



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP AGENDA
Monday, October 23, 2023
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/85610420475>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. NEW BUSINESS

- A. City Manager's Office: Art Commission Recommendation ECCA Hamllik Park Mural**
- B. Finance: 2024 Budget Fire and Public Works Capital Projects**
- C. Finance: City Manager's Proposed 2024 Budget**
- D. Public Works: On-Call Engineering Services**

V. PUBLIC COMMENTS

VI. REPORTS AND COMMUNICATIONS

- A. CITY MANAGER**
- B. MAYOR**
- C. CITY COUNCIL**

VII. ADJOURNMENT

UPCOMING MEETINGS: Monday, November 6, 2023 - Workshop at 5:00 pm and Council at 7:00 pm

BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

10/23/2023

SUBJECT:

MEETING INFORMATION

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85610420475>

DEPT. OF ORIGIN:

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

10/23/2023

SUBJECT:

Art Commission Recommendation ECCA Hamllik Park Mural

DEPT. OF ORIGIN:

Administration

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

- ▢ **Arts Commission Funding Application for Hamllik Park Mural Project.pdf**
- ▢ **ECCA Hamllik Mural Project 2023 2024 Description (Final).pdf**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

Items will be on the November 6, 2023 council consent agenda.

RECOMMENDED ACTION

ARTS COMMISSION FUNDING APPLICATION

Type of Organization:

☒ 501(c)3 () non-profit fiscal-sponsorship project () individual () commercial business

Project Manager Resume, Bio, and/or URL to this information:

(provide URL or attach pdf if needed)

[Annie Soutter with experienced assistance from Travis London](#)

Organization Mission and History, and/or URL to this information:

(provide URL or attach pdf if needed)

[East County Citizens' Alliance](#) <https://eastcountyvoices.org/>

[ECCA builds community by organizing projects that attract a variety of people to work together towards a common purpose and find shared values. Such projects involve beautifying public spaces, assisting members of the community with basic needs, supporting teachers and students, and growing our collective sense of belonging through art and cultural projects.](#)

Project Name:

[Community Building through Mural Design and Painting - Hamllik Park](#)

Type of Project:

☒ Permanent public artwork

☐ Temporary public artwork

☐ Arts fair or festival

☐ Performing arts event

☐ Arts education

☐ Other (specify): _____

Brief Description of Project:

[Hamllik Park Community Mural Project- see attached ECCA Hamllik Park Mural Project 2023/2024 document for detailed description.](#)

Date/Time of Project Start:

[October 2023](#)

Date/Time of Project Completion:

[Spring 2024](#)

Project Budget (including all expenses, and other revenue sources):

(attach pdf)

Requested Funding Amount (up to \$2000):

[\\$2,000](#)

Describe how the requested funding amount will be spent:

[See attached](#)

Describe manager or organization past experience with projects of this kind:

ECCA has been doing community building projects since February 2022. From trash pickup to planting a guardrail garden and coming wildflower garden to tutoring high school students and serving meals at Refuel, we work to build community through shared work together.

Describe the project's general hiring process and policies:

We are not hiring anyone. We are working with Travis London, a prolific, skilled, experienced local muralist along with other local artists and community members. This is a grassroots community-building activity, not a hired art installation

Describe the project's artist selection or arts curation process and policies:

We are starting with local artists interested in working with community members, then meeting with community members to brainstorm the mural content. The design team will then process input from the community to complete a design for the mural.

Describe the project's educational aspects, if applicable:

Through community engagement, deep listening, collaborative design, and shared participation in painting the mural, we hope to model a process of respectful inclusion and joyful creation.

Describe the project's need for insurance, and plan for obtaining:

We can have people working on the project sign a volunteer liability waiver.

We will have people painting on dibond, not directly on the building. We understand that the city will do the mounting of the dibond to the building, so we anticipate minimal risk to participants.

Describe the project's need for city permits, and plan for obtaining:

Permit not needed.

Attach a document and any supporting media needed for a complete description of the project including:

1. Project concept and purpose
2. Expected impact of the project on the arts in Washougal
3. Detailed project timeline from preparation to completion, with major milestones.
4. The number of individuals the project will employ (including volunteers)
5. The number of individuals you expect the project to reach, if applicable (attendance, visits, views, etc.)
6. Any images, diagrams, or other media needed to convey the project
7. Links to any media samples or online resources needed to convey the project

(attach additional documents as needed - pdfs or zip file)

Add any other notes you would like for consideration by the Washougal Arts Commission:

Since we are using a community brainstorming session to define the subject matter for the design, a design for the mural itself is not available at this time. We request approval of the project contingent on an understanding that no painting will occur without clearing the design through the Arts Commission.

ECCA Hamlik Park Mural Project 2023/2024

Concept and Purpose

In alignment with ECCA's goals of building community by recruiting volunteers to beautify public spaces and growing our collective sense of belonging through art, our vision is to support these goals through:

- Community brainstorming about what they would like to see as a mural on the Hamlik Park restroom building (three sides). Efforts will be made to reach out to a broad, diverse cross-section of the community – people who might not otherwise cross paths.

Our recruitment efforts will be focused on residents from the neighborhood surrounding Hamlik Park, students from the local schools, and members of the larger Washougal area. In particular, outreach will be directed to students through the schools, seniors through the senior center and meals on wheels, the local neighborhood through flyers and posters, and the Spanish speaking community through the school district liaison. It is our intention that this project be accessible, inclusive, and approachable to all members of the Washougal community.

- Participation of high school students in promotion of community involvement in the project (creating posters, signs, social media posts, word of mouth)
- Involvement of a broad cross-section of the community in painting the mural (with final touch-up by experienced artists)
- The mural itself will stand as a representation of this coming together of diverse individuals in creating a lasting object of community interest and beautification.
- The mural will be shared with other groups as an example of what a community can create together, and can be the first of a series of (perhaps annual) projects enriching different neighborhoods of our city.

Expected Impact

We expect that community members will feel respected and included in a process which encourages their input and values their contributions.

We expect that there will be joy in creating.

We expect that relationships will be formed across typical divides of age, language, and social groups that will expand acceptance of and respect for differences.

We expect that there will be pride in the creation of a lasting piece of art on display in their community.

We expect that a subgroup of those who participate in the process will feel empowered to participate in or lead other projects in the future.

Project Timeline

- Initial planning meeting (held 9/17/23)
- Complete application to Arts Commission to present at the October 13th meeting/ask for approval with condition that a visual design will be provided by the December 8th meeting
- Engage local youth with sign/poster/flyer making for Community Meeting (Oct/Early Nov)
- Initial meeting at Hamllik Park – gathering ideas/input verbally, on poster boards, visually (November 11)
- 2nd Planning meeting to process input from Community (November)
- Subgroup develops a design to enable community input in the painting (December)
- Design gets approved by Arts Commission (December 8th meeting)
- Possible community meeting at Hamllik Park to share design with community/announce painting timeline (December/January)
- Flyers, signs, social media (ECCA, WACA, Neighborhood groups), school announcements, senior center/ meals on wheels cards, etc. to announce painting date(s) (Perhaps reach out to police/firefighters/city officials to participate)
- Paint! (February/March)
- Unveil at baseball tournament in the springtime (March or April)
- Outside completion time for mural, in case of delays – end of school year 2024

Individuals the project will employ

There will be no paid employees. This is a volunteer-based project. We can only speculate on the number of participants, but between those involved in brainstorming and those involved in the painting of the mural, we expect tens of participants.

Images/Diagrams

We plan to paint on dibond to cover three sides of the Hamllik Park restroom building as shown below.



Project Leader Bios

Annie Souter is a member of the East Count Citizens' Alliance Steering Committee, and the project lead for their Community Murals Project. She is an artist, naturalist, musician, and mother. Over the years she has taught piano lessons, and fiber arts. She is passionate about community building and promoting compassionate interactions through the arts and nature.

Travis London teaches art in Spanish at a Title I elementary school in Vancouver. He has created over 30 murals, many with his students and many in collaboration with other artists. He was first introduced to creating community public art when he lived in Santiago, Chile, and participated with the Brigada Ramona Parra, an art collective that has produced thousands of murals.

Budget

<u>Item</u>	<u>Cost</u>
3 - 4' x 8' dibond panels	\$671
3 - 4' x 10' dibond panel	\$852
Paint	\$450
Brushes/Supplies	\$100
Anti-Graffiti sealant	\$150
Stipend to artist(s)	\$1,500
	\$3,723

Additional funding to be provided by WACA

Other costs not included above

Items for community brainstorming/community outreach which ECCA will cover:

<u>Item</u>	<u>Cost</u>
Easel size post-it pads	\$40
Regular post-it notes	\$10
Pens/Markers	\$20
Flyers	\$15
Paint/Paper for signs	\$60
Miscellaneous	\$25
Food	Sponsored
	\$170

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

10/23/2023

SUBJECT:

2024 Budget Fire and Public Works Capital Projects

DEPT. OF ORIGIN:

Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

ATTACHMENTS:

📎 **2024 PW Capital & Fire**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

Public Works Capital Projects 2024 Budget

10/23/2023 | Presented by Daniel Layer



City of Washougal

1

Agenda

- Highlights
 - Art
 - Facilities
 - Transportation
 - Pavement Management Program (PMP)
 - Parks
 - Equipment Replacement
 - Water/Sewer



City of Washougal

2

2

Art Capital Projects ~ 2024 Budget

Total Budget: \$24,000

- Other projects ~ \$24,000
 - Beginning fund balance \$19,284
- Art Commission recommendations pending



3

3

Facilities Capital Projects ~ 2024 Budget

Total Budget: \$3,175,000

- Social Service Building Maintenance and Repair Project Closeout ~ \$50,000
 - \$50,000 Legislative appropriation – Department of Commerce (carryforward from 2023)
- PW Operations Center Building Maintenance and Repair Project ~ \$1,300,000
 - \$500,000 LID settlement proceeds (carryforward from 2023)
 - \$300,000 general fund 2021 surplus (carryforward from 2023)
 - \$500,000 American Rescue Plan Act (ARPA) funds
- Facilities Master Plan (Police Station & Silver Star) ~ \$75,000
 - \$75,000 previously appropriated use of general fund balance in 2022
- ADA Transition Plan Update ~ \$150,000
 - \$110,000 general fund transfer
 - \$40,000 facilities capital fund balance



4

4

Facilities Capital Projects ~ 2024 Budget (cont.)

- Facilities Major Maintenance ~ \$100,000
 - \$100,000 facilities capital investment interest and fund balance
- Downtown Revitalization (Civic Campus) ~ \$1,500,000
 - \$1,500,000 ARPA funds (carryforward from 2023)



5

5

Transportation Capital Projects ~ 2024 Budget

Total Budget: \$10,687,243

- 39th Street and Evergreen Way Intersection Improvements Closeout ~ \$7,000
 - \$7,000 Transportation Impact Fees (TIF) (carryforward from 2023)
- 32nd Street Underpass (Design & Planning) ~ \$10,000,000
 - \$1,900,000 Washington State Department of Transportation (WSDOT) Appropriation
 - \$7,100,000 Federal Railroad Crossing Elimination (RCE) Grant Program
 - \$828,100 WSDOT Moving Ahead Washington – Railroad Crossing Grant Program
 - \$171,900 TIF
- 27th Street Shared Use Path Design Phase ~ \$240,243 (carryover from 2023)
 - \$222,000 Regional Transportation Council (RTC) Transportation Alternatives Program (TAP) Grant
 - \$18,243 TIF



6

6

Transportation Capital Projects ~ 2024 Budget (cont.)

- 32nd Street Safety Improvements ~ \$113,000
 - \$113,000 WSDOT Safety Grant (carryforward from 2023)
- Columbia River Trail Lighting Project Closeout ~ \$7,000
 - \$7,000 ARPA funding (carryforward from 2023)
- Railroad Crossing Improvements ~ \$190,000
 - \$190,000 ARPA (carryforward from 2023)
- Advanced Traffic Systems (ATMs) ~ \$70,000
 - \$70,000 Transportation Capital Fund Balance (\$50,000 carryforward from 2023)
- Traffic Calming ~ \$60,000
 - \$60,000 general fund transfer



7

7

Pavement Management Program (PMP) ~ 2024 Budget – Fund 106

- **Total Budget: \$1,140,000**
 - \$120,000 Slurry Contract & Retainage – 2023 PMP Closeout (Fund Balance – Fund 106)
 - \$20,000 Pavement Management Report (Fund Balance – Fund 106)
- 2024 funding breakdown ~ \$1,000,000:
 - \$264,000 Transportation Benefit District (TBD) Fees
 - \$170,000 General Fund Transfer (GF)
 - \$566,000 Real Estate Excise Tax (REET)
- History:

Year	REET	TBD Fees	GF Transfer	Total
2023	\$566,000	\$264,000	\$170,000	\$1,000,000
2022 & 2021	\$475,200	\$261,800	\$170,000	\$907,000
2020	COVID			\$0
2019	\$475,000	\$171,000	\$217,000	\$863,000



8

8

Parks Capital Projects ~ 2024 Budget

Total Budget: \$361,000

- Hamllik Park Basketball Court ~ \$259,000
 - \$179,000 Community Development Block Grant (CDBG)
 - \$60,000 Park Impact Fees (PIF)
 - \$20,000 Danielson Trust
- Hathaway Park Security Lighting Upgrades ~ \$70,000
 - \$70,000 General Fund Transfer
- Veteran Memorial Design ~ \$32,000
 - \$32,000 transfer from Cemetery Fund



9

9

Water/Sewer Capital Projects ~ 2024 Budget

Total Budget: \$16,791,060

- **Water ~ \$2,167,100**
 - 2024 Automatic Meter Reading – AMI ~ \$480,988
 - Upsize Water Main “J” Street – 32nd St. to 34th St. ~ \$420,865 (\$284,280 carryforward from 2023)
 - New Service Lines – 32nd Street – “G” Street to “K” Street ~ \$416,055
 - System Looping – 4th Street – Shepherd Road ~ \$607,248
 - Major Repairs/Miscellaneous Pipe Improvements – Throughout City ~ \$60,124
 - Lift Station #1 Relocation (Water portion) ~ \$181,820



10

10

Water/Sewer Capital Projects ~ 2024 Budget (cont.)

