



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, November 15, 2022 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA
Meeting Link: <https://cityofedgewood-org.zoom.us/j/82037747045>

1. CALL TO ORDER

Roll Call, Pledge of Allegiance

2. COUNCIL BUSINESS

A. Equity, Diversity and Inclusion (Trainings, Planning, etc.)

B. Discussion - Development Review

C. Town Center Subarea Plan

D. Principal Planner Job Description

E. Meridian Corridor Landscape Maintenance Contract

F. Traffic Logix Corp. Contract Renewal

G. WSDOT HSIP Supplemental Agreement #3 – Chrisella Road Safety Improvements

3. OTHER COUNCIL ITEMS

4. ADJOURN

Study Sessions are meetings for Council to review upcoming and pertinent business of the City, no action is taken by the City Council. Study Sessions are open to the public, but public input is reserved for the regular Council meetings



City Of Edgewood Council Agenda Summary Sheet

Subject: Equity, Diversity and Inclusion (Trainings, Planning, etc.)	Agenda Item #: 2.A
	For Agenda of: 11/15/2022
	Prepared by: Daryl Eidinge
Attachments (list):	
Approval of Materials: Daryl Eidinge Dave Gray 11/10/2022 Daryl Eidinge 11/10/2022	Expenditure Required:
	Amount Budgeted:
	Timeline: Topic to be added to all future Study Sessions (see item history below)

Summary Statement:

The City Council is committed to creating a stronger and more inclusive community and believe that equity, diversity and inclusion are essential for our present and our future.

Item History:

The council has asked that this topic be discussed at all study sessions for the foreseeable future. As such, this has been a reoccurring agenda item since September of 2020.

Recommended Action:

N/A

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion - Development Review	Agenda Item #: 2.B
	For Agenda of: 11/15/2022
	Prepared by: John Fairbanks
Attachments (list): 1. Monthly Projects - Council Summary - PDF_PDF Pending Projects with Chart 2. Oct 2022 Permit Inspection Tally 3. Plat Buildout- October Summary	
Approval of Materials: John Fairbanks Dave Gray 11/10/2022 Daryl Eiding 11/10/2022	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: Recurring Monthly

Summary Statement:

The City's Community & Economic Development (CED) Department is entrusted by City Council, Edgewood citizens, and the State of Washington to provide growth management and development review, neighborhood preservation and revitalization, property inspection and maintenance, and other programs and business development services necessary to ensure the healthy, safety, and quality of life of Edgewood residents. To carry out these responsibilities, CED staff members perform numerous customer interactions, code interpretations, permitting functions, project permit reviews, on-site inspections, code enforcement, and multiple other functions.

To summarize the departmental functions, staff created several reports to provide monthly status updates regarding the flow of project permits and inspections. These reports are attached to this agenda bill each month. In addition, the CED Dashboard is available for viewing online at any time (<https://edgewood-wa.maps.arcgis.com/apps/opsdashboard/index.html#/6bbcef192696453796fd56c7cc928217>). On a rotating basis, one of the three division managers from the CED Department will present a quarterly update regarding their specific work group--in addition to the monthly reports. John Fairbanks, Code Compliance Manager, will be presenting the Development Review this month.

Item History:

Recommended Action:

Presentation Only

Fiscal Note/Consideration:

Pending Projects - Planning and Engineering Permits

36 Permits

Exported: 11/01/2022

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
BLA								
22-1452	EDGEVUE ESTATES BLA	4524 CALDWELL RD E	6755000184	PLANNING	BLA	INCOMPLETE	08/29/2022	09/20/2022
22-1565	SMITH BLA	11606 24TH ST E	420108012	PLANNING	BLA	APPLICATION	10/26/2022	10/31/2022
CLEAR AND GRADE								
21-1298	PROLOGIS PARK PHASE I CLEAR AND GRADE	3926 90TH AVE E	420163076	ENGINEERING	CLEAR AND GRADE	WAITING ON REVISIONS	06/29/2021	09/08/2022
22-1101	DEROSS CLEAR AND GRADE	1105 108TH AVE E	420037014	ENGINEERING	CLEAR AND GRADE	WAITING ON REVISIONS	03/24/2022	10/14/2022
CODE UPDATES AND CHANGES								
22-1064	TOWN CENTER SUBAREA PLAN	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	02/09/2022	08/16/2022
22-004CODE	2021 CITY INITIATED COMPREHENSIVE PLAN AMENDMENT	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	04/26/2022	10/31/2022
22-005CODE	COMMERCIAL ZONING DISTRICT LAND USES (LIGHT INDUSTRIAL)	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	10/19/2022	10/31/2022
22-006CODE	INDUSTRIAL ZONING DISTRICT HEIGHT STANDARDS	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	10/19/2022	10/31/2022
DESIGN STAND REVIEW								
20-1348	DHALIWAL TC LANDING DESIGN STANDARDS REVIEW	1914 MERIDIAN AV E	420091158	PLANNING	DESIGN STAND REVIEW	UNDER REVIEW	07/13/2020	10/24/2022
POST REVISION - ENG								
19-1413 PR1	WOLF POINTE SITE DEVELOPMENT POST REVISION	9810 36TH ST E	420165030	ENGINEERING	POST REVISION - ENG	WAITING ON REVISIONS	03/10/2022	09/08/2022
PRE APP								
22-1484	GRANT SHORT PLAT PRE-APPLICATION	2705 106TH AVE E	420107037	PLANNING	PRE APP	REVIEW PENDING PAYMENT	09/19/2022	10/28/2022
22-1498	JOVITA HEATED STORAGE PRE-APP	12620 JOVITA BLVD E	420021022	PLANNING	PRE APP	UNDER REVIEW	09/27/2022	10/25/2022
22-1512	O'RAVEZ SHORT PLAT PRE-APPLICATION	11921 21ST ST E	420112164	PLANNING	PRE APP	UNDER REVIEW	10/04/2022	10/27/2022
22-1555	TAGUE SUBDIVISION PRE-APP	1116 122ND AVE E	420023069	PLANNING	PRE APP	APPLICATION	10/21/2022	10/28/2022
SEPA								
22-1574	SEPA for PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	3926 90TH AVE E	420163076	PLANNING	SEPA	APPLICATION	10/28/2022	10/28/2022
22-1574	SEPA for PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	3926 90TH AVE E	420163076	PLANNING	SEPA	APPLICATION	10/28/2022	10/28/2022
SHORT PLAT - FINAL								
21-1613	TEBALDI SHORT PLAT FINAL PLAT	4625 126TH AVE E	6755000240	PLANNING	SHORT PLAT - FINAL	WAITING ON REVISIONS	01/10/2022	10/03/2022
22-1570	Jenna Acres	1419 114TH AVE E	420034061	PLANNING	SHORT PLAT - FINAL	APPLICATION	10/27/2022	11/01/2022
SHORT PLAT - PRELIMINARY								
22-1385	AFICHUK PRELIMINARY SHORT PLAT	1625 112TH AVE E	9770000011	PLANNING	SHORT PLAT - PRELIMINARY	WAITING ON REVISIONS	07/15/2022	10/21/2022
22-1479	JONES PRELIMINARY SHORT PLAT	11517 34TH ST E	420151002	PLANNING	SHORT PLAT - PRELIMINARY	WAITING ON REVISIONS	09/16/2022	10/25/2022
SITE DEVELOPMENT								
19-1401	BEREZNYOV SHORT PLAT SITE DEVELOPMENT	8904 20TH ST E	420096012	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	08/16/2019	10/25/2022
20-1624	DHALIWAL TC LANDING SITE DEVELOPMENT	1914 MERIDIAN AV E	420091158	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	11/30/2020	10/26/2022

Pending Projects - Planning and Engineering Permits

36 Permits

Exported: 11/01/2022

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
21-1430	WINDMILL PARK TOWNHOMES SITE DEVELOPMENT	3117 MERIDIAN AVE E	420103072	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	09/24/2021	09/23/2022
22-1218	TAPPS APARTMENT SITE DEVELOPMENT	XXX 29TH ST E	3625000372	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	04/22/2022	10/24/2022
22-1397	VIEW POINTE RV SITE DEVELOPMENT	10315 12TH STREET CT E	420037059	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	07/26/2022	09/26/2022
SITE PLAN DESIGN REVIEW								
21-1031	PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	3926 90TH AVE E	420163076	PLANNING	SITE PLAN DESIGN REVIEW	WAITING ON REVISIONS	01/22/2021	10/28/2022
22-1505	2513 MERIDIAN APARTMENTS SITE PLAN REVIEW	XXX MERIDIAN AVE E	420103027	PLANNING	SITE PLAN DESIGN REVIEW	INCOMPLETE	09/29/2022	10/27/2022
STREET USE								
22-031	DUNCAN STREET USE	113 MERIDIAN AVE E	420032021	ENGINEERING	STREET USE	UNDER REVIEW	06/09/2022	07/15/2022
SUBDIVISION - FINAL								
22-1433	NORTHWOOD ESTATES WEST PHASE 2 SUBDIVISION FINAL PLAT	9609 24TH ST E	420091136	PLANNING	SUBDIVISION - FINAL	UNDER REVIEW	08/18/2022	11/01/2022
SUBDIVISION - PRELIMINARY PLAT								
21-1282	WINDMILL PARK TOWNHOMES SUBDIVISION PRELIMINARY PLAT	3117 MERIDIAN AVE E	420103072	PLANNING	SUBDIVISION - PRELIMINARY PLAT	WAITING ON REVISIONS	06/17/2021	10/12/2022
SURFACE WATER								
21-1328	MANZA SIMPLE PAVING PERMIT	1019 114TH AVE E	420038030	ENGINEERING	SURFACE WATER	WAITING ON REVISIONS	07/19/2021	09/08/2022
22-1506	EDGEWOOD CHURCH OF JOY PLAYFIELD	1120 114TH AVE E	420034149	ENGINEERING	SURFACE WATER	UNDER REVIEW	09/29/2022	10/26/2022
TRAFFIC CONCURRENCY								
22-1507	ARCO AMPM TRAFFIC CONCURRENCY	10315 12TH STREET CT E	420037059	ENGINEERING	TRAFFIC CONCURRENCY	UNDER REVIEW	09/30/2022	10/24/2022
22-1539	MILTON WET RABBIT EXPRESS CAR WASH TRAFFIC CONCURRENCY	XXX Meridian Ave E		ENGINEERING	TRAFFIC CONCURRENCY	UNDER REVIEW	10/18/2022	10/24/2022
TUP								
22-1513	TACOS EL PONY TUP	2105 MERIDIAN AVE E	420102110	PLANNING	TUP	INCOMPLETE	10/04/2022	10/25/2022
WCF - ELIGIBLE FACILITIES								
22-1488	VERIZON WIRELESS FACILITIES	10223 29TH ST E	3625000371	PLANNING	WCF - ELIGIBLE FACILITIES	UNDER REVIEW	09/21/2022	10/25/2022

