

**EATONVILLE TOWN COUNCIL  
REGULAR COUNCIL MEETING AGENDA**

**THIS MEETING WILL BE HELD AT THE  
EATONVILLE COMMUNITY CENTER  
305 CENTER ST. WEST, EATONVILLE**

*AGENDAS ARE SUBJECT TO CHANGE*

**7:00 PM REGULAR COUNCIL MEETING      APRIL 25, 2011**

**1. CALL TO ORDER**

**A. ROLL CALL**

**ALLISON \_\_\_\_\_ PIERCE \_\_\_\_\_ BOWMAN \_\_\_\_\_ VALENTINE \_\_\_\_\_  
SCHAUB \_\_\_\_\_**

**2. OPENING CEREMONIES**

**A. PLEDGE OF ALLEGIANCE**

**B. TOWN OF EATONVILLE- MISSION STATEMENT**

“The Towns mission is to create, provide and administer municipal services while protecting the present and future health, safety and general welfare of the community”

**3. AGENDA REVIEW and APPROVAL/SET TIME RESTRICTIONS**

**4. COMMENTS FROM CITIZENS**

**5. CONSENT AGENDA**

- A. Payroll Checks    23486 thru 23537      \$ 114,007.28**
- B. Claim Checks    29615 thru 29616      \$    1,002.19**
- C. Claim Checks    29617 thru 29657      \$ 153,351.50**

**6. DEPARTMENT HEAD/COUNCIL COMMITTEE/BOARD/COMMISSION REPORT**

- A. COMMITTEE REPORTS**
- B. MAYOR'S REPORT**
- C. STAFF REPORTS-**
- D. FINANCE REPORT**

**7. NEW BUSINESS**

**A. RESOLUTION 2011-Q**

A RESOLUTION OF THE EATONVILLE TOWN COUNCIL TO AUTHORIZE THE EXECUTION OF A PROFESSIONAL DESIGN SERVICES AGREEMENT WITH KPG, INC.

**RESOLUTION 2011-Q**

**A RESOLUTION OF THE EATONVILLE TOWN COUNCIL TO AUTHORIZE THE EXECUTION OF A PROFESSIONAL DESIGN SERVICES CONTRACT WITH KPG, INC.**

**WHEREAS**, , the Town of Eatonville has selected KPG, Inc. from our consultant roster to provide Professional Design Services for the Town of Eatonville's SR161/Washington Avenue North Corridor Streetscape Project and;

**WHEREAS**, the cost for the services as shown in the scope of services attached hereto as Exhibit A, are not to exceed \$87,481.82, now therefore,

**NOW THEREFORE BE IT RESOLVED** by the Council of the Town of Eatonville to authorize the execution of the Professional Design Services Agreement with KPG, Inc., for an amount not to exceed \$87,481.82.

Passed by the Council of the Town of Eatonville at a regular meeting this 25<sup>th</sup> day of April, 2011.

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Raymond Harper, Mayor

ATTEST:

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Chrystal McGlone, Town Clerk

APPROVED AS TO FORM:

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Patricia Buchanan, Town Attorney

**Town of Eatonville  
SR161/ Washington Avenue North Corridor Streetscape Project**

**Scope of Work**

KPG, Inc  
April 12, 2011

**A. PROJECT DESCRIPTION/BACKGROUND**

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

This project will primarily involve reconstruction of Washington Avenue North (SR 161) between approximately 100' north of Center Street to the south side of Lynch Creek intersection (approximately 1,500 linear feet). General improvements currently proposed for each roadway are outlined as follows:

- The existing curb, gutter, and sidewalks will be replaced with new curb, gutter, and 9' sidewalks. Curb and sidewalk bulb outs will be provided at all intersections. . New street trees and tree grates will be provided, depending upon street light pole, driveway and utility locations.
- Upgrade and/or replace existing pedestrian infrastructure with ADA compliant pedestrian infrastructure and create a physical separation for the traveling vehicles on SR161 through the implementation of landscape strips, street trees, and shrub plantings, add pedestrian lighting throughout the corridor to improve safety and upgrade the existing crosswalk facilities.
- The existing enclosed storm drainage will be utilized for storm water conveyance. Any increase over 5000 SF of impervious surface will be infiltrated on-site through planter strips or infiltration pipe.
- Additional improvements include rechannelization for on-street parking, and pedestrian facilities and sidewalk edge restoration improvements.

**B. ASSUMPTIONS**

The following assumptions were made to provide direction to the design:

Property Needs

- No property acquisition will be required.
- The project will be designed within the existing public right-of-way with no additional right-of-way required.

## Exhibit A

- ❑ Right-of-Way negotiations and appraisals are not included in this scope of work. Right-of-way acquisition is not included in the fee estimate.
- ❑ Temporary Construction Permits are anticipated for 10 abutting parcels.

### WSDOT

- ❑ Coordination with WSDOT to obtain channelization plan approval on Washington Avenue North (SR 161) will be required. No deviations are anticipated to be required.

### Traffic

- ❑ Minimum lane widths will be 11-foot travel and 8-foot parking.
- ❑ Traffic/pedestrian signals will not be required.
- ❑ K Plans will be used for Temporary Traffic Control during construction and no Project Specific Temporary Traffic Control plans will be prepared.

### Utilities

- ❑ Aerial utility undergrounding is not a part of this project.
- ❑ Coordination with franchise utilities (power, telephone, cable TV, Town fiber optic) will not be required and no utility potholing will be required.
- ❑ The existing storm drain system will be utilized for conveyance and modified as required to provide drainage for the relocated curb line.
- ❑ With the exception of possible minor relocations, existing water, power, sewer utilities will remain in place.
- ❑ Irrigation will be not required.

### Environmental Permitting

- ❑ Federal environmental clearances will be required with a DCE anticipated.
- ❑ A Biological Assessment/No Effects Letter, and Cultural Resources Permit will be anticipated.
- ❑ Noise and air quality discipline reports are not anticipated.
- ❑ Town will process paper work as required to accept NEPA process for SEPA.

### Survey

- ❑ A topographic land survey will be required including right-of-way and edge of private parcels to tie in the improvements.
- ❑ The approximate location of property lines will be determined based of available records, title reports will not be required.

### Other

- ❑ There will be no public artist involvement with this project.
- ❑ All final document will be provide to the Town in electronic form including an additional copy in PDF format.
- ❑ Retaining wall will be Contractor provided based on Proprietary structural earth wall systems defined within the specifications. No geotechnical analysis will be performed.

## Exhibit A

- Streetscape enhancements will be those all ready approved by the Town on the Mashel Ave Reconstruction Project.

### C. KPG DELIVERABLES

Deliverables prepared by the Consultant are identified at the end of each task in the scope of work.

### D. TOWN OF EATONVILLE PROVIDED ITEMS:

The Town of Eatonville will provide/prepare the following, **if available**:

- Previously completed studies and reports
- Submittal reviews, comments, and approvals (1 set of comments per submittal)
- Mailing and postage for public notices
- Meeting room arrangements
- Sewer as-builts, including side sewer locations or video of the sewer indicating the location of side sewers
- Water as-builts, including the location of side services
- Street as-builts
- Digital GIS maps of the project area
- Specifications contract & general special provisions samples
- Franchise Utility fees for underground conversion design
- Title reports are not anticipated, but will be paid for as an extra (at direct cost) if required
- Permit fees

### E. SCOPE OF WORK

Note: The current authorization is for completion of final design, contract documents and supporting coordination. Anticipated future work effort for Construction Services will be completed under a supplemental agreement, if requested by the Town of Eatonville.

#### TASK 1 – MANAGEMENT / COORDINATION / ADMINISTRATION

- 1.1 The Consultant will provide continuous project management for the project duration (estimate 6 months – March 2011 to August 2011).
- 1.2 The Consultant shall prepare monthly progress reports identifying work in progress, upcoming work elements, and reporting of any delays, problems, or additional information needs.
- 1.3 The Consultant shall review available background documents.
- 1.4 The Consultant shall prepare for and attend coordination/progress meetings with Town staff upon completion of each submittal (30%, 80%, & Final) to discuss key issues and track progress (estimate 3 meetings). Weekly conference calls will be scheduled to discuss key issues with the Town as well.

## Exhibit A

- 1.5 The Consultant shall conduct regular project team meetings with internal staff and subconsultants.
- 1.6 The Consultant shall provide internal quality assurance/quality control (QA/QC) reviews of all work products prior to submittal for Town review..
- 1.7 The Consultant shall coordinate submittal dates and keep the Town apprised of any changes.
- 1.8 The Consultant shall arrange and attend a meeting with Local Programs & Developer Services to review project requirements and expectations in regards to the Project.
- 1.9 Assist the Town in modifying STIP to revise the project limits to end 100-feet north of Washington Avenue and removing the lighted cross-walk and install a lighted cross-walk sign.

### Task 1 Deliverables:

- *Monthly progress reports (7 months)*
- *Meetings and meeting minutes (3)*

## **TASK 2 – SURVEY AND BASE MAPPING**

- 2.1 The Consultant shall perform control and field surveys and prepare 1" = 20' detailed topographic base maps of the street corridor. The following is the anticipated survey limits:
  - Lynch Creek Road: on the north side of the intersection the pavement markings and edge of pavement will be located on SR161 to 100-feet north of the intersection. On the south side of Lynch Creek to 50-feet to the west of SR161 survey will extend from the center of Lynch Creek to 10-feet past the edge of pavement and to the east of SR161 survey will extend from the center of Lynch creek to the top or toe..
  - Carter Street: 100-feet east and west of SR161, 5-feet past right-of-way or to top/bottom of slopes.
  - SR161/Washington Ave – from the south edge of Lynch Creek road to 75-feet north of Center street, map 5-feet past ROW or to top/bottom of slopes and 15-feet past at driveway. From 75-feet north of Center Street south to Center street, curb lines and pavement marking will be located.
- 2.2 The Consultant shall prepare base map and terrain model.
- 2.3 The Consultant shall coordinate field utility locates for underground utilities prior to topographic survey updates for inclusion on the project base maps. Field marking of utility locations will be performed by Private utility franchisee, On-Call and the Town.
- 2.4 An allowance of 8 hours field time and necessary office support is included for additional surveying and base map updates that may be necessary such as at cross streets or profile proposed retaining walls locations.

### Task 2 Deliverables:

## Exhibit A

- *Base Map*
- *No future supplemental work anticipated*

### TASK 3 – PUBLIC INVOLVEMENT

- 3.1 The Consultant shall prepare presentation materials and attend up to two (2) Town Council presentations. Presentation Materials will include the following:
- AutoCAD roll plot in color showing locations of, curbs, sidewalk, driveways, street lights, and street trees.
  - Typical Street Section.
  - Catalog cuts of street lights, benches, trash can and other street scape items. These items are assumed to be those all ready approved by the Town and alternatives if required by project constraints.
- 3.2 The Consultant shall conduct two (2) community open house meetings with property owners to identify property owner concerns and develop a design that addresses those concerns. It is anticipated that these meetings will occur at a Town provided meeting place and all affected property owners will be invited. Meeting notifications to property owners will be provided by Town. The goals of these meeting will be to present the design to the property owners, address concerns, and obtain Temporary Construction Permits where required.

#### Task 3 Deliverables:

- *Presentation materials for two public meetings with property owners*
- *Documentation of open house meeting*
- *List of individual concerns from property owners who attended meetings*

### TASK 4 – 30% DESIGN

- 4.1 The Consultant shall evaluate lighting performance throughout the project using the AG132 illumination model.
- 4.2 The Consultant shall prepare 30% roll plot showing plan view layouts and suitable detail to allow review and verification of the entire scope of the project. Anticipated items to be included in the 30% plans are:
- Curb Alignment
  - Tree locations
  - Street light locations
  - Plan view of drainage modifications
  - Retaining wall locations
  - Urban feature locations as selected under Task 3.
  - Options for mid-block crossing signage

## Exhibit A

- 4.3 The Consultant shall prepare a detailed estimate of probable construction costs.
- 4.4 Stormwater - The Consultant shall prepare a Specific Drainage Memorandum that documents existing conditions and design criteria.
- *It is assumed that no water quality or quantity treatment will be required for this project and that the existing storm drain collection system is adequate. The project will not increase the pollution generating surface and any increase impervious surfaces will infiltrate via infiltration pipes, bio-retention cells or other LID techniques.*
  - *The Consultant will prepare a Project Specific Drainage Memorandum for the project that outlines any change in both pollution and non-pollution impervious surfaces.*
- 4.5 Utilities - It is anticipated that Utility Coordination should be minimal on this project as the only proposed utilities will be modification of the existing storm system as required to accommodate the revised curb line relocation.
- **Water:** No water main upgrades or replacement are anticipated. The Consultant shall coordinate with Town of Eatonville to identify the location of the relocated or new fire hydrants, and relocated or new services within the limits of the project.
  - **Sanitary Sewer:** No sanitary Sewer upgrades or replacements are anticipated. The Consultant shall coordinate with Town of Eatonville to identify the location existing sewer lines within the project limits.
  - **Other Franchise Utilities:** Location of Franchise utilities will be based on one-call location and record drawing information provided by the Franchise utilities. No private utility relocation/coordination is anticipated. .

### Task 4 Deliverables:

- *30% plans, showing a plan view with the following improvements:*
  - *Curb line and pavement marking locations*
  - *Street tree and illumination pole locations*
  - *Retaining wall locations, if required*
  - *Storm drainage modifications*
  - *Existing utility relocations, if any*
- *Drainage Memorandum*
- *Meeting notes from franchise utility meetings will be prepared and submitted (estimate 2 mtgs.) Town will be invited to all meetings with Franchise Utilities involving administrative process or cost sharing agreements*

### **TASK 5 – FINAL DESIGN**

- 5.1 The Consultant shall address 30% comments and prepare 80% complete design drawings for review and approval by the Town. A draft 80% will be provided to the Town project manager prior to issuance for full staff review. The following sheets are anticipated to be included in the 80% design submittal:

## Exhibit A

- Cover Sheet
  - Drawing Index, Abbreviations, and Legend
    - Centerline Control Information
  - Typical Roadway Cross Sections (1 sheet)
  - Site Preparation plan/plan (1" = 20' / 2 sheets) including the following:
    - Clearing
    - Demolition
    - Utility removal and abandonment
    - Location of existing right-of-way
  - Roadway plan/profile (1" = 20' / 3 sheets) including the following:
    - Road alignment
    - Lane width
    - Curb location
    - Sidewalk location and width
    - Storm drain location
  - Intersection Plans (1" = 10' / 2 sheets)
  - Utility Details (1 sheet)
  - Urban Design/Landscape Plan/Plan (1" = 20' / 2 sheets)
    - Urban design features and sidewalk layout
  - Urban Design/Landscape Details (1 sheets)
    - Tree wells, Planter details
    - Street amenities.
  - Illumination Plan/Plan (1" = 20' / 2 sheets)
  - Illumination Details (1 sheet)
  - Channelization Plan/Plan (1" = 20' / 2 sheets)
  - Misc. Details (1 sheet)
- 5.2 The Consultant will calculate quantities and prepare construction cost estimates in support of the each submittal.
- 5.3 The Consultant will prepare specifications for review and approval by the Town. Specifications will be based on 2010 WSDOT standard specifications, using contract boilerplate and general special provisions if provided by the Town.
- 5.4 30% design plans will be prepared to use at the Local Programs meeting referenced in Task 1.8 above. In addition to this each submittal package will be forward to Local Programs for intern review.

### Task 5 Deliverables:

- *80% Submittal:*
  - Plans (two ½ - size copies) and PDF plan set*
  - Complete specification package – Electronic Copy (word and PDF).
  - Construction Cost Estimate
- *Final Submittal:*
  - Plans (Two ½ - size copies) and PDF plan set*
  - Complete Photo Ready Specification package
  - Full Size and ½ Size photo ready plans
  - Construction Cost Estimate

## Exhibit A

*The budget assumes that each submittal will address comments received from the previous submittal it is also assumed that each submittal will be reviewed by the Town and items shown on each submittal are approved and will not be changed at a later date.*

### **TASK 6 – RIGHT-OF-WAY**

- 6.1 The Consultant shall show existing right-of-way on base maps based on available assessor information, deed recordings, WSDOT records and available recorded surveys. Right of way will be updated to reflect title report information where necessary. Title reports will be provided by the Town, if required
- 6.2 Prepare Temporary Construction easements, 10 assumed.
- 6.3 The Consultant will coordinate with WSDOT to assure that process for right-of-way conforms to Federal Guidelines.

#### Task 6 Deliverables:

- *WSDOT letter showing approval of right-of-way process*

## Exhibit A

### TASK 7 – ENVIRONMENTAL APPROVAL

- 7.1 The Consultant will subcontract with Widener and Associates to coordinate and prepare the following environmental documents for the project:
- Cultural Resources Area of Potential Effect will be prepared and submitted to WSDOT prior to submittal of the Cultrual Resources Report.
  - NEPA Documented Categorical Exclusion (DCE) and Environmental Classification Summary (ECS)
  - Cultural Resources Investigation (Section 106)
- 7.2 The Consultant will prepare a draft and final Environmental Classification Summary (ECS) to verify Project Classification in accordance with the Local Agency Guidelines Manual. This scope of work assumes that this is a Class II, NEPA Categorical Exclusion (CE) project.
- 7.3 The consultant will complete a Cultural Resources Report for the project consistent with procedures found in the WSDOT Environmental Procedures Manual and the WSDOT Local Agency Guidelines (LAG) Manual.
- 7.4 The Consultant will prepare a biological assessment (BA) for the project consistent with procedures found in the WSDOT Environmental Procedures Manual and the WSDOT Local Agency Guidelines (LAG) Manual.

#### Task 7 Deliverables:

- APE – Area of Potential Effect.
- *Environmental Classification Summary*
- *Biological Assessment No Effects Determination Letter*
- *Section 106 Cultural Resource Report*
- *SEPA checklist*
- *Environmental Justice*
- *All deliverables will include one Draft copy in PDF format and final submittal will be PDF and two hard copies*

#### **F. EXTRA WORK**

The Town of Eatonville may require other services of the consultant. These services could include additional public involvement, right-of-way or easement acquisition, construction phase services, and other work tasks not included in the scope of work. At the time these services are required, the Consultant will provide the Town with a detailed scope of work and an hour and fee estimate. The Consultant will not proceed with the work until the Town has authorized the work and issued a Notice to Proceed.