties affected by the Project. If there is relocation required for this project, identify, and resolve personal vs. real property issues prior to the appraisal of the properties [49 CFR 24.205(c)(2)(i)(C)] with input from Tierra relocation agent as may be needed. Once the appraisal reports are received, review them in detail to make sure they are complete and accurate. If any issues or concerns are noted during review, we will resolve its concerns with the appraiser prior to finalization of the appraisal report. Consultant shall coordinate the appraisal delivery schedules and attend all on-site appraisal inspections. Upon verification,

each appraisal report will be reviewed by a Review Appraiser. Each Appraisal, Appraisal Review, and Establishment of Just Compensation will be forwarded to the City electronically for approval of the just compensation amount.

- Review Appraisers will be WSDOT approved. The purpose of the review appraisal is to provide an independent review to confirm the appraisal report meets USPAP, Uniform Act, and State appraisal regulations. Note: When a government agency acquires property rights from a private property using Federal funds, the agency is required by the Uniform Act to have the appraisal reviewed by an independent appraiser qualified to perform such reviews. We will order and coordinate to obtain a review appraisal report for each of the properties affected by the Project. Once the review appraisal reports are received, we will review them in detail to make sure they are complete and accurate.
- Acquisition services include the coordination and performance of the following items: limited review of exhibits and legal descriptions, review of title commitment, appraisal report, review appraisal report, preparation of all purchase agreements and conveyance documents, review of any Project plans, negotiations with each property owner within the Project limits, the maintenance of detailed contact notes and the coordination of the activities and services stated herein. Should negotiations reach an impasse or become no longer viable, Consultant will advise the City immediately for consideration to proceed with eminent domain.
- Prepare the offer packages (using the City's approved forms) and submit the completed packages to the City for review and approval prior to making the offer to the property owner(s) then present and negotiate the offers to the property owner(s), in person, when possible.
- Perform "good faith negotiations" (as defined by The Uniform Act) to acquire by voluntary purchase, the assigned parcels through open market transactions, and to make a sufficient number of significant contacts with each owner in an effort to secure the needed property rights. Significant contact is represented by an in-person meeting, detailed phone conversation, or the exchange of detailed correspondence or email. A sufficient number of significant contacts is three attempts. Reasonable efforts will be made to successfully acquire the parcels without the use of the City's right of eminent domain.
- All administrative settlements will be sent to the City for approval and providing the appropriate supporting documentation. If negotiations are not successful, recommendations will be made to the City to proceed with eminent domain so the City may secure the required property rights, if desired. Upon acceptance of that recommendation, all applicable data pertaining to the file will be turned over to the City's attorney for initiation of the eminent domain proceedings.
- Upon acceptance and signature of an offer by the property owner, escrow will be opened with the title company and will work with title to clear any pending issues so escrow can close successfully unless the file is to be closed by the City. If the property owner is an LLC or corporation, the operating agreement/articles of incorporation and tax filing status of the business will be obtained and provided to escrow and the City upon receipt.
- The signed offer documents will be forwarded to the City for signatures within three business days of receipt of the signed purchase or acquisition agreements for the landowner.
- Consultant agents will request the funds necessary to close escrow from the City.
- Within 45 days of receipt of the final title policy and recorded conveyance document(s) from the escrow company, we will return the original acquisition file to the City.

Assumptions

- List of negotiations consists of the following only:
 - Nintendo
 - Outlet Mall/CPG Partners
 - Outlet Mall/Eastside Investment Group.
- The City will provide all relevant information previously obtained during meetings, correspondence with owners, and diary information, etc.
- The City will provide approved right of way Procedures.
- The City will meet with the real estate services consultant (Tierra), sub-consultants, or owners or representatives as needed.
- Any additional requests for in-depth research of title issues (if identified) are not included in this scope.
- The City will provide written approval of the title exceptions and encumbrances to be either cleared or accepted, as recommended by Consultant.
- Any need for additional subcontractors required to assist the appraisal firm, to address specialized valuation issues (i.e., sign companies, engineers, biologists, etc.) are not included in this scope of work.
- The City shall provide a signed and approved “Establishment of Just Compensation” for each completed appraisal and appraisal review before Consultant initiates negotiations with property owners.
- Acquisitions will be considered complete at such time as any of the following occurs: signed acquisition documents are received and close of escrow occurs; the offer to purchase is rescinded; the parcel is processed for condemnation; or our negotiations are terminated after the joint negotiation’s status review with the City.
- The City shall provide approval of all letters and acquisition forms prior to use and deliver copies of signed conveyance documents to Consultant with a copy of payments made.
- If negotiations stall or are no longer viable, the City will not unreasonably delay from turning over the file for the initiation of eminent domain proceedings (to be handled by the City).
- The City shall provide payment to property owners, escrow or the courts as necessary to close all transactions or gain possession of the property through its right of eminent domain, including the payment or reimbursement of any incidental costs that may arise to complete each transaction.
- Any assistance required on a parcel after it has been turned over for eminent domain is not included in this scope.

Deliverables:

- Assist the City with boilerplate “Introduction/Informational Letter”.
- Parcel acquisition files that are completed and organized will be provided to the City within 45 days of receipt of final title policy and recorded conveyance document(s).

- An electronic copy of the review appraisal reports for each of the properties appraised meeting USPAP, Uniform Act, and State regulations identifying any opined value and stating compliance with USPAP, Uniform Act, and State regulations.
- An electronic copy of the title commitments obtained to the City, along with a PTSM (per parcel) of any issues that may affect the City's ability to successfully close escrow.
- Electronic and one original copy of each completed appraisal report.
- Parcel acquisition file, in an electronic format, unless otherwise requested, containing all relevant documents, communications and plans relating to each acquisition.
- Deliver all original conveyance documents to the City for signature and issuance of warrant to close escrow.

1200.20 ROW Plans

An independent set of ROW plans showing affected parcels with acquisitions areas defined in terms of the project alignment or other survey control datums will be prepared for City and WSDOT review and for use by the real estate services Consultant (Tierra). Data on the plans will include the project alignment, all parcel boundaries labeled with bearing and distance, and tables listing total parcel area, area to be acquired (separated according to type) and parcel area to be remaining after acquisition.

1200.30 Legal Descriptions and Exhibits

The project Surveyor (SAM) will provide support for the acquisition of property rights needed for this project. These services will include the following:

- Determine and map existing ROW and parcel boundaries for properties affected by acquisition needs.
- Obtain title reports for affected parcels.
- Prepare legal descriptions and exhibits, suitable for recording at King County, for each affected parcel.

Assumptions:

- Seven (7) parcels are affected:
 - 092308-9002 Nintendo ROW
 - 092308-9001 Nintendo ROW
 - 092308-9004 Nintendo ROW and TCE
 - 092308-9086 Outlet Mall/CPG Partners ROW
 - 092308-9005 Outlet Mall/CPG Partners TCE
 - 092308-9010 Outlet Mall/Eastside Investment Group TCE
 - 042308-9038 Tollgate Farm/ City of North Bend ROW

Deliverables:

- Legal descriptions and exhibits for recording (7 total)
- Deliverables will be submitted to the City as drafts for City review. Deliverables will be revised per City comment and then submitted to the City for final use.

Task 1300 – Public Outreach Assistance**1300.10 Public Outreach**

The Consultant will develop a high-level community engagement plan to determine how the team should engage the community for the project. This will provide clarity and transparency on how community input will be used to support the project goals and objectives. This will also set the specific public outreach strategies as described below. The Public Outreach team will collaborate with the overall project team to coordinate with a variety of audiences for engagement, ensuring the process meets the diverse needs of the community.

The following engagement strategies will be implemented in partnership with the city and project team. The details of the strategies will depend on engagement goals:

- **In-person public meeting (1):** Provide information, generate enthusiasm, and earn support from community members about the project. The Public Outreach team will plan and host one community meeting during preliminary design. The meeting will be held near the project site, for example at a local farmers market, church, or school.
- **Online open house (ongoing):** The public outreach team will create an online information hub that can be updated throughout the life of the project and provide regular project updates and opportunities for feedback on the project. The online open house will be created based on project-area demographics and priority audiences.
- **Support City Council presentations (as needed):** The public outreach team will support to the project team for City Council presentations, including providing updates on community engagement activities.

Assumptions:

- The public engage plan will be developed based on one meeting with the project team and the city.

Deliverables:

- High level public engagement plan (pdf format)
- Presentation graphics for the public open house
- Online open house (site hosting to be discussed as part of the public engagement plan)
- Clear and concise written summaries of the in-person meeting and online open house

Task 1400 – Bid Phase Services

1400.10 Bid Support

The Consultant's Project Manager will attend one pre-bid meeting. Meeting arrangements and location to be provided by the City. The Consultant will prepare written responses to bidder requests for information and bid addenda as requested by the City. The Consultant will review bidder proposals and prepare summary of comparison between value of bid items and engineer's estimate as requested by the City. A certified bid tab and contractor certification will not be provided.

North Bend WA
South Fork Avenue Extension
Bendigo Blvd S to West North Bend Way

North Bend WA South Fork Avenue Extension Bendigo Blvd S to West North Bend Way																																			
Task	Sub Task	Description	Burdened Rates:		Steve Oling	Don Proctor	Matt Craig	Trevor Masterson	Sarah Fohn	Nicole Nagao	Jens Swenson	Jason Ceraide	Mark Mazzola	Kathryn Seckel	Annamarie L. Hoening	Tad Schwager	Hydrogeologist IV	Adam Roney	Savannah Moore	Scientists II	Bret Hines	Mike Hall	Kyle Bretherton	Publications Supervisor	Debra Featherston	Susan Swift	Project Controls Specialist	Lauren Jones	Kerissa Tuttle	Project Accountant					
			Labor Dollars	Labor Hours																															
100		Project Management and Coordination	\$50,448.40	204	20	140	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
10		Monthly Progress Reports and Meeting	\$ 1,016.66	62	2	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
20		Project Management Plan	\$ 38,967.92	136	16	120	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
30		Project Coordination	\$ 38,967.92	136	16	120	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
700		Environmental Analysis and Permitting	\$106,532.03	630	0	12	0	24	0	15	0	12	15	228	46	40	24	64	30	4	50	30	4	36	12	18	0	0	0	0	0	0	0		
10		NEPA ECE	\$ 19,270.50	109	0	2	0	8	0	4	0	0	0	60	5	40	5	30	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0		
20		Hazardous Material Report	\$ 6,092.18	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
30		Section 4(f) Documentation	\$ 21,166.96	34	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
40		Endangered Species Act	\$ 11,308.06	83	2	0	0	8	0	3	0	0	2	30	0	32	24	0	0	0	0	0	4	6	1	3	0	0	0	0	0	0	0	0	
50		Critical Areas Report	\$ 11,319.13	98	2	0	0	0	0	0	0	4	0	0	0	24	0	0	0	0	0	50	24	0	3	0	0	0	0	0	0	0	0	0	0
60		Local and State Approvals	\$ 37,091.94	212	2	0	0	0	0	8	0	4	6	98	22	8	34	0	0	0	0	0	0	16	6	8	0	0	0	0	0	0	0	0	0
70		Ongoing Permit Support and Coordination	\$ 10,269.26	54	2	2	0	0	0	0	0	4	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
900		Plans, Specifications and Estimates	\$207,222.16	1,474	96	112	110	218	970	180	44	144	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10		30% Plans	\$ 47,041.00	264	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20		60% Plans	\$ 57,335.80	364	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30		90% Plans	\$ 53,662.40	344	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
40		100% Plans	\$ 27,939.36	170	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
50		Special Provisions	\$ 14,815.80	64	4	32	0	10	10	20	8	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
60		Cost Estimates	\$ 12,879.40	376	4	0	0	40	40	20	8	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
70		Stakeholder Coordination	\$ 11,876.32	44	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
80		Utility Coordination	\$ 11,876.32	44	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1100		Surface Water Management (SWM)	\$31,006.40	160	0	24	0	0	0	136	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10		Primary and Final SWM Report	\$ 28,951.68	140	0	0	0	0	0	120	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1200		CSWPPP	\$ 2,954.72	16	4	8	0	8	64	16	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20		Right of Way Acquisition	\$13,768.94	68	2	4	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30		R/W Plans	\$ 6,864.72	46	2	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1400		Bed Phase Services	\$6,901.12	42	2	4	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10		Bed Support	\$ 6,901.12	42	2	4	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Task	Subconsultants	Task Description	Fee
200	AMS Locates	Underground Utility Locating	\$ 7,680.00
200	Survey and Mapping	Survey and Mapping	\$ 25,900.00
300	Aspect Consulting, LLC	Geotechnical Analyses	\$ 6,520.00
300	Wetland Resources Inc.	Wetland Analyses	\$ 7,850.00
500	Wetland Resources Inc.	Wetland Analyses	\$ 7,850.00
600	Minor	Noise Analyses	\$ 16,105.72
800	PH	Traffic Analyses	\$ 47,657.35
900	PH	Plans, Specifications, and Estimates	\$ 192,842.65
900	Benech	RR Signal Design	\$ 37,988.45
1000	Peri Tech, Inc.	RR Signal Analyses	\$ 37,988.45
1200	Wetland Resources Inc.	R/W Analyses	\$ 61,510.00
1200	Survey and Mapping	Legal Descriptions and Exhibits	\$ 5,500.00
1300	Cascadia	Public Outreach	\$ 25,010.00
	Subconsultant Subtotal		\$ 587,934.17
	Subconsultants Total:		\$ 605,561.90
	Other Direct Expenses		
	Mileage - \$0.36/mile	300 miles	\$ 108.00
	Other Direct Expenses Total:		\$ 108.00
	Project Total		\$1,066,604.73