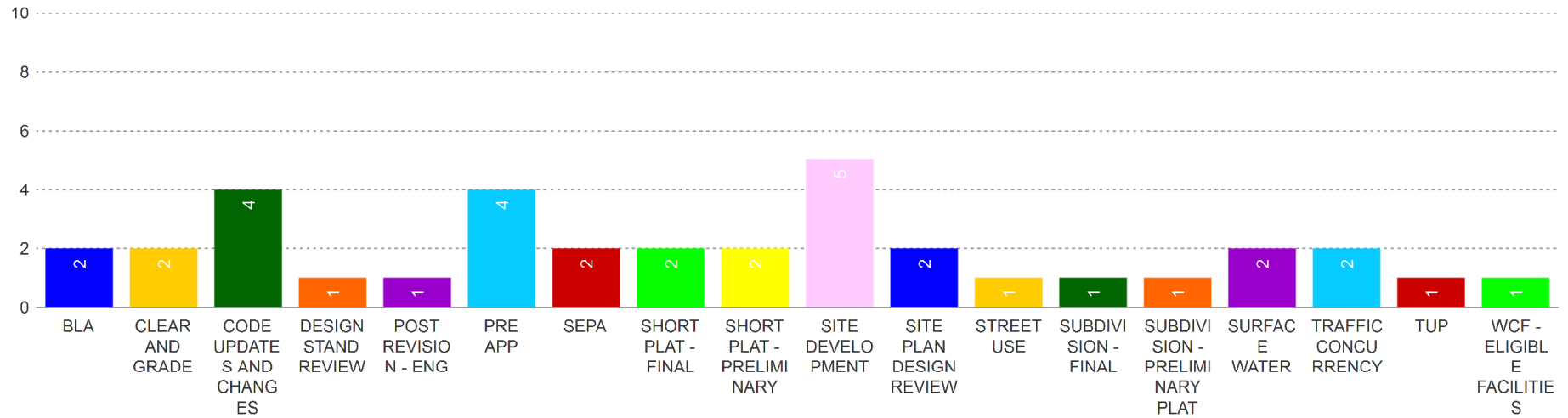
Pending Projects - Planning and Engineering Permits

36 Permits

Exported: 11/01/2022

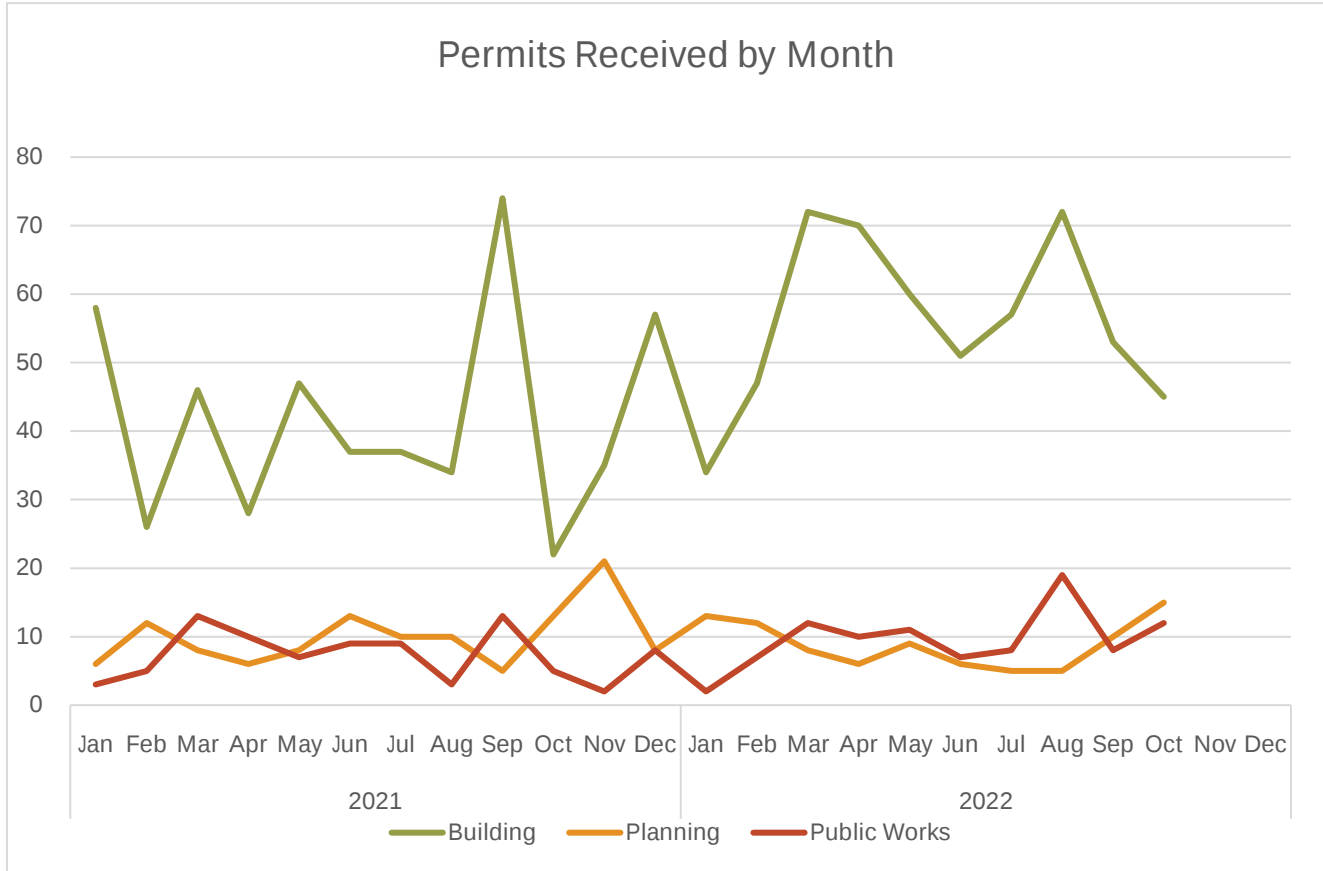
Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
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Permits by Type



Oct 2022

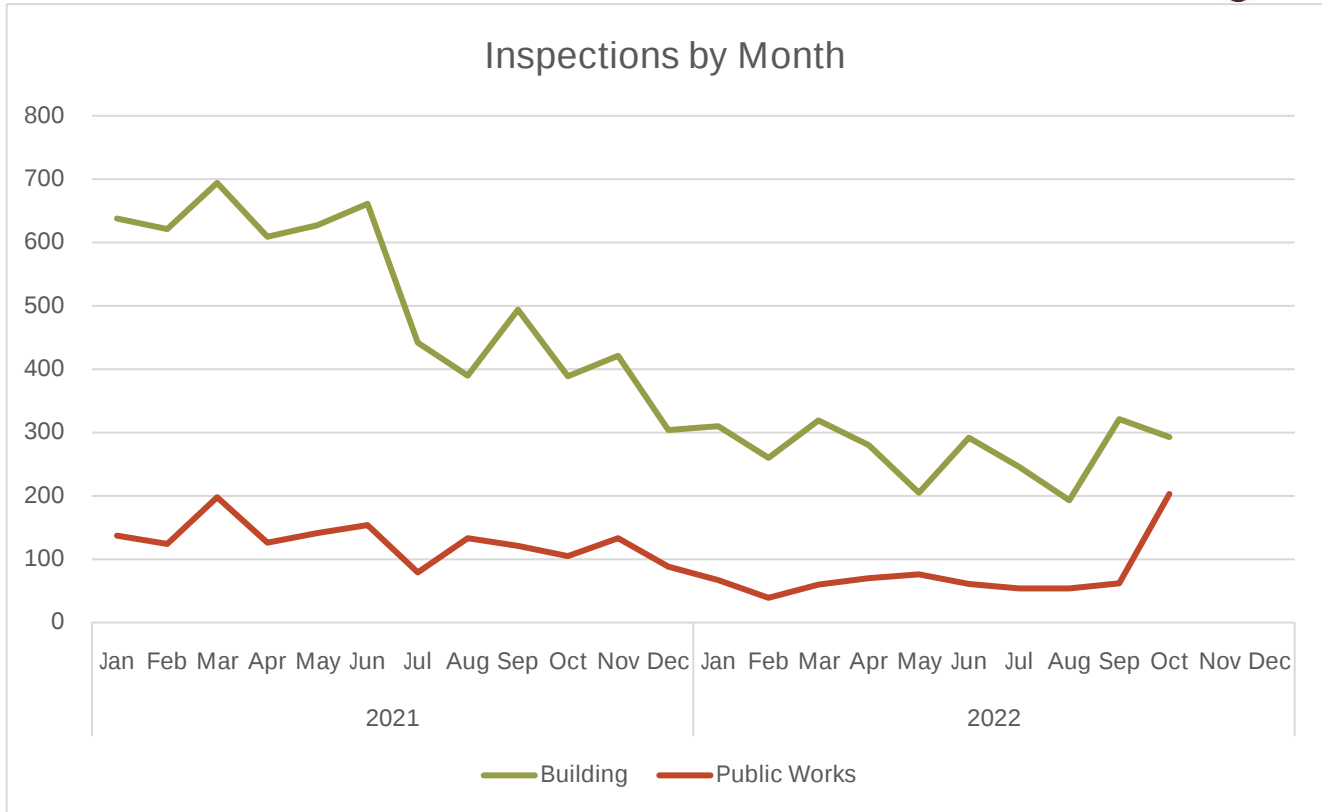
Monthly Development Report



Permits	Building		Planning		Public Works	
	Received	Issued	Received	Issued	Received	Issued
Oct 2022	45	30	15	1	12	16
Oct 2021	22	40	13	11	5	4
Average 2022	56	31	9	4	10	7
Average 2021	41	37	9	7	8	7
YTD 2022	561	309	89	38	96	73
YTD 2021	409	373	91	71	77	67
	Building		Planning		Public Works	
	Month	Received	Month	Received	Month	Received
Highest Month 2022	Mar	72	Oct	15	Aug	19
Highest Month 2021	Sep	74	Nov	21	Mar	13

Oct 2022

Monthly Development Report



<i>Inspections</i>	Building		Public Works	
Oct 2022	293		203	
Oct 2021	389		105	
Average 2022	272		75	
Average 2021	524		128	
YTD 2022	2719		746	
YTD 2021	5565		1318	
	Building		Public Works	
	Month	Insp.	Month	Insp.
Highest Month 2022	Sep	321	Oct	203
Highest Month 2021	Mar	694	Mar	198

