



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP MEETING
MINUTES
Monday, April 26, 2021
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/89423714193>

I. CALL TO ORDER

Mayor Molly Coston called the meeting to order at 5:00 pm.

II. ROLL CALL

Present: Mayor Molly Coston and Councilmembers David Stuebe, Michelle Wagner, Paul Greenlee, **Absent** Alex Yost, Julie Russell, Ernie Suggs and Student Representative Mariah Moran

Staff:

David Scott, City Manager
Trevor Evers, Director of Public Works
Jennifer Forsberg, City Clerk/Finance Director
Mitch Kneipp, Community Development Director
Wendi Steinbronn, Police Chief
Jeanette Cefalo, Human Resources Director
Michelle Wright, Interim Assistant Public Works Director
Rob Charles, City Engineer
Rose Jewell, Assistant to the City Manager

III. PUBLIC COMMENTS

Lori Lendvoyi commented on the new disc golf course.

IV. NEW BUSINESS

A. Finance: 2021 First Quarter Update

Jennifer Forsberg presented the following:

- 2021 Financials
 - 1st quarter revenues at 18.8%
 - Revenues - General & Street Funds
 - 1st quarter expense at 16.3%
 - Fund review
 - Utility Funds - Revenues and Expenses
 - LGIP
 - Bond Investment Update

B. Finance: Annual Report 2020

Jennifer Forsberg presented the following:

- Expenditures
- Utility Billing
- IT and Communications
- Social Media outreach
- Accomplishments
- Goals for 2021

C. Public Works: Interlocal Agreement with Clark County for Collaboration on NPDES Behavior Change Program on Pet Waste Disposal

Rob Charles presented the following:

D. Public Works: Supplemental Professional Services Agreement with Wallis Engineering for Reservoir #6 Rough Grading Construction Management

Rob Charles presented the following:

- This item will be on a future consent agenda

E. Public Works: Professional Services Agreement with HDR Engineering for the Operation Center Conceptual Design

Trevor Evers presented the following:

- This item will be on a future consent agenda
- Background
- Deficiencies
- Facilities Assessment Report
- HDR is the preferred consultant
- Timeline and scope

F. Disc Golf Course Discussion

Staff and council discussed the impact to Hartwood Park and condition of the Campen Creek Bridge.

V. PUBLIC COMMENTS

VI. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

David Scott brought forward for discussion:

- Annual Planning Session
 - May / June was proposed
 - Funding surplus
 - Covid Relief dollars
 - Dates and meeting concepts were discussed
 - Concurrence received for Monday, May 17th after 5
- Legislative funding for the Social Services Building
- Transportation funding remains outstanding

B. MAYOR

Mayor Coston acknowledge Lloyd Halverson's efforts.

C. CITY COUNCIL

Councilmember Suggs complimented staff

Councilm Stuebe reflected on the tour of the treatment plant and chamber meeting.

VII. ADJOURNMENT

Mayor

City Clerk

Finance & IT - Annual Report

004/26/2021 | Presented by Jen Forsberg



City of Washougal

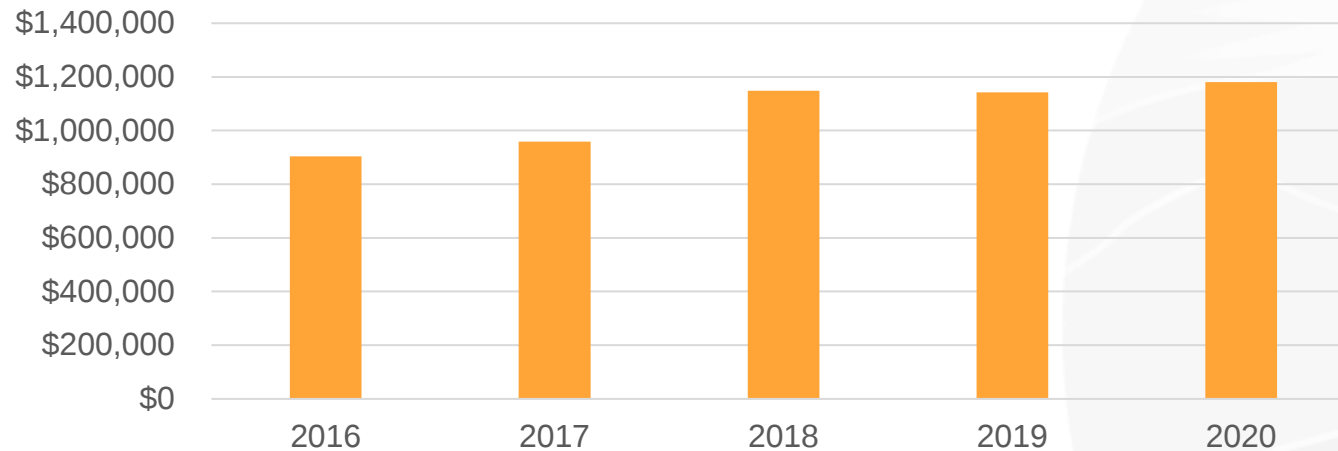
2020 Annual Report: What We Will Cover

- Measures
- 2020 Accomplishments
- 2021 Goals



2020 Annual Report: Actual Expenditures

Finance Total Expenses



	2016	2017	2018	2019	2020
Finance Total Expenses	\$903,340	\$958,402	\$1,148,894	\$1,142,592	\$1,180,511

¹General Fund calculation includes street funds as an expense category



2020 Annual Report: Utility Billing

	Goal	2017	2018	2019	2020	Change from 2019 to 2020
Total Payments Processed	No Goal	33,997	33,085	31,707	30,520	-3%
% of Utility Payments Made Online	Increase	16%	19%	21%	30%	34%
% of Utility Payments Made On Time	Increase	82%	83%	80%	*%	*%

	2015	2016	2017	2018	2019	2020
Meter Re-Reads	766	655	753	607	791	1,140
Emergency Assistances Processed	62	74	51	27	14	6 / 27 COVID

