City Of Woodland
Council Agenda Summary Sheet

Agenda Item: Approval of contract with Shea Carr Jewell, Inc. for surveying, design, and permitting services for the SR 503 Scott Avenue Intersection Project	**Agenda Item #:** Action (I)
	For Agenda of: December 16, 2013
	Department: Public Works
	Date Submitted: December 10, 2013

Cost of Item:	$364,734
Amount Budgeted:	$364,734
Unexpended Balance:	$364,734

BARS #: Fund 325 – TIB SR 503/Scott Int.

Description: TIB SR 503/Scott Intersection Professional Services

Department Supervisor Approval: *Public Works Department /s/* Bart Stepp

Agenda Item Supporting Narrative (list attachments, supporting documents)**:**

1) Proposed Contract with Shea Carr Jewell, Inc. for surveying, design, and permitting services.

Summary Statement:

Background:

Last year the City was awarded a $2,000,000 grant from TIB for the SR 503/Scott Avenue Intersection Project. Last month the City was awarded a $174,400 grant from TIB to extend the sidewalks from this intersection project to Hillshire Drive along SR 503 and to Old Pacific Highway along E. Scott Avenue. Both grants require matching funds that will come from our street fund. In addition water and sewer mains within the project area will be upgraded as part of this project. Water and Sewer Reserves will pay for the cost for the water and sewer improvements.

In September of this year the City submitted a Request for Proposals to complete engineering and surveying services for this project. Eight firms submitted proposals (OBEC Engineering, Wallis Engineering, BergerABAM, SCJ Alliance, PACLAND Olympia, Gray & Osborne, Skillings Connolly, and HHPR). A committee of Brad Bastin (Cowlitz County), Amanda Smeller, Kevin Miller (WSDOT), Tonya Ingle, Jody Bartkowski, and Myself. Based on that review three firms (SCJ Alliance, BergerABAM, and Wallis Engineering) were selected for interviews. The interview committee consisted of Amanda Smeller, Kevin Miller (WSDOT), Nelson Holmberg (Port), and myself. Following that the interview committee selected SCJ Alliance to be the design consultant. Following that selection City Staff negotiated with SCJ Alliance to come to an acceptable scope and fee for the project.

Attached is the proposed contract with SCJ Alliance that includes the scope and fee. Project would be design and permitted in 2014 and constructed in 2015. The total cost of $364,000 is broken down roughly into $34,000 to water and sewer, $30,000 for the sidewalk project, and $300,000 for the intersection project. All of those costs are within budget of estimated costs. Staff recommends approval of the contract.

Transportation Improvement Board (TIB)

Consultant Agreement

TIB PROJECT NUMBER	PROJECT PHASE *(check one)* ☑ Design ☐ Construction
8-5-954(004)-1	

PROJECT TITLE & WORK DESCRIPTION

SR 503 Scott Avenue Intersection Project

Prepare a WSDOT Intersection Control Analysis report to select a intersection control method for the SR 503/Scott Avenue intersection and prepare PS&E documents.

CONSULTANT NAME & ADDRESS

Shea Carr Jewell, Inc., (dba SCJ Alliance)

2102 Carriage Street SW, Building H, Olympia, WA 98502

AGREEMENT TYPE *(check one)*

☐ **LUMP SUM** $_____

☐ **COST PLUS FIXED FEE**

OVERHEAD PROGRESS PAYMENT RATE _____ %

OVERHEAD COST METHOD

☐ Actual Cost

☐ Actual Cost Not To Exceed _____ %

☐ Fixed Rate _____ %

FIXED FEE $_____

☑ **SPECIFIC RATES OF PAY**

☑ Negotiated Hourly Rate

☐ Provisional Hourly Rate

☐ **COST PER UNIT WORK**

DBE PARTICIPATION	WBE PARTICIPATION
☐ Yes ☑ No _____%	☐ Yes ☑ No _____%
COMPLETION DATE	MAXIMUM AMOUNT PAYABLE
March 31, 2015	**$347,366 + $17,368 MRF = $364,734**

THIS AGREEMENT, made and entered into this _____ day of _____, _____, between the City/County of _____, Washington, hereinafter called the AGENCY, and the above organization hereinafter called the CONSULTANT. The Transportation Improvement Board hereinafter called the TIB, administers the following accounts: Urban Arterial Trust Account funds, Transportation Improvement Account funds, Small City Account funds, and City Hardship Assistance Account funds.

WITNESSETH THAT:

WHEREAS, the AGENCY desires to accomplish the above referenced project, with the aid of TIB funds in conformance with the rules and regulations promulgated by the TIB; and

WHEREAS, the AGENCY does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the PROJECT; and

WHEREAS, the CONSULTANT represents that he/she is in compliance with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish Consulting services to the AGENCY,

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

I
GENERAL DESCRIPTION OF WORK

The work under this AGREEMENT shall consist of the above described work and services as herein defined and necessary to accomplish the completed work for this PROJECT. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work as designated elsewhere in this AGREEMENT.

II
SCOPE OF WORK

The Scope of Work and project level of effort for this project is detailed in Exhibit B attached hereto, and by this reference made a part of this AGREEMENT.

III
GENERAL REQUIREMENTS

All aspects of coordination of the work of this AGREEMENT, with outside agencies, groups or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups or individuals shall be coordinated through the AGENCY.

The CONSULTANT shall attend coordination, progress and presentation meetings with the AGENCY or such Federal, Community, State, City or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum number of hours or days notice required shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit B attached hereto and made part of this AGREEMENT. The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, that will outline in written and graphical form the various phases and the order of performance of the work in sufficient detail so that the progress of the work can easily be evaluated. Goals for Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), and Women-owned Business Enterprises (WBE) if required shall be shown in the heading of this Agreement.

The original copies of all reports, PS&E, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All designs, drawings, specifications, documents, and other work products prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for the PROJECT and are property of the AGENCY. Reuse by the AGENCY or by others acting through or on behalf of the AGENCY of any such instruments of service, not occurring as a part of this PROJECT, shall be without liability of legal exposure to the CONSULTANT.

IV
TIME FOR BEGINNING AND COMPLETION

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY. All work under this AGREEMENT shall be completed by the date shown in the heading of this AGREEMENT under completion date.

The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the AGENCY, in the event of a delay attributable to the AGENCY, or because of unavoidable delays caused by an act of GOD or governmental actions or other conditions beyond the control of the CONSULTANT. A prior supplemental agreement issued by the AGENCY is required to extend the established completion time.

V
PAYMENT

The CONSULTANT shall be paid by the AGENCY for completed work and services rendered under this AGREEMENT as provided in Exhibit C attached hereto, and by this reference made part of this AGREEMENT. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in Section II, Scope of Work.

VI
SUBCONTRACTING

The AGENCY permits subcontracts for those items of work as shown in Exhibit G to this Agreement. Compensation for this subconsultant work shall be based on the cost factors shown on Exhibit G, attached hereto and by this reference made a part of this AGREEMENT.

The work of the subconsultant shall not exceed its maximum amount payable unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, overhead, direct non-salary costs and fixed fee costs for the subconsultant shall be substantiated in the same manner as outlined in Section V. All subcontracts exceeding $10,000 in cost shall contain all applicable provisions of this AGREEMENT.

The CONSULTANT shall not subcontract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. No permission for subcontracting shall create, between the AGENCY and subcontractor, any contract or any other relationship.

VII
EMPLOYMENT

The CONSULTANT warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability, or in its discretion, to deduct from the AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may or might arise under any Worker's Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the CONSULTANTs employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full or part time basis, or other basis, during the period of the contract, any professional or technical personnel who are, or have been, at any time during the period of the contract, in the employ of the STATE, or the AGENCY, except regularly retired employees, without written consent of the public employer of such person.

VIII
NONDISCRIMINATION

The CONSULTANT agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, marital status, sex, age or handicap except for a bona fide occupational qualification with regard to, but not limited to the following: employment upgrading, demotion or transfer, recruitment or any recruitment advertising, layoffs or terminations, rates of pay or other forms of compensation, selection for training, rendition of services. The CONSULTANT understands and agrees that if it violates this provision, this AGREEMENT may be terminated by the AGENCY and further that the CONSULTANT shall be barred from performing any services for the AGENCY now or in the future unless a showing is made satisfactory to the AGENCY that discriminatory practices have terminated and that recurrence of such action is unlikely.

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, and successors in interest agrees as follows:

A. COMPLIANCE WITH REGULATIONS: The CONSULTANT shall comply with the Regulations relative to nondiscrimination in the same manner as in

Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this AGREEMENT.

B. NONDISCRIMINATION: The CONSULTANT, with regard to the work performed by it during the AGREEMENT, shall not discriminate on the grounds of race, creed, color, sex, age, marital status, national origin or handicap except for a bona fide occupational qualification in the selection and retention of subconsultants, including procurements of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix II of the Regulations.

C. SOLICITATIONS FOR SUBCONSULTANTS, INCLUDING PROCUREMENTS OF MATERIALS AND EQUIPMENT: In all solicitations either by competitive bidding or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the CONSULTANT of the CONSULTANTs obligations under this AGREEMENT and the Regulations relative to nondiscrimination on the grounds of race, creed, color, sex, age, marital status, national origin and handicap.

D. INFORMATION AND REPORTS: The CONSULTANT shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the AGENCY or TIB to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of the CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information the CONSULTANT shall so certify to the AGENCY, or the TIB as appropriate, and shall set forth what efforts it has made to obtain the information.

E. SANCTIONS FOR NONCOMPLIANCE: In the event of the CONSULTANTs noncompliance with the nondiscrimination provisions of this AGREEMENT, the AGENCY shall impose such sanctions as it or the Transportation Improvement Board may determine to be appropriate, including, but not limited to:

1. Withholding of payments to the CONSULTANT under the AGREEMENT until the CONSULTANT complies, and/or
2. Cancellation, termination or suspension of the AGREEMENT, in whole or in part.

F. INCORPORATION OF PROVISIONS: The CONSULTANT shall include the provisions of paragraphs (A) through (G) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any subconsultant or procurement as the AGENCY or the Transportation Improvement Board may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that, in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the CONSULTANT may request the AGENCY to enter into such litigation to protect the interests of the AGENCY, and in addition, the CONSULTANT may request the TIB to enter into such litigation to protect the interests of the TIB.

G. UNFAIR EMPLOYMENT PRACTICES: The CONSULTANT shall comply with RCW 49.60.180 prohibiting unfair employment practices and the Executive Orders numbered E.O.70-01 and E.O.66-03 of the Governor of the State of Washington.

IX
TERMINATION OF AGREEMENT

The right is reserved by the AGENCY to terminate this AGREEMENT at any time upon ten days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT as shown in Exhibit F for the type of AGREEMENT used.

No payment shall be made for any work completed after ten days following receipt by the CONSULTANT of the Notice of Termination. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due computed as set forth herein above, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

In the event the services of the CONSULTANT are terminated by the AGENCY for fault on the part of the CONSULTANT, the above formula for payment shall not apply. In such an event, the amount to be paid shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which was satisfactorily completed to date of termination, whether that work is in a form or a type which is usable to the AGENCY at the time of termination; the cost to the AGENCY of employing another firm to complete the work required and the time which maybe required to do so, and other factors which affect the value to the AGENCY of the work performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount which would have been made using the formula set forth in the previous paragraph.

If it is determined for any reason that the CONSULTANT was not in default or that the CONSULTANTs failure to perform is without it or its employees fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY in accordance with the provision of this AGREEMENT.

In the event of the death of any member, partner or officer of the CONSULTANT or any of its supervisory personnel assigned to the project, or, dissolution of the partnership, termination of the corporation, or disaffiliation of the principally involved employee, the surviving members of the CONSULTANT hereby agree to complete the work under the terms of this AGREEMENT, if requested to do so by the AGENCY. The subsection shall not be a bar to renegotiation of the AGREEMENT between the surviving members of the CONSULTANT and the AGENCY, if the AGENCY so chooses.

In the event of the death of any of the parties listed in the previous paragraph, should the surviving members of the CONSULTANT, with the AGENCYs concurrence, desire to terminate this AGREEMENT, payment shall be made as set forth in the second paragraph of this section.

In the event this AGREEMENT is terminated prior to completion, the original copies of all reports and other data, PS&E materials furnished to the CONSULTANT by the AGENCY and documents prepared by the CONSULTANT prior to said termination, shall become and remain the property of the AGENCY and may be used by it without restriction. Such unrestricted use, not occurring as a part of this PROJECT, shall be without liability or legal exposure to the CONSULTANT.

Payment for any part of the work by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT

for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it by the AGENCY. Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

X
CHANGES OF WORK

The CONSULTANT shall make such changes and revisions in the complete work of this AGREEMENT as necessary to correct errors appearing therein, when required to do so by the AGENCY, without additional compensation thereof. Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under Section XIV.

XI
DISPUTES

Any dispute concerning questions of fact in connection with the work not disposed of by AGREEMENT between the CONSULTANT and the AGENCY shall be referred for determination to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT, provided however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to the scope of judicial review provided under Washington Case Law.

XII
VENUE, APPLICABLE LAW AND PERSONAL JURISDICTION

In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the parties hereto agree that any such action shall be initiated in the Superior Court of the State of Washington, situated in the county the AGENCY is located in. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties to such action shall have the right of appeal from such decisions of the Superior court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in the county the AGENCY is located in.

XIII
LEGAL RELATIONS AND INSURANCE

The CONSULTANT shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accord with the laws of Washington.

The CONSULTANT shall indemnify and hold the AGENCY and the STATE of Washington, and their officers and employees harmless from and shall process and defend at its own expense all claims, demands, or suits at law or equity arising in whole or in part from the CONSULTANT's negligence or breach of any of its obligations under this AGREEMENT; provided that nothing herein shall require a CONSULTANT to indemnify the AGENCY and the STATE against and hold harmless the AGENCY and the STATE from claims, demands or suits based solely upon the conduct of the AGENCY and the STATE, their agents, officers and employees and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT's agents or employees and (b) the AGENCY and the STATE, their agents, officers and employees, this indemnity provision with respect to (1) claims or suits based upon such negligence, (2) the costs to the AGENCY and the STATE of defending such claims and suits, etc. shall be valid and enforceable only to the extent of the CONSULTANT's negligence or the negligence of the CONSULTANT's agents or employees.

The CONSULTANT's relation to the AGENCY shall be at all times as an independent contractor.
The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT's own employees against the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. The CONSULTANT recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation.

Unless otherwise specified in the AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the project. Subject to the processing of an acceptable, supplemental agreement, the CONSULTANT shall provide on-call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume no responsibility for: proper construction techniques, job site safety, or any construction contractor's failure to perform Its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of the AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to RCW 48.

Insurance Coverage
A. Worker's compensation and employer's liability insurance as required by the STATE.

B. General commercial liability insurance in an amount not less than a single limit of one million and 00/100 Dollars ($1,000,000.00) for bodily injury, including death and property damage per occurrence.

Excepting the Worker's Compensation insurance and any professional liability insurance secured by the CONSULTANT, the AGENCY will be named on all certificates of insurance as an additional insured. The CONSULTANT shall furnish the AGENCY with verification of insurance and endorsements required by this AGREEMENT. The AGENCY reserves the right to require complete, certified copies of all required insurance policies at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The CONSULTANT shall submit a verification of insurance as outlined above within 14 days of the execution of this AGREEMENT to the AGENCY. No cancellation of the foregoing policies shall be effective without thirty (30) days prior notice to the AGENCY.

The CONSULTANT's professional liability to the AGENCY shall be limited to the amount payable under this AGREEMENT or one million dollars, whichever is the greater unless modified by Exhibit H. In no case shall the CONSULTANT's professional liability to third parties be limited in any way.

The AGENCY will pay no progress payments under Section V until the CONSULTANT has fully complied with this section. This remedy is not exclusive; and the AGENCY and the STATE may take such other action as is available to them under other provisions of this AGREEMENT, or otherwise in law.

XIV
EXTRA WORK

A. The AGENCY may at any time, by written order, make changes within the general scope of the AGREEMENT in the services to be performed.

B. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of the AGREEMENT, the AGENCY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify the AGREEMENT accordingly.

C. The CONSULTANT must submit any proposal for adjustment (hereafter referred to as proposal) under this clause within 30 days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a proposal submitted before final payment of the AGREEMENT.

D. Failure to agree to any adjustment shall be a dispute under the disputes clause. However nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.

E. Notwithstanding the terms and condition of paragraphs (a) and (b) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

XV
ENDORSEMENT OF PLANS

The CONSULTANT shall place his endorsement on all plans, estimates or any other engineering data furnished by him.

XVI
TIB AND AGENCY REVIEW

The AGENCY and TIB shall have the right to participate in the review or examination of the work in progress.

XVII
CERTIFICATION OF THE CONSULTANT AND THE AGENCY

Attached hereto as Exhibit A-1, are the Certifications of the Consultant and the Agency.

XVIII
COMPLETE AGREEMENT

This document and referenced attachments contains all covenants, stipulations and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as an amendment to this AGREEMENT.

XIX
EXECUTION AND ACCEPTANCE

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements contained in the proposal, and the supporting materials submitted by the CONSULTANT, and does hereby accept the AGREEMENT and agrees to all of the terms and conditions thereof.

In witness whereof the parties hereto have executed this AGREEMENT as of the day and year first above written.

By _____ By _____

Consultant _____ City/County of _____

EXHIBIT A-1
Certification of Consultant

Project No.	City/County

I hereby certify that I am _____ a duly authorized representative of the firm of _____ whose address is _____ and that neither I nor the above firm I here represent has:

(a) Employed or retained for a commission, percentage, brokerage, contingent fee or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this contract.

