

IMPORTANT NOTICE

The June 14 Chehalis City Council will be held in-person with some restrictions.

On March 22, Washington State moved to Phase 3 of the Governor’s Healthy Washington – Roadmap to Recovery Plan, which means cities may hold limited, in-person meetings in addition to virtual options. The capacity of these meetings is limited to 50% of the posted room capacity or 400 individuals – whichever is fewer (excludes staff). The posted room capacity for the Chehalis Council Chambers is 49, which means 24 members of the public may be in attendance.

Cities must continue to provide the public virtual access to meetings. Options for attending remotely remain the same:

1. Live-Stream

View and listen through live streaming by using the following link –

<https://www.ci.chehalis.wa.us/citycouncil/live-streaming-and-demand-viewing-city-council-meetings>

or

2. Zoom Information (for Telephone or Participant Access)

Dial: 1-253-215-8782

Meeting ID: 822 5811 8879

Passcode: 674890

Citizens wishing to provide public comments in general and on agenda items should submit comments by 4:00 pm on the day of the meeting. All comments received will be acknowledged by the Mayor under the Citizens Business portion of the meeting agenda. Please use the following form to submit comments – <https://www.ci.chehalis.wa.us/contact>. If you do not have computer access or would prefer to submit a comment verbally, please contact City Clerk Kiley Franz at 360-345-1042 or at kfranz@ci.chehalis.wa.us. Citizens Business comments will be limited to five (5) minutes.

If you have any questions about live streaming the meeting or submitting a comment, please contact City Clerk Kiley Franz at kfranz@ci.chehalis.wa.us or 360-345-1042.

**The City truly appreciates the community’s cooperation
and patience during this challenging time.**

CHEHALIS CITY COUNCIL AGENDA

CITY HALL
350 N MARKET BLVD | CHEHALIS, WA 98532

Dennis L. Dawes, Position at Large Mayor		
Jerry Lord, District 1 Daryl J. Lund, District 2, Mayor Pro Tem Dr. Isaac S. Pope, District 4		Anthony E. Ketchum Sr., District 3 Robert J. Spahr, Position at Large Michael Bannan, Position at Large

Regular Meeting of Monday, June 14, 2021 5:00 pm

1. Call to Order. (Mayor Dawes)
2. Pledge of Allegiance. (Mayor Dawes)
3. Approval of Agenda. (Mayor Dawes)

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
PUBLIC HEARING		
4. <u>2022-2027 Six-Year Transportation Improvement Program.</u> (City Manager, Public Works Director)	CONDUCT PUBLIC HEARING	1

CITIZENS BUSINESS (PUBLIC COMMENT)

Individuals wishing to provide public comments in general and on agenda items should submit comments by 4:00 pm on the day of the meeting. All comments received will be acknowledged by the Mayor under Citizens Business of this meeting agenda. Please use the following form to submit comments – <https://www.ci.chehalis.wa.us/contact>. If you do not have computer access or would prefer to submit a comment verbally, please contact City Clerk Kiley Franz at 360-345-1042 or at kfranz@ci.chehalis.wa.us. Public comments will be limited to five (5) minutes.

ITEM

CONSENT CALENDAR		
5. <u>Minutes of the Regular City Council Meeting of May 24, 2021.</u> (City Clerk)	APPROVE	4
6. <u>Minutes of the Special City Council Meeting of June 7, 2021.</u> (City Clerk)	APPROVE	7
7. <u>Vouchers and Transfers – Accounts Payable in the Amount of \$1,137,552.83 Dated May 28, 2021.</u> (City Manager, Finance Director)	APPROVE	9
8. <u>Vouchers and Transfers – Payroll in the Amount of \$767,297.96 Dated May 28, 2021.</u> (City Manager, Finance Director)	APPROVE	11
9. <u>Amendment to the 2020-2022 Wastewater On-Call SCADA Services Agreement with Parametrix, Inc.</u> (City Manager, Wastewater Superintendent)	APPROVE	12

ITEM

OLD BUSINESS		
10. <u>Resolution No. 4-2021, Second and Final Reading – Establishing a Schedule of Fees and Charges.</u> (City Manager, City Clerk)	ADOPT	22

ITEM

NEW BUSINESS		
11. <u>Award of Airfield Pavement Rehabilitation Bid to C.R. Contracting, LLC.</u> (City Manager, Airport Operations Coordinator)	APPROVE	46
12. <u>Award of Above-Ground Fuel Site Work Bid to Quigg Bros., Inc.</u> (City Manager, Airport Operations Coordinator)	APPROVE	60
13. <u>Ordinance No. 1020-B, Amending CMC 10.08 to Address Impound/Immobilization of Unlawfully Parked Vehicles and to Incorporate City Fee Schedule for Penalties.</u> (City Manager, Interim Police Chief)	PASS	65

ITEM

ADMINISTRATION AND CITY COUNCIL REPORTS		
14. <u>Administration Reports.</u>	INFORMATION ONLY	---
a. City Manager Update. (City Manager)		
15. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	---

EXECUTIVE SESSION

16. Pursuant to RCW:

- a. 42.30.110(1)(c) – Sale/Lease of Real Estate
- b. 42.30.110(1)(i) – Litigation/Potential Litigation

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, JUNE 28, 2021.**

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent Lougheed, Public Works Director

MEETING OF: June 14, 2021

SUBJECT: Public Hearing for the 2022-2027 Six-Year Transportation Improvement Program

ISSUE

The proposed 2022-2027 Transportation Improvement Program (TIP), which identifies future transportation priorities, has been prepared for consideration at a public hearing scheduled for this City Council meeting.

DISCUSSION

The administration continues to identify aspects of the city's transportation system needing improvement for the safety and convenience of Chehalis residents, businesses, and visitors. Developing the TIP is the first step in the annual process required by WSDOT of all local agencies to create project funding eligibility. Projects that receive funding from state or other federal sources are required to be identified on a local TIP, and once funding is received, they are placed on the Statewide Transportation Improvement Program, commonly known as the "STIP."

Attached is a list of projects for the 2022-2027 TIP that the administration will continue to pursue funding sources for, including funding by the Transportation Benefit District.

FISCAL IMPACT

There is no fiscal impact associated with the public hearing.

RECOMMENDATION

It is recommended that the City Council consider public testimony provided at the public hearing, close the public hearing, and consider adoption of a resolution approving the 2022-2027 Six-Year Transportation Improvement Program at the June 28, 2021, City Council meeting.

SUGGESTED MOTION

There is no motion need separate from those associated with the opening and closing of the public hearing.

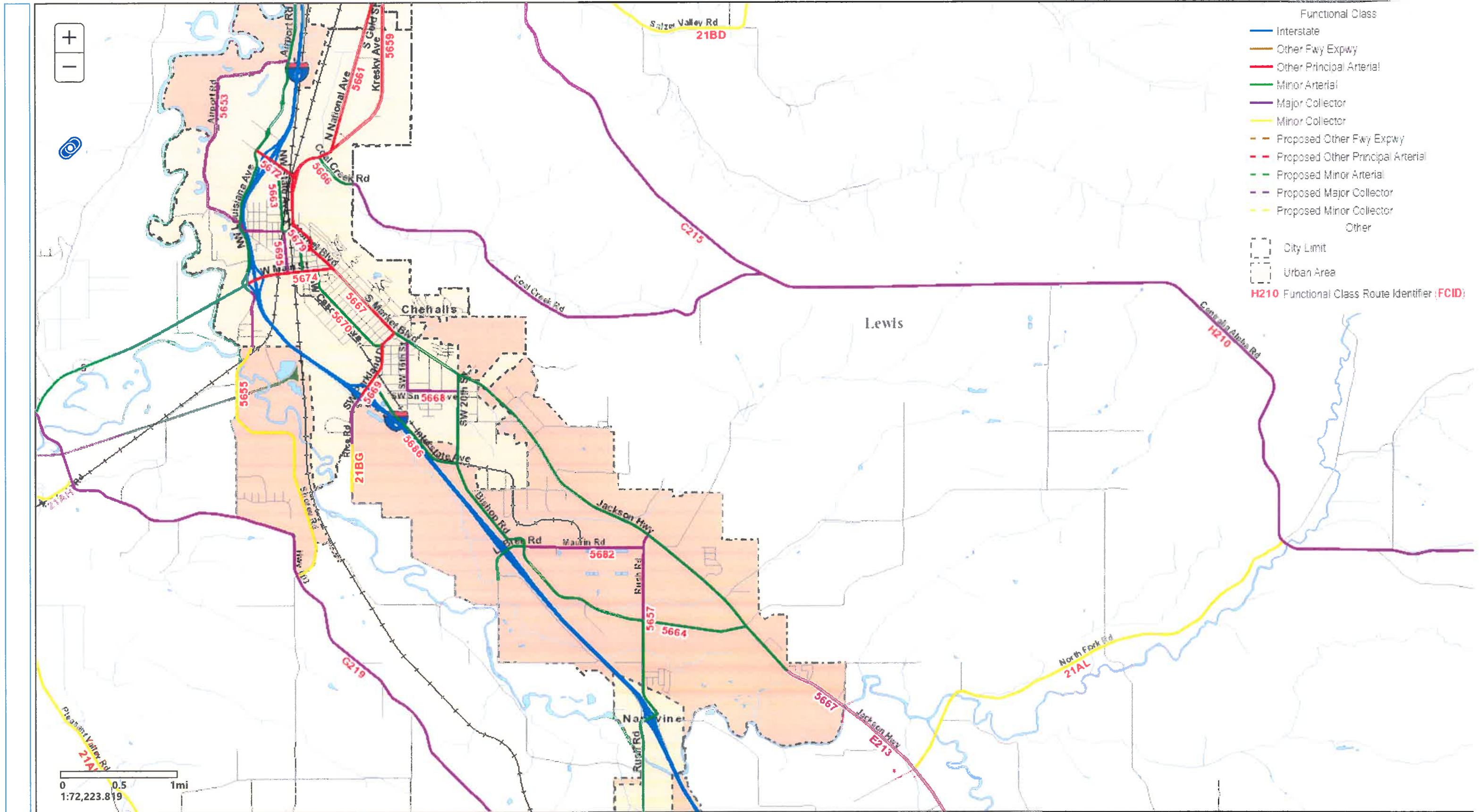
CITY OF CHEHALIS - 2022-2027 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM

Project	General Description	Funding Source	Start Year	Prior Years	2022	2023	2024	2025	2026	2027	Future	Total Cost
Citywide Preservation Program	Chip-sealing, HMA preleveling, patching	Arterial Steet/4% Funds/TBD	2020		175,000	175,000	200,000	200,000	200,000	200,000		1,150,000
Chehalis Avenue	Repair 3rd St. to 9th St.	TBD, Utility funds	2020	100,000	1,500,000							1,600,000
Market Blvd. - Park to N National Ave.	Renaissance streetscape planning	Grants/Arterial Steet/4% Funds/TBD/Utility Funds	2021		300,000		2,750,000					3,050,000
Main St.- BNSF to I-5	Grind and inlay	Grants/TBD	2022		1,025,000							1,025,000
Chamber Way Bridge Replacement	Replace Bridge	Grants/Arterial Steet/4% Funds/TBD	2021			2,000,000		33,600,000				35,600,000
Market Blvd - Park St to 13th St	Reconstruction	Grants/Arterial Steet/4% Funds/TBD	2022			300,000	4,700,000					5,000,000
Market Blvd - 13th to city limits	Reconstruct, pedestrian improvements	Grants/Arterial Steet/4% Funds/TBD	2023					300,000	4,500,000			4,800,000
Louisiana Avenue	Widening/realignment just south of Chamber	Arterial Steet/4% Funds/TBD	2021		75,000							75,000
National Ave./ Coal Cr. Improvements	Coal Creek Bridge, intersection, pedestrian improvements, reconstruction	Grants/Arterial Steet/4% Funds/TBD	2021				200,000		2,500,000			2,700,000
Louisiana Ave.- Chamber Way to Home Depot	Grind & inlay, Chamber to Home Depot, traffic control improvements	Grants/Arterial Steet/4% Funds/TBD	2023			275,000						275,000
Riverside Dr/Newaukum Ave repairs	Spot repairs Hwy 6 to Shorey Rd/sidewalks	Grants/Arterial Steet/4% Funds/TBD	2025					500,000				500,000
Winchester Hill Dr.	Spot repair/ double chip seal or overlay	Arterial Steet/4% Funds/TBD	2022		70,000							70,000
20th St.- Market to Salsbury	Grind and inlay	Grants/Arterial Steet/4% Funds/TBD	2025					300,000				300,000
Cascade Ave. - Main St. to 13th St.	Spot Repairs & Grind and Inlay	Grants/Arterial Steet/4% Funds/TBD	2025				250,000	2,250,000				2,500,000
Louisiana Ave Repairs (Post West Street Replacement)	Spot repair & overlay Hwy 6 North	Grants/Arterial Steet/4% Funds/TBD	Future								450,000	450,000
Snively Ave improvements	Reconstruct 16th to 20th	Grants/Arterial Steet/4% Funds/TBD/Utility Funds	Future						2,500,000			2,500,000
National Ave.- Market to Chamber	Reconstruct, pedestrian improvements	Grants/Arterial Steet/4% Funds/TBD	Future							1,525,000		1,525,000
13th St.- Market to Interstate	Grind & overlay, ADA compliance	Grants/Arterial Steet/4% Funds/TBD	Future							600,000		600,000
Guardrail	Various locations throughout city	Grants/Arterial Steet/4% Funds/TBD	Future		125,000							125,000
Front, Pacific, Park Streets improvements	Grind, overlay/utility/frontage improvements	Grants/Arterial Steet/4% Funds/TBD	Future								2,500,000	2,500,000
				100,000	3,270,000	2,750,000	8,100,000	37,150,000	9,700,000	2,325,000	2,950,000	66,345,000

<p>Current Year (2021) Projects</p> <p>Main Street Improvements- Grind and repave, with ADA ramps improvements. Market Blvd. to BNSF mainline tracks</p> <p>Snively Avenue - Utility and Roadway Improvements - 16th St to Railroad</p> <p>Chehalis Avenue- Repair 3rd St. to 9th St. Design work 2021, construction 2022</p> <p>Pacific Avenue- Reconstruction.</p>



WSDOT Functional Classification Map



0 0.5 1mi
1:72,223.819

Chehalis City Council

Meeting Minutes

May 24, 2021

The Chehalis City Council met in regular session on Monday, May 24, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Michael Bannan, and Tony Ketchum. Councilors Lord and Lund participated via Zoom. Councilor Pope joined the meeting telephonically at 5:05 p.m. Councilor Spahr was absent, excused. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Erin Hillier, City Attorney; Andrew Hunziker, Property and Facilities Manager; Randy Kaut, Interim Police Chief; Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; and Lilly Wall, Recreation Manager. Due to orders from the Governor's office relating to COVID-19 and ongoing capacity limitations, members of the public and the press had the option of viewing the meeting via live streaming or Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Approval of Agenda.** City Manager Anderson informed the Council that the executive session listed on the agenda would not be necessary. A motion to approve the agenda as amended was made by Councilor Ketchum. The motion was seconded by Councilor Bannan and carried unanimously.

2. **Consent Calendar.** Councilor Ketchum moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular City Council meeting of May 10, 2021; and
- b. May 14, 2021 Claim Vouchers No. 131718 – 131828 and Electronic Funds Transfer Check Nos. 1282 – 1315 and 10 in the amount of \$352,647.65; and
- c. Set June 14, 2021 at 5:00 P.M. to conduct a public hearing on the City's 2022-2027 six-year transportation improvement program.

The motion was seconded by Councilor Lund and carried unanimously.

3. **Budget Allocation of Funds for Westside Park and Lintott/Alexander Park.** City Manager Anderson explained that the Friends of Westside Park, an informal group of individuals that have taken an interest in improving Westside Park, were working with the City to make a multi-year plan to improve Westside Park. The Chehalis Foundation has also begun fund raising efforts for improvements and ongoing maintenance to Lintott/Alexander Park.

City Manager Anderson explained that funds could be allocated as a one-time expenditure to the City accounts for both parks to show support of the improvement efforts made by the respective community groups. A further request was made to allow the use of Lintott/Alexander Park free of charge by the Chehalis Foundation for their fundraising event. Mayor Dawes informed the Council that the budget committee had reviewed this request and recommended it for approval by the Council.

Councilor Pope suggested that the City approve a matching of funds up to \$20,000 instead of an allocation of \$20,000.

A motion to approve an allocation of \$20,000 for Lintott/Alexander Park in the City's 2021 budget; and approve the use of Lintott/Alexander Park by the Chehalis Foundation for a one-time special event designed to raise money for the Foundation's dedicated maintenance fund for Lintott/Alexander Park; and approve an allocation of \$20,000 for Westside Park in the City's 2021 budget was made by Councilor Ketchum. The motion was seconded by Councilor Lund and carried unanimously.

4. **Resolution No. 4-2021, First Reading – Establishing a Schedule of Fees and Charges.** City Manager Anderson explained that the current fee schedule had been adopted in 2015. The fee schedule presented has been reformatted for easier reading and revised to reflect the current business environment.

Interim Chief Kaut explained that the fees for concealed weapons licenses are set by the state, not the police department. Parking permits and parking violation charges are suggested to be increased for the first time in many years. Mayor Dawes expressed his belief that it had been at least 30 years since parking fees had been increased.

Lilly Wall explained that three fees for parks and facilities were recommended to increase. The first charge is for sewage disposal at the RV park, the overnight charge for RV camping, and the annual yard waste disposal fee.

Brandon Rakes explained that airport fuel rates were percentage based, and minor changes were being made for tie down fees and car rental fees.

Trent Lougheed explained that increases were proposed for civil permit fees and right-of-way fees. Plan review and inspection fees for utilities were also proposed. Fees are suggested in order to help cover some of the associated employee costs. Mayor Dawes asked if these fees were comparable to neighboring cities; Trent Lougheed explained that fees were lower than many surrounding entities.

Tammy Baraconi explained that the proposed fees were compared to Lewis County, Centralia, and Shelton; proposed fees are less than Lewis County and Shelton, and on par with Centralia. Projects with a cost less than \$100,000 will see a reduction in fees. Residential projects over \$1,000,000 will cost 0.85% of the overall project cost, and commercial projects over \$1,000,000 will cost 1.12% of the overall project cost. An increase to help cover more of the costs associated with the hearings examiner process were also discussed.

Councilor Lord asked if the exact cost to the city for each of the planning and building fees was known. Tammy Baraconi explained that it was difficult to quantify the amount of time spent on each project and permit. Mayor Dawes asked if the revenue generated by the building and planning fees covered the staff time or other associated costs. Tammy Baraconi informed the Council that the fees would not completely cover the associated costs; the proposed fees are comparable to over local jurisdictions.

Councilor Bannan expressed his belief that it was a bad time to raise fees, due to rising building costs and the financial stress of the pandemic. Tammy Baraconi informed the Council that the community development department has been extremely busy lately and is lacking staff to review and issue permits. Councilor Bannan asked if these fees would help cover the cost of an additional employee. Tammy Baraconi explained that it was the intent to hire additional staffing.

Mayor Dawes reminded the Council that staff was reviewing fees at the direction of the Council. The budget committee had suggested the review of fees to help generate revenue in lieu of raising taxes. City Manager Anderson briefly explained what a cost study for the fee schedule would involve.

A motion to adopt Resolution No. 4-2021 on first of two required readings consistent with City Council policy was made by Councilor Ketchum. The motion was seconded by Councilor Lord and carried four to two, Councilors Bannan and Lord disapproved.

5. Administration Reports.

a. **City Manager Update.** City Manager Anderson asked to confirm that Monday, June 7, 2021 at 5:00 P.M. would work for the Council to hold a special City Council meeting to include a workshop regarding the International Building Code. The Council confirmed it would. She also showed the Council one of the spikes for the old trolley tracks on Pacific Avenue; the spike will be donated to the Lewis County Historical Museum.

6. Councilor Reports/Committee Updates.

a. **Councilor Lund.** Councilor Lund informed the Council that the trolley used to run between the sawmill, where it would acquire fuel, and the steam plant on Coal Creek Road, to deliver said fuel.

b. **Councilor Pope.** Councilor Pope expressed his fondness for Chehalis while traveling.

c. **Councilor Bannan.** Councilor Bannan expressed his excitement for the opening of Penny Playground. He had seen many children and families enjoying the facility. He asked if a flashing crosswalk sign could be placed at the crosswalks closer to the playground. Mayor Dawes expressed his frustration over the three acts of vandalism on the newly opened playground, but praised staff for their efforts to open the park during the pandemic.

d. **Councilor Ketchum.** Councilor Ketchum asked if the city could avoid a hotel or motel becoming a COVID-19 quarantine facility without prior knowledge, similar to what happened in Centralia. Erin Hillier will look into what can be done by the

city to avoid such a situation. City Manager Anderson explained that the situation in Centralia had been an agreement between the state and the property owner. Councilor Lund supported the idea of Erin Hillier looking into what could be done to prevent this kind of situation from happening in Chehalis.

e. **Mayor Dawes.** Mayor Dawes thanked Lilly Wall and Andrew Hunziker for the walk-through of Penny Playground before the opening. He also reported that the Chamber of Commerce hosted their first Business After Hours since the beginning of the pandemic.

There being no further business, the meeting was adjourned at 6:05 pm.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

DRAFT

Chehalis City Council
Meeting Minutes
June 7, 2021

The Chehalis City Council met in special session on Monday, June 7, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Michael Bannan, Tony Ketchum, Jerry Lord, and Bob Spahr. Councilor Lund participated via Zoom. Councilor Pope was absent, excused. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Tedd Hendershot, Fire Chief; Erin Hillier, City Attorney; Rick Mack, Fire Marshal; Brandon Rakes, Airport Operations Coordinator. Due to orders from the Governor's office relating to COVID-19 and ongoing capacity limitations, members of the public and the press had the option of viewing the meeting via live streaming or Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Approval of Agenda.** A motion to approve the agenda was made by Councilor Lord. The motion was seconded by Councilor Spahr and carried unanimously.