* = 2020 is not accurate with the utility emergency orders regarding shut offs



2020 Annual Report: Finance

Audit Type	Goal	2015	2016	2017	2018	2019
Accountability	Clean	Clean	Clean	Clean	Clean	Clean
Financial	Clean	Clean	Clean	Clean	Clean	Clean

General Obligation Bond Rating			
	2012	2014	2016
General Obligation	AA-	AA	AA

Water & Sewer Bond Rating					
	2013	2014	2015	2016	2017
Water & Sewer Bond	A+	AA	A+	A+	A+



2020 Annual Report: IT & Communications

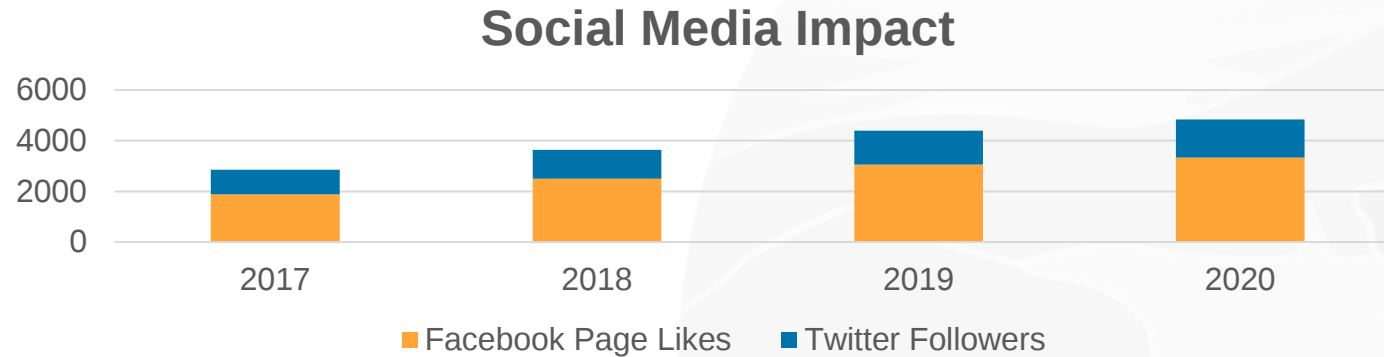
	2016	2017	2018	2019	2020
Helpdesk Requests	588	506	460	468	493
Resolved in less than 1 business day	73%	74%	81%	85%	87%

	2015	2016	2017	2018	2019	2020
Total Site Visitors	58,083	58,083	63,192	60,906	67,974	85,260

How People View Our Website						
	2015	2016	2017	2018	2019	2020
Desktop	58%	55%	49%	48%	47%	47%
Mobile	33%	37%	44%	46%	48%	48%
Tablet	9%	8%	7%	6%	5%	5%



2020 Annual Report: Citizen Engagement and Social Media



	Goal	2015	2016	2017	2018	2019	2020	% Change
Facebook Page Likes	Increase	578	1,239	1,881	2,507	3,053	3,333	9%
Facebook Average Reach per Post	Increase	N/A	795	1,446	1,504	1,447	1,283	-11%

	2016	2017	2018	2019	2020	% Change
Twitter Followers	608	977	1,136	1,342	1,500	11%



2020 Annual Report: Accomplishments

Finance Accomplishments

- Received clean Accountability and Financial Audits
- Awarded Government Finance Officers Association Distinguished Budget Award
- Hired Assistant Finance Director

IT Accomplishments

- Moved staff to mobile workforce – major accomplishment!
- Completed migration of users to Office 365
- Brought new location (Permit Center) into City Infrastructure
- Migrated most City staff to Verizon from AT&T increasing cell service and cost savings



2020 Annual Report: 2021 Goals

- Receive Government Finance Officers Association Budget Award
- Clean 2020 Financial and Accountability Audit
- Refine Finance Performance Indicators
- Implement a Cloud First mentality to increase mobility of City Staff
 - Migrate network shares to OneDrive
 - Move to cloud phone system
 - Hybrid meetings for both in-person or online attendees
 - Replace desktop computers with a laptop/mobile
- Council Chambers A/V system upgrade



Questions & Discussion

For More Information

Jennifer Forsberg, Finance Director/City Clerk

Jennifer.Forsberg@cityofwashougal.us



City of Washougal

City of Washougal City Council Workshop

Interlocal Agreement for Pet
Waste Behavior Change Plan

April 26, 2021



Agenda

- NPDES Permit Requirements
- Partnerships
- Pet Waste Behavior Change Campaign
- Proposed Budget

Interlocal Agreement

- City of Washougal's NPDES Phase II Municipal Stormwater Permit requires a behavior change campaign "to reduce or eliminate behaviors or practices that cause or contribute to adverse stormwater impacts".
- This requirement must be met following community based social marketing guidelines and can be met as a member of a regional group.
- City of Washougal will partner with Battle Ground, Camas and Clark County to address pet waste along specific public trails.

PET WASTE BEHAVIOR CHANGE PLAN

- The campaign will run from 2021-2024 and include:
 - 2021 – pilot and adjustments
 - 2022 – expanded implementation
 - 2023 – evaluation
- The campaign will build upon the existing Canines for Clean Water program and include kiosks and tabling activities at specific trailheads.
- This campaign supports efforts to reduce E.coli and fecal coliform in streams that do not meet state standards.



Proposed Budget

\$4,000 over a 3-year term of contract

Public trails – proposed budget

	Clark County	City of Battle Ground	City of Camas	City of Washougal	Total
Project Budget					
Population %	71%	10%	11%	8%	100%
Research	\$8,875	\$1,250	\$1,375	\$1,000	\$12,500
Promotion	\$7,100	\$1,000	\$1,100	\$800	\$10,000
Professional Services	\$10,650	\$1,500	\$1,650	\$1,200	\$15,000
Materials & Supplies	\$8,875	\$1,250	\$1,375	\$1,000	\$12,500
Total Project	\$35,500	\$5,000	\$5,500	\$4,000	\$50,000

Questions?