(b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of a firm or person in connection with carrying out the contract.

(c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation or consideration of any kind for, or in connection with procuring or carrying out the contract; except as here expressly stated (if any):

I further certify that the firm I hereby represent is authorized to do business in the State of Washington and that the firm is in full compliance with requirements of the Board of Professional Registration.

I acknowledge that this certificate is to be available to the Transportation Improvement Board (TIB), in connection with this contract involving participation of TIB funds and is subject to applicable State and Federal laws, both criminal and civil.

_____ _____
Date *Signature*

Certification of Agency Official

I hereby certify that I am the AGENCY Official of the City/County of _____, Washington and that the above consulting firm or his/her representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract to:

(a) Employ or retain, or agree to employ or retain, any firm or person, or

(b) Pay or agree to pay to any firm, person or organization, any fee, contribution, donation or consideration of any kind, except as here expressly stated (if any).

I acknowledge that this certificate is to be available to the TIB, in connection with this contract involving participation of TIB funds and is subject to applicable State and Federal laws, both criminal and civil.

_____ _____
Date *Signature*

EXHIBIT B-1

SCOPE OF WORK

SR 503 SCOTT AVENUE INTERSECTION PROJECT

WOODLAND, WASHINGTON

Prepared for: **Bart Stepp, PE, Public Works Director**
City of Woodland

Prepared by: **Perry Shea, PE, Principal**
Scott Sawyer, PE, Senior Project Manager

Date prepared: **December 11, 2013**

Overview

The objective of this project is to analyze alternatives and prepare an Intersection Control Analysis (ICA) report to select the preferred method for intersection control at the intersection of SR 503 (Lewis River Road) and Scott Avenue, prepare final contract documents for the intersection improvements, prepare environmental documents and permit applications, and coordinate the relocation of dry utilities (power and communications). The intersection improvements are funded by a Transportation Improvement Board (TIB) Urban Arterial Program (UAP) grant, 8-5-954(004)-1. Sidewalk improvements along SR 503 and Scott Avenue from Hillshire Drive to Old Pacific Highway are separately funded by a TIB Sidewalk Program (SP) grant recently awarded for FY 2015. The final contract documents will include water and sewer work funded separately by the CITY.

The work will consist of the following phases:

1. Project Management
2. Survey and Right of Way Delineation (by Gibbs & Olson)
3. Intersection Control Analysis
4. Preliminary Roadway Design
5. Preliminary Stormwater Design (by Gibbs & Olson)
6. Preliminary Water and Sewer Design (by Gibbs & Olson)
7. Geotechnical Design (by Shannon & Wilson)
8. SEPA / DAHP Coordination
9. Permitting (by Gibbs & Olson)
10. Cultural and Archeological Resources Report (by HRA)
11. Public Involvement
12. Final Roadway Design
13. Final Stormwater Design (by Gibbs & Olson)

14. Final Water and Sewer Design (by Gibbs & Olson)
15. Bidding Services

Assumptions

1. The project does not require right of way acquisition.
2. The limits of road improvements will extend approximately 500 feet in each direction along the three legs.
3. Sidewalk improvements paid by the TIB SP grant are located north of 1715 and 1725 Lewis River Road, connecting back to SR 503 immediately south of 1715 Lewis River Road, and extending along Scott Avenue from SR 503 to Old Olympic Highway.
4. Stormwater improvements will include:
    a. Collection and conveyance for the improved roadways
    b. Treatment facilities
    c. Infiltration facilities
5. Water improvements will include:
    a. Replacement or relining of 1,000 linear feet of existing 6-inch cast iron waterline with new 12-inch waterline along East Scott Avenue, from its intersection with Old Pacific Highway to its intersection with SR 503/Lewis River Road
    b. Replacement or relining of 600 linear feet of existing 6-inch cast iron waterline with new 12-inch waterline along SR 503/Lewis River Road from its intersection of East Scott Avenue to Hillshire Drive
    c. Replacement and extension of an existing 2-inch waterline, which crosses under SR 503/Lewis River Road, with approximately 500 linear feet of 8-inch waterline
    d. Installation of two new fire hydrants
6. Sewer improvements include:
    a. Replacement of approximately 400 linear feet of 8-inch sanitary sewer main along East Scott Avenue, from the existing manhole approximately 400 feet west of the intersection of East Scott Avenue and SR 503/Lewis River Road to this intersection
    b. Replacement of approximately 150 linear feet of 8-inch sanitary sewer main west along and crossing under SR 503/ Lewis River Road from the intersection of East Scott Avenue and SR 503/Lewis River Road to the existing manhole located on the south side of SR 503 across from the fire station
    c. Extension of 500 linear feet of new 8-inch sanitary sewer south along SR 503/ Lewis River Road from the intersection with Scott Avenue
    d. Installation and/or lining of seven new sanitary sewer manholes
7. New pavement will be designed for realigned roadways. Roadways on existing alignment will be widened per the selected method for intersection control and overlaid for the full width for the limits of roadwork.
8. The scope of work does not include utility undergrounding of power and/or communication utilities.
9. The basic layout of design elements will not change after the 60% submittal. Requests for subsequent changes may require additional budget.

10. Water and sewer design phases will be funded by CITY utility funds. These scope of work phases are broken out separately to facilitate CITY invoicing to the Transportation Improvement Board excluding these costs.

Information Provided by the CITY

1. All available as-built drawings for water, sewer, and stormwater.
2. Potholes of utilities as determined mutually between SCJ and the CITY.

Phase 1 Project Management

This phase includes tasks to plan, manage, and administer the work; attend project meetings and City Council study sessions; and provide quality assurance/quality control.

Task 1 Management

1) Management: Manage the project by directing and supervising staff and reviewing work for the duration of the project. This management is for the overall work rather than specific tasks.

1) Schedule and Budget: Develop a critical path project schedule to match the scope of work. Identify task durations, predecessors, CITY reviews, WSDOT reviews, deliverables, and milestones. Review and update the schedule on a monthly basis. Monitor earned value and actual costs on a biweekly basis. Provide monthly billing statements to the City including overall budget and schedule confirmation and review for each progress billing period.

Task 2 Administration

1) Progress Reports: Prepare and submit a bi-weekly progress report. Progress reports will show: (1) prior work performed, (2) current work planned, (3) schedule and budget status (including a 3-line earned value chart), (4) a summary of scope changes/added value, and (5) items needed from the CITY and/or others.

2) Progress Billings: Prepare a monthly progress bill with weekly progress reports attached. Bills will show staff hours for each phase (i.e., Phase 1: Project Management). Costs will be allocated between the TIB UAP grant and the TIB SP grant by fixed percentages determined at the beginning of the work.

3) Filing: Develop a project filing system and maintain project files in one centralized location. Periodically purge draft and redundant documents.

4) Subconsultant Administration: Execute and administer sub agreements. Review and approve monthly invoices.

Task 3 Project Meetings

1) Management Meetings: Attend up to eight (8) Management Team meetings. The meetings will be attended by the Public Works Director, the SCJ Project Manager, and one staff member (average) to review project status and schedule. Prepare minutes for each meeting.

Task 4 Quality Assurance/Quality Control

1) Quality Control: Provide senior level review of task deliverables before submittal to the CITY.

2) Quality Assurance: Audit quality check activities and documentation on a periodic basis.

Understanding

- Project management will be provided over a 12-month timeframe, and the estimated number of meetings and project coordination is reflected in the budget.
- Progress billings will be submitted monthly to the CITY.
- Timelines and milestones will be outlined in a master schedule using Microsoft Project and will be updated for each progress billing.
- Budget for peer checks for quality control is included within budget for design tasks.

Deliverables

- Bi-weekly Progress Report submitted via email in PDF format.
- Progress billings submitted monthly submitted via email in PDF format.
- MS Project schedule updates submitted via email in PDF format.
- Minutes for Management Meetings submitted via email in PDF format.

Phase 2 Survey and Right of Way Delineation

Task 1 Topographic Survey

1) Topographic Survey (Intersection Project): Perform topographic survey for the following limits:
   - From the intersection, west along Scott Avenue approximately 500 feet, collect road crown, edge of pavement, driveways, storm structures (with invert elevations), existing utilities and underground utility locate marks (provided by others). Collect ground elevations and tops/toes of slopes within 10-feet of the edge of pavements, together with and including structures, fences or other manmade improvements.
   - From the intersection, east approximately 500 feet to Hillshire Drive, collect road crown, edge of pavement, driveways, storm structures (with invert elevations), existing utilities and underground utility locate marks (provided by others). Collect ground elevations and tops/toes of slopes within 25-feet of the edge of pavements, together with and including structures, fences or other manmade improvements.
   - From the intersection, south approximately 500 feet to a point 50 feet south of driveway at 1654 Lewis River Road. Collect road crown, edge of pavement, driveways, storm structures (with invert elevations), existing utilities and underground utility locate marks (provided by others). Collect ground elevations and tops/toes of slopes within 25-feet of the edge of pavements, together with and including structures, fences or other manmade improvements.
   - Collect topographic data, including all improvements, structures and visible utilities within an open grassy area located 280-feet east of SR 503/ Lewis River Road centerline and 220-feet south of East Scott Avenue.

2) Topographic Survey (Sidewalk Project): Perform topographic survey for the following limits:
   - Scott Avenue from Old Pacific Highway to approximately 500 feet west of SR 503. Collect road crown, edge of pavement, driveways, storm structures (with invert elevations), existing utilities and underground utility locate marks (provided by others). Collect ground elevations and tops/toes of slopes within 10-feet of the edge of pavements, together with and including structures, fences or other manmade improvements.
   - Along the northerly property lines of 1715 and 1725 Lewis River Road. Limits of survey will be from the north property line northerly 40 feet, and the area located between 1715 Lewis River Road and the City of Woodland Fire Station at 1711 Lewis River Road. Information will include existing fences, structures, visible utilities, ground elevation and any trees 8-inches in diameter or greater measured at chest height.
   - Along the southern property line of parcel 50636, and the property lines of 506360400, 506360500, and 506360600. Information will include existing fences, structures, visible utilities, ground elevation and any trees 8-inches in diameter or greater measured at chest height. The purpose of this surveying is for fencing that will be placed along the property lines as part of the sidewalk project.

3) Right of Way Mapping: Locate monuments and use record right of way maps to establish existing rights of way for the SR 503 and Scott Avenue for the project limits (intersection and sidewalk projects). Provide approximate location of side parcel lines.

4) Base Map: Prepare a topographic base map in AutoCAD, including existing rights of way. Provided a surface model for the existing ground surface in Civil 3D.

Understanding

- Field data will be collected on NAD83/91 Washington State Plane Coordinates, South Zone, and NAVD88 Elevation datum.

Deliverables

- Topographic base map in AutoCAD format and existing surface in Civil 3D format.

Phase 3 Intersection Control Analysis

This phase consists of an alternatives analysis to determine the preferred method for intersection control at SR 503 and Scott Avenue, and preparation of an Intersection Control Analysis technical memorandum to document the alternatives analysis work.

Task 1 Traffic Analysis

1) Data Review: Collect and review traffic volume forecasts prepared for the Scott Avenue Reconnection project.

2) Forecast Meetings: Meet with the CITY and the CITY's consultant for the Scott Avenue Reconnection project one time to discuss the applicability of volume forecasts to the SR 503 Scott Avenue Intersection project. Meetings will be held at the CITY's offices in Woodland. Prepare meeting summaries.

3) Traffic Volume Forecasts: Based on meetings per Task 1.2, prepare a technical memorandum for inclusion in the Intersection Control Analysis Report. The memorandum will document the basis for traffic volume forecasts at the intersection for AM and PM peak periods. This task may include minor post-processing of volumes provided by the CITY from the Scott Avenue Reconnection Project.

4) Operational Analysis: Prepare intersection operational analysis for current year, interim horizon and design year horizon with existing intersection geometry and control. Prepare design year horizon intersection analysis for proposed intersection geometry and control. The following intersections types will be included:
   - Traffic Signal
   - Roundabout (may include a bypass lane)
   - Stop control (layout to be determined)

   Prepare a technical memorandum describing the operational analysis methods and results for inclusion in the Intersection Control Analysis Report.

5) Signal Warrant: Prepare a warrant analysis based on MUTCD Chapter 4C (Warrants 1, 2, and 3) and WSDOT Design Manual Section 1330.05. Prepare a brief technical memorandum describing the methodology and results of the signal warrant analysis for inclusion in the Intersection Control Analysis Report.

Task 2 Alternatives Analysis

1) Kickoff Meeting: Meet with the CITY and WSDOT Southwest Region (Development Services and Traffic Engineering) to review the traffic analysis performed under Task 1. Discuss possible alternative methods for intersection control and agree to three methods for alternatives analysis. Review Chapter 1300 of the WSDOT Design Manual and discuss the specific scope of the Intersection Control Analysis to be performed. Prepare a summary of the meeting.

2) Intersection Layout: Prepare conceptual layout of up to three intersection designs to determine the relative footprint size and right of way impacts of the alternatives under consideration. Prepare 20-scale drawings to a preliminary Intersection Plan for Approval level to illustrate the alternative designs.

3) Environmental Scan: Conduct a site visit to evaluate the project considering anticipated SEPA documentation and permitting requirements. Prepare a draft SEPA Checklist to assess the project setting and the proposed improvements. Identify the appropriate level of SEPA documentation and the environmental permits required. Prepare a technical memorandum documenting environmental opportunities and constraints.

4) Intersection Control Analysis Report: Compare the alternatives using the following criteria:
   - Operations – delay, level of service, queuing
   - Right of way impacts
   - Environmental impacts
   - Access management/property access
   - Accommodation of bicycles and pedestrians

- Cost

Prepare an Intersection Control Analysis Report based on WSDOT Design Manual Chapter 1300 using the data and work performed under this Phase 3. Sections will include:

- Existing Conditions
- Delay Analysis
- Operational Considerations
- Benefit/Cost Analysis
- Bicycle/Pedestrian Facilities
- Alternatives Analysis Summary
- Public Involvement
- Identification of the recommended intersection design alternative
- Traffic volume forecasting (appendix)
- Signal warrant analysis (appendix)
- Operational analysis methodology (appendix)

Include appendices for technical memorandums prepared for traffic volume forecasting, operations analysis, and signal warrant analysis.

Understanding

- Traffic Analysis under Task 1 may include minor post-processing of volumes provided by the CITY from the Scott Avenue Reconnection Project. Task 1 does not include work to refine and/or adjust the CITY travel demand model.
- The design year will match the design year from the Scott Avenue Reconnection Project.

Deliverables

- Meeting Summaries submitted in PDF via email.
- Technical memorandum documenting the environmental scan submitted in PDF via email.
- Intersection Control Analysis Report submitted in PDF via email to the City and WSDOT.

Phase 4 Preliminary Roadway Design

Task 1 Data Collection

1) Data Collection: Gather and review available background data and as-builts from the CITY and WSDOT for roadway improvements. Gather and review system maps from dry utility providers (power and communication).

2) Photographs: Walk the site and provide photo documentation organized as 4x6 photos in a binder with notations on description, location, and orientation.

Task 2 Roadway

1) Horizontal Layout
   - Establish a final-design-level centerline for SR 503 and Scott Avenue.

- Develop preliminary engineering level detail for the roadway layout of SR 503 and Scott Avenue. Show travel lanes, turn lanes, medians, bike lanes/shoulders, curb/gutter, and sidewalks.
- Define alignment data (bearing and curve data) for the centerline and define alignment data (station/offset and curve data) for medians, curbs, and edges of pavement).
- Create a centerline alignment for each driveway in the project limits (approximately 8).
- Create truck-turning exhibits for the intersection.
- Develop one typical section each for SR 503 and Scott Avenue.

2) Vertical Layout
   - Develop centerline profile for SR 503 and Scott Avenue.
   - Develop curb return profiles and intersection grading for the intersection.
   - Develop driveway profiles for up to 8 driveways.
   - Design ADA ramps (type selection and preliminary grades) at intersection.

3) Frontage Design
   - Profile proposed back of sidewalk or edge of pavement for each parcel abutting the project. Design each site to integrate proposed improvements with the existing conditions.
   - Create a frontage conformance exhibit for each parcel (up to 10 parcels). Each exhibit will include sufficient plan view detail to show the general public what the site will look like. The exhibits will include a plan view site plan showing the roadway, sidewalk, existing structures, parking, and landscaping. The exhibits may include cross sections and profiles as necessary to demonstrate how the site will be graded. Each exhibit will be at a scale to fit attractively on 11x17 inch paper.
   - Submit frontage conformance exhibits to the CITY for review. Incorporate revision from one CITY review.

4) Review Workshop with CITY: Conduct one (1) design review workshop in Woodland to review roadway work in progress. Revise work according to the design review workshop comments. Provide workshop minutes to the City in PDF via email.

5) Technical Memorandum: Prepare a draft technical memorandum for inclusion in the Basis for Design Report described under Phase 4. The memorandum will describe roadway design including standards used to layout the roadway.

Task 3 Traffic

1) Channelization: Layout striping for SR 503 and Scott Avenue. Include lane striping, intersection markings, and traffic symbols.

2) Illumination
   - Inventory existing lighting along SR 503 and Scott Avenue.
   - Develop a lighting layout using WSDOT standards from Design Manual Chapter 1040.
   - Coordinate with Cowlitz Public Utility District to identify points of connection.

3) Traffic Signal
   - Prepare a Preliminary Signal Plan per WSDOT Highway Design Manual Chapter 850.10 for the intersection. Identify appropriate locations for the signal controller and service disconnect system.
   - Evaluate and recommend the appropriate type of vehicle detection for the signal operations.
   - Locate signal poles and stop-bar locations based on truck turning templates from Task 2 Roadway.

