

**EXHIBIT A1: SCOPE OF WORK  
WALLIS ENGINEERING  
RUSSELL AVENUE IMPROVEMENTS  
CITY OF STEVENSON  
SUPPLEMENT NO. 1**

September 2018  
WE#1465A

**GENERAL SCOPE OF PROJECT**

This project consists of providing design services for Russell Avenue Improvements Project. The project will reconstruct Russell Avenue, enhance the aesthetic appeal of the corridor by matching themes from adjacent improvements on 2<sup>nd</sup> Street and Cascade Avenue, and improve the safety and operational characteristics of the corridor between 2<sup>nd</sup> Street and the BNSF rail line. Improvements will include replacement of existing sidewalks and pavement, bulb-outs at the 1<sup>st</sup> Street intersection, installation of aesthetic amenities matching adjacent improvements, new decorative street lighting, replacing approximately 140 linear feet of asbestos cement waterline, installation of drainage improvements, and undergrounding of existing overhead utilities as necessary to accomplish the goals of the project.

**SUPPLEMENTAL SCOPE OF WORK**

Execution of the Prime Agreement was expedited in an effort to begin conceptual design and prepare conceptual graphic renderings of the proposed improvements to support City outreach events. As such, the tasks included in the Prime agreement are limited to project management, NEPA coordination, topographic survey, and conceptual design efforts, but does not include design, preparation of PS&E documents, cultural resource investigations, right-of-way acquisition, or construction support. The scope of work included in this supplement amends existing tasks and creates new tasks necessary to deliver the design and construction documents for the project. Construction support services will be contracted under a future contract supplement.

**CONTRACT DURATION**

Contract term is increased with this supplement and will extend to December 31, 2021 at the request of the City.

**SPECIFIC SCOPE OF WORK**

<b>Task 1</b>	<b>Project Management and Administration (<i>Task Supplemented</i>)</b>
<b>Task 2</b>	<b>Data Collection (<i>Task Supplemented</i>)</b>
<b>Task 3</b>	<b>Conceptual Design</b>
<b>Task 4</b>	<b>Cultural and Historical Resource Assessments (<i>New Task</i>)</b>
<b>Task 5</b>	<b>Right-of-way Services (<i>New Task</i>)</b>
<b>Task 6</b>	<b>Public Outreach (<i>New Task</i>)</b>
<b>Task 7</b>	<b>Plans, Specifications and Estimates (<i>New Task</i>)</b>

Roles and responsibilities for project subconsultants are listed in the table below:

## SUBCONSULTANTS

Subconsultant	Discipline	Task(s)	Referenced Exhibit
Geotechnical Resources, Inc. (GRI)	Pavement Design, Phase 1 Environmental Review	Task 2	Exhibit C1
Archeological Services, LLC (ASCC)	Cultural and Historic Resources	Task 4	Exhibit C2
Epic Land Solutions, Inc. (Epic)	Right-Of-Way and Easement Acquisition	Task 5	Exhibit C3
R&W Engineering, Inc. (R&W)	Lighting Design	Task 7	Exhibit C4
Juncus Studio, LLC (Juncus)	Landscape Architect	Task 7	Exhibit C5

### **TASK 1 PROJECT MANAGEMENT AND ADMINISTRATION (TASK SUPPLEMENTED)**

**1.4 Utility Coordination and Relocation (New Subtask).** Coordinate with private utility providers to ensure all potential conflicts with proposed work are addressed. Coordination work will include the following:

- Develop a utility contact information list and send project information letters to all utility companies involved to explain nature of the work.
- Coordinate with private utility providers for relocation of existing and installation of new facilities as needed. This task includes up to two meetings each with private utility companies.
- Submit applicable plans to the affected private utility providers. Utility conflict notices will be sent to utilities at the 60% and 90% completion stage.
- Maintain a record of correspondence with utility companies.

**1.5 Railroad Coordination (New Subtask).** Communicate with BNSF railways regarding construction and coordination requirements associated with work within and adjacent to railroad right-of-way and incorporate those requirements into the contract documents. Coordination work is anticipated to occur at 60%, 90% and Final design phase submittals.

#### **Assumptions:**

- City will provide assistance to the consultant when required regarding coordination with undergrounding private utilities.
- City will acquire all necessary railroad access and construction permits and will provide coordination assistance.
- A railroad crossing order is not required.

#### **Deliverables:**

- Utility contact list and correspondence records

### **TASK 2 DATA COLLECTION (TASK SUPPLEMENTED)**

**2.3 Pavement Evaluation and Design (New Subtask).** This task will be provided by GRI. See attached Exhibit C1 for full scope of work description.

**2.4 Phase 1 Environmental Site Assessment (New Subtask).** This task will be provided by GRI. See attached Exhibit C1 for full scope of work description.

**2.5 Basement Evaluations (New Subtask).** Wallis Engineering will evaluate basements within existing buildings adjacent to the site to identify subsurface structural modifications that may be required to existing buildings, including but not limited to, basement extensions under the sidewalk or beyond the Right-of-way, coal chutes or other structural features. Wallis will coordinate with each building tenant or owner to identify existing basements and conduct a site investigation of each with City Staff. If existing basement features are observed during the site investigations that require additional design elements, a supplemental will be submitted to the City detailing the scope of work required to modify the structures.

**Assumptions:**

- A traffic analysis is not required for this project. Traffic volumes and ESAL loadings for pavement design will be estimated.
- It is assumed that only one of the existing buildings adjacent to the site has an existing basement that requires investigation.
- Existing building crawl spaces will not be evaluated.

**TASK 4 CULTURAL AND HISTORICAL RESOURCE ASSESSMENTS (NEW TASK )**

**Objective:** This project is receiving funding through the Washington Dept. of Transportation from the Federal Highway Administration (FHWA), thereby making the project a federal undertaking. As such, the project is subject to review under Section 106 of the National Historic Preservation Act (NHPA) of 1966, which mandates that federal agencies consider the effects of their undertakings on historic properties, including archaeological sites that are listed on, or eligible for listing on, the National Register of Historic Places (NRHP). The proposed survey will satisfy a portion of the Section 106 process, as codified in 36CFR 800.4, with the goal being to inventory any historic properties that are within the area of potential effect (APE) and assess the project's potential to adversely affect them.

This task will be provided by ASCC. See attached Exhibit C2 for full scope of work description

**Assumptions:**

- Up to six shovel tests are included.
- Up to 10 historic property evaluations are included.
- If historic properties are found, work to determine significance (i.e. NRHP eligibility) is not included and will be contracted and a future supplement.

**TASK 5 RIGHT-OF-WAY SERVICES (NEW TASK )**

**Objective:** Temporary Construction Easements (TCE's) will be required for construction of sidewalks along properties adjacent to the right-of-way. A Right-of-Way Plan and Project Funding Estimate will need to be approved by WSDOT before discussions with property owners can commence. Just Compensation per the Federal Uniform ACT will need to be provided to property owners for all TCE's and all activities will need to comply with WSDOT LAG Manual and Right-of-Way Manual.

This task will be provided by Epic. See attached Exhibit C3 for full scope of work description.

**Assumptions:**

- Up to five temporary construction easements are included.
- Title reports will be provided by the City.
- The City will facilitate payment for right-of-way acquisitions.

**TASK 6 PUBLIC OUTREACH (NEW TASK )**

**Objective:** Provide information to the community regarding the project.

**6.1 Public Meeting.** Wallis will prepare graphics for and attend one public meeting to inform the community on proposed improvements. The timing of this meeting will be coordinated with the City.

