

**YARROW POINT
TOWN COUNCIL MEETING AGENDA**

February 8, 2022

7:00 p.m. via conference call at:

1-253-215-8782 Meeting ID: 878 5351 4092#

Council participation in this meeting will be by teleconference/online only. Members of the public may also participate by phone/online. Individuals who call in remotely who wish to speak live should register their request with the Deputy Clerk at 425-454-6994 or email depclerk@yarrowpointwa.gov and leave a message before 4:30PM on the day of the February 8, 2022 Council meeting. Wait for the Deputy Clerk to call on you before making your comment. If you dial in via telephone, please unmute yourself by dialing *6 when it is your turn to speak. Speakers will be allotted 3-minutes for comments. Please state your name and address and you will be asked to stop when you reach the 3-minute limit.

Join on your computer or mobile app

<https://us02web.zoom.us/j/87853514092>

Or call in (audio only)

1-253-215-8782

Meeting ID: 878 5351 4092#

PLEDGE OF ALLEGIANCE

CALL TO ORDER: Mayor Katy Kinney Harris

COUNCIL ROLL CALL: Stephan Lagerholm, Carl Scandella, Chuck Porter, Andy Valaas and Kathy Smith

APPROVAL OF AGENDA:

1. STAFF REPORTS: (10-minutes)

2. MINUTES: (3-minutes)

- A. Amended Minutes of regular meeting December 14, 2021.
- B. Minutes of regular meeting January 11, 2022.

3. CONSENT CALENDAR: (5-minutes)

Consists of routine items for which Council discussion is not required. A Councilmember may request that an item be moved to Regular Business for discussion. Consent items are approved with one vote.

APPEARANCES/PUBLIC COMMENT:

Members of the public may speak concerning items that either are or are not on the agenda. The Council takes these matters under advisement. Please state your name and address and limit comments to 3 minutes. If you call in via telephone, please unmute yourself by dialing *6 when it is your turn to speak. Comments via email may be submitted to depclerk@yarrowpointwa.gov or regular mail to: Town of Yarrow Point 4030 95th Ave NE Yarrow Point, WA. 98004

REGULAR BUSINESS: (55-minutes)

- 4. AB 22-05 – NE 42nd St/91st Ave NE Stormwater Upsizing & UGC project acceptance
- 5. AB 22-06 –Yarrow Point 3-year On-Call Engineer – Gray & Osborne, Inc.
- 6. AB 22-07 – 4235 91st Ave NE – Proposal to repair asphalt along stormwater trench drain
- 7. AB 22-08 – Appointment of resident Lee Sims to the Planning Commission
- 8. AB 22-09 – Private Property Tree Ordinance petition consideration
- 9. AB 22-10 – Use for American Rescue Plan Act (ARPA) Funds
- 10. AB 22-11 – 2022 Planning Commission project scope/first pass: (20-minutes)

11. MAYOR & COUNCIL REPORTS: (15-minutes)

12. ADJOURNMENT

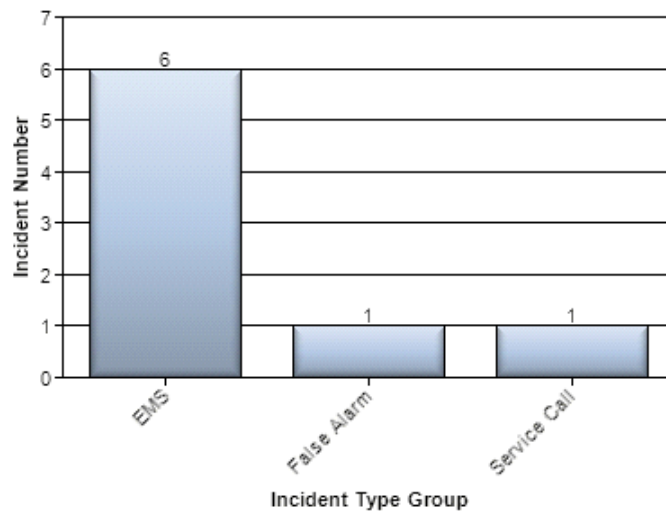
*To subscribe to our email list, email Town Hall at: townhall@yarrowpointwa.gov
Town of Yarrow Point, 4030 95th Ave. NE, Yarrow Point, WA 98004
425-454-6994, townhall@yarrowpointwa.gov*

STAFF REPORTS

1. Police Reports
2. Fire-EMS Reports
3. Town Engineer Reports:
 - 2019 NE 42nd Street/91st Ave NE Stormwater Upsizing and UGC Project
 - 2022 NE 36th St.
4. Commission Minutes:
 - January 18, 2022 Planning Commission Minutes
 - January 25, 2022 Park Board Minutes

Incident Date between 2022-01-01 and 2022-02-01
City equal to Yarrow Point

Incident Type Group	Incident Count
EMS	6
False Alarm	1
Service Call	1





PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
2/08/22	2019 NE 42 nd Street/ 91 st Ave NE Stormwater Upsizing & UGC Project	Stacia Schroeder

STATUS SUMMARY

Gray & Osborne – Kevin Brown issued a revised final progress report on January 13th, 2022, which outlines the final tasks that need to be completed for this project. In short, they are:

- 1.) Final Progress Estimate – Attached.
- 2.) Project Completion Acceptance – This task includes:
 - a. Town Council project acceptance at February 8, 2022, council meeting;
 - b. Filing Notice of Completion of Public Works Contract with three (3) WA state agencies; and
 - c. Signing of the Final Contract Voucher when retainage is released.
- 3.) Release of Retainage – Refer to G&O's retainage requirements in letter.

This is the final status report for the 2019 NE 42nd Street/ 91st Ave NE Stormwater Upsizing & UGC Project.

PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Bidding	100	October 2020	Gray & Osborne Town Engineer	Ad date 9/16 and 9/23 Bids Due 9/30
Award	100	October 2020	Town Engineer	October 2020
Construction	100	October 2021	Gray & Osborne Town Engineer	Delay start until January 11, 2021; G&O – survey staking & inspection
Project Close Out	100	December 2021	Gray & Osborne Town Engineer	
Grind & Overlay – KC Roads	100	December 2021	Town Engineer	Under Contract w/ KC Roads;

BUDGET OVERVIEW

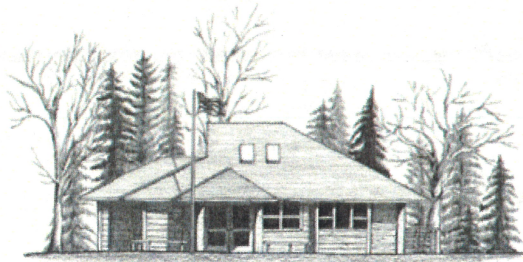
CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Stormwater Design (2019)	\$30,000			CIP S-1: Design
UGC Design (2019)	\$40,000			CIP U-1: Design
Jan 2019 – Oct. 2020 Town Engineer Project Management		\$19,718.75		Task Completed: 10/13/20; Change to Construction Management

Jan 2019 – Oct. 2020 Civil Engineering Consultant Gray & Osborne, Inc.		\$52,300.00		
Evergreen Concrete Cutting:		\$2,043.00		Coring Pavement to determine depth
Total:	\$70,000	\$74,061.75		
Jan. 2021 – Dec. 8, 2021 PGH Excavating, Inc. (Stormwater & UGC)	\$854,655.50	\$755,357.33*	Yes	CIP S-1: \$475,000 Budget; CIP U-1: \$475,000 Budget *Does not include 5% retainage held to-date: \$37,152.35
Oct. 2020 – Dec. 31, 2021 Town Engineer Project Management	\$40,000	\$37,718.75	Yes	
Oct. 2020 – Dec. 4, 2021 Civil Engineering Consultant Gray & Osborne, Inc.	\$87,500 \$46,000 \$18,900	\$87,500.00 \$42,944.64 \$18,955.36	Yes	
Total:	\$1,047,055.50	\$942,476.08		
Fall 2021 – King County Roads (2-inch grind and overlay)	\$220,000.00	\$206,106.81		CIP T-1
Total:	\$220,000.00	\$206,106.81		

RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

CONCLUSIONS/NEXT STEPS



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
2/08/22	2022 NE 36 th Stormwater Project	Stacia Schroeder

STATUS SUMMARY

The 2020 Town of Yarrow Point Stormwater Management Plan was published last May. In short, the new study incorporated known stormwater pipe alignments and sizes into the latest modeling software to identify and prioritize future capital improvement projects (CIPs) throughout the Town.

A stormwater connection from 92nd Ave NE to NE 36th Street was identified as CIP #1. This project would divert flows along 92nd (south of NE 36th St) as well as Points Drive NE (east of the round-a-bout) to the storm system in NE 36th Street. As part of this project, several pieces of the NE 36th Street stormwater infrastructure (ie. catchbasins, broken pipes, and cross bores) will be addressed.

Our current CIP identifies this project as both S-1 (\$280,000 for design and construction) and T-1 (\$160,000 for full grind and overlay). There is no power, phone, or cable conversion associated with this project.

The survey work was completed by PACE in early 2021. A Request for Qualifications was issued in January 2022 for a civil engineering firm to begin designing the project. The recommended firm, based on an evaluation committee review, is Gray & Osborne, Inc. Assuming the Town Council's approval of the recommended firm in February, Town staff will work with Gray & Osborne to get a task order for the NE 36th Street project which will then be included for council approval at the March meeting. It is town staff's intention to design and construct this project in 2022 as scheduled on the CIP.

PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Survey	100	January 2021	PACE/ Town Engineer	
Design	0	Spring/ Summer 2022	Town Engineer	
Bid	0	Spring/ Summer 2022	Town Engineer	
Construction	0	Summer/ Fall 2022	Town Engineer	

BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Dec. 2020 – Mar. 2021 Town Engineer Design/ Bid	\$12,250	\$781.25		CIP S-2: Design \$25,000; Project Management
Jan. 2021 – Mar. 2021 PACE Surveying Consultant	\$12,750	\$12,750.00		Completed; Task Order No. 2

	Total:	\$25,000	\$13,531.25	
Apr. xx, 2022 Stormwater Contractor TBD.	TBD.			CIP S-1: \$280,000 Budget;
Jan. 2022 - Town Engineer Project Management	TBD.			
Apr. 2022 Civil Engineering Consultant TBD.	TBD.			
	Total:	\$280,000.00		
Summer 2023 - King County Roads (2-inch grind and overlay)	TBD.			CIP T-1: \$160,000 Budget
Total:		\$160,000.00		

RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

CONCLUSIONS/NEXT STEPS

**TOWN OF YARROW POINT
PLANNING COMMISSION SPECIAL MEETING (TELECONFERENCE)
MINUTES
January 18, 2022**

The following is a condensation of the proceedings and is not a verbatim transcript.

CALL TO ORDER:

Carl Hellings Planning Commission Chairman called the meeting to order at 7:04 pm.

PRESENT:

Chairman:	Carl Hellings
Commissioners:	Chuck Hirsch Jeffrey Shiu David Feller
Staff:	Austen Wilcox – Deputy Clerk Mona Green – Town Planner
Guests:	Charles Porter – Councilmember Lee Sims – Resident

APPEARANCES:

No comment.

MINUTES:

November 15, 2021 regular meeting:

MOTION: Commissioner Hellings moved to approve the minutes of the November 15, 2021 regular meeting as presented. Commissioner Hirsch seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

STAFF REPORTS:

Town Planner Mona Green gave a report on the January 11 Town Council meeting. She is currently working on a FAQ sheet for the new tree code. The Town will snail mail communication to residents regarding the new private property tree code and the existing right of way tree code.

Councilmember Charles Porter resident at 4615 92nd Ave NE stated that the private property tree code will be enacted on March 6 as passed. He discussed a tree code petition created by a resident noting that no action can be taken on the petition until it is presented to the Council.

REGULAR BUSINESS:

PCAB 22-01 – January Council meeting report and preparation for February 8 joint Planning/Council meeting

The Town Council will review the topic of right of way parking at their February 8 meeting and assign the Planning Commission direction to research.

The Planning Commission will hold their next meeting on Tuesday February 15.

ADJOURNMENT:

MOTION: Commissioner Hellings moved to adjourn the meeting at 7:28 pm.
Commissioner Feller seconded the motion.

VOTE: 4 For, 0 Against, 0 Abstain. Motion carried.

APPROVED:

ATTEST:

Carl Hellings, Chairman

Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT
PARK BOARD (TELECONFERENCE) REGULAR MEETING MINUTES
January 25, 2022
7:00pm**

The following is a condensation of the proceedings and is not a verbatim transcript.

CALL TO ORDER:

Park Board Chairman John McGlenn called the meeting to order at 7:04 pm.

IN ATTENDANCE:

Chairperson: John McGlenn

Members: Doug Waddell
Dicker Cahill – Excused absence
Carolyn Whittlesey
Krista Fleming
Kathy Smith *Ex officio member*

Staff: Austen Wilcox - Deputy Clerk

Guests: Craig Lewis – JGM Landscape Architects
Charles Porter – Councilmember
Andy Valaas – Councilmember

APPEARENCES

None.

REGULAR BUSINESS:

PB AB 22-01 Sally's Alley Master Plan Discussion

Craig Lewis from JGM Landscape Architects discussed a proposed site plan and suggestions for Sally's Alley Master Plan. He provided detailed specs on the following.

- Proposed driveway access and adjacent pathway entrance locations.
- Separation between driveway and pathway.
- Crushed rock pathway.
- Picknick tables and benches.
- Fence.
- Landscaping and plantings.

The Park Board reviewed and discussed details of the Master Plan.

Councilmember Charles Porter resident at 4615 92nd Ave NE complimented the work done on Sally's Alley Master Plan. He asked about costs associated with the improvements and maintenance noting that the town is closely monitoring finances. He suggests lighting over the picknick tables for increased security.

Councilmember Andy Valaas resident at 4439 94th Ave NE recommends that current survey be used for the design plan. Staff will send JGM Landscape Architects the latest survey.

OTHER REPORTS:

ADJOURNMENT:

Park Board Chairman John McGlenn adjourned the meeting at 7:45 pm.

APPROVED:

ATTEST:

John McGlenn, Park Board Chairman

Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT
COUNCIL REGULAR MEETING MINUTES
December 14, 2021
7:00pm**

The following is a summary of the proceedings and is not a verbatim transcript.

CALL TO ORDER:

Mayor Dicker Cahill called the meeting to order at 7:00pm

PRESENT:

Mayor: Dicker Cahill

Councilmembers: Stephan Lagerholm – Excused absence
Carl Scandella
Mary Elmore
Andy Valaas
Steve Bush

Staff: Bonnier Ritter – Clerk Treasurer
Austen Wilcox – Deputy Clerk
Mona Green – Town Planner
Stacia Schroeder – Town Engineer
Scott Missall – Town Attorney
Emily Miner – Town Associate Attorney

Guests: Dawn Hanson – Clyde Hill Police Department
Katy Harris – Resident
Charles Porter – Resident
Kathy Smith – Resident
Cheryl Pietromonaco – Resident
Vadim Bondarev – Resident
Dan Williams – Resident

OATHS OF OFFICE FOR NEWLY ELECTED OFFICIALS

Katy K. Harris took Oath of Office for Mayor to serve a four-year term.
Chuck Porter took Oath of Office for Council Position No. 3 to serve a four-year term.
Kathy Smith took Oath of Office for Council Position No. 5 to serve a four-year term.

APPEARANCES:

None.

Clerk's parliamentary procedure note regarding public comment: For liability reasons and to accurately produce action-based minutes, the town will not be including written public

comment in the town's minute taking in the future. The town will refer interested individuals to the audio recordings of meetings.

1. MINUTES

November 9, 2021 Regular Meeting

MOTION: Councilmember Valaas moved to approve the regular meeting minutes of November 15, 2021 as amended. Councilmember Bush seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

2. CONSENT CALENDAR:

MOTION: Councilmember Valaas moved to approve the Consent Calendar as presented including the Payment Approval Report dated 12/8/2021 approving payments as shown totaling \$86,527.27 plus payroll, benefits, and tax expenses of \$30,082.75 as shown on the attached payroll & benefits report for a total of \$116,610.02. Councilmember Elmore seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

3. STAFF REPORTS:

A. Police Report

Lieutenant Hanson reported on November police activity, with an explanation of a traffic accident on 92nd Ave NE roundabout. Mayor Cahill directed staff to file a public records request to obtain the accident report.

Councilmember Valaas questioned permitting for propane tanks adjacent to the crashed truck and the cost and process to replace the Flock license plate reader camera. Staff will research.

B. 2019-2020 Audit

The result of the 2019-2020 audit was a clean audit with no reportable negative findings.

REGULAR BUSINESS

4. AB 21-50: Private property tree code for adoption

Debbie Prudden resident at 3805 94th Ave NE is against a private property tree code. She is in favor of a hedge code enforcement. She discussed a letter she submitted to the Town.

Vadim Bondarev resident at 4029 95th Ave NE discussed a proposal he submitted to the Town regarding tree code regulations.

Amended version as requested by Vadim Bondarev:

Vadim Bondarev resident at 4029 95th Ave NE submitted "Incentive based large tree preservation approach" proposal and asked the Council and the Mayor to delay adoption of the Private Property Tree ordinance for few months necessary to address private property use restrictions and to incentivize large tree owners not to cut down their large trees in response to the punitive nature of the proposed Ordinance.

Dan Williams resident at 4224 95th Ave NE stated that he supports Mr. Bondarev's comments. Mr. Williams discussed trees on his private property and his opinions on a tree code.

Dan Williams resident at 4224 95th Ave NE stated that he supports Mr. Bondarev's comments, discussed trees on his private property and his opinions on a tree code.

Town Planner Mona Green discussed a memo to Council from her and the Town's Attorney regarding minor updates to the tree code since the November Council meeting.

Council discussed root systems on shared properties.

Council discussed the transfer of knowledge from buyer to seller regarding significant trees. Town legal staff suggests where any tree permit is issued pursuant to this title, it shall be unlawful for the owner of the subject property to sell, transfer, mortgage, lease or otherwise dispose of such property, dwelling unit, or structure to another until such owner shall first furnish the grantee, transferee, mortgagee or lessee a true copy of the tree permit and as-built map issued by the Town and shall furnish to the Town a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such tree permit and as-built map and fully accepting the responsibility to comply with any permit requirements.

Cheryl Pietromonaco resident at 3445 92nd Ave NE shared her thoughts on a private property tree code.

Cheryl Pietromonaco resident at 3445 92nd Ave NE discussed lack of hedge code enforcement and voiced her opposition to the proposed Private Property Tree Ordinance.

MOTION: Councilmember Elmore moved to Adopt Ordinance No. 715: An Ordinance of the Town of Yarrow Point, Washington amending Yarrow Point Municipal Code Title 20 (Site Development Code) to establish regulations related to trees on private property; amending Yarrow Point Municipal Code Section 12.26.020 (Definitions) to update Definitions related to the Public Property Tree Code; providing for severability; and establishing an effective date. Councilmember Scandella seconded the motion.

MOTION: Councilmember Valaas moved to amend the motion for the Adoption of Ordinance No. 715 and establishing an effective date to take place 75 calendar days after publication. Councilmember Elmore seconded the motion. Vote: 4 For; 0 Against. Motion carried.

VOTE ON 1st MOTION: 4 For, 0 Against. Motion carried.

5. AB 21-51: 2021 Budget Amendment/ Ordinance No. 716

The Town cannot exceed the expenditures approved by the 2021 budget unless a Budget Amendment Ordinance is adopted. The Town has encountered the following unanticipated expenses from when the budget was originally adopted:

1. 001 General Fund: The \$160,371 in ARPA Covid Recovery Funds that were received into the General Fund were transferred into the 401 Stormwater Fund in order to be applied to Capital Improvement. The amended expenditure amount of \$1,363,512 reflects this transfer-out expenditure.
2. 211 Bond Redemption Fund: The amended expenditure reflects the first half 2021 scheduled bond payment of \$42,803 plus the bond payoff amount of \$287,130.
3. 301 and 304 Capital Improvement Funds: \$116,235 was transferred from each of these funds to pay off the bond. There was also a total of \$150,000 that was a budgeted transfer (\$50,000 to 311 Capital Improvement Funds, and \$100,000 to 401 Stormwater Fund).

MOTION: Councilmember Bush moved to Adopt Ordinance No.716: An Ordinance of the Town of Yarrow Point, Washington, amending the budget for fiscal year 2021 to account for unforeseen expenditures, and establishing and effective date. Councilmember Valaas seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

6. AB 21-52: Appointment of Mayor Pro Tem

According to RCW 35.27.160, the Mayor shall preside over all meetings of the Council at which he or she is present. A Mayor Pro Tem may be chosen by the Council for a specified period of time, not to exceed six months, to act as the Mayor in the absence of the Mayor.

MOTION: Councilmember Valaas moved to appoint Councilmember Scandella to serve as the Mayor Pro Tem for the next six months – January 1, 2022 through June 30, 2022.

Councilmember Bush seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

7. AB 21-53: Changes to LGIP Authorized Individuals

The resolution and LGIP Authorization Form are necessary to change authorized individuals as it relates to the Local Government Investment Pool. This action is needed because of the Town's change in Mayors.

MOTION: Councilmember Valaas moved to Adopt Resolution No. 353, A Resolution of the Town of Yarrow Point naming new authorized individuals as it relates to the local government investment pool. Councilmember Bush seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

8. AB 21-54: Resolution Authorizing Mayor, Mayor Pro Tem, Clerk-Treasurer to Make Transactions on Behalf of the Town.

This resolution changes our signatories at Banner Bank. It is taking Dicker off, and adding Katy, as the new Mayor.

MOTION: Councilmember Bush moved to Adopt Resolution No. 354, A Resolution of the Council of the Town of Yarrow Point Authorizing The Mayor, Mayor Pro Tem, Clerk-

Treasurer, And Deputy Clerk to make transactions on behalf of the Town at the Town's Banner Bank. Councilmember Valaas seconded the motion. Councilmember Valaas requested that a typo be fixed in the Resolution.
VOTE: 4 For, 0 Against. Motion carried.

9. AB 21-55: Pietromonaco hedge & setback ordinance complaints.

Resident Cheryl Pietromonaco filed a complaint on June 8, 2020 against her neighbor's hedge and requests Council review of the complaint along with the Town's setback code for resolution. Ms. Pietromonaco addressed her complaint to the Council and discussed the Town's hedge code enforcement and maintaining her view.

10. MAYOR AND COUNCIL REPORTS:

Mayor

Mayor Cahill thanked the Council for their work and stated his appreciation for their achievements.

Councilmember Elmore

Councilmember Elmore expressed her appreciation for working on the Council and serving the Town residents.

Councilmember Bush

Councilmember Bush shared his pleasure for working on the Council.

8. ADJOURNMENT:

MOTION: Councilmember Valaas moved to adjourn the meeting at 9:18pm. Councilmember Bush seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

APPROVED:

ATTEST:

Dicker Cahill, Mayor

Bonnie Ritter, Clerk-Treasurer

**TOWN OF YARROW POINT
COUNCIL REGULAR (TELECONFERENCE) MEETING MINUTES
January 11, 2022
7:00pm**

The following is a summary of the proceedings and is not a verbatim transcript.

CALL TO ORDER:

Mayor Katy Kinney Harris called the meeting to order at 7:00 pm.

PRESENT:

Mayor: Mayor Katy Kinney Harris

Councilmembers: Stephan Lagerholm
Carl Scandella
Chuck Porter
Andy Valaas
Kathy Smith

Staff: Bonnier Ritter – Clerk Treasurer
Austen Wilcox – Deputy Clerk
Mona Green – Town Planner
Stacia Schroeder – Town Engineer
Scott Missall – Town Attorney

Guests: Dawn Hanson – Clyde Hill Police Department

APPROVAL OF AGENDA

Mayor Harris noted that Agenda Bill 22-01 will be tabled until the regular February 8 Council meeting as a discrepancy in the amounts listed in the Final Estimate report were found and need to be addressed.

Mayor Harris noted that Agenda Bill 22-02 requires additional discussion and review with the proposed contractor to perform a trench drain replacement at 4235 91st Ave NE.

MOTION: Councilmember Valaas moved to approve the revised agenda to exclude Agenda Bills 22-01 and 22-02. Councilmember Scandella seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

OATH OF OFFICE FOR NEWLY ELECTED OFFICIAL STEPHAN LAGERHOLM

Stephan Lagerholm took Oath of Office for Council Position No. 1 to serve a four-year term.

APPEARANCES:

None.

1. MINUTES

December 14, 2021 Regular Meeting

MOTION: Councilmember Valaas moved to approve the December 14, 2021 minutes with one minor correction. Councilmember Scandella seconded the motion.

VOTE: 2 For, 0 Against. 3 Abstained. Motion carried.

Due a quorum of the prior Town Council no longer present, Town Attorney Scott Missall will research the statutes for passing the December 14, 2021 regular meeting minutes.

2. CONSENT CALENDAR:

MOTION: Councilmember Valaas moved to approve the Consent Calendar as presented including the Payment Approval Report dated 1/4/2022 approving payments as shown totaling \$292,237.39 plus payroll, benefits, and tax expenses of \$30,945.89 as shown on the attached payroll & benefits report for a total of \$323,183.28. Councilmember Scandella seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

3. STAFF REPORTS:

A. Police Report

Lieutenant Dawn Hanson gave a report of December police activity.

- Burglary.
- Recovered property.
- Recovered stolen vehicle
- Malicious mischief.
- Parking tickets.

B. Town Engineer Report – 2019 NE 42nd Street/91st Ave NE Stormwater Upsizing and UGC Project

Engineer Stacia Schroeder reported on the following:

- Four streetlights out on 92nd Ave NE. The Town has reported them and will follow up with contacts at PSE.
- Three new additional streetlights were installed on NE Points Drive.
- A broken electrical box in the ROW in front of 4467 94th Ave NE has still not been repaired. Staff will contact higherups at PSE.

REGULAR BUSINESS

4. AB 22-03: Appointment and Reappointments for Planning Commission and Park Board Members

The following Planning Commission Member term is up for reappointment:

David Feller: 6-year reappointment to Planning Commission

The following Park Board Member term is up for reappointment:

John McGlenn: 3-year reappointment to Park Board

Appoint resident and former Mayor Dicker Cahill to the Park Board for a 3-year term.

MOTION: Councilmember Lagerholm moved to reappoint David Feller for a 6-year term to the Planning Commission, reappointment John McGlenn for a 3-year term to the Park Board and appoint resident and former Mayor Dicker Cahill to the Park Board for a 3-year term. Councilmember Smith seconded the motion.

VOTE: 5 For, 0 Against. Motion carried

5. AB 22-04: Resolution No. 355 – King County Metro Bus Route 271

King County Metro Bus Route 271 currently serves the residents of the City of Clyde Hill, City of Medina, Town of Hunts Point and Town of Yarrow Point. By providing services along 84th Avenue NE between NE 12th Street and SR-520, King County Metro has indicated an interest in re-routing Route 271 from 84th Avenue NE to 92nd Avenue NE. Re-routing of Route 271 from 84th Avenue NE to 92nd Avenue NE would essentially eliminate all King County Metro services for the residents of the Cities of Medina and Hunts Point as well as significantly decrease services for the residents of the City of Clyde Hill.

This resolution supports City of Clyde Hill, City of Medina and Town of Hunts Point in maintaining King County Metro Bus Route 271 along its current route on 84th Avenue NE so that the residents of the Cities of Clyde Hill, Medina, Hunts Point and Yarrow Point can continue to receive the transportation services that they have and continue to pay for.

Council discussed and requested additional time to review. The Resolution will be placed back on the Council agenda for their regular February 8 meeting.

6. MAYOR AND COUNCIL REPORTS:

Mayor:

- Private Property Tree Code Implementation: Mayor Harris is working with the Town Attorney and Planner to develop permitting and resident communication for the private property tree code. She noted there is a petition currently going around to amend the related Ordinance.
- Special Council Meeting/Retreat: A special meeting will be scheduled in the coming weeks for the Council to discuss future projects.
- American Rescue Plan Act Funds (ARPA): Some jurisdictions have been utilizing the ARPA to pay workers who worked in person during the Stay-at-Home order. Mayor Harris is sought Council approval to research the use of the applicable town employees.
- Test Kits: Mayor Harris sought Council approval to purchase Covid test kits for town employees and to offer the availability to residents.
- February Council/Planning joint meeting: The Planning Commission seeks direction from Council on their tasked ROW parking review. They plan to hold a joint meeting with Council at the regular February 8 meeting.

Councilmember Valaas:

Councilmember Valaas stated that resident communication regarding the new private property tree code should be snail mailed to residents including both the old and the new ordinances.

Councilmember Lagerholm

Councilmember Lagerholm discussed the need for pedestrian safety improvements at the roundabout. He offered suggestions to make a raised edge between the pathway and the road near where a recent accident took place. The Town will talk with WSDOT and City of Clyde Hill about making improvements.

Councilmember Scandella:

- Councilmember Scandella discussed WRIA 8 and related funding to improve the Puget Sound region’s waterways.
- Councilmember Scandella discussed four streetlights out on 92nd Ave NE. The Town has reported them to PSE and will monitor the repair.

Councilmember Porter:

Councilmember Porter recommends adding additional streetlights to 95th Ave NE.

Councilmember Smith:

Councilmember Smith discussed traffic backups off the freeway and roundabout due to a school bus letting children off and parents parking and making continuous circles causing traffic delays. She suggests finding the bus in particular causing the pileups and suggest using the large grassy area for some parking. Mayor Harris will talk CHPD about this issue.

7. ADJOURNMENT:

MOTION: Councilmember Valaas moved to adjourn the meeting at 8:44 pm.

Councilmember Lagerholm seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

APPROVED:

ATTEST:

Katy Kinney Harris, Mayor

Bonnie Ritter, Clerk-Treasurer

**Business of The Town Council
Town of Yarrow Point, WA**

Consent Calendar
February 8, 2022

Consent Calendar	Proposed Council Action: Approve Consent Calendar
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Presented by: Clerk-Treasurer

Exhibits: Consent Calendar Items

Summary:

The Consent Calendar consists of items considered routine for which a staff recommendation has been prepared, and for which Council discussion is not required. A council member may request that an item be removed from the Consent Calendar and placed under Regular Business for discussion. Items on the Consent Calendar are voted upon as a block and approved with one vote.

The following document are included in this section:

- Payment Approval and Payroll Reports

Recommended Action:

Motion to: Approve the Consent Calendar as presented including:

The Payment Approval Report dated 2/03/2022 approving payments as shown totaling **\$58,154.26** plus payroll, benefits, and tax expenses of **\$30,517.24** as shown on the attached payroll & benefits report for a total of **\$88,671.50**.

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
AA Asphaltting LLC					
309	AA Asphaltting LLC	Repair on 94th	12/06/2021	6,378.12	
309	AA Asphaltting LLC	Asphalt for 41st-92nd SW Project	12/06/2021	2,396.50	8,774.62
Total AA Asphaltting LLC:				8,774.62	
Banner Bank					
700	Banner Bank	Constant Contact	01/18/2022	77.07	
700	Banner Bank	Christmas Ship expenses	01/18/2022	93.03	
700	Banner Bank	Office supplies	01/18/2022	344.97	
700	Banner Bank	IT related	01/18/2022	463.51	
700	Banner Bank	Garbage and junk removal	01/18/2022	995.11	
700	Banner Bank	Town cell phone	01/18/2022	274.57	
700	Banner Bank	ROW Supplies & mutt mitts	01/18/2022	214.86	
700	Banner Bank	Mayor training	01/18/2022	47.00	5,791.71
Total Banner Bank:				2,510.12	
Building Maintenance Services of Northwe					
130	Building Maintenance Servi	Install new mailbox at 3701 92nd Ave	01/19/2022	187.72	
130	Building Maintenance Servi	Pagoda repair on 91st	02/01/2022	589.05	776.77
Total Building Maintenance Services of Northwe:				776.77	
CASELLE, INC.					
1300	CASELLE, INC.	Contract Maintenance for Feb and March	01/01/2022	1,420.30	1,420.30
Total CASELLE, INC.:				1,420.30	
Comcast					
301	Comcast	Internet and fax line	01/31/2022	267.26	525.24
Total Comcast:				267.26	
Comcast Business- VoiceEdge					
1374	Comcast Business- VoiceE	Phone System	01/15/2022	508.59	765.05
Total Comcast Business- VoiceEdge:				508.59	
CRYSTAL AND SIERRA SPRINGS					
1046	CRYSTAL AND SIERRA S	Water cooler	01/15/2022	14.46	62.17
Total CRYSTAL AND SIERRA SPRINGS:				14.46	
DIGITAL REPROGRAPHICS					
256	DIGITAL REPROGRAPHIC	January Council packets	01/07/2022	219.51	
256	DIGITAL REPROGRAPHIC	Engineer Parking Plan Comments	01/12/2022	28.95	
256	DIGITAL REPROGRAPHIC	40th St Survey with trail markups plan	02/02/2022	29.67	542.49
Total DIGITAL REPROGRAPHICS:				278.13	
Earth Corps					
1303	Earth Corps	Site maintenance in Wetherill	10/31/2021	2,023.09	2,023.09
Total Earth Corps:				2,023.09	
Gaylynn Brien					
1151	Gaylynn Brien	Sales Tax reports	12/31/2021	50.00	50.00

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Total Gaylynn Brien:				50.00	
Gray & Osborne, Inc.					
9043	Gray & Osborne, Inc.	Final Estimate #9 - 42nd-91st SW Project	01/13/2022	5,541.30	
9043	Gray & Osborne, Inc.	Revised Final Estimate 9 - 42nd-91st SW Project	01/13/2022	4,720.36	
9043	Gray & Osborne, Inc.	42nd - 91st SW Upsizing and UGC Project - Dec 5-De	01/05/2022	466.19	
9043	Gray & Osborne, Inc.	42nd - 91st SW Upsizing and UGC Project	01/05/2022	397.13	11,970.66
Total Gray & Osborne, Inc.:				11,124.98	
Harris, Katy K					
459	Harris, Katy K	Reimburse for town phone for January	01/31/2022	77.46	
459	Harris, Katy K	Reimburse for office desk, monitor, mouse, etc.	01/31/2022	923.44	1,000.90
Total Harris, Katy K:				1,000.90	
ISOutsorce					
1301	ISOutsorce	forwarding email rule	12/31/2021	327.70	
1301	ISOutsorce	Monthly billing for January	01/10/2022	55.05	
1301	ISOutsorce	Set up Mayor PC	01/15/2022	1,120.80	1,558.60
Total ISOutsorce:				1,503.55	
KIRKLAND MUNICIPAL COURT					
111	KIRKLAND MUNICIPAL C	Court Costs	01/21/2022	201.36	201.36
Total KIRKLAND MUNICIPAL COURT:				201.36	
Lawler, Michael and Janet					
461	Lawler, Michael and Janet	Reimburse for Holiday Tree Electricity-2021-2022	02/01/2022	52.00	52.00
Total Lawler, Michael and Janet:				52.00	
MONA H. GREEN					
219	MONA H. GREEN	Building Permits	01/31/2022	607.50	
219	MONA H. GREEN	Pre-applications	01/31/2022	270.00	
219	MONA H. GREEN	SEPA	01/31/2022	1,350.00	
219	MONA H. GREEN	Short Plat	01/31/2022	202.50	
219	MONA H. GREEN	Shoreline Sub. Exemption	01/31/2022	168.75	
219	MONA H. GREEN	Shoreline Exemption	01/31/2022	168.75	
219	MONA H. GREEN	General Administration	01/31/2022	1,350.00	7,323.75
Total MONA H. GREEN:				4,117.50	
MUNICIPAL PERMIT SERVICE, LLC					
350	MUNICIPAL PERMIT SER	Building Permit Inspections	01/31/2022	1,944.86	
350	MUNICIPAL PERMIT SER	Mechanical/Plumbing Permit Inspections	01/31/2022	287.69	
350	MUNICIPAL PERMIT SER	Plan Review	01/31/2022	2,593.75	5,603.18
Total MUNICIPAL PERMIT SERVICE, LLC:				4,826.30	
New Generation Landscaping & Maintenance					
458	New Generation Landscapi	ROW Maint in Istvan's absense \$65/hr x 18.5	01/29/2022	1,323.95	2,612.12
Total New Generation Landscaping & Maintenance:				1,323.95	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
NORTHWEST CIVIL SOLUTIONS					
450	NORTHWEST CIVIL SOLU	NE 36th St, CIP#1	01/31/2022	468.75	
450	NORTHWEST CIVIL SOLU	42nd - 91st Stormwater Upsizing and UGC Project	01/31/2022	1,031.25	
450	NORTHWEST CIVIL SOLU	Pre-applications	01/31/2022	250.00	
450	NORTHWEST CIVIL SOLU	Plan Review - BLA	01/31/2022	1,843.75	
450	NORTHWEST CIVIL SOLU	Site Development	01/31/2022	750.00	
450	NORTHWEST CIVIL SOLU	ROW Permits	01/31/2022	218.75	
450	NORTHWEST CIVIL SOLU	General Administration	01/31/2022	531.25	7,187.50
Total NORTHWEST CIVIL SOLUTIONS:				5,093.75	
Ogden Murphy Wallace					
1390	Ogden Murphy Wallace	Council	01/11/2022	2,842.50	
1390	Ogden Murphy Wallace	Land Use	01/11/2022	135.00	
1390	Ogden Murphy Wallace	Mayor/Executive	01/11/2022	587.50	7,442.50
Total Ogden Murphy Wallace:				3,565.00	
PUGET SOUND CLEAN AIR AGY					
109	PUGET SOUND CLEAN AI	2022 Clean Air Assessment	01/18/2022	2,992.00	2,992.00
Total PUGET SOUND CLEAN AIR AGY:				2,992.00	
PUGET SOUND ENERGY					
604	PUGET SOUND ENERGY	Town Hall	01/24/2022	351.73	
604	PUGET SOUND ENERGY	Street Lights	01/24/2022	658.94	112,741.57
Total PUGET SOUND ENERGY:				1,010.67	
SEA-TAC SWEEPING SERVICE					
46	SEA-TAC SWEEPING SE	Street cleaning	01/19/2022	367.50	
46	SEA-TAC SWEEPING SE	Street cleaning	01/19/2022	367.50	1,485.00
Total SEA-TAC SWEEPING SERVICE:				735.00	
Sound Cities Association					
1380	Sound Cities Association	2022 Sound Cities Member Dues	01/07/2022	706.93	706.93
Total Sound Cities Association:				706.93	
STATE AUDITOR'S OFFICE					
34	STATE AUDITOR'S OFFIC	Financial and Accountability Audit Payment	01/13/2022	2,601.30	5,598.45
Total STATE AUDITOR'S OFFICE:				2,601.30	
State Department of Transportation					
280	State Department of Trans	Gas for town truck	12/31/2021	95.74	95.74
Total State Department of Transportation:				95.74	
THE SEATTLE TIMES					
192	THE SEATTLE TIMES	19467 - Shoreline Mgmt Dev Permit	01/19/2022	79.56	
192	THE SEATTLE TIMES	19538 - Notice of special PC meeting	01/19/2022	36.72	
192	THE SEATTLE TIMES	19682 - Shoreline Mgmt Dev Application	01/19/2022	74.97	
192	THE SEATTLE TIMES	Notice of App for Shoreline Mgmt	01/27/2022	88.74	419.22
Total THE SEATTLE TIMES:				279.99	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Victor's Cleaning Services, Inc.					
460	Victor's Cleaning Services,	Town Hall Cleaning - 2 months @150	12/20/2021	300.00	300.00
Total Victor's Cleaning Services, Inc.:				300.00	
Grand Totals:				58,154.26	

Certification of the Consent Calendar as presented including the Payment Approval Report dated 02/03/2022 approving payments as shown totaling \$58,154.26, plus payroll, tax, and benefit expenses of 30,517.24; as shown on the attached payroll & tax and benefits report for a grand total of \$88,671.50.

I, the undersigned, do hereby certify that the items herein listed are proper obligations of the Town in accordance with the Town budget and directives of the Council and Mayor.

Clerk/Treasurer: Bonnie Ritter _____

Dated: February 8, 2022

Mayor Katy K Harris: _____

Councilmember Stephan Lagerholm: _____

Councilmember Carl Scandella: _____

Councilmember Charles H Porter: _____

Councilmember Andy Valaas: _____

Councilmember Kathy Smith: _____

Report Criteria:

- Computed checks included
- Manual checks included
- Supplemental checks included
- Termination checks included
- Transmittal checks included
- Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
01/31/2022	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security P	001-2200000	47.14-
01/31/2022	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compens	001-2200000	125.77-
01/31/2022	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fa	001-2200000	140.71-
01/31/2022	PC	01/25/2022	6232	Tobin, Benjamin	9043		999-1010110	69.26-
01/31/2022	PC	01/25/2022	6233	Bear, Dylan J	9045		999-1010110	41.56-
01/31/2022	PC	01/25/2022	120221	Lovas, Istvan	9002		999-1010110	4,618.23-
01/31/2022	CDPT	01/17/2022	120221	Association of Washington Cities	9	Health and Dental Insurance Insu	001-2200000	902.40-
01/31/2022	CDPT	01/17/2022	120221	Association of Washington Cities	9	Health and Dental Insurance Hea	001-2200000	2,503.50-
01/31/2022	CDPT	01/17/2022	120221	Association of Washington Cities	9	Health and Dental Insurance Den	001-2200000	167.64-
01/31/2022	CDPT	01/17/2022	120221	Association of Washington Cities	9	Health and Dental Insurance Visi	001-2200000	36.06-
01/31/2022	PC	01/25/2022	120222	Wilcox, Austen	9037		999-1010110	4,248.39-
01/31/2022	CDPT	01/17/2022	120222	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	1,316.60-
01/31/2022	CDPT	01/17/2022	120222	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	2,121.89-
01/31/2022	PC	01/25/2022	120223	Ritter, Bonnie	9041		999-1010110	6,001.28-
01/31/2022	CDPT	01/17/2022	120223	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,461.42-
01/31/2022	CDPT	01/17/2022	120223	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,461.42-
01/31/2022	CDPT	01/17/2022	120223	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	341.79-
01/31/2022	CDPT	01/17/2022	120223	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	341.79-
01/31/2022	CDPT	01/17/2022	120223	Federal Tax	2	941 Taxes Federal Withholding T	001-2200000	3,202.55-
01/31/2022	PC	01/25/2022	120224	Harris, Kathryn K	9047		999-1010110	1,367.84-
Grand Totals:			17					30,517.24-

**Business of The Town Council
Town of Yarrow Point, WA**

Agenda Bill 22-05
February 8, 2022

NE 42nd St/ 91st Ave NE Stormwater Upsizing and UGC Project Acceptance	Proposed Council Action: Project Acceptance
Presented by:	Town Engineer Stacia Schroeder
Exhibits:	<ul style="list-style-type: none">Gray & Osborne – Kevin Brown Letter Dated 1/13/22 <i><u>“Revised Final Progress Estimate 9, Project Acceptance, and Release of Retainage”</u></i>

Summary:

Gray & Osborne has worked with the contractor these past few months to iron out the remaining details of the NE 42nd Street project. The attached letter explains the final progress estimate, project acceptance completion, and release of retainage activities.

Recommended Action:

Approve the Final Progress Estimate #9 and officially accept project as complete.



January 13, 2022

Ms. Stacia Schroeder, P.E.
Town Engineer
Town of Yarrow Point
4030 95th Avenue NE
Yarrow Point, Washington 98004

SUBJECT: REVISED FINAL PROGRESS ESTIMATE 9, PROJECT
ACCEPTANCE, AND RELEASE OF RETAINAGE; NE 42ND STREET/
91ST AVENUE NE STORMWATER AND UGC PROJECT
TOWN OF YARROW POINT, KING COUNTY, WASHINGTON
G&O #19456.00

Dear Ms. Schroeder:

This revised letter and all attachments replaces the letter and attachments sent on December 14, 2021. This letter provides the Town with guidance regarding the final progress estimate, accepting the project as complete, and release of the retainage.

1. FINAL PROGRESS ESTIMATE

We have enclosed the signed Final Contract Voucher and Revised Progress Estimate 9, which is the final progress estimate for this project. The Town should place the progress estimate in its files and forward a copy of the progress estimate to the contractor with the payment. The amount due the contractor and the amount to be deposited in the retainage account are as follows:

<u>Payment to Contractor</u>	<u>Amount to be Deposited in Retainage Account</u>	<u>Total Amount Earned this Period</u>
\$8,847.67	\$1,413.99	\$10,261.66

2. PROJECT COMPLETION ACCEPTANCE

The project has been completed in compliance with the Contract. We therefore recommend the Town accept the project as complete.

After the Town has accepted the project as complete, the Town needs to forward the “Notice of Completion of Public Works Contract” form to the Washington State Department of Revenue, the Washington State Department of Labor and Industries, and the Washington State Employment Security Department.



Ms. Stacia Schroeder, P.E.
January 13, 2022
Page 2

After the Town has accepted the project, please sign the enclosed "Final Contract Voucher" and forward a copy to the contractor and Gray & Osborne, Inc.

3. RELEASE OF RETAINAGE

We have also enclosed the release of retainage progress estimate for this project. The Town should place this estimate in its files and forward a copy of the release of retainage progress estimate to the contractor with the payment. The retainage should be released to the contractor contingent upon the following requirements being fulfilled:

1. Sixty days have elapsed since the Contract Completion Date.
2. The Town receives the Washington State Department of Revenue "Certificate of Payment of State Excise Taxes by Public Works Contractor" (RCW 60.28).
3. The Town receives the "Certificate of Payment of Contribution Penalties and Interest on Public Works Contract" from the Washington State Employment Security Department.
4. There are no claims or liens filed for labor and materials furnished on this Contract.
5. The Town receives notification from the Washington State Department of Labor and Industries that the contractor and their subcontractors are current with payments of industrial insurance and medical aid premiums.

Please contact me if you have any questions or concerns regarding these matters.

Sincerely,

GRAY & OSBORNE, INC.

Kevin Brown, P.E.

KWB/hh
Encl.

cc: Mr. Dean Burton, PGH Excavating, Inc.

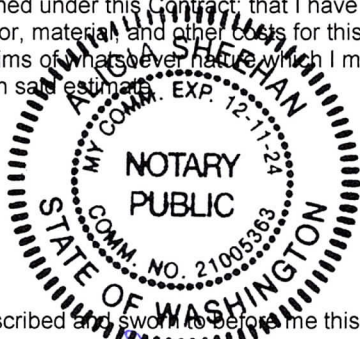
Revised

Final Contract Voucher Certificate

Contractor PGH Excavating, Inc.			
Street Address 1891 Garrett Street			
City Enumclaw	State Washington	Zip 98022	Date January 12, 2022
Project Number (Owner) 19456			
Job Description (Title) NE 42 nd Street/91 st Avenue NE Storm and UGC Project			
Date Work Physically Completed November 5, 2021		Final Amount (including Sales Tax) \$792,509.68	

Contractor's Certification

I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the Town of Yarrow Point nor have I rented or purchased any equipment or materials from any employee of the Town of Yarrow Point; I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the Town of Yarrow Point for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same; have paid all labor, material, and other costs for this project; and that I hereby release the Town of Yarrow Point from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said estimate.



X [Signature]
Contractor Authorized Signature Required

Dean Burton
Type Signature Name

Subscribed and sworn to before me this 14th day of January 20 22

X [Signature] Notary Public in and for the State of Washington

Residing at Buckley, WA

Town of Yarrow Point Certification

I, certify the attached final estimate to be based upon actual measurements, and to be true and correct. Approved Date _____

X [Signature]
Project Engineer

X _____
Town of Yarrow Point

This Final Contract Voucher Certification is to be prepared by the Engineer and the original forwarded to the Town of Yarrow Point for acceptance and payment.

Contractors Claims, if any, must be included and the Contractors Certification must be labeled indicating a claim attached.

REVISED FINAL PROGRESS ESTIMATE 9

JANUARY 11, 2021
2022 *12*

TOWN OF YARROW POINT
KING COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
SEPTEMBER 26, 2021 TO DECEMBER 8, 2021

PROJECT:
TOWN OF YARROW POINT
NE 42ND STREET/91ST AVENUE NE STORMWATER AND UGC PROJECT
G&O JOB NUMBER #19456

CONTRACTOR:
PGH EXCAVATING, INC.
P.O. BOX 1151
ENUMCLAW, WA 98022

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
SCHEDULE A: UNDERGROUND CONVERSION								
101	Minor Changes	1 CALC	\$10,000.00	0.00%	126.73%	\$0.00	\$12,672.61	127%
	Conflict with Side Sewer (Sta. 12+71)	1 CALC	\$6,023.19					
	Conflict with Gas Main (Sta. 12+00)	1 CALC	\$5,800.69					
	Install Water Service to Lift Station and Irrigation System	1 CALC	\$848.73					
102	Record Drawings (Min. Bid \$1,000)	1 LS	\$1,000.00	50.00%	100.00%	\$500.00	\$1,000.00	100%
103	SPCC Plan	1 LS	\$500.00	0.00%	100.00%	\$0.00	\$500.00	100%
104	Mobilization, Cleanup, and Demobilization	1 LS	\$40,000.00	10.00%	100.00%	\$4,000.00	\$40,000.00	100%
105	Project Temporary Traffic Control	1 LS	\$5,000.00	5.00%	100.00%	\$250.00	\$5,000.00	100%
106	Clearing and Grubbing	1 LS	\$12,000.00	0.00%	100.00%	\$0.00	\$12,000.00	100%
107	Removal of Structures and Obstructions	1 LS	\$15,000.00	0.00%	100.00%	\$0.00	\$15,000.00	100%
108	Locate Existing Utilities	1 LS	\$3,500.00	0.00%	100.00%	\$0.00	\$3,500.00	100%
109	Pothole	31 EA	\$300.00	0	23	\$0.00	\$6,900.00	74%
110	Crushed Surfacing Top Course	610 TN	\$20.00	0.00	912.42	\$0.00	\$18,248.40	150%
111	Temporary HMA	200 TN	\$120.00	0.0	3.9	\$0.00	\$468.00	2%
112*	Commercial HMA (Per CO3)	0 TN	\$158.00	0	0	\$0.00	\$0.00	
113	Removal of Unsuitable Material (Trench)	20 CY	\$80.00	0	0	\$0.00	\$0.00	0%
114	Trench Excavation Safety Systems	1 LS	\$2,000.00	0.00%	100.00%	\$0.00	\$2,000.00	100%
115	Bank Run Gravel for Trench Backfill	1,650 TN	\$12.00	0.00	1,111.79	\$0.00	\$13,341.48	67%
116	CDF Trench Dam and Drain Pipe	3 EA	\$2,000.00	0	3	\$0.00	\$6,000.00	100%
117	Realign Existing Water Service Pipe	2 EA	\$450.00	0	1	\$0.00	\$450.00	50%
118	Erosion Control & Water Quality Pollution Prevention	1 LS	\$8,000.00	0.00%	100.00%	\$0.00	\$8,000.00	100%
119	Property Restoration	1 FA	\$15,000.00	19.10%	241.56%	\$2,864.85	\$36,233.80	242%

REVISED FINAL PROGRESS ESTIMATE 9

JANUARY 11, 2021
2022 KB

TOWN OF YARROW POINT
KING COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
SEPTEMBER 26, 2021 TO DECEMBER 8, 2021

PROJECT:
TOWN OF YARROW POINT
NE 42ND STREET/91ST AVENUE NE STORMWATER AND UGC PROJECT
G&O JOB NUMBER #19456

CONTRACTOR:
PGH EXCAVATING, INC.
P.O. BOX 1151
ENUMCLAW, WA 98022

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
120	Topsoil, Type A	100 CY	\$53.00	0	50	\$0.00	\$2,650.00	50%
121	Sod Installation	300 SY	\$16.00	0	0	\$0.00	\$0.00	0%
122	Bark and Wood Chip Mulch	50 CY	\$70.00	0	0	\$0.00	\$0.00	0%
123	Extruded Cement Concrete Curb	15 LF	\$16.00	0	0	\$0.00	\$0.00	0%
124	Decorative Cement Concrete Repair	150 SY	\$150.00	0	85	\$0.00	\$12,750.00	57%
125	Remove, Protect, and Reinstall Mailbox Pagoda	2 EA	\$700.00	0	1	\$0.00	\$700.00	50%
126	New Mailbox Pagoda	2 EA	\$2,000.00	0.75	3.00	\$1,500.00	\$6,000.00	150%
127	Plastic Stop Line	30 LF	\$84.00	0	0	\$0.00	\$0.00	0%
128	Modular Block Wall	100 SF	\$35.00	0	294	\$0.00	\$10,290.00	294%
129	Resolution of Utility Conflicts for Joint Utility Trench	1 FA	\$10,000.00	0.00%	113.04%	\$0.00	\$11,304.32	113%
	Conflict with Water Main (Sta. 16+30)	1 FA	\$1,579.34					
	Conflict with Gas Main (Sta. 16+30)	1 FA	\$5,002.72					
	Relocate Vaults (Sta. 100+40)	1 FA	\$2,028.49					
	Conflict with Storm Main (Sta. 104+50)	1 FA	\$2,693.77					
130	Franchise Utility Coordination	1 LS	\$20,000.00	0.00%	100.00%	\$0.00	\$20,000.00	100%
131	Existing Underground Service Transfer	20 EA	\$1,500.00	0.0	14.0	\$0.00	\$21,000.00	70%
132	Existing Overhead Service Transfer	2 EA	\$1,000.00	0.0	3.0	\$0.00	\$3,000.00	150%
133	Existing Overhead Service Conversion	3 EA	\$1,500.00	0	4	\$0.00	\$6,000.00	133%
134	Joint Utility Trench	1,470 LF	\$35.00	0	1,546	\$0.00	\$54,110.00	105%
135	Joint Service Trench	1,460 LF	\$12.00	0	993	\$0.00	\$11,916.00	68%
136	Install Conduit, 2-In. Diam. - PSE	490 LF	\$4.50	0	567	\$0.00	\$2,551.50	116%
137	Install Conduit, 3-In. Diam. - PSE	1,530 LF	\$5.00	0	1,669	\$0.00	\$8,345.00	109%
138	Install Conduit, 4-In. Diam. - PSE	4,480 LF	\$6.00	0	4,301	\$0.00	\$25,806.00	96%
139	Install Conduit, 2-In. Diam. - CenturyLink	1,650 LF	\$4.50	0	1,749	\$0.00	\$7,870.50	106%
140	Install Conduit, 4-In. Diam. - CenturyLink	2,500 LF	\$6.00	0	2,220	\$0.00	\$13,320.00	89%

REVISED FINAL PROGRESS ESTIMATE 9

JANUARY 11, 2021

2022 *g*

TOWN OF YARROW POINT
KING COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
SEPTEMBER 26, 2021 TO DECEMBER 8, 2021

PROJECT:
TOWN OF YARROW POINT
NE 42ND STREET/91ST AVENUE NE STORMWATER AND UGC PROJECT
G&O JOB NUMBER #19456

CONTRACTOR:
PGH EXCAVATING, INC.
P.O. BOX 1151
ENUMCLAW, WA 98022

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
141	Install Conduit, 4-In. Diam. - Comcast	2,720 LF	\$6.00	0	2,306	\$0.00	\$13,836.00	85%
142	Install PSE Vault, 5106 TUT	1 EA	\$1,250.00	0	1	\$0.00	\$1,250.00	100%
143	Install PSE Vault, 575 J-Box	1 EA	\$950.00	0	1	\$0.00	\$950.00	100%
144	Install PSE Vault, 504 J-Box	3 EA	\$900.00	0	6	\$0.00	\$5,400.00	200%
145	Install PSE Vault, 507 TUT	4 EA	\$900.00	0	4	\$0.00	\$3,600.00	100%
146	Install PSE Handhole, Concrete 3030	12 EA	\$400.00	0	11	\$0.00	\$4,400.00	92%
147	Install CenturyLink Vault, 264TA	8 EA	\$500.00	0	8	\$0.00	\$4,000.00	100%
148	Install CenturyLink Handhole, 1730	9 EA	\$350.00	0.0	15.0	\$0.00	\$5,250.00	167%
149	Install CenturyLink Junction Box, Flowerpot	6 EA	\$170.00	0.0	6.0	\$0.00	\$1,020.00	100%
150	Install Comcast Vault, 3642-LA	2 EA	\$625.00	0	0	\$0.00	\$0.00	0%
151	Install Comcast Vault, SGLB 1730	19 EA	\$625.00	0	23	\$0.00	\$14,375.00	121%
Subtotal, Schedule A						\$9,114.85	\$453,008.61	
SCHEDULE B: STORM								
201	Removal of Structures and Obstructions	1 LS	\$38,000.00	0.00%	100.00%	\$0.00	\$38,000.00	100%
202	Pothole	17 EA	\$300.00	0	17	\$0.00	\$5,100.00	100%
203	PVC Storm Sewer Pipe, 8 In. Diam. (Incl. Bedding)	70 LF	\$120.00	0	74	\$0.00	\$8,880.00	106%
204	PVC Storm Sewer Pipe, 24 In. Diam. (Incl. Bedding)	810 LF	\$160.00	0.0	814.5	\$0.00	\$130,320.00	101%
205	Reconnect Existing Storm Pipe Lateral	15 EA	\$400.00	0	20	\$0.00	\$8,000.00	133%
206	Concrete Inlet	1 EA	\$2,400.00	0	1	\$0.00	\$2,400.00	100%
207	Catch Basin Type 1	9 EA	\$1,600.00	0	8	\$0.00	\$12,800.00	89%
208	Catch Basin Type 2 48 In. Diam.	7 EA	\$3,900.00	0	7	\$0.00	\$27,300.00	100%
209	Trench Drain	12 LF	\$285.00	0	22	\$0.00	\$6,270.00	183%

REVISED FINAL PROGRESS ESTIMATE 9

JANUARY 11, ~~2021~~
2022 

TOWN OF YARROW POINT
KING COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
SEPTEMBER 26, 2021 TO DECEMBER 8, 2021

PROJECT:
TOWN OF YARROW POINT
NE 42ND STREET/91ST AVENUE NE STORMWATER AND UGC PROJECT
G&O JOB NUMBER #19456

CONTRACTOR:
PGH EXCAVATING, INC.
P.O. BOX 1151
ENUMCLAW, WA 98022

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
210	Abandon Existing Catch Basin	2 EA	\$500.00	0	2	\$0.00	\$1,000.00	100%
211	Removal of Unsuitable Material (Trench)	10 CY	\$80.00	0	0	\$0.00	\$0.00	0%
212	Trench Excavation Safety Systems	1 LS	\$2,500.00	0.00%	100.00%	\$0.00	\$2,500.00	100%
213	Bank Run Gravel for Trench Backfill	650 TN	\$12.00	0.00	423.84	\$0.00	\$5,086.08	65%
214	Streambed Boulder One Man	5 TN	\$200.00	0.0	1.8	\$0.00	\$360.00	36%
Subtotal, Schedule B						\$0.00	\$248,016.08	
BID ADDITIVE 1: 92ND AVENUE NE DRAINAGE MODIFICATIONS								
301	Removal of Structures and Obstructions	1 LS	\$4,000.00	0.00%	0.00%	\$0.00	\$0.00	0%
302	Crushed Surfacing Top Course	40 TN	\$164.00	0	0	\$0.00	\$0.00	0%
303	Commercial HMA	20 TN	\$150.00	0	0	\$0.00	\$0.00	0%
304	Adjust Catch Basin	1 EA	\$400.00	0	0	\$0.00	\$0.00	0%
Subtotal, Bid Additive 1						\$0.00	\$0.00	
BID ADDITIVE 2: IRRIGATION								
401	Topsoil, Type A	40 CY	\$60.00	0	10	\$0.00	\$600.00	25%
402	Sod Installation	290 SY	\$16.00	0	93	\$0.00	\$1,488.00	32%
403	Irrigation System	1 LS	\$6,000.00	10.00%	100.00%	\$600.00	\$6,000.00	100%
Subtotal, Bid Additive 2						\$600.00	\$8,088.00	
CHANGE ORDERS:								
CO1	Item 1 - Sch. B - Storm Pipe Fitting	1 LS	\$3,233.74	0.00%	100.00%	\$0.00	\$3,233.74	100%
CO2	Item 1 - Sch. A - PSE Vault V10 Adjustment	1 LS	\$12,135.59	0.00%	100.00%	\$0.00	\$12,135.59	100%

REVISED FINAL PROGRESS ESTIMATE 9

JANUARY 11, 2021
2022 

TOWN OF YARROW POINT
KING COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
SEPTEMBER 26, 2021 TO DECEMBER 8, 2021

PROJECT:
TOWN OF YARROW POINT
NE 42ND STREET/91ST AVENUE NE STORMWATER AND UGC PROJECT
G&O JOB NUMBER #19456

CONTRACTOR:
PGH EXCAVATING, INC.
P.O. BOX 1151
ENUMCLAW, WA 98022

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
	Item 2 - Sch. A - PSE Vault V10 Relocation	1	LS \$8,178.22	100.00%	100.00%	\$8,178.22	\$8,178.22	100%
CO3	Item 1 - Sch. B - Utility Conflict Resolution	1	LS \$2,066.67	100.00%	100.00%	\$2,066.67	\$2,066.67	100%
	Item 2 - Sch. A - Direct Cost Incurred in Anticipation of Performed Deleted Work (Commercial HMA)	1	LS \$8,320.00	100.00%	100.00%	\$8,320.00	\$8,320.00	100%

REVISED FINAL PROGRESS ESTIMATE 9

JANUARY 11, 2021
2022 

TOWN OF YARROW POINT
KING COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
SEPTEMBER 26, 2021 TO DECEMBER 8, 2021

PROJECT:
TOWN OF YARROW POINT
NE 42ND STREET/91ST AVENUE NE STORMWATER AND UGC PROJECT
G&O JOB NUMBER #19456

CONTRACTOR:
PGH EXCAVATING, INC.
P.O. BOX 1151
ENUMCLAW, WA 98022

	PROJECT COSTS	
	AMOUNT THIS PERIOD	AMOUNT TO DATE
SUBTOTAL EARNED TO DATE	\$28,279.74	\$743,046.91
SALES TAX (SCHEDULE A AND BID ADDITIVE 2 ONLY)	10.10% \$1,821.52	\$49,462.77
LIQUIDATED DAMAGES	\$0.00	\$0.00
MATERIALS ON HAND	(\$19,839.60)	\$0.00
TOTAL	\$10,261.66	\$792,509.68
LESS 5% RETAINED (BEFORE TAX)	\$1,413.99	\$37,152.35
TOTAL EARNED TO DATE LESS RETAINAGE		\$755,357.33
<u>LESS AMOUNTS PREVIOUSLY PAID</u>		
PROGRESS ESTIMATE 1		\$76,144.08
PROGRESS ESTIMATE 2		\$84,577.72
PROGRESS ESTIMATE 3		\$140,127.57
PROGRESS ESTIMATE 4		\$145,641.93
PROGRESS ESTIMATE 5		\$104,178.56
PROGRESS ESTIMATE 6		\$93,191.81
PROGRESS ESTIMATE 7		\$39,577.24
PROGRESS ESTIMATE 8		\$63,070.75
TOTAL PAYMENT NOW DUE:	\$8,847.67	\$8,847.67
ORIGINAL CONTRACT AMOUNT	\$800,385.00	
CONTRACT AMOUNT WITH CHANGE ORDERS 1-3	\$783,759.22	
CONTRACT PERCENTAGE TO DATE	95%	

REVISED FINAL PROGRESS ESTIMATE 9

JANUARY 11, 2021
2022 48

TOWN OF YARROW POINT
KING COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
SEPTEMBER 26, 2021 TO DECEMBER 8, 2021

PROJECT:
TOWN OF YARROW POINT
NE 42ND STREET/91ST AVENUE NE STORMWATER AND UGC PROJECT
G&O JOB NUMBER #19456

CONTRACTOR:
PGH EXCAVATING, INC.
P.O. BOX 1151
ENUMCLAW, WA 98022

I HEREBY CERTIFY THE ABOVE ESTIMATE IS A TRUE AND CORRECT STATEMENT OF THE WORK PERFORMED UNDER THIS CONTRACT.

I HEREBY CERTIFY THAT THE WAGES HAVE BEEN PAID IN ACCORDANCE WITH RCW 39.12 (PREVAILING WAGES).

GRAY & OSBORNE, INC.

PGH EXCAVATING, INC.

KEVIN BROWN, P.E.

CONTRACTOR'S REPRESENTATIVE

SUMMARY AND DISTRIBUTION OF PAYMENTS

PAY EST NO.	PROGRESS ESTIMATE PERIOD DATES	TOTAL EARNED PER PERIOD	SALES TAX RATE	SALES TAX AMOUNT	MATERIALS ON HAND	RETAINAGE (5%)	TOTAL PAYMENT
1	JANUARY 25, 2021 TO FEBRUARY 26, 2021	\$49,680.00	10.10%	\$4,623.78	\$24,324.30	\$2,484.00	\$76,144.08
2	FEBRUARY 27, 2021 TO MARCH 26, 2021	\$88,235.55	10.10%	\$5,238.65	(\$4,484.70)	\$4,411.78	\$84,577.72
3	MARCH 27, 2021 TO APRIL 24, 2021	\$140,535.94	10.10%	\$6,618.43	\$0.00	\$7,026.80	\$140,127.57
4	APRIL 25, 2021 TO MAY 24, 2021	\$138,574.62	10.10%	\$13,996.04	\$0.00	\$6,928.73	\$145,641.93
5	MAY 25, 2021 TO JUNE 25, 2021	\$105,427.58	10.10%	\$4,022.36	\$0.00	\$5,271.38	\$104,178.56
6	JUNE 26, 2021 TO JULY 24, 2021	\$93,000.33	10.10%	\$4,841.50	\$0.00	\$4,650.02	\$93,191.81
7	JULY 25, 2021 TO AUGUST 28, 2021	\$38,291.00	10.10%	\$3,200.79	\$0.00	\$1,914.55	\$39,577.24
8	AUGUST 29, 2021 TO SEPTEMBER 25, 2021	\$61,022.15	10.10%	\$5,099.71	\$0.00	\$3,051.11	\$63,070.75
9	SEPTEMBER 26, 2021 TO DECEMBER 8, 2021	\$28,279.74	10.10%	\$1,821.52	(\$19,839.60)	\$1,413.99	\$8,847.67
TOTAL:		\$743,046.91		\$49,462.77	\$0.00	\$37,152.35	\$755,357.33



Notice of Completion of Public Works Contract

Department Use Only	
Assigned to	Date Assigned

Date	Form Version	Revision Reason
------	--------------	-----------------

Awarding Agency Information			
Company Name Town of Yarrow Point		UBI Number	
Address 4030 95th Avenue SE	City Yarrow Point	State WA	Zip Code 98004
Contact Name Stacia Schroeder	Phone Number 206-276-8922	Email Address sschroeder@yarrowpointwa.gov	

Prime Contractor Information			
Company Name PGH Excavating, Inc.		UBI Number 602716918	
Address 1891 Garrett Street	City Enumclaw	State WA	Zip Code 98022
Contact Name Dean Burton	Phone Number 360-825-5990	Email Address dburton@pghexcavatinginc.com	

Project Information			
Project Name NE 42nd St/91st Ave NE Storm & UGC	Contract Number 19456	Affidavit ID Number 1071422	
Jobsite Address NE 42nd St & 91st Ave NE	City Yarrow Point	State WA	Zip Code 98004
Date Awarded 10/13/2020	Date Work Commenced 01/15/2021	Date Work Completed 09/24/2021	Date Work Accepted
Is this a Federally Funded Transportation Project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, attach the Contract Bond Statement			
Have Subcontractors been used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete Addendum A			
<input checked="" type="checkbox"/> Contract/Payment Bond Waived? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Retainage Bond Waived? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Detailed Description of Work Completed This project consists of removing and replacing the existing storm drainage pipe on NE 42nd Street with a new 24-inch diameter storm pipe along with undergrounding the existing aerial utilities on both NE 42nd Street and 91st Avenue NE.			

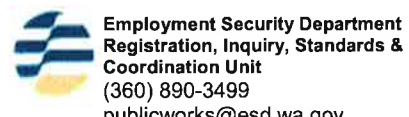
DOR Tax Information			
Calculated Amount	\$800,385.00	Liquidated Damages	\$0.00
Additions (+)	\$0.00	Amount Disbursed	\$755,357.33
Reductions (-)	(\$57,338.09)	Amount Retained	\$37,152.35
Sub-Total	\$743,046.91	Other	
Sales Tax Amount	\$49,462.77	Sales Tax Rate	varies %
Total	\$792,509.68	Total	\$792,509.68
Both totals must be equal - If multiple sales tax rates, attach a list			

Apprentice Utilization Information	
Was apprentice utilization required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Engineer's Estimate:
Utilization %:	If utilization did not meet or exceed 15%, was a Good Faith Estimate approved? <input type="checkbox"/> Yes <input type="checkbox"/> No

Comments
Sales Tax Rates: Schedule A and Bid Additive 2 are subject to sales tax: \$489,730.42 at 10.1% = \$49,462.77 All other work is subject to Washington State Revenue Rule 171

The Disbursing Officer must submit this completed notice immediately after acceptance of the work done under this contract. **No payment shall be made from the retained funds** until receipt of all release certificates and affidavits.

Complete and submit for by email to all three agencies below



RELEASE OF RETAINAGE PROGRESS ESTIMATE 10
JANUARY 12, 2022

TOWN OF YARROW POINT
 KING COUNTY
 WASHINGTON

PROJECT:
 TOWN OF YARROW POINT
 NE 42ND STREET/91ST AVENUE NE STORMWATER AND UGC PROJECT
 G&O JOB NUMBER #19456

CONTRACTOR:
 PGH EXCAVATING, INC.
 P.O. BOX 1151
 ENUMCLAW, WA 98022

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
SCHEDULE A: UNDERGROUND CONVERSION								
101	Minor Changes	1 CALC	\$10,000.00	0.00%	126.73%	\$0.00	\$12,672.61	127%
	Conflict with Side Sewer (Sta. 12+71)	1 CALC	\$6,023.19					
	Conflict with Gas Main (Sta. 12+00)	1 CALC	\$5,800.69					
	Install Water Service to Lift Station and Irrigation System	1 CALC	\$848.73					
102	Record Drawings (Min. Bid \$1,000)	1 LS	\$1,000.00	0.00%	100.00%	\$0.00	\$1,000.00	100%
103	SPCC Plan	1 LS	\$500.00	0.00%	100.00%	\$0.00	\$500.00	100%
104	Mobilization, Cleanup, and Demobilization	1 LS	\$40,000.00	0.00%	100.00%	\$0.00	\$40,000.00	100%
105	Project Temporary Traffic Control	1 LS	\$5,000.00	0.00%	100.00%	\$0.00	\$5,000.00	100%
106	Clearing and Grubbing	1 LS	\$12,000.00	0.00%	100.00%	\$0.00	\$12,000.00	100%
107	Removal of Structures and Obstructions	1 LS	\$15,000.00	0.00%	100.00%	\$0.00	\$15,000.00	100%
108	Locate Existing Utilities	1 LS	\$3,500.00	0.00%	100.00%	\$0.00	\$3,500.00	100%
109	Pothole	31 EA	\$300.00	0	23	\$0.00	\$6,900.00	74%
110	Crushed Surfacing Top Course	610 TN	\$20.00	0.00	912.42	\$0.00	\$18,248.40	150%
111	Temporary HMA	200 TN	\$120.00	0.0	3.9	\$0.00	\$468.00	2%
112*	Commercial HMA (Per CO3)	0 TN	\$158.00	0	0	\$0.00	\$0.00	
113	Removal of Unsuitable Material (Trench)	20 CY	\$80.00	0	0	\$0.00	\$0.00	0%
114	Trench Excavation Safety Systems	1 LS	\$2,000.00	0.00%	100.00%	\$0.00	\$2,000.00	100%
115	Bank Run Gravel for Trench Backfill	1,650 TN	\$12.00	0.00	1,111.79	\$0.00	\$13,341.48	67%
116	CDF Trench Dam and Drain Pipe	3 EA	\$2,000.00	0	3	\$0.00	\$6,000.00	100%
117	Realign Existing Water Service Pipe	2 EA	\$450.00	0	1	\$0.00	\$450.00	50%
118	Erosion Control & Water Quality Pollution Prevention	1 LS	\$8,000.00	0.00%	100.00%	\$0.00	\$8,000.00	100%
119	Property Restoration	1 FA	\$15,000.00	0.00%	241.56%	\$0.00	\$36,233.80	242%

RELEASE OF RETAINAGE PROGRESS ESTIMATE 10
JANUARY 12, 2022

TOWN OF YARROW POINT
 KING COUNTY
 WASHINGTON

PROJECT:
 TOWN OF YARROW POINT
 NE 42ND STREET/91ST AVENUE NE STORMWATER AND UGC PROJECT
 G&O JOB NUMBER #19456

CONTRACTOR:
 PGH EXCAVATING, INC.
 P.O. BOX 1151
 ENUMCLAW, WA 98022

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
120	Topsoil, Type A	100 CY	\$53.00	0	50	\$0.00	\$2,650.00	50%
121	Sod Installation	300 SY	\$16.00	0	0	\$0.00	\$0.00	0%
122	Bark and Wood Chip Mulch	50 CY	\$70.00	0	0	\$0.00	\$0.00	0%
123	Extruded Cement Concrete Curb	15 LF	\$16.00	0	0	\$0.00	\$0.00	0%
124	Decorative Cement Concrete Repair	150 SY	\$150.00	0	85	\$0.00	\$12,750.00	57%
125	Remove, Protect, and Reinstall Mailbox Pagoda	2 EA	\$700.00	0	1	\$0.00	\$700.00	50%
126	New Mailbox Pagoda	2 EA	\$2,000.00	0.00	3.00	\$0.00	\$6,000.00	150%
127	Plastic Stop Line	30 LF	\$84.00	0	0	\$0.00	\$0.00	0%
128	Modular Block Wall	100 SF	\$35.00	0	294	\$0.00	\$10,290.00	294%
129	Resolution of Utility Conflicts for Joint Utility Trench	1 FA	\$10,000.00	0.00%	113.04%	\$0.00	\$11,304.32	113%
	Conflict with Water Main (Sta. 16+30)	1 FA	\$1,579.34					
	Conflict with Gas Main (Sta. 16+30)	1 FA	\$5,002.72					
	Relocate Vaults (Sta. 100+40)	1 FA	\$2,028.49					
	Conflict with Storm Main (Sta. 104+50)	1 FA	\$2,693.77					
130	Franchise Utility Coordination	1 LS	\$20,000.00	0.00%	100.00%	\$0.00	\$20,000.00	100%
131	Existing Underground Service Transfer	20 EA	\$1,500.00	0.0	14.0	\$0.00	\$21,000.00	70%
132	Existing Overhead Service Transfer	2 EA	\$1,000.00	0.0	3.0	\$0.00	\$3,000.00	150%
133	Existing Overhead Service Conversion	3 EA	\$1,500.00	0	4	\$0.00	\$6,000.00	133%
134	Joint Utility Trench	1,470 LF	\$35.00	0	1,546	\$0.00	\$54,110.00	105%
135	Joint Service Trench	1,460 LF	\$12.00	0	993	\$0.00	\$11,916.00	68%
136	Install Conduit, 2-In. Diam. - PSE	490 LF	\$4.50	0	567	\$0.00	\$2,551.50	116%
137	Install Conduit, 3-In. Diam. - PSE	1,530 LF	\$5.00	0	1,669	\$0.00	\$8,345.00	109%
138	Install Conduit, 4-In. Diam. - PSE	4,480 LF	\$6.00	0	4,301	\$0.00	\$25,806.00	96%
139	Install Conduit, 2-In. Diam. - CenturyLink	1,650 LF	\$4.50	0	1,749	\$0.00	\$7,870.50	106%
140	Install Conduit, 4-In. Diam. - CenturyLink	2,500 LF	\$6.00	0	2,220	\$0.00	\$13,320.00	89%

RELEASE OF RETAINAGE PROGRESS ESTIMATE 10
JANUARY 12, 2022

TOWN OF YARROW POINT
 KING COUNTY
 WASHINGTON

PROJECT:
 TOWN OF YARROW POINT
 NE 42ND STREET/91ST AVENUE NE STORMWATER AND UGC PROJECT
 G&O JOB NUMBER #19456

CONTRACTOR:
 PGH EXCAVATING, INC.
 P.O. BOX 1151
 ENUMCLAW, WA 98022

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
141	Install Conduit, 4-In. Diam. - Comcast	2,720 LF	\$6.00	0	2,306	\$0.00	\$13,836.00	85%
142	Install PSE Vault, 5106 TUT	1 EA	\$1,250.00	0	1	\$0.00	\$1,250.00	100%
143	Install PSE Vault, 575 J-Box	1 EA	\$950.00	0	1	\$0.00	\$950.00	100%
144	Install PSE Vault, 504 J-Box	3 EA	\$900.00	0	6	\$0.00	\$5,400.00	200%
145	Install PSE Vault, 507 TUT	4 EA	\$900.00	0	4	\$0.00	\$3,600.00	100%
146	Install PSE Handhole, Concrete 3030	12 EA	\$400.00	0	11	\$0.00	\$4,400.00	92%
147	Install CenturyLink Vault, 264TA	8 EA	\$500.00	0	8	\$0.00	\$4,000.00	100%
148	Install CenturyLink Handhole, 1730	9 EA	\$350.00	0.0	15.0	\$0.00	\$5,250.00	167%
149	Install CenturyLink Junction Box, Flowerpot	6 EA	\$170.00	0.0	6.0	\$0.00	\$1,020.00	100%
150	Install Comcast Vault, 3642-LA	2 EA	\$625.00	0	0	\$0.00	\$0.00	0%
151	Install Comcast Vault, SGLB 1730	19 EA	\$625.00	0	23	\$0.00	\$14,375.00	121%
Subtotal, Schedule A						\$0.00	\$453,008.61	
SCHEDULE B: STORM								
201	Removal of Structures and Obstructions	1 LS	\$38,000.00	0.00%	100.00%	\$0.00	\$38,000.00	100%
202	Pothole	17 EA	\$300.00	0	17	\$0.00	\$5,100.00	100%
203	PVC Storm Sewer Pipe, 8 In. Diam. (Incl. Bedding)	70 LF	\$120.00	0	74	\$0.00	\$8,880.00	106%
204	PVC Storm Sewer Pipe, 24 In. Diam. (Incl. Bedding)	810 LF	\$160.00	0.0	814.5	\$0.00	\$130,320.00	101%
205	Reconnect Existing Storm Pipe Lateral	15 EA	\$400.00	0	20	\$0.00	\$8,000.00	133%
206	Concrete Inlet	1 EA	\$2,400.00	0	1	\$0.00	\$2,400.00	100%
207	Catch Basin Type 1	9 EA	\$1,600.00	0	8	\$0.00	\$12,800.00	89%
208	Catch Basin Type 2 48 In. Diam.	7 EA	\$3,900.00	0	7	\$0.00	\$27,300.00	100%
209	Trench Drain	12 LF	\$285.00	0	22	\$0.00	\$6,270.00	183%

RELEASE OF RETAINAGE PROGRESS ESTIMATE 10
JANUARY 12, 2022

TOWN OF YARROW POINT
 KING COUNTY
 WASHINGTON

PROJECT:
 TOWN OF YARROW POINT
 NE 42ND STREET/91ST AVENUE NE STORMWATER AND UGC PROJECT
 G&O JOB NUMBER #19456

CONTRACTOR:
 PGH EXCAVATING, INC.
 P.O. BOX 1151
 ENUMCLAW, WA 98022

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
210	Abandon Existing Catch Basin	2 EA	\$500.00	0	2	\$0.00	\$1,000.00	100%
211	Removal of Unsuitable Material (Trench)	10 CY	\$80.00	0	0	\$0.00	\$0.00	0%
212	Trench Excavation Safety Systems	1 LS	\$2,500.00	0.00%	100.00%	\$0.00	\$2,500.00	100%
213	Bank Run Gravel for Trench Backfill	650 TN	\$12.00	0.00	423.84	\$0.00	\$5,086.08	65%
214	Streambed Boulder One Man	5 TN	\$200.00	0.0	1.8	\$0.00	\$360.00	36%
Subtotal, Schedule B						\$0.00	\$248,016.08	
BID ADDITIVE 1: 92ND AVENUE NE DRAINAGE MODIFICATIONS								
301	Removal of Structures and Obstructions	1 LS	\$4,000.00	0.00%	0.00%	\$0.00	\$0.00	0%
302	Crushed Surfacing Top Course	40 TN	\$164.00	0	0	\$0.00	\$0.00	0%
303	Commercial HMA	20 TN	\$150.00	0	0	\$0.00	\$0.00	0%
304	Adjust Catch Basin	1 EA	\$400.00	0	0	\$0.00	\$0.00	0%
Subtotal, Bid Additive 1						\$0.00	\$0.00	
BID ADDITIVE 2: IRRIGATION								
401	Topsoil, Type A	40 CY	\$60.00	0	10	\$0.00	\$600.00	25%
402	Sod Installation	290 SY	\$16.00	0	93	\$0.00	\$1,488.00	32%
403	Irrigation System	1 LS	\$6,000.00	0.00%	100.00%	\$0.00	\$6,000.00	100%
Subtotal, Bid Additive 2						\$0.00	\$8,088.00	
CHANGE ORDERS:								
CO1	Item 1 - Sch. B - Storm Pipe Fitting	1 LS	\$3,233.74	0.00%	100.00%	\$0.00	\$3,233.74	100%
CO2	Item 1 - Sch. A - PSE Vault V10 Adjustment	1 LS	\$12,135.59	0.00%	100.00%	\$0.00	\$12,135.59	100%

RELEASE OF RETAINAGE PROGRESS ESTIMATE 10
JANUARY 12, 2022

TOWN OF YARROW POINT
 KING COUNTY
 WASHINGTON

PROJECT:
 TOWN OF YARROW POINT
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 G&O JOB NUMBER #19456

CONTRACTOR:
 PGH EXCAVATING, INC.
 P.O. BOX 1151
 ENUMCLAW, WA 98022

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
	Item 2 - Sch. A - PSE Vault V10 Relocation	1 LS	\$8,178.22	0.00%	100.00%	\$0.00	\$8,178.22	100%
CO3	Item 1 - Sch. B - Utility Conflict Resolution	1 LS	\$2,066.67	0.00%	100.00%	\$0.00	\$2,066.67	100%
	Item 2 - Sch. A - Direct Cost Incurred in Anticipation of Performed Deleted Work (Commercial HMA)	1 LS	\$8,320.00	0.00%	100.00%	\$0.00	\$8,320.00	100%

RELEASE OF RETAINAGE PROGRESS ESTIMATE 10
JANUARY 12, 2022

TOWN OF YARROW POINT
 KING COUNTY
 WASHINGTON

PROJECT:
 TOWN OF YARROW POINT
 NE 42ND STREET/91ST AVENUE NE STORMWATER AND UGC PROJECT
 G&O JOB NUMBER #19456

CONTRACTOR:
 PGH EXCAVATING, INC.
 P.O. BOX 1151
 ENUMCLAW, WA 98022

	PROJECT COSTS	
	AMOUNT THIS PERIOD	AMOUNT TO DATE
SUBTOTAL EARNED TO DATE	\$0.00	\$743,046.91
SALES TAX (SCHEDULE A AND BID ADDITIVE 2 ONLY)	10.10% \$0.00	\$49,462.77
LIQUIDATED DAMAGES	\$0.00	\$0.00
MATERIALS ON HAND	\$0.00	\$0.00
TOTAL	\$0.00	\$792,509.68
LESS 5% RETAINED (BEFORE TAX)	(\$37,152.35)	\$0.00
TOTAL EARNED TO DATE LESS RETAINAGE		\$792,509.68
<u>LESS AMOUNTS PREVIOUSLY PAID</u>		
PROGRESS ESTIMATE 1		\$76,144.08
PROGRESS ESTIMATE 2		\$84,577.72
PROGRESS ESTIMATE 3		\$140,127.57
PROGRESS ESTIMATE 4		\$145,641.93
PROGRESS ESTIMATE 5		\$104,178.56
PROGRESS ESTIMATE 6		\$93,191.81
PROGRESS ESTIMATE 7		\$39,577.24
PROGRESS ESTIMATE 8		\$63,070.75
PROGRESS ESTIMATE 9		\$8,847.67
TOTAL PAYMENT NOW DUE:	\$37,152.35	\$37,152.35
ORIGINAL CONTRACT AMOUNT	\$800,385.00	
CONTRACT AMOUNT WITH CHANGE ORDERS 1-3	\$783,759.22	
CONTRACT PERCENTAGE TO DATE	95%	

RELEASE OF RETAINAGE PROGRESS ESTIMATE 10
JANUARY 12, 2022

TOWN OF YARROW POINT
 KING COUNTY
 WASHINGTON

PROJECT:
 TOWN OF YARROW POINT
 NE 42ND STREET/91ST AVENUE NE STORMWATER AND UGC PROJECT
 G&O JOB NUMBER #19456

CONTRACTOR:
 PGH EXCAVATING, INC.
 P.O. BOX 1151
 ENUMCLAW, WA 98022

I HEREBY CERTIFY THE ABOVE ESTIMATE IS A
 TRUE AND CORRECT STATEMENT OF THE
 WORK PERFORMED UNDER THIS CONTRACT.

GRAY & OSBORNE, INC.



KEVIN BROWN, P.E.

SUMMARY AND DISTRIBUTION OF PAYMENTS

PAY EST NO.	PROGRESS ESTIMATE PERIOD DATES	TOTAL		SALES		MATERIALS ON HAND	RETAINAGE (5%)	TOTAL PAYMENT
		EARNED PER PERIOD	SALES TAX RATE	TAX AMOUNT				
1	JANUARY 25, 2021 TO FEBRUARY 26, 2021	\$49,680.00	10.10%	\$4,623.78		\$24,324.30	\$2,484.00	\$76,144.08
2	FEBRUARY 27, 2021 TO MARCH 26, 2021	\$88,235.55	10.10%	\$5,238.65		(\$4,484.70)	\$4,411.78	\$84,577.72
3	MARCH 27, 2021 TO APRIL 24, 2021	\$140,535.94	10.10%	\$6,618.43		\$0.00	\$7,026.80	\$140,127.57
4	APRIL 25, 2021 TO MAY 24, 2021	\$138,574.62	10.10%	\$13,996.04		\$0.00	\$6,928.73	\$145,641.93
5	MAY 25, 2021 TO JUNE 25, 2021	\$105,427.58	10.10%	\$4,022.36		\$0.00	\$5,271.38	\$104,178.56
6	JUNE 26, 2021 TO JULY 24, 2021	\$93,000.33	10.10%	\$4,841.50		\$0.00	\$4,650.02	\$93,191.81
7	JULY 25, 2021 TO AUGUST 28, 2021	\$38,291.00	10.10%	\$3,200.79		\$0.00	\$1,914.55	\$39,577.24
8	AUGUST 29, 2021 TO SEPTEMBER 25, 2021	\$61,022.15	10.10%	\$5,099.71		\$0.00	\$3,051.11	\$63,070.75
9	SEPTEMBER 26, 2021 TO DECEMBER 8, 2021	\$28,279.74	10.10%	\$1,821.52		(\$19,839.60)	\$1,413.99	\$8,847.67
10	JANUARY 12, 2022	\$0.00	10.10%	\$0.00		\$0.00	(\$37,152.35)	\$37,152.35
TOTAL:		\$743,046.91		\$49,462.77		\$0.00	\$0.00	\$792,509.68

**Business of The Town Council
Town of Yarrow Point, WA**

Agenda Bill 22-06
February 8, 2022

Yarrow Point 3-year On-Call Engineer Gray & Osborne, Inc.	Proposed Council Action: For approval
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Presented by:	Town Engineer Stacia Schroeder
Exhibits:	<ul style="list-style-type: none">• 6-Year 2022-2027 Capital Improvement Plan• RFQ TYP 3-Year On-Call Engineering Services• Gray & Osborne, Inc. Statement of Qualifications• Gray & Osborne, Inc. 3-Year Proposal Fees

Summary:

The Town of Yarrow Point intends to design stormwater projects both this year for NE 36th Street and in 2023 for 94th Ave NE according to the latest capital improvement plan (2022-2027). Recent projects have proven it is beneficial for the town engineer to design and manage these projects in conjunction with a professional engineering firm.

The Revised Code of Washington (RCW) Chapter 39.80 requires the town to publish its need for engineering services in advance, concisely stating the general scope and nature of the project or work for which services are required. The attached Request for Qualifications (RFQ) was sent to several local engineering firms on January 12th, 2022, and posted on the town’s website to satisfy this requirement.

The Town received three (3) proposals: BlueLine Group, PACE Engineers, and Gray & Osborne. These proposals were evaluated by town staff the week of February 1st and it was decided the most qualified firm was Gray & Osborne. This firm has provided a Fee Proposal for review and approval.

Recommended Action:

Approve Gray & Osborne, Inc. as the Town’s 3-Year On-Call Engineer for 2022-2024.

TOWN OF YARROW POINT
CAPITAL IMPROVEMENT PLAN (2022 - 2027)
TRANSPORTATION IMPROVEMENT PLAN (2022 - 2027)

Approved by: -
 Date: June 8, 2021
 Ordinance Number: -

DATE SUBMITTED: 07/xx/2021

NO.	YEAR	STREET / LOCATION	FROM	TO	(mi)	PROJECT SCOPE	CONDITION	BUDGET	SOURCE
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I. TRANSPORTATION IMPROVEMENT PROJECTS

T - 1	2022	NE 36th Street	91st Ave NE	92nd Ave NE	0.05	2" Grind and Overlay (To be completed after Stormwater project S - 1)	3.5	\$160,000.00	REET Heavy Truck Fee
T - 2	2023	NE 34th Street	92nd Ave NE	West to Lake	0.16	2" Grind and Overlay - Design/ Bid/ Construct/ Close Out (Misc repairs to broken pipes)	3.5	\$225,000.00	REET Heavy Truck Fee
T - 3	2024	94th Ave NE	92nd Ave NE	NE 40th Street	0.30	So. 1/2: 2" Grind and Overlay; No. 1/2: Full Depth Reconstruction (To be completed after Stormwater (S-2 & 3) and UGC project (U-1 & 2))	3.5	\$260,000.00	REET Heavy Truck Fee

II. CAPITAL IMPROVEMENT PROJECTS - STORMWATER

S - 1	2022	NE 36th Street	91st Ave NE	92nd Ave NE	0.05	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (CIP #1: Install ~250LF 12" NE 36th St; Repair broken pipes)		\$280,000.00	REET SW Utility
S - 2	2023	94th Ave NE (CIP #2)	92nd Ave NE	NE 40th St	0.32	Final Engineering Design/ Final Landscape Design (1,690LF)		\$50,000.00	REET SW Utility
S - 3	2024	94th Ave NE (CIP #2)	92nd Ave NE	NE 40th St	0.16	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (CIP #2: Upsize 690LF of 8" diam. pipe to 15" diam.; replace 8" per concrete crossing pipes with PVC)		\$350,000.00	REET SW Utility
S - 4	2025	4441 91st Ave NE CIP #H-1	91st R/W	Lake Washington	0.1	Final Engineering Design (525LF) (CIP #4: Replace 525LF of 12" diameter pipe and associated structures)		\$25,000.00	REET SW Utility
S - 5	2026	4441 91st Ave NE CIP #H-1	91st R/W	Lake Washington	0.1	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (Replace 525LF of 12" diameter pipe and associated structures)		\$150,000.00	REET SW Utility
S - 6	2027	92nd Ave NE	NE 38th Street	NE 42nd Street	0.2 0.2	Final Engineering Design (CIP #5: 1,050 LF new storm system)		\$35,000.00	REET Heavy Truck Fee

III. CAPITAL IMPROVEMENT PROJECTS - UNDERGROUND CONVERSION

U - 1	2023	94th Ave NE	92nd Ave NE	NE 40th Street	0.32	Final Design		\$35,000.00	REET
U - 2	2024	94th Ave NE	92nd Ave NE	NE 40th Street	0.32	Construction: 1,670LF single-phase w/ no street lights Bid/ Manage/ Construct/ Close Out		\$250,000.00	REET

IV. CAPITAL IMPROVEMENT PROJECTS - OTHER

O - 1									
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1 = excellent (new/recent overlay within past 5-10 yr. +-)
 2 = good (older overlay, no obvious damage)
 3 = fair (some cracks)
 4 = fair-poor (several cracks, some alligators/settlement)
 5 = poor (several cracks, alligators, settlement/potholes)

1) The above budget figures shown are in 2021 dollars and are to be considered preliminary probable project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.

2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.

Request for Qualifications

Town of Yarrow Point On-Call Engineering Services



January 2022

4030 95TH AVE NE
YARROW POINT, WA 98004
(206) 276-8922

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I. REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS

I. PUBLIC NOTICE

The Town of Yarrow Point (Town) plans to contract with one firm to provide Professional Engineering Services. The Town is seeking a Statement of Qualifications (SOQ) from experienced engineering firms whose combination of resources, professional experience and expertise will provide capable and timely professional services to the Town of Yarrow Point.

The Town of Yarrow Point is always conscious and extremely appreciative of the respondent's efforts and time investment in the preparation of submittal information. The Town will receive Qualification Statements at Yarrow Point Town Hall until 4:00 pm on January 31st, 2020. Information related to this solicitation, including any addenda, will be posted to the Town's website at <https://yarrowpointwa.gov>. For questions related to this RFQ, contact:

Town of Yarrow Point
Stacia Schroeder, P.E., Town Engineer
4030 95th Ave NE, Yarrow Point, WA 98004
Direct Phone: (206) 276-8922 or (425) 454-6994
Email: sschroeder@yarrowpointwa.gov

II. PURPOSE AND PROJECT OVERVIEW

The purpose of this Request for Qualifications is to obtain information about professional engineering consulting firms interested in providing engineering services to the Town of Yarrow Point for miscellaneous projects that may arise over the next three (3) years. The information obtained will be utilized by the Town of Yarrow Point to evaluate each interested firm by utilizing the criteria outlined in this Request for Qualifications (RFQ).

NOTE: The Town anticipates selecting one firm to provide professional engineering services.

Projects are expected to include all of the following activities:

1. Stormwater Capital Improvement Project – Design/ Bid/ Closeout
2. Construction Project Management & Inspection

III. RFQ SCHEDULE AND PACKAGE SUBMISSION

Provided below is the anticipated schedule of events.

Advertisement of RFQ:	Wednesday, January 12 th , 2022;
Deadline for RFQ Inquiries:	Thursday, January 27 th , 2022 at 10:00 AM PST
RFQ Evaluations:	February 1 st - February 3 rd , 2022
Selection Announcement:	Friday, February 4 th , 2022 (anticipated)
Upcoming Town Council Meetings:	Tuesday, February 8 th , 2022

Proposals shall be enclosed in a sealed envelope or package, addressed to the Town of Yarrow Point. The name/address of the firm and the RFQ Title, shall be placed on the outside of the package. All items required for a responsive proposal shall be included. It is the sole responsibility of the proposer to ensure the proposal package is received no later than the established due date and time at the proper location. Proposals received after the due date and time will not be considered. The Town Hall Bid Clock time will govern. Proposals submitted by facsimile or other electronic means will not be accepted. To avoid delivery-related

complications, please consider submitting your Qualifications Package at least an hour prior to the deadline.

Submit/Deliver to:
Town of Yarrow Point
4030 95th Ave NE
Yarrow Point, WA 98004
Attn: Town Engineer – Stacia Schroeder, P.E.

IV. CHANGES TO THE SOLICITATION BY ADDENDA

The Town reserves the right to make changes to this RFQ by written addendum, which shall be issued to all those who have obtained the RFQ by email from the Town of Yarrow Point Deputy Clerk or Town Engineer. Addenda will also be made available on the Town's website at: <http://www.yarrowpointwa.gov>. Proposers are advised to check the Town's website regularly for addenda.

A prospective Proposer may request a change in the RFQ by submitting a written request to the address set forth above. The request must specify the provision of the RFQ in question, and contain an explanation of the requested change. All requests for changes to the RFQ must be submitted to and confirmed received by the Town no later than Thursday, January 27th, 2022, at 10:00 a.m PST.

The Town will evaluate any request submitted, but reserves the right to determine whether to accept the requested change. Changes accepted by the Town shall be issued in the form of an addendum to the RFQ. All addenda shall have the same binding effect as though contained in the main body of the RFQ. Oral instructions or information concerning the scope of work or project are not binding.

No addenda will be issued later than the date set above, except an addendum, if necessary, postponing the date for receipt of qualifications, withdrawing the invitation, modifying elements of the qualification packet resulting from delayed process, or requesting additional information, clarification, or revisions of qualifications.

Each Proposer is responsible for obtaining all addenda prior to submitting a Proposal. Receipt of each addendum (if issued) shall be acknowledged in writing as part of the submission packet.

V. EVALUATION AND SELECTION CRITERIA

Firms will be considered based on the following minimum qualifications being met:

- Firms must be properly registered with the Washington Board of Professional Engineers; and
- Firms must employ at least one (1) Full-Time Professional Engineer, registered with the State of Washington, in responsible charge of the anticipated work that may occur as a result of this solicitation.

All written, bound SOQ's submitted will be evaluated by an Evaluation Committee. The review of the SOQ will be based on the following selection criteria:

- 25% past experience of the firm and team members on comparable projects;
- 25% qualifications, certifications of firm and project team members;
- 20% past project record (if any) with the Town of Yarrow Point;
- 10% responsiveness of qualifications;
- 20% QA/QC procedures

The Town will utilize an evaluation committee whose responsibilities will include performing independent, technical evaluations of each proposal and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies and risks associated with each SOQ. Interviews with individual firms may be held at the discretion of the evaluation committee. The Town may obtain clarification or additional information with any firm in regards to their

submission.

The Town reserves the sole right to select the most qualified firm on the basis of the best overall proposal deemed most beneficial and advantageous to the Town.

Firms submitting qualifications will be notified of the selection results. Final recommendation of the selected firm is subject to approval from the Yarrow Point Town Council.

VI. SELECTION PROCESS

- a. The evaluation committee will review and rank each respondent's experience, technical competence, capability to perform, past performance of the respondent's team and members of the team, and other appropriate factors submitted. Cost-related or price-related evaluation factors will not be considered. Each respondent must certify that each surveyor listed was selected based on demonstrated competence and qualifications in the manner provided by Chapter 39.80, Revised Code of Washington (RCW). The Town shall review the written responses and rank Respondents on demonstrated competence, qualifications, and responsiveness to the RFQ.
- b. The licensed Engineering member(s) of the firm will have full responsibility for complying with all legal requirements, including those of Chapter 18.43, Revised Code of Washington (Engineers and Land Surveyors).
- c. The Town may request additional information regarding demonstrated competence and qualifications, the feasibility of implementing project(s) as proposed, the ability of the respondent to meet schedules, or other factors as appropriate.
- d. The successful Respondent(s) will enter into a Professional Services Consulting Agreement with the Town. Work directives will include the scope of services for the specific project(s) and agreed upon compensation amount. If agreement of the scope of services and compensation cannot be reached, negotiations with the firm shall cease and the Town will open negotiations with the next ranked firm.
- e. Upon execution of an Agreement, the Engineering Firm must show the ability to provide the Town with any required insurance and/or bonding.

VII. RESPONDENT'S ACCEPTANCE OF EVALUATION METHODOLOGY

WAIVER OF CLAIMS: Each Respondent by submission of a response to this RFQ waives any claims it has or may have against the Town or its consulting engineers, and their respective employees, officers, members, directors and partners that are connected with or arising out of this RFQ, including, the administration of the RFQ, the RFQ evaluation, and the selection of qualified Respondents to receive a Request for Qualifications. Submission of qualifications indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the Town during the determination of qualification. Without limiting the generality of the foregoing, each Respondent acknowledges that the basis of selection and that the evaluations shall be made public in accordance with applicable law and waives any claim it has or may have, due to information contained in such evaluations.

VIII. RESPONSE FORMAT

Interested firms must submit one (1) bound proposals, and one (1) CD or USB-drive containing a digital copy of the complete proposal package in PDF format. Please begin the file name of the pdf copy with the Proposer's firm name.

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the SOQ's be organized in the manner specified below. Proposals are limited to a maximum of ten (10) single-sided numbered pages. Required forms, resumes, tabs/dividers, and the coversheet do not count toward the page limit.

Proposals shall be printed on 8-1/2" x 11" paper; although pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility. Type size shall be no smaller than

11 point for narrative sections, but may be reduced for captions, footnotes, etc. as required while maintaining legibility. Submissions that do not conform to the requirements listed herein may be removed from consideration at the sole discretion of the Town of Yarrow Point.

IX. RESPONSE CONTENT

Responses shall be arranged as follows:

1. Coversheet: General Information
 - a. Show the RFQ title, the name of the firm, address, telephone number(s), name of contact person, and date.
2. Table of Contents
 - a. Clearly identify the materials by section and page number.
3. Letter of Transmittal
 - a. Briefly state the firm's understanding of the services to be performed and make a solid commitment to provide the services as specified.
 - b. Give the name(s) of the person(s) authorized to make representations for the firm, their titles, address(es), and telephone numbers.
 - c. The letter must be signed by a corporate officer or other individual with the authority to bind the firm. The letter must also be signed by the project manager.

X. CONTENTS

Tab 1: Qualifications, certifications, and abilities of **key staff** identified in the SOQ Package, as demonstrated by performance/role in projects of a similar nature.

- Provide a description of the company, including origin, background, current size, financial capacity, available resources, general organization, and company headquarters. Identify the name and title of the person authorized to enter to the agreement(s) with the Town.
- Describe the firm's interest in this RFQ and the unique advantage the firm and team brings to the Town.
- Provide an organizational chart which clearly identifies the key members of the project team. Sub-consultants, if any, should be included. **Specifically identify the individual(s) who will serve as project manager(s).** Provide the following information for the project manager(s) and key team members:
 - Name, title, and licensures/certifications;
 - Office Address;
 - Phone number;
 - Email;
 - Project responsibilities;
 - Role in and name of similar past projects; and
 - Name of company employing project manager for each past project listed.
- Resumes may be submitted for each proposed key team member. Resumes will not be counted towards the page limit.
- State any possible conflicts of interest your firm or any key team member may have with performing work for the Town of Yarrow Point.

Tab 2: Experience of the firm providing similar services for similar projects.

- List a maximum of three (3) relevant, similar projects, either currently in progress or having been completed **in the past five (5) years**, including any projects with the Town, containing work demonstrating the skills and abilities of the key team members and the use of the modeling techniques listed in 1.2, as follows:
 - List only projects involving the key team members or subcontractors proposed for anticipated work.
 - List projects in order by date with newest projects listed first and include the following:
 - Brief project description;
 - Owner's representative having knowledge of the firm's work, include the contact name, phone, email, address;

- Provide the initial award of contract amount, the final contract amount (include any and all change orders) and the total time period to complete the work. **Note whether contract work was completed on time and/or within budget.**
- Name of key team member(s) involved; including any changes to the project team and/or key team member(s) after project initiation, and if the key team member(s) completed the project. Include the project's current status if it is not yet completed. If experience for a key team member is listed from a previous employer, fully disclose with what firm the work was performed.
- A list highlighting those skills demonstrated by key team member(s).
- Discuss the methods, approach and controls used on the project in order to complete the project in an effective, timely, economical and professional manner.
- Identify if the project was involved in any construction claims, how they were resolved and what the role of the key team members were for resolution.

Tab 3: Engineering Firm's approach to providing quality services

- Discuss the firm's understanding of the objectives of the anticipated work and describe the proposed project approach to deliver the Services in an effective, timely and professional manner. Outline the project plans, structure and services to be provided and how and when these services shall typically be provided. This description should fully and completely demonstrate the firm's intended methods for servicing the requirements of all aspects of all Projects as set forth herein.
- Describe the firm's project management and quality control procedures.
- Describe the team's approach to addressing constructability of and providing opinions of probable cost for projects designed/ recommended by the firm.
- Describe any support needed from Town staff in order to execute the Services.

Tab 4: Depth of Team, Firm's office proximity to Yarrow Point and ability to respond to routine project meetings and urgent requests

- A. Discuss the team's ability to handle multiple concurrent projects in terms of resources including equipment, staff availability, and scheduling capacity.
- B. Discuss the team's ability to respond to routine project meetings and/or urgent requests.

II. REPRESENTATIONS, CONDITIONS AND OTHER SUBMITTAL REQUIREMENTS

I. DUTIES AND OBLIGATIONS OF FIRMS IN THE RFQ PROCESS

Interested firms are expected to fully inform themselves as to all conditions, requirements and specifications of this RFQ before submitting a response. Firms are expected to promptly notify the Town in writing to report any ambiguity, inconsistency or error in this RFQ. Failure to notify the Town accordingly will constitute a waiver of claim of ambiguity, error or inconsistency.

II. ADDENDA

In order to clarify or modify any part of this RFQ, addenda may be issued and posted at the Town's official website at www.yarrowpointwa.gov.

Any requests for information or clarification shall be submitted in writing to the contacts listed in this RFQ by the deadline for questions.

III. NO COLLUSION, BRIBERY, LOBBYING OR CONFLICT OF INTEREST

By responding to this RFQ, the firm shall be deemed to have represented and warranted that the proposal is not made in connection with any competing firm submitting a separate response to this RFQ, and is without collusion or fraud. Furthermore, the firm certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, or has a conflict of interest with an officer or employee of the Town in connection with this RFQ.

IV. PUBLIC RECORDS

Upon receipt by the Town, each response becomes the property of the Town and is considered a public record. Responses will be reviewed by the Town's evaluation committee.

V. COST OF PROPOSAL PREPARATION

The Town shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a response agree the submittals are prepared at the firm's own expense with the express understanding the firm cannot make any claims whatsoever for reimbursement from the Town for costs and expense associated with preparing and submitting a response. Each firm shall hold the Town harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.

VI. ADVERTISING

In submitting an RFQ, respondent agrees not to use the results therefrom as part of any commercial advertising without prior written approval of the Town of Yarrow Point.

VII. FINANCIAL CAPACITY; INSURANCE REQUIREMENTS

The selected firm must have the financial capacity to undertake the work and assume associated liability. The selected firm may be required to provide certificates of insurance evidencing coverage for professional liability in the minimum amount of \$1,000,000; auto liability in the minimum amount of \$1,000,000; commercial general liability in the minimum amount of \$1,000,000; and workers' compensation insurance as required by Washington State statutes.

VIII. OWNERSHIP OF WORK PRODUCTS

The Town shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected firm pursuant to any agreement under this RFQ (collectively, the "Intellectual Property"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the Town's name and shall be the sole and exclusive property of the Town, whether or not the work contemplated therein is

performed. The Town will grant the firm a royalty- free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the work in the agreement.

IX. TOWN RIGHTS AND RESERVATIONS

The Town anticipates selecting one firm, but reserves the right to request substitutions of any team member, including key staff and subcontractors. The Town reserves the right to contact any firm/team for any additional information including, but not limited to, experience, qualifications, abilities, resources, facilities, and financial standing. The Town reserves the right to modify any part of this RFQ as issued with an addendum. The Town, at its sole discretion, reserves the right to reject any or all responses to the RFQ, to cancel the RFQ, to re-advertise for new RFQ responses either with identical or revised specifications, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the Town. The Town reserves the right to waive technicalities and informalities.

A response to this RFQ shall not be construed as an agreement.

The Town of Yarrow Point reserves the sole right to award an agreement or agreements to the most qualified firm on the basis of best overall response deemed to be most advantageous to the Town.

X. PROFESSIONAL SERVICES AGREEMENT

The contents of this RFQ and all provisions of the successful response as deemed responsive by the Town of Yarrow Point may be incorporated, either in whole or in part, into a Professional Services Agreement and become legally binding when approved and executed by both parties.

All work, unless otherwise specified, shall be performed pursuant to a "time and materials" budget. Proposer shall prepare a detailed scope of work, a payment schedule, and a schedule of deliverables for review by the Town Engineer, and upon recommendation, approval by the Yarrow Point Town Council.

XI. REFERENCES

List at least three (3) companies or governmental agencies (preferably municipalities) where the same or similar products and/or services as contained in this package were recently provided.

COMPANY NAME

Contact Person

Title

Address

PO Box

City

State

Zip

e-mail

Phone Number

Fax Number

COMPANY NAME

Contact Person

Title

Address

PO Box

City

State

Zip

e-mail

Phone Number

Fax Number

COMPANY NAME

Contact Person

Title

Address

PO Box

City

State

Zip

e-mail

Phone Number

Fax Number

Statement of Qualifications

Town of Yarrow Point
On-Call Engineering Services
January 31, 2022



Contact:

Roger Kuykendall, P.E. Principal-in-Charge
3710 168th Street NE, Suite 210
Arlington, WA 98223
(360) 454-5490 rkuykendall@g-o.com



Gray & Osborne, Inc.
CONSULTING ENGINEERS

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January 28, 2022

Ms. Stacey Schroeder, P.E.
Town Engineer
Town of Yarrow Point
4030 95th Avenue NE
Yarrow Point, Washington 98004

SUBJECT: STATEMENT OF QUALIFICATIONS, ON-CALL ENGINEERING SERVICES
TOWN OF YARROW POINT, KING COUNTY, WASHINGTON
G&O #PR224.09

Dear Ms. Schroeder:

Gray & Osborne is pleased to submit this Statement of Qualifications for the Town of Yarrow Point On-Call Engineering Services. In the attached package you will find our project understanding, key personnel, qualifications, and experience. I think you will find that Gray & Osborne is highly qualified to assist the Town with various engineering tasks and that there are some clear benefits to working with a firm with our depth and experience.

Mr. Roger Kuykendall, P.E. out of our Arlington office is assigned as Principal-in-Charge for the Town. Roger has provided on-call engineering services to several small cities in the Puget Sound over the past 27 years, including Covington, Newcastle, Normandy Park, and Maple Valley, and currently provides these services to the City of Medina. Roger lives in south Bothell and is only 20 minutes away from Yarrow Point. In addition, our main Seattle office is only 15 minutes away, should additional personnel be required. Roger can be reached at (360) 454-5490 or rkuykendall@g-o.com if you have questions or would like additional information.

We understand that the Town desires to select one engineering firm to assist with engineering services over the next three years to include design, bidding, and construction management of road, storm, facilities, parks, and utility capital projects, and also provide other services including GIS mapping, NPDES compliance, grant acquisition, and permitting assistance. Upon reviewing the Town's planning documents, it appears the Town has an ambitious capital improvement plan to complete road, storm, and utility work on NE 34th Street, NE 36th Street, and 94th Avenue NE in a combination of underground utility conversion, stormwater, and pavement preservation projects, over the next three years. Gray & Osborne has decades of experience helping our clients implement these types of capital improvements to successful completion. We can assist with funding applications, design, construction inspection and management at whatever level is required.



Ms. Stacey Schroeder, P.E.
January 28, 2022
Page 2

We are immediately available to provide on-call engineering services to the Town. We provide on-call engineering services to more communities than any other firm in Washington State. As President of Gray & Osborne, Inc., residing from our Seattle office, I am the firm's representative to the State of Washington and authorized to execute contracts. I can be reached at (206) 284-0860 or mjohnson@g-o.com.

Sincerely,

GRAY & OSBORNE, INC.

A handwritten signature in blue ink that reads "Mike Johnson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Mike Johnson, P.E.
President

A handwritten signature in black ink that reads "Roger L. Kuykendall". The signature is cursive and somewhat compact, with a distinct loop at the end.

Roger Kuykendall, P.E.
Principal-in-Charge/Project Manager

MBJ/dlp

Encl.

1. QUALIFICATIONS & KEY PERSONNEL

ABOUT GRAY & OSBORNE, INC.



Gray & Osborne has helped cities, special purpose districts, and government works projects to their communities since 1935. Our staff of over 145 experienced design professionals including 65 licensed engineers, are located in six offices throughout Washington State and provide a broad range of engineering services. We are well known for developing innovative engineering solutions within our clients' schedule and budget.

We are a privately owned company incorporated in Washington State with Federal ID 91-0890718 and State UBI 600 087 923. We specialize in the planning, design, and construction management of transportation, stormwater, water, sewer, and utility infrastructure. We provide on-call engineering services to more than 40 municipalities throughout the State of Washington.

On-Call Engineering Services Focus

- Development Review Services
- Development Standard Review and Update
- Capital Project Scoping and Planning
- Capital Project Design including Preparation of Plans, Specifications, and Estimates
- Construction Management Assistance
- Public Meeting Technical Support
- Grant and Loan Assistance
- Regulatory Compliance
- GIS Mapping and Services
- NPDES Compliance
- Professional Land Surveying
- Structural/Architectural Engineering

Six Offices Across Washington State



HISTORY OF GRAY & OSBORNE, INC.

Gray & Osborne, Inc., started in Yakima, Washington in 1935. An office was opened in Seattle in 1959, and became the headquarters of the firm in 1978. In order to get closer to our clients, and allow accommodations for our employees, we opened additional offices in Olympia, Vancouver, Arlington, and Wenatchee - all of these since 1990. We provide engineering services to all types of government or quasi-governmental agencies throughout the State of Washington, including towns, cities, counties, special purpose districts, state and federal agencies.

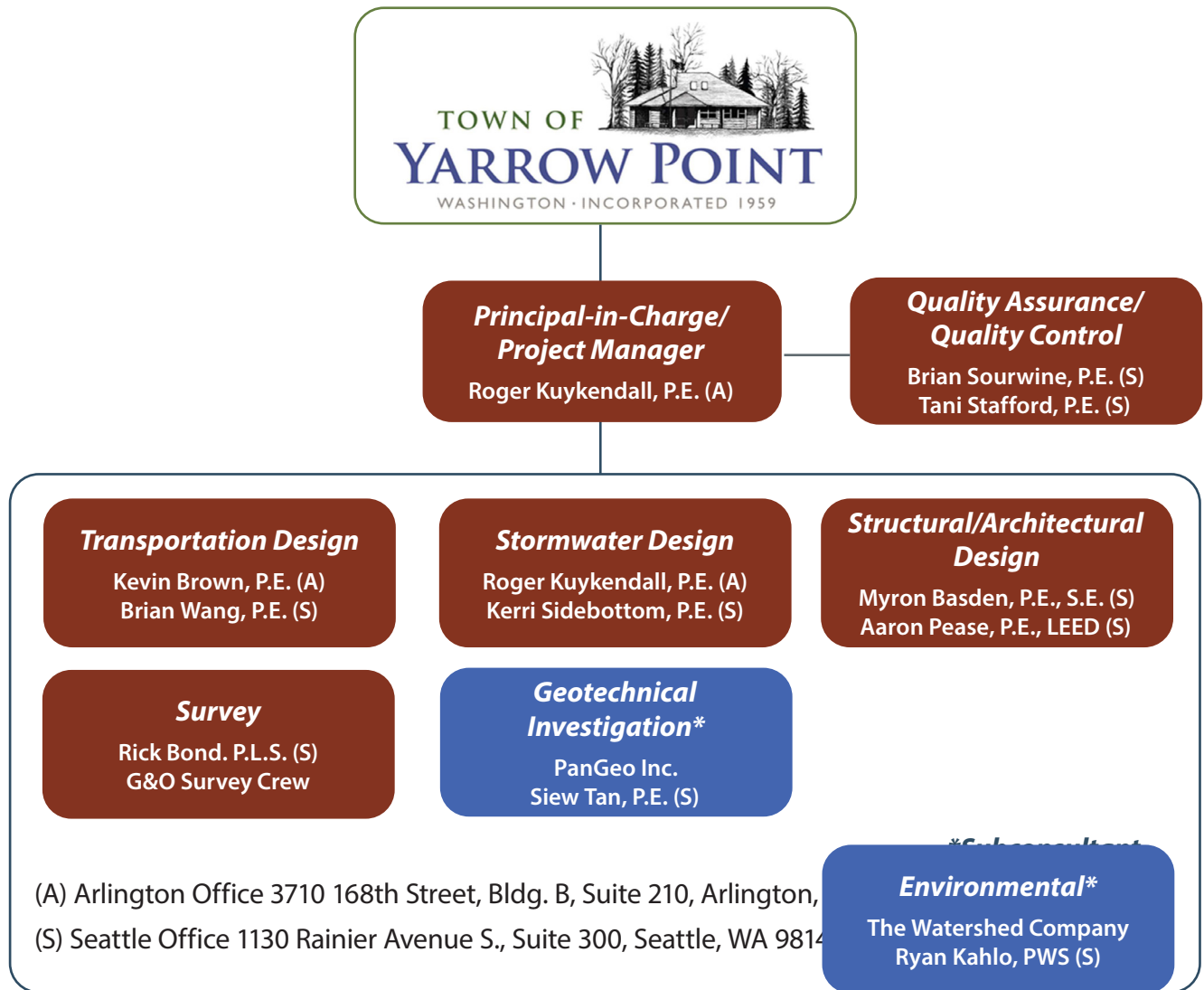
We do not provide any services to private development or any utility providers serving Yarrow Point, so we will not have any conflicts in providing quality service to the Town. In fact, review of private development/utility projects on behalf of our clients is a significant portion of our work.

At Gray & Osborne, we prefer to establish long-term relationships with our clients, hence, our large number of On-Call Engineering contracts. We are a full-service engineering firm, with 65 licensed engineers on staff including civil, environmental, chemical, structural, architectural, mechanical, and electrical, plus our own survey crews, professional land surveyors, GIS/CAD operators, and inspectors. The depth of the firm allows us to share resources to maximize efficiency and client service, without needing to hire subconsultants. However, we do sub-consult with reputable firms, for which we have strong long-term relationships, for some areas of expertise, such as geotechnical, environmental, cultural resources, and right-of-way acquisition.

The firm is organized similar to a municipality in that we have technical groups for the following disciplines:

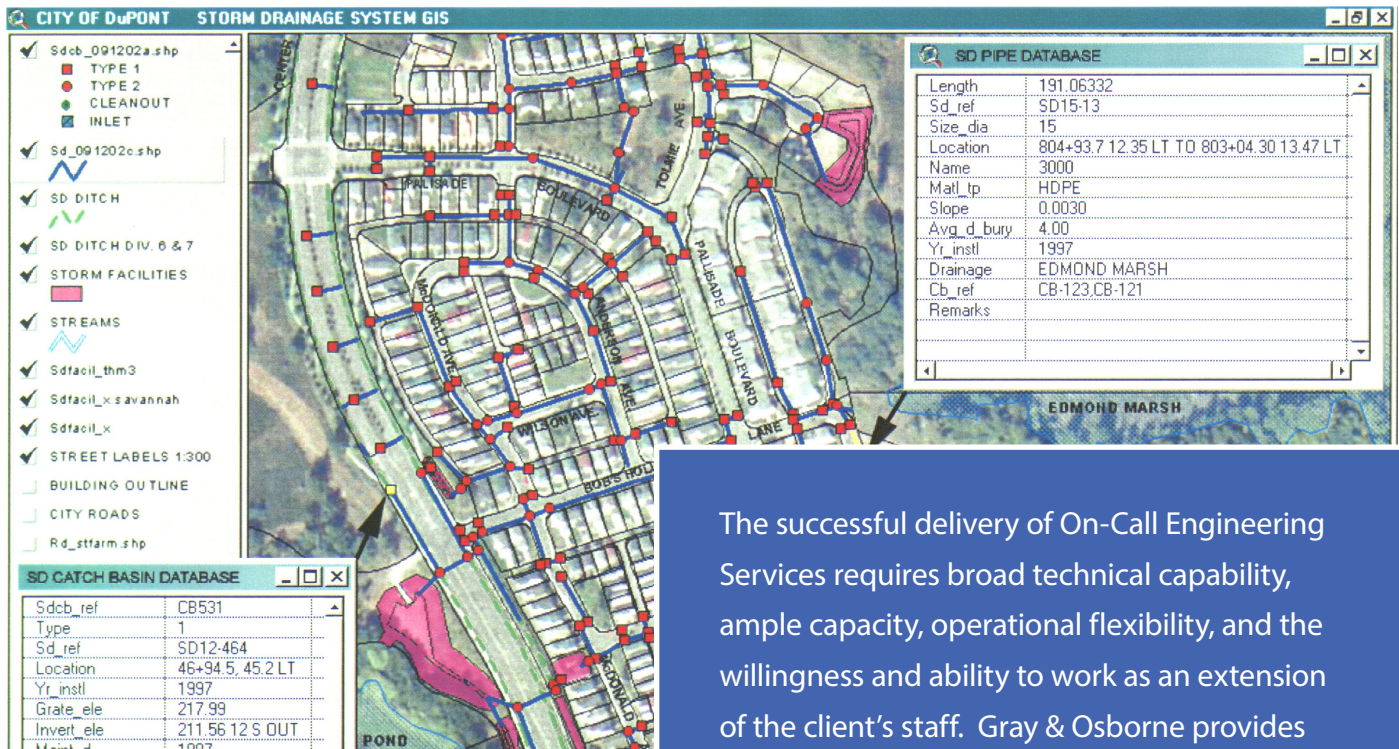
- Transportation
- Storm and Surface Water
- Water
- Wastewater
- Utilities
- Support:
 - GIS/CAD
 - Survey
 - Mechanical, Electrical, Structural, Architectural
 - Construction Inspection
 - Financial

PROPOSED PROJECT TEAM - ORGANIZATION CHART



Short resumes for each team member are provided after Section 4.

2. EXPERIENCE - ON-CALL ENGINEERING



The successful delivery of On-Call Engineering Services requires broad technical capability, ample capacity, operational flexibility, and the willingness and ability to work as an extension of the client's staff. Gray & Osborne provides on-call engineering services to over 40 cities and special purpose districts, so we understand how long-term, on-call partnerships can be economical, efficient, and effective. Gray & Osborne can provide the following on-call services:

GIS



City of Medina – South Bridge



City of Medina - NE 8th Street Pedestrian Improvements

- Development Review Services
- Development Standard Review and Update
- Capital Project Scoping and Planning
- Capital Project Design including Preparation of Plans, Specifications, and Estimates
- Construction Management Assistance
- Public Meeting Technical Support
- Grant and Loan Assistance
- Regulatory Compliance
- GIS Mapping and Services
- NPDES Compliance
- Professional Land Surveying

NE 42ND STREET/91ST AVENUE NE STORMWATER AND UNDERGROUND CONVERSION

Client: Town of Yarrow Point
Contact: Stacia Schroeder, P.E., Town Engineer, 206.276.8922, sschroeder@yarrowpointwa.gov, 4030 95th Avenue NE, Yarrow Point, Washington 98004
Funding: Local Design – \$52,300; Local Construction – \$929,000
Costs: Design – \$52,300; Construction Management – \$152,400; Engineer’s Estimate – \$800,000; Bid Price – \$855,000; Final Cost – \$776,000
Change Orders: 3 (Pavement overlay removed from project to be done later.)
Year Completed: 2021
Team Members: Roger Kuykendall, P.E., Principal-in-Charge; Kevin Brown, P.E., Project Manager; Chris Bacon, P.E., Resident Engineer

This project provided for the removal and replacement of the existing storm drainage pipe on NE 42nd Street with a new 24-inch diameter storm pipe along with undergrounding the existing aerial utilities on both NE 42nd Street and 91st Avenue NE into a joint utility trench. This project also included installation of the catch basins and utility-provided vaults, pedestals and hand holes, clearing and grubbing, pavement restoration, surface restoration, traffic control, and erosion control.



Example of Landscape Restoration on 91st Avenue – Timber Edging Throughout the Site Was Added to the Project via a Change Order



42nd Street (Looking West)

MEDINA PARK NORTH BRIDGE REPLACEMENT

Client: City of Medina
Contact: Ryan Osada, Public Works Director, 425.233.6439, rosada@medina-wa.gov, 501 Evergreen Point Road, Medina, Washington 98039
Funding: City and Private Donation
Costs: Design – \$20,000; Construction Management – \$5,000; Engineer’s Estimate – \$34,500; Bid Price – \$24,000; Final Construction – \$24,000
Change Orders: 0
Year Completed: 2018
Team Members: Roger Kuykendall, P.E., Principal-in-Charge & Project Manager/Engineer; Myron Basden, P.E., S.E., Structural Design & Inspection; Alex Quinn, E.I.T., Structural Design; Rick Bond, P.L.S., Survey; Siew Tan, P.E., Geotechnical; Ryan Kahlo, P.W.S., Environmental

The existing wooden footbridge over the creek within Medina Park was removed and replaced. The bridge also serves as an overlook into the park's north pond. At the City's request, several bridge options were evaluated including prefabricated steel and wooden bridge designs. The selected option included a wood design similar in nature to the existing bridge and utilized the existing concrete footings. The Washington State Department of Fish & Wildlife required a Hydraulic Project Approval (HPA) for the work.

The project was partially funded by a donation from a private citizen.



Before



New Bridge

SE MAY CREEK PARK DRIVE SIDEWALK

- Client:** City of Newcastle
- Contact:** Kerry Sullivan, Assistant City Engineer, 425.649.4444, kerrys@newcastlewa.gov, Public Works Department, 12535 Newcastle Way, Newcastle, Washington 98056
- Funding:** City
- Costs:** Preliminary and Final Design – \$90,220; Engineer's Estimate – \$568,570
- Change Orders:** Unknown (G&O did not perform Construction Management)
- Year Completed:** 2017
- Team Members:** Roger Kuykendall, P.E., Principal-in-Charge; Kevin Brown, P.E., Project Manager; Chris Bacon, P.E., Design Engineer; Rick Bond, PLS, Survey; Siew Tan, P.E., Geotechnical

This project constructed approximately 1,250 feet of cement concrete sidewalks along the north side of SE May Creek Park Drive SE between 129th Avenue SE and Coal Creek Parkway SE, as well as approximately 1,000 feet of road widening and curb and gutter along the south side between 129th Avenue SE and 132nd Place SE to accommodate bicycle lanes in each direction. Work included but was not limited to, storm drainage improvements, off-site wetlands mitigation, utility coordination and relocations, retaining walls, permanent signing and pavement marking, driveway reconstruction, and miscellaneous surface restoration. Our work also included a 30 percent predesign report for the corridor that the City used to select the final design elements.



Bicycle Lane and Sidewalk

3 - APPROACH AND QUALITY ASSURANCE/QUALITY CONTROL

One of the key components of keeping a project on schedule, and in turn within budget, is to develop a realistic scope of work and schedule of deliverables at the project outset. Gray & Osborne will work with Town staff to develop a contract with a scope of work that clearly defines the project tasks and milestones and will serve as a roadmap for project progress. We believe that a carefully considered scoping process will result in clear project expectations and an achievable schedule and budget. At Gray & Osborne, we take pride in completing each project for the agreed-upon budget and will only request additional compensation when we are asked to provide a significant increase in engineering services that are clearly outside the project scope. We also provide the following tools to assist our Project Manager in tracking adherence to project budget, schedule and scope:

- **Monthly Project Summary Reports:** We utilize Deltek Vision as our accounting management software. Summary reports are provided to the project manager each month which show status of budget and hours billed for each employee category (project manager, project engineer, technician, etc.) along with target hours and percentage over or under target for each category.
- **Monthly Billings:** Invoices show hours and dollar amounts being billed for each employee, total billing for the month, total billed to date, and remaining budget. At any time, our project manager can access their projects to get an up-to-date snapshot of their project budgets. A monthly progress report detailing progress made during the billing period, budget expended and remaining, and project challenges will be provided.

Another tool available to our project managers to assist them in maintaining project schedule and budget is conducting weekly resource schedule meetings every Monday. These meetings serve to coordinate and allocate shared resources between design engineers, technicians, and clerical staff.

QUALITY ASSURANCE/QUALITY CONTROL

Another critical aspect of client service is to provide a high quality, cost effective engineering product. We pride ourselves in preparing engineering plans and reports that set the Town up for successful implementation of their vision. To ensure the quality of our engineering products, Gray & Osborne has a rigorous quality assurance/quality control (QA/QC) process. We bring senior staff into the process to focus attention on the project elements that present significant risk to the client in terms of cost, regulatory compliance, and constructability, as well as verifying project progress relative to the scope and budget. Usually QA/QC sessions occur at the 30, 60, and 90 percent milestones.

Because we perform the planning, design, permitting, bidding, and construction inspection/management for many of our client's projects, we are able to recognize constructability issues during design thereby avoiding surprises during construction. Also, the depth of experience in bidding 70-100 public projects per year has generated a vast collection of bid prices for all types of projects with various challenges. Our work rarely results in claims from the contractor.

4. FIRM DEPTH & PROXIMITY

Because of the firm's depth and experience, we believe we have an advantage over other engineering firms. With most of the required staff in-house, we have better control over schedule and budget and can divert resources to meet deadlines, when needed.

Gray & Osborne's diverse in-house staff greatly reduces our reliance on subconsultants, affording us greater control over project schedule and budget. When subconsultants are required, we often work with those that have experience with the client or with conditions in the local area. Subconsultant work is authorized only after a scope of work and a budget are agreed upon by the Town and Gray & Osborne. Our subconsultants are required to submit monthly status reports with their billings, which are in turn incorporated into our monthly report to the client.

In addition, providing engineering services in a community so close to our employees allows easy access for site visits and meetings with staff. As Principal-in-Charge, Roger will be closely involved in projects for the Town, and would be attending many of the on-site or project meetings. Roger already performs similar functions in the City of Medina, and would be able to split site visits and potentially meeting days between the two communities. Other members of the team live and work in Seattle or the Eastside, and would have short commutes to Yarrow Point.

We look forward to assisting the Town of Yarrow Point in implementing your capital improvements plans and invite you to contact our references for their opinion regarding our quality of work and commitment to client service.

RESUMES

ROGER KUYKENDALL, P.E., PRINCIPAL-IN-CHARGE/PROJECT MANAGER

Since joining Gray & Osborne in 1995, Roger has been involved in a broad range of municipal engineering experiences including utility design, drainage studies, environmental permitting, construction management, and comprehensive planning for water, wastewater, and surface water systems. In addition, Roger has provided on-call engineering services to many of our clients as a development review engineer, city engineer, and interim public works director. Roger currently provides engineering services to the City of University Place, City of Medina, Freeland Water & Sewer District, Skagit County Sewer District 2, and Whatcom County Water District 13.



Roger's experience working as a city engineer in so many different places provides him with a thorough knowledge of the internal operation of municipalities and has allowed him to work in most areas of public works and interact with citizens, commissions, councils, and outside agencies, while representing the interests of the client. Roger is proficient at accomplishing several tasks and projects concurrently while maintaining his distinct attention to detail and expectations of quality. His common-sense approach to attacking problems tends to direct alternatives into practical, cost-effective solutions. Roger has extensive experience working on projects located within critical areas including wetlands, streams, and steep slopes, and has assisted clients with the planning, funding, design, permitting, and construction of specialized projects in these critical areas. Roger has prepared plans and specifications for water, sewer, storm, road, and parks projects.

Education: B.S. Electrical Engineering, 1985, Texas A&M University
M.S. Environmental Engineering, 1994, University of Washington
Registration: Civil Engineer, 1998, Washington (35188)

BRIAN SOURWINE, P.E., QUALITY ASSURANCE/QUALITY CONTROL

Brian is a principal with Gray & Osborne and has over 20 years of experience in transportation and utility related projects. He is responsible for managing the design and construction of a wide range of projects and has a proven track record of keeping projects with multiple stakeholders on schedule and within budget. His experience also includes ensuring compliance with environmental permitting, County and WSDOT permitting, funding agency guidelines, and federal requirements including LAG Manual compliance. Recent projects have featured pedestrian trails, decorative illumination, downtown streetscaping, roadway and utility reconstruction, undergrounding of overhead utilities, traffic signals, and roundabouts. His projects have received the APWA Transportation Project of the Year Award and the ASCE Transportation and Development Engineering Achievement Honor.



Education: B.S. Civil Engineering, 1993, University of Iowa
Registration: Civil Engineer, 1999, Washington (36091)

TANI STAFFORD, P.E., QUALITY ASSURANCE/QUALITY CONTROL

Tani has over 20 years of experience in the design and construction management of roadway and utility projects. Tani has prepared plans, specifications, and construction cost estimates and provided construction management for numerous transportation projects, including many with traffic signals and retaining walls. Her most recent projects have been completed for the Cities of SeaTac, Buckley, and Burien, and the Town of Steilacoom. Tani will be responsible for leading the quality assurance/quality control efforts as required.

Education: B.S. Civil Engineering, 1989, University of Washington

Registration: Civil Engineer, 1992, Washington (30781)



KEVIN BROWN, P.E., TRANSPORTATION

Kevin’s attention to detail and timely response to his client’s needs are valued by his clients. His ability to coordinate work with the project manager and utility purveyors, as well as his computer skills, excellent communication skills, and design experience make him a team asset. Since joining Gray & Osborne in 1998, Kevin has prepared detailed design documents for overlay, street reconstruction, and utility improvement projects. The plans and specifications he has prepared for these projects are consistent with AASHTO and WSDOT and the Local Agency Guideline (LAG) Manual.

Education: B.S. Civil Engineering, 1997, Washington State University

Registration: Civil Engineer, 2003, Washington (39319)



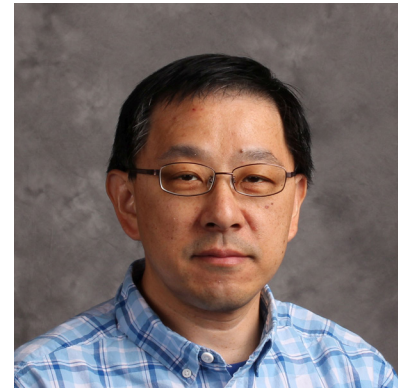
BRYAN WANG, P.E., TRANSPORTATION

Bryan joined Gray & Osborne in 1996. He has over 20 years of experience in the design and development of plans, specifications, and cost estimates. His design experience includes facility access roads, urban streets, multiuse trails, intersections, and roundabouts. He is proficient in roadway design software including Civil 3D and AutoTURN as well as MUTCD, and WSDOT standards.

Education: B.S. Soil & Water Conservation, 1987, NCHU, Taiwan

M.S.E. Civil Engineering, 1994, University of Washington

Registration: Civil Engineer, 2003, Washington (39930)



KERRI SIDEBOTTOM, P.E., DRAINAGE/STORM DESIGN

Kerri will be responsible for the stormwater analysis and design as may be required. Since joining Gray & Osborne in 2013, Kerri has worked on a number of stormwater treatment and conveyance design projects for road improvements including low impact development (LID) components. She has assisted with preliminary engineering reports, plans, specifications, and cost estimates. She also has experience with stormwater quality and flow modeling utilizing modeling software including WWHM and XPStorm to produce technical information reports for city and county review. From



her experience, she has become familiar with the stormwater management regulations of the Washington Department of Ecology and various other counties and municipalities.

Education: B.S. Environmental Engineering, 2013, Columbia University

Registration: Environmental Engineer, 2018, Washington (56378)

MYRON J. BASDEN, P.E., S.E., STRUCTURAL DESIGN

Myron has 15 years of experience in structural engineering. He has experience with a wide variety of structures including retaining walls, culverts, storm vaults, buildings, reservoirs, decant facilities, and utility structures. At Gray & Osborne, he is the lead for structural projects. During the development of design drawings, Myron also provides detailed coordination with other disciplines such as utility and transportation engineers. He is a member of the Structural Engineers Association of Washington State (SEAW). Myron will be responsible for design of bridges, walls and other structural components.



Education: B.S. Civil Engineering, 2005, University of Washington

Registration: Civil Engineer, 2009, Washington (46334)/Structural Engineer, 2011, Washington (46334)

AARON PEASE, P.E., LEED A.P., ARCHITECTURAL DESIGN

Since joining Gray & Osborne in 1998, Aaron has prepared construction drawings, specifications, and contract documents for numerous building projects. Since gaining his LEED accreditation and his secondary professional engineering license in building systems (architectural engineering), Aaron has served as project architect for several projects. Aaron also serves as a lead QA/QC reviewer for Gray & Osborne's other building projects performing clash analysis and cross-discipline coordinate checks.



Education: B.S. Civil/Environmental Engineering, 1998, Iowa State University

Registration: Civil Engineer, 2003, Washington (40276)

Building Systems Engineer, 2008, Washington (40276)

Civil and Building Systems Engineer, 2018, Oregon (93436PE)

LEED Accredited Professional Building Design + Construction, 2010

RICK BOND, P.L.S., SURVEY AND BASE MAPPING

Rick is a Washington State licensed professional land surveyor with over 27 years of experience, including 17 years as a licensed land surveyor. He has provided ground control, topographical survey, right-of-way calculations, legal descriptions, right-of-way mapping, and has worked with a variety of aerial photogrammetrists. He is well versed in electronic data collection, data transfer, and automated data reduction for geodetic control, cadastral, topographic, boundary, subdivisions, and construction surveys. Rick is proficient in terrestrial observation utilizing total station with electronic data collection, data transfer, automated data reduction, and writing and interpreting legal descriptions. He routinely works with a variety of software such as AutoCAD, Civil 3D, STAR*NET, and Leica Geo



Office. Rick manages day-to-day operations of our survey crews, writes and/or supervises preparation of legal descriptions and right-of-way mapping, coordinates with property owners, prepares estimates, supervises personnel, and answers inquiries from the client or other team members. Rick would be responsible for all survey products, related legal documentation including right-of-way certification, (right-of-way plans, legal descriptions, exhibits, etc.) as may be necessary. Rick would also oversee construction staking as may be required.

Education: Associate of Applied Science, 1991, ITT Technical College

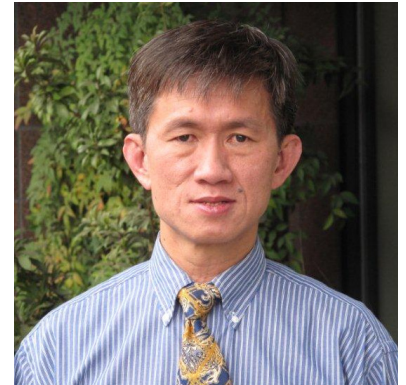
Registration: Professional Land Surveyor, 2003, Washington (40097)/2001, Utah (4804680-2201)

SIEW TAN, P.E. (PANGEO, INC.), GEOTECHNICAL INVESTIGATION

Siew leads the geotechnical investigations as required for the projects. He is a principal at PanGEO, a geotechnical consulting firm in Seattle and has over 25 years of experience managing and conducting geotechnical investigations. He has completed numerous projects with Gray & Osborne involving foundation design, retaining walls, trench excavation, pavement design, and road widening including the Issaquah's SE 62nd Street Extension and the East Lake Sammamish Parkway SE widening projects. Gray & Osborne has a master subconsultant agreement with PanGEO. PanGEO would be utilized for geotechnical work.

Education:

Registration:



RYAN KAHLO, PWS (THE WATERSHED COMPANY), ENVIRONMENTAL

Ryan is a Senior Ecologist at The Watershed Company. With 15 years of experience, Ryan is a versatile biologist and project manager, Ryan brings more than a decade of diverse experience in critical areas assessment and management. Ryan provides ecological skills to all phases of project development, including wetland delineation; wetland restoration design and monitoring; wildlife habitat evaluation; environmental permitting, including NEPA and SEPA compliance; Endangered Species Act compliance; and project management.

Education: Certificate, Wetland Science and Management, 2008, University of Washington

B.A., Anthropology, 2004, Northern Arizona University, Arizona

Registration: Professional Wetland Scientist, Society of Wetland Scientists, 2013



REFERENCES

Client	Contact	Phone
City of Bingen	Betty Barnes, Mayor	509.493.2122
City of Bothell	Eddie Low, P.E., City Engineer	425.486.2768
City of Bridgeport	Stuart Dezellem, Public Works Director	509.686.3613
City of Buckley	Chris Banks, Public Works Director	360. 829.7884
City of Camas	Jim Hodges, Engineering Project Manager	360.817.1561
Town of Carbonado	Dailene Argo, Clerk-Treasurer	360.829.0125
City of Castle Rock	David Vorse, Public Works Director	360.274.7478
Town of Cathlamet	Dave McNally, Public Works Superintendent	360.795.8032
City of Chelan	Jake Youngren, Public Works Director	509.682.8032
Town of Coulee City	Shirley Rae Maes, Mayor	509.632.5331
City of Covington	Don Vondran, P.E., Public Works Director	253.480.2462
City of DuPont	Gus Lim, P.E., Public Works Director	253.912.5380
City of Edgewood	Jeremy Metzler, P.E., Public Works Director	253.952.3299
Town of Elmer City	James Tillman, Public Works Superintendent	509.633.2872
City of Ephrata	Bill Sangster, Public Works Director	509.754.4601
Town of Friday Harbor	Duncan Wilson, Town Administrator	360.378.2390
City of George	Tina Evenson, City Clerk	509.785.5081
City of Grand Coulee	Lorna Pearce, Clerk/Treasurer	509.633.1105
City of Granite Falls	Brent Kirk, City Manager & Public Works Director	360.691.6441
City of Ilwaco	Holly Beller, Treasurer	360.642.3145
City of Kalama	Kelly Rasmussen, Public Works Director	360.673.3706
City of Kenmore	Kent Vaughan P.E., Senior Civil Engineer	425.398.8900
City of Kittitas	Debbie Lee, Clerk-Treasurer	509.968.0220
City of Lake Forest Park	Neil Jensen, P.E., City Engineer	206.957.2824
City of Leavenworth	Lilith Vespier, Development Service Manager	509.548.5275
City of Long Beach	David Glasson, City Administrator	360.642.4421
City of Mabton	Laura Vazquez, Mayor	509.894.4096
City of Mattawa	Mayor Maria Celaya	509.932.4037
City of Medina	Ryan Osada, Public Works Director	206.233.6439
City of Milton	Dustin Sloan, Utility Supervisor	253.579.4731
City of Morton	Anders Pollman, Public Works Superintendent	360.646.6094
City of Newcastle	Rob Wyman, City Manager	425.649.4444
City of Normandy Park	Ken Courter, Public Works Director	206.248.8269
City of Ocean Shores	Nick Bird, P.E., Public Works Director	360.940.7542
City of Okanogan	Amber Scott, Clerk-Treasurer	509.422.3600
City of Olympia	Mike Vessey, Drinking Water Operations Supvr.	360.507.5953
City of Omak	Ken Mears, Public Works Director	509.826.1170
City of Pasco	Kent McCue, Construction Manager	509.544.3080
Town of Pe Ell	Lonnie Willey, Mayor	360.291.3543
City of Port Townsend	Dave Peterson, P.E., City Engineer	360.379.5088
City of Puyallup	Drew Young, P.E., CIP Engineer	253.435.3641

Client	Contact	Phone
City of Quincy	Ariel Belino, City Engineer	509.787.3523
City of Rainier	Ron Gibson, Public Works Director	360.446.2265
City of Renton	Bob Hanson, P.E., Transportation Systems Director	425.430.7223
City of Richland	Steve Brewer, Wastewater Manager	509.942.7480
City of Ridgefield	Bryan Kast, P.E., Public Works Director	360.887.8251
City of Shelton	James Harris, Public Works Director	360.432.5125
Town of Skykomish	Henry Sladek, Mayor	425.293.1937
City of Snoqualmie	Brian Coleman, P.E., Senior Engineer	425.831.4919
City of Soap Lake	Alex Kovach, Mayor	509.246.1211
City of South Bend	Dennis Houk, City Supervisor	360.875.5571
Town of Steilacoom	Mark Burlingame, Public Works Director	253.581.1912
City of Sumner	Ron Basinger, WWTF Superintendent	253.299.5763
City of Toledo	Michelle Whitten, City Clerk	360.864.4564
City of Toppenish	Lance Hoyt, City Manager	509.961.6191
City of University Place	Gary Cooper, Director of Public Works	253.460.6493
City of Wapato	Jeff Schumacker, Public Works Director	509.877.3031
City of Warden	Kriss Shuler, Clerk-Treasurer, Administrator	509.349.2326
City of Westport	Kevin Goodrich, Public Works Director	360.268.0131
Town of Wilkeson	Luke Wilbanks, Public Works Supervisor	360.601.2347
City of Woodland	Tracy Coleman, Public Works Director	360.225.7999
City of Yakima	Dave Brown, Assistant Public Works Director	509.575.6204
City of Yelm	Patrick Hughes, P.E., Public Works Program Dir.	360.458.8499



Gray & Osborne, Inc.
CONSULTING ENGINEERS

Seattle Office

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Suite 300
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p 206.284.0860
f 206.283.3206
email grayosborne@g-o.com

Yakima Office

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Vancouver Office

8513 NE Hazel Dell Avenue
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p 360.571.3350
email vancouver@g-o.com

Wenatchee Office

11 Spokane Street
Suite 105
Wenatchee, Washington 98801
p 509.853.2460
email wenatchee@g-o.com

EXHIBIT “A”

GRAY & OSBORNE, INC.

**PROFESSIONAL ENGINEERING SERVICES CONTRACT
FULLY BURDENED BILLING RATES*
THROUGH JUNE 15, 2022****

<u>Employee Classification</u>	<u>Fully Burdened Billing Rates</u>		
AutoCAD/GIS Technician/Engineering Intern	\$ 50.00	to	\$150.00
Electrical Engineer	\$120.00	to	\$195.00
Structural Engineer	\$110.00	to	\$190.00
Environmental Technician/Specialist	\$ 83.00	to	\$151.00
Engineer-In-Training	\$ 95.00	to	\$155.00
Civil Engineer	\$110.00	to	\$145.00
Project Engineer	\$125.00	to	\$160.00
Project Manager	\$140.00	to	\$215.00
Principal-in-Charge	\$145.00	to	\$215.00
Resident Engineer	\$122.00	to	\$167.00
Field Inspector	\$ 95.00	to	\$154.00
Field Survey (2 Person)***	\$180.00	to	\$270.00
Field Survey (3 Person)***	\$300.00	to	\$380.00
Professional Land Surveyor	\$125.00	to	\$175.00
Secretary/Word Processor***	N/A		

* Fully Burdened Billing Rates include overhead and profit.

** Updated annually, together with the overhead.

All actual out-of-pocket expenses incurred directly on the project are added to the billing. The billing is based on direct out-of-pocket expenses; meals, lodging, laboratory testing and transportation. The transportation rate is \$0.58 per mile or the current maximum IRS rate without receipt IRS Section 162(a).

*** Administration expenses include secretarial and clerical work; GIS, CADD, and computer equipment; owned survey equipment and tools (stakes, hubs, lath, etc. – Note: mileage billed separately at rate noted); miscellaneous administration tasks; facsimiles; telephone; postage; and printing costs, which are less than \$150.

4235 91st Ave NE – Proposal to Repair Asphalt Along Stormwater Trench Drain	Proposed Council Action: Approve AA Asphaltting LLC Revised Bid No. 3105
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Presented by:	Town Engineer – Stacia Schroeder
Exhibits:	<ul style="list-style-type: none">• AA Asphaltting LLC Revised Bid No. 3105 Dated: 02/01/2022

Summary:

In October 2021, shortly after the repaving project was completed, the residents at 4235 91st Ave NE – Matt & Kim Millen reached out to Town staff regarding the existing trench drain that spans their driveway. Their concerns centered mainly around the unsightliness of an ~1-ft span on the west side of the existing 70LF long trench drain that did not get ground and overlaid.

In the months that followed, Town staff investigated the circumstances that surrounded this discrepancy with the project managers from King County Roads and Lakeside Industries. In short, it was said that the equipment used for the main roadway was much wider and easily capable of grinding the concrete 2-inches down while the much smaller piece of equipment used on the back side of the drain was not capable of grinding the concrete.

The attached proposal from AA Asphaltting LLC is to saw cut and remove the ~1 inch of asphalt around the drain, chip down the two (2) inches of concrete that surrounds the drain, and install three (3) inches of new asphalt.

Recommended Action:

Approved revised bid #3105 from AA Asphaltting LLC in the amount of \$6,627.60.



PROPOSAL AND CONTRACT

NAME: Town of Yarrow Point
 ADDRESS: 4030 95th Ave NE
 CITY/ST.: Yarrow Point, WA 98004

PROJECT: 4235 91st Ave NE
 Yarrow Point, WA 98004

ATTN: Stacia Schroeder
 PHONE #: (425) 454-6994
 FAX#:
 MOBILE#: (206) 276-8922
 EMAIL#: sschroeder@yarrowpointwa.gov

BID DATE: 2/1/2022
 BID #: 3105

QUANTITY	UNIT	DESCRIPTION OF WORK	BID PRICE
ASPHALT			\$6,627.60
64	SF	Saw cut and remove 64 square feet of asphalt at 1 inch depth and dispose. 3 Ton allowance	
64	SF	Chip down 2 inches of concrete at 64 square feet	
1	Units	Tack concrete with asphalt oil	
64	SF	Install 64 square feet of Hot Mix Asphalt (HMA) at 3 depth. 3 Ton allowance	
			Subtotal \$ 6,627.60
			Sales Tax 0.00% \$ -
			Project Total \$ 6,627.60

EXCLUSIONS: PERMITS, BONDING, ENGINEERING, SHOP DRAWINGS, PLANT OPENING FEES, HAZARDOUS MATERIALS DISPOSAL, NIGHT WORK

TERMS: Net 30 upon completion. Checks or Credit/debit cards are accepted (A 3% charge will be added for credit card payments).

Proposal subject to change or cancellation after 30 days.

If this account is in default and is assigned to a collection agency for collection, then (customer) shall be liable for collection costs and fees including contingent collection fees charged by the collection agency in addition to principal, interest at 18% annum and all other charges owing on the account. If legal action is commenced, then Washington law shall apply, AA Asphaltting LLC may place venue in the Superior Court of Pierce County, Washington and the prevailing party shall be awarded its taxable costs and reasonable attorney fees.

AA Asphaltting LLC assumes no responsibility or liability for subgrade failures, damage to or from hidden utilities, wires or other structures.

Respectfully submitted,

Joe Garrison

AA Asphaltting, Inc.

ACCEPTANCE

The above proposal is hereby accepted. You are authorized to complete the work described, and I/We agree to pay the amount described according to the terms thereof:

Date: _____

Authorized Signature: _____

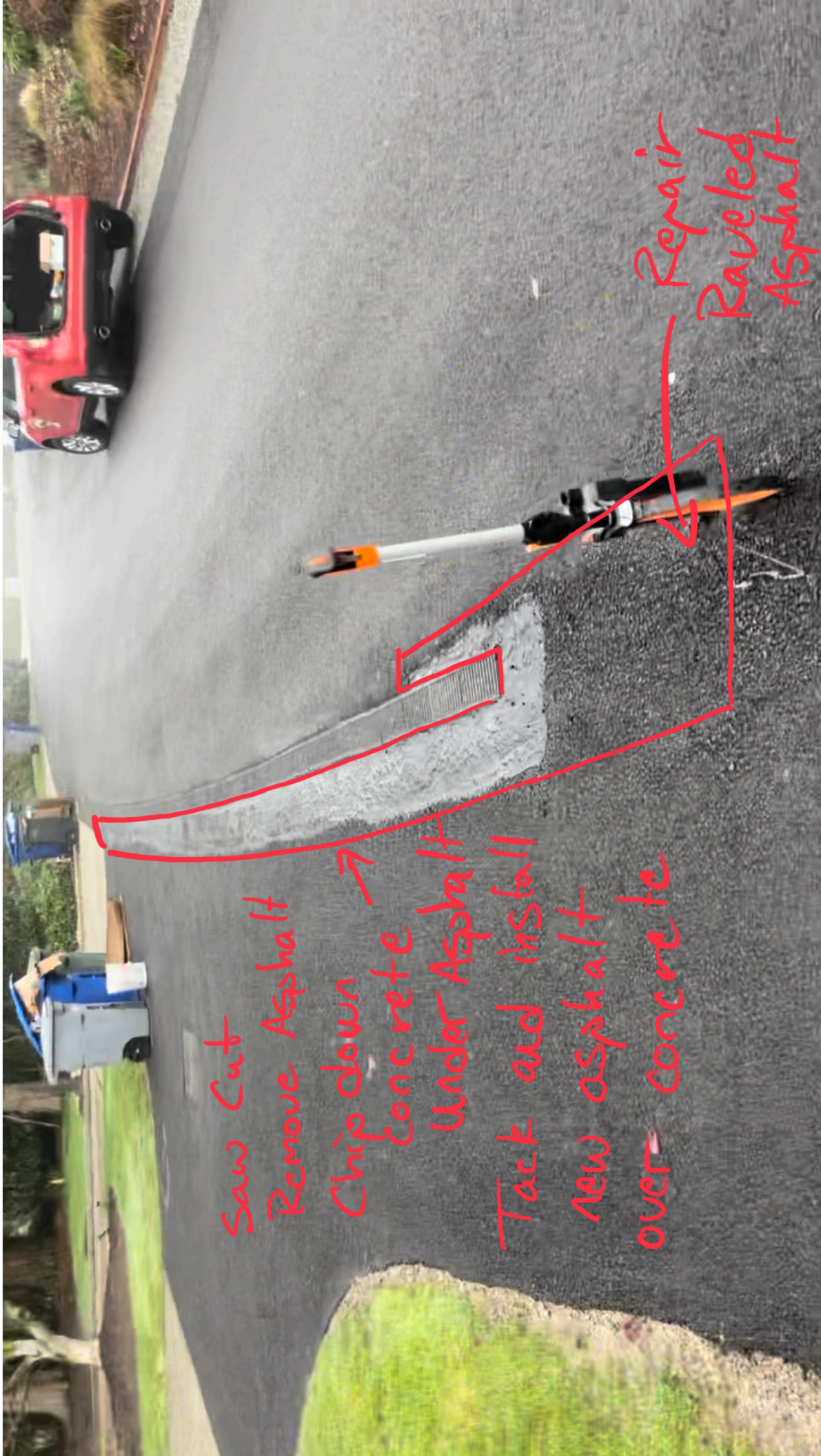
This contractor is registered with the State of Washington, registration No. AAASPI223DF, (expiration date August 1), as a general / specialty contractor and has posted with the state a bond or cash deposit of \$6,000.00 for the purpose of satisfying claims against the contractor for negligent or improper work or breach of contract in the conduct of the contractor's business. This bond or cash deposit may not be sufficient to cover a claim which might arise from the work done under your contract. If any supplier or materials used in your construction project or any employee of the contractor or subcontractor is not paid by the contractor or subcontractor on your job, your property may be liened to force payment. If you wish additional protection, you may ask the contractor to provide you with original "lien release" documents from each supplier or subcontractor on your project. The contractor is required to provide you further information about lien release documents, if you request it. General information is also available from the Department of Labor and Industries. This notice is sent in compliance with the laws of the State of Washington RCW 18.27114.

PLEASE SIGN AND RETURN ONE COPY

BID#: 3105

Saw Cut
Remove Asphalt
Chip down
concrete
Under Asphalt
Tack and install
new asphalt
over concrete

Repair
Raveled
Asphalt



**Business of The Town Council
Town of Yarrow Point, WA**

Agenda Bill 22-08
February 8, 2022

Appoint resident Lee Sims to the Planning Commission for a 6-year term	Proposed Council Action: For Appointment
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Presented by:	Mayor Katy Kinney Harris
Exhibits:	None.

Summary:

Appoint resident Lee Sims to the Planning Commission for a 6-year term.

Recommended Action:

Appoint resident Lee Sims to the Planning Commission for a 6-year term.

**Business of The Town Council
Town of Yarrow Point, WA**

Agenda Bill 22-09
February 8, 2022

Private Property Tree Ordinance petition consideration	Proposed Council Action: For discussion
Presented by:	Mayor Harris
Exhibits:	<ul style="list-style-type: none">• Petition

Summary:

Discussion petition submitted by resident Vadim Bondarev.

Recommended Action:

For discussion.

From: Vadim Bondarev <vadim@nwrain.com>
Sent: Thursday, February 3, 2022 2:25 PM
To: Yarrow Point Mayor <mayor@yarrowpointwa.gov>
Cc: Yarrow Point Deputy Clerk <depclerk@yarrowpointwa.gov>; vadim@nwrain.com
Subject: Petition for immediate action.

Hi Katy,

1. Attached please find Petition for Immediate Action with signatures by most of the town's large tree owners.
2. Below is my personal take on at least one of the ways to amend the Ordinance to meet objectives of the Petition. There are few words like "standard vs. objective" that would need to be modified in subsequent sections of the Ordinance to be consistent with updated Density definition, but overall I believe this would do the job. Please note, that unlike the Petition that has many signatures behind it, this is just my own view, with just one signature – mine.

Petition Objective 1: Remove land use restriction, to prevent the destruction of existing large trees.

Under 20.22.030 Tree Removal and Minimum Significant Tree Density

Remove:

B. Density. A minimum of one significant tree per 5,000 square feet of property shall be required and maintained following the removal of any significant tree.

Add:

B. Density. A minimum of one significant tree per 5,000 square feet of property shall be **recommended voluntary density objective** following any activity requiring permit, including new construction, remodel or significant tree removal.

Explanation: This modification removes costly mandatory permanent land use restriction on the properties of significant tree owners and encourages **all** Yarrow Point residents and developers, to plant significant trees following **any** construction activity, including significant tree removal. The town can then offer expertise and assistance to make reforestation process desirable and easy.

1. The owners of significant trees will no longer feel the pleasure to cut down their trees in order to preserve their property value before March enforcement deadline, thus preserving large trees on private properties.
2. The town will have an opportunity during each construction, remodel, addition, or significant tree removal permit approval process to market town's objective of preservation and reforestation, thus facilitating voluntary restoration of tree coverage on private properties.
3. The town will be able to redirect the funds it would otherwise have to spend on a problematic task of entering private property for the purpose of inspection and enforcement, toward large tree preservation and overall reforestation effort.

Petition Objective 2: Incentivize existing large tree owners to preserve and maintain their large trees.

4. Under 20.22.030 Tree Removal and Minimum Significant Tree Density

Add:

E. Significant tree retention incentive: To facilitate and encourage preservation of existing significant trees on private property, the Town will offer incentives TBD (credit and/or tax exemption or none monetary incentives, etc.) to the owners of large trees that meet definition of Significant Tree per YPMC 20.22.020

Please include this email in the Council packet for the February 8th meeting.

Thank you,
Vadim Bondarev
4029 95th Ave NE

PETITION FOR IMMEDIATE ACTION

The undersigned Yarrow Point residents ask Town Council to immediately amend newly adopted Ordinance NO.715, Private Property Tree code, to:

-) Add a provision that protects existing large trees by incentivizing preservation efforts of large tree owners.
-) Remove land use restrictions that devalue properties of large tree owners, forcing many to cut down large trees before the ordinance takes effect in order to avoid a loss in property value.

The tree ordinance adopted by Town Council on December 14th, 2021, does not protect large trees in Yarrow Point, quite the contrary. Rather than fostering desired tree preservation and restoration behavior, the focus of this ordinance is to force the very residents who have planted and preserved significant trees on their property to:

-) accept for perpetuity property land use restriction
-) accept permanent recording of said property use restriction
-) force these residents, at resident's expense, to plant replacement trees

At the current land valuation, \$157 per square foot, and each large tree accounting for 1,250 sqf of root system area, the cost of this ordinance in appropriated land to the properties with large trees is \$196,250 per tree, thus making the value of a 15,000 square foot lot with three (3) large trees, effectively \$589,000 lower than the value of an identical 15,000 square foot lot without any large trees.

Per ordinance, a 15,000 sqf property with one (1) large tree, removed under emergency circumstances, (e.g., tree falls on the house during windstorm) would trigger the requirement for density compliance and force the owner to yield 3,750 feet of property to three (3) new replacement trees, to be planted at the owner's expense and recorded against the property for perpetuity. The cost to the resident is tabulated below:

Lost property value	Three (3) replacement trees	Delivery and Installation	Permit
\$589,000	\$1,200	\$1,500	\$450 (TBD)

This ordinance, **without any compensation**, places the cost and the burden of tree preservation for the entire town onto those residents, **and only those residents**, that to date voluntarily preserved significant trees on their property.

Our common goal should be to preserve large trees, not to trade them for a combination of 10-foot replacements and control over the private property of the residents that have cared for these trees over all these years.

We, the residents of Yarrow Point, therefore ask the Council to amend Ordinance NO. 715, Private Property Tree code as follows:

1. Remove land use restriction, to prevent the destruction of existing large trees.

The punitive nature of recording property as a “significant tree obligation property” does not preserve the trees, quite the opposite. This ordinance unintentionally drives the owners of large trees to cut them down before the ordinance comes into effect in order to avoid a resulting loss in the value of their property.

2. Add a provision to incentivize existing large tree owners to preserve and maintain their large trees for the benefit of Yarrow Point.

Provide an annual credit and/or Yarrow Point property tax exemption to residents who are willing to preserve and maintain existing significant trees up to \$ TBD (\$5,000 suggested amount)

-) Owners of large trees will consider these trees to be a valuable resource and continue their preservation efforts.
-) Builders will protect these revenue generating trees during construction/remodel periods.
-) Owners of small trees will be motivated to let them continue to mature into significant trees, increasing the overall number of large trees in Yarrow Point.

Many significant tree owners, if property use restrictions are removed, would pledge to donate any or all the incentive paid by the Town towards a “Fund for the Restoration of Trees in Yarrow Point”.

Many residents who do not have significant trees on their property, but have been strong and vocal advocates for the preservation of significant trees, would see this as an opportunity to participate in the meaningful preservation effort through a voluntary monetary contribution to the fund.

-) The fund can be used to help with any future significant tree credit payments and provide aid to residents who wish to plant significant trees on their property, removing barriers to participation in the restoration of tree coverage.
-) The fund can be used to plant significant trees in the town’s right of way, in Wetherill Nature Preserve and Morningside Park.
-) The fund can be used to simplify the planting effort for new trees and a companion marketing campaign along the lines of “Plant 2 significant trees on your property and your kid gets a ride in the fire truck or police cruiser during the 4th of July parade” that will likely yield an explosion of new trees in Yarrow Point.

We can and should preserve trees in our town. We can and should encourage planting of the new trees on public and private properties. What we should not do is accelerate the loss of large trees, while chipping away at private property rights of our neighbors.

Philip Laub 4213 95 th Ave NE Yarrow Point	Barbara Tempelis 9407 NE 37 th Pl Yarrow Point	Michelle Craig 4424 95 th Ave NE Yarrow Point
Deirdre Bondarev 4029 95 th Ave NE Yarrow Point	Laurie Bugbee 9426 NE37th Pl Yarrow Point	Joanne Guralnick 9429 N.E. 40 th Street Yarrow Point
Dan Williams 4224 95 th Ave NE Yarrow Point	Susan Kim 4224 95 th Ave NE Yarrow Point	Evan Moore 4668 95th Ave NE Yarrow Point
Jason Smith 4670 95 th Ave NE Yarrow Point	Neal Craig 4424 95 th Ave NE Yarrow Point	Cindy Smith 4670 95 th Ave NE Yarrow Point
Vadim Bondarev 4029 95 th Ave NE Yarrow Point	Jim Bugbee 9426 NE37th Pl Yarrow Point	Dan Guralnick 9429 N.E. 40 th Street Yarrow Point
Dennis Buchanan 4015 95th Ave NE Yarrow Point	Trish Johanson 4028 92 nd Ave NE Yarrow Point	Steven Fleming 3798 94 th Ave NE Yarrow Point
Mark Freeborn 4023 94 th Ave NE Yarrow Point	Jan Buchanan 4015 95th Ave NE Yarrow Point	Diane Wong 3837 94 th Ave NE Yarrow Point
Nicole Pendergast 4239 95 th Ave NE Yarrow Point	John Doces 4650 95th Ave NE Yarrow Point	Geoff Pendergast 4239 95 th Ave NE Yarrow Point
Julie Doces 4650 95th Ave NE Yarrow Point	Jayne Freeborn 4023 94 th Ave NE Yarrow Point	Cheryl Pietromonaco 3445 92nd Ave NE Yarrow Point
Patricia Feltin 9429 NE 37 th Pl Yarrow Point	Julia Webb 9420 NE 37 th Pl Yarrow Point	Cristina Riva 9400 NE 37 th Pl Yarrow Point
Scott Styiles 4441 94 th Ave NE Yarrow Point	Andrea Danes 4441 94 th Ave NE Yarrow Point	Yeon Cramer 9249 NE 37 th Pl Yarrow Point
Leslie Backer 9221 NE 37 th Pl Yarrow Point	Veng Wong 3837 94 th Ave NE Yarrow Point	James Tempelis 9407 NE 37 th Pl Yarrow Point
Elizabeth Kanth 9434 NE 37 th Pl Yarrow Point	Jim Kanth 9434 NE 37 th Pl Yarrow Point	Lisa Syme 9419 NE 37 th Pl Yarrow Point
George Simons 9419 NE 37 th Pl Yarrow Point	Margot Schwartz 4416 94 th Ave NE Yarrow Point	Richard Tobin 4416 94 th Ave NE Yarrow Point

V. Feltin 9429 NE 37 th Pl Yarrow Point	Cregg Riva 9400 NE 37 th Pl Yarrow Point	Emily Liu 3812 94 th Ave NE Yarrow Point
Peter Cramer 9249 NE 37 th Pl Yarrow Point	Eric Zhuang 4634 95 th AVE NE Yarrow Point	Wei Zhao 4634 95 th AVE NE Yarrow Point
Mary Jane Swindley 3813 94 th Ave NE Yarrow Point	Jeff Shiu 3812 94 th Ave NE Yarrow Point	Gordon Webb 9420 NE 37 th Pl Yarrow Point

**Business of The Town Council
Town of Yarrow Point, WA**

Agenda Bill 22-10
February 8, 2022

Use for American Rescue Plan Act (ARPA) Funds	Proposed Council Action: For approval
Presented by:	Mayor Katy Kinney Harris
Exhibits:	<ul style="list-style-type: none">• Resolution No. 355

Summary:

Due to the small size of the town workforce and the work demands on town employees, all town employees who are required by the Mayor to work onsite are to be considered essential workers for this purpose.

The town has received funding through the American Rescue Plan Act (ARPA), which act authorizes premium pay to essential workers.

The authorization for payment of premium pay provided in Section 1 shall continue until the Mayor's emergency order is repealed.

Recommended Action:

Adopt Resolution No. 355, a Resolution of the Town Council of the Town of Yarrow Point, Washington, Authorizing the Mayor to approve the payment of premium pay to the town's essential workers with ARPA funds.

**TOWN OF YARROW POINT
RESOLUTION NO.355**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YARROW POINT,
WASHINGTON, AUTHORIZING THE MAYOR TO APPROVE THE PAYMENT OF PREMIUM
PAY TO THE TOWN'S ESSENTIAL WORKERS WITH ARPA FUNDS**

WHEREAS, on February 29, 2020, Governor Inslee issued Proclamation 20-25, proclaiming a State of Emergency for all counties throughout Washington State as a result of the coronavirus disease 2019 (COVID 19); and

WHEREAS, the Governor has subsequently issued multiple amendatory proclamations due to the continued worldwide spread of COVID-19 and its progression in Washington State, amendatory proclamation 21-14 issued on August 9, 2021 being the latest in the series of amendatory proclamations; and

WHEREAS, Mayor Cahill issued a state of emergency proclamation for COVID-19 on March 16, 2020; and

WHEREAS, the COVID-19 emergency has stressed and continues to stress and require exceptional effort and service from the small number of dedicated employees; and

WHEREAS, due to the small size of the town workforce and the work demands on town employees, all town employees who are required by the Mayor to work onsite are to be considered essential workers for purposes of this resolution; and

WHEREAS, the town has received funding through the American Rescue Plan Act (ARPA), which act authorizes premium pay to essential workers,

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Yarrow Point, Washington as follows:

Section 1. The Mayor is hereby authorized to direct payment of a premium pay from ARPA funds to town employees who are required by the Mayor to work onsite and are considered to be essential workers for purposes of this resolution, not to exceed 5% of the town employees' base monthly wage or salary.

Section 2. The authorization for payment of premium pay provided in Section 1 shall continue until the Mayor's emergency order is repealed.

Section 3. Any necessary amendment to the Town's budget arising from this resolution and the payment of premium pay shall be accomplished in a future budget amendment ordinance of the Town Council.

Section 4. This premium pay shall be effective beginning with the February, 2022 pay period and will be revisited for continuation every three months thereafter.

Adopted by the Town Council this 8th day of February, 2022.

ATTEST: Clerk-Treasurer Bonnie Ritter

Mayor Katy K Harris

**Business of The Town Council
Town of Yarrow Point, WA**

Agenda Bill 22-11
February 8, 2022

2022 Planning Commission project scope/first pass	Proposed Council Action: For discussion
Presented by:	Mayor Harris
Exhibits:	

Summary:

The Council will have a joint meeting with the Planning Commission at the regular March 8 Council meeting to discuss the following topics.

- Hedge Code: Review, re-draft code, and enforcement considerations.
- Short term rentals (Airbnb.)
- Consider amendments to private property tree ordinance.
- Right of way parking.

Recommended Action:

For discussion.

Town Council Project Tracking Sheet



Project Number	Project Description	Status	Priority	Lead person	Date/year started	Updated	Date/year Complete	Comments
21-01	Council/Park Board collaborative effort to maintain Sally's Alley	Ongoing		Council/Park Board/Legal	10/21/22	11/2/21		Mayor Cahill met with the Park Board and JGM Landscape Architects on 11/2 to discuss the future maintenance plans for Sally's Alley.
21-02	Public Property Tree Code Communication to residents & implementation	Started	High	Mayor/Attorney/Staff	9/21/21	2/1/22		Mayor is working with Attorney and Mona RE private property tree code implementation. Send communication via snail mail to residents informing them of the new tree code. Mailing will include a reminder stating that trees in the ROW are protected, FAQ's and reference to website for complete ROW & private porperty tree codes.
21-04	Create new system to broadcast and continue Town board meetings virtually as an option.	Started	High	Deputy Clerk	6/21/21	9/14/21		The Town determined that visual equipment would not be needed in the Council Chambers but increasing audio would be adequate for broadcasting town meetings.
21-05	ROW Parking - Planning Commission	Started	High	Planning Commission/Town Planner	10/21/21	11/12/21		The Planning Commission has been tasked to research ROW parking. Mayor Cahill reported there is \$95,000.00 in the budget to make ROW parking improvements. A joint Council/Planning Commission meeting will take place at the March 8 regular Council meeting.
21-06	Roundabout Safety	Started	uture top	Mayor & Council	2/21/22	2/1/22		Councilmember Lagerholm discussed roundabout pedestrian safety concerns. He referenced the area where the recent accident happened and said there should be a barrier between the pathway and roadway (this could include plantings.)
21-07	Utility Tax Revenue Discussion	Ongoing		Clerk-Treasurer	5/21/21			The Town is currently auditing utility tax intake revenue from its providers. Councilmember Valaas shared that Town code requires 6% on water and sewer utility tax however, City of Bellevue is paying 5%. Clerk Treasurer Ritter is working with the city to get from current 5% to 6%. Mayor Cahill noted that residents will be paying higher than 1% in order for the Town to receive 6% utility tax revenue.

Town Council Project Tracking Sheet



Project Number	Project Description	Status	Priority	Lead person	Date/year started	Updated	Date/year Complete	Comments
21-08	Backup & retention system research	Started		Chuck Porter	2/1/20	1/12/22		Councilmember Porter will be the new lead for this project. Councilmember Porter and Town staff had a meeting with IS Outsource to discuss their role in providing IT services for the YP.
21-09	Emergency preparedness	Ongoing		Mayor & staff		9/14/21		The Council will review at the July Council meeting to discuss future interest in future involvement. Little support from residents. Councilmember Lagerholm suggested an online approach. Mayor Cahill will meet with him to come up with a plan. Councilmember Elmore suggests hosting CPR training.
21-10	Ongoing maintenance to Town Hall	Ongoing		Mayor & staff		2/1/22		Re-staining Town Hall has been deferred to spring of 2022 as the Town Hall can get another year out of the current coating. A roof & gutter cleaning have been added to the list.
21-11	Propane tank permitting at 9071 NE 34th St relating to truck accident on 92nd Ave NE roundabout on 12/11/2021.	Started		Deputy Clerk	12/1/21	1/4/22	1/26/2022	Propane tank permitting is through Bellevue Fire Dept. The Town Building Official sent photos to Bellevue Fire Marshal to investigate. Bellevue Fire Department responded and will be investigating. Yarrow Point will not have anything further to do with this.
22-12	Repair electrical PSE electrical box in front of 4467 94th Ave NE	Started		Staff	10/21/22	1/13/22	1/19/2022	PSE said on 1/12 that the repair is scheduled to be done 1/19 per Potelco. The repair took place on 1/19/2022.
22-13	4 street lights on north end of 92nd Ave NE	Started		Staff	1/22/22	1/25/22		A series of 4 lights are out in a row on the south end of 95th. PSE notified us that they repaired the lights on 1/13. Staff confirmed that 3/4 lights now work. Staff has reported the 4th light (SLAT4769) out again.
22-14	Add additional streetlights on 95th Ave NE	Started		Town Engineer	1/22/22	2/3/22		Councilmember Porter stated there are not enough streetlights on 95 th . Ask PSE to install more lights on 95 th . Town Engineer Schroeder has contacted PSE to add 6 additional lights to 95th.

Town Council Project Tracking Sheet



Project Number	Project Description	Status	Priority	Lead person	Date/year started	Updated	Date/year Complete	Comments
22-16	Traffic backups on roundabout	Started	Future topic	Mayor/Clyde Hill/WSDOT	1/22/22	2/1/22		Councilmember Smith discussed traffic backups off the freeway and roundabout due to a school bus letting children off and parents parking (or making continuous circles) causing traffic delays. She suggests finding the bus in particular causing the pileups. Could some of the large grassy area be used for parking? Part of the large during school bus unloading/drop times to help prevent traffic backups. Work with WSDOT and Clyde Hill to propose increased pedestrian safety on the roundabout.
Last update: 2/3/2022								