INTERLOCAL AGREEMENT
COLLABORATION ON NPDES BEHAVIOR CHANGE PROGRAM ON PET WASTE

DISPOSAL

Between

CLARK COUNTY

And

THE CITY OF BATTLE GROUND

And

THE CITY OF CAMAS

And

THE CITY OF WASHOUGAL

THIS IS AN INTERLOCAL AGREEMENT (Agreement) made and executed this _____ day of May 2021, by and between Clark County (County), a municipal corporation of the State of Washington, and the City of Battle Ground ("Battle Ground"), the City of Camas ("Camas") and the City of Washougal ("Washougal"), municipal corporations of the State of Washington (Cities).

RECITALS

Clark County is a Permittee under the Phase I Municipal Stormwater Permit (the "Phase I Permit") issued by the Washington State Department of Ecology ("Ecology") pursuant to the National Pollutant Discharge Elimination System ("NPDES") permitting program established under the federal Clean Water Act, 33 U.S.C. § 1251 et seq. (the "CWA"), and Washington's Water Pollution Control Law, chapter 90.48 RCW (the "WPCL").

Interlocal Agreement – Clark County and City of Battle Ground and City of Camas and City of Washougal

Signed: May ____, 2021

The participating Cities are Permittees under the Phase II Western Washington Municipal Stormwater Permit (the "Phase II Permit") issued by Ecology pursuant to the NPDES permitting program established under the CWA and the WPCL. In this Agreement, the Phase I Permit and the Phase II Permit are together referred to as the "NPDES Permits".

The Phase I Permit (S5.C.11) and Phase II Permit (S5.C.2) allow for education and outreach program requirements to be met as a member of a regional group. The County and Cities participate in the regional group, Stormwater Partners of Southwest Washington.

The County and Cities are required to implement a behavior change program following community based social marketing practices under the Phase I Permit (S5.C.11.a) and the Phase II Permit (S5.C.2.a). The County and the Cities have identified pet waste disposal along public trails as the topic for which to develop a behavior change program (Project).

The objective of the Project is to meet requirements in the Phase I Permit (S5.C.11.a) and the Phase II Permit (S5.C.2.a).

According to Chapter 39.34 RCW (Interlocal Cooperation Act), one or more public entities may contract with one another to perform government functions or services which each is by law authorized to perform.

NOW, THEREFORE, pursuant to RCW 39.34 and in consideration of the terms, conditions, covenants, and performances contained herein, and per the attached Exhibits, incorporated and made a part hereof:

THE PARTIES AGREE AS FOLLOWS:

1. REQUIREMENTS OF INTERLOCAL COOPERATION ACT

1.1. This Agreement is authorized by and entered into pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW. The purpose and intent of this Agreement is for the County and the Cities to work together efficiently and effectively to accomplish the Project.

1.2. The parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.

1.3. Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either party in connection with the performance of this Agreement will remain the sole property of such party, and the other party shall have no interest therein.

1.4. Each party to this Agreement shall designate an individual (an "Administrator"), which may be designated by title or position, to oversee and administer such party's participation in this Agreement. The parties' initial Administrators shall be the following individuals:

Interlocal Agreement – Clark County and City of Battle Ground and City of Camas and City of Washougal

Signed: May ____, 2021

County's Initial Administrator:

Jeff Schnabel, Clean Water Division Interim
Manager
Clark County Public Works
1300 Franklin Street
Vancouver, WA 98660
Jeff.schnabel@clark.wa.gov

Battle Ground's Initial Administrator:

Mark Herceg, PE
Battle Ground Public Works Director
109 SW 1st St, Suite 127
Battle Ground, WA 98604
mark.herceg@cityofbg.org

Camas' Initial Administrator:

Jamal Fox, City Administrator
City of Camas
616 NE 4th Ave
Camas, WA 98607
jfox@cityofcamas.us

Washougal's Initial Administrator:

Rob Charles
Washougal Public Works Deputy Director
1701 C St
Washougal, WA 98671
rob.charles@cityofwashougal.us

Any party may change its Administrator at any time by delivering written notice of such party's new Administrator to the other parties. Each party's legislative body may also designate a person to act on its behalf with regard to execution of this Agreement and subsequent amendments that impact duration or funding of this Agreement.

2. PURPOSE. The County and Cities agree to collaborate on a regional pet waste campaign, Canines for Clean Water, to meet the education and outreach behavior change requirements of the Phase I Permit (S5.C.11.a) and Phase II Permit (S5.C.2.a), as follows:

2.1. By July 1, 2020, conduct a new evaluation of the effectiveness of the current Canines for Clean Water behavior change program including lessons learned and recommendations.

2.2. Based on the recommendations from (2.1), by February 1, 2021, develop a campaign

that is tailored to the community following social marketing practices and methods, including the development of a program evaluation plan that:

2.2.1. Develops a strategy and schedule to more effectively implement the existing campaign, or;

2.2.2. Develops a strategy and schedule to expand the existing campaign to a new target audience or BMPs, or;

2.2.3. Develop a strategy and schedule for a new target audience and BMP behavior change campaign.

2.3. By April 1, 2021, begin to implement the campaign developed in (2.2).

2.4. By March 31, 2024, evaluate and report on:

2.4.1. The changes in understanding and adoption of targeted behaviors resulting from the implementation of the campaign; and

2.4.2. Any changes to the campaign in order to be more effective; describing the strategies and process to achieve the results.