**Assumptions:**

- Wallis and Juncus will attend up to one public meeting.
- A maximum of five exhibits will be provided.
- The City will lead the public information activities and will coordinate public meeting invitations, venue, and scheduling.

**TASK 7 PLANS, SPECIFICATIONS AND ESTIMATES (NEW TASK)**

**Objective:** To prepare contract documents and opinions of cost at 60%, 90%, and Final submittal stages.

**Approach:**

Contract documents development will include the following aspects:

*Roadway Plan and Profile plans* – Roadway design plans will be completed in accordance with City standards, AASHTO recommendations and ADA guidance. Proposed plans will incorporate geotechnical recommendations for pavement design. Design plans will include fully detailed ADA ramp layouts and driveway profile drawings as necessary.

*Streetscape plans* – Streetscape improvements will be prepared to provide detail on location of all selected amenities and concrete scoring/coloring.

*Utility Plan and Profile plans* – Stormwater conveyance piping will be designed following City standards. Stormwater improvements will be limited to new collection and conveyance improvements necessary to manage altered drainage paths. Stormwater treatment and detention facilities will not be required and no downstream capacity analysis is needed to connect new conveyance piping to the existing system. Waterline improvements will follow City standards and will include service and hydrant replacements.

*Signing and Striping plans* – Signing and striping design plans will be completed in accordance with City standards and MUTCD recommendations. Signing design will include opportunities to improve or optimize one-way signage on Russell Avenue between 2<sup>nd</sup> and 3<sup>rd</sup> Street.

*Roadway Lighting plans* – This task will be provided by R&W. See attached Exhibit C4 for full scope of work description.

*Overhead Utility Undergrounding plans* – Plans for undergrounding of existing overhead utilities will be developed in coordination with the respective utility purveyors. Design will be based on red-lined plans provided by the utilities. A field meeting will be coordinated to discuss the scope of the project and establish parameters for this activity. The utility purveyors will be responsible for establishing the type, size and location of underground conduits and vaults.

*Planting and Irrigation Plans* – This task will be provided by Juncus. See attached Exhibit C5 for full scope of work description.

*Construction Phasing and Traffic Control* - A construction phasing plan will be prepared to provide a basis for bidding and minimize business impacts due to construction.

*Specifications* – Project-specific specifications will be developed in WSDOT format using the “2018 WSDOT/APWA Standard Specifications for Public Works Construction” and will conform to the City of Stevenson Standards.

*Opinion of Probable Construction Costs* – An Opinion of Probably Construction Cost will be prepared at each design levels. Cost Opinions will represent our best judgment as a design professional, will be based on recent experience and will be adjusted to accommodate factors known at the time the estimate is prepared.

The above design elements will be delivered through the following tasks:

**7.1 Meetings** Meetings include a kick-off meeting, monthly design progress meetings, and plan review meetings. The Consultant's project manager will prepare for, facilitate, and document meetings. Meeting minutes will be prepared and will include assignment of action items and deadlines, which will be tracked throughout the project. Plan review meetings will be provided at 60% and 90% stages of design and will be attended by the project manager and the design engineer.

**7.2 60% PS&E Submittal.** The design team will prepare and submit 60% plans, outline specifications, and an opinion of probable construction cost for City review. We will review and incorporate City comments from the Conceptual Design plans.

**7.3 90% PS&E Submittal.** The design team will assemble and submit 90% plans, specifications, and opinion of probable construction cost for City and WSDOT review. This design submittal will incorporate comments received during the 60% review and include full draft specifications.

**7.4 Final PS&E Submittal.** The design team will assemble and submit final construction plans, specifications, and an opinion of cost for final City and WSDOT review. Following WSDOT and City review, comments will be incorporated and bid-ready contract documents will be provided.

**Assumptions:**

- Five meetings are assumed for kick-off, progress review, and design review activities.
- The following table is the anticipated sheet count for the 60%, 90% and 100% design deliverables.
- Submittals will be transmitted electronically in pdf format for 11x17 (half-size) printing.

Running Total	Sheets	Description
1	1	Cover Sheet: Vicinity Map, Sheet Index
3	2	General Notes, Legend and Abbreviations
4	1	Typical Sections
5	1	Existing Conditions Plan (1"=40' full size)
6	1	Demolition and Erosion Control plan (1"=40' full size)
7	1	Construction Phasing and Traffic Control plan (1"=40' full size)
9	2	Roadway Plan and Profile (1"=20' full size)
11	2	Utility Plan and Profile (1"=20' full size)
13	2	Streetscape Plan (1"=20' full size)
14	1	Driveway profiles (2 total)
16	2	Signing and Striping Plan (1" = 20' full size)
18	2	Roadway Lighting Plan and Details
22	4	Landscape Irrigation Plan and Details
24	2	Overhead Utility Undergrounding Plan and Details
26	2	Curb Ramp Detail Sheets
29	3	Roadway Detail Sheets
31	2	Utility Detail Sheets
34	3	Signing and Striping Detail Sheets

**Deliverables:**

- Meeting agendas, minutes, and action item lists.
- 60%, 90% and Final PS&E documents for review.
- One set full-size 22x34 plans.

**Agreement**  
**Exhibit B1 - Fee Estimate**  
**City of Stevenson - Russell Avenue Improvements**  
**WE #1465A**  
September 2018

