

1. Agenda

Documents:

[JANUARY 23, 2020 AGENDA.PDF](#)

2. Meeting Materials

Documents:

[6A POLICE COMPSTAT REPORT.PDF](#)
[6B ANNUAL SMALL WORKS ROSTER REPORT.PDF](#)
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[7A 1-9-20 CC MEETING MINUTES.PDF](#)
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AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, January 23, 2019 – 7:00 p.m.
Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **PRESENTATION**
 - a. Oath of Office – Stanwood Police Chief
5. **CITIZEN COMMENTS**
6. **STAFF REPORTS**
 - a. Police Compstat Report – December 2019
 - b. Small Works Roster Projects Report
 - c. Planning Commission Meeting Minutes - December 9, 2019
7. **CONSENT AGENDA**
 - a. Approve January 09, 2020 Regular Council Meeting Minutes
 - b. Authorize the Mayor to Sign on-Call Professional Services Agreement Extensions
 - c. Approve the Mayor's Appointments and Re-Appointments to the Parks and Trails Advisory Committee
 - d. Approve the Mayor's Appointments and Re-Appointments to the Planning Commission
 - e. Authorize the Mayor to Sign a Task Order with Perteet for Plans, Specifications and Estimates of the 276th Street Overlay Project
8. **NEW BUSINESS**
 - a. Council Committee Selection 2020
9. **CITIZEN CLOSING COMMENTS**
10. **REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
11. **ADJOURN**

Upcoming Meetings:

February 13, 2020 Special Meeting
February 13, 2020 Regular Meeting
February 27, 2020 Regular Meeting
March 12, 2020 Regular Meeting



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6a
DATE: January 23, 2020
SUBJECT: Police December 2019 Compstat Report
CONTACT PERSON: Amanda Slattery, Police Records Clerk
ATTACHMENTS: December 2019 Compstat Report

SUMMARY STATEMENT

Attached is the December 2019 Compstat Report for council review.

Stanwood Police Department

December 2019

Administrative Personnel

Chief Norm Link

Sergeant Jason Toner

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

	Assigned	Vacancies	Percentage
Sergeants	2	0	100%
MPD	0	0	N/A
Deputies	6	0	100%
SRO	1	0	100%
Detectives	1	0	100%
Total	10	0	100%

Area of Operation

The City of Stanwood contracts its police services through the Snohomish County Sheriff's Office. The population for Stanwood is currently 7,070, however due to the makeup of the community the service population is 40,000+. Stanwood's city limit encompasses 2.8 square miles.



COMPSTAT REPORT

Type of Crime	December 2019	Year To Date 2019	December 2018	Year to Date 2018
Homicide	0	0	0	1
Rape	0	0	0	2
Robbery	0	1	0	3
Assault	4	42	6	47
Burglary	2	19	0	20
Larceny	10	144	8	96
Motor Vehicle Theft	0	10	1	14
General	December 2019	Year To Date 2019	December 2018	Year To Date 2018
Calls for Service (Incidents)	886	10301	630	7527
Case Reports	54	631	51	576
Traffic Collisions	9	108	17	148
Arrests (Adult/Juvenile)	24	205	14	173
Drug Arrests	2	20	0	19
Warrant Arrests	8	58	2	24
Impaired Driving Arrests	2	16	1	9
Infractions Issued	9	307	7	96
Public Disclosure Requests	39	411	39	458
Concealed Pistol Licenses	30	511	37	593
Pistol Transfer Checks	42	279	N/A	N/A
Fingerprinting & Approx. timeframe	34 @ 8.5 hr	475 @ 118.75 hrs	35 @ 8.75 hrs	514 @ 128.5 hrs

City Collisions for December 2019

Date	Case Number	Location	H & R	Injured	Reason
12/4/2019	2019-9523	9700 Block of 271st ST NW			Improper turn
12/8/2019	2019-9636	7000 Block of 285th DR NW			Struck unoccupied vehicle
12/10/2019	2019-9666	26700 Block of 72nd AVE NW		x	Run red light
12/13/2019	2019-9785	9400 Block of 271st ST NW			Failure to Yield
12/14/2019	2019-9822	9200 Block of SR 532			DUI
12/16/2019	2019-9877	9400 Block of SR 532			Failure to stop
12/18/2019	2019-9951	6800 Block of 284th ST NW			Failure to Yield
12/21/2019	2019-10044	10300 Block of SR 532		x	Following too close/Failure to Stop
12/23/2019	2019-10098	7200 Block of SR 532		x	Failure to stop/Poor visibility/Unoccupied veh encroaching into roadway

Stanwood School Dist. Resource Officer (SRO) Activity Report

DECEMBER

STANWOOD CAMANO SCHOOL DISTRICT SRO REPORT
SCHOOL DISTRICT YEARLY TOTALS (2019-2020)

12/23/2019

INCIDENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
ADMINISTRATIVE	3	3	4	11	10	11	5	3	4	5	8	11	12	3	5	5	7	7	10	5			4	2	7	5	5			3		158
ARSON																																0
ASSAULT					1				1										1													3
ASSIST PATROL																																0
BOMB THREAT																																0
BURGLARY																																0
COACHING SPORTS		1	1	1	1	1			1	1	1	2	1	1		1	1	1	1	1	1		1	1	1	1	1	1	1	1		25
COLLISION																				1												1
COUNSELING																																0
CPS REFERRAL																																0
CRISIS PLANNING/DRILL					1														2													3
DISTURBANCE																																0
FELONY VUCSA																																0
FIGHT																			2													2
HARASSMENT																		2														2
MAL-MIS						1																										1
MARIJUANA												1														1						2
MENTAL HEALTH																			1													1
MIP																																0
ORDER VIOLATION																																0
PARAPHERNALIA																																0
PARENT MEETING																				1												1
PARKING PROBLEM						1			1	3		1	1			1											1					9
PUBLIC ASSIST				1	1							2					2			1												7
RUNAWAY												1	1																			2
SEXUAL ASSAULT																																0
STUDENT MEETING						1						2	1					2									2					8
SUSPICIOUS	2		1	1			1			1	1								1								1					9
TEACHING					5	5					1		1					2					1				1			2		18
THEFT						1				1	2	1																				5
VAPING / TOBACCO																																0
TRAFFIC INCIDENT										1																						1
TRESPASS									1									1														2
WARRANT																																0
WEAPONS											1																					1
OTHER				1				1								1									1							4

Stanwood Camano School District Resource Officer DECEMBER NEWSLETTER

DECEMBER 2019



High School Construction

Just in time for the rainy season to set in, the roof has been installed on most of the Stanwood High School and Lincoln Hill buildings. Drywall is starting to be put up, and windows are being set in. The brick is being placed, giving us a better idea of how the outside will look.



Yondr Phone Pouches In Use at Lincoln Hill High School

Lincoln Hill students come to school each day and lock their cell phones into Yondr pouches. They are locked up the entire duration of class, and on the way out the door students can magnetically unlock their phones for use between classes. As they enter their next classroom, phones are again locked up in their case. This program has been in effect for three weeks now, and is slowly gaining acceptance. The goal is to have students pay more attention to their studies—rather than playing on their phone.



Stanwood Police Department

Detective Report

December Newsletter

December 2019



December 2019 Newsletter Stanwood Case 2019-8147 Update Theft



On 10-15-19 Deputy Chaney responded to the report of theft at an assisted living facility in Stanwood. A tenant installed a hidden camera in his room after he noticed some of his pain medication missing. The

camera eventually captured footage of a female employee in the victim's room, looking through the cabinet where his medication was stored.

On 12-10-19 Detective Martin interviewed the woman at the Stanwood Police Department. The woman admitted to stealing the pain medication from the victim's room and wrote an apology letter.

Detective Martin contacted Adult Protective Services to advise the woman is employed as a caregiver to vulnerable adults at another business in Stanwood.

The case has been referred to the Prosecutor's Office for review.

Stanwood Case 2019-1646 Update Forgery

On 03-09-19 Deputy Fuchs documented the theft of checks from a victim's mail box and the suspect's attempt to deposit checks into a Wells Fargo account after altering the payee information.

The male suspect was identified and booked into the Snohomish County Jail on 06-18-19.

On 06-18-19 Detective Martin submitted copies of the forged checks and known signatures of the suspect to the Washington State Patrol Laboratory in Spokane, WA.

On 12-11-19 Detective Martin received a report from a forensic scientist from the Questioned Documents Section. The report states the fundamental writing

characteristics of the suspect are present in the endorsements on the questioned checks and "Significant similarities include style, size, spacing, slant, baseline, letter formations, letter combinations, and proportions." Detective Martin forwarded this information to the Prosecutor's Office to assist in their charging decision.

Stanwood Case 2019-10242 Burglary New Construction Home

On 12-30-19 Deputy Scott contacted the owner of a construction company reference damage to house under construction in the City of Stanwood. The contractor arrived to find several windows broken and damage to an excavator at the site.

Deputy Scott's investigation revealed the three juveniles who broke into the Stanwood High School were responsible for the

damage at the construction site.

Deputy Scott interviewed one of the subjects and learned the group visited the construction site, entered the home and broke the windows a couple of hours before breaking into the high school.

Detective Martin attempted to interview the juvenile male at the Denney Juvenile Justice

Center, but he declined to provide a statement of any substance.



Stanwood Police Department
Detective Report
December Newsletter

December 2019



Stanwood Case 2019-10238 Burglary Stanwood High School

On 12-29-19 at about 0312 hours Deputy Rogers responded to a burglary in progress at the Stanwood High School. The school's alarm company called 911 to report hearing glass breaking and male voices.

Deputy Rogers detained two juvenile males outside the office of the school resource officer. A third juvenile male had entered the office after breaking the window. A K-9 track was unsuccessful in locating the third juvenile male.

One of the boys told Deputy Rogers they were breaking into the high school to retrieve vaping pens previously confiscated by the school resource officer.

One of the subjects has been involved in numerous crimes in the Stanwood area recently to include stealing alcohol from local grocery stores and stealing packages from porches. Deputy Rogers booked this subject into the Denney Juvenile Justice Center.

Charges on the remaining juvenile subjects are being referred to the Prosecutor's Office.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6b

DATE: January 23, 2020

SUBJECT: Small Works Project Report – 2018-2019

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Small Public Works and Limited Public Works
Contracts awarded from the Small Works Roster

ISSUE

The city must make available a list of contracts awarded under the small works roster process at least once per year in accordance with RCW 39.04.200. This agenda cover and attached list satisfies this requirement.

