

**EXHIBIT A**  
**6<sup>TH</sup> Street – Front to Grover Street**  
**SCOPE OF WORK**  
**PRELIMINARY DESIGN**

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**I. PROJECT UNDERSTANDING**

Reichhardt & Ebe Engineering, Inc. (R&E) shall provide professional services to the City of Lynden (City) for the preliminary design of improvements to 6<sup>th</sup> Street from Front St. to Grover St., including the intersections with Front St. and Grover St. The design work will generally consist of roadway, stormwater, and utility design.

Project design features will be consistent with the City's downtown core, including improvements made to 5<sup>th</sup> St. and 7<sup>th</sup> St., including bollards, sidewalk scoring patterns and other similar features. The layout of 6<sup>th</sup> St. will be consistent with the current design consisting of two-way traffic and angle parking on either side.

The project design is funded with local funds.

**Design Team**

The Design Team consists of the following firms:

Prime Consultant..... Reichhardt & Ebe Engineering, Inc.  
Survey..... Northwest Survey & GPS, Inc.

**Anticipated Design Schedule**

Notice to Proceed – May 2025

Preliminary Design – August 2025

## **II. WORK ITEMS**

### **1.0 PROJECT MANAGEMENT AND ADMINISTRATION**

#### **1.1. Project Management and Administration**

R&E shall act as the prime consultant and shall manage the project through regular email, phone, and video correspondence with the City, R&E staff, and subconsultants.

#### **1.2. Project Meetings**

R&E shall facilitate and conduct the meetings as described below. Assumptions of the number of meeting(s) conducted are indicated.

- Kick-Off Meeting (1)
- City Coordination Meetings (2)
- Franchise Utility Meetings (1)
- Review Meetings (1)

#### **1.3. Design Schedule**

R&E shall develop a design schedule shortly after Notice to Proceed. The Schedule will be updated as necessary during the design phase, one update is anticipated.

#### **1.4. Progress Reports and Invoicing**

R&E shall prepare monthly progress reports that describe the tasks or percentage of tasks that were accomplished during a given month, as well as a forecast of work to be completed over the following month. The monthly progress reports will also identify any other issues or problems that may occur in any given month, as well as proposed dates and times for upcoming coordination meetings. R&E shall submit these monthly progress reports to the City with the monthly invoices. As a part of the Progress Reports and Invoicing, the following task items will be performed:

- Monitor Scope
- Monitor Budget
- Prepare Monthly Status Reports and Invoices
- Prepare Supporting Documentation for Invoices

#### **1.5. Quality Control / Quality Assurance**

R&E shall implement a quality control/quality assurance program consisting of regular coordination meetings with R&E and Subconsultant staff, in-house review of design elements and contract documents as well as City review of design elements and contract documents.

#### **Products and Deliverables**

- Meeting Notes and Minutes
- Design Schedule
- Monthly Progress Reports
- Monthly Invoices
- Notes to Design File

### **2.0 DESIGN SURVEY AND BASE MAP**

## **2.1. Design Survey**

Topographic survey will be performed by Northwest Surveying & GPS, Inc. The topographic information gathered will consist of existing surface features necessary to complete the design as stated in other sections of this scope of work as well as existing subsurface utilities which are located by the respective responsible utility and by a private utility locating service. All topographic survey will be completed within the public right of way unless the private property owner grants permission to enter private property for such purposes. The topographic survey will be tied to existing City of Lynden monumentation and datum.

Work will be performed in accordance with the following tasks:

- Establish and/or Verify Horizontal and Vertical Control in the Project Area
- Perform Topographic Survey within the Project Area
- Data Reduction, Review, and Transfer
- Research and calculate right of way

## **2.2. Utility Locates**

R&E and/or Northwest Survey shall call the state “dial-before-you-dig” contractor number to determine utility locations prior to the design survey. However, “dial-before-you-dig” locators do not check utilities outside of the public right of way, and in some cases do not perform locates for design purposes or in a timely manner. R&E will contract with a private locating company for utility locates outside of the public right of way and for utilities not located for design purposes.

## **2.3. Base Map**

R&E shall develop electronic base maps based on existing survey data and the topographic information gathered, including existing right-of-way and property boundaries and create a three dimensional electronic surface representing existing field conditions. Where necessary, R&E will also incorporate maps from previous projects surrounding the project based on as-built documents on file at our office. Work will be performed in accordance with the following tasks.