TASK							E1	E2	E3	E5	T1	C1	Staff Cost	Expenses	Subconsultants					Total Cost	
							\$152	\$143	\$109	\$104	\$92	\$88			ASCC	EPIC	GRI	Juncus	R&W		
Task 1	Project Management and Administration (Task Supplemented)																				
1.4	Utility Coordination and Relocation (New Subtask)							16	16				\$ 4,038.56	\$100.00	(M)						\$ 4,138.56
1.5	Railroad Coordination (New Subtask)							20					\$ 2,863.00								\$ 2,863.00
	TASK 1 SUBTOTAL						0	36	16	0	0	0	\$ 6,901.56	\$100.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,001.56
Task 2	Data Collection and Evaluation (Task Supplemented)																				
2.3	Pavement Evaluation and Design												\$ -				\$11,430.00				\$ 11,430.00
	Contingency Task: FDR Cement Content Design												\$ -				\$ 3,341.00				\$ 3,341.00
2.4	Phase 1 Environmental Assessments												\$ -				\$ 4,500.00				\$ 4,500.00
2.5	Basement Evaluations (New Subtask)							2	4				\$ 723.34	\$ 50.00	(M)						\$ 773.34
	TASK 2 SUBTOTAL						0	2	4	0	0	0	\$ 723.34	\$ 50.00		\$ -	\$ -	\$19,271.00	\$ -	\$ -	\$ 20,044.34
Task 4	Cultural and Historical Resource Assessments (New Task)																				
4.1	Cultural Resource Survey and Reporting												\$ -			\$ 8,496.00					\$ 8,496.00
	TASK 4 SUBTOTAL						0	0	0	0	0	0	\$ -	\$ -		\$ 8,496.00	\$ -	\$ -	\$ -	\$ -	\$ 8,496.00
Task 5	Right-of-Way Services (New Task)																				
5.1	Temporary Construction Easements												\$ -				\$ 31,913.00				\$ 31,913.00
	TASK 5 SUBTOTAL						0	0	0	0	0	0	\$ -	\$ -		\$ -	\$ 31,913.00	\$ -	\$ -	\$ -	\$ 31,913.00
Task 6	Public Outreach (New Task)																				
6.1	Attend Public Meeting							5					\$ 715.75	\$ 50.00	(M)						\$ 765.75
6.2	Prepare Exhibits							4			8	16	\$ 2,867.16								\$ 2,867.16
	TASK 6 SUBTOTAL						0	9	0	8	16	0	\$ 3,582.91	\$ 50.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,632.91
Task 7	Plans, Specifications, and Estimate (PS&E) Development (New Task)																				
7.1	Meetings							20	20			8	\$ 5,752.44								\$ 5,752.44
7.1	Plans												\$ -								\$ -
	Site reconnaissance (2 trips)								8	8			\$ 1,704.00	\$100.00	(M)						\$ 1,804.00
	Cover Sheet: Vicinity Map, Sheet Index							1			4		\$ 509.31								\$ 509.31
	General Notes, Legend and Abbreviations							1		1	4		\$ 613.05								\$ 613.05
	Typical Sections							2	5	5	10		\$ 2,266.70								\$ 2,266.70
	Existing Conditions Plan								1	2	4		\$ 682.90								\$ 682.90
	Demolition and Erosion Control plan							1	4	4	8		\$ 1,727.47								\$ 1,727.47
	Construction Phasing and Traffic Control plan							2	4	4	8		\$ 1,870.62								\$ 1,870.62
	Roadway Plan and Profile (2)							4	10	30	40		\$ 8,439.00								\$ 8,439.00
	Utility Plan and Profile (2)							4	10	10	20		\$ 4,533.40								\$ 4,533.40
	Streetscape Plan (2)							2	4	10	20		\$ 3,591.54								\$ 3,591.54
	Driveway profiles							1	2	5	10		\$ 1,795.77								\$ 1,795.77
	Signing and Striping Plan (2)							1	2	20	20		\$ 4,267.27								\$ 4,267.27
	Roadway Lighting Plan and Details (2)												\$ -							\$ 7,920.00	\$ 7,920.00
	Landscape Plan and Details (2)												\$ -					\$ 8,624.32			\$ 8,624.32
	Contingency Task: Irrigation Plan, Basalt Column & Wall Details (2)												\$ -					\$ 2,000.00			\$ 2,000.00
	Overhead Utility Undergrounding Plan and Details (2)							2	6	20	20		\$ 4,847.46								\$ 4,847.46
	Curb Ramp Detail Sheets (2)							2		20	20		\$ 4,191.90								\$ 4,191.90
	Roadway Detail Sheets(3)							1		5	5		\$ 1,119.55								\$ 1,119.55
	Utility Detail Sheets (2)							1		5	5		\$ 1,119.55								\$ 1,119.55
	Signing and Striping Detail Sheets (3)							1		5	5		\$ 1,119.55								\$ 1,119.55
7.2	Specifications							8	10	40		20	\$ 8,148.00								\$ 8,148.00
7.3	Estimates								4	10	10	4	\$ 3,068.76								\$ 3,068.76
7.3	QC Reviews (3)							40					\$ 6,085.20								\$ 6,085.20
	TASK 7 SUBTOTAL						40	38	76	204	207	20	\$61,701.00	\$100.00		\$ -	\$ -	\$ -	\$10,624.32	\$7,920.00	\$ 80,345.32
	GRAND TOTAL						40	76	96	204	207	20	\$69,325.90	\$300.00		\$ 8,496.00	\$ 31,913.00	\$19,271.00	\$10,624.32	\$7,920.00	\$147,800.22

Depending on availability, actual staff usage may not match the above estimated hours breakdown. Billing rates for all staff are listed in the Fee Summary.

<b>FEE SUMMARY</b>			
Staff	Hours	Rate	Fees
SE - Senior Engineer	0	\$165.99	\$ -
E1- Engineer 1	40	\$152.13	\$ 6,085.20
E2 - Engineer 2 (PM)	76	\$143.15	\$ 10,879.40
E3 - Engineer 3	96	\$109.26	\$ 10,488.96
E4 - Engineer 4	0	\$106.50	\$ -
E5- Engineer 5	204	\$103.74	\$ 21,162.96
E6 -Engineer 6	0	\$77.44	\$ -
Inspector	0	\$143.84	\$ -
T1 - Technician 1	207	\$91.54	\$ 18,948.78
TW- Technical Writer	0	\$88.03	\$ -
C1 - Clerical 1	20	\$88.03	\$ 1,760.60
<b>Total Fees from Staff</b>			<b>\$ 69,325.90</b>
Subconsultant			Fees
ASCC			\$ 8,496.00
EPIC			\$ 31,913.00
GRI			\$ 19,271.00
Juncus			\$ 10,624.32
R&W			\$ 7,920.00
<b>Total Fees from Subconsultants</b>			<b>\$ 78,224.32</b>
Expenses			Cost
Printing (P)			\$ -
Mileage (M)			\$ 300.00
<b>Total Fees from Expenses</b>			<b>\$ 300.00</b>
<b>TOTAL BUDGET</b>			<b>\$147,850.22</b>

**Exhibit D1**  
**Prime Consultant Cost Computations**

CONSULTANT: Wallis Engineering  
PROJECT: Russell Avenue Improvements

**DIRECT SALARY COST (DSC):**

<u>Classification</u>	<u>Man Hours</u>	x	<u>Rate</u>	=	<u>Cost</u>
Senior Engineer		x	\$57.70	=	\$0.00
Engineer 1	40	x	\$52.88	=	\$2,115.20
Engineer 2	76	x	\$49.76	=	\$3,781.76
Engineer 3	96	x	\$37.98	=	\$3,646.08
Engineer 4	0	x	\$37.02	=	\$0.00
Engineer 5	204	x	\$36.06	=	\$7,356.24
Engineer 6	0	x	\$26.92	=	\$0.00
Senior Designer	0	x	\$75.00	=	\$0.00
Inspector	0	x	\$50.00	=	\$0.00
Technician 1	207	x	\$31.82	=	\$6,586.74
Clerical 1	20	x	\$30.60	=	\$612.00
Technical Writer	0	x	\$30.60	=	\$0.00
	643		TOTAL DSC	=	<u>\$24,098.02</u>

**OVERHEAD (OH COST - Including Salary Additives):**

OH Rate x DSC of 157.68% x \$24,098.02 TOTAL OH = \$37,997.76

**FIXED FEE (FF):**

FF Rate x (DSC) of 30.00% x \$24,098.02 TOTAL FF = \$7,229.41

**REIMBURSABLES:**

Printing & Mileage \$300

TOTAL REIMBURSABLES: \$ 300 \$300.00

**SUBCONSULTANT COSTS:**

ASCC \$8,495.94  
EPIC \$31,913.65  
GRI \$19,264.10  
Juncus \$10,624.32  
R&W \$7,920.19

TOTAL SUBCONSULTANT COSTS: \$78,218.20 \$78,218.20

GRAND TOTAL = \$147,843.39

PREPARED BY: Erin Kingsley

DATE: 9/18/2018



1101 Broadway, Suite 215  
Vancouver, WA 98660  
p | 360-213-1690 f | 360-213-1697  
www.gri.com

September 7, 2018

PRO (WA) RUSSELL STREET IMPROVEMENTS

Wallis Engineering  
215 W. 4th Street, Suite 200  
Vancouver, WA 98660

Attention: Wes Wegner, PE

**SUBJECT: Scope of Work and Fee Estimate for Engineering Services  
Russell Street improvements  
City of Stevenson, Washington**

As requested, GRI is pleased to submit this scope and fee estimate for pavement engineering services to conduct a Phase I Environmental Site Assessment (ESA) and pavement evaluation for the project site. We understand that Wallis Engineering (Wallis) is assisting the City of Stevenson (City) with an urban improvement project. The project is located on Russell Street between 2nd Street (WA14 Lewis and Clark Highway) and Railroad Street.

Our general approach to providing engineering services is summarized in the scope of services below.