2. **International Building Code – Discussion of Proposed Ordinance No. 1018-B, Implementing the 2018 International Building Code.** Jason Gano of the Olympia Master Builders provided a presentation regarding the issue of fire flow and sprinkler systems in single family dwellings. He spoke regarding the cost associated with fire sprinklers, fire responses, and the operation of sprinkler systems.

Councilor Lund asked if the tank systems that are required to be installed with the sprinkler systems contained an electric pump system. Mr. Gano confirmed that they did. Councilor Lund stated that in most house fires, electricity fails, potentially rendering the pump system inoperable.

Councilors Ketchum and Spahr asked how many fire sprinklers had been required in the ten years that the requirement had been in place. Rick Mack informed the Council that approximately ten had been necessary between the urban growth area and city limits.

Tammy Baraconi provided a presentation regarding the international building code requirements. She explained that within the code adopted by the state, there are only three portions which do not have to be adopted: the national electrical code, the international property maintenance code, and the international existing building code. While the national electrical code does not have to be adopted, it is utilized by the Department of Labor and Industries, so adoption of this code ensures compliance with L&I standards.

Tammy Baraconi explained that the requirements for the Washington State Energy code increased significantly, requiring new structures to be much more energy efficient. She explained that the city needed to update from the 1997 Building Code to the International Existing Building Code, which provides more flexibility to remodeled homes. Councilor Spahr asked if that was part of the recommendation for Ordinance 1018-B; Tammy Baraconi confirmed that it was.

Councilor Ketchum asked what the international property maintenance code covered. Tammy Baraconi explained that it set minimum standards for rubbish, rodents, structural issues, and other such issues. Councilor Lord inquired if the city had any other ordinances or rules against things of this nature. Erin Hillier confirmed that the Chehalis Municipal Code does have various codes against nuisance issues. Councilor Lord asked if this code would be used to require landlords to declare their properties; Tammy Baraconi explained it was in no way intended in any code requirements to require landlords to declare their properties.

Councilor Lord asked if citizens were going to be fined for replacing things in their houses like faucets. Tammy Baraconi explained that small things like faucets did not apply to permitting and fines, things like carport additions would. She further explained that it was not the intent of the community development department to fine citizens unnecessarily, if a carport was built without a permit, she would work with the individual to ensure compliance before any fines would be applied.

Councilor Spahr asked if automatic aid agreements with Lewis County Fire District #6 and Riverside Fire Authority could be utilized as fire suppression measures. Chief Hendershot explained that Lewis County Fire District #6 does not bring a water tender truck to a fire unless they have additional volunteers on staff, fire engines will be the first responding units.

Councilor Lund asked if the comprehensive plan stated that no permits be approved without the city being able to provide adequate services. Tammy Baraconi explained that there were some goals and policies within the comprehensive plan that

required adequate service be provided. Councilor Lund expressed concerns about a moratorium being placed upon the city by the state since the city did not have adequate fire flow in some locations. Mayor Dawes stated that the requirement of a sprinkler system in a home provided mitigation to the issue of fire flow.

3. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(i) – Litigation/Potential Litigation and RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 6:50 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:46 pm. and the executive session began at 5:58 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:50 pm and immediately adjourned.

Dennis L. Dawes, Mayor

Kiley Franz, City Clerk

Approved:

Initials: _____

DRAFT

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Michelle White, Accounting Tech II

MEETING OF: June 14, 2021

SUBJECT: Vouchers and Transfers – Accounts Payable in the Amount of \$1,137,552.83

ISSUE

City Council approval is requested for Vouchers and Transfers dated May 28, 2021.

DISCUSSION

The May 28, 2021 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 131829 – 131907 and Electronic Funds Transfer Check Nos. 1316 – 1344, 11 and 12 in the amount of \$1,137,552.83 dated May 28, 2021 which included the transfer of:

- \$ 82,654.90 from the General Fund
- \$ 2,376.68 from the Dedicated Street Fund – 4% Sales Tax
- \$ 1,080.98 from the Transportation Benefit District Fund
- \$ 21,026.00 from the Tourism Fund
- \$ 2,305.00 from the LEOFF 1 OPEB Reserve Fund
- \$ 106,675.22 from the Public Facilities Reserve Fund
- \$ 869,651.50 from the Wastewater Fund
- \$ 18,613.08 from the Water Fund
- \$ 1,191.00 from the Storm & Surface Water Utility Fund
- \$ 31,497.00 from the Airport Fund
- \$ 301.47 from the Firemen’s Pension Fund
- \$180.00 from the Custodial Other Agency Fund

RECOMMENDATION

It is recommended that the City Council approve the May 28, 2021 Claim Vouchers No. 131829 – 131907 and Electronic Funds Transfer Check Nos. 1316 – 1344, 11 and 12 in the amount of \$1,137,552.83.

SUGGESTED MOTION

I move that the City Council approve the May 28, 2021 Claim Vouchers No. 131829 – 131907 and Electronic Funds Transfer Check Nos. 1316 – 1344, 11 and 12 in the amount of \$1,137,552.83.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Betty Brooks, Payroll Accountant

MEETING OF: June 14, 2021

SUBJECT: Vouchers and Transfers – Payroll in the Amount of \$767,297.96

ISSUE

City Council approval is requested for Payroll Vouchers and Transfers dated May 28, 2021.

DISCUSSION

The administration requests City Council approval for Payroll Vouchers No. 41660-41687, Direct Deposit Payroll Vouchers No. 13427-13538, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 343-346 dated May 28, 2021 in the amount of \$767,297.96, which include the transfer of:

- \$510,937.32 from the General Fund
- \$3,761.70 from the Arterial Street Fund
- \$5,197.50 from the LEOFF1 OPEB Reserve Fund
- \$93,976.04 from the Wastewater Fund
- \$99,342.93 from the Water Fund
- \$23,170.51 from the Storm & Surface Water Utility Fund
- \$30,911.96 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the May 28, 2021 Payroll Vouchers No. 41660-41687, Direct Deposit Payroll Vouchers No. 13427-13538, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 343-346 in the amount of \$767,297.96.

SUGGESTED MOTION

I move that the City Council approve the May 28, 2021, Payroll Vouchers No. 41660-41687, Direct Deposit Payroll Vouchers No. 13427-13538, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 343-346 in the amount of \$767,297.96.

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent Lougheed, Public Works Director
Devlan Pool, Wastewater Superintendent

MEETING OF: June 14, 2021

SUBJECT: Amendment to the 2020-2022 Wastewater On-Call SCADA Services Agreement with Parametrix, Inc.

ISSUE

Amendment 1 to the engineering services agreement with Parametrix, Inc for the 2020-2022 Wastewater On-call SCADA Services is being presented for council's review and approval.

DISCUSSION

On October 26, 2020, the City Council approved a contract engineering services agreement with Parametrix for Wastewater On-call SCADA Services for an amount not to exceed \$15,000. Attached is Amendment 1 to that agreement increasing the amount by \$10,000 to cover unforeseen emergency programming expenses for the remainder of 2021. The previous service agreement amount was used by Parametrix, Inc to program the pump station computer server that failed during quarter 1 of 2021.

FISCAL IMPACT

The resulting cost increase is over the amount allotted by the initial 2021 budget for the On-call SCADA Services contract. The additional funds added to the agreement will bring to the total to \$25,000. The additional \$10,000 may or may not be used for the rest of the year but it needs to be allocated in the event of another emergency repair.

RECOMMENDATION

The administration recommends that the Council approve Amendment 1 of the engineering services agreement for Wastewater On-call SCADA Services with Parametrix, Inc for an amount not to exceed \$10,000 for a total contract amount of \$25,000.

SUGGESTED MOTION

I move that the Council approve Amendment 1 of the engineering services agreement for the 2020-2022 Wastewater On-call SCADA Services with Parametrix, Inc for an amount not to exceed \$10,000 for a total contract amount of \$25,000.

**PROFESSIONAL SERVICES AGREEMENT
Summary of Terms**

A. CLIENT NAME:	City of Chehalis
Address:	2007 NE Kresky Avenue, Chehalis, WA 98532
B. PROJECT NAME:	2020-2022 Wastewater On-call SCADA Services
C. PARAMETRIX:	
Office Address:	1019 39 th Ave SE, Suite 100, Puyallup, WA 98374
Project Number:	216-2614-TBD
D. EXECUTION DATE:	See date of latest signature by parties on page 6.
(date of latest signature by parties)	
E. TERM:	Through December 31, 2022
(time for completion; see Exhibit B for work schedule)	

F. COMPENSATION (check one):	[See Section 2.1 of the Terms and Conditions for Description; See Exhibit C for Compensation Schedule.]
<input type="checkbox"/> Lump Sum	Lump Sum Amount: \$ _____
<input type="checkbox"/> Negotiated Billing Rates	Total Compensation Amount: \$ <u>15,000.</u>
<input type="checkbox"/> Salary Multiplier _____	Total Compensation Amount: \$ _____
<input type="checkbox"/> Other: _____	Total Compensation Amount: \$ _____

G. NOTICES:	
If to Client:	If to Parametrix:
Address: <u>2007 NE Kresky Avenue</u>	Address: <u>1019 39th Ave SE, Suite 100</u>
<u>Chehalis, WA 98532</u>	<u>Puyallup, WA 98374</u>
Attention: <u>Devlan Pool</u>	Attention: <u>JC Hungerford</u>
(name of designated client representative)	(name of Parametrix signator)
Phone: <u>360-740-7536</u>	Phone: <u>253-604-6600</u>
Fax: _____	Fax: <u>855-542-6353</u>
E-mail: <u>dpool@ci.chehalis.wa.us</u>	E-mail: <u>jhungerford@parametrix.com</u>

PROFESSIONAL SERVICES AGREEMENT

Terms and Conditions

This Professional Services Agreement (this "Agreement") is entered into by and between Parametrix, Inc. ("Parametrix") and City of Chehalis ("Client") as of the Execution Date referred to in the Summary of Terms (page 1 of this Agreement). (Parametrix and Client are each referred to herein as a "Party" and collectively as the "Parties.") The Summary of Terms shall be incorporated with this Agreement by reference.

1. Authorization to Proceed

Unless otherwise provided in this Agreement, execution of this Agreement by Client will be authorization for Parametrix to proceed with the services outlined in the Scope of Work attached as Exhibit A (the "Services"). Client acknowledges and agrees that Parametrix will be providing the Services and the Work Deliverables (as defined in Section 12) specifically for and solely with respect to the Project and that attempts to reuse the Work Deliverables outside the context of the Project may cause substantial damage. Therefore, Client covenants and agrees that it shall not use the Work Deliverables, and shall not permit the Work Deliverables to be used, other than with respect to the Project, unless it has received the specific written approval of Parametrix.

2. Compensation

2.1 Parametrix's compensation under this Agreement shall be as set forth in the Summary of Terms and may be based on any one of the following:

- (a) Lump Sum. Under this compensation structure, Parametrix charges Client a fixed lump sum amount for the Services to be performed for the Project; Parametrix shall be responsible for all wages or salaries of its employees and costs of subconsultants. The lump sum amount shall include all Direct Labor costs and Expenses, Indirect costs (overhead), and Profit.
- (b) Negotiated Billing Rates. Under this compensation structure, Parametrix charges Client on the basis of negotiated (hourly, daily, etc.) rates for work performed on Client's Project by Parametrix employees of the indicated classifications. These rates are subject to annual calendar year adjustments and include all allowances for salary, overhead, and profit. Total Compensation is the maximum amount payable for the defined services, including indirect costs as identified under paragraph 2.2.
- (c) Salary Multiplier. Under this compensation structure, Parametrix charges Client rates equal to the direct wages or salaries Parametrix pays to its employees for work performed directly on the Project, multiplied by a negotiated multiplier as shown in Section F of the Summary of Terms to cover payroll-related taxes, payments, premiums, benefits, and other indirect costs, plus overhead and profit. Total Compensation is the maximum amount payable for the defined services, including indirect costs as identified under paragraph 2.2.

2.2 In addition to any of the fee structures set forth above in 2.1(b) and (c), Parametrix may charge Client for Direct Expenses. Direct Expenses include those costs incurred on or directly for the Project, including, but not limited to, necessary transportation costs, including current rates for Parametrix vehicles; meals and lodging; laboratory tests and analyses; computer services; word processing services; telephone; printing, binding, and reproduction charges; all costs associated with outside consultants, and other outside services and facilities; and other similar costs. Reimbursement for Direct Expenses will be on the basis of actual charges when furnished by commercial sources and on the basis of current rates when furnished by Parametrix. In either case, a service processing charge of 15 percent will be added to Direct Expenses.

3. Payment to Parametrix

Parametrix will issue monthly invoices for the compensation due as a result of services provided under this Agreement to that time, less services previously billed. Invoices are due and payable on receipt. In the event that any portion of an invoice is disputed, payment will be made for the non-disputed amounts. Parametrix will charge interest at the rate of 1½ percent per month, or the maximum permitted by law if less, on all past-due amounts starting 30 days after date of invoice. Parametrix will credit payments first to interest and then to principal.

4. Standard of Care

Parametrix shall perform the Services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Parametrix makes no warranties, express or implied, under this Agreement or otherwise, in connection with the Services.

5. Term and Termination

- 5.1 Term. The term of the Agreement shall be as set forth in the Summary of Terms. If a term is not specified in the Summary of Terms, Parametrix's obligation to render the Services under this Agreement will be for a period that may reasonably be required for the completion of the Services.
- 5.2 Termination For Cause. This Agreement may be terminated by (a) either Party if 1) the other Party fails to perform substantially in accordance with this Agreement through no fault of the other Party and does not commence correction of such failure within ten (10) days after written notice thereof and diligently completes the correction promptly thereafter, or 2) the performance of the Services pursuant to this Agreement are delayed or suspended for more than

- ninety (90) days for reasons beyond Parametrix's control; (b) Parametrix, upon seven (7) days' written notice if Parametrix believes that Client is requesting it to furnish or perform services contrary to Parametrix's responsibilities as a licensed professional.
- 5.3 **For Convenience.** Either Party may terminate this Agreement for any reason, or for no reason, upon thirty (30) days' written notice to the non-terminating Party.
- 5.4 **Payment Upon Termination.** On termination, Client shall pay Parametrix for all authorized work performed up to the termination date plus termination expenses, including, but not limited to, costs related to the reassignment of personnel, subcontract termination costs, and related closeout costs.
6. **Cost Opinions**
- Any cost opinions or economic evaluations provided by Parametrix will be on a basis of experience and judgment, but, since Parametrix has no control over market conditions, including cost of labor, materials, equipment, or services furnished by others, or bidding procedures, Parametrix does not warrant that bids, ultimate construction cost, or Project economics will not vary from these opinions. Client waives any claim for the accuracy or inaccuracy of such opinions.
7. **Limitation of Remedies**
- Except as otherwise provided in Section 9 of this Agreement and except with respect to breaches by Client of its covenants in Section 1 of this Agreement, but notwithstanding any other provisions of this Agreement, each Party's cumulative liability to the other Party, whether in tort or in contract, for all claims, losses, damages, and expenses resulting in any way from the performance of this Agreement will not exceed the compensation received by Parametrix under this Agreement or \$50,000, whichever is greater. As used in this paragraph, when referring to Parametrix as a liable Party, Parametrix includes Parametrix and its Directors, Officers, Employees or Agents.
- Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor Parametrix, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract, and breach of strict or implied warranty.
8. **Indemnification**
- 8.1 **By Parametrix.** Subject to Section 7, Parametrix shall indemnify and hold harmless Client, Client's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including, but not limited to, all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by breaches of this Agreement by Parametrix or its officers, directors, employees, and consultants.

- 8.2 **By Client.** Subject to Section 7, Client shall indemnify and hold harmless Parametrix, Parametrix's officers, directors, partners, employees, and any individuals or entities that have a contract with Parametrix to furnish services with respect to the Project from and against any and all costs, losses, and damages (including, but not limited to, all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by breaches of this Agreement by Client or its officers, directors, employees, and consultants.
9. **Hazardous Substances and Pathogens**
- 9.1 Client has disclosed to Parametrix all data available to Client concerning the known or suspected presence of chemicals and/or chemical categories, as defined by the most current listing, 40 CFR 372 Subpart D – Specific Toxic Chemical Listings, at the Project site, including radioactive materials (a "Hazardous Substance") in connection with the Services or has represented to Parametrix that, to the best of Client's knowledge after due inquiry, Hazardous Substances, viruses, diseases, or any other pathogens do not exist at or near the Project site.
- 9.2 Notwithstanding any other provision contained in this Agreement and to the maximum extent permitted by law, Client shall indemnify and defend Parametrix and its officers, employees, subconsultants, and agents from all claims, damages, losses, and expenses, including, but not limited to, direct, indirect, or consequential damages and attorneys' fees arising out of or relating to the presence, discharge, release, or escape of Hazardous Substances, viruses, diseases, or pathogens on or from the Project site.
10. **Insurance**
- Parametrix shall maintain public liability and property damage insurance that shall protect Parametrix from personal injury or property damage claims arising from its negligent acts or omissions in the performance of the Services under this Agreement. The limits of liability for such insurance shall be at least \$1,000,000 combined single limit.
11. **Confidentiality**
- 11.1 **Definition of Confidential Information.** "Confidential Information" means all nonpublic information, in whatever form (including without limitation orally disclosed information), that either Party to this Agreement (each a "Disclosing Party") designates as confidential at the time of disclosure to the Party that receives such information (each a "Receiving Party") or that, based on the nature of the information or circumstances surrounding its disclosure by or on behalf of Disclosing Party, Receiving Party should in good faith treat as confidential. Confidential Information includes without limitation, practices, procedures, specifications, drawings, sketches, models, samples, data, plans, computer programs, records, documentation, or other technical or business information. Except as otherwise indicated, the term "Receiving Party" also includes all affiliates of the Receiving Party. If information is disclosed in intangible form without being designated as confidential, Disclosing Party may still designate it as confidential by providing Receiving Party with written notice stating that designation and providing

Receiving Party with a written summary of the confidential information, within twenty (20) days of initial disclosure.

- 11.2 **Exclusion.** Confidential Information does not include information that Receiving Party can document: (a) was generally known to the public at the time it was disclosed by Disclosing Party; (b) became generally known to the public other than through a breach of this Agreement by Receiving Party after the time of disclosure to Receiving Party by Disclosing Party; or (c) was independently developed by Receiving Party without reference to or use of Confidential Information.
- 11.3 **Receiving Party Obligations.** Receiving Party will not use or disclose any Confidential Information except in furtherance of the parties' mutually agreed business relationship. Receiving Party will not disclose, give access to, or distribute any Confidential Information to any third party, except upon Disclosing Party's prior, written authorization. Receiving Party will take reasonable security precautions to keep Confidential Information confidential, which precautions shall be at least as protective as the precautions Receiving Party takes to preserve its own Confidential Information of a similar nature.
12. **Ownership**
- 12.1 **Work Deliverables.** "Work Deliverables" shall mean the final plans, designs, reports, and/or other documents prepared by Parametrix for delivery or presentation to Client as called for in Exhibit A (the Scope of Work). All Work Deliverables produced by Parametrix for or at the direction of Client hereunder shall be the property of Client and, to the extent subject to copyright protection, shall be deemed "work for hire" as such term is defined under U.S. copyright law; provided, however that (a) Parametrix may retain copies of all such Work Deliverables in accordance with Section 14 of this Agreement, and (b) Client irrevocably grants Parametrix a world-wide, perpetual, non-exclusive license to use, reproduce, create derivative works from, and distribute or have distributed to or by third parties, the Work Deliverables.
- 12.2 **Project Documents.** All Project Documents shall be the sole property of Parametrix. "Project Documents" shall mean all studies, reports, evaluations, designs, drawings, procedures, field data, notes, specifications, plans, and all other documentation, including all documents on electronic media that are produced or acquired by Parametrix for or at the direction of Client pursuant to this Agreement, other than Work Deliverables.
13. **Electronic Files and Data**
- Subject to the provisions of Section 11, Parametrix will provide certain information, including drawings and other electronic format data files, to Client for Client's use and reference. However, Parametrix is neither accountable nor responsible for the validity of data contained on electronic files once surrendered to Client. Parametrix does not warrant the accuracy of the content as contained in the electronic file(s) against computer viruses, unauthorized revisions to the files, or any other alterations or data destruction to the file(s). Parametrix shall not have any liability for Client use of any electronic form file(s) or its content, including without limitation, any transmittal of

bugs, viruses, or other destructive or harmful programs, scripts, applets, or files to the computers or networks of Client. Parametrix's preparation of a transfer copy of electronic data will be made or completed through reproduction from the file retained and archived at the offices of Parametrix. Client acknowledges that the content of the transfer copy may not be an exact and virus-free copy of the master file. Client acknowledges and agrees that Client shall be solely responsible for inspection and testing of the electronic file(s) provided by Parametrix to verify the content is free from bugs, viruses, or other destructive or harmful programs, scripts, applets, or files, before accessing or using. The original files containing the information and data maintained at Parametrix shall be considered Confidential Information under the terms of Section 11.

14. Document Retention

- 14.1 **Work Deliverables.** Work Deliverables are the property of Client and will be delivered to Client at Client's request. Notwithstanding the foregoing, Client acknowledges and agrees that unless Client specifically requests that such documents be delivered, all Work Deliverables left in Parametrix's possession after ten (10) years following the completion of the Project, regardless of whether this Agreement may still be in effect, may be retained or destroyed by Parametrix in its sole discretion.
- 14.2 **Project Documents.** All Project Documents may be retained or destroyed by Parametrix in its sole discretion.

15. Compliance with Laws

Parametrix will: (a) comply with federal, state and local laws, ordinances, regulations, and orders as in effect as of the Execution Date with respect to its performance of the Services pursuant to this Agreement, (b) file all required reports and pay all filing fees and federal, state, and local taxes applicable to Parametrix's business as the same shall become due, and (c) pay all amounts required under local, state, and federal workers' compensation acts, disability benefit acts, unemployment insurance acts, and other employee benefit acts when due.