- **Sewer ~ \$13,997,750**
 - Machinery & Equipment ~ \$49,000
 - Truck replacement
 - Lift Station #1 relocation (Sewer portion) ~ \$1,835,020 (\$1,254,552 carryforward from 2023)
 - SCADA system upgrade ~ \$21,000 (carryforward from 2023)
 - Biosolids & Anoxic Selector Management ~ \$12,000,000
 - \$1,000,000 Environmental Protection Agency (EPA) Grant
 - \$11,000,000 Wastewater fund balance
 - Lift Station #4, #13, #14 Upgrades ~ \$92,750



11

11

Water/Sewer Capital Projects ~ 2024 Budget (cont.)

- **Water/Sewer Other ~ \$626,210**
 - Intergovernmental Taxes ~ \$136,075
 - Water - \$57,000
 - Sewer - \$79,075
 - Indirect Costs ~ \$309,623
 - Northside/Tower Development Debt Service ~ \$280,135
 - Water - \$275,000
 - Sewer - \$5,135



12

12

Water/Sewer Bonded Projects ~ 2024 Budget

Total Budget: \$2,412,850

- **Debt Payments** (revenue transferred in from O&M accounts)
 - Water ~ \$603,213
 - Sewer ~ \$1,713,123
 - Stormwater ~ \$96,514



13

13

Water/Sewer Debt Fund ~ 2024 Budget

Total Budget: \$537,080

- **Public Works Trust Fund Debt Payments** (revenue transferred in from O&M)
 - Water ~ \$47,576
 - Sewer ~ \$489,504
 - Stormwater ~ \$0



14

14

Anticipated Public Works Capital Projects ~ 2024 Supplemental Budget

- Climate elements that are incorporated in the 2025 mandated update of the City's Comprehensive Land Use Plan:
 - Facilities Master Plan Sustainability Update
 - Parks & Cemetery Master Plan Sustainability Update
 - Transportation Master Plan Sustainability Update
 - Sewer Comprehensive Plan Update
- Sidearm Mower – Streets Department ~ \$171,000



15

15

Fire & Emergency Medical Services (EMS) 2024 Budget

10/23/2023 | Presented by Daniel Layer



City of Washougal

16

Fire & EMS 2024 Budget

Expenditure	2024 Proposed Budget
Intergovernmental Services (CWFD)	\$5,250,705
Intergovernmental Services (CRESA)	20,114
Prof. Services	0
Supplies	750
TOTAL	\$5,271,569



17

17

Fire & EMS 2024 Budget Highlights

- **Fire & EMS Contract ~ \$5,250,705**
 - Extension of agreement pending
 - Potential use of reserves
- **Professional Services**
 - Fire Station Design & Permitting – total cost pending
 - Anticipated 2024 Supplemental Budget in Quarter 1



18

18

Formal Budget Calendar (Amended 10/23/2023)

- ~~October 23rd: Department Budgets:~~
 - ~~☐ Public Works Capital Projects, Fire & EMS~~
- October 23rd: 2024 City Manager's Proposed Budget
- October 23rd: Set hearings for Ad Valorem taxes and budget (to be held 11/13/2023)
- **November 6th: 3rd Quarter 2023 Update**
- November 13th: Public Hearings, adopt Ad Valorem taxes, possibly adopt budget
- November 20th, December 4th, December 11th & December 18th: remaining dates for budget adoption



19

19

Questions

Thank You!



20

20

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

10/23/2023

SUBJECT:

City Manager's Proposed 2024 Budget

DEPT. OF ORIGIN:

Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

▯ **2024 Proposed Budget**

EXPENDITURE REQUIRED:

BUDGETED:

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

RECOMMENDED ACTION

2024 City Manager's Proposed Budget

10/23/2023 | Presented by Daniel Layer



City of Washougal

1

Agenda

- Key assumptions
- Presentation of the City Manager's 2024 Proposed Budget
- Budget message and proposed ordinance
- Next steps



City of Washougal

2

2

Key Assumptions – General and Street Fund

- Key investments based on the 2023-2028 Strategic Plan:
 - ❑ Council created and funded the Strategic Plan Implementation Fund earlier this year as a placeholder for investments to facilitate the plan's success
 - ❑ Investments for 2024 (pending further refinement of budget demands):
 - ❑ Establishment of Strategic Initiatives Manager position (Economic Development and Community Prosperity & Financial Health and Core Services)
 - ❑ Establishment of Community Engagement Program Coordinator position (Redefined Community Identity)
- Key investments based on Council priorities (use of reserves)
 - ❑ Mandated Comprehensive Plan Update
 - ❑ Finalize General Facilities Plan (carryover from 2023)
- Continue to fund the Fire Department per the latest and pending agreements
 - ❑ Potential use of fire reserves



3

3

Key Assumptions – General and Street

Revenue Assumptions:

- 1% councilmanic property tax increase + 3.62% new construction
- EMS levy renewed at \$0.50 / 1,000 assessed value (AV)
- Utility taxes anticipated to increase at a rate below inflation
- Trending of revenues



4

4

Key Assumptions – General and Street

Expense assumptions:

- Maintain service levels
- COLAs per contracts: 3.6%
- Medical benefits cost increases: AWC 4.1% increase; KAISER 0.28% increase
- Department of Retirement Services (DRS) contribution rates: PERS 9.53%; LEOFF 5.32%
- Key investments based on Strategic Plan
- Continued use of Economic Development funding ~ \$95,000 (\$55,000 in 2023)
 - ❑ Pursuing funding opportunities for programs and capital projects to enhance economic development
 - ❑ Leverage of Strategic Plan Implementation Fund to enhance this activity (\$40,000)



5

5

City Manager's Proposed 2024 Budget



City of Washougal

6

General and Street Fund Revenues

	2022 Actual	2023 Budget	2024 Proposed	\$ Change	% Change
Regular Property Taxes	\$ 6,027,231	\$ 6,264,174	\$ 7,152,169	\$ 887,995.00	14.18%
Retail Sales Taxes/Criminal Justice	\$ 3,659,195	\$ 3,747,000	\$ 4,208,000	\$ 461,000.00	12.30%
Utility Taxes/Franchise Fees	\$ 3,027,874	\$ 2,956,421	\$ 3,380,453	\$ 424,032.00	14.34%
Leasehold/Gambling Taxes & TBD	\$ 460,708	\$ 440,000	\$ 459,000	\$ 19,000.00	4.32%
Licenses and Permits	\$ 550,873	\$ 535,700	\$ 562,200	\$ 26,500.00	4.95%
State and Federal Grants	\$ 31,059	\$ 160,436	\$ 166,634	\$ 6,198.00	3.86%
State Shared Revenues/Entitlements	\$ 807,957	\$ 800,927	\$ 756,543	\$ (44,384.00)	-5.54%
Animal Control Fees	\$ 93,662	\$ 124,500	\$ 129,834	\$ 5,334.00	4.28%
General Government Charges	\$ 319,784	\$ 327,900	\$ 303,660	\$ (24,240.00)	-7.39%
Sub Division/Zoning/Planning Fees	\$ 1,568,147	\$ 1,169,100	\$ 1,192,350	\$ 23,250.00	1.99%
Indirect Cost Recovery	\$ 1,197,350	\$ 1,122,000	\$ 1,385,540	\$ 263,540.00	23.49%
Interest, Rents and Settlements	\$ 147,192	\$ 109,000	\$ 175,000	\$ 66,000.00	60.55%
Other Revenue Sources (Transfers)	\$ -	\$ 61,500	\$ 270,400	\$ 208,900.00	0.00%
Total Revenue	\$17,891,033	\$17,818,658	\$ 20,141,783	\$ 2,323,125.00	13.04%



7

7

General and Street Fund Expenses

	2022 Actual	2023 Budget	2024 Proposed	\$ Change	% Change
Council	\$ 79,322	\$ 114,890	\$ 116,910	\$ 2,020.00	1.76%
Judicial	\$ 422,968	\$ 518,000	\$ 549,500	\$ 31,500.00	6.08%
City Managers Office	\$ 584,284	\$ 704,785	\$ 1,007,232	\$ 302,447.00	42.91%
Human Resources	\$ 225,545	\$ 225,170	\$ 238,954	\$ 13,784.00	6.12%
Finance	\$ 1,269,982	\$ 1,297,869	\$ 1,367,514	\$ 69,645.00	5.37%
Economic Development	\$ 46,711	\$ 55,000	\$ 95,000	\$ 40,000.00	72.73%
Legal	\$ 14,033	\$ 20,000	\$ 20,000	\$ -	0.00%
General Government Services	\$ 1,864,839	\$ 2,733,703	\$ 1,798,747	\$ (934,956.00)	-34.20%
Police	\$ 3,841,211	\$ 4,308,427	\$ 4,563,047	\$ 254,620.00	5.91%
Fire	\$ 3,778,086	\$ 4,540,880	\$ 5,271,569	\$ 730,689.00	16.09%
Intergovernment Services	\$ 12,478	\$ 13,000	\$ 13,000	\$ -	0.00%
Community Development/Planning	\$ 2,978,378	\$ 2,598,319	\$ 2,714,406	\$ 116,087.00	4.47%
Engineering	\$ 272,524	\$ 173,621	\$ 232,469	\$ 58,848.00	33.89%
Animal Control	\$ 222,578	\$ 249,000	\$ 259,668	\$ 10,668.00	4.28%
Parks	\$ 560,747	\$ 623,441	\$ 712,789	\$ 89,348.00	14.33%
City Building Maintenance	\$ 635,218	\$ 637,795	\$ 778,857	\$ 141,062.00	22.12%
Street Maintenance	\$ 1,075,816	\$ 1,073,758	\$ 1,187,121	\$ 113,363.00	10.56%
Total Expenses	\$17,884,718	\$19,887,658	\$ 20,926,783	\$ 1,039,125	5.22%



8

8

Long Range Forecast

Updated 10/23/2023

	<u>2020 Year End</u>	<u>2021 Year End</u>	<u>2022 Year End*</u>	<u>2023 Est</u>	<u>2024 Est</u>	<u>2025 Est</u>	<u>2026 Est</u>	<u>2027 Est</u>	<u>2028 Est</u>
Population	17,039	17,329	17,623	17,923	18,228	18,537	18,853	19,173	19,499
Rev/Capita	\$ 884	\$ 1,090	\$ 1,143	\$ 1,016	\$ 1,105	\$ 1,139	\$ 1,153	\$ 1,168	\$ 1,183
Exp/Capita	\$ 832	\$ 875	\$ 1,015	\$ 1,358	\$ 1,148	\$ 1,122	\$ 1,146	\$ 1,171	\$ 1,196
Forecast Revenue % Chg	13.48%	25.41%	6.71%	-9.65%	10.63%	4.81%	3.00%	3.00%	3.00%
Forecast Expense % Chg	7.50%	6.97%	17.98%	36.07%	-14.01%	-0.65%	3.90%	3.90%	3.90%

	<u>2020 Year End</u>	<u>2021 Year End</u>	<u>2022 Year End*</u>	<u>2023 Est</u>	<u>2024 Est</u>	<u>2025 Est</u>	<u>2026 Est</u>	<u>2027 Est</u>	<u>2028 Est</u>
Revenue	\$ 15,056,910	\$ 18,883,056	\$ 20,150,924	\$18,206,858	\$20,141,783	\$21,110,603	\$21,743,921	\$22,396,238	\$23,068,126
Expenditure	\$ 14,171,660	\$ 15,159,106	\$ 17,884,763	\$24,335,883	\$20,926,783	\$20,790,759	\$21,601,599	\$22,444,061	\$23,319,379
Surplus/(Deficit)	\$ 885,250	\$ 3,723,950	\$ 2,266,161	\$ (6,129,025)	\$ (785,000)	\$ 319,844	\$ 142,322	\$ (47,822)	\$ (251,254)
Ending Cash Reserve	\$ 4,413,873	\$ 8,137,823	\$ 10,403,984	\$ 4,274,959	\$ 3,489,959	\$ 3,809,802	\$ 3,952,125	\$ 3,904,302	\$ 3,653,049
Reserves as % Expense	31.1%	53.7%	58.2%	17.6%	16.7%	18.3%	18.3%	17.4%	15.7%
Reserves as % Revenue	29.3%	43.1%	51.6%	23.5%	17.3%	18.0%	18.2%	17.4%	15.8%
Net Revenue as % Expense	6.2%	24.6%	12.7%	-25.2%	-3.8%	1.5%	0.7%	-0.2%	-1.1%
Minimum Reserve at 16%	\$ 1,704,605	\$ 1,835,349	\$ 1,912,275	\$ 2,167,641	\$ 2,361,612	\$ 2,443,563	\$ 2,528,266	\$ 2,615,733	\$ 2,706,043
Additional Reserves	\$ 2,709,267	\$ 6,302,474	\$ 8,491,709	\$ 2,107,318	\$ 1,128,346	\$ 1,366,239	\$ 1,423,858	\$ 1,288,569	\$ 947,006