## **SCOPE OF SERVICES**

### **Phase I ESA**

This scope of work was developed to meet the ASTM International standard for Environmental Site Assessments (ESAs) (ASTM E 1527-13) and is based on our preliminary understanding of environmental conditions in the project area and our experience with similar projects. Any specific issues known by the City can be included for evaluation as needed.

- 1) GRI will review available information regarding geologic, groundwater, and environmental conditions for the vicinity of the subject property.
- 2) GRI will review historical aerial photographs, historical city directories, and Sanborn maps for the subject property for indications of past occupants or businesses that may have had the potential to affect the soil or groundwater at the subject property. We assume Wallis will provide a City contact knowledgeable about the project area for interview.
- 3) GRI will review listings of government agency file records for potential contaminant sources in the project area. Specifically, hazardous material environmental records from the U.S. Environmental Protection Agency and the Washington Department of Ecology will be compiled and reviewed by GRI for indications of recognized environmental conditions for search area distances as outlined in ASTM E 1527-13. GRI will also evaluate available local agency hazardous material records that are available within the project timeframe for information regarding the subject property.



To the extent practical within project schedule and budget constraints, GRI will conduct follow-up inquiries regarding the nature and documented extent of recognized environmental conditions listed as having occurred on or having affected the subject property and the adjacent properties.

- 4) A physical reconnaissance of the subject property will be conducted by an experienced GRI environmental engineer or geologist. During the visit, the presence or absence of conspicuous, recognized environmental conditions will be noted. Indications that the subject property was used in a manner that may have resulted in contamination will be noted and reported. A visual survey of neighboring properties will also be conducted to note businesses or features that have the obvious potential to affect the subject property.
- 5) The compiled information will be evaluated to assess the likelihood that recognized environmental conditions may exist on the subject property or close enough to induce measurable effects. A Phase I ESA report with appendices will be prepared to document our findings and conclusions and, if warranted, provide recommendations for additional assessment. Project findings, conclusions, and recommendations will be summarized in an Executive Summary. The project report will be signed and stamped by a Washington-licensed engineering geologist or professional engineer. A PDF copy of the project report will be provided for your use. Paper copies of the report can be provided upon request.

### **Pavement Evaluation**

In our opinion, the best method for estimating the pavement strengthening requirements (i.e., overlay or inlay) and the in situ resilient modulus of the base and subgrade for analysis of both partial- and full-depth reconstruction design is to conduct Falling Weight Deflectometer (FWD) testing supplemented with boring explorations. Boring explorations are useful in refining the FWD data and accurately estimating the aggregate base thickness for evaluation of partial depth reconstruction, as well as to obtain samples of the pavement materials to develop a design cement content to be used if full-depth reclamation (FDR) with cement is identified as a feasible reconstruction option.

Our proposed pavement evaluation work scope for the project is summarized below.

- 1) Non-destructive deflection testing will be conducted using our KUAB Falling Weight Deflectometer (FWD), which complies with ASTM D 4694 and is annually reference-calibrated at a certified calibration facility). The testing will be accomplished in accordance with ASTM D 4695.

The FWD testing will be conducted using a 25-ft spacing in the outer wheel path of each travel lane.

The FWD impact sequence at each test location will consist of an unrecorded seating impact load followed by two measurement impact loads, all at nominally 9,000-lbs force. Deflections will be measured at 0, 8, 12, 18, 24, 36, 48, 60, and 72 in. from the

center of the 12-in.-diameter load plate. Air temperature will be measured and pavement surface temperature will be measured by infrared sensor at the test locations. The stations of the test points, with respect to the designated starting station, will be measured by an on-board, distance-measuring instrument. Data from the two measured impact loads will be averaged to reduce the effect of random error and normalized to a consistent 9,000-lb (9-kip) load basis.

The FWD testing will be conducted during the normal work week between the hours of 8 AM and 5 PM, and will take approximately five to six hours to complete. We will provide traffic control consisting of signage and flaggers to direct traffic around our testing work.

Boring explorations will be conducted at three locations to a depth of 3 ft below subgrade level, or to a maximum depth of 5 ft below the pavement surface. We will mark the core locations and call for utility locates prior to conducting the explorations. The explorations will be advanced below the bound pavement layers by a solid-stem power auger operated by our drilling subcontractor.

At each boring location, pavement materials and subgrade soils will be visually classified; the thicknesses of pavement layers will be measured; and the depths below the surface to interfaces between soil layers will be measured. Grab samples of subgrade soil will be obtained for laboratory testing to determine in situ water content and for examination and/or testing to refine the field soil classification.

We will also obtain bulk samples of the asphalt concrete (AC), base aggregate (AB), and subgrade layers, which may be used for a laboratory cement-treated mix design should FDR be considered a viable design alternative.

The exploration hole below bound layers will be patched using excavated materials compacted by a vibratory hammer. The core exploration through the bound layers will be patched using "Instant Road Repair," a high-performance; polymer-modified; asphalt-patching material, compacted by vibratory hammer.

The FWD testing and boring explorations will be conducted during the normal work week between the hours of 8 AM and 5 PM. We anticipate FWD testing and borings will be completed on the same day. We will provide traffic control consisting of signage and flaggers to direct traffic around our work areas in accordance with Washington State Department of Transportation (WSDOT) and the Manual on Uniform Traffic Control Devices (MUTCD).

- 2) Laboratory testing will be conducted on the soil samples obtained from the boring explorations. We anticipate performing the following tests:
  - o Moisture content tests on each subgrade sample in general conformance with ASTM D2216

- Atterberg Limit tests on one sample of the subgrade soil in general conformance with ASTM D4318
  - *Contingency Task.* Soil-cement mix design in general accordance with the Portland Cement Association (PCA) design procedures: Pavement Analyses and Report. This testing will only be performed if FDR is identified as a feasible reconstruction alternative.
- 3) The deflection data, along with the boring exploration results, will be analyzed using our PAVBACK software to calculate estimated resilient modulus values of the base and subgrade for use in our pavement design analysis.

Design analysis will include a traffic and pavement analysis. A subconsultant will collect traffic volume counts classified by Federal Highway Administration (FHWA) truck axle category. We will analyze the truck traffic data to develop estimates of the cumulative Equivalent 18,000-lb Single-Axle Load (ESAL) repetitions during the design period for each of the project areas. Pavement design analyses will be accomplished in accordance with the procedures of the 1993 AASHTO Guide for Design of Pavement Structures (AASHTO Guide).

Design recommendations will be developed for overlay, inlay, deep milling, partial-depth reconstruction on existing base, or reconstruction as appropriate for the project conditions. Designs for reconstruction, where required, will be for AC on AB sections (with stabilization of the subgrade by aggregate backfill in lieu of subgrade compaction) and FDR with cement treatment, if feasible. We will provide rehabilitation recommendations based on a 10- and 20-year design period.

- 4) The recommendations and findings of the pavement investigation will be presented in a technical memorandum.

### Assumptions

The scope of services presented herein and our fee are based on the following assumptions:

- 1) The City will provide estimates of traffic growth rate during the design period.
- 2) Our schedule and fee estimate assumes that permits will not be necessary to complete the field work.
- 3) Our proposal assumes that petroleum products or other potentially hazardous materials will not be encountered during our subsurface explorations. If petroleum products or other potentially hazardous materials are encountered during our subsurface explorations, we will immediately stop drilling, put the drilling subcontractor and our field staff on standby, and contact you for further guidance. The standby time has not been included in our cost estimate and will be billed on a time-and-expenses basis in accordance with the contract fee schedule.