16. Notice of Lien

- 16.1 **If Client is the Owner.** If Client is the owner of the property on which the Services are to be performed, by signing this Agreement, Client is on notice and acknowledges Parametrix's right to claim a lien against the improvement called for by this Agreement for the cost of the Services if Client fails to pay all sums owed to Parametrix under this Agreement.
- 16.2 **If Client is not the Owner.** If Client is not the owner of the property on which the Services are to be performed, Client shall put the owner on notice of Parametrix's right to claim a lien against the improvement called for by this Agreement for the cost of the Services.

17. Independent Contractor

Parametrix shall be deemed to be an independent contractor in the performance of this Agreement and shall not be considered or permitted to be an agent, servant, joint venturer, or partner of Client, its parent

or affiliates, if any. All persons furnished, used, retained, or hired by or on behalf of Parametrix shall be considered to be solely the employees, personnel, or contractors of Parametrix, and Parametrix at all times shall maintain such supervision and control over its employees, personnel, and contractors as is necessary to preserve its independent contractor status. Parametrix shall be responsible for payment of any and all unemployment, social security, withholding, and other payroll taxes for its employees, as applicable, including any related assessments or contributions required by law.

18. Dispute Resolution

All disputes arising between the Parties relating to the making or performance of the Services shall be resolved in the following order of preference:

- (A) By good faith negotiation between representatives of Parametrix and Client who have authority to resolve the dispute fully and finally. The existence and substance of any negotiations pursuant to this Section shall be considered Confidential Information under this Agreement, shall be treated as compromise and settlement negotiations for purposes of Federal Rule of Evidence 408 and any comparable provision and shall not be used by any Party in any court, agency, or tribunal in any country for any reason.
- (B) In the event that the negotiations provided by Section 18(A) fail to resolve the dispute, the Parties shall endeavor to resolve the dispute by non-binding mediation under the Commercial Mediation rules of the American Arbitration Association ("AAA") using a neutral mediator mutually acceptable to the Parties and with the costs therefore shared equally. All proceedings pursuant to this Section 18(B) shall be considered Confidential Information under this Agreement, shall be treated as compromise and settlement negotiations for purposes of Federal Rule of Evidence 408 and any comparable provision, and shall not be used by any Party in any court, agency, or tribunal in any country for any reason.
- (C) In the event that the mediation provided by Section 18(B) fails to resolve the dispute, the dispute shall be resolved pursuant to Section 19.1.
- (D) Notwithstanding anything to the contrary contained in this Section, the Parties reserve the right to seek equitable remedies with respect to the enforcement of any provision of this Agreement.

19. General Provisions

- 19.1 Governing Law; Venue; Attorneys' Fees. This Agreement will be governed by the laws of the state of Washington, excluding conflict of laws provisions. Exclusive jurisdiction and venue will lie with the state and federal courts sitting in Pierce County, Washington, and each of the parties hereby irrevocably consents to such jurisdiction. In any action or suit to enforce any right or remedy under this Agreement or to interpret any provision of this Agreement, the primarily prevailing Party will be entitled to recover its costs, including reasonable attorneys' fees.

- 19.2 Notices. Any notice required under this Agreement shall be in writing, addressed to the appropriate Party at its address on the Summary of Terms, and given personally, or by registered or certified mail, postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt. The addresses, phone numbers, facsimile numbers, and email addresses for the Parties provided in the Summary of Terms may be changed by means of a written notice given to the other Party.

- 19.3 Assignment. Neither Party may assign this Agreement or any of its rights and obligations hereunder without the prior written consent of the other Party, which consent shall not be unreasonably withheld, except that either Party may assign this Agreement to an Affiliate without the other Party's prior written consent. If such an attempted assignment occurs, the nonassigning Party will have the right to terminate this Agreement upon written notice to the assigning Party. This Agreement will be binding upon, enforceable by, and inure to the benefit of the parties and their respective successors and assignees to the extent permitted by this Section. "Affiliate" means, with respect to any legally recognizable entity, any other such entity directly or indirectly controlling, controlled by, or under common control with such entity.

- 19.4 Third Party Beneficiaries. This Agreement gives no rights or benefits to anyone other than Client and Parametrix and has no third party beneficiaries.

- 19.5 Survival. All express representations, covenants, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination (for any reason) for a period of three (3) years, provided, however, that the confidentiality provisions of Section 11 shall survive indefinitely.

- 19.6 Non-Waiver. No waiver of any provision of this Agreement will be effective unless it is in writing signed by an authorized executive of the waiving Party and labeled as a "Waiver," and no such waiver will constitute a waiver of any other provision(s) or of the same provision on another occasion. Non-enforcement of any provision of this Agreement by either Party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

- 19.7 Severability. If a court of competent jurisdiction holds any term, covenant, or restriction of this Agreement to be illegal, invalid, or unenforceable, in whole or in part, the remaining terms, covenants, and provisions will remain in full force and effect and will in no way be affected, impaired, or invalidated. If any provision in this Agreement is determined to be unenforceable in equity, then the court making that determination will have the power to reduce or limit such provision, and such provision will be then enforceable in equity in its reduced or limited form.

- 19.8 Force Majeure. Neither Party shall be responsible for delays caused by factors beyond the Party's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, government ordered industry shutdowns, power or server outages, acts of nature, widespread infectious disease outbreaks (including, but not limited to epidemics and pandemics), failure of any governmental or other regulatory authority to act in a timely manner, failure of the other Party to furnish timely information or approve or disapprove of the

Party's services or work product, or delays caused by faulty performance by the other Party or by contractors of any level. When such delays beyond the Party's reasonable control occur, the other Party agrees that the Party shall not be responsible for damages, nor shall the Party be deemed in default of this Agreement.

- 19.9 Headings. The headings used in this Agreement are inserted for convenience only and shall not be used in the interpretation or construction of the terms hereof.
- 19.10 Counterparts. This Agreement may be executed in any number of counterparts, each of which, when executed, shall be deemed to be an original, and all of which together shall be deemed to be one and the same instrument.

19.11 Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements or communications with respect to that subject matter.

20. Exhibits and Schedules

The following exhibits and schedules are hereby made a part of this Agreement:

Exhibit A – Scope of Work


Exhibit B – Schedule for Work Completion

Exhibit C – Schedule of Compensation

Signature Page – Professional Services Agreement

The Parties have caused this Agreement to be executed by their duly authorized representatives as of the Execution Date referred to in the Summary of Terms.

CLIENT

By: 
Name: Jill Anderson
(Please Print)
Title: City Manager
Date: 10/27/2020

PARAMETRIX, INC.

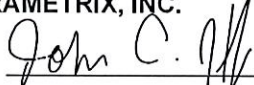
By: 
Name: JC Hungerford, PE
(Please Print)
Title: Water Solutions Division Manager
Date: 10/16/2020

Exhibit A – Scope of Work

Parametrix shall provide on-call wastewater SCADA and PLC programming assistance to the Client's email or phone requests.

Exhibit B – Schedule for Work Completion

The Client and Parametrix will mutually agree to a schedule for work completion for each request prior to the start of work.

Exhibit C – Schedule of Compensation

Labor costs shall be invoiced on an hourly basis, based on the current rate schedule in effect at the time of service. The attached rate schedule, identified as Exhibit C1, is effective through September 30, 2021. Replacement equipment purchased by Parametrix shall be reimbursed at cost with a 15 percent markup.

Exhibit C1

Parametrix Puget Sound Billing Rates - October 1, 2020 through September 30, 2021

Classification	Grade	Billing Rate for 2020	Classification	Grade	Billing Rate for 2020
CADD Operator I	8	\$105	Jr. Planner	8	\$105
CADD Operator II	9	\$115	Planner I	10	\$120
CADD Operator III	11	\$130	Planner II	11	\$130
CADD Supervisor/Technical Lead	12	\$140	Planner III	12	\$140
CADD Services Manager	14	\$160	Planner III	13	\$145
			Planner IV	14	\$165
Jr. Designer	8	\$105	Sr. Planner	15	\$185
Designer I	10	\$125	Sr. Planner	16	\$200
Designer II	11	\$135	Sr. Planner	17	\$215
Designer III	12	\$145			
Designer III	13	\$155	Jr. Scientist/Biologist	8	\$105
Designer IV	14	\$165	Scientist/Biologist I	10	\$120
Sr. Designer	15	\$185	Scientist/Biologist II	11	\$130
Sr. Designer	16	\$200	Scientist/Biologist III	12	\$140
Sr. Designer	17	\$215	Scientist/Biologist III	13	\$145
			Scientist/Biologist IV	14	\$165
Jr. Engineer	8	\$110	Sr. Scientist/Biologist	15	\$185
Engineer I	10	\$130	Sr. Scientist/Biologist	16	\$200
Engineer II	11	\$135	Sr. Scientist/Biologist	17	\$215
Engineer III	12	\$145			
Engineer III	13	\$160	Environmental Technician I	7-8	\$105
Engineer IV	14	\$175	Environmental Technician II	9	\$115
Sr. Engineer	15	\$195	Environmental Technician III	10	\$120
Sr. Engineer	16	\$210			
Sr. Engineer	17	\$230	Jr. Hydrogeologist	8	\$105
Sr. Consultant	18	\$250	Hydrogeologist I	10	\$120
Sr. Consultant	19	\$265	Hydrogeologist II	11	\$130
			Hydrogeologist III	12-13	\$145
Electrical Designer I	11	\$135	Hydrogeologist IV	14	\$165
Electrical Designer II	12	\$150	Sr. Hydrogeologist	15	\$185
Electrical Designer III	13	\$165	Sr. Hydrogeologist	16	\$200
Electrical Designer IV	14	\$175	Sr. Hydrogeologist	17	\$215
Sr. Electrical Designer	15-16	\$205			
Sr. Electrical Designer	17	\$225	GIS Technician	9	\$115
Electrical Engineer I	11	\$135	GIS Analyst	10	\$120
Electrical Engineer II	12	\$145	Sr. GIS Analyst	11	\$130
Electrical Engineer III	13	\$160			
Electrical Engineer IV	14-15	\$185	Graphic Designer	10-11	\$130
Sr. Electrical Engineer	16-17	\$210	Sr. Graphic Designer	12-13	\$145
Sr. Electrical Engineer	18	\$245			
			Publications Specialist I	8	\$105
Jr. Surveyor	8	\$105	Publications Specialist II	9-10	\$120
Surveyor I	9	\$115	Sr. Publications Specialist	10-11	\$130
Surveyor II	10	\$120	Publications Supervisor	12-13	\$145
Surveyor III	11	\$135	Technical Editor	10-11	\$135
Sr. Surveyor	12	\$145	Sr. Technical Editor	12-13	\$145
Sr. Surveyor	13	\$180			
Survey Supervisor	14-16	\$190	Technical Aide	7	\$95
Survey Supervisor	17	\$205	Sr. Technical Aide	8	\$105
Survey Prevailing Wage*			Project Coordinator	9	\$115
			Sr. Project Coordinator	10	\$120
Jr. Inspector	8	\$105	Project Controls Specialist	11	\$130
Construction Inspector	10-11	\$130	Sr. Project Controls Specialist	12-13	\$145
Sr. Construction Inspector	12-13	\$145			
Resident Engineer	13	\$155	Project Accountant	9	\$115
Resident Engineer	14	\$165	Sr. Project Accountant	10-11	\$130
Construction Manager I	12-14	\$165	Accounting Specialist	9	\$115
Construction Manager II	15-17	\$180	Sr. Accounting Specialist	10-11	\$120
Sr. Construction Manager	15	\$190			
Sr. Construction Manager	16-17	\$210	Admin Assistant	7	\$95
Owner's Representative	18-19	\$235	Sr. Admin Assistant	8	\$105
			Office Administrator	10-11	\$130
Division Manager	16-18	\$215	Sr. Office Administrator	12-13	\$140
Regional Division Manager	18-19	\$235	Office Administrative Manager	14-15	\$165
Operations Manager	16-17	\$215	Business Manager	15-16	\$180
Operations Manager	18-19	\$250	Sr. Contract Administrator	10-11	\$145
Program Manager	18-20	\$255	Director of Risk Management	20	\$280
Principal Consultant	19	\$250			
Principal Consultant	20	\$270	UAV Pilot	12-13	\$175
Vice President/Sr. Vice President	18-20	\$270	Expert Witness		\$390

* Prevailing Wage Rates apply to construction surveying on all Washington Public Works Projects.

ZWA 2020-2021
10/1/2020

**AMENDMENT NO. 01
TO AGREEMENT FOR PROFESSIONAL SERVICES**

Between

City of Chehalis
2007 NE Kresky Avenue
Chehalis, WA 98532

and

Parametrix, Inc.
1019 39th Ave SE, Suite 100
Puyallup, WA 98374

The terms and provisions of the Agreement for Professional Services apply herein unless otherwise specifically revised.	
Date: 3/9/2021	Project No.: 216-2614-TBD (020)
Project Name: 2020-2022 Wastewater On-call SCADA Services	

Contract Price:

Original Contract:	\$	<u>15,000.00</u>
Prior Amendments:	\$	<u>0.00</u>
This Amendment:	\$	<u>10,000.00</u>
Revised Total:	\$	<u>25,000.00</u>

Time of Completion:

Original Contract:	<u>December 31, 2022</u>
Prior Amendments:	<u>N/A</u>
This Amendment:	<u>N/A</u>

Description of Amendment:

Increase budget by \$10,000.00 to cover services through 2022.

Reason for Amendment:

Add \$10,000.00 to the budget.

Approved By:

City of Chehalis

By: _____
Title: _____
Date: _____

Accepted For:

Parametrix, Inc.

By: John C. [Signature]
Title: Water Solutions Division Manager
Date: 3/10/21

Execution Date is the date of the latest signature by both Parties.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

MEETING OF: June 14, 2021

SUBJECT: Resolution No. 4-2021, Second and Final Reading – Establishing a Schedule of Fees and Charges

INTRODUCTION

The first reading of Resolution No. 4-2021 was held at the May 24, 2021 City Council meeting to facilitate the updating of the City's current Schedule of Fees and Charges that went into effect on January 1, 2015. Since that time, there have been some adjustments; however, many of the fees have not been changed. A revised fee schedule is being proposed for consideration by the City Council at this time. The purpose of the proposed revisions is twofold: 1) To update those fees that need adjustment to reflect the increasing costs of doing business; and 2) Establishing the City's fee schedule by resolution to make it easier for users to find, understand, and update. While the proposed revisions are significant for some categories of City services, most notably Community Development, the proposed fee schedule attempts to identify all of the City's fees, including those that would remain the same.

The second and final reading of Resolution No. 4-2021 is scheduled for the June 14, 2021 City Council meeting. There have been no changes to the ordinance since the first reading.

BACKGROUND

On December 8, 2014, the City Council adopted Resolution No. 11-2014, which adopted a Schedule of Fees and Charges that became effective January 1, 2015. Since that time, new fees have been established by ordinance, resolution, or City Council action. These fees have been incorporated into the proposed schedule.

It is proposed that there be a consistent method of revising the fee schedule, which would best be done by resolution. This method is commonly used by cities as it is easier to adopt and revise a fee schedule by resolution than by ordinance. Fees would only be set by ordinance if there was a specific statute that required it.

The 2015 schedule was codified in the Chehalis Municipal Code as an appendix to the Uniform Development Regulations. This make it difficult to find and is not the place that most people would expect to find a fee schedule. It also makes it difficult to update the fee schedule consistently because it was an appendix to a document that required amendment every time a new fee was established or an existing fee was updated. Oftentimes, new fees would be established but the document would not be amended due the need to do it by Ordinance. It is proposed that one complete fee schedule be referenced in the municipal code as a separate document adopted by resolution. The formatting in the attached proposed fee schedule is in excel and would be refined as needed to make it easy to read in electronic or paper formats.

A general overview of the proposed revisions to the fee schedule is provided below. The City Council Budget Committee met with staff from the departments recommending fee revisions and are proposing the following for consideration by the City Council.

Police Department:

Concealed Weapon License Fees: These fees are set by state law. The current rates are included in the schedule with a notation that they are subject to change. Staff is also proposing to remove the charge for a “Clearance Letter” as it is no longer applicable.

Parking fees: The City Council Budget Committee and the City Council Parking Committee reviewed Parking fees in separate meetings. The following table summarizes the current fee schedule and the proposed adjustments.

Parking Fees

Category	Current Fee	Budget Committee Recommendation
Parking Violation – Overtime	N/A	N/A
1 st Violation	5	\$20.00
2 ND Violation	10	20.00
3 RD Violation and Subsequent	15 (Max Per Day)	20.00
Illegal parking		30.00
Parking Lot Permit – Individual	7.50/month	20.00/month
Parking Lot Permit- Commercial	15.00/month	20.00/month
Misc.: Blocking Driveway; Yellow Curb; etc.	15	\$30.00

Parks & Facilities

Increases are being proposed for RV sewage disposal, nightly camping, and the organic yard waste disposal site (aka dump) at Stan Hedwall Park. There have been no increases to these fees in several years and the increases are being proposed to reflect the RV Park restroom renovation project that will take place this year. The charge for showers is proposed to be eliminated as it will be absorbed within the increased fee for nightly camping.

Airport

Hangar rents are periodically updated to remain at fair market value. The maximum time anticipated for these adjustments is at five-year intervals. The last adjustment took place in early 2020 and was a minimum of a 10% increase. The hangars were renamed in 2016 by the former airport director, so a revision of the hangar names and associated fees is required. The hangar waiting list deposit is proposed to be eliminated to simplify tracking and eliminate costs associated with managing the deposit. The hangar lock replacement fee is proposed to be eliminated since the Airport maintains all of the locks. The extra hangar key fee of \$5 is proposed to be eliminated.

The \$5 daily ramp tie down fee is proposed to be eliminated. The parking provided is a courtesy to our visitors and facilitates the sale of fuel.

The Ground Lease Assignment fee is proposed to be eliminated. This task is part of the management of new and existing lease agreements.

The Toyota Sienna rental van fee is proposed to be reduced to make the van more marketable. The Toyota Camry fee is proposed to be eliminated because the vehicle was a leased vehicle that has been returned.

The wayfinding sign was added in 2018. The proposed fee is similar to what the WSDOT charges for their wayfinding signs.

Community Development (Planning and Building)

Community Development has prepared a proposed fee schedule that includes some increases and some decreases to building and planning fees.

The proposed fees have been developed for City Council consideration with the following goals:

- **Recover** revenue to the degree feasible to minimize the general fund subsidy of development services, particularly for larger and more complex projects.
- **Reduce** fees for projects under \$100,000 to make it less costly for property owners doing home and business maintenance and improvements by adding or revising fees for projects like window and door replacements.
- **Consistency** with other jurisdictions to make it easier for developers that work in the area to understand and predict what the fees may be early in the planning phase.
- **Encourage** those interested in doing a development to plan ahead by establishing lower planning review fees for those that go through a pre-application process.
- **Adjust** fees for direct services that the City historically and currently contracts for to more accurately reflect the actual costs that the City must pay to advance a project through the process, such as the Hearings Examiner fees.
- **Establish** fees that are in alignment with current building practices and procedures.

The proposed fee increases also partially account for the general increase in cost of providing services. While the activities of the Planning and Building Department will need an ongoing subsidy from the General Fund in order to maintain general services, the fees do need to be adjusted so that the cost of providing services to new development, particularly for large commercial, residential and/or industrial developments.

City Council Budget Committee Discussion of Planning and Building Fees: The City Council Budget Committee carefully reviewed these fees and a good discussion regarding the position that the City Council has had toward the adoption of development fees, as well as the pros and cons of different approaches. Two of the three members were supportive of proposed fee adjustments as presented. One of the City Council Budget Committee members was not against adjusting the fees; however, he wanted more information and detail on each fee. The fees based on a percentage of a project costs were particularly concerning to the one Committee member.

The response of the other two Committee Members is that the proposed fee schedule is generally consistent with the expectations of the development community and very competitive in the region. They communicated that the time, energy, and money that would need to be diverted from the staff's current work to detail the more exact cost of providing each service would not yield a significantly better fee structure. In addition, it would create an immediate administrative burden that the City is not able

to absorb without compromising the work currently being done, particularly in the Finance and Planning and Building Departments.

It was also discussed that most developers in Lewis County recognize that the fees are generally lower than those in other areas. Therefore, they are generally more concerned with certainty and predictability of fees for their bidding process and the ability to work through the process in a straightforward manner than the actual cost of the fees, because as we all know time is money.

FISCAL IMPACT

It is anticipated that the increased fees will have a positive impact on the city budget; however, those impacts are difficult to project at this time.

RECOMMENDATION

It is recommended that the City Council review the attached fee schedule and adopt Resolution No. 4-2021 on second and final reading.

SUGGESTED MOTION

I move that the City Council adopt Resolution No. 4-2021 on second and final reading.

RESOLUTION NO. 4-2021

**A RESOLUTION OF THE CITY OF CHEHALIS,
WASHINGTON, AMENDING THE CITY OF
CHEHALIS FEE SCHEDULE, AND PROVIDING
FOR AN EFFECTIVE DATE HEREOF.**

WHEREAS, in connection with the municipal functions and operations of the City of Chehalis, the City requires certain fees; and

WHEREAS, it is appropriate to review such fees and make adjustments to appropriately address costs; and

WHEREAS, in keeping with the philosophy of setting City fees in amounts reflective of actual costs, it is appropriate at this time to revise certain fees to compensate the City for costs and adopted cost recovery goals associated with various City functions and facilities; now, therefore,

THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO HEREBY RESOLVE AS FOLLOWS:

Section 1. The Fee Schedule of the City of Chehalis is amended as set forth in Exhibit A.

Section 2. Severability. If any sections, sentence, clause, or phrase of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property or circumstance, such invalidity or unconstitutionality or inapplicability shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution or its application to any other person, property or circumstance.

Section 3. The effective date of this Resolution shall be immediately upon its adoption.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this _____ day of _____, 2021.