4) Construction Sequencing
   - Develop a strategy for construction of the improvements describing sequencing, geometric standards during construction, and traffic control methods. Include exhibits (up to four phases) depicting the sequence of construction. Meet with CITY staff to review the strategy. Include the memorandum in the Basis for Design Report described under Phase 4.

5) Technical Memorandum: Prepare a traffic technical memorandum for inclusion in the Basis for Design Report described under Phase 4. Describe the basis for design for striping, lighting, and traffic signals.

Task 4 Utility Mapping

1) Utility Mapping:
   - Obtain system maps and as-built drawings from utility providers. Compare to survey mapping to verify mapping completeness.
   - Field-verify the utility mapping against visible appurtenances and available system maps.
   - Reconcile mapping discrepancies with the CITY and utility providers.

2) Utility Conflict Technical Memorandum: Prepare a utility conflict technical memorandum and submit for CITY review. Evaluate available data to identify utility conflicts and make recommendations for final resolution. Coordinate with utility providers to determine cost responsibility for relocations. Identify special construction-related requirements for each utility. Identify hazardous utility materials requiring special handling. Revise the memorandum once per CITY comments. Include the final memorandum in the Basis for Design Report described under Phase 4.

Task 5 WSDOT Intersection Plan for Approval (PFA)

1) PFA 1: Prepare an Intersection Plan for Approval (PFA) package for the improvements along SR 503 within the project limits. Base the PFA package on the 12-page Olympic Region checklist for PFA submittals, or other checklist provided by WSDOT Southwest Region Development Services.

2) PFA 2: Revise the first PFA based on WSDOT review comments and submit the second PFA package.

3) PFA Pre-Mylar: Revise the second PFA package based on WSDOT review comments and prepare the pre-Mylar package.

4) Final PFA: Revise the pre-Mylar package based on WSDOT review comments and print the PFA drawings on Mylar for WSDOT approval.

5) Coordination: Attend up to four meetings with WSDOT to process the PFA to approval.

Task 6 Preliminary Plans

1) Preliminary Plans: Prepare the following plan types at 1"=20' scale (unless noted otherwise). The number of plan sheets per plan type is shown in parentheses.
   - Cover (1 sheet)
   - Typical Sections (2 sheets)
   - Plan and Profile (5 sheets)
   - Channelization (5 sheets)
   - Illumination (5 sheets)
   - Traffic Signal (5 sheets)

Task 7 Preliminary Cost Estimate

1) Cost Estimate
   - Develop quantities based on the preliminary plans from Phase 4.
   - Assign unit costs for quantified items and assign lump sum costs to other items based on professional judgment.
   - Develop a planning level construction estimate that includes a 30% contingency.

Task 8 Basis for Design Report

1) Draft Basis for Design Report: Prepare an executive summary to describe work completed and decisions made in Phase 4. Include technical memorandums prepared separately for roadway design, traffic design, traffic control strategy, utility conflict, water design, and sewer design. Include preliminary plans and cost estimates. Submit to the CITY for review.

2) Final Basis for Design Report: Revise the report once per CITY comments.

Understanding

- For the purposes of establishing a design budget, it is assumed a traffic signal will be selected as the preferred intersection design. This assumption is only for budgeting purposes. It does not indicate in any way a preference for a traffic signal. If another intersection design is selected under the Phase 3 work, the scope and budget will be updated accordingly.
- There are no retaining walls included in the project.
- Design Exceptions and/or Deviations per WSDOT Design Manual Chapter 300 are not anticipated. Therefore, these services are not included.
- There is no federal nexus for the project.
- SR 503 is a principal arterial, non-NHS state route. Design Matrix 5 will govern for the Intersection Plan for Approval design (roadway layout). The Project Type is assumed to be Safety-Intersection (5-15) per Figure 1100-6 of the WDSOT Design Manual.

- Roadway design for Scott Avenue is based on City of Woodland Construction Standards – Transportation.
- Lighting design is based on WSDOT Design Manual Chapter 1040.
- Traffic signal design is based on WSDOT Design Manual Chapter 1330.
- Preliminary plans will be prepared in general accordance with the WSDOT Plans Preparation Manual.

Deliverables

- Meetings summaries submitted in PDF via email.
- Utility Conflict technical memorandum submitted in PDF via email.
- Plan for Approval (1st, 2nd, Pre-Mylar, and Final) submitted to WSDOT in hard copy (11”x17”) and submitted to the CITY in PDF via email.
- Preliminary Plans (11”x17”) submitted in PDF via email.
- Basis for Design Report submitted in PDF via email.

Phase 5 Preliminary Stormwater Design

Task 1 Data Collection

1) Data Collection: Gather and review available background data and as-builts from the CITY and WSDOT for stormwater improvements.

Task 2 Stormwater

1) Scoping: Meet with WSDOT Southwest Region to verify applicable drainage standards for the project. Prepare a meeting summary.

2) Modeling: Prior to beginning modeling of the proposed improvements, meet with the CITY and WSDOT to determine the appropriate criteria and modeling software to be used for the project. Once the criteria for analysis has been determined, perform a hydrologic model of the existing and proposed land use conditions for the limits of disturbance to determine the treatment and flow control requirements. Determine preliminary footprint size of water quality and flow control facilities.

3) Layout: Prepare plan and profile sheets to a preliminary design level for the stormwater improvements. Show the plan view footprint of water quality and flow control facilities.

4) Stormwater Scoping Package: Prepare a Stormwater Scoping Package per WSDOT Highway Runoff Manual Chapter 2-3.4.1 and submit to the CITY and WSDOT for review. Revise once per CITY and WSDOT comments. The package will describe stormwater design, document major design decisions, and serve as a preliminary drainage report.

Task 3 Preliminary Cost Estimate

1) Cost Estimate
   - Develop quantities based on the preliminary plans from Phase 5.
   - Assign unit costs for quantified items and assign lump sum costs to other items based on professional judgment.
   - Develop a planning-level construction estimate that includes a 30% contingency.

Understanding

- The assumed number of sheets by plan type is as follows:
  - Stormwater Plan & Profile – 4 sheets at 20 scale
  - Stormwater Details – 2 sheets
- Stormwater design will be based on the City of Woodland Construction Standards, WSDOT Standard Plans, and the WSDOT Highway Runoff Manual (2014).

Deliverables

- Meetings summaries submitted in PDF via email.
- Stormwater Scoping Package submitted in PDF via email.
- Preliminary plans for stormwater (11”x17”) submitted in PDF via email.

Phase 6 Preliminary Water and Sewer Design

Task 1 Data Collection

1) Data Collection: Gather and review available background data and as-builts from the CITY and WSDOT for water and sewer improvements.

Task 2 Water and Sewer

1) Scoping: Meet with the CITY to verify the scope of water and sewer improvements. Prepare meeting minutes documenting the scope.

2) Layout: Prepare plan and profile sheets to a preliminary design level for the water and sewer improvements.

3) Technical Memorandum: Prepare a technical memorandum for inclusion in the Basis of Design Report described under Phase 4. The memorandum will describe the water and sewer design and document major design decisions.

Task 3 Preliminary Cost Estimate

1) Cost Estimate
   - Develop quantities based on the preliminary plans from Phase 6.
   - Assign unit costs for quantified items and assign lump sum costs to other items based on professional judgment.
   - Develop a planning-level construction estimate that includes a 30% contingency.

Understanding

- The assumed number of sheets by plan type is as follows:
  - Water/Sewer Plan & Profile – 4 sheets at 20 scale.
  - Water/Sewer Details – 3 sheets
- Water and sewer design will be based on the City of Woodland Construction Standards.

Deliverables

- Meetings summaries submitted in PDF via email.
- Preliminary plans for water and sewer (11”x17”) submitted in PDF via email.

Phase 7 Geotechnical Design

Task 1 Site Reconnaissance & Explorations Field Locates

1) Data Review: Gather and review available published geologic subsurface information.

2) Site Visit: Visit the site to observe the existing site conditions, including geologic hazards, and site access for the field explorations. Mark and reference proposed boring locations.

3) Utility Locates: Notify the Utility Notification Center for utility clearance.

4) Drilling Coordination: Prepare drilling subcontracts and coordinate drilling schedules and issues with drilling subcontractors. Make a hand sketch at the proposed location of each exploration by field referencing existing facilities via hand measurements and hand-held GPS readings. Estimate elevations at the ground surface based on topographic base maps prepared under Phase 2.

Task 2 Visual Pavement Assessment

1) Visual Assessment: Perform a visual assessment of existing pavements during the site visit under Task 1, Site Reconnaissance & Explorations Field Locates, and map the results. The primary goal shall be to identify areas of severely distressed pavement, which will be correlated to the field data and used to identify potential causes of distresses and potential mitigation strategies. Specifically, the assessment will identify surface manifestation of weak, poor, or failing subgrade and locations of pavement failure such as longitudinal cracking or raveling. In addition, subsurface drainage conditions will be assessed. Identified locations of distress shall be mapped using a commercial-grade handheld GPS unit.

Task 3 Exploration and Testing Work Plan

1) Exploration Work Plan: Prepare an Exploration and Testing Work Plan (ETWP) showing the proposed field exploration locations; outlining the drilling and sampling procedures; preliminary laboratory testing plan; permitting; and traffic control plan prior to beginning the work. No fieldwork is to be performed, other than the initial site reconnaissance, before review and approval by Agency of the ETWP.

2) Field Safety Plan and Traffic Control Plan: Develop a Field Safety Plan (FSP) for fieldwork and a Traffic Control Plan (TCP) for submittal to the CITY and WSDOT prior to the start of investigation work. The TCP will address minor road encroachment as well as single lane closures for activities associated with drilling exploratory borings from the roadway surface and pavement restoration after drilling.

Task 4 Subsurface Explorations

1) Borings and Cores: Perform six sets of pavement cores and borings on the existing roadway for light pole foundation design and pavement design. These borings and pavement cores will be accomplished in a single hole at each location. Explorations will also include one boring for possible traffic signal design at the intersection. The proposed pavement coring and boring locations and depths for the proposed structures

are summarized in Table 1. The locations of the borings and pavement cores are shown on Figure 1, Site Plan.

TABLE 1: PAVEMENT CORING AND BORING SUMMARY

Proposed Structures	Type of Explorations	Number of Explorations	Maximum Depth of Each Exploration (feet)	Total Drilling Footage of Boring Type (feet)
Intersection	Boring	1	30	30
SR 503	Pavement Core and Boring	4 sets	10	40
Scott Avenue	Pavement Core and Boring	1	10	10
			Total	90

The borings will be drilled using a trailer-mounted drill rig. Soils will be drilled/sampled by continuous solid-stem auger drilling techniques. Groundwater levels will be recorded, if encountered. Piezometers will not be installed. When complete, the borings will be fully backfilled in accordance with the Washington State Department of Ecology requirements.

Standard Penetration Test (SPT) sampling will be performed in the soil and accomplished at 2.5-foot intervals in the upper 10 feet and 5-foot intervals thereafter. No rock coring will be done.

A representative from our firm will observe the borings, maintain field logs of the conditions and materials encountered, and obtain samples for laboratory testing. The draft logs containing subsurface characterization will be prepared and finalized after laboratory testing. The draft logs will be made available to the team as preliminary information.

2) Dynamic Cone Penetrometer Testing: Perform up to four Dynamic Cone Penetrometer (DCP) tests in the roadway widening areas to estimate subgrade modulus (Mr). The DCP tests will extend to a maximum depth of 48 inches. The DCP is an AASHTO-recommended in situ test to estimate a Falling Weight Deflectometer-correlated subgrade modulus (Mr) for pavement design. In addition, the DCP is an ASTM D 6951 Test Method. The locations of the DCP tests are shown on Figure 1, Site Plan.

3) Test Pit: Perform one test pit in the vicinity of the proposed stormwater facilities to collect bulk soil samples for gradation tests. The test pit will be excavated to a maximum depth of 10 feet. Up to three bulk soil samples will be collected for gradation test to estimate infiltration rate. The location of the test pit is shown on Figure 1, Site Plan.

Task 5 Laboratory Testing

1) Laboratory Testing: Conduct testing to provide data on the physical characteristics and identification of subsurface materials. The testing will include standard soil tests such as natural water contents, visual-manual identifications, Atterberg limit tests, and particle size analyses. The laboratory tests will be used to confirm field soil identifications and

descriptions for preparation of the final computer generated boring logs (gINT logs). DCP test results will be plotted. Pavement cores will be logged and photographed.

Task 6 Geotechnical Engineering Analysis

1) Geotechnical Design: Perform geotechnical design in accordance with Washington Department of Transportation (WSDOT) Geotechnical Design Manual (October 2013). Pavement design will be performed in accordance with June 2011 WSDOT Pavement Policy and American Association of State Highway and Transportation Officials (AASHTO) Guide for Design of Pavement Structures (1993). The geotechnical analyses will address the following:
   - Provide gradation and D_{10} of soils in the vicinity of stormwater facilities.
   - Provide geotechnical parameters for street light and traffic foundation design in accordance with WSDOT standard drawings.
   - Pavement rehabilitation design and recommendations for HMA.
   - Pavement design and recommendations for HMA.
   - Subgrade improvement and base rock reinforcement to reduce pavement section thickness, if needed.
   - Provide earthwork recommendations.

Task 7 Geotechnical Design Report Preparation

1) Geotechnical Report: Prepare a report presenting the results of the various field, laboratory, and office studies, which will include recommendations and conclusions. Prepare an electronic copy of the draft geotechnical report and submit for review and comments. Provide two bound copies and one electronic file copy of the final report.

Understanding

- Geotechnical design will be performed to support design of pavement, pavement overlays, stormwater infiltration facilities, and pole foundations.
- Site access permits will be provided by the CITY.
- A drilling permit will not be required by the CITY.
- Field explorations will be performed during weekdays and daylight hours. Work hours are restricted to 7 AM – 8 PM Monday - Friday. Work on Saturdays requires prior approval by Woodland Public Works Director.
- All traffic control is the responsibility of the consultant. Consultant must obtain a WSDOT Traffic Control Permit prior to any work that requires traffic control on SR 503.
- Drill cuttings will be spread on site in the CITY-owned vegetated areas.
- The borings will be backfilled according to State of Washington Department of Ecology protocol.
- The Utility Notification Center (One-Call) will be used to clear the boring and DCP locations.
- Core holes will be repaired by replacing the cored pavement with a matching or thicker-base aggregate and asphalt section. The excavated soil shall be replaced with bentonite chips up to the bottom of the existing aggregate base materials. Instant Road Repair shall be used to repair existing pavement. Existing base aggregate will be recycled if possible.

- The planned explorations do not include an environmental site assessment, and the site is assumed to be "clean" regarding hazardous or contaminated materials.
- Groundwater levels will be recorded, if encountered.
- Seismic hazards evaluation and mitigation design are not required and not included in our scope.
- Life cycle analysis is not required and not included in our scope.
- A geologic profile will not be developed.

Deliverables

- The ETWP submitted in PDF via email.
- Field Safety Plan and Traffic Control Plan submitted in PDF via email.
- Draft Geotechnical Design Report in PDF via email.
- Sealed Final Geotechnical Design Report submitted in in PDF via email.

Phase 8 SEPA / DAHP Coordination

Task 1 SEPA

1) SEPA Checklist: Prepare a SEPA Checklist.

2) DAHP Coordination: Prepare an EO 050-05 technical memorandum describing the following:
   - Project description
   - Location
   - Area of Potential Effect (APE) (proposed ground disturbance)
   - Summary of buildings or structures over 50 years of age
   - Photographs of the existing condition

   Schedule and attend a meeting with Department of Archeology and Historic Preservation (DAHP) to review the technical memorandum so DAHP can determine the need for site investigations.

3) Tribe Letter: Prepare a cover letter for the EO 05-05 technical memorandum for the CITY to send to interested tribes.

Understanding

- No federal funds will be used for the project.
- State funds (TIB grant) will be used for the project.
- There are no wetland impacts.
- There are no discipline reports required for the SEPA Checklist.

Deliverables

- SEPA Checklist submitted in PDF via email.
- EO 05-05 technical memorandum submitted in PDF via email.
- Tribe Cover Letter submitted in MS Word and PDF via email.

Phase 9 Permitting

Task 1 Shoreline Permit

1) Shoreline Permit: Prepare a draft Shoreline Permit for submittal to the CITY for processing. Respond to comments and prepare a final Shoreline Permit.

Understanding

- None.

Deliverables

- Preliminary Shoreline Permit Application submitted in PDF via email.
- Final Shoreline Permit Application submitted in PDF via email.

Phase 10 Cultural and Archeological Resources Report

Task 1 Conduct Archival Background Research:

1) Records Research: Review records with the Washington DAHP and within HRA's Portland office library. Examine historic maps and resources including, but not limited to, General Land Office plats, Metsker's maps, Sanborn Fire Insurance Maps, railroad maps, aerial photographs, and appropriate historical documents identified during the research phase. Consult with county courthouses, museums, historical societies and/or libraries during the course of the investigations. Consult county tax records to determine whether there are any structures that are 50 years old or older within the project area.

Task 2 Conduct Archaeological Fieldwork

1) Utility Notification Center: Begin field investigations after the EO 05-05 meeting with DAHP, once initial background research has been completed, and access permission has been obtained. Field inventories will follow Washington DAHP guidelines, as appropriate. Coordinate the work with the Utility Notification Center in order to ensure compliance with the "Call Before You Dig Law" in Washington State, RCW 19.122.