- As-Builts
  - Request As-Builts from Franchise Utilities (Puget Sound Energy, Cascade Natural Gas, Ziply, Comcast, Astound)
  - Request Public As-Builts (City)
- Prepare Preliminary Base Map
- Prepare Design Base Map
- Field Verify Base Map
  - Field Verify Base Map

## **Products and Deliverables**

- Research Information for Design File
- Digital Base Map

### **3.0 RIGHT-OF-WAY AND EASEMENT ACQUISITION**

No right of way or easement acquisition is anticipated to be necessary for the project. If right of way or easements needs are identified during the course of the preliminary design work they will be noted and acquisition will be included in a future phase of work.

### **4.0 ENVIRONMENTAL PROCESS AND PERMITTING**

No permits or environmental reports are included in this scope of work.

### **5.0 GEOTECHNICAL**

R&E will review existing photos and construction documentation from prior projects on file at our office and provided by the City for the purpose of estimating the existing asphalt thickness and road base and subbase conditions.

If necessary or desired, the City of Lynden will complete up to two potholes for the purpose of determining the existing asphalt thickness and the existing road base and subbase conditions. A representative from R&E will be present for the potholes to measure and document the conditions found in the field.

### **6.0 CIVIL DESIGN**

The civil design work is anticipated to include roadway design, and utility design within the project corridor. The civil roadway design will include 6<sup>th</sup> St. as well as the intersections of 6<sup>th</sup> and Front St. and 6<sup>th</sup> and Grover St. The design will incorporate elements of the HBD streetscape plan consistent with design elements included in 5<sup>th</sup> and 7<sup>th</sup> Streets within the HBD.

City utility work will include reviewing both water and wastewater conveyance systems to evaluate, age, pipe material, and condition. This will include a review of available records as well as comprehensive planning documents and other materials provided by the City. The work is anticipated to include preliminary design of the water and wastewater conveyance systems.

#### **6.1. Roadway Geometry**

The roadway design shall be prepared in accordance with the following tasks:

- Horizontal Alignment
- Vertical Profile
- Cross Sections

The roadway design will meet the requirements of the Americans with Disabilities Act (ADA).

#### **6.2. Channelization Plan**

R&E shall prepare channelization plans to be reviewed and approved by the CITY. The proposed channelization is anticipated to match the existing channelization consisting of a single lane of traffic in

each direction and angle parking on either side of the street. It is assumed that R&E shall address comments and revise the channelization plans based on one round of comments from the CITY. Work will be performed in accordance with the following tasks:

- Check Design Vehicles
- Prepare Channelization Plan
- CITY Review and Approval

### **6.3. HBD Streetscape Elements**

The design will incorporate elements of the HBD streetscape plan consistent with design elements included in 5th and 7th Streets within the HBD. These elements are anticipated to include flush curb returns with bollards at the 6<sup>th</sup> and Front St. intersection, decorative cement concrete sidewalk scoring pattern, landscaping including street trees where applicable, hardscape pavers, and decorative street lighting.

### **6.4. Private Property Matches**

R&E shall determine matches of the proposed improvement to private property and define appropriate property restoration. It is noted that several businesses are located within the project corridor that access directly to the adjacent sidewalk. The preliminary design will include an initial look at matching existing buildings and entrances and identify any challenges or access issues. Work will be performed in accordance with the following tasks.

- Define Property Matches
- Define Property Restoration

### **6.5. Franchise Utilities**

Franchise utilities are assumed to be Puget Sound Energy, Cascade Natural Gas, Ziplly Fiber, Comcast, and Astound (formerly Wave Broadband).

R&E shall prepare the preliminary design to avoid known utility conflicts if practical. R&E shall identify utilities that will be affected by the improvements. R&E shall provide exhibits showing the proposed design and surveyed features, which can be used by franchise utilities impacted by the project or for the utility to plan proposed improvements and/or relocations within the project corridor. Work will be performed in accordance with the following tasks.

- Franchise Utility Improvements and Relocations
- Franchise Utility Coordination

### **6.6. City Utilities**

Storm drainage will be designed as outlined in Work Item 7.0.

### **Water**

For scoping purposes, it is assumed that the water main on 6<sup>th</sup> St. will be replaced including water services. R&E will review the comprehensive water plan and as-built documents to determine the pipe material type and size and to confirm this assumption.