City Council Agenda Bill

SUBJECT:		Agenda Date: March 5, 2024	AB24-025
Motion Authorizing Contract with RH2 for the Tanner Trail Extension Capital Project	Department/Committee/Individual		
	Mayor Mary Miller		
	City Administrator – David Miller		
	City Attorney – Kendra Rosenberg		
	City Clerk – Susie Oppedal		
	Administrative Services – Lisa Escobar		
	Comm. & Economic Development – Rebecca Deming		
Cost Impact: \$224,536.62 NTE (not to exceed)	Finance – Martin Chaw		
Fund Source: Federal Grant for \$158,087 and \$66,449.62 covered by Transportation Benefit District and/or Transportation Improvement Fee funds	Public Works – Mark Rigos, P.E.		X
Timeline: Immediate			
Attachments: Exhibit A – Scope of Work, Exhibit B - Fee			
<p>SUMMARY STATEMENT:</p> <p>The Tanner Trail Shared-Use Path Extension (Project No. T-061) is a high priority transportation capital project in the City of North Bend's 2024-2029 6-Year Transportation Improvement Plan. This project aims to extend Tanner Trail east, connecting it from just east of North Bend City Hall to the Snoqualmie Valley Trail approximately 1.1 miles to the east, enhancing pedestrian safety, improving quality of life for residents, and facilitating access to downtown businesses.</p> <p>The City secured a Federal Highway Administration (FHWA) grant of \$158,087 for the engineering design phase, with a local (City) match requirement of \$24,673. City Council approved the match amount in June 2023, and the federal funds have been obligated, allowing the City to proceed with design phase expenditures and ultimately seek reimbursement.</p> <p>RH2 was selected as the engineering firm consultant through a rigorous process involving a statement of qualifications and interview, as required for federally funded projects. RH2's work scope includes project management, WSDOT coordination, topographical survey and mapping, NEPA/SEPA preparation, environmental permitting, geotechnical services, stormwater analysis/design, general civil engineering, and utility coordination.</p> <p>The engineering design is expected to be completed in 2024, with construction planned for 2025 or 2026, contingent on construction grant approval. Total design cost is \$224,536.62 with the federal grant covering \$158,087 and City funds making up the remaining \$66,449.62.</p> <p>City staff recommends proceeding with RH2 for the attached work scope and fee.</p>			
APPLICABLE BRAND GUIDELINES: Consistent delivery of quality basic services including transportation and traffic management.			
COMMITTEE REVIEW AND RECOMMENDATION: This item was discussed at the February 27 th , 2024, Transportation and Public Works Committee meeting and was recommended for approval and placement on the Consent Agenda			
RECOMMENDED ACTION: MOTION to approve AB24-025, authorizing the Mayor to execute a contract with RH2 for the Tanner Trail Extension Capital			

City Council Agenda Bill

Project, in a form and content acceptable to the City Attorney, in an amount not to exceed \$224,536.62.		
RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
March 5, 2024		

EXHIBIT A

Scope of Work

City of North Bend

Tanner Trail Extension

February 2024

Background

The City of North Bend (City) plans to construct a paved asphalt trail along SE North Bend Way from approximately the 42900 Block of SE North Bend Way east to the King County Snoqualmie Valley Trail. The project will provide continuity between the trail and the City's downtown business district. The trail improvements will include dispersion and/or infiltration trenches for stormwater and landscape improvements.

The City is in the process of designing and constructing a new roundabout (RAB) at the intersection of SE North Bend Way. The trail extension also will connect to the RAB trail stubs at the southwesterly and southeasterly quadrants.

The City has retained RH2 Engineering, Inc., (RH2) to provide project design, surveying, and permitting. This project will be funded in part by the Federal Highway Administration TA (UL) Program, as well as City Transportation Impact Fees. As such, the project will be developed in accordance with current applicable local, state, and federal publications including, but not limited to, City of North Bend Municipal Code, Washington State Department of Transportation (WSDOT) *Local Agency Guidelines* (LAG) *Manual*, WSDOT Standard Specifications, WSDOT Standard Plans, WSDOT *Design Manual*, the *Manual on Uniform Traffic Control Devices*, and Public Right-of-Way Accessibility Guidelines (PROWAG).

General Assumptions

- *Deliverables will be submitted in electronic PDF format unless otherwise noted.*
- *City will provide timely review of deliverables as requested.*
- *Meetings included in this Scope of Work will be held virtually unless otherwise noted.*
- *Services outlined herein will be performed to the level of effort identified in the attached Fee Estimate. If additional effort is required or additional services are requested, an amendment to this Scope of Work shall be mutually determined by the City and RH2.*
- *RH2 will rely upon the accuracy and completeness of information, data, and materials generated or produced by the City or others in relation to this Scope of Work. RH2 assumes that the entity providing such information to RH2 is either the owner of such information or has obtained written authorization from the owner to distribute said information.*
- *This Scope of Work does not include services during bidding or construction. RH2 can provide these services if desired by the City via an amendment to this Scope of Work.*

Task 1 – Project Management

Objective: Administer, manage, and monitor the RH2 project team, subconsultants, and resources, communicate with the City, and provide invoices.

Approach:

- 1.1 Attend one (1) kick-off meeting with key team members and City staff. Prepare kick-off meeting agenda and minutes for review and approval by the City.
- 1.2 Review and monitor project progress/schedule, scope, and budget.
- 1.3 Manage the RH2 project team, subconsultants, and resources.
- 1.4 Provide monthly invoices with progress reports documenting work performed and budget status.
- 1.5 Communicate with the City regarding project progress, invoicing, and schedule.
- 1.6 Maintain project files and records in electronic format.

Provided by the City:

- Attendance at kick-off meeting.

RH2 Deliverables:

- Attendance at kick-off meeting.
- Kick-off meeting agenda and minutes.
- Monthly invoices with progress reporting.

Task 2 – WSDOT Coordination

Objective: Coordinate with WSDOT to comply with project funding requirements and the WSDOT LAG Manual.

Approach:

- 2.1 Coordinate with the City regarding WSDOT Local Programs, including submittal of applicable WSDOT forms to obligate construction funds. *This Scope of Work assumes Preliminary Engineering funds have already been obligated for the project.*
- 2.2 Prepare design documentation for improvements, including a Design Approval technical memorandum, Basis of Design Report (if requested), and No Right-of-Way verifications.
- 2.3 Maintain checklists and files to aid in WSDOT project audits, as may be applicable.

Provided by the City:

- Submission of WSDOT documentation in compliance with funding requirements.

RH2 Deliverables:

- WSDOT forms for funding compliance.

- Design Approval technical memorandum.
- Basis of Design Report, if requested.

Task 3 – Topographic Survey

Objective: Acquire electronic survey data, including surface features, monumentation, marked utilities, property lines, and right-of-way (ROW) lines.

Approach:

- 3.1 Coordinate with LDC, Inc., (LDC) as a subconsultant to RH2 to perform the topographic survey work. *Utility locates will be performed by a private utility locate company hired by LDC.* Coordinate with LDC to survey the proposed trail alignment and overlay extents.
- 3.2 Compile information from as-builts and other available information from the City.
- 3.3 Prepare electronic base maps showing relevant mapped information.

Assumptions:

- *Survey work is based on providing a full-width ROW survey along the proposed trail alignment on SE North Bend Way. A full width street survey will be completed at two (2) mid-block crossings.*
- *LDC will coordinate with a subconsultant to obtain underground utility locates.*
- *The proposed trail will be located within the abandoned railroad ROW, street ROW, and easements. Additional land acquisition will not be necessary.*
- *Recording of a "Record of Survey" is not required or included in this Scope of Work.*
- *Staking of existing or proposed ROW and/or easements is not included in this Scope of Work.*

Provided by the City:

- All available, relevant City utility as-built plans, topographical maps, reports, and studies pertinent to the project.
- Right-of-Entry for easement section.
- Title reports for ROW and easements.
- The City's standard drafting frame and title block.
- Digital copies of the City's standard construction specifications and details.

RH2 Deliverables:

- Electronic copies of the AutoCAD survey files (DWF and PDF formats).

Task 4 – Cultural Resources

Objective: Coordinate with Aqua Terra Cultural Resource Consultants (Aqua Terra) as a subconsultant to RH2 to perform a cultural resources investigation and coordinate with WSDOT Local

Programs, Washington State Department of Archaeology and Historic Preservation (DAHP), and local Tribes as part of the National Historic Preservation Act Section 106 requirements. *Task 4 will be completed by Aqua Terra with limited assistance from RH2.*

Approach:

- 4.1 Coordinate with Aqua Terra regarding field investigations and proposed improvements.
- 4.2 Perform background research on the project and design the subsurface survey work.
- 4.3 Develop the Area of Potential Effect for the project.
- 4.4 Prepare a Cultural Resources Assessment Report and Inadvertent Discovery Plan (IDP).
- 4.5 Prepare an Archaeological Permit Application for submission to DAHP.
- 4.6 Coordinate with local Tribes regarding fieldwork.
- 4.7 Prepare Archaeological Site Form and Cultural Resource Assessment Report complying with applicable tribal, federal, and state regulations, including project management recommendations. Submit draft report(s) to RH2 and the City for review and comment prior to finalizing.

Assumptions:

- *Contact information for property owners for the cultural resources survey area shall be provided by the City.*
- *Utility locates will be provided by LDC prior to field investigations.*
- *Historic Property Inventory (HPI) is not required for historic buildings, nor is evaluating or documenting cultural landscapes.*
- *No cultural resources will be encountered. If found, a separate cost estimate will be prepared. If human remains are found within the project area, all field investigations will cease immediately, proper authorities will be notified, and field investigations will not resume until applicable state laws are addressed.*
- *One (1) round of review is required for the final report(s).*
- *One (1) archaeological site form will be prepared for the abandoned Burlington Northern Railroad section according to DAHP's Washington State Standards for Cultural Resources Reporting, updated April 19, 2023.*

Provided by the City:

- Coordination as appropriate for cultural resource investigations.
- Review and comment on draft report(s).

RH2 Deliverables:

- Draft and final Archaeological site form and Cultural Resources Assessment Report.
- Archaeological Permit Application for submittal to DAHP.

Task 5 – Engineering Geology/Geotechnical Investigation

Objective: Collect relevant geotechnical information for soil and groundwater conditions along the proposed trail alignment. Evaluate geotechnical soil and groundwater conditions to support design, construction, and specifications for infiltration trenches. *Task 5 will be completed by HWA with limited assistance from RH2.*

Approach:

- 5.1 Coordinate with HWA Geosciences Inc. (HWA) as a subconsultant to RH2 regarding field investigations and infiltration testing.
- 5.2 Conduct field investigations. Complete infiltration tests per the 2009 *King County Surface Water Design Manual* (KCSWDM) requirements. Install monitoring wells to determine wet season groundwater elevation.
- 5.3 Prepare an engineering geology/geotechnical report to summarize conditions observed and field investigations completed in support of design and construction of the trail and infiltration trenches, including soil bearing and earth pressures, groundwater conditions, and infiltration capacity.
- 5.4 Submit geotechnical report with 30-percent design plans.

Assumptions:

- *The City will provide any pertinent existing geotechnical information. HWA shall be able to rely on this information for its preliminary review and analysis.*
- *No permitting is required for field explorations.*

Provided by the City:

- Relevant, existing geotechnical information for the project area.

RH2 Deliverables:

- Geotechnical Report at 30-percent design submission.

Task 6 – Stormwater Design

Objective: Develop stormwater Technical Information Report (TIR) for the trail alignment.

Approach:

- 6.1 Prepare a 30-percent TIR Full Drainage Review based on the 2009 KCSWDM and North Bend Municipal Code (NBMC).
 - a) Assess KCSWDM Section 1.2 Core Requirements 1 through 8 as follows:

- (1) Discharge to a Natural Location.
 - (2) Off-Site Analysis – not applicable.
 - (3) Flow Control – implement “basic dispersion” per Appendix C, Section C.2.1 to the south of the trail alignment using Sheet Flow.
 - (4) Conveyance System – not applicable.
 - (5) Erosion and Sediment Control – defer to 75-percent submittal.
 - (6) Maintenance and Operations – defer to 75-percent submittal.
 - (7) Financial Guarantees and Liability – no bond required.
 - (8) Water Quality – not applicable.
 - b) Assess KCSWDM Section 1.3 Special Requirements as follows:
 - (1) Other Adopted Area Specific Requirements.
 - (2) Flood Hazard Area Delineation.
 - (3) Flood Protection Facilities – not applicable.
 - (4) Source Controls – not applicable.
 - (5) Oil Controls – not applicable.
 - c) Perform an internal quality assurance and quality control (QA/QC) review.
 - d) Submit 30-percent TIR for City review with 30-percent design plans and specifications.
- 6.2 Update 30-percent TIR based on City comments, prepare a 75-percent TIR, and assess deferred Core Requirements.
- a) Advance and assess KCSWDM Section 1.2 Core Requirements 1 through 8 as follows:
 - (1) Discharge to a Natural Location – update per 30-percent review.
 - (2) Off-Site Analysis – not applicable.
 - (3) Update “basic dispersion” per Appendix C, Section C.2.1 to the south of the trail alignment using Sheet Flow, based on City comments.
 - (4) Conveyance System – not applicable.
 - (5) Erosion and Sediment Control.
 - (6) Maintenance and Operations.
 - (7) Financial Guarantees and Liability – no bond required; update per 30-percent review.
 - (8) Water Quality – not applicable.
 - b) Advance KCSWDM Section 1.3 Special Requirements as follows:
 - (1) Other Adopted Area Specific Requirements – update per 30-percent review.