DISCUSSION

The City of Stanwood uses the state approved small works roster process to efficiently solicit bids for Small Public Works projects under \$300,000 (< \$350,000 as of July 2019). Small Public Works projects less than \$35,000 (\$50,000 as of July 2019) are known as Limited Public Works and enable an agency to waive the payment bond, performance bond, and/or retainage.

The independent Municipal Research and Services Center (MRSC) organization manages an online database for Washington State local government agencies (cities, counties, school districts, and special districts) to solicit work from contractors eligible to bid on small public works projects and to solicit work from professional consultants.

Agencies are required to advertise and maintain a list of interested contractors and consultants. For a small fee, MRSC handles the advertising and tracking as required by state law. Agencies throughout Washington State use the MRSC Roster to fulfill the state requirements.

As a shared roster system, MRSC Rosters provides agencies with access to a current contractor, and consultant list, while at the same time allowing contractors and consultants the marketing advantage of reaching multiple agencies through just one roster application process.

Under RCW 39.04.155(3) agencies using the Small Works Roster Process or the Limited Public Works Process are required to make certain information available about contracts awarded under these processes. Rather than maintaining two separate reporting systems, one for Small Works Roster projects and one for Limited Public Works projects, an agency can combine the requirements which are: to maintain a list of the contractors contacted and the contracts awarded during the previous 24 months including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, the date the contract was awarded and other contractors solicited. The list must be made available once every year and have easy accessibility by either including it on the city's website or upon request by email.

Attachment A provides a list of public works projects and a list of limited public works projects awarded from the small works roster during the previous 24 months.

FINANCIAL IMPACT

The projects in Attachment A have been awarded in accordance with state and local purchasing requirements. There is no fiscal impact associated with this action.

SMALL PUBLIC WORKS PROJECTS (<\$300,000, <\$350,000 as of July 2019) 2018 – 2019

CONTRACT DATE	CONTRACTOR	UBI #	CONTRACTOR REG #	PROJECT	BID AMOUNT	OTHER CONTRACTORS SOLICITED
6-28-2018	Bonner Electrical, LLC	603 016 830	BONNEEC904L9	Variable Frequency Drive (VFD) Project	\$53,531.66	Placed Ad in Everett Herald & DJC no bids received. Solicited Bonner Electrical from MRSC.
4-25-2019	Barron Heating Air Conditioning	600 092 564	BARROHA179D7	City Hall Furnace and AC Unit	\$43,428.84	Emailed all MRSC Contractors Registered for: Main Category: Facility Const., Repair, & Maintenance Sub-Category: HVAC Install, Inspec. Bids Received: 3
9-3-2019	Lauts, Inc.	601 960 812	LAUTSI*931O5	Ovenell Demolition and Cleanup	\$93,529.80	Emailed all MRSC Contractors Registered for: Main Category: Demo/Deconstruction Sub-Category: Refuse Removal & Disposal Bids Received: 4

LIMITED PUBLIC WORKS PROJECTS (<\$35,000, <\$50,000 as of July 2019) 2018 – 2019

CONTRACT DATE	CONTRACTOR	UBI #	CONTRACTOR REG #	PROJECT	BID AMOUNT	OTHER CONTRACTORS SOLICITED
3-22-2018	Inland Potable Services, Inc.	602 835 672	INLNAPS916N1	Water Tank Cleaning and Inspection	\$8,362.51	Emailed all MRSC Contractors Registered for: Main Category: Facility Construction, Repair, & Maintenance Sub-Category: Reservoir Cleaning, Painting, & Caulking
1-10-2019	Petersen Brothers, Inc.	600 072 474	PETERBI187NZ	Guardrail Replacement	\$11,075.76	Emailed all MRSC Contractors Registered for: Main Category: Roadway Construction, Repair, and Maint. Sub-Category: Guardrail Installation Bids Received: 2

11-14-2019	CW Concrete	603 482 035	CWConcl856DS	Fox Hill Sidewalk Project	\$9,434.88	Emailed all MRSC Contractors Registered for: Main Category: Concrete & Masonry Sub-Category: Curbs, Gutters, Sidewalks, & Driveways Bids Received: 7
11-25-2019	5 Star Services, Inc.	603 300 905	5STARSS875KM	Janitorial Services for City Facilities	\$3,800/mo (\$45,600/yr)	All Janitorial Contractors on MRSC and placed Ad in Everett Herald Bids Received: 0 Solicited 2 companies Bids Received: 1



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6c

DATE: January 23, 2020

SUBJECT: Planning Commission Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – December 9, 2019 Meeting Minutes

SUMMARY STATEMENT

Minutes from the December 9, 2019 Planning Commission Meeting are attached to this staff report for approval as presented.



ATTACHMENT A

STANWOOD PLANNING COMMISSION MINUTES

December 9, 2019

Round Table Work Session

Call to Order

Chair Linda Utgard called the meeting to order at 6:31PM with the following Commissioners present: Steve Shepro, Darren Robb, Lance Dennis and Marcus Metz. Staff present; Community Development Director Patricia Love, Senior Planner Amy Rusko and Administrative Assistant Krista Hintz.

Also known to be present: M.F. Carmichael, Peggy Wendell

Approval of Minutes

The minutes of the November 12,, 2019 meeting were accepted with one name correction of an attendee.

New Business

Planning Café Summary

Puget Sound Regional Council is going through a Population Allocation process to determine the breakdown of population for each county. Stanwood is marked to take 9% of growth in Snohomish County. In planning for 2043 we will need to look at:

- Do we have enough capacity to take the population growth?
- Where would we put it?
- Traffic-what will the impact be?
- Vacant Lands
- Water/Sewer Capacity

The purpose of the Café was to engage with the community and ask them where they would put additional housing density.

Themes from the Café

- Keep upper hilltop-Cedarhome area single family
- Put density downtown and by Haggen
- Mixed-Use was highly accepted
- Traffic impact

Senior Planner Amy Rusko is working on a map to identify how much vacant land is in Stanwood and where it is located. An update will be brought to the Planning Commission First Quarter 2020; Where is the land, how is it zoned?

A future agenda item for February-March- Breaking down housing types in a Café level meeting to start putting together a more cohesive package of where the density will go.

Planning Commissioner Café Workshop

Key points raised by Commissioners and noted:

- Mixed Use promotes small business opportunities
- Cutting Edge approach to keep Stanwood viable and attractive; look at trends throughout the West Coast
- Are there other cities that are similar to Stanwood? How have they grown? What are they doing?
- Comprehensive approach to stay ahead of the incoming population. Planning with a broad outlook to include what is happening around us and not just in Stanwood. I.e. Regional Connections/Influences that effect Stanwood.
- What do we love about Stanwood? How do we keep it?
- Population Demographics-Who will be living here in 20 years?
 - Family Dynamics changing=Grandparents/mixed generations or split families
- Planning Café style meeting+ successful
- Marketable=economically viable
- Brick and mortar retail declining
- County Road system that affects Stanwood-How to work with Snohomish County? Docket requests-CIP
- Infrastructure Improvement concerns and growth patterns for Camano Island.
- Development in areas where infrastructure currently exists, instead of adding additional infrastructure.
- School District capacity and current structures
- Lover's Lane as a future east/west connector road aka-Main Street North
- State Route 532 connector improvements-Make sure the city does not become dependent on the State Highway for commerce. Need for more "main street" type streets.
- More connections for existing roadway system=develop a complete grid system.

Upcoming Items

December 19th will be the last City Council meeting of the year, with a Civic Campus work session prior to the meeting

We received a grant from Snohomish County for Church Creek Park playground equipment

We're working on a contract for Heritage Park to finalize design

We're working to formalize the PTAC group permanently.

The next Planning Commission Meeting will be held Monday, January 13, 2020, 6:30PM at Fire Station 99.

Adjourn

The meeting adjourned at 8:02PM.

Krista Hintz, City of Stanwood



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a

DATE: January 23, 2020

SUBJECT: City Council December 19, 2019 Special Meeting Minutes

CONTACT PERSON: Sara Robinson, Deputy Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the January 09, 2020 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE JANUARY 09, 2020 REGULAR COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Special Meeting of the City Council
Thursday, January 09, 2010 – 7:00 p.m.
Stanwood Camano School District Administration Board Room
MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Pro Tempore Rob Johnson called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

2. Presentation

Oath of Office

Position 3. Elizabeth Callaghan
Position 4. Timothy Pearce
Position 5. Steve Shepro
Position 6. Sid Roberts

David Hammond administered the oaths of office for the newly and re-elected officials.

3. Roll Call

Deputy City Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Elizabeth Callaghan, Tim Pearce, Steve Shepro and Sid Roberts. The meeting was quorate.

Motion by Councilmember Pearce, Second by Councilmember Callaghan, to excuse Councilmember White and Councilmember Williams. Motion carried unanimously.

Also present: Public Works Director Kevin Hushagen, Finance Director David Hammond, Community Development Director Patricia Love, Fire Chief John Cermak, City Attorney Brett Vinson, Deputy City Clerk Sara Robinson.

4. Approval of the Agenda

Motion by Councilmember Roberts, second by Councilmember Callaghan to move agenda item 4 to item 2. Motion carried unanimously.

Motion by Councilmember Roberts, second by Councilmember Callaghan to approve the agenda as amended. Motion carried unanimously.

5. Citizen Comments

Larry Sather, 27573 79th Drive NW

Tonight there is an item on the agenda for approval of the Civic Campus concept plan. Mr. Sather strongly supports this measure and urges council approval.

Stanwood City Council Meeting Minutes – December 19, 2019

Christina Everson, 27823 73rd Avenue NW

Would like to address pedestrian safety in Stanwood. She is legally blind and feels it would be nice if the sidewalks were better. From the Senior Center to Haggen you have to cross the street about 6 times because the sidewalks end.

Tim Schmitt, 27308 101st Ave NW, Stanwood, WA 98292

Tonight council will likely be moving forward with a new Civic Campus design. Mr. Schmitt wanted to point out a couple of things. Eventually there will be Stanwood will be asking home owners to pass a heavy levy. It would be a good idea to develop an answer to the question “what is in it for me?” Addressing these points and providing the benefits will help citizens to understand and justify the cost and make the new Civic Campus a reality.

Amy Sellers, 27820 73rd Avenue NW

In regards to public safety, on 73rd Ave there are about 30 kids in their neighborhood. Because of new development in the area people are cutting through their neighborhood at high rates of speed. They have asked the City for speedbumps and signs but were declined and are also on the list for the speed notification sign. If there is anything that can be done it would be greatly appreciated.

6. Staff Reports

- a. Economic Development Board

7. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve December 19, 2019 Regular Meeting Minutes
- c. Authorize the Mayor to Sign a Contract with Ian Gleadle Photography
- d. Approve the Mayor Kelley's Appointment to Community Transit Selection Board 2020-2021

Motion by Councilmember Roberts, Second by Councilmember Shepro to approve the consent agenda items a through d. Motion carried unanimously.

8. New Business

- a. Elect Mayor Pro Tempore

Motion by Councilmember Callaghan, Second by Councilmember Pearce to appoint Councilmember White as Mayor Pro Tempore to serve a one year term in 2020. Motion carried unanimously.

- b. Set 2020 Council Calendar

David Hammond, Finance Director, presented the proposed 2020 Council Calendar. The schedule includes four special workshop meetings on February 13, May 14, August 13 and October 8. The second meetings in August and December are cancelled and the November 26 meeting will be moved to November 23. There will be a joint meeting with the Planning Commission on September 10.

Stanwood City Council Meeting Minutes – December 19, 2019

Councilmember Shepro asked if the Special Workshop meetings are open to the public. Hammond noted that the public is invited to all of the public meetings according to the Public Meetings Act.

Councilmember Callaghan added that public comment is not taken at the special workshop meetings as done at the regular City Council meetings.

Councilmember Roberts would like to encourage citizens to attend the meetings. It's a win-win for all.

Councilmember Johnson would like to suggest a larger meeting room than City Hall. It was noted that they will be held at the Stanwood Camano School District Administration Board Room.

Motion by Councilmember Pearce, Second by Councilmember Callaghan to set the special meetings and approve the council calendar for 2020 as presented by staff. Motion carried unanimously.

- c. Confirm the selection of the Community Porch Civic Campus site design layout as the preferred concept plan and authorize staff to proceed with preliminary architectural and site planning.

Patricia Love, Community Development Director provided a brief overview of the background of this project. The City Council held a special worksession on December 19, 2019 to review the proposed Civic Campus design options. Four options were presented, with the Steering Committee recommendation to move forward with the Community Porch concept. After reviewing the plans, the Council provided the following general consensus:

1. Proceed with the "Community Porch" concept;
2. Prepare a financing plan for development of the property in a single phase;
3. Confirm that the Police Department space is of sufficient size and functional;
4. Consider site configuration options to add a second vehicle access through to Church Creek Park; and
5. Continue working with the Steering Committee on building materials and integrating the site with Church Creek Park.

The issue in front of the City Council is to confirm the selection of the Community Porch Civic Campus design as the preferred concept plan and authorize staff to proceed with preliminary architectural and site planning.

Next steps include selecting a site layout option and progressing with the design to incorporate building orientation, form, materials, lighting, landscaping, parking, access, public spaces and drainage.

Motion by Councilmember Callaghan, Second by Councilmember Roberts to formalize the selection of the Community Porch schematic as the preferred alternative site design for the Stanwood Civic Campus project and to continue with the progression of the design through the steering committee with additional public involvement. Motion carried unanimously.

9. Citizens Closing Comments

Stanwood City Council Meeting Minutes – December 19, 2019

Les Anderson, 27201 102nd Drive NW

Mr. Anderson is supportive of the new Civic Campus but thinks that the city should consider a bigger piece of property. Suggests looking into the future at the possibility of more City Staff in 10-15 years. Maybe purchase additional property around the proposed site.

Amy Sellers, 27820 73rd Avenue NW

Mrs. Sellers likes the idea of a new Civic Campus but feels like the City Hall should be in the core of the town. She feels that with all of the growth happening in that area it will change the city's center and lose the historic part of Downtown Stanwood. Being so close to the High School will also add a lot more traffic to that area. Please be mindful of this when making these choices.

Larry Sather, 27573 79th Drive NW

Thank you to council for the unanimous vote on the last agenda item. He believes council has made a wise decision and one that is in the best interest of the whole community of Stanwood.

10. Reports of Officers and Committees

a. Mayor's Report - NA

b. City Administrator's Report – Jennifer Ferguson - NA

c. Councilmember Reports and Questions

Councilmember Johnson asked Chief Cermak to give an update for the North County Fire Department. Chief Cermak said that there are a lot of exciting things happening and our community is growing. Recently there were 18 recruits that graduated from the Academy and they will all be competing for jobs in the area. There is a lot of training happening. He would like to take this opportunity to thank the community for helping make this happen.

Councilmember Roberts – Earlier in the agenda we approved the Mayor to serve on the transit board. A few years ago Councilmember Roberts served as an alternate on this board. During this time both Mayor Kelley and Councilmember White were on the committee. They both did a great job representing Stanwood. They were always cheerleaders for Stanwood. Hopes that they will always do so.

Councilmember Shepro- It is an honor to sit here and it is an honor to be here tonight. Congratulations to Chief Rob Martin on his selection as Police Chief. Thank you to the citizens who came tonight for the support and participation. The Planning Commission is holding a meeting on Monday, January 13 at the Fire Department at 6:30 pm. Everyone is invited to attend.

11. Adjourn

Mayor Pro Tempore Johnson adjourned the meeting at 7:42 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Sara Robinson, Deputy Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7b
DATE: January 23, 2020
SUBJECT: Extend On-Call Professional Services Agreements
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A - Supplemental No. 2 Agreements

ISSUE

The issue in front of the City Council is to authorize the Mayor to extend the date for thirteen on-call professional service firms.

SUMMARY

Contracts for professional architectural and engineering services require an advertising and negotiation process in accordance with Ch. 39.80 RCW¹. The City issued a request for proposals in October 2016 seeking qualified firms to provide on-call professional services which may arise during the 2017 and 2018 calendar years and subsequent years 2019 and 2020. Those contracts had an expiration date of January 31, 2019 but allowed for two one year extensions. Staff is now requesting to authorize the second of those two allowable extensions with eleven of the firms.

Under state law, the City cannot negotiate with engineering firms based on price. The City must select the most qualified firms and then negotiate. If the City and the most qualified firm cannot agree on a scope of work and cost estimate, then the City can move to the next firm. The negotiation process will be used to select one of the on-call firms to perform specific engineering services as needed.

The City will be responsible for assigning projects depending on the City's needs. Selected firms are not guaranteed work as a result of the on-call agreement. Some projects will require a separate competitive bidding process because the funding source requires advertisement and competitive bidding according to the Local Agency Guideline (LAG) Manual.

¹ Procurement of architectural and engineering services — Contract negotiations. (1) The agency shall negotiate a contract with the most qualified firm for architectural and engineering services at a price which the agency determines is fair and reasonable to the agency. In making its determination, the agency shall take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature thereof. (2) If the agency is

unable to negotiate a satisfactory contract with the firm selected at a price the agency determines to be fair and reasonable, negotiations with that firm shall be formally terminated and the agency shall select other firms in accordance with RCW [39.80.040](#) and continue in accordance with this section until an agreement is reached or the process is terminated.

DISCUSSION

The City currently has multiple projects under design and construction, with additional projects planned for the upcoming years. In addition, the City routinely performs maintenance projects throughout the city limits. Many of these projects require specialized consultation from a licensed professional firm, e.g. civil engineering and surveying.

Services requested include civil engineering, transportation engineering, utility system modeling, roadway design, land use and environmental permitting, surveying services, grant applications, GIS and CAD support, and SCADA and telemetry technology.

Selecting a team of on-call professional service firms allows the City more flexibility in matching firm expertise with project tasks. In some circumstances it will also allow the City to award consulting contracts more quickly ensuring the City's needs are addressed as quickly and efficiently as possible.

FISCAL IMPACT

The projects to be completed will primarily be financed out of individual departments.

COMMITTEE RECOMMENDATION

This issue has not been to the Public Works Committee as their December 2019 and January 2020 meetings were cancelled.

CITY COUNCIL OPTIONS

- 1.) Authorize the Mayor to extend contracts for professional services with Alta, BHC, Blueline, Confluence, Harmsen, JA Brennan, KBA, MFA, Perteet, SDA, SWCA, Tierra ROW and Transpo.
- 2.) Do not extend the contracts and direct staff to areas of concern.
- 3.) Direct staff to take this item back to the Public Works Committee for further discussion.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO EXTEND CONTRACTS FOR ON-CALL PROFESSIONAL SERVICES WITH ALTA, BHC, BLUELINE, CONFLUENCE, HARMSSEN, JA BRENNAN, KBA, MFA, PERTEET, SDA, SWCA, TIERRA ROW AND TRANSP.

**SUPPLEMENTAL AGREEMENT NO. 2
TO
PROFESSIONAL SERVICES AGREEMENT 2017-02
FOR
CITY OF STANWOOD AND ALTA PLANNING + DESIGN, INC.**

This Supplemental Agreement No. 2 is made and entered into on the 23rd day of January, 2020, between the City of Stanwood, hereinafter called the "City" and Alta Planning + Design, Inc., hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for On-call Professional Services, hereinafter called the "Project," said Agreement being dated January 12th 2017; and

WHEREAS, both parties desire to supplement said Agreement, to extend the term until midnight, January 31st 2021,

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

Each and every provision of the Original Agreement for Professional Services dated January 12, 2017, shall remain in full force and effect, except as modified in the following sections:

1. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight January 31, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 2 as of the day and year first above written.

CITY OF STANWOOD

ALTA PLANNING + DESIGN, INC.

By: _____
Leonard Kelley, Mayor

By: _____
Steve Durrant, Vice President

APPROVED AS TO FORM:

ATTEST/AUTHENTICATED:

Grant Weed, City Attorney

David Hammond, City Clerk

**SUPPLEMENTAL AGREEMENT NO. 2
TO
PROFESSIONAL SERVICES AGREEMENT 2017-04
FOR
CITY OF STANWOOD AND BHC CONSULTANTS, LLC**

This Supplemental Agreement No. 2 is made and entered into on the 23rd day of January, 2020, between the City of Stanwood, hereinafter called the "City" and BHC Consultants, LLC, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for On-call Professional Services, hereinafter called the "Project," said Agreement being dated January 12th 2017; and

WHEREAS, both parties desire to supplement said Agreement, to extend the term until midnight, January 31st 2021,

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

Each and every provision of the Original Agreement for Professional Services dated January 12, 2017, shall remain in full force and effect, except as modified in the following sections:

1. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight January 31, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 2 as of the day and year first above written.

CITY OF STANWOOD

BHC CONSULTANTS, LLC.

By: _____
Leonard Kelley, Mayor

By: _____
Chris Kelsey, Client Services Manager

APPROVED AS TO FORM:

ATTEST/AUTHENTICATED:

Grant Weed, City Attorney

David Hammond, City Clerk

**SUPPLEMENTAL AGREEMENT NO. 2
TO
PROFESSIONAL SERVICES AGREEMENT 2017-03
FOR
CITY OF STANWOOD AND Blueline Group, LLC**

This Supplemental Agreement No. 2 is made and entered into on the 23rd day of January, 2020, between the City of Stanwood, hereinafter called the "City" and The Blueline Group, LLC, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for On-call Professional Services, hereinafter called the "Project," said Agreement being dated January 12th 2017; and

WHEREAS, both parties desire to supplement said Agreement, to extend the term until midnight, January 31st 2021,

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

Each and every provision of the Original Agreement for Professional Services dated January 12, 2017, shall remain in full force and effect, except as modified in the following sections:

1. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight January 31, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 1 as of the day and year first above written.

CITY OF STANWOOD

THE BLUELINE GROUP, LLC

By: _____
Leonard Kelley, Mayor

By: _____
Ken Lauzen, PE

APPROVED AS TO FORM:

ATTEST/AUTHENTICATED:

Grant Weed, City Attorney

David Hammond, City Clerk

**SUPPLEMENTAL AGREEMENT NO. 2
TO
PROFESSIONAL SERVICES AGREEMENT 2017-24
FOR
CITY OF STANWOOD AND CONFLUENCE ENVIORNMENTAL COMPANY**

This Supplemental Agreement No. 2 is made and entered into on the 23rd day of January, 2020, between the City of Stanwood, hereinafter called the "City" and The Confluence Environmental Company, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for On-call Professional Services, hereinafter called the "Project," said Agreement being dated January 12th 2017; and

WHEREAS, both parties desire to supplement said Agreement, to extend the term until midnight, January 31st 2021,

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

Each and every provision of the Original Agreement for Professional Services dated January 12, 2017, shall remain in full force and effect, except as modified in the following sections:

1. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight January 31, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 2 as of the day and year first above written.

CITY OF STANWOOD

CONFLUENCE ENVIORNMENTAL COMPANY

By: _____
Leonard Kelley, Mayor

By: _____
Scott White, President

APPROVED AS TO FORM:

ATTEST/AUTHENTICATED:

Grant Weed, City Attorney

David Hammond, City Clerk

**SUPPLEMENTAL AGREEMENT NO. 2
TO
PROFESSIONAL SERVICES AGREEMENT 2017-01
FOR
CITY OF STANWOOD AND HARMSSEN, LLC**

This Supplemental Agreement No. 2 is made and entered into on the 23rd day of January, 2020, between the City of Stanwood, hereinafter called the "City" and Harmsen, LLC, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for On-call Professional Services, hereinafter called the "Project," said Agreement being dated January 12th 2017; and

WHEREAS, both parties desire to supplement said Agreement, to extend the term until midnight, January 31st 2021,

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

Each and every provision of the Original Agreement for Professional Services dated January 12, 2017, shall remain in full force and effect, except as modified in the following sections:

1. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight January 31, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 2 as of the day and year first above written.

CITY OF STANWOOD

HARMSSEN, LLC

By: _____
Leonard Kelley, Mayor

By: _____
David Harmsen, Vice President

APPROVED AS TO FORM:

ATTEST/AUTHENTICATED:

Grant Weed, City Attorney

David Hammond, City Clerk

**SUPPLEMENTAL AGREEMENT NO. 2
TO
PROFESSIONAL SERVICES AGREEMENT 2017-21
FOR
CITY OF STANWOOD AND JA BRENNAN ASSOCIATES, PLLC**

This Supplemental Agreement No. 2 is made and entered into on the 23rd day of January, 2020, between the City of Stanwood, hereinafter called the "City" and JA Brennan Associates, PLLC, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for On-call Professional Services, hereinafter called the "Project," said Agreement being dated January 12th 2017; and

WHEREAS, both parties desire to supplement said Agreement, to extend the term until midnight, January 31st 2021,

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

Each and every provision of the Original Agreement for Professional Services dated January 12, 2017, shall remain in full force and effect, except as modified in the following sections:

1. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight January 31, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 2 as of the day and year first above written.

CITY OF STANWOOD

JA BRENNAN ASSOCIATES, PLLC

By: _____
Leonard Kelley, Mayor

By: _____
Jim Brennan, RLA, Principal

APPROVED AS TO FORM:

ATTEST/AUTHENTICATED:

Grant Weed, City Attorney

David Hammond, City Clerk

**SUPPLEMENTAL AGREEMENT NO. 2
TO
PROFESSIONAL SERVICES AGREEMENT 2017-18
FOR
CITY OF STANWOOD AND KBA, INC.**

This Supplemental Agreement No. 2 is made and entered into on the 23rd day of January, 2020, between the City of Stanwood, hereinafter called the "City" and KBA, INC., hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for On-call Professional Services, hereinafter called the "Project," said Agreement being dated January 12th 2017; and

WHEREAS, both parties desire to supplement said Agreement, to extend the term until midnight, January 31st 2021,

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

Each and every provision of the Original Agreement for Professional Services dated January 12, 2017, shall remain in full force and effect, except as modified in the following sections:

1. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight January 31, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 2 as of the day and year first above written.

CITY OF STANWOOD

KBA, INC.

By: _____
Leonard Kelley, Mayor

By: _____
Kristen A. Belty, President

APPROVED AS TO FORM:

ATTEST/AUTHENTICATED:

Grant Weed, City Attorney

David Hammond, City Clerk

**SUPPLEMENTAL AGREEMENT NO. 2
TO
PROFESSIONAL SERVICES AGREEMENT 2017-05
FOR
CITY OF STANWOOD AND MAUL FOSTER & ALONGI, INC.**

This Supplemental Agreement No. 2 is made and entered into on the 23rd day of January, 2020, between the City of Stanwood, hereinafter called the "City" and Maul Foster & Alongi, Inc., hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for On-call Professional Services, hereinafter called the "Project," said Agreement being dated January 12th 2017; and

WHEREAS, both parties desire to supplement said Agreement, to extend the term until midnight, January 31st 2021,

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

Each and every provision of the Original Agreement for Professional Services dated January 12, 2017, shall remain in full force and effect, except as modified in the following sections:

1. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight January 31, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 2 as of the day and year first above written.

CITY OF STANWOOD

MAUL FOSTER & ALONGI, INC.

By: _____
Leonard Kelley, Mayor

By: _____
Justin Clary, PE Principal Engineer

APPROVED AS TO FORM:

ATTEST/AUTHENTICATED:

Grant Weed, City Attorney

David Hammond, City Clerk

**SUPPLEMENTAL AGREEMENT NO. 2
TO
PROFESSIONAL SERVICES AGREEMENT 2017-09
FOR
CITY OF STANWOOD AND PERTEET, INC.**

This Supplemental Agreement No. 2 is made and entered into on the 23rd day of January, 2021, between the City of Stanwood, hereinafter called the "City" and Perteet, Inc., hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for On-call Professional Services, hereinafter called the "Project," said Agreement being dated January 12th 2017; and

WHEREAS, both parties desire to supplement said Agreement, to extend the term until midnight, January 31st 2021,

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

Each and every provision of the Original Agreement for Professional Services dated January 12, 2017, shall remain in full force and effect, except as modified in the following sections:

1. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight January 31, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 2 as of the day and year first above written.

CITY OF STANWOOD

PERTEET, INC.

By: _____
Leonard Kelley, Mayor

By: _____
Dan Hansen, PE, Principal-in-Charge

APPROVED AS TO FORM:

ATTEST/AUTHENTICATED:

Grant Weed, City Attorney

David Hammond, City Clerk

**SUPPLEMENTAL AGREEMENT NO. 2
TO
PROFESSIONAL SERVICES AGREEMENT 2017-12
FOR
CITY OF STANWOOD AND SWCA ENVIRONMENTAL CONSULTANTS, INC.**

This Supplemental Agreement No. 2 is made and entered into on the 23rd day of January, 2020, between the City of Stanwood, hereinafter called the "City" and SWCA Environmental Consultants, Inc., hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for On-call Professional Services, hereinafter called the "Project," said Agreement being dated January 12th 2017; and

WHEREAS, both parties desire to supplement said Agreement, to extend the term until midnight, January 31st 2021,

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

Each and every provision of the Original Agreement for Professional Services dated January 12, 2017, shall remain in full force and effect, except as modified in the following sections:

1. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight January 31, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 2 as of the day and year first above written.

CITY OF STANWOOD

SWCA ENVIRONMENTAL CONSULTANTS, INC.

By: _____
Leonard Kelley, Mayor

By: _____
Dr. Mike Cannon, Pacific NW Offices Director

APPROVED AS TO FORM:

ATTEST/AUTHENTICATED:

Grant Weed, City Attorney

David Hammond, City Clerk

**SUPPLEMENTAL AGREEMENT NO. 2
TO
PROFESSIONAL SERVICES AGREEMENT 2017-15
FOR
CITY OF STANWOOD AND TIERRA RIGHT OF WAY SERVICES, LTD.**

This Supplemental Agreement No. 2 is made and entered into on the 23rd day of January, 2020, between the City of Stanwood, hereinafter called the "City" and Tierra Right of Way Services, LTD., hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for On-call Professional Services, hereinafter called the "Project," said Agreement being dated January 12th 2017; and

WHEREAS, both parties desire to supplement said Agreement, to extend the term until midnight, January 31st 2021,

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

Each and every provision of the Original Agreement for Professional Services dated January 12, 2017, shall remain in full force and effect, except as modified in the following sections:

1. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight January 31, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 2 as of the day and year first above written.

CITY OF STANWOOD

TIERRA RIGHT OF WAY SERVICES, LTD.

By: _____
Leonard Kelley, Mayor

By: _____
Mack Dickerson, Vice-President

APPROVED AS TO FORM:

ATTEST/AUTHENTICATED:

Grant Weed, City Attorney

David Hammond, City Clerk

**SUPPLEMENTAL AGREEMENT NO. 2
TO
PROFESSIONAL SERVICES AGREEMENT 2017-23
FOR
CITY OF STANWOOD AND TRANSPO GROUP USA, INC.**

This Supplemental Agreement No. 2 is made and entered into on the 23rd day of January, 2020, between the City of Stanwood, hereinafter called the "City" and Transpo Group USA, Inc., hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for On-call Professional Services, hereinafter called the "Project," said Agreement being dated January 12th 2017; and

WHEREAS, both parties desire to supplement said Agreement, to extend the term until midnight, January 31st 2021,

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

Each and every provision of the Original Agreement for Professional Services dated January 12, 2017, shall remain in full force and effect, except as modified in the following sections:

1. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight January 31, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 2 as of the day and year first above written.

CITY OF STANWOOD

TRANSPO GROUP USA, INC.

By: _____
Leonard Kelley, Mayor

By: _____
Patrick Lynch, Principal

APPROVED AS TO FORM:

ATTEST/AUTHENTICATED:

Grant Weed, City Attorney

David Hammond, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c

DATE: January 23, 2020

SUBJECT: Appointment of Parks and Trails Advisory Committee members

CONTACT PERSON: Carly Ruacho, Senior Planner

ATTACHMENTS: A – Resolution 2019-14

ISSUE

Does the City Council concur with the Mayor's recommendation to re-appoint five current members and two new individuals who have expressed interest in serving on the Parks and Trails Advisory Committee?

RECOMMENDATION

Appoint the following individuals for service on the Parks and Trails Advisory Committee:

- Position 1** Gordon Bell (4th term) 2 years expiring 12/31/2021
- Position 2** Matt Withers (3rd term) 4 years expiring 12/31/2023
- Position 3** Dave Hall (2nd term) 4 years expiring 12/31/2023
- Position 4** Lisa Bruce (2nd term) 4 years expiring 12/31/2023
- Position 5** Rick Hawkins (2nd term) 2 years expiring 12/31/2021
- Position 6** Gordy Holmes (1st term) 4 years expiring 12/31/2023
- Position 7** David Moynahan (1st term) 2 years expiring 12/31/2021

SUMMARY

The city council approved the formation the Parks and Trails Advisory Committee (PTAC) in 2016 and reaffirmed the 7 member committee with the recent adoption of Resolution 2019-14. The purpose of the PTAC is to advise the city on issues related to the planning, development, funding and construction of city parks and trails. Member terms are staggered between two (2) and (4) years during this appointment so that all member reappointments will not occur at the same time in future years.

DISCUSSION

This Committee provides a valuable liaison between the community and the city council, and ensures citizen involvement in all aspects of the Parks and Trails planning and development process.

The Committee has met more or less monthly since its inception in November 2016. It is anticipated the Committee will continue to meet as needed and staff and committee

members will determine the date and time of their future meetings cooperatively, which will be open to the public and subject to open meeting laws. With the assistance of staff and other professionals, the committee will cooperatively plan and prepare project recommendations for presentation to the planning commission and city council. The Committee is advisory only and will not have decision-making authority.

A majority of members recommended for appointment are Stanwood residents. Three members will be appointed to two (2) year terms initially in order to stagger reappointments in the future. All future appointments will be the standard four (4) year increments. Membership is voluntary and members will not be compensated.

The Committee will focus its work on a Parks Strategic Plan and several development projects at Hamilton, Heritage and Church Creek Parks over the coming year along with other park and trail issues that may arise.

Staff and committee members recognize the dedicated work and effort of Steve Shepro (Stanwood resident) and Marshall Will (Stanwood/Camano area resident and avid bicyclist) who served two and three terms on the Committee respectively and provided valuable input and insight during their service. Special recognition should also be given to the memory of Sue Thees whose many years of passionate, energetic and committed service is greatly missed.

FISCAL IMPACT

There is no fiscal impact.

COMMITTEE RECOMMENDATION

Committee review is not applicable in this case as the Mayor is responsible for making appointment recommendations.

CITY COUNCIL OPTIONS

- 1) Appoint the recommended individuals to the Parks and Trails Advisory Committee.
- 2) Appoint limited selection of individuals to the Parks and Trails Advisory Committee.
- 3) Do not appoint members of the Parks and Trails Advisory Committee at this time.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MAYOR'S APPOINTMENT OF THE FOLLOWING INDIVIDUALS TO THE PARKS AND TRAILS ADVISORY COMMITTEE:

**David Moynahan
Gordy Holmes
Lisa Bruce
Dave Hall
Rick Hawkins
Matt Withers
Gordon Bell**

RESOLUTION 2019-14

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON ESTABLISHING A PARKS AND TRAILS ADVISORY COMMITTEE

WHEREAS, the City of Stanwood recognizes the importance of Stanwood Parks and Trails to local Stanwood residents, as well as those of the surrounding community; and

WHEREAS, a comprehensive Parks Plan was adopted in 2018 outlining Stanwood's future park needs; and

WHEREAS, a non-motorized trails plan was completed in November 2016 which identified recommended improvements for existing parks and trails; and

WHEREAS, the City has a robust capital improvement program related to developing and maintaining parks; and

WHEREAS, the Parks and Trails Advisory Committee has been meeting regularly pursuant to Rules of Procedure, Rule 29, adopted by Resolution 2014-02 and the Stanwood Municipal Code since November 2016; and

WHEREAS, the Parks and Trails Advisory Committee has made recommendations on various park and trail planning issues and projects over the last 3 years; and

WHEREAS, the Parks and Trails Advisory Committee could provide increased assistance if the role and responsibilities of the group were further defined; and

WHEREAS, the City Council desires to engage the Parks and Trails Advisory Committee on a permanent basis to provide recommendations on all aspects of parks and trails planning and development processes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON AS FOLLOWS:

Section 1 Formation of Parks and Trails Advisory Committee. The City Council of the City of Stanwood, Washington hereby establishes a Parks and Trails Advisory Committee (PTAC) with the following organization, roles, and responsibilities.

1. Establishment

The Stanwood City Council hereby permanently established the Parks and Trails Advisory Committee whose responsibility it is to advise the Mayor and City Council on matters pertaining to park development, use and maintenance.

2. Membership Term

The Parks and Trails Advisory Committee members shall serve four (4) year terms as follows:

- a. The Committee shall consist of seven (7) voting members, representing a cross section of the Stanwood/Camano community, appointed by the Mayor with City Council ratification.
- b. Initial terms shall be staggered so that the entire committee does not change at the same time in the future.
 - i. Four (4) members shall be assigned to an initial four (4) year term.
 - ii. Three (3) members shall be assigned to an initial two (2) year term.
 - iii. All terms become four (4) year terms after the initial terms expire.

3. Composition of the Committee

- a. A minimum of four (4) members shall be Stanwood residents.
- b. The remaining members may be comprised of residents from within the Stanwood/Camano area.

4. Staffing

The Community Development Department shall staff the Committee unless otherwise determined by the Mayor and/or City Administrator.

5. Meeting

The Committee shall meet at least six (6) times per year at a time and place established by the Committee.

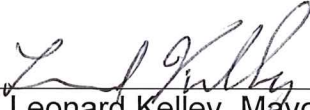
6. Responsibilities

The Parks and Trails Advisory Committee shall be an advisory body to the Stanwood Mayor and City Council and whose general responsibilities include:

- a. Provide a communication link between the city and the Stanwood/Camano community on parks and trail issues.
- b. Advise the City on implementation of the various parks and trails plans.
- c. Review and make recommendations regarding park and trail facilities including: land acquisition, development, financing, programing and capital improvement needs.
- d. Advise the city on park related grant applications.
- e. Make recommendations on work programs, policy issues and amendments to the Municipal Code related to parks.

PASSED by the City Council and APPROVED by the Mayor this 19th day of December, 2019.

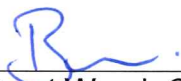
CITY OF STANWOOD

By 
Leonard Kelley, Mayor

ATTEST:

By 
David Hammond, City Clerk

APPROVED AS TO FORM:

By 
Grant Weed, City Attorney



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7d

DATE: January 23, 2020

SUBJECT: Appointment of Planning Commission members

CONTACT PERSON: Carly Ruacho, Senior Planner

ATTACHMENTS:

ISSUE

Does the City Council concur with the Mayor's recommendation to re-appoint one current member to a new position per the members' request and appoint three new individuals who have expressed interest in serving on the Stanwood Planning Commission?

RECOMMENDATION

Appoint the following individuals for service on the Planning Commission:

- Position 3** Marcus Metz (existing) expiring 12/31/2022
- Position 4** Patrick Hosterman (1st term) expiring 12/31/2024
- Position 6** Justin Burns (1st term) expiring 12/31/2024
- Position 7** Lawrence Sather (1st term) expiring 12/31/2024

SUMMARY

The Planning Commission is a seven member board whose responsibilities include making recommendations to the Mayor and City Council on the future growth and development of the community. Work includes evaluating future growth scenarios, updates to the Comprehensive Plan and amendments to the Stanwood Municipal Code.

DISCUSSION

The Planning Commission has three vacancies created by the recent resignation of Commissioners Steve Shepro, Sid Roberts, and earlier in 2019 Randy Heagle. The positions opened by their vacancies are Position 3, Position 4 and Position 6. Existing Commissioner Marcus Metz (Position 7) requested to move into Position 3, thus opening Position 7. There is conflicting information on the expiration of some of the positions so we are restarting each of the Positions being filled by new members to have the full five year term remaining, expiring December 31, 2024. Marcus Metz' new position (3) will expire December 31, 2022 along with the other occupied positions. This way no more than four positions will be expiring at once and there will be a two year period between the next set of expirations.

Staff and Commission members recognize the work and effort of Steve Shepro and Sid Roberts who have served diligently on the Commission in recent years and also the dedicated service of Randy Heagle who has provided valuable input and insight over the past several years.

FISCAL IMPACT

There is no fiscal impact.

COMMITTEE RECOMMENDATION

Committee review is not applicable in this case as the Mayor is responsible for making appointment recommendations.

CITY COUNCIL OPTIONS

- 1) Appoint the recommended individuals to the Stanwood Planning Commission.
- 2) Appoint limited selection of individuals to the Stanwood Planning Commission.
- 3) Do not appoint members of the Stanwood Planning Commission at this time.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MAYOR'S APPOINTMENT OF THE FOLLOWING INDIVIDUALS TO THE STANWOOD PLANNING COMMISSION AS OUTLINED ABOVE:

**Marcus Metz
Patrick Hosterman
Justin Burns
Lawrence Sather**



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7e

DATE: January 23, 2020

SUBJECT: Approve a Task Order with Perteet for Plans, Specifications and Estimates of the 276th St Overlay Project

CONTACT PERSON: Kevin Hushagen

ATTACHMENTS: A) Scope and Fee

ISSUE

The issue in front of the council is to approve a task order with Perteet for Plans, Specifications and Estimates for the 276th Street overlay project.

SUMMARY STATEMENT

At their December 19, 2019 meeting, Council authorized the acceptance of a TIB grant in the amount of \$367,411 for pavement overlay and ADA upgrades on 276th Street from 80th Avenue to 73rd Avenue. Plans, Specifications and Estimates are now needed to be completed to allow for staff to bid the project. In recent years Snohomish County provided a county-wide overlay program service, however the county did not offer that program this year. Thus, the city will have to bid this work as a stand-alone City project. Perteet has provided the ADA design work for the last two overlay projects.

DISCUSSION

Staff applied for and were successful in receiving a TIB grant to overlay 276th Street from 80th Avenue to 73rd Avenue as well as complete ADA upgrades to pedestrian crossings. The project limits were initially going to be from 80th Avenue to 68th Avenue, but the cost would have exceeded what TIB would consider for the grant. Staff worked to create project limits that would fit in the funding range and thus the project now stops at 73rd Avenue. This created a budget unknown and therefore the Capital Improvement Plan and the budget include this project at a lower project cost.

There is a considerable amount of survey and design work that will be done with this task. However, this work will be included in the grant and be reimbursed at 90%. Along with the paving, approximately 10 ADA ramps will be designed and brought up to current standards.

FINANCIAL IMPACT

The budget was set before the project limits were approved by the TIB, so the 2020 budget shows an amount of \$240,000 being received from TIB and the project total as \$270,000. Therefore, the next budget amendment will propose an adjustment to reflect the higher TIB grant of \$367,411 and to increase the City match from \$30,000 to \$40,823. The matching funds will come from the Transportation Benefit District Fund, which has sufficient balance to support the increased matching costs.

RECOMMENDED MOTION

“I MOVE TO AUTHORIZE THE MAYOR TO SIGN A TASK ORDER WITH PERTEET FOR PLANS, SPECIFICATIONS AND ESTIMATES FOR THE 276TH STREET OVERLAY PROJECT NOT TO EXCEED \$56,221 .”



Project 276th St NW Overlay and ADA Ramps
 Client City of Stanwood
 PM Dustin DeKoekkoek

Contract Start Date 1/24/2020
 Contract End Date 4/30/2020
 Contract Duration: 3 Months

Last Update date 1/14/2020
 Perteet Project No. 20160135.005

Task	Billing Rate	Sr. Engineer / Mgr	Lead Engineer / Mgr	Engineer III	Engineer II	Lead Technician/ Designer	Planner II	Accountant	Total Hours	Labor Dollars
Task 1 - Project Management			20.00					2.00	22.00	\$3,600.00
Total Task 1 - Project Management		0.00	20.00	0.00	0.00	0.00	0.00	2.00	22.00	\$3,600.00
Task 2 - Survey & Basemapping			2.00	8.00	12.00		4.00		26.00	\$3,500.00
Total Task 2 - Survey & Basemapping		0.00	2.00	8.00	12.00	0.00	4.00	0.00	26.00	\$3,500.00
Task 3 - Pavement Evaluation Site Visit			5.00	5.00					10.00	\$1,550.00
Total Task 3 - Pavement Evaluation Site Visit		0.00	5.00	5.00	0.00	0.00	0.00	0.00	10.00	\$1,550.00
Task 4 - 90% PS&E		4.00	16.00	52.00	52.00	48.00			172.00	\$23,800.00
Total Task 4 - 90% PS&E		4.00	16.00	52.00	52.00	48.00	0.00	0.00	172.00	\$23,800.00
Task 5 - Final PS&E		4.00	16.00	20.00	20.00	20.00			80.00	\$11,520.00
Total Task 5 - Final PS&E		4.00	16.00	20.00	20.00	20.00	0.00	0.00	80.00	\$11,520.00
Task 6 - Assistance During Bidding			4.00	8.00		2.00			14.00	\$2,060.00
Total Task 6 - Assistance During Bidding		0.00	4.00	8.00	0.00	2.00	0.00	0.00	14.00	\$2,060.00
Total Hours		8.00	63.00	93.00	84.00	70.00	4.00	2.00	324.00	
Total Dollars		\$1,600.00	\$10,710.00	\$13,020.00	\$10,920.00	\$9,100.00	\$480.00	\$200.00		\$46,030.00

Expenses:

Mileage - \$.575	116
Totals:	116

SUMMARY			
Labor			\$46,030.00
Expenses			\$116.00
Subconsultants			\$10,075.00
CONTRACT TOTAL			\$56,221.00

Scope of Services

Task Order 005

276th Street NW Overlay and ADA Ramps

January 2020

City of Stanwood



2707 COLBY AVENUE, SUITE 900
EVERETT, WA 98201
800.615.9900 | 425.252.7700

INTRODUCTION

Under this Task, the Consultant will prepare construction documents for the 276th St NW Overlay and ADA Ramps project. It is assumed that the project locations (streets and curb ramps) will be those as identified below, and in the attached exhibit.

- Overlay 276th St NW, from 80th Ave NW to 73rd Ave NW
- Curb Ramps at:
 - 276th St NW and 79th Dr NW – 3 ramps (SW, SE, NW)
 - 276th St NW and 78th Ave NW - Up to 4 ramps (SW, SE, NW, NE)
 - 276th St NW and 76th Dr NW – 2 ramps (SW, SE)
 - 276th NW and Stauffer Road – 2 ramps (NW, NE)
 - 276th St NW and Bayview Ct – 1 ramp (NW)

Services include design engineering, preparation of construction plans, specifications, opinions of costs and the bid schedule. The services will include limited topographic survey and basemap preparation. It is anticipated that the Consultant will utilize the City/County GIS information as a basis for the project's existing basemap.

Topographical survey that is required will be combined with the GIS basemap. The Consultant will prepare the paving plans, curb ramp details, specifications, opinion of costs, and the bid schedule under the contract for this Task.

This Scope of Services is defined in the work elements below.

GENERAL SCOPE OF SERVICES

Work Element 1 – Project Management and Coordination

Work Element 2 – Survey and Basemapping

Work Element 3 – Pavement Evaluation Site Visit

Work Element 4 – 90% Plans, Specifications, and Estimates (PS&E) Preparation

Work Element 5 – Final Ad-Ready Plans, Specifications, and Estimates (PS&E)

Preparation

Work Element 6 – Maximum Extent Feasible (MEF) Documentation

Work Element 7 – Bidding Assistance

Utility Coordination efforts associated with this project have been specifically excluded from this Scope of Services and will be performed by the City. This is anticipated to include notification to franchise utilities of in-street work by the City and a request of any utility repairs or upgrades to be brought to the City's attention and constructed prior to the overlay and curb ramp construction.

Consultant's services shall be limited to those expressly set forth herein. If the service is not specifically identified herein, it is expressly excluded. Consultant shall have no other obligations, duties or responsibilities associated with the project except as expressly provided in this Agreement.

Optional Services

The Consultant may provide additional services as directed by the City which are not identified in this Scope of Services. Additional services shall not commence without written authorization and approval from the City and may require an additional fee.

SCOPE OF SERVICES DEFINED

Work Element 1 – Project Management and Coordination

Development of this project will be based on the requirements of the City of Stanwood Transportation Design Standards, and their supporting technical documents. The Consultant's project manager will be responsible to the City to ensure that the design is completed on schedule, is technically competent, and meets the City's needs and expectations.

Overall project management and coordination work elements include:

- 1.1 Provide and control of project design budget and schedule. The schedule will be prepared in Microsoft Project.
- 1.2 Project staff coordination and coordination of the construction documents with City of Stanwood.
- 1.3 Preparation of monthly progress reports and invoices
- 1.4 The Consultant will communicate with the City's project manager weekly by telephone and/or e-mail.

Work Element 2 – Survey and Basemapping

The project basemap will be a combination of the topographic survey and basemap prepared by 1 Alliance and the GIS basemap prepared by Perteet. The GIS basemap will use available County and City GIS data. This scope of services includes combining the GIS basemap with the topographic basemap prepared by 1 Alliance.

Through qualified subconsultant 1 Alliance, topographical survey and basemapping will be performed to support the design of the pavement repairs, overlay and curb ramp improvements. Services to be provided include horizontal and vertical control surveys and ground based topographic and planimetric mapping surveys necessary to complete the preliminary and final design and provide for future construction layout of the project improvements.

Through qualified subconsultant 1 Alliance, topographical survey and basemapping will be performed to support the design of the pavement repairs, overlay and curb

ramp improvements. Services to be provided include horizontal and vertical control surveys and ground based topographic and planimetric mapping surveys necessary to complete the preliminary and final design and provide for future construction layout of the project improvements.

2.1 Survey PM, Admin, QA/QC

This task includes the project management, admin, and quality control required for a project of this complexity and magnitude. 1 Alliance will assign a Survey Project Manager, Assistant Project Manager and a Survey Quality Leader for the project.

- The Survey Project Manager will be the primary point of contact and will assume overall responsibility for the success of the surveying portion of this project. The Survey PM is administratively supported by the Assistant Project Manager.
- The Survey Quality Leader will be the primary point of contact for the project team for quality-related activities with respect to surveying and mapping. The Survey Quality Leader will be charged with providing and documenting that the work done for each project segment has been performed in accordance with the prescribed QA/QC procedures.
- The Survey Quality Leader is also responsible for instituting specific procedures for the quality control checking of specialized work in addition to maintaining and archiving the appropriate QA/QC documentation. The Survey Quality Leader will confirm that QA/QC measures were executed and documented for the work done under their direction.

2.2 Survey Geodetic Control

This task includes the establishment of geodetic survey control for the surveying and mapping effort. Typically, survey control will be set utilizing multiple RTK GPS (GNSS) observations and the Washington State Reference Network (WSRN) in conformance with current industry standards.

It is anticipated that the geodetic survey control set for this effort will be utilized for the construction effort. 1 Alliance personnel will attempt to place the survey control in areas outside of the anticipated improvements.

- Horizontal Datum and Coordinate System – survey work shall reference the Washington State Plane Coordinate System using the NAD83 (2011), or similar, as established in accordance with Chapter 58.20 Revised Code of Washington.
- Units shall be in US Survey Feet.
- The Vertical Datum for the survey work shall reference the North American Vertical Datum of 1988 (NAVD 1988) derived from utilizing RTK GPS (GNSS) and the WSRN.

2.3 Field Surveying and Mapping

- Topographic Mapping
 - Detailed topographic - 3D surveying - will be required at 5 locations.
 - This ground based topographic surveying will be provided to generate basemaps at a 1"=20' scale and to prepare DTM generated 1-foot contours for the areas where curb ramps need to be updated to be ADA compliant. Within the limits and considering features that may affect the design of new ADA-compliant ramps, the field survey shall pick up curbs, edges of gutter pan, drainage structures lids within the flow line or behind the existing curbs, fences, mailboxes, retaining structures, culverts behind

the existing curbs, utility surface features, traffic signs, striping, and trees and shrubs.

Mapping areas per intersection have been identified, as detailed below:

- 276th St NW and 79th Dr NW
- 276th St NW and 78th Ave NW
- 276th St NW and 76th Dr NW
- 276th NW and Stauffer Road
- 276th St NW and Bayview Ct

Full intersection mapping limits include:

- From 10 feet from the back of existing sidewalk, or to the fence, rockery or wall, whichever is nearest
- For 20 feet along the sidewalk on each leg of the intersection past the curb return radius (PT or PC)
- Elevations at three (3) feet into the asphalt from face of curb and at the crown of the asphalt roadway

2.4 Office Processing and Deliverable

This task includes the transferring of the field collected data into the office processing software for standard QA/QC processes and the importing of this data into the AutoCAD Civil 3D for deliverable generation. The office processing and CADD drafting efforts will be performed within industry standards to produce and deliver a CADD product or file that can be utilized to support the engineers design efforts.

Topographic survey mapping will be prepared at a 1 inch = 20-foot horizontal scale and a 1 foot vertical contour interval in digital AutoCAD format using the City of Stanwood's current standards, if available. Final digital files are to be contiguous at a

1 to 1 scale in model space. Point data blocks will include number identifier, elevation, and description fields. Mapping is to be planimetric with digital terrain modeling. The mapping will comply with the National Map Accuracy Standards for 1" = 20' scale mapping with 1-foot contour intervals.

Assumptions:

- Underground Conductible Utility Locates will NOT be needed for this project.
- The Consultant will NOT perform any right-of-way limits for this project. GIS right-of-way limits as defined in the GIS basemap will be used.
- Parcel boundary calculations will not be conducted for any of the projects.
- Invert elevations of storm drainage and sanitary sewer structures are NOT included for this project.
- 1 Alliance cannot guarantee the preservation of the control points set.

Deliverables:

- AutoCAD 2016, or newer, basemap and LandXML Surface File (DTM)

2.5 GIS Basemap Preparation

This task includes converting GIS data into an AutoCAD basemap as well as transferring field observations into AutoCAD.

Deliverables:

- AutoCAD basemap

Work Element 3 – Pavement Evaluation Site Visit

Up to two members of the Consultant team will perform a site visit and walk the project corridor with City staff. The purpose of the site visit will be to identify areas of pavement that require full depth repair and locate utilities that may need adjustments during construction.

Assumptions:

- No geotechnical analyses or pavement design will be performed.
- The proposed full-depth pavement section will match existing pavement depth.

Deliverables:

- Aerial photo exhibits marked up during the site visit identifying full depth pavement repair areas and surface utilities.

Work Element 4 – 90% Plans, Specifications, and Estimates (PS&E) Preparation

The Consultant will prepare a 90% design level submittal package for the project as detailed below. The plans, specifications, and opinion of cost will be submitted to the City for review and comment. This work element will also include the design and coordination work elements as identified below.

4.1 90% Curb Ramp Design

The Consultant will propose and design ADA compliant solutions for up to 12 curb ramps (at 5 intersections). The effort for this task includes up to one (1) site visit by up to two (2) Consultant staff to obtain additional site information, as needed.

- 276th St NW and 79th Dr NW – 3 ramps (SW, SE, NW)
 - It is assumed that the City will prohibit crossings on the east leg of the intersection.
- 276th St NW and 78th Ave NW - Up to 4 ramps (SW, SE, NW, NE)
- 276th St NW and 76th Dr NW – 2 ramps (SW, SE)
 - It is assumed that the City will prohibit crossing on the east leg of the intersection.
- 276th NW and Stauffer Road – 2 ramps (NW, NE)
 - It is assumed that the City will prohibit crossings of 276th Street NW at this intersection and the existing ramp at the NW corner is compliant
- 276th St NW and Bayview Ct – 1 ramp (NW)
 - It is assumed that the City will prohibit crossings of the west leg of the intersection and that the ramp at the NE corner is compliant

Deliverables: Curb ramp layouts and associated details will be included in the 90% plans. 90% plan design will include ramp lengths, widths, and maximum slopes. For the 90% design, the level of detail and information shown in the plans for curb ramp design will include:

- Anticipated lengths and widths of elements specific to each of the curb ramps
- Spot elevations and design slopes as needed
- Typical details for typical cross sections in both directions, and notes pertaining to the lengths, slopes, and dimensions of the curb ramps.
- A general note will be provided directing the Contractor to confirm and maintain the existing curb return radii when applicable.

4.2 90% Plans

The Consultant will prepare 90% design level construction plans and submit them to the City for review and comment. Plans will include details for the construction of the proposed overlay and curb ramp improvements.

19 plan sheets are assumed necessary for the 90% design level plans. It is anticipated that the plans will consist of the following sheets:

- Cover Sheet (1 sheet)
- Legend and Abbreviations (1 sheet)
- Survey Control Plan (1 sheet) - Scale will be 1" = 40' scale for a full size (22-inch x 34-inch) plan set.
- Paving Plan (2 sheets) – The intent of the paving plans is to show the general limits of the overlay, approximate dimensions of full depth pavement repair areas and utility adjustments. The sheet will use linework developed from GIS data and field visits and reference the curb ramp sheets for curb ramp design information. Existing channelization to be replaced will be shown schematically. Scale will be 1" = 40' half-size.
- Curb Ramp Modification Plans (5 sheets). Scale will be 1" = 20' scale for a full size (22-inch x 34-inch) plan set.
 - Site preparation/removal/erosion control items
 - Pavement, curb ramp and sidewalk repair areas
 - Utility adjustments
- Curb Ramp Details (7 sheets) - Scale will be 1" = 5' scale for a full size (22-inch x 34-inch) plan set.
- Miscellaneous Details (up to 2 sheets)

Assumptions:

- City will identify where and how proposed channelization shall differ from existing channelization.

- Pavement repair methods will be to remove existing pavement to subgrade, add crushed surfacing and compact as necessary, and match existing pavement depths.
- Vehicular and pedestrian traffic control design will be limited to references to WSDOT standard plans and Special Provisions. No specific traffic control plans will be prepared.
- The City has indicated City crews will install surface applied detectable warning plates as well as no pedestrian crossing signs in several locations along the corridor. These improvements will be noted on the design plans as to be completed by others (the City).

4.3 90% Specifications

The Consultant will prepare Contract Provisions ("Specifications") for the projects based on English units for the 90% submittal. These will include Special Provisions for the items of work that are not covered by the current WSDOT/APWA Standard Specifications as well as bid and contract forms. Traffic control needs and restrictions will be included in the Special Provisions.

Assumptions:

- A Bid Schedule will not be prepared for the 90% submittal (the Opinion of Costs will reflect the exact bid items at this submittal level)
- The City will provide the Consultant with their standard, current, boilerplate contract language ("front end documents") to be used for the project.

4.4 90% Opinion of Costs (Estimate)

The Consultant will calculate 90% level quantities and prepare an opinion of construction costs based upon the construction plans and anticipated unit bid prices.

4.5 90% QA/QC

An internal Consultant quality assurance/quality control review of deliverables will be conducted before the submittal to the City, as well as confirmation that comments received have been addressed. A record of comments received will be maintained.

90% Design Deliverables:

- Electronic copy of the 90% plan set in PDF format via e-mail.
- Electronic copy of the 90% specifications in Microsoft Word format via e-mail.
- Electronic copy of the 90% opinion of costs summary submitted in PDF and Excel format via e-mail.

Work Element 5 – Final Ad-Ready Plans, Specifications, and Estimates (PS&E) Preparation

The Consultant will advance the 90% plans, specifications, and opinion of cost estimate based on the City's review comments and prepare the Final PS&E package.

It is assumed there will be no major design changes to the project at this point. All project elements will be finalized and shown in the Final plans.

The Consultant will submit the Final PS&E package to the City for a final check-print review. It is assumed that the comments from the check-print review will be minor in nature and not reflect any changes to the design or general intent of the construction project.

5.1 Response to 90% Comments

The Consultant will review the City's 90% review comments for incorporation into the Final design phase. The Consultant will attend one (1) comment review meeting with the City staff, and provide the City with written responses to the City's comments. Responses will be provided on the commented documents provided by the City.

Assumptions:

- The City will provide one set of City review comments to the Consultant, reflective of all City staff comments, for the 90% plans, specifications and opinion of costs.
- Conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- The Consultant will attend one (1) comment review meeting at the City offices; up to two (2) Perteet staff members will attend.

5.2 Final Plans, Specifications and Opinion of Cost

The Consultant will revise the 90% plans based on the review comments and prepare the Final Plans as a final check-print review for the City.

The Consultant will revise the 90% Contract Provisions ("Specifications") based on the review comments and prepare the Final Contract Provisions, including the bid schedule to be used for the Advertisement, as a final check-print review for the City.

The Consultant will revise the 90% opinion of construction costs based on the review comments and prepare the Final opinion of costs.

Deliverables:

- Electronic copy of the Final plan set in PDF format via e-mail.

- Electronic copy of the Final special provisions submitted in Microsoft Word format via e-mail
- Electronic copy of the Final opinion of costs summary submitted in PDF format via e-mail

5.3 Final QA/QC

An internal Consultant quality assurance/quality control review of deliverables will be conducted before the submittal to the City, as well as confirmation that comments received have been addressed. A record of comments received will be maintained.

5.4 Preparation of Ad-Ready Contract Docs

The Consultant will revise the Final plans, Contract Provisions, and opinion of cost estimate based on the City's final check-print review and prepare the final, ad ready PS&E Bid Documents.

Assumptions:

- The City's comments on the final check-print review will be minor in nature and will not require significant changes by the Consultant for the final bid advertisement ready set to be submitted to Builders Exchange.
- The City will provide one (1) set of City review comments to the Consultant, reflective of all City staff comments, for the plans, specifications, and opinion of cost estimate.
- The Consultant will provide Builders Exchange with an electronic plan set for purposes of their contract document distribution during bidding.
- The Consultant will provide Builders Exchange with an electronic set of Contract Specifications for purposes of their contract document distribution during bidding.

Deliverables:

- Written responses to comments
- Electronic copy of the half size and full size Final signed plans.
- Electronic copy of the opinion of cost summary submitted in PDF and Excel format via electronic e-mail.
- Electronic copy of the final bid documents Contract Specifications, including the bid schedule, submitted in PDF and Word format via electronic e-mail.

Work Element 6 – Bidding Assistance

The Consultant will respond to Contractor questions as requested by the City during the bidding process. The Consultant will provide clarifications to the City, which may include Plan sheet revisions, Special Provision language, or information clarification for review and approval by the City. The Consultant will prepare the final Addendums and submit to Builders Exchange. The effort for the assistance during bidding is limited to the fee identified in the fee schedule for this Work Element.

Assumptions:

- The City will advertise the project for construction.
- The Consultant will prepare addendums for distribution during the bidding process.
- The City will prepare the bid tabulation.

Deliverables:

- Electronic copies of addendums.

Design Criteria

The City will designate the basic premises and criteria for the design. Reports and plans, to the extent feasible, will be developed in accordance with the latest edition and amendments as of the date of signing of this Work Authorization, of the following documents. Changes in any design standards or requirements after work has begun may be considered and result in extra services.

Measurements will be in English units.

Drafting Standard: WSDOT/APWA

1. City of Stanwood Street & Utility Standards (located on the City web page)
2. WSDOT Standard Plans – Current Versions
3. APWA and WSDOT Standard Specifications for Road, Bridge, and Municipal Construction (English Version, 2020)
4. AASHTO: A Policy on Geometric Design of Highways and Streets (Current Edition)
5. Manual on Uniform Traffic Control Devices (MUTCD), Current Edition
6. Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way, July 26, 2011

Items to be Furnished and Services to be Completed by the City

City will provide the following items and services to Consultant that will facilitate the preparation of the plans and studies within the limits of the projects. The Consultant is entitled to rely on the accuracy and completeness of the data furnished by others, including, but not limited to, GIS and traffic data.

- Coordination/scheduling of meetings with City staff
- Timely reviews of design submittals (assumed to be three [2] weeks each, unless otherwise noted on the project schedule developed as part of Task 1)
- Utility impacts assessment and coordination with City owned utilities

- Changes to existing channelization.

Optional Services

- Construction Design Support
- Permitting
- Construction Administration, including Construction Management and Inspection
- Public Outreach during Construction

Time for Completion

It is assumed that this Task Order will not exceed a three (3) month duration from the date the Consultant receives a notice to proceed from the City. This contract will not be extended except by mutual agreement.

Project Deliverables

See deliverables under each task for those items the Consultant will provide.

Items Not Included in this Budgeted Scope of Services

1. Detailed, site specific traffic control plans;
2. Stormwater detention and treatment evaluation and design;
3. Analysis for capacity of existing stormwater conveyance systems;
4. Environmental permits
5. Construction Engineering Services
6. Construction Management and Inspection Services.



PERTEET

Schedule of 2020 Billing Rates

Engineering, Planning and Environmental Classifications

2020 Hourly Rate

Principal	250.00
Senior Associate	215.00
Senior Engineer/Manager	200.00
Lead Engineer/Manager	170.00
Engineer III	140.00
Engineer II	130.00
Engineer I	110.00
Senior Planner/Manager/Cultural Resources Manager	170.00
Lead Planner/Manager	140.00
Cultural Resources Specialist III	120.00
Cultural Resources Specialist II	115.00
Cultural Resources Specialist I	85.00
Planner III	130.00
Planner II	120.00
Planner I	80.00
Senior Ecologist/Manager	165.00
Lead Ecologist/Manager	150.00
Ecologist III	125.00
Ecologist II	105.00
Ecologist I	85.00
Lead Technician/Designer	130.00
Technician III	110.00
Technician II	85.00
Technician I	75.00
Contract Administrator	105.00
Accountant	100.00
Graphics Specialist	95.00
Clerical	90.00
Emergency Response Rate (immediate response following event)	@ 1.5 times hourly rates
Expert Witness Rates:	
Consulting & Preparation Time	@ standard hourly rates
Court Proceedings & Depositions (4 hour minimum)	@ 1.5 times hourly rates

Pertee's Hourly Rates are subject to change each year on January 1st.



PERTEET

Schedule of 2020 Billing Rates

Page 2

Direct Expenses

Rate

Living & travel expenses outside of service area	Cost plus 10 percent
Authorized Subconsultants	Cost plus 10 percent
Outside Services (printing, traffic counts, etc.)	Cost plus 10 percent
CADD Station	\$10.00 per hour
Project Controls / Primavera	\$10.00 per hour
GIS / Traffic Modeling	\$15.00 per hour
Color Copies	\$.80 each
Mileage	@ current federal rate

Construction Classifications

2020 Hourly Rate

Construction Supervisor	220.00
Construction Engineering Manager	190.00
Senior Construction Manager	150.00
Construction Manager	125.00
Assistant Construction Manager	125.00
Construction Engineer III	140.00
Construction Engineer II	120.00
Construction Engineer I	110.00
Senior Electrical Construction Observer	175.00
Senior Construction Observer	150.00
Construction Observer III	130.00
Construction Observer II	90.00
Construction Observer I	80.00
Senior Office Engineer	140.00
Senior Construction Technician	125.00
Construction Technician III	115.00
Construction Technician II	95.00
Construction Technician I	85.00



1 ALLIANCE

GEOMATICS

SURVEYING & MAPPING

MBE/DBE

2020 Billing Rates

Row Labels	Billing Rate NTE	Crosswalk
DIRECTOR	261.37	Principal Surveyor
DEPUTY	218.29	COO
LAND SURVEY 3	183.82	Sr. Proj Mgr, Proj Mgr
LAND SURVEY 2	137.87	Project Surveyor
ENGINEERING AIDE 4	127.33	Tech/CADD 4,5
ENGINEERING AIDE 2	97.65	Tech/CADD 1,2, & 3
ADMINISTRATIVE ASSISTANT 5	133.56	Asst. PM, Controller
ADMINISTRATIVE ASSISTANT 3	81.86	Admin



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a
DATE: January 23, 2020
SUBJECT: Select Council Committees
CONTACT PERSON: David A. Hammond, City Clerk
ATTACHMENTS: A – Proposed 2020 Council Committees

ISSUE

Council needs to approve membership of the council committees for 2020.

SUMMARY STATEMENT

There are four Council Standing Committees:

- 1) Community Development/Economic Development
- 2) Finance/Personnel
- 3) Public Safety
- 4) Public Works/Parks

Committee membership is an annual term which expires at the first council meeting of the new year – January 09, 2020. Council must choose committee members to serve on the 2020 standing committees for an annual term. Per Council's Rules of Procedure, each councilmember ranks his committee membership choices on a ranking sheet and submits that to the mayor pro tempore. The nominating committee consists of the mayor, mayor pro tempore, and the longest serving councilmember. These three choose committee membership based on the ranking sheets and present their selection to council for approval. Committee members can choose to continue meeting on the currently scheduled dates and times as in the past, or can change the meeting dates or times if there is a conflict.

DISCUSSION

The nominating committee, consisting of Mayor Kelley, Mayor Pro Tempore White, and Councilmember Johnson have chosen committee membership based on the ranking sheets submitted by each councilmember. Council must review the selection and vote whether or not to approve membership as submitted by the nominating committee.

Council can choose to meet at the currently scheduled dates, locations, and times, or council can change the schedule. The current dates, locations, and times of the committees meet are:

- Community Development Committee meets prior to the first council meeting of the month at 6:00 p.m. at the Stanwood Camano School District Admin Building Board Room.
- Finance Committee meets prior to the second council meeting of the month at 6:00 p.m. at the Stanwood Camano School District Admin Building Board Room.
- Public Safety Committee meets prior to the second council meeting of the month at 6:30 p.m. at the Stanwood Camano School District Admin Building Board Room.
- Public Works/Parks Committee meets the first Monday of the month at 5:15 p.m. at the Wastewater Treatment Plant.

FINANCIAL IMPACT

There is no financial impact.

CITY COUNCIL OPTIONS

- 1) Council can approve committee membership selections as submitted by the nominating committee or council can discuss committee membership selections and make changes prior to approval.
- 2) Council Committees can meet at the currently scheduled, dates, times, and locations or Council can discuss the meeting schedules and make changes.

RECOMMENDED MOTION

I MOVE TO APPROVE COUNCIL STANDING COMMITTEE MEMBERSHIPS AS SUBMITTED BY THE NOMINATING COMMITTEE.

**City of Stanwood
2020
CITY COUNCIL COMMITTEES**



Community Development/Economic Development***

Elizabeth Callaghan
Judy Williams
Sid Roberts
Rob Johnson, Alternate

Schedule: Meets prior to the 1st council meeting of the month at 6:00 pm***

Finance/Personnel***

Dianne White
Steve Shepro
Rob Johnson
Sid Roberts, Alternate

Schedule: Meets prior to the 2nd council meeting of the month at 6:00 pm***

Public Safety***

Dianne White
Tim Pearce
Steve Shepro
Elizabeth Callaghan, Alternate

Schedule: Meets prior to the 2nd Council meeting of the month at 6:30 pm***

Public Works/Parks**

Rob Johnson
Tim Pearce
Elizabeth Callaghan
Judy Williams, Alternate

Schedule: Meets the 1st Monday of the month at 5:15 pm**

***If you are unable to attend your meeting:**

1. Contact the Committee Chair *as soon as possible*.
2. The Committee Chair will notify the assigned alternate and appropriate City Hall staff.

****Meets at Stanwood Wastewater Treatment Plant, Stanwood.**

*****Meets at the Stanwood Camano School District Administration Board Room,
26920 Pioneer Hwy in Stanwood.**