*Unaudited



City of Washougal

9

9

Use of Reserves / Fund Balance

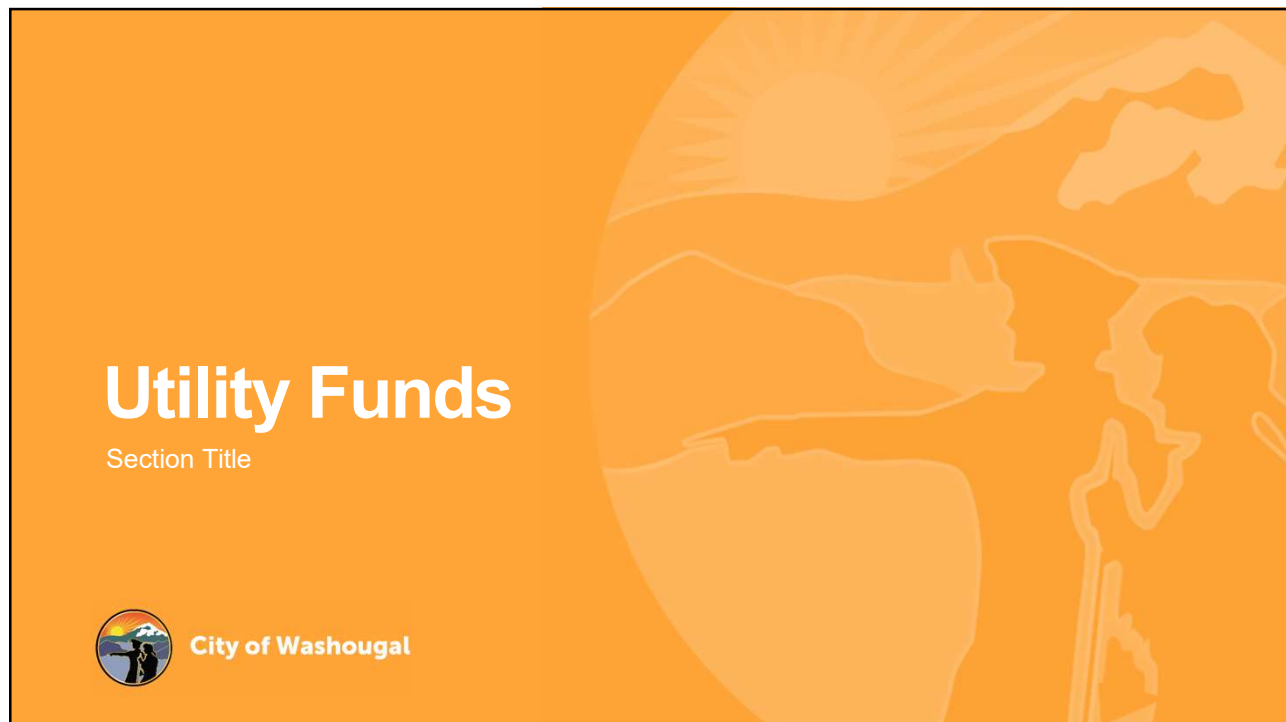
- The 2024 Proposed Budget appropriates \$785,000 of General Fund Reserves (all rollovers from 2023 appropriations):
 - 2025 Comprehensive Plan/Town Center Sub Area Plan/Planned Action Ordinance ~ \$350,000
 - Public Works Operations Center Maintenance and Repairs ~ \$300,000
 - Facilities Master Plan ~ \$75,000
 - Shorelines ~ \$60,000



City of Washougal

10

10



11

 Slide 12 has a light gray background with a faint, stylized illustration of a person in a hat and boots, similar to the one on slide 11. The title "Key Assumptions – Utilities" is displayed in a large, bold, orange font. Below the title, there are two main bullet points, each preceded by a right-pointing arrow (›). The first bullet point is "FCS will be completing the utility rate study in 4th Quarter 2023", and the second is "Following capital facilities plan". Each of these main points has a sub-bullet point, also preceded by a right-pointing arrow (›). The sub-bullet under the first main point is "Utility revenue anticipated to increase at a rate below inflation". The sub-bullet under the second main point is "Programed use of \$6m sewer reserves/fund balance for Biosolids & Anoxic Selector Management Capital Project (transfer to capital fund)". In the bottom left corner, there is a circular logo for the City of Washougal, which depicts a landscape with a sun, mountains, and water. To the right of the logo, the text "City of Washougal" is written in a small, orange, sans-serif font.

12

Utility Operations & Maintenance (O&M) Fund – Water/Sewer

<u>Water/Sewer Utility</u>	2024			<u>\$ Change</u>	<u>% Change</u>
	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>Proposed</u>		
Revenues					
Water Sales	\$ 4,248,460	\$ 4,534,806	\$ 4,783,681	\$ 248,875	5.49%
Sewer Sales	\$ 5,970,972	\$ 6,273,982	\$ 6,635,203	\$ 361,221	5.76%
Other Revenues	\$ 475,752	\$ 110,800	\$ 157,400	\$ 46,600	42.06%
Total Revenue	\$10,695,184	\$10,919,588	\$ 11,576,284	\$ 656,696	6.01%
Total Expenses	\$10,349,323	\$10,597,862	\$ 17,486,548	\$ 6,888,686	65.00%
Total Net Revenue	\$ 345,862	\$ 321,726	\$ (5,910,264)	\$ (6,231,990)	1937.05%



13

13

Utility O&M & Capital Fund – Stormwater

<u>Storm Water Utility</u>	2024			<u>\$ Change</u>	<u>% Change</u>
	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>Proposed</u>		
Revenues					
Storm Water Sales	\$ 1,688,313	\$ 1,677,227	\$ 1,864,820	\$ 187,593	11.18%
Storm Water Connection Fee	\$ 24,378	\$ 45,000	\$ 50,000	\$ 5,000	11.11%
Other Revenues	\$ 181,395	\$ 123,000	\$ 225,800	\$ 102,800	83.58%
Total Revenue	\$ 1,894,086	\$ 1,845,227	\$ 2,140,620	\$ 295,393	16.01%
Total Expenses	\$ 1,775,329	\$ 2,032,880	\$ 2,573,854	\$ 540,974	26.61%
Total Net Revenue	\$ 118,757	\$ (187,653)	\$ (433,234)	\$ (245,581)	130.87%



14

14

All Funds



City of Washougal

15

Funds – General & Special Revenue

Fund	Fund Title	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
001	General	\$ 4,273,359	\$ 19,395,654	\$ 20,180,654	\$ 3,488,359
002	Strategic Plan Implementation Fund	882,925	38,850	270,400	651,375
003	Abatement	89,017	2,400	10,000	81,417
101	Street	1,600	1,187,121	1,187,121	1,600
103	Cemetery	10,000	232,167	232,167	10,000
104	REET 1st Qtr %	1,410,000	544,400	854,400	1,100,000
105	Park Impact Fee	1,330,000	410,000	110,000	1,630,000
106	REET 2nd Qtr %	1,374,000	966,000	1,240,000	1,100,000
108	Hotel/Motel Tax	100,000	100,500	128,684	71,816



City of Washougal

16

16

Funds – Special Revenue & Debt Service

Fund	Fund Title	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
110	Transportation Development	3,075,000	820,000	197,150	3,697,850
120	National Opioid Settlements	31,700	10,500	42,200	-
125	EMS Restricted Revenue	61,900	1,500	-	63,400
126	Fire impact Fee	770,000	90,000	14,000	846,000
127	Affordable Housing Sales Tax Credit	52,600	15,000	67,600	-
141	Drug Seizure Fund	20,000	5,250	5,250	20,000
212	UTGO Debt	9,322	200	-	9,522
215	Downtown Revitalization Bond	-	354,400	354,400	-

17

Funds – General Fund Capital Projects

Fund	Fund Title	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
350	Parks Capital Projects	215,000	371,000	361,000	225,000
351	Building Contingency	3,747,628	1,585,000	3,175,000	2,157,628
353	Transportation Capital	99,993	11,243,250	11,243,243	100,000
355	Art Project Fund	19,000	5,000	24,000	-

18

Funds – Enterprise / Utility

Fund	Fund Title	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
401	Water/Sewer	8,580,000	11,576,284	17,486,548	2,669,736
403	Stormwater	3,352,347	2,140,620	2,573,854	2,919,113
406	Water/Sewer Capital	11,993,500	9,737,391	16,886,278	4,844,613
410	PW Trust Fund Loan	779	537,080	537,080	779
413	Water/Sewer/Storm Bond	540,000	3,283,138	2,412,850	1,410,288
414	Water/Sewer/Storm Bond Reserve	1,603,400	3,000	-	1,606,400

Funds – Internal Service & Private-Purpose Trust

Fund	Fund Title	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
510	Employment Security	125,190	3,000	30,722	97,468
520	ER&R vehicle	5,000	126,000	-	131,000
521	ER&R IT	29,500	223,290	182,841	69,949
604	Perpetual Care	395,325	10,000	-	405,325
610	Downtown Bond Guarantee	1,127,500	6,000	-	1,133,500
631	Low Income Assistance	5,636	14,000	14,000	5,636
Grand Total		\$ 45,331,221	\$ 65,037,995	\$ 79,821,442	\$ 30,547,774

Budget Message and Ordinance



City of Washougal

21

City Manager's Budget Message



To the Mayor, City Council & Residents of Washougal:

I am pleased to present the proposed City of Washougal 2024 Budget. The proposed 2024 budget is an expression of the Council's priorities, maintains existing service levels and targets key service enhancements and continued capital investments.

Consistent with the broader national and regional economic trends, we are experiencing significant cost pressures in ongoing program operations and escalating costs in delivering capital projects. The 2024 budget maintains our conservative management of on-going expenses, while adapting to the realities of these cost pressures. We are cautiously optimistic that economic conditions will continue to improve, as we anticipate economic growth in our community over the next several years. We remain vigilant in monitoring economic trends and indicators and are prepared to adapt as needed.

When establishing priorities for the 2024 budget, the Council considered and relied on our recently adopted Strategic Plan, as well as our capital facilities plans and community feedback. Within this context, we maintain our current service levels in all program areas, invest in our community engagement efforts, and make strategic investments in economic development and the implementation of our new Strategic Plan. These investments promote enhanced revenues to support ongoing programs and Council and community priorities. We continue to utilize capital project funds to pursue Council and community priorities by investing in important capital facilities projects, enhanced by the addition of ARPA funding and our success in securing state and federal capital project funds.

To ensure that we can maintain our current service levels and make these modest program enhancements, the 2024 general fund operating budget assumes that the Council will adopt a 3% increase in our overall property tax levy and that the current EMS levy will be renewed for 2024.

Highlights from Council's priorities in the 2024 budget and their alignment with our recently adopted 2023-2028 Strategic Plan include:

Economic Development and Community Prosperity/Financial Health

- Add a new Strategic Plan Implementation Manager position to champion and coordinate economic development and tourism strategic objectives, oversee implementation of the new Strategic Plan, and pursue capital project funding. This strategic investment is designed to deliver enhanced revenues for ongoing program operations and capital project needs.

Core Services

- Begin construction of mandated improvements to the Wastewater Treatment Plant, supported by federal and state low interest loans awarded through a competitive process.
- Continue design and permitting for the new 32nd St Underpass, supported by over \$500k in federal and state grants awarded specifically for this project via rail crossing elimination grant programs.

CITY HALL
1701 C Street
Washougal, WA
99671
(360) 331-5361
Fax:
(360) 331-5368

POLICE
DEPARTMENT
1120 A Street
Washougal, WA
99671
(360) 331-5701
Fax:
(360) 331-7119



City of Washougal

Washougal Train Center

- Complete design and permitting and begin construction of the Towncenter Revitalization ("Old Campus") Project, including a new dog park, pocket park with splash pad/water feature, outdoor "living room" for the community center and expanded parking for the proposed new library, towncenter businesses and the civic campus. This project is supported by WA State Capital Budget and ARPA funds.

Smart Growth

- Continue efforts toward the mandated update to our Comprehensive Land Use Plan and related capital facilities plans, including mandated elements related to housing and climate. This project is supported in part by WA State grants.

Redefine Community Identity

- Add a new Community Engagement Program coordinator position to support enhanced community engagement efforts, including an expanded volunteer program, expanded and enhanced community events, development of a new Citizens' Academy to be implemented in early 2025, enhanced recreation programming and community utilization of the community center. This new position is designed to ultimately be supported by new program-revenue to offset costs.

I am pleased to propose a balanced baseline operating budget which maintains all existing service levels, provides for modest enhancements to services in response to community and Council priorities and makes strategic investments designed to enhance revenues to support ongoing programs, services, and capital projects. This budget features several significant capital projects, which are made possible by our successful acquisition of state and federal capital project funding. Mandated improvements at our Wastewater Treatment Plant ensure compliance with state clean water requirements and adequate services into the future. We can get started on the design and permitting of the long-awaited 32nd Street Underpass, which will ultimately transform our transportation system by removing the existing at-grade rail crossing barrier. This project fulfills a decade-old Council priority to eliminate this at-grade crossing. The Towncenter Revitalization Project delivers new community amenities in response to community priorities.

I would like to thank the members of the City Council for their leadership and efforts in identifying priorities and providing policy guidance. I would also like to thank the City staff, who work hard every day to deliver outstanding service. And "Thank you" to the many volunteers who serve on our boards and commissions and in support of the various programs that make Washougal a great community.

Respectfully Submitted,


David Smith
City Manager
10/23/2023

22

22

Budget Ordinance



City of Washougal

Fund	Fund Title	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
001	General	\$ 4,273,359	\$ 19,395,654	\$ 20,180,654	\$ 3,488,359
002	Strategic Plan Implementation Fund	882,925	38,850	270,400	651,375
003	Abatement	89,017	2,400	10,000	81,417
101	Street	1,600	1,187,121	1,187,121	1,600
103	Cemetery	10,000	232,167	232,167	10,000
104	REET 1st Qtr %	1,410,000	544,400	854,400	1,100,000
105	Park Impact Fee	1,330,000	410,000	110,000	1,630,000
106	REET 2nd Qtr %	1,374,000	966,000	1,240,000	1,100,000
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110	Transportation Development	3,075,000	820,000	197,150	3,697,850
120	National Opioid Settlements	31,700	10,500	42,200	-
125	EMS Restricted Revenue	61,900	1,500	-	63,400
126	Fire Impact Fee	770,000	90,000	14,000	846,000
127	Affordable Housing Sales Tax Credit	52,600	15,000	67,600	-
141	Drug Seizure Fund	20,000	5,250	5,250	20,000
212	UTGO Debt	9,322	200	-	9,522
215	Downtown Revitalization Bond	-	354,400	354,400	-
350	Parks Capital Projects	215,000	371,000	361,000	225,000
351	Building Contingency	3,747,628	1,585,000	3,175,000	2,157,628
353	Transportation Capital	99,993	11,243,250	11,243,243	100,000
355	Art Project Fund	19,000	5,000	24,000	-
401	Water/Sewer	8,580,000	11,576,284	17,486,548	2,669,736
403	Stormwater	3,352,347	2,140,620	2,573,854	2,919,113
406	Water/Sewer Capital	11,993,500	9,737,391	16,886,278	4,844,613
410	PW Trust Fund Loan	779	537,080	537,080	779
413	Water/Sewer/Storm Bond	540,000	3,283,138	2,412,850	1,410,288
414	Water/Sewer/Storm Bond Reserve	1,603,400	3,000	-	1,606,400
510	Employment Security	125,190	3,000	30,722	97,468
520	ER&R vehicle	5,000	126,000	-	131,000
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610	Downtown Bond Guarantee	1,127,500	6,000	-	1,133,500
631	Low Income Assistance	5,636	14,000	14,000	5,636
Grand Total		\$ 45,331,221	\$ 65,037,995	\$ 79,821,442	\$ 30,547,774

23

23

2024 Budget Next Steps



City of Washougal

24

Formal Budget Calendar (Amended 10/23/2023)

- ~~October 23rd: Department Budgets:~~
 - ~~☐ Public Works Capital Projects, Fire & EMS~~
- ~~October 23rd: 2024 City Manager's Proposed Budget~~
- October 23rd: Set hearings for Ad Valorem taxes and budget (to be held 11/13/2023)
- November 6th: 3rd Quarter 2023 Update
- November 13th: Public Hearings, adopt Ad Valorem taxes, possibly adopt budget
- November 20th, December 4th, December 11th & December 18th: remaining dates for budget adoption



25

25

Questions

- Thank you!



26

26

Workshop Coversheet
BUSINESS OF THE CITY COUNCIL
City of Washougal, Washington

FOR AGENDA OF:

10/23/2023

SUBJECT:

Approval of Engineering On-Call Service Agreement with Wallis Engineering.

DEPT. OF ORIGIN:

Public Works

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

Yes

ATTACHMENTS:

- ▢ **On Call Engineering Services Presentation**
- ▢ **PSA On-Call Engineering Services**

EXPENDITURE REQUIRED:

BUDGETED:
N/A

APPROPRIATION REQUIRED:

SUMMARY STATEMENT

The City is requesting on-call engineering services to assist with the City's Capital Improvement Program and assist on various tasks or items they may need additional support on.

RECOMMENDED ACTION

Approval of consultant agreement with Wallis Engineering for an amount not to exceed \$500,000 per year for 2 years with an additional one-year extension period. Staff would recommend that the city council authorize the City Manager to execute the professional services agreement with Wallis Engineering for Engineering On-Call Services.

On-Call Engineering Services

October 23, 2023 – City Council Workshop | Presented by Trever Evers, Public Works Director



City of Washougal

Our mission is to provide leadership and effective, fiscally responsible services that achieve our community's vision.

Existing Process

- Engineering service agreements awarded on qualifications not price, per RCW 39.80
- To secure an engineering contract, following process takes place:
 1. Draft/Finalize Request for Proposal (RFP)
 2. Work with Procurement Specialist on Posting RFP
 3. Identify Review Committee
 4. Receive Proposals and Verify Met Proposal Requirements
 5. Review All Proposals Submitted
 6. Meeting with Review Committee to Discuss Proposals
 7. Score Each Proposal
 8. Interview (if necessary)
 9. Award and Draft Professional Service Agreement
 10. Execute Contract



Existing Issues

- Each proposal is 20 pages long
- Excess time on staff to draft, post, review, rate, and execute proposals/agreements
- 34 active projects in varying stages (Design, Construction, and Closeout)
- Small projects that need quick turnaround time for engineering
- Limited to \$10,000 on an engineering contract without evaluating qualifications



Upcoming Projects



- 2024 Outlook of Upcoming Projects:
 - Downtown Sidewalk Updates
 - Pavement Management Program – Grind/Inlays
 - Stormwater Annual Repair and Replacement
 - P9 J Street – 32nd Street to 34th Street Waterline
 - Service Line 32nd – G Street to K Street
 - System Looping – 4 Street Shepherd Road
 - Evergreen Way Sidewalks – 42nd to Schmid Fields*
 - Main Street Grind and Overlay*

*Projects likely to be awarded via grant



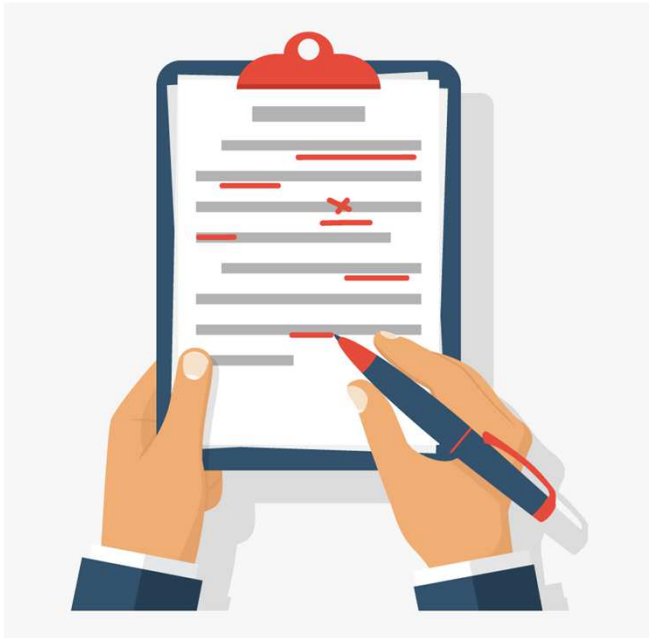
City of Washougal

On-Call Process

- Will be adequate for state and locally funded projects
- Won't be used for federal or large/specialized projects
- Single consultant to handle projects
- Save on staff time with new process:
 1. Send project scope to consultant
 2. Review cost and scope items to proceed with work



Consultant Selection Process



- Request for Proposals was posted on August 25, 2023 to the procurement portal.
- Upon closing of the submittal period on September 14, 2025, the City received five proposals.
- Evaluations of proposals were conducted on October 4, 2023; **Wallis was selected as preferred consultant.**



Budget

- \$500,000 maximum threshold per year
 - \$450,000 Project Related (Capital Expenses)
 - \$50,000 City Engineer Services as Needed (Engineering O&M)
- Two-year contract with option for third year
 - First year includes rest of 2023 and 2024

\$\$\$



Next Steps

- At the November 6th Council meeting the contract with Wallis Engineering will be on the consent agenda, requesting that Council authorize the City Manager to enter into a contract with Wallis Engineering for On-Call engineering services



Questions?



City of Washougal



City of Washougal
PUBLIC WORKS PURCHASING

Contract Information Form *(THIS FORM MUST ACCOMPANY EVERY CONTRACT)*

Contract Title: On-Call Engineering Services Vault Filing Number: _____
Vendor Name: Wallis Engineering Vendor Number: 208
Contract Overview: On-Call Engineering Contract Total: \$500,000.00

Project Manager: Scott Collins Ext: 230 Department: Public Works

Project Number: _____
Multiple

Budget Code(s): _____

Engineer's Project Estimate: \$ _____

Contract Price: \$ \$500,000.00

Type of Procurement Method: MRSC Small Works Roster Solicitation

Project specifically identified in approved budget: N/A ☐ YES ☒ NO ☐ * if NO see below if project cost is greater than \$50,000 for public works, professional services, and personal services.

Does project change exceed administrative discretion threshold? N/A ☐ YES ☒ NO ☐

If project exceeds administrative threshold, was it approved by Council? YES ☐ NO ☐ Click here to enter a date.

City of Washougal, Washington

PROFESSIONAL SERVICES AGREEMENT

Project Name On-Call Engineering Services

This Agreement made and entered into this _____ day of _____ 2023, by and between the City of Washougal, a municipal corporation, under the laws of the State of Washington, hereinafter referred to as "City," and Wallis Engineering hereinafter referred to as "Contractor," whose address is: 215 W 4th Street Suite 200 Vancouver, WA 97045

WHEREAS, the City desires to engage the Contractor to provide Engineering Consulting Services and other related professional services for On-Call Engineering Services, and Contractor has agreed to offer its professional services to perform said work, and

WHEREAS, the Contractor has represented by entering into this Agreement that it is fully qualified to perform the work to which it will be assigned in a competent and professional manner, to the standards required by City,

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES: The City hereby agrees to engage the Contractor and the Contractor hereby agrees to perform, in a satisfactory and proper manner, as determined by City, the services hereafter set forth in connection with this Agreement.

1. **Scope of Services:** Contractor agrees to:

- a) See attached Scope and Rates in **SCOPE AND RATES DATED September 14, 2023.**
- b) Notwithstanding the provisions of section 14, "Amendments," the City may add other related professional services at its discretion.

This Agreement is a purchase of professional services at the hourly rates set forth in EXHIBIT B. Payment for these services are for time and materials not to exceed.

\$500,000.00 unless authorized in writing by the City. If additional time is needed, please refer to Section 4 of this agreement. A written amendment must be attached.

2. **Relation of Parties:** The Contractor, its subcontractors, agents, and employees are independent contractors performing professional services for City and are not employees of the City. The Contractor, its sub-contractors, agents, and employees, shall not, as a result of this Agreement, accrue leave, retirement, insurance, bonding, or any other benefits afforded to City employees. The Contractor, sub-contractors, agents, and employees shall not have the authority to bind City in any way except as may be specifically provided herein.

3. **Time of Performance:** The service of the Contractor is to commence as soon as

practicable after the execution of this Agreement. It is agreed, services hereunder shall begin as of:

Begin date of November 11, 2023, and be completed as of:

End Date November 11, 2026.

4. **Delays and Extensions of Time:** If the Contractor is delayed at any time in the progress of providing service covered by the Agreement, by any causes beyond Contractor's control, the time for performance may be extended by such time as shall be mutually agreed upon by Contractor and City and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to City.
5. **Compensation and Schedule of Payments:** City shall pay the Contractor at the rates indicated in Section 1 for work performed under the terms of this Agreement. This is the maximum amount to be paid under this Agreement and it shall not be exceeded without City's prior written authorization in the form of a negotiated and executed supplemental agreement. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the project as set forth herein. The Contractor shall submit monthly invoices to City covering both professional fees and project expenses, if any. Payments will be submitted by mail or courier to City Hall located at 1701 C Street, Washougal, WA 98671. No faxed copies for payment will be accepted. Payments to Contractor shall be made within thirty (30) days from submission of each invoice.

The City reserves the right to correct any invoices paid in error according to the rates set forth in this Agreement. City and Contractor agree that any amount paid in error by City does not constitute a rate change in the amount of the contract. The City's project name annotated on the executed copy of the contract **must** be referenced on any invoice submitted for payment.
6. **Ownership of Records and Documents:** All materials, writings and products produced by Contractor in the course of performing this Contract shall immediately become the joint property of the City and Contractor. In consideration of the compensation provided for by this Agreement, the Contractor hereby further assigns all copyright interests in such materials, writing and products to the City. A copy may be retained by the Contractor.
7. **Termination:** This Agreement may be terminated by either party upon not less than fifteen (15) days written notice. Additionally, this Agreement may be suspended in accordance with Section I of City of Washougal Resolution 1051.
8. **Evaluation and Compliance with the Law:** The Contractor shall have the authority to control and direct the performance and details of the work described herein. The Contractor agrees to comply with all relevant, federal, state and municipal laws, rules and regulations.

9. **City Business and Occupation License & E-Verify Program:** Prior to performing work under this Agreement, Contractor shall secure a City of Washougal Business and Occupation License under W.M.C. 5.04.020.

The Contractor shall be registered with the Department of Homeland Security E-Verify Program. The Contractor shall provide a fully executed Declaration of Participation in E-Verify Program Form to the City. If the Contractor described herein uses a subcontractor in connection with the performance of the Contract, the subcontractor shall, as a condition of the Contract, certify their participation in the E-Verify program by submitting a Declaration of Participation Form. The Contractor and any subcontractors will not knowingly employ or contract with an unauthorized alien.

10. **Liability and Hold Harmless:** Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the work hereunder. All work shall be done at Contractor's risk.

The Contractor shall defend indemnify and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, to the extent caused by the negligent acts, omissions, or misconduct of the Contractor, (or its employees, agents, representative, subcontractors/subconsultants), in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence or misconduct. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

11. **Debarment, Suspension Or Ineligibility:** The Contractor, defined as the primary participant and its principals, certifies that to the best of its knowledge and belief that they:
- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions with the City;
 - b) Have not within a three (3) year period preceding this contract, been convicted of

or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;

- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated above;
- d) Have not, within a three (3) year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause of default;
- e) Where the Contractor is unable to certify to any of the statements in this document, Contractor shall attach an explanation.

The Contractor agrees by submitting this contract that it shall not knowingly enter into any lower tier covered transaction with a person or business that is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract.

12. **Insurance:** The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

No Limitations: Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

Minimum Scope of Insurance: Contractors required insurance shall be of the types and coverage as stated below:

- a) **Automobile Liability:** insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
- b) **Commercial General Liability:** insurance shall be as least at broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 0509 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as

an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

- c) Workers' Compensation: coverage as required by the Industrial Insurance laws of the State of Washington.

Minimum Amounts of Insurance: Contractor shall maintain the following insurance limits:

- a) Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- b) Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.

City Full Availability of Contractor Limits: If the Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

Other Insurance Provision: The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

Verification of Coverage: Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

Subcontractors' Insurance: The Contractor shall cause each and every Subcontractor to

provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

Notice of Cancellation: The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

Failure to Maintain Insurance: Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

13. **Notices:** All notices which are given or required to be given pursuant to this Agreement shall be hand delivered or mailed, postage paid, as follows:

City:

City of Washougal
1701 "C" Street
Washougal, WA. 98671

Contractor:

NAME: Wallis Engineering
ADDRESS: 215 W 4th Street Suite 200
CITY STATE ZIP: Vancouver, WA 97045

14. **Amendments:** This Agreement shall not be altered, changed, or amended, except by an instrument in writing executed by the parties hereto. Any changes in the scope of work or compensation shall be mutually agreed upon between City and the Contractor and shall be incorporated in written amendments to this Agreement.
15. **Scope of Agreement:** This Agreement incorporates all the agreements, covenants and understanding between the parties hereto and are merged into this written Agreement. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents, shall be valid or enforceable unless set forth in this Agreement.
16. **Ratification:** Acts taken pursuant to this Agreement but prior to its effective date are hereby ratified and confirmed.
17. **Governing Law/Venue:** This Agreement shall be deemed to have been executed and

delivered within the State of Washington and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. The Contractor shall have legal authority to enter into this Agreement and be at least 18 years of age. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Clark County, Washington.

DATED this _____ day of _____, 2023.

CITY OF WASHOUGAL, a Municipal Corporation

BY:
City Manager

ATTEST: **Approved as to Form:**

Finance Director City Attorney

CONTRACTOR, Wallis Engineering

BY:
Title:

Scope of Service

Statement of Qualifications
CITY OF WASHOUGAL



On-Call Engineering Services

September 14, 2023



wallis
*engineering



September 14, 2023

Scott Collins
City of Washougal
211 39th Street
Washougal, WA 98671

Re: 2023-RFP-034: On-Call Engineering Services

Dear Mr. Collins:

We are hereby submitting the referenced proposal to the City of Washougal. We are willing and able to provide the services described in the RFP. Our key team members are fully committed and have capacity to deliver this project. We offer the City:

A Qualified, Experienced Team. Our team has extensive experience working on local government projects, and particular experience with City of Washougal projects. Having worked with Washougal since 1988, we know the City's processes, staff, and infrastructure. We have a deep bench of engineers who specialize in the various types of projects Washougal is likely to need assistance with, such as sewer pump station retrofits, waterline replacements, pedestrian improvements, and policy development. We also have inhouse support staff with expertise in GIS, drafting and mapping, grant writing, and construction inspection.

An Approach Based on Communication. Our firm's relationships are based on being available and responsive. Our approach to delivering on-call projects starts with listening. On-call projects can come up quickly, and staff don't always have the time to put together detailed requirements, so we focus on asking the right questions to build a scope that will flexibly fit the project. Our approach in design is to address the big picture first, making sure we take a wide enough view of the City's growing and changing needs before diving into the details of final design. Through all of this, we find that clear, strong communication builds better projects.

Consistent Performance. Wallis Engineering has a history of consistent reliability for the City of Washougal and all our clients. With half of our projects coming from on-calls, we are experienced with the type of work and it's demanding timelines, budgets, and scopes. We encourage you to ask our references about our performance on their on-call projects, and why they continue to work with us.

We appreciate the opportunity to propose on this RFP. Please feel free to call or email me with questions at 360.852.9158 or at Jane.Vail@walliseng.net. Or you can contact our proposed Project Manager, Wes Wegner, at 360.852.9160 or at Wes.Wegner@walliseng.net.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jane Vail".

Jane Vail, PE
Principal Engineer
Wallis Engineering, PLLC
Washington UBI # 601-923-546

A handwritten signature in blue ink, appearing to read "Wes Wegner".

Wes Wegner, PE
Project Manager

Section B

★ DESCRIPTION OF ORGANIZATION, MANAGEMENT & TEAM MEMBERS

Firm Overview

Wallis Engineering is a civil engineering consulting firm established in 1984, with offices in Vancouver and Oregon City. We currently have a staff of 29, which includes 14 engineers, 7 of whom are professionally licensed in Washington.

We offer only civil engineering services—planning and design of local municipal infrastructure, including transportation and utility projects. We work exclusively for local governments: cities, counties, utility districts, and ports. All of our clients have very similar ongoing asset management and maintenance challenges, and are closely tied to their communities.

Capacity & Availability

With half of our work coming from on-calls, we retain a lot of capacity to take on projects with a short amount of notice. We encourage you to ask our clients about our availability and responsiveness.

We have never had an issue with unanticipated staff shortages that we were unable to address internally through work allocation. By careful consideration of firm capacity in project pursuits, as well as weekly scheduling and allocation meetings, we've always been able to deliver on our commitments.

Approach to Project Management

Managing an on-call contract requires balancing the need to complete projects with minimal direction and oversight by City staff, while also ensuring design decisions are collaborative and meet the City's needs. We are very familiar with typical needs, processes, and types of projects resulting from on-call contracts for local governments. On-call services require responsiveness, flexibility, and resources. We can provide all three. All of our staff are located within easy proximity of City staff offices and treatment facilities.

Our management approach to this on-call contract will be simple, responsive, and effective. Our project manager—Wes Wegner—will be the City's primary contact, and will be responsible for managing the overall contract. He will also be responsible for assembling the team for specific task orders and ensuring that the project has the resources for success.

Managing Schedules

Developing a comprehensive schedule with realistic timeframes is the first step to meeting deliverable goals and limiting risk of projects going past schedule. Our project team's experience enables us to realistically plot out the timeframes needed to complete each work task.

We endeavor to identify task items with significant schedule risk early in the project, and provide strategies to our clients to mitigate those risks.

All of our projects are tracked weekly on a project management software package. Because most of our work is completed as an extension of city or other agency staff, we are provided with considerable workload flexibility. We know about work well ahead of when it occurs.

Quality Assurance & Quality Control

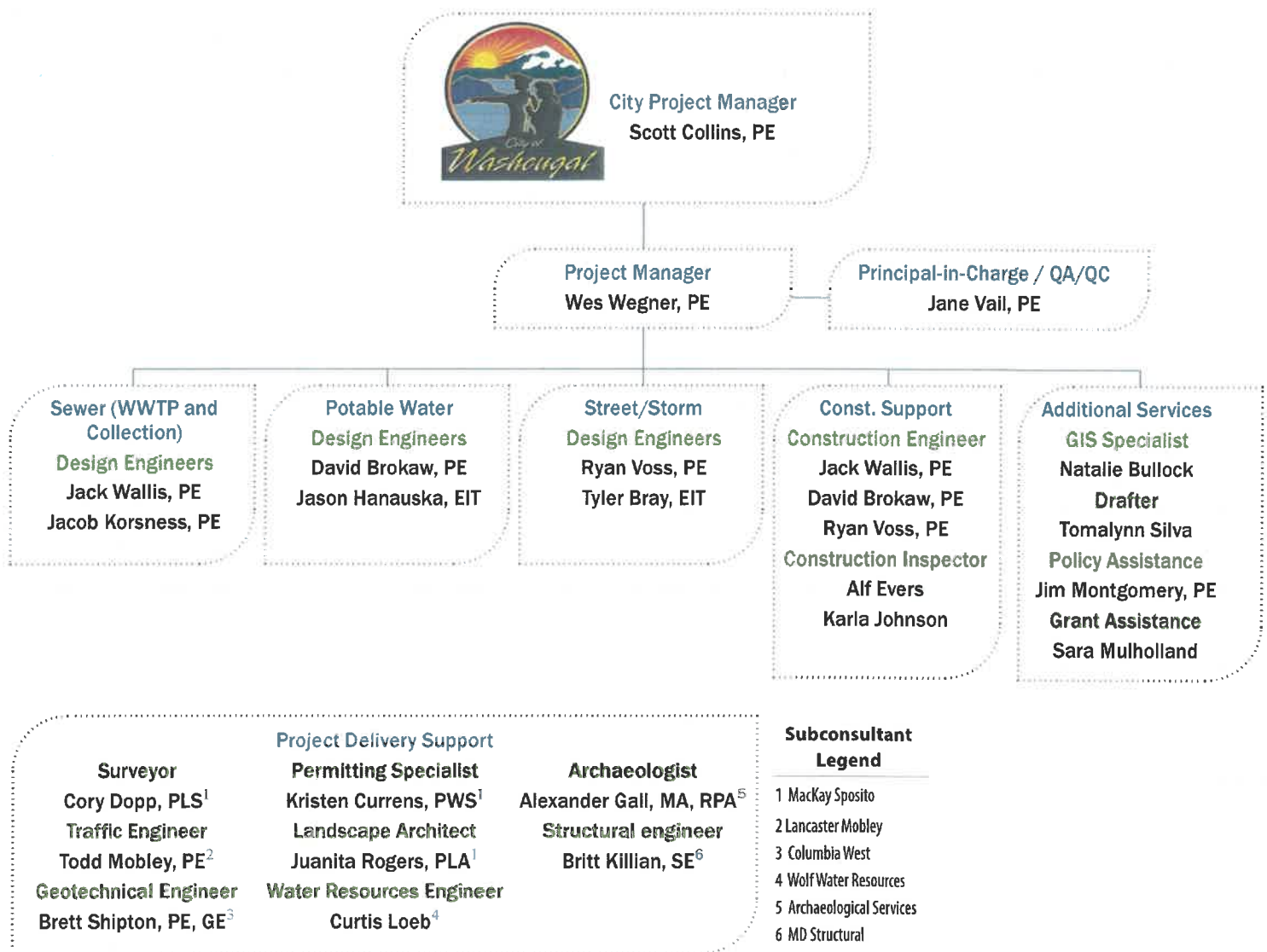
Wallis Engineering has a documented quality assurance program with which all of our employees are familiar. The goal of this program is to ensure that documents and deliverables are accurate and correct to the greatest extent possible. Our QA program includes independent checks prior to delivery to clients or the public for all project documents, including contract agreements, design reports, plans, specifications, cost estimates, and public outreach materials. In addition, individual projects may have specific QA requirements based on the nature of the project, which are established during scoping.

Team Organization

An organizational chart showing our proposed team is shown below. Our Project Manager will be Wes Wegner, who will be the day to day contact and ultimately responsible for all work awarded under this on-call contract.

All of the Wallis Engineering staff listed below work out of our Vancouver office, with the exception of Wes, who works out of our Oregon City office.

We have also listed subconsultants for non-civil engineering discipline work. With these subconsultants our project services will include surveying, hydraulic modeling, geotechnical engineering, traffic engineering, structural engineering, cultural resources and environmental permitting, and landscape architecture.



Our Approach to Projects

The following approach describes our services in delivering projects awarded under this contract. Typically, our services include some or all of the following tasks.

Task 0 Scoping

Once the City reaches out with a project need, Wes Wegner will coordinate with the design team. Wes will engage with City staff to get their perspective on the project, and develop a thorough understanding of the goals, needs, schedule, and budget. Based on this information, we will prepare and submit a brief draft scope, schedule, and fee estimate. We will then meet with City staff and negotiate a contract.

One size does not fit all, especially with a scope of work. We have a strong contract management program focused on giving our clients exactly what they want and need. And as part of our QA/QC of scopes, we have a thorough checklist to avoid missing key work items, and to identify potential risks and mitigation strategies.

Task 0 Deliverables

- Project Scope and Fee

Team Member Roles

- Wes Wegner will lead scoping, with QA provided by Jane Vail

Task 1 Project Management

The goal of project management is to ensure a successful project — with careful attention to what the City defines as success. All clients define success as meeting quality, budget, and scheduling requirements. But there may be additional goals, such as level of public approval, economic revitalization, and aesthetics.

As part of managing our projects, we perform schedule and budget management, contract administration, team member coordination, public involvement, stakeholder engagement, and franchise utility coordination.

We understand that public involvement and stakeholder engagement are often shared tasks between City and consultant. We offer a wide range of services, from simple graphics to full Public Engagement Plans, roundtable meetings, and presentations.

Task 1 Deliverables

- Meeting agendas and minutes
- Project schedule (and updates)
- Status updates
- Public outreach graphics and presentations
- Social media management
- Grant applications
- Policy documents

Team Member Roles

- As Project Manager, Wes Wegner will complete most of the services in this task.
- As QA Manager, Jane Vail will ensure quality control is performed for all work and deliverables throughout the project.
- Public engagement graphics, plans, presentations, and grant applications will be completed by Tomalynn Silva (Drafting) and Sara Mulholland (Technical Writer) with guidance by design engineers and Wes as needed.
- Policy documents will be completed by Jim Montgomery, with assistance by Sara Mulholland as needed.

Task 2 Data Collection and Investigations

The goal of this task is to collect the data necessary to support a solid plan or design. Work tasks include survey, geotechnical investigations, environmental delineations, tree assessments, and traffic data collection. They also include review of existing available data, such as asbuilts and past engineering analyses and evaluations.

Task 2 Deliverables

- Drone, property, topographic and utility survey base
- Tree inventory
- Geotechnical data or engineering report
- Traffic counts or speed data

Team Member Roles

- As Project Manager, Wes Wegner will direct data collection efforts in conjunction with design engineers.
- Design engineers will collect and review data and documents.
- Subconsultant staff will complete survey, geotechnical investigation, environmental, archaeological, and traffic data collection efforts.

Task 3 Concept Planning and Analysis

The concept phase of planning and design deserves close attention: it defines the direction of the project and provides the greatest opportunities for cost savings. Work tasks include modeling, feasibility studies, and alternative analyses.

In addition to developing a concept that will be a solid basis for detailed design, our goal with alternative analyses is to facilitate the City's decision-making process. We pay particular attention to which evaluation criteria matter most to our clients before embarking on analyses.

Task 3 Deliverables

- Plans, studies, and feasibility analyses
- Conceptual designs
- Planning-level cost estimates
- Technical design memoranda and reports
- Structural and seismic analyses
- Traffic analyses

Team Member Roles

- Wes Wegner will manage design engineers, who will complete all the deliverables associated with this task
- Tomalynn Silva will complete drafting for deliverables; Natalie Bullock will complete any GIS analysis or mapping necessary
- Specialty subconsultants will complete traffic or structural analyses as needed

Task 4 Preliminary and Final Design

During design, we will build on past planning and conceptual design efforts to deliver bid-ready contract documents. For a smaller project, contract document submittals might consist of submittal of 30% plans and estimate, followed by 90% and 100% PS&E. Larger projects might include an intermediary submittal—we will be guided by the City's preference for submittals. After the City's review of critical submittals, we will sit down and discuss comments and unresolved items before moving forward with the next submittal.

Depending on the scope and complexity of the project, work could also include preparation of a Stormwater Management Report.

Throughout design, we complete regular third-party quality control reviews. For challenging projects, we also have our constructability reviewers take a closer look.

Task 4 Deliverables

- Stormwater Management Report
- Plans, specifications, and opinions of cost at City's preferred submittal schedule
- Utility coordination log

Team Member Roles

- Wes Wegner will manage design engineers, who will complete all the deliverables associated with this task
- Tomalynn Silva will complete drafting of plans

Task 5 Bidding and Construction Phase Services

During the construction phase, we strive to:

- Ensure the project is built in accordance with the contract
- Minimize the cost of construction
- Reduce adverse construction impacts on the community

Washougal typically manages their construction projects internally. We have provided everything from full construction phase services (management, engineering and inspection) to supplemental inspection services on an as-needed basis to the City. For many of our projects, we share construction phase services with client staff. Staff time often varies, and we are prepared to be flexible to meet your needs.

Task 5 Deliverables

- Bid advertisement assistance
- Addenda and responses to bidder questions
- Pre-bid meeting agenda and minutes
- Pre-con and other meeting agendas and minutes
- RFI responses and log
- Plan revisions as needed
- Submittal review, responses and log
- Change order processing
- Asbuilt and record drawings

Team Member Roles

- Construction management and engineering will be provided by the lead design engineer for the project, which will vary according to the type of work. Overall construction administration and oversight will be provided by Wes Wegner
- Construction inspection will be provided by either Alf Evers or Karla Johnson, depending on the type of work and availability

Proactive Response to Problems and Changes

If changes or conflicts arise, Wes will immediately determine what the impacts of the change or conflict might be, and determine available methods for resolving the issue. The City of Washougal's project manager will then be consulted to discuss the problem and potential solutions.

Our business is based upon building trust with our clients, and we will work diligently to resolve any issue quickly and honestly.

Section C

* ORGANIZATION QUALIFICATIONS

Our Project Team

We offer the City of Washougal a qualified team for this on-call contract, all composed of professionals with experience relevant to the City's infrastructure challenges and upcoming projects.

Proximity to Washougal

Most of our team members work from our downtown Vancouver office, which is within 16 miles of the City's Public Works office. 100% of our staff and subconsultant team members are located in the Portland-metro area, and two members of our team (Ryan Voss and Tomalynn Silva) are Washougal residents. We are available for impromptu meetings, site visits, and other needs.

While our project manager Wes Wegner works out of our Oregon City office, he is always available and responsive for his current projects for the City of Washougal. For over 15 years, Wes has consistently been able to efficiently serve the City regardless of his location on a number of projects, readily making site visits and review meetings. Though Wes would be project manager, most of the work—and cost of services—on a project is from design engineers, drafters, technical writers and administrative staff, not just the PM. We do not think his location is a negative.

With regards to price of services and location, we believe that our team's location will support our ability to efficiently deliver projects on time. With easy proximity, we will have no issues being responsive, and available at short notice—as demanded by typical on-call projects. All our clients are local government, and budget and schedule are critical concerns for them. We strive to minimize our costs and improve our accessibility wherever possible.



Wes Wegner, PE | Project Manager

BSCE, Oregon State University | Registered PE, WA & OR | APWA, Member | Northwest Pwment Manager's Assn, Member | Certified Erosion & Sediment Control Lead | AWWA, Member | NASSCO, Member

Experience. Wes is a senior engineer with 17 years of experience managing, planning, and leading design of transportation and utility projects. His experience with the City of Washougal goes back 16 years, when he first began working at Wallis Engineering.

Wes's strong construction management experience with complex reconstruction projects reinforces his design expertise. He excels at anticipating, managing, and mitigating construction risks.

Wes is committed to listening, being flexible to different communication styles, and striving to understand various perspectives. He understands that the City needs to be kept informed and involved in decision-making, and he also understands that City staff are busy, and their time is at a premium. His approach is to listen, communicate and obtain input as efficiently as possible.

One of Wes's greatest strengths is his teamwork ability, which allows him to move challenging projects forward and manage large multidisciplinary teams effectively. Wes has been with Wallis Engineering for 16 years, working closely with the same core group of staff proposed for this on-call.

Relevant Projects

- CRWWD Whipple Creek North Pump Station
- Oregon City Main Street Waterline
- Oregon City Pavement Improvements, 2009, 2015, 2016, 2017, 2019, 2020, 2021, 2023
- Ridgefield S 8th Ave Improvements
- Stevenson Russell Ave Imp
- Sunrise Water Authority Sunnycreek Water Main Replacement
- Tigard Pavement Management, 2019-2023
- Washougal Historic Downtown Improvements
- Washougal SR 14 Pedestrian Tunnel
- Washougal 'E' Street Improvements
- Washougal Evergreen Way / 32nd Street Intersection Improvements
- Washougal 22nd Street Waterline Replacement
- Washougal General Sewer Plan Update 2021, 2017

Team Member**Qualifications****Relevant Experience****Jane Vail, PE**

*Principal-in-Charge / QA/QC
Manager
Vancouver Office*

Jane will oversee quality control and assurance throughout the projects.

Education/Registrations: BSCE Portland State University | Registered PE, WA & OR | AWWA, Member | Water Environment Federation, Member | NASSCO, Member

Jane is the principal of Wallis Engineering, as well as a key member of our engineering staff. Her experience includes transportation reconstruction projects, upgrades, utility planning, and wastewater treatment.

- Ridgefield 8th & Simons Improvements
- Oak Lodge Water District Lift Station 2
- Stevenson WWTP Improvements
- Sunrise Water Authority Sunnycreek Water Main Replacement
- Washougal 34th Street SRTS & Waterline Replacement

**Jack Wallis, PE**

*Design Engineer
Vancouver Office*

Jack will lead design of sewer projects.

Education/Registrations: BSCE Univ of Washington | MS Environmental Eng, Montana State Univ | Registered PE, WA & OR | Water Environment Federation, Member | NW Biosolids, Member

Jack is a civil engineer with a focus on wastewater projects including sewer master planning, and design of pipeline and pump station projects. His project involvement has included planning, design, specification preparation and construction phase services.

- Battle Ground Cedars East Pump Station
- Camas Lacamas Creek Pump Station
- Camas Gravity Thickener Upgrades
- Kelso Donation Pump Station
- Stevenson WWTP Improvements
- Washougal GSP Update 2021, 2017 2015
- Washougal WWTP H2S Evaluation
- Woodland Screen Replacement

**Jacob Korsness, PE**

*Design Engineer
Vancouver Office*

Jacob will lead design of sewer projects.

Education/Registrations: BSCE Oregon State University | Registered PE, WA & OR | WEF, Member | NASSCO, Member | NASSCO Certified in Pipeline, Lateral & Manhole Assessment

Jacob is a project manager focused on wastewater conveyance projects, with particular expertise in sewer rehabilitation. Jacob's experience encompasses modeling and evaluation work, and assessing and managing existing sewer system deficiencies.

- Camas Lacamas Creek Pump Station
- CRWWD 78th Street Sewer Imp
- CRWWD Whipple Creek North Pump Station
- Oregon City Linn Ave Sanitary Sewer Replacement
- Stevenson Collection System Imp
- Washougal GSP Update 2015

**David Brokaw, PE**

*Design Engineer
Vancouver Office*

Dave will lead design of water projects.

Education/Registrations: BSCE, California Polytechnic State Univ | Registered PE, WA & OR | APWA, Member | NASSCO, Member

Dave is a senior project manager and engineer who has managed and led design of many utility repair and replacement programs and projects. Dave excels at efficient coordination and communication, and brings a goal-oriented mindset.

- Metro Blue Lake Park Water Services Design
- Kelso Jones Road Water Main
- Ridgefield S 3rd Ave Improvements
- Ridgefield S 8th Ave Improvements
- Washougal 'K' Street Roadway & Waterline Replacement
- Washougal 'E' Street Improvements

**Jason Hanauska, EIT**

*Design Engineer
Vancouver Office*

Jason will assist with design of water projects.

Education/Registrations: BS Environmental Eng, Oregon State University | Registered EIT

Jason has five years of experience assisting with a variety of transportation and utility upgrade projects. His work has included design and inspection of three long-term utility rehabilitation/repair projects.

- Oregon City Main Street Waterline
- TVWD SW Greenburg Waterline Replacement
- TVWD Thompson Road Realignment
- Wilsonville Charbonneau Utility Improvements: Old Farm Road

**Ryan Voss, PE**

*Design Engineer
Vancouver Office*

Ryan will lead design of street/stormwater projects.

Education/Registrations: BS Environmental Eng, Portland State University | Registered PE, WA & OR

Ryan has six years of experience focused on transportation and stormwater planning and design projects. He is well experienced at stormwater modeling and analysis. His transportation experience includes pavement rehabilitation, ADA ramps, as well as full street reconstruction projects.

- Ridgefield 8th & Simons Improvements
- Ridgefield Downtown Stormwater Enhancements
- Ridgefield S 3rd Ave Improvements
- Tualatin Garden Corner Curves Transportation Improvement Project
- Washington County Reedville Trail Imp
- Washougal 'K' Street Roadway & Waterline Replacement
- Washougal Evergreen Way / 32nd Street Intersection Improvements

Team Member	Qualifications	Relevant Experience
 Tyler Bray, EIT Design Engineer Vancouver Office Tyler will assist with design of street/stormwater projects.	Education/Registrations: BSCE Oregon State University Registered PE, WA & OR APWA, Member Tyler has four years of experience. He has completed design and construction inspection work for pavement, curb ramp retrofit, and utility projects. Tyler has strong experience with the preparation of plans and specifications for public agency projects.	- Hillsboro NE Lincoln St Stormwater Imp - Oregon City Gaffney Lane Imp - Stevenson Russell Ave Imp - Vancouver 2020 East Ramps - Vancouver 2022 West Ramps - Wilsonville Charbonneau Utility Imp
 Jim Montgomery, PE Policy Assistance Lead Vancouver Office Jim will lead all policy assistance tasks.	Education/Registrations: AA Civil Eng, Mt Hood Community College Registered PE, OR APWA, Member Jim is a program manager, project manager and civil engineer with over 20 years of experience in design and team leadership of municipal utilities. With a background working for City of Gresham for 20 years and City of West Linn, for 10 years, Jim is adept at bridging the communication gap between staff, engineers, council, and the public.	- Gresham I/I Program* - Gresham 1930 Replacement Program* - Gresham R&R Program* - Gresham TV & Cleaning Program* - Oregon City I/I Program Management *Completed prior to working for Wallis
 Alf Evers Construction Inspector Vancouver Office Alf will provide field inspection throughout construction.	Alf has over 40 years of experience in the construction industry, including 27 years in inspection and project management. He has particular expertise in rock excavation, and other challenging soil and groundwater conditions.	- Oregon City 2021 Roadway Reconstruction Project - Oregon City Gaffney Lane Imp - Oregon City Inflow Source Disconnection - Vancouver 28th St, Grant & Daniels Water Mains
 Karla Johnson Construction Inspector Vancouver Office Karla will provide field inspection throughout construction.	Karla is an experienced construction inspector specializing in underground utility infrastructure projects. She is currently the lead inspector on a water and sewer replacement project for the 101-acre Blue Lake Regional Park in Fairview.	- Metro Blue Lake Park Water Services Design - Metro Blue Lake Park Utility System Imp
 Natalie Bullock GIS Analyst Vancouver Office Natalie will provide GIS expertise and services.	Education/Registrations: BS Natural Resources, Oregon State University CADD Certificate, Portland Community College Natalie has expertise in creating and editing geographical data sets and maps. She regularly provides graphics and visuals for clients, and she finds, evaluates and maps utility conflicts. For example, she recently researched and verified locations of leaking underground storage tanks and gathering requisite information for risk assessment. She is currently mapping City of Vancouver's Westside WWTP water system components.	
 Tomalynn Silva Lead Drafter Vancouver Office Tomalynn will lead drafting services.	Education/Registrations: Registered LSIT Tomalynn has 27 years of CAD drafting experience. She has implemented drafting standards for numerous local governments within Clark County and has vast experience drafting and compiling contract plans for public street and utility projects. Tomalynn has conducted drafting standards revisions, developed an internal Civil3D training program and created a Civil3D Style library. Most recently for the City of Washougal, Tomalynn completed City-wide utility maps for public works crew use.	
 Sara Mulholland Grant Assistance Vancouver Office Sara will assist with grant applications.	Education/Registrations: BA Marketing Communications, Brigham Young University Sara has twelve years of professional writing experience. She works closely with the engineering team to assemble grant and project award applications that are focused, thorough and organized. Sara is adept working with diverse teams of engineers and public works staff. Her attention to detail and commitment to accuracy ensure quality grant applications, public engagement documents, and technical reports.	

Subconsultant Firm Profiles

The table below shows our subconsultant firms with a brief description of services and information on the offices out of which they will be working.

Firm	Description	Office and Services
	Founded in 1974, MacKay Sposito is headquartered in Vancouver, WA. They bring long-tenured experts in landscape architecture, environmental services, land surveying, land use/planning, civil engineering, and construction management and inspection. MacKay Sposito has a long and successful history working with the City. Some MacKay Sposito team staff bring personal resumes spanning decades working with the City, and many MacKay Sposito staff live in Washougal, and take pride in performing services that help improve their community.	18405 SE Mill Plain Blvd, Suite 100 Vancouver, WA 98683 Survey, landscape architecture, and environmental permitting
	Located in Vancouver and founded in 1999, Columbia West provides a full range of geotechnical services. They have provided geotechnical and special inspection services for several Washougal projects including a pump station and a pressure zone project.	11917 NE 95th Street Vancouver, WA 98682 Geotechnical engineering
	Lancaster Mobley has over 40 years of experience in transportation engineering and planning. They have served as the City of Washougal's on-call contract traffic engineer for over 15 years, conducting services including development review, municipal code revisions to update the City's concurrency program, detailed intersection analysis, traffic counting program direction, a Transportation System Plan update, and assistance with grant writing to secure funding.	300 W 15th Street Vancouver, WA 98660 321 SW 4th Ave, Suite 400 Portland, OR 97204 Traffic Engineering
	For 24 years, ASCC has been providing top-tier archaeological and cultural resource consulting services throughout Clark County, including Washougal. As the only full-service cultural resource management firm based in Clark County, they are uniquely situated to provide quick-response, cost-effective services. In addition to dozens of large and small-scale predetermination surveys in satisfaction with the City of Washougal's Historic and Cultural Preservation Code, Chapter 16.40, ASCC has completed several larger projects in the City.	601 Officers Row Vancouver, WA 98661 Cultural resources permitting
	MD Structural specializes in the structural design and retrofit of new and existing structures with an extensive portfolio of projects located throughout the Pacific Northwest. They take pride in consistently providing creative, efficient, and cost effective engineering solutions that meet each individual client's needs. Relevant experience includes sewer pump stations in La Center and Camas.	500 Broadway Street Vancouver, WA 98660 Structural engineering
	Founded in 2014, Wolf Water Resources is watershed science and engineering firm. They are distinguished by their robust capabilities, willingness to innovate, and ability to remain practical. By working with nature and partnering with people, their solutions are adaptive to natural processes and supported by the local community. W2r worked closely with City staff from 2016 to 2023 on the Steigerwald Floodplain Reconnection project.	1001 SE Water Ave, Suite 180 Portland, OR 97214 Hydraulic modeling

Section D

★ REFERENCES, RELATED EXPERIENCE & EXAMPLES OF WORK

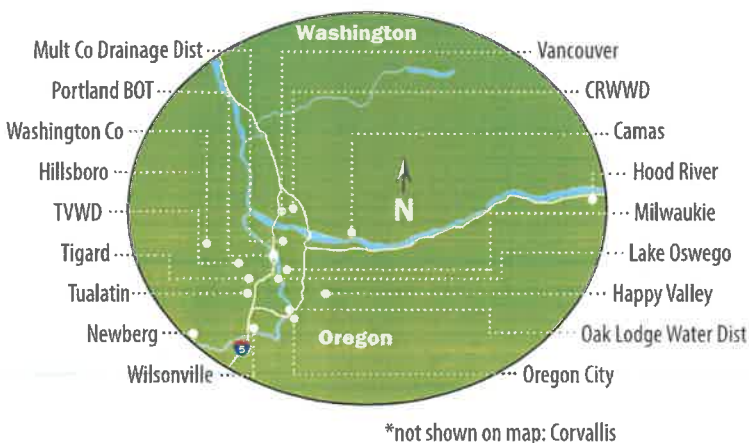
On-Call Experience

On-calls represent half our workload, so we are very familiar with their requirements. Much of this work comes at short-notice, with demanding timelines and shifting needs. In managing project delivery, we understand the following to be true:

Services should reduce staff time and efforts. The purpose of price agreements is to reduce the time and effort City staff spend selecting a consultant and defining project scopes and deliverables. To minimize staff time, we will devote extra effort to understanding your processes and expectations.

Services are often completed as an extension of staff. On-call projects are typically smaller than those awarded through competitive selection. Frequently the consultant works hand in hand with City staff to complete work tasks. Understanding your perspectives and project delivery processes is critical to working efficiently as a team.

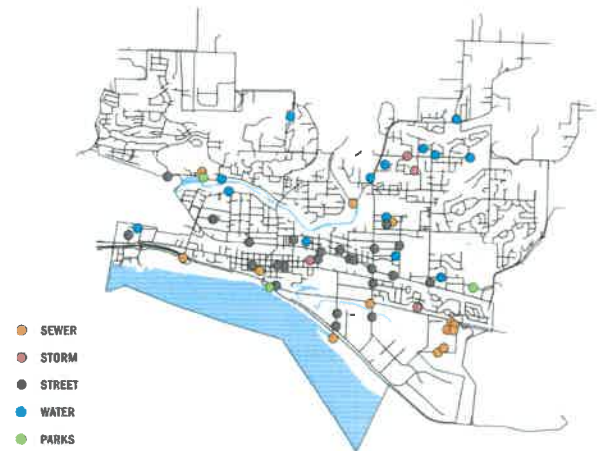
On-call projects often have tight budgets. Because these projects are relatively smaller, they can be more challenging to complete within budget limitations. Cost control and efficiency are critical.



Current On-Call Clients

Experience with the City

We have been working continuously with the City of Washougal since 1988 on a wide variety of projects, from grant-writing assistance to full street reconstructions to wastewater treatment plant upgrades. These include over 80 projects, awarded after proposals, interviews, and selection from the MRSC roster.



City of Washougal Projects

The map above illustrates our local experience with design projects within the City limits — about 65 projects. We completed all of these projects for the City; we do not work for developers or other private clients. We have also completed about 15 sewer and water master planning projects, as well as development review, and advising on technical infrastructure issues.

We are very familiar with the City's infrastructure, public works and engineering staff, and standards. We know the local contractors and the City's frequent project partners, such as WSDOT Local Programs staff, the Washougal School District, the Port of Camas Washougal, and BNSF.

Public Utility Design Expertise & Experience

We know the technical, the local standards, and the federal and state requirements that shape public utility infrastructure. Our staff are proficient not only in technical design, but also in the construction and maintenance implications of their work.

Utility master planning, evaluations, and standards.

Our design work rests on a foundation of planning and evaluations. Our staff are well-rounded—capable of seeing the big picture as well as the technical details that make it whole. We've completed 13 water system plans and 17 wastewater system plans for local governments (including Washougal), with modeling efforts ranging from the complex to the simple. For several cities, we've completed plan updates years—and decades—after initial plan preparation. We've also completed I/I studies and evaluation efforts, most of them multi-year and multi-phase.

In addition to utility master planning and condition assessment/evaluation work, we are also capable of completing and upgrading municipal utility standards to reflect new legal requirements, technologies, and staff preferences. Our firm has completed utility standards for many local cities and utility districts, including Tualatin Valley Water District and Clark Regional Wastewater District. We have a unique perspective on the way standards and plans shape public infrastructure.



Wallis Engineering is developing and implementing an I/I Reduction Program for the City of Oregon City, intended to reduce I/I through delivery of \$28M of sewer rehabilitation construction projects. The GIS-generated basin above shows some of the 80,000 linear feet of mainline sewer we've assessed to date.

Collection and conveyance system design. We regularly complete design of wastewater and stormwater collection and conveyance system rehabilitation and replacement. Our key personnel have specific expertise in both conventional and alternative technologies. We successfully design within established neighborhoods and sensitive communities, steep terrain, environmental constraints, difficult trenching conditions, and high groundwater.

We have completed over 50 pump station projects, from minor retrofits to full replacements, in a wide variety of configurations, sizes, and environments. We regularly complete about 2 sewer pump station projects annually, all for local cities and utility districts.



With the Lacamas Creek Pump Station project we designed two pump station replacements (the 1,200 gpm PS shown above and a 450 gpm capacity PS), as well as 2,600 feet of sewer force main.

Stormwater system analysis and design. Our capabilities include stormwater master planning and subarea plans, and design of stormwater collection, conveyance, treatment, detention, and disposal. Our roadway projects typically incorporate stormwater design, including LID methods. We're very familiar with the SWMMWW and Washougal's preferences and interpretations.



We strive to minimize maintenance costs. Carex morrowii was selected for this swale after close consultation with City crews. Washougal had past issues with other, more voracious growing sedges.

Trenchless technology assessment and design expertise.

We have a long history of planning and designing with alternative technologies and construction methods involved in sewer system rehabilitation and repair. We thoroughly understand design and construction procedures for directional drilling, jack-and-bore, micro-tunneling, pipe bursting, slip lining, Cured-in-Place-Pipe (CIPP) lining, grouting, and point repair. More importantly, our staff are expert at assessing which technology is appropriate and effective for a particular project, taking into account the associated cost, rehabilitation limitations, site constraints and overall constructability/feasibility.



Pipe bursting limited trenching impacts while upsizing for additional capacity in this established Lake Oswego neighborhood.

Water distribution system design. Wallis has been completing water master plans, reservoir designs, wellfield studies, and distribution system design for almost forty years. Our lead personnel thoroughly understand municipal water systems, and have particular expertise in cathodic protection and corrosion control, transmission and distribution pipelines, metering and flow control, and long-term planning.

Transportation Design Expertise

Wallis Engineering has successfully delivered over 190 transportation projects for 38 separate local governments. Our expertise includes:

Pavement evaluation and rehabilitation. Our firm is a local leader in pavement management, design, and construction expertise. Our key personnel are currently delivering the ninth pavement project for the City of Oregon City since they began their annual City-wide pavement rehabilitation program. We're designing our fifth set of annual projects for the City of Tigard's Pavement Management program. We delivered Clackamas County's first consultant-led pavement rehabilitation project in

2020, and are currently delivering two others. We've also delivered 3 annual pavement projects recently for the Cities of Wilsonville and Newberg.

Our staff thoroughly understand City perspectives, preferences, traffic control needs, and the challenges of constructing pavement improvements within schedule and budget constraints.

Urban and neighborhood design. Our firm has extensive urban design experience, all for local cities and counties. Most of our projects take place in historic and established residential neighborhoods. These streets are often narrow, with constrained right-of-way, and private use of public space for parking and landscaping. Our experience includes both simple and extensive public outreach and engagement efforts. But all of our projects strive to design solutions which meet the City's functional needs while minimizing adverse property and public impacts.



We designed a safe route to Union Ridge Elementary School through this established residential neighborhood with cost savings to the City of Ridgefield by sharing a stormwater facility with the school.

Multimodal transportation planning and design. All of our transportation work is for local cities and counties, who face the common challenge of improving deficient multimodal infrastructure, usually within constrained corridors. Our firm's design projects for pedestrian and bicyclist facilities rest on a solid basis of transportation planning work, including corridor and concept studies. We fully understand the technical issues in adding and replacing bike lanes, sidewalks, and shared use paths within the existing built environment. Our engineers also appreciate the challenge in achieving public support of these projects.

Trails and Pathways. Our trail and pathway experience includes federally and locally funded projects along waterfronts, within parks, and along streets where conventional solutions would not work within existing constraints. Our engineers have designed a wide variety of surfacing solutions—from pervious concrete to conventional asphalt with porous storage base rock.



Wallis managed and designed this federally-funded waterfront enhancement shared use path project in the scenic Columbia Gorge, within schedule and budget.

Retrofit for ADA-compliance. In addition to retrofitting streets for ADA compliance, we regularly complete curb ramp retrofit projects for local cities and counties in conjunction with pavement management and other annual retrofit programs. Our ADA expertise goes beyond knowing codes and guidelines (i.e. ADAAG, PROWAG, OSSC). We frequently design ADA compliant projects using two different methods for curb ramps—detailed design, and field fit. All of our key personnel have a thorough understanding of ADA requirements and the challenges in achieving these requirements during construction.

Additional Project Experience

In addition to our utility and transportation project experience, we have also assisted our clients with projects that don't quite fit into general categories. These have included policy and standards, grant writing, project award applications, development review, and construction assistance. A few examples are included to the right. Full project descriptions of utility and transportation projects are included on the following pages.

Oregon City Private Lateral Policy

Reference: Kenneth Cannady-Shultz, Project Engineer, 971.204.4622, kshultz@orc.org

We have been assisting the City of Oregon City with developing a set of policies for implementation of their Infiltration/Inflow Reduction Program. The goal of the policy was to incorporate private sewer rehabilitation into the City's I&I program and allowing the use of city funds to make the necessary improvements within private property. We prepared a policy proposal and several council presentations to assist city staff. The presentations highlighted the details, benefits and costs of the program along with potential implications of the policy. The policy was successfully approved by council and is incorporated into several current design packages.

Washougal 27th Street Shared Use Path Grant

Reference; Rob Charles, City Engineer (now Utilities Manager at City of Camas), 360.817.1563, rcharles@cityofcamas.us

We assisted the City with a grant application for federal funding for the 27th Street Shared Use Path. This effort succeeded, with the City being awarded two grants from the Southwest Regional Transportation Council totaling \$1.1M in funds for design and construction.

MCDD Waterline Replacement Project

Reference: Mindy Weimer, Engineering Associate, 503.281.5675, mweimer@mcdd.org

Multnomah County Drainage District reached out to us for bidding and construction phase assistance with a 1,500-foot fireline and 3-inch diameter potable service line. The design plans had been completed by an MCDD engineer with water system experience, who had since left, leaving the District with limited waterline expertise. Our contracts administrator worked closely with MCDD's procurement staff during bidding and award, and our construction manager and inspector provided full construction services to ensure the project was built, tested, and inspected to the highest quality possible. The project was completed within budget and the District's fiscal year schedule deadline.

Employee Role Legend

PM: Project Manager DE: Design Eng
LDE: Lead Design Eng QA: QA/QC Manager

Donation Pump Station – City of Kelso

Project Facts

Location: Kelso, WA

Type of Work: Upgrade of sewer pump station.

Team Members: Wes Wegner (PM), Jane Vail (QA), Jack Wallis (LDE), Jacob Korsness (DE), Tyler Bray (DE)

Reference: Michael Kardas, Community Development Director/City Engineer, 360.423.6590

Results/Status: The project just started construction. Wallis is providing construction management services.

We provided preliminary design, alternatives analysis, and final design for the City's only wetwell/drywell pump station.

Constructed around 1950 and rehabilitated in 1975, Donation Pump Station had a number of maintenance and capacity-related deficiencies. Improvements include conversion of the original wetwell/drywell structure to a high capacity wetwell housing submersible pumps, construction of a new above grade electrical and control building, and installation of an external valve and metering vault. We are currently providing full construction phase services.



Gardner Pump Station Upgrades – City of Battle Ground

Project Facts

Location: Battle Ground, WA

Type of Work: From On-call: Upgrades to triplex submersible pump station.

Team Members: Jack Wallis (PM), Jacob Korsness (LDE)

Reference: Mark Herceg, Public Works Director, 360.342.5075

Results/Status: Project was completed on schedule and within budget.

Wallis Engineering designed upgrades to this triplex submersible pump station with a firm capacity of 5,200 gpm. Improvements included replacement of two aging pumps, installation of a motor actuated valve on the influent gravity sewer, and modification of the building wall to improve maintenance access

to mechanical equipment. Preliminary design included design flow and hydraulic analysis, preparing a bypass pumping plan, and completion of contract documents for construction of these improvements.



Whipple Creek North Pump Station – Clark Regional Wastewater District

Project Facts

Location: Vancouver, WA

Type of Work: From on-call: Upgrade capacity of existing pump station to manage increased flows.

Team Members: Wes Wegner (PM), Jack Wallis (LDE), Jacob Korsness (DE), Ryan Voss (DE), Jason Hanauska (DE)

Reference: Vanessa Johnson, Capital Program Manager, 360.993.8818

Results/Status: The project is currently in construction.

Wallis Engineering designed improvements to this existing sewer pump station. The existing duplex submersible pump station had a firm capacity of 360 gpm. The upsized pump station has a firm capacity of 950 gpm, accommodating increased flows from basin growth and the abandonment of an existing pump station.

Site improvements included replacement of existing controls, submersible pumps and level control devices; replacement of on-site backup generator, an open-sided shelter over the electrical equipment, reconstruction of existing wetwells and construction of new vaults.



S 3rd Avenue Improvements – City of Ridgefield

Project Facts

Location: Ridgefield, WA

Type of Work: From on-call: CDBG-funded pedestrian, stormwater and water project in established neighborhood.

Team Members: Jane Vail (PM), David Brokaw (QA), Ryan Voss (LDE), Jacob Korsness (DE)

Reference: Brenda Howell, City Engineer (currently Humboldt County Associate Civil Engineer), 707.445.7205

Results/Status: Delivered contract documents enabling City to construct improvements within budget and on time.

This CDBG-funded project created a safe pedestrian route, stormwater and water system improvements in an established residential neighborhood with no curbs and very limited sidewalk. Roadway improvements included 250 feet of new sidewalk and curb ramps, and full roadway reconstruction. We also designed a new stormwater system with 2,100 square feet of bioswales in accordance with SWMMWW. Utility improvements included water distribution system replacement, which was divided into 2 sets of contract documents.



8th & Simons Street Improvements – City of Ridgefield

Project Facts

Location: Ridgefield, WA

Type of Work: From on-call: Sidewalk infill project adding a safe route to nearby elementary school, with combined water and stormwater improvements.

Team Members: Jane Vail (PM), Ryan Voss (LDE), Wes Wegner (QA)

Reference: Brenda Howell, City Engineer (currently Humboldt County Associate Civil Engineer), 707.445.7205

Results/Status: We completed design under budget and on schedule. With the budget remaining, our team was able to assist with construction phase services (originally not part of our scope of work).

Wallis Engineering led design of this CDBG-funded project to provide a safe pedestrian route within an established residential neighborhood. Improvements included street reconstruction, new sidewalk, ADA curb ramps, a new stormwater system, and water system replacement.



We designed stormwater improvements per SWMMWW. The stormwater plan called for a swale, new line through a steep and unstable slope, and outfall into Gee Creek. We value engineered an alternative solution by conveying stormwater to the School District's nearby facilities, which had capacity to treat this small amount of added stormwater.

Thompson Road Realignment – Tualatin Valley Water District

Project Facts

Location: Portland, OR

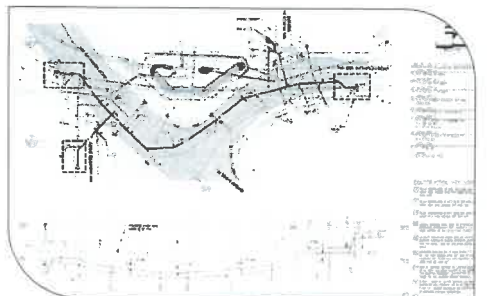
Type of Work: Project to replace water line that was in conflict with street improvement project.

Team Members: Jane Vail (PM), Jacob Korsness (QA), Jason Hanauska (DE)

Reference: Nick Augustus, Engineering Division Manager, 971.327.6292

Results/Status: Project design completed on time and within budget.

For this on-call project, Wallis Engineering designed the replacement of an 18-inch water line that was in conflict with proposed street improvements. Due to safety concerns about sharp curves, the County designed a new alignment that included a dedicated turn lane and bicycle lanes, along with a water quality facility. The reshaped roadway would have impacted the District's existing water line, a fire hydrant, and connections to the local distribution system.



Construction of the project is scheduled for 2024 in conjunction with Washington County's roadway improvements.

Cascade Avenue Utility Improvements – City of Hood River

Project Facts

Location: Hood River, OR

Type of Work: From on-call: Utility replacement project over four blocks of Cascade Avenue

Team Members: Wes Wegner (PM), Jacob Korsness (LDE), Jason Hanauska (DE), Tyler Bray (DE)

Reference: Randy Achziger, Project Manager, 541.436.3510

Results/Status: Currently in final design, construction is anticipated to start in early spring 2024.

Wallis Engineering led design of this project in historic downtown Hood River to replace aging and undersized utilities and improve accessibility by bringing pedestrian facilities into compliance. Improvements included 1,300 LF each of 8-inch PVC water main, 8-inch sanitary sewer, and 24-inch storm sewer, as well as 19 pedestrian ramps and pavement reconstruction for the entire project area.



Systemic Safety Improvements – City of Kelso

Project Facts

Location: Kelso, WA

Type of Work: Pedestrian safety improvement project that includes pedestrian crossing signage, RRFBS, and pedestrian signal push buttons.

Team Members: David Brokaw (PM)

Reference: Michael Kardas, Community Development Director/City Engineer, 360.747.8434

Results/Status: This project is currently in the design phase.

Wallis Engineering is currently designing this FHWA-funded safety improvement project which includes pedestrian crossing signage at 10 locations, three new RRFBS and three audible pedestrian signal pushbuttons at signalized intersections. We are working closely with WSDOT Local Programs and headquarters to provide the necessary design reports and complete contract documents.



We will also provide construction management services for this project.

Garden Corner Curves Transportation Improvements – City of Tualatin

Project Facts

Location: Tualatin, OR

Type of Work: Project to address safety concerns in environmentally-constrained corridor. We assisted with construction phase services.

Team Members: David Brokaw (PM), Jane Vail (QA), Wes Wegner (LDE), Ryan Voss (DE), Jason Hanauska (DE)

Reference: Mike McCarthy, Principal Transportation Engineer, 503.691.3674

Results/Status: Project completed on time and within budget with strong community support.

Wallis Engineering managed a multidisciplinary team of 10 subconsultants to deliver final design of transportation improvements to a constrained corridor. Design challenges included no pedestrian/cyclist facilities, very limited public right-of-way, steep slopes, and the adjacent fish-bearing Hedges Creek.



Our team designed a new continuous multimodal route, street reconstruction and safety upgrades, multiple large retaining walls, stream channelization and culvert replacement for Hedges Creek, new landscaping, stormwater swales, sewer and water system upgrades. We worked closely with private utilities to underground all overhead utilities through the corridor.

Permitting and stormwater design was completed to local, Clean Water Services, NMFS, and ACOE standards due to discharge into Hedges Creek. We also assisted the City with construction phase services.

Reedville Trail Improvements – Washington County

Project Facts

Location: Aloha, OR

Type of Work: From on-call: Trail improvement project requiring extensive coordination with multiple agencies.

Team Members: David Brokaw (PM), Wes Wegner (QA), Ryan Voss (LDE), Jason Hanauska (DE)

Reference: Ryan Krueger, Project Manager, 155 N First Ave, Hillsboro, OR 97124, 971.470.5333

Results/Status: The project is currently under construction. Wallis is providing construction administration services

Wallis completed design of improvements of this grant-funded one-mile long trail. Improvements include design of a pedestrian bridge over Reedville Creek, a new 12' wide shared use path, multiple enhanced roadway crossings, several spur trail connections, lighting and wayfinding signage.



Our value engineering resulted in an unusual path cross section that emulated porous design while utilizing traditional asphalt surfacing. This included a detention and infiltration gallery under the path.

Headworks Screen Replacement – City of Woodland

Project Facts

Location: Woodland, WA

Type of Work: From MRSC roster: Design of replacement for headworks screen that was not functioning adequately.

Team Members: Jack Wallis (PM), Jacob Korsness (LDE)

Reference: Derrek Amburgey, WWTP Superintendent, 360.995.0695

Results/Status: By minimizing the cost of proposed improvements, a contractor was procured via small works roster which kept bids competitive amongst qualified contractors.

The City's headworks process includes a spiral screen, which requires frequent maintenance and does not remove solids satisfactorily. Wallis Engineering was retained to design replacement of the screen. We first evaluated options for a rotating drum screen (the City's preference), reaching out to manufacturers and other facilities with similar installations for references. Design for supporting infrastructure for the screen was completed, including replacing valves and piping, concrete wall repair, and installation of a new service water booster pump and filter for the screen washwater.



I/I Program Management – City of Oregon City

Project Facts

Location: Oregon City, OR

Type of Work: Program management of new 5-year sewer I/I reduction program.

Team Members: Jim Montgomery (Program Manager), David Brokaw (PM, Package 3), Ryan Voss (PM, Packages 1 & 8), Jane Vail (QA), Jacob Korsness (DE), Jason Hanauska (DE)

Reference: Kenneth Cannady-Shultz, Project Engineer, 971.204.4622

Results/Status: The program is almost half-way through duration, with most data collection and analysis efforts complete and design underway.

Wallis Engineering is currently leading the development and management of a 5-year sewer I/I reduction program. For this program, we are operating as an extension of City staff to develop and manage this sewer rehabilitation program to address inflow and infiltration. Our

responsibilities include assessing the existing sewer systems, identifying and developing projects to address system deficiencies and managing the design of these projects. We are also providing design services for some of the projects, and oversight of multiple subconsultant firms providing investigation, design and construction management services.



APPENDIX

E-VERIFY DECLARATION FORM



DECLARATION OF PARTICIPATION IN E-VERIFY PROGRAM

Effective April 16, 2012 in accordance with Resolution No. 1051, the Contractor listed below declares that they are registered with and have entered into a Memorandum of Understanding with the Department of Homeland Security E-Verify Program.

If the Contractor described herein uses a subcontractor in connection with the performance of the Contract, the subcontractor shall, as a condition of the Contract, certify their participation in the E-Verify program by submitting a Declaration of Participation Form. The Contractor and any subcontractors will not knowingly employ or contract with an unauthorized alien.

Contractor shall provide verification of compliance immediately upon any City request. Failure by Contractor to comply with such requests may be considered a breach of contract.

NAME OF BUSINESS: Wallis Engineering, PLLC

ADDRESS: 215 W 4th Street, Suite 200, Vancouver, WA 98660

PHONE: 360-695-7041 **EMAIL:** Jane.Vail@Walliseng.net

Dated this 14 day of September, 2023.



Approved Agent of the Contractor

Title: Principal Engineer

FOR CITY USE ONLY:

DATE RECEIVED: 	NOTES: _____ _____ _____ _____ _____ _____
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