- (2) Flood Hazard Area Delineation – update per 30-percent review.
 - (3) Flood Protection Facilities – not applicable.
 - (4) Source Controls – not applicable.
 - (5) Oil Controls – not applicable.
 - c) Prepare a Stormwater Pollution Prevention Plan (SWPPP) for inclusion with the permit application for a Washington State Department of Ecology (Ecology) Construction Stormwater General Permit (CSGP) (Task 10).
 - d) Perform internal QA/QC review.
 - e) Submit 75-percent TIR and SWPPP for City review with 75-percent design plans and specifications.
- 6.3 Update TIR and SWPPP based on review comments and prepare final documents.
- a) Advance KCSWDM Section 1.2 Core Requirements 1 through 8 and Section 1.3 Special Requirements as described and qualified previously. Advance SWPPP.
 - b) Perform internal QA/QC review.
 - c) Submit final TIR and SWPPP for review and approval with bid-ready design plans and specifications.

Assumptions:

- *TIR will be based on 2009 KCSWDM based on sheet flow.*
- *Improvements will be constructed within the City ROW and/or on real property.*
- *The trail is not subject to regular motorized vehicular traffic; therefore, it is a non-pollution generating surface and does not require water quality treatment.*
- *Vegetated area south of the trail is considered to be native.*

Provided by the City:

- Review and comment on 30-percent TIR and 75-percent TIR and SWPPP.
- Approval of final TIR and SWPPP.

RH2 Deliverables:

- 30-percent, 75-percent, and final TIR.
- 75-percent and final SWPPP.

Task 7 – 30-Percent Conceptual Design

Objective: Prepare conceptual design plans for review by the City.

Approach:

- 7.1 Prepare conceptual trail stormwater management plan.

- 7.2 Prepare general centerline alignment with points of connection to existing paved trail "stubs."
- 7.3 Prepare conceptual trail section along the proposed alignment with landscape improvements.
- 7.4 Prepare a conceptual design level Engineer's opinion of probable construction cost (OPCC).
- 7.5 Perform internal QA/QC review.
- 7.6 Submit conceptual design and attend one (1) review meeting with City staff. Prepare meeting agenda and minutes.

Assumptions:

- *No temporary or permanent irrigation is needed for landscape improvements.*

Provided by the City:

- Attendance at the review meeting and review comments on 30-percent design plans.

RH2 Deliverables:

- Conceptual design plans and OPCC.
- 30-percent review meeting agenda and minutes.

Task 8 – 75-Percent Design

Objective: Prepare 75-percent design plans, profiles, details, technical specifications, and OPCC.

Approach:

- 8.1 Incorporate the City's review comments from the conceptual design review meeting and prepare 75-percent design plans. The plans will be advanced to include temporary erosion and sediment control, trail alignment, accessible ramps, landscaping, signage, and striping. Plans also will include stormwater management, pavement section, landscaping, and supporting details.
- 8.2 Prepare details for trail section and ramps compliant with PROWAG.
- 8.3 Prepare technical specifications to the 75-percent level.
- 8.4 Update OPCC to 75-percent design level.
- 8.5 Perform internal QA/QC review of the plans and specifications.
- 8.6 Submit 75-percent plans, specifications, and OPCC. Attend one (1) review meeting with City staff. Prepare meeting agenda and minutes.

Assumptions:

- *Improvements will be constructed within the City ROW.*
- *Existing illumination along the trail alignment and at street crossings meets City standards and no effort is necessary to demonstrate compliance.*

- *The City intends for planting to occur in the fall and no irrigation will be provided. The City will provide watering as needed.*

Provided by the City:

- Front-end contract bid documents.
- Legal review of the construction contracts, bid forms, and real property.
- Attendance at review meeting and review comments on 75-percent design plans and technical specifications.

RH2 Deliverables:

- 75-percent plans, specifications, and OPCC.
- 75-percent review meeting agenda and minutes.

Task 9 – Bid-Ready Design

Objective: Develop bid-ready plans, specifications, and OPCC for the proposed trail improvements.

Approach:

- 9.1 Update the plans and specifications based on the City's 75-percent review comments.
- 9.2 Prepare and submit bid-ready plans, specifications, and OPCC for bidding and construction.

RH2 Deliverables:

- Bid-ready documents, including front-end documents, technical specifications, plans, and OPCC (PDF, Word, Excel, or AutoCAD formats).
- Three (3) signed and stamped full-size hard copies of the bid-ready design plans.

Task 10 – Permitting

Objective: Prepare permit applications to comply with local land use and site development requirements, state funding requirements, and environmental permit requirements.

Approach:

- 10.1 Review and gather background information and maps for the project site and vicinity in support of environmental site investigations and preparation of permit applications.
- 10.2 Perform a critical areas reconnaissance to support permit application preparation. Post-process field data and document findings informally in email format for inclusion in permit application packages. *It is assumed no wetland or stream habitat is present in the project alignment footprint. This Scope of Work excludes wetland or ordinary high-water mark delineations, as well as any Critical Areas reporting that would be warranted with the presence of wetlands or streams in the project footprint.*
- 10.3 Prepare a State Environmental Policy Act (SEPA) Checklist and provide draft SEPA to the City for review and comments. Finalize SEPA Checklist based on City comments and submit for

City determination and public noticing. *It is assumed the City will act as lead agency for SEPA processing, and that the project SEPA compliance will not result in adverse or significant impacts to the environment.*

- 10.4 Prepare a Shoreline Substantial Development Permit (SSDP) application package, including site plans and NBMC-compliance narrative. Provide the draft SSDP application package to the City for review and comment and finalize for submittal to City Planning. *The project is assumed to require an SSDP due to its proximity to the Middle Fork Snoqualmie River. Improvements should be consistent with the policies and provisions of the City's Shoreline Regulations and the Shoreline Management Act, and the proposed trail is landward of a public roadway, making it an allowed use.*
- 10.5 Prepare a Documented Categorical Exclusion (DCE) form for the project to fulfill National Environmental Policy Act (NEPA) documentation requirements for WSDOT project funding. Provide draft DCE package to the City and WSDOT for review and comment. Finalize based on bid-ready design, City, and WSDOT comments, and submit to WSDOT for signatures. *It is assumed that the DCE form, application information prepared in this Task, and cultural resources information prepared in Task 4 will suffice for NEPA compliance. Therefore, this Scope of Work does not include specialized reports or studies beyond those environmental and cultural disciplines specified herein (e.g., hazardous waste analysis/report, noise assessment, environmental justice documentation, etc.).*
- 10.6 Coordinate with the City regarding clearing and grading activities. Obtain written confirmation of exemption status. *It is assumed the project is exempt from a Clearing and Grading Permit per NBMC 19.10.040.A.4. The trail is considered part of "Street Construction."*
- 10.7 Prepare Ecology CSGP Notice of Intent (NOI) for coverage under the National Pollutant Discharge Elimination System (NPDES) program. Coordinate Ecology submittal and public noticing of the NOI to obtain Ecology coverage. *Note, this permit expires December 31, 2025. It is assumed the City will be the permit applicant and pay the advertisement and permit fees prior to bidding authorization. The CSGP will be transferred to the selected contractor after project award.*

Assumptions:

- *The City will pay all permit application fees, act as the applicant for permit applications, and provide input on draft applications, publication needs, etc.*
- *No date is warranted or implied for agency response or approval of submittals.*
- *No floodplain or floodway habitat is present in the project footprint, and no specific reporting for floodplains is required.*
- *A ROW Use Permit is not required per NBMC 12.24.140.*

Provided by the City:

- Review and comment of draft permit applications.

- Written exemption for Clearing and Grading Permit.
- Formal submittal with fee payment for all permit applications.

RH2 Deliverables:

- Critical Areas Reconnaissance email documentation.
- Draft and final SEPA Checklist.
- Draft and final SSDP application package.
- Draft and final DCE.
- NPDES CSGP NOI.

Project Schedule

Tanner Trail Extension Project

Preliminary Schedule		2024												2025		
Tasks		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Project Management			x	x	x	x	x	x	x	x	x	x	x	x	x	x
Front End Agency Outreach and Community Involvement			x	x	x	x	x	x	x	x	x	x	x	x	x	x
Washington State Department of Transportation			x	x												
Dept of Archaeology & Historic Preservation & Tribes			x	x												
Community (Businesses & Residents)			x	x								x	x			x
Topographic Survey			x	x				x	x							
Geotechnical Investigation and Reporting				x	x	x	x									
Permitting			x	x	x	x	x	x	x	x	x	x	x	x	x	x
NEPA/SEPA			x	x	x	x	x									
DAHP			x	x	x	x	x									
Street Use Permit														x	x	x
Clear & Grade Permit														x	x	x
General Storm Water Permit						x	x	x	x	x						
Shoreline Permit						x	x	x	x	x	x					
30-Percent Design			x	x	x	x	x									
Trail Alignment & Storm Design						x	x	x	x							
Utility coordination						x	x	x	x							
City Review								x								
75-Percent Design								x	x	x	x	x	x			
Trail Plan and Profile, Crossings, Storm Design								x	x	x	x	x				
Landscape Design									x	x	x	x				
TESC & Traffic Control										x	x					
Technical Specifications								x	x	x	x	x				
City Review												x				
Bid Ready Documents and Design												x	x	x	x	x
Trail, Crossings, Storm, Design												x	x	x	x	x
Landscape Design												x	x	x	x	x
TESC & Traffic Control														x	x	x
Specifications												x	x	x	x	x
Council Presentation																x
Services During Bidding TBD																
Services During Construction TBD																