## Schedule

We are in position to begin the Phase I ESA immediately following your authorization to proceed. It is anticipated the draft Phase I ESA report can be submitted to you within two to three weeks. The final report will be submitted to you within two days of receipt of comments.

We anticipate starting the pavement evaluation work in November. It is anticipated the draft pavement evaluation report will be submitted to you by January 8, 2019. The final report will be submitted to you within one week of receipt of comments.

## Terms and Fee

Our services will be provided in accordance with a subconsultant agreement with Wallis Engineering, similar to what we have signed in the past. The fee for the above-described work will be computed on a time-and-expenses basis in accordance with the attached Fee Schedule. Our estimated fee for the proposed work is \$19,264.10. This amount will not be exceeded without your approval.

A breakdown of our costs is provided below and the attached fee estimate.

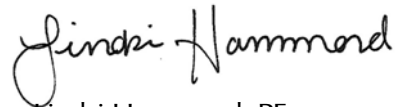
Phase I ESA.....	\$ 4,500.00
Pavement Evaluation.....	\$11,430.73
Contingency Task: FDR Cement Content Design.....	\$ 3,341.61

Please contact the undersigned if you have any questions regarding our scope of work, schedule, and/or budget. We appreciate the opportunity to submit this proposal and look forward to working with you on this project.

Submitted for GRI,



Matthew Shanahan, PE  
Principal



Lindsie Hammond, PE  
Senior Engineer

Enclosures: GRI Fee Schedule  
Fee Estimate (Exhibit D for Subs)

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PRO (WA) RUSSELL STREET IMPROVEMENTS

CONSULTANT: Wallis Engineering  
SUBCONSULTANT: Geotechnical Resources Inc.  
PROJECT: Russell Avenue Improvements

DIRECT SALARY COST (DSC):

<u>Classification</u>	<u>Man Hours</u>	x	<u>Rate</u>	=	<u>Cost</u>
Principal	7	x	\$69.33	=	\$485.31
Associate		x	\$62.50	=	\$0.00
Senior Engineer / Geologist	12	x	\$46.05		\$552.60
Project Engineer / Geologist	28	x	\$40.87	=	\$1,144.36
Staff Engineer / Geologist	53	x	\$36.06	=	\$1,911.18
Engineering Assistant		x	\$25.00	=	\$0.00
CADD / Drafter	11	x	\$31.08		\$341.88
Technical Editor	7	x	\$36.60		\$256.20
Contract Admin / Accountant	1	x	\$50.31		\$50.31
Production / Clerical	2	x	\$30.01	=	\$60.02
TOTAL DSC				=	<u>\$4,801.86</u>

OVERHEAD (OH COST - Including Salary Additives):

OH Rate x	of	<u>187.83%</u>	x	<u>\$4,801.86</u>	TOTAL OH	=	<u>\$9,019.33</u>
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FIXED FEE (FF):

FF Rate x	of	<u>30.00%</u>	x	<u>\$4,801.86</u>	TOTAL FF	=	<u>\$1,440.56</u>
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REIMBURSABLES:

Printing & Mileage	\$125
FWD Mobilization	\$140
FWD Equipment	\$590
Core Patching Material	\$105
Driller	\$920
Traffic Control	\$622
Traffic Counts	\$370
Laboratory Testing	\$330
Regulatory Database Vendor	\$800

TOTAL REIMBURSABLES:	<u>\$4,002.35</u>
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GRAND TOTAL	=	<u><u>\$19,264.10</u></u>
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PREPARED BY: Lindsy Hammond

DATE: 8/9/2018



**Washington State  
Department of Transportation**

Transportation Building  
310 Maple Park Avenue S.E.  
P.O. Box 47300  
Olympia, WA 98504-7300  
360-705-7000  
TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

February 16, 2017

Geotechnical Resources, Inc.  
1101 Broadway, Suite 130  
Vancouver, WA 98660

Subject: Acceptance Prime Annual ANTE Rate Table

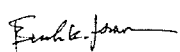
Dear Ms. Tina Olson:

Washington State Department of Transportation (WSDOT) has reviewed and accepted your proposed Annual ANTE rate table for Agreement Number Y-11806. This acceptance is in accordance with the terms of your agreement with WSDOT.

This Annual ANTE rate table may be subject to additional review if considered necessary by WSDOT.

If you have any questions, feel free to contact our office at (360) 705-7019 or via email [consultantrates@wsdot.wa.gov](mailto:consultantrates@wsdot.wa.gov).

Regards,

 Jonson, Erik  
cosign

ERIK K. JONSON  
Manager, Consultant Services Office

EKJ:rck

Enclosure: Prime Accepted Annual ANTE Rate Table

Cc: Bill Hegge

ACTUALS NOT TO EXCEED TABLE (ANTE)

Agreement No. Y-11806

Geotechnical Resources, Inc. 1101 Broadway, Suite 130 Vancouver, WA 98660				
Job Classifications	Direct Labor Rates NTE	Overhead 187.83% NTE	Fixed Fee 30% NTE	All Inclusive Hourly Billing Rate NTE
Principal	\$ 69.33	\$ 130.22	\$ 20.80	\$ 220.35
Associate	\$ 62.50	\$ 117.39	\$ 18.75	\$ 198.64
Senior Engineer / Geologist	\$ 46.05	\$ 86.50	\$ 13.82	\$ 146.36
Project Engineer / Geologist	\$ 40.87	\$ 76.77	\$ 12.26	\$ 129.90
Staff Engineer / Geologist	\$ 36.06	\$ 67.73	\$ 10.82	\$ 114.61
Engineering Assistant	\$ 25.00	\$ 46.96	\$ 7.50	\$ 79.46
CADD / Drafter	\$ 31.08	\$ 58.38	\$ 9.32	\$ 98.78
Technical Editor	\$ 36.60	\$ 68.75	\$ 10.98	\$ 116.33
Contract Admin / Accountant	\$ 50.31	\$ 94.50	\$ 15.09	\$ 159.90
Production / Clerical	\$ 30.01	\$ 56.37	\$ 9.00	\$ 95.38

WSDOT Approved OH Rate as of 12/14/16  
Max Labor rates as of 11/1/15



Jonson, Erik

cosign

**ARCHAEOLOGICAL SERVICES LLC**  
601 Officers Row Vancouver, WA 98661 (360) 260-8614 [archaeologicalservices.com](http://archaeologicalservices.com)



**CULTURAL RESOURCE SURVEY  
SCOPE/ESTIMATE/CONTRACT**

**Cultural Resources Survey of the SW Russell Avenue Improvements  
Project, Stevenson, WA**

Prepared for:

Tim Shell

Senior Engineer

Wallis Engineering

Direct: 360-852-9159

Office: 360-695-7041

Cell: 503-502-8941

[Tim.Shell@walliseng.net](mailto:Tim.Shell@walliseng.net)

September 14, 2018

**PROJECT UNDERSTANDING**

The proposed project entails improvements of SW Russell Avenue between 2<sup>nd</sup> Street and Railroad Avenue in Stevenson, WA.

The project is receiving funding through the Washington Dept. of Transportation from the Federal Highway Administration (FHWA), thereby making the project a federal undertaking. As such, the project is subject to review under Section 106 of the National Historic Preservation Act (NHPA) of 1966, which mandates that federal agencies consider the effects of their undertakings on historic properties, including archaeological sites that are listed on, or eligible for listing on, the National Register of Historic Places (NRHP).

The survey proposed here, will satisfy a portion of the Section 106 process, as codified in 36CFR 800.4, with the goal being to inventory any historic properties that are within the area of potential effect (APE) and assess the project's potential to adversely affect them. If historic properties are found, additional work to determine significance (i.e. NRHP eligibility) is not included in this scope.



### 1. SCOPE OF WORK

Archaeological Services, LLC (ASCC) shall agree to be responsible for the following tasks:

- a) Conduct a records review to determine if cultural resources have been previously identified in the project area and to provide historical context for the project area
- b) Carry out consultation on an as-needed basis with project proponent, relevant agencies and affected Tribes.
- c) Conduct a field investigation consisting of a systematic surface and subsurface investigation. The subsurface investigation will entail the excavation of shovel test probes (STPs) at the discretion of the Field Director, but will not total more than six (6) STPs. STPs consist of cylindrical holes excavated by shovel that are 40-50 cm in diameter and excavated to at least 50cm below ground surface. All excavated soil will be screened through nested 1/4-inch and 1/8-inch screen to recover artifacts.
- d) Prepare a draft report for client review stating the proposed project and the methods and results of the research and field investigation
- e) Finalize the report and associated documents based on reviewer comments.

### 2. DELIVERABLE ITEMS

The deliverable items under this Agreement are:

- a) One report with the results of the cultural resources survey of the APE.
- b) Project maps, photographs, and GIS data showing the project area, excavation location(s), and any cultural resources located during the investigation
- c) Recommendations for further work or project avoidance areas, if warranted by findings.
- d) If required, any cultural resource inventory forms resulting from the survey investigation.

### 3. ESTIMATED COSTS\*

The total estimated cost to complete this project is **\$8,496.20**. See next page for cost breakdowns. Please be aware that these estimated costs are based on information currently available. Requests made by consulting parties, unexpected findings in the field, or changes in project scope may necessitate a revision of these costs. For example, in the event that archaeological materials are identified, additional costs will be attached for the completion of each necessary Washington State Archaeological Site or Isolate Form (\$300.00/form).

ASCC considers a signed estimate as notice to proceed.

CONSULTANT: Wallis Engineering  
SUBCONSULTANT: Archaeological Services  
PROJECT: Russell Avenue Improvements

DIRECT SALARY COST (DSC):

<u>Classification</u>	<u>Man Hours</u>	x	<u>Rate</u>	=	<u>Cost</u>
Principal Investigator	8.00	x	\$39.51	=	\$316.08
Research Historian/Archaeologist	120.00	x	\$24.50	=	\$2,940.00
Archaeological Technician 3	11.50	x	\$22.00	=	\$253.00
			TOTAL DSC	=	<u>\$3,509.08</u>

OVERHEAD (OH COST - Including Salary Additives):

OH Rate x DSC of 110.56% x \$3,509.08 TOTAL OH = \$3,879.64

FIXED FEE (FF): FF Rate x (DSC) of 30.00% x \$3,509.08 TOTAL FF = \$1,052.72

REIMBURSABLES:

Mileage \$54.50

TOTAL REIMBURSABLES: \$54.50

= \$8,495.94

GRAND TOTAL

PREPARED BY: Julie McLaren

DATE: 9/7/2018



Transportation Building  
310 Maple Park Avenue S.E.  
P.O. Box 47300  
Olympia, WA 98504-7300  
360-705-7000  
TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

March 21, 2017

Archaeological Services, LLC  
601 Officers Row  
Vancouver, WA 98661

Subject: Acceptance FYE 2016 ICR – Risk Assessment Review

Dear Mr. Alex Gall:

Based on Washington State Department of Transportation's (WSDOT) Risk Assessment review of your Indirect Cost Rate (ICR), we have accepted your proposed FYE 2016 ICR of 110.56%. This rate is applicable to Washington Local Agency Contracts only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at (360) 705-7019 or via email [consultantrates@wsdot.wa.gov](mailto:consultantrates@wsdot.wa.gov).

Regards;

Jonson, Erik

A handwritten signature in blue ink that reads 'Erik K. Jonson'.

cosign

ERIK K. JONSON  
Manager, Consultant Services Office

EKJ:kms

## **Epic Land Solutions, Inc.**

2601 Airport Drive  
Suite 115  
Torrance, CA 90505  
509-315-2758

September 6, 2018

Tim Shell  
Senior Engineer  
Wallis Engineering  
215 W 4th St #200  
Vancouver, WA 98660  
Office: 360-695-7041  
Tim.Shell@walliseng.net

### **RE: City of Stevenson - SW Russell Avenue Improvements Right of Way Services Scope and Budget**

The following is scope and budget for the Right of Way (ROW) Phase of the SW Russell Avenue Improvements Project. Five Temporary Construction Easements are required for the project. WSDOT Certification of all activities is required. City ROW Procedures, Right of Way Plan, and Project Funding Estimate will be approved by WSDOT before discussions with property owners will commence. Property owners will have the opportunity to have property appraised for values over \$10,000, and all property owners will receive Just Compensation per the Federal Uniform ACT. All activities will comply with WSDOT LAG Manual and Right of Way Manual.

We look forward to coordinating the Right of Way activities with the City, Wallis Engineering and WSDOT Local Agency Coordinator, Dawn Fletcher.

### **Scope of Work**

#### **PROJECT FUNDING ESTIMATE**

Epic Land Solutions, Inc. will prepare the required Project Funding Estimate for the Temporary Construction Easements. Data will be provided justifying estimate costs and providing a foundation for Administrative Offer Summaries. We will deliver to city for approval. The city will forward to Dawn Fletcher for comment and WSDOT approval.

#### **TITLE REVIEW, CLEARING, CLOSING**

Epic Land Solutions, Inc. will review Agency supplied title reports for all affected parcels and provide Title Review Memos identifying all potential encumbrances to project team members. Epic Land Solutions, Inc. will assist in clearing the necessary encumbrances prior to closing, if feasible. The city will facilitate payment.

### **ADMINISTRATIVE OFFER SUMMARIES (AOS)**

AOS's will be prepared utilizing the data from approved Project Funding Estimate. AOS's will be prepared by qualified staff and presented to city for Determination of Just Compensation and to set Initial Offer amounts.

### **ACQUISITIONS**

Epic Land Solutions, Inc. will assist the City in developing all right-of-way documents/offer letters in accordance with the City's right-of-way procedures manual for acquisition of impacted properties. Epic Land Solutions, Inc. will draft the acquisition documents using WSDOT approved forms.

Epic Land Solutions, Inc. agents will act in good faith always and will never coerce owners in an attempt to settle the parcel. All negotiations will start with an in-person presentation of all offers when feasible. We will identify property owner issues, concerns and differences early on and document that information in the individual parcel negotiation diary. Epic Land Solutions, Inc. will work with City staff throughout the negotiation process with the property owner until settlement is reached.

### **PAYMENT**

See Exhibit D

### **ASSUMPTIONS**

- Fees and hourly billing rates are valid for 120 days.
- Assumes project has no delays and that scope can be completed within 9 months from NTP.
- Hourly Billing Rates will be per WSDOT approved rate table.
- Assumes 3 client meetings, monthly status report preparation, and related tasks.
- Assumes 5 parcels are impacted by Temporary Construction Easements, requiring no relocations
- Assumes 5 AOS's will be prepared, appraisals and reviews at additional cost
- Assumes all parcels are same property type and all land acquisitions do not affect building improvements.
- Assumes WSDOT Right of Way document templates will be utilized.
- Assumes ROW Procedures, ROW Plan, legal descriptions, plat maps, and title reports will be provided by others.
- Assumes original access will be maintained on all properties.
- Assumes city will receive signed documents and will process closings, payments and recordings if necessary.
- Assumes complete acquisition files will be provided to the city for approval and forwarding to WSDOT Local Agency Coordinator for certification.
- Assumes eminent domain support will include impasse letters, and copies, owner files and diaries sent to the attorney. Additional eminent domain services can be provided for additional fee.
- Deposition, court testimony and expert witness fees are additional, to be compensated on a time and materials basis.

CONSULTANT: Wallis Engineering, PLLC  
SUBCONSULTANT: Epic Land Solutions, Inc  
PROJECT: Russell Avenue Improvements

DIRECT SALARY COST (DSC):

<u>Classification</u>	<u>Man Hours</u>	x	<u>Rate</u>	=	<u>Cost</u>
Principal in Charge	4	x	\$72.12	=	\$288.48
Advisory Manager	12	x	\$64.90	=	\$778.80
Agent	170	x	\$29.72	=	\$5,052.40
Finance and Project Controls	6	x	\$46.35	=	\$278.10
Project Support	45	x	\$20.00	=	\$900.00
TOTAL DSC				=	<u>\$7,297.78</u>

OVERHEAD (OH COST - Including Salary Additives):

OH Rate x of <u>178.50%</u> x <u>\$7,297.78</u>	TOTAL OH	=	<u>\$13,026.54</u>
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FIXED FEE (FF):

FF Rate x of <u>30.00%</u> x <u>\$7,297.78</u>	TOTAL FF	=	<u>\$2,189.33</u>
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REIMBURSABLES:

Printing, Real Estate Online Resources &	\$1,900
PFE & AOS's	\$7,500

TOTAL REIMBURSABLES:	<u>\$9,400.00</u>
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GRAND TOTAL	=	<u><u>\$31,913.65</u></u>
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PREPARED BY: Steve Fox

DATE: 9/8/2018



**Washington State  
Department of Transportation**

Transportation Building  
310 Maple Park Avenue S.E.  
P.O. Box 47300  
Olympia, WA 98504-7300  
360-705-7000  
TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

August 29, 2018

Epic Land Solutions, Inc.  
2601 Airport Drive, Suite 115  
Torrance, CA 90505

Subject: Acceptance FYE 2017 ICR – Audit Office Review

Dear Ms. Mikki Young:

Transmitted herewith is the WSDOT Audit Office's memo of "Acceptance" of your firm's FYE 2017 Indirect Cost Rate (ICR) of 178.50%. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at (360) 705-7019 or via email [consultantrates@wsdot.wa.gov](mailto:consultantrates@wsdot.wa.gov).

Regards;

A handwritten signature of Erik Jonson in black ink.

Jonson, Erik  
Aug 29 2018 9:59 PM  
cosign

ERIK K. JONSON  
Manager, Consultant Services Office

EKJ:rck



September 10, 2018

480.P18.005

Wallis Engineering  
215 W. 4th Street, Suite 200  
Vancouver, WA 98660

Attention: Tim Shell

Subject: SW Russell Ave., Stevenson WA - Street Lighting

Dear Tim:

R&W Engineering, Inc. is pleased to provide you with the following proposal for professional electrical engineering services. We have included our scope of work, fee proposal, standard project assumptions, WSDOT approved rate schedule and standard terms and conditions for your use. We look forward to the opportunity to work with you on this project.

**Project Understanding:**

Project Location: SW Russell Avenue, Stevenson, WA

Project Description: Provide street lighting design, utility coordination and photometric analysis for SW Russell Avenue in Stevenson, WA. The Design will meet the latest City of Stevenson.

Client Contact: Email from Tim Shell to Jeff Howard on 8/29/18. Follow-up telephone conversation between Heather Harris and Tim Shell 09/05/18.

**Scope of Work:**

1. Electrical
  - 1.1. Attend an onsite meeting to go over the project with other members of the design team. Collect existing utility information.
  - 1.2. Coordinate street lighting electrical service requirements with local power utility.
  - 1.3. Provide electrical street lighting design drawings.



480.P18.005  
Wallis Engineering  
Page 2

- 1.4. Coordinate luminaires and pole selection with the latest City of Stevenson Standards.
- 1.5. Provide photometric calculations indicating street lighting levels as required by the City of Stevenson.
- 1.6. Provide electrical details and schedules as required for bidding and construction.
- 1.7. Provide Electrical cost estimate.

**Deliverables:**

Documents will be issued at the following milestones:

1. 50%
2. 90%
3. Final Submittal

**Assumptions/Exclusions:**

1. AutoCAD files will be produced by others and provided to R&W Engineering for use in producing the street lighting design.
2. City plan check comments are limited to one submittal review after receiving signed drawings. Any additional plan review changes will be billed on a time and materials basis.
3. Landscaping, Lot lines, street sidewalks, curb and storm water retention design and locations have been reviewed and approved prior to delivery of backgrounds to R&W Engineering for lighting design.
4. Stationing will be provided in CAD format to R&W.

480.P18.005  
Wallis Engineering  
Page 3

**Fee Proposal:**

R&W proposes to provide the services listed above on a time and material, not to exceed without prior authorization basis. The fees shall be as listed in the summary below. Our reimbursable expenses are included in the fee listed below. Our estimate for reimbursable expenses is \$150.00.

**Total Electrical Design Fee .....\$7,920.00**

Terms shall be as stated in the attached Standard Terms and Conditions dated 5/18/18. The enclosed billing rates shall be considered as our standard rates for time and material work and any hourly work agreed to beyond the defined project scope. Our standard rates shall be subject to annual revision. To initiate this letter agreement, please sign below and return a copy to our office. If you chose to initiate this project by purchase order, please reference this proposal and attach to the purchase order.

**Project Billing Setup:**

Upon signed contract, please indicate your preferred invoicing method:

- ☐ Email Invoice sent to: [tim.shell@walliseng.net](mailto:tim.shell@walliseng.net)
- ☐ Hardcopy Mailed Invoice sent to: [215 W. 4th Street Suite 200](#)  
[Vancouver, WA 98660](#)
- ☐ Both Email and Hardcopy Invoice to above confirmed contacts

Please feel free to call with any questions that you might have. Again, we look forward to working with you on this project.

*Heather Harris-Woffendin* 09/10/18  
Heather Harris Date  
R&W Engineering, Inc.

\_\_\_\_\_  
Wallis Engineering Date



R&W accepts credit cards for payment of services. Our system will accept American Express, Visa, Master Card, and Discover.

Enclosures: WSDOT Approved Rate Schedule and Standard Terms and Conditions

CONSULTANT: Wallis Engineering  
SUBCONSULTANT: R&W Engineering, Inc.  
PROJECT: Russell Avenue Improvements

DIRECT SALARY COST (DSC):

Classification	Man Hours	x	Rate	=	Cost
Principal		x	\$72.98	=	\$0.00
Project Manager		x	\$67.79	=	\$0.00
Sr. Engineer 2	7.5	x	\$67.79	=	\$508.43
Sr. Engineer 1		x	\$54.25	=	\$0.00
Engineer		x	\$51.06	=	\$0.00
Sr. Technician 2	46.5	x	\$52.07	=	\$2,421.26
Sr. Technician 1		x	\$36.92	=	\$0.00
Technician/Designer		x	\$27.00	=	\$0.00
Drafter	10.5	x	\$25.00	=	\$262.50
Administration	2	x	\$22.70	=	\$45.40
N/A		x		=	\$0.00
N/A		x		=	\$0.00
TOTAL DSC				=	<u>\$3,237.58</u>

OVERHEAD (OH COST - Including Salary Additives):

OH Rate	>	of	<u>110.00%</u>	x	<u>\$3,237.58</u>	TOTAL OH	=	<u>\$3,561.34</u>
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FIXED FEE (FF):

FF Rate	x	of	<u>30.00%</u>	x	<u>\$3,237.58</u>	TOTAL FF	=	<u>\$971.27</u>
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REIMBURSABLES:

Printing & Mileage	<u>\$150</u>
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TOTAL REIMBURSABLES:	<u>\$150.00</u>
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GRAND TOTAL	=	<u><u>\$7,920.19</u></u>
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PREPARED BY: Heather Harris

DATE: 9/10/2018



Transportation Building  
310 Maple Park Avenue S.E.  
P.O. Box 47300  
Olympia, WA 98504-7300  
360-705-7000  
TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

September 11, 2017

Gregg H. Scholz, President  
R&W Engineering, Inc.  
9615 SW Allen Boulevard, Suite 107  
Beaverton, OR 97005-4814

Re: R&W Engineering, Inc.  
Safe Harbor Indirect Cost Rate

Dear Mr. Scholz:

Washington State has received approval from our local Federal Highway Administration (FHWA) Division to continue administering the "safe harbor" indirect cost rate program on engineering and design related service contracts, as well as for Local Public Agency projects.