The preliminary design will also include replacement fire hydrant(s) meeting the current minimum spacing and coverage for the zoning.

### **Sanitary Sewer**

Sanitary sewer is present in both 6<sup>th</sup> St. and the alley between Front and Grover St. For scoping purposes, it is assumed that the sanitary sewer will be replaced in both 6<sup>th</sup> St and the alley including sewer service connections to existing structures. R&E will review the comprehensive sewerplan and as-built documents to determine the pipe material and size to confirm this assumption.

It is also assumed that the City of Lynden will provide video inspection footage of the sanitary sewer within the project area. R&E will review the footage and note any deficiencies in pipe material or condition and provide a recommendation for the most appropriate form of replacement or rehabilitation. This may include open trench replacement or CIPP lining of the existing sewer main.

### **6.7. Plan Preparation Package**

R&E shall prepare preliminary plans in accordance with CITY standards and publications. Preliminary plans will include, at the very least, the following:

- Cover Sheet and Vicinity Map
- Standard Legend and Symbols
- Roadway Plan and Profile
- Drainage Plan and Profile
- Water Plan and Profile
- Sanitary Sewer Plan and Profile
- Typical Sections

R&E will provide the preliminary plans to the City for review and comment. R&E will incorporate the comments provided by the City. One round of comments is assumed.

### **6.8. Estimates**

R&E shall determine quantities and prepare a preliminary cost estimate to be submitted to the CITY for review with the plan submittal. Work will be performed in accordance with the following tasks:

- Quantity Take-Offs
- Cost Estimate

### **Deliverables**

- Preliminary Plans and Estimate in \*.pdf format

## **7.0 STORM DRAINAGE DESIGN**

The project is assumed to lie within the HBD Stormwater Service Area. R&E will review the HBD Stormwater Report on file at our office to confirm this assumption. Under this assumption, treatment is provided by the regional stormwater facility located south of Riverview Rd. and the project is flow control exempt by discharge to the Nooksack River, per Department of Ecology Stormwater Manual Volume I Section 3.4.7.

R&E will review the HBD Stormwater Report as well as the Stormwater Element of the Comprehensive plan to determine if any conveyance improvements are necessary within the project corridor. It is assumed that conveyance improvements are not necessary as a stormwater conveyance trunk line was installed as a part of the Lynden City Library Offsite Improvements project.

#### **7.1. Evaluate Existing Conveyance System**

R&E shall conduct a site visit to become familiar with the project site and coordinate with the CITY to gather additional existing drainage data. It is assumed that the CITY will provide as-built drawings and drainage reports for developments adjacent to the project area.

R&E shall evaluate the existing drainage system to determine the existing drainage course and available capacity of the existing system. The evaluation will be made based on existing as-builts and the CITY's comprehensive drainage plan. R&E shall not perform a drainage study to determine overall basin characteristics, storm drain flow rates or volumes outside of the project termini.

#### **7.2. Design Storm Drain Conveyance System**

R&E shall evaluate alternatives for storm drainage conveyance. R&E shall develop the design criteria, using CITY and WSDOT Development Standards. The conveyance system shall be designed to accommodate flows generated by the project only.

The conveyance system is assumed to be limited to the local stormwater conveyance within the project boundaries and connections to the existing stormwater conveyance trunk line within the project corridor.

#### **7.3. Stormwater Memo**

R&E shall prepare a stormwater memo to document the stormwater requirements for the project including treatment, flow control, stormwater conveyance and incorporation of the project area into the HBD Stormwater Service Area.

#### **7.4. Deliverables**

- Stormwater Memo
- Stormwater conveyance design incorporated into the preliminary plans

### **8.0 SUBCONSULTANTS**

R&E will contract and coordinate with the following subconsultants in accordance with the scope of work and task items identified. Subconsultants have provided budgets for their services as identified in Exhibit B.

- Surveyor – Northwest Surveying & GPS, Inc.

### **9.0 REIMBURSABLE EXPENSES**

Exhibit B provides budget amounts for reimbursables such as shipping, reproductions, office supplies and non-professional services directly related to the completion of the work. Budgeted amounts shown are estimates of the actual costs for reimbursables.

### **III. SUPPLEMENT FOR ADDITIONAL SERVICES**

If mutually agreed upon by the CITY and R&E, this contract may be supplemented to include work not specifically addressed in sections I and II above. This work may include additional design services and/or construction management services, both of which may include the use of existing or additional subconsultants.