Description		Principal	Project Manager	Project Engineer	Staff Engineer	Staff Engineer	Senior Geologist	Permit Specialist	Environmental Scientist	Technician	Project Accounting	Administrative Support	Total Hours	Total Labor	Total Subcontractant	Total Expense	Total Cost
Classification		Professional VIII	Professional VIII	Professional VI	Professional V	Professional II	Professional VIII	Professional VI	Professional I	Technician IV	Administrative V	Administrative I					
Task 1	Project Management	-	36	1	1	1	-	-	-	-	5	12	57	\$ 17,009.14	\$ -	\$ -	\$ 17,009.14
	1.1 Attend kick-off meeting	-	-	-	-	1	-	-	-	1	-	-	8	\$ 1,629.02	\$ -	\$ -	\$ 1,629.02
	1.2 Review and monitor project progress	-	12	-	-	-	-	-	-	-	-	4	16	\$ 5,178.44	\$ -	\$ -	\$ 5,178.44
	1.3 Manage IRV team, subcontractors, and resources	-	-	-	-	-	-	-	-	-	-	-	8	\$ 2,539.74	\$ -	\$ -	\$ 2,539.74
	1.4 Prepare project schedule	-	-	-	-	-	-	-	-	-	-	-	16	\$ 5,178.44	\$ -	\$ -	\$ 5,178.44
	1.5 Communicate with the City	-	4	-	-	-	-	-	-	-	-	-	4	\$ 1,569.72	\$ -	\$ -	\$ 1,569.72
	1.6 Maintain project files and records	-	2	-	-	-	-	-	-	-	-	6	8	\$ 1,568.78	\$ -	\$ -	\$ 1,568.78
	Task 2 WSDOT Coordination	-	18	8	-	-	-	-	-	8	-	-	34	\$ 10,077.54	\$ -	\$ -	\$ 10,077.54
	2.1 Coordinate with City regarding WSDOT local programs	-	6	2	-	-	-	-	-	-	-	-	8	\$ 2,578.80	\$ -	\$ -	\$ 2,578.80
	2.2 Prepare design documentation for improvements	-	4	2	-	-	-	-	-	8	-	-	14	\$ 3,440.88	\$ -	\$ -	\$ 3,440.88
Task 3	Coordinate with City regarding design and files	-	4	-	-	-	-	-	-	-	-	-	4	\$ 1,569.72	\$ -	\$ -	\$ 1,569.72
	Task 3a Coordinate with City regarding design and files	-	3	-	-	-	-	-	-	-	-	1	25	\$ 5,197.43	\$ -	\$ -	\$ 5,197.43
	3.1 Coordinate with City regarding design and files	-	-	-	-	16	-	-	-	-	-	-	4	\$ 1,101.54	\$ 20,000	\$ -	\$ 20,000
	3.2 Coordinate with City regarding design and files	-	2	-	-	-	-	-	-	-	-	1	4	\$ 1,101.54	\$ 20,000	\$ -	\$ 20,000
	3.3 Coordinate with City regarding design and files	-	1	-	-	8	-	-	-	-	-	1	11	\$ 2,447.91	\$ -	\$ -	\$ 2,447.91
	3.4 Prepare electronic base maps	-	-	-	2	8	-	-	-	-	-	-	10	\$ 1,647.98	\$ -	\$ -	\$ 1,647.98
	Task 4 Cultural Resources	-	2	-	-	-	-	6	-	-	1	1	10	\$ 2,819.20	\$ 13,295	\$ -	\$ 16,114.20
	4.1 Coordinate with Aqua Terra	-	1	-	-	-	-	-	-	-	-	1	3	\$ 701.61	\$ -	\$ -	\$ 701.61
	4.2 Coordinate with Aqua Terra	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	4.3 Develop the Area of Potential Effect	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
Task 5	Prepare Cultural Resources Survey Report and IDP	-	-	-	-	-	-	4	-	-	-	-	4	\$ 1,158.44	\$ -	\$ -	\$ 1,158.44
	5.1 Prepare Archaeological Permit Application	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	5.2 Coordinate with Local Tribes	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	5.3 Prepare reports complying with Tribal, Federal, and state regulations	-	1	-	-	-	-	-	-	-	-	-	3	\$ 979.15	\$ 13,295	\$ -	\$ 14,274.15
	Task 6 Cultural Resources/Geotechnical Investigation	-	-	-	-	-	-	2	-	-	-	-	9	\$ 2,578.76	\$ 15,167	\$ -	\$ 17,745.82
	6.1 Coordinate with City regarding design and files	-	2	-	-	-	3	-	-	-	-	1	4	\$ 1,101.54	\$ -	\$ -	\$ 1,101.54
	6.2 Conduct field investigations	-	1	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	6.3 Prepare engineering geology/geotechnical report	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	6.4 Submit field report with 30-percent plans and specifications	-	1	-	-	-	3	-	-	-	-	-	3	\$ 1,199.79	\$ -	\$ -	\$ 1,199.79
	Task 6a Stormwater Design	-	7	-	-	14	-	-	-	-	-	-	81	\$ 19,832.72	\$ 18,167	\$ -	\$ 37,995.72
Task 7	Prepare 30-percent TIR	-	-	-	-	54	-	-	-	5	-	-	-	\$ -	\$ -	\$ -	\$ -
	7.1 Prepare 30-percent TIR	-	-	-	-	8	-	-	-	-	-	-	10	\$ 2,154.71	\$ -	\$ -	\$ 2,154.71
	7.2 Assess KCSWDM Section 1.3 Core Requirements	-	-	-	-	8	-	-	-	-	-	-	9	\$ 2,154.78	\$ -	\$ -	\$ 2,154.78
	7.3 Assess KCSWDM Section 1.3 Special Requirements	-	1	-	-	1	-	-	-	-	-	-	2	\$ 648.16	\$ -	\$ -	\$ 648.16
	7.4 Submit for City review	-	-	-	-	-	-	-	-	1	-	-	4	\$ 870.55	\$ -	\$ -	\$ 870.55
	7.5 Update and prepare 75-percent TIR and SWPPP	-	-	-	-	-	-	-	-	-	-	-	12	\$ 2,978.76	\$ -	\$ -	\$ 2,978.76
	7.6 Advance KCSWDM Section 1.2 Core Requirements	-	-	-	-	12	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	7.7 Advance KCSWDM Section 1.3 Special Requirements	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	7.8 Submit for City review	-	-	-	-	14	-	-	-	1	-	-	15	\$ 3,440.88	\$ -	\$ -	\$ 3,440.88
	7.9 Perform internal QA/QC	-	1	-	-	1	-	-	-	-	-	-	4	\$ 986.04	\$ -	\$ -	\$ 986.04
Task 8	Submit for City review	-	1	-	-	-	-	-	-	1	-	-	2	\$ 532.67	\$ -	\$ -	\$ 532.67
	8.1 Prepare final TIR and SWPPP	-	1	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	8.2 Advance TIR and SWPPP	-	1	-	-	6	-	-	-	1	-	-	12	\$ 2,697.81	\$ -	\$ -	\$ 2,697.81
	8.3 Perform internal QA/QC	-	1	-	-	1	-	-	-	-	-	-	2	\$ 648.16	\$ -	\$ -	\$ 648.16
	8.4 Submit for City review	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	8.5 Prepare general centerline alignment	-	1	-	-	2	-	-	-	-	-	-	44	\$ 9,929.36	\$ 4,608	\$ -	\$ 14,538.36
	8.6 Prepare conceptual stormwater management plan	-	-	-	-	2	-	-	-	-	-	-	4	\$ 834.34	\$ -	\$ -	\$ 834.34
	8.7 Prepare conceptual trail section	-	1	-	2	8	-	-	-	-	-	-	11	\$ 2,447.91	\$ -	\$ -	\$ 2,447.91
	8.8 Prepare conceptual trail section	-	1	-	4	8	-	-	-	-	-	-	13	\$ 2,744.37	\$ 4,008	\$ -	\$ 6,752.37
	8.9 Prepare conceptual design level OFCC	-	1	-	-	-	-	-	-	-	-	-	9	\$ 2,088.61	\$ 600	\$ -	\$ 2,688.61
Task 9	Perform internal QA/QC	-	1	-	-	1	-	-	-	-	-	-	4	\$ 986.04	\$ -	\$ -	\$ 986.04
	9.1 Submit for City review	-	1	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	9.2 Prepare 75-percent Design	-	6	-	9	39	-	-	-	-	-	2	119	\$ 26,981.88	\$ 13,990	\$ -	\$ 40,973.88
	9.3 Incorporate the City's review comments and advance plans	-	1	1	20	36	-	-	-	-	-	-	58	\$ 11,735.98	\$ -	\$ -	\$ 11,735.98
	9.4 Prepare details for trail section and ramps	-	1	-	8	20	-	-	-	-	-	-	29	\$ 5,644.57	\$ -	\$ -	\$ 5,644.57
	9.5 Prepare technical specifications	-	1	6	4	4	-	-	-	-	-	1	12	\$ 3,225.33	\$ -	\$ -	\$ 3,225.33
	9.6 Update OFCC	-	1	-	-	2	-	-	-	-	-	-	7	\$ 1,740.73	\$ -	\$ -	\$ 1,740.73
	9.7 Perform internal QA/QC	-	1	-	-	1	-	-	-	-	-	-	4	\$ 911.92	\$ 13,990	\$ -	\$ 14,901.92
	9.8 Submit design and attend review meeting	-	1	-	2	1	-	-	-	-	-	-	4	\$ 1,101.54	\$ -	\$ -	\$ 1,101.54
	9.9 Final Design	-	2	-	28	40	-	-	-	-	-	6	83	\$ 17,655.69	\$ 9,070	\$ -	\$ 26,725.69
Task 10	Update plans and specifications based on review comments	-	4	2	24	36	-	-	-	-	-	6	72	\$ 14,787.22	\$ 9,070	\$ -	\$ 23,857.22
	10.1 Prepare and submit bid-ready plans, specifications, and OFCC	-	2	-	4	4	-	-	-	-	-	-	11	\$ 2,688.47	\$ -	\$ -	\$ 2,688.47
	Task 10a Permitting	-	3	-	-	12	-	28	80	8	-	6	141	\$ 24,233.47	\$ -	\$ 67.00	\$ 24,300.47
	10.2 Review and gather background information and maps	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	10.3 Prepare NEPA application package	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	10.4 Prepare NEPA application package	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	10.5 Prepare NEPA application package	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	10.6 Prepare NEPA application package	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	10.7 Prepare NEPA application package	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
	10.8 Prepare NEPA application package	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -
PROJECT TOTAL																	
6 89 22 142 168 3 34 80 22 8 87,220 \$ 1,365,847.62 \$ 465.00 \$ 224,536.62																	



City Council Agenda Bill

SUBJECT:		Agenda Date: March 5, 2024		AB24-026
Motion Authorizing Contract with PH Consulting for the 2024 Pavement Overlay Project		Department/Committee/Individual		
		Mayor Mary Miller		
		City Administrator – David Miller		
		City Attorney – Kendra Rosenberg		
		City Clerk – Susie Oppedal		
		Administrative Services – Lisa Escobar		
		Comm. & Economic Development – Rebecca Deming		
		Finance – Martin Chaw		
Cost Impact: \$87,600 NTE		Public Works – Mark Rigos, P.E.		X
Fund Source: TIB Grant and Overlay Funds				
Timeline: Immediate				
Attachments: Exhibit A – Scope of Work and Fee				
<p>SUMMARY STATEMENT:</p> <p>In August 2023, the City of North Bend (“City”) applied for a 2024 Pavement Overlay Grant (“Grant”) from Washington State Transportation Improvement Board (“TIB”) in the amount of \$974,496 to fund a significant portion of the City’s 2024 Pavement Overlay work. This Project (“Project”) consists of two separate pavement overlays which are:</p> <ul style="list-style-type: none"> • Cedar Falls Way from North Bend Way East to 436th Avenue SE; and • Ballarat Avenue NE from NE 8th Street to NE 12th Street. <p>This annual maintenance preservation grant was awarded by TIB in December 2023 to the City in the amount of \$974,496. It has a required match from the City in the amount of \$171,970.</p> <p>These two segments of Cedar Falls Way and Ballarat Avenue are approximately 8,085 feet in total length with variable pavement widths depending on location. Design and construction of this Project is scheduled for 2024.</p> <p>Planned construction along Cedar Falls Way consists of milling off approximately 2 inches of existing asphalt from fog line to fog line, repairing any areas in need after milling, paving back 2 inches of asphalt, and then re-striping the roadway. Planned construction along Ballarat Avenue consists of repairing areas in need, a 2-inch overlay, and then restriping the roadway.</p> <p>City Staff selected PH Consulting to provide engineering services for this project as they have done similar overlay design work for us in the past. The City needs plans, specifications and estimates in order to bid the project (PS&Es). Additionally, PH Consulting services include project management, base mapping with aeriels, and 75% and Final plans, specifications, and estimate submittals.</p> <p>Engineering design is anticipated to be completed in July 2024. Construction is scheduled for late summer / early fall 2024. Funding for PH Consulting design services will come from the TIB grant mentioned above and the local match which comes out of the City’s annual overlay fund.</p> <p>City Staff recommends moving forward with PH Consulting for the attached work scope and fee.</p>				
APPLICABLE BRAND GUIDELINES: Consistent delivery of quality basic services including transportation and traffic management.				

City Council Agenda Bill

COMMITTEE REVIEW AND RECOMMENDATION: This item was discussed at the February 27, 2024 Transportation and Public Works Committee meeting and was recommended for approval and placement on the Consent Agenda.

RECOMMENDED ACTION: **MOTION to approve AB24-026, authorizing the Mayor to execute a contract with PH Consulting for the 2024 Pavement Overlay Project, in a form and content acceptable to the City Attorney, in an amount not to exceed \$87,600.**

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
March 5, 2024		

SCOPE OF WORK

Project Name: 2024 Overlays Project
Client: City of North Bend
Date: January 19, 2024

Introduction

PH Consulting ("PH") will provide professional engineering services for the design of pavement overlay improvements along Ballarat Avenue NE from SE 108th St to NE 8th St and along Cedar Falls Way from North Bend Way to 436th Ave SE as shown on the City-prepared exhibits on the following page. The design of these improvements will include City-provided aerial photos, GIS, and LIDAR (as available) for base mapping, coordination with the City, and preparation of plans, specifications, and estimates ("PS&E"). Supplemental services, including bidding and construction support may be added after the design phase is complete.

Task Summary

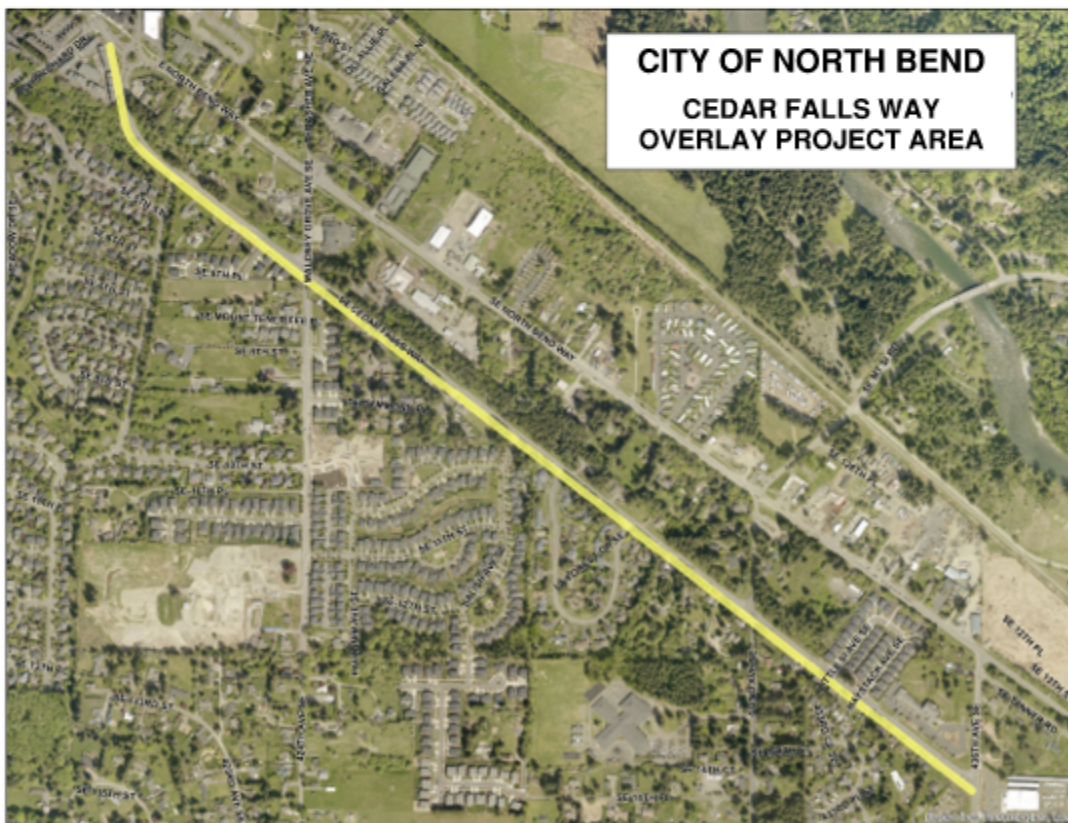
Task 001	Project Management
Task 002	Survey (Aerials with GIS)
Task 003	75% Design
Task 004	Final Design
Task 005	Management Reserve
Expenses	

Preliminary Project Schedule

Our Team shall begin work immediately upon receipt of Notice to Proceed and progress according to the attached Project Schedule. Key dates include:

Notice to Proceed ("NTP")	early March 2024
75% Design Submittal	April 2024
Project Walk-Through	April 2024
Final Design Submittal	early June 2024
Bidding & Award	June/July 2024

A detailed project schedule will be provided after Notice-to-Proceed.