Dennis L. Dawes, Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

GENERAL

Returned Checks

NSF Check (for any reason) and ACH		\$ 30.00
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Certified Copies

May be waived if associated with city business

First Page		\$ 5.00
Additional Pages For Same Document	Per Page	\$ 1.00

Notary Services

City Business		No Fee
Non-city Business	Per Document	\$ 6.00

Note: Notary services are only provided for City related business

PARKS & FACILITIES

Stan Hedwall RV

Sewage Disposal		\$ 3.00	
RV Sewage Disposal		\$ 5.00	
Nightly Camping	Per Night	\$ 20.00	Includes disposal fee
Nightly Camping	Per Night	\$ 50.00	Includes disposal fee
Shower		\$ 0.25	

Organic Yard Waste Disposal

Dump Pass	Annual	\$ 40.00	April - November
Yard Waste Disposal Pass	Annual	\$ 50.00	April - November

Building Rentals

	Time of Day	Mon-Thurs	Fri	Sat/Holiday	Sun
V.R. Lee Community Building	Daytime	\$ 65.00	\$ 65.00	NA	\$ 130.00
	Evening	\$ 65.00	\$ 90.00	NA	\$ 130.00
	All Day	\$ 130.00	\$ 150.00	\$ 150.00	\$ 130.00

Fred Hess Kitchen	Daytime	\$ 35.00	\$ 35.00	NA	NA
	Evening	\$ 45.00	\$ 50.00	NA	NA
	All Day	\$ 80.00	\$ 85.00	\$ 85.00	\$ 80.00

Covered Shelters

	Time of Day	Mon-Thurs	Fri	Sat/Holiday	Sun
Stan Hedwall Park	All Day	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
	All Day, including grass area	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

Robert E. Lintott/Alexander Park	All Day	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
	All Day, including grass area	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

ATHLETIC FACILITY USE FEES FOR OUTSIDE USERS

For private or a non-profit organization not affiliated with a City approved non-profit organization

Recreation Park - Chehalis Sports Complex (Fields 1, 2, 3, 4)

- Facility Charge - \$200 per day or \$50 per field per day
- Field Rental - \$25 per hour per field
- Lights - \$10 per game
- Gate Admission Fee (if charged by user) - \$25 per field per day
- Vendor Fee - \$25 per day, cannot sell food or drink
- Tournament's require a \$200 non-refundable deposit to reserve facility to be applied toward tournament fees

Stan Hedwall Park - Slowpitch Complex (Fields 1, 2, 3, 4)

- Facility Charge - \$100 per day or \$25 per field per day
- Field Rental - \$20 per game per field
- Gate Admission Fee (if charged by user) - \$25 per field per day
- Vendor Fee - \$25 per day, cannot sell food or drink, unless approved
- Tournament's require a \$100 non-refundable deposit to reserve facility to be applied toward tournament fees

Stan Hedwall Park - Little League Complex (Fields 1, 2, 3, 4)

- Facility Charge - \$100 per day or \$25 per field per day
- Field Rental - \$20 per game per field
- Lights - \$10 per game
- Gate Admission Fee (if charged by user) - \$25 per field per day
- Vendor Fee - \$25 per day, cannot sell food or drink, unless approved
- Tournament's require a \$100 non-refundable deposit to reserve facility to be applied toward tournament fees

Babe Ruth Complex (Fields 1, 2)

- Facility Charge - \$50 per day or \$25 per field per day
- Field Rental - \$20 per game
- Gate Admission Fee (if charged by user) - \$25 per field per day
- Vendor Fee - \$25 per day, cannot sell food or drink, unless approved
- Tournament's require a \$100 non-refundable deposit to reserve facility to be applied toward tournament fees

Stan Hedwall Park Soccer Fields (Full Sized Fields, Mod Fields, Micro Fields)

- Facility Charge for tournaments - \$100 per day or \$25 per field per day
- Full Size Field (U13+) - \$25 per field per game
- Mod Size Field (U12) - \$20 for up to 2 fields per round of games
- Mod Size Field (U10) - \$20 for up to 2 fields per round of games
- Micro Size Field (U6/U8) - \$20 for up to 4 fields per round of games

Stan Hedwall Park Large Batting Cage

- Facility Charge for scheduled use (August – January) must benefit Chehalis youth - \$100, per approved User approve user
- Facility Charge for a Camp or Clinic, must benefit Chehalis youth - \$50 per day
- Outside users will be scheduled ONLY if space allows

Camp/Clinic/Other Use Fees – Baseball, Softball or Soccer Fields

- Field Use - \$25 per hour per field – Recreation Park, Sports Complex
- Field Use - \$25 per field per 0-2-hour time period – Hedwall Sport Fields

Additional Amenities—must be requested in advance:

- Portable outfield fencing - \$150 per field (200') plus \$5 per additional panel
- Field drying agent – at cost per bag (currently \$13)
- Field Chalk – at cost per bag (currently \$10)
- Field Paint – at cost to be tracked by supplies purchased and staff time needed to paint
- Press box/sound system (Chehalis Sports Complex, Babe Ruth) – included in facility charge

- Upstairs room (Chehalis Sports Complex) – included in Facility Charge
- Sound system (Chehalis Sports Complex) – included in Facility Charge
- Permanent scoreboard (Chehalis Complex Fields 1 & 2, Babe Ruth Field 1, Little League Fields 1 & 2) – included in facility charge
- Vendors, or sale of concessions or goods – \$25 per day, but by permission only and is subject to restrictions or limitations due to existing concessionaire contracts
- Requests for other amenities or services will be considered and are subject to additional fees

SHAW AQUATICS CENTER

Admission - All Ages		\$ 5.00
Swimming Pool Private Rental for One (1) hour	Includes eight (8) staff and use of common room	\$ 200.00
Swimming Pool Private Rental for One (1) hour	Per participant up to 201	\$ 3.00
Swimming Pool Rental	Common room plus 25 admit during open swim	\$ 125.00
Swimming Lessons		\$ 40.00
Swimming Lessons	Extra after two (2)	\$ 35.00
Senior Citizen Discount	Age 55 and older	\$ (1.00)
Military Discount		\$ (1.00)
Season Pass		\$ 40.00

POLICE

Animal Control

Dog License - New	Unaltered	\$ 30.00
Dog License - Renew	Unaltered	\$ 15.00
Dog License - New	Altered	\$ 10.00
Dog License - Renew	Altered	\$ 5.00
Late License	Add to Any Required License Fee	\$ 10.00
Initial License	Other Animal	\$ 5.00
Replacement License		\$ 5.00
Registration	Potentially Dangerous Dog	\$ 150.00
Registration	Dangerous Dog	\$ 250.00
Registration	Other Animal - Dangerous/Potentially Dangerous	\$ 250.00
Registration	Micro-chipped Animal Not Otherwise Categorized	No Fee
Registration	Other Animal	\$ 5.00
Late Registration	Add to Any Required Registration Fee	\$ 25.00
Detainment (Impound)	Per Day or Part of Day at Muncipal Impound Kennel	\$ 35.00
Detainment (Impound)	Per Day or Part of Day at County Impound Kennel	\$ 50.00
Quarantine	Per Day or Part of Day	\$ 20.00
Disposal Fee	Relinquished Animal	\$ 50.00
Rabies Testing		Actual Cost

Concealed Weapon License *Concealed weapon license fees are set by state law (RCW 9.41.070), and are subject to change.*

Concealed weapons permit		\$ 55.25
CPL - New	\$36.00; plus additional charges imposed by FBI	\$ 49.25
CPL - Renew		\$ 32.00
CPL - Late Renewal		\$ 42.00
CPL - Replacement		\$ 10.00

Fingerprinting

Fingerprinting	Two Permit Cards	\$ 10.00
Fingerprinting	Additional Permit Card	\$ 5.00

Parking Permits/Fees

Residential	Per Month	\$ 7.50
Business	Per Month	\$ 15.00
Residential	Per Month	\$ 20.00
Business	Per Month	\$ 20.00
Overtime Parking		\$ 15.00
Illegal Parking		\$ 30.00
Misc: Blocking Driveway; Yellow Curb; etc.		\$ 30.00

Bicycle License

License		No Fee
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~~Clearance Letter~~

~~\$ 15.00~~

PUBLIC WORKS

Installation of Hydrant Meter		\$	100.00	Plus \$100.00 deposit	13.04.380 Hydrants – Temporary use
Sale of class A biosolids	Loaded at CRWRF by City on buyer's vehicle	\$	1.00	Per Cubic Yard	

Community Development Fees				
PERMIT TYPE	VALUE	CHEHALIS	CHEHALIS Proposed	New definitions for building fees
Building Fees				
Building Permit	\$1,000,001 and up	\$5,608.75/1st mill + \$4.22 per thousand	\$6797.50/1st mill + \$4.75 per thousand	
	\$500,001 to \$1 mill	\$3,233.75/1st \$500k + \$5.50 per thousand	\$3797.50/1st \$500k + \$6.00 per thousand	Valuation-current market value of labor and materials
	\$100,001 to \$500k	\$993.75/1st \$100k + \$6.48 per thousand	\$1097.50/1st \$100k + \$6.75 per thousand	
	\$50,001 to \$100k	\$643.75/ 1st \$50k + \$7.00 per thousand + \$215.00	\$710.00/ 1st \$50k + \$7.75 per thousand	Residential-single family, duplex, triplex, fourplex
	\$25,001 to \$50k	\$391.25/1st \$25k + \$10.10 per thousand + \$197.00	\$422.50/1st \$25k + \$11.50 per thousand	
	\$2,001 to \$25k	\$69.25/1st \$2k + \$14.00 per thousand + \$33.00	\$77.50/1st \$2k + \$15.00 per thousand	Commercial-Multifamily, multituse, commercial, industrial
	\$501 to \$2k	\$23.50/1st \$500 + \$3.05 per hundred	\$23.50/1st \$500 + \$3.50 per hundred	
	\$1 to \$500	\$23.50	\$25.00	Minor amendments- No increase to density, no additional useable space
Plan Review		25% of building permit fee (residential) 65% of building permit fee (commercial & industrial)	25% of building permit fee (residential) 65% of building permit fee (commercial &	
Land Use/Zoning Plan Review		*no plan review fee, unless variance or conditional-use permit is required*		
Manufactured Structure		\$200.00 per assembled structure	\$200.00 per assembled structure	
Mobile Home Title Elimination			No fee if building permits are on file.	
Re-roof (residential)		Assessed as building permit	<2000 sq ft= \$75; >2000 sq ft=\$25 base fee and \$7 per square or 100 sq feet	
Re-roof (commercial)	Class A & B (hot mop & torchdown)	Assessed as building permit	\$75 base fee and \$7 per square or 100 square feet	
	Composition (roll/3 tab)	Assessed as building permit		
	placement	Assessed as building permit		
	Metal	Assessed as building permit		
	Shake	Assessed as building permit		
	Shingle	Assessed as building permit		
Window Replacement			Residential-more than 25% of window replacement, like for like: \$25 base fee and \$7 per window. <25%, like for like: no permit required. Any changes in window size or style: based upon valuation. Commercial-any or all window replacement, like for like: \$25 base fee and \$7 per window. Any changes in window size or style: based upon valuation.	
Deck			Residential-<120 sq ft and no more than 30 inches above grade, no permit required. 121 sq ft to 500 sq ft <u>and</u> no more than 30 inches above grade: \$175. Over 501 sq ft <u>or</u> higher than 30 inches above grade, assessed as a building permit with plan review. Commercial-based upon valuation.	
Residential siding replacement			<25% no fee. More than 25% of the building: \$250	

Demolition Permit		\$28.00	\$50 residential without utility disconnections \$100 residential with utility disconnections \$100 commercial, with or without utility disconnections
Temporary Occupancy			\$1,000.00
Fire Safety Permit		1.9% of the valuation of fire safety system	1.9% of the valuation of fire safety system with a \$200 minimum
Fire Safety Modifications		\$200.00	\$200.00
Automatic Fire Alarm			
Flow Test (one-time)			
Fixed Fire Suppression			
Auto Sprinkler System			
Fireworks Stand		\$100.00	\$150.00
Underground Storage Tank (installed or removed)		\$25/per tank	\$50 for installation if not part of a building permit
Sign Permit	\$1 – \$2,000	\$20.00	\$100 if no plan review required. If plan review required fee assessed as per building permit fees. No fee for home occupation signs but permit required. No permit required for sign refacing.
	\$2,001 and up	\$75.00	
House Moving Permit – Plan Review		\$50.00	
House Moving Permit		\$200.00 + performance bond or \$5,000.00 damage deposit	\$350.00 + performance bond or \$5,000.00 damage deposit
Mechanical Permit		\$35.00	Residential-\$35 base fee and \$7 per fixture regulated by the building code. For natural gas lines-the first 4 outlets count as one fixture and all additional outlets, \$1 each.
			Commercial-\$175 plus \$7 per fixture
Plumbing Permit		\$26.00	Residential-\$35 base fee and \$7 per fixture regulated by the building code. For natural gas lines-the first 4 outlets count as one fixture and additional outlets, \$1 each.
			Commercial-\$175 plus \$7 per fixture regulated by the building code.

Occupancy Permit /Change of Occupancy		\$30.00	Stand alone occupancy permit-\$150 for the first 2 hours, \$75 per hour after 2 hours. For occupancy permit associated with a building permit-no fee.
Reinspection Fee		\$0.00	\$75 per reinspection visits of 3 or more
Inspections outside normal business hours		\$0.00	\$150 with a 2 hour minimum
Occupancy Permit – no construction or ROW		\$50.00	
Planning Fees			
Comprehensive Plan Amendment		\$300.00	If applied for within annual comp plan amendment cycle-no fee If applied for outside of annual comp plan amendment cycle-\$1000
Planned Unit Development (preliminary)		\$300.00	\$1000 plus the cost of Hearing Examiner
Planned Unit Development (final)			\$500.00
Planned Unit Development Amendment (Minor)			no fee
Planned Unit Development Amendment (Major)			\$500 plus the cost of the Hearing Examiner
Development Regulation Text Amendment (Title 17)		\$125.00	If applied for within annual comp plan amendment cycle-no fee If applied for outside of annual comp plan amendment cycle-\$1000
Subdivision (preliminary plat application)		\$200.00 + \$5.00 per lot	\$750.00 + \$5.00 per lot plus cost of Hearing Examiner
Subdivision (Final plat application)		\$200.00	\$500 unless part of a PUD or MPD then \$150
Short Plat		\$200.00	\$200 plus \$50 per lot
Long Plat Subdivision (application)			
Long Plat Subdivision (final approval)			
Boundary Line Adjustment		\$250.00	Residential BLA-no fee Commercial, Industrial, Mixed use, and multifamily-\$350
Environmental Impact Statement (review only - EIS by applicant)		\$200.00	\$500 plus consultant costs
Preliminary Site Plan Review		\$0.00	
Pre-submission conference		\$0.00	\$0.00
Binding Site Plan (preliminary)		\$150.00	\$1000 plus the cost of the Hearing Examiner
Binding Site Plan (final)			\$500.00

Binding Site Plan Amendment (Minor)			no fee
Binding Site Plan Amendment (Major)			\$1000 plus the cost of the Hearing Examiner
Address Assignment			no fee but will not be issued without a building permit
Appeal to Hearing Examiner (Planning)			\$500 plus actual Hearing Examiner costs
Appeal to Hearing Examiner (Building)			\$500 plus actual Hearing Examiner costs
Appeal to City Council			\$500.00
SEPA		\$200.00	\$500.00
SEPA exemption letter			\$300.00
Master Plan Development (conceptual)			\$3000 plus applicable consultant and Hearing Examiner costs
Master Plan Development (amendment or alterations)			Minor amendments or alterations-no fee Major amendments or alterations-\$500 plus the cost of the Hearing Examiner
Master Plan Development (final)			\$500.00
Variance Permit		\$200.00 deposit + up to \$500.00 in pass-through costs	\$500 plus the full cost of the Hearing Examiner fees
Conditional Use Permit		\$200.00 deposit + up to \$500.00 in pass-through costs	\$500 plus the full cost of the Hearing Examiner fees
Floodplain Development Permit (JARPA)		\$0.00 costs	\$75.00
Joint Aquatic Resource Permit		If Shoreline Management Act permit, flood hazard zone permit, local wetland development permit; or slop/slide/unstable permit - NO permit fee. If other agency is involved - other agency requirements State of Washington surcharge - \$4.50 + \$2.00 per residential unit over one (attached to any buidling permit issued)	
Shoreline Management Program Document			
Shorline Statement of Exemption			\$350.00
Substantial Development Permit			\$500 plus the cost of Hearing Examiner, if applicable
Substantial Development Permit (Public Hearing Required)			
Shoreline Conditional Use Permit			\$1000 plus the cost of the Hearing Examiner
Shoreline Variance			\$1000 plus the cost of the Hearing Examiner

Site Plan Review			\$300.- \$150 waived if applicant has had a pre submission conference within 180 calander days prior to submittal.
Site Plan Amendment			Minor amendments = no fee All other amendments = \$300
Temporary Use Permit/Special Event			\$150.00
Zone Change		\$300.00	If applied for within annual comp plan amendment cycle-no fee If applied for outside of annual comp plan amendment cycle-\$1000
Code Compliance/Zoning Verification Letter			\$25.00

Engineering Fees		
	Current	Proposed
Civil Permit Base Fee	\$50.00	\$50.00
ADA Ramp	\$0.00	\$150 (includes 10' of sidewalk)
Commercial Driveway Approach	\$0.00	\$250 (includes 25' of sidewalk)
Residential Driveway Approach	\$0.00	\$150 (includes 25' of sidewalk)
Sidewalk--New/Repair/Replace	\$0.00	\$25 for first 25', then \$25 per 50'
Plan Review and Inspection--Construction of City Water Main	\$0.00	\$500 for the first 100', then \$0.50/foot
Plan Review and Inspection--Construction of City Sewer Main	\$0.00	\$500 for the first 100', then \$0.50/foot
Plan Review and Inspection--Construction of City Stormwater Main	\$0.00	\$500 for the first 100', then \$0.50/foot
Plan Review and Inspection--Stormwater onsite pipe	\$0.00	\$2 per linear foot
Inspection--Water--Abandon, Service Repair or Additional Backflow Device 2" or smaller (no fee if the applicant has a demo permit)	\$0.00	\$125.00
Inspection--Sewer--Abandon, Service Repair (no fee if applicant has a demo permit)	\$0.00	\$125.00
Right of Way Obstruction/Traffic Plan	\$0.00	\$25.00
Street or Alley Vacation	\$0.00	\$200 plus associated planning permit costs
Overhead ROW work	\$0.00	\$50 per continual 1000 linear foot
Open Cut ROW ground work	\$0.00	\$75 per continual 100 linear feet
Trenchless ROW ground work	\$0.00	\$50 for first continual 25 linear feet, then \$0.50 per foot
Water Meter Installation		
3/4" to 5/8"	\$700.00	\$700.00
1"	\$1,000.00	\$1,000.00
1 1/2"	\$1,500.00	\$1,500.00
2"	\$2,000.00	\$2,000.00
Fire Service Connection Fees		
2"	\$1,610.00	\$1,610.00

3"	\$3,210.00	\$3,210.00
4"	\$5,020.00	\$5,020.00
6"	\$10,040.00	\$10,040.00
8"	\$16,060.00	\$16,060.00
10"	\$23,090.00	\$23,090.00
12"	\$45,170.00	\$45,170.00
Oustide plan review-	\$0.00	Actual cost
Inspections outside normal business hours-	\$0.00	\$75 with a 2 hour minimum
Reinspection fees-	\$0.00	\$75 from the 3rd reinspection on
Earthmoving Permit		
Grading Plan Review Fees		
up to 50 cu yards	No fee	No fee
51 to 100 cu yards	\$23.50	\$23.50
101 to 1,000 cu yards	\$37.00	\$37.00
1,001 to 10,000 cu yards	\$49.25	\$49.25
10,001 to 100,000 cu yards	\$49.25 for the 1st 10,000 cu yards plus \$24.50 for each additional 10,000 cu yards	\$49.25 for the 1st 10,000 cu yards plus \$24.50 for each additional 10,000 cu yards
100,001 to 200,000 cu yards	\$269.75 for the 1st 100,000 cu yards plus \$13.25 per each additional 10,000 cu yards	\$269.75 for the 1st 100,000 cu yards plus \$13.25 per each additional 10,000 cu yards
200,001 cu yards or more	\$402.25 for the first 200,000 cu yards plus \$7.25 for each additional 10,000 cu yards	\$402.25 for the first 200,000 cu yards plus \$7.25 for each additional 10,000 cu yards
Grading Permit Fees		
up to 50 cu yards	\$23.50	\$23.50
51 to 100 cu yards	\$37.00	\$37.00
101 to 1,000 cu yards	\$37.00 for the first 100 cu yards, plus \$17.50 for each additional 100 cu yards	\$37.00 for the first 100 cu yards, plus \$17.50 for each additional 100 cu yards
1,001 tp 10,000 cu yards	\$194.50 for the first 1,000 cu yards plus \$14.50 for each additional 1,000 cu yards	\$194.50 for the first 1,000 cu yards plus \$14.50 for each additional 1,000 cu yards
10,001 to 100,000 cu yards	\$325.00 for the first 10,000 plus \$66.00 for each additional 10,000 cu yards	\$325.00 for the first 10,000 plus \$66.00 for each additional 10,000 cu yards
100,001 cu yards or more	\$919.00 for the first 100,000 cu yards plus \$36.50 for each additional 10,000 cu yards	\$919.00 for the first 100,000 cu yards plus \$36.50 for each additional 10,000 cu yards

AIRPORT

Fuel Overhead & Profit (Per Gallon)

Profit (100LL Self-Service)	0.1	
Profit (Jet A)	Market Rate	
Overhead (Full-Service Fuels)	0.28	Includes \$.10 per gallon for labor
Overhead (Self-Service Fuels)	0.14	
Call out fees	\$ 75.00	
Catering	\$ 25.00	Base fee + actual costs + 10% for additional services

Sample: **100 LL Fuel Pricing Formula**

		Profit Perc	Tax Rate
Airport Profit	0.37	10.0%	8.2%
Airport Overhead	0.12056319	3.30%	
100LL Cost	3.65343	Ore Id fee	0.001 0.003617
Fed Oil Spill Liability	0.00214		
Federal Excise Tax	0.194		
WA Aviation Excise Tax	0.11		
Credit Card Processing Fee (3.	0.146700714		
WA State Sales Tax (8.2%)	0.376558506		
Total Amount of Fuel	4.97		

