

# TOWN OF EATONVILLE

## Agenda Staff Report

Agenda Item No.:	_____	Meeting Date:	<u>September 12, 2016</u>
Subject:	<u>A Resolution approving Supplement</u>	Prepared by:	<u>Kathy Linnemeyer</u>
	<u>No. 5 to the SR 161 WA Avenue North</u>		_____
	<u>Corridor Streetscape Project</u>	Atty Routing No:	_____
	_____	Atty Review Date:	_____

**Summary:** On August 25, 2011 the Town entered into a Local Agency Agreement with the Washington State Department of Transportation for the SR 161 Washington Avenue North Corridor Streetscape and Design Project. The primary goal of the project was to provide and upgrade the pedestrian features and amenities from the intersection of Lynch Creek Road / SR 161 and Center Street / SR 161 as well as to provide architectural and landscape amenities throughout the corridor. The initial estimated total project cost was \$246,891.82. The project is funded by the Town and federal grant funds. KPG, P.S. is the contractor performing the work.

The Town desires to continue providing streetscape/sidewalk improvements to the Washington Avenue North (SR 161) in the center of downtown. This phase of the project will provide for the construction of needed infrastructure and streetscape improvements that will assist in revitalizing the commercial area, including pedestrian improvements for safety.

Right-of-way appraisals on three properties as described in the attached exhibit E. are needed to accomplish the right-of-way negotiation phase of this project. KPG will hire the services of Cascade Right-of-Way Services, Inc. (CRS) to complete the appraisals. KPG's main roll under this scope of work will be to provide supporting information needed by CRS. Supplement Agreement Number 5, supplementing the original Local Agency Agreement, has a \$13,741 increase to the project budget, making the maximum amount \$341,778.

**Recommendation:** Staff recommends the adoption of Resolution No. 2016-T, approving Supplemental Agreement Number 5 to the SR 161/Washington Avenue North Corridor Streetscape and Design Project.

**Motion for consideration:** I move to Resolution No. 2016-T, approving Supplemental Agreement Number 5 to the SR 161/Washington Avenue North Corridor Streetscape and Design Project.

**Attachments:** Proposed Resolution No. 2016-T, Original Local Agency Agreement, and proposed Supplemental Agreement Number 5.

**RESOLUTION NO. 2016-T**

**A RESOLUTION OF THE TOWN OF EATONVILLE,  
WASHINGTON, APPROVING SUPPLEMENTAL AGREEMENT  
NUMBER 5 OF THE SR 161 WA AVENUE NORTH CORRIDOR  
STREETSCAPE PROJECT FOR RIGHT-OF-WAY APPRAISAL  
SERVICES**

**WHEREAS**, RCW 39.34.080 and other Washington law authorizes any public agency to contract with another public agency to perform services and activities that each such public agency is authorized by law to perform; and

**WHEREAS**, on August 25, 2011 the Town of Eatonville entered into a Local Agency Agreement with the Washington State Department of Transportation for the SR 161 Washington Avenue North Corridor Streetscape and Design Project. KPG, P.S. is the contractor performing the work; and

**WHEREAS**, the primary goal of the project is to provide and upgrade the pedestrian features and amenities from the intersection of Lynch Creek Road / SR 161 and Center Street/SR 161 as well as to provide architectural and landscape amenities throughout the corridor; and

**WHEREAS**, the project is funded partially by the Town of Eatonville and partially by federal grant funds; and

**WHEREAS**, the Town of Eatonville desires to continue providing streetscape/sidewalk improvements to the Washington Avenue North (SR 161), in the center of downtown. This phase of the project will provide for the construction of needed infrastructure and streetscape improvements that will assist in revitalizing the commercial area, including pedestrian improvements for safety; and

**WHEREAS**, this phase of work will cover the effort required to provide right-of-way appraisals on three properties as described in the attached exhibit E. KPG will hire the services of Cascade Right-of-Way Services, Inc. (CRS) to complete the appraisals. KPG's main roll under this scope of work will be to provide supporting information needed by CRS; and

**WHEREAS**, the Town of Eatonville desires to enter into Supplement Agreement Number 5, which provides for the necessary right-of-way appraisal services and includes a 13,741 increase to the project budget, making the maximum amount \$341,778; now, therefore;

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON,  
HEREBY RESOLVES AS FOLLOWS:**

**THAT:** Supplemental Agreement Number 5 to the SR 161 Washington Avenue North Corridor Streetscape and Design Project, in the form attached hereto as Exhibit A, is approved.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 12<sup>th</sup> day of September, 2016.

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Mike Schaub, Mayor

ATTEST:

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Kathy Linnemeyer, Town Clerk



**Washington State  
Department of Transportation**

<b>Supplemental Agreement Number <u>5</u></b>		Organization and Address	
Original Agreement Number KPG3 10089		KPG, Inc. 2502 Jefferson Avenue Tacoma, WA 98402	
Project Number STPUS-161(031)		Execution Date 4/26/11	Completion Date 12/31/18
Project Title Washington Ave Streetscape Right of Way Acquisition Svc		New Maximum Amount Payable \$341,778.00	
Description of Work This scope of work will provide right of way appraisals for three properties as described in the scope of services. KPG will hire the services of Cascade Right-of-Way Services, Inc. to complete the appraisals. KPG's main role under this scope of work will be to provide supporting information needed by CRS.			

The Local Agency of Town of Eatonville  
desires to supplement the agreement entered in to with KPG, P.S.  
and executed on 4/26/2011 and identified as Agreement No. STPUS-161(031)  
All provisions in the basic agreement remain in effect except as expressly modified by this supplement.  
The changes to the agreement are described as follows:

**I**

Section 1, SCOPE OF WORK, is hereby changed to read:  
See Attached scope of work, Exhibit A-1 for appraisal services.

**II**

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Contract Completion 12/31/2018

**III**

Section V, PAYMENT, shall be amended as follows:  
See Exhibit E for Budget Breakdown - Previous Contract amount \$328,037 Supplement 5 - \$13,741 to the new maximum amount = \$341,778

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.  
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Terry Wright  
[Signature]  
Consultant Signature

By: \_\_\_\_\_  
\_\_\_\_\_  
Approving Authority Signature

\_\_\_\_\_  
Date

**Town of Eatonville  
SR161/ Washington Avenue North Corridor Streetscape Project  
ROW Acquisition Services  
Supplement No.5  
Scope of Work**

KPG, Inc  
August 8, 2016

**A. PROJECT DESCRIPTION/BACKGROUND**

The Town of Eatonville (owner) desires to continue providing streetscape/sidewalk improvements to Washington Avenue North (SR161) in the center of downtown. This project will provide for the construction of needed infrastructure and streetscape improvements that will assist in revitalizing the commercial area, including pedestrian improvements for safety.

This phase of work will cover the effort required to provide right-of-way appraisals on three properties as described in the attached exhibit E. KPG will hire the services of Cascade Right-of-Way Services, Inc. (CRS) to complete the appraisals. KPG's main roll under this scope of work will be to provide supporting information needed by CRS.

**TASK 1 – MANAGEMENT / COORDINATION / ADMINISTRATION**

- 1.1 The Consultant will provide continuous project management for the project duration
- 1.2 The Consultant shall prepare monthly progress reports identifying work in progress, upcoming work elements, and reporting of any delays, problems, or additional information needs.
- 1.3 The Consultant shall prepare for and attend coordination/progress meetings with Owner and CRS to discuss key issues and track progress (estimate 3 meetings).

**TASK 2 – APPRAISAL (see attached Exhibit E)**





♦ Architecture ♦  
 ♦ Landscape Architecture ♦  
 ♦ Civil Engineering ♦

**EXHIBIT E**  
**PROJECT SUMMARY**  
**EXPENSE ESTIMATE**

DATE: August 8, 2016

CLIENT: Town of Eatonville  
 PROJ NAME: SR161Corridor Streetscape ROW  
 Job # 10089 Supplement 5

EXPENSE ITEM	Cost	/ Unit	Qty	Total
Travel - Mileage	0.61	\$ / mile	100	\$61
Final Design	9.00	\$ / 4 hrs		\$0
Maps and Charts	-	estimate	LS	\$0
	0.10	\$ea	0	\$0
11 X 17 Copies	0.35	\$ea	0	\$0
	0.35	\$ea	0	\$0
11 X 17 Plot Check Prints	1.00	\$ea	0	\$0
Color Reduction Prints 8 1/2 x 11	1.00	\$ea	0	\$0
Color Reduction Prints 11 x 17	1.50	\$ea	0	\$0
22 X 34 Copies	2.00	\$ea	0	\$0
22X34 Plot Check Prints Copy (Bond)	6.00	\$ea		\$0
Plots Large Vellum	8.00	\$ea	0	\$0
Plots Large Mylar	14.00	\$ea		\$0
Mountings 22 x 34	15.00	\$ea	0	\$0
Plot Prints Large Bond Color	22.00	\$ea	0	\$0
Photo Documentation	-	estimate	LS	-
Postage	-	estimate	LS	-
Courier Service	-	estimate	LS	-
Title Reports	450.00	\$ea	0	\$0
2009 Aerial Photos	500.00	\$ea		\$0
Outside Plan Reproduction Cost	1,000.00	LS	0	
<b>Total KPG In-House Expense =</b>				<b>\$61</b>

**EXHIBIT E**  
**SCOPE OF WORK SUPPLEMENT #1**

**Washington Ave. Streetscape**  
**Right of Way Acquisition Services**  
8-3-16

As part of the above noted project, it has become necessary to prepare appraisals for the following tax parcels (Ridgway 3605001870, SMMC 0416144115, and Daka 3605002800. Cascade Right-of-Way Services, Inc. (Cascade) will contract with Appraisal Solutions Northwest, Inc. for appraisal services (task 1) and the Town of Eatonville will contract directly with Appraisal Reviews Northwest LLC for appraisal review services.

The CONSULTANT will provide the following:

- 1) Summary Narrative Appraisal Reports for the above noted parcels in a format compliant with USPAP and the WSDOT Right-of-Way Manual for acquisitions. It is assumed the project engineers will prepare both "before" and "after" situation drawings showing reconfigured parking and signage areas which result in no net loss of parking for any parcel.
- 2) Upon completion the review appraisals, Cascade Right-of-Way Services will prepare new offer packages for the noted parcels and immediately forward said packages to WSDOT for review so the new offers can be presented to the owners. Upon approval of WSDOT, Cascade will present the new offers to the owners and attempt to negotiate an agreement per the original scope of work for the project.

**End of Scope of Work**



**Exhibit E-1**  
**Consultant Fee Determination – Man-Hour Sheet**  
**(Specific Rates of Pay)**  
**Fee Schedule**

<b>PROJECT NAME:</b> <b>TOWN OF EATONVILLE</b> Washington Ave. Streetscape Right of Way Acquisition Services		<b>RIGHT OF WAY AGENT</b>
<b>TASK #</b>		
<b>1</b>	<b>Appraisals</b>	
	Contracting / Coordinating Appraisal Solutions NW	9
<b>2</b>	<b>Updated Offer Packages</b>	
	Preparation	6
	WSDOT Coordination	9
	Presentation to Owners	18
	<b>HOURS PER DISCIPLINE</b>	<b>42</b>

**Exhibit E-2**  
**Consultant Fee Determination - Summary Sheet**  
**(Specific Rates of Pay)**  
**Fee Schedule**

<b>NEGOTIATED HOURLY RATE (NHR):</b>						
Classification	Man Hours	X	Rate	=	Cost	
RIGHT OF WAY AGENT	42	X	\$115.00	=	\$4,830.00	
<b>Total Hours =</b>	42				<b>Total NHR =</b>	<b>\$4,830.00</b>
<b>REIMBURSABLES:</b>						
MILEAGE @	194.45	X	0.54	=	\$105.00	
MISC. EXPENSE	00			=	\$0.00	
			SUB TOTAL			\$105.00
<b>SUBCONSULTANT COST:</b>						
Appraisal Solutions Northwest @	63	X	\$115	=	\$7,245.00	
SUBCONSULTANTS @	\$0.00	X	1.00	=	\$0.00	
SUBCONSULTANTS @	\$0.00	X	1.00	=	\$0.00	
			SUB TOTAL			\$7,245.00
<b>MANAGEMENT RESERVE FUND</b>						
SUB TOTAL	\$12,180.00	x	0%	=	\$0.00	
	<b>TOTAL</b>			<b>=</b>	<b>\$12,180.00</b>	