

REQUEST FOR PROPOSAL

SR 503 Scott Avenue Intersection Project Design and Surveying Services

Request for Proposal Published: September 11, 2013

Proposals Due: October 1, 2013

Issued by:

City of Woodland

PO Box 9

Woodland, WA 98674

(360) 225-7999

SR 503 Scott Avenue Intersection Project Request for Proposal

Lead Agency: City of Woodland
PO Box 9
Woodland, WA 98674
(360) 225-7999
Staff Contact: Bart Stepp, PE
Public Works Director
Email: steppb@ci.woodland.wa.us

The City of Woodland is requesting proposals for professional engineering and surveying services for the SR 503 Scott Avenue Intersection Design and Surveying Services. The City of Woodland project needs are outlined in the following Request for Proposal.

Interested firms shall provide a formal request in writing only (email is acceptable) to Bart Stepp, Public Works Director, when asking for additional information.

The deadline for Proposal submittal is Tuesday, October 1, 2013 at 2 PM. The complete RFP can be found at www.ci.woodland.wa.us or you can request one from the City of Woodland by e-mailing Bart Stepp, Public Works Director, at the e-mail address listed above.

The City of Woodland in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

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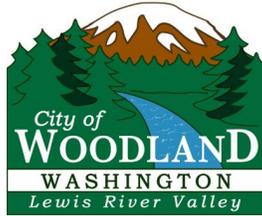
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City of Woodland

Request for Proposal for the SR 503 Scott Avenue Intersection Project Design and Surveying Services

1.0 GENERAL INFORMATION

This Request for Proposal (RFP) is issued by the City of Woodland, hereby referred to as “City”, to seek Proposals (individually a “Proposal” and collectively, “Proposals”) from engineering firms and teams hereby referred to as (individually a “Proposer” and collectively, “Proposers”) interested in being evaluated for providing professional engineering services to complete an intersection control analysis, design, public involvement, permitting, and bidding services for the SR 503 Scott Avenue Intersection Project, hereby referred to as “Project.” Construction management services would be completed under a separate contract.

The City is responsible for the administration and management of the project contract. Although the City has lead responsibility in conducting and managing the Project, this effort will be closely coordinated with the Washington State Department of Transportation (WSDOT) which operates and maintains SR 503.

Proposers must comply with this RFP during the procurement and in their responses. Proposers shall also take the Project goals and possible tasks identified in Sections 1.2, 1.3 and 3.6.2 into consideration in drafting their Proposals.

By submitting their qualifications, Proposers agree to be bound by the requirements outlined in this RFP. All forms identified in this RFP are found in pages 27-30 of the RFP. All times in this RFP are Pacific Standard Time (PST) or Pacific Daylight Savings Time (PDT), as applicable.

1.1 BACKGROUND

The purpose of the SR 503 Scott Avenue Intersection Project is to reconstruct the intersection at SR 503 and East Scott Avenue in Woodland to improve the safety, traffic mobility, and pedestrian access at the intersection. The project may also include new water and sewer lines within the confines of the project. The Project would accomplish this by providing a new intersection with improved traffic control, new sidewalks on both sides of SR 503, and shifting the SR 503 alignment at the intersection.

To date the City of Woodland has secured a \$2,000,000 Transportation Improvement Board (TIB) Grant for the project and the City has purchased three properties adjacent to the intersection (see attached site map). Combined with existing properties the City owns there is adequate ROW to complete the project without additional ROW. The City has committed to \$233,000 in matching funds for the TIB from the road fund. The total budget for the road improvements not counting the ROW which was purchased is \$2,200,000. Additional funding for the water and sewer lines will come from the City's Water and Sewer reserve funds.

1.2 PROJECT GOALS

The City's primary goals in connection with this procurement and the Project include:

- 1) Identifying the preferred design alternative for the SR 503 Scott Avenue Intersection;
- 2) Providing public outreach to on design alternatives and generating support for the project;
- 3) Developing the documentation needed to obtain final SEPA project approval;
- 4) Developing the documentation to obtain design approval from WSDOT;
- 5) Completing engineering design and bidding documents to make the project bid ready.

1.3 GENERAL PROJECT DESCRIPTION

The purpose of the SR 503 Scott Avenue Intersection Project is to improve the safety of the intersection, increase transportation system capacity, and provide improved pedestrian access in the area. The Design and Surveying Services contract includes the following key components:

- 1) Identifying future demands on the intersection;
- 2) Complete an Intersection Control Analysis (ICA) according to WSDOT Guidelines to determine alternatives and costs;
- 3) Provide surveying services as needed to complete the project;
- 4) Provide public outreach on the alternatives reviewed in the ICA;
- 5) Assist PW Staff and elected officials in determining the preferred alternative for intersection design;
- 6) Complete full design of the drawings and specifications for the project;
- 7) Complete SEPA and any other permits needed to City of Woodland for review and approval. It is expected a shoreline permit will be needed. NEPA is not expected to be required;
- 8) Respond to review comments by WSDOT and make changes as needed to receive approval on design by WSDOT;
- 9) Involving and communicating with the public during the life of the Project.

1.4 PROJECT SCHEDULE

The following schedule provides a timeline for the Project. The Successful Proposer will begin participation in these activities upon execution of a contract and preparation of a detailed Work Plan.

Contract Begins	December 2013
Complete ICA	April 2014
WSDOT Approval of Design	October 2014
All Permit Approvals Received	December 2014
Project goes out to bid	January 2015

1.5 CONFIDENTIALITY/PUBLIC RECORDS ACT DISCLOSURE REQUESTS

1.5.1 Ownership of Proposal and Applicability of Washington State Public Records Act – RCW 42.56

Subject to the exceptions specified herein, all written and electronic correspondence, exhibits, photographs, reports, printed material, tapes, disks and other graphic and visual aids submitted to the City during this procurement process, whether included in the Proposal or otherwise submitted, become the property of the City upon delivery to the City and will not be returned to the Proposers.

All material submitted by Proposers, including Proposals are subject to the provisions of the Washington State Public Records Act and any other laws and regulations applicable to the disclosure of documents submitted under this RFP. Such laws govern the City's use and disclosure of its records.

Proposers should familiarize themselves with the provisions of the Public Records Act requiring disclosure of public information and exceptions thereto. In no event shall the City or any of its agents, representatives, consultants, directors, officers or employees be liable to a Proposer or Proposer team member for the disclosure of any materials or information submitted in response to this RFP.

1.5.2 Disclosure Waiver

Each Proposer, by submitting a Proposal to the City in response to this RFP, consents to the disclosures described in this section and expressly waives any right to contest, impede, prevent or delay such disclosure, or to initiate any proceeding that may have the effect of impeding, preventing or delaying such disclosure, under the Public Records Act or any other law relating to the confidentiality or disclosure of information. Under no circumstances will the City be responsible or liable to a Proposer or any other party as a result of disclosing any such material.

1.5.3 Litigation

In the event of any proceeding or litigation concerning the disclosure of any material submitted by the Proposers, the City will be a stakeholder retaining the material until otherwise ordered by a court or other such entity having jurisdiction with respect thereto and the submitting party will be responsible for otherwise prosecuting or defending any action concerning the materials at its sole expense and risk; provided, however, that the City reserves the right, in its sole discretion, to intervene or participate in the litigation in such manner as it deems necessary or desirable. All costs and fees (including attorneys' fees and costs) incurred by the City in connection with any litigation, proceeding or request for disclosure shall be reimbursed and paid by the Proposer(s) objecting to disclosure. Each Proposer shall be responsible for all of its own costs in connection with any litigation, proceeding or request for disclosure.

1.5.4 Exceptions

The foregoing will not preclude the City from using ideas contained in the Proposal and will not preclude the City from releasing information as required in connection with any protest filed under Section 5.

1.6 ERRORS

If Proposer identifies any mistake, error or ambiguity at any time during the procurement process in any of the documents supplied by the City, Proposer shall notify the City of the recommended correction in writing in accordance with Section 3.2.

1.7 IMPROPER CONDUCT – CONFLICTS OF INTEREST

Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

By submitting its Proposal and signing and submitting Forms B, C and D, each Proposer agrees that, if an organizational conflict of interest is thereafter discovered, Proposer must make an immediate and full written disclosure to the City that includes a description of the action that Proposer has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the City may, at its sole discretion, cancel the procurement, disqualify Proposer with a conflict, or take other action as necessary to mitigate the conflict. If Proposer was aware of an organizational conflict of interest prior to the award of the Contract and did not disclose the conflict to the City, the City may pursue remedies including termination of the Contract, for default.

1.8 PROJECT FUNDING AND PAYMENTS

1.8.1 Project Funding

The budget for the Project is \$2,233,000 including the ROW, design, construction, and construction management. The budgeted amount for this contract is approximately \$300,000. The Project will be funded by \$2,000,000 from TIB and \$233,000 from the City of Woodland. If water and sewer work is included as part of this project the City will budget additional funds to pay for that work.

1.8.2 Project Payments

The Successful Proposer will be paid no more than once a month for authorized and satisfactorily completed work and services as rendered under the Project contract. Such payment shall be full compensation for all eligible work and services rendered that are performed satisfactorily; and for all other eligible costs.

Following the WSDOT LAG Manual Chapter 31, Using Consultants, all expenses shall be detailed on invoices submitted by the Successful Proposer to the City. Fees for services provided shall be detailed by date, type of service provided with the associated Master Deliverables List (MDL) codes, name and job title of provider, hours per type of service, hours per day, hourly rate and total per day. Reimbursable expenses shall be itemized and supported with copies of all invoices for all non-travel and travel reimbursable expenses.

An original invoice, with supporting documentation, must be received by the first day of the month to be paid by the last working day of the month. Invoices must be addressed to Bart Stepp, PE, City of Woodland, PO Box 9, Woodland, WA 98674.

A current monthly and cumulative Project report noting all charges for the Successful Proposer and subcontractors detailed by date, type of service provided, name and job title of provider, hours per type of service, hours per day, and hourly rate shall be provided with each Project payment request.

1.9 CHANGES IN A PROPOSER'S ORGANIZATION

In order for a Proposer to remain qualified, Proposer's organization as identified in the Proposal must remain intact for the duration of the procurement process.

The City will consider requests by Proposers to make changes in Proposers' organization based only on unusual circumstances beyond Proposer's control. If a Proposer needs to make changes in the Project team members identified in its Proposal, including, without limitation, additions, deletions, reorganizations, changes in equity ownership interests and/or role changes in or of any of the foregoing, Proposer shall submit to the City a written request for approval of the change by the Public Works Director.

If a request is made to allow deletion or role change of any team member identified in its Proposal, Proposer shall submit such information as may be required by the City to demonstrate that the changed team meets the RFP criteria (pass/fail and technical). Proposer shall submit an original and five copies of each request package. The City is under no obligation to approve such requests and may approve or disapprove in writing a portion of the request or the entire request at its sole discretion.

2.0 REQUEST FOR PROPOSALS

This section describes requirements that all Proposers must satisfy in submitting Proposals. Failure of any Proposer to follow these requirements may result in rejection of its Proposal.

2.1 GENERAL SUBMITTAL REQUIREMENTS

The City will not accept Proposals by facsimile or electronic transmission. Any Proposal that fails to meet the deadline or delivery requirement will be rejected and returned to the Proposer without having been opened, considered or evaluated.

2.1.1 Proposal Due Date, Time, and Location

The completed sealed Proposal shall be delivered to the following location prior to 2:00 p.m. Pacific Time, no later than the Proposal Due Date as set forth in Section 3.1.1. Final Proposal submissions in connection with this RFP are to be addressed as follows:

City of Woodland
Attn: Bart Stepp, PE
Public Works Director
PO Box 9; 230 Davidson Ave.
Woodland, WA 98674

All correspondence shall be clearly labeled on the sealed container in the lower left hand corner:

SR 503 Scott Avenue Intersection Project

“To be Opened by the City Authorized Representative Only”

Via Courier or Hand-Delivered: Proposals delivered in person will be received **only** at the City front desk at the address noted above and no later than the Proposal Due Date as set forth in Section 3.1.1. You will need to identify yourself as a “SR 503 Scott Avenue Intersection Project Proposer” to have your delivery stamped in.

2.1.2 Signatures Required

The Proposal Letter (Form A) shall be signed in blue ink by all parties making up the Proposer and shall be accompanied by evidence of signatory authorization as specified in Form A.

2.1.3 Consequences of Failure to Follow Requirements

Failure to use a sealed package or to properly identify the Proposal may result in an inadvertent early opening of the Proposal and may result in disqualification of the Proposer. Proposer shall be entirely responsible for any consequences, including disqualification of the Proposal, if the City determines that Proposer did not follow the foregoing instructions. It is Proposer's sole responsibility to see that its Proposal is received as required. Proposals received after the date or time due will be rejected and returned to the Proposer without having been opened, considered or evaluated.

2.1.4 Requirement to Submit a Compliant Proposal

If the Proposal does not fully comply with the instructions and rules contained in this RFP, including the exhibits, it may be disqualified.

Each Proposal must be submitted in the official format, which is specified by the City in this RFP. Proposer shall sign the original copy of the Proposal submitted to the City. Multiple or alternate proposals may not be submitted.

Proposals may be considered non-compliant and may be rejected for any of the following reasons:

- 1) If the Proposal is submitted in form other than that specified by the City; if it is not properly signed; if any part of the Proposal is missing from the Proposal package and/or if it otherwise does not meet the Proposal submittal requirements;
- 2) If the City determines that the Proposal contains irregularities that make the Proposal incomplete, indefinite or ambiguous as to its meaning, including illegible text, omissions, erasures, alterations or items not called for in this RFP, or unauthorized additions;
- 3) If multiple or alternate Proposals are submitted or if the Proposal includes any conditions or provisions reserving the right to accept or reject an award or to enter into a Contract following award; and
- 4) Any other reason the City determines the Proposal to be non-compliant.

2.2 PROPOSAL RESPONSE, FORMAT REQUIREMENTS AND DELIVERY

2.2.1 Proposal Contents

A proposal response document shall be submitted and shall include the following:

- 1) A Letter of Transmittal containing a statement addressing the required validity period (see Section 2.3) and a statement that the proposer has received, read and understands this Request for Proposals. See Form A;
- 2) Table of Contents;
- 3) The names of individuals and the names of their firms, who will be working on the Project

and their area(s) of responsibility;

- 4) The experience of individuals relative to the Project (include resumes in Appendix C);
- 5) A written response addressing the items listed in Section 1.2, 2.4 and 3.6.2, noting a proposed outline of tasks, products, Project schedule and percentage of involvement of team members required to complete each task or product;
- 6) A narrative on the Proposer’s experience in completing design of similar type projects; and
- 7) A minimum of five (5) relevant client references, stating the name and phone number of the contact for each reference. References should include a written description of the work performed and the year. Do not include projects completed prior to 2005.

The City shall not be liable for any expense incurred in the preparation of responses. All responses and submissions by the Proposer will become City property and will not be returned.

2.2.2 Proposal Organization

The Proposer shall organize the Proposal using the following section headings, order of documents, and maximum number of pages:

Table 1 – Proposal Organization

Section	Section Title and Required Information	Maximum Pages
1	Front Cover, Letter of Interest, and Table of Contents	
	Front Cover, Letter of Interest, and Table of Contents	As required
2	Management Team and Key Personnel	
	Identify the proposed management team for the project, their responsibilities, and other key personnel that may be involved with the project but not part of the management team.	As required
3	Project Development	
	Address the scope and requirements of the project as listed in Sections 1.3 and 2.4.	As required
	Total maximum number of pages	30
Appendix A	Form A, Acknowledgment of Receipt of Addenda	1
Appendix B	Legal Information	
	Legal structure and supporting documents. If a joint-venture include statement of joint and severable liability. Also include Conflict of Interest Information forms B, C, and D.	As required
Appendix C	Resumes and Project Reference Information	As required

2.2.3 RFP Submittal Quantities

Each Proposer must provide the City with the following:

- 1) **One original unbound Proposal** bearing original signatures;
- 2) **One electronic copy of the Proposal in PDF (Adobe Acrobat version 8 or higher) format, on a jump drive**, with the sections and subsections bookmarked; and
- 3) **Five bound hard copies** of the Proposal.

Each Proposal shall be labeled to indicate its contents. The original Proposal shall be clearly identified as “original” on its front cover in colored ink; each copy of the Proposal shall be bound and identified on its front cover, in the upper right-hand corner, shall be sequentially numbered, labeled and bound as “Copy X of 5 Copies.”

- The unbound original, the bound copies, and the CD or jump drive shall be packed together in one sealed package for delivery to the City. The outside of the sealed package shall be clearly identified, labeled and addressed as identified in Section 2.1.1.

Failure to comply with these requirements may result in rejection of the proposal.

2.2.4 Format

The Proposal shall contain concise written material that enables a clear understanding and evaluation of both the capabilities of Proposer and the benefits of the Proposal. Legibility, clarity and completeness of the Proposal are essential. The Proposal evaluation process will focus on the body of the Proposal and any required appendices and exhibits.

- **Language:** All information shall be in the English language using English units and measurements in accordance with WSDOT standards.
- **Type Font:** All narrative text shall be in a regular style font at a minimum of 12 points in size (except that tables, figures and schedules may use a 10–point font) and single–spaced. Pages may be printed double–sided. The type style and size of headings and figures are not prescribed.
- **Page Size: All information**, except for charts, exhibits and other illustrative and graphical information, shall be printed on 8.5–inch x 11–inch paper. Charts, exhibits and other illustrative and graphical information may be on 11–inch x 17– inch paper, but shall be folded to 8.5–inch x 11–inch and will be counted as one sheet.
- **Page Margins:** No text, tables, figures or other substantive content shall be printed within 0.5 inch of any page edge.
- **Page Limit:** Page limits are described in Section 2.2.2 of this RFP. The submittal shall only include information required by this RFP. No other information will be considered in the evaluation of the Proposals.
- **Dividers:** Section dividers shall contain the section number and/or section title. Each section, including appendices, exhibits and forms, must be separately and clearly tabbed.

No other text is permitted on the dividers. The dividers will not be counted toward the allowable page total.

- **Binding:** Each copy of the Proposal shall be bound separately with all pages in a binder sequentially numbered. The original Proposal shall be unbound with all pages sequentially numbered.
- **Front Cover:** The front cover of each Proposal shall be labeled with the Proposer's name, address and phone number, along with the following language: "Request for Proposal, SR 503 Scott Avenue Intersection Project, [date of submittal]" and RFP due date.

2.3 VALIDITY PERIOD

The Proposal shall be considered as a current and valid offer to undertake the work, subject to successful negotiation of a contract, for a period of at least ninety (90) days and shall contain a statement to that effect.

2.4 UNDERSTANDING OF PROJECT BY PROPOSER

The Proposer shall provide a narrative demonstrating the Proposer's understanding of the Project and the Proposer's role.

The Proposal shall address how the Proposer will complete the following possible tasks:

- 1) To identify and determine future system demands;
- 2) Complete an Intersection Control Analysis (ICA);
- 3) Providing Public Outreach for the project including a review of design alternatives;
- 4) Assisting in City in making determination of design alternative;
- 5) Completing design drawings and specifications;
- 6) Completing permitting services as needed;
- 7) Conducting public involvement during the life of the Project; and
- 8) Developing the Project completion timeline.

The Project Manager for the Proposer will be responsible for ensuring that the appropriate Proposer staff and resources are utilized to provide expertise in completing the Project in accordance with the project timeline.

2.5 QUALIFICATIONS OF PROPOSER

The Proposer shall describe the depth of its team's relevant experience and skills, relating that experience to the Proposer's understanding of the Project. The Proposer shall emphasize the direct and related experience of its team's project personnel to the Project.

The Proposal shall include a description of the project team, including the project manager, and an organizational chart showing responsibilities and decision-making authority. Project team members are

to be identified by name, job title, fields of expertise, specific responsibilities on the project, as well as estimated percentage of participation in the project. The project manager named in the proposal and present during evaluation interviews shall remain the same, unless a change is approved according to Section 1.09, throughout the length of the Project. Resumes for key Project personnel are to be included.

2.6 AVAILABILITY

A statement of work team availability shall be included that shows how the Proposer intends to schedule work so this project is accomplished on time. Refer to Section 1.7 regarding possible conflict of interest.

3.0 PROCUREMENT PROCESS

3.1 PROCUREMENT METHOD

The City will use the RFP process to select a Proposer to deliver the Project. This RFP is to solicit information from interested Proposers in the form of Proposals. The RFP Review Committee for the Project will evaluate and score submitted Proposals. The RFP Review Committee will then either select the top scoring proposer from the RFP or select the three (3) most highly qualified Proposers for interviews. The evaluation and scoring process to be used for the Project is detailed later in this section.

3.1.1 Procurement Schedule

The following represents the current procurement schedule:

Table 2 – Procurement Schedule

Action	Date	Time
RFP Issued	September 11, 2013	4:00 PM
Deadline for submitting RFP questions	September 23, 2013**	4:00 PM
Deadline for the City response to Proposer’s questions	September 27, 2013**	4:00 PM
Proposals due	October 1, 2013**	2:00 PM
Proposals Reviewed by RFP Review Committee	October 18, 2013	TBD
Interviews *	November 1, 2013**	TBD
Consultant selection announced	November 4, 2013**	TBD
Contract awarded	November 18, 2013	TBD

*short listed teams only, if needed

** dates may change

All dates set forth above and elsewhere in this RFP are subject to change, in the City’s sole discretion, by addendum.

3.2 QUESTION AND RESPONSE PROCESS AND ADDENDA

3.2.1 Questions and Responses Regarding this RFP

Proposers shall be responsible for reviewing this RFP and any Addenda issued by the City prior to the Proposal Due Date and for requesting written clarification or interpretation of any perceived discrepancy, deficiency, ambiguity, error or omission contained therein, or of any provision which Proposer fails to understand. Failure of Proposer to so examine and inform itself shall be at its sole risk and no relief or error or omission will be provided by the City. Proposers shall submit and the City will respond to written requests for clarification in accordance with this Section. To the extent written responses are provided, they will be considered part of the Contract Documents.

The City will only consider comments or questions regarding this RFP, including requests for clarification and requests to correct errors, if submitted to the City Public Works Director by hard copy, facsimile, email or other electronic transmission in the prescribed format.

Such comments or questions may be submitted at any time prior to the applicable last date specified in Section 3.1.1 or such later date as may be specified in any addendum. Questions and comments, including requests for clarification or interpretation, shall:

- 1) Be written;
- 2) Be sequentially numbered;
- 3) Specifically reference the relevant RFP section and page number, unless such request is of general application (in which case the request for clarification shall so note); and
- 4) Not identify the Proposer's identity in the body of the question.

No telephone, voice mail or oral requests will be considered. Proposers are responsible for ensuring that any written communications clearly indicate on the first page that the material relates to the Project. No requests for additional information or clarification to any person other than the City Authorized Representative will be considered. Questions must include the name of the Proposer, contact person, address, telephone and facsimile numbers.

The City responses will be in writing. These will be made available to all Proposers on the City website and e-mailed to Proposer's that register with the City.

3.2.2 Addenda

The City reserves the right, in its sole discretion, to revise, modify or change this RFP and/or procurement process at any time before the Proposal due date. Any such revisions will be implemented through issuance of addenda to this RFP. Addenda will be posted on the City website and Proposers will be notified of the issuance of such addenda. If any addendum significantly impacts this RFP, as determined in the City's sole discretion, the City may change the Proposal due date. The announcement of such new date will be included in the addendum.

In addition, if the last date for Proposer to submit questions regarding this RFP have occurred or have changed, the addendum will indicate the latest date for submittal of any clarification requests concerning the addendum.

Proposer shall acknowledge in its Proposal Letter (see Form A) receipt of all addenda and question and answer responses. Failure to acknowledge such receipt may cause the Proposal to be deemed non-responsive and be rejected. The City does not anticipate issuing any addenda later than five (5) business days prior to the Proposal due date. However, if the need arises, the City reserves the right to issue addenda after such date. If the City finds it necessary to issue an addendum after such date, then any relevant processes or response times necessitated by the addendum will be set forth in a cover letter to that specific addendum.

3.3 PRE-PROPOSAL MEETING

3.3.1 Informational Meeting

The City does not intend to hold a joint informational meeting. The City will meet individually with proposers if desired. During a meeting, Proposers may ask questions and the City may provide responses. However, any responses provided by the City during the meeting may not be relied upon unless questions were submitted in writing and the City provided written responses in accordance with Section 3.2. The City will notify all Proposers of any meetings that occur and all written questions and responses will be provided in writing to all Proposers.

3.3.2 Statements at Meetings

Nothing stated at general meetings or included in a written record or summary of a meeting will modify any other part of this RFP unless it is incorporated in an addendum issued pursuant to Section 3.2.2.

3.4 EVALUATION AND POST SELECTION PROCESS

The City intends to select the best qualified Proposer, considering technical and other factors described in this Section. The intent of the City in this evaluation process is to create a fair and uniform basis for the evaluation of the Proposals in compliance with all legal requirements governing this procurement.

The Proposal evaluation process will include an initial review of each Proposal for responsiveness and pass-fail criteria, followed by a subsequent responsiveness and qualitative evaluation of the Proposal and a best qualified Proposer determination. The steps in the process and evaluation criteria are set forth in Sections 3.4, 3.5 and 3.6. The evaluation and selection process is subject to modification by the City.

The evaluation process will involve the following steps:

- 1) City Staff will conduct a pass/fail review of Proposals;
- 2) The RFP Review Committee will:

- a) Evaluate the Proposals and determine which Proposer is the best qualified Proposal based on the specific evaluation criteria set forth herein;
 - b) If warranted conduct interviews of the top three Proposers; and
 - c) Provide a recommendation to the City to award the Contract to the best qualified Proposer.
- 3) The City will issue a Letter of Intent to Award the Contract to the Successful Proposer. The details of the evaluation and selection process are set forth more fully in Sections 3.5 and 3.6.

3.4.1 Organization of the RFP Review Committee

The RFP Review Committee will be comprised of representatives from the City and other agencies like Cowlitz County, WSDOT, and the Port of Woodland. This committee will make an educated and informed assessment of the individual strengths and weaknesses of the Proposals.

3.5 PASS/FAIL AND RESPONSIVENESS EVALUATION

After the RFP due date has passed, the City will review the Proposals. The review of the Proposals will consist of:

- 1) The Proposal's conformance to the RFP instructions regarding organization and format and responsiveness to the requirements set forth in the RFP; and
- 2) The pass/fail criteria set forth below.

3.5.1 Pass/Fail Criteria

Based on the pass/fail criteria set forth below, any Proposer that fails any of the pass/fail criteria may not be eligible for recommendation for award.

Once the submittal due date has passed, the Proposal will be reviewed to determine:

- 1) If the Technical Proposal was properly delivered;
- 2) If the Proposal is in conformance with the RFP instructions regarding organization, format, and responsiveness to the requirements set forth in the RFP;
- 3) If the City has substantial evidence of collusion by the Proposers; and
- 4) The Proposer failed to provide completed Forms A through D at the end of this RFP.

Proposals considered responsive pursuant to this Section may still be rejected as non-responsive if the Proposer fails to satisfy additional responsiveness requirements specified elsewhere in this RFP.

3.5.2 Project Proposal

City Staff will determine whether or not Project Proposals are responsive and communicate said determination to the RFP Review Committee. Staff's determination of responsiveness in no

way relieves the Proposer from meeting all identified proposal requirements.

Those Proposals not responsive to this RFP, or that do not pass the pass/fail criteria, may be excluded from further consideration and Proposer will be so advised. The City may also exclude from consideration any Proposer whose Proposal contains a material misrepresentation. The City reserves the right to waive minor informalities, irregularities and apparent clerical mistakes, which are unrelated to the substantive content of the Proposals.

3.6 EVALUATION OF PROJECT PROPOSAL BY THE RFP REVIEW COMMITTEE

After completion of the pass/fail and responsiveness review, the Project Proposal will be evaluated by the RFP Review Committee based on the factors set forth below:

3.6.1 Project Proposal Evaluation Qualifications Categories

The evaluation criteria for the Project Proposal are as follows:

Table 3 – Qualifications Categories

Scoring Element	Qualifications Categories
Key Personnel Qualifications	0 – 10
Relative Firm Experience	0 – 5
Traffic Modeling, & Analysis	0 – 5
Surveying Services	0 – 5
Public Outreach	0 – 15
SEPA and Permitting Documentation	0 – 10
ICA Documentation	0 – 20
Design Services	0 – 30
Total Score	0 – 100

3.6.2 EVALUATION CRITERIA

The RFP Review Committee shall review the qualifications and proposed work scope in accordance with the following criteria:

Capabilities of Proposer Project Team:

- 1) Experience in storm drainage engineering, hydrologic analysis, hydraulic analysis and preparation of technical information reports and similar documentation;
- 2) Experience in civil engineering for highway infrastructure;
- 3) Experience in structural engineering for highway design;
- 4) Experience in traffic engineering for traffic analysis and signal design;

- 5) Experience with lighting and electrical supply systems, utility relocations, etc.;
- 6) Experience in intersection analysis;
- 7) Experience in geotechnical engineering for geotechnical analysis associated with construction of new and replacement infrastructure;
- 8) Experience in compliance with state funding sources;
- 9) Ability to achieve final SEPA project approvals;
- 10) Ability to achieve final ICA project approvals;
- 11) Project understanding, familiarity with area and approach; and
- 12) Experience in public outreach and involvement, including experience coordinating and facilitating multiple partners, businesses, and interest groups and experience in facilitation.

3.7 REQUESTS FOR CLARIFICATION

The City may at any time issue one or more requests for clarification to the individual Proposers, requesting additional information or explanation from a Proposer, or may request a Proposer to verify or certify certain aspects of its Proposal. Proposers shall respond to any such requests within two business days (or such other time as is specified by the City) from receipt of the request. The scope, length and topics to be addressed in clarifications shall be prescribed by and subject to the discretion of the City.

3.8 AWARD OF CONTRACT

The contract award process begins with the selection of the best qualified consultant based on evaluation of the qualification received and oral interviews and discussions if necessary. Once a selection has been made the consultant will be notified in writing. The successful consultant will prepare, in consultation with the agency, the standard Local Agency Standard Consultant Agreement and associated exhibits.

As part of the preparation of the standard Local Agency Standard Consultant Agreement the consultant shall prepare their scope of work with the associated hours and rates. Following LAG Manual Chapter 31, Using Consultants, this proposal will be presented to and negotiated with the City to determine the final hours and rates for the Project. Once the negotiations have been finalized, the Local Agency Standard Consultant Agreement and exhibits will be prepared for signature by all parties. The contract will be awarded upon execution of the Local Agency Standard Consultant Agreement.

3.9 FINALIZATION OF CONTRACT DOCUMENTS; POST – SELECTION PROCESS

As a condition precedent to final award of the Contract, the successful Proposer shall deliver the following to the City within ten (10) days after notification of conditional award.

- 1) Evidence that Proposer, each member of Proposer’s team and each member of other Major Participants that will transact business in the State are authorized to do so no earlier than 30 days prior to the Proposal Due Date. Such evidence may be in the form of:

- a) A certification of good standing from the state of its organization, if such Proposer or Proposer team member is not organized or formed in the State of Washington;
 - b) A Certificate of Status from the Washington State Secretary of State; or
 - c) Other evidence acceptable to the City.
- 2) If not previously submitted, a copy of the final organizational documents for company, partnership, or joint venture. The final form of the organizational documents may not differ materially from the draft organizational documents included in the Proposal.
 - 3) The successful Proposer will be required to obtain a City of Woodland Business License prior to entering into a contract with the City.

4.0 COMMUNICATIONS

This RFP will be available to Proposers in electronic format on the City website. Proposers will check the site regularly for addenda to this RFP and for other procurement related information.

4.1 CITY AUTHORIZED REPRESENTATIVE

The City Authorized Representative is noted below:

Bart Stepp, PE
Public Works Director
City of Woodland
PO Box 9; 300 E. Scott Ave.
Woodland, WA 98674
(360) 225-7999
E-mail: steppb@ci.woodland.wa.us

From time to time during the procurement or during the term of the Contract, the City may designate another Authorized Representative(s) to carry out some or all of the City's obligations pertaining to the Project.

4.2 PROPOSER REGISTRATION

Proposers are encouraged to contact the City and register for the RFP. This will allow the City to send addenda, RFP questions and answers, and other documentation electronically directly to proposers. Failure to register may result in the Proposer failing to receive addenda or other important communications from the City. The City is not responsible for any such failure.

4.3 RULES OF CONTACT AND EX-PARTÉ COMMUNICATIONS

From the date of issuance of this RFP, the rules of contact provisions are applicable to this procurement; the following rules of contact shall apply.

- 1) Proposers shall correspond with the City regarding this RFP only through the City's

Authorized Representative.

- 2) Commencing with the issuance of this RFP and continuing until award of a contract for the Project (or cancellation of the procurement), no Proposer or representative thereof shall have any ex-parté communications regarding this RFP or the procurement described herein with any member of the City Staff or RFP Review Committee except for communications expressly permitted by this RFP or as approved in advance by the City's Authorized Representative, in his/her sole discretion. The foregoing restriction shall not, however, preclude or restrict communications with regard to matters unrelated to this RFP or participation in City public meetings or any public workshop related to this RFP.
- 3) Any verified allegation that a Proposer, Proposer team member, an employee, agent, advisor or consultant of a Proposer or Proposer team member has engaged in such prohibited communications or attempted to unduly influence the selection process may be cause for the Public Works Director to disqualify the Proposer or to disqualify the Proposer team member from participating with the Proposer team. Any communications determined by the City, in its sole discretion, to be improper may result in disqualification.
- 4) Any official information regarding the Project will be disseminated in writing and/or placed on the City website, on the City letterhead and signed by the City's Authorized Representative or designee.
- 5) The City will not be responsible for any oral exchange or any other information or exchange that occurs outside the official process specified herein.

Proposer shall note that no correspondence or information from the City or anyone representing the City regarding this RFP or the Proposal process in general shall have any effect unless it is in compliance with Section 3.2.

4.4 LANGUAGE REQUIREMENT

All correspondence regarding this RFP is to be in the English language. If any original documents required for the Proposal are in any other language, Proposer shall provide a certified English translation, which shall take precedence in the event of a conflict with the original language.

5.0 PROTESTS

This section sets forth the exclusive protest remedies available with respect to this RFP. Each Proposer, by submitting its Proposal, expressly recognizes the limitation on its rights to protest as contained herein, expressly waives all other rights and remedies and agrees that the decision on any protest, as provided herein, shall be final and conclusive, unless arbitrary and capricious. These provisions are included in this RFP expressly in consideration for such waiver and agreement by the Proposer. Such waiver and agreement by each Proposer are also consideration to each of the other Proposers for making the same waiver and agreement.

Protests concerning the issues described in **Section 5.1** may be filed only after Proposer has discussed the nature and basis of the protest with the Public Works Director, following the procedures for those

discussions prescribed in this RFP, in an effort to remove the grounds for protest.

Protests shall be filed in writing and shall be hand-delivered or submitted by courier to the Protest Official at the City. The Protest Official is identified as:

Mayor Grover Laseke
City of Woodland
PO Box 9; 230 Davidson Ave.
Woodland, WA 98674

The failure of a Proposer to raise the grounds for a protest regarding this RFP within the applicable period shall constitute an unconditional waiver of the right to protest the terms of this RFP and shall preclude consideration of that ground in any protest of qualification of a Proposer, unless such ground was not and could not have been known to the Proposer in time to protest prior to the final date for such protests.

Every effort will be made by the City to resolve disputes relating to Proposer selection. The option of informal mediation may be used for resolution. Any firm may file a written complaint with the City's Protest Official. Upon receiving the written complaint, the Protest Official will determine the most reasonable way to resolve the dispute.

5.1 APPLICABILITY

This Section sets forth the exclusive protest remedies available with respect to this RFP and prescribes exclusive procedures for protests regarding:

- 1) Allegations that the terms of this RFP are wholly ambiguous, contrary to legal requirements applicable to the procurement, or exceed the City authority;
- 2) A determination as to whether a Proposal is responsive to the requirements of this RFP and/or pass/fail criteria, as applicable; and
- 3) Award of the Contract.

5.2 DEADLINES FOR PROTESTS

5.2.1 RFP Protests

Protests concerning the issues described in **Section 5.1** must be filed as soon as the basis for the protest is known to the Proposer, but in any event the protest must be received no later than ten (10) calendar days prior to the Proposal due date, unless the protest relates to an addendum to this RFP, in which case the protest must be filed no later than five (5) business days after the addendum is issued (but in any event, prior to the Proposal due date, if earlier).

5.2.2 Responsiveness or Pass/Fail Determinations

Protests concerning the issues described in **Section 5.1** must be filed no later than five (5) business days after receipt of the notification of non-responsiveness or failure to pass all pass/fail criteria.

5.2.3 Contract Award

Protests concerning the issues described in **Section 5.1** must be filed no later than ten (10) days after the earliest notification of intent to award and the public announcement of the Successful Proposer.

5.3 CONTENT OF PROTEST

Protests shall completely and succinctly state the grounds for protest, its legal authority and its factual basis and shall include all factual and legal documentation in sufficient detail to establish the merits of the protest. Statements shall be sworn and submitted under penalty of perjury.

5.4 FILING OF PROTEST

Protests shall be filed by hand delivered or submitted by courier on or before the applicable deadline to the address specified above in Section 5.0, as soon as the basis for protests is known to Proposer. Proposer filing the protest shall concurrently submit a copy of the protest to the other Proposers whose addresses may be obtained from the City.

5.5 COMMENTS FROM OTHER PROPOSERS

Other Proposers may file statements in support of or in opposition to the protest within seven (7) days of the filing of the protest. The City shall promptly forward copies of all such statements to the protestant. Any statements shall be sworn and submitted under penalty of perjury.

5.6 BURDEN OF PROOF

The protestant shall have the burden of proving its protest. The City may, in its sole discretion, discuss the protest with the protestant and other Proposers. No hearing will be held on the protest. The protest shall be decided on the basis of written submissions.

5.7 DECISION ON PROTEST

The Protest Official or designee shall issue a written decision regarding the protest within thirty (30) days after the filing of the detailed statement of protest. If necessary to address the issues raised in a protest, the City may, in its sole discretion, make appropriate revisions to this RFP by issuing addenda.

5.8 PROTESTANT'S PAYMENT OF COSTS

If a protest is denied, Proposer filing the protest shall be liable for the City's costs reasonably incurred to defend against or resolve the protest, including legal and consultant fees and costs and any unavoidable damages sustained by the City as a consequence of the protest.

5.9 RIGHTS AND OBLIGATIONS OF PROPOSERS

Each Proposer, by submitting its Proposal, expressly recognizes the limitation on its right to protest provided in this Section and expressly waives all other rights and remedies and agrees that the decision on the protest is final and conclusive. If a Proposer disregards, disputes, or does not follow the exclusive protest remedies provided in this Section, it shall indemnify, defend and hold the City and its council members, officers, employees, agents and consultants harmless from and against all liabilities, fees and costs, including legal and consultant fees and costs and damages incurred or suffered as a result of such Proposer's actions. Each Proposer, by submitting a Proposal, shall be deemed to have irrevocably and unconditionally agreed to this indemnity obligation.

6.0 CITY RIGHTS AND DISCLAIMERS

6.1 CITY RIGHTS

The City may investigate the qualifications and Proposal of any Proposer under consideration, require confirmation of information furnished by a Proposer, require additional information from a Proposer concerning its Proposal and require additional evidence of qualifications to perform the Project. The City further reserves the right, in its sole discretion (following consultation with the RFP Review Committee), at no additional cost to the Proposer, to:

- 1) Reject any or all of the Proposals;
- 2) Modify any dates set or projected in this RFP;
- 3) Cancel, modify, or withdraw this RFP in whole or in part;
- 4) Terminate this procurement and commence a new procurement for part or all of the Project;
- 5) Terminate evaluations of Proposals received at any time;
- 6) Modify the procurement process and terms of this RFP (with appropriate notice to Proposers);
- 7) Waive or permit corrections to data submitted with any response to this RFP until such time as the City declares in writing that a particular state or phase of its review of the responses to this RFP has been completed and closed;
- 8) Permit submittal of addenda and supplements to data previously provided in a Proposal pursuant to a request for clarification issued by the City until such time as the City declares that a particular stage or phase of its review of the responses to this RFP has been completed and closed;
- 9) Appoint additional evaluation committees to review Proposals, make recommendations and seek the assistance of outside technical experts and consultants in Proposal evaluation;

- 10) Disclose information contained in a Proposal to the public as described herein;
- 11) Approve or disapprove Proposer's key personnel;
- 12) Approve or disapprove changes in Proposer's organization;
- 13) Waive deficiencies, informalities and irregularities in Proposals; accept and review a non-conforming Proposal or seek clarifications or modifications to a Proposal;
- 14) Not issue a notice to proceed after execution of the contract documents;
- 15) Disqualify any Proposer that violated the terms of this RFP;
- 16) Request Proposal revisions as specified herein; and
- 17) Exercise any other right reserved or afforded to the City under this RFP and applicable law.

6.2 CITY DISCLAIMERS

This RFP does not commit the City to enter into any contract. The City assumes no obligations, responsibilities, or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFP. All such costs shall be borne by each Proposer and Proposer team.

In no event shall the City be bound by, or liable for, any obligations with respect to the Project until such time (if at all) as the Contract Documents, in form and substance satisfactory to the City, have been authorized and executed by the City and only then to the extent set forth herein. In submitting a Proposal in response to this RFP, Proposer is specifically acknowledging these disclaimers.

Form A

Submittal and Addendum Acknowledgement

This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your company. **To be considered for this project, the submittals must be completed in accordance with this RFP and this cover sheet must be attached.**

Failure to submit this form will result in your Proposal being deemed non-responsive.

_____	_____
Authorized Official (Signature)	Date
_____	_____
Print Name of Authorized Official	Title of Authorized Official
_____	_____
Company Name	Contact Person
_____	_____
Address	City, State, Zip
_____	_____
Phone Number	Fax Number
_____	_____
E-Mail Address	Federal Tax ID #

The following Addenda is/are hereby acknowledged:

	Date of	
Addendum No.	Addendum/Addenda	Signed Acknowledgement
1.	_____	_____
2.	_____	_____
3.	_____	_____

NOTE: Failure to acknowledge receipt of Addenda may render the proposal non-responsive and therefore void.

Form B

Certifications and Assurances

The following certifications and assurances are a required element of the SR 503 Scott Avenue Intersection Project Proposal, to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related AGREEMENT(s):

- 1) I/we declare that all answers and statements made in the proposal are true and correct.
- 2) In preparing this proposal, I/we have not been assisted by any current or former employee of the City whose duties relate (or did relate) to this proposal or prospective AGREEMENT, and who was assisting in other than in their official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
- 3) I/we understand that the City will not reimburse for any costs incurred in the preparation of this proposal. All proposals become the property of the City, and I/we claim no proprietary right to the ideas, writings, items or samples, unless so stated in this proposal.
- 4) I/we agree that submission of the attached proposal constitutes acceptance of the solicitation. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
- 5) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- 6) I/we grant the City the right to contact references and others, who may have pertinent information regarding the Proposer's prior experience and ability to perform the services contemplated in this procurement.

Note: On behalf of the firm submitting this proposal, my name below attests to the accuracy of the above statements and my authority to enter into contracts on behalf of my company.

Signature of Proposer

Title

Date

Form C - Organizational Conflicts of Interest (OCOI) Disclosure Form

OCOI Disclosure and Avoidance/Neutralization Plan

This disclosure statement outlines potential organizational conflicts of interest, either real or apparent, which as a result of activities or relationships with other persons or entities, such person or entity:

- 1) Is unable or potentially unable to render impartial assistance or advice to the City; or
- 2) Is or might be otherwise impaired in its objectivity in performing the contract work; or
- 3) Has an unfair competitive advantage.

SECTION 1 of this disclosure statement describes the potential Organizational Conflict of Interest, as defined in Secretary’s Executive Order E-1059.00. SECTION 2 of this disclosure statement describes the management plan for avoiding or neutralizing the potential Organizational Conflicts of Interest as described in SECTION 1 of this disclosure statement. I acknowledge that the City may require revisions to the management plan described in SECTION 2 of this disclosure statement prior to approving it and that the City has the right, in its sole discretion, to limit or prohibit my involvement in the Project as a result of the potential conflicts of interest described in SECTION 1 of this disclosure statement.

SECTION 1a – Name of Person or Firm Potentially Conflicted

SECTION 1b – Current Project Name and Scope of Work

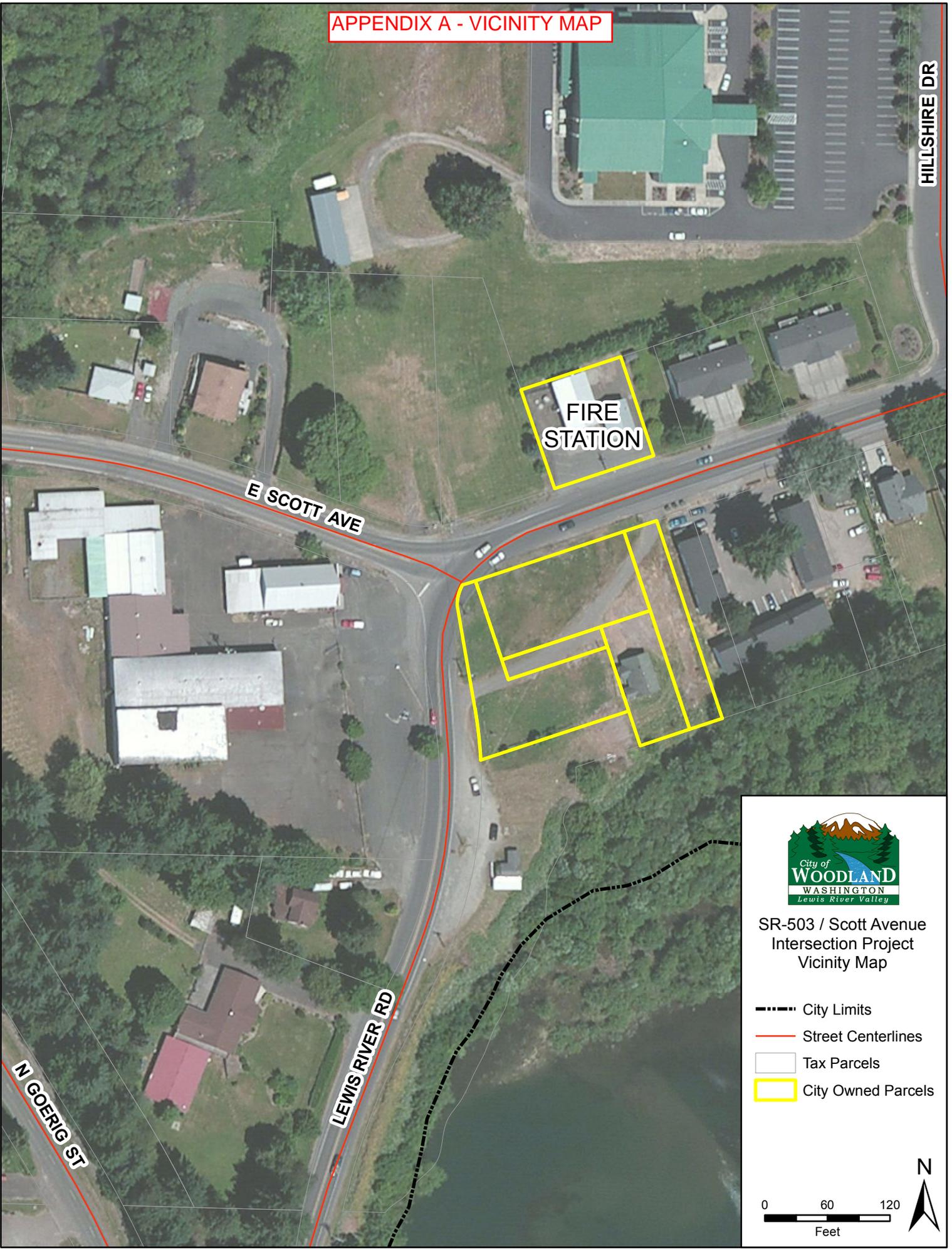
SECTION 1c – Future Project Name and Description of Potential Conflict Of Interest

SECTION 2 - Plan for Managing Potential Conflicts Of Interest

Signed _____ Date _____

Printed Name _____ Title _____

APPENDIX A - VICINITY MAP



HILLSHIRE DR

FIRE STATION

E SCOTT AVE

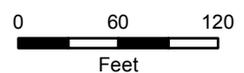
LEWIS RIVER RD

N GOERIG ST



SR-503 / Scott Avenue Intersection Project Vicinity Map

- City Limits
- Street Centerlines
- Tax Parcels
- City Owned Parcels





P.O. Box 9
Woodland, WA. 98674
www.ci.woodland.wa.us

100 Davidson Avenue
FAX: (360) 225-1201

Fire
(360) 225-7076

Police
(360) 225-6965

300 East Scott Avenue
FAX: (360) 225-7467

Public Works
(360) 225-7999

230 Davidson Avenue
FAX: (360) 225-7336

Building
(360) 225-7299

Clerk-Treasurer
(360) 225-8281

Planning
(360) 225-1048

August 21, 2012

Transportation Improvement Board
Attn: Clint Ritter
PO Box 40901
Olympia, WA 98504-1151

RE: SR 503/ Scott Avenue Intersection UAP Application

Dear Mr. Ritter:

Enclosed is a completed Urban Arterial Program Application for an intersection improvement project located at the intersection of State Route 503 and E. Scott Avenue. The City is requesting \$2,000,000 for a \$2,233,000 improvement project.

The 2008 Woodland Transportation Infrastructure Strategic Plan (TISP) identified improvements at this intersection as part of a larger project along SR 503 that included additional intersections. While improving other intersections is desired, the City feels a larger project is not financially feasible at this time so we have focused on this intersection. Completion of this project would allow the City and State to look at installing median barriers at SR 503 and Goerig to eliminate left turns at that intersection. That would be a low cost solution to the worst safety issue at that intersection.

The 2008 TISP preferred alternative at this intersection was a traffic signal. This application is based on that alternative. Prior to final design, however, a pre-engineering report would be completed that would review the intersection improvement options available and determine the best alternative to complete. The project would remain under the proposed budget regardless of the intersection design selected.

Sincerely,

A handwritten signature in black ink that reads "Bart Stepp".

Bart Stepp, PE
Public Works Director

CC: WSDOT – Ken Hash, Don Wagner
CWCOG – Rosemary Siipola



2012 Urban Funding Application

for Urban Arterial Program (UAP) & Urban Corridor Program (UCP)

Mail your signed application and required attachments to the TIB Office no later than **August 24, 2012**.

The mailing address for the TIB Office: Post Office Box 40901 ❖ Olympia WA 98504-0901

For assistance contact Clint Ritter, TIB Project Engineer, at (360) 586-1151 or via email at ClintR@tib.wa.gov

Agency Name	<u>WOODLAND</u>	Legislative District(s)	<u>20</u>
Arterial Name	<u>State Route 503</u>	Congressional District(s)	<u>3</u>
Project Limits	<u>Intersection with Scott Avenue</u>	Find Legislative or Congressional District	
Length in Miles	<u>0.06 miles</u>		
Federal Route	<u>0503</u>	Functional Class	<u>Urban Minor</u>
Agency Contact	<u>Bart Stepp, Public Works Director</u>	Phone Number	<u>360-225-7999</u>
Email Address	<u>steppb@ci.woodland.wa.us</u>		

APPLICATION ATTACHMENTS

Include the following attachments with **all** applications

- Excerpt from adopted Six-Year Transportation Improvement Program showing project
- Detailed vicinity map clearly showing project limits
- Detailed project cost estimate signed by a professional engineer registered in Washington State
- Typical roadway section(s)
- Funding commitment letters from all funding partners Number Attached _____
- Accident analysis worksheet [Link to Request Accident Data from WSDOT](#)
- Intersection configuration (if applicable)
- Excerpt from current agency Comprehensive Plan defining agency CBD & Urban Activity Center(s)
- Written concurrence from WSDOT if project is on or connects to a state highway
- Adopted Bicycle Plan if project includes bicycle facilities
- Development map showing *Permits Issued* and *Permits Pending* areas (if applicable)
- Annexation agreement (if applicable)
- Map showing potential annexation area (if applicable)

Include only if project is **Construction Ready**

- Department of Archaeology & Historic Preservation (DAHP) documentation

PROJECT SCHEDULE

Enter target dates

	Date
Start Design Engineering	<u>Oct 2013</u>
Environmental Documentation Complete & Permits Approved	<u>Jul 2014</u>
Right of Way Acquisition Complete	<u>Sep 2014</u>
PS&E Complete	<u>Nov 2014</u>
Contract Advertisement	<u>Apr 2015</u>
Contract Completion	<u>Oct 2015</u>
Do you plan to close the road during construction?	<u>No</u>

PROJECT FUNDING

Enter Requested Total TIB Funds \$ 2,000,000 Max TIB Ratio **90.0%**

Is this a construction ready project? NO

Are TIB funds distributed proportionally through the project phases? YES

Fill out total costs in G47 to G51. Do not fill in TIB Funds

Enter the Total Project Costs to the nearest dollar in cells F47 to F51

Phase	Total Cost	TIB Funds	Local Funds
Design Engineering	297,000	266,010	30,990
Right of Way	100,000	89,566	10,434
Construction Engineering	150,000	134,348	15,652
Construction Other			
Construction Contract	1,686,000	1,510,076	175,924
TOTAL	2,233,000	2,000,000	233,000
Noneligible Engineering			0
Engineering exceeding 30% of eligible construction costs is not eligible for TIB reimbursement			
Other Noneligible Costs			
(for example, landscaping greater than 5% of eligible construction costs, utility undergrounding, sound walls)			
TOTAL ELIGIBLE COST			2,233,000
TIB Matching Ratio			90%
Total TIB Funds/Total Eligible Cost			

FUNDING PARTNERS

Source	Public or Private	Commitment Letter	Amount
WOODLAND	Public		233,000
TOTAL			233,000
Local funds are correct			

CERTIFICATION

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package

Bart Stepp
Agency Official Signature

August 21, 2012
Date Signed

Bart Stepp, Public Works Director
Printed or Typed Name & Title

PROJECT DESCRIPTION

Describe the existing conditions

The existing intersection of SR 503 and E. Scott Avenue is a T intersection with stop control on the Scott Avenue leg. High traffic volumes make it difficult for vehicles on Scott to turn left onto SR 503. In addition there are some vision issues looking south due to a curve on SR 503 just south of Scott. A 2008 Transportation Infrastructure Strategic Plan (TISP) identified this intersection as currently operating at LOS F for the Scott Avenue approach. There are also have been accident issues with this intersection. The intersection directly south of Scott Avenue which is Goerig Street is operating at LOS E and has a high accident rate as well.

Describe the proposed improvements

The preferred plan in the 2008 TISP was for a realignment between Scott and Goerig along 503 and signals at both intersections for a cost of \$3.8 Million. This cost and the amount of right-of-way needed for that alternative makes that project unfeasible for the City at this time. This project would entail improvements at the intersection of Scott and SR 503 only. A pre-engineering report would look at a roundabout as well as signalization to determine the best alternative. The estimated cost for just improving the SR 503/Goerig intersection is \$2.3 Million and includes sidewalks and bicycle lanes. Once this project is complete the City of Woodland would look at installing a median curb at Goerig and SR 503 to eliminate left turns at that intersection.

Describe the project benefits

Benefits would include an improved Level of Service at the intersection and increased safety for vehicles, pedestrians, and bicyclists. The project would also encourage drivers to reduce their speed along this section of SR 503. Pedestrian and bicycle access would also be improved at this intersection. In 2015 a new high school in the north part of the City will result in increased traffic on Scott Avenue at this intersection from the residential areas to the east going to this school. This change in traffic will increase safety concerns at this intersection if it is not improved.

Are any federal permits required for this project? No

PHYSICAL CONDITION

Does the roadway have any of the following structural failures?

Base	<u> No </u>	If yes, briefly describe:
Walls	<u> No </u>	If yes, briefly describe:
Culverts	<u> No </u>	If yes, briefly describe:
Bridges	<u> No </u>	If yes, briefly describe:
Slope Stability	<u> No </u>	If yes, briefly describe:

Does the roadway have any of the following significant flaws?

- Intersection Control
- Radius
- Sight Distance
- Channelization

Does the project relieve any bottlenecks? (if so, describe the bottleneck and the solution below) Yes

During peak hour traffic vehicles can back up on Scott Avenue trying to turn left onto SR 503. This improvement would eliminate that bottleneck.

PROJECT COMPONENTS

PROJECT TYPE Reconstruction & Widening

INTERSECTION IMPROVEMENTS

Enter number of improvements

Add Traffic Signal	<u>1</u>	Add Roundabout	<u>0</u>
Modify Traffic Signal	<u>0</u>	Add Right Turn Pocket	<u>1</u>
Interconnect Signal	<u>0</u>	Add Left Turn Pocket	<u>1</u>
Remove Signal	<u>0</u>		

DESCRIBE DRAINAGE IMPROVEMENTS

Existing drainage consists of roadside ditches and fields where runoff infiltrates into the ground. Drainage improvements would include catch basins, treatment and detention of stormwater, and new stormwater piping improvements.

ARE ANY OVERHEAD UTILITIES BEING MOVED UNDERGROUND? Yes

DESCRIBE UTILITY WORK

Private utility improvements may include gas main improvements and overhead utilities. Due to the number of poles that would need to be moved utilities may choose to underground rather than relocate their facilities.

DESCRIBE ILLUMINATION, LANDSCAPING & AESTHETIC ELEMENTS

Streetlights would be installed at the intersection to improve night time visibility. Landscaping improvements would include planter strips between the road and sidewalk that are hardscaped and/or xeriscaped so watering is not required and maintenance is minimal.

DESCRIBE OTHER WORK

Sewer and water utilities under this section of road may be improved as part of this project.

ROADWAY GEOMETRICS & FEATURES

Is this an intersection only project?

 Yes No**Fill out the segment and intersection details in rows 115 to 141 and rows 156 to 165**

Significant difference in cross section or ADT constitute a segment. Additional segments can be added on the "Additional Segments" tab. If the project is an intersection only, skip this section

	SEGMENT ONE		SEGMENT TWO	
	SR 503		Scott Avenue	
	Length (in feet)		120	
	Average Daily Traffic Volume		2,000	
	Existing	Proposed	Existing	Proposed
Pavement Width Curb to Curb or Edge to Edge	30 feet	48 feet	30 feet	36 feet
Number of General Purpose Lanes Do not include Transit/HOV or Continuous Lt Turn Lane	2 lanes	2 lanes	2 lanes	2 lanes
Number of HOV/Transit Lanes Do not include Continuous Left Turn Lane				
Continuous Left Turn Lane Width		14 feet		
Is there a median?	No	No	No	No
Shoulder or Parking Width Enter average width (feet) per side	3 feet	0 feet	3 feet	0 feet
Shoulder or Parking Placement	Intermittent	None	Intermittent	None
Shoulder or Parking Surfacing	Surfaced	Surfaced	Surfaced	Surfaced
Parking Type	None	None	None	None
Percentage of the segment that has on street parking (e.g. parking one side is 50%)	0%	0%	0%	0%
Curb Placement	None	Both Sides	None	Both Sides
Bicycle Lane Type	No Bicycle Facilities	Bike Lane	No Bicycle Facilities	Bike Lane
Bicycle Lane Width	0 feet	5 feet	0 feet	5 feet
Pedestrian Buffer Width between Curb and Sidewalk	0 feet	5 feet	0 feet	5 feet
Sidewalk Placement	None	Both Sides	One Side	Both Sides

Segment Termini	SEGMENT ONE (cont'd)		SEGMENT TWO (cont'd)	
	SR 503		Scott Avenue	
	Existing	Proposed	Existing	Proposed
Sidewalk Width ¹	0 feet	6 feet	4 feet	6 feet
Is there any street lighting present?	Yes	Yes	No	Yes
How many driveways are present?	4	3	0	0
How many fixed objects are present?	4	0	2	0
What is the average distance (in feet) from the curb to the fixed objects?	5 feet	5 feet	5 feet	5 feet
¹ Sidewalk with curb separation on both sides is required by TIB policy Minimum width is five feet with no obstructions <i>Please attach justification if the sidewalk does not meet these standards</i>				

Accident Information

(Information automatically generated from Accident Analysis worksheet)

Multiple-vehicle driveway crashes	Fatal and Injury	0	0
	Property damage only	0	0
Multiple-vehicle nondriveway crashes	Fatal and Injury	0	0
	Property damage only	1	0
Single vehicle crashes	Fatal and Injury	5	0
	Property damage only	1	0
Pedestrian or Bicycle related crashes	Pedestrian	0	0
	Bicycle	0	0

Additional segments can be entered on tab 4 "Additional Segments".

INTERSECTION GEOMETRICS & FEATURES

Enter the existing and proposed geometrics for each intersection

	INTERSECTION ONE		INTERSECTION TWO	
	Existing	Proposed	Existing	Proposed
Intersection location	SR 503 and E. Scott Avenue			
Major Approach Average Daily Volume	12,000			
Minor Approach Average Daily Traffic Volume	2,000			
Intersection Control	Stop controlled minor approaches	Signalized		
Intersection type	3-Leg	3-Leg		
Is there any intersection lighting present?	Yes	Yes		
Is there a dedicated left turn lane	No	Yes		
Is there a dedicated right turn lane	No	Yes		
Is there protected only left turn phasing?	No	Yes		

Accident Information

(Information automatically generated from Accident Analysis worksheet)

Multiple-vehicle crashes	Fatal and Injury	2	0
	Property damage only	3	0
Single vehicle crashes	Fatal and Injury	0	0
	Property damage only	0	0
Pedestrian or Bicycle related crashes	Pedestrian	0	0
	Bicycle	0	0

Additional intersections can be entered on tab 5 "Additional Intersections".

SAFETYAnnual Benefit from Urban Accident Analysis Worksheet \$101,001**PROJECT DEFICIENCIES**

Select Deficiency Type from the dropdown menu. Describe the existing deficiency within the project limits
Describe the corrective measure(s) that eliminates or mitigates the deficiency.

DEFICIENCY 1 ALIGNMENT

Describe: Scott Avenue meets with SR 503 at outside of approximately 90 degree curve. South of the tee SR 503 curves again. This causes vision triangle issues with vehicles on Scott Avenue trying to turn left onto SR 503.

Corrective Measure(s) Project would provide some straightening of the SR 503 curves. Signalization and/or roundabout would eliminate vision issues for vehicles turning left.

DEFICIENCY 2 DRAINAGE

Describe: Current stormwater runoff just empties onto adjacent properties where it is infiltrated. Area north of SR 503 is considered part of the floodway and is separated from the river.

Corrective Measure(s) Improvements would collect runoff, treat it, detain it to meet stormwater standards, and provide discharge within right-of-way or into the river.

DEFICIENCY 3 ACCESS CONTROL/PARKING

Describe: A business has a large existing access point right at the intersection with Scott and SR 503. There are also some secondary access points to adjacent parcels.

Corrective Measure(s) Move access point for business south away from intersection along their existing parcel. A couple secondary access points would be eliminated as part of the intersection improvements.

DEFICIENCY 4 ILLUMINATION

Describe: There is currently only one older overhead light at the intersection. This provides insufficient illumination through the entire intersection.

Corrective Measure(s) Install additional lighting through the intersection and along Scott Ave. and SR 503. Lighting would be LED and would project downward with no upward glare.

DEFICIENCY 5 OBSTRUCTIONS

Describe: Existing utility poles are located just off the edge of pavement within the clear zone. Single vehicle crashes have occurred with poles.

Corrective Measure(s) Installing curbs and relocating utility poles will reduce likelihood of vehicles hitting poles and improve safety through the intersection.

MOBILITY

Select Truck Route Classification from dropdown list

T-3 ~ 300 Thousand to 4 Million Tons Annually

NETWORK DEVELOPMENT

Select the appropriate option from the following list

Completes Corridor

Enter termini of corridor being completed

Project must meet ALL of the following criteria to qualify as COMPLETES CORRIDOR

⇔Project is last stage of corridor between logical limits

⇔Corridor is a minimum of 2 miles in length

⇔The entire corridor is constructed to urban standards

Completes Gap Along Federal Route

Existing route must meet urban standards

Extends Improvements Along Federal Route

Existing route must meet urban standards

Project does **not** complete or extend improvements and is **not** a new route

FREIGHT FACILITY ACCESS

Select Freight Facility Access provided by project

No Freight Facility Access Improvements

Mark ALL freight-carrying modes accessing the facility

Airplane Rail Ship Truck

Enter Trucks per Day _____

CENTRAL BUSINESS DISTRICT/URBAN ACTIVITY CENTER ACCESS

Select CBD/Urban Activity Center Access provided by project

No CBD/Activity Center Access Improvements

Briefly describe the CBD/Activity Center access improvement

SUSTAINABILITY Agency has Adopted Greenhouse Gas Emissions PolicyEnter Policy Number Res. 614 Adoption Date August 20, 2012**MODAL MEASURES**

Select modal measures within the project limits

 Completes gap in HOV system Enter Gap Location _____ Adds HOV lanes in each direction Adds Queue Jump or Transit Only Lane Enter Location(s) _____**Peak Hour Transit Buses**

Enter Number _____

Bicycle FacilitySelect option that applies Project ADDS bicycle lane or path**ENERGY MEASURES**

Select energy measures within the project limits

 Replace or install Low Energy Lighting Add Solar-powered Signage

Describe the measures below

New overhead lights will be LED low energy lighting.

ENVIRONMENTAL MEASURES

Select environmental measures within the project limits

 Incorporates Hardscaping or Climate-appropriate Plantings

Describe the measures below

All landscaping will be hardscaping or xeriscaping appropriate so that supplemental watering will not be required.

 Incorporates Low Impact Drainage Practices

Describe the measures below

Infiltration and/or rain gardens will be used to treat and discharge some or all of the stormwater runoff for the project.

RECYCLING MEASURES

Select recycling measures within the project limits

 On-site Grinding & Re-use of Pavement Use of Base Treatment to avoid overexcavation Project uses Stockpiled Recycle Materials

Describe the measures below

Base treatment has been required on another recent project in town due to soil conditions. The use of base treatment will be dependent on soil conditions at site.

OTHER MEASURES Incorporates other sustainability measures

Describe the measures below

GROWTH & DEVELOPMENT

Fill out this section if your project supports a specific development or economic growth activity

Describe the development that this project supports.

This project is to address existing safety and congestion issues. There is no specific development tied to this project.

Please provide the following information regarding the development this project supports

Number of dwelling units _____

Total development acreage _____

Commercial building square footage _____

Number of jobs created _____

If there has been **private investment** in public infrastructure, choose the description that best describes the status of this investment _____

Choose the description that best describes where the **development is located.** _____

Choose the description that best describes the **proximity** of the project to the development. _____

Choose the description that best describes the status of the **development agreement.** _____

Choose the description that best describes the status of the **permits** for the development. _____

Choose the description that best describes the status of the **zoning** for the development. _____

Choose the description that best describes how this project affects the **comprehensive plan.** _____

Choose the description that best describes the status of the public infrastructure tied to this development?

Water In place

Sewer In place

Power In place

Supports Annexation Agreement

Select from the options below

- Project required by Annexation Agreement
- Joint city/county application for project within Potential Annexation Area
- Project lies within Potential Annexation Area

GROWTH MANAGEMENT INFORMATION

Complete the questions below to address Land Use Implications as directed by Revised Code of Washington (RCW) 47.26.282.

Describe how the project supports or revitalizes existing urban development in the downtown
The project is not located near the downtown area.

Describe how the project includes or encourages infill/densification of residential or commercial development consistent with your local comprehensive plan?
The City of Woodland east of this intersection is entirely zoned residential and includes a large number of vacant lots in subdivisions created before 2008. This project will improve the vehicle, pedestrian, and bicycle connections between the residential area to the east and City's commercial area to the south and west of this intersection, promoting infill of the vacant residential lots.

Describe how the project promotes the use of transit and other multimodal transportation
There are currently no sidewalks or bicycle lanes along SR 503 through this intersection. By adding sidewalks and bicycle lanes to this intersection, this project will be a catalyst for improving sidewalk and bicycle connections west and east of the intersection which would improve connectivity of the residential areas to the commercial areas of the City.

Indicate the project's multimodal transportation components

Mark ALL existing or planned components

- Sidewalk Bicycle Lanes HOV Lanes Access to Transit Center or Passenger Terminal
- Other - Explain in space below

Growth Management Information

Funding Program	Urban Arterial Program (UAP) & Urban Corridor Program (UCP)
Agency Name	WOODLAND
Project Name	State Route 503 ~ Intersection with Scott Avenue
Project Intent	Benefits would include an improved Level of Service at the intersection and increased safety for vehicles, pedestrians, and bicyclists. The project would also encourage drivers to reduce their speed along this section of SR 503. Pedestrian and bicycle access would also be improved at this intersection. In 2015 a new high school in the north part of the City will result in increased traffic on Scott Avenue at this intersection from the residential areas to the east going to this school. This change in traffic will increase safety concerns at this intersection if it is not improved.

Describe how the project supports or revitalizes existing urban development in the downtown

The project is not located near the downtown area.

Describe how the project promotes the use of transit and other multimodal transportation

The project adds the following multimodal components:

Indicate the project's multimodal transportation components

Sidewalk Bicycle Lanes

Other Multimodal Components:

Urban Accident Analysis

Agency **WOODLAND** Project Name State Route 503 - Intersection with Scott Avenue
 for Urban Arterial Program (UAP) & Urban Corridor Program (UCP)

INSTRUCTIONS

- ♦ Fill out the roadway geometrics and features (segments and intersections) information on application first
- ♦ Use Accident Data from the three most current years
- ♦ **Fill out one line per accident**
- ♦ Enter the Location by selecting the appropriate intersection or segment where the accident occurred
- ♦ Enter if it is a Property Damage Only (PDO) Accidents or the number of Injuries and Fatalities for each Accident.
- ♦ Enter the number of Vehicles involved
- ♦ Enter the Primary Countermeasure to eliminate or mitigate the accident

	Total Number	Factor	Accident Cost
PDO Accidents	5	\$5,064	\$25,320
Injuries	7	\$284,956	\$1,994,691
Fatalities		\$3,366,388	
TOTAL	12		\$2,020,011

Annual Benefit
\$101,001

Data entered 14 Aug 2012

Enter Accident Location (Choose from intersections and segments identified in application)	Select Accident Type	Is this a PDO accident? 0=no, 1=yes	Enter Number of Injuries	Enter Number of Fatalities	Number of Vehicles involved	Enter Primary Countermeasure
Segment 1:SR 503	Vehicle non-driveway	0	1	0	1	Remove obstruction, reduce speed.
Segment 1:SR 503	Vehicle non-driveway	1	0	0	5	Improved intersection control to prevent rear ends.
Intersection 1:SR 503 and E. Scott Avenue	Intersection	0	2	0	2	Improve intersection control to reduce turning conflicts.
Intersection 1:SR 503 and E. Scott Avenue	Intersection	1	0	0	2	Widen road and straighten to prevent sideswipes.
Intersection 1:SR 503 and E. Scott Avenue	Intersection	1	0	0	2	Widen road and straighten to prevent sideswipes.
Intersection 1:SR 503 and E. Scott Avenue	Intersection	1	0	0	2	Improve intersection control to reduce turning conflicts.
Segment 1:SR 503	Vehicle non-driveway	1	0	0	1	Remove obstruction and straighten road.
Segment 1:SR 503	Vehicle non-driveway	0	1	0	1	Remove obstruction and straighten road.
Segment 1:SR 503	Vehicle non-driveway	0	3	0	1	Remove obstruction, improve lighting, straighten road.

Intersection Configuration Worksheet

Use this worksheet only if you are submitting an **intersection only project**.
 Also fill out the "Intersection Features and Geometrics" section on the application tab.

Current Configuration

Enter the current configuration of the intersection

Intersection control type Stop controlled minor approaches

Enter the number of lanes of each type for each leg of the intersection?

	Left	Left-Through	Left-Through-Right	Through	Through-Right	Right	Left-Right	
								Is the right turn only lane a free right turn? (traffic does not stop at intersection)
South Bound	0	0	0	0	1	0	0	
West Bound	0	0	0	0	0	0	0	
North Bound	0	1	0	0	0	0	0	
East Bound	0	0	0	0	0	0	1	

Proposed Configuration

Enter the proposed configuration of the intersection after construction

Intersection control type Signalized

Enter the number of lanes of each type for each leg of the intersection?

	Left	Left-Through	Left-Through-Right	Through	Through-Right	Right	Left-Right	
								Is the right turn only lane a free right turn? (traffic does not stop at intersection)
South Bound	0	0	0	1	0	1	0	No
West Bound	0	0	0	0	0	0	0	
North Bound	1	0	0	1	0	0	0	
East Bound	0	0	0	0	0	0	1	

Volumes

Traffic Volume Type Turning Movements

Enter ONLY turning volumes for each direction

	Left	Through	Right
South Bound	0	446	59
West Bound	0	0	0
North Bound	5	737	0
East Bound	134	0	6

OR

Approach

- PM PEAK HOUR MOVEMENTS



Six Year Transportation Improvement Program From 2013 to 2018

Agency: Woodland
County: Cowlitz

MPORITPO: SWW RTPO

Y Inside

N Outside

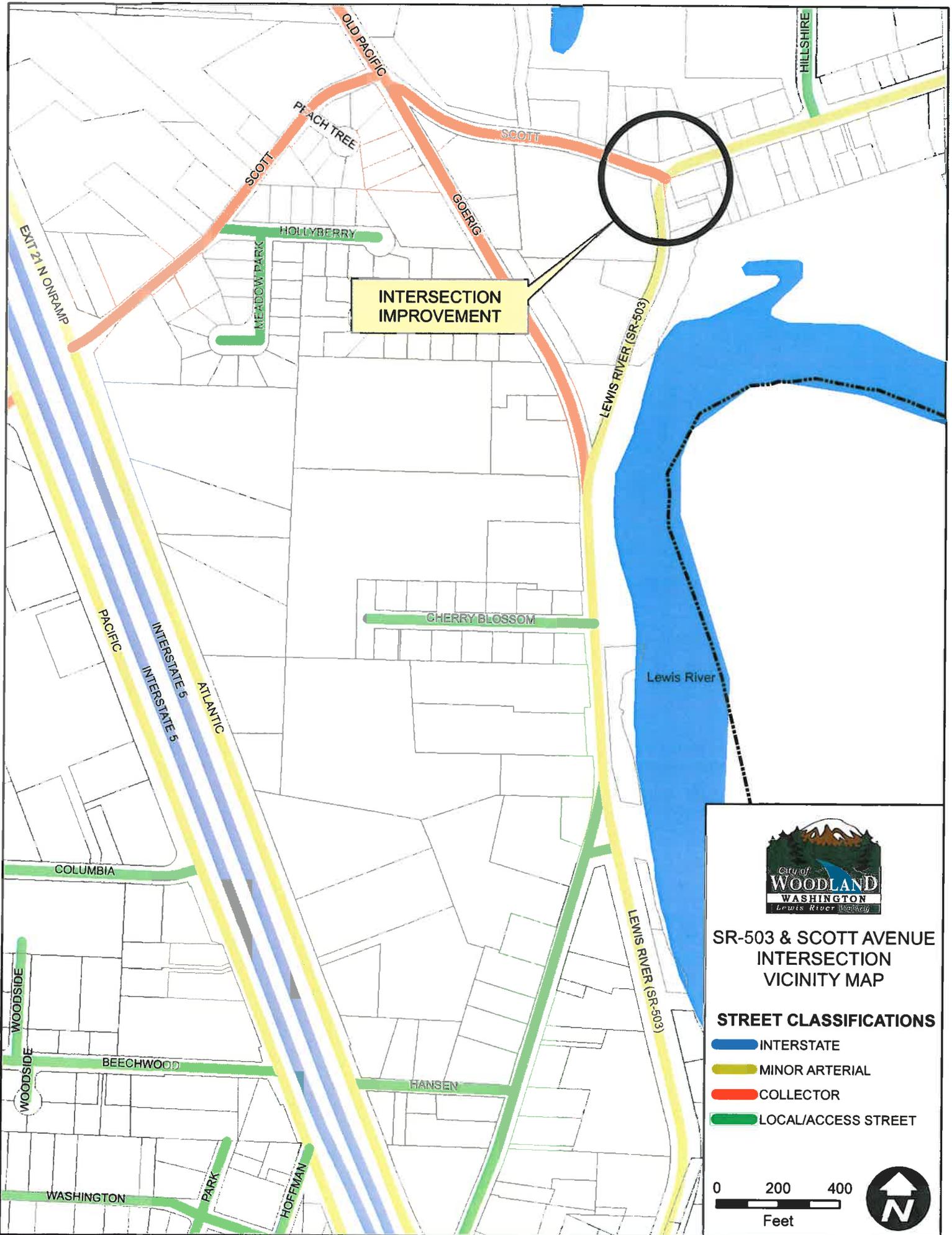
Functional Class	06	Priority Number	4	B. STIP ID		Hearing	08/04/12	Adopted	08/04/12	Amendment		Resolution No.	612	Improvement Type	04	Utility Codes	CGOPT W	Total Length		Environmental Type	EA	RW Required	Yes
				G. Structure ID	WA-03857 08/04/12																		
				A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminals F. Project Description																			
				East Scott Avenue and SR-503 Intersection Improvements East Scott & SR-503 Intersections to Improvements to Intersections at East Scott/Old Pacific, East Scott/SR-503, and Georg/SR-503																			

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code			State Fund Code	State Funds	Local Funds	Total Funds
				1st	2nd	3rd				
P	PE		2014				0	1,220,000	0	1,220,000
P	RW		2015				0	645,000	0	645,000
P	CN		2016				0	4,335,000	0	4,335,000
				Totals			0	0	0	6,200,000

Expenditure Schedule	Phase	Phase Start Year (YYYY)				
		1st	2nd	3rd	4th	5th & 6th
PE		0	1,220,000	0	0	0
RW		0	0	645,000	0	0
CN		0	0	0	4,335,000	0
Totals		0	1,220,000	645,000	4,335,000	0

↑

COSTS ARE FOR 3 INTERSECTIONS. TIB APPLICATION IS FOR JUST 2 OF THE 3 INTERSECTIONS.



INTERSECTION IMPROVEMENT



SR-503 & SCOTT AVENUE INTERSECTION VICINITY MAP

STREET CLASSIFICATIONS

- █ INTERSTATE
- █ MINOR ARTERIAL
- █ COLLECTOR
- █ LOCAL/ACCESS STREET

0 200 400
 Feet

SR 503 and Scott Avenue Intersection Improvement Cost Estimate

Date Created: 8/9/2012

Project consists of improving the Scott Avenue and SR 503 Intersection with traffic signal or roundabout.

Prepared for: City of Woodland

Prepared by: Bart Stepp, PE

Item No.	SR 503/Scott Avenue Intersection Work Description	Est. Quantity	Units	Unit Price	Total Price
1	Mobilization	1	LS	9%	\$ 86,760.00
2	Traffic Control	1	LS	8%	\$ 77,120.00
3	Temporary Stormwater and Erosion Control	1	LS	5%	\$ 48,200.00
4	Roadway Excavation Including Haul	1700	CY	\$20.00	\$ 34,000.00
5	Crushed Surfacing Base Course	1200	CY	\$40.00	\$ 48,000.00
6	HMA Class ½", PG 64-22	1400	Ton	\$90.00	\$ 126,000.00
7	Cement Concrete Traffic Curb and Gutter	2400	LF	\$20.00	\$ 48,000.00
8	Cement Concrete Sidewalk	1600	SY	\$45.00	\$ 72,000.00
9	E Scott Avenue/Lewis River Road Signal	1	LS	\$400,000.00	\$ 400,000.00
10	Landscaping	1	LS	\$10,000.00	\$ 10,000.00
11	Storm Sewer Pipe	2,400	LF	\$50.00	\$ 120,000.00
12	Storm Inlets	10	EA	\$2,000.00	\$ 20,000.00
13	Stormwater Treatment	1	LS	\$50,000.00	\$ 50,000.00
14	Utility Relocation	1	LS	\$25,000.00	\$ 25,000.00
15	Bicycle Lane Markings	1	LS	\$5,000.00	\$ 5,000.00
16	Signal Crosswalk Markings	1	LS	\$5,000.00	\$ 5,000.00
17	Striping	1	LS	\$1,000.00	\$ 1,000.00
18	ROW	1	LS	\$100,000.00	\$ 100,000.00
Estimated Construction Cost Subtotal					\$ 1,276,080.00
Sales Tax @ 7.7%					\$ 98,258.16
Contingencies @ 30% of combined total					30% \$ 412,301.45
Construction Total					\$ 1,786,639.61
Preliminary and Construction Engineering Total					25% \$ 446,659.90
Project Total:					\$ 2,233,299.51

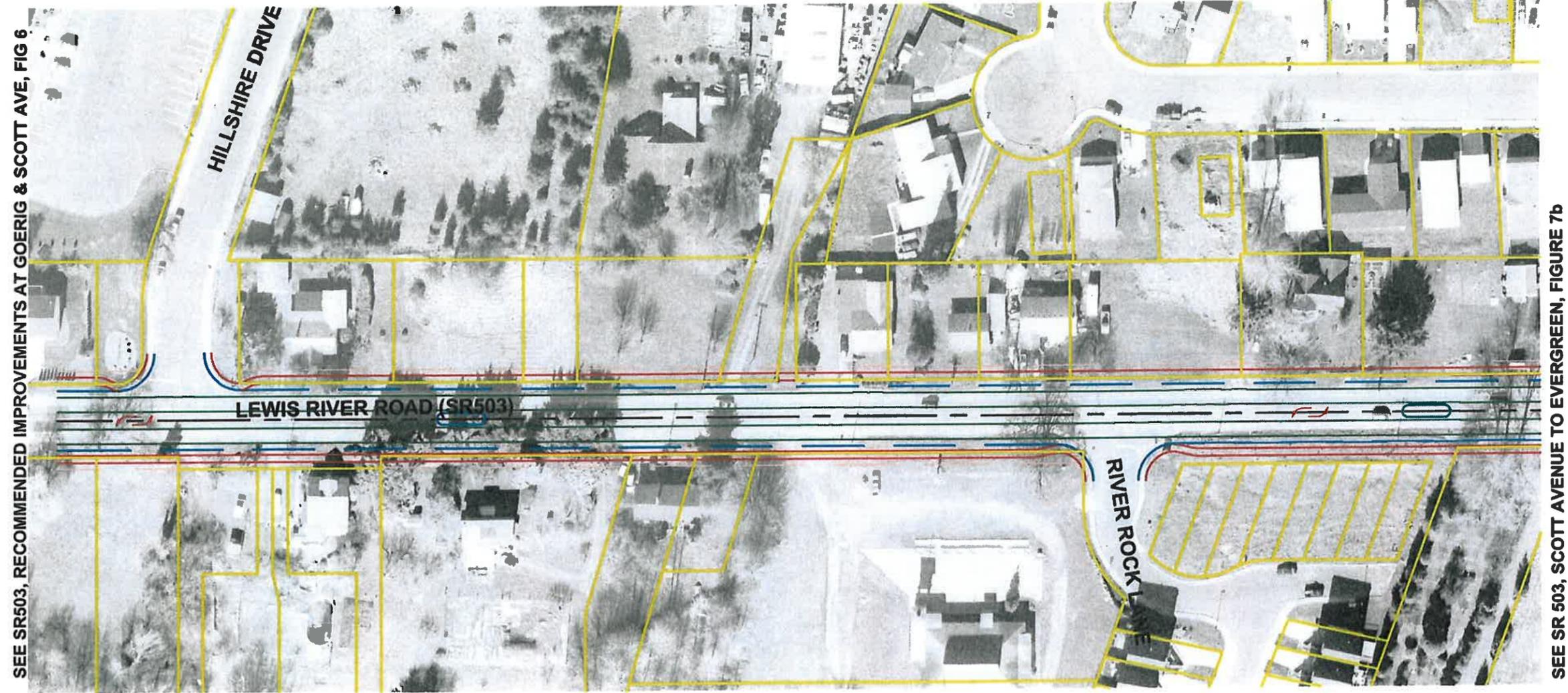
Notes:

- 1) Estimated quantities are 65% of the quantities in the 2008 TISP for SR 503 Option 3B. This is the estimated reduction in quantities based on the project limits as shown in the application drawing.
- 2) The City is in the process of exchanging property for additional ROW at the SR 503/Scott Avenue Intersection. That exchange and the reduction of the project limits reduces the ROW costs to \$100,000.

Bart Stepp

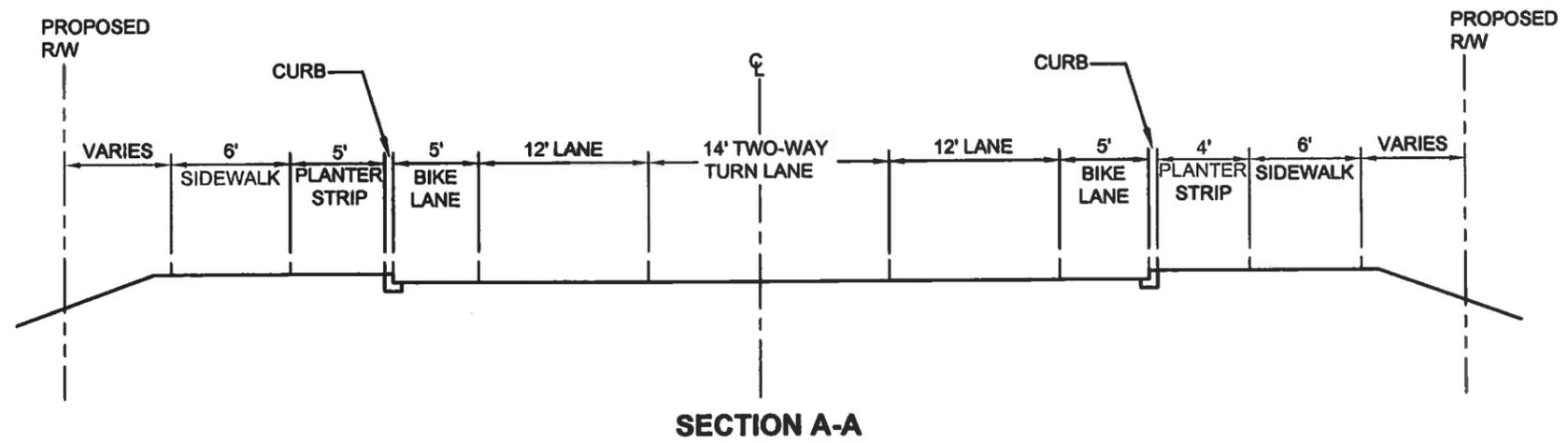
Bart Stepp, PE
Woodland Public Works Director

8/9/2012
Date



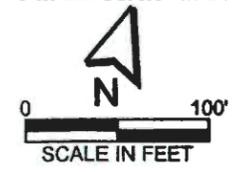
SEE SR503, RECOMMENDED IMPROVEMENTS AT GOERIG & SCOTT AVE, FIG 6

SEE SR 503, SCOTT AVENUE TO EVERGREEN, FIGURE 7b



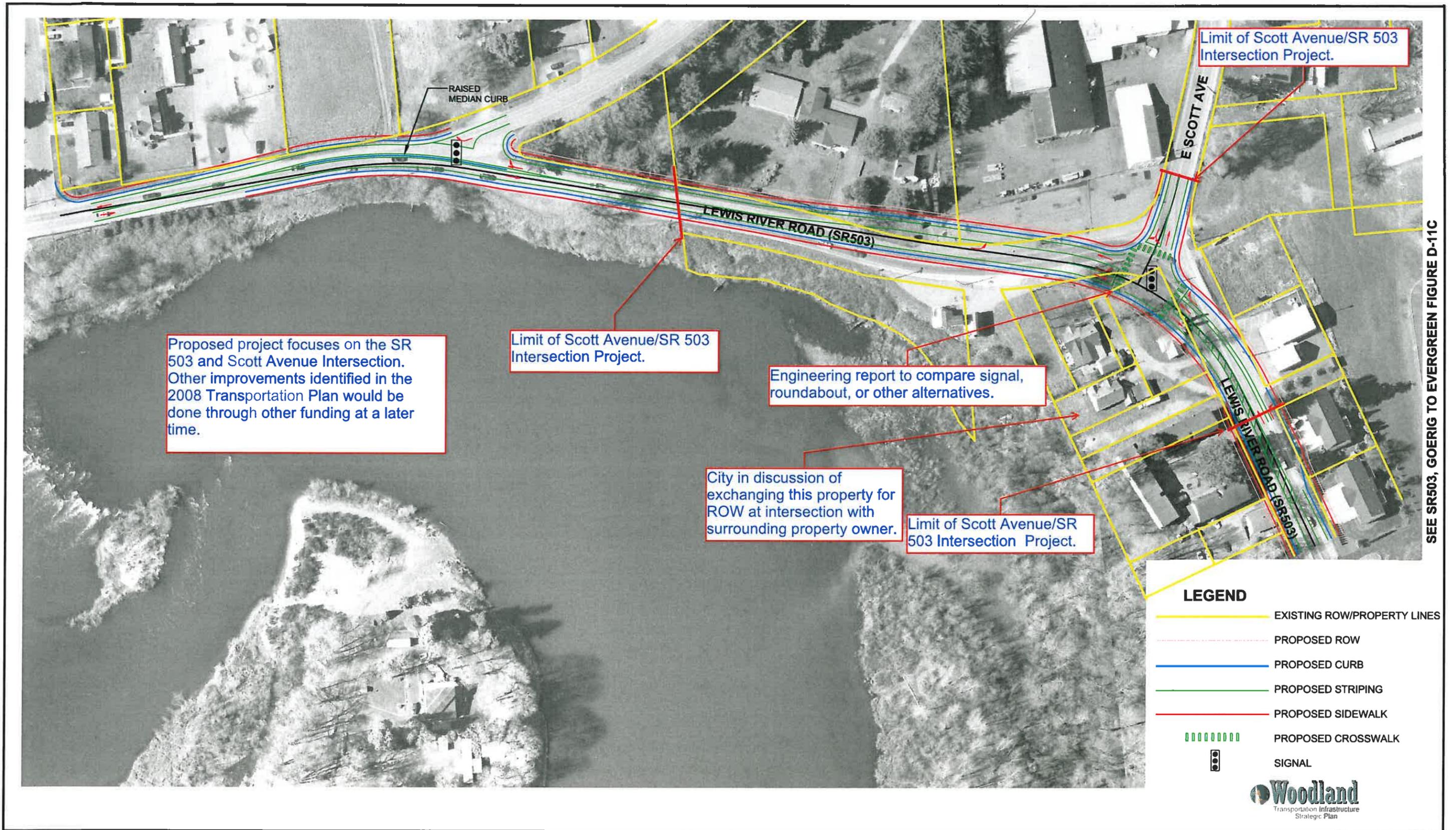
SECTION A-A

- LEGEND**
- EXISTING ROW/PROPERTY LINES
 - PROPOSED ROW
 - PROPOSED CURB
 - PROPOSED STRIPING
 - PROPOSED SIDEWALK



SECTION A-A REPRESENTS TYPICAL ROAD SECTION THROUGH SR 503/SCOTT AVENUE IMPROVEMENT

Figure 7a
SR 503, SCOTT AVENUE TO EVERGREEN
RECOMMENDED IMPROVEMENT



SR 503/Scott Avenue Intersection Improvement Project for 2014 TIB Urban Arterial Program Application.

Figure D-11B
SR503, GOERIG TO EVERGREEN,
KEY INTERSECTIONS
OPTION 3B

IV. URBAN GROWTH AREA

The planning area includes the lands to which Woodland may feasibly provide future urban services and those surrounding areas that directly impact conditions within the city limits. The Urban Growth Area Boundary designates this area. Because the city straddles two counties, it has developed urban growth areas with Clark and Cowlitz counties. The Urban Growth Area Boundary is represented on most maps in the Land Use Element.

The Urban Growth Boundary was selected in order to ensure that urban services would be available to all new development. The location of the boundary was based on environmental constraints, the concentrations of existing development, the existing infrastructure and services, past urban designations and the location of designated agricultural resource lands. New development requiring urban services will be located in the Urban Growth Area. Central sewer and water, stormwater facilities, utilities, telecommunication lines, and local roads will be extended to development in these areas and be built to city standards.

The basic principles of urban growth management are not new. They are really nothing more than sound planning and management concepts. Urban growth management attempts to contain scattered growth patterns that are more costly in terms of per unit cost of sewer, water, drainage, transportation, police and fire protection, and other services. In a nutshell, this is the general theme of urban growth management: to make the most effective and efficient use of existing public services investments before making major new growth-related commitments in outlying rural areas. The objective is not to discourage or limit growth, but rather to minimize the cost of growth, both in terms of dollars and associated environmental impacts.

Besides minimizing public service and facility costs, a number of other benefits can accrue from a concerted urban growth management program: 1) in order to bring about the most effective and efficient use of existing investments, development of formal mechanisms to coordinate land use and capital facility decisions among the city, county, and special districts is a necessary corollary; 2) an adopted program showing the city's expansion and service area adds certainty, to the benefit of local officials, citizens, and development interests; 3) the city gains some control over its own destiny, gaining a formal voice in what the county approves in the unincorporated portion of the urban area adjacent to city limits; 4) with urban-level growth directed to the city and its expansion area, the city's tax base and position as a social, economic, and cultural center is enhanced; and 5) agricultural and forest lands surrounding the city can be conserved, energy saved and the city's existing character maintained. Other objectives that can be carried out under an intergovernmental UGM program include; 6) agreement on a set of land development and capital facility standards for common use by all urban area jurisdictions -- thus minimizing confusion as to required setbacks, lot size, etc. -- and 7) development of a system of charges to fund capital facility expansion.

- Urban Growth Area - Clark County. The city and Clark County coordinated their activities in developing an annexation policy, in identifying the Urban Growth Area Boundary, and in development of interim management policies for the area within the

Urban Growth Area Boundary but outside of the current city limits. This process was conducted according to the countywide planning policies.

- Urban Growth Area - Cowlitz County. The city has had an urban growth agreement with Cowlitz County since 1981. At that time, Clark County also participated in the drafting of an agreement but never implemented it. The agreement between Cowlitz County and Woodland is voluntary, as Cowlitz County is a non-GMA county.

The 1981 growth management program was updated in 2002 when Cowlitz County and the City of Woodland adopted the *Woodland Urban Growth Management Program*. The City and Cowlitz County both adopted the Program as an element of their respective Comprehensive Plans. The City adopted the Program under Resolution No. 458.

The Woodland Urban Growth Management Program was implemented to reflect the concepts of urban growth management and its policies and procedures. Also incorporated are land use classifications within and adjacent to the Woodland Urban Growth Area and Boundary that are consistent between the three jurisdictions.

V. LAND USE MAP

The Land Use Map classifies all land in the City of Woodland (Figure 1-4). The map must be used in conjunction with the goals, objectives, and policies of the plan. It is a symbolic representation of some of the goals, policies, and findings, and defines the areas to which the goals, objectives, and policies speak. The official Land Use Map on which amendments and updates will be shown will be on display at city hall. Specific descriptions of each classification are given below to show the intent of the Land Use Map.

Woodland Planning Area

The Woodland Planning Area is the area within the city's urban growth boundary.

Low Density Residential

The Low Density Residential classification designates areas intended primarily for single-family dwellings with scattered two-family dwellings among the single-family dwellings. Home occupations may be acceptable. The recommended density is up to six dwelling units per gross acre of land. Typical developed conditions result in densities of around four units per acre once streets, right-of-way and other areas are taken into account.

High Density Residential

This classification provides primarily for multifamily dwellings of three or more units, although single-family and two-family dwellings are not discouraged. Manufactured housing parks -- designed according to firm standards for screening, buffering, parking, recreational areas,

distance between units, and other matters may be appropriate when deemed compatible with adjacent property by the City Council. Some home occupations may be acceptable such as professional offices. The recommended residential density is up to 35 dwelling units per gross acre.

Commercial

This plan has one commercial classification but the zoning ordinance will have two commercial districts and one overlay zone. The zoning districts are described below.

The Downtown Commercial District is that area west of the Interstate 5 freeway and at or near the historic downtown area. It is oriented towards smaller retail stores; service, financial, insurance, real estate, and professional outlets and offices; municipal and private shared parking garages and lots; pedestrian mall and plazas; performing arts and other entertainment and cultural facilities and activities; transportation terminals; mixed use projects; upper story apartment housing; and pedestrian walkways linking key facilities. Discouraged uses are those that are land consumptive such as warehouses, automobile sales lots, and individual business parking lots that diminish the area's compactness and convenience as an integrated shopping goods and services area. Also discouraged are uses that are strictly automobile-access oriented, such as drive-in restaurants and gas stations, as opposed to pedestrian oriented.

The Highway Commercial District is mostly oriented to automobile access and convenience. It is intended to accommodate automobile oriented and land-consumptive commercial needs. A wide range of commercial uses and activities are encouraged.

The Neighborhood Commercial Overlay Zone is for outlets providing convenience goods and services to residential neighborhoods, as opposed to commercial establishments that serve area-wide shoppers and tourists. These areas provide goods and services sought routinely and regularly, generally more on the basis of convenient location than price. Encouraged uses are small groceries and mini-marts with gas pumps, beauty and barbershops.

Light Industrial

The Light Industrial classification designates areas for light manufacturing and fabrication; warehousing and storage; wholesale distribution; product processing and packaging; construction and contracting operations; heavy equipment and truck sales, service, and repair; feed and seed stores; building material wholesale and retail sales; laboratory and research operations; veterinary offices and clinics requiring outside animal runs; and offices and institutions serving industrial workers. The overall intent is to provide for light industrial activity free from potentially incompatible activity, services and supplies needed by industry and its workers, and heavy commercial or land consumptive activity.

Heavy Industrial

This classification classifies areas currently used or suitable for heavy industry because of good vehicular access, rail access, or proximity to existing heavy industry. Uses generally should be limited to manufacturing and fabrication, warehousing and storage, wholesale distribution, product processing and packaging, and shipping.

Floodway/Open Space

The Land Use Plan Map shows a Floodway designation. The land designated such is in the Lewis River floodway as shown in the Federal Emergency Management Agency, National Flood Insurance Program, *City of Woodland Flood Boundary and Floodway Map* (Community-panel number 5300350001, revised September 4, 1985). Floodways are extremely hazardous areas due to the velocity of floodwaters that carry debris, potential projectiles, and erosion potential. In order to qualify for the National Flood Insurance Program, the city adopted a Flood Damage Prevention ordinance (Chapter 14.40 WMC). This ordinance prohibits new residential structures and limits other construction to those that will not result in any increase in flood levels during the occurrence of the base flood discharge. In 1999, the City created the Floodway Use District, a zoning district that severely limits the type of land uses that can locate in the floodway.

Due to the physical restrictions to building in the floodway, land uses with low impact on the floodway are encouraged. These include recreation uses such as parks, play fields, archery ranges, golf courses, boat ramps, fishing areas and open space.

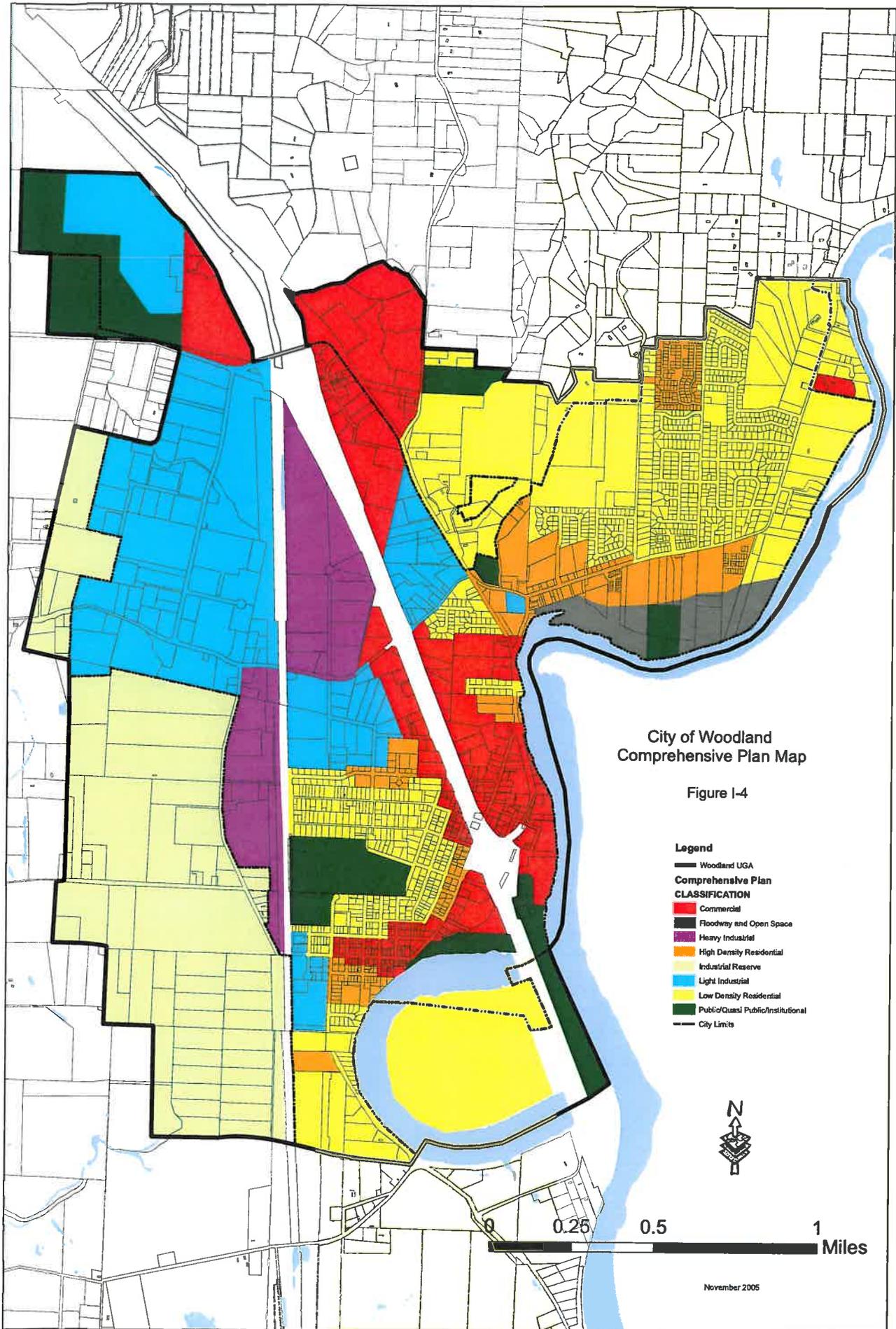
Public/Quasi-Public/Institutional

This classification notes most major facilities and tracts that are in public or quasi-public ownership or are operated for a purpose benefiting the public. It includes public parks, public schools, governmental buildings, major utility stations, and cemeteries. Church properties are not differentiated although they are usually considered a public/quasi-public use.

In 2004, the City created the Public/Quasi-Public/Institutional (PQPI) District. This zoning district was designed to recognize the uniqueness of these types of uses and to provide development standards for public, quasi-public, and institutional land uses. Before, the creation of the PQPI most of these uses were placed in the Low Density Residential District or other district where the standards often not a good fit for the use.

Industrial Reserve

This classification is intended to encourage continued agricultural and related uses until a light industrial need is demonstrated. The category is a "holding pattern" intended to discourage encroachment by non-industrial uses. Should development for an industrial purpose be proposed, it must be consistent with the goals, objectives and policies of this plan and urban growth program document.



**City of Woodland
Comprehensive Plan Map**

Figure I-4

Legend

- Woodland UGA
- Comprehensive Plan CLASSIFICATION**
- Commercial
- Floodway and Open Space
- Heavy Industrial
- High Density Residential
- Industrial Reserve
- Light Industrial
- Low Density Residential
- Public/Quasi Public/Institutional
- City Limits



November 2005



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

Southwest Region
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Vancouver, WA 98668-1709
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August 15, 2012

Grover Laseke
Mayor, City of Woodland
PO Box 9
Woodland, WA 98674

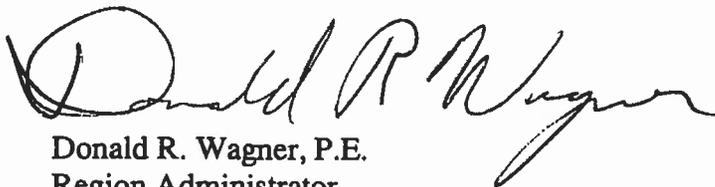
Dear Mr. Laseke:

I understand that the City is applying for a TIB grant to improve the intersection of Scott Avenue and SR 503. We have reviewed the scope of your improvement project and understand that it will affect SR 503.

At this time we can conditionally support the intersection improvement in concept. We will need to work closely with your staff to ensure that the improvements proposed meet all current standards and practices. Please keep my staff informed as this project advances through the funding, design and construction processes.

WSDOT supports the city in their efforts to improve safety and reduce congestion within their community.

Yours very truly,

A handwritten signature in black ink, appearing to read "Donald R. Wagner".

Donald R. Wagner, P.E.
Region Administrator

DRW:ds

Reported collisions that occurred on State Route 503 (mp 53.51 to 53.97) from E Scott Ave to the Southern most intersection with N Goerig Rd.....01/01/08 - 09/30/11

*As of 1/1/2009 citizen reports are no longer being captured (Report # begins with "C")

SR	SRMP	*REPORT NUMBER	DATE	TIME	MOST SEVERE INJURY TYPE	# INJ	#FAT	#VEH	#PEDS	#PEDAL	JUNCTION RELATIONSHIP	WEATHER	ROADWAY SURFACE CONDITIONS	LIGHTING CONDITIONS
503	53.51	E009457	10/31/08	12:01 PM	Possible Injury	1	0	1			Not at Intersection and Not Related	Raining	Wet	Daylight
503	53.52	E012167	12/17/08	2:10 PM	No Injury	0	0	5			Not at Intersection and Not Related	Snowing	Snow/Slush	Daylight
503	53.53	E020189	05/22/09	2:40 PM	Evident Injury	2	0	2			At Intersection and Related	Clear or Partly Cloudy	Dry	Daylight
503	53.53	2505533	03/07/08	11:21 AM	No Injury	0	0	2			At Intersection and Not Related	Clear or Partly Cloudy	Dry	Daylight
503	53.53	E070995	10/09/10	2:37 PM	No Injury	0	0	2			At Intersection and Related	Raining	Wet	Daylight
503	53.53	E015106	02/13/09	6:47 PM	No Injury	0	0	2			At Intersection and Related	Overcast	Dry	Dark-No Street Lights
503	53.55	E036303	12/15/09	3:47 PM	Unknown	0	0	1			Not at Intersection and Not Related	Raining	Wet	Daylight
503	53.55	2505882	05/25/08	9:49 AM	Possible Injury	1	0	1			Not at Intersection and Not Related	Raining	Wet	Daylight
503	53.56	2505913	02/28/09	10:12 PM	Evident Injury	3	0	1			Not at Intersection and Not Related	Clear or Partly Cloudy	Dry	Dark-Street Lights On
503	53.73	2505899	10/03/08	8:11 AM	Serious Injury	2	0	2			At Intersection and Related	Raining	Wet	Daylight
503	53.73	E124738	09/09/11	9:30 AM	No Injury	0	0	2			At Intersection and Related	Clear or Partly Cloudy	Dry	Daylight
503	53.73	E031922	11/01/09	3:05 PM	Evident Injury	3	0	1			At Intersection and Not Related	Clear or Partly Cloudy	Dry	Daylight
503	53.73	E023555	07/21/09	1:03 PM	Possible Injury	3	0	2			At Intersection and Related	Clear or Partly Cloudy	Dry	Daylight
503	53.74	E099774	04/09/11	8:22 AM	No Injury	0	0	2			Driveway Related but Not at Driveway	Overcast	Dry	Daylight
503	53.77	E050683	04/30/10	11:31 AM	Serious Injury	1	0	2			At Driveway	Overcast	Dry	Daylight
503	53.85	E014707	02/04/09	4:25 PM	Possible Injury	1	0	3			Driveway Related but Not at Driveway	Clear or Partly Cloudy	Dry	Daylight
503	53.87	2505541	07/08/08	1:21 PM	Possible Injury	4	0	2			At Driveway	Clear or Partly Cloudy	Dry	Daylight
503	53.88	E089774	01/31/11	8:52 AM	Possible Injury	2	0	2			Driveway Related but Not at Driveway	Overcast	Dry	Daylight
503	53.95	E045568	03/13/10	2:44 PM	Possible Injury	1	0	2			At Intersection and Related	Clear or Partly Cloudy	Dry	Daylight
503	53.95	2506145	02/12/08	6:50 PM	Possible Injury	1	0	1	1		At Intersection and Related	Raining	Wet	Dark-No Street Lights
503	53.95	E104337	05/09/11	2:25 PM	No Injury	0	0	3			At Intersection and Not Related	Overcast	Dry	Daylight
503	53.95	E125459	09/15/11	4:43 AM	No Injury	0	0	2			At Intersection and Not Related	Clear or Partly Cloudy	Dry	Dark-Street Lights On
503	53.95	E116833	07/24/11	6:33 PM	Evident Injury	7	0	3			At Intersection and Not Related	Clear or Partly Cloudy	Dry	Daylight
503	53.95	E114409	07/11/11	9:17 AM	No Injury	0	0	2			At Intersection and Related	Clear or Partly Cloudy	Dry	Daylight
503	53.96	E025166	08/10/09	12:40 PM	No Injury	0	0	3			Intersection Related but Not at Intersection	Blowing Sand or Dirt or Snow	Dry	Daylight
503	53.97	E042196	02/09/10	3:40 PM	No Injury	0	0	2			Driveway Related but Not at Driveway	Clear or Partly Cloudy	Dry	Daylight
503	53.97	2506148	02/27/08	10:30 AM	No Injury	0	0	2			Intersection Related but Not at Intersection	Clear or Partly Cloudy	Dry	Daylight

PM PEAK HOUR MOVEMENTS FROM 2008 TISA

SR 503 LRDP

1: N Goerig St & Lewis River Rd (SR 503)

Existing PM Peak Hour

2: E Scott Ave & Lewis River Rd (SR 503)

Movement	EBL	EBR	NB1	NB2	SBT	SBR
Lane Configurations	W		4		Free	Free
Sign Control	0%	0%	0%	0%	0%	0%
Grade	70	10	10	745	510	70
Volume (veh/h)	0.93	0.93	0.93	0.93	0.93	0.93
Peak Hour Factor	75	11	11	801	546	75
Hourly flow rate (vph)						
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None					
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked	1409	586	624			
VC, conflicting volume						
VC1, stage 1 conf vol	1409	586	624			
VC2, stage 2 conf vol						
IC, single (s)	6.4	6.2	4.1			
IC, 2 stage (s)						
IF (s)	3.5	3.3	2.2			
p0 queue free %	50	88	99			
cM capacity (veh/h)	150	506	967			
Direction Lane #	EB 1	NB 1	SB 1			
Volume Total	86	812	624			
Volume Left	75	11	0			
Volume Right	11	0	75			
cSH	164	957	1700			
Volume to Capacity	0.52	0.01	0.37			
Queue Length 95th (ft)	65	1	0			
Control Delay (s)	48.9	0.3	0.0			
Lane LOS	E	A	A			
Approach Delay (s)	48.9	0.3	6.0			
Approach LOS	E	A	B			
Intersection Summary						
Average Delay	2.9			5.6		
Intersection Capacity Utilization	56.4%			53.9%		
Analysis Period (min)	15			15		
ICU Level of Service	B			A		

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The Transpo Group

SR 503 LRDP

Existing PM Peak Hour

2: E Scott Ave & Lewis River Rd (SR 503)

Movement	EBL	EBR	NB1	NB2	SBT	SBR
Lane Configurations	W		4		Free	Free
Sign Control	0%	0%	0%	0%	0%	0%
Grade	125	5	5	685	415	55
Volume (veh/h)	0.93	0.93	0.93	0.93	0.93	0.93
Peak Hour Factor	134	5	5	737	446	59
Hourly flow rate (vph)						
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None					
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked	1223	476	505			
VC, conflicting volume						
VC1, stage 1 conf vol	1223	476	505			
VC2, stage 2 conf vol						
IC, single (s)	6.4	6.2	4.1			
IC, 2 stage (s)						
IF (s)	3.5	3.3	2.2			
p0 queue free %	32	99	99			
cM capacity (veh/h)	197	569	1059			
Direction Lane #	EB 1	NB 1	SB 1			
Volume Total	140	742	505			
Volume Left	134	5	0			
Volume Right	5	0	59			
cSH	202	1059	1700			
Volume to Capacity	0.69	0.01	0.30			
Queue Length 95th (ft)	108	0	0			
Control Delay (s)	55.2	0.1	0.0			
Lane LOS	F	A	A			
Approach Delay (s)	55.2	0.1	0.0			
Approach LOS	F	A	A			
Intersection Summary						
Average Delay	5.6			5.6		
Intersection Capacity Utilization	53.9%			53.9%		
Analysis Period (min)	15			15		
ICU Level of Service	A			A		

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