We have completed our risk assessment for R&W Engineering, Inc. We conducted our assessment based on the documentation provided by the firm. The reviewed data included, but was not limited to, a description of the company, basis of accounting, accounting system and the basis of indirect costs. Based on our review, your firm is eligible to use the Safe Harbor rate. You have opted to use the Safe Harbor rate, rather than provide a FAR-compliant rate at this time.

We are issuing the Safe Harbor Indirect Cost Rate of 110% of direct labor with a field rate, where applicable, of 80% of direct labor for R&W Engineering. The Safe Harbor rate is effective on September 11, 2017.

R&W Engineering has agreed to improve Internal Controls and timekeeping processes in order to be able to develop an Indirect Cost Rate Schedule in the future in accordance with the Federal Acquisition Regulations (FAR), Subpart 31. The WSDOT Internal Audit Office has provided guidance and information related to FARs and the AASHTO Audit Guide. You may use the Safe Harbor Rate of 110%, or 80% for field office situations, for agreements entered into prior to September 11, 2020. For agreements entered into after this date, please contact the WSDOT Consultant Services Office (CSO) or our office for guidance.

The Safe Harbor Rate will not be subject to audit. Please coordinate with CSO or your Local Programs contact if you have questions about when to apply the Safe Harbor rate to your agreement.

If you have any questions, please contact me, Jeri Sivertson, or Steve McKerney at (360)705-7003.

Sincerely,

  
Schatzie Harvey  
Agreement Compliance Audit Manager

cc: Steve McKerney, Director of Internal Audit  
Jeri Sivertson, Assistant Director of Internal Audit  
Larry Schofield, MS 47323  
File



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August 31, 2018

Wes Wegner  
Senior Engineer

Wallis Engineering  
215 W 4th Street, Suite 200  
Vancouver, WA 98660

Dear Wes,

Thank you for considering Juncus Studio for this project. Below is my proposed scope of services for the project. The project includes the enhancement of the existing Russell Ave intersection in the City of Stevenson WA. Enhancements include new sidewalks, curb extensions, colored concrete pedestrian crossings, street trees and associated planting.

The primary services provided here include the development of plans and specifications for the installation of plant material. It is understood that the project is a Washington Department of Transportation Grant and will need to conform to their specifications and grant requirements.

#### **Scope Includes:**

##### **Task 1 Project Management**

- 1.1 Project Meetings  
Attend project coordination meetings in person or via phone. Assume total of 4 project meetings.
- 1.2 Initial Site Visit  
Visit site to inventory existing conditions and identify any key site constraints that may affect project. Site photos will also be collected.
- 1.3 Project Management

##### **Task 2 Preliminary Design**

- 2.1 Public Meeting Rendering  
Prepare a conceptual rendering for public review. Rendering will conceptually show proposed curb extensions and plant material. Preliminary design for scoring patterns, planting layout, and site amenities will be complete in future tasks.
- 2.2 Concept Plan  
Prepare concept plan for client review depicting layout of plant material and scoring patterns.

### Task 3 60% Design

3.1 Planting Plan and Details

Prepare 60% planting plan and associated construction details for client review. Plans will include layout of tree, shrubs, and groundcover within project boundaries.

3.2 Technical Specifications

Prepare technical specifications for installation of plant material. Specifications will be prepared using WDOT format.

3.3 Estimate of Probable Cost

Prepare an estimate of probable cost for installation of new plant material

### Task 4 Final Design

4.1 Planting Plan and Details

4.2 Technical Specifications

4.3 Estimate of Probable Cost

### Additional Services

The following are additional services that can be provided per client approval. The following services are not currently included in the scope of services.

A1 Irrigation Plan / Details / Specifications

Prepare irrigation plans, details, and specifications for watering of plant material at intersections.

A2 Basalt Column Details

Prepare details for basalt columns at corners of intersections. Columns will be designed to match existing columns located in nearby intersections.

### Assumptions:

1. Construction services are not included, but can be provided per client request.
2. Permitting and / or any necessary mitigation plans will be done by others
3. No hazardous materials assessment or removal
4. No interpretive signage design
5. Preparation and / or submittal of land use or permit review packages will be done by others

Thank you again for this opportunity. I've included attached my proposed fee as well. Please let me know if you have any questions.

Regards,

Dave



Dave Elkin, Owner  
Juncus Studio, LLC

Project No. : 1823

Project Name: Russell Ave

Client: Wallis Engineering

Location: City of Stevenson WA

Hourly Rate

\$ 125.00

**1 Project Management and Meetings 12 \$ 1,500.00**

1.1	Project Meetings (4)	4	\$ 500.00
1.2	Initial Site Visit	4	\$ 500.00
1.3	Project Management	4	\$ 500.00

**2 Preliminary Design 24 \$ 3,000.00**

2.1	Public Meeting Rendering	10	\$ 1,250.00
2.2	Concept Plan	14	\$ 1,750.00

**3 60% Design 24 \$ 3,000.00**

3.1	Planting Plan and Details	16	\$ 2,000.00
3.2	Specifications	4	\$ 500.00
3.3	Estimate of Probable Cost	4	\$ 500.00

**4 Final Design 9 \$ 1,125.00**

4.1	Planting Plan	4	\$ 500.00
4.2	Construction Details	2	\$ 250.00
4.3	Cost Estimate	1	\$ 125.00
4.4	Specifications	2	\$ 250.00

**TOTAL FEE \$ 8,625.00****Additional Services**

A1	Irrigation Plan / Details / Specs	8	\$ 1,000.00
A2	Basalt Column / Wall details	8	\$ 1,000.00

CONSULTANT: Wallis Engineering  
SUBCONSULTANT: Juncus Studios, LLC  
PROJECT: Russell Avenue Improvements

DIRECT SALARY COST (DSC):

<u>Classification</u>	<u>Man Hours</u>	x	<u>Rate</u>	=	<u>Cost</u>
Owner / Principal	85	x	\$52.08	=	\$4,426.80
			TOTAL DSC	=	<u>\$4,426.80</u>

OVERHEAD (OH COST - Including Salary Additives):

OH Rate x	of	<u>110.00%</u>	x	<u>\$4,426.80</u>		TOTAL OH	=	<u>\$4,869.48</u>
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FIXED FEE (FF):

FF Rate x	of	<u>30.00%</u>	x	<u>\$4,426.80</u>		TOTAL FF	=	<u>\$1,328.04</u>
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REIMBURSABLES:

Printing & Mileage	\$0
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TOTAL REIMBURSABLES:	<u>\$0.00</u>
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GRAND TOTAL	=	<u><u>\$10,624.32</u></u>
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PREPARED BY: Dave Elkin

DATE: 9/18/2018