Scope of Work

PH's scope of work for the project is outlined as follows.

Task 001 Project Management

This task is for general project coordination, project monitoring, reporting, monthly invoicing, and meetings on the project, including a Kick-off meeting and plan review/discussion meetings, a Project Walk-Through after the 75% Design Submittal, and in-house quality assurance.

ASSUMPTIONS & EXCLUSIONS

- Community Outreach/Engagement is not anticipated for this project and is excluded from the scope.
- PH is performing all of the work, and there are no subconsultants on the project.
- Besides the City of North Bend, there are no additional permitting/coordination agencies involved.

Task 002 Survey (Aerials with GIS)

Under this task, PH will prepare base maps at 1" = 20' scale detailing the location and topographic information from City-available data, including GIS, LIDAR, Aerial images, and as-builts. The base map drawings will depict the following as accurately as possible:

- Horizontal datum shall be NAD83/91; Vertical datum shall be NAVD88.
- PH will coordinate with the City to obtain pertinent GIS, LIDAR, Aerial images, and as-built information.
 - Right-of-Way limits will be shown based on available GIS information.
 - Parcel lines, including current available ownership information of record for properties adjacent to the ROW, will be shown based on available GIS information.
 - Topographic relief will be depicted as 2' LIDAR contours.
 - Edge of pavement will be provided by the City of North Bend from available LIDAR files.
 - Aerial images will be included and referenced within the AutoCAD Drawing.
 - Utilities will be shown based on available GIS information and as-builts.

Assumptions & Exclusions:

- The City will provide all available GIS, LIDAR, Aerial images, and as-built information at (or prior to) the project Kick-off meeting.
- PH will prepare 1"=20' in AutoCAD drafted to APWA or City of North Bend drafting standards.
- In the event that the GIS, LIDAR, Aerial images, and as-built information significantly differs from the actual conditions, the City will be notified and additional fees may be addressed at that time.

Task 003 75% Design

Following the Kick-off meeting and preparation of the base maps, PH will then proceed with 75% Design. The 75% design will include:

- 75% Design Plan sheets for the proposed improvements, including:
 - Cover sheet, General Notes and Legend, and Key Map sheets.
 - Existing Conditions & Alignment sheets.
 - Temporary Erosion & Sediment Control (TESC) and Demo plan sheets with City standard notes and details.
 - Roadway plan sheets for the proposed improvements including:
 - Pavement overlay locations identified and showing a grind to ~1' outside of the existing fog line, new asphalt pavement inlay plus transitions to existing pavement at the ends and at intersections.
 - Adjust to grade notes for storm structures, water valve boxes, survey monuments, or other existing lids within the pavement grind areas as necessary.
 - Channelization sheets that include striping replacement and any other necessary restoration improvements.
 - Additional project details noted but not necessarily developed at this stage.
- 75% Specifications prepared per the WSDOT Specifications Manual with relevant WSDOT, APWA, Local, and project specific GSP's incorporated as needed.
- 75% Engineer's Estimates, including quantities and a contingency.

ASSUMPTIONS & EXCLUSIONS

- Plans will be prepared using City of North Bend AutoCAD Civil 3D standards.
- The City will provide the most current version of the front-end contract documents in Word format to PH.
- The City will compile all city comments into one redline plan set and/or one comprehensive comment excel spreadsheet list and provide to PH for review at each design stage.
- Traffic control plans will not be provided, but general contractor requirements will be included in the project specifications.

DELIVERABLES

- A 75% Design memo will be included with questions and a list of assumptions made.
- 75% Design plans will be provided electronically as PDFs.
- 75% Design specifications will be provided electronically as PDF and in MS Word.
- 75% Design estimates will be provided electronically as PDF and in MS Excel.

Task 004 Final Design

After the Project Walk-Through and City review of the 75% Design, the City and the PH team will meet to discuss the City's review comments, and PH will then proceed with Final Design. The Final Design package submittal will include complete, bid-ready contract documents, and it is anticipated that the City will provide minor review comments at this stage.

DELIVERABLES

- Final Design plans will be provided electronically as PDFs.
- Final Design specifications will be provided electronically as PDF and in MS Word.
- Final Design estimates will be provided electronically as PDF and in MS Excel.

Task 005 Management Reserve

This task provides for unanticipated services deemed to be necessary during the Project that are not specifically identified in the scope of work tasks defined above. Funds in this task are not to be used unless explicitly authorized by the City. Fee estimate is based on $\pm 5\%$ of authorized Tasks.

Expenses

This task provides for reimbursement associated with mileage, meetings, plots, and site visits throughout the course of the project.

General Assumptions and Notes

- Scope and fees outlined above are based on the following:
 - a. Emails and exhibits from the City in early December 2023.
- The following items are not included in this this scope of work:
 - a. Topographic field survey, Geotechnical investigations, or Structural Engineering.
 - b. ADA ramp design.
 - c. Environmental assessment, mitigation, or permitting.
 - d. ROW and Easement services.
 - e. Storm drainage detention, water quality, or conveyance design or analysis.
 - f. Water, Sewer, Gas, or Dry Utility design or coordination.
 - g. Bidding or Construction services.

- The City will provide available information, including GIS, LIDAR, Aerial images, capital project design plans, City utility as-builts, and adjacent development project as-builts.
- PH will not pay any agency or easement fees on behalf of the City.
- Fees incurred due to reimbursable expenses such as large format copies (larger than legal size), mileage, and plots will be billed the **Expenses** task.
- Time and expense items are based on our Team's current hourly rates.
- PH reserves the right to move funds between approved Tasks as necessary based on approved scope of work provided the overall budget of Tasks is not exceeded. The City's Project Manager will be notified if funds are shifted.
- If Client requests Team's assistance in complying with any public records request, including without limitation providing copies of documents and communications, Client will pay Team's hourly fees and costs incurred in providing such assistance at then-current rates. Such fees and costs will be billed as a separate task.

CONSULTANT FEES Council Packet March 5, 2024
City of North Bend's 2024 Overlays Project

PH Consulting Staff Category	Hours	Rate	Cost
Principal & Senior Project Manager	62	\$ 215.00	\$ 13,330.00
Project Engineer	190	\$ 185.00	\$ 35,150.00
Associate Engineer	40	\$ 145.00	\$ 5,800.00
CAD Designer III	182	\$ 155.00	\$ 28,210.00
Office Administrator	4	\$ 120.00	\$ 480.00
Total Hours	478		\$ 82,970.00

Direct Fees \$ **82,970.00**

Management Reserve (~5% of Direct Fees & Subconsultants) \$ **4,200.00**

Subtotal \$ 87,170.00

Direct Expenses	Unit	Cost	Total
2024 Mileage Rates	1	\$ 0.67	\$ 430.00

Sub-Total Direct Expenses \$ **430.00**

Total Fee \$ **87,600.00**

CONSULTANT FEES Council Packet March 5, 2024

City of North Bend's 2024 Overlays Project

Task No.	Task Description	Principal & Senior Project Manager	Project Engineer	Associate Engineer	CAD Designer III	Office Administrator	Total Hours	Totals
	Hourly Rate	\$ 215.00	\$ 185.00	\$ 145.00	\$ 155.00	\$ 120.00		
001 PROJECT MANAGEMENT								
	Project Coordination	20	8				28	\$ 5,780.00
	Project Monitoring & Invoicing	2				4	6	\$ 910.00
	Project Walk-Through after 30% Design	6	6				12	\$ 2,400.00
	Task 001 Total Hours	28	14	0	0	4	46	
	Subtotal Task 001	\$ 6,020.00	\$ 2,590.00	\$ -	\$ -	\$ 480.00		\$ 9,090.00
002 Survey (Aerials with GIS)								
	Base Mapping (Aerial Photos/GIS)	4	16		24		44	\$ 7,540.00
	Task 002 Total Hours	4	16	0	24	0	44	
	Subtotal Task 002	\$ 860.00	\$ 2,960.00	\$ -	\$ 3,720.00	\$ -		\$ 7,540.00
003 75% DESIGN								
	Plans	12	84	16	104		216	\$ 36,560.00
	Specifications	4	16	8			28	\$ 4,980.00
	Estimate	2	8	4	4		18	\$ 3,110.00
	Task 003 Total Hours	18	108	28	108	0	262	
	Subtotal Task 003	\$ 3,870.00	\$ 19,980.00	\$ 4,060.00	\$ 16,740.00	\$ -		\$ 44,650.00
004 FINAL DESIGN								
	Plans	8	36	8	48		100	\$ 16,980.00
	Specifications	2	12	4			18	\$ 3,230.00
	Estimate	2	4		2		8	\$ 1,480.00
	Task 004 Total Hours	12	52	12	50	0	126	
	Subtotal Task 004	\$ 2,580.00	\$ 9,620.00	\$ 1,740.00	\$ 7,750.00	\$ -		\$ 21,690.00
005 MANAGEMENT RESERVE								
	5% of Tasks 1-4							\$ 4,200.00
	Task 005 Total Hours							
	Subtotal Task 005							\$ 4,200.00
	PH TOTAL HOURS	62	190	40	182	4	478	
	TOTAL ALL TASKS	\$ 13,330.00	\$ 35,150.00	\$ 5,800.00	\$ 28,210.00	\$ 480.00		\$ 87,170.00



City Council Agenda Bill

SUBJECT:		Agenda Date: March 5, 2024		AB24-027
Motion Authorizing Contract with PH Consulting for the 2024 Rectangular Rapid Flashing Beacon (RRFB) Capital Project		Department/Committee/Individual		
		Mayor Mary Miller		
		City Administrator – David Miller		
		City Attorney – Kendra Rosenberg		
		City Clerk – Susie Oppedal		
		Administrative Services – Lisa Escobar		
		Comm. & Economic Development – Rebecca Deming		
		Finance – Martin Chaw		
Cost Impact: \$37,600 NTE		Public Works – Mark Rigos, P.E.		X
Fund Source: 2024 Sidewalk Repair Funds				
Timeline: Immediate				
Attachments: Scope of Work and Fee				
<p>SUMMARY STATEMENT:</p> <p>During fall of 2023, the City of North Bend’s (“City”) Transportation and Public Works Committee (“TPW”) requested City Staff evaluate the pedestrian crossings at three locations:</p> <ol style="list-style-type: none"> 1. Intersection of Snoqualmie Valley Trail (“SVT”) and Ballarat Avenue NE 2. North Bend Way (“NBW”) East Crossing at Orchard Drive 3. Intersection of SVT and Mt Si Road <p>After reviewing the conditions at these locations, City staff believe it’s in the City’s best interests to construct improved crossings at these locations. This work is being done in the interests of public safety and quality of life for residents.</p> <p>At the intersection of SVT and Ballarat Ave, there will be American Disability Act (“ADA”) ramp and sidewalk improvements including the installation of solar powered RRFBs to improve the visibility of pedestrians for drivers.</p> <p>At the NBW crossing at Orchard Drive, the existing ADA ramps and sidewalk will not be replaced as they are ADA compliant, but the existing crossing signage will be replaced with solar powered RRFBs.</p> <p>At the intersection of SVT and Mt Si Road, there will be ADA ramps and sidewalk constructed along with solar powered RRFBs to improve the visibility of pedestrians for drivers.</p> <p>City Staff have selected PH Consulting to provide engineering services for this project as they have performed similar RRFB work for the City in the past. PH Consulting services include tasks such as project management, survey and base mapping, civil and traffic design services, utility coordination, and 75% and Final plans, specifications, and estimate (PS&Es) submittals.</p> <p>Engineering design is anticipated to be completed in July 2024. Construction is planned for late summer or early fall of 2024. Funding for the design (and future construction) services will come from the annual \$200k allocation in the City’s 2024 budget for sidewalk repairs.</p> <p>City Staff recommend moving forward with PH Consulting for the attached work scope and fee.</p>				
APPLICABLE BRAND GUIDELINES: Consistent delivery of quality basic services including transportation and traffic management.				

City Council Agenda Bill

COMMITTEE REVIEW AND RECOMMENDATION: This item was discussed at the February 27, 2024 Transportation and Public Works Committee meeting and was recommended for approval and placement on the Consent Agenda.

RECOMMENDED ACTION: **MOTION to approve AB24-027, authorizing the Mayor to execute a contract with PH Consulting for the 2024 Rectangular Rapid Flashing Beacon (RRFB) Capital Project, in a form and content acceptable to the City Attorney, in an amount not to exceed \$37,600.**

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
March 5, 2024		

SCOPE OF WORK

Project Name: 2024 RRFB Projects
Client: City of North Bend
Date: January 19, 2024

Introduction

PH Consulting ("PH") will provide professional engineering services for solar powered Rectangular Rapid Flashing Beacon ("RRFB") installation at the following locations:

- Orchard St crossing of North Bend Way (replacement of existing RRFB).
- Snoqualmie Valley Trail ("SVT") crossing of Ballarat Ave (new RRFB).
- SVT crossing of Mt Si Road (new RRFB).