Plat Construction Tracking Report- October 2022

Preliminary Plat						Site Development	Final Plat		Buildout	
Submitted	Project	Address	Total Lots	Status	Approved	Status	Status	Lots Recorded	Completed Homes #	Completion Date
2022	JONES SHORT PLAT	11517 34TH ST E	3	APPLICATION						
	AFICHUK SHORT PLAT	1625 112TH AVE E	2	APPLICATION						
2021	WINDMILL PARK TOWNHOMES	3117 MERIDIAN AVE E	45	APPLICATION		APPLICATION				
	BREYER SHORT PLAT	2114 95TH AVCT E	5	APPROVED	9/20/2021	ISSUED				
2020	HUNTINGTON SHORT PLAT	9605 18TH STCT E	3	APPROVED	2/8/2021	FINALED	APPROVED	3	2	66%
	TEBALDI SHORT PLAT	4625 126TH AV E	2	APPROVED	11/12/2020	N/A	APPLICATION			
	PADEN SHORT PLAT	1302 114TH ST E	2	APPROVED	2/1/2021					
	HARRISON SHORT PLAT	12121 42ND ST E	2	APPROVED	2/1/2021	FINALED	APPROVED	2	1	50%
	PHILLIPS RIDGE SUBDIVISION	XXX 86TH AVCT E	14	APPROVED	12/29/2020	ISSUED	APPROVED	14	1	7%
	DODDS SHORT PLAT	4902 EDGEWOOD DR E	2	APPROVED	9/3/2020	N/A	APPROVED	2	1	50%
	SMITH SHORT PLAT	2506 117TH AV E	2	APPROVED	10/5/2021	ISSUED				
2019	BJERK SHORT PLAT	9815 31ST ST E	2	APPROVED	1/14/2020	N/A	APPROVED	2	1	50%
	ESTATES ON CALDWELL SUBDIVISION	XXX CALDWELL RD E	6	APPROVED	5/5/2020	FINALED	APPROVED	6	1	17%
	JENNA ACRES SHORT PLAT	1419 114TH AV E	4	APPROVED	9/14/2020	FINALED	APPLICATION			
	SELLERS SHORT PLAT	11215 13TH ST E	2	APPROVED	9/27/2019					
	WAGNER SHORT PLAT	11226 18TH ST E	3	APPROVED	10/23/2019	ISSUED	APPROVED	3	3	33%
	RAMSAUR SHORT PLAT	9505 24TH ST E	4	APPROVED	6/21/2019	N/A	APPROVED	4	1	25%
	BECKER SHORT PLAT	4122 CALDWELL RD E	2	APPROVED	7/1/2019	ISSUED	APPROVED	2	1	50%
2018	BARTH SUBDIVISION	XXX 96TH AV E	37	APPROVED	6/4/2020	ISSUED	APPROVED	35	0	
	GRUBB SHORT PLAT	12325 48TH ST E	3	APPROVED	12/29/2020					
	HEART & SOUL SHORT PLAT	9725 18TH STCT E	4	APPROVED	12/26/2018	FINALED	APPROVED	4	3	75%
	CHUMAKIN SHORT PLAT	2005 112TH AV E	4	APPROVED	6/22/2018	FINALED	APPROVED	4	1	25%
	BEREZNYOV SHORT PLAT	8904 20TH ST E	4	APPROVED	1/10/2019	APPLICATION				
	ABEL SHORT PLAT	12321 16TH ST E	6	APPROVED	9/13/2018	ISSUED	APPROVED	6	2	33%
2017	CIRILIUM (RESERVE AT HILLCREST) SUBDIVISION	12311 31ST ST E	18	APPROVED	8/15/2018	FINALED	APPROVED	18	17	94%
	WOLF POINT SUBDIVISION	XXX MERIDIAN AV E	56	APPROVED	3/20/2019	ISSUED				
	GAGNON SHORT PLAT	2620 110TH AV E	2	APPROVED	11/17/2017	FINALED	APPROVED	2	1	50%
2016	VOLENTE SUBDIVISION	8626 33RD ST E	15	APPROVED	6/6/2017	ISSUED	APPROVED	15	0	
	DOMUS TOWNHOMES PRD (THE WOODLANDS)	10525 11TH ST E	55	APPROVED	1/11/2017	FINALED	APPROVED	55	17	31%
	EDGEWOOD VIEW ESTATES SUBDIVISION PHASE 2	8224 20TH ST E	67	APPROVED	12/14/2017	FINALED	APPROVED	67	63	94%
	GERVAIS SHORT PLAT	1607 112TH AVE E	3	APPROVED	12/22/2016	ISSUED	APPROVED	3	1	33%
	NORTHWOOD ESTATES WEST SUBDIVISION- PHASE 2	9623 24TH ST E	41	APPROVED	10/24/2017	ISSUED	APPLICATION			
	PASCOLO ESTATES SUBDIVISION	2806 117TH AVE CT E	19	APPROVED	3/21/2017	FINALED	APPROVED	19	5	26%
	EDGEWOOD TERRACE SUBDIVISION	2907 122ND AVE E	28	APPROVED	7/5/2017					
2015	NICKLAUS (ASTER POINT) SUBDIVISION	2305-2307 94TH AVE CT E	38	APPROVED	12/15/2016	FINALED	APPROVED	38	30	78%
	CALIBER SHORT PLAT	3312 106TH AVE E	6	APPROVED	9/8/2016	FINALED	APPROVED	6	5	83%
	EDGEWOOD ESTATES SUBDIVISION	12220 12TH ST E	14	APPROVED	9/29/2016	ISSUED	APPROVED	14	9	64%
	VIEW POINTE SUBDIVISION	10413 13TH ST E	44	APPROVED	4/29/2016	FINALED	APPROVED	44	43	98%
	CURRAN ESTATES SUBDIVISION	412 114TH AVE E	9	APPROVED	12/30/2015	FINALED	APPROVED	9	5	55%
2014	LISITSYN SHORT PLAT	11120 COUNTY LINE RD E	6	APPROVED	7/15/2014	FINALED	APPROVED	6	3	50%
2013	WESTRIDGE SUBDIVISION	FREEMAN RD	290	APPROVED	9/4/2014	FINALED	APPROVED	284	279	98%



City Of Edgewood Council Agenda Summary Sheet

Subject: Town Center Subarea Plan	Agenda Item #: 2.C
	For Agenda of: 11/15/2022
	Prepared by: Evan Hietpas
Attachments (list): 1. 20221028-Edgewood-OnCall-TownCenterSubareaPlan	
Approval of Materials: Evan Hietpas Dave Gray 11/10/2022 Daryl Eidinger 11/10/2022	Expenditure Required: \$46,500
	Amount Budgeted: \$46,500
	Timeline: 4/20/2021 SS 11/15/2022 SS

Summary Statement:

A substantial first draft of the Edgewood Town Center Subarea Plan was completed in June 2022. Throughout its production and at the City's direction, there were additional areas of focus that required deviations from the original scope of work. These deviations ensure that the community's vision for Town Center is clearly articulated and adequately planned for. Following delivery of the first draft, changes in project leadership also took place, resulting in a modified approach to achieve the intended outcome of this subarea planning effort. These new considerations resulted in revisions to the initial scope and organization of the plan.

Item History:

City staff and AHBL are currently crafting a Subarea Plan final draft. Through this process, it has become apparent that two (2) primary areas of focus require more thought and analysis in order to establish clear and achievable implementation strategies: Land Use and Development Regulations, and Multi-Modal Mobility.

Recommended Action:

Discuss, as needed.

Fiscal Note/Consideration:

\$46,500 for additional consulting services provided by AHBL.

TASK ORDER



TO:	Dave Gray, City Administrator and Acting Director of Community Development	DATE:	October 28, 2022
FROM:	Alex Mann & Wayne E. Carlson, FAICP	PROJECT NO.:	2210484.32
		PROJECT NAME:	Edgewood 2021 On-Call Consultant Services
SUBJECT:	Town Center Subarea Plan Scope of Additional Land Use Planning Services		

The following scope of work describes additional land use planning services associated with the Edgewood Town Center Subarea Plan project. A substantial first draft of the Edgewood Town Center Subarea Plan was completed in June 2022. Throughout its production and at the City's direction, there were additional areas of focus that required deviations from the original scope of work. These deviations ensure that the community's vision for Town Center is clearly articulated and adequately planned for. Following delivery of the first draft, changes in project leadership also took place, resulting in a modified approach to achieve the intended outcome of this subarea planning effort. These new considerations resulted in revisions to the initial scope and organization of the plan.

This scope of services describes the remaining work required from AHBL to complete the Subarea Plan based on the new direction from City staff. It outlines the essential tasks required to address outstanding Plan items and contemplates modifications to the Plan according to the above-mentioned discussions between the City and its consultants. A separate proposal for the transportation chapter content has been prepared by Transpo. AHBL's time for coordinating our efforts with Transpo is included in this scope.

Our proposed scope of services and relevant details are listed below.

Item 1 – Plan Content Additions and Revisions

- 1.1. Second draft of the Subarea Plan including substantial revisions based upon comments received to-date from City staff relative to the first draft.
- 1.2. Production of a third, pre-final draft generally characterized by the refinement of content following receipt of public feedback and City comments on the second draft.
- 1.3. Production of the final document content including revisions based on comments received from the plan commission, city council and associated administrative staff.
- 1.4. Modifications to document format according to content revisions and the export and distribution of the final subarea plan.

Item 2 – Mapping Coordination

- 2.1. Time dedicated to coordination with City staff in the production of maps essential to communicating existing conditions in and around the subarea. This item assumes no additional maps will be required to be developed by AHBL beyond those produced by City staff.



Item 3 – Transportation Chapter Coordination

Based on previous discussions between the City, Transpo, and AHBL, it is our understanding that Transpo will be responsible for the production and revision of content associated with the Transportation chapter. AHBL will be responsible for formatting that content to be consistent with the rest of the document. Our time will be allocated according to the following tasks:

- 3.1. Coordination with Transpo to ensure consistency of transportation-related content with remainder of the document.
- 3.2. Preparation of a white paper on the concept of “stroads” as applied to Meridian Avenue, to be included as a dedicated appendix.
- 3.3. Additional support for adapting any draft graphics provided by Transpo into final graphics consistent with the look and feel of the Subarea Plan document.

Item 4 – Final Public Workshop

- 4.1. Includes support to City staff for the design and facilitation of a final public workshop. This workshop will be co-hosted by City staff and AHBL to present the adopted Subarea Plan, focusing on key elements of the plan, including implementation. The public workshop will provide details on how the public can continue to stay involved in Town Center planning efforts as a part of the City’s Comprehensive Plan periodic update.

Item 5 – Town Center Conceptual Master Plan Illustration

- 5.1. Includes the design, illustration, and graphic layout of a conceptual master plan which conveys the vision of the Town Center, including generalized land use patterns, building massing, streetscapes, multi-modal connectivity, and the locations of key amenities and/or significant site features, as well as the necessary coordination with City staff.

Item 6 – Regular City Public Meeting Presentations

- 6.1. Includes support to City staff for the design and facilitation of four presentations in regularly scheduled City meetings to Parks and Recreation Advisory Board, Economic Development Advisory Board, Planning Commission, and City Council, prior to final adoption of the Subarea Plan.

Item 7 – Optional Task 35 – Management Reserve

- 7.1. To the greatest possible extent, this proposal provides an accurate estimate of time and expense necessary to complete the above-mentioned tasks. However, given the need for flexible adaptation of content to reflect new information embodied in the development of a plan of this type, as well as to limit substantial deviations from this scope or requests for additional services—our proposal includes an option “management reserve” task. Reimbursable expenses, such as mileage and reprographics over and above those essential to the scope of work as proposed, are not covered by this reserve, and will thus be billed on a time and expense basis.



Item 8 – Reimbursable Expenses – Task 90

Reimbursable expenses such as mileage and reprographics. This scope of work will be billed on a time and expense basis, with an estimate provided below.



Billing Summary

<u>Items</u>	<u>Description</u>	<u>Task No.</u>	<u>Amount</u>
Item 1	Plan Content Additions and Revisions	T-34	\$16,000
Item 2	Mapping Coordination	T-34	2,100
Item 3	Transportation Coordination / White Paper / Gfx	T-34	8,500
Item 4	Final Public Engagement Effort	T-34	3,200
Item 5	Town Center Conceptual Master Plan Illustration	T-34	7,100
Item 6	Public Meetings	T-34	3,200
Item 7	Management Reserve	T-35	4,000
Item 8	Reimbursable Expenses (T&E est.)	T-90	<u>500</u>
Task 34:			\$40,100
Task 35:			\$4,000
Task 90:			<u>\$500</u>
GRAND TOTAL:			\$44,600

Assumptions

- AHBL assumes that previous fiscal analyses for the Meridian Avenue corridor are adequate for subarea planning purposes. Our scope of work does not include additional fiscal analysis within the subarea. Should additional fiscal analysis be necessary to support the planning effort, we will coordinate with you to provide a separate scope and fee.
- Critical areas will not be delineated. Secondary resources and field observation serve as the basis for establishing the approximate limits for the developable area within the subarea as well as identifying opportunities to integrate green infrastructure.
- Any required review and/or modifications to municipal codes necessary for the implementation of this subarea plan, or any of its recommendations therein, are not included in this scope of work and shall be conducted under a separate contract.
- AHBL scope of services does not include responding to an appeal.

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City Of Edgewood Council Agenda Summary Sheet

Subject: Principal Planner Job Description	Agenda Item #: 2.D
	For Agenda of: 11/15/2022
	Prepared by: Dave Gray, Rachel Pitzel
Attachments (list): 1. Principal Planner Job Description	
Approval of Materials: Dave Gray, Rachel Pitzel Dave Gray 11/10/2022 Daryl Eidinger 11/10/2022	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 11/15/2022 SS 11/22/2022 RCM

Summary Statement:

After a review of the 2022 planning group organizational structure, work load, projected project load, individual member capacity and capability assessment, the planning group recommended not filling the recently vacated Planning Manager position in 2022. Discussion with our on-call planning consultant, AHBL's Wayne Carlson, who assisted in the assessment, including an evaluation of the existing planning team, the Wednesday Group chose to remove the Planning Manager position from the original 2023 labor model. The group of four has been working together for two years, with one of the senior planners and the associate planner/gis both being here for several more. They work very well as a team. With the departure of the Community & Economic Development Director together with the Planning Manager, the group has been fully integrated into the larger development review committee process wherein the Development Review Coordinator is tracking the overall development process, including timelines. This, along with other process control improvements, is seeing good organizational results. While we go into 2023 feeling we have the planning team we need, we did identify a possible need for a team leader able to keep the group focused on task by prioritizing and coordinating the internal process. Historically, this is done by a team leader called the Principal Planner. The difference between a Principal Planner and a Planning Manager, is the Principal Planner provides process controls and quality controls while the Planning Manager supervises, evaluates and mentors the individual planners. In an organization the size of Edgewood, the Wednesday Group is expecting the new Community & Economic Development Director to provide hands-on supervision where necessary. Again, the group is currently well organized, appropriately staffed for the expected work load, and gaining efficiency in concert with the entire development effort.

Item History:

Recommended Action:

Review the Principal Planner job description and discuss. Potentially recommend the Mayor add the item to the regular council meeting consent agenda for council action on November 22.

Fiscal Note/Consideration:

N/A-not currently in the 2023 labor model for appropriation.



2224 104th Avenue East, Edgewood, WA 98372-1513
Phone (253) 952-3299

PRINCIPAL PLANNER – Job Description

Department: Community Development

Salary Range: \$ - \$ /mo.

Opening Date:

Closing Date: Open until Filled

First Review: MONTH DAY, YEAR

This position is a full-time, non-union, FLSA exempt position.

GENERAL SCOPE OF WORK

The Principal Planner requires advanced professional planning experience of high complexity and variety. Functions of the Principal Planner requires greater independence and judgment from that of less advanced positions. This position performs research and prepares complex staff reports; and may be required to provide expert advice and policy recommendations to the Community and Economic Development (CED) Director, Mayor, Planning Commission, and City Council. The Principal Planner is expected to lead by example and will act as a mentor to other professional land use planners. This position requires a high degree of independent judgment, initiative, and discretion.

The City of Edgewood has a strong, supportive, and interdependent team culture, where communication and initiative are critical for success. Because of the limited number of City staff, each staff member is expected to perform a wide range of office and field duties. This ~~position-Principal Planner~~ may be required to prepare reports, recommendations, and project updates for presentation to citizens, appointed committees, and the City Council, and may be asked to represent the city at a variety of technical workgroup and interagency meetings as requested. The City of Edgewood is an at-will employer, and all staff members serve at the pleasure of the ~~mayor~~Mayor.

SUPERVISION

~~This position~~The Principal Planner performs a wide range of cross-functional office duties, teaming with all departments, especially the Engineering Plan Review team, Building and Inspection team, and all other members of the City's Development Review Committee for ~~cohesive-consistent~~ messaging and support. This position reports to the Community and Economic Development Director. Direct supervision of others is not required; however, indirect supervision as part of a team or during projects ~~will be necessary on a case-by-case basis~~may occur through project management activities.

ESSENTIAL JOB FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable performance of these essential job functions.

1. Serves as a project manager for various planning assignments, which will vary in both size and complexity and include applications for land divisions, land use requests, code revisions, design review, and other related planning functions;
2. Develops project budgets, administers bidding process, verifies contract expenditures and compliance;
3. Conducts research and prepares statistical reports on land use, physical, social, and economic issues;
4. Provides professional planning assistance to community members, internal and external customers, and the general public on varied development issues or projects;
5. ~~Develops transportation plans, studies, and analyses on a local or regional basis;~~
6. Works in regional program areas relating to natural/water resources planning, community development, hazard mitigation, and others;
7. Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans;
8. Schedules and conducts meetings with advisory boards and elected officials;
9. Presents reports and other findings to staff, City commissions and boards, and City Council, and may serve as a liaison to such committees;
10. Attends evening and weekend meetings of City commissions and boards and City Council, as necessary;
11. ~~Attends evening and weekend meetings to facilitate public comment on policy planning projects;~~
- 11.12. Responds to citizen inquiries regarding the Comprehensive Plan, Zoning, Subdivision, and Land Use Codes at the counter, over the phone, in writing, and at formal and informal meetings.
- 12.13. ~~Processes development applications to ensure compliance with applicable development regulations, zoning, subdivision, land use, and environmental policies. Field visits and studies may be required.~~
- 13.14. ~~Coordinates project proposal reviews with other agencies and City departments;~~
- 14.15. ~~Accepts assignments and completes them within the assigned timeframe;~~
- 15.16. ~~Organizes, participates in, and leads meetings, as needed;~~
- 16.17. ~~Individuals may be required to perform~~ Performs other duties as assigned; and
- 17.18. ~~Maintains, discloses and destroys~~ public records in accordance with the requirements of the WA Public Records Act and WA State Archives retention guidelines.

Commented [WC1]: I am not sure that I've seen this from Edgewood's planners as it generally falls within the ambit of the Public Works Department.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, the person in this position must be able to perform each Essential Job Function. The requirements listed below are representative of the knowledge, skills, and abilities necessary to meet the minimum qualifications for this position.

Knowledge of

1. The philosophies, ~~principals~~principles, practices, and techniques of planning;
2. One or more planning ~~disciplines~~specialities, such as urban design, affordable housing, economic development, ~~or~~ environmental planning, ~~or land use~~;
3. ~~Knowledge of land use and zoning practices;~~
- 3.4. Principles, methodology, practices of research, and data collection;
4. ~~Effective writing techniques;~~
5. Computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS;
6. Relevant aspects of state and federal statutes relating to current planning, zoning, land division, State Environmental Policy Act (SEPA), the Growth Management Act (GMA);
7. ~~Pertinent federal, state and local laws, codes and regulations including recent changes;~~
- 8.7. Knowledge of local government procedures and practices;
- 9.8. ~~Familiarity with Citizen~~public involvement techniques and processes; and
- 10.9. Permit and application tracking systems and methods.

Commented [WC2]: Land use should not be an "or" item of knowledge. Land use is a threshold knowledge item.

Commented [WC3]: This is more of a skill

Commented [WC4]: This seems redundant with the item above.

Skills and Abilities

~~11-10.~~ Oral and **written communication skills** for preparing and presenting planning reports and to explain rules and procedures clearly to the public;

~~12-11.~~ Interpersonal skills for facilitating relationships with elected or appointed officials and other decision-makers;

~~13-12.~~ Problem-solving skills to gather relevant information to solve vaguely defined practical problems;

~~14-13.~~ Group facilitation skills for use with community workshops;

~~15-14.~~ Ability to prioritize duties and responsibilities;

~~16-15.~~ Ability to learn, master, and incorporate permit systems/processes into daily activities;

~~17-16.~~ Ability to mentor and positively influence professional **planning practices/planners**;

~~18-17.~~ Ability to work on several projects or issues simultaneously;

~~19-18.~~ Ability to provide effective and efficient project management;

~~20-19.~~ Ability to work independently or in a team environment as needed;

~~21-20.~~ ~~Reading-comprehension-to-understand~~**understandability to comprehend** technical and legal materials;

~~22-21.~~ Ability to anticipate, prepare for, and meet **firm-established** deadlines; and

~~23-22.~~ A sense of humor and positive attitude ~~are essential~~.

Commented [WC5]: This covers the "effective writing techniques" listed above.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

Required

A master's degree in urban planning, architecture, public policy, or related area of study in addition to four (4) years of planning experience;

OR

A bachelor's degree in urban planning, architecture, public policy, or related area of study in addition to six (6) years of planning experience;

OR

Any equivalent combination of education and experience that provides the applicant with the necessary knowledge, skills, and abilities required to perform the essential job functions.

Preferred

- Five (5) years of experience managing planning projects of an increasingly complex nature
- AICP Certification
- Experience working with SMARTGOV permitting software

AND

Successful completion of pre-employment background check. Successful completion of pre-employment background check.

Background checks may include:

- Prior Employment Verification: confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past three employers or the previous five years, whichever comes first.
- Personal and Professional References: calls will be placed to individuals listed as references by the applicant.
- Employment Eligibility Verification: Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States.
- Criminal History: includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.

- o Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the city, its employees or its customers and vendors.

The following additional background searches will be required if applicable to the position:

- Motor Vehicle Records: provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- Credit History: confirms candidate's credit history. This search will be run for positions that involve management of City of Edgewood funds and/or handling of cash or credit cards.

SPECIAL CONSIDERATIONS

The applicant will be joining an organization with approximately 30 full-time positions. As a small and nimble organization, the City of Edgewood needs to hire and retain individuals interested in working with a small team. All employees of the City of Edgewood are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity. A hiring objective for this position is to find an employee that will be competently qualified and interested in the work diversity offered by a full-service municipal corporation operating with a limited budget and staffing.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

Arm/hand movement is essential to performance. The employee in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers and other office equipment. The employee must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 35 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Frequent attendance at some evening meetings is required. The work environment is fast-paced and moderate to very noisy.

ACKNOWLEDGEMENTS

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

EQUAL OPPORTUNITY EMPLOYER

The City of Edgewood is an Equal Opportunity Employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

This job description does not constitute a contract or agreement for employment. It is subject to change by the city as the needs of the city and requirements of the job change.

The City of Edgewood is a Drug Free workplace.

APPLICATION SUBMITTAL

Principal Planner – Created 09/20/2022

Page 4

If you meet the qualifications and are interested in applying for this position, please email your submittal packet consisting of a cover letter, resume, signed EEO statement, signed job description, and your responses to the supplemental questions (listed below) to: humanresources@cityofedgewood.org.

Submittal packets may also be sent to the City of Edgewood via regular mail to the following address:

City of Edgewood
Human Resources
2224 104th Ave E
Edgewood, WA 98372-1513

The City of Edgewood Employment submittal packet may be found on our website at cityofedgewood.org. Incomplete submittals will be disqualified. Only those applicants selected to move forward in the process may be contacted. The City of Edgewood is committed to a bias-free hiring process by using the "blind recruitment" process of removing any and all identification details from the submittal packet that will be used by the review committee. Submittals will be retained in accordance with Records Retention requirements. If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at humanresources@cityofedgewood.org.

Applicant's signature below constitutes the understanding of the requirements, expectations, essential functions, and duties of this position.

Name

Date

SUPPLEMENTAL QUESTIONS

The following questions are designed to help you present your qualifications for this position. Your responses to these questions will be used to determine whether you are among the most qualified of the applicants and should continue in the selection process. Responses should be printed legibly in ink or typewritten, complete, and specific. Clarity and completeness of answers are factors, which will be considered in the evaluation process. Address each question separately using additional pages as necessary. Be sure to indicate your name on each additional page. Please note that you must submit a cover letter, resume, and signed EOCC statement along with the completed supplemental questions in order to be considered further in the selection process.

1. Are you authorized to work lawfully in the U.S.? *(this is to remain)*
2. Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status or other employment-based immigration case)? *(this is to remain)*

ADD MORE QUESTIONS



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: Meridian Corridor Landscape Maintenance Contract	Agenda Item #: 2.E
	For Agenda of: 11/15/2022
	Prepared by: Jeremy Metzler
Attachments (list): 1. City of Edgewood Service Proposal (Street Strips, Boulevards, Roundabout) 2022	
Approval of Materials: Jeremy Metzler Dave Gray 11/10/2022 Daryl Eidingen 11/10/2022	Expenditure Required: \$2,355.33 per month
	Amount Budgeted: \$28,263.92 per year
	Timeline: 11/15/2022 SS 11/22/2022 RCM

Summary Statement:

Public Works Staff experienced many challenges in its effort to maintain the landscaping along Meridian Ave E and the Jovita Roundabout in 2022, resulting in many comments and phone calls from citizens. Staff recommends that the City enter into a landscape maintenance agreement with a contractor to better manage this effort going forward. After contacting three landscape maintenance providers, staff recommends proceeding with SS Landscaping Services (draft agreement and scope of work attached). Staff is working with legal to prepare the City's standard agreement form and resolution, for Council's consideration at the next regular meeting.

Item History:

N/A

Recommended Action:

Hold a discussion and provide staff guidance regarding Meridian Corridor Landscape Maintenance Contract

Fiscal Note/Consideration:

N/A



O: 253-535-2922

10219 PORTLAND AVE E, STE D
TACOMA, WA 98445

F: 253-535-0090

Property Service Agreement

Property: City of Edgewood
2224 104th Ave E
Edgewood, WA 98372

RE: Exterior Landscape Maintenance Services

This Agreement between **City of Edgewood** and SS Landscaping Services Inc. shall commence upon Acceptance of Proposal and shall continue through the anniversary date and then from year to year unless terminated or modified in accordance with the terms hereof:

We hereby propose to furnish labor and materials complete in accordance with the above specifications, for the sum of:

Annual Landscape Maintenance:	\$ 28,263.92 (Plus Tax)
12 Monthly Installments:	\$ 2,355.33 (Plus Tax)
Contract Start Date	

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Service Agreement Acceptance:

I have read and understand the Property Service Agreement and all attachments, and agree to them as written.

Signature

Date

Print name

Michael Watt

Michael Watt

9/15/2022

Date



O: 253-535-2922

10219 PORTLAND AVE E, STE D
TACOMA, WA 98445

F: 253-535-0090

EXHIBIT "A"

PROPERTY SERVICE AGREEMENT (PSA) TERMS AND CONDITIONS

Terms and Conditions apply to proposed agreement between SS Landscaping and
City of Edgewood

1. **TERM:** The term of this Agreement is One (1) year from the start date listed on page 2 of the Agreement.
2. **CONTINUANCE:** This subcontract will reset each annum from the date of the agreement term(s) if no termination is given. Property Owner remains subject to contractual terms and obligations.
3. **PAYMENT TERMS:** Net 30 days from invoice date. SS Landscaping Services will add a late charge of 1.5% per month on past due account balances. SS Landscaping Services reserves the right to suspend its service under this PSA in the event the account becomes delinquent. Should SS Landscaping Services initiate legal action to collect the account, the Customer agrees to pay all costs of collection, including reasonable attorney fees. Payment via credit cards will be charged a 3% convenience fee.
4. **PRICE INCREASES:** Prices of services provided in the Agreement may be increased should you add property under this Agreement. SSL may elect to increase the price of services under this Agreement after the first year of service, or after any subsequent anniversary date by a percentage not to exceed five percent (5%) of the then-current price. SSL shall not increase its rates on an elective basis more frequently than once per year.
5. **TERMINATION:** This PSA may be canceled upon 30 days written notice by either Party to the other. In the event of cancellation prior to completion of an annual term, for other than cause, the final billing will reflect the difference between the actual budgeted effort expended on the effective date of cancellation and the percentage of the total PSA price previously billed. See Schedule Exhibit "D."
6. **THIRD-PARTY PAYMENT FEES:** All fees added or required for payment processing used by you, will be added to the monthly service fee. This includes but is not limited to Third-Party Management fees, Credit Card fees, Automated Clearing House (ACH) fees, web-based portal fees.
7. **NO ASSIGNMENT:** You shall not have the right to assign this Agreement or agree to the transfer of this Agreement by operation of law or otherwise without the prior written consent of SSL. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and to any permitted successors and assigns.
8. **SCHEDULING:** Schedules provided within this Agreement are approximate for specific dates. Service will be rendered as quantified. SSL reserves the right to change the schedule at its discretion and without notice.
9. **FORCE MAJEURE:** Except for payment of SSL invoices owed by you. If either SSL or you shall be prevented or delayed in any performance or any or all of the provisions of this Agreement, by reason of any labor dispute, industry disturbance, delay in transportation, governmental, regulatory or legal action, an act of God or any cause beyond such parties control, the obligation hereunder of such Party shall be extended for as long as such cause shall be in effect and any delay or loss suffered by the other Party shall not be chargeable in any way to such Party, provided; however, the other Party suffering such cause shall immediately notify the other Party of such inability and shall use reasonable efforts to remedy same with all reasonable dispatch. If any event of force majeure should prevent a party from performing its obligations under this Agreement for a period of ninety (90) consecutive days, the other Party shall have the right to cancel the Agreement upon notice to the other Party unable to perform its obligations.
10. **LIABILITY:** SSL is responsible for direct damages resulting from its negligence or breach of this Agreement. But is not responsible for any indirect, incidental, consequential, punitive, or special damages arising or resulting from the performance or nonperformance of any obligation under this Agreement including, but not limited to, loss of profits or income, regardless of the basis for the claim.
11. **WATERING:** Some of the products SS Landscaping Services uses may include label directions requiring that the landscape be properly watered before and/or after the application or services rendered. If a service rendered to Customer is subject to proper watering for best results, SS Landscaping Services will provide Customer with timely watering instructions, and the Customer then agrees to assume responsibility for watering. If SS Landscaping Services is responsible by PSA for setting automated irrigation system controller(s), SS Landscaping Services will not be held liable for the failure of the system(s) to perform as designed.
12. **INDEMNIFICATION:** SS Landscaping Services, Inc. shall indemnify Customer for any damages, claims or causes of action arising from any negligent acts or omissions on the part of SS Landscaping Services, its employees or agents, unless such damages, claims or causes of actions are due in part to the fault or negligence of Customer. Where any damages, claims, or causes of action are due in part to the fault or negligence of both parties hereto, SS Landscaping Services shall indemnify Customer only for SS Landscaping Services' proportionate share of liability.
13. **MANDATORY ARBITRATION:** Any claim, dispute or controversy, regarding any contract, tort, statute, or otherwise ('Claim'), arising out of or related to this Agreement or the relationships among the parties hereto shall be resolved by one arbitrator through binding arbitration administered by the American Arbitration Association ('AAA'), under the AA Commercial or Consumer, as applicable.

Signature

Date

Print Name

EXHIBIT "B"

SCOPE OF LANDSCAPE SERVICES

SECTION 1 - SERVICE DEFINITION

The following specification institutes the standard for grounds maintenance. This standard outlines the methodology and processes of how SS Landscaping Services, here after known as "The Contractor", will maintain this property to assure the highest quality, promoting health of turf and plant material while ensuring a neat and clean appearance.

SECTION 2 - GENERAL CONDITIONS

2.1 *Schedule of Maintenance Tasks:*

The contractor will supply a schedule listing the task to be performed. This list will include the frequency and timing of contracted work throughout the year. This schedule is approximate for specific dates. Service will be rendered as quantified but is subject to weather conditions and may change at the discretion the contractor and without notice.

2.2 *Site Visit Reports*

Our Crew Leader will supply a Checklist informing you of the tasks that were performed for each visit.

2.3 *Contractor Personnel*

- A. The contractor will have an experienced supervisor responsible for the site. This supervisor will have a minimum of three (3) years' experience in landscape services.
- B. The contractor will have only properly trained personnel on site to perform all functions. They will be trained in proper horticultural and mechanical procedures to ensure that all operations are performed safely and effectively.
- C. All contractor personnel will be required to wear a clean company uniform. The supervisory personnel's uniform will be easily distinguished from other personnel. All contractor personnel will be familiar with management regulations and will conduct themselves in a safe, courteous and professional manner while on site. The supervisor will conduct weekly reviews of the crew's appearance and hold weekly safety meetings.

SECTION 3 - SCOPE OF WORK

The contractor will provide all necessary labor, material, equipment, and fully-trained supervisory personnel to properly maintain all developed land areas within the contract limits, including lawns, shrubs, groundcover, landscape trees, vines, perennials and flowers.

SECTION 4 - TURF MANAGEMENT

4.1 *General*

All turf areas covered by this contract will be maintained in a healthy, growing condition throughout the season. The quality of turf will be determined by turf density, color and uniformity.

4.2 *Mowing and Trimming*

- A. Turf will be cut at a height of 2-1/2" to 3-1/2" as conditions dictate, using a rotary-type mower. Blades will be balanced and sharp at all times.
- B. Mowing patterns will be employed to encourage upright growth and permit the recycling of clippings where possible.
- C. Excessive clippings resulting from growth rates exceeding proposed mowing and trimming frequencies will be dispersed or removed after each mowing.
- D. Clippings will be removed from all paved or mulched surfaces after each mowing.
- E. Trimming around trees, fences, poles, walls, irrigation valve boxes and other similar objects is to be accomplished to match height and appearance of surrounding mowed turf growth.

4.3 *Turf Care*

- A. Turf will be fertilized using a professional grade, high quality, and slow release nitrogen and potassium fertilizer, applied at the rate of 1 lbs. of Nitrogen per 1000 square feet. Non-irrigated turf areas will not be fertilized. Organic fertilizer is optional and an additional cost, please let us know if this is desired.
- B. Broadleaf Weed Control - Broadleaf weeds will be controlled by using a three-way combination systemic
- C. Broadleaf grasses, Clover and creeping types weeds will be controlled using a selective post emergent
- D. The frequency will determine overall effectiveness and cost of service. (See Schedule of Tasks for frequency.)

4.4 *Edging*

- A. Perimeter of bed edges, sidewalks, driveways, curbs and other paved surfaces will be edged.
- B. Edging will be performed so as to prevent encroachment of vegetation onto paved surfaces and to provide a clear-cut division line between planter beds, turf, and ground cover.
- C. Edging is to be accomplished in a manner that prevents scalping, rutting, bruising, uneven and rough cutting.
- D. Soft edging, using a string line trimmer, will be performed on the same day that turf is mowed. Care will be taken to avoid damage to any plant materials, structures, and other landscape features.
- E. Hard edging, using a mechanical fixed blade edger will be performed one per month to straighten and reshape.
- F. Debris resulting from edging operations will be removed immediately after the completion of each edging service.

4.5 *FIELD GRASSES*

- A. Field grasses and wild flower mixed, included in the contract, will be mowed to approximately 4 to 6 inches, as conditions dictate, during spring or early summer. No mowing will occur during second growing season unless requested.
- B. Field grasses WILL NOT be fertilized.
- C. All cut materials will be left to mulch (biodegrade on site) unless otherwise agreed upon.
- D. Our Field Supervisors are trained in the recognition, diagnosis and treatment of turf damaging diseases and insects, they will monitor site conditions. The Customer will be notified immediately of an outbreak. Notification will include recommended treatment and potential costs. Treatment will not be performed without prior authorization. Additional work to be completed and billed separately from maintenance contract.

SECTION 5 - SHRUB AND FORMAL HEDGE MANAGEMENT

5.1 *General*

This specification will cover all items of shrub management.

5.2 *Pruning*

- A. Deciduous shrubs will be pruned throughout the season to enhance and maintain their natural form. Selective pruning will include the removal of dead wood, diseased wood, wood that is infested with insects, weak wood that is not productive of bloom, excess suckers-shoots, and irregular growth.
- B. Evergreen shrubs will be pruned throughout the season to enhance and maintain their natural form.
- C. Ornamental shrubs, excluding formal hedges, will be selectively pruned or sheared as desired by the customer. If no direction is given Contractor will perform pruning and shaping in keeping the most uniform appearance and consistency of the overall property.

5.3 *Fertilization*

- A. The fertilization program for ornamental trees, shrubs and ornamental beds will include one application per season.
- B. Fertilizer will be distributed by hand- or hand-held broadcast spreader around the drip-line of the plant.
- C. Fertilizer will be a professional grade, balanced, slow release ornamental fertilizer.

5.4 *Weed Control*

- A. Weeds are to be removed from the beds. Beds are defined as bare ground in a plot in which flowers and/or shrubs are grown. This does not include areas where ground cover plants are growing. Unwanted vegetation growing through groundcover will be trimmed but not removed or sprayed with herbicides. (Unless Specified otherwise)
- B. A selective, pre-emergent weed control labeled for broadleaf and grassy weeds in ornamental beds will be applied two (2) times per year prior to seed germination at the appropriate label rate necessary, to provide weed control.
- C. A non-selective, post-emergent weed control labeled for broadleaf and grassy weeds in ornamental beds will be applied as necessary to provide weed control.
- D. A non-selective, post-emergent weed control labeled for broadleaf and grassy weeds in sidewalk cracks, curbs and parking areas will be applied as necessary to provide weed control.

5.5 *Shrub and Groundcover Disease and Insect Control*

- A. Quality Control personnel trained in the recognition, diagnosis and treatment of plant damaging diseases and insects will monitor site conditions. The Customer will be notified immediately of an outbreak. Notification will include recommended treatment and potential costs. Treatment will not be performed without prior authorization. Additional work to be completed and billed separately from maintenance contract.
- B. Herbicides and fungicides will be applied by a State of Washington "certified" pesticide applicator. Application will be as often as necessary to prevent insect and disease damage to shrubs. Rates and timing will follow manufacture's recommendations.
- C. The principles of integrated pest management will be followed when applicable. The pest management program will introduce the least amount of chemical into the landscape as is necessary to achieve accepted levels of control of pest populations.

SECTION 6 - LANDSCAPE TREE MANAGEMENT

6.1 *General*

This section covers landscape tree management. Landscape trees are defined as trees with a caliper of 8" or less when measured 24" from ground level. The contractor will be responsible for normal maintenance up to 12' as specified below. Landscape and ornamental tree pruning is limited to work that can be reached from the ground with hand pruners, pole saws, or pole clippers.

6.2 *Pruning*

- A. Landscape trees will be pruned to remove over extended, dead, dangerous, broken, crossed or otherwise unsightly branches.
- B. Ornamental trees will be pruned to remove dead or damaged branches and to develop the natural form of the plant. Sucker growth from the base at soil level or below will be removed.
- C. Landscape trees will be pruned throughout the season to remove all dead, damaged and low-hanging branches.

6.3 *Insect and Disease Control*

- A. Quality Control personnel trained in the recognition, diagnosis and treatment of plant damaging diseases and insects will monitor site conditions. The Customer will be notified immediately of an outbreak. Notification will include recommended treatment and potential costs. Treatment will not be performed without prior authorization. Additional work to be completed and billed separately from maintenance contract.

SS Landscaping Services SINCE 78

O: 253-535-2922

10219 PORTLAND AVE E, STE D
TACOMA, WA 98445

F: 253-535-0090

SECTION 7 - PERENNIAL CARE

- A. All deciduous perennials, I.E. Lily turf, Mondo grass etc., are to be cut back by March as to allow new growth to develop freely

SECTION 8 - LEAF REMOVAL

8.1 Turf

- A. Leaves will be removed from lawn areas, walkways, and tree rings in the fall.

8.2 Ornamental Beds

- A. Leaves will be removed from all ornamental beds.

8.2 Disposal

- A. Provisions may be made for the on-site disposal of leaves with client agreement.

SECTION 9 - POLICING

- A. The contractor will remove all litter and debris from common area turf, curb lines, ornamental beds and tree rings each visit. Trash removal from parking and non-landscaped areas is not included unless specified.

SECTION 10 - IRRIGATION MANAGEMENT PROGRAM

10.1 General *(Irrigation for individuall houses within the HOA is not included)*

Contractor to turn on irrigation system functions for seasonal operation during spring.

1. Turn on point of connection for irrigation main water source.
2. Inspect and charge irrigation main water line.
3. Inspect and charge individual irrigation zones.
4. Inspect and test irrigation timers to insure proper functioning.
5. Adjust irrigation sprinkler heads as necessary to insure full coverage as the system is designed.
6. Any failures or repairs necessary for irrigation system to function properly are to be documented and submitted to the owner with associated repair costs.
7. Any damages caused to the irrigation system during the course of routine landscape maintenance are to be repaired by the contractor at no charge to the owner.
8. Annual inspection and certification of Double Detector Check Valve is not included. Contractor will facilitate this upon request.
9. Coring of sprinkler heads is not included unless specified.

10.2 Seasonal Monitoring

Contractor to adjust irrigation during the season to insure proper operation.

1. Unless noted otherwise, monitoring is observational only. Watering times are based on plant condition and weather patterns. SSL personnel are typically onsite once per week. The Owner has the responsibility to observe and notify us if they see irregularities in the system or the plant life.
2. Enhanced monitoring is avialble upon request. This would include a monthly check of all measuring devices, valves, nozzle heads, surface pipeline, and other mechanical parts to ensure the system are operating as designed.

10.3 Winterization

Contractor to winterize the irrigation system during fall. (Between the months of October and November)

1. Contractor to turn off all major components of irrigation system.
2. The irrigation system will be charged with compressed air to remove majority of irrigation water in lines.
3. Contractor to notify owner that winterization process is completed.

SS Landscaping Services SINCE 78

O: 253-535-2922

10219 PORTLAND AVE E, STE D
TACOMA, WA 98445

F: 253-535-0090

EXHIBIT "C"

SPECIFIC SCHEDULE OF MONTHLY MAINTENANCE TASKS

SCHEDULE FOR: <i>City of Edgewood</i>	FREQUENCY PER MONTH												SUM
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Site Visits:	2	2	4	4	5	4	4	4	5	4	4	2	44
TURF AREAS													
Mow - 21" Mower	0	0	4	4	5	4	4	4	5	4	1	0	35
Mow - 48"/52"/61"	0	0	4	4	5	4	4	4	5	4	1	0	35
Soft and Hard Edging	0	0	4	4	5	4	4	4	5	4	1	0	35
Fertilize Turf	0	0	1	0	0	0	1	0	0	0	1	0	3
Post Emerge Weed Control	0	0	0	1	1	1	1	0	0	0	0	0	4
Sweep/Blow Walks	2	2	4	4	5	4	4	4	5	4	2	2	42
Dolomite and Lime Treatments	0	0	0	0	0	0	0	0	0	0	0	0	0
BED AREAS													
Bed Maintenance/Weed/Rake	1	1	1	1	1	1	1	1	1	1	1	1	12
Pre Emerge Weed Control	0	0	1	0	0	0	0	0	0	1	0	0	2
Post Emerge Weed Control	0	0	0	0	1	1	1	0	1	0	0	0	4
Fertilize Ground Cover	0	0	0	0	0	0	0	0	0	1	0	0	1
Fertilize Trees	0	0	0	0	0	0	0	0	0	1	0	0	1
Fertilize Shrubs	0	0	0	0	0	0	0	0	0	1	0	0	1
Leaf Removal	0	0	0	0	0	0	0	0	0	4	4	1	9
PRUNING *100% = ENTIRE PROPERTY*													
Prune Shrubs/Hedges	50%	0	0	0	30%	30%	30%	30%	30%	0	0	0	2
Trim Ground Cover	50%	0	0	0	30%	30%	30%	30%	30%	0	0	0	2
Prune Trees	50%	0	0	0	30%	30%	30%	30%	30%	0	0	0	2
Cut back Perennials	0	0	0	0	0	0	0	0	0	0	0	0	0
Prune Ornamentals	0	0	0	0	0	0	0	0	0	0	0	0	0
GENERAL ACTIVITIES													
Activate Irrigation	0	0	0	1	0	0	0	0	0	0	0	0	1
Monitor Irrigation	0	0	0	0	1	1	1	1	1	0	0	0	5
Deactivate Irrigation	0	0	0	0	0	0	0	0	0	1	0	0	1
Annual Backflow Testing	0	0	0	0	0	0	0	0	0	0	0	0	0
Litter Pickup	2	2	4	4	5	4	4	4	5	4	2	2	42
Monthly Inspection	1	1	1	1	1	1	1	1	1	1	1	1	12
Bark Mulch	0	0	0	0	0	0	0	0	0	0	0	0	0
Shrub Growth Regulator	0	0	0	1	0	0	0	0	0	0	0	0	1
Tree Growth Regulator	0	0	0	0	0	0	0	0	0	0	0	0	0
Intall New Ornamental Color	0	0	0	0	0	0	0	0	0	0	0	0	0
Field Mow	0	0	0	0	0	0	0	0	0	0	0	0	0
TBD	0	0	0	0	0	0	0	0	0	0	0	0	0
TBD	0	0	0	0	0	0	0	0	0	0	0	0	0

NOTE: The Percentage numbers shown under pruning reflect the approximate amount of pruning that may be performed within those months.100% indicates all plants.

NOTE: This schedule is approximate for specific dates. Service will be rendered as quantified, but may be subject to conditions outside our control. SS Landscaping Services, Inc. reserves the right to change the schedule at its discretion and without notice.

SS Landscaping Services SINCE 78

O: 253-535-2922

10219 PORTLAND AVE E, STE D
TACOMA, WA 98445

F: 253-535-0090

EXHIBIT "D"

MONTHLY AMORTIZED COSTS

Month	Actual Monthly Cost	Monthly Fee(Averaged)	Monthly Difference
January	\$2,306.31	\$2,355.33	\$49.01
February	\$574.16	\$2,355.33	\$1,781.17
March	\$2,103.85	\$2,355.33	\$251.48
April	\$4,397.41	\$2,355.33	-\$2,042.08
May	\$2,899.97	\$2,355.33	-\$544.64
June	\$2,564.52	\$2,355.33	-\$209.20
July	\$2,564.52	\$2,355.33	-\$209.20
August	\$2,479.78	\$2,355.33	-\$124.46
September	\$2,899.97	\$2,355.33	-\$544.64
October	\$3,435.24	\$2,355.33	-\$1,079.92
November	\$1,310.77	\$2,355.33	\$1,044.55
December	\$727.40	\$2,355.33	\$1,627.93

The monthly fee is amortized over twelve months. Termination by the Customer, prior to completion of a full term, will result in an assessment of a Contract Closing fee based on this schedule. This may result in a fee or a reimbursement. This schedule will reset after the completion of each service year.

Example 1:	Service starts;	January	\$49.01	After two months customer decides that SSL is not a good fit. Customer sends SSL a written notice giving 30 days notice to terminate service. SSL would provide a credit based on the example to the left.
		February	\$1,781.17	
	End Service	March	\$251.48	
	Credit to Customer		\$2,081.66	

Example 2:	Service starts;	March	\$251.48	After five months customer decides that SSL is not a good fit. Customer sends SSL a written notice giving 30 days notice to terminate service. Customer would owe SSL a final billing based on the example to the left.
		April	-\$2,042.08	
		May	-\$544.64	
		June	-\$209.20	
		July	-\$209.20	
	End Service	August	-\$124.46	
	Owed to SSL		-\$2,878.10	



City Of Edgewood Council Agenda Summary Sheet

Subject: Traffic Logix Corp. Contract Renewal	Agenda Item #: 2.F
	For Agenda of: 11/15/2022
	Prepared by: Jeremy Metzler
Attachments (list): 1. PO 2022070	
Approval of Materials: Jeremy Metzler Dave Gray 11/10/2022 Daryl Eiding 11/10/2022	Expenditure Required: \$8,085.00
	Amount Budgeted: N/A
	Timeline: 11/15/2022 SS 11/22/2022 RCM

Summary Statement:

The City owns seven (7) radar speed limit signs manufactured by TrafficLogix, each having wireless connectivity to a cloud-based reporting and management service. There is an annual subscription fee for this service, and the vendor provides a discount if multiple years of the service are paid for at time of renewal. Staff proposes purchasing a three-year subscription at this time, saving \$100 per year per sign - a total savings of \$2,100. The current subscription is set to expire on November 30, 2022. Multi-year subscriptions require the Council's authorization.

Item History:

N/A

Recommended Action:

Hold a discussion and provide staff guidance regarding Traffic Logix Corp. Contract Renewal

Fiscal Note/Consideration:

This subscription may be paid for using School Zone Camera Fees, if desired.



CONTACT/CONFIRMATION INFORMATION:
City of Edgewood
Finance Department
2224 104th Avenue East
Edgewood, WA 98372-1513
(253)952-3299
finance@cityofedgewood.org



Traffic Logix Corporation
3 Harriett Lane
Spring Valley, NY 10977 USA
Tel: (866) 915-6449
Fax: (844) 405-6449
www.trafficlogix.com

Page | 1

Quote Number QUO-25774-X5B022
Created Date 11/1/2022
Expiration Date 12/1/2022
Prepared by Farah Khan

QUOTATION

Contact: Jeremy Metzler
Phone: 253-831-4266
Email: jeremy@cityofedgewood.org

City of Edgewood, WA
2224 104th Avenue East
Edgewood, Washington 98372

Shipping Address:
2224 104th Avenue East
Edgewood, Washington 98372

Standard Features (Included)

- Cloud Renewal Access - Term indicated in years - Renewable on or before expiration

Special Notes

SN20100057, SN20100055, SN20100056, SN20100058, SN20100061, SN20100059, SN20100067

Cloud Subscription Start Date : December 1st, 2022
Cloud Subscription End Date: December 1st, 2025

Quote Line Items – All Prices shown are in \$CAD

Product	Product Code	Quantity	Sales Price	Discount	Total Price
Cloud Access- Radar Signs- LVL2-3Y- Renewal	CLOUDLVL2- RS-3Y	7.00000	\$1,050.00		\$7,350.00

Totals

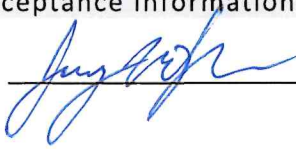
Subtotal \$7,350.00
Sales Tax (if applicable) \$735.00
Grand Total \$8,085.00

Terms: 1% - 10 days – Net 30

We also accept: MC - VISA – AMEX – Credit card payments over \$10K will include an additional 2% convenience fee.

IF TAX EXEMPT: Please Provide Tax Exempt Certificate with Order

Quote Acceptance Information

Signature 



Traffic Logix Corporation
3 Harriett Lane
Spring Valley, NY 10977 USA
Tel: (866) 915-6449
Fax: (844) 405-6449
www.trafficlogix.com

Page | 2

Quote Number QUO-25774-X5B0Z2
Created Date 11/1/2022
Expiration Date 12/1/2022
Prepared by Farah Khan

Name JEREMY METZGER
Title PUBLIC WORKS DIRECTOR
Date 11/1/22

Thank you for choosing Traffic Logix. Please sign and return to:

fkhan@trafficlogix.com
Farah Khan
Inside Sales

Please complete to set up new account: <https://trafficlogix.com/business-application-form/>



City Of Edgewood Council Agenda Summary Sheet

Subject: WSDOT HSIP Supplemental Agreement #3 – Chrisella Road Safety Improvements	Agenda Item #: 2.G
	For Agenda of: 11/15/2022
	Prepared by: Jeremy Metzler
Attachments (list): 1. RESOLUTION NO. 22-0xxx 2. Edgewood - Chrisella Rd E Safety Imprs - Supplemental Agree No. 3 partially signed	
Approval of Materials: Jeremy Metzler Dave Gray 11/10/2022 Daryl Eidinger 11/10/2022	Expenditure Required: \$187,588.16
	Amount Budgeted: \$180,425.73
	Timeline: 11/15/2022 SS 11/22/2022 RCM

Summary Statement:

The City was awarded grant funds through the Washington State Department of Transportation's (WSDOT) City Safety Program in December 2020 for Chrisella Road East. The City Council authorized a WSDOT consultant agreement with Gray & Osborne, Inc. under Resolution 21-0603 for Preliminary Engineering (PE) design work on November 9, 2021, with additional preliminary right-of-way (ROW) work authorized under Resolution 22-0630 on July 12, 2022, and ROW phase of work authorized under Resolution 22-0645 on September 27, 2022. During the course of preparing acquisition packages, it was discovered that an appraisal is necessary for one of the subject acquisitions.

Therefore, in coordination with Gray & Osborne, the attached Supplemental Agreement Number 3 has been prepared to complete said appraisal. These additional expenses will be covered by the WSDOT grant funds, requiring no offsetting or matching city funds. Also attached for Council's consideration is an authorizing resolution.

Item History:

11/02/2021 SS
11/09/2021 RCM
07/05/2022 SS
07/12/2022 RCM
09/20/2022 SS
09/27/2022 RCM

Recommended Action:

Hold a discussion and provide staff guidance regarding

Fiscal Note/Consideration:

The original grant application required 10% local participation in all pre-construction phases. Due to the COVID-19 emergency, however, the program is now covering 100% of all costs, saving the City at least \$30,000 over the course of this project.

RESOLUTION NO. 22-0xxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE SUPPLEMENTAL AGREEMENT NUMBER 3 FOR THE CHRISSELLA ROAD EAST SAFETY IMPROVEMENTS PROJECT WITH GRAY & OSBORNE, INC.

WHEREAS, by passing Resolution 21-0603 on November 9, 2021, the City Council authorized execution of a Local Agency A&E Professional Services – Negotiated Hourly Rate Consultant Agreement (“Agreement”) with Gray & Osborne, Inc. (“G&O”) for the Chrisella Road East Safety Improvements Project Design (PE Phase); and

WHEREAS, by passing Resolution 22-0630 on July 12, 2022, the City Council authorized execution of Supplemental Agreement Number 1 (“Supplement 1”) with G&O for the Chrisella Road East Safety Improvements Project Design (PE Phase); and

WHEREAS, by passing Resolution 22-0645 on September 27, 2022, the City Council authorized execution of Supplemental Agreement Number 2 (“Supplement 2”) with G&O for the Chrisella Road East Safety Improvements Project Right-of-Way (“ROW”) Acquisition (ROW Phase); and

WHEREAS, since the Agreement, Supplement 1 and Supplement 2 were executed, the City and G&O have mutually agreed to additional work not included in said scopes of the Agreement that have been deemed necessary for right-of-way (“ROW”) acquisition; and

WHEREAS, City staff has worked with WSDOT Local Programs staff to verify and secure funding authorization for the additional work under the ROW Phase; and

WHEREAS, staff negotiated an acceptable scope of work and budget for said additional work with G&O following WSDOT procedures, resulting in a revised contract total of \$187,588.16, an increase of \$7,162.43; and

WHEREAS, these additional expenses will be covered by the WSDOT grant funds, requiring no offsetting or matching city funds; and

WHEREAS, the City Council considered staff’s recommendation during its study session of November 15, 2022 and regular Council meeting of November 22, 2022;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The City Council hereby authorizes the Mayor to execute Supplemental Agreement Number 3 between the City of Edgewood and Gray & Osborne, Inc. for the revised total amount of \$187,588.16 for the Chrisella Road East Safety Improvements Project. A copy of said agreement is attached hereto as Exhibit A.

Section 2. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 22ND DAY OF NOVEMBER, 2022

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, City Clerk

DRAFT

Exhibit A
Supplemental Agreement Number 3
(WSDOT Form)

DRAFT



**Washington State
Department of Transportation**

Supplemental Agreement Number <u>3</u>		Organization and Address	
Original Agreement Number		Gray & Osborne, Inc. 1130 Rainier Ave S, Suite 300 Seattle, WA 98144	
Project Number HSIP 3209007		Phone: 206-284-0860	Completion Date December 31, 2023
Project Title Chrisella Road East Safety Improvements		New Maximum Amount Payable \$187,588.16	
Description of Work Appraisal and review.			

The Local Agency of City of Edgewood
desires to supplement the agreement entered in to with Gray & Osborne, Inc.
and executed on 11/10/2021 and identified as Agreement No. HSIP 3209007
All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

The first paragraph of the Scope of Work described in Exhibit A of the original agreement is amended to add the additional scope of work as shown in Exhibit A-3.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: remains unchanged.

III

Section V, PAYMENT, shall be amended as follows:

As set forth in Supplemental Agreement No. 3 Exhibit A attached and incorporated by reference adding \$7,162.43. Basic Agreement \$128,464.00 + Supplemental No. 1 \$18,368.50 + Supplemental No. 2 \$33,593.23 + Supplemental No. 3 \$7,162.43 = \$187,588.16.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Michael B Johnson, P.E. By: _____

Consultant Signature

Approving Authority Signature

Date

EXHIBIT A

Summary of Payments

	Basic Agreement	Supplement No. 1	Supplement No. 2	Supplement No. 3	Total
Direct Salary Cost	\$39,896.30	\$2,191.40	\$2,078.50	\$431.63	\$44,597.83
Overhead (Including Payroll Additives)	\$75,862.81	\$4,166.95	\$3,834.62	\$796.30	\$84,660.68
Direct Non-Salary Costs	\$736.00	\$0.00	\$0.00	\$4.01	\$740.01
Fixed Fee	\$11,968.89	\$657.42	\$623.55	\$129.49	\$13,379.35
Subconsultant	\$0.00	\$11,352.73	\$27,056.56	\$5,801.00	\$44,210.29
Total	\$128,464.00	\$18,368.50	\$33,593.23	\$7,162.43	\$187,588.16

EXHIBIT A-3

SCOPE OF SERVICES

CITY OF EDGEWOOD CHRISELLA ROAD EAST SAFETY IMPROVEMENTS (SUPPLEMENTAL 3)

INTRODUCTION

The City of Edgewood (AGENCY) desires to services of Gray & Osborne, Inc. (CONSULTANT), a qualified engineering consultant, to assist the AGENCY with the additional right-of-way phase work for the Chrisella Road East Safety Improvements. As such, the CONSULTANT shall provide one appraisal and one additional appraisal review for Tax Lot 302500020, the Collins and Precht parcel.

Our scope of work is more particularly described below.

TASK 13 – APPRAISALS AND APPRAISAL REVIEW

Objective: Perform appraisal and one appraisal review for the following parcel: Tax Lot 3025000020 (Collins and Precht).

CONSULTANT Responsibilities

- 13.1 Review the appraisal and the appraisal review and provide project management associated with the administration of this added subconsultant work.

SUBCONSULTANT Responsibilities

- 13.2 Appraisal and Review

Epic will provide coordination services for one appraisal report and one appraisal review for parcel 3025000020, Collins and Precht. Appraisal will be prepared by an SH&H Valuation and Consulting, a subconsultant on WSDOT's Approved Appraiser List. Review will be done by John Arney, an in-house appraiser for Epic Land Solutions, also an Approved WSDOT Appraiser Reviewer. Both appraisal and appraisal review will be presented to the City in order to set the Determination of Just Compensation which will set the initial Offer amount. The report will be developed and prepared in conformity with the requirements of the code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

Exhibit D-3: Prime Consultant Cost Computation

Project Name: Chrisella Road East Safety Improvements - Supplement No 3
Contract Name: Fed. Aid # HSIPE-3209007
Consultant: Gray & Osborne, Inc.
Date: Monday, October 31, 2022

Employee	Tani Stafford		David Roman Sanchez		Brian Bollen		Dylan Majejewski		Berry Hayden		Brian Schulkin		Rick Bond		Zack Leibowitz		Ron Albrecht		Jim Dougherty		Brian Sourwine		Myron Basden		Kerri Sidebottom		Totals
Function/Title	Principal/PM		Civil Engr		Civil Engineer		Engineer in Training		Technician		Surveyor		Professional Land Surveyor		Surveyor		Surveyor		Biologist		Principal		Structural Engineer		Civil Engineer		
Employee Rate	\$65.25		\$48.00		\$44.50		\$34.00		\$31.75		\$45.00		\$54.75		\$35.50		\$41.00		\$41.00		\$64.00		\$60.50		\$49.50		
Project Rate	\$205.20		\$150.96		\$139.95		\$106.93		\$99.85		\$141.52		\$172.18		\$111.64		\$128.94		\$128.94		\$201.27		\$190.27		\$155.67		
Task	hrs		hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	
13.1- aproject Admin/review of Appraisal Report and Appraisal Review	1.5	\$307.81	0	\$0.00	7.5	\$1,049.61	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$1,357.42
13.2 Appraisal and Review ** See Subconsultant b	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
Hourly Subtotals	1.5	\$307.81	0	\$0.00	7.5	\$1,049.61	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$1,357.42
Mgt Res		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
Hourly Totals	1.5	\$307.81	0	\$0.00	7.5	\$1,049.61	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$1,357.42
Fee	0.300		\$129.49																								
Overhead	1.8449		\$796.30																								
Actuals not to exceed Table																											
Labor	\$1,357.42																										\$431.63
Subconsultants																											
Epic Land Services	\$5,801.00																										
Direct Expenses	\$4.01																										
Total Supplement No 3	\$7,162.43																										



**Washington State
Department of Transportation**

Development Division
Contract Services Office
PO Box 47408
Olympia, WA 98504-7408
7345 Linderson Way SW
Tumwater, WA 98501-6504

TTY: 1-800-833-6388
www.wsdot.wa.gov

August 29, 2022

Gray & Osborne, Inc.
1130 Rainier Avenue South, #300
Seattle, WA 98144

Subject: Acceptance FYE 2020 ICR – Audit Office Review

Dear Melissa Drysdale:

Transmitted herewith is the WSDOT Audit Office's memo of "Acceptance" of your firm's FYE 2020 Indirect Cost Rate (ICR) of 184.49% of direct labor (rate includes 0.15% Facilities Capital Cost of Money). This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 705-7019** or via email consultantrates@wsdot.wa.gov.

Regards;

ERIK K. JONSON
Contract Services Manager

EKJ:ah

Exhibit E-3: Subconsultant Cost Computation

Project Name: Chrisella Road East Safety Improvements - Supplement No 3
Contract Name Fed. Aid # HSIPE-3209007
Consultant: Gray & Osborne, Inc.
Date: Monday October 31, 2022

Employee													Totals
Function/Title	Principal in Charge		Project Manager		Senior ROW Agent		ROW Agent		Budget & Financial Controls		Project Support		
Employee Rate	\$84.59		\$61.63		\$48.44		\$32.63		\$50.89		\$43.28		
Project Rate	\$236.08		\$172.00		\$135.19		\$91.07		\$142.03		\$120.79		
Task	hrs		hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	
1. Appraisal	1	\$236.08	1	\$172.00		\$0.00		\$0.00		\$0.00		\$0.00	\$408.09
2. Appraisal Review		\$0.00	1	\$172.00		\$0.00		\$0.00		\$0.00		\$0.00	\$172.00
Hourly Subtotals	1	\$236.08	2	\$344.01	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$580.09
Mgt Res		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
Hourly Totals	1	\$236.08	2	\$344.01	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$580.09

Fee	0.300
Overhead	1.4909

Actuals not to exceed Table

Labor	\$580.09
Subconsultants	
SH&H - Appraisal	\$3,700.00
John Arney - Appraisal Review	\$1,500.00
Direct Expenses	
Mileage (IRS allowable rate) @ \$.625	\$20.91
Total Epic Land Services	\$5,801.00

\$181.19



**Washington State
Department of Transportation**

Development Division
Contract Services Office
PO Box 47408
Olympia, WA 98504-7408
7345 Linderson Way SW
Tumwater, WA 98501-6504

TTY: 1-800-833-6388
www.wsdot.wa.gov

August 23, 2022

Epic Land Solutions, Inc.
1971 W 190th Street, Suite 200
Torrance, CA 90504

Subject: Acceptance FYE 2021 ICR – CPA Report

Dear Cheryl Sinclair:

We have accepted your firms FYE 2021 Indirect Cost Rate (ICR) of 149.09% (rate includes 0.04% Facilities Capital Cost of Money) based on the “Independent CPA Report,” prepared by D.L. Purvine, CPA, PLLC.

This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 705-7019** or via email consultantrates@wsdot.wa.gov.

Regards;

ERIK K. JONSON
Contract Services Manager

Aug 23, 2022

EKJ:mya