Sample: **Jet A Fuel Pricing Formula**

Airport Profit	0.9096705	45.0% Profit Percentage
Airport Overhead	0.06670917	3.30% CC Processing Fee
Jet A	2.02149	8.20% Tax Rate
Federal Oil Spill Liability	0.00214	
Federal Excise Tax	0.2430000	
WA Aviation Excise Tax	0.1100000	
Federal Lust Tax	0.0010000	
Credit Card Processing Fee (3.	0.110682319	

Sales Tax 0.2841047
 Total Amount of Fuel 3.748796732 Self Serve Fuel
 Total Amount of Fuel Add \$.10 per gallon Full Service Fuel
 Total Amount of Fuel Add \$.05 per gallon Full Service w/ FSII

Hangar Rents

B, C, D	\$ 102.25
E	\$ 56.63
F	\$ 70.79
G	\$ 295.24
J	\$ 102.25
S1 (12 Units)	\$ 220.00
N (has not been rented)	\$ 2,400.00
Hangar Waiting List Deposit	\$ 25.00
Replacement Hangar Lock	\$ 25.00
Extra Hangar Key	\$ 5.00

Hangar	Rent	Leasehold	Total
A	\$242.00	\$31.07	\$273.07
F	\$77.87	\$10.00	\$87.87
G	\$112.48	\$14.44	\$126.92
H	\$112.48	\$14.44	\$126.92
I	\$112.48	\$14.44	\$126.92
J	\$62.30	\$8.00	\$70.30
K	\$400.00	\$51.36	\$451.36
L	\$400.00	\$51.36	\$451.36
M	\$400.00	\$51.36	\$451.36
N	\$400.00	\$51.36	\$451.36
O	\$400.00	\$51.36	\$451.36
P	\$500.00	\$64.20	\$564.20
Q			
R	\$220.00	\$28.25	\$248.25

Ramp Tie Down Fees

Daily	\$ 5.00
Monthly	\$ 35.00

Property Fees

Ground Lease Assignment Fee	\$ 200.00
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Rental Vehicles

Sienna per day	\$ 103.30	
Sienna per day	\$ 60.00	
Sienna weekly rate	\$ 464.85	
Sienna weekly rate	\$ 420.00	

Camry per day	\$ 72.31	
Camry weekly rate	\$ 353.39	
Fuel	\$ 9.29	Per gallon or \$.422 per mile driven
Cleaning fee	\$ 50.00	Based on condition of vehicle when returned plus actual damage fees

Wayfinding Sign Advertising

Annual	\$ 150.00
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CITY CLERK

Public Records

Police Records	Victims/persons involved in an incident	No Fee
All Records	Uploading and/or transmission of scanned records	No Fee
All Records	Inspecting records	No Fee
Photocopies	100 pages or less	No Fee
Photocopies	101 or more pages (includes first 100 pages)	\$0.15/ page
Scanning Paper Documents	100 pages or less	No Fee
Scanning Paper Documents	101 or more pages (includes first 100 pages)	\$0.10/ page
Outside Copying Costs		Actual cost
Digital Storage Media	CDs, Thumb Drives, Containers, Envelopes, etc.	Actual cost
Postage/Delivery		Actual cost
Customized Access for IT Expertise		Actual cost
Deposit	Requests exceeding \$50	Not to exceed 10% of estimated costs

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent Lougheed, Public Works Director
Brandon Rakes, Airport Operations Coordinator

MEETING OF: June 14, 2021

SUBJECT: Award of Airfield Pavement Rehabilitation Bid to C.R. Contracting, LLC

INTRODUCTION

The City received notice of FAA grant funds that would be made available to the Airport for the repair of the airfield pavement earlier this year. In April, the City Council approved proceeding in the formal application and receipt of the grant funds. In May, the City Council acted to allow the City to accept all federal funds available for this project, when the City was informed that the grant program would have additional funds to distribute to the Chehalis – Centralia Airport.

In anticipation of the formal grant award execution, bids were requested in March in order to preserve the opportunity to complete the project this summer. Three (3) bids were received and were opened on April 1, 2021. The bids, which are good until the end of July, have been held until receipt of the fully executed grant awarded agreement, which was received June 10, 2021. Therefore, the bidding results and a recommendation to award a contract have been prepared for the City Council’s consideration and action.

DISCUSSION

The pavement for the Chehalis-Centralia Airport’s runway and much of the taxiway were constructed in 1942. The overall condition of these surfaces is currently acceptable, but they require maintenance. Rehabilitation of the airfield pavements will help prevent accelerated deterioration of the pavement and reduce overall life cycle rehabilitation costs. In addition, rehabilitation of the pavements is necessary to ensure continued service and prevent the pavement’s failure.

The major elements of the work required for this maintenance include:

- Longitudinal joint sealing of existing concrete pavement
- Crack sealing of asphalt pavement
- Fog seal
- Pavement marking

This project was advertised beginning on March 11, bids were opened on April 1, and three bids including Additive Bid A were received, as shown in the following table:

Bidder	Amount
C.R. Contracting, LLC	\$744,377.81
Road Products, Inc.	\$759,645.15
Combined Construction Inc.	\$808,567.78

C.R. Contracting, LLC appears to be able to complete the job and is the lowest bidder, with a bid \$15,307.34 lower than the 2nd low bidder. Therefore, the administration recommends they be awarded the contract to complete the work.

STATUS OF THE GRANT

The FAA sent the fully executed Grant Agreement to the City of Chehalis on June 10, 2021. The maximum obligation outlined in the Grant Agreement is \$944,377. This grant offers and agrees to pay 100 percent of the allowable costs incurred accomplishing this Project as the United States share of the Project.

FISCAL IMPACT

The plan is to pay for this project with a grant that the City has received from the Federal Aviation Administration. The FAA reimburses the City for the costs incurred consistent with the grant approval. The only portion of the project that would not be funded by the FAA grant is the proposed 2.5% contingency, which is \$23,609.45. If needed, the contingency would be paid from the Airport fund, which has sufficient resources to supplement the project in this way.

Usually, a project such as this would be paid for with FAA assistance totaling ninety percent of the project costs. However, due to recent funding made available through federal aid, the FAA will fund this project at the 100% level., with the exception of the contingency. The recommendation is to award the bids with the condition of approval of the grant.

The entire estimated cost for this project, identified in the Airport's 2020 Five-Year Capital Improvement Project list filed with the FAA and the State Capital Improvement Project List, is estimated to total \$944,377.81. This includes \$10,000 in preliminary planning, \$82,000 in design services, \$108,000 in site preparation, and \$744,377.81 for construction.

RECOMMENDATION

The administration recommends the City Council conditionally approve the following, subject to the award of grant funds from the FAA designated for this project:

- Award the Airfield Pavement Rehabilitation Project to C.R. Contracting, LLC in the amount of \$744,377.81
- Authorize \$10,000 in preliminary planning with Precision Approach Engineering
- Authorize \$82,000 for design services with Precision Approach Engineering

- Authorize \$108,000 for services during construction with Precision Approach Engineering
- Authorize a 2.5% contingency budget of \$23,609.45; and
- Authorize the City Manager to execute all project-related documents, including change orders, for a not to exceed total project cost of \$967,987.26.

SUGGESTED MOTION

I move that the City Council approve the following for this project:

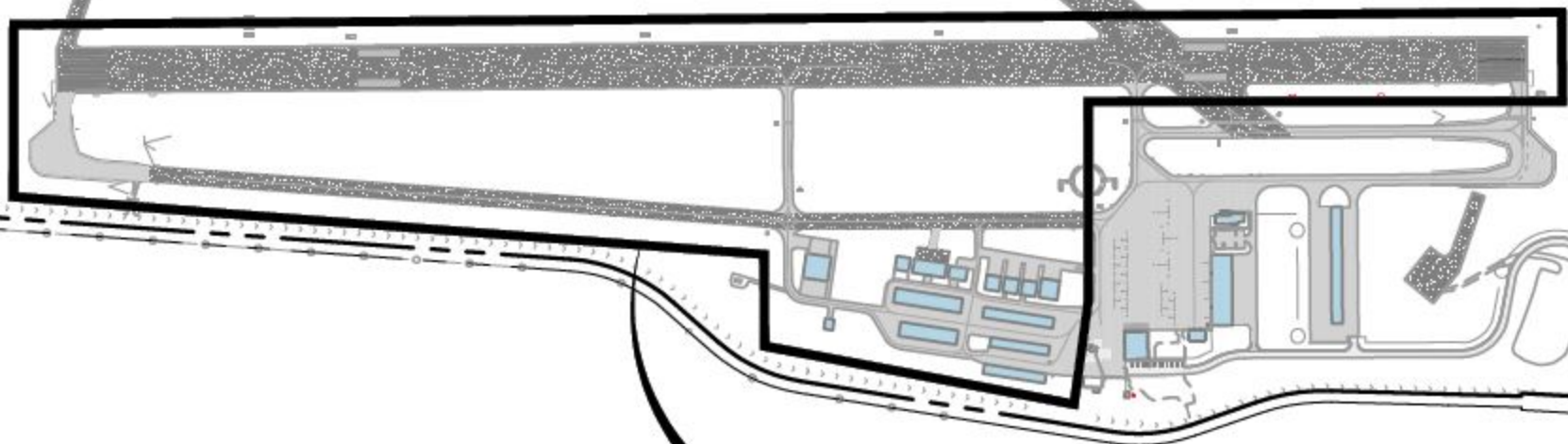
- Award the Airfield Pavement Rehabilitation Project to C.R. Contracting, LLC in the amount of \$744,377.81
- Authorize \$10,000 in preliminary planning with Precision Approach Engineering
- Authorize \$82,000 for design services with Precision Approach Engineering
- Authorize \$108,000 for services during construction with Precision Approach Engineering
- Authorize a 2.5% contingency budget of \$23,609.45; and
- Authorize the City Manager to execute all project-related documents, including change orders, for a not to exceed total project cost of \$967,987.26.



0 300 600
SCALE IN FEET

HOME DEPOT

WAL-MART



**PROJECT WORK
AREA**



April 6, 2021

City of Chehalis
Attn: Brandon Rakes
900 NW Airport Rd
PO Box 1344
Chehalis, WA 98532

**SUBJECT: RECOMMENDATION TO AWARD
CHEHALIS-CENTRALIA AIRPORT – CITY OF CHEHALIS
AIRFIELD PAVEMENT REHABILITATION
AIP PROJECT NO. 3-53-0012-019-2021**

Dear Mr. Rakes:

Enclosed is the bid tabulation for the Airfield Pavement Rehabilitation project at the Chehalis-Centralia Airport. Three (3) bid proposals for the above-referenced project were opened and read on Thursday, April 1, 2021. We have reviewed the bid packages submitted to the City of Chehalis. The apparent responsive and responsible low bidder is **C.R. Contracting, LLC**. A summary of the bid tab results shown below:

Airfield Pavement Rehabilitation	C.R. Contracting, LLC. (Apparent Low Bidder)	Road Products, Inc.	Combined Construction Inc.
Base Bid Schedule	\$658,494.06	\$670,380.15	\$689,547.78
Additive Bid A Schedule	\$85,883.75	\$89,265.00	\$119,020.00
Grand Total of Base Bid & Additive Bid A	\$744,377.81	\$759,645.15	\$808,567,78

All costs noted include 8.2% WSST.

It is our opinion that **C.R. Contracting, LLC**. submitted a bid proposal that is in compliance with Sections 20 and 30 of the General Contract Provisions of the bid document. The bid amount proposed by **C.R. Contracting, LLC**. is in conformance with industry standards and current trends in the construction market. In addition, no bid informality has been found that would be cause for rejection of their proposal.

Accordingly, we recommend that the City consider awarding a contract to include the Base Bid Schedule to **C.R. Contracting, LLC**. If additional funding becomes available, we recommend that the City consider also awarding the Additive Bid A Schedule to **C.R. Contracting, LLC**. Concurrence and approval will need to be obtained from Ian Bradshaw at the FAA prior to final selection of the AIP bid schedules to be awarded and execution of the construction contract.

Sincerely,
PRECISION APPROACH ENGINEERING, INC.

Geoff Vaughn, P.E.
Project Manager

Attachments: Bid Tabulation

c: Ian Bradshaw/Federal Aviation Administration

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Chehalis-Centralia Airport - City of Chehalis
Airfield Pavement Rehabilitation
AIP Project No. 3-53-0012-19-2021

Bid Opening Date & Time: April 1st, 2021 1:00PM

BID TABULATION

PAE Project No. CHE004

BASE BID SCHEDULE				ENGINEER'S ESTIMATE		C.R. Contracting, LLC (apparent low bidder)		Road Products, Inc.		Combined Construction, Inc.	
Bid Item	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Construction Survey and Staking	LS	1	\$11,000.00	\$ 11,000.00	\$19,850.00	19,850.00	\$15,000.00	15,000.00	\$10,000.00	10,000.00
2	Temporary Erosion Control	LS	1	\$5,000.00	\$ 5,000.00	\$38,752.00	38,752.00	\$20,000.00	20,000.00	\$5,000.00	5,000.00
3	Mobilization	LS	1	\$65,000.00	\$ 65,000.00	\$73,500.00	73,500.00	\$80,000.00	80,000.00	\$70,000.00	70,000.00
4	Asphalt Pavement Crack Sealing	LF	13,490	\$3.00	\$ 40,470.00	\$2.25	30,352.50	\$3.00	40,470.00	\$2.70	36,423.00
5	Removal of foreign Substances/Contaminates	SF	2,410	\$6.00	\$ 14,460.00	\$3.95	9,519.50	\$10.00	24,100.00	\$2.50	6,025.00
6	PCC Spall Repair	SF	370	\$60.00	\$ 22,200.00	\$325.00	120,250.00	\$400.00	148,000.00	\$275.00	101,750.00
7	PCC Joint Sealant	LF	42,000	\$7.00	\$ 294,000.00	\$5.95	249,900.00	\$5.50	231,000.00	\$8.00	336,000.00
8	Asphalt Surface Treatment	SY	10,880	\$4.00	\$ 43,520.00	\$3.49	37,971.20	\$3.50	38,080.00	\$5.15	56,032.00
9	Pavement Marking Two Coat	SF	4,610	\$5.00	\$ 23,050.00	\$4.45	20,514.50	\$2.50	11,525.00	\$2.00	9,220.00
10	Pavement Marking, Black, One Coat	SF	4,560	\$4.00	\$ 18,240.00	\$1.75	7,980.00	\$2.50	11,400.00	\$1.50	6,840.00
Total of Extended Unit Price Items and Lump Sum Items Listed Above - Base Bid Schedule					\$ 536,940.00		\$ 608,589.70		\$ 619,575.00		\$ 637,290.00
SALES TAX (8.2%)					\$ 44,029.08		\$ 49,904.36		\$ 50,805.15		\$ 52,257.78
TOTAL BASE BID					\$ 580,969.08		\$ 658,494.06		\$ 670,380.15		\$ 689,547.78

ADDITIVE BID A Schedule				ENGINEER'S ESTIMATE		C.R. Contracting, LLC (apparent low bidder)		Road Products, Inc.		Combined Construction, Inc.	
Bid Item	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
A1	Mobilization	LS	1	\$8,750.00	\$ 8,750.00	\$ 5,000.00	5,000.00	\$ 13,750.00	13,750.00	\$ 10,000.00	10,000.00
A2	PCC Joint Sealant	LF	12,500	\$7.00	\$ 87,500.00	\$ 5.95	74,375.00	\$ 5.50	68,750.00	\$ 8.00	100,000.00
Total of Extended Unit Price Items and Lump Sum Items Listed Above - Additive Bid A Schedule					\$ 96,250.00		\$ 79,375.00		\$ 82,500.00		\$ 110,000.00
SALES TAX (8.2%)					\$ 7,892.50		\$ 6,508.75		\$ 6,765.00		\$ 9,020.00
TOTAL ADDITIVE BID A SCHEDULE					\$ 104,142.50		\$ 85,883.75		\$ 89,265.00		\$ 119,020.00

TOTAL BIDS				ENGINEER'S ESTIMATE		C.R. Contracting, LLC (apparent low bidder)		Road Products, Inc.		Combined Construction, Inc.	
BASE BID SCHEDULE				\$ 580,969.08		\$ 658,494.06		\$ 670,380.15		\$ 689,547.78	
ADDITIVE BID A SCHEDULE				\$ 104,142.50		\$ 85,883.75		\$ 89,265.00		\$ 119,020.00	
GRAND TOTAL (BASE, ADDITIVE BID A)				\$ 685,111.58		\$ 744,377.81		\$ 759,645.15		\$ 808,567.78	

SUMMARY:
The following revisions are noted in the **Engineer's Estimate**. (The correct amounts are reflected in the totals shown above).
Grand Total (Base, Additive Bid A) - Total is revised to remove rounding formula.

**EXHIBIT A to
TASK ORDER NO. X**

**SCOPE OF SERVICES FOR
AIRFIELD PAVEMENT REHABILITATION - DESIGN SERVICES**

**CHEHALIS-CENTRALIA AIRPORT
AIP PROJECT NO. 3-53-0012-019-2021**

PROJECT DESCRIPTION/JUSTIFICATION

The City of Chehalis is proposing to complete a minor rehabilitation of various pavements at the Chehalis-Centralia Airport to extend their useful life. Rehabilitation of the airfield pavements will help prevent accelerated deterioration of the pavement and reduce overall life cycle rehabilitation costs. In addition, rehabilitation of the pavements is necessary now to ensure continued service and prevent failure of the pavement.

Project designs will follow industry standards, including FAA standards and advisory circulars. Design will be complete and bidding will occur in spring 2021. It is anticipated that all elements of design and construction work will be AIP eligible.

DESIGN SERVICES

Task 1 – Project Administration and Management

Precision Approach Engineering (PAE) will manage project efforts and coordinate with the City of Chehalis (City), FAA and subconsultants. PAE specific services include:

- a) Client communications and information exchange.
- b) Prepare and provide a draft detailed scope of work to the City for review, approval and finalization.
- c) Prepare and provide to the City a proposed fee for the agreed scope of work, in spreadsheet format, as well as a “blank” fee spreadsheet for the City to solicit and obtain an independent fee estimate (IFE).
- d) Assist the City with IFE Record of Negotiations documentation if necessary.
- e) Prepare and provide to the City and FAA a project schedule.
- f) Administer the project including: monitoring and updating project schedules, ongoing City and FAA coordination, preparing monthly invoices for submittal to the City (*assume 4 hours per month for 8 months*).
- g) Coordinate efforts of project team members (*assume 12 hours per month for 5 months*).
- h) Assist the City with preparing and submitting an FAA Grant Application.
- i) Prepare and submit Quarterly Performance Reports over life of grant.
- j) Annual SF 425/SF 271 report preparation support at the end of Federal Fiscal Year.
- k) Arrange for and attend up to one meeting at the Airport (*by the PM*) during the project design to update the City as to progress to date and provide a status report as to future work.

Task 2 – Environmental Efforts

The project was evaluated by the Seattle ADO and it was determined that the project is categorically excluded per 1050.1.F paragraph 5-6.4e. No further NEPA review is required.

- a) If necessary, prepare a State Environmental Policy Act (SEPA) checklist for the project.

Task 3 – Permitting

- a) Prepare and submit up to one (1) FAA 7460-1 submittal associated with the FAA Construction Safety and Phasing Plan, and up to two (2) FAA 7460-1 submittals associated with temporary construction impacts.

Task 4 – Design In accordance with current FAA AC's 150/5300-13, 150/5320-6, 150/5340-1, and 150/5370-10)

Design services will include elements of work necessary for the proposed work in preparation for bidding and construction. PAE services to include:

- a) Conduct a site visit (*by the PM*) to perform a visual investigation of project work elements.
- b) Define project limits and rehabilitation methods for:
 - i. Existing PCC parallel taxiway and Runway 16-34. Work is anticipated to include longitudinal joint sealing, spall repair and slab repair.
 - ii. Existing HMA taxiways and taxilanes. Work is anticipated to include crack seal and fog seal.
 - iii. Failing storm drain catch basin collars.
- c) Pavement marking layout.
- d) Stormwater pollution prevention plan.
- e) Weekly in-house project team meetings.

Task 5 – General Tasks

During the course of providing professional design services, certain general tasks will be required in conjunction with the deliverables. PAE's specific responsibilities/activities consist of:

- a) Prepare predesign conference agenda based on FAA predesign conference checklist (RG 620-03) and conduct a predesign conference call with City and FAA. Also includes the preparation of predesign conference minutes.
- b) Construction Phasing alternates evaluation to maximize airport safety, economy, and minimize airport impacts where possible. Work includes analysis of construction phasing options for elements of work requiring runway and/or taxiway closure.
- c) FAA Construction Phasing and Safety Plan (CSPP) narrative in accordance with AC 150/5370-2H incorporating above construction phasing concepts. Also includes the development of FAA CSPP drawings (Up to 6 drawings). PAE will provide draft submittal to City and FAA, followed by the incorporation of comments and final document submittal.
- d) Prepare Design Report per FAA NW Mountain Regional Guidance 620-04 (90%, and final submittals).
- e) Prepare a uniform report of DBE awards or commitments and payments for engineering contracts/expenditures.
- f) Prepare a new Part 26 3-year DBE plan with yearly goals for 2021-2023. PAE will also assist with consultations required in conjunction with development of the plan.

Task 6 – Construction Documents

Documents for construction will incorporate consultant’s elements of work for bidding and construction of project. PAE’s specific responsibilities/activities consist of:

- a) Create construction drawings incorporating design concepts (Approximately 16 drawings).
- b) Technical Specifications (FAA AC 150/5370-10H including errata) – Includes General Requirements and approximately 12 technical specifications. Includes submittal of technical specifications showing “Project Specific Specification Clarifications” in a track changes format at 90% submittal documenting all proposed changes to FAA boilerplate (required to clarify, update references to standards that are no longer current, meet the specific needs of the project, and/or provide enhancement to FAA boilerplate) followed by final submittal. Also includes submittal of “Project Specific Specification Clarifications” justification form for FAA review/determination of acceptance for all changes proposed to FAA boilerplate.
- c) Prepare draft Legal Specifications for FAA and City review.
- d) Incorporate City requirements into legal specifications.
- e) Construction Quantities – preliminary, 90% and final submittals.
- f) Construction Cost Opinion – preliminary, 90% and final submittals.
- g) Quality control throughout the project and complete review of 90% submittal by Senior PM.
- h) Compile, prepare, and print contract documents. Three sets of contract documents to the City and one set to the FAA.

Task 7 – Bidding

Documents will be prepared and distributed for soliciting and obtaining bids to construct the identified work. PAE services to include:

- a) Assist City with text and publishing of bid advertisement.
- b) Prepare project files (.pdf) for advertisement on QuestCDN website.
- c) Respond to technical questions during bidding.
- d) Prepare and distribute addenda as required to clarify bid documents.
- e) Prepare for and conduct pre-bid conference (*by the PM and PE*) at the Airport. Prepare meeting agenda, sign-in sheet and minutes.
- f) Prepare for and attend the bid opening (*by the PM*) at City offices. Prepare blank bid tabulation sheets for attendees and sign-in sheet.
- g) Review bid proposals, prepare bid abstract with recommendations for bid acceptance and assist in necessary approvals for awarding the contract.

ADDITIONAL EXCLUSIONS

This scope of services does not include the performance of any further special studies or services beyond those specifically stated. If the project is found to require further studies or services, a revised scope and fee additions would be proposed.

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PROPOSED FEE - DESIGN SERVICES
AIRFIELD PAVEMENT REHABILITATION
AIP PROJECT NO. 3-53-0012-019-2021

Client CITY OF CHEHALIS
Date March 2021

PROJECT TASK	Eng 7 Project QA Manager	Eng 6 Project QA Manager	Eng 5 Project Manager	Eng 3 Design Engineer	Eng 1 Design Engineer	Tech 7 Design Tech	Tech 5 Design Tech	Admin 6 Admin. Assistant	Admin 5 Admin. Assistant	Admin 3 Admin. Assistant	Sub-Consultant	CONSULTANT TOTAL (EXCLUDES SUBS)
Task 1 - Project Administration / Management												
a Client communications and information exchange.	2		4									
b Prepare and provide a draft detailed scope of work to the City for review, approval and finalization.		1	4									
c Prepare and provide to the City a proposed fee for the agreed scope of work, in spreadsheet format, as well as a "blank" fee spreadsheet for the City to solicit and obtain an independent fee estimate (IFE).			1						2			
d Assist the City with IFE Record of Negotiations documentation if necessary.			2									
e Prepare and provide to the City and FAA a project schedule.			1									
f Administer the project including: monitoring and updating project schedules, ongoing City and FAA coordination, preparing monthly invoices for submittal to the City (assume 4 hours per month for 8 months).	2		8					8	6	8		
g Coordinate efforts of project team members (assume 12 hours per month for 5 months).			15	15		15			15			
h Assist the City with preparing and submitting an FAA Grant Application.			4									
i Prepare and submit Quarterly Performance Reports over life of grant.			2									
j Annual SF 425/SF 271 report preparation support at the end of Federal Fiscal Year.			2									
k Arrange for and attend up to one meeting at the Airport (by the PM) during the project design to update the City as to progress to date and provide a status report as to future work.			8									
TOTAL HOURS	4	1	51	15	-	15	-	8	23	8		
RATE / HOUR (2021 rates)	\$ 253.40	\$ 225.20	\$ 198.40	\$ 156.60	\$ 127.60	\$ 198.40	\$ 159.60	\$ 140.00	\$ 127.20	\$ 102.40		
TOTAL LABOR COSTS - EXCLUDING SUBS	\$ 1,013.60	\$ 225.20	\$ 10,118.40	\$ 2,349.00	\$ -	\$ 2,976.00	\$ -	\$ 1,120.00	\$ 2,925.60	\$ 819.20		\$ 21,547
Task 2 - Environmental Efforts												
a If necessary, prepare a State Environmental Policy Act (SEPA) checklist for the project.		2	8	2								
TOTAL HOURS	-	2	8	2	-	-	-	-	-	-		
RATE / HOUR (2021 rates)	\$ 253.40	\$ 225.20	\$ 198.40	\$ 156.60	\$ 127.60	\$ 198.40	\$ 159.60	\$ 140.00	\$ 127.20	\$ 102.40		
TOTAL LABOR COSTS - EXCLUDING SUBS	\$ -	\$ 450.40	\$ 1,587.20	\$ 313.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,351
Task 3 - Permitting												
a Prepare and submit up to one (1) FAA 7460-1 submittal associated with the FAA Construction Safety and Phasing Plan, and up to two (2) FAA 7460-1 submittals associated with temporary construction impacts.			4									
TOTAL HOURS	-	-	4	-	-	-	-	-	-	-		
RATE / HOUR (2021 rates)	\$ 253.40	\$ 225.20	\$ 198.40	\$ 156.60	\$ 127.60	\$ 198.40	\$ 159.60	\$ 140.00	\$ 127.20	\$ 102.40		
TOTAL LABOR COSTS - EXCLUDING SUBS	\$ -	\$ -	\$ 793.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 794
Task 4 - Design In accordance with current FAA AC's 150/5300-13, 150/5320-6, 150/5340-1, and 150/5370-10)												
a Conduct a site visit (by the PM) to perform a visual investigation of project work elements.			8									
b Define project limits and rehabilitation methods for:												
i. Existing PCC parallel taxiway and Runway 16-34. Work is anticipated to include longitudinal joint sealing, spall repair and slab repair.			4	8								
ii. Existing HMA taxiways and taxilanes. Work is anticipated to include crack seal and fog seal.			4	8								
iii. Failing storm drain catch basin collars.			1	4								
c Pavement marking layout.			1	4								
d Stormwater pollution prevention plan.			4	8								
e Weekly in-house project team meetings.			6	6					6			
TOTAL HOURS	-	-	28	38	-	-	-	-	6	-		
RATE / HOUR (2021 rates)	\$ 253.40	\$ 225.20	\$ 198.40	\$ 156.60	\$ 127.60	\$ 198.40	\$ 159.60	\$ 140.00	\$ 127.20	\$ 102.40		
TOTAL LABOR COSTS - EXCLUDING SUBS	\$ -	\$ -	\$ 5,555.20	\$ 5,950.80	\$ -	\$ -	\$ -	\$ -	\$ 763.20	\$ -		\$ 12,269
Task 5 - General Tasks												
a Prepare predesign conference agenda based on FAA predesign conference checklist (RG 620-03) and conduct a predesign conference call with City and FAA. Also includes the preparation of predesign conference minutes.			6									
b Construction Phasing alternates evaluation to maximize airport safety, economy, and minimize airport impacts where possible. Work includes analysis of construction phasing options for elements of work requiring runway and/or taxiway closure.		2	8									
c FAA Construction Phasing and Safety Plan (CSPP) narrative in accordance with AC 150/5370-2H incorporating above construction phasing concepts. Also includes the development of FAA CSPP drawings (Up to 6 drawings). Consultant will provide draft submittal to City and FAA, followed by the incorporation of comments and final document submittal.		2	8			4		2				
d Prepare Design Report per FAA NW Mountain Regional Guidance 620-04 (90% and final submittals).		2	8	4								
e Prepare a uniform report of DBE awards or commitments and payments for engineering contracts/expenditures.			2				4					

f Prepare a new Part 26 3-year DBE plan with yearly goals for 2021-2023. Consultant will also assist with consultations required in conjunction with development of the plan.			4				40						
TOTAL HOURS	-	6	36	4	-	4	44	2	-	-			
RATE / HOUR (2021 rates)	\$ 253.40	\$ 225.20	\$ 198.40	\$ 156.60	\$ 127.60	\$ 198.40	\$ 159.60	\$ 140.00	\$ 127.20	\$ 102.40			
TOTAL LABOR COSTS - EXCLUDING SUBS	\$ -	\$ 1,351.20	\$ 7,142.40	\$ 626.40	\$ -	\$ 793.60	\$ 7,022.40	\$ 280.00	\$ -	\$ -			\$ 17,216
Task 6 - Construction Documents													
a Create construction drawings incorporating design concepts (Approximately 16 drawings).			8	4		40							
b Technical Specifications (FAA AC 150/5370-10H including errata) – Includes General Requirements and approximately 12 technical specifications. Includes submittal of technical specifications showing “Project Specific Specification Clarifications” in a track changes format at 90% submittal documenting all proposed changes to FAA boilerplate (required to clarify, update references to standards that are no longer current, meet the specific needs of the project, and/or provide enhancement to FAA boilerplate) followed by final submittal. Also includes submittal of “Project Specific Specification Clarifications” justification form for FAA review/determination of acceptance for all changes proposed to FAA boilerplate.		2	12						8				
c Prepare draft Legal Specifications for FAA and City review.			8						4				
d Incorporate City requirements into legal specifications.			1						2				
e Construction Quantities – preliminary, 90% and final submittals.			2	4									
f Construction Cost Opinion – preliminary, 90% and final submittals.			1	1									
g Quality control throughout the project and complete review of 90% submittal by Senior PM.		8											
h Compile, prepare, and print contract documents. Three sets of contract documents to the City and one set to the FAA.										6			
TOTAL HOURS	-	10	32	9	-	40	-	-	14	6			
RATE / HOUR (2021 rates)	\$ 253.40	\$ 225.20	\$ 198.40	\$ 156.60	\$ 127.60	\$ 198.40	\$ 159.60	\$ 140.00	\$ 127.20	\$ 102.40			
TOTAL LABOR COSTS - EXCLUDING SUBS	\$ -	\$ 2,252.00	\$ 6,348.80	\$ 1,409.40	\$ -	\$ 7,936.00	\$ -	\$ -	\$ 1,780.80	\$ 614.40			\$ 20,341
Task 7 - Bidding													
a Assist City with text and publishing of bid advertisement.			1										
b Prepare project files (.pdf) for advertisement on QuestCDN website.			1			2			2				
c Respond to technical questions during bidding.		1	2	2									
d Prepare and distribute addenda as required to clarify bid documents.			2						2				
e Prepare for and conduct pre-bid conference (by the PM and PE) at the Airport. Prepare meeting agenda, sign-in sheet and minutes.			4	4									
f Prepare for and attend the bid opening (by the PM) at City offices. Prepare blank bid tabulation sheets for attendees and sign-in sheet.			2						2				
g Review bid proposals, prepare bid abstract with recommendations for bid acceptance and assist in necessary approvals for awarding the contract.			2						4				
TOTAL HOURS	-	1	14	6	-	2	-	-	10	-			
RATE / HOUR (2021 rates)	\$ 253.40	\$ 225.20	\$ 198.40	\$ 156.60	\$ 127.60	\$ 198.40	\$ 159.60	\$ 140.00	\$ 127.20	\$ 102.40			
TOTAL LABOR COSTS - EXCLUDING SUBS	\$ -	\$ 225.20	\$ 2,777.60	\$ 939.60	\$ -	\$ 396.80	\$ -	\$ -	\$ 1,272.00	\$ -			\$ 5,611
TOTAL HOURS	4	20	173	74	-	61	44	10	53	14			
RATE / HOUR (2021 rates)	\$ 253.40	\$ 225.20	\$ 198.40	\$ 156.60	\$ 127.60	\$ 198.40	\$ 159.60	\$ 140.00	\$ 127.20	\$ 102.40			
TOTAL LABOR COSTS - EXCLUDING SUBS	\$ 1,013.60	\$ 4,504.00	\$ 34,323.20	\$ 11,588.40	\$ -	\$ 12,102.40	\$ 7,022.40	\$ 1,400.00	\$ 6,741.60	\$ 1,433.60			\$ 80,129
EXPENSES													
	EA(\$)	Each (mile)	Each (hrs)	Times									
Lodging w/out Tax (Note above average lodging cost for location)	\$ 96.00			0		\$ -							
Per Diem /day M&I	\$ 55.00			0		\$ -							
Airplane Travel \$	\$ -			0		\$ -							
Travel Mile/trip - Driving (round trip)	\$0.560	360		4		\$ 806.40							
Printing						\$ 500.00							
Misc supplies, copying, prelim submittals, postage, etc.						\$ 564.00							
TOTAL EXPENSES						\$ 1,870.40							\$ 1,870
SUBCONSULTANTS EXPENSES													\$ -
													\$ -
TOTAL SUBCONSULTANTS													\$ -
TOTAL DESIGN FEE													\$ 82,000

PROPOSED FEE - SERVICES DURING CONSTRUCTION
AIRFIELD PAVEMENT REHABILITATION
AIP PROJECT NO. 3-53-0012-019-2021

Client **CITY OF CHEHALIS**
 Date **March 2021**

PROJECT TASK	Eng 7 Project QA Manager	Eng 6 Project QA Manager	Eng 5 Project Manager	Eng 3 Engineer	Eng 1 Design Engineer	Tech 7 Design Tech	Tech 4 RPR	Admin 6 Admin. Assistant	Admin 5 Admin. Assistant	Admin 3 Admin. Assistant	Sub-Consultant	CONSULTANT TOTAL (EXCLUDES SUBS)
Task 1 - Project Administration / Management												
a Prepare detailed scope of work to the City for review, approval and finalization.		1	4									
b Prepare and provide to the City a proposed fee for the agreed scope of work, in spreadsheet format, as well as a "blank" fee spreadsheet for the City to solicit and obtain an independent fee estimate (IFE).			1						2			
c Conduct continuous project management and administration.	2		4						4	4		
d Set up and maintain in-house project files.			2					2	2	4		
e Prepare monthly consultant invoices.			4					8				
TOTAL HOURS	2	1	15	-	-	-	-	10	8	8		
RATE / HOUR (2021 rates)	\$ 253.40	\$ 225.20	\$ 198.40	\$ 156.60	\$ 127.60	\$ 198.40	\$ 142.60	\$ 140.00	\$ 127.20	\$ 102.40		
TOTAL LABOR COSTS - EXCLUDING SUBS	\$ 506.80	\$ 225.20	\$ 2,976.00	\$ -	\$ -	\$ -	\$ -	\$ 1,400.00	\$ 1,017.60	\$ 819.20		\$ 6,945
Task 2 - Construction Contract Award												
a Assisting the City, prepare and issue the contractor Notice to Proceed (NTP).			1						1			
b Prepare conforming contract documents containing contract, bonds, proposal, and other signature forms.			1							6		
c Prepare agenda for, conduct and prepare minutes for pre-construction conference (per AC 150/5370-12B). Project Manager (PM) and Resident Project Representative (RPR) to attend.			8				8					
d Review contractor construction schedule and coordinate changes as necessary.			1				4					
TOTAL HOURS	-	-	11	-	-	-	12	-	1	6		
RATE / HOUR (2021 rates)	\$ 253.40	\$ 225.20	\$ 198.40	\$ 156.60	\$ 127.60	\$ 198.40	\$ 142.60	\$ 140.00	\$ 127.20	\$ 102.40		
TOTAL LABOR COSTS - EXCLUDING SUBS	\$ -	\$ -	\$ 2,182.40	\$ -	\$ -	\$ -	\$ 1,711.20	\$ -	\$ 127.20	\$ 614.40		\$ 4,635
Task 3 - Pre-construction Work												
a Incorporate addenda, and provide contractor electronic drawing files - 16 drawings (requires converting CAD files prior to providing to Contractor).			2			8						
b Review and comment upon contractor submittals and material certifications (estimate 10-15 submittals).			4				16					
c Review Contractor Safety Plan Compliance Document (SPCD) to the Construction Safety and Phasing Plan (CSPP) and provide one round of comments to the contractor.			2				4					
d Prepare and submit FAA National NAS Strategic Interruptions Service Level Agreement "Airport Sponsor Strategic Event Submission Form".			4									
e Set up construction files.							2			2		
TOTAL HOURS	-	-	12	-	-	8	22	-	-	2		
RATE / HOUR (2021 rates)	\$ 253.40	\$ 225.20	\$ 198.40	\$ 156.60	\$ 127.60	\$ 198.40	\$ 142.60	\$ 140.00	\$ 127.20	\$ 102.40		
TOTAL LABOR COSTS - EXCLUDING SUBS	\$ -	\$ -	\$ 2,380.80	\$ -	\$ -	\$ 1,587.20	\$ 3,137.20	\$ -	\$ -	\$ 204.80		\$ 7,310
Task 4 - Construction Services												
a SDC by PM and other in-house personnel. Consultant specific responsibilities/activities include:												
- Correspond with City, FAA and contractor.			12									
- Participate in weekly progress/safety meetings with City and contractor to review work completed, work in progress and work expected.			32									
- Support onsite construction activities in addition to weekly meetings (up to three visits by PM).			24									
- Prepare needed construction change order and supplemental agreement documents, as well as associated cost justifications as necessary.			4									
- Respond to contractor Requests for Information (RFI).			4									
- Review RPR-prepared punch list.			2									
- Conduct substantial completion inspection and prepare minutes.			8									
- Prepare draft substantial completion letter for City use.			1									
- Conduct final completion inspection.			8									
- Conduct continuous coordination with RPR.			16									

PROPOSED FEE - SERVICES DURING CONSTRUCTION
AIRFIELD PAVEMENT REHABILITATION
AIP PROJECT NO. 3-53-0012-019-2021

Client **CITY OF CHEHALIS**
 Date **March 2021**

PROJECT TASK	Eng 7 Project QA Manager	Eng 6 Project QA Manager	Eng 5 Project Manager	Eng 3 Engineer	Eng 1 Design Engineer	Tech 7 Design Tech	Tech 4 RPR	Admin 6 Admin. Assistant	Admin 5 Admin. Assistant	Admin 3 Admin. Assistant	Sub-Consultant	CONSULTANT TOTAL (EXCLUDES SUBS)
b SDC by RPR and other in-house personnel – assume 35 calendar days of onsite construction - provide full-time RPR and part-time office support staff to monitor general contractor conformance with construction contract documents as follows:												
- Full time RPR – 12-hour days for 35 calendar days (assume 5-day work week).							300					
- Part-time engineering support – 4 hours per week for 5 weeks (20 hours).				10	10							
- Part-time administrative support – 4 hours per week for 5 weeks (20 hours).								5	10	5		
In addition to onsite construction observation, RPR work also includes:												
- Correspond continuously with PM, contractor and City.												
- Prepare daily and weekly inspection reports, both following FAA format.												
- Participate in weekly progress/safety meetings with PM, contractor and City.												
- Assist with preparation of contractor pay estimates for completed work, including inspection and CAD time (as needed) to verify quantities.												
- Prepare monthly letter to the City recommending Contractor payment.												
- Review contractor quality control (QC) and QA test results.												
- Perform wage rate interviews.												
- Collect contractor certified payroll and check wage rate contract conformance.												
- Prepare a construction item punch list.												
- Attend substantial completion inspection.												
- Attend final completion inspection.												
TOTAL HOURS	-	-	111	10	10	-	300	5	10	5		
RATE / HOUR (2021 rates)	\$ 253.40	\$ 225.20	\$ 198.40	\$ 156.60	\$ 127.60	\$ 198.40	\$ 142.60	\$ 140.00	\$ 127.20	\$ 102.40		
TOTAL LABOR COSTS - EXCLUDING SUBS	\$ -	\$ -	\$ 22,022.40	\$ 1,566.00	\$ 1,276.00	\$ -	\$ 42,780.00	\$ 700.00	\$ 1,272.00	\$ 512.00		\$ 70,128
Task 5 - Project Closeout (per NWMR Regional Guidance 620-05)												
a Collect and verify DBE data to be included in final report.			1					4				
b Obtain release of liens from contractor and subcontractors.			1					4				
c Draft final completion letter for City use.			1									
d Create electronic AutoCAD Record Drawings from Contractor-provided markups (16 sheets), and prepare electronic and printed sets of deliverables.			1			8	4					
e Review final project test results.			1				2					
f Prepare and submit FAA-format Final Report (per FAA checklist for final construction report requirements RG 620-05), to include project financial information which will require coordination with City records.		2	16				8		4			
TOTAL HOURS	-	2	21	-	-	8	18	4	4	-		
RATE / HOUR (2021 rates)	\$ 253.40	\$ 225.20	\$ 198.40	\$ 156.60	\$ 127.60	\$ 198.40	\$ 142.60	\$ 140.00	\$ 127.20	\$ 102.40		
TOTAL LABOR COSTS - EXCLUDING SUBS	\$ -	\$ 450.40	\$ 4,166.40	\$ -	\$ -	\$ 1,587.20	\$ 2,566.80	\$ 560.00	\$ 508.80	\$ -		\$ 9,840
TOTAL HOURS	2	3	170	10	10	16	352	19	23	21		
RATE / HOUR (2021 rates)	\$ 253.40	\$ 225.20	\$ 198.40	\$ 156.60	\$ 127.60	\$ 198.40	\$ 142.60	\$ 140.00	\$ 127.20	\$ 102.40		
TOTAL LABOR COSTS - EXCLUDING SUBS	\$ 506.80	\$ 675.60	\$ 33,728.00	\$ 1,566.00	\$ 1,276.00	\$ 3,174.40	\$ 50,195.20	\$ 2,660.00	\$ 2,925.60	\$ 2,150.40		\$ 98,858
EXPENSES												
	EA(\$)	Each (mile)	Each (hrs)	Times								
Lodging w/out Tax	\$ 96.00			25			\$ 2,400.00					
Per Diem /day M&I	\$ 55.00			25			\$ 1,375.00					
Airplane Travel	\$ -		0	0			\$ -					
Travel Mile/trip - Driving	\$0.560	360		19			\$ 3,830.40					
Printing							\$ 800.00					
Misc supplies, copying, prelim submittals, postage, etc.							\$ 737.00					
TOTAL EXPENSES							\$ 9,142.40					\$ 9,142
SUBCONSULTANTS EXPENSES												

PROPOSED FEE - SERVICES DURING CONSTRUCTION
AIRFIELD PAVEMENT REHABILITATION
AIP PROJECT NO. 3-53-0012-019-2021

Client CITY OF CHEHALIS
 Date March 2021

PROJECT TASK	Eng 7 Project QA Manager	Eng 6 Project QA Manager	Eng 5 Project Manager	Eng 3 Engineer	Eng 1 Design Engineer	Tech 7 Design Tech	Tech 4 RPR	Admin 6 Admin. Assistant	Admin 5 Admin. Assistant	Admin 3 Admin. Assistant	Sub-Consultant	CONSULTANT TOTAL (EXCLUDES SUBS)
TOTAL SUBCONSULTANTS												
TOTAL SERVICES DURING CONSTRUCTION FEE												\$ 108,000

Notes:

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Brandon Rakes, Airport Operations Coordinator

MEETING OF: June 14, 2021

SUBJECT: Award of Above-Ground Fuel Site Work Bid to Quigg Bros., Inc.

ISSUE

The Chehalis-Centralia Airport wishes to execute a bid-offer from Quigg Bros., Inc. for the above-ground fuel storage tank project site work and removal and backfill of the existing underground storage tanks. This bid includes completion of all necessary work required to install the above-ground tanks. Previously, the City Council awarded the bid for the tank manufacturing from Mascott Equipment Co. The tanks are currently under construction and will be ready for installation later this year.

DISCUSSION

The above-ground fuel project will replace our underground fuel storage facilities. Our current fuel tanks are nearing the end of their useful life expectancy, increasing the risk of an environmental hazard due to fuel leaking. Also, we are currently limited to six-thousand gallons of fuel for 100LL and Jet-A fuel, which adversely limits us in the amount of fuel that we have on hand. Often, we are required to order partial fuel loads from our fuel supplier to have enough fuel on hand to meet demand. Having the ability to store more fuel on-site will enable us to ensure that we always have enough fuel to meet our pilots' needs and increase our strategic capabilities for emergency response.

In late 2019 the City Council approved the application to the WSDOT Community Aviation Revitalization Loan Board (CARB) on behalf of an above-ground fuel system project at the Airport. In early 2020 the loan was accepted by the City of Chehalis. Comprehensive planning, design, and coordination have taken place. A solicitation for bids was advertised for the site work in May of 2021.

Five official bids were received from the following bidders:

- Quigg Bros., Inc. \$641,277.60
- Sterling Breen Crushing, Inc. \$661,014.36
- Nova Contracting, Inc. \$740,883.27
- Rognlin's, Inc. \$772,509.05
- Lee Contractors LLC \$966,925.51

Completion of the site work is anticipated in the summer of 2021.

FISCAL IMPACT

The original overall anticipated cost for the entire project consisting of the tanks, fuel dispensing equipment, appurtenances, and site preparation was anticipated at \$1,234,500. The tank costs alone are estimated at \$449,503. The remainder of the project costs will be dedicated to engineering, site preparation, and installing the new systems. At this point, despite escalating materials costs and high demand for labor, the project is still on budget.

The lowest responsible bid for all site work necessary for the installation of the above-ground fuel storage tanks and removal and backfill of the existing underground storage tanks is estimated

This Above Ground Fuel Tan Project is being funded in part by the \$750,000 low-interest (2%) loan obtained through the CARB Loan Program intended for revenue-generating projects at public-use airports within Washington State. The remainder of the required funding will be sourced from the Airport Fund.

This project is included in the Airport's 2021 budget. A portion of the project was included in the 2020 budget. Those funds were not entirely expended, and a budget amendment has since been completed. It is now anticipated that this project will come in on target for its estimated costs.

RECOMMENDATION

It is recommended the City Council:

1. Award the bid to Quigg Bros., Inc for \$641,277.60
2. Authorize an additional 5% contingency budget of \$32,063.88
3. Authorize the City Manager to execute all documents and change orders that do not exceed a total purchase price of \$673,341.48.

SUGGESTED MOTION

I move the City Council:

1. Award the bid to Quigg Bros., Inc for \$641,277.60
2. Authorize an additional 5% contingency budget of \$32,063.88
3. Authorize the City Manager to execute all documents and change orders that do not exceed a total purchase price of \$673,341.48.

CHEHALIS-CENTRALIA AIRPORT
FUELING APRON SITE IMPROVEMENTS

June 3rd, 2021 2:00pm

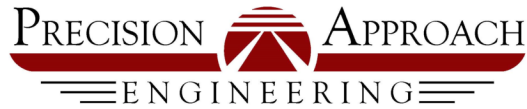
PAE Project No. CHE003

BID TABULATION

BID SCHEDULE - ADDENDUM NO. 1				ENGINEER'S ESTIMATE		Quigg Bros., Inc (Apparent Low Bidder)		Sterling Breen Crushing, Inc		NOVA Contracting, Inc		Rognlin's, Inc.		Lee Contractors LLC	
Bid Item	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	MOBILIZATION	LS	1	\$49,000.00	\$ 49,000.00	\$50,000.00	50,000.00	\$67,900.00	67,900.00	\$70,000.00	70,000.00	\$80,000.00	80,000.00	\$85,000.00	85,000.00
2	CONSTRUCTION SURVEYING AND STAKING	LS	1	\$12,000.00	\$ 12,000.00	\$10,000.00	10,000.00	\$18,150.00	18,150.00	\$17,000.00	17,000.00	\$22,000.00	22,000.00	\$50,000.00	50,000.00
3	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	\$35,000.00	\$ 35,000.00	\$30,000.00	30,000.00	\$18,250.00	18,250.00	\$29,000.00	29,000.00	\$27,000.00	27,000.00	\$100,000.00	100,000.00
4	REMOVAL OF CONDUIT AND WIRE	LS	1	\$7,500.00	\$ 7,500.00	\$2,000.00	2,000.00	\$7,150.00	7,150.00	\$6,000.00	6,000.00	\$6,000.00	6,000.00	\$5,000.00	5,000.00
5	ABANDON EXISTING FUEL TANKS IN-PLACE	LS	1	\$30,000.00	\$ 30,000.00	\$60,000.00	60,000.00	\$32,755.00	32,755.00	\$51,300.00	51,300.00	\$10,000.00	10,000.00	\$50,000.00	50,000.00
6	ROADWAY EXCAVATION INCL. HAUL	CY	570	\$22.00	\$ 12,540.00	\$24.00	13,680.00	\$18.50	10,545.00	\$30.00	17,100.00	\$70.00	39,900.00	\$50.00	28,500.00
7	UNSUITABLE FOUNDATION EXCAVATION INCL. HAUL	CY	180	\$35.00	\$ 6,300.00	\$30.00	5,400.00	\$25.50	4,590.00	\$60.00	10,800.00	\$50.00	9,000.00	\$100.00	18,000.00
8	CONSTRUCTION GEOTEXTILE FOR SOIL STABILIZATION	SY	1050	\$2.50	\$ 2,625.00	\$3.00	3,150.00	\$1.50	1,575.00	\$3.00	3,150.00	\$2.00	2,100.00	\$2.00	2,100.00
9	CRUSHED SURFACING TOP COURSE	TON	400	\$65.00	\$ 26,000.00	\$35.00	14,000.00	\$26.00	10,400.00	\$50.00	20,000.00	\$50.00	20,000.00	\$80.00	32,000.00
10	BALLAST	TON	310	\$55.00	\$ 17,050.00	\$35.00	10,850.00	\$29.00	8,990.00	\$50.00	15,500.00	\$40.00	12,400.00	\$80.00	24,800.00
11	BALLAST FOR UNSUITABLE FOUNDATION EXCAVATION BACKFILL	TON	350	\$55.00	\$ 19,250.00	\$35.00	12,250.00	\$34.00	11,900.00	\$50.00	17,500.00	\$40.00	14,000.00	\$80.00	28,000.00
12	LONGITUDINAL JOINT SEAL	LF	380	\$20.00	\$ 7,600.00	\$30.00	11,400.00	\$15.00	5,700.00	\$20.00	7,600.00	\$10.00	3,800.00	\$20.00	7,600.00
13	HMA CL. 1/2 INCH PG 64-22	TON	190	\$165.00	\$ 31,350.00	\$180.00	34,200.00	\$185.00	35,150.00	\$200.00	38,000.00	\$200.00	38,000.00	\$200.00	38,000.00
14	CEMENT CONC. PAVEMENT	CY	110	\$500.00	\$ 55,000.00	\$370.00	40,700.00	\$605.00	66,550.00	\$600.00	66,000.00	\$700.00	77,000.00	\$750.00	82,500.00
15	FUEL TANK FOUNDATION	EA	4	\$12,000.00	\$ 48,000.00	\$7,000.00	28,000.00	\$6,450.00	25,800.00	\$9,000.00	36,000.00	\$9,000.00	36,000.00	\$15,000.00	60,000.00
16	SOLID WALL PVC STORM SEWER PIPE 6 IN. DIAM.	LF	10	\$35.00	\$ 350.00	\$50.00	500.00	\$45.00	450.00	\$100.00	1,000.00	\$70.00	700.00	\$200.00	2,000.00
17	SOLID WALL PVC STORM SEWER PIPE 8 IN. DIAM.	LF	260	\$40.00	\$ 10,400.00	\$55.00	14,300.00	\$48.00	12,480.00	\$80.00	20,800.00	\$95.00	24,700.00	\$80.00	20,800.00
18	SLOTTED CHANNEL DRAIN	LF	65	\$250.00	\$ 16,250.00	\$300.00	19,500.00	\$465.00	30,225.00	\$400.00	26,000.00	\$300.00	19,500.00	\$400.00	26,000.00
19	CATCH BASIN TYPE 1P	EA	2	\$4,000.00	\$ 8,000.00	\$2,500.00	5,000.00	\$2,100.00	4,200.00	\$3,000.00	6,000.00	\$3,500.00	7,000.00	\$4,000.00	8,000.00
20	CATCH BASIN TYPE 2 48 IN. DIAM.	EA	1	\$6,500.00	\$ 6,500.00	\$6,000.00	6,000.00	\$3,900.00	3,900.00	\$6,000.00	6,000.00	\$6,000.00	6,000.00	\$3,500.00	3,500.00
21	CONNECTION TO DRAINAGE STRUCTURE	EA	1	\$1,200.00	\$ 1,200.00	\$1,200.00	1,200.00	\$500.00	500.00	\$2,000.00	2,000.00	\$500.00	500.00	\$1,500.00	1,500.00
22	OIL/WATER SEPARATOR	EA	1	\$20,000.00	\$ 20,000.00	\$40,000.00	40,000.00	\$40,400.00	40,400.00	\$50,000.00	50,000.00	\$37,000.00	37,000.00	\$40,000.00	40,000.00
23	EROSION CONTROL AND WATER POLLUTION PREVENTION	LS	1	\$5,000.00	\$ 5,000.00	\$2,500.00	2,500.00	\$1,300.00	1,300.00	\$600.00	600.00	\$5,000.00	5,000.00	\$5,000.00	5,000.00
24	CEMENT CONC. FUELING EQUIPMENT PAD	CY	29	\$450.00	\$ 13,050.00	\$575.00	16,675.00	\$1,400.00	40,600.00	\$1,000.00	29,000.00	\$1,500.00	43,500.00	\$750.00	21,750.00
25	CONCRETE FILLED STEEL BOLLARD	EA	35	\$1,000.00	\$ 35,000.00	\$550.00	19,250.00	\$840.00	29,400.00	\$600.00	21,000.00	\$1,400.00	49,000.00	\$200.00	7,000.00
26	PAINT LINE	LF	210	\$4.00	\$ 840.00	\$5.00	1,050.00	\$7.50	1,575.00	\$10.00	2,100.00	\$10.00	2,100.00	\$10.00	2,100.00
27	REMOVING PAINT LINE	LF	60	\$10.00	\$ 600.00	\$15.00	900.00	\$21.00	1,260.00	\$10.00	600.00	\$20.00	1,200.00	\$10.00	600.00
28	No. 3 XHHW-2 CABLE	LF	524	\$4.00	\$ 2,096.00	\$4.00	2,096.00	\$4.50	2,358.00	\$5.00	2,620.00	\$4.50	2,358.00	\$5.00	2,620.00
29	No. 8 XHHW-2 CABLE	LF	131	\$4.00	\$ 524.00	\$2.00	262.00	\$2.00	262.00	\$5.00	655.00	\$1.50	196.50	\$1.50	196.50
30	15A 120V 1-PHASE CIRCUITS - ALL REQUIRED	LF	350	\$4.00	\$ 1,400.00	\$1.00	350.00	\$1.50	525.00	\$5.00	1,750.00	\$1.00	350.00	\$1.50	525.00
31	50A 3-PHASE CIRCUITS - ALL REQUIRED CONDUCTORS	LF	241	\$4.00	\$ 964.00	\$5.00	1,205.00	\$4.00	964.00	\$10.00	2,410.00	\$4.50	1,084.50	\$5.00	1,205.00
32	No. 14 AWG CONDUCTOR	LF	0	\$0.00	\$ -	\$0.00	-	\$0.00	-	\$0.00	-	\$0.00	-	\$100.00	-
33	No. 18 AWG CONDUCTOR	LF	0	\$0.00	\$ -	\$0.00	-	\$0.00	-	\$0.00	-	\$0.00	-	\$100.00	-
34	3-CONDUCTOR 8771 BELDEN CABLE	LF	0	\$0.00	\$ -	\$0.00	-	\$0.00	-	\$0.00	-	\$0.00	-	\$100.00	-
35	BELDEN 87760 CABLE	LF	0	\$0.00	\$ -	\$0.00	-	\$0.00	-	\$0.00	-	\$0.00	-	\$100.00	-
36	MISCELLANEOUS ELECTRICAL EQUIPMENT	LS	1	\$30,000.00	\$ 30,000.00	\$37,000.00	37,000.00	\$34,750.00	34,750.00	\$30,000.00	30,000.00	\$37,000.00	37,000.00	\$50,000.00	50,000.00
37	ELECTRICAL TRENCH, NON-PAVED	LF	310	\$18.00	\$ 5,580.00	\$20.00	6,200.00	\$32.00	9,920.00	\$10.00	3,100.00	\$32.00	9,920.00	\$30.00	9,300.00
38	ELECTRICAL TRENCH, PAVED AREA	LF	80	\$30.00	\$ 2,400.00	\$22.00	1,760.00	\$14.00	1,120.00	\$40.00	3,200.00	\$50.00	4,000.00	\$50.00	4,000.00
39	CONCRETE ENCASMENT OF DUCT	LF	140	\$25.00	\$ 3,500.00	\$25.00	3,500.00	\$26.00	3,640.00	\$30.00	4,200.00	\$55.00	7,700.00	\$50.00	7,000.00
40	3/4-INCH PVC CONDUIT	LF	430	\$8.00	\$ 3,440.00	\$3.00	1,290.00	\$3.00	1,290.00	\$20.00	8,600.00	\$3.00	1,290.00	\$3.00	1,290.00
41	1-INCH PVC CONDUIT	LF	270	\$10.00	\$ 2,700.00	\$3.00	810.00	\$3.50	945.00	\$25.00	6,750.00	\$3.50	945.00	\$4.00	1,080.00
42	2-INCH PVC CONDUIT	LF	240	\$12.00	\$ 2,880.00	\$5.00	1,200.00	\$5.50	1,320.00	\$35.00	8,400.00	\$5.50	1,320.00	\$7.00	1,680.00
43	MISCELLANEOUS IMC/RMC CONDUIT	LS	1	\$5,000.00	\$ 5,000.00	\$7,500.00	7,500.00	\$5,500.00	5,500.00	\$6,000.00	6,000.00	\$5,900.00	5,900.00	\$5,000.00	5,000.00
44	HAZARDOUS LOCATION SEALING FITTINGS	LS	1	\$2,000.00	\$ 2,000.00	\$2,500.00	2,500.00	\$2,750.00	2,750.00	\$6,000.00	6,000.00	\$3,000.00	3,000.00	\$4,000.00	4,000.00
45	ELECTRICAL HANDHOLE	EA	1	\$5,500.00	\$ 5,500.00	\$1,000.00	1,000.00	\$1,100.00	1,100.00	\$6,000.00	6,000.00	\$2,000.00	2,000.00	\$1,500.00	1,500.00
46	ELECTRICAL JUNCTION CAN	EA	1	\$1,200.00	\$ 1,200.00	\$3,500.00	3,500.00	\$3,300.00	3,300.00	\$3,000.00	3,000.00	\$3,500.00	3,500.00	\$4,500.00	4,500.00
Total of Extended Unit Price Items and Lump Sum Items Listed Above					\$ 545,589.00		\$ 522,678.00		\$ 571,519.00		\$ 662,735.00		\$ 673,964.00		\$ 843,646.50
Washington State Sale Tax (8.2%)					\$ 44,738.30		\$ 42,859.60		\$ 46,864.56		\$ 54,344.27		\$ 55,265.05		\$ 69,179.01
TOTAL BASE BID - ADDENDUM NO. 1 WITH WSST					\$ 590,327.30		\$ 565,537.60		\$ 618,383.56		\$ 717,079.27		\$ 729,229.05		\$ 912,825.51

ADDITIVE BID SCHEDULE A - ADDENDUM NO. 1				ENGINEER'S ESTIMATE		Quigg Bros., Inc (Apparent Low Bidder)		Sterling Breen Crushing, Inc		NOVA Contracting, Inc		Rognlin's, Inc.		Lee Contractors LLC	
Bid Item	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	REMOVAL AND BACKFILL OF TWO EXISTING FUEL TANKS	LS	1	\$75,000.00	\$ 75,000.00	\$70,000.00	70,000.00	\$39,400.00	39,400.00	\$22,000.00	22,000.00	\$40,000.00	40,000.00	\$50,000.00	50,000.00
Total of Extended Unit Price Items and Lump Sum Items Listed Above					\$ 75,000.00		\$ 70,000.00		\$ 39,400.00		\$ 22,000.00		\$ 40,000.00		\$ 50,000.00
Washington State Sale Tax (8.2%)					\$ 6,150.00		\$ 5,740.00		\$ 3,230.80		\$ 1,804.00		\$ 3,280.00		\$ 4,100.00
TOTAL ADDITIVE BID SCHEDULE A - ADDENDUM NO. 1 WITH WSST					\$ 81,150.00		\$ 75,740.00		\$ 42,630.80		\$ 23,804.00		\$ 43,280.00		\$ 54,100.00

TOTAL BASE BID - ADDENDUM NO. 1 WITH WSST				ENGINEER'S ESTIMATE		Quigg Bros., Inc (Apparent Low Bidder)		Sterling Breen Crushing, Inc		NOVA Contracting, Inc		Rognlin's, Inc.		Lee Contractors LLC	
					\$ 590,327.30		\$ 565,537.60		\$ 618,383.56		\$ 717,079.27		\$ 729,229.05		\$ 912,825.51
TOTAL ADDITIVE BID SCHEDULE A - ADDENDUM NO. 1 WITH WSST					\$ 81,150.00		\$ 75,740.00		\$ 42,630.80		\$ 23,804.00		\$ 43,280.00		\$ 54,100.00
GRAND TOTAL					\$ 671,477.30		\$ 641,277.60		\$ 661,014.36		\$ 740,883.27		\$ 772,509.05		\$ 966,925.51



June 9, 2021

Chehalis-Centralia Airport
Attn: Brandon Rakes
900 NW Airport Rd.
Chehalis, WA 98532

**SUBJECT: RECOMMENDATION TO AWARD
CHEHALIS-CENTRALIA AIRPORT - CITY OF CHEHALIS
FUELING APRON SITE IMPROVEMENTS**

Dear Mr. Rakes,

Enclosed is the bid tabulation for the **FUELING APRON SITE IMPROVEMENTS** project at the Chehalis-Centralia Airport. Five (5) bid proposals for the above-referenced project were opened and read on Thursday, June 3, 2021. We have reviewed all bid packages submitted to the City of Chehalis. The apparent responsive and responsible low bidder is **Quigg Bros., Inc.** A summary of the bid tab results is shown below:

Fueling Apron Site Improvements	Base Bid Schedule (Total includes WSST)	Additive Bid Schedule A (Total includes WSST)	GRAND TOTAL (Total includes WSST)
Quigg Bros., Inc.	\$565,537.60	\$75,740.00	\$641,277.60
Sterling Breen Crushing, Inc.	\$618,383.56	\$42,630.80	\$661,014.36
NOVA Contracting, Inc.	\$717,079.27	\$23,804.00	\$740,883.27
Rognlin's Inc.	\$729,229.05	\$43,280.00	\$772,509.05
Lee Contractors LLC	\$912,825.51	\$54,100.00	\$966,925.51

It is our opinion that **Quigg Bros., Inc.** submitted a complete bid package that is in compliance with Section 20 and 30 of the General Contract Provisions of the bid document. The bid amount proposed by **Quigg Bros., Inc.** is in conformance with industry standards and current trends in the construction market. In addition, no bid informality has been found that would be cause for rejection of the proposal.

Accordingly, we recommend that the City of Chehalis consider awarding a contract to include the Base Bid Schedule to **Quigg Bros., Inc.** If during construction it is determined that subsurface site conditions require the complete removal and disposal of the existing underground fuel tanks, we will recommend awarding Additive Bid Schedule A at that time.

Sincerely,

PRECISION APPROACH ENGINEERING, INC.