The design of these improvements will include topographic survey and base mapping, coordination with the City, and preparation of plans, specifications, and estimates ("PS&E"). Supplemental services, including bidding and construction support may be added after the design phase is complete.

Task Summary

Task 001	Project Management	Task 004	Final Design
Task 002	Survey & Base Mapping	Task 005	Management Reserve
Task 003	75% Design	Expenses	

Preliminary Project Schedule

Our Team shall begin work immediately upon receipt of Notice to Proceed and progress according to the attached Project Schedule. Key dates include:

Notice to Proceed ("NTP")	early March 2024
75% Design Submittal	April 2024
Project Walk-Through	April 2024
Final Design Submittal	early June 2024
Bidding & Award	June/July 2024

A detailed project schedule will be provided after Notice-to-Proceed.

Scope of Work

PH's scope of work for the project is outlined as follows.

Task 001 Project Management

This task is for general project coordination, project monitoring, reporting, monthly invoicing, and meetings, including plan review meetings, a Project Walk-Through after the 75% Design Submittal, and in-house quality assurance. This task also includes coordination with and management of subconsultants.

ASSUMPTIONS & EXCLUSIONS

- Community Outreach/Engagement is not anticipated for this project and is excluded from the scope.
- Besides the City of North Bend and King County Parks, there are no additional permitting/coordination agencies involved.

Task 002 Survey & Base Mapping

This task will be exclusively for SAM (formerly Axis Survey and Mapping) and any PH coordination time is included in Task 001 above. SAM's scope is included as Exhibit C attached to this proposal.

Task 003 75% Preliminary Design

Following the Kick-off meeting, the Consultant shall provide a 75% Preliminary Design to include the project elements included in the plan set. The 75% design will include:

- 75% Design Plan sheets for the proposed improvements, including:
 - Cover sheet and General Notes/Legend sheets.
 - An Existing Conditions & Alignment sheet.
 - A Temporary Erosion & Sediment Control (TESC) and Demo plan sheet with City standard notes and details.
 - Roadway plan sheets for the proposed RRFB at each location, including the following improvements:
 - A solar powered RRFB at the Orchard St RRFB crossing North Bend Way plus updated signage.
 - It is assumed the existing ADA ramps are compliant at this location and the ramps, center refuge island, and crosswalks will not be replaced.

- A solar powered RRFB at the SVT crossing of Ballarat Ave, including replacing the existing ramps with ADA-compliant ramps, landings, and smooth transitions to the gravel SVT on each side plus updated signage and striping.
- A solar powered RRFB at the SVT crossing of Mt Si Road, including adding ADA-compliant ramps (full path width) and smooth transitions to the gravel SVT on each side plus updated signage and striping.
 - RRFB details, and any other site-specific details necessary for the proposed improvements.
- 75% Specifications prepared per the WSDOT Specifications Manual with relevant WSDOT, APWA, Local, and project specific GSP's incorporated as needed.
- 75% Engineer's Estimates, including quantities and a contingency.

ASSUMPTIONS & EXCLUSIONS

- The RRFBs at all 3 locations will be solar power and similar to the recently constructed Maloney Grove/Cedar Falls Way RRFB.
- Plans will be prepared using City of North Bend AutoCAD Civil 3D standards.
- The City will provide the most current version of the front-end contract documents in Word format to PH.
- The City will compile all city comments into one redline plan set and/or one comprehensive comment excel spreadsheet list and provide to PH for review at each design stage.
- Traffic control plans will not be provided, but general contractor requirements will be included in the project specifications.

DELIVERABLES

- A 75% Design memo will be included with questions and a list of assumptions made.
- 75% Design plans will be provided electronically as PDFs.
- 75% Design specifications will be provided electronically as PDF and in MS Word.
- 75% Design estimates will be provided electronically as PDF and in MS Excel.

Task 004 Final Design

After the Project Walk-Through and City review of the 75% Design, the City and the PH team will meet to discuss the City's review comments, and PH will then proceed with Final Design. The Final Design package submittal will include complete, bid-ready contract documents, and it is anticipated that the City will provide minor review comments at this stage.

DELIVERABLES

- Final Design plans will be provided electronically as PDFs.
- Final Design specifications will be provided electronically as PDF and in MS Word.
- Final Design estimates will be provided electronically as PDF and in MS Excel.

Task 005 Management Reserve

This task provides for unanticipated services deemed to be necessary during the Project that are not specifically identified in the scope of work tasks defined above. Funds in this task are not to be used unless explicitly authorized by the City. Fee estimate is based on $\pm 5\%$ of authorized Tasks.

Expenses

This task provides for reimbursement associated with mileage, meetings, plots, and site visits throughout the course of the project.

General Assumptions and Notes

- Scope and fees outlined above are based on the following:
 - a. Communications with the City in January 2024.
- The following items are not included in this this scope of work:
 - a. Geotechnical investigations or Structural Engineering.
 - b. Environmental assessment, mitigation, or permitting.
 - c. ROW and Easement services.
 - d. Water, Sewer, Gas, or Dry Utility design or coordination.
 - e. Bidding or Construction services.
- The City will provide available information, including City utility as-builts and GIS information, capital project design plans, and adjacent development project as-builts.
- PH will not pay any agency or easement fees on behalf of the City.
- Fees incurred due to reimbursable expenses such as large format copies (larger than legal size), mileage, and plots will be billed the **Expenses** task.
- Time and expense items are based on our Team's current hourly rates.
- PH reserves the right to move funds between approved Tasks as necessary based on approved scope of work provided the overall budget of Tasks is not exceeded. The City's Project Manager will be notified if funds are shifted.
- If Client requests Team's assistance in complying with any public records request, including without limitation providing copies of documents and communications, Client will pay Team's hourly fees and costs incurred in providing such assistance at then-current rates. Such fees and costs will be billed as a separate task.

EXHIBIT B

CONSULTANT FEES Council Packet March 5, 2024
City of North Bend's 2024 RRFB Projects

PH Consulting Staff Category	Hours	Rate	Cost
Principal & Senior Project Manager	30	\$ 215.00	\$ 6,450.00
Project Engineer	52	\$ 185.00	\$ 9,620.00
Associate Engineer	12	\$ 145.00	\$ 1,740.00
CAD Designer II	54	\$ 155.00	\$ 8,370.00
Office Administrator	2	\$ 120.00	\$ 240.00
Total Hours	150		\$ 26,420.00
Direct Fees			\$ 26,420.00
Subconsultants			
SAM (Survey & Base Mapping)		\$ 9,130.00	
Sub-Total Subconsultants (Including 10% Mark-up)			\$ 9,130.00
Management Reserve (~5% of Direct Fees & Subconsultants)			\$ 1,800.00
Subtotal			\$ 37,350.00
Direct Expenses	Unit	Cost	Total
2024 Mileage Rates	1	\$ 0.67	\$ 250.00
Sub-Total Direct Expenses			\$ 250.00
Total Fee			\$ 37,600.00

EXHIBIT B

CONSULTANT FEES Council Packet March 5, 2024

City of North Bend's 2024 RRFB Projects

Task No.	Task Description	Principal & Senior Project Manager	Project Engineer	Associate Engineer	CAD Designer II	Office Administrator	Total Hours	Totals
	Hourly Rate	\$ 215.00	\$ 185.00	\$ 145.00	\$ 155.00	\$ 120.00		
001 PROJECT MANAGEMENT								
	Project Coordination	4					4	\$ 860.00
	Project Monitoring & Invoicing	2				2	4	\$ 670.00
	Project Walk-Through after 30% Design	4	4				8	\$ 1,600.00
	Subconsultant Management	2					2	\$ 430.00
	Task 001 Total Hours	12	4	0	0	2	18	
	Subtotal Task 001	\$ 2,580.00	\$ 740.00	\$ -	\$ -	\$ 240.00		\$ 3,560.00
002 SURVEY & BASE MAPPING (SAM)								
	Field Survey & Base Map							\$ 8,300.00
	10% Markup							\$ 830.00
	Task 002 Total Hours							
	Subtotal Task 002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,130.00
003 75% DESIGN								
	Plans	8	20		32		60	\$ 10,380.00
	Specifications	2	8	8			18	\$ 3,070.00
	Estimate	2	2		2		6	\$ 1,110.00
	Task 003 Total Hours	12	30	8	34	0	84	
	Subtotal Task 003	\$ 2,580.00	\$ 5,550.00	\$ 1,160.00	\$ 5,270.00	\$ -		\$ 14,560.00
004 FINAL DESIGN								
	Plans	4	12		20		36	\$ 6,180.00
	Specifications	1	4	4			9	\$ 1,535.00
	Estimate	1	2				3	\$ 585.00
	Task 004 Total Hours	6	18	4	20	0	48	
	Subtotal Task 004	\$ 1,290.00	\$ 3,330.00	\$ 580.00	\$ 3,100.00	\$ -		\$ 8,300.00
005 MANAGEMENT RESERVE								
	5% of Tasks 1-4							\$ 1,800.00
	Task 005 Total Hours							
	Subtotal Task 005							\$ 1,800.00
	PH TOTAL HOURS	30	52	12	54	2	150	
	TOTAL ALL TASKS	\$ 6,450.00	\$ 9,620.00	\$ 1,740.00	\$ 8,370.00	\$ 240.00		\$ 37,350.00

SAM – North Bend RRFB

PROJECT DESCRIPTION

The Project area generally includes mapping for pedestrian improvements at the following sites:

- Snoqualmie Valley Trail as it crosses Ballarat Ave N.
- North Bend Rail Trail as it crosses SE Orchard Dr.
- Snoqualmie Valley Trail as it crosses SE Mt Si Rd.

****Mapping Limits Shown Below****

Task 001 – SURVEY & BASE MAPPING.....Fixed Fee: \$8,300

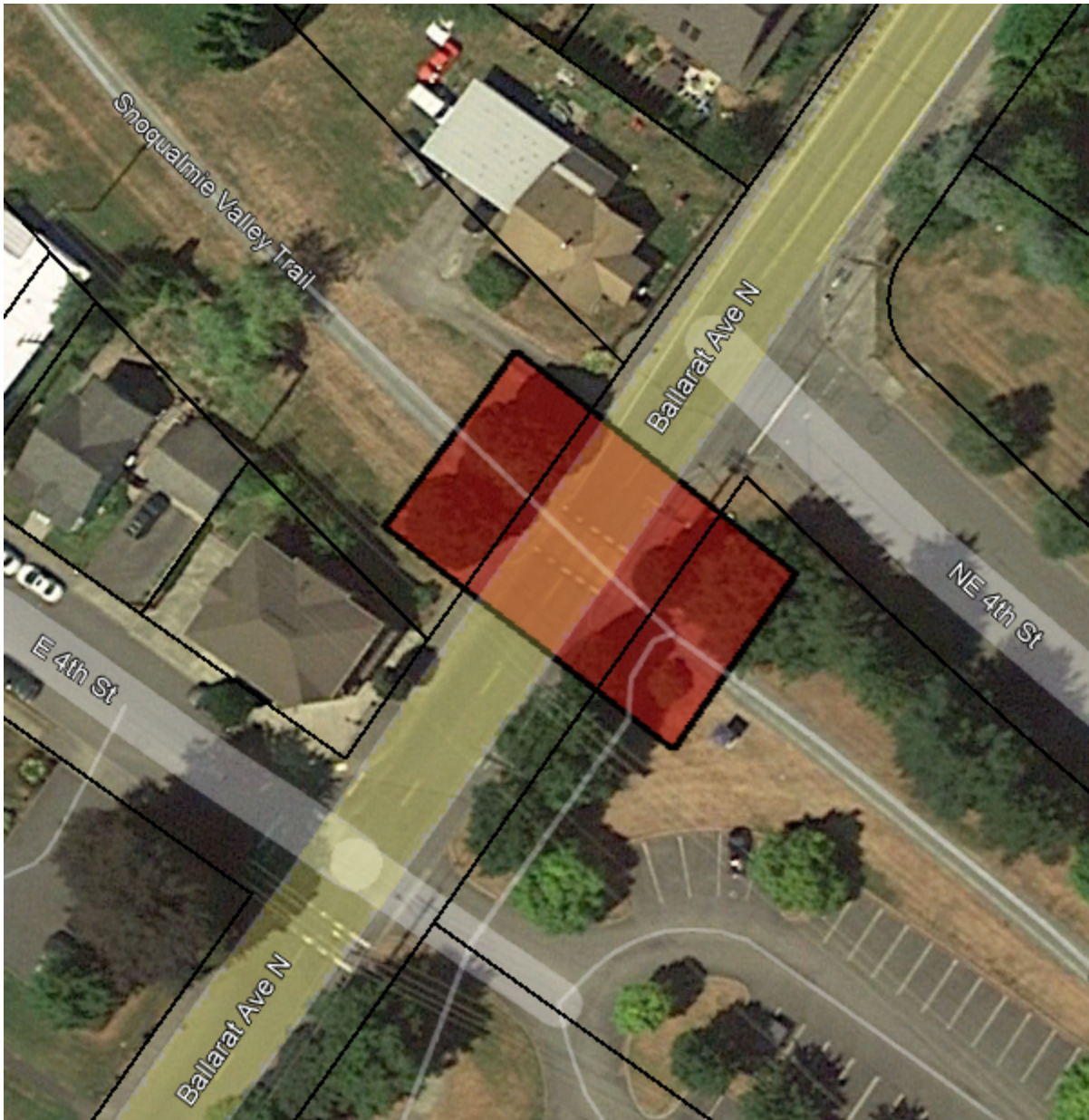
Under this task, Surveying and Mapping (SAM) prepare base mapping for the area specified in the Project Description above. An AutoCAD drawing will be prepared at a scale of 1" = 20', or as required by the design engineer or the City before drafting commences. This task includes:

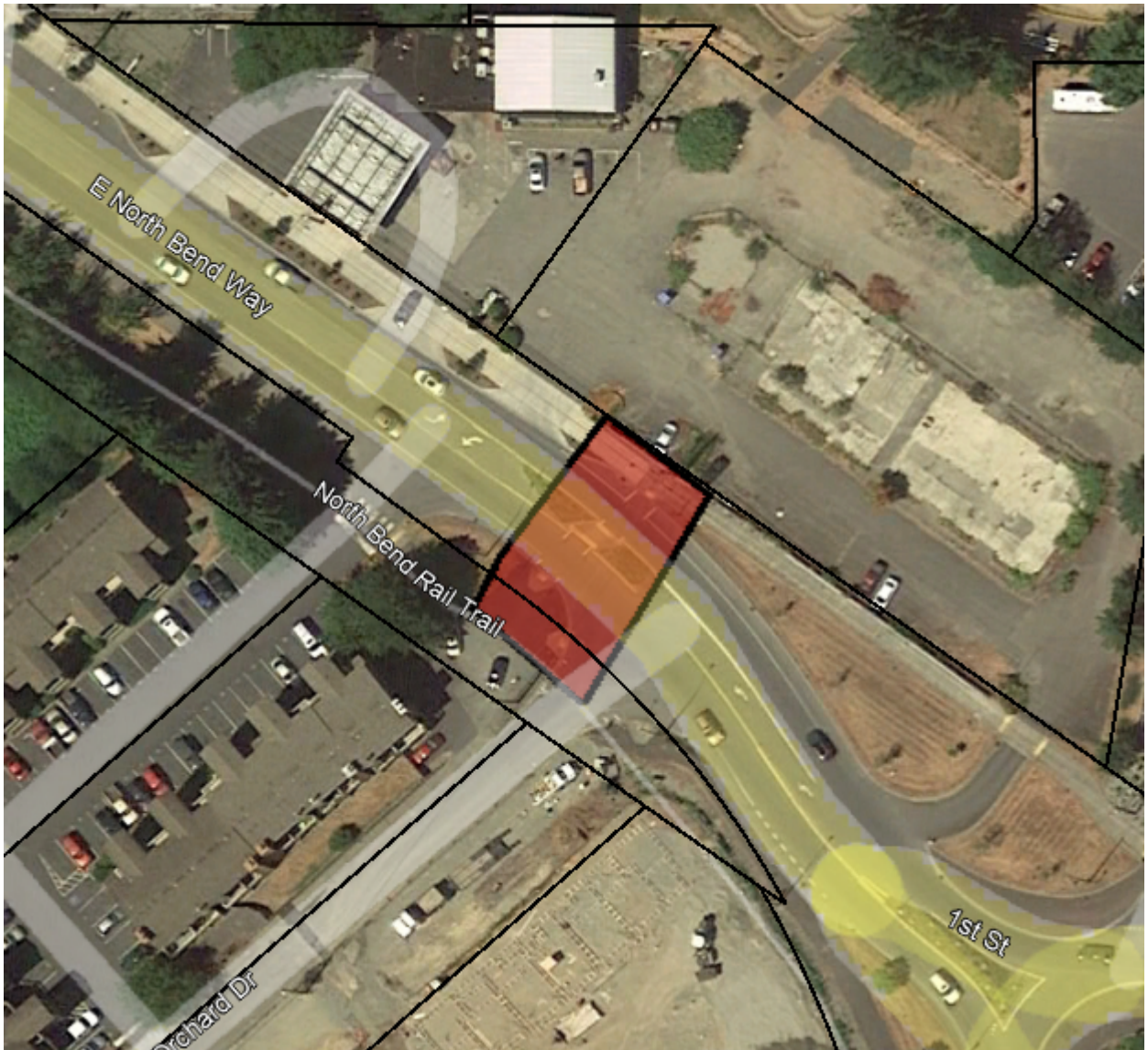
- Control survey in NAD 83/11 Horizontal Datum, with all elevations derived from and checked to NAVD '88 Vertical Datum.
- Retrieve, interpret, and include existing as-builts as available from local agencies and purveyors.
- Establish right-of-ways and roadway centerlines within above-described area as available from recorded plats and public records further compared to the King County Parcel GIS lines.
- Set 2 benchmarks at each mapping site.
- Coordinate and hire as a subcontractor Applied Professional Services (APS) to provide utility locate services for underground utilities including: power, gas, cable, fiber optics and telecommunications. The cost of which (\$1,000) is included herein. ****Note: The cost for underground utility locates was provided as an estimate. SAM is not responsible for services rendered beyond the estimate or additional services requested by the client or city.**
- Depict hard and soft surfaces on individual layers per accepted APWA standards.
- Show and dimension located topographic features and contours at 2' intervals along subject area.
- Show known utilities by surface evidence, utility pre-painting, or as-built location.

Deliverables: *AutoCAD 2022 drawing file with point database and dtm files*

Underlying Assumptions: *The City will provide all necessary right of entry into private property and notice to landowners along the route of mapping activity.*

EXHIBIT B
SAM – North Bend RRFB – Mapping Limits









City Council Agenda Bill

SUBJECT:		Agenda Date: March 5, 2024		AB24-028	
Appointment to the Business & Economic Development Commission		Department/Committee/Individual			
		Mayor Mary Miller			X
		City Administrator – David Miller			
		City Attorney – Kendra Rosenberg			
		City Clerk – Susie Oppedal			
		Administrative Services – Lisa Escobar			
		Comm. & Economic Development – Rebecca Deming			
		Finance – Martin Chaw			
Cost Impact: N/A		Public Works – Mark Rigos			
Fund Source: N/A					
Timeline: Immediate					
Attachments: Commission Application					
<p>SUMMARY STATEMENT:</p> <p>The Business & Economic Development Commission (“Commission”) is comprised of five members, each with terms of four years. The Commission provides recommendations to the City Council for the City’s economic growth and development based upon specific work plans or projects as assigned by the City Council. North Bend Municipal Code (“NBMC”) 2.30.020, Membership, states in part, “Members of the Commission shall be appointed by the Mayor and confirmed by the Council. All members shall be selected without respect to political affiliation and shall serve without compensation.”</p> <p>Commission Position No. 4 became vacant with the election of Christina Rustik to the City Council. The vacant position was advertised on January 9, 2024, and three applications were received. Of the three applications received, only one applicant qualified for an interview based upon the requirement established in NBMC 2.30.020A that requires the applicant to have an ownership interest in a business located in the City (but are not required to be City residents). Applicant Michael Kunz was interviewed by Mayor Miller, Community & Economic Development Director Deming and Economic Development Manager Henderson on February 14, 2024. Mayor Miller determined applicant Michael Kunz was an appropriate fit for appointment to the vacant position. Mr. Kunz confirmed his interest in an appointment to the Commission and has agreed to fill Position No. 4.</p> <p>Mayor Miller recommends the appointment of Michael Kunz to Position No. 4 for the remainder of Position No. 4’s term, which expires on December 31, 2024.</p>					
<p>APPLICABLE BRAND GUIDELINES: Commitment to invest in the City and foster community engagement and pride.</p>					
<p>COMMITTEE REVIEW AND RECOMMENDATION:</p>					
<p>RECOMMENDED ACTION: MOTION to approve AB24-028, confirming the appointment of Michael Kunz to Position No. 4 on the Business & Economic Development Commission for the remainder of Position No. 4’s current term, set to expire on December 31, 2024.</p>					
<p align="center">RECORD OF COUNCIL ACTION</p>					
<i>Meeting Date</i>		<i>Action</i>		<i>Vote</i>	
March 5, 2024					



City of North Bend Commission Application



Name: Michael C Kunz

Address: [REDACTED] Seattle, WA 98112

Phone: [REDACTED] Email: [REDACTED]

Length of residence in North Bend or 98045: business for 2 ye

Commission desired: 1st Choice Economic development 2nd Choice

Explain why you are interested in serving:

Business in North Bend is viewed as an essential component of a thriving small-town community, characterized by its rich heritage and unique charm. My commitment is to preserve the distinctive qualities of North Bend while simultaneously fostering economic opportunities for both residents and visitors alike. Drawing upon my extensive background in business planning, strategic economic development, and firsthand experience as a North Bend business owner, I possess a unique insight into effectively balancing and cultivating the economic landscape of North Bend and the broader Snoqualmie Valley.

Furthermore, my business is strategically oriented towards outdoor recreation, an industry that presents incredible opportunities for the region. By leveraging this focus, we aim to contribute significantly to the economic vitality of North Bend while staying true to the values that make this community special.

What community activities or other experiences do you bring to this position?

I am the owner and operator of The Line Experience in North Bend, a company dedicated to enhancing accessibility to outdoor recreation, with a specific focus on various forms of cycling. My professional background encompasses expertise in business strategy and planning, coupled with a strong foundation in customer-centric design.

Over the past two to three years, I have collaborated closely with the City of Snoqualmie and Si View Parks to spearhead community-centric cycling programs. The primary objective is to boost participation and foster enjoyment among residents, placing a deliberate emphasis on meeting the unique needs and preferences of the community. This collaborative effort reflects our commitment to promoting outdoor recreation while aligning with the specific interests and well-being of the local residents.

Do you have any special skills or expertise applicable to the position?

I hold an MBA with a specialization in marketing, complemented by a distinguished career that includes serving as a Creative Director at Procter & Gamble and holding design leadership positions at Microsoft and Amazon. In my most recent role at Microsoft, I functioned as a Business Planner responsible for driving economic development initiatives for the Windows and Windows Live services, focusing specifically on monetization and the formulation of robust business models.

As the current CEO of The Line Experience, I successfully acquired and revitalized a dilapidated building in North Bend, providing me with invaluable insights into the intricacies of building a business within the city. At present, I oversee a dedicated team of three full-time employees and four part-time staff members, with plans for a substantial workforce expansion to 12-15 employees anticipated by the upcoming summer. My multifaceted background, encompassing strategic planning, design leadership, and successful business ownership, uniquely positions me to navigate the complexities of both corporate and entrepreneurial landscapes.

What is your Educational/Occupational Background?

BFA - Ohio university
MBA
Graphic Designer, Lead Design and Creative Director, New Ventures - Procter & Gamble
Graphic Design Leader - Amazon
User-Centric Design Lead, PM, PM Lead - Microsoft
Director of Product Planning, Windows and Live Services - Microsoft
Owner and Founder - Edgar Bikes
Owner and Founder - The Line Experience Inc.

What do you see the role of the commission playing in the City?

I advocate for the Economic Development Council to play a pivotal role in steering the establishment of opportunities that align with the unique character of the city, while also facilitating the streamlined creation of development prospects that result in enhanced services for residents, visitors, and business owners alike. This approach places a strong emphasis on comprehending the implications of town services, zoning regulations, public support, and marketing opportunities across the region.

What do you consider to be a "successful" North Bend?

North Bend possesses a distinctive and valuable character, strategically situated in the Snoqualmie Valley area. Serving as both a quintessential small mountain town and a gateway to outdoor recreation, its proximity to The Pass, Seattle, Bellevue, and Issaquah positions it as an ideal hub for cultivating a vibrant and sustainable economy without succumbing to overly commercialized development. The goal is to ensure that residents of North Bend thrive by having access to all essential services and resources, while concurrently fostering an energetic visitor base throughout businesses and locations within and around the town.

Commissions make recommendations regarding monetary expenditures and/or benefits to certain areas of the Community and make decisions that shall be impartial to meet the needs and benefit the whole community.

1) Can you foresee possible conflicts of interest with any of your current employment or civic positions?
If yes please explain.

I Own the Line Experience - a business in North Bend

Are there days or evenings you would be unavailable to meet?

No

Please see the attached descriptions of Commissions for general information and meeting times.

Please return completed form and resume to:
City of North Bend, Attn: City Clerk, 920 SE Cedar Falls Way, North Bend, WA 98045
For more information call 425-888-7627 or email: soppedal@northbendwa.gov

Contact

Seattle, Wa 98112

www.linkedin.com/in/mikekunz
(LinkedIn)

Top Skills

Product Management

User Experience

User Interface Design

Honors-Awards

MBA University of Phoenix

Patents

MESSAGE NOTIFICATION
CAMPAIGNS

DOMAIN CLASSIFICATION AND
CONTENT DELIVERY

Generating Advertisements from
Electronic Communications

ADVERTISEMENT
COORDINATION

MESSAGE NOTIFICATION
CAMPAIGNS

Michael Kunz

CEO @ The Line Experience | Outdoor Recreation, Leadership
Seattle, Washington, United States

Summary

With a passion for mountain biking and a proven track record in consumer design, business strategy, and marketing, I am the CEO and Founder of The Line Experience, a company that is building premier Mountain Bike Experience Centers and Trailhead kiosks across the country. I have over 25 years of experience in the sport and industry of mountain biking, as a rider, a service provider, and now an innovator.

My mission is to create more access to bikes, with safe and fun experiences for all levels of riders, both at existing trailheads and at new, state-of-the-art facilities. These centers and kiosks are devoted to learning, retail, and community, with amenities that reflect the outdoor recreation lifestyle and the culture of riders. We want to change the conversation from more trails to more access, by providing equipment and bicycles, knowledge and guidance, and environmental conservation, public benefit, and social engagement. The Line Experience is an unprecedented opportunity to grow both participation and economics of and around the sport of mountain biking, while also delivering value to our customers, partners, and investors.

Experience

The Line | Bike Experience
CEO The Line Experience
January 2020 - Present (4 years 2 months)
Greater Seattle Area

The Line Experience is building premier mountain bike focused entertainment centers and partnering with public and private areas to provide amenities and services for mountain bikers across the country. We will start the journey in our home in the PNW - Seattle. Whether at trailheads or our new Experience Center we will help make mountain biking accessible to more people and help those that already ride to progress and be able to enjoy more of the growing

sport. The center is focused on learning, retail and community with amenities that reflect the outdoor recreation lifestyle and the community of riders. The Line represents an unprecedented opportunity to grow both participation and economics of and around the sport of mountain bikes.

Edgar Outfitters, LLC

CEO

August 2018 - January 2020 (1 year 6 months)

Seattle, Washington

Bicycle maintenance and service shop. One-on-one premium service provider for high end and race oriented mountain bikes, suspension service and tuning. Primarily focused on mountain bikes, progressing riders and ongoing support and set up with people who love bikes and riding. Specializing in advanced telemetry and set up for riders from new to pro. I also developed TuneCode an application and database system for collecting and analyzing suspension and fit data for mountain bikes.

Causable Giving

Co-Founder

November 2014 - October 2016 (2 years)

Greater Seattle Area

Causable is an idea that can help charities, and the people who want to help those charities. We will offer a new way to allow people to champion their cause. we are building a world class platform for social, charitable support and giving.

I am currently serving as the head of the board for the nonprofit Causable Giving

Microsoft

11 years 8 months

Customer Insight Analytics

April 2013 - November 2014 (1 year 8 months)

Redmond, WA

Leading the development of a system for the reporting of telemetry use and adoption metrics for the Windows family of products.

- Identified and developed a system for design, development and execution of a statistically relevant telemetry reporting system for Windows, enabling key business analytics to be delivered to all levels of product/program

management resulting in better decision making and understanding in engineering teams. Received an honorable mention for Engineering Excellence.

- Management of a consumer feedback panel for the Windows product that combines survey capabilities with telemetry data feedback. Resulting in new insights concerning usage and sentiment analysis.

Principal Product Planning Lead

September 2008 - April 2013 (4 years 8 months)

managed a team of 8 product planners for the Windows division to prioritize and build the vision and plan for Windows and Live business, international strategy, instrumentation, help and support, and the Windows Online marketing platform. Budget responsibility of \$1 million+

- Outlined the opportunity and the risk profile for a change in the language deployment for Windows, which resulted in a broad change in language availability across the world and SKUs of Windows 8.
- Trend analysis resulting in newly defined machine categories and focus
- Developed a framework for inclusion of advertisements in apps including defining the advertising and privacy policies for developers and ad networks in conjunction with the Microsoft advertising group.
- Awarded 2 Gold star awards for driving business value in the Windows Division

Senior Product Planner

May 2007 - September 2008 (1 year 5 months)

Led the effort to frame and rationalize monetization and business strategy to define the value of advertising to consumers and cost of goods sold for Hotmail, Skydrive, Messenger and Live photos service.

- Co-developed programs designed to increase value of advertising through supply and demand optimization, creative acceptance policy updates, optimization of formats, and modeling interactions
- 18 patent applications, 6 granted to date.

Senior PM Lead

September 2006 - April 2007 (8 months)

Led a team responsible for monetization strategy and implementation across Windows Live services including Hotmail and Messenger. Managed onboarding and implementation of personal expression content (emojicons, themes, etc.).

User Experience / Design Lead

April 2003 - September 2006 (3 years 6 months)

Formed and led a team the re-imagined passport, signup, user identity systems and other critical customer touch-points to build conversion, product adoption and engagement resulting in Increased Hotmail signup conversion by an estimated 60%

- Built design value and led evangelism with executives and product teams including helping to redefine the product design process
- 1 Gold star stock award from the senior leadership for driving business value

Amazon.com

Graphic and Information Designer

June 2002 - March 2003 (10 months)

Rapidly developed and tested designs for key areas of buying path for Amazon. Helped define and implement the first user testing and prototyping system for customer experiences and a focused effort on developing clear customer segmentation and needs analysis to drive more effective conversion across Amazon purchasing path. Redesigns of the shopping cart screens and purchasing path resulted in statistically significant increases in sell through and conversion. Including an 8% increase in the "High up sell" cart screen.

Procter & Gamble

Creative Director: Tremor

September 2000 - August 2001 (1 year)

Founding member of a team to develop deep customer segmentation, analysis and market research program to identify and understand teen buying habits and opinions in the online space. Leader of holistic, creative development of a \$4 Million new interactive start-up brand including management of up to five creative agencies, direct involvement and influence with developers and naming. Funded by P&G Global Leadership Team with acclaim from target audience of teen users

- Coordinated PR, advertising, design, interactive, and identity with five agency resources, fully implementing three brand revisions, meeting tight deadlines and cost restrictions.

- Coordinated PR, advertising, design, interactive, and identity with five agency resources, fully implementing three brand revisions, meeting tight deadlines and cost restrictions.

Pointmethod

Creative Director

2000 - 2001 (1 year)

Developed a comprehensive program for advising small and medium business around brand and interface design.

Planet Feedback

Co-Founder/Creative Director

April 1998 - July 1999 (1 year 4 months)

Invented a systematic process and tool set to allow individuals to submit structured feedback to companies. The engine allowed that feedback to be cataloged and analyzed to provide key insights for development by those same companies. The company was later acquired by Buzz metrics and eventually Nelson

Procter & Gamble

Digital Design Manager

June 1998 - June 1999 (1 year 1 month)

the first Interactive Design Manager for P&G. created and built the first interactive marketing initiatives for P&G brands including Febreze, Pringles, Olay and others. I managed agency connections and worked directly with Brand Managers to help pioneer social marketing experiences, web site construction, navigation and design and develop strategic positioning for brands in an online environment.

Education

Ohio University

Bachelor's Degree, BFA - Graphic Design · (1991 - 1996)

University of Phoenix

Master of Business Administration - MBA, Marketing/Marketing Management,
General · (2003 - 2003)

University of Phoenix

Master of Business Administration - MBA, Marketing



City Council Agenda Bill

SUBJECT:		Agenda Date: March 5, 2024		AB24-029
Motion Authorizing an Agreement with Rivers Edge Environmental Services Inc. for Asbestos Abatement and Demolition of Structures at 230 Main Ave N.		Department/Committee/Individual		
		Mayor Mary Miller		
		City Administrator – David Miller		
		City Attorney – Kendra Rosenberg		
		City Clerk – Susie Oppedal		
		Administrative Services – Lisa Escobar		
		Comm. & Economic Development – Rebecca Deming		X
		Finance – Martin Chaw		
Cost Impact: \$39,469.32		Public Works – Mark Rigos		
Fund Source: Affordable Housing Fund				
Timeline: Immediate				
Attachments: Proposal from Rivers Edge Environmental Services Inc.				
<p>SUMMARY STATEMENT:</p> <p>The City Council approved the Housing Action Plan on September 19, 2023. This Plan calls for looking at additional affordable workforce housing. This request resulted in the purchase of Tax Parcel #784670-0525 located at the corner of E. 3rd Street and Main Avenue N. for the purpose of redevelopment for affordable housing.</p> <p>As required by state law, City staff contracted with a consultant to perform an asbestos survey of the structures to be demolished. The house located at 230 Main Avenue N. was found to contain asbestos in two different building materials, the glazing material of the windows and various locations of interior plaster. The detached garage did not include any asbestos materials.</p> <p>The City contacted bidders from the MRSC Roster List in the fields of Hazardous Material Abatement and proximity to North Bend. The low bid was submitted by Rivers Edge Environmental Service Inc. and after comparison of bids and reference checks was selected as the successful bidder.</p>				
APPLICABLE BRAND GUIDELINES: Sustainably managed growth				
COMMITTEE REVIEW AND RECOMMENDATION: The Community & Economic Development Committee reviewed this item at their February 20, 2024 meeting and recommended placement on the Main Agenda for discussion.				
RECOMMENDED ACTION: MOTION to approve AB24-029, authorizing the Mayor to enter into a Small Public Works Agreement with Rivers Edge Environmental Inc. to abate asbestos materials and demolish two buildings at 230 Main Ave N. in North Bend, Washington, in a form and content approved by the City Attorney, in an amount not to \$39,469.32.				
RECORD OF COUNCIL ACTION				
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>		
March 5, 2024				



PROPOSAL

Rivers Edge Environmental Service, Inc
17115 SE 270th Place, Suite 106
Covington, WA 98042
(425) 584-7089

Contractor Registration No RIVEREE855DT

Estimate #	22-932
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Submitted to:	Date: 2/2/2024	Project Name	Main Ave Demo & Abatement	
Colin Mercer 920 SE Cedar Falls Way North Bend, WA 98045		Job Site	230 Main Ave S., North Bend WA	
		Email		
		Phone		
Description		Qty	Rate	Total
Rivers Edge Environmental Services, Inc. (REES) proposes the following costs for the abatement and demolition of the existing residential structures at the 230 Main Ave. S. project location:				
Proposal price based on the Request for Bids dated 1.17.24 and Q&A #1 sent 1.29.24				
Mobilize and provide labor, equipment, trucking and disposal for the scope of work outlined in the above documents. Additional information regarding Asbestos Abatement is attached to this proposal as Exhibit A.			39,469.32	39,469.32
Assumes City of North Bend to provide demolition permit.				
Excluded: Demolition permits, special inspections to include compaction testing, import of material, TESC, site security fencing or security guards, traffic control plans or flagging, handling, hauling or disposal of contaminated materials other than ACM, decommissioning of monitoring wells, fuel escalation, hardscape removal or replacement, landscape removal or replacement, Overtime/weekend/double time or holiday work, more than 1 mobilization, water usage fees, Retention amounts greater than 10%, Washington State Sales Tax.				
Sales Tax			0.00%	0.00
Dan Kuhn, Estimator		Phone: 425-584-7089 dkuhn@rivers.city		Subtotal \$39,469.32
				Total \$39,469.32
We accept payment by credit card for an additional fee of 3%. Please notify our Estimator if this is your preferred method of payment.				
We propose to furnish labor and materials in a complete accordance with the above specifications for the stated total sum plus unit price, if applicable. Terms of payment are net 30 days from invoice date. A finance charge of 3% per month that the invoice remains past due will apply. All work and materials are presented with limitations as specified. All work is to be completed in a workmanlike manner according to standard practices. Any deviation from above specifications involving extra work and additional costs will be executed only upon written change orders and will become an extra cost over and above the quoted price. The total quoted price do not include all applicable taxes unless noted. Price is good for 30 days.				

Signature of Authorized Representative

Printed Name

TITLE / COMPANY

Date



RIVERS EDGE ENVIRONMENTAL SERVICES, INC.
17115 SE 270TH PL SUITE # 106
COVINGTON, WA 98042

Exhibit A

February 2, 2024

To: City of North Bend
920 S.E. Cedar Falls Way
North Bend, WA 98045

Attn: Colin Mercer
Via E-mail: cmercer@northbendwa.gov
Project: Demolition of a Single-Family Residence & Associated Accessory Structures
Location: 230 Main Avenue South, North Bend WA 98045

Bid Date: February 2, 2024 @ 12:00 PM
Documents: Request For Bids, Questions/Answers During Bid Process dated 1/29/24 & Asbestos Northwest, LLC Survey Report Dated January 9, 2024

Architect: N/A
Consultant: N/A
Sections: N/A
Addenda: N/A

Rivers Edge Environmental Services (REES) is pleased to submit our asbestos abatement proposal for the work described below, including clarifications, inclusions and exclusions noted herein:

Asbestos Abatement

Scope of Work:

1. Remove and properly dispose of all the friable asbestos containing plaster walls from within the bathroom and all the remaining plaster walls & ceilings throughout the structure as if it contains asbestos, as per answer 2 on the questions and answers sent out to bidders on 1/29/24. All this work will be performed within a full negative pressure enclosure, per WAC 296-62-07712.
2. Remove and properly dispose of the exterior windows with non-friable asbestos glazing putty.

Inclusions/Clarifications:

1. This proposal includes all supervision, labor, material, equipment, disposal, overhead, profit and insurance to properly complete the asbestos abatement in this proposal.
2. The proposal is based on one (1) mobilization and demobilization.
3. Proposal includes General & Pollution Liability Insurance (\$1 million per occurrence/\$2 million aggregate/\$1 million excess liability umbrella). The city of North Bend is named as additionally insured.
4. Work to be performed during regular hours from between the hours of 7:00 am to 5:00 pm Mondays through Fridays, unless otherwise agreed upon.
5. The proposal is valid for thirty (30) days and based on a mutually agreed upon contract.
6. Includes current prevailing wage rates.

7. Includes temporary power for abatement.
8. Includes selective demolition to access the asbestos materials scheduled for removal.
9. The city of North Bend will be providing water at the meter or directly behind the sidewalk.
10. Includes notification permits to (PSCAA) Puget Sound Clean Air Agency and the Department of Labor and Industries (LNI).

Should you have any questions or concerns, please contact me at your convenience.

Sincerely,

Steven J. Ness
Estimator/PM
(425) 584-7089 Office
(206) 498-9383 Mobile

RIVERS EDGE ENVIRONMENTAL SERVICES, INC.
17115 SE 270TH PL. STE. 106 COVINGTON, WA 98042
PHONE # (425) 584-7089 - EMAIL: sness@rivers.city
DBE/WBE/SBE/SDB CERTIFIED