3. DUTIES OF THE COUNTY

3.1. The County shall serve as the lead agency for the Project for purposes of completion of Campaign plan specified in Exhibit A. Duties include:

3.1.1. Setting planning and coordination meetings at times which work for Cities.

3.1.2. Designing campaign materials with feedback from Cities.

3.1.3. Procuring Campaign materials.

3.1.4. Creating reports with feedback from Cities incorporated.

3.2. The County shall invoice the Cities for shared Project costs referenced in Exhibit A. Total spending shall not exceed \$50,000 for the Project. Cities and the County shall share costs in proportion to 2020 population estimates from Washington State Office of Financial Management. Cities shall contribute an additional 2.33% of total shared project costs, added to their proportion of the population, for administrative and project management duties performed by Clark County (proportion of population + 2.33% = Cities contribution). Costs will be shared as follows:

3.2.1. Battle Ground – 10%

3.2.2. Camas – 11%

3.2.3. Washougal – 8%

3.2.4. Clark County – 71%

3.3. The County shall coordinate and implement campaign within its own jurisdiction.

4. DUTIES OF CITIES

4.1. The Cities shall provide a staff member as a point person to participate in Project planning and coordination to implement the Campaign plan in Exhibit A.

4.2. The Cities shall coordinate and implement Campaign within their own jurisdiction.

4.3. The Cities shall make payment on the invoice submitted by the County within thirty (30) days following receipt by the Cities of said invoice.

5. DURATION. The term of this Agreement shall commence upon execution and extend until July 31, 2024 (the “Term”), unless otherwise addressed by the Ratification provision below.

6. LIABILITY. No liability shall attach to the Cities or the County by reason of entering into this Agreement except as expressly provided herein. This Agreement is executed for the benefit of the parties and the public generally. This Agreement is not intended and shall not be construed as creating any third-party beneficiary.

7. HOLD HARMLESS/INDEMNIFICATION. To the extent authorized by law, the County and Cities shall indemnify and hold harmless one another and their employees, officers, contractors and agents, from and shall process and defend at their own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages (both to persons and/or property), or cost, of whatsoever kind or nature, brought against the one party arising out of, in connection with, or incident to any other party’s performance or failure to perform any

Signed: May ____, 2021

aspect of this Agreement, provided, that if such claims are caused by or result from the concurrent negligence of the County and the Cities, their respective employees, officers, contractors or agents, this indemnity provision shall be valid and enforceable only to the extent of their respective allocations of negligence, and provided further, that nothing herein shall require the County or Cities to hold harmless or defend the other or its employees, officers, contractors or agents from any claims arising from that Party's sole negligence or that of its employees, officers, contractors or agents. The terms of this section shall survive the termination of this Agreement.

8. NOTICE. Any notices to be given under this Agreement shall at minimum be delivered, postage prepaid and addressed to:

To the County:

CLARK COUNTY
PUBLIC WORKS
PO Box 9810
Vancouver, WA 98666-9810
Attention: Public Works Director

To Camas:

CITY OF CAMAS
616 NE 4th Ave
Camas, WA 98607
Attention: Public Works Director

To Battle Ground:

CITY OF BATTLE GROUND
109 SW 1st St, Suite 127
Battle Ground, WA 98604
Attention: Public Works Director

To Washougal:

CITY OF WASHOUGAL
1701 C St
Washougal, WA 98671
Attention: Public Works Director

The name and address to which notices shall be directed may be changed by any party giving the other notice of such change.

9. WAIVER. No waiver by any party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach.
10. AMENDMENT. Except as otherwise provided herein, any modification to this Agreement must be in writing and subject to the consent of each party.
11. TERMINATION. Any party may terminate this Agreement by providing to the other parties notice of proposed termination 90 (ninety) days prior to the proposed date of termination. Written notice shall be deemed effective three days post presentation, either through mail notice or email notice.
12. ENTIRE AGREEMENT. This Agreement contains all of the agreements of the parties with respect to the subject matter covered herein, and no prior Agreements shall be effective to the contrary.
13. AUDIT AND RECORDS. During the progress of the work and for a period of not less than three (3) years from the date of final payment, both parties shall maintain the records and accounts pertaining to the work and shall make them available during normal business hours and as often as necessary, for inspection and audit by the parties, the State of Washington, and/or Federal Government, and copies of all records, accounts, documents or other data pertaining to the work will be furnished upon request. The requesting party shall pay the cost of copies produced. If any litigation, claim or audits are commenced, the records and accounts along with supporting documentation shall be retained until any litigation, claim or audit

Signed: May ____, 2021

finding has been resolved even though such litigation, claim or audit continues past the three-year retention period.

14. DOCUMENT EXECUTION AND FILING. The County and the Cities agree that this agreement shall be executed using electronic signatures. Upon execution, the cities of Battle Ground, Camas and Washougal and the County shall retain a fully executed Agreement. The Cities shall cause a copy of this Agreement to be posted on their website pursuant to RCW 39.34.040. Upon execution of this Agreement and posting of a copy on the Cities' websites, each such fully executed copy shall constitute an agreement binding upon all parties. This fully executed Agreement shall be distributed to the designated agents of the parties, named as follows:

Director of Public Works
Clark County
PO Box 9810
Vancouver, WA 98666-9810

Public Works Director
City of Camas
616 NE 4th Ave
Camas, WA 98607

Battle Ground Public Works Director
City of Battle Ground
109 SW 1st St, Suite 127
Battle Ground, WA 98604

Washougal Public Works Director
City of Washougal
1701 C St
Washougal, WA 98671

15. RATIFICATION. Acts taken in conformity with this Agreement prior to its execution are hereby ratified and affirmed.

16. SEVERABILITY. If any section or part of this Agreement is held by a court to be invalid, such holding shall not affect the validity of any other part of this Agreement.

17. ASSIGNMENT/SUBCONTRACTING. No party to this Agreement shall transfer or assign, in whole or in part, its respective rights or obligations under this Agreement without the prior written consent of the other parties. Consent for assignment or transfer shall not be unreasonably withheld.

18. INDEPENDENT CAPACITY. Employees or agents of a Party engaged in the performance of projects under this Agreement shall continue to be employees or agents of that Party and shall not be considered employees or agents of any other Party to this Agreement.

19. GOVERNANCE. This Agreement is entered into under the authority granted by the State of Washington and provisions of the Agreement shall be construed to conform to Washington State laws.

20. DISPUTES. The principal executive or their designee of each Party shall attempt to resolve all disputes regarding the terms of this Agreement in good faith. In the event the dispute is not resolved by the Parties, the matter will be referred to the Superior Court of the State of Washington in and for Clark County.

Parties shall bear their own legal fees, costs, and expenses related to enforcing rights and responsibilities of this Agreement.

Interlocal Agreement – Clark County and City of Battle Ground and City of Camas and City of Washougal

Signed: May ____, 2021

IN WITNESS WHEREOF, the County and Cities have caused this Agreement to be executed in their respective names by their duly authorized officers and have caused this Agreement to be dated as of the ____ day of May, 2021.

CLARK COUNTY

CITY OF BATTLE GROUND,
A municipal corporation

By: _____
Kathleen Otto, County Manager

By: _____
Erin Erdman, City Manager

Attest:

By: _____
Kay Kammer, City Clerk

Approved as to form only:

Approved as to form only:

By: _____
Name: Bill Richardson
Deputy Prosecutor for the County

By: _____
Christine Hayes, City Attorney

Interlocal Agreement – Clark County and City of Battle Ground and City of Camas and City of Washougal

Signed: May ____, 2021

CITY OF CAMAS,
A municipal corporation

By: _____
Jamal Fox, City Manager

Attest:

By: _____
Jennifer Forsberg, City Clerk

Approved as to form only:

By: _____
Shawn MacPherson, City Attorney

CITY OF WASHOUGAL,
A municipal corporation

By: _____
David Scott, City Manager

Attest:

By: _____
Jennifer Forsberg, City Clerk

Approved as to form only:

By: _____
Ken Woodrich, City Attorney

Exhibit A

Pet Waste Behavior Change Plan: Strategies and Schedule for More Effective Implementation of Canines for Clean Water



CLARK COUNTY WASHINGTON
PUBLIC WORKS
CLEAN WATER



THE CITY OF
Battle Ground
WASHINGTON



Background

The Canines for Clean Water program has been primarily operated by Clark County's Clean Water Program since 2008. In 2019, the cities of Battle Ground, Camas, Vancouver and Washougal took on a more active role by supplying and distributing program signs within their respective jurisdictions.

Fecal coliform bacteria and E. coli from dog waste is a persistent pollutant found in Clark County's streams, rivers and lakes. Source microbial analysis targeting dog Bacteroidetes in conjunction with E. coli and fecal coliform levels from water samples at monitoring sites in the East Fork Lewis River and Salmon Creek consistently indicated the presence of bacteria and dog DNA. This indicates that not all dog owners are picking up their animals' waste.

This plan describes the strategies and schedule to meet Phase I and II Municipal Stormwater Permit outreach and education requirements S5.C.11.ii and S5.C.2.ii, respectively. As stated on page 29 of the Phase I permit and page 14 of the Phase II permit, "permittees may choose to meet these requirements ...as a member of a regional group." Clark County and the cities of Battle Ground, Camas and Washougal will partner to more effectively implement an existing regional pet waste behavior change program, or for those jurisdictions without a behavior change program addressing pet waste, to target a new audience and BMP campaign. Each permittee in this partnership will implement the strategies described in this plan in their own jurisdiction. In this plan, "partners" refers to Clark County and the cities of Battle Ground, Camas and Washougal.

Purpose

The purpose of this plan is to outline social marketing strategies to encourage higher rates of dog owners picking up and properly disposing of pet waste and to define the process by which these efforts will be evaluated.

Selected Behavior

The selected behavior is for dog owners using public trails to pick up pet waste in a bag and dispose of it in a trash receptacle. This plan contains strategies to address pet waste along trails, many of which are near water bodies.

Target Audience

This campaign will target female dog owners using trails to walk their dogs. Past research indicates that females usually take the lead caring for dogs.

Research

Partners began with a literature review, which included interviews with other jurisdictions that had implemented pet waste behavior change programs. Partners also conducted two focus groups and one intercept survey.

The two focus groups were composed of the target audience, with one exclusively for female dog owners also identifying as part of the Latinx community. The focus groups provided insights to barriers and benefits of picking up pet waste in public. The groups were also used to gain feedback on motivations, strategy ideas, messaging and potential incentives.

Two intercept surveys targeting dog owners walking their dogs in public areas provided additional insights on the barriers and benefits to picking up after their pets on walks, as well as who their most trusted sources for information about dog care are.

Barriers and Benefits

Two focus groups and two intercept surveys helped to inform the barriers and benefits dog owners perceive regarding dog waste management. Since our research confirmed that social norms regarding picking up pet waste are already established, our strategies give strong consideration to the benefits. Research also corroborated that veterinarians were the most trusted source of information about pet care, confirming their role as champions in the community who could help diffuse the message.

Benefits of picking up on walks:

1. People won't step in it
2. Common courtesy
3. Keep park clean AND Sanitary, won't spread disease (tied for third most common response)

Barriers on walks:

1. No bags
2. Don't want to carry it
3. No trash bin AND Lazy, don't want to (tied for third most common response)

Public trails - strategies

Efforts will be focused on high priority trails - those near or draining via the MS4 to water bodies with known bacteria and E. coli issues.

Trailhead Kiosks - Public and durable commitments in the form of the Canines for Clean Water pledge will be promoted and highlighted at trailheads where pet waste is an issue. A kiosk will be constructed by each jurisdiction to house photographs of pledge takers and information about the Canines for Clean Water program. During a launch of the kiosk, partners will table at trailheads and ask dog walkers to take the pledge and be photographed with their dogs. The photos will be displayed in the kiosk to highlight their public commitments, support social diffusion, and act as a prompt to remind dog owners to use and bring bags.

Free resources, including bag holders with a roll of bags that attach to a leash and a clip to carry full bags on a leash, will be distributed and promoted to help overcome the two most common barriers.

The kiosk will include QR codes for subsequent dog owners to take the pledge while unstaffed. Temporary signs placed along a segment of the trail will have messages highlighting the benefits of picking up pet waste and a QR code with a call to action to take the pledge.

Partners will pilot this campaign from June to August 2021 on two similar trails. One trail will receive the kiosk and tabling events, while the other will be used as a control and will not receive the additional strategies.

Proposed trails for pilot include:

- Cougar Creek Trail - Clark County
- Heritage Trail - Camas

Proposed trails for implementation include:

- Clark County - Salmon Creek Greenway, Whipple Creek Trail, La Center Bottoms Trail, Lacamas Park Trail
- Battle Ground - Remy Trail
- Camas - Heritage Trail
- Washougal - Campen Creek Trail

Public trails - evaluation

Partners will use two metrics to evaluate the effectiveness of the behavior change strategies along public trails - changes in the numbers of pet waste piles left along the trail and the number of pledges taken at the locations.

Poop Counts - Partners will count poop piles along each piloted trail on three occasions in April, May and June to get a baseline of pet waste left along the trail. The kiosk will be installed and outreach will be conducted in July and August. Poop counts will be conducted again in August, September and October to see changes. Evaluation on trails where the campaign is expanded will follow a similar procedure and timeline in 2022.

Pledges - Trail users taking the Canines for Clean Water pledge after the campaign begins will be compared to the baseline average of pledges taken to understand the impact on making commitments. Unique QR codes linked to the Canines for Clean Water pledge will be tracked to understand the effectiveness of the kiosk and outreach at the trailheads.

Public trails - proposed schedule

Public Trails	2021 Q2	2021 Q3	2021 Q4	2022 Q1	2022 Q2	2022 Q3	2022 Q4
Poop counts on trails (pilot and control)	Apr, May, Jun	Jul, Aug, Sept	Oct				
Pilot trailhead kiosk, signs	Jun	Jul, Aug					
Pilot trailhead outreach	Jun	Jul, Aug					
Poop counts on trails					Apr, May, Jun	Aug, Sept	Oct
Implement trail kiosks, signs					Jun	Jul, Aug	
Implement trailhead outreach					Jun	Jul, Aug	

Public trails – proposed budget

	Clark County	City of Battle Ground	City of Camas	City of Washougal	Total
Project Budget					
Population %	71%	10%	11%	8%	100%
Research	\$8,875	\$1,250	\$1,375	\$1,000	\$12,500
Promotion	\$7,100	\$1,000	\$1,100	\$800	\$10,000
Professional Services	\$10,650	\$1,500	\$1,650	\$1,200	\$15,000
Materials & Supplies	\$8,875	\$1,250	\$1,375	\$1,000	\$12,500
Total Project	\$35,500	\$5,000	\$5,500	\$4,000	\$50,000



City of Washougal
PUBLIC WORKS PURCHASING

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

Contract Title: _____ Vault Filing Number: _____

Vendor Name: _____ Vendor Number: _____

Contract Overview: _____ Contract Total: _____

Project Manager: _____ Ext: _____ Department: Public Works

Project Number: _____

Budget Code(s): _____

Engineer's Project Estimate: \$ _____

Contract Price: \$ _____

Type of Procurement Method: _____

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.](#)

Purchase Order/Contract Payment Reconciliation Form

Project Title: Reservoir #6 Rough Grading CONSTRUCTION ENGINEERING

Contract #

Vendor: Wallis Engineering #208

Purchase Order #

Account # 413-09-594-534-5041

Vendor # 208

Project Number: WT-2019-06

Description: PSA - Reservoir #6 Rough Grading CE

	\$	42,405.00
Remaining Original Amount	\$	-
Retainage % (if any)		0%

Payment Details												
Invoice No.	Check #	Date	General Ledger			Task/Project			AMOUNT	TAX	Retainage	Paid to Vendor
			Fund	Dept	Function	Activity	object Code	Project #				
15603		1/12/2021							\$ 14,806.55			\$ 14,806.55
15660		1/31/2021							\$ 7,301.66			\$ 7,301.66
15718		2/28/2021							\$ 7,361.85			\$ 7,361.85
									\$ -			\$ -
									\$ 29,470.06	\$ -	\$ -	\$ 29,470.06

Change Order Details							Amount	% Contract
Supplemental	Number	Date						
#1	#1	1/12/2021					14,985.00	35.338%
#2	#2						2,910.00	42.20%
							-	42.20%
Totals							\$ 17,895.00	42%

Project Manager Signature:

REMAINING BALANCE

Department Designee Signature:

Retainage to be Paid Upon Completion

\$ 30,829.94

\$ -

City of Washougal, Washington
Supplemental Professional Service Agreement No. _____
Project Name _____

This Supplemental Agreement modifies the Professional Services Agreement (AGREEMENT) between _____ (Contractor) and City of Washougal (OWNER) signed _____ for a PROJECT known as _____.

The following modifications are made to the PROFESSIONAL SERVICES AGREEMENT and all other terms and conditions remain unchanged:

The Agreement shall be amended per this Supplemental Agreement. The fixed fee for this additional work shall not exceed \$_____, as outlined in the attached Supplemental Scope of Work _____.

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 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.

IN WITNESS WHEREOF this Supplemental Agreement is made and executed this _____ day of _____, _____ 2021.

BY:
City Manager

Consultant:

BY:

Title:

ATTEST:
City Clerk

Approved as to Form:

City Attorney

Vault Filing Number: _____

SCOPE OF WORK

The City of Washougal desires to perform rough grading at the site of the future Water Reservoir #6, before construction of houses begin in the adjacent development. This grading project may include rock excavation through blasting methods. The City engaged Wallis Engineering, PLLC to complete a preliminary evaluation of subsurface conditions and develop a bid package. Wallis Engineering had completed preliminary work in this area as part of its agreement with the City for the New Reservoir #6 & Booster Pump Stations Project.

The original scope of work, under WE#1487A, was entered into in September 2019, and as part of this agreement, Wallis completed a preliminary evaluation of subsurface conditions and developed a bid package for the grading work.

Supplemental Agreement to WE #1487A was entered into February 2020 to provide additional services related to the presence of shallow subsurface rock. As part of this agreement, Wallis completed additional work to clarify the survey vertical datum, coordinate with a blasting consultant, and develop project specific details and special provisions for rock blasting.

A new prime agreement, under WE #1487B, was entered into December 2020 to perform additional work to revise plans and specifications for wet weather construction (original work was to be constructed in the summer), provide permitting assistance, assist the City with bid phase services, and provide construction phase services.

Supplemental Agreement No. 1 (WE #1487B) addresses preconstruction tasks related to the archaeological requirements from the Department of Archaeology and Historic Preservation (DAHP) in 2016.

This scope of work for Supplemental Agreement No. 2 (WE #1487B) addresses additional construction survey work.

CONTRACT DURATION

Contract term remains the same as in Prime Agreement.

SUPPLEMENTAL SCOPE OF WORK

TASK 6 CONSTRUCTION PHASE SERVICES

6.1 *Construction Services (Task Supplemented)*

Additional construction survey needed as described below:

- Re-stake cut slopes to 0.5:1 in areas of rock cut (includes office calculations)
- Re-survey excavation areas for calculation of General Excavation payment quantity

Fee Estimate
City of Washougal | Reservoir 6 Rough Grading
March 2021 | WE# 1487B

		AE	EM2	SE2	SE1	T3	A6	A4	Wallis Labor	Expenses	Subconsultants	Total
											Klein	Cost
		\$147.00	\$178.00	\$102.00	\$99.00	\$118.00	\$80.00	\$98.00				
Task 6	Construction Phase Services											
6.1	Construction Services								\$ -		\$ 2,910.00	\$ 2,910.00
	Project Subtotal	0	0	0	0	0	0	0	\$ -	\$ -	\$ 2,910.00	\$ 2,910.00

Depending on availability, actual staff usage may not match the above estimated hours breakdown. Billing rates for all staff are listed in the Rate Schedule.

FEE SUMMARY	
Wallis Labor	\$ -
Wallis Expenses	\$ -
Subconsultants	
Klein	\$ 2,910.00
<i>NOTE: Fee includes 10% markup</i>	
TOTAL BUDGET	\$ 2,910.00

City of Washougal, Washington

PROFESSIONAL SERVICES AGREEMENT

Project Name _____

This Agreement made and entered into this _____ day of _____ 2021, by and between the City of Washougal, a municipal corporation, under the laws of the State of Washington, hereinafter referred to as "City," and _____ hereinafter referred to as "Contractor," whose address is: _____.

WHEREAS, the City desires to engage the Contractor to provide _____ Services and other related professional services for _____, 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, **this Agreement.**

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.

accordance with the requirements of this Agreement,

1. **Scope of Services:** Contractor agrees to:
 - a) See attached Scope and Rates in **SCOPE AND RATES CITED**
 - 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 \$ _____ 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 sub-consultants, agents and employees are independent contractors performing professional services for City and are not employees of the City. The Contractor, its sub-consultants, 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-consultants, agents and employees shall not have the authority to bind City in any way except as may be

provided that, if such additional services impact Contractor's cost or schedule for performance, the parties will negotiate an equitable adjustment to Contractor's compensation and/or schedule.

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 _____, and be completed as of:

End Date _____.

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

 Any modification or reuse of such materials, writings or products by the City for purposes other than those intended by this Agreement will be at City's sole risk and without liability to Contractor.

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 Consultant, 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.

redacted



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: _____
ADDRESS: _____
CITY STATE ZIP: _____

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 _____, 2021.

CITY OF WASHOUGAL, a Municipal Corporation

18. **Standard of Care:** The standard of care for Contractor's services shall be the care and skill ordinarily used by members of Contractor's profession practicing under the same or similar circumstances at the same time and in the same locality.



BY:

City Manager

ATTEST:

Approved as to Form:

Finance Director

City Attorney

CONTRACTOR, *CONTRACTOR NAME HERE*

BY:

Title:

Scope of Service

Public Works Operations Center Conceptual Design
City of Washougal
Washougal, WA

Scope of Services
April 21, 2021
HDR Engineering, Inc.

Overview

HDR Engineering, Inc. (HDR) will provide Conceptual Design for the City of Washougal Public Works Operations Center.

HDR will participate in programming (data collection) of the space needs for the facility and site and building plans for the Public Works Operations Center.

Task A: Project Management

Objective

Perform Project Management limited to Master Plan/Conceptual Design subtasks such as, progress meetings, internal schedules, invoicing and contract administration.

Work Elements

Meetings

See Meetings listed below specific to each task.

Schedule

The project schedule will be developed by HDR to meet the deliverables of the project. Schedule duration is assumed to be 4 months starting May 3, 2021.

Invoicing

Prepare monthly invoices. Invoices will include the work completed during the billing period and be augmented to include the following:

- Potential impacts to project schedule, budget, or scope

Assumptions

- Begin work May 3, 2021

Deliverables

- Project schedule
- Monthly (4) Invoices

Estimated Travel

- N/A

Task B: Quality Assurance and Control

Objective

Provide quality control (QC) reviews before submitting deliverables. QC reviews will follow the HDR Quality Management System process.

Work Elements

QC Review

- Draft Conceptual Design Report – Perform internal QC
- Final Conceptual Design Report – Perform internal QC

Assumptions

- Use Bluebeam Sessions for QC
- Provide intermittent review as needed

Deliverables

- Internal Bluebeam Session with marked up Documents such as, program and narratives.

Estimated Travel

- N/A

Task C: Programming

Objective

Review and evaluate the functional requirements as input into the design process. The functional requirements will contribute towards a facility design that responds to the needs as developed through interviews with City of Washougal staff and materials provided by the City.

Work Elements

Orientation Meeting

- Develop interview questionnaires to be used during programming sessions with City of Washougal staff.
- Conduct an orientation/kick-off meeting for Public Works leadership and other city identified City of Washougal staff. Distribute programming questionnaires, discuss programming process, and address issues to support participation by key staff.

Data Collection

- Tour existing City of Washougal facilities to gain an understanding of current operating philosophies and conditions.
- Conduct programming interviews with key City of Washougal staff to stimulate dialogue relating to projections at 5 year, 10 year, and 20 year milestones for staff and vehicle, office, shop, and storage space requirements, as well as general operating practices.
- Review requirements for vehicle repair bays and associated shops.
- Review requirements for workshops and material storage areas.
- Review support facilities requirements including offices, restrooms, lunchrooms, and locker areas.
- Review building and yard storage requirements for equipment, parts, and materials.
- Review requirements for vehicle storage, parking, washing, charging, and fueling.
- Review site and building security requirements.
- Conduct wrap-up meeting outlining schedule and presenting the findings from the interview sessions.

Space Needs Program

- Address functional areas to be located at the facility.
- Develop space program requirements for the facility based on information and projections developed as part of the data collection effort.
- Establish space standards for offices, repair bays, and support spaces.
- Determine number and size of various workstations.
- Determine number of vehicle repair bays based on industry standards and client-specific factors.
- Determine shop area requirements based on function and operational needs.
- Determine storage requirements for parts, materials, and equipment.
- Determine parking requirements for employee, visitor, and delivery vehicles.
- Identify clearance requirements throughout the project.
- Establish net to gross factors for each functional area of the facility.

Programming Report

- Provide a report that documents the programming process and outlines key planning and design issues. The report will be distributed to the Design Team and key City of Washougal staff for review. The report will include the following narratives:
 - Project Overview - Describes the background and gives an overview of the project and the entities involved.
 - Basis for Design - Provides a summary of the qualitative planning issues that were noted during interview sessions. The summary includes a description of each group's responsibilities, hours of operation, staff counts, vehicle parking, vehicles maintained,

and a list of key planning issues. This is compiled for consideration during future planning and design efforts.

- Space Needs Program - Presents a detailed listing of space requirements for the key stakeholders on the site. The intent of the program is to identify spaces needed to fulfill the current and future facility needs. Programmed spaces are further defined by their quantity, area, and any remarks significant to design.

Assumptions

- City to review draft Space Needs Program
- City to review draft Conceptual Design Report
- The following will attend client meetings:
 - Sheena Zimmerman
 - Chan Cheang
 - Justin Kraegel
- Existing facility tours and interviews will happen virtually.

Deliverables

- Programming Questionnaires
- Draft Preliminary Space Needs Program (delivered electronically via PDF)
- Working Paper 1 (Draft Conceptual Design Report) delivered electronically via PDF including:
 - Project Overview
 - Basis for Design (Interview Documentation)
 - Space Needs Program

Estimated Travel

- Three people for two hours to conduct virtual orientation meeting with key City of Washougal staff.
- Three people for one day to conduct virtual programming session.
- Two people for one day to tour existing facility.

Task D: Master Plan/Conceptual Design Charrette

Objective

Confirm that the functional requirements, including circulation and proximity relationships, are addressed in the Conceptual Design.

Work Elements

Site Master Plan Conceptual Design Charrette

- Identify up to 3 potential alternatives to meet the requirements established in the previous task.
- Participate in four day on-site design charrette working directly with the Design Team and City of Washougal to develop up to three alternatives for site configuration and general building design and conceptual building floor plans. During this on-site process, alternatives will be reviewed by City of Washougal staff. Based on review comments, selected alternatives will be refined and re-presented for review. A final review meeting will result in a selected Master Plan Conceptual Design for one alternative
- Site issues addressed will include:
 - Developing circulation patterns for vehicles, materials and personnel that will provide an efficient, cost effective, and safe facility operation.
 - Developing ingress and egress routes, which maximize safety and security and minimize vehicular and pedestrian conflict on and off the site.
 - Establishing site area relationships including administration, operations, maintenance, and employee, delivery, and visitor parking.
- Facility issues addressed will include:
 - Developing circulation patterns for equipment, materials, and personnel within the buildings and evaluating their relation to site circulation patterns.
 - Establishing functional area relationships both between departments and between workstations within the departments. Primary considerations to be industrial workflow, supervision, and safety.
 - Reviewing architectural design for functional response to program and adherence to approved facility concept.

Conceptual Design Report

- Prepare a design report that documents the Master Plan and Concept Design charrette process, identifies the criteria for site and building requirements, and includes an estimate of design and construction costs based on the Master Plan and Conceptual Floor Plans. The report will be distributed to the Design Team and key staff with City of Washougal for review. The report will include the following narratives:
 - Design Charrette - Presents a summary of the on-site sessions to develop a site master plan and conceptual floor plans for the Public Works Operations Center. A description of the process, concepts that were developed, and resulting comments and discussions is presented.

Assumptions

- Concepts to be evaluated and created for the City of Washougal's existing public works site.
- The city's wastewater site will be evaluated to determine usability.
- The following will attend client meetings:

- Sheena Zimmerman
- Chan Cheang
- Justin Kraegel

Deliverables

- Working Paper 3 (Final Conceptual Design Report) including:
 - Master Plan/Conceptual Design Charrette Outcomes
 - Opinion of Probable Construction Costs
 - Update the previously developed reports, including the comments from the Design Team and the City.

Estimated Travel

- Three people for four days to conduct on-site Site Master Plan and Conceptual Design Charrette

Task E: Opinion of Probable Construction Cost

Objective

Utilizing data collected during the programming and site evaluation, our team will develop an Opinion of Probable Construction Costs (OPCC). The team will develop project budget data for the preferred facility concept.

Work Elements

Opinion of Probable Construction Costs (OPCC)

The OPCC estimates will be square footage take-offs calculated from the Space Needs Programs and Concept Design to be included in Conceptual Design Report. Each OPCC will contain costs, broken down into construction costs (including direct cost and indirect cost/markup), contingency, and Owner professional services. Based upon the completion of the tasks above, the Design Team will develop a OPCC. HDR's cost estimator, working closely with the Design Team, will project short term improvement costs for the existing facility based on team-acquired data.

Deliverables

- Opinion of Probable Construction Costs (OPCC) for one capital improvement identified within the preferred conceptual design.