

Tuesday, March 10, 2020
City Council Meeting

7:00 P.M.
2047 Regular City Council Meeting

Council Chambers

1. Opening Items.

Subject :	1.01 Council Reference Materials
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	1. Opening Items.
Access :	Private
Type :	Discussion, Information
Subject :	1.02 Call To Order
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will call the meeting to order.

Subject :	1.03 Pledge of Allegiance
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Subject :	1.04 Moment of Silence for Reflection / Invocation - Any City Employee or Elected Official; delivering the invocation, does so in his/her capacity as a private citizen, and not in his /her official position as a city employee/elected city official.
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Subject : 1.05 Public Comment - Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City. Public Comment is the time set aside for Citizens to address the Council regarding items of concern/interest either not appearing on this agenda, or on the consent agenda. If you wish to speak on any such item, this is the time to come forward when the Mayor asks for public comments. Public comments for items listed on the regular agenda may be taken after the staff presentation of the item.

Meeting : Mar 10, 2020 - City Council Meeting

Category : 1. Opening Items.

Access : Public

Type : Information

Public Content

Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City.

Public Comment is the time set aside for Citizens to address the Council regarding items of concern/interest either not appearing on this agenda, or on the consent agenda. *If you wish to speak on any such item, this is the time to come forward when the Mayor asks for public comments.*

Public comments for items listed on the regular agenda may be taken after the staff presentation of the item.

Manner of Addressing the Council:

Each person addressing the Council shall give his/her name and address in an audible tone of voice for the record and, unless further time is granted by the Council, shall limit their address to five (5) minutes.

All remarks shall be addressed to the Council as a body, and not to any member thereof. No person, other than members of the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Council Members except through the presiding officer.

Personal and Slanderous Remarks:

Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Council may be requested to leave the meeting and may be forthwith, by the presiding officer, barred from further audience before Council during that Council meeting.

City of College Place Resolution No. 355

2. Consent Agenda.

Subject :	2.01 AB 20047 - Approve Agenda
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.02 AB 20048 - Approve Council Minutes from February 25th, 2020
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent), Minutes
Preferred Date :	Mar 10, 2020
Fiscal Impact :	No

File Attachments

[BoardDocs® LT Plus_02-25-2020_Draft_Minutes.pdf \(928 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.03 AB 20049 - Approve Council Minutes from March 3, 2020 Workshop
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent), Minutes
Preferred Date :	Mar 10, 2020

Fiscal Impact :

No

File Attachments

[BoardDocs® LT Plus_03-03-2020_Draft_Workshop_Minutes.pdf \(911 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.04 AB 20050 - Civil Service Commissioner Appointment Confirmation
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Preferred Date :	Mar 10, 2020
Fiscal Impact :	No
Recommended Action :	Motion to confirm appointment of Civil Service Commissioner as recommended by Staff.

Public Content

Two Civil Service Commissioners have recently resigned their post. Staff advertised for the opening and recommends appointment of Bill Kelly to fill one of the positions.

Consent

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Subject :	2.05 AB 20051 - Library Card Program Repeal - Ms. Neissl
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Preferred Date :	Mar 10, 2020

Fiscal Impact :	No
Recommended Action :	Motion to approve Ordinance No. 20-003 which repeals the Library Card Program CPMC 3.48.

Public Content

In an effort to keep the College Place Municipal Code updated and relevant, the Library Card Program, CPMC3.48 should be repealed as it is no longer necessary per section 3.48.060.

3.48.060 - Program duration.

*The library card coverage program shall exist until either an action of city council, establishment of a city library, **annexation into a library district**, or library agreement made possible by RCW 35A.27.010 eliminates the need for such program. The number of memberships covered by this program yearly is dependent via budgetary allocations made by city council on an annual basis or donations from the community.*

File Attachments

[CHAPTER_3.48___LIBRARY_CARD_PROGRAM.pdf \(55 KB\)](#)
[Ord_No_20-003_Library_Program_Repeal.pdf \(111 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.06 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve the consent agenda

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

3. Presentations.

Subject :	3.01 AB 20052 - Police Department Update - Annual Report - Chief Tomaras
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	3. Presentations.
Access :	Public
Type :	Discussion, Information

Public Content

Chief Tomaras will give an update on the Police Department.

File Attachments

[CPPD 2019 Reports.pdf \(1.963 KB\)](#)

4. Public Hearings - None.

5. Action Items.

Subject :	5.01 AB 20053 - 2020 Water System Plan Update Award - Mr. Gordon
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Mar 10, 2020
Fiscal Impact :	Yes
Dollar Amount :	\$153,957.10
Budgeted :	No
Budget Source :	From the Water Utility Reserve 594.34.63.03
Recommended Action :	Motion to approve City Administrator to execute Amendment 1 to agreement for services with RH2 Engineering, Inc., to update the City's Comprehensive Water System Plan for an amount not-to-exceed of \$139,961 with a 10% contingency of \$13,996.10 for a total authorization of \$153,957.10.

Public Content

Historical Perspective:

Council authorized staff to request proposals for the Comprehensive Water System Plan update on 6/25/2019. Council awarded the contract to RH2 Engineering on 11/12/19.

Information for Consideration:

RH2 originally proposed to update the plan for a cost of r\$139,961. The 2014 plan update agreement cost was \$70,000 (or \$89,000 adjusted for inflation), and so staff worked with RH2 to develop a less expensive alternative in which a third party will be used to collect system hydrant flow test data (for model calibration) and in which city staff would be responsible for completing several of the chapters in the updated plan as follows. Staff requested award of and Council approved a \$101,877 contract with a 20% contingency of \$20,375.40 for a total authorization of \$122,252.40.

On February 25, 2020, City staff met with the Department of Health (DOH) for a mandated pre-plan meeting to cover requirements of the planning process. DOH is issuing new planning guidance and it became obvious during the meeting that significant increases in the level of planning were expected. That, and the recent departure of the City's engineering technician, leaves the Engineering Department without adequate resources to partner on the writing of the plan. Staff is recommending an amendment to the contract for a total amount of the originallyproposed contract of \$139,961 with a 10% contingency for a total not-to-exceed amount of \$153,957.10. This represents in increase of \$31,704.70 in the total not-to-exceed authorization for this contract.

File Attachments

[20200310.Exhibit_1_RH2_Water_System_Plan_Contract_Amendment_1.pdf \(1.728 KB\)](#)

Subject :	5.02 AB 20054 - Multi-Use Path Sealing Contract Award - Mr. Hartwig
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Mar 10, 2020
Fiscal Impact :	Yes
Dollar Amount :	\$17,950.00
Budget Source :	595.30.63.20
Recommended Action :	Motion to authorize the Administrator to execute a contract with Klicker Enterprises for an amount not to exceed \$17,950 for the sealing of the multi-use path on Whitman Drive.

Public Content

Historical Perspective:

The asphalt path has never been sealed. Sealing asphalt extends the life of asphalt. The project would probably be done in the summer when the foot and bike traffic drops because of the schools and university be done for the school year.

File Attachments

[Klicker Enterprises Bid.pdf \(1.382 KB\)](#)

[Sierra Santa Fe Bid.pdf \(17,211 KB\)](#)

Subject :	5.03 AB 20055 - CDBG Sidewalk Final Engineering - Mr. Rizzitiello
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Mar 10, 2020
Fiscal Impact :	Yes
Dollar Amount :	\$124,000.00
Budgeted :	Yes
Budget Source :	595.61.00.00
Recommended Action :	Motion to authorize the City Administrator to sign the contract for services with Anderson Perry Engineers for Final Engineering work pending State CDBG Program Approval.

Public Content

Historical Perspective:

The City obtained a Community Development Block Grant from the State of Washington in Fall 2019 for \$464,500 to engineer and construct five foot wide sidewalks along SW Davis Street (2nd to Whitman), SW Bade Street (5th to 6th, 7th to 10th), and SW 12th Street (College to Bade).

Information for Consideration:

The City issued a Request for Service Qualifications (RSQ) in January 2020 with a due date of February 10th, 2020. The City received three responses. Staff reviewed and graded responses. Anderson Perry Engineers was ranked as the most qualified consultant to do final National Environmental Protection Act (NEPA), Final Engineering, and Construction Observation work. The draft contract is for \$124,000. Before we enter into contract, it requires final State CDBG approval since the grant funds come from the Federal government via passthrough through the State Department of Commerce. Per the proposal from Anderson Perry the engineering work will take most of 2020 with the construction work occurring in Spring 2021 when the bidding climate for contractors is more competitive.

File Attachments

[663-145 Sidewalk Improvements Agreement.pdf \(571 KB\)](#)

[AndersonPerryProposal.pdf \(21,876 KB\)](#)

[Procurement_PublicWorks_CDBG_SidewalkEngineering_SummaryScores.pdf \(71 KB\)](#)

6. Administrative Reports.

Subject :	6.01 AB 20056 - Maiuri Water Main Upsize
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	Reimbursement - Mr. Rizzitiello
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	6. Administrative Reports.
Access :	Public
Type :	Discussion, Information

Public Content

Expenditure: \$7,100

Historical Perspective:

Mr. Marc Maiuri is constructing a development on SW 12th Street. There are lands in that corridor either within the City or in the urban growth area adjoining that have development potential in the future.

Information for Consideration:

Mr. Marc Maiuri needed to install a 8" water main to support his development on SW 12th Street. The City requested he consider upsizing the main to 12" so future development could be supported. He is requesting reimbursement for the difference in upsizing the main to 12" from 8". Installing it now makes practical sense so the City does have to tear apart the new half street improvement installed in the future. The City has participated in upsizing reimbursement requests with development in the past. The City Engineer is reviewing the oversize estimate to make sure it reflects market conditions. This item will go for action on the March 24th, 2020 City Council meeting.

File Attachments

[SW12thMap.jpg \(2,499 KB\)](#)
[UpsizingPrice_Estimate.pdf \(142 KB\)](#)
[Resolution.pdf \(109 KB\)](#)

7. Informational Reports - None.

8. Executive Session - None.

9. Closing Items.

Subject :	9.01 Adjournments
Meeting :	Mar 10, 2020 - City Council Meeting
Category :	9. Closing Items.
Access :	Public
Type :	Action
Recommended Action :	Motion to adjourn the meeting

City Council Meeting (Tuesday, February 25, 2020)

Generated by Carolyn Holm on Tuesday, February 25, 2020

PRESENT: Mayor Norma L. Hernández
Council Members Jerry Bobbitt, Michael Cleveland, Loren Peterson, Heather Schermann, Byron Trop

City Attorney Rea Culwell
Administrator, Mike Rizzitiello; Public Works Director, Paul Hartwig;
Staff City Engineer, Robert Gordon; Fire Chief, David Winter;
Community Development Director, Jon Rickard;
Police Sergeant, Bob Benfield; Deputy City Clerk, Carolyn Holm

MEMBERS EXCUSED: Marge Nyhagen, Melodie Selby
MEMBERS ABSENT:

1. Opening Items.

Procedural: 1.02 Call To Order

Mayor Hernández called the meeting to order at 7:00 PM.

Procedural: 1.03 Pledge of Allegiance

Procedural: 1.04 Moment of Silence for Reflection / Invocation - Any City Employee or Elected Official; delivering the invocation, does so in his/her capacity as a private citizen, and not in his/her official position as a city employee/elected city official.

Information: 1.05 Public Comment - Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City. Public Comment is the time set aside for Citizens to address the Council regarding items of concern/interest either not appearing on this agenda, or on the consent agenda. If you wish to speak on any such item, this is the time to come forward when the Mayor asks for public comments. Public comments for items listed on the regular agenda may be taken after the staff presentation of the item.

None.

Information: 1.06 Excuse absence of Council Members Nyhagen & Selby

2. Consent Agenda.Action (Consent): 2.01 AB 20038 - Approve Agenda 2/25/20Action (Consent), Minutes: 2.02 AB 20039 - Approve Council Minutes 2/11/2020Action (Consent): 2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.**Council Member Schermann made a motion to approve the consent agenda as presented. Second by Council Member Trop and the motion passed 5-0.****3. Presentations.**3.01 Fire Department Report - Chief Winter

Chief Winter gave an overview of the 2019 performance report for the Fire Department call types, volumes, and staff and patient demographic information. Discussion ensued.

4. Public Hearings.-None**5. Action Items.**Action: 5.01 AB 20040 4Bikes-Phase 2 Engineering Services Agreement Award - Mr. Gordon

Mr. Gordon gave a brief overview of the 4Bikes agreement; Anderson Perry was the only respondent to the Request For Proposal (RFP). Discussion ensued.

Council Member Cleveland made a motion to authorize the Mayor or City Administrator to execute a contract with Anderson Perry for \$150,000 for engineering, property acquisition, construction engineering and material testing

services for the 4Bikes-Phase 2 project with a 20% contingency for a total not-to-exceed amount of \$180,000. Second by Council Member Peterson and the motion passed 5-0.

Action: 5.02 AB 20041 CERB Prospective Development Grant/Loan Resolution of Support: Southwest Wastewater Trunk Line - Mr. Rizzitiello

Mr. Rizzitiello informed he is working on the application for a CERB Prospective Development grant/loan and is requesting support from Council to complete the application. This grant/loan is the first of a couple opportunities for the Southwest Wastewater trunk line. The Southwest Wastewater trunk line is estimated at \$5.5 - 7 million dollars for construction. Discussion ensued.

Council Member Schermann made a motion to adopt Resolution #20-007 which authorizes and fully supports the Community Economic Revitalization Board Grant/Loan Application via the Prospective Development Program. Second by Council Member Trop and the motion passed 5-0.

Action: 5.03 AB 20042 Department of Corrections Class V Community Restitution Program Contract - Mr. Rizzitiello

Mr. Rizzitiello gave a brief overview of the need for the contract. The offenders will be tasked with minor clean up in the city that do not require a lot of skill, they will be supervised by a Department of Corrections staff. Discussion ensued.

Council Member Peterson made a motion to approve proposal with State Department of Corrections Class V Community Restitution Program. Second by Council Member Schermann and the motion passed 5-0.

Action: 5.04 AB 20043 Authorization to Purchase Used Dump Truck - Mr. Hartwig

Mr. Hartwig requested authorization to purchase a new dump truck to replace the 1987 Chevrolet dump truck. He informed of the three bids provided in the packet, the Puget Sound bid is recommended. Jeff Goodson, City Fleet Manager went to Puget Sound to inspect the truck, it has low miles and hours and is in great condition. Puget Sound will supply the dump body for the truck, and plates/licensing.

Council Member Trop made a motion to authorize the purchase of a 2009 International 7400 single axle with drop axle dump truck for an amount not to exceed \$95,900 and the surplus of Vehicle #733 a 1987 Chevrolet dump truck. Second by Council Member Cleveland and the motion passed 5-0.

Action: 5.05 AB 20044 Acceptance of Wildhorse Foundation Grant for Security Cameras - Mr. Rizzitiello

Mr. Rizzitiello informed we were awarded the full amount of the grant from the Wildhorse Foundation. This grant will cover 2 Ipod 4 security cameras which will be placed at College Avenue and 12th Street, College Avenue and C Street.

Council Member Trop made a motion to adopt Resolution #20-008 which authorizes acceptance of the Wildhorse Foundation Grant for the acquisition of two security cameras. Second by Schermann and the motion passed 5-0.

6. Administrative Reports.

Discussion: 6.01 AB 20045 Walla Walla Cooperative Services Feasibility Study - Chief Winter

Chief Winter presented to answer any questions Council may have in regard to the study. He informed a meeting is scheduled March 16, 2020, at 4:00 p.m. at Walla Walla City Hall with the author of the study. Discussion ensued. The study will be added to the April City Council Workshop.

Discussion: 6.02 AB 20046 Revised Standards for construction - Mr. Gordon

Mr. Gordon provided an overview of the four areas where updates are proposed. Street section updates, parking lot standards, storm water standard changes, and miscellaneous specification changes. Discussion ensued.

7. Informational Reports. The following reports were included in the packet for review:

Information: 7.01 CPPD Monthly Report

Information: 7.02 Public Works/Water Department Monthly Report

Information: 7.03 Fire Department Monthly Report

8. Executive Session.-None**9. Closing Items.**

Action: 9.01 Adjournments

Council Member Trop made a motion to adjourn the meeting at 8:02 p.m. Second by Council Member Peterson and, with no objection, the meeting adjourned.

Approved:

Norma L. Hernández – Mayor

Attest:

Lisa R. Neissl – City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred February 25, 2020. Further detail may be obtained by reviewing the actual audio recording made during this session.

City Council Workshop (Tuesday, March 3, 2020)

Generated by Carolyn Holm on Thursday, March 5, 2020

PRESENT: Mayor Norma L. Hernández
Council Members Michael Cleveland, Loren Peterson, Melodie Selby
Staff Administrator, Mike Rizzitiello;
Finance Director, Brian Carleton;
Deputy City Clerk, Carolyn Holm;
MEMBERS EXCUSED: Marge Nyhagen, Heather Schermann, Byron Trop
MEMBERS ABSENT: Jerry Bobbitt
City Attorney Absent: Rea Culwell

1. Opening Items.**Mayor Hernández called the meeting to order at 5:34 PM******Note: A quorum of Council Members was not in attendance. No action was taken that would require a quorum of Council.**

Procedural: 1.01 Pledge of Allegiance

Procedural: 1.02 Moment of Silence for Reflection / Invocation - Any City Employee or Elected Official; delivering the invocation, does so in his/her capacity as a private citizen, and not in his/her official position as a city employee/elected city official.

Information: 1.03 Excuse absence of Council Members Nyhagen, Schermann, Trop, and Bobbitt

2. Workshop Topics.**Discussion: 2.01 Fiscal Year 2018 Audit Results - Mr. Carleton**

Mr. Carleton reviewed the SAO Exit Recommendations provided by the auditors. He informed there were seven items for review with recommendations: financial statements, procurement, credit cards/travel, payroll cost allocation, ER&R cost allocation, EFT controls, and the Police evidence room. The recommendations were reviewed and have already been addressed and in some cases, new procedures implemented. Discussion ensued.

Discussion, Procedural: 2.02 Council Training Part II - Mr. Rizzitiello

Mr. Rizzitiello reviewed the second half of the presentation provided by Washington City/County Management Association on council rules. The Land Use Planning and Economic Development portion of the presentation touching on when and how the Shoreline Management Act (SMA) could affect the City. Mr. Rizzitiello provided an overview of Lobbying 101 and how Council Members can use their power as a city leader to influence decision makers thereby effectively advocating for the City. Discussion ensued.

Discussion: 2.03 Update on FY 2020 State Legislative Session - Mr. Rizzitiello

Mr. Rizzitiello went over a few of the high and medium priority bills. He informed you can click on the Bill # to review in depth of each bill. Council Member Selby noted the most effective items to review are the Bill Reports contained within the link. Any substitute bills in this section will be the most updated. Discussion ensued regarding the status of Highway 12 Phase 7 and Mr. Rizziteillo informed it made it to both the House and Senate budgets, which is a good sign. It is unknown at this time how the Governor will proceed.

Discussion: 2.04 College Place Flex/Makerspace Concept - Mr. Rizzitiello/Mayor Hernández

Mr. Rizzitiello informed the State of Washington Community Economic Revitalization Board (CERB) has two grants available; both he and Mayor Hernández have been discussing the lack of any

available flex industrial/makerspace in the City. He noted if we apply and are awarded the grant, we could use the grant funding to help investigate the feasibility of a city-owned flex space/makerspace and what site would best fit this project. Discussion ensued.

Council Member Selby informed the Walla Walla University (WWU) Engineering Department is interested in such a project and has some information from when WWU and the Port of Walla Walla wanted to do this and started the process approximately 8 years ago but it went nowhere. She encouraged whomever the selected feasibility study investigator is to speak with the Engineering Department. Mr. Rizzitiello informed there are two locations that could be a perfect fit for this project.

All Council Members in attendance were in agreement this project would be perfect fit for the City and should be done.

Council Member Peterson suggested adding a public comment in the agenda before each voting of action items to allow for the public to comment during the discussion of the topic. This would alleviate the awkwardness that occurs as we ask the public to wait until the action item is presented. It was noted that the City of Walla Walla does this and it seems to work seamlessly. Mr. Rizzitiello informed he would speak with Mrs. Neissl regarding this change.

Mayor Hernández adjourned the meeting at 7:32 PM.

Approved:

Norma L. Hernández – Mayor

Attest:

Lisa R. Neissl – City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred March 3, 2020. Further detail may be obtained by reviewing the actual audio recording made during this session.

CHAPTER 3.48 - LIBRARY CARD PROGRAM

3.48.010 - Purpose and findings.

The city council finds that it is appropriate for the city to establish a library card payment program for residents of the city as allowed under RCW 35A.27.010.

([Ord. No. 17-041, § 1, 10-10-2017](#))

3.48.020 - Definitions.

"City resident" is defined as individuals or families who reside at an address within the city corporate city limits. This can be proven via documentation such as a driver's license, rental agreement, or utility bill.

([Ord. No. 17-041, § 1, 10-10-2017](#))

3.48.030 - Library card rate.

Individuals or families that qualify for this program shall be entitled to a city check made out to either the City of Walla Walla Library or the Walla Walla Rural Library District for the cost of a non-resident membership after successfully filling out a city application for the library card. This program is only if funds are available for this program as set forth in the annual budget adopted by the city council.

([Ord. No. 17-041, § 1, 10-10-2017](#))

3.48.040 - Application for library card.

- A. Applications for a library card payment under this section shall be obtained from and filed with the city clerk, or their designee. The application shall be on the form prescribed by the city clerk, and shall contain information necessary to evaluate the applicant's qualification for library card check. In order to verify residency, the city resident shall provide either a driver's license, utility bill, rental agreement, or other acceptable information as required by the city clerk or designee. An individual or family is eligible for one library card check per fiscal year.
- B. Submission of an application for the library card cost shall constitute verification by the applicant that all information provided in such application is true and correct to the best of the applicant's knowledge.
- C. Once the application is approved; the check will be issued with the next pay cycle for the accounts payable department.

([Ord. No. 17-041, § 1, 10-10-2017](#))

3.48.050 - Penalty for false information.

Any individual willfully providing false information to the city in an application for library card payment shall forfeit the eligibility for library card and shall be guilty of a misdemeanor punishable by a fine of not more than \$1,000.00 and by imprisonment for not more than 90 days or by both such fine and imprisonment. Additionally, the citizen making such a false statement to obtain benefits under this chapter

shall be required to repay the amount of any payment received based upon such false information, together with interest at the rate of 12 percent per annum until repaid in full.

([Ord. No. 17-041, § 1, 10-10-2017](#))

3.48.060 - Program duration.

The library card coverage program shall exist until either an action of city council, establishment of a city library, annexation into a library district, or library agreement made possible by RCW 35A.27.010 eliminates the need for such program. The number of memberships covered by this program yearly is dependent via budgetary allocations made by city council on an annual basis or donations from the community.

([Ord. No. 17-041, § 1, 10-10-2017](#))

City of College Place, Washington
ORDINANCE NO. 20-003

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE,
WASHINGTON TO REPEAL ORDINANCE 17-041 – LIBRARY CARD PROGRAM**

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, Ordinance No 17-041 approved on October 10, 2017 established a Library Card Program to assist city residents in purchasing a library card through either the Walla Walla City Library or the Walla Walla County Rural Library District; and

Whereas, section 3.48.060 of this program defines the duration as follows:

“The library card coverage program shall exist until either an action of city council, establishment of a city library, annexation into a library district, or library agreement made possible by RCW 35A.27.010 eliminates the need for such program. The number of memberships covered by this program yearly is dependent via budgetary allocations made by city council on an annual basis or donations from the community. “; and

Whereas, the City of College Place was annexed into the Walla Walla County Rural Library District by a vote of the people on August 6, 2019; and

Now therefore, the City Council of the City of College Place do hereby Ordain as follows:

Section 1: Chapter 3.48 – Library Card Program of the College Place Municipal Code is hereby repealed.

Section 2: Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 4: Effective Date. This ordinance shall take effect and be in full force five days after its passage and publication as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 10th day of March, 2020.

Norma L. Hernández, Mayor

Attest:

Approved as to form:

Lisa R. Neissl, City Clerk

Rea Culwell, City Attorney

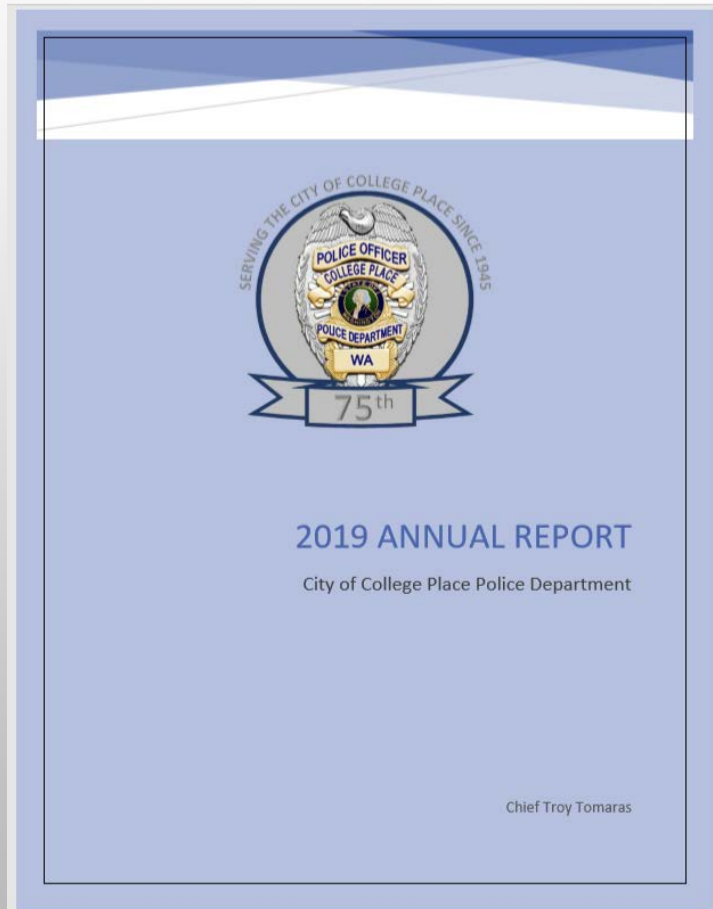


2019 REPORTS

COLLEGE PLACE POLICE DEPARTMENT

MARCH 10, 2020

ANNUAL REPORT



The annual report is designed to provide an overview of the police department along with statistical information of what occurred over the last year. Analyzing the past helps shape strategies for the future.



M. Barr
Supervising Clerk



B. Brink
Records Clerk

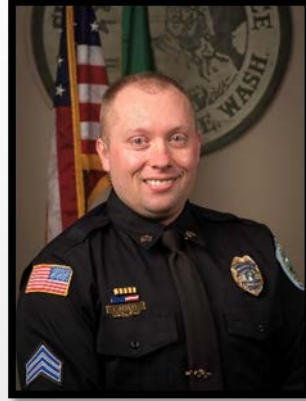
RECORDS

Administrative Support Services at a glance:	2018	2019	% of change
Number of fingerprints processed	102	224	119.61%
Number of CPL Permits processed	127	118	-7.09%
Public Disclosures Processed	87	140	60.92%
Dog licenses sold	223	291	30.49%

PATROL



Sgt. B. Benfield



Sgt. A. Parker

Year	2018	2019	% of change
Arrests	394	480	21.83%
Cases	822	874	6.33%
Incidents	10,240	11,194	9.32%
Tickets	758	837	10.42%
Traffic stops	3,227	3,515	8.92%





INVESTIGATIONS

Year	2018	2019	% of change
Cases Taken	26	42	61.54%
Cases Cleared	12	27	125%





SCHOOL RESOURCE OFFICER

Officer Joey Langlois

SRO Statistics at a glance:	2018	2019	% of change
Incidents	27	36	33.33%
Criminal Investigations	18	18	0.00%
CPS Referrals	3	1	-66.67%
Arrests	4	1	-75%
Training Provided	28 hours	21	-25%



SPECIAL ENFORCEMENT OFFICER

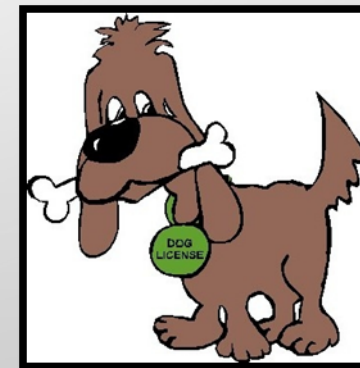


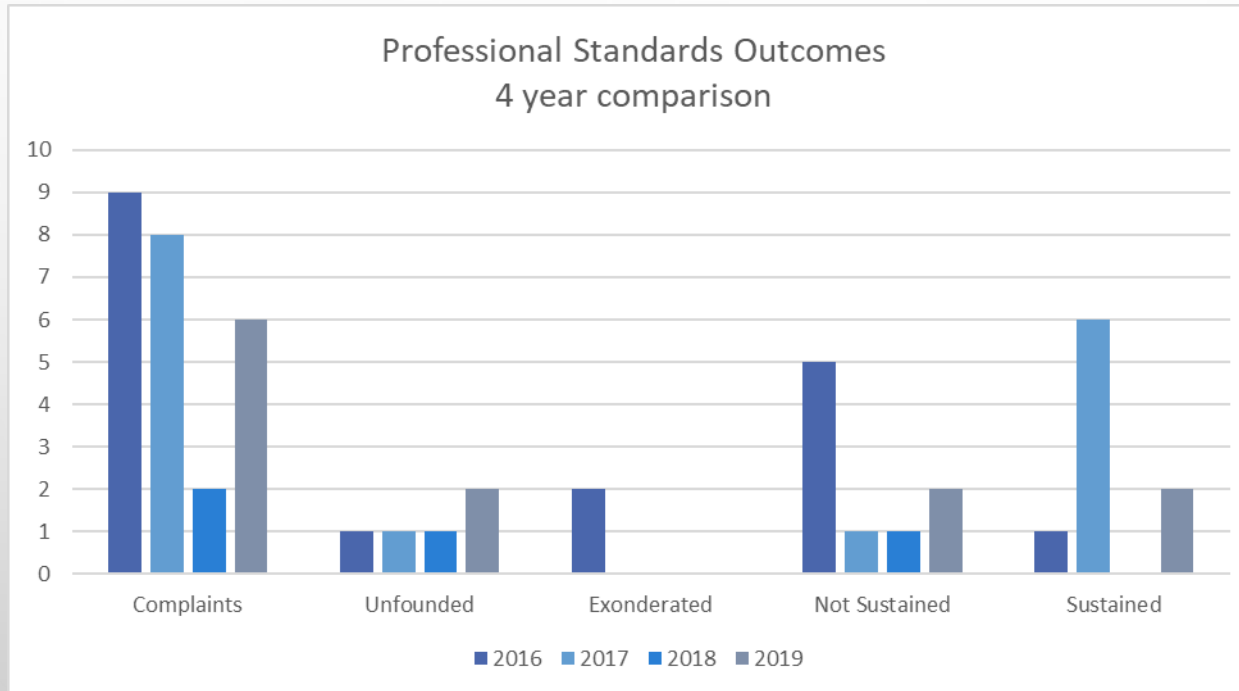
SEO Activity at a glance:	2019
Code Enforcement Investigations	240
Animal calls	111
Parking violations	172



The S.E.O. position was new to the College Place Police Department in 2019.

The Special Enforcement Officer (S.E.O.) is a limited commission position which focuses on Code Enforcement, Animal Control and Parking violations. This position also serves as the department evidence and property custodian. S.E.O.





Complaints include violation(s) of policy such as courtesy, lost equipment or vehicle operation.

Unfounded – When the investigation discloses that, the alleged acts did not occur or did not involve department members.

Exonerated – When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained – When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained – When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted a violation of policy or misconduct.

Six IA Investigations

2 Unfounded, 2 not sustained, 2 sustained (Vehicle Operation & Report Preparation)

CRIME & TRAFFIC STATISTICS

Category	2017	2018	17 - 18 % of change	2019	18 - 19 % of change	3 year average	17 - 19 % of change
Burglaries	71	54	-23.94%	32	-40.74%	52.25	-54.93%
Thefts	149	229	53.69%	156	-31.88%	178.18	4.70%
Collisions	94	80	-14.89%	87	8.75%	86.95	-7.45%
DUI	10	45	350.00%	26	-42.22%	28.17	160.00%
Narcotics Arrests	14	17	21.43%	22	29.41%	17.74	57.14%
Traffic Stops	1,584	3227	103.72%	3515	8.92%	2775.68	121.91%
Warrant Apprehension	90	201	123.33%	240	19.40%	177.41	166.67%
Motor Vehicle Thefts	39	44	12.82%	27	-38.64%	36.71	-30.77%
Vehicle Prowls	92	81	-11.96%	59	-27.16%	77.29	-35.87%
Shoplifting	63	113	79.37%	134	18.58%	103.60	112.70%
Domestic Violence	26	35	34.62%	24	-31.43%	28.45	-7.69%
Other Assaults	9	9	0.00%	12	33.33%	10.00	33.33%

2020 OPERATIONS PLAN

Goal #1 – Reduce crime and improve traffic safety within our community		
Objective(s)	Strategy(ies)	Target(s)
Reduce Burglaries by 5%	Saturation / targeted patrols Tracking / Data / Education	(3 year average: 52) Target: 49
Reduce Larceny/Thefts by 5% Reduce Car Prowls by 5% Reduce Auto Theft by 5% Reduce Shoplifting by 5%	- Community communication and education through: Meetings, Forums, Surveys, Social media. - Work with local Business to deploy theft reduction strategies. - Daily business walk-throughs - Bicycle Patrol - Conduct Targeted enforcement - Embrace Technology (Security Camera's, Analytics)	Theft (3 year average: 178) Target: 169 Car Prowl (3 Year average: 86) Target: 82 Auto Theft (3 year average: 36) Target: 34 Shoplifting (3 year avg: 103) Target: 98
Reduce all Collisions by 5% Increase apprehension of impaired drivers. Increase Traffic Enforcement - Speed Enforcement - Seatbelt Enforcement - Distracted Driving	- Identify high impact areas - Conduct Targeted Patrols - Increase traffic stops - Work with City Engineer and Public Works to evaluate traffic studies. - Participate in Traffic Safety Patrols: DUI, Distracted Driver enforcement, Speed emphasis. - Traffic Safety Education – Community, Schools, DUI Panels	(Collision 3 year average: 87) Target: 83 (DUI 3 year average: 20.7) Target: 30 Traffic Stops (3 year avg: 2,775) Target: 3,500
Increase Criminal Interdiction Activities - Narcotics Arrests - DUI Arrests - Other Criminal Arrests - Warrant Apprehension - Unlicensed/Suspended Drivers	- DUI Patrols - ARIDE Trained Officers - Walla Walla Traffic Safety Task Force Participation. - Saturation Patrols - Partnership with Walla Walla Police CCAT - Attend local gang task force meetings Fusion Liaison Officer WSFC - Special Emphasis Team participation	Narcotics (3 year average 17.74) Target: 20 DUI (3 year average: 28.17) Target: 30 Warrants (3 year avg: 177) Target: 200

Goal #2 - Provide quality services and innovative policing strategies delivered through excellent customer service.

Objective(s)	Strategy(ies)	Target(s)
Ensure Excellent Community Partnerships and Community Policing	• Participate with Coffee with a Cop events • Develop and distribute annual report • Participate with Cops and Kids Program • Participate with Bike Rodeo events • Participate in Holiday events • Provide Community Training on Awareness & Surviving an Active Shooter incident. • Meet with local immigrant leadership • Support Economic Development, Tourism and Events.	Community Training Sessions: 2 Community events: • Freedom Festival • Harvest Festival • Winterfest • Summer Movies in the park • Farmers Market National Night Out/Chief for a day: August 19, 2020
Continue to foster a strong relationship with College Place School District, Walla Walla University and stakeholders	• Provide School Resource Officer and improved officer presence to School District. • Attend sporting events & Dances. • Participate in Exercise/Drill • Conduct random walk through • Support/assist WWU with Clery Report	Participate in Exercise/Drill: Target - 1 Attend Events: Graduation, Dances & Sporting events. Attend school lunches with kids: 4 School Walk through' s: Weekly
Enhance Community & Neighborhood Crime Prevention Programs	• Conduct Community Block Watch Captain meeting • Promote participation in the Block Watch Program. • Participate in National Night Out • Support Walla Walla Area Crime Prevention • Participate in Prescription Drug Take Back and Shred event. • Attend/Participate in City events.	Annual Block Watch Meetings: Target - 1 New Block Watch Communities: Target - 1 Drug Take Back Events: Target - 2 Attend Crime Prevention Conference hosted in Walla Walla, 2020.

Goal #3 – Provide leadership and resources to attract, retain and foster a safe, ethical, innovative, knowledgeable, and diverse workforce.

Objective(s)	Strategy(ies)	Target(s)
Prepare the workforce to respond to daily activities, manage critical incidents, and to increase knowledge for advancement	● Develop a yearly training plan ● Partner with WWPd & WWSO to conduct quarterly in-service training. 1. Firearms 2. Use of Force 3. Defensive tactics 4. EVOC 5. First Aid 6. Report Writing 7. Search & Seizure 8. Criminal Interdiction 9. Explosive Identification	In-service Training Sessions: 4 Range sessions: 3 Participate in Active Shooter Training/Exercise: 1
Provide advanced training resources to enhance the staff.	● Send Detective to Homicide Investigation School & Child interviewing course. ● Promote Blue Courage ● Promote Below 100 ● Send range officer to Less Lethal Instr. course. ● Send officer to ASP & OC10 Instructor Course. ● Send officer to Defensive Tactics Course ● Send SEO to Animal Control Basic course. ● Leadership Development ● Leadership Training for supervisors ● Table-top exercise and team building ● Provide additional job specific training ● Conduct Quarterly Patrol Meetings ● Lexipol/Legal Updates	

Goal #4 - Work collaboratively with our stakeholders to improve the quality of life within our city.

Objective(s)	Strategy(ies)	Target(s)
Seek and apply WASPC Accreditation best practice to better serve our community.	● Develop Policy and Procedure to support Accreditation ● Gain buy-in from staff & practice model policies.	Obtain WASPC Accreditation in 2020
Public Communication	● Embrace social media ● Foster relationship with local media	2019 Instagram followers: 447 Target: 600 2019 Facebook followers: 1,239 Target: 2,000 2019 Press releases: 23
Ensure Compliance of City of College Place Ordinances and State Laws.	● Enforce Nuisance Ordinances ● Conduct Code Enforcement ● Partner with WWPD to provide Crime Free Housing Seminars ● Enforce Animal Control Violations ● Promote Yard of the month award ● Apply Broken Window Theory	Conduct Code Enforcement Emphasis: 3 Participate in Crime Free Housing Training: 1
Participate and provide City of College Place with the ability to respond to and manage all-hazard events affecting the community. Walla Walla County Emergency Management	● Participate in Emergency Management meetings & Exercises. ● Attend & Participate with Emergency Management and Communications Advisory Board. ● Train staff and develop plans ● Ensure NIMS/ICS compliance ● Maintain City of College Place Continuity of Operations Plan ● Attend relevant ICS Training	Send officers, sergeants to ICS courses Attend monthly Emergency Management Meetings Participate in Exercises: 1

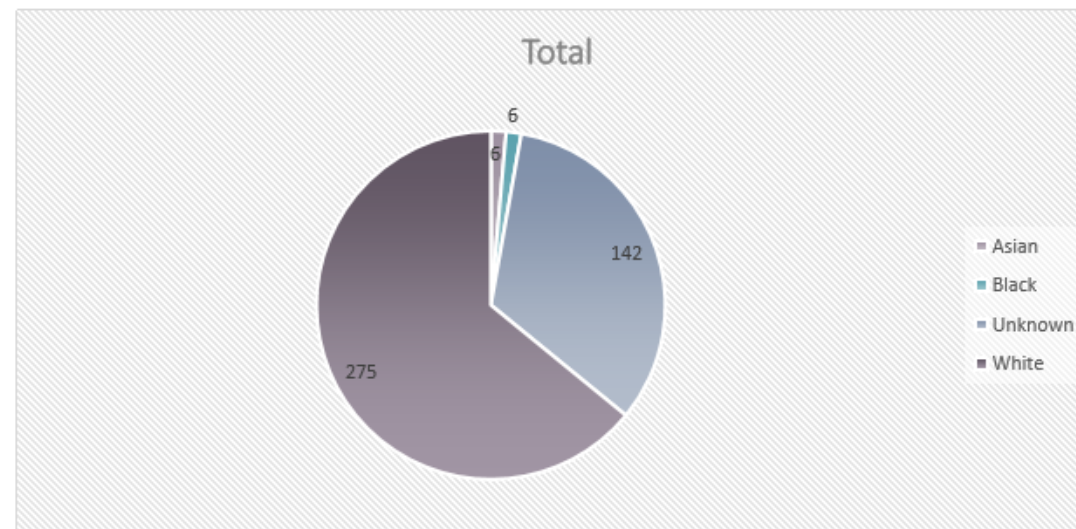
Infractions issued

2019 BIAS REPORT

In the year 2019, **429** infractions were issued. Infractions include the following:

Traffic Infraction and Non-Traffic violations

Infractions	2017 Ticket Count	2018 Ticket Count	2019 Ticket Count
American Indian-Alaskan Native	1	0	0
Asian	3	4	6
Black	0	10	6
Hawaiian/Pacific Islander	2	0	0
Hispanic/Latino-Oregon license	0	0	0
Unknown	71	92	142
White	182	310	275
Grand Total	259	416	429



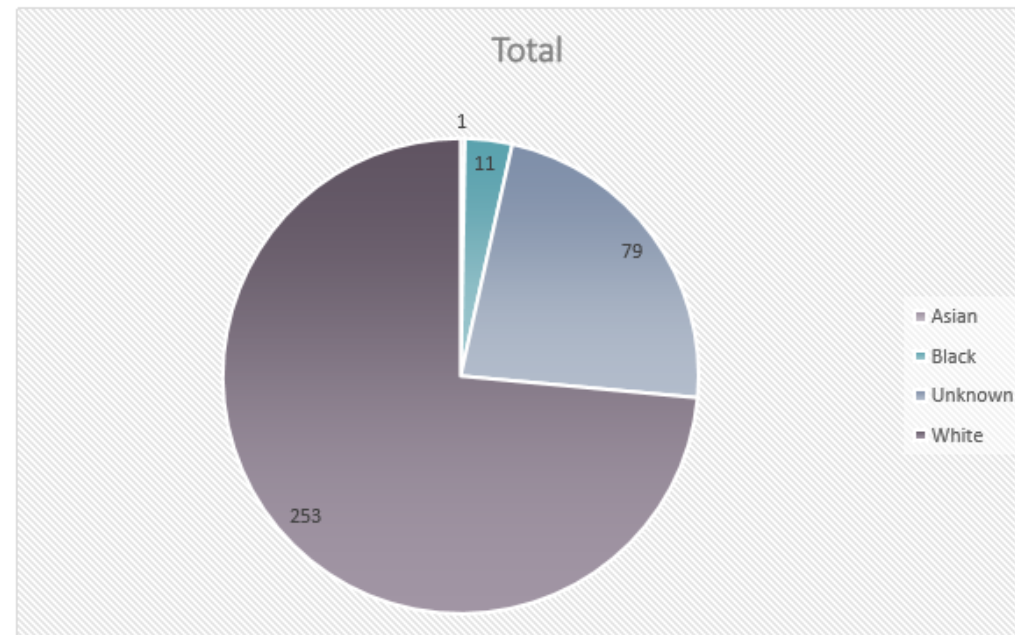
Citations Issued

2019 BIAS REPORT

In the year 2019, **344** criminal traffic citations were issued. Citations include the following:

Criminal Traffic Violations

Citations	2017 Citation Count	2018 Citation Count	2019 Citation Count
American Indian-Alaskan Native	3	0	0
Asian	1	1	1
Black	9	7	11
Hawaiian/Pacific Islander	1	0	0
Hispanic/Latino-Oregon license	0	0	0
Unknown	24	46	79
White	173	230	253
Grand Total	211	284	344

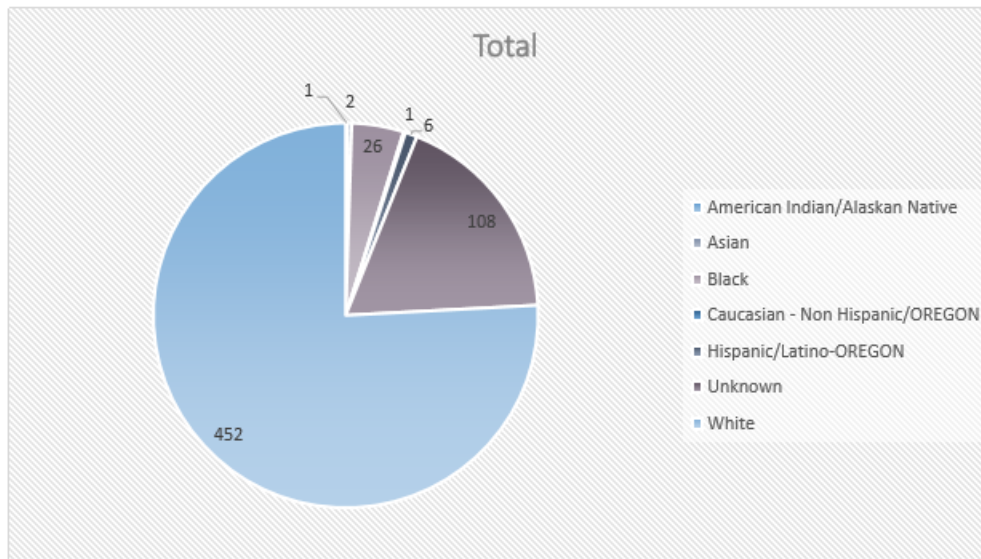


Total Arrests by Race

2019 BIAS REPORT

In the year 2019, **596** criminal arrests were conducted through investigations by the CPPD. This includes arrests by outside department warrants¹

Race	2017 Arrest Count	2018 Arrest Count	2019 Arrest Count
American Indian-Alaskan Native	11	2	1
Asian	1	1	2
Black	10	11	26
Hawaiian/Pacific Islander	3	0	6
Hispanic/Latino-Oregon license	0	2	0
Unknown	33	54	108
White	329	414	452
Grand Total	387	484	596



¹ 2019 Arrests by officer without warrants = 480

City of College Place
Contract Amendment No. 1
Comprehensive Water System Plan Update
RH2 Project No. 719-188

In accordance with our Professional Services Agreement for the Comprehensive Water System Plan, dated November 12, 2019, this is an authorization to revise the project Scope of Work as described below. The work will be performed and invoiced using the terms and conditions listed in the original agreement, plus previous amendments.

Modify the following items from the Scope of Work:

Exhibit A is modified to remove all references to work "Prepared by City" and is replaced with the attached **Exhibit A-1**.

Exhibit B in the original contract is replaced with the attached **Exhibit B-1**.

The engineering fee authorization will increase by **\$38,084** for a total authorization amount of **\$139,961**.

Please sign this authorization in the space provided below and return to RH2 Engineering, Inc., by mail at the address below, or by email to Contracts@RH2.com.

RH2 Engineering, Inc.

City of College Place



Signature

Signature

Paul R. Cross, Executive Vice President

Print Name/Title

Print Name/Title

2.27.2020

Date

RH2 Engineering, Inc. 22722 29th Dr. SE, Suite 210, Bothell, WA 98021

Date

City of College Place, 625 S. College Avenue, College Place, WA 99324

EXHIBIT A-1
Scope of Work
City of College Place
Comprehensive Water System Plan Update
October 2019

Background

In October 2019, the City of College Place (City) retained RH2 Engineering, Inc., (RH2) to complete an update to the City's Comprehensive Water System Plan.

This Scope of Work includes tasks necessary to update the City's Water System Plan (WSP) and evaluate the ability of the water system to meet the needs of existing and future water system customers throughout the 20-year planning period. This Scope of Work is based on published regulatory requirements for water system plans known at the time of this writing. If new or expanded regulatory requirements are published during the course of this project, a contract amendment, along with a scope of work and fee estimate, can be provided for the additional work needed to satisfy the requirements. To reduce the level of effort needed to update the WSP, RH2 will rely on the accuracy and completeness of existing information, data, and materials provided or generated by the City and others in relation to this Scope of Work.

Task 1 – Project Administration and Agency Coordination

Objective: Manage the RH2 project team, files, and records. Monitor the Scope of Work and budget and provide monthly invoices. Assist the City in collecting data for the water system planning process. Coordinate with the Washington State Department of Health (DOH), Walla Walla County (County), and other stakeholders throughout the development of the WSP.

Approach:

- 1.1 Review work for consistency with this Scope of Work, monitor budget spent, and manage RH2 project team.
- 1.2 Prepare monthly progress reports documenting the work completed for each month to be included with the monthly invoice.
- 1.3 Maintain project records and files.
- 1.4 Attend a pre-planning conference with City, County, and DOH staff.
- 1.5 Coordinate with City staff during the data collection process. This includes coordinating via telephone, developing and submitting the list of data needed, and reviewing data provided by the City.
- 1.6 Coordinate with DOH throughout the planning process to provide schedule and progress reports towards completion of the WSP. Coordinate with the County and other stakeholders throughout the development of the WSP.

RH2 Deliverables:

- Monthly progress briefing of work completed to be included with invoice. Project records filed. RH2 team coordination.
- Attendance at one (1) pre-planning meeting with City, County, and DOH staff, and coordination via telephone and email with DOH and other stakeholders.

Task 2 – Introduction and Existing System Description

Objective: Provide a description of the components of the existing water system.

Approach:

- 2.1 Describe the water system ownership, management, and purpose of the WSP.
- 2.2 Review previous plans, existing system information and data, and facility as-builts.
- 2.3 Provide a brief overview of the history of the water system using information from the previous WSP and historical summaries compiled and provided by the City.
- 2.4 Describe the physical characteristics of the existing water service area and its effects on water system planning, including topography, geology, sensitive areas, and flood zones.
- 2.5 Describe the City's existing and projected future service areas, including the Urban Growth Area, retail water service area, and water service agreements. Include existing plans for expanding the current service area.
- 2.6 Summarize the Satellite Management Agency (SMA) program, its potential impacts on the City, and the City's policy toward satellite management.
- 2.7 Provide a brief overview of the operation of the existing water system.
- 2.8 Describe each pressure zone and existing facilities, including sources of supply, pressure reducing stations, pipelines, reservoirs, interties, and telemetry and supervisory control systems.
- 2.9 Review adjacent water systems and provide a brief description of the adjacent water systems and the potential for emergency interties. Document existing emergency interties.
- 2.10 Prepare color figures of the following:
 - Existing Water System
 - Existing System Hydraulic Profile
 - Service Area and Adjacent Systems

RH2 Deliverables:

- Descriptions and figures of existing system components for City review and comment.

Task 3 – Land Use and Population

Objective: Review planning-related documents and identify impacts on the City’s water system for use in the WSP. Prepare and estimate population growth projections and evaluate land use.

Approach:

- 3.1 Prepare and review an inventory of related plans to provide a summary of the impacts or constraints on the water system, including the Walla Walla County *Comprehensive Plan*, Land Use Element, and review how the Growth Management Act (GMA) impacts the City.
- 3.2 Complete DOH’s Consistency Statement Checklist for each planning agency with which the WSP must be consistent, including local and county planning jurisdictions.
- 3.3 Identify existing and future land use patterns in and adjacent to the City and their impacts on existing and future facilities and water sources for the water system.
- 3.4 Identify current and projected housing trends and household sizes within the City’s service area based on available information from City staff, as well as County and State population data. Prepare 10-year and 20-year population projections for both the City and the water service area that comply with the GMA.
- 3.5 Prepare a color figure of the land use within the water service area.

RH2 Deliverables:

- Descriptions and figures of planning data for City review and comment.

Task 4 – Water Demands

Objective: Review historical water use and forecast future water demands of the system.

Approach:

- 4.1 Tabulate monthly totals of metered consumption for each customer class and the average number of accounts in service for each year from 2013 through 2019. Identify the seasonal variations in consumption for each customer class.
- 4.2 Tabulate ten (10) to twenty (20) of the largest water users and the total water use of each for the year 2019.
- 4.3 Tabulate monthly and yearly totals of water supply from each supply facility from 2013 through 2019.
- 4.4 Calculate per capita demands based on the average day demand and water system population data from 2013 through 2019.
- 4.5 Calculate the number of equivalent residential units (ERUs) within the system based on the water consumption and supply data.
- 4.6 Identify the total amount of distribution system leakage (DSL) from 2013 through 2019. Calculate the 3-year rolling average of DSL.

**City of College Place
Comprehensive Water System Plan Update**

**Exhibit A-1
Scope of Work**

- 4.7 Tabulate total consumption of customers within each pressure zone based on the hydraulic model and the parcel-consumption database provided by the City.
- 4.8 Estimate each pressure zone's maximum day and peak hour demands.
- 4.9 Prepare a table of general fire flow requirements of each land use classification and identify buildings with the largest fire flow requirements. Describe the relationship between fire flow availability and the Insurance Services Office ratings.
- 4.10 Document the current and past efforts for water use efficiency (WUE) and their impact on water demand over the past 10 years. Describe WUE improvements.
- 4.11 Develop 10-year and 20-year demand projections. Demand projections shall be tabulated with and without additional water use reductions from the proposed WUE Program.
- 4.12 Document the results of the demand analysis in summary tables and the chapter text.
- 4.13 Coordinate with the City to provide data necessary to conduct the WUE public forum. The City will conduct the meeting to satisfy the public forum requirements of the WUE Program and to present the water use efficiency goals for adoption by City Council.

RH2 Deliverables:

- Descriptions and tables of historic and projected demand data for City review and comment.

Task 5 – Regulations, Policies, and Design Criteria

Objective: Update the City's existing policies and design criteria and recommend, as necessary, changes to these policies so that facilities can meet design standards.

Approach:

- 5.1 Update the City's regulations, policies, and design criteria to include revisions that have occurred since the preparation of the City's 2014 WSP. *It is assumed that the regulations, policies, and design criteria contained in the City's 2014 WSP are predominantly still applicable, and can be updated to reflect the City's current procedures with minimal effort. An allocation of four (4) hours of RH2 staff time has been identified for this effort.*

RH2 Deliverables:

- Descriptions of policies and design criteria for City review and comment.

Task 6 – Hydraulic Model Update and Calibration

Objective: Update and calibrate the current hydraulic model of the City's existing water system.

Approach:

- 6.1 Update the City's existing water model with recent water system improvements based on the City's comments and GIS data. *It is assumed that RH2 currently has the most recent version of the water model, and that limited updates of recently constructed improvements are necessary.*

City of College Place
Comprehensive Water System Plan Update

Exhibit A-1
Scope of Work

- 6.2 Using a parcel-consumption database provided by the City, allocate the existing (2019) demand data among the nodes in the model.
- 6.3 Perform preliminary hydraulic analyses to identify locations for field pressure and hydrant flow tests. Coordinate with the City to confirm methods and recordkeeping for field tests.
- 6.4 Attend two (2) full days of hydrant flow tests to confirm that the pressure and flow test objectives are met for the purpose of calibrating the hydraulic model. *During calibration, City staff will operate hydrants, valves, and other water system facilities as directed by RH2. RH2 will provide calibrated pitot and pressure gauges for use during the hydrant flow tests and will record the results of the tests.* Operational status of facilities will be provided by City staff, including flows into the system from supply sources and reservoir levels at the start and end of the tests.
- 6.5 Perform hydraulic analyses to calibrate the model from the field flow and pressure test data for the purposes of steady-state hydraulic analyses.
- 6.6 Coordinate with the City to identify sources of inconsistencies between the field calibration data and the modeled results. Inconsistencies may be the result of unknown closed valves in the system or incorrect diameter of water main shown on system mapping or as-builts. *Since this item is highly variable in nature, an initial allocation of sixteen (16) hours of a water modeling specialist's time have been included for this subtask. If generally accepted industry standards for hydraulic model accuracy cannot be achieved within this initial allocation, RH2 will coordinate with the City to determine the next steps. This may include a scope amendment to assist the City in performing additional field flow tests and model calibration analyses.*

RH2 Deliverables:

- Calibrated WaterCAD hydraulic water model for use in steady-state hydraulic analyses. Coordination with City to review accuracy of the hydraulic water model.

Task 7 – Water System Analyses

Objective: Evaluate each water system component to identify the deficiencies and recommend improvements. Evaluate the City's water quality monitoring requirements and document the existing water rights portfolio and water rights planning efforts.

Approach:

- 7.1 Examine each of the existing pressure zones and identify areas of low and high pressures.
- 7.2 Calculate the quantity of water supply required for the existing and future demands and compare those requirements to the system's existing supply capability.
- 7.3 Identify and describe supply and booster pump station facility capacity deficiencies.
- 7.4 Calculate the quantity of water storage required for the existing and future system and compare those requirements to the existing storage capacity of the system. Storage capacity analyses will be performed for the system as a whole, as well as for individual pressure zones or storage operating areas.

City of College Place
Comprehensive Water System Plan Update

Exhibit A-1
Scope of Work

- 7.5 Identify and briefly describe storage capacity deficiencies.
- 7.6 Document the hydraulic analysis criteria and hydraulic model settings for the distribution system analyses.
- 7.7 Using the hydraulic model of the water system, perform a steady-state hydraulic analysis of the system simulating a peak hour demand condition with no fire flows to determine the pressures and flow distribution during this demand condition.
- 7.8 Perform a steady-state fire flow analysis for each node in the system while simulating maximum day demands to determine the capability of the existing system to provide adequate flows and pressures and identify existing system deficiencies.
- 7.9 Input future demand data into the hydraulic model's nodes using the results from the future water demand evaluation. Identify and input proposed water system improvements into the model.
- 7.10 Analyze three (3) future 20-year supply and storage alternatives, including performing tabular capacity analyses and preliminary hydraulic analyses for each alternative. Describe the system capacity and hydraulic analysis results for each alternative.
- 7.11 Perform a steady-state fire flow analysis while simulating future maximum day demands to check that the proposed improvements address existing system deficiencies and are sized properly to accommodate anticipated growth. Repeat the analyses for the 10-year and 20-year projections. Describe distribution system deficiencies and the results of the hydraulic analyses.
- 7.12 Prepare a figure that summarizes the results of the existing system and future system fire flow analyses.
- 7.13 Export the results of the existing system peak hour demand and fire flow analyses to a GIS shapefile and Google Earth for transmittal to the City.
- 7.14 Evaluate and identify deficiencies for the pressure reducing valve (PRV) stations, and telemetry and supervisory control and data acquisition (SCADA) system.
- 7.15 Perform an existing system and 10-year system capacity analysis to determine the unused, available system capacity expressed in ERUs.
- 7.16 Document water supply characteristics and effects from existing and projected future water use on the water quantity and quality of the groundwater from which the City withdraws supply. Describe water supply characteristics by identifying seasonal source variability, water rights limitations, water reliability, and legal constraints. Utilize existing data and studies available from the City.
- 7.17 Summarize the City's current water rights and document the City's long-term water supply planning efforts.
- 7.18 Perform a water rights evaluation that compares current water rights with existing and projected demands on a pressure zone or operating area basis.

City of College Place
Comprehensive Water System Plan Update

Exhibit A-1
Scope of Work

- 7.19 Prepare the water right self-assessment.
- 7.20 Provide an overview of existing and future drinking water regulations. Describe the impacts of the regulations on the City.
- 7.21 Identify the water quality monitoring requirements for the City's water system.
- 7.22 Summarize the results and compliance status of recent source and distribution system water quality monitoring.
- 7.23 Identify improvements, as needed, to comply with the water quality requirements.
- 7.24 Meet with City staff to discuss the system analyses, deficiencies, and recommended improvements.
- 7.25 Document the results of the system analysis in summary tables and the chapter text.

RH2 Deliverables:

- Descriptions and figures documenting the results of the system analyses for City review and comment.
- Attendance at one (1) meeting with City staff.

Task 8 – Operations and Maintenance

Objective: Update the water system's operations and maintenance (O&M) program.

Approach:

- 8.1 Update the City's O&M program to include revisions that have occurred since the preparation of the O&M program contained in the City's 2014 WSP. *It is assumed that the City's 2014 O&M program is predominantly still applicable, and that the 2014 O&M program can be updated to reflect the City's current O&M program with minimal effort. An allocation of five (5) hours of RH2 staff time has been identified for this effort.*

RH2 Deliverables:

- Descriptions and tables documenting the City's existing O&M program for City review and comment.

Task 9 – Capital Improvement Plan

Objective: Describe and schedule improvements to address deficiencies identified in the water system analyses. Prepare planning-level cost estimates for each project identified.

Approach:

- 9.1 Briefly describe water system improvements that have been completed since the last WSP update.
- 9.2 Prepare a list of proposed water system improvements based on the system analyses. Briefly describe each group of related improvements and the purpose/benefit of the improvements.

**City of College Place
Comprehensive Water System Plan Update****Exhibit A-1
Scope of Work**

- 9.3 Prepare a planning-level cost estimate for each improvement.
- 9.4 Coordinate with City staff to establish criteria for prioritizing and scheduling improvements.
- 9.5 Schedule improvements based on the results of the prioritization. Prepare one (1) modified Capital Improvement Plan (CIP) schedule based on input from the City and the financial analysis performed in Task 10.
- 9.6 Document the CIP prioritization analyses in summary tables and the chapter text.
- 9.7 Prepare color figures of the following:
 - Proposed Water System Improvements
 - Proposed Improvements Hydraulic Profile
- 9.8 Meet with City staff to discuss the water system improvements and the proposed schedule of implementation.

RH2 Deliverables:

- Draft CIP tables and figures for City review and comment. GIS files containing proposed water main improvements.
- Attendance at one (1) meeting with City staff.

Task 10 – Financial Analysis

Objective: Identify the financial requirements of the City's water system.

Approach:

- 10.1 Coordinate with the City during the project to provide information in support of the financial analysis chapter.
- 10.2 Summarize past income and expenses for 2013 through 2019 and identify trends.
- 10.3 Provide a balanced 1-year operational statement for 2020.
- 10.4 Develop a plan for collecting revenue necessary to maintain cash flow stability and to fund projected capital and emergency improvements.
- 10.5 Compare necessary revenue to the City's ability to pay, based upon rates being equal to or less than 1.5 percent of median household income for the City.
- 10.6 Evaluate conservation rate structures and the feasibility of implementing rate structures that encourage water demand efficiency.
- 10.7 Attend one (1) meeting with City staff to review draft financial analysis results before finalizing the financial chapter.

RH2 Deliverables:

- Financial analysis chapter for City review and comment.

Task 11 – Executive Summary

Objective: Prepare an executive summary to describe the key elements of the WSP.

Approach:

- 11.1 Identify the purpose of the WSP and summarize the major system characteristics and significant changes that have occurred since the previous WSP was completed.
- 11.2 Briefly describe the key issues in the WSP.

RH2 Deliverable:

- WSP executive summary for City review and comment.

Task 12 – Appendices

Objective: Prepare appendices for inclusion in the WSP.

Approach:

- 12.1 Obtain a State Environmental Policy Act (SEPA) Checklist and a Determination of Non-Significance (DNS) from the City to include in the appendices.
- 12.2 Include copies of Water Facilities Inventory (WFI) forms.
- 12.3 Include a copy of the City's most recent Consumer Confidence Report.
- 12.4 Consolidate and tabulate appendices.

Assumptions:

It is assumed that the following documents presented in the City's 2014 WSP are unchanged and can be included in this WSP update with minimal effort:

- *Service area and intertie agreements.*
- *Applicable City resolutions/ordinances.*
- *Water rights certificates and permits.*
- *Construction standards.*

Provided by City:

- SEPA Checklist and DNS.
- WFI forms.
- Consumer Confidence Report.

RH2 Deliverables:

- Miscellaneous appendices for inclusion in the WSP.

Task 13 – Cross-Connection Control Plan

Objective: Document the City's existing cross-connection control plan and recommend any updates.

Approach:

- 13.1 Review the City's existing cross-connection control ordinance and programs it has developed. Evaluate the documents for completeness and incorporate elements necessary for consistency with regulations into the WSP.

RH2 Deliverables:

- Completed cross-connection control plan included in the WSP as an appendix.

Task 14 – Water Quality Monitoring Plan

Objective: Compile the City's existing water quality monitoring requirements and procedures.

Approach:

- 14.1 Compile the City's water quality monitoring programs into an appendix. Include the Coliform Monitoring Plan, Disinfection Byproducts Monitoring Plan, Water Quality Monitoring Report, and *E. coli* Response Plan.

Provided by City:

- Descriptions and figures documenting the City's existing water quality and coliform monitoring programs, including *E. coli* Response Plan.

RH2 Deliverables:

- Appendix of City water quality monitoring requirements and procedures.

Task 15 – Water Use Efficiency Program

Objective: Update the City's Water Use Efficiency Program and water use efficiency goals for the water system.

Approach:

- 15.1 Prepare a summary of WUE planning efforts that have been completed since the WUE Program was adopted.
- 15.2 Document the City's plan for updating WUE goals through a public process.
- 15.3 Identify and evaluate proposed WUE measures.

RH2 Deliverables:

- Descriptions documenting the City's WUE Program for City review and comment.

Task 16 – Wellhead Protection Plan

Objective: Document the City's existing efforts towards wellhead protection and recommend any updates.

Approach:

- 16.1 Reference the Wellhead Protection Plan contained in the City's 2014 WSP to document the existing program, the City's contingency plan for a contamination event, and the delineation of the wellhead protection areas.
- 16.2 Update the inventory of potential contaminant sources and activities using available databases and document the results of the inventory findings. The inventory will include site locations and owners/operators that must be notified of the City's wellhead protection program.

RH2 Deliverables:

- Documentation of the City's Wellhead Protection Plan for City review and comment.

Task 17 – Finalize, Print, and Present Draft WSP

Objective: Prepare a final draft of the WSP and submit it to review agencies and adjacent water purveyors.

Approach:

- 17.1 Develop a cover format that includes the WSP name and revision date.
- 17.2 Transmit electronic copies of the draft WSP documents to the City for review and comment.
- 17.3 Revise the WSP based on City review comments.
- 17.4 Bind the final draft WSP documents and print up to five (5) sets of the WSP and color figures.
- 17.5 Create an electronic PDF document, including all chapters, appendices, and figures of the WSP. Provide up to five (5) copies of the electronic plan on USB flash drives.
- 17.6 Submit the final draft WSP to the County, DOH, and adjacent water systems for their review and comment.

RH2 Deliverables:

- Up to five (5) sets of the final draft WSP in three-ring binder format and five (5) copies in electronic PDF format on a USB flash drive.

Task 18 – DOH and Agency Review Revisions

At the completion of Tasks 1 through 17, the WSP will be in a final format, ready for review by the regulatory agencies and adjacent water purveyors. The number of comments, number of meetings, and amount of required WSP modifications from review by the regulatory agencies and adjacent water purveyors are difficult to predict. Therefore, RH2 has provided an allocation of thirty (30) hours of RH2 staff time to respond to agency review comments. If additional effort is required, a contract

amendment will be provided at that time. The level of effort for this Task includes assumptions for addressing review comments, attending review meetings, and preparing final WSP modifications upon receipt of all review comments from the County, DOH, the Washington State Department of Ecology, and adjacent water systems.

PROJECT SCHEDULE

RH2 will begin work within two (2) weeks of receipt of the executed contract.

The agency review WSP draft will be completed approximately seven (7) months after receipt of the requested data. RH2 will provide the City with a requested data list, which will be broken down with high priority items and assumes the City will be able to respond within two (2) weeks; medium priority items will be responded to within four (4) weeks; and low priority items will be responded to within six (6) weeks.

EXHIBIT B-1**Fee Estimate****City of College Place****Amendment No. 1 - Comprehensive Water System Plan Update****Feb-20**

Description		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Classification						
Task 1	Project Administration and Agency Coordination	26	\$ 4,974	\$ -	\$ 248	\$ 5,222
1.1	Review work for consistency, monitor budget, and manage RH2 team	5	\$ 992	\$ -	\$ 36	\$ 1,028
1.2	Prepare monthly progress reports and monthly invoices	4	\$ 760	\$ -	\$ 30	\$ 790
1.3	Maintain project records and files	3	\$ 352	\$ -	\$ 20	\$ 372
1.4	Attend pre-planning conference	10	\$ 2,110	\$ -	\$ 126	\$ 2,236
1.5	Coordinate with City staff during data collection	2	\$ 380	\$ -	\$ 19	\$ 399
1.6	Coordinate with DOH, County, and other stakeholders	2	\$ 380	\$ -	\$ 19	\$ 399

Task 2	Introduction and Existing System Description	43	\$ 6,758	\$ -	\$ 544	\$ 7,302
2.1	Describe water system ownership, management, and purpose of WSP	1	\$ 190	\$ -	\$ 5	\$ 195
2.2	Review previous plans and existing system information and data	2	\$ 380	\$ -	\$ 10	\$ 390
2.3	Provide brief overview of the history of the water system	1	\$ 190	\$ -	\$ 5	\$ 195
2.4	Describe physical characteristics of existing water service area	2	\$ 396	\$ -	\$ 10	\$ 406
2.5	Describe City's existing and projected future service areas	1	\$ 190	\$ -	\$ 5	\$ 195
2.6	Summarize SMA program and potential impacts	1	\$ 190	\$ -	\$ 5	\$ 195
2.7	Provide overview of operation of existing water system	1	\$ 190	\$ -	\$ 5	\$ 195
2.8	Describe pressure zones and facilities	2	\$ 380	\$ -	\$ 10	\$ 390
2.9	Review adjacent water systems and document emergency interties	1	\$ 190	\$ -	\$ 5	\$ 195
2.10	Prepare color figures	31	\$ 4,462	\$ -	\$ 487	\$ 4,949

Task 3	Land Use and Population	32	\$ 5,058	\$ -	\$ 266	\$ 5,324
3.1	Prepare and review inventory of related plans and provide summary of imp	2	\$ 380	\$ -	\$ 10	\$ 390
3.2	Complete DOH's Consistency Statement Checklist	1	\$ 190	\$ -	\$ 5	\$ 195
3.3	Identify existing and future land use patterns	6	\$ 952	\$ -	\$ 24	\$ 976
3.4	Identify current and projected housing trends and prepare projections	12	\$ 1,904	\$ -	\$ 48	\$ 1,952
3.5	Prepare color figure of land use	11	\$ 1,632	\$ -	\$ 181	\$ 1,813

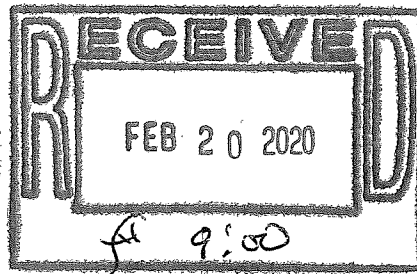
Task 4	Water Demands	80	\$ 11,971	\$ -	\$ 417	\$ 12,388
4.1	Tabulate monthly metered consumption for each customer class	11	\$ 1,667	\$ -	\$ 42	\$ 1,709
4.2	Tabulate the largest water users and total use for 2019	2	\$ 286	\$ -	\$ 7	\$ 293

Description		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Classification						
4.3	Tabulate monthly and yearly water supply totals	8	\$ 1,191	\$ -	\$ 30	\$ 1,221
4.4	Calculate per capita demands based on average day demand	5	\$ 762	\$ -	\$ 19	\$ 781
4.5	Calculate number of ERUs within the system	7	\$ 1,048	\$ -	\$ 26	\$ 1,074
4.6	Identify total DSL from 2013 to 2019 and 3-year rolling average	4	\$ 572	\$ -	\$ 14	\$ 586
4.7	Tabulate consumption of customers within each pressure zone	2	\$ 286	\$ -	\$ 35	\$ 321
4.8	Estimate each pressure zone's maximum day and peak hour demands	5	\$ 762	\$ -	\$ 19	\$ 781
4.9	Prepare general fire flow requirements table	2	\$ 286	\$ -	\$ 7	\$ 293
4.10	Document current and past efforts for WUE and the impact on water demand	2	\$ 286	\$ -	\$ 7	\$ 293
4.11	Develop 10-year and 20-year demand projections	14	\$ 2,096	\$ -	\$ 52	\$ 2,148
4.12	Document results of demand analysis in summary tables and chapter text	13	\$ 1,888	\$ -	\$ 47	\$ 1,935
4.13	Coordinate with City to provide data to conduct WUE public forum	5	\$ 841	\$ -	\$ 111	\$ 952
Task 5	Regulations, Policies, and Design Criteria	4	\$ 542	\$ -	\$ 59	\$ 601
5.1	Review existing City standards and recommend policies	4	\$ 542	\$ -	\$ 59	\$ 601
Task 6	Hydraulic Model Update and Calibration	127	\$ 19,195	\$ -	\$ 2,606	\$ 21,801
6.1	Update City's water model with recent system improvements	5	\$ 715	\$ -	\$ 45	\$ 760
6.2	Allocate existing (2019) demand data among nodes in model	14	\$ 2,096	\$ -	\$ 135	\$ 2,231
6.3	Perform preliminary hydraulic analyses to identify locations for flow tests	8	\$ 1,238	\$ -	\$ 113	\$ 1,351
6.4	Attend two (2) days of hydrant flow tests	56	\$ 8,384	\$ -	\$ 1,758	\$ 10,142
6.5	Perform hydraulic analyses to calibrate model	28	\$ 4,098	\$ -	\$ 377	\$ 4,475
6.6	Coordinate with City to identify sources of inconsistencies	16	\$ 2,664	\$ -	\$ 177	\$ 2,841
Task 7	Water System Analyses	212	\$ 34,903	\$ -	\$ 1,921	\$ 36,824
7.1	Examine each of the existing pressure zones	2	\$ 286	\$ -	\$ 35	\$ 321
7.2	Calculate the quantity of water supply required for demands	5	\$ 762	\$ -	\$ 19	\$ 781
7.3	Identify and describe supply and booster pump facility deficiencies	3	\$ 539	\$ -	\$ 13	\$ 552
7.4	Calculate the quantity of water storage required	8	\$ 1,238	\$ -	\$ 31	\$ 1,269
7.5	Identify and describe storage capacity deficiencies	2	\$ 333	\$ -	\$ 8	\$ 341
7.6	Document the hydraulic analysis criteria and hydraulic model settings	2	\$ 286	\$ -	\$ 35	\$ 321
7.7	Perform a steady-state hydraulic analysis under peak hour demands	8	\$ 1,238	\$ -	\$ 113	\$ 1,351
7.8	Perform a steady-state fire flow analysis for each node	14	\$ 2,096	\$ -	\$ 190	\$ 2,286
7.9	Input future demand data into the hydraulic model's nodes	3	\$ 476	\$ -	\$ 39	\$ 515
7.10	Analyze three (3) future 20-year supply and storage alternatives	21	\$ 3,468	\$ -	\$ 252	\$ 3,720
7.11	Perform a steady-state fire flow analysis while simulating future maximum	30	\$ 4,572	\$ -	\$ 389	\$ 4,961
7.12	Prepare a figure that summarizes fire flow analyses	10	\$ 1,524	\$ -	\$ 146	\$ 1,670
7.13	Export results to a GIS shapefile and Google Earth	1	\$ 143	\$ -	\$ 4	\$ 147

Description		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Classification						
7.14	Evaluate and identify deficiencies for the PRV stations and telemetry and S	3	\$ 476	\$ -	\$ 12	\$ 488
7.15	Perform an existing system and 10-year system capacity analysis	8	\$ 1,238	\$ -	\$ 31	\$ 1,269
7.16	Document water supply characteristics and effects	4	\$ 698	\$ -	\$ 17	\$ 715
7.17	Summarize the City's current water rights	12	\$ 2,472	\$ -	\$ 62	\$ 2,534
7.18	Perform a water rights evaluation	6	\$ 1,236	\$ -	\$ 31	\$ 1,267
7.19	Prepare the water right self-assessment	6	\$ 1,236	\$ -	\$ 31	\$ 1,267
7.20	Provide an overview of existing and future drinking water regulations	4	\$ 760	\$ -	\$ 19	\$ 779
7.21	Identify the water quality monitoring requirements	7	\$ 1,330	\$ -	\$ 33	\$ 1,363
7.22	Summarize results of recent source and distribution system monitoring	7	\$ 1,330	\$ -	\$ 33	\$ 1,363
7.23	Identify improvements to comply with water quality requirements	2	\$ 380	\$ -	\$ 10	\$ 390
7.24	Meet with City staff to discuss analyses and recommended improvements	12	\$ 1,998	\$ -	\$ 114	\$ 2,112
7.25	Document the results of the system analysis in summary tables and chapte	32	\$ 4,788	\$ -	\$ 255	\$ 5,043
Task 8 Operations and Maintenance						
8.1	Update the City's O&M program	5	\$ 841	\$ -	\$ 66	\$ 907
Task 9 Capital Improvement Plan						
9.1	Describe water system improvements completed since last WSP update	103	\$ 15,787	\$ -	\$ 1,173	\$ 16,960
9.2	Prepare a list of proposed water system improvements	2	\$ 380	\$ -	\$ 10	\$ 390
9.3	Prepare a planning-level cost estimate for each improvement	17	\$ 2,478	\$ -	\$ 254	\$ 2,732
9.4	Coordinate with City staff to establish criteria for prioritizing and schedulin	22	\$ 3,240	\$ -	\$ 81	\$ 3,321
9.5	Schedule improvements based on the results of the prioritization	5	\$ 809	\$ -	\$ 20	\$ 829
9.6	Document the CIP prioritization analyses in summary tables and chapter te	5	\$ 762	\$ -	\$ 19	\$ 781
9.7	Prepare color figures	11	\$ 1,620	\$ -	\$ 151	\$ 1,771
9.8	Meet with City staff to discuss the improvements and proposed schedule	25	\$ 3,592	\$ -	\$ 420	\$ 4,012
		16	\$ 2,906	\$ -	\$ 219	\$ 3,125
Task 10 Financial Analysis						
10.1	Coordinate with the City to provide financial data	33	\$ 7,270	\$ -	\$ 291	\$ 7,561
10.2	Summarize past income and expenses for 2013 through 2019	7	\$ 1,280	\$ -	\$ 32	\$ 1,312
10.3	Provide balanced 1-year operational statement for 2020	8	\$ 1,856	\$ -	\$ 46	\$ 1,902
10.4	Develop a plan to maintain cash flow stability and fund improvements	5	\$ 1,118	\$ -	\$ 28	\$ 1,146
10.5	Compare necessary revenue to ability to pay	4	\$ 928	\$ -	\$ 23	\$ 951
10.6	Evaluate conservation revenue rate structures	2	\$ 464	\$ -	\$ 12	\$ 476
10.7	Attend one (1) meeting with City staff to review financial analysis results	2	\$ 464	\$ -	\$ 12	\$ 476
		5	\$ 1,160	\$ -	\$ 138	\$ 1,298
Task 11 Executive Summary						
11.1	Identify purpose and summarize changes	6	\$ 922	\$ -	\$ 50	\$ 972
		2	\$ 380	\$ -	\$ 10	\$ 390

Description Classification		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
11.2	Briefly describe key WSP issues	4	\$ 542	\$ -	\$ 41	\$ 583
Task 12	Appendices	9	\$ 962	\$ -	\$ 249	\$ 1,211
12.1	Obtain SEPA and DNS	1	\$ 190	\$ -	\$ 5	\$ 195
12.2	Include copies of WFI forms	1	\$ 81	\$ -	\$ 2	\$ 83
12.3	Include a copy of the most recent Consumer Confidence Report	1	\$ 81	\$ -	\$ 2	\$ 83
12.4	Consolidate and tabulate appendices	6	\$ 610	\$ -	\$ 240	\$ 850
Task 13	Cross-Connection Control Plan	5	\$ 747	\$ -	\$ 23	\$ 770
13.1	Review the City's existing cross-connection control ordinance and evaluate	5	\$ 747	\$ -	\$ 23	\$ 770
Task 14	Water Quality Monitoring Plan	4	\$ 651	\$ -	\$ 16	\$ 667
14.1	Compile water quality monitoring requirements programs	4	\$ 651	\$ -	\$ 16	\$ 667
Task 15	Water Use Efficiency Program	17	\$ 2,448	\$ -	\$ 61	\$ 2,509
15.1	Prepare a summary of WUE planning efforts	5	\$ 762	\$ -	\$ 19	\$ 781
15.2	Document City's plan for updating WUE goals	3	\$ 476	\$ -	\$ 12	\$ 488
15.3	Identify and evaluate WUE measures	9	\$ 1,210	\$ -	\$ 30	\$ 1,240
Task 16	Wellhead Protection Plan	14	\$ 1,988	\$ -	\$ 109	\$ 2,097
16.1	Reference the Wellhead Protection Plan to document existing program	2	\$ 286	\$ -	\$ 7	\$ 293
16.2	Update the inventory of potential contaminant sources and activities	12	\$ 1,702	\$ -	\$ 102	\$ 1,804
Task 17	Finalize, Print, and Present Draft WSP	84	\$ 10,491	\$ -	\$ 1,517	\$ 12,008
17.1	Develop a cover format that includes the WSP name and revision date	2	\$ 162	\$ -	\$ 4	\$ 166
17.2	Transmit electronic copies of the draft WSP documents to the City	26	\$ 3,196	\$ -	\$ 107	\$ 3,303
17.3	Revise the WSP based on City review comments	25	\$ 3,574	\$ -	\$ 407	\$ 3,981
17.4	Bind the final WSP documents and print up to five (5) sets	11	\$ 1,124	\$ -	\$ 878	\$ 2,002
17.5	Create an electronic PDF document and provide five (5) USB flash drives	6	\$ 486	\$ -	\$ 12	\$ 498
17.6	Submit the final WSP to DOH, County, and adjacent water systems	14	\$ 1,949	\$ -	\$ 108	\$ 2,057
Task 18	DOH and Agency Review Revisions	30	\$ 4,506	\$ -	\$ 330	\$ 4,836
18.1	Address review comments - Assumed Hours	30	\$ 4,506	\$ -	\$ 330	\$ 4,836
PROJECT TOTAL		834	\$ 130,014	\$ -	\$ 9,947	\$ 139,961

Whitman Drive
Multi-Use Path Sealing 2020



Klicker Enterprises
61471 Mill Creek Rd.
Walla Walla, Wa
99362



Estimate

Name/Address

City of College Place
625 S College Ave
College Place Wa 99324

ATTN: Paul Hartwig

509-529-9045

klickerenterprises@gmail.com

Date	Estimate No.	Project
02/21/20	752	

www.klickerenterprises.com

Description	Quantity	Cost	Total
PROJECT: Asphalt Sidewalk Sealing 2020		0.00	0.00
Apply two coats of Armor A-100 emulsified asphalt sealer to paved surface both coats will be applied by spray and allowed to completely dry between coats	75,000	0.20	15,000.00T
College Place Tax Rate		8.70%	1,305.00

Thank you for the opportunity to estimate your project. We look forward to working with you.CCB209313

Total \$16,305.00

Bid Documents for Sealing Whitman Dr Multi-use Path

The City of College Place is receiving bids for the sealing of the multi-use path on Whitman Drive from Myra Road to Martin Airfield. The sealant must be Armor Seal A-100 Concentrated Asphalt Base Pavement Sealer or an approved equal. The sealant will be applied in 2 coats with the second coat being applied after the first coat has completely dried.

The bidder will submit a copy of his insurance and bond with their bid. The bid will be sealed in an envelope with the label "Whitman Drive Multi-use Path Sealing – 2020" and must be received by the City of College Place no later than 12:00pm on Friday, February 21, 2020. The bid should be addressed as follows – City of College Place, 625 S College Ave, College Place WA 99324 ATTN Paul Hartwig, Public Works Director and can be mailed or dropped off at City Hall. There will be no formal bid opening and the bidders will be notified of the results of the bid within 1 week.

The contractor will have 2 weeks to complete the project once they are given notice to proceed. Submittals of products to be used will be required. This is a public project so prevailing wages will be required to be paid. The City of College Place does pay taxes at 8.7% and will be required to be included in the bid. The City estimates there will be approximately 75,000 sqft to be sealed.

Price per sqft 0.20 times 75,000 sqft

= \$ 15,000.

Tax at 8.7%

\$ 1,305.

Total

\$ 16,305

_____.



CHANGE RIDER

Home Office:
1213 Valley Street
P.O. Box 9271
Seattle, WA 98109-0271

*For the CBIC branch
nearest you, call toll-free:*
(888) 283-2242
(888) 293-2242 FAX

TO BE ATTACHED TO AND FORM A PART OF BOND NO. FB3913

ISSUED BY CONTRACTORS BONDING AND INSURANCE COMPANY

ON BEHALF OF MARK KLICHER ENTERPRISES LLC

IN FAVOR OF THE STATE WASHINGTON

IT IS UNDERSTOOD AND AGREED THAT THE FOLLOWING IS CHANGED TO READ AS FOLLOWS:

FROM:
MARK KLICHER ENTERPRISES LLC

TO:
KLICHER ENTERPRISES LLC

THIS COVERAGE IS TO BE EFFECTIVE DECEMBER 28, 2006

SIGNED, SEALED AND DATED THIS 28TH DAY OF DECEMBER, 2006

CONTRACTORS BONDING AND INSURANCE COMPANY

ATTORNEY-IN- FACT ALICE B TELLEFSON

LIMITED POWER OF ATTORNEY - READ CAREFULLY
CONTRACTORS BONDING AND INSURANCE COMPANY IS RESPONSIBLE ONLY FOR THE BOND DESCRIBED AND UP TO THE AMOUNT SET FORTH IN THIS LIMITED POWER OF ATTORNEY. ANY ERASURE WILL VOID THIS POWER OF ATTORNEY. IF YOU HAVE ANY QUESTIONS ABOUT OR WANT TO VERIFY THIS POWER OF ATTORNEY CALL CONTRACTORS BONDING AND INSURANCE COMPANY TOLL FREE AT 1(800)765-2242

Penal Sum : \$ \$12,000.00 Attorney No.: VM313 Power Number : CO3447 Bond No. : FB3913

Limited Power of Attorney Expires: 3/28/2007 Date Approved : 12/28/2006

Approved by : _____ (Signature) _____ (Print Name) Don Sirkin

Name of Principal: KLICKEER ENTERPRISES LLC

Name of Oblige: ST OF WA

Descriptions(s): _____

Location (if applicable): _____

KNOW ALL MEN BY THESE PRESENTS that CONTRACTORS BONDING AND INSURANCE COMPANY, a corporation duly organized and existing under the laws of the State of Washington and having its principal office in Seattle, King County, Washington does by these presents make, constitute and appoint ALICE B TELLEFSON OF WALLA WALLA, WA its true and lawful Attorney-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver the bond(s) and/or other documents incidental thereto described above; and to bind the Company thereby as fully and to the same extent as if each such bond, or other documents incidental thereto was signed by the President, sealed with the corporate seal of the Company and duly attested by its Secretary; hereby ratifying and confirming all that the said Attorney-In-Fact may do in the premises. Said appointment is made under and by the authority of the following resolutions adopted by the Board of Directors of CONTRACTORS BONDING AND INSURANCE COMPANY on September 10, 2001.

RESOLVED that the Chief Executive Officer, President, Chief Financial Officer, Secretary or any Vice President of the Company is authorized to appoint Attorneys-In-Fact for and on behalf of the Company with the power and authority to sign on behalf of the Company those surety bonds or undertakings of suretyship which may from time to time be approved by the Chief Executive Officer, President, Chief Financial Officer, Secretary or any Vice President of the Company; provided, however, that no Attorney-In-Fact shall be authorized to execute and deliver any bond or undertaking that shall obligate the Company for any portion of the penal sum thereof in excess of \$15,000,000, and provided, further, that no Attorney-In-Fact shall have the authority to issue a bid or proposal bond for any project where, if the contract is awarded, any bond or undertaking would be required with a penal sum in excess of \$15,000,000. An Attorney-In-Fact may also be authorized by Power of Attorney to execute any consent or other document incidental to said bond or undertaking, provided such document does not obligate the Company in excess of the limit set forth above. In no event shall any Attorney-In-Fact have any authority to sign any document or otherwise bind the Company in any way in connection with a claim on a surety bond or undertaking.

RESOLVED FURTHER that each Power of Attorney must set forth the specific description of the surety bond or undertaking to which it applies, the name of the principal, the name of the obligee, the penal sum, the bond number (except for a bid bond where there is no number), the identifying number of the Attorney-In-Fact, and the identifying number of the Power of Attorney. The Attorney-In-Fact shall not be authorized to obligate Company for surety bond or undertaking specified in the Power of Attorney (including any consents or other documents incidental to the surety bond or undertaking) for more than the penal sum specified in the Power of Attorney.

RESOLVED FURTHER that the Chief Executive Officer, President, Chief Financial Officer, Secretary or any Vice President of the Company is authorized to establish a specific expiration date for the Power of Attorney and to modify that date from time to time as the Chief Executive Officer, President, Chief Financial Officer, Secretary or any Vice President of the Company deems necessary in his/her sole discretion; the applicable expiration date is to be clearly set forth in any written Power of Attorney.

RESOLVED FURTHER that all previous resolutions by the Board of Directors authorizing the Chief Executive Officer, President, Chief Financial Officer, Secretary or any Vice President of the Company to appoint Attorneys-In-Fact for and on behalf of the Company remain in full force and effect; and that if a Power of Attorney based on this resolution is attached to a bond (for example, a bid bond), and a Power of Attorney based on another Board of Directors resolution is attached to another bond (for example, a performance and payment bond), it shall not affect the validity of either Power of Attorney or Bond.

RESOLVED FURTHER that this Limited Power of Attorney containing this and the foregoing resolutions and the signatures of the President, Secretary, and Notary Public, and the corporate and Notary seals appearing hereon, are generated, stored and transmitted electronically, and therefore appear in printed form only at recipient's fax machine. This fax printed Limited Power of Attorney document and the signatures and seals appearing hereon therefore are, and shall be deemed originals in all respects.

RESOLVED FURTHER that the Company acknowledges the applicability of the Electronic Signatures in Global and National Commerce Act to this Limited Power of Attorney and that the signatures of the President, Secretary and Notary Public and the corporate and Notary seals appearing on any Limited Power of Attorney containing this and the foregoing resolutions as well as the Limited Power of Attorney itself and its transmission may be, or may be by facsimile or other means of electronic or electro-mechanical transmission or reproduction; and any such Limited Power of Attorney shall be deemed an original in all respects.

IN WITNESS WHEREOF CONTRACTORS BONDING AND INSURANCE COMPANY has caused these presents to be signed by Don Sirkin and its corporate seal to be hereto affixed 9/9/2002.

CONTRACTORS BONDING AND INSURANCE COMPANY

By: _____
Don Sirkin, President

STATE OF WASHINGTON - COUNTY OF KING

On 9/9/2002, personally appeared DON SIRKIN to me known to be the representative of the corporation that executed the foregoing Limited Power of Attorney and acknowledged said Limited Power of Attorney to be free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute the said Limited Power of Attorney.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.



Brenda J. Scott
Notary Public in and for the State of Washington, residing at Seattle

The undersigned acting under authority of the Board of Directors of CONTRACTORS BONDING AND INSURANCE COMPANY, hereby certifies, as or in lieu of Certificate of the Secretary of CONTRACTORS BONDING AND INSURANCE COMPANY, that the above and foregoing is a full, true and correct copy of the Original Power of Attorney issued by said Company, and does hereby further certify that the said Power of Attorney is still in force and effect.

GIVEN under my hand, at Spokane, WA _____ this 28 day of DEC 2006

R. Kirk Eland, Secretary

A1(052004)

DEPARTMENT OF LABOR AND INDUSTRIES

CONTINUOUS
CONTRACTOR'S SURETY BONDCONTRACTOR'S REGISTRATION SECTION
P. O. Box 44450
Olympia, Washington 98504-4450UBI No. _____
(optional)Registration No. _____
(optional)Required by the Contractors Registration Act
RCW 18.27BOND NO. FB3913MARK KLICHER ENTERPRISES LLC

as Principal, and Contractors Bonding and Insurance Company a corporation organized and existing under the laws of the State of WASHINGTON and authorized to transact surety business in the State of Washington, as Surety, by this bond bind ourselves and our heirs, executors, administrators, successors, and assigns, jointly and severally, to pay the State of Washington TWELVE THOUSAND DOLLARS AND 00/100 lawful money of the United State of America.

The Principal has applied for a Certificate of Registration, from the Contractor's Registration Section of the Washington State Department of Labor and Industries, to carry on the business of a contractor in the State of Washington. The Principal is required by chapter 18.27 of the Revised Code of Washington (RCW) to furnish a bond in the penal sum of 12,000 dollars with good and sufficient surety. The bond must be conditioned as required by RCW 18.27.040.

If the Principal, in compliance with the provisions of chapter 18.27 RCW, pays all (1) wages and benefits to persons furnishing labor to the Principal, (2) amounts that may be adjudged against the Principal by reason of breach of contract including negligent or improper work in the conduct of the contracting business, (3) persons who furnish labor and materials or rent or supply equipment to the Principal, and (4) taxes and contributions due to the State of Washington, the obligation of the Principal and the Surety shall be null and void. If the Principal does not pay the above claims, the bond shall remain in full force and effect. In no case shall the Surety be liable for any claim not included in RCW 18.27.040.

Any person that has a claim against the Principal, arising from failure of the Principal to pay any of the four items referred to in paragraph 3, may bring suit upon this bond in the superior court of the county in which the work was done, or of any county in which the court has jurisdiction over the Principal. The suit must be brought within the time and in the manner required by RCW 18.27.040.

The aggregate liability of the Surety under this bond for claims against this bond shall not exceed the penal sum of this bond. No extension by continuation certificate, reinstatement, reissue, or renewal of this bond shall increase the liability of the Surety. If the claims against the bond that are pending at any one time exceed the remainder of the aggregate liability minus the amounts previously paid by the Surety because of other claims against this bond, the claims shall be satisfied in accordance with the provisions of RCW 18.27.040.

This bond shall become effective on 24TH January 2003 and shall be void if not filed with the Contractor's Registration Section by 2-24-03 and shall remain in force continuously unless the Surety gives written notice to the Director of Labor and Industries of its intent to cancel the bond. A cancellation or revocation of the bond or withdrawal of the surety from the bond suspends the registration issued to the registrant until a new bond or reinstatement notice has been filed and approved as provided in the statute.

IN WITNESS OF THIS CONTRACT, The Principal and Surety have affixed their hands
and seals this 24TH day of January, 2003

Principal's Name MARK KLICHERSurety Name CONTRACTORS BONDING AND INSURANCE COMPANYBy: Mark E. KlicherBy: Kimberley A. Leland



LIMITED POWER OF ATTORNEY

Not Valid for Bonds
Executed On or After:

JUNE 21ST, 2003

Power of Attorney
Number:

FB3913

READ CAREFULLY — to be used only with the bond specified herein

A valid original of this document must be printed on security paper with black, blue, and red ink, and must bear the seal of Contractors Bonding and Insurance Company (the "Company"). Only an unaltered original of this power of attorney is valid. If a photocopy, the word "VOID" should appear clearly in one or more places. This Power of Attorney is valid solely in connection with the execution and delivery of the bond bearing the number indicated below, provided the bond is of the type indicated below, and is valid only if the bond is executed on or before the date indicated above.

KNOW ALL BY THESE PRESENTS, that Contractors Bonding and Insurance Company (CBIC) does hereby make, constitute and appoint the following: DOUGLAS J. BORTH, PHILLIP K. SMITH, ALICE E. TELLEFSON, KIMBERLEY L. WADE, JUDY A. ZACORSKI, CAROL E. EVERETT and DANIEL K. BARNES, its true and lawful Attorney(s) in fact with full power and authority hereby conferred to sign, execute, acknowledge and deliver for and on its behalf as Surety, any of the following bonds: CANCELABLE LICENSE AND PERMIT BONDS AND ALL PUBLIC OFFICIAL BONDS WITH A MAXIMUM PENAL SUM OF \$10,000 IN FAVOR OF THE STATE OF WASHINGTON OR ANY CITY, TOWN, COUNTY OR POLITICAL SUBDIVISION WITHIN THE STATE OF WASHINGTON, EXCEPT THE CITY OF FEDERAL WAY; BONDS FOR NOTARIES PUBLIC IN FAVOR OF THE STATE OF WASHINGTON; EMPLOYEE DISHONESTY BONDS (JANITORIAL) WITH MAXIMUM PENAL SUM OF \$25,000; ADMINISTRATOR, EXECUTOR, PERSONAL REPRESENTATIVE BONDS FILED IN STATE COURTS WITH A MAXIMUM PENAL SUM OF \$10,000; ERISA BONDS WITH A MAXIMUM PENAL SUM OF \$100,000; NOTARY E&O WITH A MAXIMUM PENAL SUM OF \$20,000. EXCLUSIONS: THIS POWER OF ATTORNEY DOES NOT APPLY TO (1) BAIL BONDS, (2) ANY BOND IN FAVOR OF THE UNITED STATES OF AMERICA, (3) GUARDIAN OR CONSERVATORS BONDS, (4) DEFENDANT'S COURT BONDS INCLUDING SUPERSEDIAS, APPEAL AND STAY OF EXECUTION, AND (5) ANY CONSTRUCTION CONTRACT BONDS INCLUDING BID, PAYMENT & PERFORMANCE AND SITE IMPROVEMENT.

CERTIFICATE

I, the undersigned secretary of Contractors Bonding and Insurance Company, a Washington corporation, DO HEREBY CERTIFY that this Power of Attorney remains in full force and effect and has not been revoked, and, furthermore, that the resolutions of the Board of Directors set forth on the reverse are now in full force and effect.

Bond Number FB3913

Signed and sealed this 24th day of January 2003
Robert M. Ogle
Robert M. Ogle, Secretary

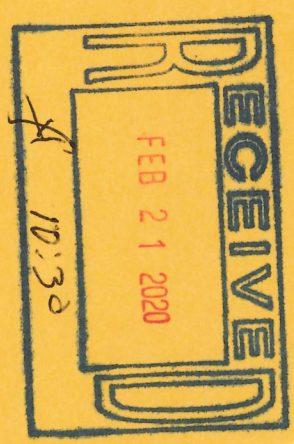
Not Valid
Unless Seal
Affixed

CBIC • 1213 Valley Street • P.O. Box 9271 • Seattle, WA 98109-0271
(206) 622-7053 • (800) 765-CBIC (Toll Free) • (206) 382-9623 FAX

PoaLPOA.04-US101700



SIERRA SANTA FE CORP.
PO BOX 1058
RIDGEFIELD, WA 98642-1058



CITY OF COLLEGE PLACE
ATT: PAUL HARTWIG, PWD
625 S COLLEGE AVE
COLLEGE PLACE, WA 99324-1516

WHITMAN DRIVE
MULTI-USE PATH SEALING-2020

Bid Due on or before: 12:00pm - 02/21/20

Bid Documents for Sealing Whitman Dr Multi-use Path

The City of College Place is receiving bids for the sealing of the multi-use path on Whitman Drive from Myra Road to Martin Airfield. The sealant must be Armor Seal A-100 Concentrated Asphalt Base Pavement Sealer or an approved equal. The sealant will be applied in 2 coats with the second coat being applied after the first coat has completely dried.

The bidder will submit a copy of his insurance and bond with their bid. The bid will be sealed in an envelope with the label "Whitman Drive Multi-use Path Sealing – 2020" and must be received by the City of College Place no later than 12:00pm on Friday, February 21, 2020. The bid should be addressed as follows – City of College Place, 625 S College Ave, College Place WA 99324 ATTN Paul Hartwig, Public Works Director and can be mailed or dropped off at City Hall. There will be no formal bid opening and the bidders will be notified of the results of the bid within 1 week.

The contractor will have 2 weeks to complete the project once they are given notice to proceed. Submittals of products to be used will be required. This is a public project so prevailing wages will be required to be paid. The City of College Place does pay taxes at 8.7% and will be required to be included in the bid. The City estimates there will be approximately ~~75,000~~ sqft to be sealed.

64,867

Price per sqft	<u>\$0.46</u>	times 75,000 ^{64,867} sqft =	\$ <u>29,838.82</u>
Tax at 8.7%			\$ <u>2,595.98</u>
Total			\$ <u>32,434.80</u>

Price as per SSF attached proposal and MicroCoat® manufacturers specifications.
Sq footages are based off of GoiPave subscription based program that SSF utilizes,
please see attached photos of areas measured.



02/20/20

David Zimmerly, President

Sierra Santa Fe Corporation



PO Box 1058
Ridgefield, WA 98642

Proposal

Date

2/19/2020

Name / Address

City of College Place
Att Paul Hartwig
625 S College Ave
College Place, WA 99324

WA. Lic# SIERRSF033MM / OR. CCB# 144238

Project

Whitman Multi Path

Description

Total

6 YEAR SOLUTION +/- 1 : Whitman Drive Multi--Use Path Sealing - 2020

PLEASE NOTE: Sierra Santa Fe Corporation is a manufacturers certified applicator for MicroCoat™ Products. MicroCoat™ safely dries and allow the public to return to use, within a few hours. SSF anticipate only 2 days of disruption to the public with this proposed plan.

MicroCoat™ approx 64,867 sq ft on Multi-Use Pathway along side of Whitman Drive between Myra Rd & Martin Airfield, as per Paul Hartwig, PWD. Please see attached map for greater detail. MicroCoat™ consist of applying 1 layer at a finished application rate of approx 0.35 gals per sq yd, approx total of 2,525 gallons of MicroCoat™ product will be used. MicroCoat™ will be applied by spraying through a computerized MicroCoat™ Buggy, as well as some hand brooming & squeegeeing throughout project.

PLEASE NOTE; CITY OF COLLEGE PLACE IS RESPONSIBLE FOR SPRAYING MOSS / GRASS KILLER ON THE PATHWAY THAT IS RECEIVING MicroCoat™. CITY OF COLLEGE PLACE IS ALSO RESPONSIBLE FOR REMOVING GRASS, SHRUBBERY AND TREE LIMBS THAT ARE ENCROACHING ON EDGES OF THE PATHWAY. CITY OF COLLEGE PLACE is responsible for having all obstructions in pathway areas removed, as well as all water sprinkler systems shut off prior to start of job. SSF will use back pack blowers to remove fine dust and dirt just prior to the application of MicroCoat™, CITY OF COLLEGE PLACE will be responsible for the initial clearing and sweeping of the Multi-Use Path. Failure to have completed any of these tasks, as well as any other unforeseen problems by Property Owner's or guests "welcomed or unwelcome", may cause an additional charge to the CITY OF COLLEGE PLACE. Any damage to the MicroCoat™ during the drying period from outside forces will be at the expense of the CITY OF COLLEGE PLACE.

Pathway preparations to be preformed by the City of College Place, which includes patching of pot holes, crack filling any crack 1/4" and larger. City of College Place will perform all pre-work notification signage, neighborhood notifications and door hangers, as well as removing any obstructions in the Multi-Use Path at the time of work.

SSF / 1 Move for MicroCoat™ project, including travel for crew and freight for MicroCoat™ Product.

5,075.00T

MicroCoat™ (1 layer) approx 64,867 sq ft on Multi-Use Pathway along side of Whitman Drive between Myra Rd & Martin Airfield, as per Paul Hartwig, PWD

24,763.82T

Authorized signature of proposer.

Subtotal

\$29,838.82

Sales Tax (8.7%)

\$2,595.98

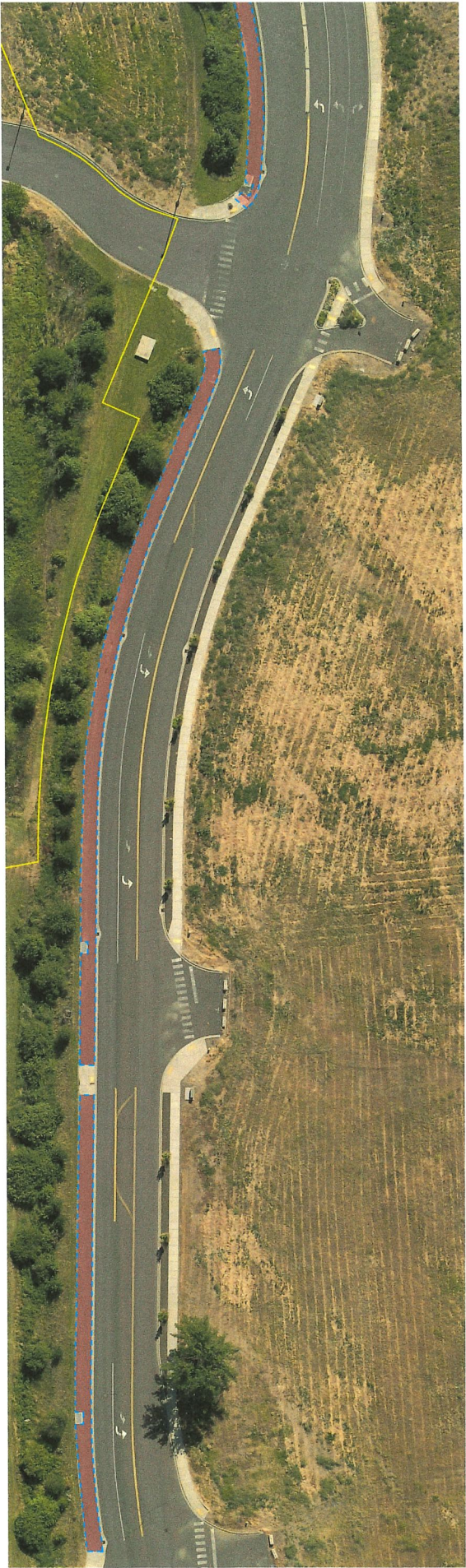
Total

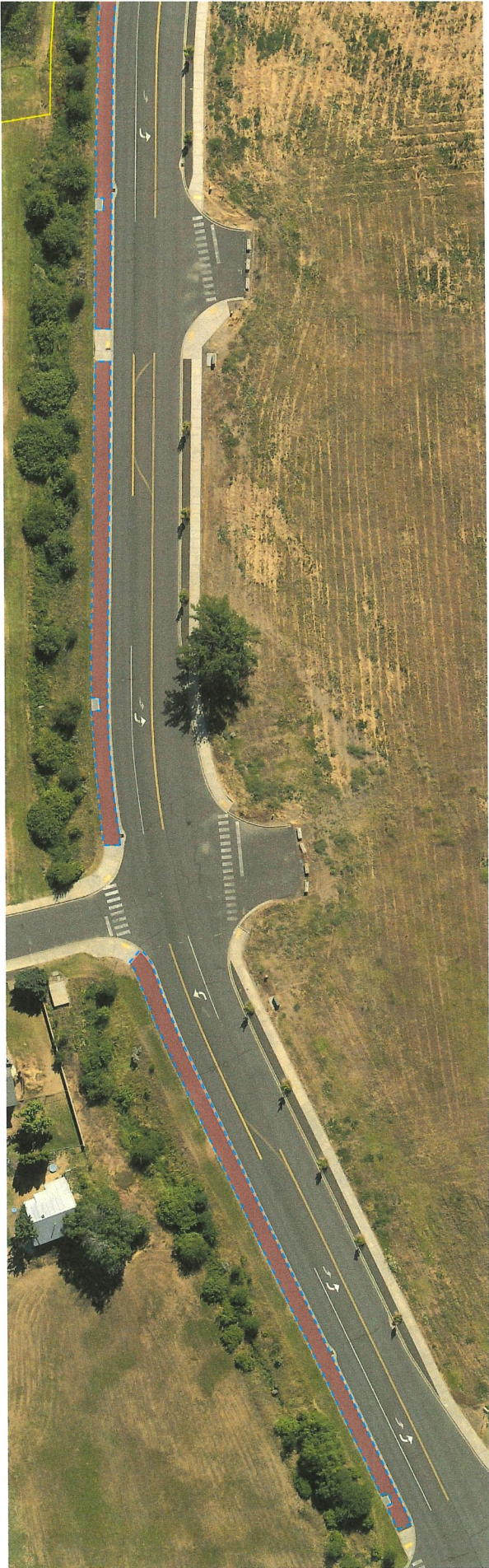
\$32,434.80

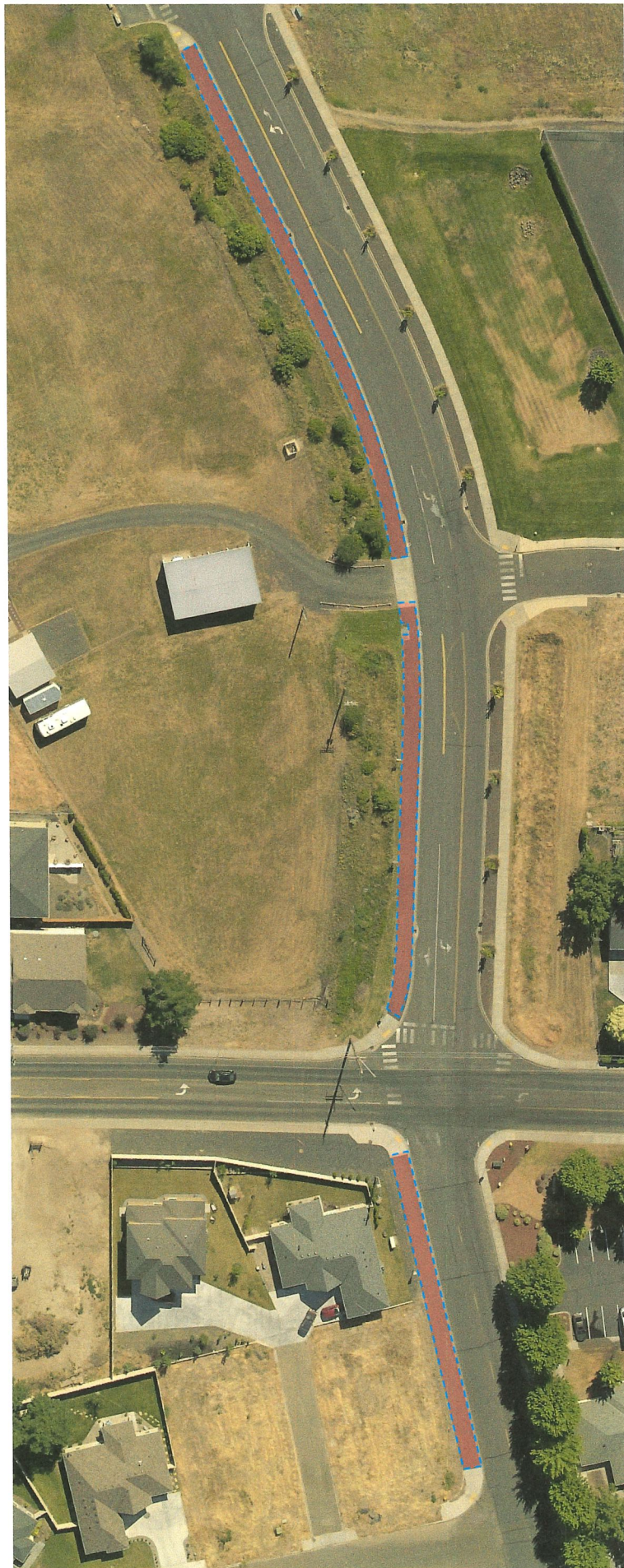
Whitman Drive Multi-Use Path Sealing 2020

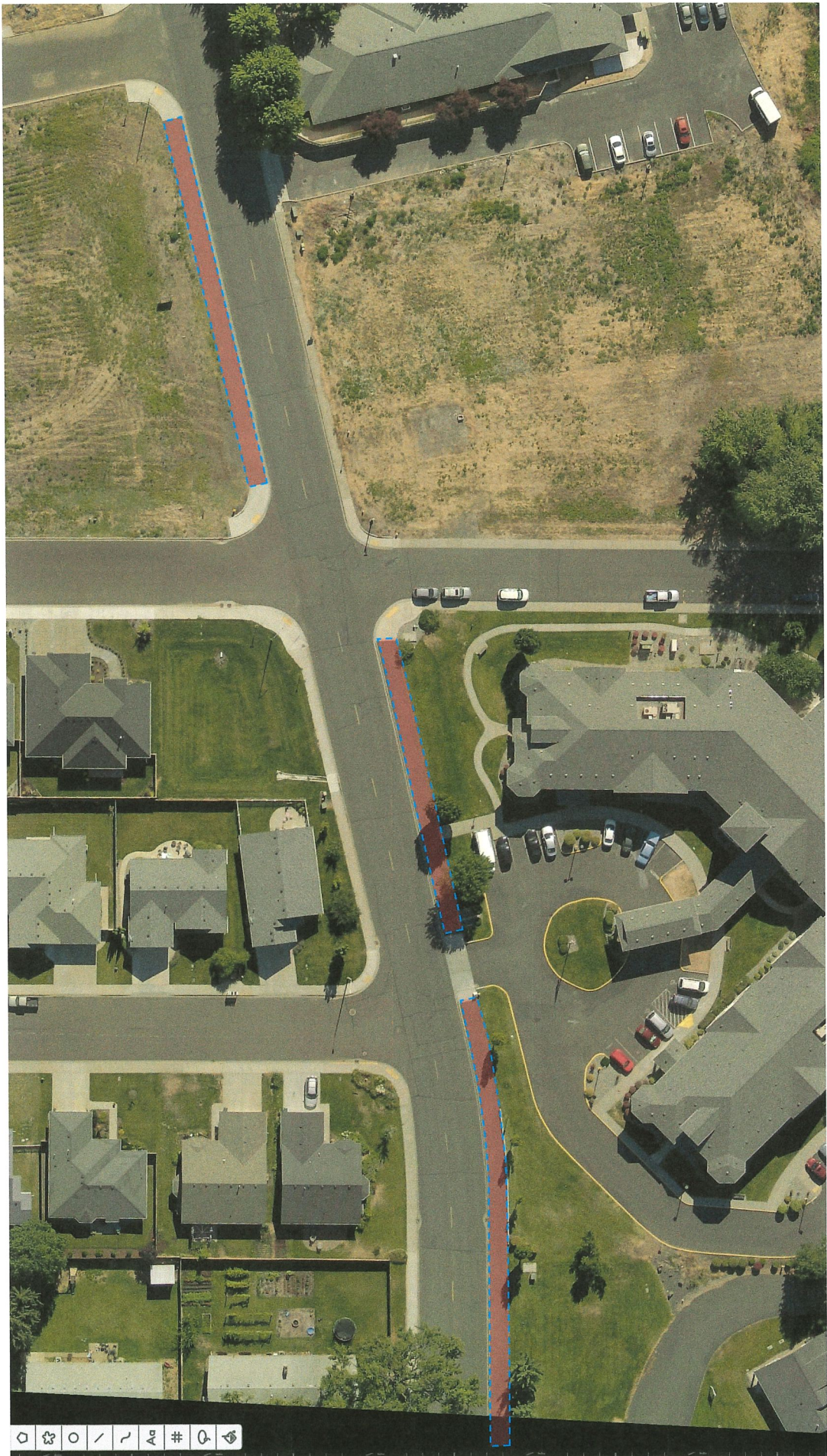
Title	Search Term	Tags	Parcel Area	Group	Area	Unit	Volume	Unit
	WA		Walla Walla Co		sq ft	0.00 sq ft	0.00 cu yd	
						0.00 sq ft	0.00 cu yd	
						64,867.23 sq ft	0.00 cu yd	

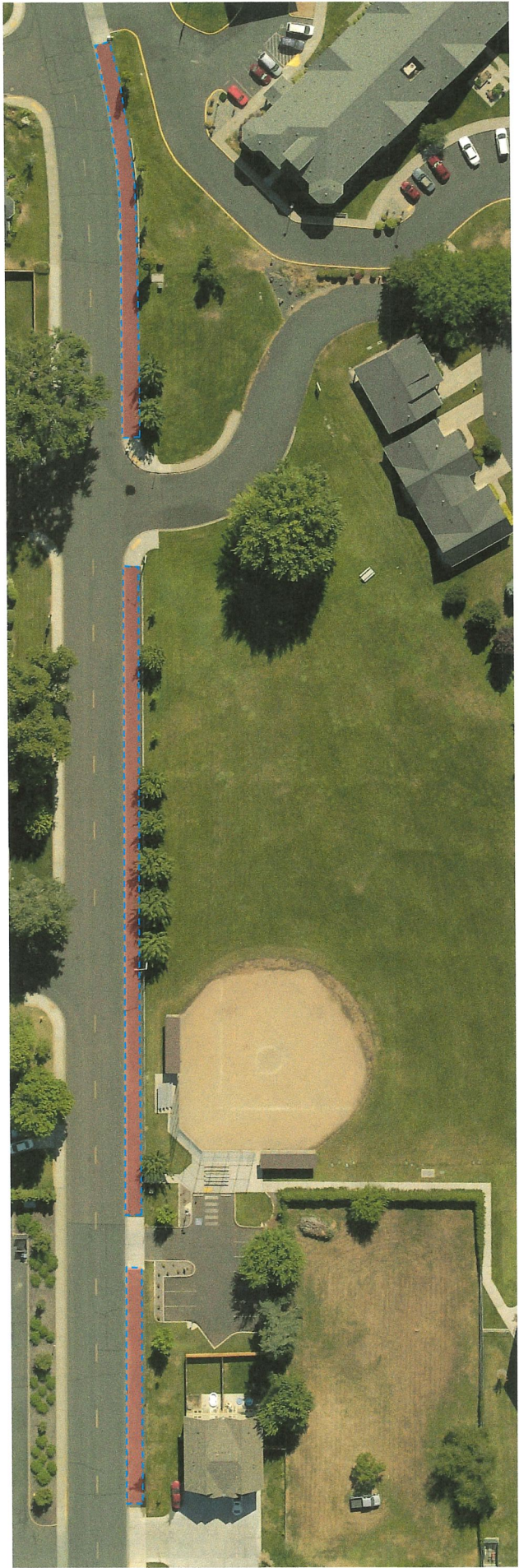


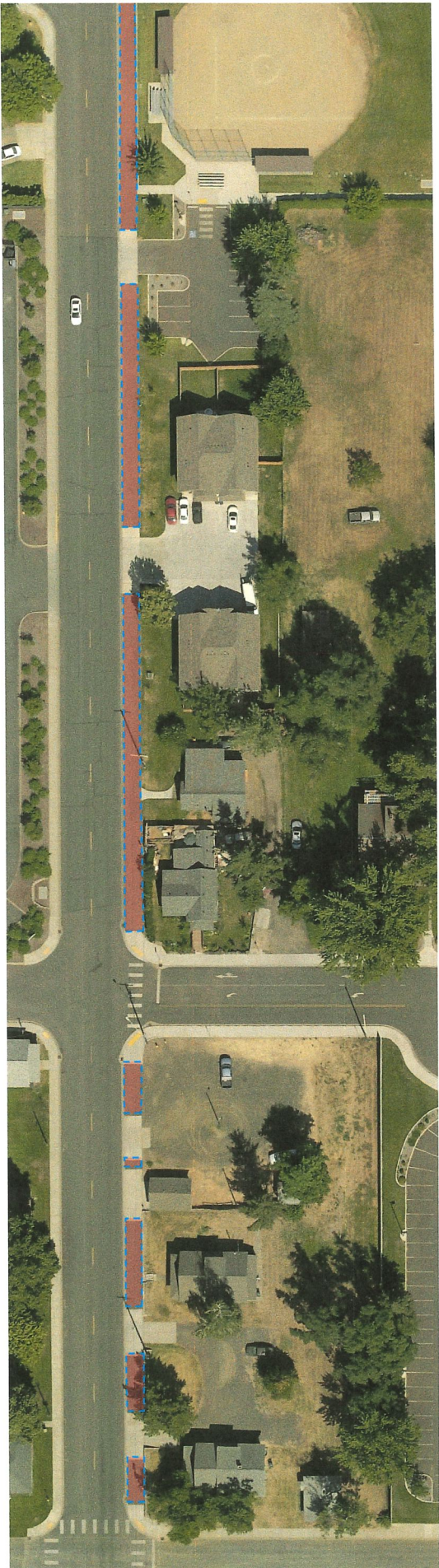




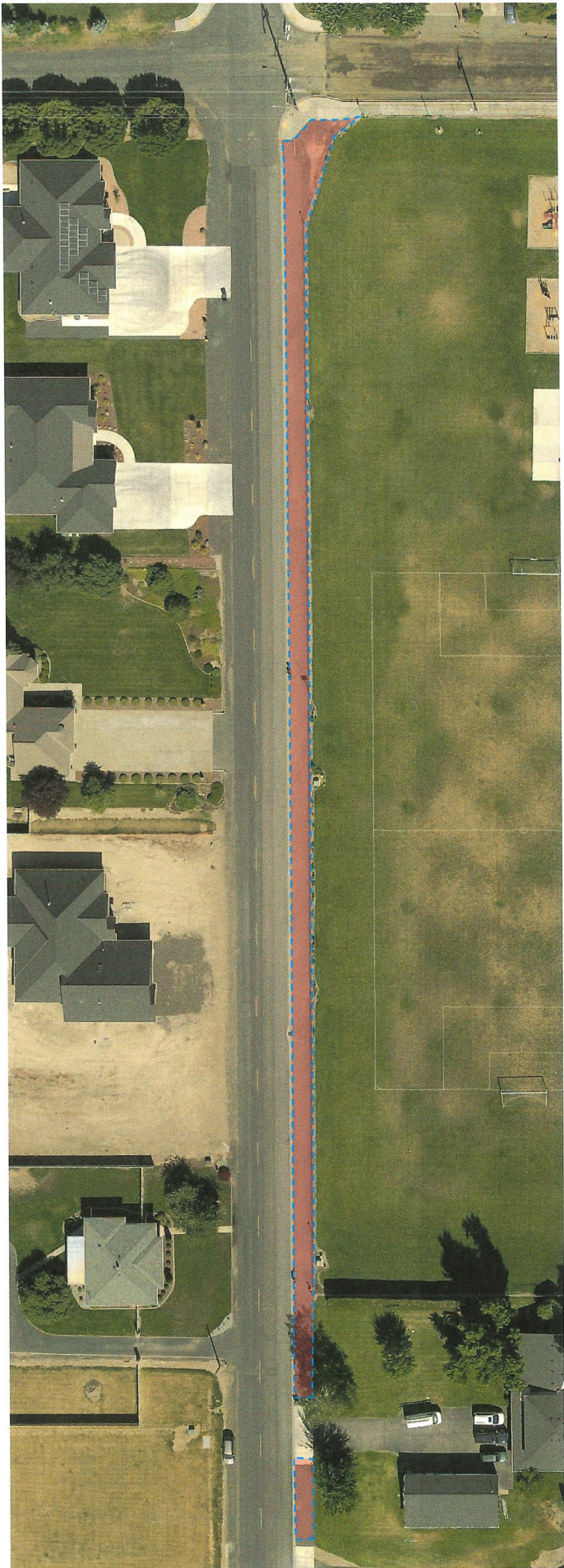


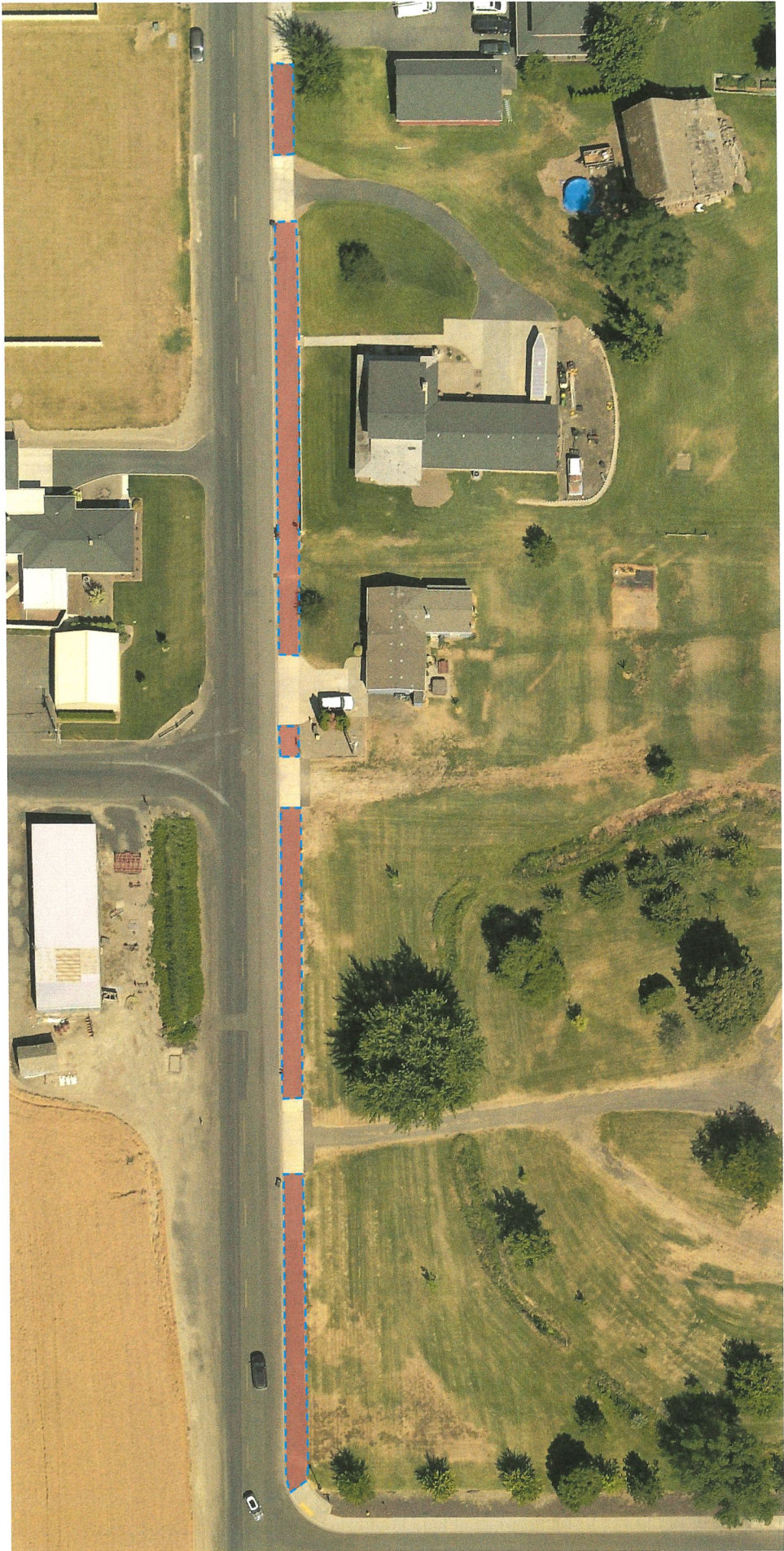


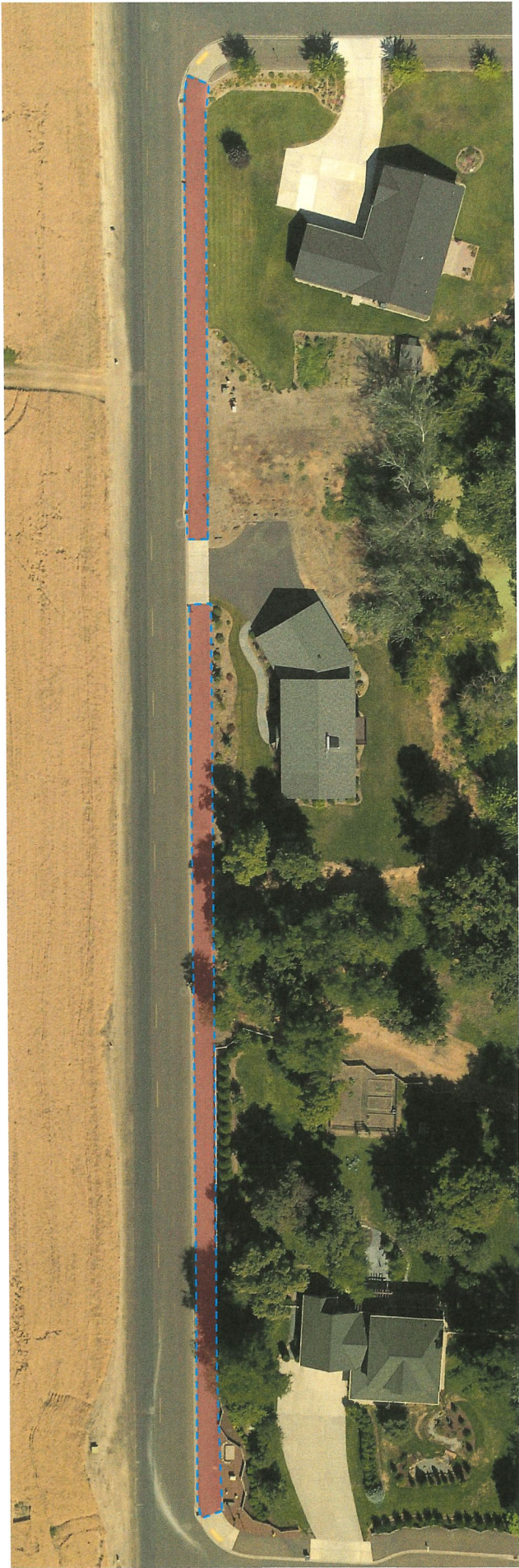




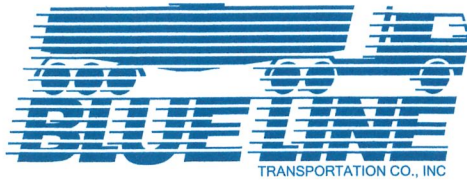












Blue Line Transportation Co., Inc.

2601 N. Newark Street

Portland OR 97217

503.279.2600 | Fax 503.286.9969

www.BlueLineTrans.com

MicroCoat®

MicroCoat® has been formulated in our laboratories here at Blue Line to have higher level of performance than other conventional seal coat products. MicroCoat® performance is driven by the higher asphalt content, polymers, higher asphalt binder to filler ratio and specific selection of mineral filler.

Due to the higher viscosity, multi-layer application are not necessary to achieving a quality performance desired. Therefore, MicroCoat® allows our customers and their end users the cost saving of a one-layer application process.

Only certified applicators and equipment used to perform the application process approved by Blue Line can administer MicroCoat® products.





MicroCoat™ – Product Information Sheet

Please Note: Sierra Santa Fe Corporation is a manufacturer certified applicator of MicroCoat™ products.

Description

Engineered at our ISO 9001:2008 certified facility, MicroCoat™ is a high performance polymer modified mineral filled pavement preservation tool that allows for fast return to traffic and long term performance. MicroCoat produces a black finished surface with the ability to be formulated to a red color for delineation of road shoulders utilized as pedestrian and/or bike paths. Manufacturer Certified Applicators communicate with the customer to identify the desired expectation of the completed project and maintain the integrity of the MicroCoat to achieve that expectation. Finished surface texture choices range from coarse to fine and can include recycled tire rubber.

Recommended Uses

MicroCoat has been engineered to meet customer expectations even under extreme conditions when applied to industrial areas, roads, streets, bike lanes, parking lots and more.

Application

MicroCoat is applied at a rate of 36 to 60 square feet per gallon determined by the texture of the surface and customer expectations.

MicroCoat is designed to be applied from continuous agitation equipment by either spray or squeegee/brush.

Surface Preparation

The surface to be treated must be clean and dry.

Cracks wider than ¼ in. are to be filled prior to application with MicroCoat CrackSeal.

Vehicle oil spots are to be cleaned and treated with MicroCoat Prime.

Application Requirements

Applied only by Manufacturer Certified Applicators.

Surface and air temperatures above 50°F for 24 hours after application.

No foot traffic 15 minutes minimum after application.

No vehicle traffic 1 hour minimum after application.

No chance of precipitation or irrigation 24 hours before and after application.

Product Guarantee

MicroCoat is produced in an ISO Certified manufacturing facility. We guarantee MicroCoat will be manufactured to specifications.

MicroCoat™ – Specification Sheet

Specifications	Minimum	Maximum	Test Method
Residue by Evaporation, %	40+	-	ASTM D2939
Wet Track Abrasion Test	-	30	ASTM D3910
Accelerated Weathering	Pass		ASTM D2939
Accelerated Weathering, UV Aging	Pass		ASTM D4799
Weight Per Gallon, lbs/gal	9	11	ASTM D2939
Percentage Polymer to Asphalt by wt. %	5		ASTM D2939
Asphalt Content by Weight, %	35		ASTM D2172
Base Asphalt, Penetration @ 25°C, 100g, 5s, dmm	20	50	ASTM D5
Emulsion, Residue % by Evaporation	57		ASTM D6934

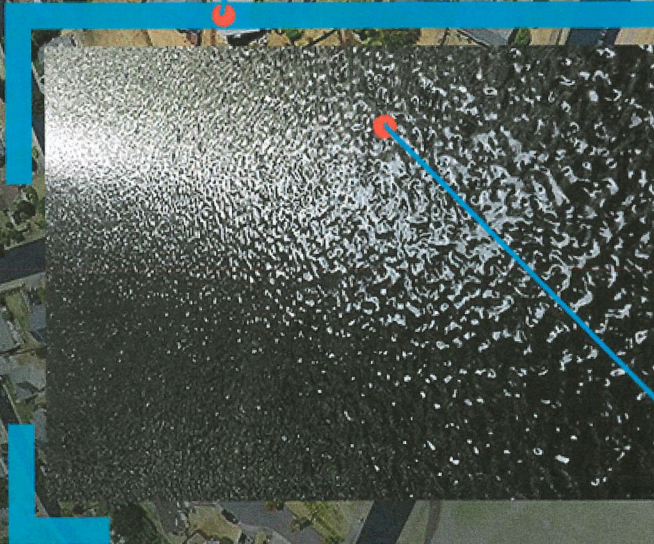
2017 CITY OF ORTING, WA MICROCOAT™

APPLIED ONLY BY MANUFACTURER CERTIFIED APPLICATORS.

SURFACE AND AIR TEMPERATURES ABOVE 50°F FOR 24 HOURS AFTER APPLICATION.

NO FOOT TRAFFIC 15 MINUTES MINIMUM AFTER APPLICATION.

NO VEHICLE TRAFFIC 1 HOUR MINIMUM AFTER APPLICATION.



SIERRA SANTA FE CORPORATION IS A
MANUFACTURER CERTIFIED
APPLICATOR OF MICROCOAT™
PRODUCTS.

MICROCOAT™ IS A HIGH PERFORMANCE POLYMER MODIFIED MINERAL
FILLED PAVEMENT PRESERVATION TOOL THAT ALLOWS FOR FAST RETURN
TO TRAFFIC AND LONG TERM PERFORMANCE. MICROCOAT PRODUCES A
BLACK FINISHED SURFACE WITH THE ABILITY TO BE FORMULATED TO A
RED COLOR FOR DELINEATION OF ROAD SHOULDERS UTILIZED AS
PEDESTRIAN AND/OR BIKE PATHS.

BL-MICROCOAT™
APPLIED OVER 12 YR OLD
HMA @ 0.22GALS PER SQ YD

LOG ON TO SIERRASANTAFE.COM FOR MORE INFO



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/19/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER JD Fulwiler & Co Ins 5727 SW Macadam Ave Portland OR 97239	CONTACT NAME: Bari Smith	
	PHONE (A/C, No, Ext): 503-293-8325	FAX (A/C, No): 503-293-5418
INSURED Sierra Santa Fe Corporation P.O. Box 1058 Ridgefield WA 98642	E-MAIL ADDRESS: bsmith@jdfulwiler.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: The Ohio Casualty Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 41889089**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:			BKO53097500	6/20/2019	6/20/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Washington Stop Gap \$ 1,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BAO53097500	6/20/2019	6/20/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0			USO53097500	6/20/2019	6/20/2020	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Inland Marine - Equipment Leased Rented Equipment			BKO53097500	6/20/2019	6/20/2020	Scheduled Equipment Deductible Leased/Rented Equip 649,714 500 125,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
All operations of the named insured subject to standard policy conditions and exclusions.

CERTIFICATE HOLDER**CANCELLATION******PROOF OF INSURANCE****

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Contractors

SIERRA SANTA FE CORP

Owner or tradesperson

Principals

ZIMMERLY, DAVID

Doing business as

SIERRA SANTA FE CORP

PO BOX 1058

RIDGEFIELD, WA 98642-9637

360-887-2222

CLARK County

WA UBI No.

601 738 850

Business type

Corporation

Governing persons

DAVID

P

ZIMMERLY

TIMOTHY A STEINER;

License

Verify the contractor's active registration / license / certification (depending on trade) and any past violations.

Construction Contractor

Active

Meets current requirements.

License specialties

GENERAL

License no.

SIERRSF033MM

Effective — expiration

07/14/1997 — 05/02/2021

Bond

DEVELOPERS SURETY & INDEM CO

\$12,000.00

Bond account no.

439720C

Received by L&I

05/02/2003

Effective date

07/22/2001

Expiration date

Until Canceled

Insurance

Ohio Cas Ins Co

\$1,000,000.00

Policy no.

BKO1553097500

Received by L&I

06/19/2019

Effective date

06/20/2014

Expiration date

06/20/2020

Insurance history

Savings

No savings accounts during the previous 6 year period.

Lawsuits against the bond or savings

No lawsuits against the bond or savings accounts during the previous 6 year period.

L&I Tax debts

No L&I tax debts are recorded for this contractor license during the previous 6 year period, but some debts may be recorded by other agencies.

License Violations

No license violations during the previous 6 year period.

Certifications & Endorsements

OMWBE Certifications

No active certifications exist for this business.

Apprentice Training Agent

No active Washington registered apprentices exist for this business. Washington allows the use of apprentices registered with Oregon or Montana. Contact the [Oregon Bureau of Labor & Industries](#) or [Montana Department of Labor & Industry](#) to verify if this business has apprentices.

Workers' Comp

Do you know if the business has employees? If so, verify the business is up-to-date on workers' comp premiums.

This company has multiple workers' comp accounts.

Active accounts

L&I Account ID
532,223-03

Account is current.

Doing business as

SIERRA SANTA FE CORPORATION

Estimated workers reported

Quarter 4 of Year 2019 "4 to 6 Workers"

L&I account contact

T3 / NICHOLE CAROW (360)902-5634 - Email: CANI235@lni.wa.gov

[Track this contractor ?](#)

Public Works Requirements

Verify the contractor is eligible to perform work on public works projects.

Required Training- Effective July 1, 2019

Exempt from this requirement.

Contractor Strikes

No strikes have been issued against this contractor.

Contractors not allowed to bid

No debarments have been issued against this contractor.

Workplace Safety & Health

Check for any past safety and health violations found on jobsites this business was responsible for.

Inspection results date
08/26/2019

[Violations](#)

Inspection no.
317955533

Location
**Intersection of
Shelton, WA 98584**

Department of Labor and Industries
PO Box 44450
Olympia, WA 98504-4450

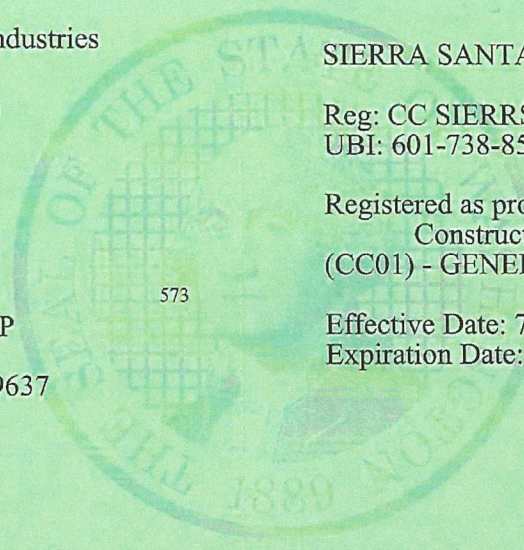
SIERRA SANTA FE CORP

Reg: CC SIERRSF033MM
UBI: 601-738-850

Registered as provided by Law as:
Construction Contractor
(CC01) - GENERAL

SIERRA SANTA FE CORP
PO BOX 1058
RIDGEFIELD WA 986429637

Effective Date: 7/14/1997
Expiration Date: 5/2/2021



573

Preferences: SIERRA SANTA FE CORPORATION



Prequalified with the State of Washington DOT #100807, for Chip Seal Paving & Fog Seal, Dust Control / Road Stabilizer

Prequalified with the State of Oregon DOT #CV21102508, for Chip Seal Paving & Fog Seal, Dust Control / Road Stabilizer

All References are for BST Paving "Chip Seal Paving & Fog Seal", <MicroCoat™, *Dust Control/Road Stabilizer

*Chip Seal / Fog Seal or MicroCoat™ - multiple years

^Double Shot BST over Gravel Roadways

*<Sun River HOA	Mark Smith – PWD	541-593-2483	09/19	\$43,319.00
*City of Washougal, WA	Will Noonan – Maintenance Dir.	360-673-2325	09/19	\$172,943.00
City of Shelton, WA	Craig Gregory – PWD	360-432-5125	07/19	\$287,394.00
*City of Ridgefield, WA	Bryan Kast – PWD	360-857-5022	09/19	\$94,345.00P
*City of Florence, OR	Mike Miller – PWD	541-997-4106	08/19	\$133,896.00
<ODOT / Oregon Mainline Paving	Dan Leavens – Project Mang.	971-517-0026	06/19	\$35,347.00
Mead Road HOA	Brett Rose – Home Owner	360-573-1551	09/19	\$26,671.00
*Linn County, OR	Kevin Hamilton – Road Maint. Sup	541-967-3919	08/19	\$328,783.00
*<Sherman Co.	Mark Coles – Road Master	541-565-3271	07/19	\$196,130.00
Clark Co. / Clark & Sons Ex	Josiah Thomas – Owner	360-450-7378	07/19	\$899,575.00
Federal HWY's / Brix Paving	Billy Stimpson – Owner	971-224-2209	08/19	\$390,868.00
*<Gilliam County, OR	Dewey Kennedy – Road Master	541-3846351	09/19	\$42,336.00
*<Sun River, OR Owners Assoc.	Mark Smith – PWD	541-593-2483	07/18	\$182,550.00
*Doubletrees Farm LLC.	Gary Deardorff – Owner	503-829-6140	09/18	\$209,791.00
*<Spring Lake HOA	Bob Hemmerling – Road Mang.	503-805-8300	09/18	\$99,989.05
<DSU Peterbilt	Tom Stassens – Vice Pres.	503-285-7771	08/18	\$63,668.28
<Sherman County, OR	Mark Coles – Road Master	541-565-3221	06/18	\$66,232.00
*City of Sumner, WA	Bill Pugh – PWD	253-299-5539	08/18	\$45,920.52
*City of Sequim, WA	David Garlington – PWD	360-681-3448	07/18	\$228,809.23
*City of Bonney Lake, WA	Brent Hoff – Public Works	253-447-3101	08/18	\$135,454.11
<*City of Florence, OR	Mike Miller – PWD	541-997-4106	07/18	\$84,953.00
*City of Westport, WA	Greg Barnes – Street Mang.	360-268-0835	09/18	\$63,434.31
<*Port of Camas-Washougal	David Ripp – Exec Dir.	360-835-2196	09/18	\$56,275.86
*City of Washougal	Will Noonan – Street Mang.	360-835-2662	09/18	\$52,669.28

*Port of Kalama, WA	Darin Sampson – Maintenance Dir.	360-673-2325	07/18	\$214,963.78
<Pacific 63 Center	Mike & Nanci Primley - Owner	360-600-6191	07/18	\$32,498.85
*ODOT/Knife River–Bend, OR	Chris Doan – Area Mang	541-693-5926	06/17	\$479,200.00
City of Reedsport	JOHN STOKES – PWD	541-271-5948	07/17	\$57,353.56
*City of Washougal	Will Noonan – Street Mang	360-835-2662	08/17	\$52,669.28
<*City of Orting, WA	Laura Hinds – Public Works	360-893-2219	08/17	\$114,437.00
^*City of Westport, WA	Greg Barnes – Street Mang	360-268-0835	08/17	\$68,024.22
*Linn County, OR	Darrin Lane – PWD	541-967-3919	08/17	\$331,123.25
Polk County, OR	Danny Lundy – Road Master	503-623-9287	08/17	\$127,495.94
<*City of Florence, OR	Mike Miller – PWD	541-997-4106	08/17	\$75,863.33
*Linn County, OR	Darrin Lane – PWD	541-967-3919	08/16	\$231,330.53
<*City of Orting, WA	Dean Kaelin – PWD	360-893-2221	08/16	\$112,092.55
*City of Blaine, WA	Bill Bullock – PWD, Asst.	360-332-8820	08/16	\$96,372.82
<*City of Florence, OR	Mike Miller – PWD	541-997-4106	08/16	\$87,663.31
*City of La Center, WA	Jeff Sarvis – PWD	360-263-7661	07/16	\$56,595.65
^City of Brewster, WA	Lee Webster – PWD	509-689-3464	08/16	\$36,501.64
<*KWRL Trans Cooperative	Mr. Shannon Barnett – Director	360-225-8075	07/16	\$52,925.16
<Columbia Vista Corp	Mr. Robert Lewis – Owner	360-892-0770	06/16	\$147,411.76
Split Rail Road – HOA	Mike Neuhalfen – HOA President	541-536-6210	08/16	\$48,830.00
City of Phoenix, OR	Ray DiPasqualel – PWD	541-621-5944	06/15	\$187,287.00
*Linn County, OR	Darrin Lane – PWD	541-967-3919	07/15	\$192,441.48
<*City of Orting, WA	Dean Kaelin – PWD	360-893-2221	08/15	\$65,656.61
^*City of Westport, WA	Greg Barnes – Street Mang	360-268-0835	08/15	\$51,292.92
<*City of Florence, OR	Mike Miller – PWD	541-997-4106	08/15	\$70,846.50
*City of Washougal, WA	Will Noonan – Street Mang	360-835-2662	08/15	\$70,092.70
<*Port of Camas-Washougal	David Ripp – Exec Dir.	360-835-2196	06/15	\$10,231.05
^City of Hoquiam, WA	Ray Telecky – Street Mang	360-532-5700	08/15	\$12,500.0
^Army Corp / CatWorks Const	Mike Nieto – Owner	360-901-6042	06/15	\$125,115.03
^Lewis Co, WA / Sterling Breen	Sterling Breen – Owner	360-736-4240	07/15	\$180,037.60
<*Wubben Industrial Park	Dennis Wubben – Owner	360-921-4525	009/15	\$50,085.46
Bradley Rd – HOA	Suzy Davis – HOA President	360-953-0734	07/15	\$42,776.54
<Fidalgo Bay – HOA	Jerry Cartee - HOA Board	425-214-6070	08/15	\$74,129.75
Hongel Heights – HOA	Rich Lunberg – HOA President	360-949-2711	06/15	\$28,841.05

^*Siebler Drive HOA	Kent Pinson – HOA President	360-263-5251	07/15	\$34,722.76
*67 th Ave – HOA	Monty Hidden – Road Mang	360-606-8241	09/15	\$41,898.04
City of Camas, WA	Denis Ryan – Street Mang	360-772-6521	05/14	\$83,023.53
^City of Woodburn, OR	Duane Barrick – PWD	503-951-5071	06/14	\$201,685.10
*ODOT/Knife River–Bend, OR	Chris Doan – Area Mang	541-693-5926	07/14	\$246,302.28
^Clear View Lane HOA	Larry Ostler – Home Owner	253-261-8650	07/14	\$45,031.83
<*City of Florence, OR	Mike Miller – PWD	541-997-4106	07/14	\$73,376.05
City of Myrtle Point, OR	Randy Whobrey – PWD	541-572-2626	07/14	\$33,888.83
*City of Washougal, WA	Will Noonan – Street Mang	360-835-2662	08/14	\$69,089.04
City of Kalama, WA	Kelley Rasmussen – PWD	360-673-3706	08/14	\$55,461.10
<Port of Kalama, WA	Darin Sampson – Maintenance Dir	360-673-2325	08/14	\$44,432.97
City of Tacoma, WA	Kurt Topel – Engineering Tech	253-396-3303	08/14	\$65,338.76
<^*City of Orting	Dean Kaelin – PWD	360-893-2221	08/14	\$93,976.78
*BNSF / Portland, OR .	Kim Ohs – Road Master	360-418-6324	07/16	\$32,541.00
*BNSF / Chehalis, WA.	Kim Ohs – Road Master	360-418-6324	07/16	\$16,193.00
*BNSF / Longview, WA.	Kim Ohs – Road Master	360-418-6324	07/16	\$13,910.00
*BNSF / Vancouver, WA.	Kim Ohs – Road Master	360-418-6324	07/16	\$21,667.00
*DeWitt Const. / Vanc, WA	Joe Ploium - Shop/Yard Foreman	360-334-0015	06/16	\$9,204.00

35 years of Chip Seal Paving and Fog Seal, Dust Control/Road Stabilizing experience

David Zimmerly / Owner – President, 34 years of Chip Sealing experience. Dz@SierraSantaFe.com

Paul Zimmerly / Superintendent – 11 years of Chip Sealing experience. Pz@SierraSantaFe.com

Parker Zimmerly / Superintendent – 6 years of Chip Sealing experience. Parker @SierraSantaFe.com

Sierra Santa Fe Corporation /

David Zimmerly, Pres. /

PO Box 1058 Ridgefield, WA. 98642 /

360-887-2222 work / 360-887-4422 fax / 360-606-5611 cell /

WA# SIERRSF033MM / OR CCB# 144238 / ID# RCE-35507 /

<http://www.SierraSantaFe.com>

PROFESSIONAL SERVICE/CONSULTANT AGREEMENT

THIS AGREEMENT made and entered into by and between the City of College Place, Washington (hereinafter referred to as the City) and Anderson Perry & Associates, Inc. (hereinafter referred to as the Consultant) WITNESSES THAT:

WHEREAS, the City and the Consultant are desirous of entering into a contract to formalize their relationship, and

WHEREAS, pursuant to Title I of the Housing and Community Development Act of 1974, as amended, the Washington State Department of Commerce (COMMERCE) is authorized by the federal Department of Housing and Urban Development (HUD) to provide State Community Development Block Grant Program funds (hereinafter referred to as CDBG funds) to units of local government selected to undertake and carry out certain programs and projects under the Washington State Community Development Block Grant Program in compliance with all applicable local, state, and federal laws, regulations and policies, and

WHEREAS, the City, as part of its CDBG grant agreement with COMMERCE, under contract number 19-62210-020, has been awarded CDBG funds for the purposes set forth herein, and

WHEREAS, the Scope of Work included in this contract is authorized as part of the City's approved CDBG project, and

WHEREAS, it would be beneficial to the City to utilize the Consultant as an independent entity to accomplish the Scope of Work as set forth herein and such endeavor would tend to best accomplish the objectives of the local CDBG project;

NOW, THEREFORE, in consideration of the mutual promises, covenants and provisions contained herein, and the mutual benefits to be derived therefrom, the parties hereto agree as follows:

1. Services to be Provided by the Parties:

- a. The Consultant shall complete in a satisfactory and proper manner as determined by the City the work activities described in the Scope of Work (Attachment No. 1 to the contract).
- b. The City will provide such assistance and guidance as may be required to support the objectives set forth in the Scope of Work and will provide compensation for services as set forth in Section 3 below.

2. Time of Performance:

The effective date of this contract shall be the date the parties sign and complete execution of the contract. The termination date of the contract shall be March 31, 2022.

3. Consideration:

The City shall reimburse the Consultant in accordance with the Payment Schedule described in Attachment No. 2 of the contract for all allowable expenses agreed upon by the parties to complete the Scope of Work. In no event shall the total amount to be reimbursed by the City exceed the sum of \$124,000. Reimbursement under this contract shall be based on billings, supported by appropriate documentation of costs actually incurred. It is expressly understood that claims for reimbursement shall not be submitted in excess of actual, immediate cash requirements necessary to carry out the purposes of the agreement.

It is understood that this contract is funded in whole or in part with CDBG funds through the Washington State Community Development Block Grant Program as administered by COMMERCE and is subject to those regulations and restrictions normally associated with federally-funded programs and any other requirements that the state may prescribe.

4. Records:

The Consultant agrees to maintain such records and follow such procedures as may be required under the state's CDBG Program and any such procedures as the City or COMMERCE may prescribe. In general, such records will include information pertaining to the contract, obligations and unobligated balances, assets and liabilities, outlays, equal opportunity, labor standards (as appropriate), and performance.

All such records and all other records pertinent to this contract and work undertaken under this contract shall be retained by the Consultant for a period of three (3) years after final audit of the City's CDBG project, unless a longer period is required to resolve audit findings or litigation. In such cases, the City shall request a longer period of record retention.

The City, the Washington State Department of Commerce, and other authorized representatives of the state and federal government shall have access to any books, documents, papers and records of the consultant which are directly pertinent to the contract for the purpose of making audit, examination, excerpts, and transcriptions.

The City, COMMERCE and duly authorized officials of the state and federal government shall have full access and the right to examine any pertinent documents, papers, records and books of the Consultant involving transactions related to this local program and contract.

5. Relationship:

The relationship of the Consultant to the City shall be that of an independent Consultant rendering professional services. The Consultant shall have no authority to execute contracts or to make commitments on behalf of the City and nothing contained herein shall be deemed to create the relationship of employer and employee or principal and agent between the City and the Consultant.

6. Suspension, Termination, and Close Out:

If the Consultant fails to comply with the terms and conditions of this contract, the City may pursue such remedies as are legally available, including but not limited to, the suspension or termination of this contract in the manner specified herein:

- a. Suspension - If the Consultant fails to comply with the terms and conditions of this contract, or whenever the Consultant is unable to substantiate full compliance with provisions of this contract, the City may suspend the contract pending corrective actions or investigation, effective not less than seven (7) days following written notification to the Consultant or its authorized representative. The suspension will remain in full force and effect until the Consultant has taken corrective action to the satisfaction of the City and is able to substantiate its full compliance with the terms and conditions of this contract. No obligations incurred by the Consultant or its authorized representative during the period of suspension will be allowable under the contract except:

- (1) Reasonable, proper and otherwise allowable costs which the Consultant could not avoid during the period of suspension;
- (2) If upon investigation, the Consultant is able to substantiate complete compliance with the terms and conditions of this contract, otherwise allowable costs incurred during the period of suspension will be allowed; and
- (3) In the event all or any portion of the work prepared or partially prepared by the Consultant is suspended, abandoned or otherwise terminated, the City shall pay the Consultant for work performed to the satisfaction of the City, in accordance with the percentage of the work completed.

- b. Termination for Cause – If the Consultant fails to comply with the terms and conditions of this contract and any of the following conditions exists:

- (1) The lack of compliance with the provisions of this contract were of such scope and nature that the City deems continuation of the contract to be substantially detrimental to the interests of the City;
- (2) The Consultant has failed to take satisfactory action as directed by the City or its authorized representative within the time period specified by same;
- (3) The Consultant has failed within the time specified by the City or its authorized representative to satisfactorily substantiate its compliance with the terms and conditions of this contract; then,

The City may terminate this contract in whole or in part, and thereupon shall notify the Consultant of termination, the reasons therefore, and the effective date, provided such effective date shall not be prior to notification of the Consultant. After this effective date, no charges incurred under any terminated portions of the Scope of Work are allowable.

c. Termination for Other Grounds – This contract may also be terminated in whole or in part:

- (1) By the City, with the consent of the Consultant, or by the Consultant with the consent of the City, in which case the two parties shall devise by mutual agreement, the conditions of termination, including effective date and in case of termination in part, that portion to be terminated;
- (2) If the funds allocated by the City via this contract are from anticipated sources of revenue, and if the anticipated sources of revenue do not become available for use in purchasing said services;
- (3) In the event the City fails to pay the Consultant promptly or within sixty (60) days after invoices are rendered, the City agrees that the Consultant shall have the right to consider said default a breach of this agreement and the duties of the Consultant under this agreement terminated. In such event, the City shall then promptly pay the Consultant for all services performed and all allowable expenses incurred; and
- (4) The City may terminate this contract at any time giving at least ten (10) days notice in writing to the Consultant. If the contract is terminated for convenience of the City as provided herein, the Consultant will be paid for time provided and expenses incurred up to the termination date.

7. Changes, Amendments, Modifications:

The City may, from time to time, require changes or modifications in the Scope of Work to be performed. Such changes, including any decrease or increase in the amount of compensation, which are mutually agreed upon by the City and the Consultant shall be incorporated in written amendments to this contract.

8. Personnel:

The Consultant represents that he/she has, or will secure at his/her own expense, all personnel required in order to perform under this contract. Such personnel shall not be employees of, or have any contractual relationship to, the City.

All services required hereunder will be performed by the Consultant or under his/her supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under federal, state and local law to perform such services.

None of the work or services covered by this contract shall be subcontracted without prior written approval of the City. Any work or services subcontracted hereunder shall be specified in written contract or agreement and shall be subject to each provision of this contract.

9. Assignability:

The Consultant shall not assign any interest on this contract, and shall not transfer any interest on this contract (whether by assignment or notation), without prior written consent of the City thereto; provided, however, that claims for money by the Consultant from the City under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City by the Consultant.

10. Reports and Information:

The Consultant, at such times and in such forms as the City may require, shall furnish the City such periodic reports as it may request pertaining to the work or services undertaken pursuant to this contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this contract.

11. Findings Confidential:

All of the reports, information, data, etc., prepared or assembled by the Consultant under this contract are confidential and the Consultant agrees that they shall not be made available to any individual or organization without prior written approval of the City.

12. Copyright:

No report, maps or other documents produced in whole or in part under this contract shall be subject of an application for copyright by or on behalf of the Consultant.

13. Compliance with Local Laws:

The Consultant shall comply with all applicable laws, ordinances and codes of the state and local government and the Consultant shall save the City harmless with respect to any damages arising from any tort done in performing any of the work embraced by this contract.

14. Title VI of the Civil Rights Act of 1964:

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, creed, religion, sex or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

15. Section 109 of the Housing and Community Development Act of 1974:

No person in the United States shall on the grounds of race, color, creed, religion, sex or national origin be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

16. Age Discrimination Act of 1975, as Amended

No person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance. (42 U.S.C. 610 et. seq.)

17. Section 504 of the Rehabilitation Act of 1973, as Amended

No otherwise qualified individual shall, solely by reason or his or her disability, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving Federal funds. (29 U.S.C. 794)

18. Public Law 101-336, Americans with Disabilities Act of 1990

Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

19. Section 3 of the Housing and Community Development Act of 1968 Compliance in the Provision of Training, Employment, and Business Opportunities:

- a. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower-income residents of the project area; and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part, by persons residing in the area of the project.
- b. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of HUD set forth in 24 CFR 135, and all applicable rules and orders of HUD and COMMERCE issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability that would prevent them from complying with these provisions.
- c. The Consultant will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d. The Consultant will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant, or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of HUD, 24 CFR Part 135.

The Consultant will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract, unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of HUD and COMMERCE issued hereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject the applicant, or recipient, its consultants and subcontractors, its successors and assigned to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

20. Interest of Members of a City:

No member of the governing body of the City and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the planning or carrying out of the project, shall have any personal financial interest, direct, or indirect, in this contract; and the Consultant shall also take appropriate steps to assure compliance.

21. Interest of Other Public Officials:

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning or carrying out of the project, shall have any personal financial interest, direct or indirect, in this contract; and the Consultant shall take appropriate steps to assure compliance.

22. Conflict of Interest Provision:

The Consultant covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. The Consultant further covenants that in the performance of this contract, no person having such interest shall be employed.

23. Audits and Inspections:

The City, COMMERCE, the State Auditor, and HUD or their delegates shall have the right to review and monitor the financial and other components of the work and services provided and undertaken as part of the CDBG project and this contract, by whatever legal and reasonable means are deemed expedient by the City, COMMERCE, the State Auditor and HUD.

24. Hold Harmless:

Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the willful misconduct or negligent acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by negligence of the City.

Should a court of competent jurisdiction determine that the Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provision of this section shall survive the expiration or termination of this Agreement.

25. Anderson Perry & Associates, Inc. must be authorized to do business in the State of Washington and be in full compliance with the requirements of the Board of Professional Registration.

Anderson Perry & Associates, Inc. must be covered by errors and omissions insurance in an amount not less than (\$124,000) If Anderson Perry & Associates, Inc. is unable to obtain errors and omissions insurance, they shall post a bond with the City of College Place for the benefit of the City of College Place for not less than the amount of its contract. Such insurance or bond shall remain in effect for the entire term of the contract. Cancellation or lapse of the bond or insurance during the term of the contract shall constitute a material breach of the contract and cause for contract termination. Should Anderson Perry & Associates, Inc. be notified of or have reason to expect a termination or cancellation action by the insurance company, they will provide the City of College Place with at least 30 days advance notice.

In the event that Anderson Perry & Associates, Inc. is also the project administrator, the bond or insurance shall be for not less than the amount of the entire CDBG project.

This agreement contains all terms and conditions agreed to by the City and the Consultant. The attachments to this agreement are identified as follows:

Attachment No. 1, Scope of Work, consisting of 9 pages.

Attachment No. 2, Payment Schedule, consisting of 2 pages.

IN WITNESS WHEREOF, the City and the Consultant have executed this contract agreement as of the date and year last written below.

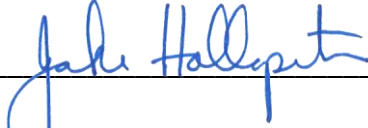
CITY of College Place, Washington

By: _____

Title: _____

Date: _____

CONSULTANT Anderson Perry & Associates, Inc.

By: 

Title: Jake Hollopeter, P.E., Vice President

Firm Name: Anderson Perry & Associates, Inc.

Firm Address: 214 East Birch Street

Walla Walla, Washington 99362

Date: March 5, 2020

ATTACHMENT NO. 1

CITY OF COLLEGE PLACE, WASHINGTON SIDEWALK IMPROVEMENTS DESIGN AND CONSTRUCTION ENGINEERING SERVICES

SCOPE OF WORK

TASK DESCRIPTION AND BACKGROUND

This project generally includes the tasks required to provide design and construction engineering services for the City of College Place's (City) Sidewalk Improvements project, which generally includes new sidewalks, retaining walls, and associated improvements in several areas throughout the City. These improvements are generally based on the improvement described in the City's Community Development Block Grant (CDBG) Funding Application. Improvements in each area will be assessed as the design progresses and prioritized based on funding limitations. Specific project elements include topographical mapping and right-of-way determination, curb and gutter, sidewalks, Americans with Disabilities Act (ADA) compliant features, quality assurance/quality control (QA/QC) review, bidding and award phase services, construction administration, construction observation, staking, project documentation, and project closeout.

In general, the design and construction engineering services will include the following key components and deliverables:

- Topographic Mapping and Right-of-Way Determination Compatible with AutoCAD Civil 3D 2018 or Later
- State Environment Policy Act (SEPA)/ National Environment Policy Act (NEPA) Documentation per CDBG Requirements
- Historical and Cultural Resources Review
- 30 Percent Design Submittal with Cost Estimate
- 75 Percent Design Submittal with Specifications and Cost Estimate
- 100 Percent Design Submittal with Specifications and Cost Estimate
- Final Plans, Specifications, and Estimate (PS&E)
- Bidding and Award Phase Services
- Construction Management and Administration
- Review and Approve Material Submittals
- Review Contractor Monthly Pay Estimates
- Schedule and Attend On-Site Construction Meetings
- Review Contractor Proposals for Alternate "Or Equal" Materials
- Periodic Part-Time On-Site Construction Observation
- Daily Observation Reports
- Track Bid Item Quantities
- Limited Construction Staking
- Conduct Final Project Walk-Through

- Prepare Project Closeout Paperwork
- Prepare Construction Record Drawings
- Supplemental if Requested – Additional On-site construction observation, participation in public meetings, cultural resource monitoring (during construction), materials testing, or other services as requested.

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

TASK 1 - PROJECT ADMINISTRATION

The Consultant will oversee project tasks and coordinate with City representatives to manage the project's scope, schedule, and budget.

1.1 Contract Administration, Invoicing, and Progress Reports

1. Prepare and submit monthly invoices. Each invoice will include the date period covered by the invoice, the number of hours worked during the billing period, with billing rates shown, expenses and associated markups, the total cost for labor and expenses, subconsultant fees including markups, and a total amount of summarizing labor, expense, and subconsultant fees.
2. Prepare a brief Project Status Report to accompany the monthly invoices. The Project Status Report will include the date period covered by the report, a brief summary of the work performed during the billing period, a notice to the City raising any issues or concerns that could require a contract amendment/supplement, a brief summary of completed and/or upcoming project milestones, and any City action items needed for project delivery. The Consultant will monitor the budget status and take actions to correct undesirable budget trends involving the City if the scope is impacted.
3. Project management. General coordination with the City, subconsultants, other consultants, and stakeholders as well as ongoing monitoring of tasks and resources.
4. Maintain all contract-required documentation. Provide copies of project files and records to the CITY for audits and public information requests. All final documents will be provided in electronic format as requested.

Deliverables

- ☐ Monthly Invoices and Project Status Reports
- ☐ Project Documentation

1.2 Meetings

Various meetings will likely require the Consultant to prepare information, participate, and document outcomes. Subconsultant team members shall attend meetings related to their specific tasks as requested by the Consultant. The anticipated meetings are as follows:

1. Project kickoff meeting with City staff.
2. Internal bi-weekly Consultant design team meetings.
3. Meetings with City staff to discuss review comments from each submittal package.

4. As needed project meetings with City staff to discuss and resolve issues as they arise. These meetings will likely be a combination of phone conference calls and in-person meetings depending on the agenda.

TASK 2 - PRELIMINARY DESIGN AND PERMITTING

2.1 Preliminary Design

The Consultant will prepare a preliminary layout of the sidewalks identified in the funding application. The Consultant will prepare a plan view layout for each sidewalk and a preliminary construction cost estimate and present them to the City. The City will provide clear direction to the Consultant prior to beginning the final design of the project.

Deliverables

- ☐ Layout for Each Sidewalk (pdf)
- ☐ Preliminary Project Cost Estimate for Each Sidewalk (pdf)

2.2 SEPA and/or NEPA Documentation

The Consultant will prepare a draft SEPA and/or NEPA for City review. The Consultant will incorporate the City's comments and prepare a final SEPA/NEPA for agency submittal. The City will pay all fees associated with processing permit applications. One electronic (pdf) and one paper copy of both the draft and final documents will be provided.

Deliverables

- ☐ Draft SEPA/NEPA
- ☐ Final SEPA/NEPA

2.3 Historical and Cultural Resources Review

The Consultant will initiate the historical and cultural documentation process and coordinate these efforts with funding agency guidelines. Consultant will prepare an EZ1 form for tribal consultation and prepare a Cultural Resources Report and an Inadvertent Discovery Plan for approval by the Washington State Department of Archaeology and Historic Preservation (DAHP).

TASK 3 - DATA COLLECTION

3.1 Topographic Mapping and Right-of-Way Determination

The Consultant will provide the data needed to fully map the project area. Design surveying services will include five primary elements: Records research, survey control, topographic mapping, rights-of-way retracement and monument locations, and base mapping. Each element is generally described below.

1. **Records Research** – Right-of-way, plats, short plats, surveys, and ownership records will be researched at the Walla Walla County Courthouse and Surveyor's office.
2. **Survey Control** – Survey control will be placed throughout the project, and existing survey monumentation will be tied into the survey control. The field crew will bring the City's horizontal and vertical control onto the site utilizing RTK GPS surveying techniques, thus establishing primary control points along the route. A precise digital level loop will be run from a City benchmark and through all the primary control points. Once topographic

mapping commences, it may be necessary to set secondary control points or "jump hubs" to gather additional information that the primary control is unable to see. A digital level will also be run to all jump hubs. The project will conform horizontally and vertically to City GPS control based on the Washington State Coordinate System, South Zone, NAD 83, and vertically to NAVD 1988.

3. **Topographic Mapping (Design Survey)** – All relevant roadway topographic and utility features will be identified to the right-of-way and, where needed, approximately 25 feet beyond the right-of-way (as long as landowner permission is granted). This survey will contain adequate data to prepare a topographic model for use in road and sidewalk design. The underground utility notification center will be contacted prior to the field crew arrival, and all paint marks will be located. All overhead utilities and the invert elevations on all visible catch basins and manholes will be shown on the survey. For all storm and sanitary lines, the next manhole will also be located.

The Consultant will contract with a private utility locator to provide GPR services (as needed) to locate private utilities within the project area and supplement the design survey.

4. **Rights-of-Way Retracement and Monument Locations** – All centerline monuments and property corners will be searched for and tied, if found. This scope assumes access will be granted by all landowners. In areas where right-of-way acquisition is required, exact parcel line locations will need to be determined and shown on the maps.
5. **Base Mapping** – The field data will be reduced and the design survey base map will be completed. A surface will be created and contours shown in the design survey. The right-of-way will be determined from existing records and found monumentation and will be shown on the design survey. A separate stand-alone design survey map will not be prepared.

The Consultant will conduct site visits and perform field and office verification of survey data represented in the project base map.

TASK 4 - DESIGN

4.1 Utility Coordination

The Consultant will research and identify existing utilities in the project area that may be affected. The Consultant will contact the utility companies, request verification of location data, and update utility information in the survey base map if necessary. The City will work with the utility providers to coordinate any required franchise utility installation or relocations in advance of the project and will provide the information to the Consultant for incorporation into the design drawings.

Assumptions

- The City will lead all efforts with utility providers to determine the required franchise utility relocations.
- The City will provide the Consultant with utility plans, GIS, and other supporting documents for the City utilities potentially affected by this project.
- Additional utility design location fees, if any, are not included in the Consultant's costs and will be paid by the City if required.

4.2 Sidewalk and Street Improvements

The Consultant will design new sidewalk and curb and gutter along the designated project area. The Consultant will design the pedestrian features and street patching in accordance with the applicable requirements specified in the American Association of State Highway and Transportation Officials Policy on Geometric Design of Highways and Streets, the Manual on Uniform Traffic Control Devices, City Standard Plans, and ADA requirements.

Traffic Control and Staging – The Consultant will develop construction phasing sequences and traffic control plans to accommodate the project while minimizing impacts to residents and businesses. The Consultant will provide construction phasing, detour layout, and traffic control strategies and meet with the City to discuss options.

4.3 Construction Plans

The Consultant will prepare construction plan sheets for City review. The plans will evolve with each submittal. The following is the intended representation for the approximate design levels.

- The 30 percent plans will have limited detail information but will represent the project's intent. Once the 30 percent submittal is approved, significant changes in project scope or direction will require a contract amendment. One electronic (pdf) file and one 11x17 paper copy will be provided.
- The 75 percent submittal will include 75 percent design drawings, specifications (with current Washington State Department of Transportation (WSDOT) General Special Provisions (GSPs) and required Special Provisions), and a cost estimate. One electronic (pdf) file and one 11x17 paper copy will be provided.
- The 100 percent submittal will incorporate City comments from the 75 percent design and include detailed information with all potential work call outs. The intent of the 100 percent submittal is to present accurate and complete information. One electronic (pdf) file and one 11x17 paper copy will be provided.
- The final submittal will incorporate any remaining City comments and be a bid-ready document stamped and signed by the responsible engineer.

Deliverables

- ☐ Final Plan Set
- ☐ Cover with Vicinity Map, Index, and General Notes Sheets
- ☐ Horizontal and Vertical Control Plans
- ☐ Demolition Plans
- ☐ Sidewalk Plans and Details
- ☐ Retaining Wall Plans and Details (if required)
- ☐ Traffic Control and Staging Plans
- ☐ Miscellaneous Details
- ☐ Applicable Standard Plans

4.4 Specifications

The Consultant will develop the project specifications based on the latest approved WSDOT/American Public Works Association (APWA) Standard Specifications for Road, Bridge, and Municipal Construction along with GSPs. City specifications and project-specific requirements will be incorporated as Special Provisions. One electronic (pdf) file and one paper copy will be provided during each review submittal.

Deliverables

- ☐ 75 Percent Specifications
- ☐ 100 Percent Specifications
- ☐ Final Bid Ready Documents

4.5 Engineer's Opinion of Probable Cost

The Consultant will develop an initial Opinion of Probable Costs based on preliminary design quantities. Estimates will be compared to historic bid records of City projects and WSDOT records. The quantities and unit bid costs will be updated as necessary with each submittal. As the project details evolve, the need for contingency will be reduced.

Deliverables

- ☐ Preliminary Opinion of Probable Cost 30 Percent Submittal (25 Percent Contingency)
- ☐ Preliminary Opinion of Probable Cost 75 Percent Submittal (20 Percent Contingency)
- ☐ Preliminary Opinion of Probable Cost 100 Percent Submittal (15 Percent Contingency)
- ☐ Final Engineer's Estimate Based on Final City Review (10 Percent Contingency)

4.6 Quality Assurance

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

4.7 Bid Documents

The Consultant will develop bid documents based on the latest approved WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction along with GSPs. City specifications and project-specific requirements will be incorporated as Special Provisions. Ten final paper copies will be provided for City distribution along with electronic (pdf and dwg) files. Final specifications will be provided in Microsoft Word format.

Deliverables

- ☐ Bidder's Packet
- ☐ Contract Documents
- ☐ Construction Plans

TASK 5 - BIDDING AND AWARD PHASE SERVICES

The Consultant will advertise the project and perform all construction administration services during the bidding and award phase. The Consultant will provide construction and design experts who worked on the project to be available to respond to Contractor questions during the bidding process. The Consultant will prepare and issue Addendums, attend one pre-bid meeting, and provide assistance during bid review as requested by the City.

TASK 6 - CONSTRUCTION ADMINISTRATION

6.1 Construction Management and Administration

The Consultant will provide complete construction management and administration services. The Consultant will act as the City's representative as provided in the Professional Services Agreement. Construction management and administration duties will include the following:

1. Attend the preconstruction conference and provide meeting minutes.
2. Coordinate and provide oversight for all on-site observation services.
3. Receive, review, maintain, and approve all material submittals. Copies of all submittal correspondence will be provided to the City.
4. Receive, review, and determine the acceptability of any and all schedules provided by the Contractor including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
5. Review and process Change Orders.
6. Review the Contractor's proposed Monthly Pay Estimates and provide the Monthly Pay Estimates to the City for review and approval.
7. Schedule and attend on-site construction meetings and provide meeting minutes.
8. The Consultant will provide construction staking for the project as defined in the Contract Documents. This effort shall generally include one initial set of curb stakes and finish grade stakes.

Deliverables

- ☐ Preconstruction Conference Meeting Minutes
- ☐ Copies of Approved Material Submittals
- ☐ Copies of all Contractor Schedules
- ☐ Construction Change Orders
- ☐ Monthly Pay Estimates
- ☐ On-Site Construction Meeting Minutes
- ☐ Copies of all Written Communications with the Contractor

6.2 Construction Observation

The Consultant will provide periodic part-time on-site construction observation services. The Consultant's Construction Representative will be the Consultant's agent for the project and will act as directed by, and under the supervision of, the Consultant. The Construction Representative's dealings in matters pertaining to the Contractor's work in progress will in general be with the Consultant and Contractor, keeping the City advised as necessary. The Construction Representative's dealings with subcontractors will only be through, or with the full knowledge and approval of, the Contractor. The Construction Representative will generally communicate with the City with the knowledge of and under the direction of the Consultant. The Consultant's Construction Representative responsibilities will include the following:

1. Serve as the Consultant's liaison with the Contractor, working principally through the Contractor's superintendent. Assist the Consultant in serving as the City's liaison with the Contractor when the Contractor's operations affect the City's on-site operations.
2. Assist in obtaining additional details or information from the City when required for proper execution of the work.
3. Assist in providing information regarding the intent of the Contract Documents.
4. Report to the Consultant when clarifications and/or interpretations of the Contract Documents are needed. Transmit any clarifications and/or interpretations issued by the Consultant to the Contractor.
5. Consider and evaluate the Contractor's suggestions for modifying the Drawings or Specifications and report such suggestions, together with the on-site project representative's recommendations, to the Consultant. Transmit to the Contractor in writing decisions issued by the Consultant.
6. Conduct on-site project observation to ensure all work is completed in accordance with the Contract Documents. Advise the Consultant of any special conditions encountered.
7. Coordinate with the Consultant in advance of scheduled major inspections, tests, and system startups. Verify that appropriate City personnel are present and that adequate records are kept for necessary testing.
8. Prepare a daily report recording all pertinent information such as: The Contractor's hours on site, weather conditions, data relative to potential Change Orders, Field Orders, or changed conditions, site visitors, daily activities, and decisions.
9. Immediately notify the Consultant of any site accidents, emergencies, acts of God endangering the work, or property damage.
10. Review the Contractor's pay estimates to ensure work being paid for is completed. Track and process materials-on-hand in accordance with the Contract Documents.
11. Track bid item quantities daily.

Deliverables

- ☐ Daily Observation Reports
- ☐ Bid Item Quantities Tracking

TASK 7 - PROJECT CLOSEOUT

1. The Consultant will conduct a pre-final walk-through, complete substantial completion paperwork, and prepare a project punchlist.
2. The Consultant will conduct a final project walk-through and prepare project closeout paperwork.
3. The Consultant will prepare and submit construction Record Drawings from the red line drawings provided by the Contractor.

Deliverables

- ☐ Substantial Completion Paperwork
- ☐ Project Punchlist
- ☐ Project Closeout Paperwork
- ☐ Construction Record Drawings (one full size paper copy and one electronic pdf copy)

PROJECT ASSUMPTIONS

The following assumptions apply to this Scope of Work:

1. All preliminary and final plans will be produced on 11x17 sheets.
2. The project will be designed for construction under one PS&E bid contract.
3. The City will pay all permit and advertisement fees.
4. One set of final plans will be produced on 24x36 sheets for the contractor.
5. No community outreach or public involvement is included in this Scope of Work.
6. The City will identify a specific City representative for this project.

ADDITIONAL SERVICES

This section of the agreement is for additional services not identified in the Consultant's Scope of Work. Potential additional scope the City may consider includes additional on-site construction observation, participation in public meetings, cultural resources monitoring during construction, materials testing, or other services as requested.

ATTACHMENT NO. 2
CITY OF COLLEGE PLACE, WASHINGTON
SIDEWALK IMPROVEMENTS
DESIGN AND CONSTRUCTION ENGINEERING SERVICES
PAYMENT SCHEDULE

Task Description	Anderson Perry & Associates, Inc.										
	Principal	Senior Engineer (I-II)	Staff Engineer	QA/QC Reviewer	Archaeologist	Environmental Specialist	Surveyor	Survey Crew	CADD	Subconsultant Cost	AP Task Total Cost
	\$185	\$155	\$100	\$175	\$105	\$100	\$155	\$195	\$100		
TASK 1 - PROJECT ADMINISTRATION											
1.1 Contract Administration, Invoicing, and Progress Reports - Invoicing and Progress Reports - Overall Project Management - Maintain and Provide Project Documentation	10	24									
1.2 Meetings - Project Kickoff Meeting - Bi-Weekly Design Team Meetings - City Staff and Design Meetings	4	16	10								
TOTAL TASK 1	14	40	10	0	0	0	0	0	0		\$9,790
TASK 2 - PRELIMINARY DESIGN AND PERMITTING											
2.1 Preliminary Design - Preliminary Design Configurations - Preliminary Construction Cost Estimates	2	16							5		
2.2 SEPA and/or NEPA Documentation - SEPA and/or NEPA Documentation	2	6	2			45			5		
2.3 Historical and Cultural Resources Review - Historical and Cultural Resources Investigation and Report	2	6	2		45				5		
TOTAL TASK 2	6	28	4	0	45	45	0	0	15		\$16,575
TASK 3 - DATA COLLECTION											
3.1 Topographic Mapping and Right-of-Way Determination - Records Research - Survey Control - Topographic Mapping (Design Survey) - Rights-of-Way Retracement and Monument Locations - GPR Locates (See Subconsultant Costs) - Title Reports (See Direct Costs)		4					8	16	10	\$3,000	
TOTAL TASK 3	0	4	0	0	0	0	8	16	10		\$5,980
TASK 4 - DESIGN											
4.1 Utility Coordination - Contact and Coordinate with Utility Companies to Verify Locations - Identify Conflicts and Determine Mitigation Measures		8					2				
4.2 Sidewalk and Street Improvements (See Tasks 4.3 - 4.5) - Sidewalks, Streets, ADA Ramps - Traffic Control and Staging											
4.3 Construction Plans - Prepare 30 Percent Design Plans - Prepare 75 Percent Design Plans - Prepare Final Design Plans	4	70	80						70		
4.4 Specifications - Prepare 75 Percent Specifications - Prepare Final Specifications		10	15	2							
4.5 Engineer's Opinion of Probable Cost - Prepare 30 Percent Construction Cost Estimate - Prepare 75 Percent Construction Cost Estimate - Prepare Final Construction Cost Estimate	2	4	8	2							
4.6 Quality Assurance - Conduct QA/QC Review at 75 Percent - Conduct QA/QC Review of Final Bid Documents	2	3		4							
4.7 Bid Documents - Prepare Bid Documents (See Direct Costs)		6	6						8		
TOTAL TASK 4	8	101	109	8	0	0	2	0	78		\$37,545
TASK 5 - BID AND AWARD PHASE SERVICES											
- Respond to Contractor Questions During Bid Process - Attend Pre-Bid Meeting - Review Bid Results and Make Recommendation	2	16		2							
TOTAL TASK 5	2	16	0	2	0	0	0	0	0		\$3,200
TASK 6 - CONSTRUCTION ADMINISTRATION											
6.1 Construction Management and Administration - Organize Preconstruction Conference - Oversee and Schedule Materials Testing Services - Review and Approve Material Submittals - Track and Issue Weekly Statements of Working Days - Review Contractor's Monthly Pay Estimates and Issue to City for Payment - Schedule and Attend On-Site Construction Meetings - Limited Construction Staking	5	50	10				5	10			
6.2 Construction Observation - Verify Contractor Adheres to Contract Documents - Provide Periodic Part-Time On-Site Construction Observation and Prepare Construction Observation Reports - Prepare Daily Bid Item Quantity Tracking - Coordinate/Communicate with Adjacent Property Owners/Residents - Utility Coordination	5	40	150								
TOTAL TASK 6	10	90	160	0	0	0	5	10	0		\$34,525

ATTACHMENT NO. 2
CITY OF COLLEGE PLACE, WASHINGTON
SIDEWALK IMPROVEMENTS
DESIGN AND CONSTRUCTION ENGINEERING SERVICES
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Task Description	Anderson Perry & Associates, Inc.										
	Principal	Senior Engineer (I-II)	Staff Engineer	QA/QC Reviewer	Archaeologist	Environmental Specialist	Surveyor	Survey Crew	CADD	Subconsultant Cost	AP Task Total Cost
	\$185	\$155	\$100	\$175	\$105	\$100	\$155	\$195	\$100		
TASK 7 - PROJECT CLOSEOUT	4	16							10		
- Conduct Pre-Final Walkthrough											
- Prepare Substantial Completion Paperwork											
- Prepare and Implement Project Punchlist											
- Conduct Final Project Walkthrough											
- Prepare Project Closeout Paperwork											
- Prepare and Submit Construction Record Drawings											
TOTAL TASK 7	4	16	0	0	0	0	0	0	10		\$4,220

Total Estimated AP Costs \$111,835

DIRECT COSTS

Title Reports and Deeds \$7,000
Mileage, Print Bid Documents (10 Sets), etc. \$1,865
Subtotal \$ 8,865

SUBCONSULTANT COSTS

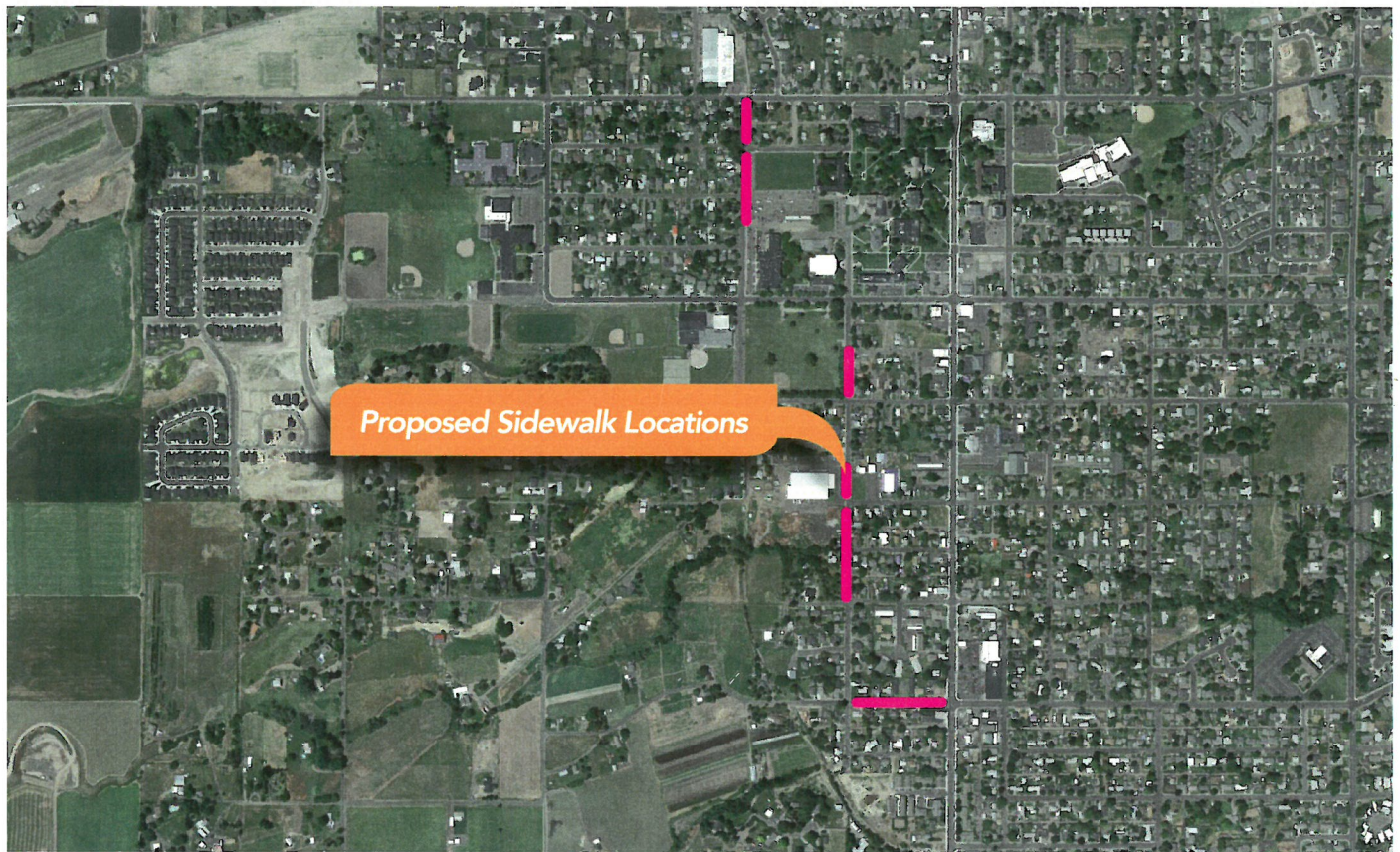
GPR (Geophysical Survey) \$3,000
Subconsultant Markup (10%) \$300
Subtotal \$ 3,300

TOTAL PROPOSED PROJECT BUDGET \$124,000

CITY OF COLLEGE PLACE, WASHINGTON

2020 Sidewalk Design Project

STATEMENT OF QUALIFICATIONS



Contact:

Jake Hollopeter, P.E., Vice President
214 E. Birch Street
Walla Walla, Washington 99362
(509) 529-9260
jhollopeter@andersonperry.com

ap anderson
perry
& associates, inc.
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engineering • surveying • natural resources

February 10, 2020

City of College Place
625 South College Avenue
College Place, Washington 99324

ATTN: Michael Rizzitiello, City Administrator

RE: **2020 Sidewalk Design Project**

Dear Michael and Selection Committee:

Enclosed for your consideration is our Statement of Qualifications to provide design services for the City of College Place's 2020 Sidewalk Design Project. Thank you for taking time to talk with us about this upcoming project. Through our conversation and our experience on several similar projects, we understand the City's key design expectations and anticipated project challenges.

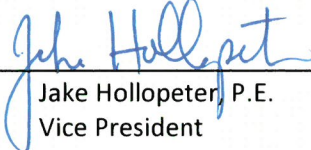
Our previous work on several similar College Place sidewalk projects, coupled with our extensive experience designing Washington State Community Development Block Grant funded projects, brings unmatched knowledge and expertise to this project. We already understand the likely challenges facing this project and how best to resolve them.

We have assembled an experienced team that can address all expected project needs in-house, including preparation of an inadvertent discovery plan and any other environmental/permitting requirements. Our team has worked together on other similar successful projects, and we are confident we can deliver a sound, sensible, and cost-effective design package for the City.

Please let us know if you have any questions or need additional information. We sincerely look forward to performing well in the interests of the City of College Place. Thank you for considering Anderson Perry & Associates, Inc.

Sincerely,

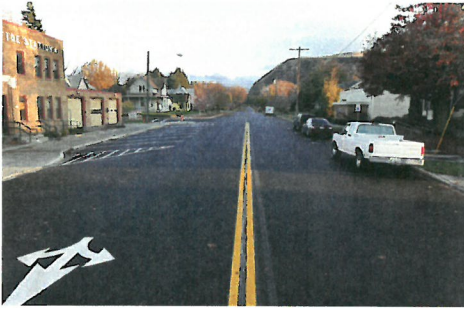
ANDERSON PERRY & ASSOCIATES, INC.

By 

Jake Hollopeter, P.E.
Vice President

JH/ct
Enclosure

S:\Proposal\College Place\2020 CDBG Sidewalk Engineering Design\Cover Ltr.docx



WHO WE ARE

AP's Walla Walla Office Contact Information

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P.O. Box 1687
Walla Walla, WA 99362
(509) 529-9260
(509) 529-8102 - fax
www.andersonperry.com



Our mission is to provide solid engineering and sound solutions accompanied by exceptional relationship-oriented service, which has given our firm a reputation for establishing steadfast partnerships.

Anderson Perry & Associates, Inc. (AP) is a full-service civil engineering, surveying, and natural resources firm with 90 employees and offices in Walla Walla, Washington, and La Grande and Redmond, Oregon. As one of the largest full-service engineering firms based east of the Cascade Mountains, AP is the trusted local resource that many public entities depend on for reliable, cost-effective answers to their everyday engineering questions.

Founded in 1975, our company is staffed with an extensive team of professionals and equipped to serve a diverse range of engineering requirements. We specialize in assisting eastern Washington and eastern Oregon communities with planning, funding, surveying, engineering design, environmental permitting, construction administration, and construction engineering on a variety of public works projects.

FIRM QUALIFICATIONS AND EXPERTISE



AP-designed sidewalk and cycle track, 4th Street/Academy Way

Transportation Engineering Experience

AP has provided design and construction administration services for transportation projects since 1976 and has had the privilege to work with the City of College Place on several projects over the years that include new sidewalks, including the 4th Street/Academy Way project (completed in 2018) and the Lamperti Street Overlay and Sidewalk Project (to be completed in 2020).

Our transportation design experience includes many miles of city streets and sidewalks. Our experience covers all project aspects, including studies and planning efforts, environmental review and permitting, and design and construction engineering for new roadways and sidewalks, rehabilitation or repair of existing roadways and sidewalks, stormwater, and other related improvements.

Our understanding of appropriate design standards and local agency needs, combined with our knowledge of Community Development Block Grant (CDBG) requirements, will enable us to move this project ahead in a timely manner.

AP's Approach to Customer Service

AP's approach to customer service is centered on the concept of being easy to do business with. Unlike many consultants, we do not "nickel and dime" our clients with postage, copying, clerical, or accounting time. AP's contracts and agreements are short, concise, and developed to be straightforward and fair for both parties. We do not have a rigid corporate structure or volumes of policies and procedure manuals that dictate how we interact with our clients. We have developed a culture within our organization that allows us to be flexible and quickly make and act on decisions that allow us to better serve our clients.

While the engineering products we produce are high quality, it is our personalized, flexible, dependable, and responsive service that sets AP apart.

AP's Management Approach

AP's management approach is founded on the following key principles. These principles have been refined and developed over our firm's 45-year history and provide the framework for a successful project management approach



to delivering projects efficiently and in a cost-effective manner.

Our management philosophy is to help make the project delivery process as smooth and efficient as possible for our clients.



Proposed project area, facing north on the corner of SW Bade Avenue and SW 10th Street

Establish Communication

AP's management plan is centered on our core philosophy of striving to achieve ultimate client satisfaction. We believe this effort begins and ends with communication. To this end, not only are our team leaders qualified to perform the work, they are also excellent communicators. AP has a track record of effectively communicating with highly technical people as well as people who are less interested in the technical details.

Develop Trust

Our project management philosophy includes involving City staff in positive and engaging conversations to develop a level of trust that allows varying perspectives to be heard and considered. When trust is developed in this way, the best alternatives are promoted and brought to the table, projects are completed faster, and a sense of teamwork is created that paves the way for future successful projects.

Be Flexible

We understand that plans are not set in stone. Unforeseen issues can arise that can impact project schedules, budgets, and scopes of work. Our management

philosophy involves being flexible and committed to adjusting our approach as needed to meet the goals and desires of our clients.

Limit Surprises

While some projects may involve unforeseen issues, our Project Manager will work to reduce the number of surprises you have to deal with. By holding regular meetings with the project team, our Project Manager will be able to help the project remain on schedule, on budget, and in line with your expectations. Any major or potential deviations will be addressed, mitigated, and communicated to the City in a timely manner.

"AP has been the City of Connell's engineer since the mid 90s. During this time they were instrumental in helping the City obtain loans and grants to fund design and construction projects that have replaced approximately 80 percent of the City's water infrastructure in the past 15 years. Projects are managed and completed in a timely manner and always to the City's satisfaction. The City of Connell continues to have an excellent relationship with AP and would highly recommend them to anyone who is looking for an engineering firm."

- Larry Turner
Retired Public Works Director
City of Connell

Ability to Meet Schedules

AP has a long history of meeting or exceeding performance schedules with public and private entities. We utilize modern project reporting tools to ensure work schedules are met. Our quality control procedures require each task to begin with a clear and concise scope that includes a deliverables schedule. Our delivery schedule is then tied to individual tasks and our accounting



system to produce real-time reports that show task order progress as compared to our delivery schedule. Project managers are able to quickly make any adjustments necessary to ensure the project is delivered as promised.

Cost Control Experience

We understand the priorities and perspectives of rural Washington's cities and organizations. With our staff's background in and ties to rural communities, AP maintains a high degree of cost sensitivity and knows how to strategize with clients to provide cost-effective and efficient services.

Engineering Budget Control

We understand that we need to meet design budget and quality expectations for the City. It is up to our team to live up to contracted expectations. We believe we do meet and exceed client budget expectations as evidenced by a high rate of repeat business.

AP works closely with clients to establish reasonable engineering budgets. When we commit to a budget and a scope of work in an agreement, we hold to that commitment. The City will see that commitment from our team throughout this contract.

Naturally, if a project scope changes due to unanticipated site circumstances or owner preferences, the original engineering budget may need to be adjusted. We have a relationship with many clients where we know we can offer up appropriate amendments for consideration rather than cutting back on the engineering quality.



Proposed project area, facing east on SW 12th Street

Quality of Work

AP's long list of repeat clients and successful projects completed for eastern Washington communities reflects our successful commitment to delivering quality products. This commitment is a core operating principle of AP and provides the foundation for our quality control plan.

AP has a quality control process that each of our project managers and staff is trained and required to follow. Our management philosophy always includes an assignment of a key staff member not directly involved in the project to complete reviews to ensure you receive a high quality product. Among other things, our quality control plan involves crosschecks and reviews of projects drawings, specifications, and reports. Any questions are noted and resolved before being delivered to clients or agencies.



AP designed sidewalk at College Place Middle and High School



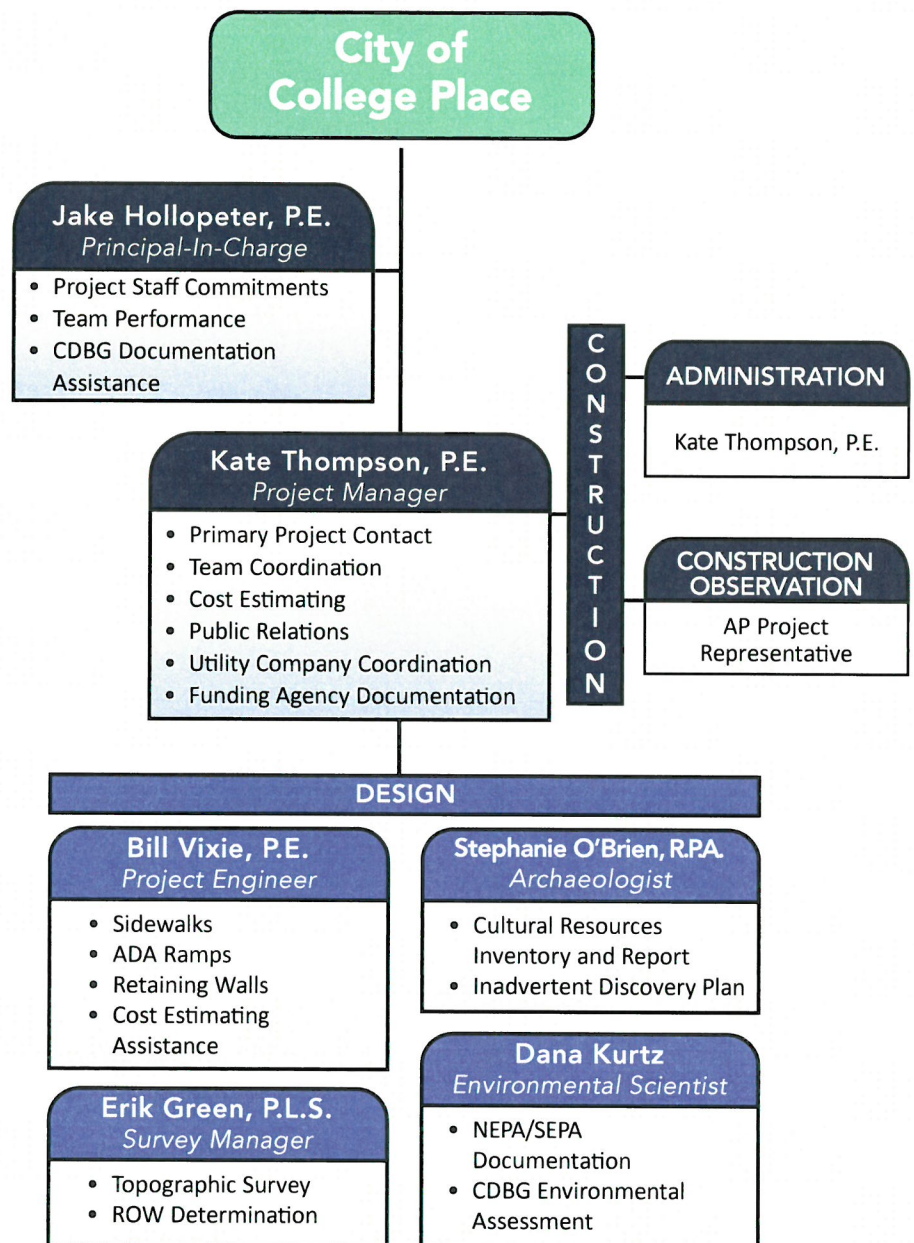
PROPOSED CONSULTANT TEAM

Team Organization

AP offers the City of College Place an experienced and qualified consultant team. The proposed team members shown are the people who will actually work on your project. Our team has a proven history of working together to successfully deliver projects on time and within budget.

We have extensive experience designing similar projects and will work hand-in-hand with City staff to complete this project.

AP's design team includes staff for surveying, design, public outreach, environmental permitting functions, cultural resource assessments, and funding agency documentation. Our team is more than qualified to carry out this important infrastructure improvement project for the City. An organizational chart, followed by team member assignments, is presented below. Resumes for key team members are included at the end of this Statement of Qualifications.



Key Team Member Assignments

As the organization chart on the previous page illustrates, Kate Thompson, P.E. will serve as Project Manager for this effort. In selecting a Project Manager, it is important to select an individual who can work well with the City and who is familiar with the type of effort needed for the project. The information below outlines the general experience of Kate and other key staff members who will be assigned to the City's project.

Kate Thompson, P.E. will serve as the Project Manager. Kate will lead the funding agency documentation efforts, coordinate all design activities with project staff, and be the City's principal point of contact with the design team. Kate has 12 years of sidewalk and roadway design experience and is very experienced with Washington State Department of Transportation (WSDOT) design formats.

Jake Hollopeter, P.E. will be the Principal-In-Charge. Jake will manage project staffing commitments and be available to discuss any concerns or sensitive issues with City staff should the need arise. Jake has extensive CDBG program experience and will provide assistance with the CDBG documentation process.

Bill Vixie, P.E. will serve as Project Engineer, working with Kate to accomplish various design tasks and ensure sufficient project team capacity to complete all project elements. As Project Engineer, Bill will be responsible for designing the sidewalks, ADA ramps, and retaining walls, and preparing the specifications and bidding documents.

Stephanie O'Brien, R.P.A. and other archaeological staff will lead all cultural resource investigation efforts. Their efforts will include reviewing available records, evaluating areas of potential effect, consulting with the Washington State Department of Archaeology and Historic Preservation and Tribal interests, and preparing a cultural resource report and Inadvertent Discovery Plan.

Erik Green, P.L.S. will lead topographic survey and mapping efforts needed to collect the remaining survey data. Erik has over 20 years of field and office surveying experience and has completed multiple topographic and feature surveys for the City of College Place.

Dana Kurtz, with the other members of AP's natural resources staff, will complete the necessary National Environmental Policy Act (NEPA)/State Environmental Policy Act (SEPA) documentation, the CDBG Environmental Assessment, and any other environmental functions that may be required. AP's environmental specialists have completed similar environmental review and mitigation activities for several other projects.

Additional Staff Resources

As the table below illustrates, AP has a staff of 90 professionals, which includes civil engineers, environmental specialists, land surveyors, engineering technicians, drafting technicians, and other support staff. The firm's strength rests with our experienced senior engineering and surveying staff who are capable of handling complex projects. These senior staff members are supported by a technically qualified staff of engineers, technicians, and surveyors.

Discipline	Staff
Civil Engineers	24
Surveyors	9
Environmental Professionals	3
Engineering Technicians	8
Drafting Technicians	7
Project Representatives	10
GIS Technicians	3
Archaeologists	4
Administration	22
Total	90



SCOPE OF WORK AND SCHEDULE



Proposed project area, facing northwest on the corner of SW Bade Avenue and SW 10th Street

Project Understanding

We understand the City of College Place is seeking qualified engineers to prepare plans and specifications for 2,659 linear feet of new 5-foot concrete sidewalk. The City is planning pedestrian improvements to 12th Street, Bade Avenue, and Davis Street, and has received a block grant from the CDBG program to complete the improvements. Given our ongoing work with the City of College Place and our understanding of the CDBG funding program, AP is a natural choice to perform this scope of work.

The proposed sidewalk locations fill gaps in the City's existing sidewalk system and will improve pedestrian access to Walla Walla University (WWU) and College Avenue. AP understands the City obtained the necessary right-of-way for the proposed sidewalks prior to receiving the grant funding. The design survey will confirm the right-of-way location so that the new sidewalk can be constructed within its limits.

There are also existing franchise utilities within the proposed sidewalk limits. The majority of these utility conflicts are existing power poles located behind the curb and gutter. In most locations it appears that the sidewalk can be wrapped behind the existing power poles without the need to relocate them. However, there are a few locations where the City may require the relocation of power poles. AP will work to identify these potential pole relocations early in the design and coordinate with City staff and local utility companies to develop an acceptable solution.

The first segment along 12th Street from College Avenue to Bade Avenue will require a retaining wall along the westernmost lot adjacent to College Avenue. We would recommend continuing the ecology block wall with black chain link fence installed along College Avenue frontage of this lot down the 12th Street frontage. A second smaller retaining wall will likely be needed on the second segment of the project, the section on Bade Avenue from 10th Street to the existing sidewalk north of 8th Street. The southernmost lot of this segment adjacent to 10th Street will likely require a retaining wall. Installing a fence at the top of the wall will prevent the need to install a pedestrian railing. This lot will also require the removal of several existing trees and shrubs to allow for the installation of the new sidewalk. The last two segments, Bade Avenue from 6th Street to 5th Street, and Davis Street from the existing sidewalk south of 2nd Street to Whitman Drive, should both be straightforward to design with no anticipated challenges.

Project Approach

AP has designed many CDBG-funded projects, and we are very familiar with the environmental permitting requirements. Through AP's discussions with the City it is our understanding that the City has already begun the environmental permitting process for this project. AP will work with City staff to ensure all documentation required to complete the CDBG Environmental Assessment is completed in a timely manner. Depending on the elements required, this is a critical item for the overall project schedule.



Pre-construction services are anticipated to include surveying, design, coordinating utility relocation, and assisting the City with the completion of the necessary environmental documentation.

If selected, AP will begin preliminary activities as soon as possible. Initial efforts will focus on completing the design survey and confirming the right-of-way locations. The next steps would involve ensuring that the environmental assessment is moving ahead. These items are critical to meet the proposed project schedule. We understand the City would like the project to be ready to advertise for construction by the end of June 2020. As we discussed, given the required project elements (survey, design, environmental documentation) we do not believe that is feasible. Additionally, bidding a sidewalk project late in the construction season traditionally results in much higher construction costs. AP recommends scheduling the tasks so that

the design is complete and the project is ready to advertise in December 2020 for early spring 2021 construction. This would likely provide much better construction costs and allow for the work away from WWU to be constructed while school is in session, and the work adjacent to WWU to be completed once the spring semester is completed. Following the proposed preliminary schedule would still allow the project construction to be completed within the funding agency required timeframe.

If selected, we will work with City staff during each key decision point during the design to ensure that we develop a project you are satisfied with.

AP staff is available to assist with funding agency paperwork throughout the project and to provide oversight during the construction of the designed improvements. Our objective is to work with you every step of the way to ensure a successful project for the City.

Preliminary Project Schedule

Project Tasks	2020												2021
	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	
Engineer Selection													
Agreement Approval by Council													
Site Survey													
30 Percent Design and Define Right-of-Way and Easement Needs													
Prepare and Submit Environmental Documentation													
Dry Utility Relocation Coordination													
95 Percent Design													
95 Percent Design Review													
100 Percent Design													
Authorize/Advertise for Bids													
Open Bids													

Award of Construction Contract: January 2021

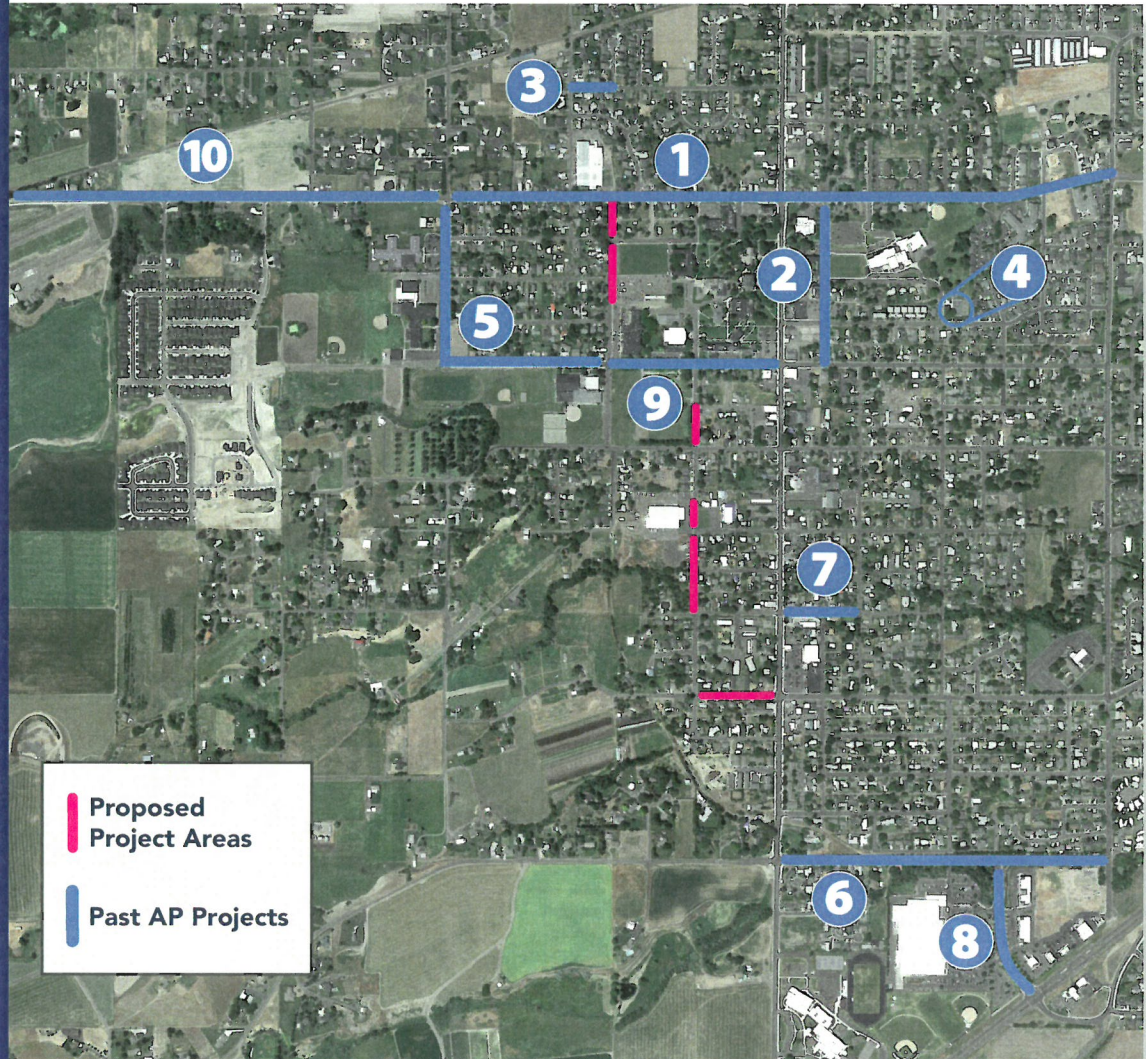
Construction: April 2021 to August 2021

CITY OF COLLEGE PLACE EXPERIENCE

Local Experience

AP has collaborated with the City of College Place on many past projects, including several involving sidewalk improvement/replacement. The map below illustrates some of the projects our firm has worked on in relation to the project area.

Our familiarity with the City, both logistically and professionally, gives us unmatched insight into the needs and challenges of this project.



Adjacent AP Projects:

- | | |
|----------------------------|---|
| ① Whitman Central Corridor | ⑥ Lamperti Street Overlay and Sidewalk (<i>to be constructed in 2020</i>) |
| ② Ash Avenue Sidewalk | ⑦ 10th Street Improvements (<i>in design</i>) |
| ③ B Street Reconstruction | ⑧ Meadowbrook Boulevard Overlay and Sidewalk (<i>in design</i>) |
| ④ Kiwanis Park | ⑨ 4Bikes Project (<i>in contract development</i>) |
| ⑤ 4th Street/Academy Way | ⑩ Whitman Drive West (<i>for Walla Walla County</i>) |



RELEVANT EXPERIENCE

Similar Project Experience

A key factor in evaluating an engineering firm's ability to provide services in an efficient manner is to look at the firm's past performance on similar work. AP has performed several similar projects that include sidewalk improvements, and the following project examples demonstrate AP's expertise with this type of work.

Main Street Sidewalk

City of Waitsburg, WA

The City of Waitsburg utilized AP for the design and construction engineering on this pedestrian upgrade to the community. Approximately 80 percent of the existing sidewalks in this 1,600-foot section of street that connects downtown to the school were replaced, and 26 ADA-compliant ramps were installed.



Main Street Sidewalks

Town of Washtucna, WA

This project included the reconstruction of 2,300 feet of sidewalks, driveways, curbs and gutters, ADA ramps, and other pedestrian features on Main Street in downtown Washtucna. The sidewalks in this area were not ADA compliant and were in extremely poor condition. The sidewalks had been further compromised by a recent water service replacement project creating numerous tripping hazards. AP provided design engineering, surveying, permitting, and construction administration services for this project. All improvements were designed to WSDOT Local Agency Guidelines.



Whitman Drive West

Walla Walla County, WA

Walla Walla County received funding from the Washington State Department of Transportation Local Programs Pedestrian and Bicycle Safety Program to construct 2.13 miles of dedicated bicycle lanes along Whitman Drive between the City of College Place city limits and the Whitman Mission. The project consisted of constructing a 12-foot wide separated concrete pathway that parallels Whitman Drive, along with widening and an overlay of Whitman Drive along the full length. The County teamed with AP to design the improvements, complete a cultural resource inventory, obtain necessary right-of-way, and assist with the construction engineering.



Historic Dayton Pathway

Columbia County, WA

This project included pathways, landscaping, lighting, and architectural improvements to Historic Downtown Dayton. AP worked closely with Downtown Association members, local businesses, and the Historical Society in implementing construction. Permanent easements meeting WSDOT guidelines and coordination with adjacent property owners were also required to bring this project to fruition.



4th Street/Academy Way

City of College Place, WA

Southwest 4th Street was in poor condition and lacked pedestrian facilities from Academy Way to Davis Avenue. The south side of the roadway borders the athletic facilities for Walla Walla University. Academy Way, which borders Rogers Adventist School and Walla Walla Valley Academy, was also in need of repairs and was missing portions of sidewalk. Heavily attended athletic and educational events placed pedestrians next to vehicular traffic. New ADA-compliant curb, gutter, and sidewalk were constructed, along with the Walla Walla Valley's first cycle track, augmenting current bicycle route connectivity.



East Birch Street Reconstruction

City of Connell, WA

The City of Connell hired AP to provide surveying, design, and construction administration services for the reconstruction of East Birch Street. New curb and gutter, sidewalk, and storm drainage were installed. These pedestrian improvements addressed safety and accessibility concerns caused by the existing sidewalks, which were narrow, intermittent, and at street grade in many locations. The new sidewalks also included ADA-compliant ramps and filled gaps in the existing sidewalk.



Proposed project area, facing north on the corner of SW Bade Avenue and SW 6th Street

FUNDING EXPERIENCE

Funding Program Knowledge

The ability of your engineering consultant to assist the City in administering federal funding for planning, design, and construction is critical to overall project success.

AP offers a staff of engineers and technicians who have assisted cities in securing millions of dollars in funding over the last 10 years.

CDBG Funding Program Experience

We are aware that the City of College Place has received CDBG funding through the U.S. Department of Housing and Urban Development for this project.

During the 45 years that AP has served the communities of eastern Washington, we have worked on hundreds of infrastructure system planning, design, and construction projects, many of which have been funded in whole or in part by the CDBG program.

The CDBG funding program has several requirements as a condition of receipt and use of funding. Potential missteps with the use of CDBG funds can result in additional expenses or, in extreme cases, the City losing its funding.

The AP team is very familiar with CDBG and other funding agency standards. The City of College Place can be confident in AP's abilities to help navigate these requirements.

Other Funding Program Knowledge

AP is also very familiar with other funding programs for city projects including:

- USDA Rural Development Grant/Loan Program
- Washington State Department of Commerce Public Works Trust Fund
- Washington State Department of Ecology (Ecology) State Revolving Fund
- Washington State Transportation Improvement Board (TIB)
- Washington State Department of Transportation's Highway Safety Improvement Program, Safe Routes to School, Bike and Pedestrian Improvements, etc.

AP has relationships with funding agencies like Rural Development, Ecology, DOH, and TIB that give our clients an inside track to multiple avenues of funding for various types of projects.

AP regularly works closely with all funding agencies, helping clients through the funding process from application to award.

Our funding assistance services include:

- Funding source identification and development
- Grant/loan applications and environmental reports
- Utility rate studies
- Established relationships with funding and regulatory agencies
- Public meetings

CLIENT REFERENCES

The following are client references who can attest to the quality of AP's work, dedication to long term relationships, and history of keeping commitments. We encourage you to contact these people to verify the information included in this Statement of Qualifications.

Hallie Tuck

Public Works Director
City of Connell, WA
P.O. Box 1200
Connell, WA 99326
509-234-6431
htuck@connellwa.org

Misty Jones

Office Engineer Technician
Walla Walla County, WA
P.O. Box 813
Walla Walla, WA 99362
509-524-2710 ext 2722
MJones@wwcountyroads.com

Randy Hinchliffe

City Administrator
City of Waitsburg, WA
P.O. Box 35
Waitsburg, WA 99361
509-337-6371
rjhinch@gotvc.net

Monte Puymon P.E.,

Transportation Engineer
City of Walla Walla
15 N 3rd Ave
Walla Walla, WA 99362
(509) 524-4513
mpuymon@wallawallawa.gov

Jessica Herron

*Public Works Director/Assistant
Clerk-Treasurer*
City of Kahlotus
P.O. Box 100
Kahlotus, WA 99335
509-282-3372
cityofkahlotus@hotmail.com

Brian Hille

Mayor
Town of Washtucna, WA
165 South Main Street
Washtucna, WA 99371
509-646-3253
tucnamayor@gmail.com

Trina Cole

City Administrator
City of Dayton, WA
111 South First Street
Dayton, WA 99328
509-382-2361
tcole@daytonwa.com

Linda Hall

City Manager
City of Milton-Freewater, OR
P.O. Box 6
Milton-Freewater, OR 97862
541-938-5531
linda.hall@milton-freewater-or.gov

"Two aspects I really appreciate in AP is their integrity and customer service. It is rare that a project is completed without challenges in design, construction, or interaction with businesses and the general public. When these complications arise, AP teams to resolve them collaboratively with the City. I'm comfortable that AP understands and will hold true to the City's mission, vision and values in their design, and in their interactions with the general public and the contractor. I trust them as ambassadors for the City."

*-Monte Puymon, P.E.
Transportation Engineer, City of Walla Walla*



RESUMES

Kate Thompson, P.E.



EDUCATION

M.S., Engineering and Technology Management, Washington State University, 2013

Project Management Certificate, Washington State University, 2013

B.S., Civil Engineering, University of Wyoming, 2008

PROFESSIONAL REGISTRATION

Professional Engineer – Washington, Oregon

AFFILIATIONS

American Society of Civil Engineers

Kate is a Project Engineer in Anderson Perry & Associates, Inc.'s Walla Walla office. She has served as a Design Engineer and Project Manager on a variety of projects, including full roadway reconstruction, roadway overlays, pedestrian improvements, water line extensions, sewer main extensions, and storm drainage facility design. Kate is also involved in construction administration.

PROJECT EXPERIENCE

Isaacs Avenue Improvements - City of Walla Walla, WA

Provided civil engineering design assistance to reconstruct Isaacs Avenue from Division Street to Tausick Way. In addition, Kate completed the necessary WSDOT documentation and environmental permitting for the project.

Camelia Street Reconstruction - Royal City, WA

Designed the overlay and water main replacement for Camelia Street. The roadway design included the overlay of the existing pavement, installation of new curb and gutter, sidewalks, and storm drainage system. Additionally, the existing water main was replaced with a new 12-inch water main.

4th Street/Academy Way (West Side School District Bicycle and Sidewalk Improvements) - City of College Place, WA

Kate completed the pavement striping design for the new cycle track. She then was the lead Construction Administrator during construction, completing all submittal reviews, pay estimates, and completing all necessary project documentation.

FEMA Street Improvements - City of Dayton, WA

Design for the overlay and reconstruction of several roadways in the City of Dayton which were damaged due to frost. This project included the reconstruction of Washington Street with cement-treated base, and pavement patching on approximately 13 roads within the City.

Some of Kate's prior experience includes:

HDR, Transportation Engineer - 2015 - 2017

Deputy project manager for a roadway reconstruction project with the City of Wenatchee. Performed all day-to-day project management needs including client communication and directing the project design. Coordinated the right of way acquisition and environmental permitting to ensure completion for construction.

Jake Hollopeter, P.E.



EDUCATION

MS, Civil Engineering, Iowa State University, 1993

BS, Civil Engineering, Seattle University, 1991

PROFESSIONAL REGISTRATION

Professional Engineer - Washington, Oregon, Idaho

AFFILIATIONS

American Society of Civil Engineers

Water Environment Federation

Exchange Club

Jake Hollopeter is a Senior Project Manager and Vice President at Anderson Perry & Associates, Inc., where he primarily provides senior level management and oversight and performs quality control reviews of projects. Jake also manages and designs sanitary sewer projects in central and eastern Washington.

PROJECT EXPERIENCE

Alder Street IRRP Project - City of Walla Walla, WA

Provided design services to restore the pavement surface with a complete reconstruction of the travel lanes, bicycle lanes, and parking areas. The aged sewer and water utilities were replaced, and stormwater facilities were updated with the addition of catch basins and drywells at critical locations. Each intersection was reconstructed with new curb and gutter, sidewalk, sidewalk ramps, and the addition of bulb-outs at key locations.

Rose Street Transportation Benefit District Project Phase I - City of Walla Walla, WA

Provided design engineering and construction administration for the rehabilitation of approximately one mile of Rose Street between Carey Court and 13th Avenue. This \$1.8 million project included reclamation of existing asphalt and gravel base using cement, new asphalt, localized curb and gutter replacement, storm drainage improvements, and ADA compliant features.

Burbank Business Park Wastewater System (Snake River Crossing) - Port of Walla Walla, WA

AP was hired by the Port of Walla Walla to design a wastewater conveyance system including a lift station, pressure sewer piping, a Snake River crossing, and a connection to the City of Pasco's system. The system was designed to service existing local businesses, future commercial, light industrial, and heavy industrial businesses located within the park.

Lower Granite Dam Wastewater Treatment Plant - U.S. Army Corps of Engineers (USACE), Walla Walla District

Prepared design plans and specifications to replace the existing wastewater treatment plant at Lower Granite Lock and Dam with a new treatment system consisting of a new main lift station, new 3-inch diameter forcemain pipe, a new septic tank system, lift station improvements, and a new drainfield. The new treatment system eliminates the effluent discharge to the Snake River and improves compliance with wastewater effluent discharge standards.

Burbank Business Park - Phase 1 Utilities - Port of Walla Walla, WA

Designed site utility development including underground water distribution and sewer collection utilities to serve the Port of Walla Walla's Burbank Business Park. Phase I included water main extensions, sewer main extensions, and installation of two intermediate lift stations.



Bill Vixie, P.E.



EDUCATION

B.S., Civil Engineering,
Walla Walla University,
2000

PROFESSIONAL REGISTRATION

Professional Engineer –
Washington

Bill is a Project Engineer for Anderson Perry & Associates, Inc. His primary responsibilities include design plans, specifications, and engineering reports for municipal utilities and infrastructure. Bill has extensive construction administration and construction engineering.

PROJECT EXPERIENCE

Alder Street IRRP Project - City of Walla Walla, WA

Provided design services to restore the pavement surface with a complete reconstruction of the travel lanes, bicycle lanes, and parking areas. The aged sewer and water utilities were replaced, and stormwater facilities were updated with the addition of catch basins and drywells at critical locations. Each intersection was reconstructed with new curb and gutter, sidewalk, sidewalk ramps, and the addition of bulb-outs at key locations.

Park Avenue Reconstruction - Town of St. John, WA

Provided design and construction engineering for the reconstruction of Park Avenue from the bridge at Broadway south through the Nob Hill intersection. Roadway improvements included curb and gutters, sidewalks, handicap ramps, storm drainage systems, and other related facilities. The project was designed to meet WSDOT Local Agency Guidelines.

Main Street Sidewalks - Town of Washtucna, WA

Designed improvements to sidewalks, driveways, curbs and gutters, handicap ramps, and other related features on Main Street from Spring Avenue to Booth Avenue in downtown Washtucna. All improvements were designed to WSDOT Local Agency Guidelines.

Railex Road Extension - Walla Walla County, WA

Designed the Railex Road extension and associated improvements at the Port's Dodd Road Industrial Park. Designed and permitted a second roadway phase connecting Railex Road to Raindance Road.

South 10th Street Sidewalk - Pomeroy, WA

This project consisted of the design and preparation of construction bidding documents for the South 10th Street sidewalk improvements from Main Street to High Street. Sidewalk improvements included curb and gutters, sidewalks, handicap ramps, driveway aprons, and other related features. Sidewalks were included on each side of the street and were 5 feet wide. ADA compliant ramps were included at each street crossing.

South Second Street Reconstruction - City of Dayton, WA

This project included 1,300 feet of arterial roadway, sidewalk, and storm drain system replacements. The work also included preserving historic project elements as well as strategically replacing aging water and sewer lines. AP helped the city apply for and receive a Transportation Improvement Board grant to fund 90 percent of this project.

Erik Green, P.L.S.



EDUCATION

A.A.S., Surveying
Engineering Technology,
State University of New
York at Alfred - 1993

PROFESSIONAL REGISTRATION

Professional Land
Surveyor – Washington,
Oregon, Montana,
Idaho, Arizona

AFFILIATIONS

Land Surveyors' Association
of Washington
National Society of
Professional Land Surveyors

Erik Green is a Professional Land Surveyor with Anderson Perry & Associates. He is the Survey Manager in our Walla Walla office. Erik oversees survey crews and coordinates work schedules with engineering personnel. Erik has over 20 years of field and office surveying experience.

PROJECT EXPERIENCE

Mill Creek Road Bridge - Walla Walla County, WA

Provided surveying services for the design of a new bridge, stream channel structures, drainage structures, and the re-alignment of Mill Creek Road between Mile Posts 8.0 and 9.4. Additional mapping and right-of-way ties were conducted along a portion of Scenic Loop Road. Additional topographic survey data, along with property and road right-of-way information, was collected in support of this design effort.

Alder Street Traffic Signal Replacement and Alder Street Improvements - Walla Walla, WA

Provided full topographic design survey needed to develop plans to reconstruct the intersections at Alder Street and Colville Street, as well as Alder Street and 1st Avenue in the City of Walla Walla and replace the existing traffic signals. Erik and his crew also performed construction staking for the construction contractor.

Bridge Street Safe Route to School - Walla Walla, WA

Design survey for sidewalk improvements along Bridge Street from Pleasant Street to two local schools. Erik worked directly with City of Walla Walla design staff to complete pre-design survey requirements. Erik and his crew also performed construction staking for the construction contractor.

Edison School - Walla Walla, WA

Topographic design survey, boundary determination, easement exhibits, Boundary Line Adjustment, street vacations, and construction staking for the Walla Walla Public School District's new Edison Elementary School. Erik was responsible for all survey activities for this new facility which included a new structure, parking lots, roadway improvements, multiple pathways, sidewalks, and new utilities.

WWTP Phase 3 - Walla Walla, WA

Construction staking of the City of Walla Walla Wastewater Treatment Plant Upgrade - Phase 3, Volume II for Apollo, Inc. This project consisted of staking and verifying 5,900 feet of water line, 2,000 feet of sewer main line, and a 21.4 million-gallon reservoir. Erik's responsibilities included calculating the locations of features to be staked, coordination with construction activities, preparation of field crew activities, and overall quality control of staked locations.

Stephanie O'Brien, R.P.A.



EDUCATION

M.A., Social Sciences,
Emphasis in Archaeology/
Anthropology, University of
Chicago, 2010

B.A., Anthropology and
Literature, University of
California Santa Cruz, 2008

CERTIFICATIONS

Registered Professional
Archaeologist

TRAINING

Safeland, H2S, and
Archaeological Monitoring

GPS Pathfinder software,
TerraSync software, Trimble
Positions software, ArcPad
10, and Trimble GPS units
(Nom ad, GeoX3, GeoXT,
GeoXH)

Stephanie O'Brien is a principal investigator for archaeological survey, testing, excavation, and monitoring projects in compliance with National Environmental Policy Act and National Historic Preservation Act (Section 106) standards. She coordinates with federal and state agencies to conduct public scoping and execution of archaeological projects. Stephanie has 11 years of experience in the field of archaeology including fieldwork, cultural resources technical report writing, project management, lab management, artifact analysis and curation, and museum archive and museum education work. Stephanie has worked for the federal government (both as an archaeological technician and as an independent contractor), private cultural resources management companies, and the Burns Paiute Indian Tribe. Stephanie specializes in historic archaeology and has substantial experience recording a variety of historic sites, determining NRHP eligibility, and analyzing historic artifacts.

PROJECT EXPERIENCE

Main Street Bridge Replacement - Waitsburg, WA

Completed a cultural resources survey, testing, and report to comply with Governor's Executive Order 05-05 (GEO 05-05) requirements. Completed a Historic Property Inventory for historic bridge structure. Drafted a Memorandum of Understanding summarizing mitigation strategies for adverse effects to the historic bridge.

Isaacs Avenue Reconstruction - Walla Walla, WA

Conducted consultation with tribes and state agencies to draft research design to address sensitive cultural resources in the project area. Completed a cultural resources survey, testing, and report to comply with GEO 05-05 requirements.

Mountain Line Environmental Assessment - Baker City, OR

Completed a cultural resources survey and report to comply with Section 106 requirements for a project on federal land to replace sections of Baker City's "Mountain Line," a historic pipeline routing municipal water from the City's watershed to the municipal storage reservoir. This project included surveying almost 20 miles of pipeline and evaluating impacts to archaeological sites and historic resources within the project area.

Wastewater Treatment Facility Improvements - Milton-Freewater, OR

Conducted a cursory archaeological review and submitted a State Historic Preservation Office Clearance Form for historic resource. Conducted construction monitoring during ground-disturbing activities.

Dana Kurtz



EDUCATION

B.A., Cum Laude,
Environmental Studies,
University of Washington, 2009

Masters of Business
Administration, Eastern
Oregon University, 2015

PROFESSIONAL REGISTRATION

Professional Engineer –
Washington, Oregon

CERTIFICATIONS

Hazardous Material
Response-Awareness Level,
2012

NAUI and AAUS scientific
diver, (100-hour course),
2010

Divers Alert Network
Oxygen Administration,
2010

TRAINING

Collaborative Training,
Portland State University,
National Policy Consensus
Center, 2016

Northeast Oregon Planners
Meeting (National Flood
Insurance Program
Training and Planning
Commissioner Training),
2015

An Introduction to the
Section 106 Process,
Society of American
Archaeology, 2015

U.S. Army Corps of
Engineers Wetland
Delineation/Regional
Supplement Training (38-
hour course), 2012

Dana Kurtz is an Environmental Scientist with over 8 years of experience in environmental consulting and research. Dana helps see projects through local, state, and federal permitting requirements including the National and State Environmental Policy Acts (NEPA/SEPA). Dana's environmental compliance experience includes NEPA/SEPA; Endangered Species Act Section 7 consultation; Clean Water Act Section 10 and 404 permitting; Hydraulic Project Approvals (HPA), Joint Aquatic Resource Permit Applications (JARPA), shoreline permits, public meeting facilitation; National Historic Preservation Act Section 106 consultation; and state and federal environmental reviews.

Dana's experience managing and implementing environmental studies includes remedial investigation and 404 permit required sediment sampling; noise evaluations; wind directional analysis; ambient air sampling; surface and groundwater sampling and monitoring; vegetation and habitat surveys; wetland and stream delineations; benthic macroinvertebrate collection; fish surveys and salvage; environmental compliance monitoring, and Phase 1 Environmental Site Assessments.

Dana also assists with Biological Assessments, wetland delineations, and fish salvage projects. Her experience includes:

PROJECT EXPERIENCE

Burbank Facility Environmental Services - The Scoular Company, WA

Provided comprehensive sediment testing, agency consultation, and permitting services for the dredging of a barge slip located at the Port of Walla Walla in Burbank, Washington. Sediment evaluation services included completing an approved sampling and analysis plan; collecting and analyzing sediment cores; finalizing a sediment characterization report; and receiving a suitability determination memorandum from the Dredged Material Management Office. Permitting services included obtaining a Walla Walla County Shoreline Permit; completing the SEPA Checklist; gaining HPA from Washington Department of Fish and Wildlife; drafting a JARPA for a 404 removal-fill permit from the U.S. Army Corps of Engineers, and 401 water quality certification from the Department of Ecology; and obtaining an access permit, haul permit, grading plan, construction stormwater general permit, and construction plan review from the County Public Works department. A Biological Assessment was also completed.

North Fork John Day River - Cavender Habitat Enhancement - Monument Soil and Water Conservation District, OR

Provided sediment evaluation services for this bank protection and habitat enhancement project. Permitting services included completing a Joint Permit Application for a 404 removal-fill permit from the U.S. Army Corps of Engineers and 401 water quality certification from the Oregon Department of Environmental Quality.

LIABILITY INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hall & Company 19660 10th Ave NE Poulsbo WA 98370	CONTACT NAME: Allison Barga PHONE (A/C, No, Ext): 360-626-2007 E-MAIL ADDRESS: abarga@hallandcompany.com FAX (A/C, No): 360-626-2007
INSURED Anderson Perry & Associates Inc P.O. Box 1107 La Grande, OR 97850	INSURER(S) AFFORDING COVERAGE INSURER A: RLI INSURANCE COMPANY INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
221	NAIC # 13056

COVERAGES

CERTIFICATE NUMBER: 1789582672

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab: Claims Made			RDP0036702	6/21/2019	6/21/2020	\$2,000,000 Per Claim \$4,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured Status is not available on Professional Liability Policy.

CERTIFICATE HOLDER**CANCELLATION**

For Proposal Use
P.O. Box 1107
La Grande OR 97850

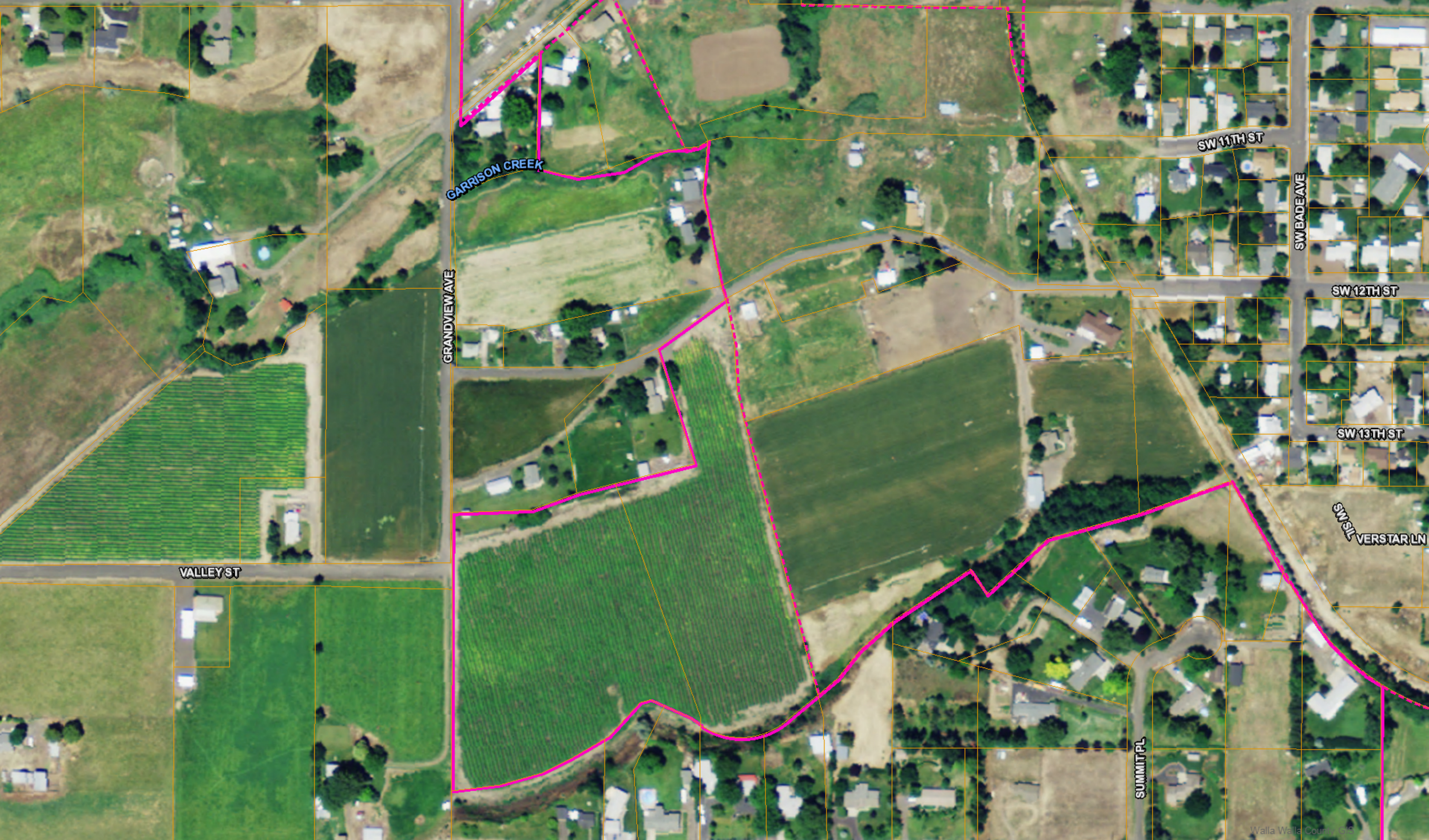
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CDBG Sidewalk Engineering: Final Scores

Firms	Grader 1	Grader 2	Grader 3	Total
TD&H	91	98	88	277
Anderson Perry	91	100	91	282
Verdis	73	86	89	248



GARRISON CREEK

GRANDVIEW AVE

VALLEY ST

SW 11TH ST

SW BADE AVE

SW 12TH ST

SW 13TH ST

SW SIL VERSTAR LN

SUMMIT PL



1313 N Yong St
Kennewick WA 99336
(509) 440-3273•
Contractor Lic# TTAPCCS873B4
Email tyler@ttapconstruction.com

Sitework Proposal

Date: August 27, 2019

Project: 12 St Development

Quote To: Marc Maiuri

Attention: Marc Maiuri

Phone: 509-529-1011

Email: Marc Maiuri

Water System

1	12" Ductile Iron Water Main Upsized from 8"	460	LF	\$10.00	\$4,600.00
2	Blowoff Assembly Valves Fittings Upsized to 12"	1	LS	\$2,500.00	\$2,500.00
					\$7,100.00

City of College Place, Washington
RESOLUTION NO. 20-XXX

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON
REGARDING REIMBURSEMENT OF ADDITIONAL COSTS TO UPSIZE WATER MAIN.**

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, Mr. Marc Maiuri is developing on a single family residential development along SW 12th Street near Davis in College Place; and

Whereas, the City had Mr. Maiuri install an oversized water main so that the way the City would not have to construct a bigger line in the near future as development occurs; and

Whereas, Mr. Maiuri is requesting reimbursement on the differential between the 8" water line his development required and the 12" water line installed which amounts to \$7,100 per an estimate furnished to City staff by TTAP construction services;

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

1. The City will reimburse Mr. Maiuri the \$7,100 for the cost between the 8" water line required and the 12" water line desired by the City and installed by contractors of Mr. Maiuri.

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

Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this ____ day of _____, 20__.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk