

Tonasket City Council Agenda
Tuesday, June 14, 2022
6:00 pm

VIRTUAL ZOOM MEETING ID #889 9855 3037
ZOOM PHONE NUMBER 1-253-215-8782

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Public Comment (to comment on agenda items)
- 5) Approval of the Agenda **Action Item**
- 6) Ed Koonce/Emergency Preparedness
- 7) Public Comment- other items
- 8) Kurt Danison Report
- 9) Unfinished Business
 - a) Six Year Transportation Improvement Program **Discussion**
- 10) Department Head Reports
- 11) Mayor/Council/Committee Reports
- 12) New Business
 - a) Approve Agreement with Varela and Associates for the Perfect Passage Road Improvements **Action Item**
 - b) Accept and approve the recommendation from the Public Safety Committee Regarding Law Enforcement **Action Item**
 - c) Request for relief from water/sewer late charge/interest **Action Item**
- 13) Miscellaneous and Correspondence
- 14) Consent Agenda: Minutes of the previous meeting, May Payroll and the June Bills **Action Item**
- 15) Adjournment

The City of Tonasket is an equal opportunity employer and provider that strives to accommodate persons with disabilities. City Hall is ADA accessible. Please contact the City Clerk's office by noon on any meeting date for assistance.

Council Memo
For Tuesday, June 14, 2022
6:00 PM

VIRTUAL ZOOM MEETING ID #889 9855 3037
ZOOM PHONE NUMBER 1-253-215-8782

Had

TO: Mayor and City Councilmembers
FROM: City Clerk-Treasurer

Ed Koonce is on the agenda to give a presentation regarding Emergency Preparedness. I have included his presentation in the packet.

The Six Year Transportation Program is on the agenda for discussion. The Public Hearing is scheduled for June 28th. If you have questions or concerns please bring them up at Council so we can have a finalized document for the Public Hearing on the 28th.

Kurt Holland, Varela and Associates, will be at Council to present the Perfect Passage Engineering Services Agreement. I have included a letter from Kurt Holland with attachments. I have not included the entire agreement which is 88 pages long in the emailed packet, however, all of the pages will be in the handout if you pick it up at City Hall. I will be sending it to Attorney Howe for review. Kurt will be able to answer any questions regarding the proposed agreement. **Suggested Motion: I move to approve the Perfect Passage Project Engineering Services Agreement with Varela and Associates and authorize Mayor Maldonado to sign applicable documents.**

The Town Hall meeting held May 31st was successful and there was a lot of conversation regarding Law Enforcement in the City of Tonasket. The Public Safety Committee will have a recommendation at the Council meeting to either continue with Okanogan County Sheriff's Department as the City's Law Enforcement Agency or to build and start the city's own department. **Suggested Motion: I move to accept and approve the recommendation from the Public Safety Committee to**

The Mayor has had a request from a Tonasket resident that is requesting relief from the late charges/interest on their water/sewer bill. The Mayor will explain the situation. **Suggested Motion: I move to approve/not approve the relief of late charges/interest fees on this particular account.**

DRAFT

Minutes of the Regular Meeting of the Tonasket City Council, May 24, 2022

Present: Mayor Maldonado, Councilmembers Alexander, Hill, Levine, McMillan and Weddle.

Staff: Pilkinton & Seydlitz. Danison arrived at 6:50 pm via zoom.

The meeting was called to order at 6:02 pm and the Pledge of Allegiance was given by all.

Roll Call was taken.

Public Comment - None

Motion to approve the agenda. M/McMillan, S/Levine. Carried 5:0.

Motion to approve the minutes of the previous meeting. M/Hill, S/Weddle. Carried 5:0.

Public Comment - None

Savanah Calus was unable to attend to share her Survey Results.

Unfinished Business

City Art Display Policy and Agreement: Clarification was made that the 30 days would start “after notification” if the City determines the art a safety hazard, etc.

Motion to approve the City Art Display Policy and Agreement. M/Hill, S/Alexander. Carried 5:0.

Mayor/Council/Committee Reports

Alexander

- Phone meeting with Teagan, talked with Kaci Lorz.
- Has all 3 agreements & they are trying to clear them up together.
- Put up Senior banners.
- Cemetery clean-up got rained out.
- If you're going north take Hwy 7, they are chip sealing.

Weddle

- Thank you to the volunteers helping clean the cemetery.
- Working on the Town Hall meeting to be held Tuesday, regarding Law Enforcement.
- Kurt is working with the school on safety routes.
- What's going on with the Hoot Owl Lane annexation?
- Planning the June 11th BBQ.

Hill

- McMillan and she met and have plans for the complex.
- Where do we go with the Cemetery Short Plat?
- Attended the USDA RD meeting, there's tons available for the community, loans/grants- she can provide contacts for people.

McMillan

- Passed out paperwork to the Council with 4 options for the old Police Department.
- Soccer fields look the best they ever have, thank you Darren and crew.

Levine

- Alexander & she talked about the Property Use Permit App and are researching if a resolution was used to pass it.
- Reminder that the parade this weekend starts at 10:30. Town is looking great!

Mayor

- Met with Ed Koonz, he has a proposal for the City on Emergency Preparedness. Asked him to make a presentation to Council.

Mr. Koonz was in the audience and spoke to the Council briefly about his proposal and the City setting up an EOC. He will have a full presentation at the next Council meeting on June 14th.

DRAFT

- City Clerk Attwood is at training.
- We have received 2 applications for Assistant Superintendent, wants to set up a committee.
- Weddle & McMillan are working on the Police Town Hall that is @ 6:00pm on May 31st and will not be on Zoom.

New Business

Levine asked the Mayor and Council to move Gary Roberts to the top of new business because he had been on Zoom for so long.

Mr. Roberts spoke to the Council about his plans for his hanger space.

Motion to approve Resolution 2022-09 a resolution authorizing an Airport Land Lease Agreement with Gary Roberts. M/McMillan, S/Weddle. Carried 5:0.

Planner Danison explained the Shoreline Master Plan and why the acceptance of the Participation Plan was so important.

Motion to accept both the Participation Plan and the Survey for Implementation of the Shoreline Management Plan update effort. M/Weddle, S/McMillan. Carried 5:0.

Motion to authorize up to \$3000.00 for expenditures for the Community Appreciation Day BBQ and for the funds to come from the Current Expense Fund. M/Levine, S/Alexander. Carried 4:0. Hill voted against.

Planner Danison explained the Six Year Transportation Improvement Program and that a Public Hearing is needed to be set for it to be approved.

Motion to set the Public Hearing for the Six Year Street Plan for June 28, 2022. M/Levine, S/McMillan. Carried 5:0.

Motion to approve a free swim day at the Tonasket Community Pool on June 11th. M/McMillan, S/Levine. Carried 5:0.

Miscellaneous and Correspondence –

Mayor explained the Memorandum from the Tribe and said it was a huge win for the city.

Confusion about who needs to take care of the flag in the triangle.

There being no further business the meeting was declared adjourned at 7:38 pm.

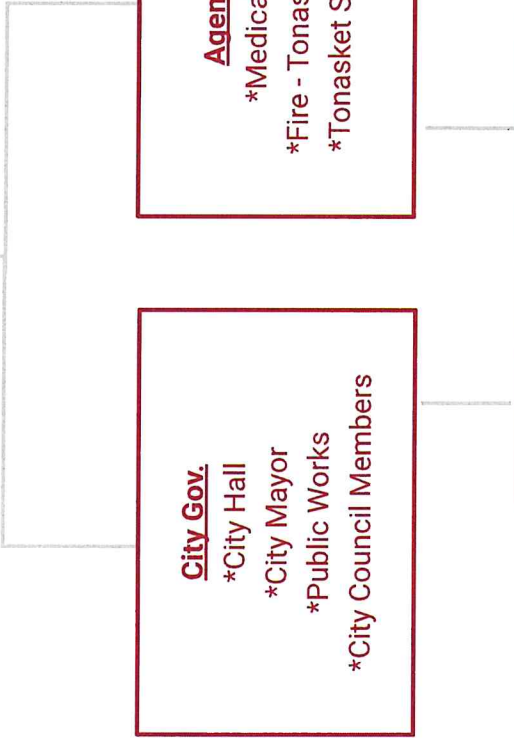
Joël Pilkinton, Deputy Clerk-Treasurer

2023	Years Planned	Project Description	Local			State			Federal			PROJECT TOTAL
			R/W	PE	CONS	ALL	R/W	PE	CONS	ALL	PE	
	2023-2024	Perfect Passage Phase I	\$0	\$0	\$0	\$0	\$0	\$834,494	\$1,943,988	\$680,912	\$3,328,480	\$5,953,380
	2024-2025	Perfect Passage Phase II	\$0	\$0	\$0	\$0	\$0	\$984,494	\$2,293,988	\$730,912	\$3,553,480	\$6,578,380
	2023-2024	Jonathon from U.S. 97 to City Limits	\$0	\$5,300	\$15,900	\$21,200	\$0	\$0	\$0	\$265,000	\$795,000	\$1,081,200
	2023-2028	Miscellaneous - maintenance to existing local streets	\$0	\$0	\$53,000	\$53,000	\$0	\$0	\$0	\$0	\$0	\$53,000
	2023-2024	US 97/Seventh Ave Pedestrian Improvements	\$0	\$5,300	\$10,600	\$15,900	\$0	\$0	\$0	\$42,400	\$185,500	\$243,800
	2024-2026	New South Access, motorized and non-motorized, to Chief Tonasket Park, County Shop road upgrade from US 97 to Chief Tonasket Park	\$63,600	\$5,300	\$113,613	\$182,513	\$169,600	\$339,200	\$742,000	\$0	\$0	\$1,433,313
	2024-2025	Delicious from US 97 to Whitcomb	\$0	\$15,900	\$95,400	\$111,300	\$0	\$0	\$0	\$0	\$0	\$111,300
	2024-2025	Jonathon - US 97 to Western	\$0	\$15,900	\$95,400	\$111,300	\$0	\$0	\$0	\$0	\$0	\$111,300
	2024-2025	Tonasket Ave, Jonathon to north dead end, reconstruction	\$0	\$15,900	\$95,400	\$111,300	\$0	\$0	\$0	\$0	\$0	\$111,300
	2025-2026	4th Street Sidewalks - Tonasket Ave to Workosky	\$0	\$5,300	\$5,300	\$0	\$0	\$0	\$0	\$185,500	\$901,000	\$1,097,100
	2025-2026	State Street Reconstruction	\$0	\$5,300	\$5,300	\$0	\$0	\$185,500	\$901,000	\$0	\$0	\$1,097,100
	2025-2026	Railroad Avenue	\$0	\$10,823	\$22,947	\$0	\$0	\$332,739	\$780,217	\$0	\$0	\$1,146,726
	2025-2026	2nd Street - State to Antwine and Joseph to east end	\$0	\$0	\$0	\$0	\$0	\$77,211	\$153,690	\$0	\$0	\$230,902
	2026-2027	4th Street - Whitcomb to Joseph	\$0	\$0	\$0	\$0	\$0	\$688,427	\$1,606,329	\$0	\$0	\$2,294,756
	2026-2027	State Frontage Road Complete Streets	\$0	\$14,128	\$14,127	\$0	\$0	\$649,618	\$1,393,726	\$0	\$0	\$2,071,598
	2026-2027	3rd Street - Whitcomb to Joseph	\$0	\$0	\$0	\$0	\$0	\$350,962	\$816,709	\$0	\$0	\$1,167,671
	2027-2028	S. Antwine from Third to Fourth	\$0	\$15,900	\$95,400	\$111,300	\$0	\$0	\$0	\$0	\$0	\$111,300
	2027-2028	Locust Avenue - Reconstruction and sidewalks	\$0	\$0	\$0	\$0	\$0	\$413,057	\$963,798	\$0	\$0	\$1,376,854
		TOTALS	\$63,600	\$115,051	\$622,386	\$717,813	\$169,600	\$4,855,701	\$9,776,458	\$1,904,724	\$8,763,460	\$26,270,980

Tonasket Community Preparedness Planning

Emergency Operations Center (EOC)

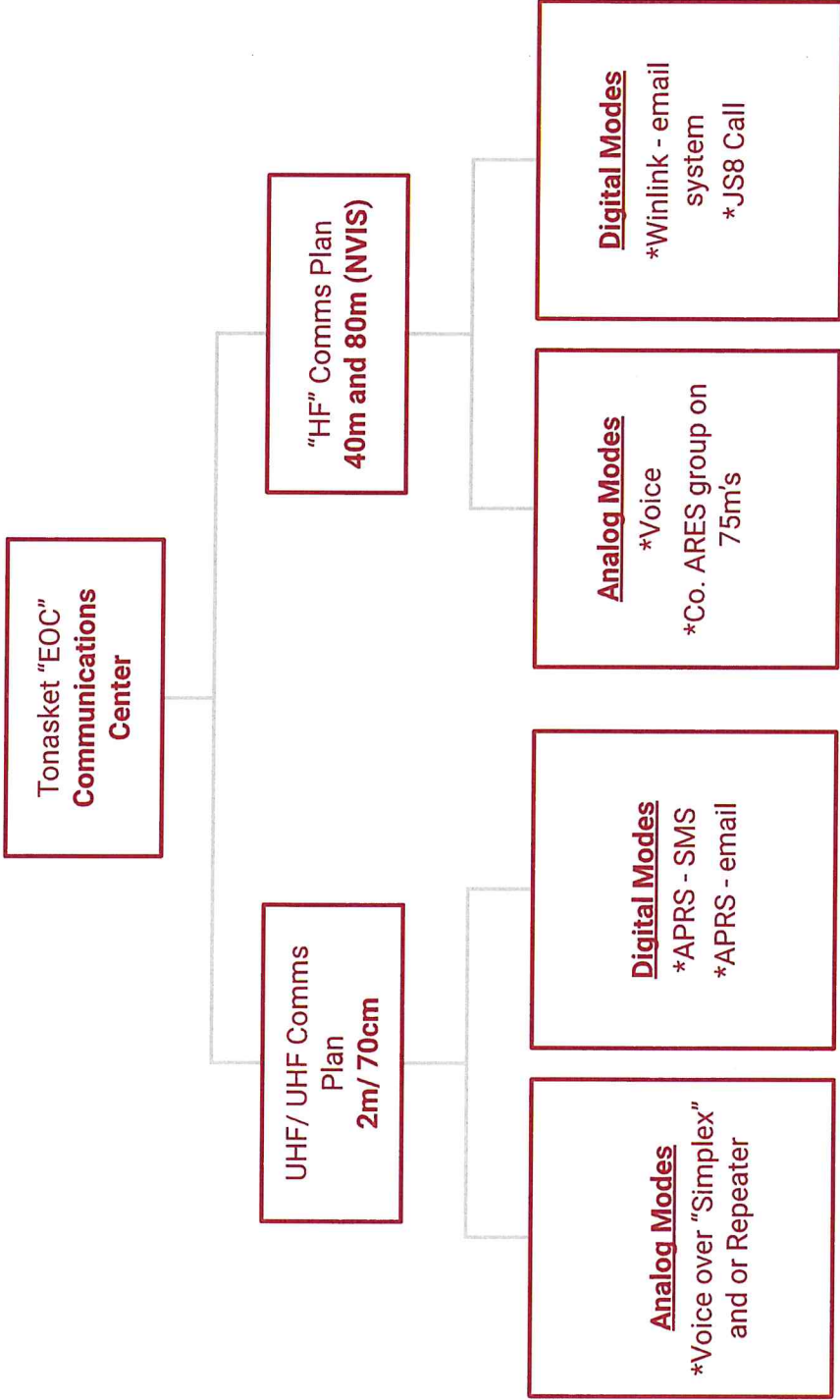
Level #1 Comms
Plan
"City"



City Gov.
*City Hall
*City Mayor
*Public Works
*City Council Members

Agencies
*Medical - NVH
*Fire - Tonasket Fire #4
*Tonasket School Dist.

Community Involvement Planning
*City Businesses
*City Residence



**Tonasket "EOC"
Communications
Center Set-up**

**Communications
Center**

**Power
Solar**

Antenna set-up
*2m/70cm
*FRS / GMRS
*"CB"

All antennas would be on mast, with grounding & lightning protection, with feedlines terminating in a lock box on the inside, set-up with BNC fittings

Station
*2m/70cm dual band transceiver (60-80w)
*GMRS transceiver (50w)
*"CB" transceiver (4w)
*Signalink USB interface
*power distribution block
*Pigtail feedlines from radios to antenna feedlines - BNC

Solar Panels
*Roof mount?
*Or Portable set-up?
200 to 300w?

Battery Set-up
*LiFePO4 rechargeable batteries (amp hrs?)
*12V/24V, 20A Solar Charge Controller

Tonasket “EOC” Location

City of Tonasket Youth Center

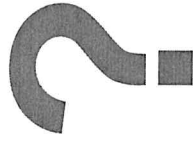
Pro’s

- *location and elevation.
 - *Because of its location to the schools - possible school programs.
 - *Parking and 24/7 availability
 - * Large enough to hold any Community emergency preparation events and or meetings.
 - *During the state of an emergency - The Schools are being used by other agencies both state and National.
 - *Would not interfere with youth activities
 - *A place to hold the weekly areas Training Nets, that can be open to the public to watch, learn and ask questions about.
-

Tonasket "EOC" Location

City of Tonasket Youth Center

Don's



Supporting Documentation/Information

OHCG" Website - ohcg73.com

OHCG" NET SCRIPTS Doc.-

<https://docs.google.com/document/d/1LuwCiWa-zRG-7AZnfxjOUuWWoFjsFXV2nIB0JCUlalo/edit?usp=sharing>

OHCG" Band Plan Doc. -

<https://docs.google.com/document/d/1vvCkpHBZmgncJLioz195ixdU8Vnju-Gj6hKXsl4xKo/edit?usp=sharing>

RES STANDARDIZED TRAINING PLAN -

http://www.arrl.org/files/file/Public%20Service/ARES/ARRL-ARES-FILLABLE-TRAINING-TASK-BOOK-V2_1_1.pdf

RES Field Resources Manual -

http://www.arrl.org/files/file/Public%20Service/ARES/ARESFieldResourcesManual_rev10-2019.pdf

RES Manual -

<http://www.arrl.org/files/file/Public%20Service/ARES/ARES%20Manual.pdf>

ounty EM Plan 2013 -

https://cms9files.revize.com/okanoganwa/Document_Center/Department/Emergency%20management/Okanogan%20County%202013%20CWPP%20update.pdf

Q and A?

Next Steps?



June 6, 2022

City of Tonasket
209 S Whitcomb Ave
Tonasket, WA 99004

RE: Perfect Passage Project
Engineering Services Agreement

Dear Mayor Maldonado and City Council,

Attached for Tonasket's review and consideration is the engineering services agreement for the Perfect Passage project. The agreement includes preliminary planning and design engineering of the following:

- Phase I Design to the bid phase: 100% plans and specifications, updated cost estimate.
- Phase II and III to an approximate 30% design: boundary survey, environmental / cultural clearances, horizontal alignment of surface features, and preliminary storm design.

To help facilitate acceptance by the various current and potential funding agencies, the agreement format is the "standard format" developed by the Engineers Joint Contract Documents Committee (EJCDC), with USDA Rural Development provisions and CDBG required contract inserts. The agreement is the same one used with the Parry's Acre Lift Station project.. The funding agency, Rural Development (RD), requires this format be used on all projects funded by RD.

Although the EJCDC contract is voluminous, it is a reputable contract format and, the content is important to both Tonasket and Varela since it outlines the rights and responsibilities by which both parties will be abiding for the next couple years. Once the City has reviewed the agreement let's sit down and walk through the agreement to make sure any questions that Mayor, and/or Council/Public Works Committee may have, are answered.

Attached are the following:

- Agreement Excerpts: Attachments A-1 & A-2 to Exhibit A: Engineering Scope & Cost Worksheets Summary
- Full Agreement: EJCDC Professional Services Agreement form (2014) noted above

Attachments A-1 and A-2 are excerpts from the agreement and includes the main project description, scopes of work and fees associated with the work. The excerpts are the custom portion of the agreement that will probably interest you the most. The remainder of the document includes the overall boilerplate language and provisions. As indicated earlier, the whole agreement is important and therefore should be reviewed by the City, but we felt pulling out the main project description and fee descriptions might help in your review.

As you review the agreement, following are a few notes and clarifications that may be helpful – we will refer to these when we meet with you.

- The agreement does not include bidding, construction phase services: onsite inspection, material testing, etc. These will be added via addendum after the design is complete, construction estimate is updated, and construction durations are better defined.
- The agreement includes electrical and geotechnical subconsultant proposals; however, the survey is an allowance based on an initial estimate. When proposals for the survey are received, the amounts in the agreement will be adjusted based on their proposals.
- The engineering scope and costs are within the current funding and consistent with estimates included in the funding applications.

The current engineering agreement total is \$625,619. The engineering budget amount included in the funding applications is \$1,027,000 for Phase I, plus another +/- \$110,000 for the preliminary design of Phases II and III.

- Exhibit A, Attachment A-1 defines a completion time of "winter of 2022/2023" for bidding and construction following. It should be noted the current issue with achieving sufficient cultural clearances to proceed with the work may impact the overall project schedule.

We are really looking forward to continuing working with the City on this project and being part of your team bringing this long-awaited dream into reality.



Kurt Holland
Vice President

cc: Daniel Cowger, Principal
file

encl: EJCDC E-500 Agreement between Owner and Engineer for Professional Services (excerpts and full agreement)

**EXHIBIT A, ATTACHMENT A-1
Project Scope, Scope of Services, Compensation,
Authorization To Proceed, Completion Times**

I. PROJECT SCOPE

The City of Tonasket's project consists of reconstruction of US 97 / Whitcomb Ave. as outlined in the City's "Downtown Corridor Redevelopment Master Plan" dated January 2020. The project includes:

- Reconstruction of roadway
- New sidewalks and pedestrian improvements
- Utility and drainage replacements/upgrades

Engineering work necessary for planning and implementation of the proposed improvements will include preliminary engineering, design engineering, and construction phase engineering. Additional evaluations and scope revisions may be warranted as the project planning and pre-design occurs. Additional tasks will be amended into this agreement as necessary and as requested by the Owner.

II. SCOPE OF SERVICES, COMPENSATION

Professional services scope and compensation are shown in Attachment A-2. Services are from paragraphs A1.01 through A2.02 of Exhibit A and Exhibit D and referenced on Attachment A-2. Tasks will be performed on either a Fixed Costs (FC) basis or Time and Expense (T&E) basis as indicated in Attachment A-2. Compensation for Time and Expense (T&E) tasks shall be determined in accordance with the Time and Expenses Schedule included in Exhibit C. The Engineer shall not exceed the sum of the respective FC and T&E tasks without authorization from by the Owner. Individual T&E work items may exceed the individual work item budget provided the total contract amount is not exceeded. The estimates shown are good faith estimates of the work and level of effort anticipated for each task.

IV. AUTHORIZATION TO PROCEED

Execution of this Agreement shall authorize the Engineer to proceed with all tasks shown on Attachment A-2.

III. COMPLETION TIMES

It is assumed the Phase 1 design will occur starting in 2022 with completion in winter 2022/2023 for 2023 bidding and construction. Subsequent phases will follow and schedule will be based on funding acquisition.

Attachement A-2 to Exhibit A
Engineering Scope and Cost Worksheets
SUMMARY

Job No.	Description	Fee Type (1)	Est. Cost	Total
City of Tonasket, WA				
Perfect Passage Road Improvements				5/25/2022
	A1.01 Basic Services - Study and Report Phase			
58-28-10	RD Preliminary Engineering Report (PER) - for Sewer Improvements	T&E	\$14,122	
	Sub-Total			\$14,122
	A1.02 Basic Services - Preliminary Design Phase; and A1.03 Basic Services - Final Design Phase			
58-28-11	Design Survey and Basemap (Phases 1, 2, and 3)	T&E	\$21,368	
58-28-12	Geotechnical Investigation (Phases 1, 2, and 3)	T&E	\$39,031	
58-28-13	Preliminary Design; Assistance w/ City Selection of Pre-Design layout Components	T&E	\$54,592	
58-28-14	Utility and WSDOT Pre-Design Coordination/Review	T&E	\$24,704	
58-28-15	WSDOT Design Approval	T&E	<i>to be deter.</i>	
58-28-16	Phase 1 - 30% Design Drawings and Onsite Mtgs	T&E	\$68,158	
58-28-17	Phase 2&3 - 30% Design Drawings	T&E	\$76,966	
58-28-18	Phase 1 - Final Design, Plans, Specs, and Bid Documents	FC	\$197,880	
58-28-19	Phases 2&3 - Final Design, Plans, Specs, and Bid Documents	FC	<i>to be deter.</i>	
58-28-20	Phases 1 - Design Plans/Specs for EV-2 Charging Stations at 3rd & Whitcomb Ave.	FC	\$15,620	
	Sub-Total			\$498,319
	A1.04 Basic Services - Bidding or Negotiating Phase; and A1.05 Construction Phase; and A1.06 Post-Construction Phase			
58-28-21	Bid Period Assistance	T&E	<i>to be deter.</i>	
58-28-22	Construction Engineering	T&E	<i>to be deter.</i>	
58-28-23	Construction Inspection	T&E	<i>to be deter.</i>	
58-28-24	Materials Testing/Quality Control	T&E	<i>to be deter.</i>	
58-28-25	Record Drawings	T&E	<i>to be deter.</i>	
	Sub-Total			\$0
	A2.01 - Additional Services			
58-28-26	Assistance with Right-of-Way/Easement Acquisition	T&E	\$7,904	
58-28-27	Permit Assistance	T&E	\$3,572	
58-28-28	Project Management/Client Meetings	T&E	\$17,900	
58-28-29	Financing and Funding Admin Assistance	T&E	\$15,078	
58-28-30	Public Meetings Assistance	T&E	\$9,632	
58-28-31	Environmental Review	T&E	\$40,274	
58-28-32	Section 106 (Cultural Resources)	T&E	\$18,818	
	Sub-Total			\$113,178
	TOTAL			\$625,619
	Notes: (1) T&E = Time & Expenses; FC = Fixed Cost / Lump Sum			
	(2) From EJCDC E500, Exhibit A - Engineer's Services and Exhibit D			

**Attachment A-2 to Exhibit A
Engineering Scope and Cost Worksheets**

City of Tonasket, WA		FEE ESTIMATE WORKSHEET						5/25/2022
		<u>Sen.</u> <u>Engr /</u> <u>Prin.</u>	<u>Engr</u>	<u>Engr</u> <u>Tech</u>	<u>Fund</u> <u>Admin</u>	<u>Proj</u> <u>Asst</u>	<u>Direct</u> <u>Expense</u>	
Perfect Passage Road Improvements		\$ 172	\$135	\$118	\$100	\$83		TOTAL
A1.01 Basic Services - Study and Report Phase								
58-28-10	RD Preliminary Engineering Report (PER) - for Sewer Improvements							
	<i>USDA Rural Development (RD) funding may be utilized for sewer improvements. As a condition of funding, RD requires a Preliminary Engineering Report (PER) prepared in accordance w/ RUS Bulletin 1780-2. This tasks assumes the sewer improvements replace existing (no additions) and a GSP amendment is not required by ECY.</i>							
	Perform background research; assemble available water/sewer information		4	4				\$ 1,012
	Prepare exhibits and cost estimates	2	8	8				\$ 2,368
	Prepare PER report and narrative	4	30	20				\$ 7,098
	Address RD comments on PER - TBD based on comments; for budgeting purposes assume 20 hours eng and 8 hrs tech		20	8				\$ 3,644
	Subtotal	6	62	40		0	\$ -	\$ 14,122
A1.02 Basic Services - Preliminary Design Phase								
A1.03 Basic Services - Final Design Phase								
58-28-11	Design Survey and Basemap (Phases 1, 2, and 3)							
	Topographic survey*						\$ 15,000	\$ 15,000
	ROW/Boundary survey	<i>Not included; to be determined</i>						
	Property title reports	<i>Not included; to be determined</i>						
	Rag tape as-built of existing features/access/etc		12	12				\$ 3,036
	Create AutoCAD basemap			24				\$ 2,832
	Expenses: travel, printing, misc.						\$ 500	\$ 500
	<i>*Survey subconsultant amounts will be adjusted (+/-) based on actual subconsultant proposals.</i>							
	Subtotal	0	12	36		0	\$ 15,500	\$ 21,368
58-28-12	Geotechnical Investigation (Phases 1, 2, and 3)							
	Geotechnical investigation - Budinger & Associates*						\$ 39,031	\$ 39,031
	The geotechnical investigation scope assumes 8 geotechnical test borings (roughly 400' spacing) with 4 additional misc borings at locations tbd; laboratory testing of soil samples to characterize soils, moisture content, gradation, etc.; calling utility locates and providing traffic control during for boring activities; report of findings will include results and recommendations. Work also includes flexible pavement design for asphalt section and assumes traffic information required is provided by WSDOT.							
	Additional evaluation	<i>to be determined</i>						
	<i>*See attached Budinger & Associates proposal 5/11/22. Geotechnical subconsultant amount will be adjusted (+/-) based on actual subconsultant costs.</i>							
	Subtotal	0	0	0		0	\$ 39,031	\$ 39,031

**Attachment A-2 to Exhibit A
Engineering Scope and Cost Worksheets**

City of Tonasket, WA		FEE ESTIMATE WORKSHEET						5/25/2022
		<u>Sen.</u>		<u>Engr</u>	<u>Fund</u>	<u>Proj</u>	<u>Direct</u>	
Perfect Passage Road Improvements		<u>Engr/</u>	<u>Engr</u>	<u>Tech</u>	<u>Admin</u>	<u>Asst</u>	<u>Expense</u>	
		<u>Prin.</u>						TOTAL
58-28-13	Preliminary Design; Assistance w/ City Selection of Pre-Design layout Components	\$ 172	\$135	\$118	\$100	\$83		
	Prepare city workshop agenda; background information to assist in City decisions	4	24	24		8	\$ 1,500	\$ 8,924
	Workshop meeting w/ City to review Downtown Corridor Redevelopment Master Plan and discuss basis for preliminary design layout; assume City selects configuration to be used in pre-design layout including: -road cross section/lanes number/lane width/etc. -design vehicle for each intersection -bulb-out locations -street lighting type/locations -landscaping concept	10	10					\$ 3,070
	Prepare pre-design layout (plan view only) for all 3 phases	8	80	80				\$ 21,616
	Concept rendering for landscaping		4				\$ 5,500	\$ 6,040
	Prepare updated road sections and/or illustrative rendering(s) of proposed roadway for City input		8	24				\$ 3,912
	Prepare updated cost estimate		8	16				\$ 2,968
	Meeting w/ City to review pre-design materials	10	10					\$ 3,070
	Attend public meeting(s)	<i>see separate task</i>						
	Allowance to update pre-design plan view drawings based on City/public input. Actual TBD based on input/requested revisions, etc.		16	24				\$ 4,992
	Additional layouts and/or revisions/renderings/etc as requested by the City and/or from WSDOT or utility purveyor review/comments	<i>to be determined</i>						
	Subtotal	32	160	168		8	\$ 7,000	\$ 54,592
58-28-14	Utility and WSDOT Pre-Design Coordination/Review							
	<u>Utility coordination:</u>							
	Provide purveyors (water/sewer/power/communications) pre-design layout and summary of utility information needed/improvements proposed/coordination/relocations required		4					\$ 540
	Mtg w/ utilities purveyors; obtain comments, design coordination, etc.	8	24	24				\$ 7,448
	Budget allowance for additional utility coordination	2	40	24				\$ 8,576
	<u>WSDOT:</u>							
	<i>At this time it's assumed federal highway funding will not be used for PE phase and no federal funding coordination and/or review required. A separate task is included for WSDOT PE design approval if needed.</i>							
	Provide WSDOT traffic engineer w/ pre-design layout and memo summarizing City design intent for: lane widths, street parking, bulb-out locations, intersection design vehicle, ADA ramp layout, and lighting		16	8				\$ 3,104
	Determine asphalt section design method and items needed from WSDOT. Assume WSDOT to provide ACP section design vehicle/count ESAL's and "Heavy Haul" requirements		8				\$ 1,500	\$ 2,580
	Meet w/ WSDOT and obtain comments	8	8					\$ 2,456

**Attachment A-2 to Exhibit A
Engineering Scope and Cost Worksheets**

City of Tonasket, WA		FEE ESTIMATE WORKSHEET						5/25/2022
Perfect Passage Road Improvements		Sen. Engr / Prin.	Engr	Engr Tech	Fund Admin	Proj Asst	Direct Expense	
	Revisions to pre-design layout based on utility and/or WSDOT input (TBD)	\$ 172	\$135	\$118	\$100	\$83		TOTAL
		<i>to be determined</i>						
	Subtotal	18	100	56		0	\$ 1,500	\$ 24,704
58-28-15	WSDOT Design Approval							
	<i>Not included. TBD after pre-design based funding to be used on WSDOT input and review/approval process required.</i>	<i>not included; to be determined</i>						
	Subtotal	0	0	0		0	\$ -	\$ -
58-28-16	Phase 1 - 30% Design Drawings and Onsite Mtgs							
	<i>This task assumes City/WSDOT/Utility concurrence with pre-design layout and to produce 30% design drawings.</i>							
	Site reconnaissance for design details		20	20				\$ 5,060
	30% road/storm/water/sewer design drgs to include: road section, draft plan/profile road/storm sheets, water improvements plan view layout, sewer improvements plan/profile, illumination plan view	20	160	160			\$ 500	\$ 44,420
	Landscape architectural preliminary plan						\$ 5,000	\$ 5,000
	Internal review - QA/QC	8	16					\$ 3,536
	Review meeting w/ City	10	10					\$ 3,070
	Allowance for meetings w/ land owners to discuss construction coordination. Assume coordination does not affect selected improvements and/or overall layout.		24	24			\$ 1,000	\$ 7,072
	Submit 30% design drawings to WSDOT and utility companies. Revisions based on comments.	<i>to be determined</i>						
	Subtotal	38	230	204		0	\$ 6,500	\$ 68,158
58-28-17	Phase 2&3 - 30% Design Drawings							
	<i>This task assumes City/WSDOT/Utility concurrence with pre-design layout and to produce 30% design drawings.</i>							
	Site reconnaissance for design details		20	20				\$ 5,060
	30% road/storm/water/sewer design drgs to include: road section, draft plan/profile road/storm sheets, water improvements plan view layout, sewer improvements plan/profile, illumination plan view	30	240	240			\$ 500	\$ 66,380
	Landscape architectural preliminary plan	<i>not included</i>						
	Internal review - QA/QC	8	8					\$ 2,456
	Review meeting w/ City	10	10					\$ 3,070
	Allowance for meetings w/ land owners to discuss construction coordination. Assume coordination does not affect selected improvements and/or overall layout.	<i>not included</i>						
	Submit 30% design drawings to WSDOT and utility companies. Revisions based on comments.	<i>not included</i>						
	Subtotal	48	278	260		0	\$ 500	\$ 76,966
58-28-18	Phase 1 - Final Design, Plans, Specs, and Bid Documents							
	60% Design; Front sheets, details, plan/profiles (estimate 22 sheets; Eng 8 hr/ea, Tech 8 hr/ea)	40	176	176			\$ 500	\$ 51,908
	60% Design Review Memo, review with City	12	24					\$ 5,304

**Attachment A-2 to Exhibit A
Engineering Scope and Cost Worksheets**

City of Tonasket, WA		FEE ESTIMATE WORKSHEET						5/25/2022
		Sen. Engr / Prin.	Engr	Engr Tech	Fund Admin	Proj Asst	Direct Expense	
Perfect Passage Road Improvements		\$ 172	\$135	\$118	\$100	\$83		TOTAL
	Prepare draft contract/bid documents, specifications	4	40					\$ 6,088
	Prepare Traffic Control Plan	8	16	16				\$ 5,424
	95% Design; Construction plans; bid docs (estimate 22 sheets; Eng 4 hr/ea, Tech 8 hr/ea)	40	88	88			\$ 500	\$ 29,644
	95% contract/bid documents, specifications		36					\$ 4,860
	95% Design Review Memo, review with City	12	16					\$ 4,224
	Final plans/specs Revisions	8	24					\$ 4,616
	Internal QA/QC review months)	16	8					\$ 3,832
	Electrical subconsultant						\$ 43,692	\$ 43,692
	Landscape architect subconsultant						\$ 25,000	\$ 25,000
	Update construction cost estimate		8	16				\$ 2,968
	Subtotal	200	436	296		0	\$ 69,692	\$ 197,880
58-28-19	Phases 2&3 - Final Design, Plans, Specs, and Bid Documents							
	<i>Scope not identified at this time</i>							<i>to be determined</i>
	Subtotal	0	0	0		0	\$ -	\$ -
58-28-20	Phases 1 - Design Plans/Specs for EV-2 Charging Stations at 3rd & Whitcomb Ave.							
	<i>3 EV-2 charging stations at the parking lot located on the NE corner of 3rd and Whitcomb. This tasks assumes the charging stations will be bid with the Phase 1 improvements and thus separate bid documents for the stations is not included.</i>							
	Site reconnaissance for design details - assume coordinated with other site visits	4	4					\$ 1,228
	Site improvements and/or modifications - assume 1 sheet	2	16	16				\$ 4,392
	Electrical design/details						\$ 10,000	\$ 10,000
	Additional stations/sites and/or bid documents							<i>to be determined</i>
	Subtotal	6	20	16		0	\$ 10,000	\$ 15,620
	<i>Design Estimate: Design scope and fee estimate for Section A1.02 & A1.03 - Basic Services - Preliminary and Final Design Phase do not include redesigns, alignment changes, additional investigations or other design alternations that occur due to City and/or agency review and comments. Additional scope/estimates will be developed if necessary at that time.</i>							
	A1.04 Basic Services - Bidding or Negotiating Phase							
	A1.05 Basic Services Construction Phase							
	A1.06 Post-Construction Phase							
58-28-21	Bid Period Assistance							
	<i>Scope not identified at this time</i>							<i>to be determined</i>
	Subtotal	0	0	0		0	\$ -	\$ -

**Attachment A-2 to Exhibit A
Engineering Scope and Cost Worksheets**

City of Tonasket, WA		FEE ESTIMATE WORKSHEET						5/25/2022
		Sen. Engr / Prin.	Engr	Engr Tech	Fund Admin	Proj Asst	Direct Expense	
Perfect Passage Road Improvements		\$ 172	\$135	\$118	\$100	\$83		TOTAL
58-28-22	Construction Engineering							
	<i>Scope not identified at this time</i>							<i>to be determined</i>
	Subtotal	0	0	0		0	\$ -	\$ -
58-28-23	Construction Inspection							
	<i>Scope not identified at this time</i>							<i>to be determined</i>
	Subtotal	0	0	0		0	\$ -	\$ -
58-28-24	Materials Testing/Quality Control							
	<i>Scope not identified at this time</i>							<i>to be determined</i>
	Subtotal	0	0	0		0	\$ -	\$ -
58-28-25	Record Drawings							
	<i>Scope not identified at this time</i>							<i>to be determined</i>
	Subtotal	0	0	0		0	\$ -	\$ -
A2.01 Additional Services								
58-28-26	Assistance with Right-of-Way/Easement Acquisition							
	<i>At the time of this agreement, additional ROW and/or easements acquisition for the project is not known or anticipated. To our knowledge, the proposed improvements will be completed on City owned property and/or City public rights of way. However, after the survey is complete and during design additional ROW documentation and/or survey's may be required. Therefore, additional ROW and/or easement research or surveys may be necessary. Additional scope will be identified at that time, if needed.</i>							
	Conduct initial ROW/easement research. Identify if additional investigations and/or surveys are needed.	16		24				\$ 5,584
	Prepare RD ROW certification exhibit; assistance w/ Owner/attorney certifications	8		8				\$ 2,320
	Conduct additional ROW work or surveys							<i>to be determined</i>
	Subtotal	24	0	32		0	\$ -	\$ 7,904
58-28-27	Permit Assistance							
	Assistance in preparing permit applications for the following: (Note: permit fees to paid by the Town)							\$ -
	Stormwater Construction Permit	1	8	16		4	\$ 100	\$ 3,572
	Additional permits if required.							<i>to be determined</i>
	Subtotal	1	8	16		4	\$ 100	\$ 3,572
58-28-28	Project Management/Client Meetings							
	Budget allowance for 2022 calendar year (update in 2023) project management/project meetings (in add'n to mtgs included in design elements)/project scheduling/coordination w/ City, council and public. Assume 6 months @ 10 hrs/month = 60 hr allowance. Project management budget will be updated and amended 2023 as needed.	60		60			\$ 500	\$ 17,900
	Subtotal	60	0	60		0	\$ 500	\$ 17,900

**Attachment A-2 to Exhibit A
Engineering Scope and Cost Worksheets**

City of Tonasket, WA		FEE ESTIMATE WORKSHEET						5/25/2022
		<u>Sen.</u>		<u>Engr</u>	<u>Fund</u>	<u>Proj</u>	<u>Direct</u>	
Perfect Passage Road Improvements		<u>Engr /</u>	<u>Engr</u>	<u>Tech</u>	<u>Admin</u>	<u>Asst</u>	<u>Expense</u>	
		<u>Prin.</u>						TOTAL
		\$ 172	\$135	\$118	\$100	\$83		
58-28-29	Financing and Funding Admin Assistance							
	Assumed budget allowance for financing and funding process and administrative assistance for Rural Development and CDBG funding. Assume 7 months (update in 2023). Assume 4 hrs eng/prin and 12hr/month funding administrator for monthly reimb, outlay reports, coordination w/ funders, etc.	28		84			\$ 350	\$ 15,078
	Subtotal	28	0	84		0	\$ 350	\$ 15,078
58-28-30	Public Meetings Assistance							
	Budget allowance for public meeting(s) and public relations assistance, as requested.	40		16		8	\$ 200	\$ 9,632
	Subtotal	40	0	16		8	\$ 200	\$ 9,632
58-28-31	Environmental Review							
	<i>Assumes Dept of Ecology (Lead Agency), Dept of Commerce (Cooperating Agency), WSDOT (Cooperating Agency) environmental, design, and construction funding. Rural Development and/or CDBG funding may trigger additional environmental requirements at a later date if acquired. This scope of work does not include requirements from additional funding agencies.</i>							
	<i>Assumes environmental impact statement (EIS) is not required</i>							
	<i>The Tasks in this Section consist of consultation and coordination with federal agencies, gathering, reporting and maintain relevant documentation, coordination with the City, preparation of reports, forms and other environmental review tasks necessary for compliance with the appropriate funding agencies pursuant to the State Environmental Policy Act, WAC 197-11 and additional federal requirements as applicable and dependent on final funding package</i>							
	SEPA Checklist incl. preparation of project exhibits (APE Map, soils map, FIRM, IPaC/ Official Species list); determination (assumes DNS); assist client in publication of DNS (15-day comment period)	2	18	4				\$ 3,246
	SEPA/NEPA agency consultation (30-day comment period) includes correspondence with review agencies		8	4		40		\$ 4,872
	NEPA Environmental Report (ER) per RD Instruction 1970-A: alternatives to the proposed action, environmental evaluation/ analysis, mitigation strategies, assist client in preparation and publication of forms	4	48	4				\$ 7,640
	NEPA documentation per WSDOT Local Programs Management Guidelines (LAG) Manual: prepare EA using documentation from RD ER (see above task), assist client in preparation and publication of forms	2	16	2				\$ 2,740
	SERP Checklist per ECY Funding Guidelines Appendix N using documentation from RD ER and SEPA review (see above tasks)	2	16	2				\$ 2,740

**Attachment A-2 to Exhibit A
Engineering Scope and Cost Worksheets**

City of Tonasket, WA		FEE ESTIMATE WORKSHEET						5/25/2022
		<u>Sen.</u> <u>Engr /</u> <u>Prin.</u>	<u>Engr</u>	<u>Engr</u> <u>Tech</u>	<u>Fund</u> <u>Admin</u>	<u>Proi</u> <u>Asst</u>	<u>Direct</u> <u>Expense</u>	
Perfect Passage Road Improvements		\$ 172	\$135	\$118	\$100	\$83		TOTAL
	Public outreach / engagement per ECY Funding Guidelines Appendix O: assist client in preparation and publication of outreach materials for public hearing	2	8					\$ 1,424
	Environmental Assessment (EA) per CDBG Management Handbook Section 6 using documentation from RD ER and SEPA review (see above tasks)	2	16					\$ 2,504
	Additional supplemental NEPA documentation: prepare environmental documentation based on additional funding agency direction	<i>to be determined</i>						
	Prepare Environmental Review Record (ERR)		8					\$ 1,080
	Administrative duties including traveling to the project site, meetings with City, etc.	8	16	4				\$ 4,008
	Coordination with Lead Agency and Cooperating Agencies including meetings, progress memos, email communications, etc.	8	36			16		\$ 7,564
	Direct costs incurred to-date						\$ 2,456	\$ 2,456
	Subtotal	30	190	20		56	\$ 2,456	\$ 40,274
58-28-32 Section 106 (Cultural Resources)								
	<i>Work performed to date is shown below. Initiation cultural resources began in August, 2021 per Dept of Commerce requirements for Direct Appropriation Grant</i>							
	Prepare EZ-1 form, initiate consultation with DAHP/ Tribes (30-day comment period)	<i>Complete</i>						
	Prepare cultural resource survey (CRS), initiate consultation with DAHP/ Tribes (30-day comment period)	<i>Complete</i>						
	Prepare Tribal Oral History Report per Colville email date 2/9/2022, initiate consultation with DAHP/ Tribes (30-day comment period) Also refer to Statement of Work date 4/7/2022	<i>not applicable; oral history project work paid by City to Tribes</i>						
	Request final determination (30-day comment period)	2	8					\$ 1,424
	Coordination with Lead Agency and Cooperating Agencies including meetings, progress memos, email communications, etc.	8	16			8		\$ 4,200
	Direct costs incurred to-date						\$ 13,194	\$ 13,194
	Subtotal	10	24	0		8	\$ 13,194	\$ 18,818
	TOTAL (Not to exceed w/o owner approval)	541	1520	1304		84	\$ 166,523	\$ 625,619

Alice Attwood

Subject: Alice Attwood's Zoom Meeting
Location: <https://us02web.zoom.us/j/88998553037>

Start: Tue 6/14/2022 6:00 PM
End: Tue 6/14/2022 9:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

zmMeetingNum: 88998553037

Alice Attwood is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/88998553037>

Meeting ID: 889 9855 3037

One tap mobile

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Dial by your location

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Meeting ID: 889 9855 3037

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