2) Pedestrian Field Survey: The survey will be conducted by qualified, trained archaeologists walking systematic transects appropriately for the field conditions, but no greater than 65 feet in width. The archaeologists will walk a zigzag pattern to achieve maximum coverage of the area and will investigate all areas of surface disturbance (e.g., ditches, cutbanks and other erosional exposures), regardless of their position in the transect lines. Take overview digital photographs of the survey area and at each cultural resource location. Maintain a standardized photographic log.

3) Shovel Probes: In the course of the pedestrian field survey, the archaeologist will identify and make note of High Probability Areas (HPAs) throughout the APE, taking into consideration the results of background research, as well as the sedimentary and geomorphic settings as assessed during the pedestrian survey. Within the HPAs, excavate shovel probes (SPs). The SPs will be at least 12 inches in diameter and will be excavated to a depth of at least 20 inches below the surface or until sterile soil is encountered for two consecutive strata. SPs may be terminated at shallower depths if

the sediments reveal that substantial ground disturbance has previously occurred at a location.

All excavated sediments will be screened through 0.25-inch mesh. Any items found will be documented on shovel probe forms and, if diagnostic, by digital photography before being returned to the excavated hole. The sediments observed in each positive probe hole will be described on the shovel probe form and in the field supervisor's field notes, including evidence of subsurface disturbances and cultural material integrity. Shovel probes will be backfilled immediately following their termination and recording. Efforts will be made to return the surface above the probe to its original condition. The location of shovel probes will be documented using a Trimble GeoExplorer 6000 GeoXH GPS unit Equipped with ArcPad 10 software. No shovel probes will be excavated within previously recorded sites.

4) Cultural Resource Discovery: It is not anticipated archaeological deposits will be identified. If deposits are encountered, document the cultural resources on forms acceptable to the Washington DAHP. At each resource location, field personnel will describe the environmental and cultural characteristics of the site, including descriptions of cultural remains and boundaries. Prepare scaled maps for each site, showing the location of cultural features, artifact concentrations, and other manmade features. Prehistoric resources will be recorded in meters and historic resources in feet. Digital photographs of each site will include overview photos and, in the case of standing architecture or structures, elevation-by-elevation photographs. Temporally diagnostic material found in the field will be recorded with a digital image; drawn in cross-section and Planview; and described as to type, function, and age as best as possible. The location of these artifacts will be recorded with a GPS unit. Follow a no-collection policy during the course of the survey. Archaeological resource forms will be completed using the Washington State archaeological resource form.

5) Historic Structures: Record aboveground structures that are at least 50 years old on a Washington Historic Property Inventory Form (HPI) and evaluate the building for its historic and architectural significance. The structure will be photographed individually as well as in its overall context to assist in better understanding and evaluating its historic landscape. The aboveground resources section of the cultural resources report will include a physical description of the buildings, a brief historic context, and an evaluation of whether the building is eligible for the National Register of Historic Places (NRHP).

Task 3 Prepare Technical Report

1) Data Analysis: Upon completion of fieldwork, conduct data analysis and prepare contextual documentation to evaluate the significance of cultural resource properties located within the APE. Contexts will be tailored to the types of properties identified and may emphasize prehistoric, historic or architectural themes. Evaluate the significance of individual properties and assess their level of integrity in order to arrive at a recommendation regarding the eligibility of each recorded property for inclusion in the NRHP. Given the limited nature of survey work, it may only be possible to make a preliminary recommendation, particularly in the case of subsurface archaeological materials.

2) Report of Findings: The report of findings prepared for the project will conform to the standards established by the Washington DAHP and will include, at a minimum, a project description; a historic context including results of the background research with tables showing archaeological resources and previous surveys in the project APE; a description of the methods used during the research and fieldwork; expected results of the survey; maps showing the locations of all archaeological survey and resources identified as well as recommended HPAs; narrative description, sketch maps, and photographs of the cultural resources identified; a narrative description of recommended HPAs; and, HRA's recommendations concerning the NRHP eligibility and potential project effects for all recorded properties.

Understanding

- Because the project is funded with TIB funds, this Phase is intended to comply with Executive Order 05-05.
- CITY will receive approval of the Project Area definition and cultural resources scope from DAHP (as part of their EO 05-05 consultation in Phase 8) prior to commencement of the Phase 10 work. If DAHP determines the project does not require site investigations, Phase 10 work will be deducted from the scope and budget.
- All consultation with tribes will be conducted by the CITY.
- Up to one archaeological resource (site or isolate) is anticipated. Should additional resources be identified, additional budget may be required.
- No more than three aboveground resources will be documented. Should additional resources be identified, additional budget may be required.
- Up to 20% of the project area will require shovel probing.
- Should an archaeological resource be identified, additional studies may be required to assess its eligibility for the NRHP. Such investigations have not been scoped as part of this effort and would require a contract amendment.

Deliverables

- Draft Archaeological Resource Inventory Report in PDF format submitted via email.
- Final Archaeological Resource Inventory Report in PDF format submitted via email.

Phase 11 Public Involvement

Task 1 Public Involvement

1) Focus Meetings: Meet with individual property owners and/or business owners to discuss the project and gather input. Coordinate with the CITY to allow for staff attendance at the meetings if desired. Prepare notes to document key decisions and/or action items. For budget purposes, it is assumed the one-on-one meetings will last about 30 minutes. The meetings will be grouped as much as practical. It is assumed all meetings will occur within three total trips to Woodland.

2) Project Website: Create and maintain a project website using WordPress. Coordinate with CITY staff to provide a link on the CITY's website. The project website will include the following pages:
   - Home: provides basic "About" information.
   - Project Updates: provides periodic blog articles to discuss project progress.

- Schedule: provides basic project schedule information in simple Gantt chart and narrative format.
- Project Documents: provides PDF copies of major deliverables and/or public open house graphics.
- Q&A's: provides a listing of common questions and answers. Focus meetings and open houses will be used as source for common questions.
- Subscribe: provides a link for people to subscribe to email updates.

3) Council Briefings: Provide up to three council briefings to report on project progress and gather council input and/or endorsement. The meetings will be generally timed with the first meeting held after alternatives have been identified and defined. The second meeting will be held after a preferred alternative has been identified. The third meeting with be held about the time of the 90% submittal. Prepare graphic materials for discussion purposes. Prepare notes from the meetings to document key decisions and/or action items.

4) Public Meetings: Hold up to three public information meetings to report on project progress and gather public feedback. The meetings will be generally timed to occur one to two weeks after the Council Briefings. Prepare graphic materials for discussion purposes. Prepare notes from the meetings to document key decisions and/or action items.

Understanding

- The City Council will endorse major project decisions based on information provided at the Council Briefings.
- The Project Update section of the website will be updated with current blogs up to 15 times.

Deliverables

- Meetings summaries for focus meetings, public information meetings, and council briefings submitted in PDF via email.
- Project website and blog updates posted electronically.

Phase 12 Final Roadway Design

Task 1 Utility Coordination

1) Identify Potholing Locations: Based on potential utility conflicts identified under Phase 4, identify requested potholing locations and submit to the CITY.

2) Potholing: Oversee potholing activities. Up to twelve (12) hours of project engineer time and two trips to the project have been included.

3) Incorporate Potholing Data: Incorporate potholing data into Civil3D model and review for potential conflicts.

4) Identify Conflicts: Identify utilities requiring relocation and notify utility providers by phone, email, and US mail. Determine if providers will relocate conflicting utilities prior to or during construction. Prepare a relocation tracking matrix and monitor progress by providers to relocate utilities.

Task 2 Roadway

1) Horizontal Layout: Finalize the horizontal layout of SR 503 and Scott Avenue.

2) Vertical Layout: Determine final centerline grade; develop final curb return profiles and intersection grading for the intersection; develop final driveway profiles for up to 8 driveways; and detail ADA ramps, roadway intersections, and driveways. Consider the need for asphalt overlay and/or inlays prior to developing vertical layout.

Task 3 Channelization and Signing

1) Striping: Revise pavement marking plans to incorporate any horizontal design changes.

2) Signing: Develop a signing plan to meet the requirements of the MUTCD. Identify sign type, size and location. Identify existing signs to be relocated or removed.

Task 4 Traffic Signals

1) Traffic Signal Plan: Prepare final traffic signal plans for the intersection identifying pole locations, push buttons, cabinets, wiring and signal phasing.

2) Traffic Signal Wiring Schematic: Prepare traffic signal wiring schematic details.

3) Traffic Signal Standard Details: Prepare traffic signal standard details.

Task 5 Illumination

1) Lighting Layout: Revise lighting layout and calculations using AGI32 software based on any horizontal / vertical changes.

2) Electrical Connection: Coordinate power sources with Cowlitz PUD.

3) Line Loss: Perform line loss calculations.

Task 6 Design Documentation

1) Final Design Report: Prepare a memorandum in addendum to the *Basis of Design Report* prepared during preliminary design. Explain changes to the design and attach supporting documentation and/or calculations.

Task 7 60% Plans

1) The following 60% plans will be prepared:
   - Cover Sheet (1 sheet)
   - Summary of Quantities (1 sheet)
   - Horizontal Alignment Plan (1 sheet)
   - Roadway Sections (2 sheets)
   - Temporary Erosion and Sediment Control Plans (5 sheets @ 20 scale)
   - Removal and Utility Plans (5 sheets @ 20 scale)
   - Roadway Plan and Profiles (5 sheets @ 20 scale)
   - Paving Plans (5 sheets @ 20 scale)
   - Pavement Marking and Signing Plan (5 sheets @ 20 scale)
   - Sign Specification Sheet (1 sheet)

- Traffic Signal Plans (5 sheets @ 20 scale)
- Illumination Plans (5 sheets @ 20 scale)
- Traffic Control Plans (6 sheets @ 20 scale)

Task 8 60% Engineer's Estimate

1) 60% Engineer's Estimate: Develop quantities based on the 60% plans. Assign unit costs for quantified items and assign lump sum costs to other items based on professional judgment. Develop a 60% construction cost estimate that includes a 20% contingency. Develop separate bidding groups for the TIB UAP grant improvements, the TIB SP grant improvements, and the City funded water and sewer improvements.

Task 9 60% Special Provisions

1) 60% Special Provisions: Identify non-standard items. Prepare an outline identifying key requirements to include in the specifications.

Task 10 90% Comment Resolution

1) 90% Comment Resolution: Respond to 60% review comments in a matrix format. Attend one meeting with the CITY and WSDOT to resolve comments from the 60% review.

Task 11 90% Plan Sheets

1) The following 60% plans will be updated according the 60% review comments:
   - Cover Sheet (1 sheet)
   - Summary of Quantities (1 sheet)
   - Horizontal Alignment Plan (1 sheet)
   - Roadway Sections (2 sheets)
   - Temporary Erosion and Sediment Control Plans (5 sheets @ 20 scale)
   - Removal and Utility Plans (5 sheets @ 20 scale)
   - Roadway Plan and Profiles (5 sheets @ 20 scale)
   - Paving 5 (4 sheets @ 20 scale)
   - Pavement Marking and Signing Plan (5 sheets @ 20 scale)
   - Sign Specification Sheet (1 sheet)
   - Traffic Signal Plans (5 sheets @ 20 scale)
   - Illumination Plans (5 sheets @ 20 scale)
   - Traffic Control Plans (6 sheets @ 20 scale)

2) The following 90% plan sheets will be created:
   - TESC Details and Notes (1 sheet)
   - Roadway Details (2 sheets)

Task 12 90% Engineer's Estimate

1) 90% Engineer's Estimate: Develop quantities based on the 90% plans. Assign unit costs for quantified item and assign lump sum costs to other items based on professional judgment. Develop a 90% construction cost estimate that includes a 10% contingency.

Develop separate bidding groups for the TIB UAP grant improvements, the TIB SP grant improvements, and the City funded water and sewer improvements.

Task 13 90% Contract Documents

1) 90% Contract Documents: Write specifications for all non-standard items. Compile the special provisions into one Project Manual document.

Task 14 Final Comment Resolution

1) Final Comment Resolution: Respond to 90% review comments in a matrix format. Attend one meeting with the CITY and WSDOT to resolve comments from the 90% review.

Task 15 Contractor Review

1) Constructibility Review: Consultant will subcontract with a credible contractor to provide a constructability review of the 90% documents with a focus on the following:
   - Site access and available room to construct the improvements.
   - Traffic handling and staged construction, including reasonableness of estimated traffic control quantities.
   - Reasonableness of the engineer's estimate.
   - Reasonableness of the contract working days.

   Prepare a technical memorandum to present the findings of the Constructibility Review and submit to the CITY.

Task 16 Final PS&E Package

1) Final Plans: Update the plans per the 90% review comments and the Constructibility Review.

2) Final Engineer's Estimate: Update the quantities to reflect the plan updates. Prepare Unit Price Worksheet including item descriptions, unit, quantity and cost. Update the engineer's estimate with revised quantities.

3) Final Contract Documents: Assemble the General Provisions, Special Provisions, and Unit Price Worksheet into one Project Manual document.

Understanding

- For the purposes of establishing a design budget, it is assumed a traffic signal will be selected as the preferred intersection design. This assumption is only for budgeting purposes. It does not indicate in any way a preference for a traffic signal. If another intersection design is selected under the Phase 3 work, the scope and budget will be updated accordingly.
- Coordination with utility providers will require up to 24 hours of effort.
- The CITY will provide Consultant with boilerplate contract documents.
- The 90% PSE will be submitted to WSDOT Development Services to obtain a Developer Agreement. Consultant will submit concurrently to the CITY and WSDOT for reviews.
- Consultant will be able to meet with the CITY and WSDOT concurrently to resolve comments.

- The Constructibility Review will not result in material changes to the design of improvements.

Deliverables

- First 90% Full Package Submittal (FPS) (90%) submitted to WSDOT on 11x17 paper (12 copies) via US Mail.
- Second 90% FPS (Final) submitted to WSDOT on 11x17 paper (12 copies) via US Mail.
- Final FPS submitted to WSDOT on 22x34 vellum (six copies) via US Mail.
- WSDOT Developer Agreement submitted electronically via email.
- Final Design Report submitted in hard copy (2 copies) via US Mail and PDF via email.
- Draft PS&E Package (60%) including half-size plans, special provisions, and engineer's estimate submitted via US Mail to the CITY (2 copies).
- PS&E Package (90%) including half-size plans, special provisions, and engineer's estimate submitted via US Mail to the CITY (2 copies) and PDF and AutoCAD via email.
- PS&E Approval Package (Final) including half-size plans, special provisions, and engineer's estimate submitted via US Mail to the CITY (4 copies) and PDF and AutoCAD via email.

Phase 13 Final Stormwater Design

Task 1 Drainage

1) Collection and Conveyance: Update collection and conveyance system to address previous comments.

2) Treatment and Flow Control: Finalize the design of water quality facilities and flow control facilities.

3) Hydraulic Report: Prepare a Type A Hydraulic Report per the WSDOT Highway Runoff Manual, Chapter 1-3.1. Submit once for CITY and WSDOT review. Address comments and prepare a final hydraulic report.

Task 2 60% Plans

1) The following 60% plans will be prepared:
   - Stormwater Plan & Profile (5 sheets @ 20 scale).
   - Stormwater Details (2 sheets).

Task 3 60% Engineer's Estimate

1) 60% Engineer's Estimate: Develop quantities based on the 60% plans. Assign unit costs for quantified items and assign lump sum costs to other items based on professional judgment. Develop a 60% construction cost estimate that includes a 20% contingency.

Task 4 60% Special Provisions

1) 60% Special Provisions: Identify non-standard items. Prepare an outline identifying key requirements to include in the specifications.

Task 5 90% Comment Resolution

1) 90% Comment Resolution: Respond to 60% review comments in a matrix format. Attend one meeting with the CITY and WSDOT to resolve comments from the 60% review.

Task 6 90% Plan Sheets

1) The following 60% plans will be updated according the 60% review comments:
   - Stormwater Plan & Profile (5 sheets @ 20 scale).
   - Stormwater (2 sheets).

Task 7 90% Engineer's Estimate

1) 90% Engineer's Estimate: Develop quantities based on the 90% plans. Assign unit costs for quantified item and assign lump sum costs to other items based on professional judgment. Develop a 90% construction cost estimate that includes a 10% contingency.

Task 8 90% Contract Documents

1) 90% Contract Documents: Write specifications for all non-standard items. Compile the special provisions into one Project Manual document.

Task 9 Final Comment Resolution

1) Final Comment Resolution: Respond to 90% review comments in a matrix format. Attend one meeting with the CITY and WSDOT to resolve comments from the 90% review.

Task 10 Final PS&E Package

1) Final Plans: Update the plans per the 90% review comments.

2) Final Engineer's Estimate: Update the quantities to reflect the plan updates. Prepare Unit Price Worksheet including item descriptions, unit, quantity and cost. Update the engineer's estimate with revised quantities.

3) Final Contract Documents: Assemble the General Provisions, Special Provisions, and Unit Price Worksheet into one Project Manual document.

Understanding

- Plans, specifications, and estimates will be submitted with the Phase 12 deliverables.
- Infiltration will be used to meet flow control requirements.

Deliverables

- Draft Hydraulic Report submitted in PDF via email.
- Final Hydraulic Report submitted in hard copy (2 copies) via US Mail and PDF via email.

Phase 14 Final Water and Sewer Design

Task 1 Water and Sewer

1) Water and Sewer Design: Finalize the design of water and sewer improvements based on previous review comments.

Task 2 60% Plans

1) The following 60% plans will be prepared:
   - Water and Sewer Plan & Profile (5 sheets @ 20 scale).
   - Water and Sewer Details (3 sheets).

Task 3 60% Engineer's Estimate

1) 60% Engineer's Estimate: Develop quantities based on the 60% plans. Assign unit costs for quantified items and assign lump sum costs to other items based on professional judgment. Develop a 60% construction cost estimate that includes a 20% contingency.

Task 4 60% Special Provisions

1) 60% Special Provisions: Identify non-standard items. Prepare an outline identifying key requirements to include in the specifications.

Task 5 90% Comment Resolution

1) 90% Comment Resolution: Respond to 60% review comments in a matrix format. Attend one meeting with the CITY and WSDOT to resolve comments from the 60% review.

Task 6 90% Plan Sheets

1) The following 60% plans will be updated according the 60% review comments:
   - Water and Sewer Plan & Profile (5 sheets @ 20 scale).
   - Water and Sewer Details (3 sheets).

Task 7 90% Engineer's Estimate

1) 90% Engineer's Estimate: Develop quantities based on the 90% plans. Assign unit costs for quantified item and assign lump sum costs to other items based on professional judgment. Develop a 90% construction cost estimate that includes a 10% contingency.

Task 8 90% Contract Documents

1) 90% Contract Documents: Write specifications for all non-standard items. Compile the special provisions into one Project Manual document.

Task 9 Final Comment Resolution

1) Final Comment Resolution: Respond to 90% review comments in a matrix format. Attend one meeting with the CITY and WSDOT to resolve comments from the 90% review.

Task 10 Final PS&E Package

1) Final Plans: Update the plans per the 90% review comments.

2) Final Engineer's Estimate: Update the quantities to reflect the plan updates. Prepare Unit Price Worksheet including item descriptions, unit, quantity and cost. Update the engineer's estimate with revised quantities.

3) Final Contract Documents: Assemble the General Provisions, Special Provisions, and Unit Price Worksheet into one Project Manual document.

Understanding

- Plans, specifications, and estimates will be submitted with the Phase 12 deliverables.
- Infiltration will be used to meet flow control requirements.

Deliverables

- Draft Drainage Report submitted in PDF via email.
- Final Drainage Report submitted in hard copy (2 copies) via US Mail and PDF via email.

Phase 15 Bidding Services

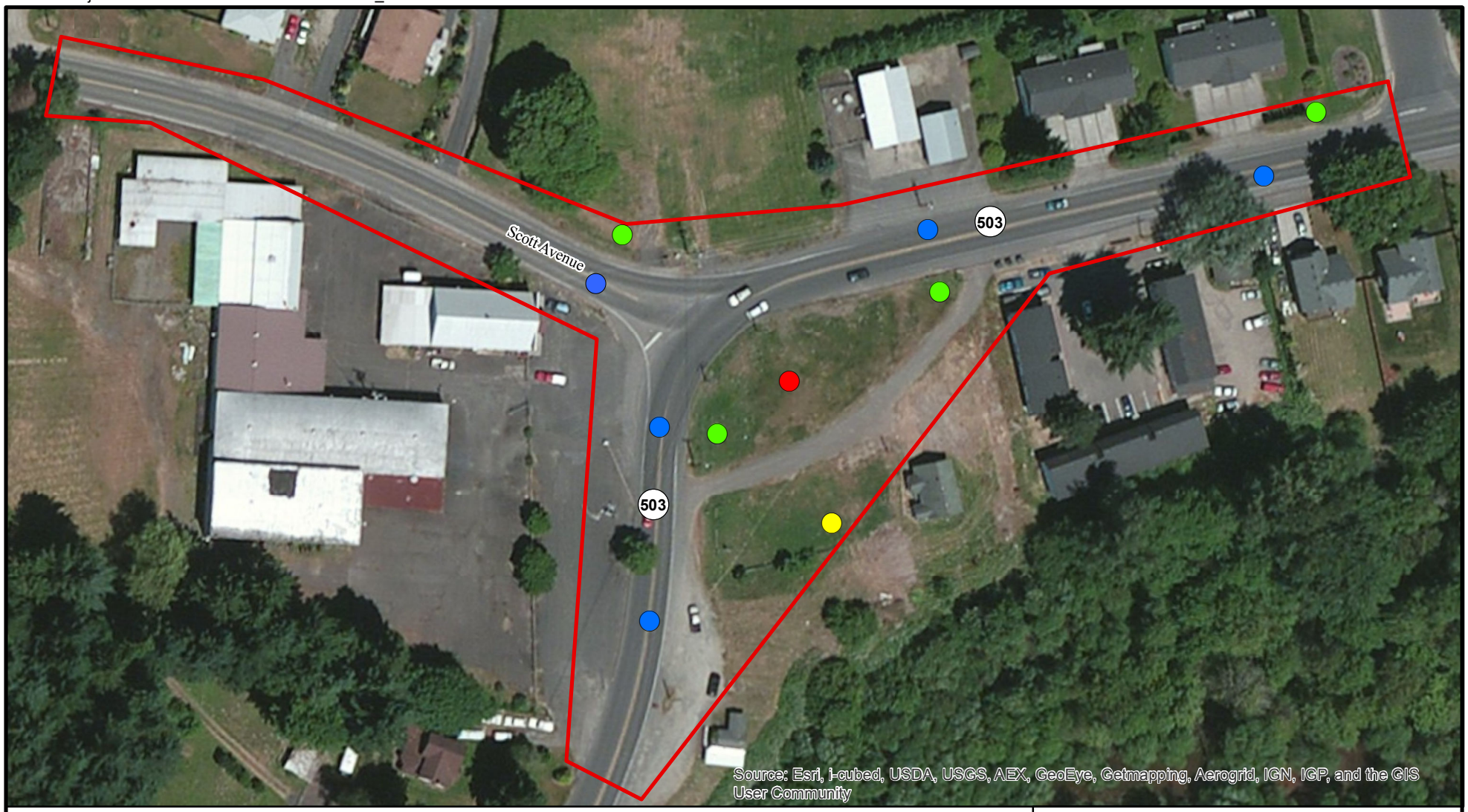
Task 1 Bidding Services

1) Bidding Services: Support CITY staff during the bidding period as directed. For budget purposes, 24 hours of support are assumed.

END OF SCOPE OF SERVICE

N:\Marketing\Proposals\Proposal Numbers\P1034.01 Woodland Scott Avenue -NOT IJR\Scope and Budget\2013-1211_scope_sr 503 scott ave.doc

Path: T:\Projects\24-2\4613 SR503 and Scott Ave\AV_mxd\SitePlan.mxd 11/7/2013 ath



LEGEND

- Boring to 30'
- DCP to 48"
- Test Pit Location
- Pavement Core and Boring to 10'
- Work Limits

N W E S

0 50 100 200 Feet

SR 503 Scott Avenue Intersection
Woodland, Washington

SITE PLAN

November 2013 24-2-04613-001

SHANNON & WILSON, INC.
Geotechnical and Environmental Consultants

FIG. 1

EXHIBIT C-3
Payment
(Negotiated Hourly Rate)

The CONSULTANT shall be paid by the AGENCY for completed work and services under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work.

1. Hourly Rates

The CONSULTANT shall be paid by the AGENCY for work done, based upon the negotiated hourly rates shown in Exhibits D and E attached hereto and by this reference made part of this AGREEMENT. The rates listed shall be applicable for the first 12-month period and shall be subject to negotiation for the following 12-month period upon request of the CONSULTANT or the AGENCY. The rates are inclusive of direct salaries, payroll additives, overhead, and fee.

In the event renegotiation of the hourly rates is conducted, the AGENCY reserves the right to audit for any change in the overhead rate currently in use by the CONSULTANT and modify the hourly rates to be paid to the CONSULTANT subsequent to the renegotiation accordingly. Any changes in the CONSULTANT's fixed hourly rates may include salary or overhead adjustments.

2. Direct Nonsalary Costs

Direct nonsalary costs will be reimbursed at the actual cost to the CONSULTANT. These charges may include, but are not limited to the following items: travel, printing, long distance telephone, supplies, computer charges, and fees of subconsultants. Air or train travel will only be reimbursed to economy class levels unless otherwise approved by the AGENCY. The billing for nonsalary cost, directly identifiable with the PROJECT, shall be an itemized listing of the charges supported by the original bills, invoices, expense accounts, and miscellaneous supporting data retained by the CONSULTANT. Copies of the original supporting documents shall be supplied to the AGENCY upon request. All above charges must be necessary for the services provided under this AGREEMENT.

3. Maximum Amount

The maximum amount payable for completion of work under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT. No minimum amount payable is guaranteed under this AGREEMENT. This does not include payment for extra work as stipulated in Section XIV, Extra Work.

4. Monthly Progress Payments

Progress payments may be claimed on a monthly basis for all costs authorized in 1 and 2 above. The monthly invoices shall be supported by detailed statements for hours expended at the rates established in Exhibits D and E, including names and classifications of all employees, and invoices for all direct expenses.

5. Inspection of Cost Records

The CONSULTANT and his/her subconsultants shall keep available for inspection by representatives of the AGENCY, and/or TIB, for a period of three years after final payment, the cost records and accounts pertaining to this AGREEMENT, and all items related to or bearing upon these records with the following exception: if any litigation, claim, or audit is started before the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved. The three-year period begins when the CONSULTANT receives final payment.

6. Final Payment

Final payment of any balance due the CONSULTANT of the gross earned will be made promptly upon its verification by the AGENCY after the completion of the work under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, and other related documents which are required to be furnished under this AGREEMENT. Acceptance of such final payment by the CONSULTANT shall constitute a release of claims of any nature which the CONSULTANT may have against the AGENCY, unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said final payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

The rates and total price of the original contract and any additions or changes thereto shall be adjusted to exclude any significant sums by which the AGENCY determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates or overhead rates, supplied to the AGENCY by the CONSULTANT.

Consultant Labor Hour Estimate - Exhibit D-1

SCJ Alliance

Client: City of Woodland

Project: SR 503 Scott Avenue Intersection Project

Job #: To be determined

File #: 2013-1211_budget_sr 503 scott ave.xlm

		Perry	Jean	Anne	Scott	Matt	Candace	Ryan	Alissa	Lisa		
Task No.	*Task Description*	*Principal Engineer*	*Principal Planner*	*Senior Consultant*	*Senior Project Manager*	*Design Engineer*	*Senior Planner*	*Traffic Analyst*	*Project Coord I*	*Project Accountant*		*Total Hours*
Phase 1 - Project Management												
Phase 1 - Project Management												
Task 1	Management				36.0							36.0
Task 2	Administration				36.0							36.0
Task 3	Project Meetings				36.0							36.0
Task 4	Quality Assurance/Quality Control	40.0										40.0
	Subtotal hours:	40.0			108.0							148.0
	Total Hours All Subtasks:	40.0			108.0							148.0
	Total Direct Labor Estimate	$3,360.0			$7,344.0							$10,704.0
Phase 2 - Survey and Rights of Way Delineation (by G&O)												
Phase 3 - Intersection Control Analysis												
Task 1 - Traffic Analysis												
1	Data Review			8.0				4.0				12.0
2	Forecast Meetings			3.0	2.0							5.0
3	Traffic Volumes Forecasts			8.0				12.0				20.0
4	Operational Analysis			16.0				32.0				48.0
5	Signal Warrant			4.0				8.0				12.0
	Subtotal hours:			39.0	2.0			56.0				97.0
Task 2 - Alternatives Analysis												
1	Kick-off Meeting			6.0	6.0							12.0
2	Intersection Layout				8.0	60.0						68.0
3	Environmental Scan		2.0		4.0		16.0					22.0
5	Intersection Control Analysis Report				16.0	40.0						56.0
	Subtotal hours:		2.0	6.0	34.0	100.0	16.0					158.0
	Total Hours All Subtasks:		2.0	45.0	36.0	100.0	16.0	56.0				255.0
	Total Direct Labor Estimate		$148.0	$3,330.0	$2,664.0	$7,400.0	$1,184.0	$4,144.0				$18,870.0
Phase 4 - Preliminary Roadway Design												
Task 1 - Data Collection												
1	Data Collection					8.0						8.0
2	Photographs					12.0						12.0
	Subtotal hours:					20.0						20.0
Task 2 - Roadway												
1	Horizontal Layout				3.0	36.0						39.0
2	Vertical Layout				3.0	36.0						39.0
3	Frontage Design				3.0	38.0						41.0
4	Review Workshop with CITY				4.0	4.0						8.0

Consultant Labor Hour Estimate - Exhibit D-1

SCJ Alliance

Client: City of Woodland

Project: SR 503 Scott Avenue Intersection Project

Job #: To be determined

File #: 2013-1211_budget_sr 503 scott ave.xlm

		Perry	Jean	Anne	Scott	Matt	Candace	Ryan	Alissa	Lisa		
Task No.	*Task Description*	*Principal Engineer*	*Principal Planner*	*Senior Consultant*	*Senior Project Manager*	*Design Engineer*	*Senior Planner*	*Traffic Analyst*	*Project Coord I*	*Project Accountant*		*Total Hours*
5	Technical Memorandum				2.0	12.0						14.0
	Subtotal hours:				15.0	126.0						141.0
Task 3 - Traffic												
1	Channelization				1.0	12.0						13.0
2	Illumination				1.0	16.0						17.0
3	Traffic Signal				2.0	16.0						18.0
4	Construction Sequencing				4.0	20.0						24.0
5	Technical Memorandum				2.0	10.0						12.0
	Subtotal hours:				10.0	74.0						84.0
Task 4 - Utility Mapping												
1	Utility Mapping					12.0						12.0
2	Utility Conflict Technical Memorandum				2.0	10.0						12.0
	Subtotal hours:				2.0	22.0						24.0
Task 5 - WSDOT Intersection Plan for Approval (PFA)												
1	PFA 1				2.0	12.0						14.0
2	PFA 2					4.0						4.0
3	PFA Pre-Mylar					2.0						2.0
4	Final PFA					1.0						1.0
5	Coordination				6.0							6.0
	Subtotal hours:				8.0	19.0						27.0
Task 6 - Preliminary Plans												
1	Cover Sheet					4.0						4.0
2	Typical Sections					16.0						16.0
3	Plan and Profile				2.0	36.0						38.0
4	Channelization					8.0						8.0
5	Illumination					8.0						8.0
6	Traffic Signal				2.0	16.0						18.0
	Subtotal hours:				4.0	88.0						92.0
Task 7 - Preliminary Cost Estimate												
1	Cost Estimate				2.0	20.0						22.0
	Subtotal hours:				2.0	20.0						22.0
Task 8 - Basis for Design Report												
1	Draft Basis for Design Report				4.0	14.0						18.0
2	Final Basis for Design Report				2.0	6.0						8.0
	Subtotal hours:				6.0	20.0						26.0
	Total Hours All Subtasks:				47.0	389.0						436.0
	Total Direct Labor Estimate				$3,948.0	$32,676.0						$36,624.0

Phase 5 - Preliminary Stormwater Design (by G&O)

Consultant Labor Hour Estimate - Exhibit D-1

SCJ Alliance

Client: City of Woodland

Project: SR 503 Scott Avenue Intersection Project

Job #: To be determined

File #: 2013-1211_budget_sr 503 scott ave.xlm

Task No.	Task Description	Perry Principal Engineer	Jean Principal Planner	Anne Senior Consultant	Scott Senior Project Manager	Matt Design Engineer	Candace Senior Planner	Ryan Traffic Analyst	Alissa Project Coord I	Lisa Project Accountant		Total Hours
Phase 6 - Preliminary Water and Sewer Design (by G&O)												
Phase 7 - Geotechnical Design (by Shannon & Wilson)												
Phase 8 - SEPA / DAHP Coordination												
Task 1 - SEPA												
1	SEPA Checklist		2.0		4.0		8.0					14.0
2	DAHP Coordination				4.0	12.0						16.0
3	Tribe Letter				2.0	2.0						4.0
	Subtotal hours:		2.0		10.0	14.0	8.0					34.0
	Total Hours All Subtasks:		2.0		10.0	14.0	8.0					34.0
	Total Direct Labor Estimate		$148.0		$680.0	$392.0	$320.0					$1,540.0
Phase 9 - Permitting (by G&O)												
Phase 10 - Cultural and Archeological Resources Report (by HRA)												
Phase 11 - Public Involvement												
Task 1 - Public Involvement												
1	Focus Meetings				24.0							24.0
2	Project Website				10.0	16.0		8.0				34.0
3	Public Information Meetings				18.0	12.0						30.0
4	Council Briefings				12.0	6.0						18.0
	Subtotal hours:				64.0	34.0		8.0				106.0
	Total Hours All Subtasks:				64.0	34.0		8.0				106.0
	Total Direct Labor Estimate				$4,352.0	$952.0		$256.0				$5,560.0
Phase 11 - Final Roadway Design												
Task 1 - Utility Coordination												
1	Identify Potholing Locations					4.0						4.0
2	Potholing					8.0						8.0
3	Incorporate Potholing Data					4.0						4.0
4	Identify Conflicts					6.0						6.0
	Subtotal hours:					22.0						22.0
Task 2 - Roadway												
1	Horizontal Layout					18.0						18.0
2	Vertical Layout					20.0						20.0
	Subtotal hours:					38.0						38.0
Task 3 - Channelization and Signing												
1	Striping					4.0						4.0

Consultant Labor Hour Estimate - Exhibit D-1

SCJ Alliance

Client: City of Woodland

Project: SR 503 Scott Avenue Intersection Project

Job #: To be determined

File #: 2013-1211_budget_sr 503 scott ave.xlm

		Perry	Jean	Anne	Scott	Matt	Candace	Ryan	Alissa	Lisa		
Task No.	*Task Description*	*Principal Engineer*	*Principal Planner*	*Senior Consultant*	*Senior Project Manager*	*Design Engineer*	*Senior Planner*	*Traffic Analyst*	*Project Coord I*	*Project Accountant*		*Total Hours*
2	Signing					8.0						8.0
	Subtotal hours:					12.0						12.0
Task 4 - Traffic Signals												
1	Traffic Signal Plan					6.0						6.0
2	Traffic Signal Wiring Schematic					16.0						16.0
3	Traffic Signal Standard Details					12.0						12.0
	Subtotal hours:					34.0						34.0
Task 5 - Illumination												
1	Lighting Layout					2.0						2.0
2	Electrical Connection					6.0						6.0
3	Line Loss					8.0						8.0
	Subtotal hours:					16.0						16.0
Task 6 - Design Documentation												
1	Final Design Report				2.0	10.0						12.0
	Subtotal hours:				2.0	10.0						12.0
Task 7 - 60% Plans												
1	Cover Sheet (1)					1.0						1.0
2	Summary of Quantities (1)					8.0						8.0
3	Horizontal Alignment Plan (1)					1.0						1.0
4	Roadway Sections (2)					16.0						16.0
5	Temporary Erosion and Sediment Control (4)					20.0						20.0
6	Removal and Utility Plans (4)				6.0	28.0						34.0
7	Roadway Plan and Profile (4)				6.0	52.0						58.0
8	Paving Plans (4)					36.0						36.0
9	Pavement Marking and Signing Plan (4)					16.0						16.0
10	Sign Specification Sheet (1)					8.0						8.0
11	Traffic Signal Plans (5)					24.0						24.0
12	Illumination (4)					8.0						8.0
13	Traffic Control Plans (6)				4.0	32.0						36.0
	Subtotal hours:				16.0	250.0						266.0
Task 8 - 60% Engineers Estimate												
1	60% Engineer's Estimate				4.0	20.0						24.0
	Subtotal hours:				4.0	20.0						24.0
Task 9 - 60% Special Provisions												
1	60% Special Provisions				8.0	16.0						24.0
	Subtotal hours:				8.0	16.0						24.0
Task 10 - 90% Comment Resolution												
1	90% Comment Resolution				6.0	6.0						12.0
	Subtotal hours:				6.0	6.0						12.0

Consultant Labor Hour Estimate - Exhibit D-1

SCJ Alliance

Client: City of Woodland

Project: SR 503 Scott Avenue Intersection Project

Job #: To be determined

File #: 2013-1211_budget_sr 503 scott ave.xlm

		Perry	Jean	Anne	Scott	Matt	Candace	Ryan	Alissa	Lisa		
Task No.	*Task Description*	*Principal Engineer*	*Principal Planner*	*Senior Consultant*	*Senior Project Manager*	*Design Engineer*	*Senior Planner*	*Traffic Analyst*	*Project Coord I*	*Project Accountant*		*Total Hours*
Task 11 - 90% Plan Sheets												
1	Cover Sheet (1)					1.0						1.0
2	Summary of Quantities (1)					4.0						4.0
3	Horizontal Alignment Plan (1)					1.0						1.0
4	Roadway Sections (2)					6.0						6.0
5	Temporary Erosion and Sediment Control (4)					6.0						6.0
6	Removal and Utility Plans (4)				2.0	14.0						16.0
7	Roadway Plan and Profile (4)				2.0	30.0						32.0
8	Paving Plans (4)					14.0						14.0
9	Pavement Marking and Signing Plan (4)					8.0						8.0
10	Sign Specification Sheet (1)					2.0						2.0
11	Traffic Signal Plans (5)					8.0						8.0
12	Illumination (4)					4.0						4.0
13	Traffic Control Plans (6)				2.0	16.0						18.0
14	TESC Details and Notes (1)					4.0						4.0
15	Roadway Details (2)					8.0						8.0
	Subtotal hours:				6.0	126.0						132.0
Task 12 - 90% Engineer's Estimate												
1	90% Engineer's Estimate				4.0	18.0						22.0
	Subtotal hours:				4.0	18.0						22.0
Task 13 - 90% Contract Documents												
1	90% Contract Documents				16.0	24.0						40.0
	Subtotal hours:				16.0	24.0						40.0
Task 14 - Final Comment Resolution												
1	Final Comment Resolution				6.0	6.0						12.0
	Subtotal hours:				6.0	6.0						12.0
Task 15 - Contractor Review												
1	Constructibility Review				8.0							8.0
	Subtotal hours:				8.0							8.0
Task 16 - Final PS&E Package												
1	Final Plans				4.0	40.0						44.0
2	Final Engineer's Estimate				1.0	8.0						9.0
3	Final Contract Documents				2.0	8.0						10.0
	Subtotal hours:				7.0	56.0						63.0
	Total Hours All Subtasks:				83.0	654.0						737.0
	Total Direct Labor Estimate				$5,644.0	$18,312.0						$23,956.0

Phase 13 - Final Stormwater Design (by G&O)

Phase 14 - Final Water and Sewer Design (by G&O)

Consultant Labor Hour Estimate - Exhibit D-1

SCJ Alliance

Client: **City of Woodland**

Project: **SR 503 Scott Avenue Intersection Project**

Job #: **To be determined**

File #: 2013-1211_budget_sr 503 scott ave.xlm

		Perry	Jean	Anne	Scott	Matt	Candace	Ryan	Alissa	Lisa		
Task No.	*Task Description*	*Principal Engineer*	*Principal Planner*	*Senior Consultant*	*Senior Project Manager*	*Design Engineer*	*Senior Planner*	*Traffic Analyst*	*Project Coord I*	*Project Accountant*		*Total Hours*
Phase 15 - Bidding Services												
Task 1 - Bidding Services												
1	Bidding Services				12.0	12.0						24.0
	Subtotal hours:				12.0	12.0						24.0
	Total Hours All Subtasks:				12.0	12.0						24.0
	Total Direct Labor Estimate				816.0	336.0						1,152.0
	Total Hours All Phases	40.0	4.0	45.0	360.0	1,203.0	24.0	64.0				
	Total Direct Labor Estimate All Phases	$3,360.0	$296.0	$2,700.0	$24,480.0	$33,684.0	$960.0	$2,048.0				$67,528.0

Consultant Fee Determination - Exhibit D-1

SCJ Alliance

Client: City of Woodland

Project: SR 503 Scott Avenue Intersection Project

Job #: To be determined

File #: 2013-1211_budget_sr 503 scott ave.xlm

Consultant Fee Determination

SALARY COST

Discipline	Hours	Rate	Amount
Principal Engineer	40.0	$84.00	$3,360
Principal Planner	4.0	$74.00	$296
Senior Consultant	45.0	$60.00	$2,700
Senior Project Manager	360.0	$68.00	$24,480
Design Engineer	1203.0	$28.00	$33,684
Senior Planner	24.0	$40.00	$960
Traffic Analyst	64.0	$32.00	$2,048
Project Coord I	0.0	$25.00	$0
Project Accountant	0.0	$45.00	$0
Subtotal:	**1,740.0**	**Direct Salary Cost**	**$67,528**

OVERHEAD

Overhead Rate:	177.03%	Direct Salary Cost:	$67,528	**Overhead Cost**	**$119,545**

FIXED FEE

Fixed Fee Rate:	31.00%	Direct Salary Cost:	$67,528	**Fixed Fee Cost**	**$20,934**

TOTAL SALARY COST

Total Salary Cost	**$208,006**

SUBCONSULTANTS

Phase 2	Survey and Rights of Way Delineation	G&O	$13,287.00
Phase 5	Preliminary Stormwater Design	G&O	$8,834.00
Phase 6	Preliminary Water and Sewer Design	G&O	$9,688.00
Phase 7	Geotechnical Design	Shannon & Wilson	$17,087.00
Phase 9	Permitting	G&O	$2,748.00
Phase 10	Cultural and Archeology Resources	HRA	$10,940.00
Phase 13	Final Stormwater Design	G&O	$40,168.00
Phase 14	Final Water and Sewer Design	G&O	$19,461.00
	Subconsultant Fee		$122,213
	Subconsultant Markup (10%)		$12,221
		Total Subconsultants:	**$134,434**

REIMBURSABLES

Miscellaneous	1.5%	of Total Salary Cost		$1,012.92
Mileage:	2,500	miles at	$0.565	$1,412.50
Contractor Review:	1	at	$2,500.00	$2,500.00
			Total Expenses:	**$4,925**

SUBTOTAL (SALARY, SUBCONSULTANTS AND EXPENSES)

Subtotal (Salary, Subconsultants, and Expenses)	**$347,366**

MANAGEMENT RESERVE FUND (MRF)

Management Reserve	5.0%	of Subtotal	**$17,368**

Total Estimated Budget:	**$364,734**

Consultant Fee Determination Summary Sheet - Exhibit D-2
Specific Rates of Pay - Fee Schedule

SCJ ALLIANCE
CONSULTING SERVICES

SCJ Alliance

Client: **City of Woodland**

Project: **SR 503 Scott Avenue Intersection Project**

Job #: **To be determined**

File #: 2013-1211_budget_sr 503 scott ave.xlm

Actuals Not To Exceed Billing Rate Table (ANTE)

Job Classifications	Direct Labor Rate Ranges NTE	Overhead 177.03% NTE	Fee 31.00% NTE	Total Hourly Billing Rates NTE
Principal Engineer	$84.00	$148.71	$26.04	$258.75
Principal Planner	$74.00	$131.00	$22.94	$227.94
Associate Principal	$62.00	$109.76	$19.22	$190.98
Senior Consultant	$68.50	$121.27	$21.24	$211.00
Sr. Project Manager	$68.00	$120.38	$21.08	$209.46
Project Manager	$47.50	$84.09	$14.73	$146.31
Project Engineer I	$38.50	$68.16	$11.94	$118.59
Senior Designer	$37.50	$66.39	$11.63	$115.51
Design Engineer	$32.25	$57.09	$10.00	$99.34
Sr. Planner	$41.50	$73.47	$12.87	$127.83
Planner	$34.25	$60.63	$10.62	$105.50
Sr. Transportation Planner	$48.00	$84.97	$14.88	$147.85
Traffic Analyst	$32.25	$57.09	$10.00	$99.34
Engineering Tech II	$28.50	$50.45	$8.84	$87.79
Project Coordinator II	$32.00	$56.65	$9.92	$98.57
Project Coordinator II	$25.25	$44.70	$7.83	$77.78
Administrative Assistant	$24.75	$43.81	$7.67	$76.24
Project Accountant	$46.00	$81.43	$14.26	$141.69

Exhibit E-1
Breakdown of Overhead Cost

Shea Carr & Jewell, Inc.
Overhead Schedule
For the Year Ended December 31, 2011

Description	Financial Statement Amount	Shea Carr & Jewell, Inc. Adj.	WSDOT Adj.	Ref.	Accepted Amount	%
Direct Labor	$1,229,074				$1,229,074	100.00%
Fringe Benefits:						
Vacation, Sick, & Holiday	$208,432	($2,734)		D	$205,698	16.74%
Payroll Taxes	184,113	(2,848)		D	181,265	14.75%
Health Insurance	226,497	(2,832)		D	223,665	18.20%
Workers' Comp. Insurance	13,864				13,864	1.13%
Profit Sharing (401-k)	56,272	(638)		D	55,635	4.53%
Total Fringe Benefits	$689,178	($9,051)	$0		$680,127	55.34%
General Overhead:						
Advertising	$17,522	($15,385)		D	$2,137	0.17%
Bad Debt	6,366	(6,366)		L	0	0.00%
Contributions	14,898	(14,898)		G	(0)	0.00%
Entertainment	36,577	(36,577)		E	(0)	0.00%
Indirect Labor	772,412	(33,302)	(139,416)	D,O,Q,T	599,694	48.79%
Proposal Labor	264,096				264,096	21.49%
Payroll Variance	(49,124)			P	(49,124)	-4.00%
Rent	181,111	(2,769)		M	178,342	14.51%
Maintenance & Repairs	2,777				2,777	0.23%
Travel/Automobile	74,928		(36,444)	R,V	38,484	3.13%
Insurance	52,514	(15,050)		A	37,464	3.05%
Telephone	35,589				35,589	2.90%
Utilities	19,075				19,075	1.55%
Taxes & Licenses	88,414				88,414	7.19%
Depreciation & Amortization	98,291	117		B,I	98,408	8.01%
Licenses and Dues	31,518	(1,234)	(4,954)	C,U	25,330	2.06%
Employee Train/Recruit/Moving	14,345	(831)		N	13,514	1.10%
Professional Fees	28,432	(12,953)		J,K	15,479	1.26%
Interest	3,868	(3,868)		F	(0)	0.00%
Lease Equipment	12,067				12,067	0.98%
Computer	65,952				65,952	5.37%
Miscellaneous-Bank Fees	6,682	(1,236)		F	5,446	0.44%
Supplies	72,073	(7,433)	(22,116)	D,H,S	42,524	3.46%
Total General Overhead	$1,850,382	($151,785)	($202,930)		$1,495,667	121.69%
Total Overhead Costs	$2,539,561	($160,836)	($202,930)		$2,175,794	177.03%
Overhead Rate	206.62%	193.54%			**177.03%**	

Shea Carr Jewell - Reviewed & Accepted 8-7-12 AW
"Overhead Rate still subject to WSDOT Audit"

This firm does not have a system in place that identifies and excludes unallowable costs as required by 48 CFR 31.201-6.

Page 1

Shea Carr & Jewell, Inc.
Overhead Schedule
For the Year Ended December 31, 2011

Description	Financial Statement Amount	Shea Carr & Jewell, Inc. Adj.	WSDOT Adj.	Ref.	Accepted Amount	%

References

Shea Carr Jewell Adjustments:

Shea Carr Jewell FYE 2011 Overhead Schedule prepared by Lisa Hicks, Finance Manager.

A Key person life insurance unallowable per 48 CFR 31.205-19(e)(2)(v).
B Amortization of goodwill unallowable per 48 CFR 31.205-49.
C Costs of memberships in civic and community organization unallowable per 48 CFR 31.205-1(f)(7).
D Public relations and advertising unallowable per 48 CFR 31.205-1.
E Meals and Entertainment unallowable per 48 CFR 31.205-14.
F Interest unallowable per 48 CFR 31.205-20.
G Contributions unallowable per 48 CFR 31.205-81.
H Other Unallowable expenses per 48 CFR 31.205-14.
I Depreciation based on Straight Line per CFR 31.205-11.
J Legal Organization and Reorganization costs unallowable per 48 CFR 31.205-27(a).
K Tax Preparation Fees unallowable per 48 CFR 31.205-41(b) and 31.201-6(d). (S Corporation)
L Bad Debt unallowable per 48 CFR 31.205-3.
M Common Control Rent Calculation unallowable per 48 CFR 31.205-36(b)(3).
N Training/Education unallowable per 48 CFR 31.201-3
O Sales Performance bonus unallowable per 48 CFR 31.205-6(f) and 48 CFR 31.201-4.
P Payroll Variance reconciles our 4/4/5 billing schedule to our monthly payroll

WSDOT Adjustments:

Q Firm voluntarily reduced indirect labor by 13%, or $130,888, to bring indirect labor to a reasonable amount per 48 CFR 31.201-3 and 2010 AASHTO Audit Guide Ch. 6.3. (due to decrease in direct labor base)
R At our request, firm made a second attempt to remove unallowable amounts from travel & supplies accounts. Firm voluntarily removed $10,054 removed from Travel and Hotel accounts for unallowable entertainment and tips and gratuities per 48 CFR 31.205-14 and alcohol per 48 CFR 31.205-51, including travel directly-associated with unallowable company retreat per 48 CFR 31.205-14, and 31.201-6
S Firm voluntarily removed $22,116 from Supplies account for unallowable entertainment, local meals, gifts, and unallocable expenses per 48 CFR 31.205-14, 31.205-13, 31.201-2 and 31.201-4
T Remainder of Bonus unallowable per 48 CFR 31.205-6(f). Total bonus paid for 2011 - $13,528.18. We were unable to verify that bonus is based on individual employee performance, and that individual performance goals were communicated to the employees prior to work being performed, per 48 CFR 31.205-6 (f), and Chapter 7.12, AASHTO Audit Guide. Firm included bonus in indirect labor.
U Removed portion of dues related to lobbying per 48 CFR 31.205-22,
Expenses for 2012 not allocable to overhead for 2011 per 48 CFR 31.201-4,
Chamber of Commerce memberships unallowable per 48 CFR 31.205-1 and 31.205-22, and
Expense for Reception unallowable per 48 CFR 31.205-14.
V We noted further unallowable costs in Travel & Hotel account after firm's adjustments in references R & S. Removed costs for first class airfare, lodging in excess of allowable amount, alcohol, retail shopping expense, and unsupported travel - insufficient business purpose.

Washington State
Department of Transportation
Paula J. Hammond, P.E.
Secretary 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

August 7, 2012

AUG 09 2012

Perry Shea, President
Shea Carr Jewell
2102 Carriage Drive SW, Building II
Olympia, WA 98502-1049

Re: Shea Carr Jewell Overhead Schedule
Fiscal Year End December 31, 2011

Dear Mr. Shea:

We have completed a desk review of your overhead schedule for the above referenced fiscal year. Our review included the documentation provided by Shea Carr Jewell.

The reviewed data included, but was not limited to; the schedule of the indirect cost rate, a description of the company, basis of accounting and description of Shea Carr Jewell's accounting system and the basis of indirect costs.

Based on our work, we are issuing this letter of review establishing Shea Carr Jewell's overhead rate for the fiscal year ending December 31, 2011, at 177.03% of direct labor. Costs billed to actual agreements will still be subject to audit of actual costs.

Please check with the WSDOT Consultant Services Office (HQ) and/or the WSDOT Area Consultant Liaison to determine when this reviewed rate will be applicable to your WSDOT agreement(s).

Also, remember that when you provide next year's overhead schedule to our office, you will also need to submit **either** your internally prepared *Compensation Analysis* for our review, or use the *National Compensation Matrix* (NCM) format to prepare your alternate analysis and we will review that. The NCM is a tool that establishes compensation amounts presumed reasonable for certain executive positions. The *Compensation Analysis* and NCM are described further in the AASHTO Audit Guide, Chapter 7. We will need your *Compensation Analysis,* or alternative analysis based on use of the NCM, in order to complete our review of your overhead schedule.

EXHIBIT F-1
Payment Upon Termination of Agreement by the Agency Other than for Fault of the Consultant

(Refer to Agreement, Section IX)

Lump Sum Contracts

A final payment shall be made to the CONSULTANT which when added to any payments previously made shall total the same percentage of the Lump Sum Amount as the work completed at the time of termination is to the total work required for the PROJECT. In addition, the CONSULTANT shall be paid for any authorized extra work completed.

Cost Plus Fixed Fee Contracts

A final payment shall be made to the CONSULTANT which when added to any payments previously made, shall total the actual costs plus the same percentage of the fixed fee as the work completed at the time of termination is to the total work required for the PROJECT. In addition, the CONSULTANT shall be paid for any authorized extra work completed.

Specific Rates of Pay Contracts

A final payment shall be made to the CONSULTANT for actual hours charged at the time of termination of this AGREEMENT plus and direct nonsalary costs incurred at the time of termination of this AGREEMENT.

Cost Per Unit of Work Contracts

A final payment shall be made to the CONSULTANT for actual units of work completed at the time of termination of this AGREEMENT.

EXHIBIT G-1
Subcontracted Work

The AGENCY permits subcontracts for the following portions of the work of this AGREEMENT:

Phase 2 - Survey and Right of Way Delineation (Gibbs & Olson)
Phase 5 - Preliminary Stormwater Design (Gibbs & Olson)
Phase 6 - Preliminary Water and Sewer Design (Gibbs & Olson)
Phase 7 - Geotechnical Design (Shannon & Wilson)
Phase 9 - Permitting (Gibbs & Olson)
Phase 10 - Cultural and Archeological Resources Report (HRA)
Phase 13 - Final Stormwater Design (Gibbs & Olson)
Phase 14 - Final Water and Sewer Design (Gibbs & Olson)

EXHIBIT G-2
Subconsultant Fee Determination - Summary Sheet

Project: SR 503 Scott Avenue Intersection Project
Subconsultant: Gibbs & Olson

Direct Salary Cost (DSC):

Classification	Man Hours		Rate		Cost
Principal	22	x	$58.00	=	$1,276.00
Engr. V	122	x	$42.00	=	$5,124.00
Engr IV	150	x	$39.25	=	$5,887.50
Engr III	150	x	$32.00	=	$4,800.00
CAD Tech	222	x	$32.00	=	$7,104.00
Land Surveyor	26	x	$37.25	=	$968.50
Crew Chief	54	x	$25.50	=	$1,377.00
Rodman	54	x	$23.25	=	$1,255.50
Word Processor	34	x	$20.00	=	$680.00
			Total DSC	=	$28,472.50

Indirect Cost Rate (ICR -- Including Salary Additives)

ICR Rate x DSC of	193.49%	x	$28,472.50	=	$55,091.44

Fixed Fee (FF):

FF Rate x DSC of	31%	x	$28,472.50	=	$8,826.48

Reimbursables:

Itemized:				=	$1,795.58
GPS Survey Equipt.	24	Hrs	$30.00		$720.00
Travel (Est.)	350	Miles	$0.57		$299.50
Reproduction (Est.)	1	LS	$250.00		$250.00
Telephone (Est.)	1	LS	$80.00		$80.00
Misc. Job Expense (Est.)	1	LS	$206.67		$446.08
Grand Total				=	$94,186.00

Exhibit G-3

GIBBS & OLSON,INC

Indirect Cost Rate Schedule

For the Year Ended December 31, 2012

Description	Financial Stmt Amount	Gibbs-Olson Adj	WSDOT Adj	Ref	Accepted Amount	%
Direct Labor Base	**$883,029**				**$883,029**	**100%**
Indirect Costs:						
Fringe Benefits:						
Paid Time Off	$157,768	($3,624)		A,B,C	$154,144	17.46%
Holiday	53,336	(1,225)		A,B,C	52,111	5.90%
Payroll Taxes	150,134	(3,447)	($6,467)	A,B,C,V	140,220	15.88%
Retirement	50,061	(1,150)		A,B,C	48,911	5.54%
Trust Expenses	263	(6)		A,B,C	257	0.03%
Group Insurance	257,290	(5,909)		A,B,C	251,381	28.47%
Other Benefits	6,115	(126)	(908)	N,S	5,082	0.58%
Total Fringe Benefits	$674,967	($15,486)	($7,375)		$652,106	73.85%
General Overhead Expenses:						
Salaries (Administrative)	$111,907				$111,907	12.67%
Salaries (Office)	397,448				397,448	45.01%
Salaries (Ind Overtime premium)	13,085				13,085	1.48%
Salaries (Bid & Proposal)	92,818				92,818	10.51%
Salaries (CL Dev-Direct Selling)	59,561	($1,372)	($58,189)	C,W	0	0.00%
Salaries (Marketing/PR)	11,621	(11,621)		B	0	0.00%
Salaries (Unallowable)	5,106	(5,106)		A,C	0	0.00%
Salaries (Ownership Transition)	2,180	(2,180)		A	0	0.00%
Office Supplies	3,889				3,889	0.44%
Repairs & Maintenance	14,258		(10,165)	R	4,093	0.46%
Office Rent	144,351				144,351	16.35%
Postage	3,386				3,386	0.38%
Publications	3,439				3,439	0.39%
Prof Registration & Dues	8,684		(748)	T	7,936	0.90%
Business Licenses & Fees	4,064				4,064	0.46%
Computer Maintenance	52,521				52,521	5.95%
Education	5,517		(2,445)	U	3,072	0.35%
Prof & Other Insurance	38,991				38,991	4.42%
Depreciation	70,088				70,088	7.94%
Professional Fees	14,434		(250)	P	14,184	1.61%
Business Taxes	65,517				65,517	7.42%
Travel & Lodging	31,353		(13,065)	O	18,288	2.07%
Travel & Lodging Recovery	(17,157)				(17,157)	-1.94%
Misc Field Expense	2,162				2,162	0.24%
Reproduction	12,908				12,908	1.46%
Reproduction Recovery	(10,045)				(10,045)	-1.14%
Telephone	15,545				15,545	1.76%
Telephone Recovery	(317)				(317)	-0.04%
Meals	2,318	(2,318)		M	0	0.00%
Donations	750	(750)		I	0	0.00%
Lobbying Dues	1,056	(1,056)		E	0	0.00%
Business Development	11,526	(11,526)		H, J	0	0.00%
Professional Fees - unallowable	5,779	(5,779)		F,G	0	0.00%
Travel-Unallowable Personal Use	4,489	(4,489)		L	0	0.00%
Bank Fees - Financing	1,010	(1,010)		D	0	0.00%
Interest Expense	1,621	(1,621)		D	0	0.00%
Bad Debt	1,560	(1,560)		K	0	0.00%

GIBBS & OLSON,INC

Indirect Cost Rate Schedule

For the Year Ended December 31, 2012

Description	Financial Stmt Amount	Gibbs-Olson Adj	WSDOT Adj	Ref	Accepted Amount	%
Total General Overhead	$1,187,423	($50,388)	($84,863)		$1,052,172	119.15%
Total Indirect Costs & Overhead	$1,862,390	($65,874)	($92,237)		$1,704,278	193.00%
Indirect Cost Rate (Less FCC)	**210.91%**	**203.45%**			**193.00%**	
Facilities Cost of Capital (FCC)		$3,947	$350	Q	$4,297	0.49%
Indirect Cost Rate (Includes FCC)	**211.36%**	**203.90%**			**$1,708,575**	**193.49%**

Gibbs & Olson, Inc. - Reviewed/Accepted by SAH, 10/23/13
"Indirect Cost Rate still subject to Audit"

References

Gibbs & Olson, Inc. Adjustments:

A 48 CFR 31.205-27 - Labor (and associated costs) associated with ownership transition not allowable
B 48 CFR 31.205-1 - Labor (and associated costs) associated with promotional activities not allowed
C 48 CFR 31.201-6 (d) & 31.202 - Labor associated with bad debt collection & direct costs not allowable
D 48 CFR 31.205-20 - Interest and costs of financing capital not allowable
E 48 CFR 31.205-22 - Portion of dues related to lobbying costs are not allowable
F 48 CFR 31.205-41(b)(1) - Excess Fed income tax preparation fee not allowable (adjust out $1109 of the $1359 fee)
G 48 CFR 31.205-3 - Legal fees associated with bad debt collection and ownership transition are unallowable
H 48 CFR 31.205.1 - Costs associated with unallowable promotional labor
I 48 CFR 31.208-8 - Donations are not allowable
J 48 CFR 31.205-1 & 31.205-14 - Advertising and public relations unallowable
K 48 CFR 31.205-3 - Bad Debts not allowable
L 48 CFR 31.205-6(m)(2) - Cost of company-furnished auto related to unreimbursed employee personal use
M 48 CFR 31.201-4 - Undocumented expense unallowable
N 48 CFR 31.205-13 - Cost of employee social events unallowable

WSDOT Adjustments:

O $12,952 adjustment for unsupported business expenses and detailed receipts not provided to support travel expense per 48 CFR 31.201-2(d), 31.201-3(b)(4), 31.204 and 31.205-46.
$113 adjustment for mileage reimbursement applied at IRS rate as opposed to FTR rate, per 48 CFR 31.205-46.
P $250 adjustment for remainder of S-Corp tax preparation fees as personal expense 48 CFR 31.201-4 and 31.205-41.
Q $350 FCCM adjustment as result of corrected worksheet per 48 CFR 31.205-10, see worksheet.
R $10,165 adjustment to Repairs & Maintenance for housekeeping labor as no timesheets are kept to support labor expense per 48 CFR 31.201-2(d) and 31.205-6(a)(3).
S $908 adjustment to Other Benefits for unallowable entertainment expenses per 48 CFR 31.205-14.
T $748 adjustment to Professional Registration and Dues for non-professional organization costs, entertainment and advertising per 48 CFR 31.205-43, 31.205-14 and 31.205-1(f)(7).
U $2,445 adjustment to Education for unallowable reorganization costs and entertainment per 48 CFR 31.205-27(a) and 31.205-14.
V $6,467 adjustment to payroll taxes as associated cost adjustment for unallowable client development and housekeeping labor per 48 CFR 31-201-6 see worksheet.
W $58,189 adjustment to client development labor as direct selling allowability not established per 48 CFR 31.205-38(b)(5).

Summary of Estimated Costs
ALASKAN WAY VIADUCT REPLACEMENT PROJECT
Shannon & Wilson, Inc.

Classification	Hours	x	Burdened Rate	=	Cost
Principal	0		$ 72.65		$ -
Vice President	2		$ 57.71		$ 115
Assoc	17		$ 46.00		$ 782
Principal Prof.	4		$ 40.00		$ 160
Sr. Professional	20		$ 33.84		$ 677
Profess III/IV	50		$ 30.66		$ 1,533
Profess I/II	0		$ 21.00		$ -
Sr. Tech	0		$ 23.00		$ -
Sr. Drafter	10		$ 22.13		$ 221
Technician	0		$ 20.92		$ -
Drafter	0		$ 20.92		$ -
Admin	9		$ 23.00		$ 207
Clerical	0		$ 18.00		$ -
Subtotal	112				**$ 3,696**

Subtotal		**Total Direct Salary Cost (DSC)**	**$ 3,696**
Overhead = DSC x OH Rate of	**201.36%**		**$ 7,441**
Fee = DSC x Fee Rate of	**31%**		**$ 1,146**
Subtotal		**Total Salary Cost**	**$ 12,282**

Direct Non-Salary Costs	Cost
Mileage (3 trips, 100 miles r.t., $0.565/mile)	$ 170
Drilling Subcontractor (pavement coring and boring)	$ 2,800
Traffic Control Subcontractor	$ 800
Field Equipment	$ 160
Laboratory Testing	$ 875
Direct Non-Salary Costs Total	**$ 4,805**

TOTAL	**$ 17,087**

Washington State
Department of Transportation
Paula J. Hammond, P.E.
Secretary 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

August 28, 2012

Jeannie Brozik, Accounting Manager
Shannon and Wilson, Inc.
400 N. 34th St, Suite 100
P.O. Box 300303
Seattle, WA 98103-8600

Re: Shannon and Wilson, Inc. Overhead Schedule
Fiscal Year End December 31, 2011

Dear Ms. Brozik:

We have completed a desk review of your overhead schedule for the above referenced fiscal year. Our review included the documentation provided by Shannon and Wilson, Inc.

The reviewed data included, but was not limited to; the schedule of the indirect cost rate, a description of the company, basis of accounting and description of Shannon and Wilson, Inc. accounting system and the basis of indirect costs.

Based on our work, we are issuing this letter of review establishing Shannon and Wilson, Inc. overhead rate for the fiscal year ending December 31, 2011, at 201.36% (rate includes Facilities Cost of Capital) of direct labor. Costs billed to actual agreements will still be subject to audit of actual costs.

Please check with the WSDOT Consultant Services Office (HQ) and/or the WSDOT Area Consultant Liaison to determine when this reviewed rate will be applicable to your WSDOT agreement(s).

Also, remember that when you provide next year's overhead schedule to our office, you will also need to submit **either** your internally prepared *Compensation Analysis* for our review, or use the *National Compensation Matrix* (NCM) format to prepare your alternate analysis and we will review that. The NCM is a tool that establishes compensation amounts presumed reasonable for certain executive positions. The *Compensation Analysis* and NCM are described further in the AASHTO Audit Guide, Chapter 7. We will need your *Compensation Analysis,* or alternative analysis based on use of the NCM, in order to complete our review of your overhead schedule.

If you, or any representatives of Shannon and Wilson, Inc., have any questions, please contact Martha Roach, Jeri Sivertson, or Steve McKerney at (360)705-7003.

Sincerely,

Laura Mainer for

Martha S. Roach
Agreement Compliance Audit Manager

MR:ds
Enclosures

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

Shannon & Wilson, Inc.
Overhead Schedule
For Year Ending December 31, 2011

Description	Amount	S&W Adj.	WSDOT Adj	Ref.	Accepted Amount	%
Direct Labor Base	$ 11,876,152				$ 11,876,152	100.00%
Fringe Benefits						
Additional Compensation	$ 1,317,944		$ (1,317,944)	R	$ -	0.00%
Retirement Plan Contributions	698,384				698,384	5.88%
Vacation, Holiday, Sick	1,402,159				1,402,159	11.81%
Payroll Fringes	2,756,222				2,756,222	23.21%
Total Fringe Benefits	$ 6,174,709	$ -	$ (1,317,944)		$ 4,856,765	40.90%
General Overhead Expenses						
Administrative Salaries	$ 3,524,896	$ (3,282)		A	$ 3,521,614	29.65%
Proposal & Bus Dev Labor	3,388,447	(182,753)		B	3,205,694	26.99%
Vacation Holiday Sick	794,260				794,260	6.69%
Fringes on G&A Salaries	1,664,320	(103,045)	(8,470)	C, D, Q	1,552,805	13.07%
Retirement Plan Contributions	395,603		(12,890)	O	382,713	3.22%
Equipment Expense	15,214				15,214	0.13%
Rent & Facility Expense	1,992,030	(5,204)		L	1,986,826	16.73%
Travel & Auto Expense	371,600	(9,695)		F	361,905	3.05%
Proposal & Bus Dev Expense	751,670	(458,212)		B,G,H	293,458	2.47%
Interest	2,704	(2,704)		I	0	0.00%
Supplies	533,773				533,773	4.49%
Outside Prof and Tech Srvcs	774,165	(473)		M	773,692	6.51%
Computer Expenses	518,620				518,620	4.37%
Telephone & Postage	366,694				366,694	3.09%
Conferences & Prof Activities	685,943	(36,820)		F	649,123	5.47%
Depreciation	665,270				665,270	5.60%
Insurance	668,257				668,257	5.63%
Taxes & Licenses	1,967,249	(1,300,625)		J	666,624	5.61%
Bad Debt	(8,850)	8,850		K	0	0.00%
Additional Compensation	246,557	500,000	1,317,944	E,R	2,064,501	17.38%
Total General Overhead	$ 19,318,422	$ (1,593,963)	$ 1,296,584		$ 19,021,043	160.16%
Total Overhead Costs	$ 25,493,131	$ (1,593,963)	$ (21,360)		$ 23,877,808	201.06%
Overhead Rate (Less FCC)	214.66%	201.24%			201.06%	
Facilities Capital Cost of Money				N	$ 36,172	0.30%
Total Overhead Costs w/FCC					$ 23,913,980	
Overhead Rate (Includes FCC)					201.36%	

"Shannon & Wilson - Reviewed & Accepted 8/27/2012 MJP"
"Overhead Rate still subject to WSDOT Audit"

Shannon & Wilson, Inc.
Overhead Schedule
For Year Ending December 31, 2011

Description	Amount	S&W Adj.	WSDOT Adj	Ref.	Accepted Amount	%

References		Description
A	31.205-3	Labor costs related to collection of bad debt
B	31.205-1	Advertising and public relations labor and costs
C	31.205-1	Taxes related to unallowable promotion labor
D	31.205-13	Unallowable meals and employee gifts
E	31.205-6	Accrued bonuses not paid in current year
F	31.205-46	Excess per diem and travel expenses
G	31.205-8	Unallowable contribution costs
H	31.205-14	Unallowable entertainment costs
I	31.205-20	Interest expense
J	31.205-41	Federal income taxes
K	31.205-3	Bad debts
L	31.203(b)	Rent charged as direct costs to projects
M	31.205-47	Unallowable legal expenses
N	31.205-10(b)	Facilities Capital Cost of Money

WSDOT Adjustments

O Fringe Benefits (retirement plan) associated with Unallowable Labor (Ref A,B) removed, per WSDOT worksheet, 31.205-1 (c) and 31.205-6 (m)

Q Gifts unallowable 31.205-13 (b)

R Bonuses was moved to one account for better visibility.

Certification of Final Indirect Costs

Firm Name: Shannon & Wilson, Inc.

Indirect Cost Rate Proposal: 201.5%

Date of Proposal Preparation (mm/dd/yyyy): 06/15/2012'

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy): 01/01/2011 to 12/31/2011

I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:

1.) All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.

2.) This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.

All known material transactions or events that have occurred affecting the firm's ownership, organization and indirect cost rates have been disclosed.

Signature: Gerard J. Buechel

Name of Certifying Official* (Print): Gerard J. Buechel

Title: President

Date of Certification (mm/dd/yyyy): 7/12/2012

*The "Certifying Official" must be an individual executive or financial officer of the firm at a level no lower than a Vice President or Chief Financial Officer, or equivalent, who has the authority to represent the financial information utilized to establish the indirect cost rate for use under Agency contracts.

Ref. FHWA Directive 4470.1A available on line at:
http://www.fhwa.dot.gov/legsregs/directives/orders/44701a.htm

Exhibit G-2
Subconsultant Fee Determination - Summary Sheet
(Mandatory when Subconsultants are utilized)

Project: SR 503 Scott Avenue Intersection Project

Sub Consultant: Historical Research Associates Inc.

Direct Salary Cost (DSC):

Classification	Man Hours		Rate	=	Cost
Senior Archaeologist	1	X	37.76		37.76
Project Archaeologist	24	X	29.81		715.44
Project Archaeologist	5	X	25.10		125.50
Project Architectural Historian	26	X	24.32		632.32
Research Archaeologist	66	X	23.21		1,531.86
Research Archaeologist	16	X	20.58		329.28
Research Archaeologist/GIS Specialist	8	X	19.14		153.12
Adminstrative Assistant	2	X	16.00		32.00
Editor	4	X	21.40		85.60
Production Specialist	4	X	27.21		108.84
Office Manager/Production Assistant	2	X	15.75		31.50
Project Administrator	2	X	23.54		47.08
Computer System Specialist	2	X	31.71		63.42
		X			
		X			
			Total DSC =		3,893.72

Overhead (OH Cost -- including Salary Additives):

OH Rate x DSC of	142.00%	x	3,893.72	=	5,529.08

Fixed Fee (FF):

FF Rate x DSC of	31.00%	x	3,893.72	=	1,207.05

Reimbursables:

Travel	=	153.00
Fieldwork Supplies	=	65.00
Copies, Report Production, Shipping	=	92.00
SubConsultant Total	=	10,939.86
Grand Total	=	10,939.86

Doyle & Associates, P.C.

****

The accompanying schedule and report are intended for the original recipient.

They must be presented in their entirety and may not be modified in any manner.

Historical Research Associates, Inc.
(an S Corporation)

Schedule of Direct Labor,
Fringe and Overhead Rates for State
and Federal Clients
(With Independent Auditor's Reports Thereon)

December 31, 2012

Historical Research Associates, Inc.

Schedule of Direct Labor, Fringe and Overhead Rates
for State and Federal Clients
For the Year Ended December 31, 2012

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Independent Auditor's Report on Internal Accounting Controls
Over Financial Reporting and on Compliance and Other Matters
Based on an Audit of the Schedule of Direct Labor, Fringe and
Overhead Rates for State and Federal Clients Performed in
Accordance with *Government Auditing Standards* ..... Page 10

Doyle & Associates, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

103 Tyler Way, Suite 2 ♦ P.O. Box 446
Lolo, MT 59847
Phone: (406) 273-0700 ♦ Fax: (406) 273-4300

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Historical Research Associates, Inc.
Missoula, Montana

We have audited the Statement of Direct Labor, Fringe and Overhead Rates for State and Federal Clients (the Schedule) of Historical Research Associates, Inc. (the Company) for the year ended December 31, 2012. The Schedule is the responsibility of the Company's management. Our responsibility is to express an opinion on this statement based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the financial audit standards contained in the *Government Auditing Standards* issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Schedule is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Schedule. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying statement was prepared on a basis of accounting practices prescribed by Part 31 of the Federal Acquisition Regulations (FARs) described in Note 1, and is not intended to be a presentation in conformity with generally accepted accounting principles in the United States of America.

The Schedule of Historical Research Associates, Inc. for the year ended December 31, 2012, has not been examined by applicable government authorities and is subject to final determination by them. Since many types of expenditures are susceptible to varying interpretation of the cost principles contained in the FARs described in Note 1, the amounts reported in the accompanying schedule may be subject to an adjustment at a later date upon final determination by the respective government authorities.

In our opinion, the Schedule referred to above presents fairly, in all material respects, the direct labor, fringe benefits and general overhead of the Company for the year ended December 31, 2012 on the basis of accounting described in Note 1.

In accordance with the *Government Auditing Standards* we have issued a report dated March 25, 2013 on our consideration of the Company's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

This report is intended solely for the use and information of the Board of Directors and management of Historical Research Associates, Inc., the Montana Department of Transportation, and applicable government authorities related to contracts employing the cost principles of the Federal Acquisition Regulations and should not be used for any other purpose.

Doyle & Associates, P.C.

Lolo, Montana
March 25, 2013

Historical Research Associates, Inc.

Schedule of Direct Labor, Fringe and Overhead Rates

for Federal and State Clients

For the Year Ended December 31, 2012

Desrciption	Total Reported Costs	Disallowed Cost	FAR Reference	Allowable Costs	% Direct Labor
Direct Labor	$ 2,114,621			$ 2,114,621	100.00%
Fringe Benefits					
Payroll Taxes	$ 325,424	(16,619)	**(1)** FAR 31.201-6(e)(2)	$ 308,805	
Group Insurance	323,821			323,821	
Workers' Compensation Insurance	40,827			40,827	
Retirement	146,101	(4,443)	**(2)** FAR 31.201-6(e)(2)	141,658	
Vacation, Holiday and Sick Pay	279,149			279,149	
Other Employee Benefits	42,262	(42,262)	**(3)** FAR 31.201-4(c) & 31.205-14	-	
Bonuses	344,128			344,128	
Total Fringe Benefits	1,501,712	(63,324)		1,438,388	68.02%
General Overhead					
Indirect Labor	878,879	(148,115)	**(4)** FAR 31.201-6(e)(2)	730,764	
Legal & Accounting	12,815	(4,895)	**(5)** FAR 31.201-4	7,920	
Supplies	12,318			12,318	
Computer - Training and Maintenance	30,543			30,543	
Repairs & Maintenance	12,757			12,757	
Reproduction	1,156			1,156	
Dues & Subscriptions	8,714			8,714	
Travel	56,532			56,532	
Shipping & Postage	11,204			11,204	
Rent	449,943			449,943	
Depreciation	64,636			64,636	
Temps/Consultants	13,063			13,063	
Insurance	48,028	(14,421)	**(6)** FAR 31.205-19(e)(2)(v)	33,607	
Professional Development/Training	14,991			14,991	
Telephone	35,161			35,161	
Internet	17,454			17,454	
Recruitment costs	406			406	
Proposal costs	3,547			3,547	
Board of Directors Meetings	16,133			16,133	
Charitable Contributions	700	(700)	**(7)** FAR 31.205-8 & 31.205-13(b)	-	
Marketing Costs	99,142	(99,142)	**(8)** FAR 31.205-1	-	
Interest & Bank Charges	49,885	(49,885)	**(9)** FAR 31.205-20	-	
Penalties & Fines	1,412	(1,412)	**(10)** FAR 31.205-15(a)	-	
Property & Revenue Taxes	43,420			43,420	
Total General Overhead	1,882,839	(318,570)		1,564,269	73.97%
Total Indirect Costs	$ 3,384,551	$ (381,894)		$ 3,002,657	142.00%

The accompanying notes are an integral part of this schedule.

Historical Research Associates, Inc.

Criteria Description for FAR References

For the Year Ended December 31, 2012

(1) **31.201-6(e)(2)** Marketing labor and related payroll tax expenses are disallowed.

(2) **31.201-6(e)(2)** Marketing labor and related retirement benefits are disallowed.

(3) **31.201-4(c)** Cost of employee parking is not considered necessary to the overall operations of the business. A direct relationship to any particular cost objective cannot be shown.

31.205-14 Travel, meals, and entertainment as part of public relations, employee relations, or company celebrations are disallowed.

(4) **31.201-6(e)(2)** Marketing labor associated with unallowable activities is disallowed.

(5) **31.201-4** Income tax preparation fees are considered personal expenses of the shareholders and are disallowed.

(6) **31.205-19(e)(2)(v)** Officer's life insurance is disallowed.

(7) **31.205-8 & 31.205-13(b)** Contributions and gifts are disallowed.

(8) **31.205-1** Advertising and marketing costs to promote general services are disallowed.

(9) **31.205-20** Costs of financing and interest on borrowings are disallowed.

(10) **31.205-15(a)** Late fees, fines, and government imposed fines and penalties are disallowed.

Historical Research Associates, Inc.

Notes to Schedule of Direct Labor, Fringe and Overhead Rates
for State and Federal Clients

For the Year Ended December 31, 2012

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization

Historical Research Associates, Inc. (the "Company") was incorporated in 1978. During 1988 the Company elected to be taxed under Subchapter S of the Internal Revenue Code and currently has 7 stockholders. The Company provides consulting services for public and private clients in cultural resource management, litigation support and historical research.

The Company has offices located in Missoula, Montana, Seattle, Washington, Washington D.C., and Portland, Oregon.

B. Basis of Accounting

The Company's policy is to prepare its overhead schedules, which support the schedule of direct labor, fringe benefits and general overhead, on the basis of accounting practices prescribed by Cost Accounting Standards Chapter 99, Subparts 9904.401, 9904, 402, and 9904.410 and Chapter 1, Part 31 of the Federal Acquisition Regulations (FAR), 48 CFR. Accordingly, the schedule mentioned above is not intended to present the results of operations of the Company in conformity with accounting principles generally accepted in the United States of America.

C. Project Cost System

The Company's financial records are maintained on the accrual basis of accounting and a standard job cost accounting system. Expenses are recorded when incurred and revenue is recognized as services are performed. A job-order cost accounting system is maintained, in which the accounting system tracks direct labor and other costs directly associates with a specific job. The costs are accumulated in the project cost system and billed in accordance with the provision of each contract. Overtime premium costs are distributed directly to projects where applicable. Labor is charged to projects at actual hourly rates. Other direct costs may include such items as subcontractor costs, travel, printing, mileage, and other costs (see Note 2).

D. Use of Estimates

The preparation of the Schedule of Indirect Costs in accordance with accounting practices prescribed in Part 31 of FARs requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

E. Overhead Rate Structure

The reporting unit for the determination of the overhead rate is companywide. The base for allocation is a single base with all costs allocated based on direct labor costs. Direct costs are normally charged to all projects.

F. Contract Labor

The Company uses contract labor for miscellaneous services and these costs are included as direct costs if they are directly identified with a cost objective.

G. Management's Evaluation of Subsequent Events

The Company has evaluated subsequent events through March 25, 2013, the date upon which the Statement of Direct Labor, Fringe Benefits, and General Overhead was available for issuance.

2. DIRECT COSTS

The Schedule of Indirect Costs excludes the following classifications of costs, which were directly related to projects:

- Auto
- Car Rental
- Ground travel/parking
- Lodging
- Travel
- Meals
- Postage
- Telephone
- Computer
- Photography
- Reproduction
- Graphic preparation
- Supplies

3. PROPERTY AND EQUIPMENT

Property and equipment are recorded at cost. Depreciation is calculated using the straight line method over the estimated useful life of the assets as follows:

Office equipment	3 – 7 years
Field equipment	3 – 7 years
Vehicles	5 years

Gains or losses on property and equipment disposals are treated as an adjustment to depreciation expense reported on the schedule. All accelerated depreciation as the result of the Internal Revenue Code Section 179 is treated as an adjustment to depreciation to arrive at net allowable depreciation expense.

4. BASIS OF SCHEDULE PRESENTATION

The Schedule of Direct Labor, Fringe and Overhead Rates for State and Federal Clients begins with the total reported costs from the financial statements of the Company. Disallowed costs are adjusted from these amounts to arrive at the total allowable costs in accordance with Chapter 1, Part 31 of the Federal Acquisition Regulations.

5. FRINGE BENEFIT AND GENERAL OVERHEAD RATES

A summary of the calculated allowable overhead rates for the Company for the year ended December 31, 2012, are as follows:

Fringe Benefit Rate	68.02%
General Overhead Rate	73.97%
Combined Overhead Rate	142.00%

6. INCOME TAX

Historical Research Associates, Inc. is taxed as an S Corporation under Subchapter S of the Internal Revenue Code. The stockholders of an S Corporation are taxed on their proportionate share of the Company's taxable income. Therefore, no provision for income taxes has been included in the financial statements. Certain specific deductions and credits flow through the Company to its stockholders. At the financial statement date three years for federal purposes and five years for state purposes are open for examination.

7. 401(K) PROFIT SHARING PLAN

The Company sponsors a 401(k) Profit Sharing Plan (the Plan) that meets the requirements of FAR 31.205-6(j). On January 1, 2000, the plan was restated and amended with the Company

adopting a safe harbor provision requiring an annual contribution of 3% of eligible wages. All employees who have attained the age of 21 years and worked at least 1,000 hours may participate and receive employer contributions. Employer contributions totaled $143,682 in 2012.

8. COMPENSATED ABSENCES

Vacation - Regular employees begin to accrue vacation upon their first day of employment. Employees are entitled to their accrued vacation only after the successful completion of their probationary period. Vacation time is granted at an equivalent of two weeks per year for employees with less than five years of service and at an equivalent rate of three weeks per year for employees with more than five years of service. Employees with title of "Associate" will be granted an equivalent of three weeks vacation per year. Vacation can be accrued up to a maximum of 120 hours for less than five years of employment and 160 hours for more than five years of employment.

Sick Leave – All regular employees are entitled to sick benefits after they have completed the first 90 days of employment. Temporary employees are not eligible to accrue, earn or take sick leave unless otherwise specified in an employment letter or an Employment Agreement. Sick leave accrues on a monthly basis of 3 1/3 hours each month. Sick leave can be accrued to a maximum of 120 hours. Any sick leave balance remaining at the time of termination of employment will not be paid to the employee.

9. CONTINGENCY

Contracts with federal and state agencies provide that incurred indirect cost rates may be subject to review by the various agencies, which may have differing interpretations of the regulations on which the rates herein are calculated. Management is of the opinion that the indirect cost rates used to allocate costs to specific contracts as reflected herein will be approved by the contracting agencies without material adjustment.

10. COMPENSATION OF OFFICERS AND OWNERS

The Company performed an analysis of executive compensation in accordance with Chapter 7 of the AASHTO Audit Guide. The analysis included an examination of the activities performed by Company executives, and the forms of compensation paid to executives. Based on this analysis, management has determined that compensation paid to executives is reasonable and allowable for 2012.

11. RELATED PARTIES

HRA Gray & Pape, LLC -The Company owns a 50% interest in HRA Gray & Pape, LLC located in Montana. The direct labor, fringe benefits, and general overhead are excluded from Historical Research Associates, Inc. Schedule of Indirect Costs.

NLUR Investment – During December 2012 the Company purchased a half interest in an established Alaskan cultural resources management firm for the purpose of expanding the Company's existing markets, diversifying its service offerings and taking advantage of business opportunities unique to Alaska.

12. AUDITOR CONTACT

The person to contact relative to this engagement is:

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Doyle & Associates, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROLS OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Historical Research Associates, Inc.
Missoula, Montana

We have audited the Schedule of Direct Labor, Fringe and Overhead Rates for State and Federal Clients (the Schedule) of Historical Research Associates, Inc. for the fiscal year ended December 31, 2012 and have issued our report thereon dated March 25, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of Historical Research Associates, Inc. is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Historical Research Associates, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the Schedule, but not for the purpose of expressing an opinion on the effectiveness of Historical Research Associates, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Historical Research Associates, Inc.'s internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or

material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable about whether Historical Research Associates, Inc.'s Schedule is free from material misstatement, we performed tests of Historical Research Associates, Inc.'s compliance with certain laws, regulations, contracts, and agreements, including provisions of the applicable section of Part 31 of the Federal Acquisitions Regulation, noncompliance with which could have a direct and material effect on the determination of the amounts reported on the Schedule. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the use and information of the Board of Directors and management of Historical Research Associates, Inc. and government agencies or other customers related to contracts employing the cost principles of the Federal Acquisition Regulation. This report should not be used for any other purpose.

Doyle & Associates, P.C.

Lolo, Montana
March 25, 2013