Geoff Vaughn, P.E.
Project Manager

Attachments: Bid Tabulation

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CHEHALIS-CENTRALIA AIRPORT
FUELING APRON SITE IMPROVEMENTS

June 3rd, 2021 2:00pm

PAE Project No. CHE003

BID TABULATION

BID SCHEDULE - ADDENDUM NO. 1				ENGINEER'S ESTIMATE		Quigg Bros., Inc (Apparent Low Bidder)		Sterling Breen Crushing, Inc		NOVA Contracting, Inc		Rognlin's, Inc.		Lee Contractors LLC	
Bid Item	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	MOBILIZATION	LS	1	\$49,000.00	\$ 49,000.00	\$50,000.00	50,000.00	\$67,900.00	67,900.00	\$70,000.00	70,000.00	\$80,000.00	80,000.00	\$85,000.00	85,000.00
2	CONSTRUCTION SURVEYING AND STAKING	LS	1	\$12,000.00	\$ 12,000.00	\$10,000.00	10,000.00	\$18,150.00	18,150.00	\$17,000.00	17,000.00	\$22,000.00	22,000.00	\$50,000.00	50,000.00
3	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	\$35,000.00	\$ 35,000.00	\$30,000.00	30,000.00	\$18,250.00	18,250.00	\$29,000.00	29,000.00	\$27,000.00	27,000.00	\$100,000.00	100,000.00
4	REMOVAL OF CONDUIT AND WIRE	LS	1	\$7,500.00	\$ 7,500.00	\$2,000.00	2,000.00	\$7,150.00	7,150.00	\$6,000.00	6,000.00	\$6,000.00	6,000.00	\$5,000.00	5,000.00
5	ABANDON EXISTING FUEL TANKS IN-PLACE	LS	1	\$30,000.00	\$ 30,000.00	\$60,000.00	60,000.00	\$32,755.00	32,755.00	\$51,300.00	51,300.00	\$10,000.00	10,000.00	\$50,000.00	50,000.00
6	ROADWAY EXCAVATION INCL. HAUL	CY	570	\$22.00	\$ 12,540.00	\$24.00	13,680.00	\$18.50	10,545.00	\$30.00	17,100.00	\$70.00	39,900.00	\$50.00	28,500.00
7	UNSUITABLE FOUNDATION EXCAVATION INCL. HAUL	CY	180	\$35.00	\$ 6,300.00	\$30.00	5,400.00	\$25.50	4,590.00	\$60.00	10,800.00	\$50.00	9,000.00	\$100.00	18,000.00
8	CONSTRUCTION GEOTEXTILE FOR SOIL STABILIZATION	SY	1050	\$2.50	\$ 2,625.00	\$3.00	3,150.00	\$1.50	1,575.00	\$3.00	3,150.00	\$2.00	2,100.00	\$2.00	2,100.00
9	CRUSHED SURFACING TOP COURSE	TON	400	\$65.00	\$ 26,000.00	\$35.00	14,000.00	\$26.00	10,400.00	\$50.00	20,000.00	\$50.00	20,000.00	\$80.00	32,000.00
10	BALLAST	TON	310	\$55.00	\$ 17,050.00	\$35.00	10,850.00	\$29.00	8,990.00	\$50.00	15,500.00	\$40.00	12,400.00	\$80.00	24,800.00
11	BALLAST FOR UNSUITABLE FOUNDATION EXCAVATION BACKFILL	TON	350	\$55.00	\$ 19,250.00	\$35.00	12,250.00	\$34.00	11,900.00	\$50.00	17,500.00	\$40.00	14,000.00	\$80.00	28,000.00
12	LONGITUDINAL JOINT SEAL	LF	380	\$20.00	\$ 7,600.00	\$30.00	11,400.00	\$15.00	5,700.00	\$20.00	7,600.00	\$10.00	3,800.00	\$20.00	7,600.00
13	HMA CL. 1/2 INCH PG 64-22	TON	190	\$165.00	\$ 31,350.00	\$180.00	34,200.00	\$185.00	35,150.00	\$200.00	38,000.00	\$200.00	38,000.00	\$200.00	38,000.00
14	CEMENT CONC. PAVEMENT	CY	110	\$500.00	\$ 55,000.00	\$370.00	40,700.00	\$605.00	66,550.00	\$600.00	66,000.00	\$700.00	77,000.00	\$750.00	82,500.00
15	FUEL TANK FOUNDATION	EA	4	\$12,000.00	\$ 48,000.00	\$7,000.00	28,000.00	\$6,450.00	25,800.00	\$9,000.00	36,000.00	\$9,000.00	36,000.00	\$15,000.00	60,000.00
16	SOLID WALL PVC STORM SEWER PIPE 6 IN. DIAM.	LF	10	\$35.00	\$ 350.00	\$50.00	500.00	\$45.00	450.00	\$100.00	1,000.00	\$70.00	700.00	\$200.00	2,000.00
17	SOLID WALL PVC STORM SEWER PIPE 8 IN. DIAM.	LF	260	\$40.00	\$ 10,400.00	\$55.00	14,300.00	\$48.00	12,480.00	\$80.00	20,800.00	\$95.00	24,700.00	\$80.00	20,800.00
18	SLOTTED CHANNEL DRAIN	LF	65	\$250.00	\$ 16,250.00	\$300.00	19,500.00	\$465.00	30,225.00	\$400.00	26,000.00	\$300.00	19,500.00	\$400.00	26,000.00
19	CATCH BASIN TYPE 1P	EA	2	\$4,000.00	\$ 8,000.00	\$2,500.00	5,000.00	\$2,100.00	4,200.00	\$3,000.00	6,000.00	\$3,500.00	7,000.00	\$4,000.00	8,000.00
20	CATCH BASIN TYPE 2 48 IN. DIAM.	EA	1	\$6,500.00	\$ 6,500.00	\$6,000.00	6,000.00	\$3,900.00	3,900.00	\$6,000.00	6,000.00	\$6,000.00	6,000.00	\$3,500.00	3,500.00
21	CONNECTION TO DRAINAGE STRUCTURE	EA	1	\$1,200.00	\$ 1,200.00	\$1,200.00	1,200.00	\$500.00	500.00	\$2,000.00	2,000.00	\$500.00	500.00	\$1,500.00	1,500.00
22	OIL/WATER SEPARATOR	EA	1	\$20,000.00	\$ 20,000.00	\$40,000.00	40,000.00	\$40,400.00	40,400.00	\$50,000.00	50,000.00	\$37,000.00	37,000.00	\$40,000.00	40,000.00
23	EROSION CONTROL AND WATER POLLUTION PREVENTION	LS	1	\$5,000.00	\$ 5,000.00	\$2,500.00	2,500.00	\$1,300.00	1,300.00	\$600.00	600.00	\$5,000.00	5,000.00	\$5,000.00	5,000.00
24	CEMENT CONC. FUELING EQUIPMENT PAD	CY	29	\$450.00	\$ 13,050.00	\$575.00	16,675.00	\$1,400.00	40,600.00	\$1,000.00	29,000.00	\$1,500.00	43,500.00	\$750.00	21,750.00
25	CONCRETE FILLED STEEL BOLLARD	EA	35	\$1,000.00	\$ 35,000.00	\$550.00	19,250.00	\$840.00	29,400.00	\$600.00	21,000.00	\$1,400.00	49,000.00	\$200.00	7,000.00
26	PAINT LINE	LF	210	\$4.00	\$ 840.00	\$5.00	1,050.00	\$7.50	1,575.00	\$10.00	2,100.00	\$10.00	2,100.00	\$10.00	2,100.00
27	REMOVING PAINT LINE	LF	60	\$10.00	\$ 600.00	\$15.00	900.00	\$21.00	1,260.00	\$10.00	600.00	\$20.00	1,200.00	\$10.00	600.00
28	No. 3 XHHW-2 CABLE	LF	524	\$4.00	\$ 2,096.00	\$4.00	2,096.00	\$4.50	2,358.00	\$5.00	2,620.00	\$4.50	2,358.00	\$5.00	2,620.00
29	No. 8 XHHW-2 CABLE	LF	131	\$4.00	\$ 524.00	\$2.00	262.00	\$2.00	262.00	\$5.00	655.00	\$1.50	196.50	\$1.50	196.50
30	15A 120V 1-PHASE CIRCUITS - ALL REQUIRED	LF	350	\$4.00	\$ 1,400.00	\$1.00	350.00	\$1.50	525.00	\$5.00	1,750.00	\$1.00	350.00	\$1.50	525.00
31	50A 3-PHASE CIRCUITS - ALL REQUIRED CONDUCTORS	LF	241	\$4.00	\$ 964.00	\$5.00	1,205.00	\$4.00	964.00	\$10.00	2,410.00	\$4.50	1,084.50	\$5.00	1,205.00
32	No. 14 AWG CONDUCTOR	LF	0	\$0.00	\$ -	\$0.00	-	\$0.00	-	\$0.00	-	\$0.00	-	\$100.00	-
33	No. 18 AWG CONDUCTOR	LF	0	\$0.00	\$ -	\$0.00	-	\$0.00	-	\$0.00	-	\$0.00	-	\$100.00	-
34	3-CONDUCTOR 8771 BELDEN CABLE	LF	0	\$0.00	\$ -	\$0.00	-	\$0.00	-	\$0.00	-	\$0.00	-	\$100.00	-
35	BELDEN 87760 CABLE	LF	0	\$0.00	\$ -	\$0.00	-	\$0.00	-	\$0.00	-	\$0.00	-	\$100.00	-
36	MISCELLANEOUS ELECTRICAL EQUIPMENT	LS	1	\$30,000.00	\$ 30,000.00	\$37,000.00	37,000.00	\$34,750.00	34,750.00	\$30,000.00	30,000.00	\$37,000.00	37,000.00	\$50,000.00	50,000.00
37	ELECTRICAL TRENCH, NON-PAVED	LF	310	\$18.00	\$ 5,580.00	\$20.00	6,200.00	\$32.00	9,920.00	\$10.00	3,100.00	\$32.00	9,920.00	\$30.00	9,300.00
38	ELECTRICAL TRENCH, PAVED AREA	LF	80	\$30.00	\$ 2,400.00	\$22.00	1,760.00	\$14.00	1,120.00	\$40.00	3,200.00	\$50.00	4,000.00	\$50.00	4,000.00
39	CONCRETE ENCASMENT OF DUCT	LF	140	\$25.00	\$ 3,500.00	\$25.00	3,500.00	\$26.00	3,640.00	\$30.00	4,200.00	\$55.00	7,700.00	\$50.00	7,000.00
40	3/4-INCH PVC CONDUIT	LF	430	\$8.00	\$ 3,440.00	\$3.00	1,290.00	\$3.00	1,290.00	\$20.00	8,600.00	\$3.00	1,290.00	\$3.00	1,290.00
41	1-INCH PVC CONDUIT	LF	270	\$10.00	\$ 2,700.00	\$3.00	810.00	\$3.50	945.00	\$25.00	6,750.00	\$3.50	945.00	\$4.00	1,080.00
42	2-INCH PVC CONDUIT	LF	240	\$12.00	\$ 2,880.00	\$5.00	1,200.00	\$5.50	1,320.00	\$35.00	8,400.00	\$5.50	1,320.00	\$7.00	1,680.00
43	MISCELLANEOUS IMC/RMC CONDUIT	LS	1	\$5,000.00	\$ 5,000.00	\$7,500.00	7,500.00	\$5,500.00	5,500.00	\$6,000.00	6,000.00	\$5,900.00	5,900.00	\$5,000.00	5,000.00
44	HAZARDOUS LOCATION SEALING FITTINGS	LS	1	\$2,000.00	\$ 2,000.00	\$2,500.00	2,500.00	\$2,750.00	2,750.00	\$6,000.00	6,000.00	\$3,000.00	3,000.00	\$4,000.00	4,000.00
45	ELECTRICAL HANDHOLE	EA	1	\$5,500.00	\$ 5,500.00	\$1,000.00	1,000.00	\$1,100.00	1,100.00	\$6,000.00	6,000.00	\$2,000.00	2,000.00	\$1,500.00	1,500.00
46	ELECTRICAL JUNCTION CAN	EA	1	\$1,200.00	\$ 1,200.00	\$3,500.00	3,500.00	\$3,300.00	3,300.00	\$3,000.00	3,000.00	\$3,500.00	3,500.00	\$4,500.00	4,500.00
Total of Extended Unit Price Items and Lump Sum Items Listed Above					\$ 545,589.00		\$ 522,678.00		\$ 571,519.00		\$ 662,735.00		\$ 673,964.00		\$ 843,646.50
Washington State Sale Tax (8.2%)					\$ 44,738.30		\$ 42,859.60		\$ 46,864.56		\$ 54,344.27		\$ 55,265.05		\$ 69,179.01
TOTAL BASE BID - ADDENDUM NO. 1 WITH WSST					\$ 590,327.30		\$ 565,537.60		\$ 618,383.56		\$ 717,079.27		\$ 729,229.05		\$ 912,825.51

ADDITIVE BID SCHEDULE A - ADDENDUM NO. 1				ENGINEER'S ESTIMATE		Quigg Bros., Inc (Apparent Low Bidder)		Sterling Breen Crushing, Inc		NOVA Contracting, Inc		Rognlin's, Inc.		Lee Contractors LLC	
Bid Item	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	REMOVAL AND BACKFILL OF TWO EXISTING FUEL TANKS	LS	1	\$75,000.00	\$ 75,000.00	\$70,000.00	70,000.00	\$39,400.00	39,400.00	\$22,000.00	22,000.00	\$40,000.00	40,000.00	\$50,000.00	50,000.00
Total of Extended Unit Price Items and Lump Sum Items Listed Above					\$ 75,000.00		\$ 70,000.00		\$ 39,400.00		\$ 22,000.00		\$ 40,000.00		\$ 50,000.00
Washington State Sale Tax (8.2%)					\$ 6,150.00		\$ 5,740.00		\$ 3,230.80		\$ 1,804.00		\$ 3,280.00		\$ 4,100.00
TOTAL ADDITIVE BID SCHEDULE A - ADDENDUM NO. 1 WITH WSST					\$ 81,150.00		\$ 75,740.00		\$ 42,630.80		\$ 23,804.00		\$ 43,280.00		\$ 54,100.00

TOTAL BASE BID - ADDENDUM NO. 1 WITH WSST				ENGINEER'S ESTIMATE		Quigg Bros., Inc (Apparent Low Bidder)		Sterling Breen Crushing, Inc		NOVA Contracting, Inc		Rognlin's, Inc.		Lee Contractors LLC	
					\$ 590,327.30		\$ 565,537.60		\$ 618,383.56		\$ 717,079.27		\$ 729,229.05		\$ 912,825.51
TOTAL ADDITIVE BID SCHEDULE A - ADDENDUM NO. 1 WITH WSST					\$ 81,150.00		\$ 75,740.00		\$ 42,630.80		\$ 23,804.00		\$ 43,280.00		\$ 54,100.00
GRAND TOTAL					\$ 671,477.30		\$ 641,277.60		\$ 661,014.36		\$ 740,883.27		\$ 772,509.05		\$ 966,925.51

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Erin Hillier, City Attorney
Randy Kaut, Interim Police Chief

MEETING OF: Monday, June 14, 2021

SUBJECT: Ordinance No. 1020-B, Amending CMC 10.08 to Address Impound/
Immobilization of Unlawfully Parked Vehicles and to Incorporate City Fee
Schedule for Penalties

INTRODUCTION

A City Ordinance has been prepared to address two issues in the Municipal Code needing clarification and/or resolution:

- 1) ***Process for adopting parking fees/fines:*** The Chehalis City Council recently adopted a comprehensive Fee Schedule by resolution on first reading and current code provisions provide specific penalty amounts in conflict with the proposed adopted fees/fines on the Fee Schedule.
- 2) ***Parking Ordinance Clarification:*** The Chehalis Municipal Code allows for the immediate impound of vehicles under certain circumstances, but generally requires a 24-hour notice period prior to removal. City officers have encountered multiple situations where immediate impound is necessary, but not clearly authorized in the language of the current city code provisions.

PROCESS FOR ADOPTING PARKING FEES/FINES:

In the past, if the City Council adopted fees or fines by ordinance, they were required to adjust those fee amounts by ordinance as codified directly into the city code. The City has the legal authority to adopt civil fees/fines by resolution and amend these from time to time. By adopting a fee schedule by resolution, the City avoids making repeated and permanent changes to the body of their code provisions, requiring staff and Council to revisit each code section to ensure continuity every time fees are changed.

Most cities adopt fees and fines by resolution and keep a general fee schedule easily available to the public. Now that such a schedule has been prepared for Chehalis, we are working to ensure areas where the code designates conflicting fees will now refer to the current City Fee Schedule.

CLARIFICATION OF THE PARKING ORDINANCE

In the past, the Police Department has encountered situations where vehicles have been parked unlawfully, affecting vehicle traffic, pedestrian traffic, or otherwise impermissibly located on areas not intended or designated for parking. At times, vehicles have been parked in violation of city ordinance and state law but the language of our current city code does not provide clear authorization for the vehicle's immediate removal when necessary. As a result, the ambiguity of the code provisions has left officers to make discretionary decisions for enforcement when facing immediate issues in the field. Some of these decisions have been upheld in the court appeal process, and some have not. It is in the City's interest to amend the language to clarify the parking violation process for law enforcement and for the public.

Although current Washington State RCW and Chehalis City Ordinance state that driving or parking in unlawful areas is a violation, no adequate language exists to allow the officers to remove those vehicles when the situation immediately requires response. Instead, there is a requirement for 24-hour notice.

Public colleges and universities in Washington State allow for immediate impound where the driver or owner is contacted by an officer and refuses to move the unlawfully parked vehicle. Language to this effect can be found within Washington Administrative Code provisions, such as WAC 132N-156-550; 174-116-261; and 516-12-470. The City of Chehalis as a municipal corporation and code city, may establish its own regulations subject to preemption by state and federal law. Under these circumstances, where parking violations are already identified within state and municipal regulations, the City has an interest in clarifying its procedural language for parking violations, enforcement, and penalties.

PROPOSED ORDINANCE

The title of the ordinance is:

Ordinance of the City of Chehalis, Washington, Amending Title 10:08 Parking of the Chehalis Municipal Code to Conform to Parking Fees Set Forth in the Current City Fee Schedule as Amended by City Council from Time to Time; Amending 10:08.050 to Include all City Right-of-Ways and Proved for Officer Action to Impound or Immobilize Unlawfully Parked Vehicles; and Establishing an Effective Date Hereof.

The proposed Ordinance includes the language necessary to resolve the issues of concern as discussed above. The Ordinance will set forth that the fees/fines for parking violations will be set forth in the City's fee schedule. The Ordinance also clarifies the procedures and conditions relating the ability to immediately impound a vehicle in the City's Right-of-Way when certain provisions of the Code are violated.

FISCAL IMPACT

There is no fiscal impact associated with the proposed Ordinance.

RECOMMENDATION

It is recommended that the City Council adopt Ordinance No. _____ on first reading.

SUGGESTED MOTION

I move that the City Council adopt Ordinance No. _____ on first reading.

ORDINANCE NO. 1020-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING TITLE 10.08 PARKING OF THE CHEHALIS MUNICIPAL CODE TO CONFORM TO PARKING FEES SET FORTH IN THE CURRENT CITY FEE SCHEDULE AS AMENDED BY CITY COUNCIL FROM TIME TO TIME; AMENDING 10.08.050 TO INCLUDE ALL CITY RIGHT-OF-WAYS AND PROVIDE FOR OFFICER ACTION TO IMPOUND OR IMMOBILIZE UNLAWFULLY PARKED VEHICLES; AND ESTABLISHING AN EFFECTIVE DATE HEREOF.

THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Chehalis Municipal Code Section 10.08.050, Rules and regulations – Violation - Penalty, shall be amended as follows:

“Any person, firm, or corporation violating any provisions of the rules and regulations promulgated under this chapter may, upon notice being received, be responsible for payment of a civil assessment in an amount to be established from time to time by the city, dependent upon the type of violation occurring. Should any person, firm, or corporation found to have violated any provision under this chapter fail to pay the assessment in the time required by the city, said person, firm, or corporation subjects himself, herself, or itself to a misdemeanor charge for failure to comply with a mandate of the city. In addition, whenever a police officer finds a vehicle standing upon the right-of-way in violation of any provision of CMC 10.08.020, the officer may provide for the removal of the vehicle or require the driver or other person in charge of the vehicle to move the vehicle to a position off the right-of-way. Drivers or vehicle owners instructed by an officer to either move an unlawfully-parked vehicle or not to park in violation of CMC 10.08.020, and refuse, may have their vehicle immediately impounded or immobilized at the discretion of the officer.”

Section 2. Chehalis Municipal Code Section 10.08.060, Parking prohibited at all times on certain streets – Penalty for violation, Subsection B, shall be amended as follows:

“B. Vehicles found in violation of this section may incur an infraction fee per violation in the amount set forth in the current City Fee Schedule and/or impoundment of the vehicle.”

Section 3. Chehalis Municipal Code Section 10.08.130, Parking time limits – Penalty for violation, Subsection C, shall be amended as follows:

“C. A first infraction shall constitute overtime parking and shall result in a fee penalty in the amount set forth in the current City Fee Schedule. If a vehicle is found, pursuant to

this chapter, parked within the areas designated herein subsequent to the issuance of the first violation notice in that same day, the same shall constitute chain parking and shall be assessed a penalty pursuant to CMC 10.08.140.”

Section 4. Chehalis Municipal Code Section 10.08.140, Civil assessments, Subsections A, D, and E, shall be amended as follows:

“A. Overtime Parking. Exceeding the established time limit for a designated parking space shall result in a fee penalty in the amount set forth in the current City Fee Schedule for first, second, and subsequent offenses.”

D. Miscellaneous parking violations as defined by CMC 10.08.020 shall be subject to a fee penalty in the amount set forth in the current City Fee Schedule for each violation within a 24-hour period.

E. The monetary penalty for failure to respond to a parking infraction within 15 days of the issuance shall be subject to a fee penalty in the amount set forth in the current City Fee Schedule for each parking infraction regardless of the time period in which the offense(s) occurred and regardless of the violation.”

Section 5. Chehalis Municipal Code Section 10.08.170, Tampering with parking enforcement process is a violation, Subsection B, shall be amended as follows:

“B. The penalty for violation of this section shall be a fee penalty in the amount set forth in the current City Fee Schedule.”

Section 6. Chehalis Municipal Code Section 10.08.200, City parking lots – Violations/penalties, Subsection A, shall be amended as follows:

“A. Failure to pay fees in a time-regulated municipal parking lot pursuant to this chapter shall constitute a parking infraction and shall be penalized as follows:

1. City Parking Lots – Four-Hour and 24-Hour. If a vehicle is found, pursuant to this chapter, parked within a time-regulated municipal lot in excess of the established time, the same shall constitute an infraction resulting in a fee penalty in the amount set forth in the current City Fee Schedule. Nothing in this section will prohibit a vehicle from being cited for multiple violations.
2. Permitted City Parking Lots. If a vehicle is found, pursuant to this chapter, parked in a permit lot without a valid city-issued permit, the same shall constitute an infraction resulting in a fee penalty in the amount set forth in the current City Fee Schedule. Nothing in this section will prohibit a vehicle from being cited for multiple violations.”

Section 7. The effective date of this ordinance shall be the _____ day of _____, 2021.

PASSED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor at a regularly scheduled open public meeting thereof this _____ day of June, 2021.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney