

**GRANDVIEW CITY COUNCIL  
COMMITTEE-OF-THE-WHOLE  
MEETING AGENDA  
TUESDAY, APRIL 11, 2023**



**PLEASE NOTE:** The maximum occupancy of the Council Chambers is 49 individuals at one time. Access to exits must be kept clear to ensure everyone in the Chambers can safely exit in the event of an emergency.

This meeting will be held in person and will also be available via teleconference. For meeting information and instructions, please contact City Hall at (509) 882-9200.

**COMMITTEE-OF-THE-WHOLE MEETING – 6:00 PM**

**PAGE**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT** – At this time, the public may address the Council on any topic whether on the agenda or not, except those scheduled for public hearing. If you would like to address the Council, please step up to the microphone and give your name and address for the record. Your comments will be limited to three minutes.
- 4. NEW BUSINESS**
  - A. Application to Amend Comprehensive Plan submitted by Elite Investment Group, LLC 1-19
  - B. Ordinance amending Grandview Municipal Code Section 10.20.070 Parking prohibited – Penalty 20-26
  - C. Resolution accepting the bid for the Wine Country Road Roundabout and Utility Improvements and authorizing the Mayor to sign all contract documents with Culbert Construction, Inc. 27-32
  - D. Resolution accepting the bid for the Headworks Bypass Improvements and authorizing the Mayor to sign all contract documents with Industrial Construction of WA 33-37
  - E. Stover Road Railroad Crossing – Request for Statement of Qualifications for Engineering Services 38-95
  - F. Ordinance amending the 2023 Annual Budget and proposed ARPA budget amendments 96-108
  - G. Resolution authorizing the Mayor to sign a Lease with Inspire Development Centers for the Alice Grant Learning Center 109-119
  - H. Resolution authorizing the Mayor to enter into a Professional Services Agreement between the City of Grandview and Prothman for City Administrator Recruitment Services 120-138
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**



**TO:** City Council

**FROM:** Quinn N. Plant, City Attorney

**CC:** Gloria Mendoza, Mayor  
Cus Arteaga, City Administrator

**SUBJECT:** *Application to Amend Comprehensive Plan submitted by Elite Investment Group, LLC*

**DATE:** April 4, 2023

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The City of Grandview received an application from Nicole Stickney of AHBL, Inc., and Trini Garibay of Elite Investment Group, LLC, to amend the City of Grandview Comprehensive Plan. The Hearing Examiner recommended the application be approved along with other text amendments proposed by City planning staff.

The City Council held a public hearing on the application on March 28, 2023, but did not approve or deny the application.

Subsequent to the March 28, 2023, meeting, the applicants have requested the City Council to re-open the public hearing to receive additional information and clarify the record.

A decision needs to be made on the application. At the meeting on April 11, 2023, the City Council may do any of the following:

- Vote to hold another public hearing during the April 25 Council meeting per the request from the applicants; or
- Vote to approve the application, in which case Ordinance No. 2023-06 should be adopted; or
- Vote to deny the application, in which case a resolution denying the application should be passed.

**Anita Palacios**

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**From:** Nicole Stickney <NStickney@AHBL.com>  
**Sent:** Wednesday, March 29, 2023 12:15 PM  
**To:** Anita Palacios  
**Cc:** Cus Arteaga; Trini Garibay  
**Subject:** RE: Elite Comp Plan Text Amendment Public Hearing

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CAUTION: External Email

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Thank you, Ms. Palacios, for the update - that is reassuring!

I respectfully request that the Grandview City Council further consider the proposed Comprehensive Plan amendment that they contemplated last night at a future meeting, and that the record be open for further discussion and input. The Council did not take action and they should take up that matter again to either approve or deny the request. Additionally, I believe that there were some misconceptions that I would like the opportunity to respond to.

Being that this is a legislative process (and not quasi-judicial) I contend that it would have been appropriate and beneficial to allow me, as the applicant, to respond to questions and concerns of council. Further, the way the hearing was conducted was not fully consistent with what is typical of a legislative hearing. For example, there was an announcement given by the mayor that appeared to invoke the Appearance of Fairness Doctrine which *does not apply* to those types of proceedings (RCW 42.36.010) and may have confused Council as to their role and ability to review the application:

**Proposed amendments to the Comprehensive Plan. The intent is for the Grandview Urban Area Zoning Ordinance to be the implementing ordinance to regulate development standards relating to lot size requirements.**

- 1. This hearing must be fair in form and substance as well as appearance, therefore is there anyone in the audience who objects to my participation as the Mayor and/or any of the Councilmembers in these proceedings? (If objections, the objector must state his/her name, address, and the reason for the objection.)**
- 2. The purpose of this hearing is to hear and consider the pertinent facts relating to this land use proposal.**

I am leaving for vacation today and not returning to work until April 10, 2023 and my client Trini Garibay also has some vacation scheduled during that time. As a result, the April 11<sup>th</sup> Council meeting is not ideal for us scheduling-wise, so we look forward to learning if this can be scheduled to come back to Council after that date?

Thank you very much,

**Nicole Stickney, AICP | Senior Planning Project Manager**  
**AHBL, Inc. | TACOMA • SEATTLE • SPOKANE • TRI-CITIES**  
509.380.5883 TEL | 509.316.7131 DIRECT | nstickney@ahbl.com EMAIL | Send us a [file](#).

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**ORDINANCE NO. 2023-06**

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,  
APPROVING TEXT AMENDMENTS TO THE RESIDENTIAL DESIGNATIONS OF  
THE COMPREHENSIVE PLAN**

**WHEREAS**, the City of Grandview Hearing Examiner, upon application and after due notice pursuant to Grandview Municipal Code Chapter 14, conducted an open record public hearing on February 23, 2023 and February 28, 2023 upon an application submitted by Nicole Stickley, AICP–AHBL, Inc., and Trini Garibay–Elite Investment Group LLC., for a Comprehensive Plan Text Amendment to the Land Use Element - *Section V: Future Land Use*; and

**WHEREAS**, the proposed text amendment would remove language specific to minimum lot sizes from the Comprehensive Plan with the intent that the Grandview Urban Area Zoning Ordinance would be the implementing ordinance to regulate development standards relating to lot size requirements; and

**WHEREAS**, the Hearing Examiner, after receiving public comments and reviewing the staff report containing staff's findings of fact, issued his recommendation dated March 3, 2023 entitled Comp Plan Text Amend #2023-01, copy attached, recommending the requested text amendments to the residential designations of the Comprehensive Plan to the City Council for approval; and

**WHEREAS**, the City Council of the City of Grandview, after due notice pursuant to Grandview Municipal Code Chapter 14, conducted an open record public hearing for said Comprehensive Plan Text Amendment on March 28, 2023 to receive public comment and consider the conclusions and recommendations by the Hearing Examiner; and

**WHEREAS**, the City Council, after conducting the requisite open record hearing and otherwise considering the application, accepted the Hearing Examiner's recommendations as its own and approved the requested text amendments to the residential designations of the Comprehensive Plan as outlined in Comprehensive Plan Text Amend #2023-01.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANDVIEW,  
WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** The City of Grandview Comprehensive Plan, Chapter 2 (Land Use Element), Section V (Future Land Use) discussion of **residential** zoning designations is hereby amended to read as follows:

- **Residential:** Areas appropriate for rural, single-family, and multifamily residential living.
  - Corresponding zoning designations (GMC Title 17 Zoning):
    - R-1 Single-family Residential Suburban. Provides a low-density residential environment permitting four dwelling units per acre. Lands within this district should contain suburban residential development with large lots and expansive yards. Structures in this district are limited to single-family conventional dwellings.
    - R-1 Low Density Residential. The R-1 low-density residential district is established to provide a low-density residential environment. Lands within this district generally should contain single-family conventional dwellings with smaller lots and useful yard spaces.
    - R-2 Medium Density Residential. The R-2 district is established to provide a medium density residential environment. Lands within this district generally should contain multiple unit residential structures of a scale compatible with structures in lower density districts with useful yard spaces. The R-2 district is intended to allow for a gradual increase in density from low density residential districts and, where compatible, can provide a transition between different use areas.
    - R-3 High Density Residential. The R-3 district is established to provide a high-density residential environment. Lands within this district generally contain multiple-unit residential structures of a scale generally compatible with the surrounding neighborhood. The R-3 district is intended to allow for a gradual increase in density from lower density residential districts and, where compatible, can provide a transition between different use areas.
    - R-1P Single-Family Residential Park District. The R-1P single-family residential park district is established to provide for medium density residential areas which would be compatible for the development of residential parks, and to prohibit the development of incompatible uses that are detrimental to the residential character. It is also to provide protection from hazards, objectionable influences, building congestion and lack of light, air and privacy.

**Section 2.** Except as expressly set forth herein, all other language in the Comprehensive Plan, including Chapter 2, Section V, shall remain unchanged.

**Section 3.** This ordinance shall be in full force and effect five (5) days after its passage and publication as required by law.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on \_\_\_\_\_, 2023.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

**PUBLISHED:**  
**EFFECTIVE:**

**City of Grandview, Washington  
Hearing Examiner’s Recommendations**

**March 3, 2023**

**In the Matter of an Application )  
For Comprehensive Plan Text )  
Amendments Submitted by: )  
)  
Nicole Stickney, AICP of AHBL, Inc. )  
And Trini Garibay of Elite ) **Comp Plan Text Amend #2023-01**  
Investment Group, LLC, Applicants )  
)  
To Amend the Comprehensive Plan )  
Residential Designations to Delete )  
Minimum Lot Size Requirements )  
That are More Properly Specified in )  
City Zoning Ordinance Regulations )**

**A. Introductory Findings.** The introductory findings relative to the hearing process for these applications may be summarized as follows:

(1) The Hearing Examiner conducted an open record public Predecision Meeting for this application which began on February 23, 2023.

(2) Byron Gumz, the YVCOG Regional Land Use Manager serving as Planner for the City of Grandview, presented his staff report. He agreed with the applicants that the requested Comprehensive Plan text amendments should delete the references to specific minimum lot size provisions for the R-3 High Density Residential designation and recommended additional language relative to general compatibility. He supported deletion of the lot size requirements in the R-3 High Density Residential designation because they currently allow a greater density for duplex developments than for multifamily developments and because lot size requirements should instead be included in the City’s zoning ordinance regulations

Nicole Stickney, AICP of AHBL, Inc. and 1  
Trini Garibay of Elite Investment Group, LLC:  
Application for Comprehensive Plan Text  
Amendments to Residential Designations



rather than in the general policy guidelines prescribed by the Comprehensive Plan. In accordance with the December 28, 2022 letter submitted by applicants suggesting that the City may want to consider further text amendments to likewise remove the references to minimum lot sizes from the other Comprehensive Plan residential designations, Mr. Gumz agreed that this application should include similar revisions to the other Comprehensive Plan residential designations in order to avoid having to process one or more additional applications for that purpose in the future. He agreed to draft and provide proposed additional text amendments to the other residential designations to be included as part of this application the following day in order to avoid delaying the submission of recommendations regarding this application to the City Council for their hearing and decision.

(3) Applicant Nicole Stickney, Senior Project Manager for AHBL, Inc. whose client is Elite Investment Group, LLC, was the only other person who appeared to testify either for or against this application. She testified in favor of the application for the reasons set forth in her December 28, 2022, letter which appears at pages 6 through 10 of the record of this application. She testified that she would allow the application to include additional text amendments to be proposed by Mr. Gumz. She also indicated that zoning ordinance amendments to lot size provisions of the R-3 zoning district and that a residential development in the R-3 zoning district would thereafter be proposed in the future if these Comprehensive Plan text amendments are approved.

(4) City Administrator/Public Works Director Cus Arteaga and City Clerk Anita Palacios answered questions. In order to avoid delay in presenting the recommendations to the City Council, the Hearing Examiner continued the hearing to the following Tuesday, February 28, 2023 at 3:00 p.m. for consideration of the additional text amendments to be drafted by Mr. Gumz as part of this application. Those additional proposed text amendments were drafted and provided by Mr. Gumz on the following day, Friday, February 24, 2023.

(5) The continued hearing was conducted on February 28, 2023 beginning at 3:00 p.m. by means of a Zoom hearing. Present at the hearing were Cus Arteaga, Anita Palacios, Byron Gumz and the Hearing Examiner. Anita Palacios indicated that Nicole Stickney did not feel the need to be present. Mr. Gumz described the lot size requirements that he recommends be deleted from the other residential designations of the Comprehensive Plan. There were no objections to any of them.

These recommendations adopting the recommendations of the applicants and Mr. Gumz have been submitted within three days following the closing of the record at the conclusion of the continued open record public hearing (Predecision Meeting) on February 28, 2023.

**B. Summary of Recommendations.** The Hearing Examiner recommends that the Grandview City Council approve the requested text amendments to the residential designations of the Comprehensive Plan for the reasons set forth in the application, the staff report, the testimony and these recommendations.

**C. Basis for Recommendations.** Based upon the information contained in the staff report, exhibits, testimony and other evidence presented at an open record public hearing that constituted the requisite Predecision Meeting beginning on February 23, 2023 and concluding on February 28, 2023; and based upon a consideration of the criteria for approval of Comprehensive Plan text amendments; the Hearing Examiner makes the following:

## **FINDINGS**

**I. Applicants.** The applicants are Nicole Stickney, AICP, Senior Planning Project Manager of AHBL, Inc., 5804 Road 90, Suite H, Pasco, WA 99301 and Trini Garibay of Elite Investment Group, LLC, 5804 Road 90, Suite A, Pasco, WA 99301.

**II. Applicants' Reasons for Requesting the Deletion of Specific Lot Size Requirements from the R-3 High Density Residential Comprehensive Plan Designation.** The reasons for requesting the deletion of lot size requirements from the R-3 High Density Residential Comprehensive Plan designation set forth in the December 28, 2022 letter from applicant Nicole Stickney and in her testimony at the hearing (the Predecision Meeting) may be summarized as follows:

(1) It is in the public interest and stated in the Comprehensive Plan's goals and policies to allow a variety of housing densities, sizes, types, costs, and locations throughout the City to increase options for housing. Amending the Plan's text to remove the density standards would be in the public interest by ensuring the City's goals can be met.

(2) AHBL, Inc., on behalf of its client Elite Investment Group, LLC, requests that Comprehensive Plan language which states that multiple-unit residential structures are intended to be similar in scale to that of low-density residential districts should be removed. Removing that language from the Comprehensive Plan allows for the construction of high-density residential multifamily structures to contemporary standards, such as 3-story or 4-story buildings. The current language restricts the ability for developers to achieve higher residential densities.

(3) This current restriction in the scale of multi-unit residential structures is also reflected in the minimum lot size requirements set forth in the Comprehensive Plan. The existing minimum lot size requirements set forth in the Comprehensive Plan result in a lower residential density for multifamily structures than for duplexes. They currently allow for a density of only 9 units per net residential acre for multifamily developments as compared to 11 units per net residential acre for duplex developments. This is illustrated in the following chart:

<b>Zoning District</b>	<b>Minimum Lot Size</b>	<b>Density</b>
R-3 High Density Residential Zoning	7,500 sq. ft. for Single-Family Residence	5.5 DU/NRA
	8,000 sq. ft. for duplex	11 DU/NRA
	3,000 sq. ft. for each unit up to 4-plex then	9 DU/NRA
	6,000 for each additional unit	

(4) The Comprehensive Plan contains the Goals and Policies that are implemented through the Grandview Zoning Ordinance. Therefore, it is appropriate to remove lot size requirements from the Comprehensive Plan and implement the Goals and Policies through the Zoning Ordinance.

**III. Comprehensive Plan Residential Text Amendments Recommended by the Applicants, Staff and Hearing Examiner.** This application with additional text amendments suggested by the City's Planner Byron Gumz at the hearing include the following Comprehensive Plan text amendments shown by striking through the language that is recommended to be deleted from the R-1 Single-family Residential Suburban designation, from the R-1 Low Density Residential designation, from the R-2 Medium Density Residential designation, from the R-3 High Density Residential designation (plus the underlined language recommended by Mr. Gumz to be added relative to general compatibility) and from the R-1P Single-Family Residential Park District designation:

- R-1 Single-family Residential Suburban. Provides a low-density residential environment permitting four dwelling units per acre. Lands within this district should contain suburban residential development with large lots and expansive yards. Structures in this district are limited to single-family conventional dwellings. ~~Minimum lot area is 10,000 square feet with one dwelling unit per lot permitted.~~
- R-1 Low Density Residential. The R-1 low-density residential district is established to provide a low-density residential environment. Lands within this district generally should contain single-family conventional dwellings with smaller lots and useful yard spaces. ~~Minimum lot area is 7,500 square feet with one dwelling unit per lot permitted.~~
- R-2 Medium Density Residential. The R-2 district is established to provide a medium density residential environment. Lands within this district

generally should contain multiple unit residential structures of a scale compatible with structures in lower density districts with useful yard spaces. The R-2 district is intended to allow for a gradual increase in density from low density residential districts and, where compatible, can provide a transition between different use areas. ~~Minimum area of lot is 7,500 square feet for single family structures and 8,000 square feet for two family structures, with two dwelling units per lot permitted.~~

- R-3 High Density Residential. The R-3 district is established to provide a high-density residential environment. Lands within this district generally contain multiple-unit residential structures of a scale generally compatible with the surrounding neighborhood ~~structures in low density districts and with useful yard spaces.~~ The R-3 district is intended to allow for a gradual increase in density from lower density residential districts and, where compatible, can provide a transition between different use areas. ~~Minimum area of lot for single family dwelling is 7,500 square feet; for two family dwelling attached, minimum lot area is 8,000 square feet, and governed by the standards in R-1 and R-2 districts. Minimum area of lot for multifamily dwellings is 3,000 square feet per dwelling unit for the first four dwelling units and 6,000 square feet per each additional dwelling unit.~~
- R-1P Single-Family Residential Park District. The R-1P single-family residential park district is established to provide for medium density residential areas which would be compatible for the development of residential parks, and to prohibit the development of incompatible uses that are detrimental to the residential character. It is also to provide protection from hazards, objectionable influences, building congestion and lack of light, air and privacy. ~~Minimum lot area is 5,000 square feet per unit.~~

**IV. Jurisdiction and Process.** GMC §17.92.020(E) provides that all petitions for Comprehensive Plan amendments shall be processed following the applicable sections of GMC Title 14 entitled Administration of Development Regulations. GMC Table 14.09.080 and GMC §17.92.020(B) provide that Comprehensive Plan

Amendments require a recommendation to the City Council from the Planning Commission following an Open Record Predecision Meeting. Since GMC §2.50.080(C)(5) provides that the Hearing Examiner is the responsible party for conducting public hearings in accordance with Title 14, the Hearing Examiner is responsible for conducting the Open Record Predecision Meeting and for issuing these recommendations to the City Council. GMC Table 14.09.080 also requires that the City Council shall make the decision relative to the proposed text amendments to the Comprehensive Plan after it conducts its own Open Record Hearing. The steps required to process this application have been as follows:

- Application Submitted: December 28, 2022
- Acceptance of Application: January 12, 2023
- Dept. Commerce 60-day Notice of Intent to Adopt Amendment: January 17, 2023
- Notice of Application, Environmental Review and Hearing: January 17 & 25, 2023
- Preliminary SEPA Determination: January 17, 2023
- Final SEPA Determination: February 10, 2023
- Hearing Examiner Open Record Predecision Meeting: February 23 & 28, 2023
- City Council Open Record Hearing and Decision: To be scheduled

**V. Environmental Review under the State Environmental Policy Act (SEPA).**

On January 17, 2023, the City distributed a Notice of Application and Public Hearing advising of a preliminary SEPA Determination of Non-Significance (DNS) under the optional DNS process of WAC 197-11-355. Cus Arteaga, the City's SEPA Responsible Official, thereafter issued a final SEPA Determination of Non-Significance (DNS) on February 10, 2023. It was not appealed.

**VI. Standards and Criteria for Approval of Comprehensive Plan Text Amendments.** GMC §14.03.035 provides that a Hearing Examiner may make land use decisions as determined by the City Council at the request of either the Planning Commission or City Administrator. GMC §2.50.080(C)(5) provides that the Hearing Examiner is the responsible party for conducting public hearings in accordance with GMC Title 14. GMC §14.09.030(A)(4) provides that recommendations are to be made to the City Council regarding proposed “developments” in accordance with GMC Title 14. GMC §14.01.040(H) defines a “development” as any land use permit or action regulated by GMC Titles 14 through 18. GMC §14.09.030(A)(3) and GMC §14.09.030(A)(4) provide the applicable procedures. GMC §14.09.030(A)(3)(c) provides that the Hearing Examiner is not to recommend approval of a proposed “development” such as these requested Comprehensive Plan text amendments governed by GMC Title 14 without making the following findings and conclusions:

**(1) The development (proposed Text Amendments to Comprehensive Plan Residential Designations) is consistent with the Comprehensive Plan and meets the requirements and intent of the Grandview Municipal Code.** There is no site-specific action proposed. This is a non-project action. The request is for approval of Comprehensive Plan text amendments to remove language from the Land Use Element of the Comprehensive Plan pertaining to minimum lot sizes in residential designations. The proposal is consistent with the purpose of the Comprehensive Plan which is to guide the City of Grandview’s development regulations rather than prescribe those regulations. In addition, the applicants correctly point out that the proposed text amendments are consistent with the following policies of the Comprehensive Plan:

(a) Policy 1.3: Encourage urban infill where possible to avoid sprawl and the inefficient leapfrog pattern of development;

(b) Policy 1.4: Accommodate future population growth through infilling and utilization of undeveloped subdivision lots in order to avoid conversion of agricultural land to residential uses;

(c) Policy 3.1: Building where public facilities and services exist;

(d) Policy 3.2: Build in City limits prior to UGA development;

(e) Policy 4.2: Provide residential areas with a variety of housing densities, types, sizes, costs and locations;

(f) Policy 4.6: Attempt to assure that basic community values and aspirations are reflected in the City's planning program, while recognizing the rights of individuals to use and develop private property in a manner consistent with City regulations.

The applicants have indicated that if the City Council approves the proposed text amendment, they plan to apply for text amendments to the Grandview zoning ordinance in order to change the minimum lot size requirements in the R-3 High Density Residential zoning district and to thereafter apply for a residential project in that zoning district. The requested Comprehensive Plan text amendments would also meet the requirements and intent of the City's zoning ordinance which is to implement the general guidelines and policies of the Comprehensive Plan designations by specifying the specific lot size and density regulations applicable to the various Comprehensive Plan designations.

**(2) The development (proposed Text Amendments to Comprehensive Plan Residential Designations) makes adequate provisions for drainage, streets and other public ways, irrigation water, domestic water supply and sanitary wastes.** This criterion does not apply because the proposal is a non-project action.

**(3) The development (proposed Text Amendments to Comprehensive Plan Residential Designations) adequately mitigates impacts identified under other GMC chapters and in particular GMC Title 18.** The City determined that this non-project action will not have any probable significant adverse environmental effects by issuing a final SEPA Determination of Non-Significance (DNS) on February 10, 2023, which became final without an appeal.



**(4) The development (proposed Text Amendments to Comprehensive Plan Residential Designations) is beneficial to the public health, safety, morals and welfare and is in the public interest.** The requested changes to the Comprehensive Plan will allow for the City's zoning ordinance to be updated to allow higher residential densities for multifamily developments within the R-3 High Density Residential zoning district than are allowed for duplex developments in that zoning district. This would be beneficial to the public health, safety, morals and welfare and would be in the public interest because it would allow a greater number of needed housing units to be built in the R-3 High Density Residential zoning district than are currently permitted by the current Comprehensive Plan minimum lot size requirements in that designation. It would also satisfy this criterion because it would leave the specific lot size requirements for the residential designations of the Comprehensive Plan to be adopted instead through specific zoning ordinance provisions that implement general Comprehensive Plan policies.

**(5) The development (proposed Text Amendments to Comprehensive Plan Residential Designations) does not lower the level of service of transportation below the minimum standards as shown within the Comprehensive Plan. If the development results in a level of service lower than those shown in the Comprehensive Plan, the development may be approved if improvements or strategies to raise the level of service are made concurrent with the development. For the purpose of this section, "concurrent with the development" is defined as the required improvements or strategies in place at the time of occupancy, or a financial commitment is in place to complete the improvements or strategies within six years of approval of the development.** This criterion does not apply because the proposal is a non-project action which does not generate any traffic.

**(6) The area, location and features of any land proposed for dedication are a direct result of the development proposal, are reasonably needed to mitigate the effects of the development, and are proportional to the impacts created by the development.** This criterion is not applicable because the proposal is a non-project action which does not involve any dedication of land.

## CONCLUSIONS

Based upon the foregoing Findings, the Hearing Examiner concludes as follows:

(1) The Hearing Examiner has authority to recommend that the Grandview City Council approve text amendments to the Comprehensive Plan.

(2) The public hearing notice requirements of the Grandview Municipal Code have been satisfied.

(3) SEPA environmental review completed pursuant to GMC Title 18 and RCW 43.21C resulted in the issuance of a final Determination of Non-Significance on February 10, 2023, which was not appealed.

(4) The requested Comprehensive Plan text amendments satisfy all of the applicable criteria for approval required by GMC §14.09.030(c).

## RECOMMENDATIONS

The Hearing Examiner recommends that the Grandview City Council conduct the requisite Open Record Hearing and, absent reasons to decide otherwise, thereafter approve the requested text amendments to the residential designations of the Comprehensive Plan to hereafter read as follows after incorporating requested deletions and requested additions to the current language:

- R-1 Single-family Residential Suburban. Provides a low-density residential environment permitting four dwelling units per acre. Lands within this district should contain suburban residential development with large lots and

expansive yards. Structures in this district are limited to single-family conventional dwellings.

- R-1 Low Density Residential. The R-1 low-density residential district is established to provide a low-density residential environment. Lands within this district generally should contain single-family conventional dwellings with smaller lots and useful yard spaces.
- R-2 Medium Density Residential. The R-2 district is established to provide a medium density residential environment. Lands within this district generally should contain multiple unit residential structures of a scale compatible with structures in lower density districts with useful yard spaces. The R-2 district is intended to allow for a gradual increase in density from low density residential districts and, where compatible, can provide a transition between different use areas.
- R-3 High Density Residential. The R-3 district is established to provide a high-density residential environment. Lands within this district generally contain multiple-unit residential structures of a scale generally compatible with the surrounding neighborhood. The R-3 district is intended to allow for a gradual increase in density from lower density residential districts and, where compatible, can provide a transition between different use areas.
- R-1P Single-Family Residential Park District. The R-1P single-family residential park district is established to provide for medium density residential areas which would be compatible for the development of residential parks, and to prohibit the development of incompatible uses that are detrimental to the residential character. It is also to provide protection from hazards, objectionable influences, building congestion and lack of light, air and privacy.

DATED this 3<sup>rd</sup> day of March, 2023.

  
\_\_\_\_\_  
Gary M. Cuillier, Hearing Examiner

**RESOLUTION NO. 2023-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
DENYING AN APPLICATION FOR TEXT AMENDMENTS TO THE RESIDENTIAL  
DESIGNATIONS OF THE COMPREHENSIVE PLAN**

**WHEREAS**, on or about December 28, 2022, the City received an application from Nicole Stickley, AICP of AHBL, Inc., and Trini Garibay of Elite Investment Group LLC., for a Comprehensive Plan Text Amendment to the Comprehensive Plan, Land Use Element - Section V: Future Land Use; and

**WHEREAS**, the proposed text amendment would remove language specific to minimum lot sizes within the Land Use Element of the Comprehensive Plan; and

**WHEREAS**, following due notice to the public, the City of Grandview Hearing Examiner conducted an open record public hearing on February 23 and February 28, 2023, to receive comment and consider the application and proposed text amendments; and

**WHEREAS**, after reviewing public comments and the staff report containing planning staff's findings of fact, the Hearing Examiner issued a recommendation dated March 3, 2023, entitled Comp Plan Text Amend #2023-01, recommending for approval of the text amendments sought by the applicants and as further amended during the public hearing; and

**WHEREAS**, following due notice to the public, the City Council conducted an open record hearing on said Comprehensive Plan text amendments on March 28, 2023, during which City Council received and considered public comment and reviewed the conclusions and recommendations of the Hearing Examiner; and,

**WHEREAS**, following due consideration of public comment and the recommendations of planning staff and the Hearing Examiner, the City Council finds and determines that the language within the Comprehensive Plan, Land Use Element – Section V: Future Land Use, is consistent with the goals and objectives of the City as set forth in the Comprehensive Plan as well as anticipated future land use needs, goals and objectives of the City;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

The application from Nicole Stickley, AICP of AHBL, Inc., and Trini Garibay of Elite Investment Group LLC., for a Comprehensive Plan Text Amendment to Land Use Element - Section V: Future Land Use, submitted on or about December 28, 2022, is denied.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on \_\_\_\_\_, 2023.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
COMMITTEE-OF-THE-WHOLE MEETING**

**ITEM TITLE**

Ordinance amending Grandview Municipal Code Section 10.20.070 Parking prohibited – Penalty relating to Nicka Road

**AGENDA NO.:** New Business 4 (B)

**AGENDA DATE:** April 11, 2023

**DEPARTMENT**

Police Department

**FUNDING CERTIFICATION** (City Treasurer)  
(If applicable)

**DEPARTMENT DIRECTOR REVIEW**

Kal Fuller, Police Chief



**CITY ADMINISTRATOR**

**MAYOR**




**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

The intersection of Grandridge Road and Nicka Road has received numerous citizen complaints over the course of several years. Various educational efforts have been made with residents in the area. None of the changes have eliminated the complaints. The 301 Nicka area is a paved double lane roadway. The north side of the roadway is developed with curb and sidewalks. The south side of the roadway is undeveloped with no curb or sidewalks. Complaints in this area are focused on traffic at this intersection needing more room in order to feel safe about passing two moving vehicles side by side.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

The complaints in the area of 301 Nicka relate to vehicles parking on the north side of Nicka Road to the west of Grandridge Road. When vehicles are parked on the north side of the roadway they reduce the amount of space available for westbound traffic. If vehicles heading eastbound do not move all the way to the south edge of the roadway it further reduces the amount of space available.

I recommend the Municipal Code be changed to designate no parking on the north side of Nicka Road from Grandridge Road extending easterly a distance of 44 feet. The proposed ordinance amendment is attached.

**ACTION PROPOSED**

Move an ordinance amending Grandview Municipal Code Section 10.20.070 Parking prohibited – Penalty relating to Nicka Road to a regular Council meeting for consideration.

# GRANDVIEW POLICE DEPARTMENT

207 W. 2ND STREET, GRANDVIEW, WA 98930 TELEPHONE (509) 882-2000  
FAX (509) 882-1232



KAL FULLER  
Chief of Police

**Date:** 03/07/2023  
**To:** Cus Arteaga, City Administrator  
**From:** Kal Fuller, Chief of Police  
**Re:** No Parking Requests for 301 Nicka

The intersection of Grandridge and Nicka has received numerous citizen complaints reference parking.

These complaints have been made to me as the Chief of Police and various council members over the course of several years. Various educational efforts have been made with residents in the area. None of the changes have stopped the complaints.

The complaints relate to vehicles parking on the north side of Nicka Road (at 301 Nicka) to the west of Grandridge Road. The roadway in this location allows parking on the paved north side along the curb and sidewalk.

If a vehicle is parked on the north side of the roadway and a vehicle heading eastbound does not move all the way to the south edge of the roadway, there is not enough room for a westbound car to travel through. Vehicles traveling eastbound in this location often travel in the center of the lane because the roadway is rough on the south side and there is not curb or sidewalk.

Various parking arrangements have been attempted over the years but have not eliminated the problem. A request has been made to mark a section of Nicka as "No Parking" to create more room for moving vehicles.

To address this situation I have drafted a proposed ordinance change to create a 44 foot "No Parking" zone on the north side of Nicka, west of Grandridge.

With your approval I will create a council agenda item summary sheet to be presented during a council of the whole meeting.

*OK  
3-9-23  
C.A.*

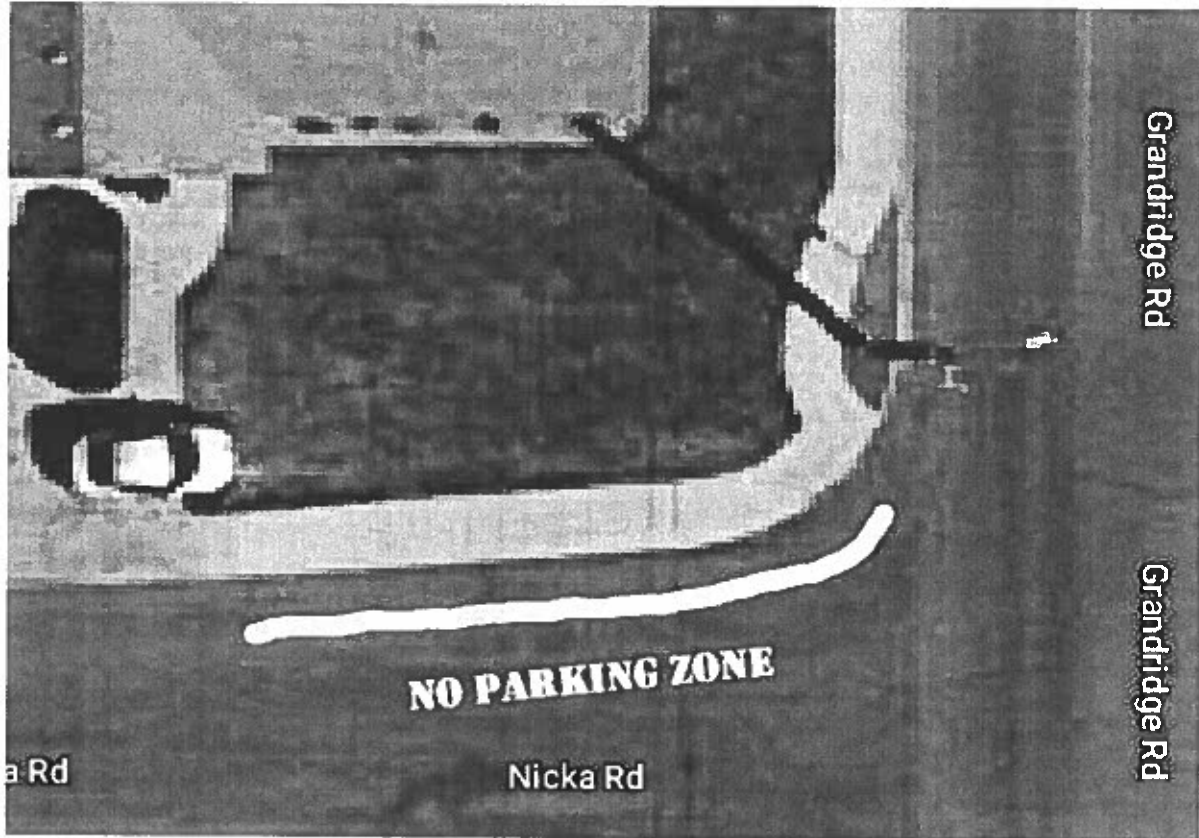
CC: Anita Palacios, City Clerk/Human Resources

# Google Maps 301 Nicka (No Parking Zone)



Map data ©2023, Map data ©2023 10 ft





**PROPOSED NO PARKING ZONE**

**E. There shall be no parking on the north side of Nicka Road from Grandridge Road extending easterly a distance of 44 feet.**

**ORDINANCE NO. 2023-\_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,  
AMENDING GRANDVIEW MUNICIPAL CODE SECTION 10.20.070  
PARKING PROHIBITED – PENALTY RELATING TO NICKA ROAD**

**WHEREAS**, traffic congestion at the intersection of Grandridge Road and Nicka Road have recently increased due to vehicles parked on the north side of Nicka Road prior to the intersection of Grandridge Road; and,

**WHEREAS**, no parking on the north side of Nicka Road prior to the intersection of Grandridge Road has been recommended by the Police Chief,

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW**, as follows:

**Section 1.** Section 10.20.070 – Parking prohibited – Penalty of the Grandview Municipal Code which reads:

**10.20.070 Parking prohibited – Penalty.**

A. Parking is prohibited at all times along the south side of West Fifth Street between Division Street and 150 feet west of Euclid Road and from Velma Street west to the west city limits; on Avenue E on the west side between West Second and West Third; on Hillcrest Avenue on the west side from West Fifth to Rainier; in the alleys between Wine Country Road and Third Street; between Grandridge Road and Ash Street; on Douglas between East Second Street and East Third Street on the west side of the street; on both sides of the street on East Third from Douglas to Elm; on the west side of Euclid from the Union Pacific Railroad tracks south to Fifth Street; on the west side of Hillcrest from Second Street 40 feet south; on the north side of West Fifth Street from Euclid 40 feet west; on the south side of Wine Country Road between Grandridge Road and Avenue A; on Forrest Road where posted and on both sides of Euclid Road from Forsell Road to Wine Country Road; on the east side of Euclid Road from Fifth Street north to Second Street; on the north side of West Second Street from Hillcrest 116 feet west; on the south side of West Second Street from Hillcrest 60 feet west; and on the south side of West Fourth Street from Grandridge Road west to Avenue C.

B. There shall be no parking on the north side of West Second Street, from Avenue G west to Avenue J.

C. There shall be no parking on either side of West Fifth Street between Hillcrest Road to the west city limits.

D. There shall be no parking on either side of Wine Country Road from the Stover Road intersection to the west boundary of city limits.

E. Every vehicle stopped or parked upon Higgins Way shall be so stopped or parked with the right-hand wheels parallel to and within 12 inches of the right-hand curb or as close as practicable to the right edge of the right-hand shoulder. On Higgins Way no person may stop, park, or leave standing any vehicle, whether attended or unattended, upon the roadway or partly blocking the roadway.

F. In addition to the no parking regulations set forth in this section, no parking and parking areas may be designated by the chief of police with the approval of the city council. Said authorities shall cause to be posted and maintained proper signs of the standard designs adopted by the State Highway Commission. It is unlawful for any person to leave a vehicle parked in areas determined, designated and bearing the signs designated herein contrary to said signs.

G. No person shall park or stand a semi, trailer, machinery, equipment or truck as defined at GMC 10.12.010, on any city road or right-of-way, except when actually engaged in loading or unloading the same, or when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer.

H. Any person violating this section shall be subject to a fine of \$25.00 for each violation and, in addition, shall pay the cost of impounding and storage of such vehicle.

**is hereby amended to read as follows:**

**10.20.070 Parking prohibited – Penalty.**

A. Parking is prohibited at all times along the south side of West Fifth Street between Division Street and 150 feet west of Euclid Road and from Velma Street west to the west city limits; on Avenue E on the west side between West Second and West Third; on Hillcrest Avenue on the west side from West Fifth to Rainier; in the alleys between Wine Country Road and Third Street; between Grandridge Road and Ash Street; on Douglas between East Second Street and East Third Street on the west side of the street; on both sides of the street on East Third from Douglas to Elm; on the west side of Euclid from the Union Pacific Railroad tracks south to Fifth Street; on the west side of Hillcrest from Second Street 40 feet south; on the north side of West Fifth Street from Euclid 40 feet west; on the south side of Wine Country Road between Grandridge Road and Avenue A; on Forrest Road where posted and on both sides of Euclid Road from Forsell Road to Wine Country Road; on the east side of Euclid Road from Fifth Street north to Second Street; on the north side of West Second Street from Hillcrest 116 feet west; on the south side of West Second Street from Hillcrest 60 feet west; and on the south side of West Fourth Street from Grandridge Road west to Avenue C.

B. There shall be no parking on the north side of West Second Street, from Avenue G west to Avenue J.

C. There shall be no parking on either side of West Fifth Street between Hillcrest Road to the west city limits.

D. There shall be no parking on either side of Wine Country Road from the Stover Road intersection to the west boundary of city limits.

E. There shall be no parking on the north side of Nicka Road from Grandridge Road extending easterly a distance of 44 feet.

F. Every vehicle stopped or parked upon Higgins Way shall be so stopped or parked with the right-hand wheels parallel to and within 12 inches of the right-hand curb or as close as practicable to the right edge of the right-hand shoulder. On Higgins Way no person may stop, park, or leave standing any vehicle, whether attended or unattended, upon the roadway or partly blocking the roadway.

G. In addition to the no parking regulations set forth in this section, no parking and parking areas may be designated by the chief of police with the approval of the city

council. Said authorities shall cause to be posted and maintained proper signs of the standard designs adopted by the State Highway Commission. It is unlawful for any person to leave a vehicle parked in areas determined, designated and bearing the signs designated herein contrary to said signs.

H. No person shall park or stand a semi, trailer, machinery, equipment or truck as defined at GMC 10.12.010, on any city road or right-of-way, except when actually engaged in loading or unloading the same, or when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer.

I. Any person violating this section shall be subject to a fine of \$25.00 for each violation and, in addition, shall pay the cost of impounding and storage of such vehicle.

**Section 2.** This ordinance shall be in full force and effect 5 days after its passage and publication as required by law.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on \_\_\_\_\_, 2023.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

**PUBLICATION:**

**EFFECTIVE:**

**CITY OF GRANDVIEW  
 AGENDA ITEM HISTORY/COMMENTARY  
 COMMITTEE-OF-THE-WHOLE MEETING**

**ITEM TITLE**

Resolution accepting the bid for the Wine Country Road Roundabout and Utility Improvements and authorizing the Mayor to sign all contract documents with Culbert Construction, Inc.

**AGENDA NO.:** New Business 4 (C)

**AGENDA DATE:** April 11, 2023

**DEPARTMENT**

Public Works Department

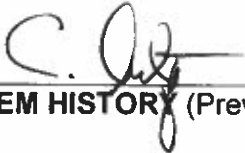
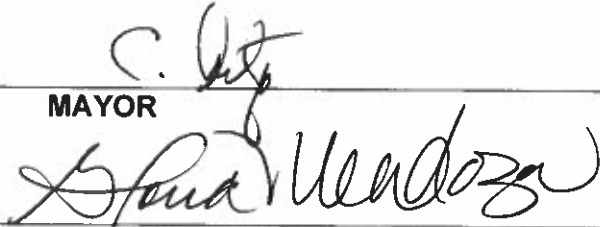
**FUNDING CERTIFICATION** (City Treasurer)  
(If applicable)

**DEPARTMENT DIRECTOR REVIEW**

City Administrator/Public Works Director Cus Arteaga

**CITY ADMINISTRATOR**

**MAYOR**

**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

In 2021, the City was awarded a grant from the Washington State Transportation Improvement Board for the construction of a new roundabout at the Exit 75/McCreadie Road and Wine Country Road intersection. The construction was scheduled for spring of 2023.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Bids for the Wine Country Road Roundabout and Utility Improvements were opened on March 31, 2023. A total of four (4) bids were received with Culbert Construction, Inc., of Pasco, Washington, submitting the low bid in the amount of \$1,664,843.50.

**ACTION PROPOSED**

Move resolution accepting the bid for the Wine Country Road Roundabout and Utility Improvements and authorizing the Mayor to sign all contract documents with Culbert Construction, Inc., to a regular Council meeting for consideration.

**Anita Palacios**

---

**From:** Angie Ringer <aringer@hlacivil.com>  
**Sent:** Friday, March 31, 2023 2:58 PM  
**To:** Cus Arteaga  
**Cc:** Anita Palacios; Taylor Denny; Charskie Kinloch; Deanna Dillon  
**Subject:** 21250, 22202 - Wine Country Rd. Roundabout and Utility Impr. - Recommendation of Award and Bid Summary  
**Attachments:** 2023-03-31 - 21250 and 22202 Rec Awd Ltr.pdf; 2023-03-31 - 21250, 22202 - Bid Summary.pdf

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**CAUTION: External Email**

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Good afternoon Cus,

Please see the attached Recommendation of Award and Bid Summary for the above referenced project.

If Award is authorized by the City of Grandview, please send a copy of the authorization to our office so that we may proceed with contract execution.

Thank you,



**Angie Ringer, Contract Admin. Lead**  
HLA Engineering and Land Surveying, Inc.  
2803 River Road, Yakima, WA 98902  
Office: (509) 966-7000 | Cell: (509) 949-0069  
[aringer@hlacivil.com](mailto:aringer@hlacivil.com) | [www.hlacivil.com](http://www.hlacivil.com)

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March 31, 2023

City of Grandview  
207 West Second Street  
Grandview, WA 98930

Attn: Mayor Gloria Mendoza

Re: City of Grandview  
Wine Country Road Roundabout and Utility Improvements  
HLA Project No.: 21250 and 22202  
TIB Project No.: 8-4-183(004)-1  
Recommendation of Award

Dear Mayor Mendoza:

The bid opening for the above referenced project was held at Grandview City Hall at 10:00 a.m. on Friday, March 31, 2023. A total of four (4) bids were received with the low bid of \$1,664,843.50, being offered by Culbert Construction, Inc., of Pasco, WA. This low bid is approximately six (6) percent above the Engineer's Estimate of \$1,571,816.20.

We have reviewed and checked the bid proposals of all bidders and recommend the City of Grandview award a construction contract to Culbert Construction, Inc., in the amount of \$1,664,843.50 contingent upon TIB approval. Please send us a copy of the City of Grandview Council meeting minutes authorizing award of this project.

Enclosed please find the project Bid Summary for your review. Please advise if we may answer any questions or provide additional information.

Very truly yours,

A handwritten signature in black ink that reads "Stephen S. Hazzard".

Digitally signed by Stephen S. Hazzard, PE  
DN: C=US, E=shazzard@hlacivil.com,  
O="HLA Engineering and Land Surveying,  
Inc.", CN="Stephen S. Hazzard, PE"  
Date: 2023.03.31 14:16:34-07'00'

Stephen S. Hazzard, PE

SSH/asr

Enclosures

Copy: Cus Arteaga, City Administrator/Public Works Director  
Taylor Denny, Director of Construction Operations, HLA

**BID SUMMARY**

Owner: City of Grandview  
 Project: Wine Country Road Roundabout and Utility Improvements  
 HLA Project No.: 21250 and 22202  
 Bid Opening Date: March 31, 2023  
 TIB PROJECT NO.: 0-4-183(004)-1

ITEM NO.	SCH.	DESCRIPTION	QTY.	UNIT	ENGINEER'S ESTIMATE		BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	A	Minor Change	1	FA	\$ 25,000.00	\$ 25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
2	A	Mobilization	1	LS	\$ 107,000.00	\$ 107,000.00	188,934.19	188,934.19	159,000.00	159,000.00	129,000.00	129,000.00
3	A	Project Temporary Traffic Control	1	LS	\$ 150,000.00	\$ 150,000.00	41,000.49	41,000.49	50,000.00	50,000.00	203,000.00	203,000.00
4	A	Portable Changeable Message Sign	7,100	HR	\$ 6.00	\$ 42,600.00	2.17	15,407.00	3.00	21,300.00	5.00	35,500.00
5	A	Cleaning and Grubbing	1	LS	\$ 5,000.00	\$ 5,000.00	7,075.49	7,075.49	10,000.00	10,000.00	9,000.00	9,000.00
6	A	Removal of Structures and Obstructions	1	LS	\$ 10,000.00	\$ 10,000.00	31,827.38	31,827.38	7,000.00	7,000.00	11,300.00	11,300.00
7	A	Unclassified Excavation Incl. Haul	2,300	CY	\$ 35.00	\$ 80,500.00	13.95	32,085.00	35.00	80,500.00	55.75	128,225.00
8	A	Reinforced Concrete Slab Removal	1,900	SY	\$ 20.00	\$ 38,000.00	18.56	35,284.00	18.00	34,200.00	56.00	106,400.00
9	A	Crushed Surfacing Base Course	4,700	TON	\$ 30.00	\$ 141,000.00	33.43	157,121.00	28.00	131,600.00	34.75	163,325.00
10	A	Crushed Surfacing Top Course	750	TON	\$ 40.00	\$ 30,000.00	40.67	30,502.50	67.00	50,250.00	68.10	51,825.00
11	A	HMA Cl. 3/8-Inch PG 64H-28	1,300	TON	\$ 130.00	\$ 169,000.00	138.38	179,894.00	175.00	227,500.00	150.00	195,000.00
12	A	Temporary Roadway	1	LS	\$ 10,000.00	\$ 10,000.00	15,956.53	15,956.53	23,000.00	23,000.00	54,500.00	54,500.00
13	A	Storm Sewer Pipe 12 In. Diam.	155	LF	\$ 80.00	\$ 12,400.00	168.43	26,106.65	130.00	20,150.00	98.00	15,190.00
14	A	Roadside Swale	130	LF	\$ 60.00	\$ 7,800.00	77.09	10,021.70	30.00	3,900.00	110.00	14,300.00
15	A	Concrete Spill Apron	3	EA	\$ 500.00	\$ 1,500.00	1,796.17	5,388.51	1,700.00	5,100.00	530.00	1,590.00
16	A	Infiltration Storm Vault	5	EA	\$ 8,500.00	\$ 42,500.00	11,997.92	59,989.60	17,000.00	85,000.00	14,655.00	73,275.00
17	A	Catch Basin Type 2 48 In. Diam.	3	EA	\$ 4,000.00	\$ 12,000.00	2,849.43	8,548.29	7,000.00	21,000.00	5,100.00	15,300.00
18	A	Catch Basin Type 1	8	EA	\$ 1,750.00	\$ 14,000.00	1,395.17	11,161.36	5,000.00	40,000.00	3,000.00	24,000.00
19	A	Shoring or Extra Excavation	155	LF	\$ 2.00	\$ 310.00	15.03	2,329.65	12.00	1,860.00	13.50	2,092.50
20	A	Select Backfill, as Directed	50	CY	\$ 100.00	\$ 5,000.00	47.17	2,358.50	40.00	2,000.00	55.00	2,750.00
21	A	Landscape Restoration	1	FA	\$ 2,500.00	\$ 2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
22	A	Basalt Rock Mulch	200	CY	\$ 75.00	\$ 15,000.00	136.86	27,372.00	105.00	21,000.00	175.00	35,000.00
23	A	Sodded Lawn Repair	100	SY	\$ 40.00	\$ 4,000.00	52.26	5,226.00	17.00	1,700.00	14.50	1,450.00
24	A	Cement Conc. Traffic Curb and Gutter	1,215	LF	\$ 25.00	\$ 30,375.00	36.37	44,189.55	55.00	66,825.00	33.75	41,006.25
25	A	Cement Conc. Traffic Curb	790	LF	\$ 20.00	\$ 15,800.00	39.14	30,920.60	65.00	51,350.00	37.25	29,427.50
26	A	Cement Conc. Planter Curb	125	LF	\$ 20.00	\$ 2,500.00	61.47	7,683.75	51.00	6,375.00	61.00	7,625.00
27	A	Extruded Curb	175	LF	\$ 25.00	\$ 4,375.00	17.75	3,106.25	20.00	3,500.00	28.00	4,900.00
28	A	Roundabout Truck Apron Cem. Conc. Curb and Gutter	585	LF	\$ 40.00	\$ 23,400.00	51.00	29,835.00	55.00	32,175.00	56.00	32,760.00
29	A	Cement Conc. Sidewalk 4-Inch Thick	115	SY	\$ 80.00	\$ 9,200.00	94.82	10,904.30	90.00	10,350.00	120.00	13,800.00
30	A	Cement Conc. Curb Ramp	9	EA	\$ 3,500.00	\$ 31,500.00	2,504.28	22,538.52	2,450.00	22,050.00	1,800.00	16,200.00
31	A	Pigmented Cement Conc. Truck Apron	640	SY	\$ 140.00	\$ 89,600.00	214.19	137,081.60	225.00	144,000.00	153.00	97,920.00
32	A	Pigmented Cement Conc. Splitter Island	355	SY	\$ 150.00	\$ 53,250.00	181.63	64,478.65	187.00	66,385.00	120.00	42,600.00
33	A	Cement Conc. Crosswalk Refuge Area	25	SY	\$ 200.00	\$ 5,000.00	250.54	6,263.50	225.00	5,625.00	270.00	6,750.00
34	A	Illumination System, Complete	1	LS	\$ 70,000.00	\$ 70,000.00	91,875.84	91,875.84	110,000.00	110,000.00	144,800.00	144,800.00
35	A	Rapid Flashing Beacon System, in Place	2	EA	\$ 7,500.00	\$ 15,000.00	15,775.84	15,775.84	16,000.00	32,000.00	15,700.00	31,400.00
36	A	Permanent Signage	1	LS	\$ 14,800.00	\$ 14,800.00	15,224.27	15,224.27	15,000.00	15,000.00	15,000.00	15,000.00
37	A	Pavement Markings	1	LS	\$ 10,000.00	\$ 10,000.00	7,610.72	7,610.72	8,500.00	8,500.00	34,000.00	34,000.00
38	B	Minor Change	1	FA	\$ 10,000.00	\$ 10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
39	B	Mobilization	1	LS	\$ 12,000.00	\$ 12,000.00	1,381.90	1,381.90	15,000.00	15,000.00	5,250.00	5,250.00
40	B	Project Temporary Traffic Control	1	LS	\$ 30,000.00	\$ 30,000.00	512.51	512.51	6,000.00	6,000.00	525.00	525.00
41	B	Removal of Structures and Obstructions	1	LS	\$ 1,000.00	\$ 1,000.00	225.53	225.53	2,000.00	2,000.00	5,775.00	5,775.00
42	B	Crushed Surfacing Top Course	5	TON	\$ 40.00	\$ 200.00	310.49	1,552.45	70.00	350.00	69.00	345.00
43	B	HMA Cl. 3/8-Inch PG 64H-28	5	TON	\$ 130.00	\$ 650.00	1,119.31	5,596.55	350.00	1,750.00	150.00	750.00
44	B	Manhole 48 In. Diam. Type 1	4	EA	\$ 4,000.00	\$ 16,000.00	3,348.98	13,395.92	10,000.00	40,000.00	6,000.00	24,000.00







**RESOLUTION NO. 2023-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
ACCEPTING THE BID FOR THE WINE COUNTRY ROAD ROUNDABOUT AND  
UTILITY IMPROVEMENTS AND AUTHORIZING THE MAYOR TO SIGN ALL  
CONTRACT DOCUMENTS WITH CULBERT CONSTRUCTION, INC.**

**WHEREAS**, the City of Grandview has advertised for bids for the Wine Country Road Roundabout and Utility Improvements; and,

**WHEREAS**, Culbert Construction, Inc., of Pasco, Washington, has submitted the lowest responsible bid, which bid has been accepted;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

The Mayor is hereby authorized to sign all contract documents with Culbert Construction, Inc., for the Wine Country Road Roundabout and Utility Improvements in the amount of \$1,664,843.50.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on \_\_\_\_\_, 2023.

**MAYOR**

\_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
COMMITTEE-OF-THE-WHOLE MEETING**

**ITEM TITLE**

Resolution accepting the bid for the Headworks Bypass Improvements and authorizing the Mayor to sign all contract documents with Industrial Construction of WA

**AGENDA NO.:** New Business 4 (D)

**AGENDA DATE:** April 11, 2023

**DEPARTMENT**

Public Works Department

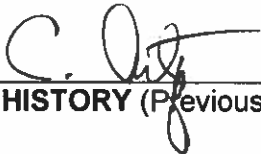
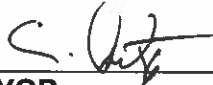

**FUNDING CERTIFICATION** (City Treasurer)  
(If applicable)

**DEPARTMENT DIRECTOR REVIEW**

City Administrator/Public Works Director Cus Arteaga

**CITY ADMINISTRATOR**

**MAYOR**

**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

The City Engineers and staff have been working on the required upgrades to the Wastewater Treatment Plant for approximately eight to ten years. The improvements will address capacity issues, meeting growth projections and addressing compliance requirements. The headworks bypass improvements is one of the needed maintenance items and funds have been budgeted for this project during the last two years.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Bids for the Headworks Bypass Improvements were opened on March 29, 2023. A total of two (2) bids were received with Industrial Construction of WA, of West Richland, Washington, submitting the low bid in the amount of \$127,273.45

**ACTION PROPOSED**

Move resolution accepting the bid for the Headworks Bypass Improvements and authorizing the Mayor to sign all contract documents with Industrial Construction of WA to a regular Council meeting for consideration.

**Anita Palacios**

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**From:** Deanna Dillon <ddillon@hlacivil.com>  
**Sent:** Tuesday, April 4, 2023 2:55 PM  
**To:** Gloria Mendoza; Cus Arteaga; Anita Palacios  
**Cc:** Justin Bellamy; Taylor Denny; Angie Ringer; Jakob Michael  
**Subject:** 22211 - GV - Headworks Bypass Improvements - Recommendation of Award  
**Attachments:** 2023-04-04 - 22211C - Rec of Award.pdf; 2023-04-04 - 22211 - Bid Summary.pdf

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CAUTION: External Email

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Good afternoon,

Please see the attached Recommendation of Award and Bid Summary for the above referenced project. If Award is authorized by the City of Grandview at your next Council Meeting on April 11, 2023, please send a copy of the authorization to our office so that we may proceed with contract execution.

Please contact us if you have any questions.

Thank you,



**Deanna Dillon, Contract Administrator 1**

**HLA Engineering and Land Surveying, Inc.**

2803 River Road, Yakima, WA 98902

Office: (509) 966-7000

[ddillon@hlacivil.com](mailto:ddillon@hlacivil.com) | [www.hlacivil.com](http://www.hlacivil.com)

April 4, 2023

City of Grandview  
207 West 2nd Street  
Grandview, WA 98930

Attn: Gloria Mendoza/Mayor

Re: City of Grandview  
Headworks Bypass Improvements  
HLA Project No.: 22211C  
Recommendation of Award

Dear Mayor Mendoza:

The bid opening for the above referenced project was held at Grandview City Hall at 10:00 a.m. on Wednesday, March 29, 2023. A total of 2 bids were received with the low bid of \$127,273.45, being offered by Industrial Construction of WA, of West Richland, WA. This low bid is approximately 13% percent below the Engineer's Estimate of \$146,340.00.

We have reviewed and checked the bid proposals of all bidders and recommend the City of Grandview award a construction contract to Industrial Construction of WA, in the amount of \$127,273.45. Please note that in the low bidder's supplemental bidder responsibility criteria statement, Industrial Construction of WA acknowledged they owe delinquent taxes to the Washington State Department of Revenue. As required, the bidder has submitted a payment plan approved by the Department Revenue. We have reviewed the plan and find it to be satisfactory.

Should the City of Grandview elect to award the construction contract to Industrial Construction of WA, please send a copy of the Council resolution to our office.

Enclosed please find the project Bid Summary for your review. Please advise if we may answer any questions or provide additional information.

Very truly yours,



Digitally signed by Justin Bellamy  
Date: 2023.04.04 10:13:48-07'00'

Justin L. Bellamy, PE

JLB/dld

Enclosures

Copy: Cus Arteaga, Anita Palacios – City of Grandview  
Jakob Michael, Angela Ringer, Taylor Denny - HLA



**RESOLUTION NO. 2023-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
ACCEPTING THE BID FOR THE HEADWORKS BYPASS IMPROVEMENTS AND  
AUTHORIZING THE MAYOR TO SIGN ALL CONTRACT DOCUMENTS WITH  
INDUSTRIAL CONSTRUCTION OF WA**

**WHEREAS**, the City of Grandview has advertised for bids for the Headworks Bypass Improvements; and,

**WHEREAS**, Industrial Construction of WA, of West Richland, Washington, has submitted the lowest responsible bid, which bid has been accepted;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

The Mayor is hereby authorized to sign all contract documents with Industrial Construction of WA for the Headworks Bypass Improvements in the amount of \$127,273.45.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on \_\_\_\_\_, 2023.

**MAYOR**

\_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
COMMITTEE-OF-THE-WHOLE MEETING**

<b>ITEM TITLE</b>	<b>AGENDA NO.:</b> New Business 4 (E)
Stover Road Railroad Crossing – Request for Statement of Qualifications for Engineering Services	<b>AGENDA DATE:</b> April 11, 2023
<b>ORIGINATING SOURCE</b>	<b>FUNDING CERTIFICATION</b> (City Treasurer) (If applicable)
Public Works Department	

**DEPARTMENT HEAD REVIEW**

*C. Arteaga*

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**CITY ADMINISTRATOR** **MAYOR**

*C. Arteaga* *Blanca Mendoza*

**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

In 2022, Washington Central/BNSF Railroad notified the City that the lights and gates located on East Stover Road and Exit 73 were obsolete and in need of replacement. The Railroad maintains the current equipment and the City is responsible for purchasing the new replacement equipment.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

The City partnered with the Railroad and had HLA assist with locating a funding source to help off-set the cost for replacing the outdated equipment. In 2023, the City was able to secure approximately \$1,000,000 for this project from the Washington State Department of Transportation (WSDOT). One of the requirements of WSDOT is to advertise for construction engineering which was done during the month of March. The City received two proposals from HLA Engineering and Land Surveying Inc., located in Yakima, Washington and TKDA located in Seattle Washington.

City Clerk Anita Palacios, Assistant Public Works Director Todd Dorsett and City Administrator/Public Works Director Cus Arteaga reviewed and scored the two applications which included experience, support staffing, experience working with the Railroad and experience working with the City of Grandview. The total scoring was as follows:

- ❖ HLA total points 209
- ❖ TKDA total points 174

Staff has worked with HLA on numerous projects and have always been able to work within the approved budgets and time schedules. Staff recommends Council accept the engineering proposal from HLA.

**ACTION PROPOSED**

Move that HLA Engineering and Land Surveying, Inc., be selected as the most qualified municipal engineering firm for the Stover Road Railroad Crossing, and that staff negotiate a professional service/consultant agreement with said engineering firm in accordance with the WSDOT requirements and present the agreement for Council consideration at the next regular meeting.



**City of Grandview, Washington**  
**Request for Statement of Qualifications**  
**Engineering Services**

PROPOSAL TITLE: Stover Road Railroad Crossing  
PROPOSAL DUE DATE: March 29, 2023

The City of Grandview solicits interest from consulting firms with expertise in Civil and Structural Engineering Design and Construction Engineering Services for the following project.

The City of Grandview reserves the right to amend terms of this "Request for Qualifications" (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

**Project Description**

The work to be performed by the CONSULTANT consists of providing professional services to prepare Plans, Specifications and Estimate (PS&E), construction administration and observation, environmental documentation and permit preparation, surveying, project management, and geometrics and hydraulics engineering for the Stover Road Railroad Crossing Improvements. This project has a mandatory fourteen (14) percent DBE goal. The proposed project is being funded through the Rail-Highway Crossing (Section 130) Safety Program and consists of upgrading the current railroad active protection to the latest technology providing more reliable activation of the railroad signals and gates, pedestrian, and bike facilities, and install guardrails and fencing. Construction of proposed project is expected to start Spring of 2024. Specific project cost estimates shall not be requested until a consultant has been selected.

The City of Grandview reserves the right to retain the services of the successful firm for any subsequent phases (R/W, CN) associated with this project.

**Evaluation Criteria**

Submittals will be evaluated and ranked based on the following criteria:

- 1) Qualification of Proposed Project Manager
- 2) Qualifications/Expertise of Firm
- 3) Ability to meet schedule
- 4) Approach to project
- 5) Familiarity with WSDOT/FHWA standards
- 6) Past performance/References
- 7) Approach to meet the DBE goal (DBE Participation Plan). DBE goal determination set to 14%.

**Submittal**

Submittals should include the following information: Firm name, phone and fax numbers; Name of Principal-in-Charge and Project Manager; and Number of employees in each firm proposed to project.

Please submit FIVE copies of your Proposal to: Anita Palacios, 207 W. 2<sup>nd</sup> Street, Grandview, WA 98930, no later than 5:00 p.m. on March 29, 2023. Submittals will not be accepted after that time and date. Any questions regarding this project should be directed to [carteaga@grandview.wa.us](mailto:carteaga@grandview.wa.us).

**Americans with Disabilities Act (ADA) Information**

The City of Grandview in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities.

**Title VI Statement**

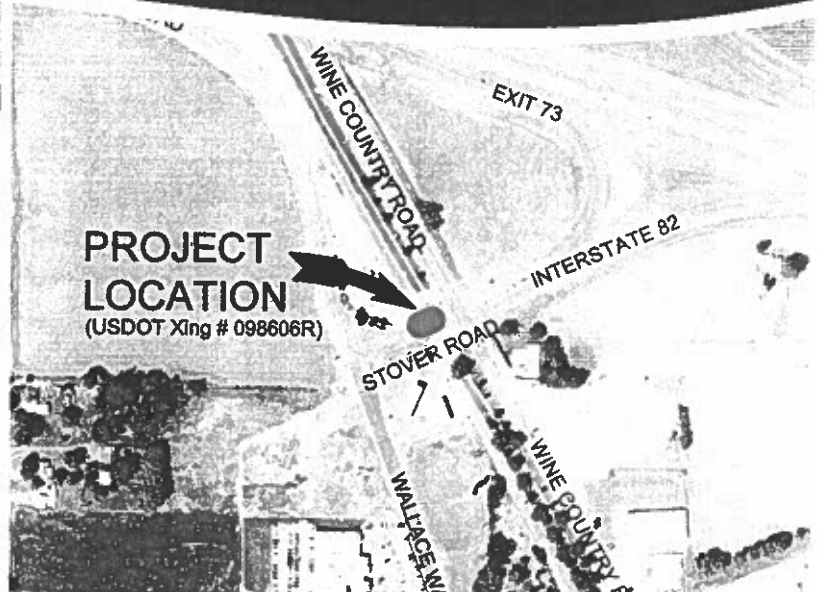
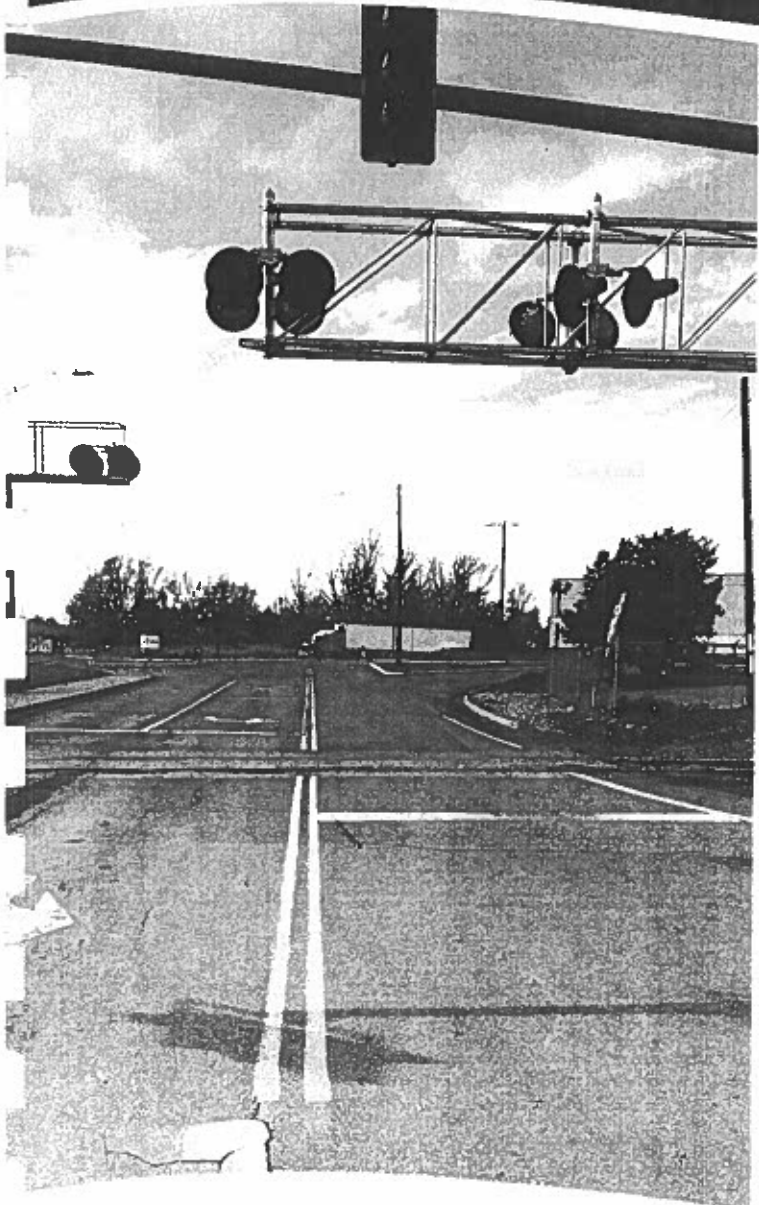
The City of Grandview, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

All prospective consultants must be advised that federally funded projects will be held to Federal EEO requirements. Consultants will also be held to ADA and Civil Rights language for the employing Agency.

Dates of publication in the Grandview Herald: March 8 and 15, 2023

**CITY OF  
GRANDVIEW**

**Stover  
Road  
Railroad  
Crossing**



March 2023  
**STATEMENT OF  
QUALIFICATION**  
41



March 29, 2023

City of Grandview  
207 W. 2nd Street  
Grandview, WA 98930

Attn: Cus Arteaga  
City Administrator/Public Works Director

Re: Stover Road Railroad Crossing  
Statement of Qualifications

Dear Cus:

Grandview's Stover Road Railroad Crossing project will provide necessary safety improvements by constructing reliable activation of railroad system and gates, and improving traffic flow. Stover Road is an urban arterial that accommodates agriculture truck, school bus, bicycle, and pedestrian traffic. The City applied for and received funding through the Federal Highway Administration (FHWA) Railway-Highway Crossings (Section 130) Safety Program. It is now time to begin the design process and turn the available funds into a high-functioning and safe intersection for your community.

HLA Engineering and Land Surveying, Inc. (HLA) recognizes the unique aspects of the project and is intimately familiar with the area. We assisted the City in preparing the Section 130 funding application, therefore have a clear understanding of project outcomes and expectations. Having designed multiple infrastructure projects for the City of Grandview, including Stover Road Improvements, Wine County Road Resurfacing, and the Wine Country Road and McCreadie Road Roundabout, HLA understands the City's needs and is invested in delivering tangible improvements. We are equipped with the following keys to success:

- **Railroad Crossing Design Experience:** Railroad crossings and signals come with very specific design standards to provide for the safe navigation of vehicles, trucks, and pedestrians across railroads. HLA's strong background in transportation design coupled with PH Consulting's expertise in traffic and railroad grade crossing design and operations, is the team to deliver this critical project.
- **Knowledge of Federal Funding Requirements:** Federal funding comes with very specific requirements and processes to utilize the funding. HLA's experience with WSDOT Local Programs and federal funding requirements is unparalleled in this region and will ensure the City properly administers funding through closeout and audit.
- **Project Management:** HLA has a demonstrated history of delivering successful projects for the City of Grandview. As project manager, Stephen Hazzard, PE will make certain overall project communication, scheduling, and commitment are a priority for this project.

HLA's demonstrated abilities in collaboration with PH Consulting's significant railroad experience will greatly benefit the City of Grandview and the timely completion of this rail safety project. We look forward to teaming with you on this important community project.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Michael T. Battle', is written over a white background.

Michael T. Battle  
President



## Highlights

Following are highlights of HLA's experience and ability to provide outstanding service to the City of Grandview:

**Specific Experience:** HLA specializes in providing professional engineering services for transportation projects. We have completed innumerable federally funded street projects for various communities. Our team's collective knowledge and history of working together on Grandview projects will serve the City well and yield the high-quality results you expect.

**FHWA Federal Funding Experience:** Each year, HLA may have as many as eight to twelve active FHWA/WSDOT funded projects. Railway-Highway Crossings Program (Section 130) Funds are administered by WSDOT Local Programs. We understand the procedures and documentation needed to successfully obligate and administer use of the funds and assure the City's available grant dollars are maximized. Project files must be ready for a federal audit at any time.

**Key Personnel:** The HLA team works on municipal projects every day. All personnel are familiar with Grandview needs and recognize the necessity to work with your staff. We have learned to act as an extension of City staff, developing personal relationships, and taking ownership of your projects. Our people have specific railroad and road safety improvement design experience, and knowledge of federal funding programs.

**Availability:** HLA has a staff of 50 with 12 registered engineers, two licensed surveyors and a strong support team. Our staff works closely together and are well coordinated to deliver consistent and successful results. Approaching completed design of current Grandview transportation projects, our team is ready and available to deliver this important railroad crossing improvement project for the City.

**Professional Reputation and References:** Not only does HLA receive positive feedback from our clients, but we also receive accolades from the funding agencies we work with. We encourage you to contact the references we have provided at the end of this Statement of Qualifications.

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***"Whenever we hear HLA has engineered and performed construction contract administration on a project we are auditing, we have no concerns all will be in order and will go smooth and quick."***

***- State Auditor***

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***"Thanks for sending me the easiest A/19 ever! We have approved the request and will send it to accounting."***

***- Department of Health***

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***"The City considers this contract complete and thanks you for your service, delivering on time, and under budget."***

***- Bill Preston  
City Engineer  
City of Yakima***

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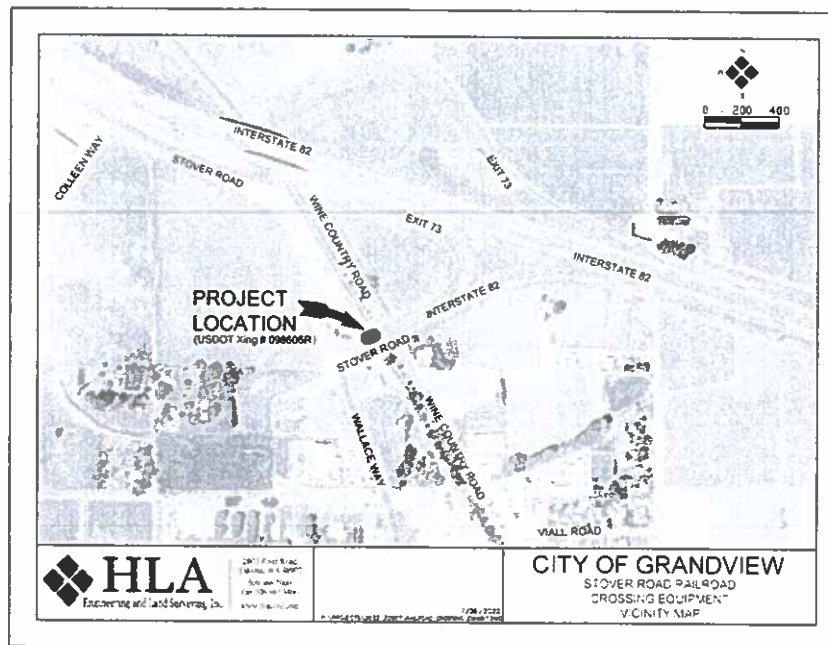
## Qualifications of Project Manager

Stephen Hazzard, PE will be the Project Manager for this project. Stephen has managed a significant number of transportation infrastructure projects in Central Washington, and over a dozen street projects for the City of Grandview. He is currently managing the City's Wine Country Road Roundabout Project and West Fifth Street and Elm Street Resurfacing Improvements. The roundabout project is bidding this week and the design for the resurfacing project is approaching completion. The timing is right for Stephen and HLA to add the Stover Road Railroad Crossing project to our schedule. We are quite comfortable with the scope and timeline of performance and anticipate no issues with project deadlines.

Because of Stephen's experience and familiarity with Central Washington construction requirements, response time is minimized. Solutions can be generated and discussed without significant additional research and responses provided with little delay.

Building realistic project schedules, establishing target dates, and committing to completion by the set dates are all fundamental to HLA's project management process. The work scope is thought out and detailed at the beginning of the project, and management of consultant fees ensures cost control. Project cost overruns are mitigated through accurate cost estimating at the outset of the project, as well as clear and concise plans and specifications prepared in the design phase. Construction contract language is implemented to protect the City and reduce potential contractor claims.

Consultant services for the Stover Road Railroad Crossing require expertise in structural railroad design. HLA is teaming with PH Consulting who have established themselves as grade crossing project experts in the State of Washington. Pablo Para, PE, PTOE, has designed railroad crossing projects as both an agency engineer and as a consultant, giving him a unique understanding of how design variations can affect maintenance, serviceability, and safety.



*Stover Road Railroad Crossing Vicinity Map*



## Qualifications/Expertise of Firm

The HLA office is located at 2803 River Road in Yakima, 45 minutes from the Stover Road project location. HLA employees work from this office with quick access to Grandview and the project site. Key team members for this project will be able to address needs as they arise.

Being familiar with Central Washington construction conditions and impacts will aid in project scoping. Project costs can be readily identified, allowing for cost-effective and affordable construction packages. HLA is familiar with local conditions and has a thorough understanding of Central Washington construction contract requirements. Local contractors are familiar with our plans and specifications and are comfortable bidding on our work because they can trust the quality and level of consistent design in our projects.

HLA is teaming with PH Consulting, a regional leader in the planning, design, and operation of railroad grade crossings. Their firm was carefully chosen so we can deliver this project for the City of Grandview successfully, in a timely manner, and within budget. PH Consulting has led numerous grade crossing safety, signal pre-emption operations, Quiet Zone development, and traffic signal projects over the past several years. With recent experience working on similar federally funded projects, they possess an excellent understanding of likely project challenges and have developed strategies and solutions to manage these challenges. Applying lessons learned from previous projects reduces risk, saves costs, and produces accurate designs for a successful construction project.

HLA Engineering and Land Surveying, Inc., teamed with PH Consulting, will deliver a quality project that is biddable, constructable, maintainable, and improves safety and accessibility for the Grandview community.



Phone: (509) 966-7000

Fax: (509) 965-3800

[www.hlacivil.com](http://www.hlacivil.com)

Principal-In-Charge: Terry Alapeteri, PE

Project Manager: Stephen Hazzard, PE

Number of Employees: 50



Phone: (253) 267-8650

Fax: (253) 267-8645

[www.phtraffic.com](http://www.phtraffic.com)

Principal-In-Charge and Project  
Manager: Pablo Para, PE, PTOE

Number of Employees: 4



## **TERRY D. ALAPETERI, PE - Principal-In-Charge**

**Registration:** Professional Civil Engineer - Washington  
**Education:** BS 1993 Washington State University - Civil Engineering

Terry has more than 29 years civil engineering experience, 22 of those with HLA, and is responsible for project management, administration, planning, design, and preparation of plans and specifications for municipal and private development projects, including city streets, county roads, highways, residential subdivisions, commercial developments, sewage lift stations, gravity sewer pipelines, domestic water systems, and drainage systems. His construction experience includes seven years inspecting major highway, roadway, and bridge projects.

### **Recent Representative Project Experience:**

- Sunnyside - 6th Street Improvements
- Yakima - North 1st Street Revitalization
- H.W. Lochner - Bravo Company Boulevard
- Prosser - 7th Street Reconstruction
- Grandview - Birch Street Improvements
- Grandview - Wallace Way Resurfacing



*Principal Engineer*

## **STEPHEN S. HAZZARD, PE - Project Manager**

**Registration:** Professional Civil Engineer - Washington  
**Education:** BS 2008 Washington State University - Civil Engineering

Stephen has 14 years of engineering experience, all of those with HLA. He is responsible for preparation of engineering reports, project grant/loan applications, environmental processes, design, and preparation of plans and specifications for municipal projects, including city streets, sanitary sewer systems, domestic water systems, and drainage systems. Stephen has the responsibility within our firm of coordinating grant/loan applications (over 125 to date) and navigating projects through environmental compliance requirements. He has extensive knowledge and experience in coordinating, managing, and completing required SEPA and NEPA environmental processes (over 50 NEPA compliance efforts to date).

### **Recent Representative Project Experience:**

- Grandview - Wine Country Road and McCreadie Road Roundabout
- Grandview - Wine Country Road Resurfacing
- Grandview - Stover Road Resurfacing
- Grandview - West Fifth Street Resurfacing
- Grandview - Dykstra Park Pathway and Rocky Ford Road Resurfacing
- Grandview - Elm Street Resurfacing



*Project Engineer*





## KEY PERSONNEL

### CHARSKIE J. KINLOCH, EIT

**Education:** BS 2021 California Polytechnic State University - Civil Engineering

Charskie began working at HLA during the summer of 2020 as an intern, serving as a resident engineer for Zillah's Vintage Valley Parkway Improvements project. Once attaining his Engineer in Training certification, he began full-time employment at HLA in 2021 as a project engineer. Charskie is responsible for preparation of plans and specifications, cost estimates, engineering reports, environmental permitting, exhibits for funding applications, and project design. His HLA project experience includes City of Sunnyside's 6th Street Improvements project, Grandview's Sanitary Sewer Trunk Main Replacement - Phase 2 project, and City of Yakima's North 1st Street Revitalization project.



*Project Engineer*

#### **Recent Representative Project Experience:**

- Grandview - Wine Country Road and McCreddie Road Roundabout
- Grandview - Dykstra Park Pathway and Rocky Ford Road Resurfacing
- Grandview - Sanitary Sewer Trunk Main Replacement
- Yakima - North 1st Street Revitalization
- Zillah - Vintage Valley Parkway Improvements
- Granger - Main Street Phase 1

### TIMOTHY D. FRIES, PLS, CFEDS

**Registration:** Professional Land Surveyor - Washington

**Education:** BS 2000 Central Washington University

Tim has more than 21 years of experience in land surveying, all of those with HLA. He is responsible for project organization, survey research, construction calculations, boundary computations, writing legal descriptions, and survey drafting. He is proficient in running Leica Total Stations, Data Collectors, and GPS receivers, and often accompanies our field survey crews assisting with topographic mapping, setting survey control, boundary surveys, and construction staking. Tim is also our Certified Federal Surveyor (CFedS).



*Project Surveyor*

#### **Recent Representative Project Experience:**

- Grandview - Wine Country Road and McCreddie Road Roundabout
- Yakima - North 1st Street Revitalization
- Yakima - Bravo Company Boulevard
- Sunnyside - 6th Street Improvements
- Prosser - 7th Street Reconstruction
- Moxee - SR 24/Morrier Lane Intersection and Morrier Lane Extension



## **DENNIS K. PERALA**

**Certifications:** WSDOT Erosion and Sedimentation Control Lead  
Traffic Control Supervisor

Dennis has been in the construction industry for 39 years, 13 of those years with HLA. Before he joined the HLA team he worked as a project manager, project superintendent, and an estimator for local construction companies. Dennis' familiarity with both construction and engineering makes him a valued asset for construction projects. He is responsible for construction observation of public utility, bridge, and street construction projects for compliance with plans, specifications, and contract documents. Dennis maintains project field records for federally, state, and locally funded projects, and participates in federal documentation review of projects for acceptance. He observes and documents construction, including calculation of work completed for progress payment estimates.

### **Recent Representative Project Experience:**

- Grandview - Wine Country Road Resurfacing
- Grandview - Pappy's landing Phase 1 Development
- Grandview - Sanitary Sewer Trunk Main Replacement
- Moxee - SR 24/Morrier Lane Intersection and Morrier Lane Extension
- Sunnyside - 6th Street Improvements
- Yakima - Summitview Avenue Resurfacing

## **ANGELA S. RINGER**

**Education:** Yakima Valley Community College

Angela came to HLA in 2021 with over ten years of experience in engineering contract administration. She is responsible for construction contract administration, including written and verbal communication with the client, contractor, and HLA staff. Angela creates system files for awarded projects, processes contractor submittals prior to award of contract, and materials submittals during the contract. She is adept at creating, reviewing, and processing contract documents, progress payment requests, and project change orders. Angela addresses project funding requirements, submits funding reimbursements, and prepares final project closeout documentation. Her understanding of funding requirements ensures a successful audit.

### **Recent Representative Project Experience:**

- Grandview - Wine Country Road Resurfacing
- Grandview - Sanitary Sewer Trunk Main Replacement
- Yakima - Summitview Avenue Resurfacing
- Sunnyside - 6th Street Improvements
- Cle Elum - First Street Downtown Revitalization
- Moxee - Morrier Lane Extension



*Resident Engineer*



*Contract Administrator*



PABLO PARA, PE, PTOE | Principal | PH Consulting

Pablo brings over 18 years of municipal engineering leadership, project management, planning, operations, design, and construction management experience. His technical design expertise includes civil, traffic, signalization, ITS, railroad grade crossings, road safety improvements, and ADA accessibility. He has designed and constructed numerous federally funded roadway and railroad crossing projects as both an agency engineer and as a consultant. He also has the specialized experience of having been responsible for the maintenance and operations of the roadway infrastructure after implementation of these improvements giving him insight on how design nuances can affect maintenance, serviceability, and safety.

Pablo's extensive rail crossing improvement experience began with his tenure at the City of Auburn working on numerous grade crossing improvement projects with both BNSF and UPRR. As a consultant, Pablo has completed rail crossing safety improvement projects, Quiet Zone Feasibility Studies, and Quiet Zone Implementation projects in the Cities of Tacoma, Mount Vernon, Bellingham, and Monroe, as well as the Port of Bellingham.

EDUCATION

BS, Civil Engineering  
California Polytechnic State University

REGISTRATIONS

Professional Engineer, WA #48215  
Professional Traffic Operations Engineer  
#3144

AFFILIATIONS

Intelligent Transportation Society of WA  
(Past President)  
Institute of Transportation Engineers  
International Municipal Signals Association

Recent Representative Project Experience:

- **Quiet Zone Feasibility Study | City of Monroe**  
This project, led by PH Consulting staff including Pablo, was to collectively review the City's five at-grade railroad crossings for the potential to establish a Quiet Zone within the city limits. PH Consulting provided the preliminary analysis, data collection, inventory update, organized a comprehensive diagnostic meeting on-site with FRA, WSDOT, UTC, City of Monroe, and BNSF Railway staff.
- **F St Crossing Improvements | City of Bellingham**  
Project Manager for this federally funded grade crossing improvement project that includes preparing new traffic signal pre-emption calculations, constructing roadway, traffic signal, and railroad signal improvements to meet pedestrian safety goals and FRA Quiet Zone requirements by providing 4-Quad gates. Pablo is leading the PS&E as well as coordination with City, BNSF Railway, and WSDOT Local Programs.
- **4th St N/Riverside Drive | City of Mount Vernon**  
Pablo led the design team on this federally funded project that included NEPA, No-ROW verification, and design of roadway alignment improvements, pavement restoration, new sidewalks, and ADA curb ramps. Pablo provided PSE utility relocation coordination, design and coordination of BNSF Railway crossing and pedestrian safety improvements, and electrical design for wayside horn systems.
- **Harris Ave Crossing | Port of Bellingham**  
Project Manager for the design and permitting of this federally funded grade crossing improvement. The project included BNSF Railway signal design, pedestrian crossing safety improvements, illumination design, realignment of adjacent drive allies, and related storm/water utility improvements. Pablo led evaluating improvements options, coordinating grant requirements, and preparing the PS&E.



### Ability to Meet Project Schedule

Meeting project schedules is fundamental to HLA. We have found several factors play a critical role in our ability to meet schedules and adjust staffing when necessary to meet client expectations:

- Developing a joint understanding of project requirements and distribution of tasks. Open, honest, and frequent communication with the Project Manager and all entities involved will provide a clear understanding of City objectives.
- Building realistic project schedules, establishing target dates, and committing to completion by the set dates. Schedules must be well thought out and include necessary agency tasks affecting the timeline, such as submittal procedures and dates, and environmental review.
- Providing regular productivity updates. HLA maintains a master project schedule that includes all projects undertaken by our office. This master schedule ensures your project will receive the required resources to meet critical timelines. Our schedule is further managed by frequent progress checks against the project schedule. As a result, regular corrections can be made to keep projects on schedule and within budget.

### Project Schedule

It is the City’s desire to begin construction in Spring 2024. HLA has the resources available to move forward with design without delay. We’ve prepared the following schedule based on the desired construction date.

Project Milestone	Completion Date
Engineering Selection	April 2023
Engineering Consultant Agreement - Approved by Council	April 2023
Begin Project Design	May 2023
Topographic Survey	May 2023
DBE/Subconsultant Agreements	May 2023
30% City Review Meeting	July 2023
Council Meeting/Community Stakeholder Engagement	July 2023
NEPA Review	July 2023
60% City Review Meeting	September 2023
Public Council Meeting - Status Update	September 2023
90% City Review Meeting	October 2023
Final Design	November 2023
Submit Plans for WSDOT Review/Request Funding Obligation	November 2023
Secure Railroad Approvals	December 2023
WSDOT Funding Obligation Authorized (up to four weeks from request)	December 2023
Advertise Project for Bids	December 2023
Open Bids	January 2024
Award Construction Contract	January 2024
Preconstruction Meeting	March 2024
Begin Construction	May 2024
Construction Complete	July 2024



## Approach to Meeting DBE Goal

The Stover Road Railroad Crossing project has a mandatory 14% DBE goal. Additional contract reporting related to the design phase of these improvements will be required. To achieve the required goal, HLA has teamed with PH Consulting to perform railroad design.

**PH Consulting**  
Tacoma, Washington  
[www.phtraffic.com](http://www.phtraffic.com)



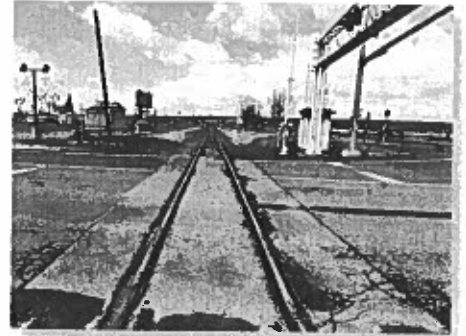
PH Consulting has experience with projects in the public and private sectors, including roadway design, traffic engineering, traffic signal design and operations, intelligent transportation systems planning and design, corridor planning and design, comprehensive transportation planning, ADA transition plan development, road safety audits, and residential, mixed-use, commercial, and institutional site developments.

As a partner on HLA's team, PH Consulting will assist in design engineering the rail crossing safety improvements. In addition to traffic engineering, PH Consulting has experience with federally funded projects and WSDOT Local Programs.

## Approach to Project

The railroad crossing project will improve safety by upgrading the current active protection for the crossing to the latest technology, providing for more reliable activation of the railroad signals and gates. The project will also upgrade pedestrian and bicycle facilities to allow for safe navigation across the tracks. Guard rails will be installed to protect signal infrastructure from errant motorists, and the City desires to construct fencing near the crossing to deter pedestrians on the Lower Valley Pathway from cutting across the tracks to access nearby businesses. HLA met with the City, WSDOT, Iron Horse Real Estate, and other members of the diagnostic team to conduct a walk-through of the project area. This background knowledge gives our team a vested interest in the project and will help us get the design process off to a great start.

Our process begins with a clearly defined scope that outlines project goals and challenges. We will establish an attainable schedule and develop an appropriate budget. We will then efficiently facilitate the project delivery process, ensuring the project schedule is maintained, managing all tasks and team members, and maintaining open communication with the City.





From our experience with similar improvement projects, and our considerable project history in Grandview, the factors described below are important to the success of the Stover Road Railroad Crossing project.

**Project Management**

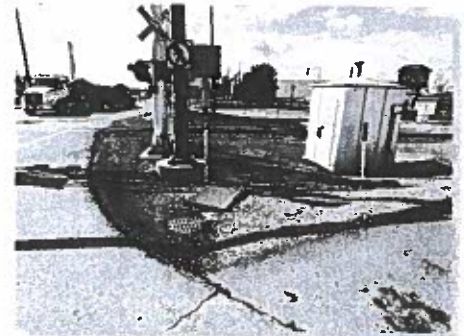
HLA has an extraordinary history of project management and relevant recent experience in all work tasks necessary for the successful delivery of the Stover Road Railroad Crossing project. Complete design services, preparation of plans, specifications, and estimate (PS&E), environmental processes and permitting, land surveying, and construction administration and observation, for a complete project are all elements in which HLA excels. PH Consulting brings a balanced background in transportation planning, traffic design, railroad crossing design, and public project management. HLA’s specialized experience with federally funded transportation projects and PH Consulting’s specific railroad expertise, combined with the City of Grandview and its staff, will ensure a successfully completed project.

**Project Coordination**

Through our successfully delivered federally funded projects, we have developed strong working relationships with permitting agencies and stakeholders. Important for this project is HLA’s established rapport with the City of Grandview, BNSF Railway, and WSDOT Local Programs. PH Consulting’s knowledge of railway industry design standards, and railway signal and circuit design requirements will be vital when preparing designs. Coordinating with the operating railroad is typically the most significant challenge on these types of projects. PH Consulting has developed relationships with BNSF plus their contractors and consultants and know their internal systems well. Careful coordination with BNSF Railway will be critical to project success.

**Public Communication**

Through our experience on busy street projects, HLA developed procedures and an understanding of the needs for sound public relations. Discussing the project with Council and stakeholders early in the process will improve public relations and the public’s experience throughout the duration of design and construction. We can provide support by preparing well thought out materials and staging plans for City Council and staff presentations. HLA can assist the City in formulating news releases to inform the community of the scope, duration, and impacts to daily traffic disruption and roadway access. Clear communication with the public is critical to set expectations and prevent conflicts.



*Wine Country Road and  
McCreadie Road Roundabout  
Project Flyers*



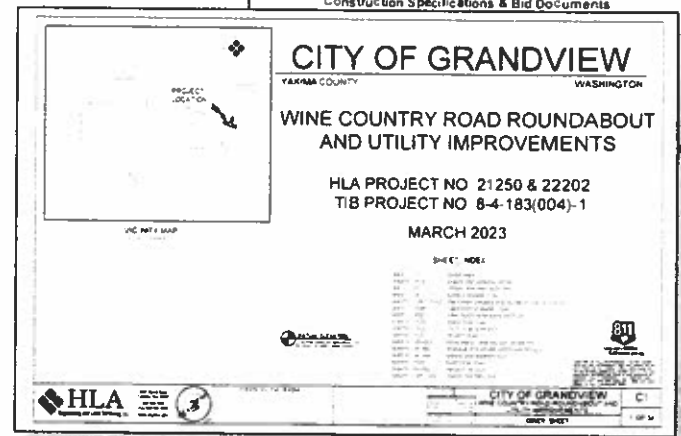
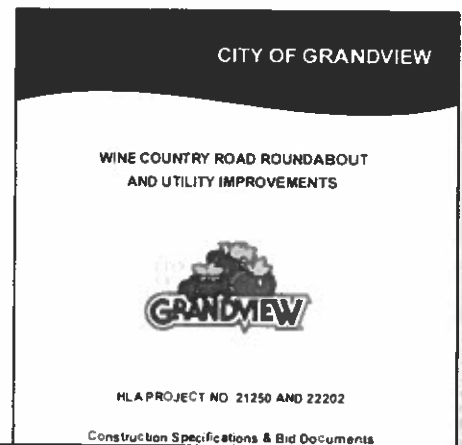
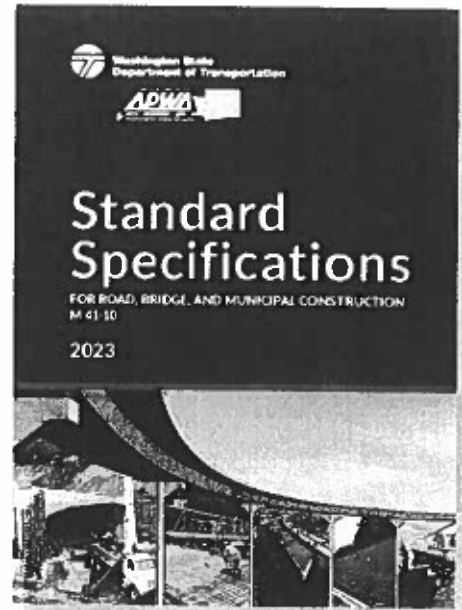
## Plans, Specifications, and Estimates

Successful infrastructure projects begin with expert preparation of construction plans, specifications, and estimates. Contract documents must address public procurement procedures and include both local and funding agency requirements. Competitive bids are then secured, and funding reimbursements are timely. HLA's ability to assist local agencies is based on:

- Completion of more than 1,000 infrastructure projects – streets, water, sewer, parks, and irrigation facilities.
- Using Federal Highway Administration (FHWA), Washington State Transportation Improvement Board (TIB), WSDOT's Safe Routes to Schools (SRTS) and Pedestrian and Bicycle Program (PBP) funding, Local Bridge Program (BRAC), and Yakima County's Supporting Investments in Economic Development (SIED) program funding.
- Funding utility projects using USDA Rural Development, Community Development Block Grant (CDBG), Community Economic Revitalization Board (CERB), Drinking Water State Revolving Fund (DWSRF), Clean Water State Revolving Fund (CWSRF), Centennial Clean Water, Ecology, Local Improvement District (LID), and Public Works Board (PWB) programs.

Examples of past HLA infrastructure improvement projects are enclosed for your review. This extensive experience benefits the City of Grandview in the following areas:

- Use of the WSDOT/APWA Standard Specification format to provide consistency and contractor familiarity.
- Development of an extensive library of proven standard details to be used in concert with Grandview details.
- Improved quality using in-house checklists for design and preparation of contract documents, and procedures for document review by HLA and the City.
- Budget control through frequent interaction with City staff; recognizing a clear understanding of project scope, budget, and expectations is important to controlling costs.



## Construction Support Services

HLA provides construction support (administration) and inspection services for 25 to 35 construction projects each year. Having been through state and federal audits of projects utilizing a wide variety of funding sources, our field and office staff have developed procedures to ensure Grandview will have the documentation needed for a successful audit regardless of the type of funding.

Additional detail for construction support that we provide is listed below. These services are client-driven and will be adjusted to best interface with Grandview staff.

- Conduct weekly construction meetings:
  - ◊ Monitor the contractor's progress and adjustments necessary to meet the completion date
  - ◊ Discuss quality of completed work and changes needed for compliance with specifications
  - ◊ Anticipate problems and determine how to pay for work outside the original scope (if required)
- Consider the following when recommending monthly progress payments to the contractor:
  - ◊ Status of required labor document submittals and requirement to be current within 10 days of the end of each month for timely release of payment
  - ◊ Coordination of quantities among the City, resident engineer, and contractor
- Preparation of the Final Pay Estimate and contract closeout package:
  - ◊ Final Pay Estimate with final quantities accepted by the contractor
  - ◊ Recommendation to accept project as complete
  - ◊ Contractor's notarized statement indicating subcontractors have been paid
  - ◊ Notice of Completion form needed to initiate state agency review – Department of Labor and Industries, Department of Revenue, and Employment Security Department
- Monitor general contractor and subcontractor compliance with state labor standards:
  - ◊ Intents to Pay Prevailing Wages and Affidavits of Wages Paid
  - ◊ Check of monthly certified payrolls
  - ◊ Conduct employee wage rate interviews in the field
  - ◊ Issue letters of non-compliance and/or letters of missing documents
  - ◊ Additional contract requirements such as contractor licensing, current state industrial insurance, Disadvantaged Business Enterprise (DBE) status, and debarment (SAM)
- Assist Grandview with the required administration of grant/loan programs that are providing funding to the project:
  - ◊ Review local agency and funding agency grant/loan contracts and scope
  - ◊ Address and incorporate special environmental compliance procedures
  - ◊ Prepare agency reimbursement requests and final project closeout documentation



*Stover Road Resurfacing*





## Environmental Compliance and NEPA Process

During the last ten years, our HLA staff successfully navigated 49 FHWA Surface Transportation Program funded projects through the required NEPA environmental process administered by WSDOT Local Programs. Based on this experience, we expect the Stover Road Railroad Crossing project will meet the standards for NEPA Categorical Exclusion. Nonetheless, the environmental compliance process must be completed.

The NEPA Categorical Exclusion Documentation Form, along with the Area of Potential Effect (APE), will be submitted to WSDOT Local Programs showing the process taken to ensure environmental compliance. FHWA Categorical Exclusions are listed in 23 CFR 771.117. For this project, the following exclusion should apply:

*Projects, as defined in 23 U.S.C. 101, that would take place entirely within the existing operational right-of-way.*

SEPA Categorical Exemptions are listed in WAC 197-11-800. The following exemption should apply to the railroad crossing project:

*The construction or installation of minor road and street improvements by any agency or private party that include the following:*

- (i) *Safety structures and equipment. Such as pavement marking, adding or removing turn restrictions, speed limit designation, physical measures to reduce motor vehicle traffic speed or volume...*
- (iv) *Correction of substandard curves and intersections within existing rights-of-way, widening of a highway by less than a single lane width where capacity is not significantly increased and no new right-of-way is required.*

HLA will assist the City through the environmental compliance process. An APE letter and map will need to be prepared and submitted to WSDOT Local Programs. Any other necessary forms will be submitted, processes followed, and appropriate notifications made. Though not anticipated, if any environmentally sensitive areas (wetlands, critical areas, etc.) are discovered during the design phase, causing interdisciplinary efforts for reports, HLA will have options to readily hire subconsultants as applicable to mitigate the impact to the NEPA schedule.



### NEPA Categorical Exclusions A Guidebook for Local Agencies

**Washington State Department of Transportation** **NEPA Categorical Exclusion Documentation Form**

1. Federal Aid Project Number: \_\_\_\_\_ NEPA Title: \_\_\_\_\_

2. Agency: \_\_\_\_\_

3. Location: \_\_\_\_\_

4. Scoping Number: \_\_\_\_\_

5. NEPA Title: \_\_\_\_\_

6. Date: \_\_\_\_\_

7. Project Description (Match Agency Map): \_\_\_\_\_

**Part 2. Categorical Exclusion 8 & 10**

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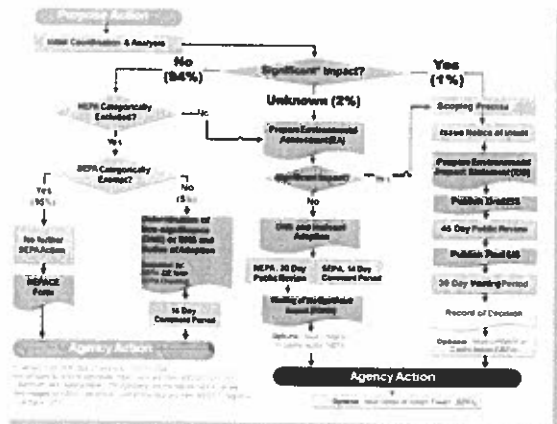
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NEPA and SEPA Environmental Process Flowchart



## Land Surveying Services

HLA has maintained a professional land surveying department during our 50-year history, providing "in house" land surveying services. With two licensed professional land surveyors, experienced full-time field crews, and state-of-the-art equipment, we are readily available to meet your surveying needs.

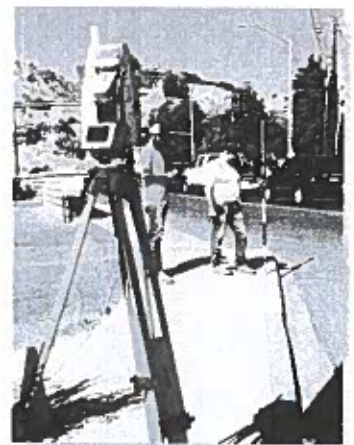
Our staff can assist with a wide variety of land surveying tasks, including:

- Technical reviews of plats, short plats, and boundary line adjustments
- Preparation of legal descriptions for property acquisitions, rights-of-way, and easements
- Topographic surveys for preparation of engineering design plans for streets and utilities
- Boundary and topographic surveys, including ALTA surveys
- Preparation of WSDOT/FHWA approved right-of-way plans
- Construction staking and pavement marking layouts
- GPS/GIS utility and resource inventory mapping
- FEMA flood elevation certifications and letters of map amendment

### Unmanned Aircraft System - Drone Services

We have a professionally trained Drone pilot, with a Federal Aviation Administration Small UAS certification (FAA Part 107 License). To provide greater service to the City of Grandview, our drone capabilities include:

- Topographic surveys
  - ◊ Onboard GPS providing 2D, 3D, and elevation mapping
  - ◊ Aerial survey control
  - ◊ Drone overlay
- Construction observation
  - ◊ Monitor and record work progress in real time
  - ◊ Confirm stockpile quantities
  - ◊ Improve visibility and expedite approval during financing stages
- Aerial photography
  - ◊ Featured projects during construction and at completion
  - ◊ Local landmarks
- Facility monitoring
  - ◊ Inspection of reservoirs or structures without ground access



## Past Grandview Successes

HLA takes pride in the work we do for the City of Grandview. In the last 10 years, HLA has completed or is working for the City on the projects listed below. As a result, we have developed strong relationships with staff and understand the nuances of working through the City's bidding and construction administration processes.

### Road Projects

Old Inland Empire Highway Improvements  
West Fifth Street and Elm Street Resurfacing Improvements  
Dykstra Park Pathway and Rocky Ford Road Resurfacing  
Wine Country Road and McCreadie Road Roundabout  
Stover Road Resurfacing  
Wine Country Road Resurfacing  
Elm Street and Fir Street Sidewalk Improvements  
West Fifth Street Resurfacing  
Wine Country Road Resurfacing - Ash Street to Fir Street  
Ash Street and Alley Paving Improvements  
Wallace Way Resurfacing  
Euclid Road/Wine Country Road Intersection and  
Forsell Road Half Street Improvements  
East Wine Country Plaza  
Birch Street Improvements  
East Fourth Street Neighborhood Improvements  
Forsell Road Sidewalk Extension  
Bonnieview Road Improvements

### Water System Improvements

Water Telemetry System Improvements  
Source Well Improvements  
Water Quality Evaluation and Well Siting Study  
Asahel Curtis Well (S17) Rehabilitation  
Water Telemetry System Upgrades  
Old Inland Empire Water Improvements

### Sanitary Sewer Improvements

East Game Pond Pipeline Replacement  
Headworks Bypass Improvements  
WWTP Utility Water Pump Controls  
Sanitary Sewer Trunk Main Replacement  
Sludge Drying Bed Evaluation and Design

### Other Projects

Cemetery Improvements  
Stormwater Improvements  
Municipal Pool Improvements - Phase 2



*Wine Country Road Resurfacing*



*Elm Street and Fir Street Sidewalk Improvements*



*Sanitary Sewer Trunk Main Replacement*





## Familiarity With WSDOT/FHWA Standards

The projects listed below show HLA's relevant experience designing and administering WSDOT/FHWA funded local projects. We continuously reference the Local Agency Guidelines (LAG) Manual and have regular discussions with WSDOT Local Programs and Headquarters staff. This experience translates into the level of service we will provide Grandview - completing projects on time and guiding the City through the WSDOT/FHWA funding process.

City/Town	Project Name	Funding Program	Year Constructed	Status	Description	Construction Cost
Union Gap	Valley Mall Boulevard Resurfacing - Phase 2	NHS	2023	Pre Construction	Grind and overlay	\$954,000
Selah	Valleyview/Third/Southern Improvements	STP/TIB	2023	Under Construction	Reconstruct	\$2,700,000
Sunnyside	6th Street Improvements	STP/TIB	2023	Under Construction	Downtown Revitalization	\$4,300,000
Yakima	Summitview Avenue Resurfacing	NHS	2023	Under Construction	Grind and overlay	\$2,600,000
Cle Elum	First Street Phases 3A/3B	STBG/TIB/.09/LEG	2023	Under Construction	Downtown revitalization	\$2,437,000
Union Gap	West Ahtanum Road Resurfacing	STP	2022	Constructed	Grind and overlay	\$1,250,000
Moxee	Morrier Lane Extension	STP/TIB	2022	Constructed	Construct new roadway	\$3,200,000
Yakima	Northside Alley Paving	CMAQ	2021	Constructed	Reconstruct	\$504,000
Toppenish	West First Avenue Sidewalk Improvements	STBG Set-aside	2021	Constructed	Reconstruct sidewalk	\$161,000
Zillah	Vintage Valley Parkway	STP/TIB/SIED	2020/2021	Constructed	Construct new roadway	\$4,089,000
Union Gap	Main Street Reconstruction	STPUS/TIB	2020/2021	Constructed	Reconstruct	\$2,474,000
Prosser	Bennett Avenue Improvements	TIB/HIPUS/STPUS/TAP	2020	Constructed	Grind and overlay	\$446,000
Cle Elum	First Street Storm Drain and Billings Avenue Intersection	FHWA/USDA/CDBG	2020	Constructed	Storm drain and intersection improvements	\$1,473,000
Toppenish	Lincoln/Dayton/Beech	STP/TIB	2020	Constructed	Reconstruct and widen	\$1,445,000
Selah	East Goodlander Road Improvements	STP	2020	Constructed	Reconstruct and widen	\$1,514,000
Union Gap	Valley Mall Boulevard Resurfacing	NHS	2019	Constructed	Grind and overlay	\$1,714,000
Sunnyside	Sunnyside Avenue #4 Bridge Replacement	BRM/FHWA	2019	Constructed	Replace bridge	\$679,000
Selah	Civic Center Park and Ride	CMAQ	2019	Constructed	Construct park and ride	\$401,000



## RAILROAD COORDINATION EXPERIENCE

**City of Moxee**  
**SR 24/Morrier Lane Intersection**  
**and Morrier Lane Extension**

STP/TIB and  
City Funds  
\$7,854,000

Targeted as a focal point for future business and industrial development in Yakima County, this project provided critical roadway access and extended water and sewer to approximately 200 acres of undeveloped land in Moxee. Key work components included SR 24 widening, a new at-grade rail crossing, roundabout, water main and sewer main extensions, and approximately two miles of new arterial. Communication was critical to project success with City of Moxee, FHWA, WSDOT, BNSF, CWR, WUTC, SMID, EVSD, TIB, and adjacent property owners all involved.

HLA services included topographic survey, traffic and corridor study, SEPA, and NEPA environmental compliance, alignment study and property owner forums, right-of-way plans, and right-of-way acquisition assistance.

Coordination included WUTC Petition/Order for new at-grade rail crossing, WSDOT intersection plan, including deviation approvals for new at-grade SR 24 intersection, Pacific Power extension of power network, and piping an open irrigation canal.

HLA provided design plans, specifications, bidding, contract assistance, construction observation and administration, audit assistance, and administration of federal and state grants. The project was completed in October 2018 on time and under budget.







# RAILROAD COORDINATION EXPERIENCE

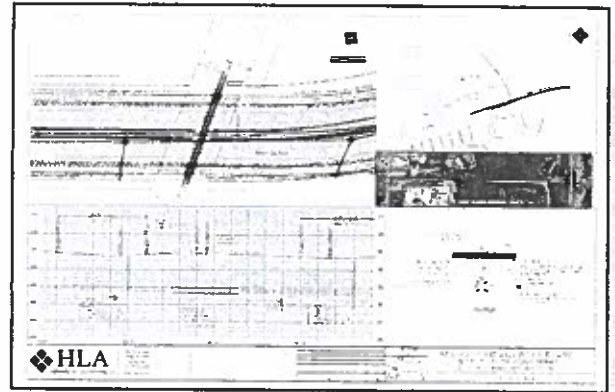
H.W. Lochner

City Funds

**Bravo Company Boulevard**

\$25,000,000  
Approx.

The Bravo Company Boulevard project is phase three of the four phase Cascade Mill Redevelopment project. The project will eventually have a connection to the Yakima County East-West Corridor project into Terrace Heights. The phase three project will connect the Fair Avenue Roundabout through the mill site to existing H Street near 7th Avenue. HLA partnered with H.W. Lochner on the phase one Fair Avenue Roundabout design and construction.



*BNSF Utility Crossing Permit Exhibit*

The roundabout was constructed in 2015 and includes the first 500 feet of Bravo Company Boulevard from the south. The phase 2 project removed municipal solid waste through the Bravo Company Boulevard roadway corridor. HLA again partnered with H.W. Lochner on the Phase three Bravo Company Boulevard design. The project includes a four-lane boulevard roadway section including two new roundabouts, curb, sidewalk, City utilities, storm drainage, landscaping, and street lighting.

The project crosses a railroad spur line, which required coordination with BNSF, including crossing permits and exhibits. The \$25,000,000+ phase 3 project is 90% designed and is tentatively scheduled to be constructed in late 2023 and 2024.

City of Prosser

STP, TIB, and  
Local Funds

**7th Street Reconstruction**

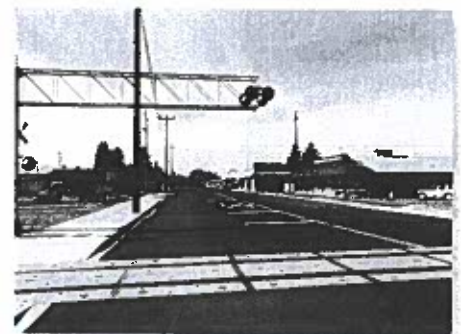
Wine Country Road to Mead Avenue

\$1,504,000

This key north-south arterial directly accesses the central business district in Prosser from Wine Country Road, passing in front of City Hall. The three-block section of roadway was in very poor condition, including two sets of abandoned railroad track crossings and intermittent pedestrian facilities.

With HLA's assistance and early application to the 2015 Urban Arterial Program, the City of Prosser was granted funds for this critically important community project. Work included angle parking on both sides of the street, replacement of sporadic sections of existing deteriorated sidewalks, curb and gutter, new gravel base, asphalt, storm drainage, LED illumination, and pavement markings.

HLA services included funding application assistance, design engineering, plans, specifications, bidding assistance, construction observation and management, and funding administration.







**City of Sunnyside**  
**6th Street Improvements**

STPUS/TIB and  
City Funds  
\$6,322,000  
Approx.

This project is the completion of the downtown revitalization project constructed in 2014. The existing sidewalks are in poor condition due to deterioration and damaged caused by landscaping.

The project crosses a railroad main line, which required coordination with BNSF, including crossing permits and exhibits. As part of Sunnyside’s downtown revitalization vision, approximately 2,100 feet of 6th Street from Decatur Avenue to North Avenue is currently being constructed, including, curb and gutter, sidewalks, storm drainage facilities, site suitable landscaping, irrigation, illumination, and street amenities.

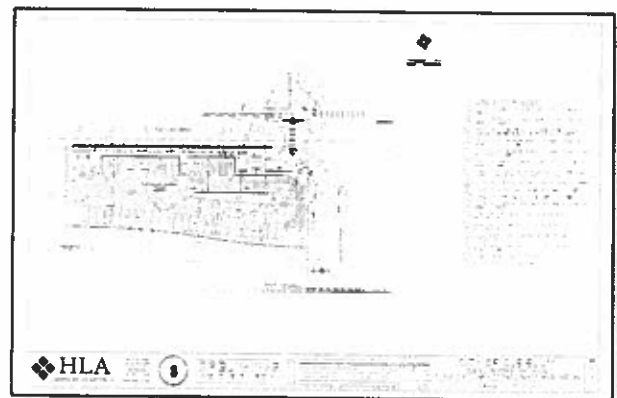
HLA has provided design plans, specifications, bidding, contract assistance, and construction observation and administration. Construction is slated to be complete by the end of summer 2023



**City of Cle Elum**  
**Cle Elum Park and Ride**

RMG and  
City Funds  
\$660,000  
Approx.

HLA assisted the City with applying for and receiving a Washington State Department of Transportation (WSDOT) Regional Mobility Grant to transform the existing gravel lot to a multi-modal park and ride facility. The Cle Elum Park and Ride provides carpooling opportunities between the east and west side of the Cascade Mountains, ultimately decreasing traffic on I-90.



*Overall Site Plan*

Improvements consisted of 39 parking spaces, including ADA accessible stalls. Improvements also included pedestrian and bicycle amenities, a transit stop, storm drainage, landscaping, and infrastructure for future electric vehicle charging stations. The park and ride facility is adjacent to railroad tracks, therefore coordination with BNSF Railway Company was critical to project success.

HLA provided design plans, specifications, bidding, contract assistance, and is currently performing construction observation and administration. Improvements are expected to be completed in May 2023.



## RAILROAD COORDINATION EXPERIENCE

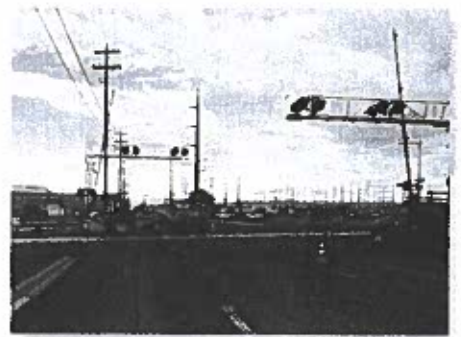
<b>City of Union Gap</b>	Federal and Local Funds
<b><u>West Ahtanum Road</u></b>	\$1,590,000
<b><u>Resurfacing</u></b>	Approx.

Ahtanum Road is an arterial serving as a major east/west corridor connecting Union Gap, Yakima, and Yakima County to the Interstate system. Ahtanum Road has become a major trucking route serving many of the regional industries such as agriculture. With HLA's assistance the City of Union Gap submitted a successful Surface Transportation Program Application through the Yakima Valley Council of Governments (YVCOG).

Due to funding availability, the project was not constructed until 2022. NEPA and railroad coordination was completed by HLA prior to advertisement of the project. The project resurfaced more than one mile of Ahtanum Road between Main Street and 16<sup>th</sup> Avenue.

With an average mid-week traffic volume exceeding 10,000 daily vehicles, the Ahtanum pavement surface conditions were degrading with longitudinal, transverse, and alligator cracking, including many aged, deteriorated repairs. Improvements included grind and overlay of all lanes with fiber reinforced asphalt, pavement repair, crack sealing, utility adjustments, traffic signal controller upgrades, radar detection systems, and new pavement markings.

HLA services included funding acquisition assistance, engineer's estimate, preparation of plans and specifications, bidding assistance, construction observation and management, and funding administration.





## REFERENCES

HLA takes pride in meeting our clients' schedules and completing projects within budget. However, the best measure of a firm's performance is a review of previous projects and services provided to clients. We encourage your review of past HLA services and to contact the following references for an assessment of our capabilities.

### Jeff Burkett

City Supervisor  
City of Moxee  
Phone: (509) 575-8851  
[jeff.burkett@co.yakima.wa.us](mailto:jeff.burkett@co.yakima.wa.us)

#### Example Projects

- SR24/Morrier Lane Intersection and Morrier Lane Extension
- Beaudry Road Railroad Crossing Signalization
- Iler Street Sidewalk Improvements
- SR24 Pathway Extension

### Mike Engelhart

Public Works Director  
City of Cle Elum  
Phone: (509) 260-1247  
[mengelhart@cleelum.gov](mailto:mengelhart@cleelum.gov)

#### Example Projects

- Cle Elum Park and Ride
- First Street Downtown Revitalization - Phases 3A and 3B
- First Street and Douglas Munro Intersection Improvements
- Stafford Avenue and Second Street Pedestrian Improvements

### Shane Fisher

Public Works Administrator  
City of Sunnyside  
Phone: (509) 837-3782  
[sfisher@ci.sunnyside.wa.us](mailto:sfisher@ci.sunnyside.wa.us)

#### Example Projects

- 6th Street Improvements
- Midvale Road Improvements
- Yakima Valley Highway Resurfacing
- East Edison Avenue Sidewalk Improvements

### Marty Groom

Public Works Director  
City of Prosser  
Phone: (509) 786-8201  
[mgroom@ci.prosser.wa.us](mailto:mgroom@ci.prosser.wa.us)

#### Example Projects

- 7th Street Reconstruction
- Wine Country Road Resurfacing
- Kinney Way Improvements
- Bennett Avenue Improvements

### Dennis Henne

Director of Public Works  
City of Union Gap  
Phone: (509) 249-9206  
[dennis.henne@uniongapwa.gov](mailto:dennis.henne@uniongapwa.gov)

#### Example Projects

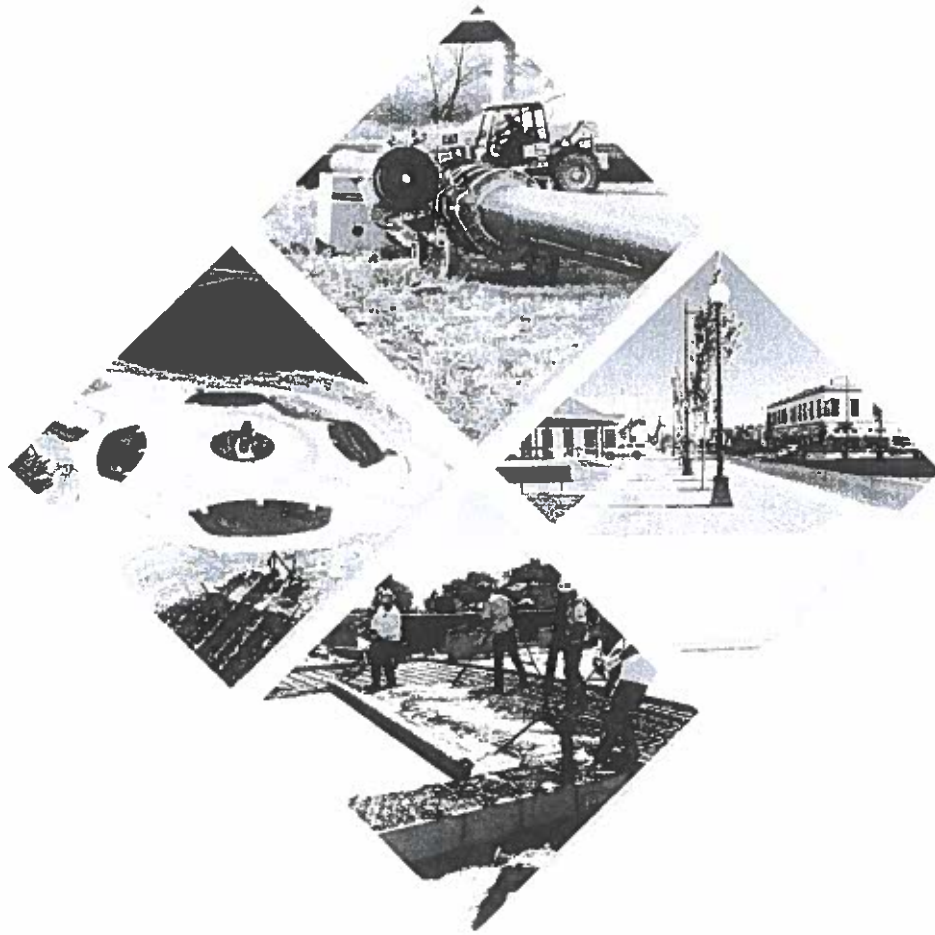
- West Ahtanum Road Resurfacing
- Longfibre Road Resurfacing
- Valley Mall Boulevard Resurfacing
- East Washington Avenue Resurfacing

### Bill Preston, PE

City Engineer  
City of Yakima  
Phone: (509) 576-6754  
[bill.preston@yakimawa.gov](mailto:bill.preston@yakimawa.gov)

#### Example Projects

- North 1st Street Revitalization—Phase 3
- Summitview Avenue Resurfacing
- Nob Hill Boulevard Resurfacing and Pacific Avenue Sidewalk Improvements
- Fruitvale Boulevard/River Road/34th Avenue Roundabouts

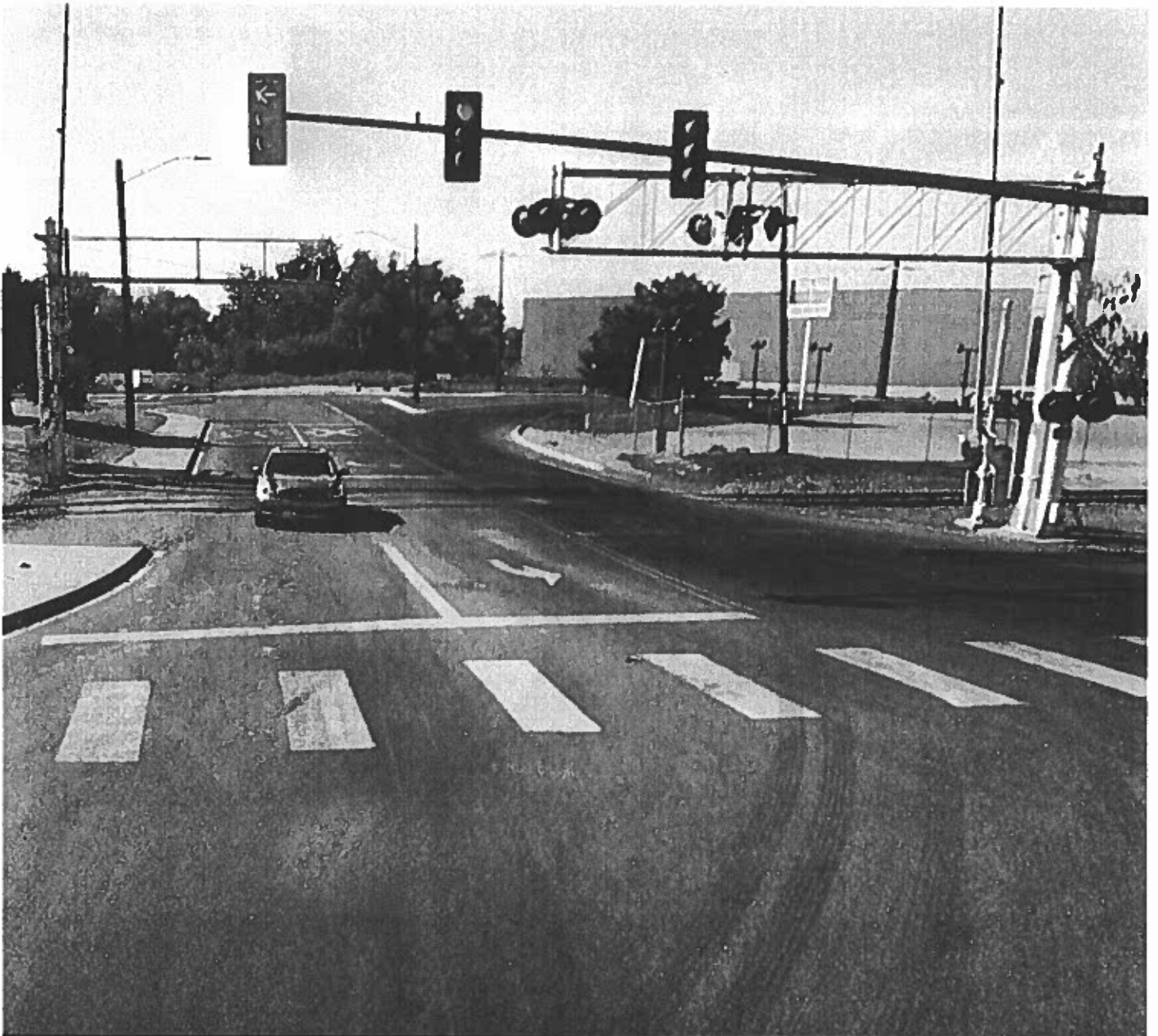


## **Success Through Experience**

*That is the foundation of our efforts at HLA.  
From funding, to design, to construction,  
we bring professionalism and passion  
to every project, every time.*



2803 River Road ❖ Yakima, WA 98902 ❖ (509) 966-7000 ❖ [www.hlacivil.com](http://www.hlacivil.com)



# CITY OF GRANDVIEW STOVER ROAD RAILROAD CROSSING IMPROVEMENTS

Craig Edmondson | Project Manager  
craig.edmondson@tkda.com  
p: 206.919.0157



3220 South 1st Avenue, Suite 100  
Seattle, WA 98114

March 29, 2023

Ms. Anita Palacios, MMC  
City Clerk/Human Resources  
City of Grandview  
207 West Second Street  
Grandview, WA 98930



Re: Stover Road Railroad Crossing Improvements - City of Grandview

Dear Ms. Palacios:

It is our pleasure to present this Statement of Qualifications to the City of Grandview for civil, structural, and construction engineering services in relation to the Stover Road Railroad Crossing Improvements project. We have reviewed the Project Summary and RFQ items the City of Grandview has outlined and fully understand the requirements.

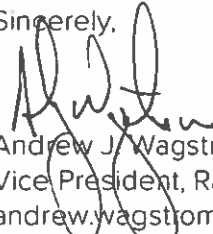
Train passage through at-grade crossings may occupy crossings for long periods at a time, separating neighborhoods and towns in two. These crossings also make people wait for trains to pass by, and causing safety issues for pedestrians (particularly those using wheeled devices such as wheelchairs and scooters). The purpose of the Project is to replace and resurface the existing protected crossing with upgraded train activation equipment, which falls under the Rail-Highway Crossing (Section 130) Safety Program, the funding source of this project. TKDA has the experience, innovative technical skills, and relationships needed to assist the City of Grandview in meeting the demands associated with this Project. Our team is familiar with the design of at-grade crossing safety improvements and, most importantly, the coordination with the Project stakeholders involved, including the City of Grandview, County of Yakima, WUTC, WSDOT, FHWA, BNSF Railway Company, and the FRA. The TKDA team is the right team for this Project, and provides:

**Project Management.** TKDA has a unique Project Management approach, combining advanced technical skills with extensive railroad public project experience. TKDA Project Manager, Craig Edmondson, has extensive experience in establishing project management systems and overseeing projects/programs/design packages of capital values in the tens of thousands, to projects with capital values exceeding \$1B. Craig will be supported on this project by John Shurson as Technical Advisor, who has managed over 130 federal crossings and several Quiet Zone projects. John brings over 42 years of experience, 37 of those years as a BNSF Railway Company employee working on public projects, and his relationship with BNSF will be invaluable in management and success of this Project.

**Relevant Project Experience.** Our team has successfully performed design and construction management services throughout the West Coast for several decades. We have a strong working relationship with railroad clients, in particular BNSF, and have successfully delivered at-grade crossing improvement projects in the past. Our experience and local knowledge makes us the right fit for this project. TKDA has completed, and is currently completing, multiple at-grade crossing safety improvement projects, and we are familiar with all aspects of engineering and construction management services required to provide a cost-effective solution that will meet the requirements by all stakeholders. TKDA's safety mission is aligned with the City of Grandview's, and our expertise is supplemented with a culture that is historically committed to providing long term services and a desire to serve our client's needs and expectations.

Thank you for considering TKDA for this Project. We hope to continue our proud history of providing services to you on successful projects.

Sincerely,

  
Andrew J. Wagstrom, PE  
Vice President, Rail Division  
andrew.wagstrom@tkda.com  
Phone: 651.292.4580

  
Craig G. Edmondson, PE  
Project Manager  
craig.edmondson@tkda.com  
Phone: 206.919.0157  
Fax: 651.292.0083



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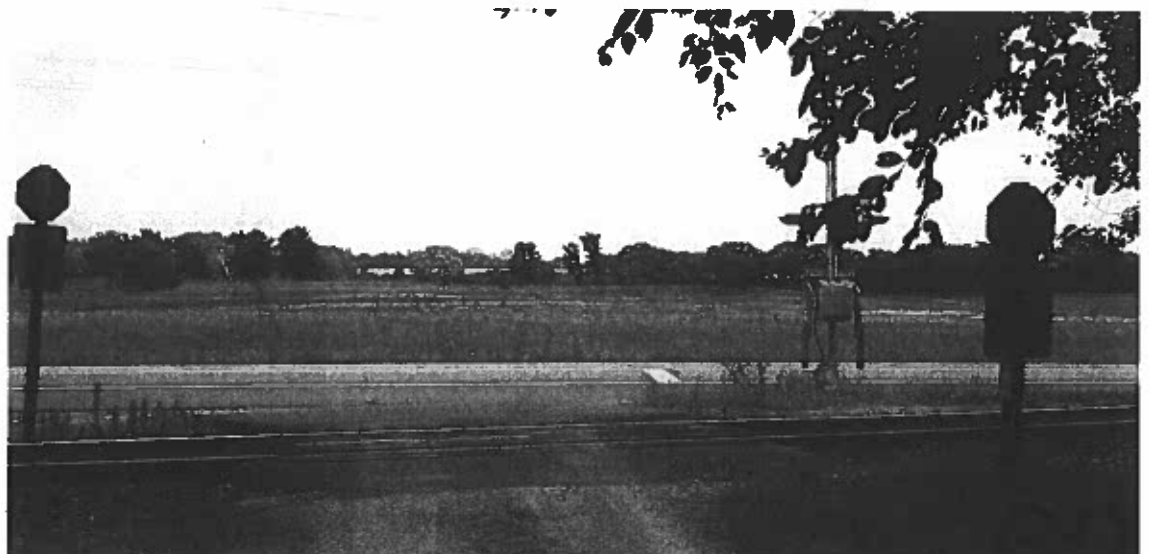
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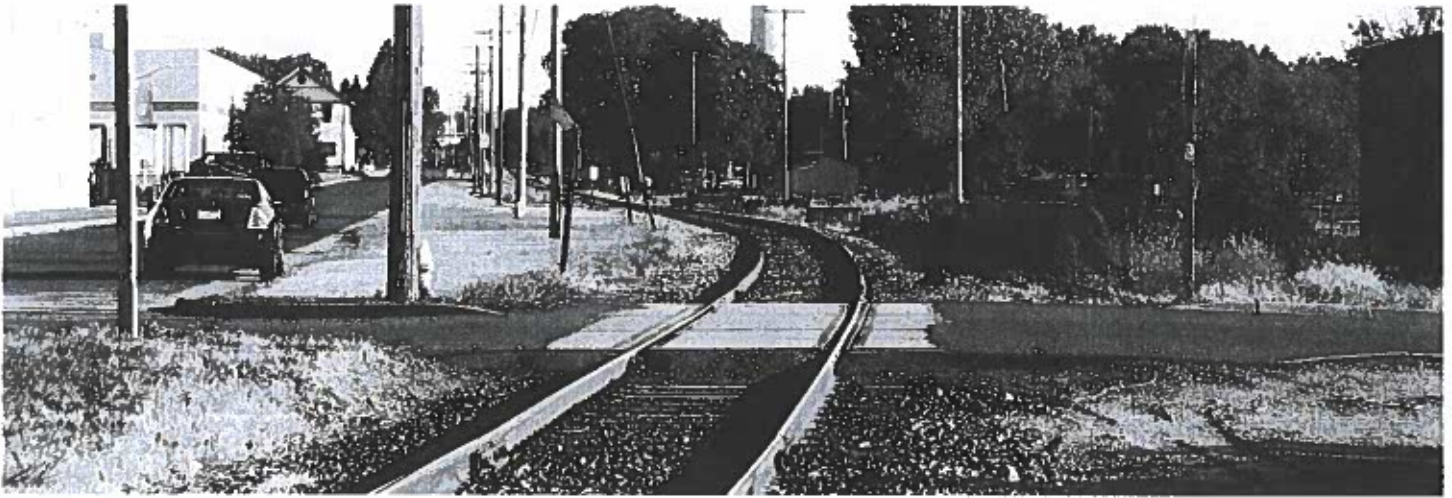
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# Qualifications/Relevant Experience and References



## TKDA PROFILE

TKDA is a firm of 353 employees consisting of multi-disciplinary experts known for curating long-standing client relationships within the communities in which we serve. Our exceptional design services start with our team of engineers, architects, designers, planners, surveyors, and specialists. TKDA's employee base is spread throughout our offices nationwide, including Saint Paul and Duluth, Minnesota; San Bernardino, California; Seattle, Washington; and Downers Grove, Illinois. We collaborate with our clients across three primary markets:

**Transportation:** Surface Transportation, Freight and Commuter Rail, and Aviation

**Building and Site Infrastructure:** Workplace, Manufacturing/Industrial, Education, Government, and Transportation Facilities

**Water/Wastewater:** Water Resources, Water Supply and Treatment, Industrial Process, and Utility Infrastructure

TKDA is 100 percent employee-owned and has been successful for more than 112 years because our people believe in innovative, effective design solutions and exceptional client services. We continuously prove ourselves by sharing ownership in our client's challenges and investing in our employees' abilities to rise to them. With a genuine care for people at our core, TKDA fosters trust, stability, and innovation in the pursuit to see our clients, employees, and communities thrive.

### TKDA's Core Values:

**Trust:** Strengthen and build professional relationships with our clients, project stakeholders, and colleagues.

**Integrity:** Honor our commitments and take ownership for our work and the safety and well-being of our communities and fellow employee-owners.

**Inclusion:** Welcome the diverse talents, backgrounds, and perspectives of our employee owners so that each person can excel.

**Excellence:** Continuously pursue advancement in employee development, innovation, and lifelong learning to create value-added outcomes.





# Qualifications/Relevant Experience and References

**The goal of the City of Grandview is to improve the safety of the Stover Road Grade Crossing. We believe that TKDA, with its experienced team of professionals combined with our subconsultants' expertise, is well positioned to assist the City. Our team has extensive experience providing highway rail at-grade crossing improvements, Quiet Zone projects, and a strong reputation in the rail industry including extensive experience working with BNSF.**

TKDA has served government clients since our founding more than 112 years ago. Public facilities and infrastructure are a core function of our business. We are also experts in the rail industry. Our rail transportation services have expanded to assist our clients with bridges and tunnels, track and yards, mechanical and fueling facilities, maintenance and administration buildings, electrical distribution systems, intermodal facilities, station facilities, at-grade and grade separation projects, and projects that require rail coordination with public agencies. TKDA provides planning, design, operations, maintenance, and construction management services to Class 1, Shortline, Commuter, and Private Industrial Railroads across the US and in Canada. TKDA currently has professional service agreements with Canadian Pacific Railway, BNSF Railway Company, Union Pacific Railway, Canadian National Railway, Norfolk Southern Corporation, SANDAG, and Amtrak. In addition to responding to frequent work order requests from these Class 1 and commuter railroads, we also serve CSX Transportation, Inc., and a number of Shortline railroads on a project by project basis. The combination of TKDA's experiences with rail and public transportation Agencies provides for a unique and diversified expertise that will help deliver successful projects for all stakeholders. Through this work TKDA has developed strong working relationships with various levels of public service employees working for agencies, such as the Federal Railroad Administration, Federal Highway Administration, State DOTs, and local government agencies.

In addition TKDA has performed crossing diagnostics and has developed design plans for several grade crossing improvements. We have also assisted the Union Pacific Railroad Company (UP) with the review of Pre-Rule and new Quiet zone notifications in more than 100 communities on the UP System.

Firm Name	Number of Employees Proposed for Project
TKDA	12
SCE, Inc.	4
Jacobs	2
Benesch	3

## SUBCONSULTANT PROFILES

### SCE, Inc. Survey

Jaime Saez, PE  
206.557.4614 | jaime@saezconsult.com  
811 1st Avenue, Sute 320  
Seattle, WA 98104



SCE Inc. is a certified DBE, and company with years of experience providing land surveying services. SCE has worked in engineering and survey roles on several projects including: work on projects for King and Kitsap County, Sound Transit, City of Seattle (SPU, SDOT, SCL), and multiple WSDOT projects including SR99 Bored Tunnel Project, I-405 Renton to Bellevue BRT, SR 305 Safety Improvements, and multiple Sound Transit projects. SCE regularly executes topographical surveys, site civil and structural engineering services to multiple clients both public and private.

### Jacobs Environmental

Maggie Buckley  
425.233.3177 | maggie.buckley@jacobds.com  
999 West Riverside Avenue, Suite 500  
Spokane, WA 99201



Jacobs provides a full spectrum of professional services including consulting, technical, scientific and project delivery for the government and private sector. Jacobs strong familiarity with WSDOT/FHWA standards will be beneficial in navigating the environmental tasks on this project.

### Alfred Benesch & Company Signaling

Rick Campbell  
817.415.2990 | r.campbell@benesch.com  
6777 Camp Bowle Boulevard, Suite 215  
Fort Worth, TX 76116



Benesch has designed grade crossing warning systems and railroad wayside signals for Class 1, commuter, regional and shortline railroads, along with numerous public agencies and consultants. Benesch also performs forensic analyses of grade crossing warning systems and train control systems, including post-incident inspections, analysis and litigation services.

# Qualifications/Relevant Experience and References

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**At TKDA, we dedicate the necessary time and resources of our experienced professionals to build relationships and oversee the details of the services we provide. We offer you the following references and welcome you to contact them regarding the quality of our services:**

## **King Street Coach Yard Facilities Amtrak, Seattle, WA**

TKDA's team of engineers and architects provided integrated design services to build Amtrak's Seattle King Street Coach Yard Maintenance Facilities improving the capacity, efficiency, and working conditions of the shops that perform inspections, testing, and maintenance of locomotives and passenger rail equipment. Amtrak's new facilities and maintenance shops are required to service heavy rail cars and provide overhead crane access to have the ability to switch out traction motors with locomotive access. To reduce artificial lighting needs and electrical consumption, large translucent panels combined with white epoxy painted walls were suggested on the projects to reduce the need for artificial lighting, and minimize energy waste. The group of new work buildings, delivered through several phases, met Amtrak's immediate and long-term equipment maintenance needs, along with the State of Washington's Amtrak Cascade High Speed Rail Program and Sound Transit Commuter Rail.

### **Project Relevance**

- Seattle Rail Project
- Track Work
- Project Involved Integrated Design Services

### **Reference**

John DeVito  
Senior Contracting Agent  
Amtrak  
215.349.1225  
devitoj@amtrak.com



# Qualifications/Relevant Experience and References

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## Merced 2nd Amtrak Platform BNSF, Merced, CA

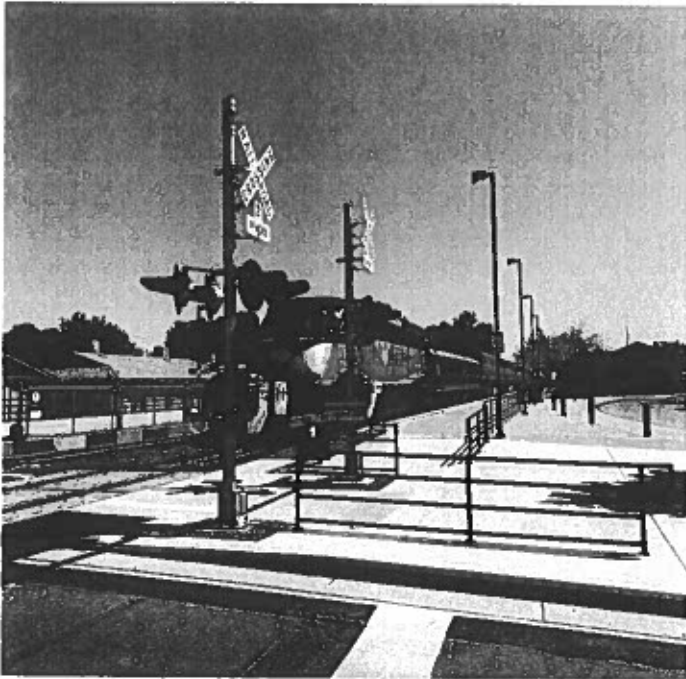
TKDA has recently completed engineering design and construction management services of a new 600 foot platform at the existing Amtrak Station in Merced, CA. This project was coordinated by BNSF with funding from Caltrans. The project scope included new passenger platform, hand railing, lighting, signage, and inter-track fencing. The platform design required a shallow pier foundation system adjacent to the existing track to minimize impacts to the active rail corridor, and the potential shoring cost impacts to the project. Additionally, the project scope included rehabilitation of the "K" Street at-grade crossing, street reconstruction to rectify the crossings surface, implement passive crossing improvements (medians and signage), and upgrades to the pedestrian crossings with active warning devices, channeling handrail, and detectable warning strips.

### Project Relevance

- Pedestrian Count Survey
- At-grade Crossing/Safety Improvements
- Signage/Warning Devices

### Reference

Michael Beltran, PE  
City of Merced, City Engineer  
209.385.6898  
beltranm@cityofmerced.org



# Qualifications/Relevant Experience and References

## Civil Center Drive National City, CA

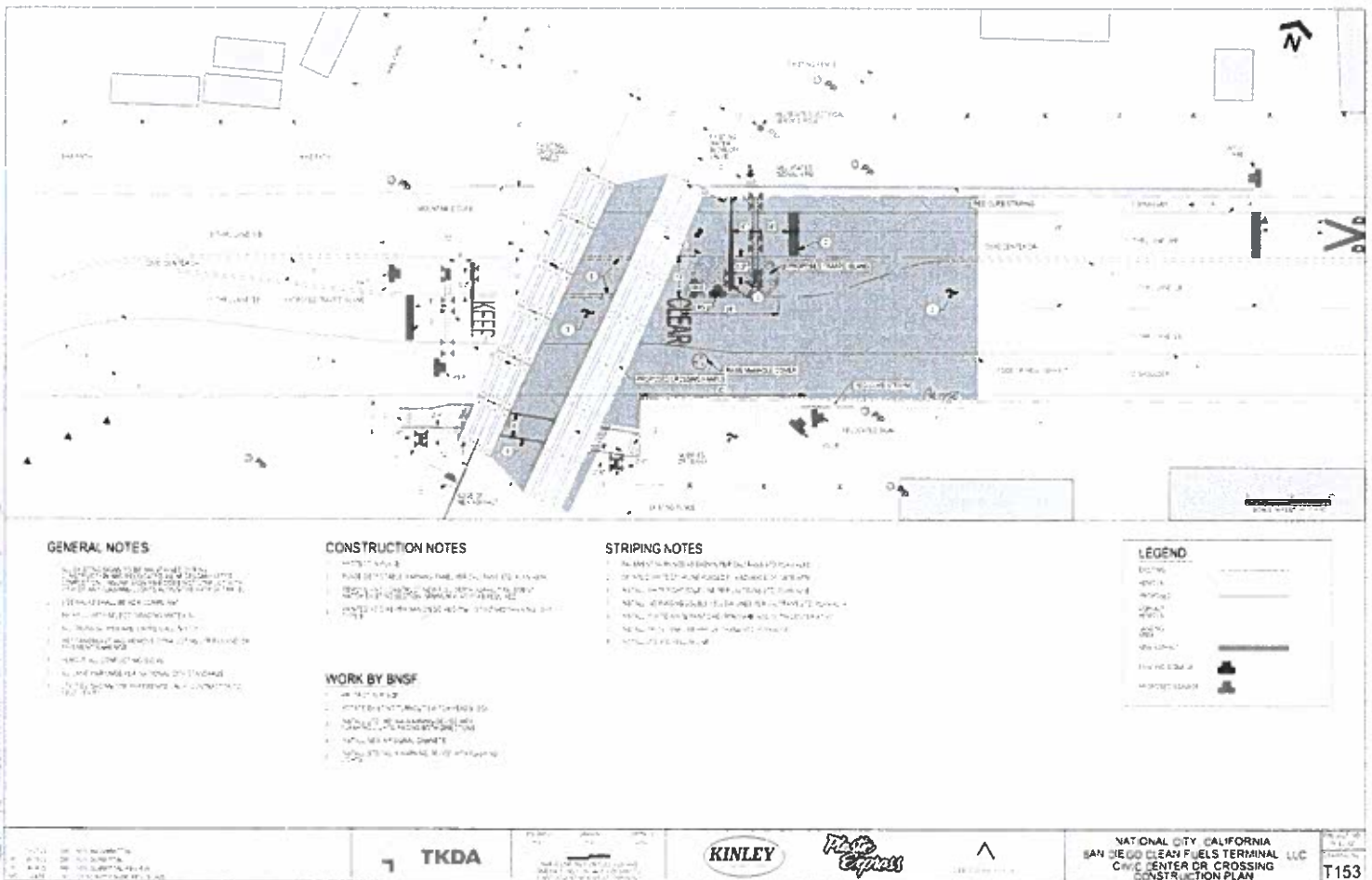
On-going project includes safety improvements to Civil Center Drive, re-profiling the existing 2-lane road east of the crossing, pedestrian sidewalks, warning devices, utility relocation, lighting, pedestrian count survey, and traffic analysis.

### Project Relevance

- Pedestrian Count Survey
- Traffic Analysis
- Crossing/Safety Improvements

### Reference

Ron Percival  
 USD Group, Senior Director – Health Safety  
 Security Environmental  
 281.291.3921  
 rpercival@usdg.com



# Proposed Staffing/Project Organization - Organizational Chart



**CRAIG EDMONDSON, PE**  
Project Manager



**JOHN SHURSON**  
Technical Advisor



**JUSTINO CRUZ, PE\***  
QA/QC Manager

**LEAD DESIGN AND SUPPORT SERVICES**



**ENRIQUE LOMELI, PE\***  
Track and Civil



**ALEX IRIGOIEN**  
Construction Administration  
and Observation



**PATRICK MCLARNON, PH**  
Hydrology and Hydraulics

**LEAD FIELD INVESTIGATION SUBCONSULTANT SERVICES**

**MAGGIE BUCKLEY**  
ENVIRONMENTAL  
(JACOBS)

**JAIME SAEZ, PE**  
CIVIL/SURVEY  
(SCE, INC.)  
(DBE, MBE)

**RICK CAMPBELL**  
SIGNALING  
(BENESCH)

PE\* - Professional Engineer although not registered in the State of Washington

There is no substitute for experience when it comes to successfully completing a project. Our team has the experience, innovative technical skills, and relationships that are needed to assist the City in meeting the goals of this project. Our teams' experience is supplemented with a culture that is historically committed to providing long-term services and a strong desire to serve our clients' needs and exceed their expectations. The team presented here is accustomed to working together on multiple successful projects across the nation.

# Proposed Staffing/Project Organization

## PROJECT MANAGEMENT TEAM

Strong project management is TKDA's specialty and this is one of the reasons behind its many successful projects. Managing large and complex teams require unique skills which TKDA actively fosters and develops in its project managers. Our project managers are the point people through which all communication flows.

**Craig Edmondson**, TKDA's Project Manager, will work closely with the City of Grandview and lead the TKDA project team. Craig recognizes the importance of delivering a successful project to the City of Grandview. Success on this project will not only be measured through adherence to schedule and cost but through improving the safety of the rail crossing at Stover Road, minimizing future risks to the local community.

Craig is a Project Manager for TKDA's West Coast Rail Division, based in Seattle Washington. He is a Professional Engineer in the States of Washington, Idaho, Montana, Nevada and Oregon. With a background in track engineering and utilities, Craig has garnered multi-faceted experience working across Australia, the Middle East, and North America on high-speed rail, heavy rail, light rail, monorail, commuter rail, and freight rail (bulk/intermodal) projects.

He has served in numerous design management and project/program management roles from initial scoping, bidding, and feasibility all the way through conceptual/preliminary engineering to construction phase support.

He has extensive experience in establishing project management systems and overseeing projects/programs/design packages of capital values in the tens of thousands, to projects with capital values exceeding \$1B. Craig has previously worked on three rail crossings in Australia in the roles of Project Manager and Rail Interface Lead. He will be supported on this project by **John Shurson**, in the role of Technical Advisor.

John is a veteran of public projects and knows what it takes to deliver a successful project for the City of Grandview. John brings over 42 years of experience, 37 of those years as a BNSF Railway Company employee working on public projects. He is the perfect addition to the Project Management team.

John has managed over 130 federal crossings and several Quiet Zone projects including projects within the State of Washington. John's relationship with BNSF and his understanding of WSDOT/FHWA standards will be invaluable in navigating this project to a successful outcome for the City of Grandview.

Together, Craig and John, are well positioned to lead the TKDA team on this rail crossing upgrade for the City of Grandview.

## DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

TKDA commits to 14% Total DBE participation on this contract.

The following DBE is a subcontractor to TKDA allowing TKDA to meet the RFQ goal of 14% DBE participation.

### **Saez Consulting Engineers: Certification Number - D5M0019808 (DBE/MBE)**

Our team is augmented with Saez Consulting Engineers to ensure that we achieve or exceed our DBE participation of 14%. Jaime Saez from Saez Consulting Engineers will lead his team of surveyors to undertake the topographical survey for this project. TKDA also will reserve the right to utilize Jaime's vast experience with WSDOT in the review of the civil engineering plans, specifications and estimates as required.

Craig Edmondson from TKDA will be responsible as the person charged with ensuring that the DBE participation commitment is upheld. He will issue, as part of each monthly report, the current (actual vs planned) DBE participation as established for this contract. Craig's details are listed below.

**Name:** Craig Edmondson

**Title:** Project Manager

**Email:** craig.edmondson@tkda.com

**Phone:** 206.919.0157



# Craig Edmondson, PE - Project Manager



Craig Edmondson is a Project Manager for TKDA's West Coast Rail Group. As a Professional Engineer in the State of Washington, Craig has garnered multi-faceted experience working across Australia, the Middle East, and North America on high-speed rail, heavy rail, light rail, monorail, commuter rail, and freight rail (bulk/intermodal) projects. With a background in track engineering and utilities, he has served in numerous design management and project/program management roles from initial scoping, bidding, and feasibility all the way through conceptual/preliminary engineering to construction phase support. He has extensive experience in establishing project management systems and overseeing projects/programs/design packages. He is well positioned to lead the TKDA team on the Stover Road Railroad Crossing project.

**Education:**

Bachelor of Engineering  
Civil (Hons),  
University of South Wales

Bachelor of Commerce  
Accounting  
University of South Wales

**Registrations/Certifications**

Professional Engineer (Civil)  
WA #23000391, ID #P-  
21838, MT #PEL-PE-  
LIC-86738, NV #030823,  
OR #102251PE

Amtrak Engineering  
Contractor Orientation

BNSF Contractor Safety  
Orientation

UPRR Roadway Worker  
Protection

UPRR SMS 2023

eRailSafe

**RELEVANT EXPERIENCE:**

**Program Management Consultant, Sepulveda Transit Corridor PDAs; Los Angeles County Metropolitan Transit Authority (LACMTA), Los Angeles, CA. (2020 - 2022)\***

The Sepulveda Transit Corridor Project is a fixed-guideway transit service running between the San Fernando Valley and Los Angeles International Airport through the Westside of Los Angeles. Value: Program Management Fee ~\$3M annually, Preliminary Development Agreements ~ \$70M each contract, Total Project Value: \$8B - \$12B (expected). Craig's responsibilities included:

- Program management overseeing 2 x Pre-Development Agreements, rail engineering technical reviews, P3 procurement technical advisor
- Setting up and developing project management processes/systems including: Work Breakdown Structure, Document Control, Project Management Plan, File Management Systems, Project Charter, Quality/Requirement Management, Budget and Schedule
- Oversight of project controls, document control, quality/requirements management, managing reviews of all PDA/environmental deliverables
- Interdepartmental coordination between the various Metro departments, external third parties and stakeholders
- Managing cost estimates including capital estimates, lifecycle rehab and replacement, operational and maintenance

**Track Designer/Utilities Designer and Checker/Track Discipline Lead/Area Lead, Erskineville and Hurstville Asset Rationalization, More Trains More Services; Sydney Australia. (2019 - 2022)\***

The More Trains, More Services (MTMS) program of works is a multi-billion decade-long upgrade of Sydney's passenger rail network. Value: Design fee ~\$15M, Construction ~ \$1B. Craig's responsibilities included:

- Lead design reviewer of the contractor's construction staging and methods diagrams for track, overhead wiring, drainage, CSR, signaling (mechanical)
- Design management of the track, overhead wiring, CSR, signaling, drainage for Hurstville, Erskineville and the Asset Rationalization packages
- Providing technical guidance to the contractor on track (including special track work), signaling (mechanical), drainage and CSR as well as supporting the contractor on pricing and estimation
- Writing scoping documents, pricing the design and supporting the engagement of numerous subcontractors

Craig has extensive experience managing rail projects and establishing project management systems and overseeing projects, programs, and design packages.

*\*Projects completed with previous employer*

### **Craig Edmondson, PE - Project Manager (Continued)**

#### **Freight Facilities Package Manager, Etihad Rail Stage 2 and 3, Abu Dhabi - United Arab Emirates (UAE); Etihad Rail, Abu Dhabi, United Arab Emirates (UAE). (2018 - 2019)\***

The Etihad Rail network is a combination of freight and passenger lines which extends across 1,000km and has nearly 40 railway facilities, including logistics sites for freight, passenger stations, stabling and maintenance depots. Upon completion in 2024, the network will link the UAE to Saudi Arabia and Oman. Value: \$50M design fee, construction ~\$3B. Craig's responsibilities included:

- Setting up design and project management systems and processes for the design delivery of over 40 freight and operational/maintenance facilities
- Design management and coordination of international design teams from the USA, UK, UAE, Australia, Poland, India, Spain and Malaysia
- Driving optioneering and site selection studies of both greenfield and brownfield sites for intermodal and bulk freight facilities
- Development of functional and operational layouts of technically complex bulk and intermodal freight facilities
- Development of fleet strategy, cycle times, tractive effort calculations and static terminal simulations
- Management of specialist technical inputs from external subcontractors
- Preparation of tender documentation for D&C contractors

#### **Discipline Lead - Stations/Design Package Lead, Ancillary Buildings and Kit of Parts, Sydney CBD and South East Light Rail Project; ALTRAC Consortium (P3 to TfNSW), Sydney, Australia (2016 - 2017)\***

The CSELR is a brand new light rail system through the center of Sydney and consists of a 12km street running route, 20 Stations (including a prototype), maintenance facilities and two stations. Value: Design fee ~ \$50M, Construction ~ \$2.2B. Craig's responsibilities included:

- Design management of 20 stations including a prototype, a subterranean Operational Control Centre, three driver facility buildings and Kit of Parts
- Resource management of an international team of twenty engineers, modelers and drafters

#### **Project Manager/Track Designer/CSR (Utilities) Designer, Multidisciplinary Design Panel (Various Projects); Sydney Trains, Sydney, Australia (2014 - 2018)\***

The Multidisciplinary Design Panel (Panel 80 and MSA) for Sydney Trains was an ongoing Panel for the provision of design support services to the existing brownfield Sydney Trains railway network. Value: Average design fee under \$300K. Craig's responsibilities included:

- Project management, track and utilities designs on various brownfield projects including, grade crossing improvements, substation upgrades, power supply designs for the Pantograph Condition Monitoring System, utility installations and numerous special trackwork renewals.



## John Shurson - Technical Advisor



### Education:

Bachelor of Science  
Geography  
University of  
Wisconsin-LaCrosse

Diploma-Civil Tech  
Dunwoody Industrial  
Institute

### Registrations/Certifications

eRailSafe

### FHWA - Federal Highway Administration

Member from 2009-2017

Railroad and Light Rail  
Transit Highway Grade  
Crossings Subcommittee

National Committee on  
Uniform Traffic Control  
Devices (MUTCD)

In addition to John's 37-year career at BNSF, he brings a unique set of skills to this project. John has overseen Project Managers on numerous grade crossing improvement projects and Quiet Zone projects in Washington and across the nation.

John Shurson is no stranger to the rail industry. He is a former BNSF Railway employee with over 42 years of experience. He led track maintenance projects in California, Minnesota, North Dakota, and Texas. John is adept at negotiating railway-public agency agreements for highway/rail grade crossing improvements. His knowledge and years of experience gained throughout his career is an asset to the team, the clients he serves, and leads to successful projects.

### RELEVANT EXPERIENCE:

#### **BNSF Assistant Director Public Projects, Grade Separation and Railway Coordination Projects, BNSF, Various Locations (2002-2017)\***

John supervised Managers of Public Projects covering nine western States and one Canadian Province including the State of Washington. In the State of Washington, he supervised BNSF Manager of Public Projects on the following WSDOT projects:

- Federal Section 130 funded highway-railroad grade crossing improvement projects
- Federal Section 130 funded grade highway-railroad grade separation projects
- State Highway projects that required railway coordination

#### **BNSF Assistant Director Public Projects, Placentia Quiet Zone, BNSF, Placentia and Anaheim, CA\***

John represented BNSF and supervised BNSF Manager of Public Projects for the review and approval of agency plans for the establishment of a FRA approved Quiet Zone between MP 39 and MP 45 on the BNSF San Bernardino Subdivision. He was responsible for the approval of plans, creation of cost estimates and drafting required Agreements between the railway and the City of Placentia. His duties included working with multiple stakeholders including California Public Utilities Commission (CPUC), City of Placentia, City of Anaheim and Orange County Transportation Agency (OCTA).

#### **BNSF Assistant Director Public Projects, Orangethorpe Corridor Grade Separations, BNSF, Placentia, Fullerton and Anaheim, CA\***

Project eliminated at Raymond, Ave, St. College Ave, Placentia Ave, Melrose St, Kramer, Ave, Orangethorpe Ave, Tustin Ave and Lakeview St. He was responsible for the approval of plans, creation of cost estimates, and drafted required Agreements between the railway and the Cities of Anaheim, Fullerton and Placentia. Duties included working with multiple stakeholders including California Public Utilities Commission (CPUC), Cities of Anaheim, Fullerton and Placentia.

#### **BNSF Assistant Director Public Projects, Various Quiet Zones on the NCTD San Diego Subdivision, BNSF, San Diego, CA\***

John represented BNSF and supervised BNSF Manager of Public Projects for the review and approval of Agency plans for the establishment of a FRA approved Quiet Zone between MP 226 and MP 269 on the NCTD San Diego Subdivision. He was responsible for the approval of plans, creation of cost estimates, and drafted required Agreements between the railway and the Cities of San Clemente, Oceanside, Delmar, Escondido (Escondido Subdivision) and San Diego. Duties included working with multiple stakeholders including California Public Utilities Commission (CPUC), Cities within the rail corridor and North County Transit District (NCTD).

\*Projects completed while with BNSF

## Justino Cruz - QA/QC Manager



Justino manages rail projects in TKDA's West Coast branch with over 20 years of experience. He is an expert at developing solutions for the railroad industry that deliver lasting value, including new track construction, consulting support, maintenance, rehabilitation, operational and logistic strategies, and cost-benefit analysis. Justino provides engineering design services to Class I railroads, shortlines, port authorities, business and industrial parks, trans-loading and intermodal entities, regional freight railroads, and rail-served industries. Justino is a valuable team member in all areas of multi-disciplinary railroad projects including, preparation of construction plans, specifications, and estimates; layout and geometric design; surveying; track alignment; grading; maintenance, and construction technologies. As Quality Manager, Justino implements the Quality Management Plan and monitors its execution throughout the duration of a project.

### Education:

Masters of Engineering,  
Construction Engineering  
and Management  
University of Michigan

Bachelor of Science  
Civil Engineering  
Universidad Iberoamericana,  
Mexico DF

### Registrations/Certifications

Engineer - CA #80548

AREMA

ASCE

California Office of Water  
Powers - SWPPP Developer  
and Practitioner

Certified Track Inspector

eRailSafe

Amtrak Contractor  
Orientation

BNSF Contractor Safety  
Orientation

UPRR Roadway Worker  
Protection

UPRR SMS 2022

### RELEVANT EXPERIENCE:

#### **QA/QC Manager, Modesto and Turlock Amtrak Passenger Platforms, BNSF, Modesto and Turlock, CA**

TKDA was selected to complete Design Engineering and Construction Management services for two New Amtrak Platforms at the existing Modesto and Turlock-Denair Amtrak Stations in Northern California. Additionally, BNSF has requested up to three options for pedestrian crossings be considered for conceptual design with one option proceeding to a 100% design: "Maze" double track crossing, center platform layout, and overhead pedestrian bridge crossing.

#### **QA/QC Manager, Ono Lead Extension, BNSF, San Bernardino, CA**

Served as the QA/QC Manager for services for the extension of the existing Ono Lead into the San Bernardino Intermodal Facility (IMF) to provide extra capacity off the main line and increase velocity.

#### **QA/QC Manager, Merced to Stockton 2MT Segment 3 & 4, BNSF, Hughson, CA**

Construction of approximately 9 miles of a second Main Line Track. Project management services and structural design, coordination with CPUC, Caltrans, and several agencies to modify 10 at-grade crossings along the corridor.

#### **QA/QC Manager, New Amtrak Passenger Platform in Merced, BNSF, Merced, CA**

TKDA completed engineering design and construction management services of a new 600-foot Platform at the existing Amtrak Station in Merced, CA. This project was coordinated by BNSF with funding from Caltrans. The project scope included new passenger platform, hand railing, lighting, signage, and inter-track fencing. The platform design required a shallow pier foundation system adjacent to the existing track to minimize impacts to the active rail corridor, and the potential shoring cost impacts to the project.

#### **QA/QC Manager, Southern California Auto and IMF Expansion, BNSF, San Bernardino, CA**

TKDA was retained by BNSF for Design Engineering and Construction Management Services to facilitate a number of Intermodal and Auto Facility expansion projects throughout Southern California.

Justino's mission is to empower his team, create professional growth opportunities, and provide a safe environment to share ideas encouraging creativity. He strives to create a similar environment when working with clients as well.

## Enrique Lomeli - Track and Civil



### Education:

Bachelor of Science  
Civil Engineering  
California State Polytechnic  
University, Pomona

### Registrations/Certifications

Engineer - CA #C-91511  
California Stormwater  
Quality Association –  
Qualified SWPPP Developer  
and Practitioner(QSD/QSP)  
#27938

eRailSafe

UPRR Contractor Orientation

BNSF Contractor Orientation

KCS Contractor Orientation

FRA 214 Subpart C Worker  
Protection

UPRR SMS 2023

Enrique is driven by the outcome of collaborative team efforts; knowing that it makes an impact in the lives of many people and their communities.

He works diligently to be part of meaningful and impactful projects.

Enrique looks forward to collaborating with the City and other stakeholders to complete the safety improvements.

Enrique Lomeli demonstrates his extensive experience in civil site design and alignment geometry for track layouts and roadways and consistently delivers projects in a proficient and timely manner. He conducts research, designs and manages projects and performs quality control/quality assurance procedures for Class I Railroad capital improvement projects. He is a California Registered Civil Engineer, qualified SWPPP Developer/Practitioner, and assists with the development of SWPPP documents and BMP site inspection reports. He is bilingual (Spanish) and versed in Bluebeam Revu, Microstation/Inroads, AutoCAD, and Microsoft Office products.

### RELEVANT EXPERIENCE:

#### **Project Engineer, Stockton Intermodal Facility, BNSF, Stockton, CA**

Provided design support for the expansion of the existing Stockton Intermodal Facility, including new track construction, parking lot expansions, track pavement conversions, erosion control, and Stormwater Pollution Prevention Plan (SWPPP) documents.

#### **Project Engineer, Ono Lead Extension, BNSF, San Bernardino, CA**

Provided design and review services for the extension of the existing Ono Lead into the San Bernardino Intermodal Facility (IMF) to provide extra capacity off the main line and increase velocity.

#### **Assistant Project Manager, Muscat Spur Development, BNSF, Fontana, CA\***

#### **Project Manager, Landfill Cap & Parking Lot Repairs, San Bernardino International Airport Authority, San Bernardino, CA\***

#### **Track/Civil Lead, Logistics Center Stockton, BNSF, Stockton, CA\***

#### **Design Engineer, QSP, Mt. Vernon Intermodal Facility Expansion, BNSF, San Bernardino, CA\***

#### **Track Design Engineer, California High-Speed Rail Los Angeles-Anaheim Segment 30% Design, BNSF, San Bernardino, CA\***

#### **Design Engineer, Barstow Erosion Control, BNSF, Barstow, CA\***

#### **Design Engineer, Old Santa Fe Yard, BNSF, Los Angeles, CA\***

#### **Design Engineer, Needles Yard 4th Mainline Track, BNSF, Needles, CA\***

#### **Design Engineer, San Bernardino Intermodal Facility Track 7 Expansion, BNSF, San Bernardino, CA\***

#### **Design Engineer, Hobart Intermodal Facility Pavement Improvement, BNSF, Commerce, CA\***

#### **Design Engineer, BNSF A-Yard Facility Repairs, BNSF, San Bernardino, CA\***

#### **Track/Civil Lead, I-605 Temple Ave. Widening Project, UPRR/Metrolink, La Puente, CA\***

#### **Track Design Engineer, Laredo to Nuevo Laredo International Bridge, Kansas City Southern Railroad, Laredo, TX\***

#### **Design Engineer, UDOT 24th Street Interchange Expansion, Union Pacific Railroad, Ogden, UT\***

\*Projects completed with previous employer

## Alex Irigoien - Construction Administration and Observation



### Education:

Bachelor of Science  
Civil Engineering,  
Emphasis in Structures  
Montana State University  
Montana Tech  
University of Montana -Butte

### Certifications

Amtrak Contractor  
Orientation  
BNSF Contractor Safety  
Orientation  
FRA Part 219 Alcohol and  
Drug Used For All Roadway  
Workers  
Roadway Worker Protection  
UPRR Roadway Worker  
Protection  
UPRR SMS 2023

Alex has extensive experience in construction management, stormwater management, field engineering, and project management.

Alex Irigoien, a Civil Engineering alumnus of Montana State University, is an Engineering Specialist with the Rail Division of TKDA's Seattle, Washington office. Alex's construction management experience includes pre-construction meetings, permitting in preparation for construction activities, monitoring work for contractors and subcontractors in compliance with the construction contracts, plans and specifications, schedule management, daily reports, safety inspections and assessments, project weekly progress meetings, project closeout, record keeping and reporting.

### RELEVANT EXPERIENCE:

#### Assistant Project Manager, Ono Lead Extension, BNSF, San Bernardino, CA

TKDA provided design and construction management services for the extension of the existing Ono Lead into the San Bernardino Intermodal Facility (IMF) to provide extra capacity off the main and increase velocity.

#### Project Construction Manager, Sand System Replacement, BNSF, Vancouver, WA

Provided Construction Management services for construction of the Sand System Replacement project consisting of installing the new sand system and demolition of the existing system in the Vancouver yard. Reviewed and verified compliance to plans and specifications for all civil, mechanical, and electrical elements. Observed and reviewed QA/QC testing for contract compliance; performed and maintained BNSF safety audits of all onsite personnel, equipment, and procedures. Coordinated weekly project meetings and provided project meeting minutes and agenda. Provided daily photos and reporting log to clients and maintained construction related records for client.

#### Inspection Coordinator, Lander Street Overpass, BNSF, Seattle, WA

Representative on behalf of BNSF during City of Seattle owned construction of the Lander Street Overpass including site observation and back-office support. Inspection/Coordination duties included review of onsite safety (work procedures, clearances, and worker credentials) via audit; coordination of submittal review of all railroad related construction elements; railroad related project record management and daily/weekly reporting.

#### Inspection Coordinator, Mariposa IMF 2018 Pavement Repairs, Stockton, CA

Construction Engineer on behalf of BNSF during the 2018 Pavements Repair project at the Mariposa Intermodal Facility. Attended weekly and special construction meetings in office and in-field on behalf of BNSF. Observed and reviewed contractor employee safety, site safety and required safety documentation; coordinated field meetings to review potential conflicts, utility location agreements, and safety related discussions. Provided daily progress reporting and maintained records of meeting minutes, approved submittals, and all safety audits.

#### Inspection Coordinator, Mariposa IMP East Lead Track Extension, BNSF, Stockton, CA

Provided Construction Management services for construction of the East Lead Expansion project consisting of approximately 8,000 feet of lead track and grade construction and two new railroad bridges at MP 1111.3 and MP 1111.8 on the east end of the Mariposa Intermodal Facility. Reviewed and verified compliance to plans and specifications for all elements track and bridge construction, excavations within railroad envelope, and utility relocations/protections. Observed and reviewed QA/QC testing for contract compliance; performed and maintained BNSF safety audits of all onsite personnel, equipment, and procedures. Provided daily photo and reporting log to clients and maintained construction related records for client.

#### Construction Manager, Water Main Replacement, UPRR, Klamath Falls, OR

Provided construction management services related to the Water Main Replacement project at UPRR's facility located in Klamath Falls, OR. TKDA previously provided design.

# Patrick McLarnon, PH - Hydrology and Hydraulics



Professional Hydrologist Patrick McLarnon, with 24 years of experience, develops and implements water resource designs for public and private entities. His expertise includes hydrologic and hydraulic modeling, water quality modeling, permitting, drainage plans, and design of stormwater basins, wetlands, culverts, storm sewers, erosion control, and open channels. Patrick organizes teams, manages schedules, and clearly communicates project goals to both design professionals and the public. He designs, manages, permits, and reviews hundreds of water resource engineering and construction projects across the nation.

**RELEVANT EXPERIENCE:**

**Project Hydrologist, King Street Maintenance Facilities Phase 3 and 4, Amtrak, Seattle, WA**

Provided hydrological services for the design and construction of the upgrade of the existing service and inspection pits building, the construction of a new service and inspection building, as well as construction of a new Locomotive Shop.

**Project Hydrologist, Dike Grading and Liner Addition, BNSF, Seattle, OR**

Responsible for stormwater modeling for the site, permit coordination, preparation of erosion control plans, and development of the construction SWPPP.

**Project Hydrologist, Devils Lake Grade Raise, BNSF, Devils Lake, ND**

Responsible for wetland impact permitting, locating mitigation site, and preparation of CATEX for project to receive federal funding.

**Project Hydrologist, Southwest Light Rail Transitway, Metropolitan Council, Hopkins, St. Louis Park, and Minneapolis, MN**

TKDA provided preliminary engineering services for 20 new LRT, freight rail and highway bridges, 13,000 lineal feet of retaining walls, and water resources along the 8.5-mile Eastern Segment of this 15.8-mile LRT route. Patrick was responsible for leading the water resources design to meet regulatory agency and environmental document requirements.

**Project Hydrologist, Bridge 91.3 Hydraulic Analysis, BNSF, Aitkin, MN.**

Responsible for waterway hydraulic analysis and scour assessment for the proposed replacement structure over the Ripple River in the City of Aitkin. The analysis was completed using HEC-RAS

**Project Hydrologist, Gavin Yard, BNSF, Minot, ND**

Responsible for drainage analysis of the entire yard to prepare for the phased construction of the fueling facilities. The design includes extensive modeling to meet local permitting requirements for rate control. Permitting coordination is required with local agencies, as well as with the U.S. Army Corps of Engineers for potential wetland impacts and mitigation.

**Project Manager, Structures Permitting, BNSF, Various States**

Responsible for program management of permitting for structure replacements and repairs for the Chicago, Montana, and Twin Cities Divisions. Projects generally include field assessments for environmental triggers (cultural resources, protected species, wetlands, etc.); submittal of permit applications for Federal, State, and Local agencies; preparation of permit summary/requirement documents for field staff; and field support for compliance. Average annual workload includes the approval of more than 150 permit applications.

**Education:**

Bachelor of Science  
Hydrology  
University of Minnesota

**Registrations/Certifications**

Professional Hydrologist  
American Institute of  
Hydrology #05-H-1632

Certified Professional in  
Design of Stormwater  
Pollution Prevention Plans  
(SWPPP) and Site  
Management - MN

BNSF Contractor Safety  
Orientation With Roadway  
Worker Protection

eRailSafe

Patrick brings 24 years of hydrologic and hydraulic experience. His experience is invaluable on all the projects he supports.

## Maggie Buckley - Environmental



### Education:

Masters of Public Administration  
Environmental Policy,  
University of Washington

Bachelor of Science  
Economics and  
Environmental Studies,  
University of Redlands

### Accreditations

LEED Accredited  
Professional

Maggie is trained in environmental justice, growth management act, reader-friendly documents, GIS, and government-to-government.

Over the past two decades, Maggie has specialized in environmental documentation and permitting for federalized transportation projects throughout the Pacific Northwest. Maggie has worked with WSDOT, BNSF, and many other Pacific Northwest agencies as an environmental task lead on numerous projects, both contributing to and managing environmental teams. Her experience with NEPA and SEPA documentation ranges from preparation of Categorical Exclusions/Exemptions for small improvement projects to Environmental Impact Statements for large, complex projects. Maggie's experience with transportation projects ranges from initial planning to construction, serving as an interface between design teams and regulatory agencies to obtain local, state, and federal permits. As a result, she has navigated the environmental process from all angles and has learned to identify both risks and opportunities in a context-sensitive environment. Maggie currently serves as the Northwest planning discipline lead for Jacobs' talented team of planners, providing strategic guidance on NEPA, SEPA, and permitting documentation throughout the Northwest.

### RELEVANT EXPERIENCE:

#### **NEPA and Permitting Planner, Sandpoint Junction Connector Project, BNSF, Sandpoint Junction, ID**

The project included two new bridges across Lake Pend Oreille and approximately three miles of rail track for more efficient operations in the BNSF Northern Tier of Western US. The project required an extensive NEPA EA, Section 106 consultation, an ESA BA/BO, CWA 401/402/404, Rivers and Harbors Act Sec. 9/ Sec. 10, and other permitting. Maggie served as the NEPA lead responsible for preparation of a complex EA for the Coast Guard. Other relevant project experience helping BNSF and WSDOT obtain environmental approvals includes:

- Sumner Staging Tracks Project, BNSF, Sumner, WA
- Bridge 00500-0006.3 Replacement Project, BNSF, Seattle, WA
- LS 0047 Bridge 24.8 Replacement Project, BNSF, Camas, WA
- Maytown Logistics Center Project, Thurston County, WA

#### **NEPA and Permitting Planner, LS 0047 Bridge 72.18 Replacement Project, BNSF, Skamania/Klickitat County, WA**

#### **NEPA and Permitting Planner, LS 0050 Bridge 70.0 Replacement Project, BNSF, Skagit County, WA**

#### **NEPA and Permitting Planner, Custer to Ferndale Double Track Project, BNSF, Whatcom County, WA**

#### **NEPA and Permitting Planner, Bridge 12A (0409-0007.6) Maintenance Project, BNSF, Anacortes, WA**

#### **NEPA and Permitting Planner, Bridge 7.1 (0409-0007.1) Maintenance Project, BNSF, Anacortes, WA**

#### **NEPA and Permitting Planner, LS 0052 Bridge 70.4 Rebuild Project, BNSF, Winlock, WA**

#### **NEPA and Permitting Planner, LS 0047 Wind River Bridge Replacement Project, BNSF, North Bonneville, WA**

#### **NEPA and Permitting Planner, LS 0052 Bridge 125.8 Replacement Project, BNSF, Longview, WA**

#### **NEPA and Permitting Planner, I-90 Snoqualmie Pass East, Avalanche Structures Supplemental EIS, WSDOT, Kittitas County, WA**

#### **NEPA and Permitting Planner, SR 17 and SR 22 Widening, WSDOT, Grant County, WA**

#### **NEPA and Permitting Planner, I-5 Widening, Mellen Street to Blakeslee Junction, WSDOT, Lewis County, WA**

## Jaime Saez, PE - Civil/Survey



### Education:

Bachelor of Science  
Civil Engineering,  
Washington State University  
University of Washington  
Cold Regions Short Course  
University of Washington  
Foster School of Business,  
Ascend Seattle Program

### Registrations/Certifications

Civil Engineer - WA #26173,  
OR, AK

Jaime brings expertise in bollard design, traffic control, utility design, utility relocation, municipal infrastructure, stormwater design, ADA grading, and sanitary sewer design.

Jaime brings over 35 years of professional experience in infrastructure design and construction throughout the Pacific Northwest. He has worked as the lead civil engineer and project manager for a variety of project types including transportation, public safety, justice and courts, higher education, civic buildings, and municipal clients like Sound Transit, Port of Seattle, SDOT, and WSDOT. His analytical approach to problem-solving combined with his common sense and in-depth knowledge of federal, state, and local agency requirements allows him to effectively analyze and resolve complex issues to move projects forward. He also recognizes the common issues associated with institutional developments and public accessibility, security, utility services, service access, and owner/architect vision.

### RELEVANT EXPERIENCE:

#### Principal Engineer, SR 509, I-5 to 24th Avenue S - New Expressway D-B Project

(Sub to Jacobs) Principal engineer of utility relocations of water lines, responsible for sizing and calculations for non-standard pipe diameters, oversight of team's performance and checking design conformance with standards. The Project will provide an alternate route to I-5 through Seattle, reducing traffic congestion, connecting freight links, and alternate access to SeaTac airport.

#### Principal Engineer, I-405 Bus Rapid Transit, Express Lanes, Renton to Bellevue, D-B Project

(Sub to Wood) Principal engineer of utility relocations of water and sewer lines, responsible for oversight of staff, quality assurance, and quality control.

#### Manager, SR 99 Bored Tunnel Project and Alaskan Way Viaduct Replacement

(Sub to HNTB) Jaime was responsible for managing the design and permit documents for the relocations of SPU and SCL utilities at the north and south portal areas. These included electrical underground (UG) and overhead (OH) duct bank relocations for 13.8, 26, and 115kV systems as well as water and sewer facilities. He also managed the utility and settlement monitoring program.

#### Lead Civil Engineer, Ship Canal Water Quality Project, Ballard, WA

(Sub to MJA) Jaime was the lead civil engineer for the design of street improvements and utility relocations for the 11th Ave NW Outfall, Ship Canal Water Quality Project, with significant impacts to UG utilities including water, sewer, storm, and PSE gas.

#### Team Member, Sound Transit Puyallup and Sumner Stations Parking and Access Improvements

(Sub to HNTB) Reviewed and coordinated the utility and stormwater improvements as part of the RFP bid package released in March 2022.

## Richard (Rick) Campbell - Signaling



Rick is a nationally recognized expert and thought leader in railway signal design and rail grade crossing safety. His knowledge encompasses design and construction of rail grade crossings, quiet zones, traffic signal preemption, signal design, wayside horns and traffic signal interconnection. Rick has served on numerous federal committees and working groups to develop standards and recommended practices for rail and traffic signal systems that are currently used throughout the United States. He is also a published author on the topic of grade crossing warning systems. Rick has leveraged this experience to develop innovative products for special applications in the rail signal industry, some of which have been patented. Among them are the wayside horn, railroad preemption interface, four-quadrant gate control and intelligent serial interconnection for traffic signal preemption.

### Education:

Bachelor of Science  
Electronics Engineering  
University of Maryland

### Accreditations

Operation Lifesaver  
Railway Investigation and  
Safety Course for First  
Responders  
Certified Train the Trainer/  
Presenter

### RELEVANT EXPERIENCE:

#### **Project Principal, Grade Crossing Safety Assessments, New York MTA**

This grade crossing assessment contract from MTA on the Long Island Rail Road and the Metro-North Railroad which included review of the railroad-highway grade crossing and all elements owned and maintained by the railroad and the road authorities, as well as related elements such as pedestrian flow, station stops and nearby bus stops. Rick was responsible for conducting assessments, and reporting findings and solutions to the MTA Chief Safety Officer and his team at regular intervals. He was also the co-designer of an innovative grade crossing safety system that combines auditory and visual cues for drivers stopped on the tracks at several crossings in New York which resulted in significant reductions of drivers stopped on the tracks. This system is currently under study through New York State DOT and FHWA as part of this project Rick is responsible for reviewing both grade crossing and wayside signal design circuits for preemption approach modifications. He began this project as an employee for CTC, Inc. (CTC) and since transitioning to Benesch is completing project efforts as a subconsultant to CTC.

#### **Project Principal, Preemption Project, BNSF Railway/UPRR, Systemwide**

Beginning in 2010, Rick oversaw quality control for preemption teams that reviewed and evaluated the preemption design at interconnected crossings across BNSF and UPRR systems. This work was divided into two phases. Under Rick's direction, CTC completed Phase I review, including assessments and recommendations, and developed a field Preemption Grade Crossing form for the Public Works managers. These projects are now in Phase II with each railroad, which includes developing "order of magnitude" costs. OOM costs require significant grade crossing and wayside signal system circuit design experience to develop project estimates. He assists with preemption design and implementation plans, identifying funding sources to ensure the preemption at the crossing can perform as designed and performing preemption operation in-service testing. Rick began this project as an employee for CTC, Inc. (CTC) and since transitioning to Benesch is completing project efforts as a subconsultant to CTC.

#### **Signal Design, Grade Crossing and Wayside Design System, UPRR, Systemwide**

Rick was responsible for overseeing a team of signal designers for grade crossing and wayside design for Union Pacific Railroad. Grade crossing warning system design frequently requires work in signaled territory to properly circuit different types of warning systems. He began this project as an employee for CTC, Inc. (CTC) and since transitioning to Benesch is completing project efforts as a subconsultant to CTC.

#### **Prior to joining Benesch, Mr. Campbell was involved in the following:**

- Ohio DOT - Preemption Project
- Various Clients - Shortline & Commuter Railroad Signal Design
- Various Clients - Grade Crossing Signal Projects
- North Carolina DOT - Preemption Training
- Minnesota DOT - Preemption Training

Rick is a nationally recognized expert in railway signal design and grade crossing safety. He will lead the signaling efforts.



# Approach to Project

## PROJECT UNDERSTANDING

TKDA understands that the City of Grandview is soliciting Request for Qualifications for Civil and Structural Engineering Design and Construction Engineering Services for the Stover Road Railroad Crossing. The work to be performed consists of providing professional services to prepare Plans, Specifications and Estimates (PS&E), construction administration and observation, environmental documentation and permit preparation, surveying, project management, and geometrics and hydraulics engineering for the Stover Road Railroad Crossing Improvements.

The proposed project location is located adjacent to the Stover Road and Wine Country Road intersection and intersects Stover Road and the Burlington Northern Santa Fe Railway (BNSF) Railroad Track, near Milepost 48, in the Granger Subdivision. There is an existing street light intersection immediately to the north of the at-grade crossing for traffic traveling in the North/South direction along Wine Country Road and for traffic entering/exiting the

Interstate-82 Freeway in the East/West direction. The crossing currently features railroad gates and flashers on both sides of the intersection.

This project is being funded by the FHWA through the Rail-Highway Crossing (Section 130) Safety Program. This program provides funds for the elimination of hazards at railway-highway crossings. The Section 130 Program has been correlated with a significant decrease in fatalities at railway-highway grade crossings.

It is imperative that Stover Road Railroad Crossing be upgraded to deter pedestrians on the Lower Yakima Valley Pathway from cutting across tracks. The train detection at the railroad crossing is also required to be upgraded, from the current active protection (which is "motion detection") to the latest technology (which is "constant warning"). Similarly, the highway signal interconnection that currently exists is classified as "simultaneous," this will need to be upgraded to "advance" preemption.

## PROPOSED APPROACH TO SERVICES FOR IMPROVEMENTS

1. Determine roadway stakeholders of Stover Road grade crossing project, nearby Wine Country Road, including traffic control at the roadway intersection and I-84 (City of Grandview, County of Yakima, WSDOT).
2. Meet with City of Grandview (Public Works) and regulatory Agencies (WUTC (and FRA if a Quiet Zone is to be included in the project) to discuss their vision of roadway and railroad improvements that include number of traffic lanes, sidewalks, bike lanes and future Quiet Zone improvements. Additionally, inquire of funding sources (i.e. Federal Section 130 funds, State WSDOT and WUTC funds).
3. Meet with the railway company, BNSF (Public Projects) and discuss railroad requirements of relocation and use of new or reuse of railroad grade crossing surface / track structure and signal active warning devices. Identify the requirements for train detection circuitry for the active warning devices, the requirements for interconnection circuitry between the railroad warning devices and the roadway traffic signals at the Intersection between Stover Road and Wine Country Road.
4. Produce pedestrian study and plan for movement across the railroad grade crossing and nearby Lower Yakima Valley Pathway.
5. Produce conceptual grade crossing plan and profile exhibit and share with City of Grandview and BNSF.
6. Schedule and lead Diagnostic Field Survey/Meeting with stakeholders (City of Grandview, BNSF, WSDOT, WUTC). Present and seek concurrence of proposed improvements and determine the level of warning devices that is deemed adequate by the WUTC.
7. Determine if existing railroad easement to the City is adequate and, if necessary, prepare exhibit that indicates additional easement area and submit to the BNSF's property agent (Jones, Lange and LaSalle 'JLL').
8. Request estimated costs of Railroad reimbursable work for track (civil) and signal work associated with the project.
9. Investigate if underground utilities (public and private) are effected by the project, and if necessary, acquire plan and cost estimate of modifying/relocating utilities.
10. Prepare and submit an application to the WUTC requesting to modify the grade crossing.
11. Optional - Prepare and submit an application to FRA to establish a Quiet Zone at the subject crossing.
12. Prepare and negotiate Construction and Maintenance Agreement between the City of Grandview, WSDOT and BNSF.
13. After project is approved, provide Construction Management services for project.

### Acronyms legend:

WSDOT - Washington Department of Transportation

WUTC - Washington Utilities and Transportation Commission

FRA - Federal Railroad Administration

BNSF - Burlington Northern Santa Fe Railway Company

# Approach to Project

## PROJECT MANAGEMENT

TKDA recognizes the importance of having well defined project management processes and communication protocols with the City of Grandview. Craig Edmondson, TKDA's Project Manager, will lead the TKDA team. TKDA will work closely with the City of Grandview following the issuance of NTP to establish a client kick-off meeting, in parallel, commencing the draft Project Management Plan (PMP). Following the client kick-off meeting, the TKDA team will hold an internal kick-off meeting to establish expectations, roles and responsibilities within the team.

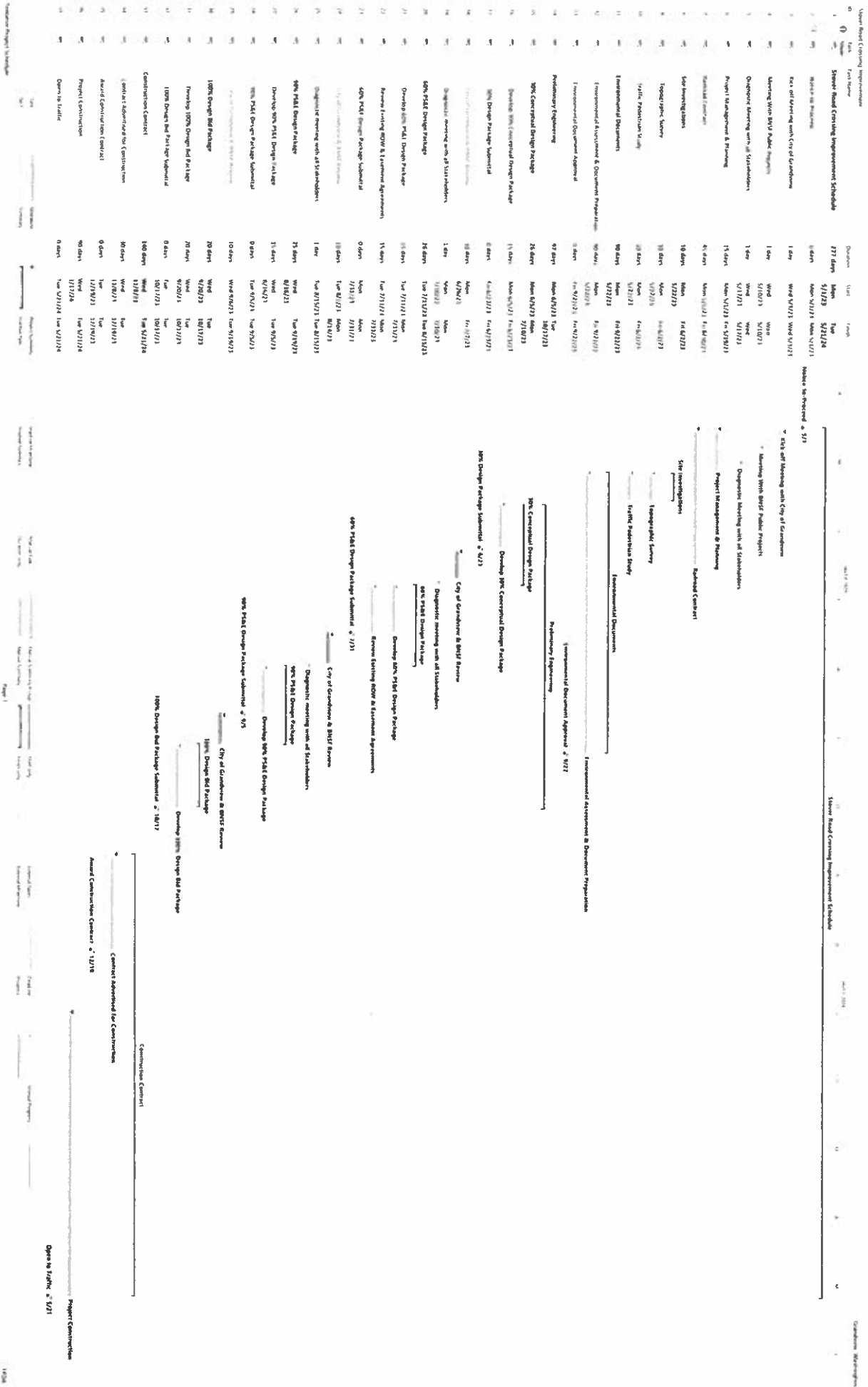
All communications between the TKDA team will be handled via the TKDA Project Manager and the City of Grandview's Project Manager. This will be defined through the communication plan as an appendix to the PMP. Quality assurance/quality control will be overseen by TKDA's QA/QC Manager Justino Cruz in close coordination with the Project Manager. The QA/QC processes will be detailed in the QMP as an appendix to the PMP.

Monthly progress reports will be submitted to the City of Grandview as detailed below to provide transparency to the City of Grandview on the project status.

Deliverable/Scope Item	Description	Anticipated Timing
Kick-off Meeting	Facilitation of meetings, providing any agendas/materials and meeting notes (with revisions as required)	Materials/Agendas (Meeting -2 days) Meeting Notes (Meeting +2 days)
Draft PMP	Project team and organization structure; scope of services; project schedule (MS Project format); communications plan; quality management plan; and risk analysis plan	NTP +14 days
Final PMP	As above with incorporation of KCM review comments	Revised draft +7 days from comment receipt
Monthly Reports	Progress report to include: Monthly status update on all active work orders (planned versus actual); and qualitative description of work completed in the month invoicing status; Meetings held; Monthly schedule update; DBE utilization update; Forward look ahead for next month.	Month end +5 days
Meetings	As required: any changes to team structure, risk status or quality Facilitation of meetings, providing any agendas/materials and meeting notes (with revisions as required)	Materials/Agendas (Meeting -2 days) Meeting Notes (Meeting +2 days)

TKDA will accommodate the Project's anticipated design and construction schedule as we realize the importance of dependent factors such as stakeholder communication and coordination, permitting, funding sources, BNSF operations, the construction contractor's schedule, and weather. Please refer to the following page for a preliminary project schedule. Throughout the project duration, Craig Edmondson as the Project Manager will monitor and report to the City of Grandview any foreseeable deviations from the projected schedule.

# Approach to Project - Project Schedule



# Approach to Project

## QUALITY ASSURANCE/QUALITY CONTROL

TKDA's in-house auditing program offers a streamlined management effort intended to provide a service that meets or exceeds our client's expectations.

Our Project Manager, **Craig Edmondson** will work closely with **Justino Cruz** as the QA/QC lead. Justino will ultimately be responsible for the Project's quality and the implementation of the QA/QC Plan. Individual QA/QC Managers will also facilitate the process so that the Plan is properly implemented for their respective design groups and that each team member understands and follows through on the QA/QC Plan.

TKDA's reputation is built on providing quality designs and documents and is a key feature that we seek in our partners and subconsultants. We work to design constructible projects with material and system selections paired with the capabilities of the local construction trades and continually work with contractors to understand labor and material challenges, consider equipment availability, site constraints, and weather impacts to appropriately tailor crossing improvements to ensure that the desired quality can be achieved.

Justino Cruz will implement and oversee the Project's internal Quality Management Plan throughout the duration of the Project. TKDA uses an array of strategic advisory meetings, detailed schedules, and project documentation to foster interactions between design disciplines to help ensure each discipline knows what other's design objectives are and works together to achieve common goals. As a periodic check, we also employ robust quality assurance measures at each design phase to stay abreast on potential conflicts.

The quality control of drawings and documents is also critical to successful construction implementation. TKDA conducts an in-house third-party experienced professional review of drawings and specifications to minimize errors, so documents convey the design intent to the contractor. Once in construction, we maintain an open dialogue with contractors to provide prompt confirmations, clarifications, or required revisions to expedite progress.

## FAMILIARITY WITH WSDOT/ FHWA STANDARDS

TKDA's Technical Advisor, John Shurson, has years of experience and is familiar with WSDOT and FHWA standards.

### WSDOT - Washington Department of Transportation

John served as BNSF's Assistant Director for Public Projects (2002-2017) and supervised Managers of Public Projects covering nine western States and one Canadian Province including the State of Washington. In the State of Washington, he supervised BNSF Public Projects on the following WSDOT projects:

- Federal Section 130 funded highway-railroad grade crossing improvement projects
- Federal Section 130 funded grade highway-railroad grade separation projects
- State Highway projects that required railway coordination

### FHWA - Federal Highway Administration

John was an active member of the FHWA and has a strong understanding of their standards.

- Member from 2009 - 2017
- Railroad and Light Rail Transit Highway Grade Crossings Subcommittee
- National Committee on Uniform Traffic Control Devices (MUTCD)

The City of Grandview, County of Yakima, Washington Department of Transportation (WSDOT), BNSF, Washington Utilities and Transportation Commission (UTC), the FHWA, and the FRA (if a Quiet Zone is included) have all been identified as key stakeholders for this project. TKDA recognizes the importance of successful stakeholder engagement throughout the lifecycle of the project. Craig Edmondson will be working closely together with the City of Grandview to ensure effective communication and coordination with all Third-Party stakeholders is provided throughout the duration of the Project.

Responsiveness is the cornerstone to building trust and respect in any relationship. Responding in a timely manner to stakeholders is a priority for TKDA professionals. Therefore, we focus on active communication to let clients and stakeholders know that we have received their request and we are working to resolve the issue. We feel that if we hear from a constituent before we are able to provide them an update, then we waited too long.



# Approach to Project

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## SAFETY

At TKDA we believe every accident or injury is preventable. Our employees are our most valuable asset and our in-house safety program involves employees, supervisors, managers, clients, and subcontractors as our leadership commitment.

Our design and construction approach is carried out with proactive assessments of potential risks to avoid dangerous conditions for railroad operations, traffic, and pedestrian travelers. The Stover Road Rail Crossing runs through a busy intersection and experiences several traffic interruptions throughout the day. TKDA's design team will study and evaluate these existing conditions and develop a plan to improve the safety of the crossing and help reduce the risk of traffic and pedestrian accidents.

On the other hand, during the construction phase, our field staff will enforce contractor's compliance with environmental and safety requirements, as well as specific railroad safety policies and conducting safety assessments as required by BNSF representatives. Furthermore, TKDA has a strong background and established history of delivering railroad public projects with zero reportable incidents and this Project will not be the exception.

## SUSTAINABILITY

At each design phase, we are committed to chairing a sustainability workshop with the City of Grandview and additional stakeholders. TKDA will develop a sustainability matrix prior to the first introductory meeting with City representatives. The intent of the sustainability matrix is to draw on the collaborative experience of our client, additional stakeholders, and our project team so we can deliver a project to the city that is environmentally sustainable, resilient, and equitable to the local community.

Craig Edmondson will lead the sustainability approach for this Project, focused on planning and execution of the Project Management Plan with practices and metrics in all processes without compromising safety or quality. Additionally, Craig will focus cost savings in three areas: waste diversion, water use reduction, and energy use reduction with low impacts to the Total Cost of Ownership (TCO).

TKDA's team promotes engagement in our sustainability approach at the beginning of the Project, starting with our subconsultants in the field while gathering information for initial design, all the way to Project completion. It is important to note that the City of Grandview's leadership team will vet all sustainability efforts on this Project.

## ENVIRONMENTAL

Our team understands the importance of obtaining NEPA approval as quickly as possible to keep the construction schedule on track. Our environmental lead from Jacobs, **Maggie Buckley**, brings experience navigating the Local Programs and FHWA NEPA process, working side-by-side with the City to smoothly integrate environmental documentation into the federal-aid process.

To kickstart NEPA, our environmental and design teams will develop the maximum project footprint and a working draft categorical exclusion (CE) form for review and discussion at the NEPA kickoff meeting with Local Programs. Key items to confirm at the kickoff meeting include the possibility of obtaining an exemption from the requirements of Section 106 of the National Historic Preservation Act and satisfying Endangered Species Act requirements with a no effect letter, which can be approved by Local Programs and avoids consultation with the Services.

In addition to NEPA, Maggie will coordinate closely with the City to determine if SEPA is required, and if so, if the project qualifies for a categorical exemption and if there is potential for a burrowing owl to be present in the project area, which may prompt WDFW to ask for a survey. Asking these questions up front will provide our team with a solid platform for obtaining environmental approvals and minimizes the risk of future negative surprises.

## SURVEYING

Once communications are established with the City of Grandview it will be imperative to further define the scope of work. Our surveying lead, **Jaime Saez** from Saez Consulting Engineers (DBE) has extensive experience with WSDOT and FHWA projects.

The first order of work will be to research and retain as-built and ROW information from the City of Grandview for Stover, Wallace and Wine Country roads, WSDOT for I82 on-off ramps and BNSF railroad at this location. A site visit with the City's Project Manager is recommended to physically review existing field conditions before agreeing to the extents of the mapping.

After the as-built information is reviewed and a site assessment completed, the refined extent of the topographical survey will be provided to our field crew to begin the field data acquisition. This work will be carried out with a combination of equipment including GPS to establish horizontal and vertical control from documented WSDOT and or City monumentation datums NAVD88 and NAD83/2011 respectively.

We will utilize our scanner and total stations to complete the field data acquisition. The field electronic data will be transferred to our office staff to reduce the field data

# Approach to Project

develop the topographical mapping drawings. These drawings will be shared with the wider project team for development of the PS&E.

Accuracy will be essential to meet and match to the existing roadway pavement and walkways we propose a mapping accuracy of 0.05 ft vertical and 0.2 ft horizontal in order to avoid field changes during construction.

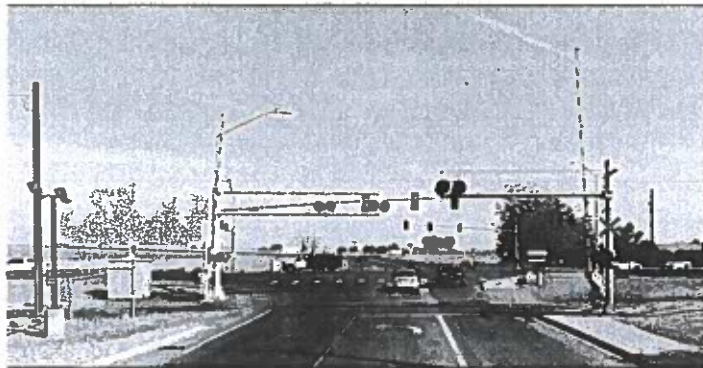
## GEOMETRICS (TRACK & CIVIL)

As identified in the RFQ, geometric design will be required as part of the professional services for the crossing Safety Improvements. After a site survey is complete, TKDA will use the information to verify existing street widths, curbs, sidewalks, distances to existing railroad and traffic signals, other nearby site features, and the existing horizontal and vertical alignment of the street(s) and the railroad track.

Analyzing the existing roadway conditions, combined with the feedback received from Third-Party stakeholders, will serve as the basis of our recommendations for safety improvements, and to identify possible modifications to the pedestrian walkway, roadway and/or rail track. Some initial observations of this include, realignment of the pedestrian walkway behind the gate structure with new gate and fencing, roadside traffic barriers, installation of pre-cast concrete panels at the railroad crossing to protect the track structure, track and road re-profiling (as required). TKDA will develop Construction Plans and Specifications for roadway and track improvements in accordance with City of Grandview, FHWA, WSDOT, BNSF and AASHTO design standards.

## HYDROLOGY/HYDRAULICS

Initial research and review of available street views of the project site show there is currently no nearby stormwater infrastructure. The nearest storm drain inlets are located along the west end of Stover Rd/Wallace Way (to the north and south sides) and spaced approximately 525 feet apart. No nearby storm drains are currently set along Wine Country Road northeast of the crossing. TKDA's team will evaluate the existing Hydrologic and Hydraulic conditions of the site to study the current drainage patterns and provide design recommendations to mitigate any existing and potential flooding to the crossing. Additionally, the safety improvements shall be constructed so they do not adversely alter the drainage pattern at the site.



## SIGNALING AND CROSSING IMPROVEMENTS

TKDA's design team will provide an overall safety review of the Project area. This review, based on Washington Utilities and Transportation Commission (UTC) reports, will focus on rail, pedestrian, bicycle, and roadway safety on Stover Road between Wallace Way and Wine Country Road to analyze existing safety event data and identify potential options to reduce the future likelihood of safety events between railroad trains, vehicles, bicycles, and pedestrians.

**Rick Campbell** from Benesch will lead the signaling design on this project. The train detection at the railroad crossing is also required to be upgraded, from the current active protection (which is "motion detection") to the latest technology (which is "constant warning"). Similarly, the highway signal interconnection that currently exists is classified as "simultaneous", this will need to be upgraded to "advance" preemption.

The following items describe Benesch's approach to signaling design for this project:

### Documents and Data Collection/Review

This task includes the collection of all relevant data and documents required to be reviewed as part of this work authorization. The documents and data to be collected and reviewed include the following:

- Proposed project plans other than the changes to the warning system and preemption including pedestrian improvements
- Existing/proposed traffic signal design plans, phasing, timing, wiring and interconnection
- Existing railroad warning system plans, circuit diagrams, front sheets, and equipment programming
- Other relevant documents

# Approach to Project

## Diagnostic Team Meeting

The Benesch team will coordinate and conduct a diagnostic team meeting with TKDA, BNSF and road authority officials for the city and state as needed.

- Existing traffic signal preemption operation and timing
- Existing railroad warning system timing and operation
- Expansion capability of existing traffic signal equipment
- Impact of Lower Yakima Valley Pathway
- Recommended railroad warning system improvements
- Recommended advance preemption operation requirements
- Recommended pedestrian improvements at grade crossing

Benesch will lead the diagnostic team in a discussion to ensure other options are considered. Benesch will provide a draft version of the detailed diagnostic team meeting notes to all those in attendance. Comments will be incorporated into the final version of the notes and distributed to all members of the diagnostic team.

### Diagnostic Team Meeting Deliverables

- Preliminary diagnostic team meeting notes
- Diagnostic team meeting final notes

## Preemption Operations Report

The Benesch team will prepare a Preemption Operations Report (POR) based on the results of the diagnostic team meeting and submit for review and comment by TKDA. The revised POR will provide the basis for the design of the warning system and traffic signal recommended improvements.

### Preemption Operations Deliverables

- Draft POR
- Revised POR

## Assumptions

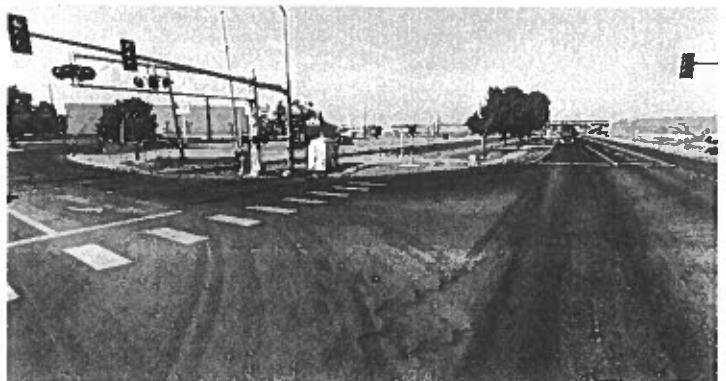
TKDA will assist Benesch to reduce cost by providing available pertinent program documents and data as requested to complete assignments.

Potential mitigation strategies will be identified by reviewing of existing safety data with the City of Grandview, field observations, and past studies. The following strategies will be discussed and reviewed by the diagnostic team to improve safety at the project location:

- Education
- Street Lighting
- Pedestrian Signs and Pavement Markings (Detectable Warnings)
- Pedestrian Gates
- Gate Skirts
- Pedestrian and Bicycle Swing Gates
- Flange Fillers and Surfacing
- Inter-Track Fencing
- Maze Style Crossings
- Sidewalks
- Raised Median Islands
- Dynamic Envelope Pavement Markings
- LED Signing
- Internally Illuminated Raised Markings
- Adaptive Transit Preemption Recovery
- Larger Pedestrian and Bicycle Holding Area
- Left Turn Gate

The decision of which treatments to use at the Stover Road Crossing will also include the following considerations:

1. Risky behavior activity on railroad at-grade crossings in the area
2. Fostering increased use by bicyclists and pedestrians
3. Accommodating people of all ages and abilities (ADA requirements)
4. Lessons learned from improvements done at different crossings
5. Going beyond minimum design standards



# Approach to Project

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## CONSTRUCTION ADMINISTRATION AND OBSERVATION

**Alex Irigoien** from TKDA will coordinate the construction efforts during the construction process. Our construction management team has vast experience managing railroad construction projects from beginning to end including demolition, relocations, construction of track, subgrade, pavement, and lighting.

Having knowledge of suitable materials and proper construction procedures maintains the quality of each job to the highest standard. The construction management team will review the construction documents prior to the start of construction to familiarize themselves with the Project phasing and critical aspects, such as permitting, traffic control, erosion control, and potential environmental or geological hazards associated with the Project. The construction inspector will provide inspection fulltime during construction operations to ensure conformance with the Project design plans and specifications.

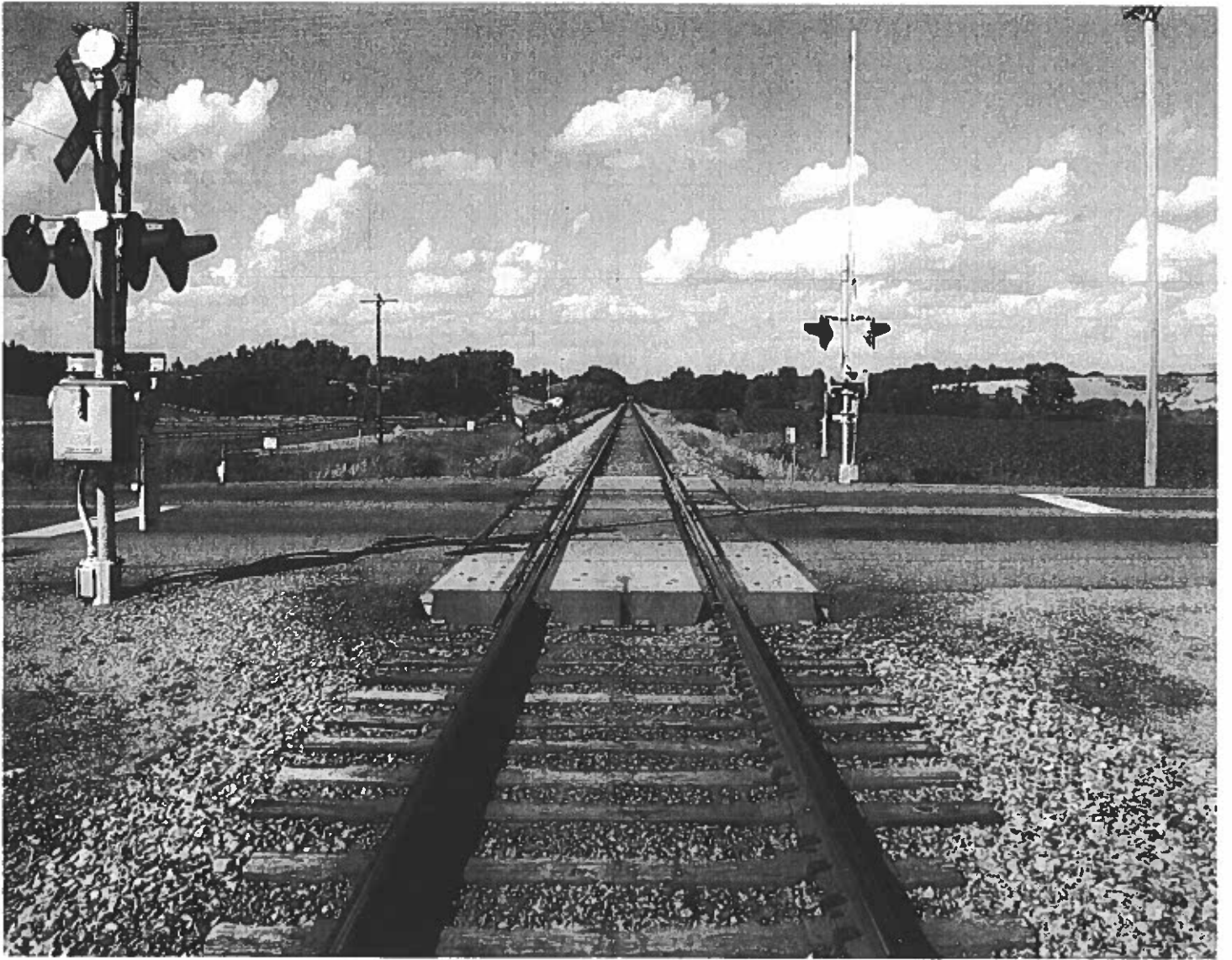
TKDA understands that safety is at utmost importance on public roads and BNSF property regardless of work being performed, financial and schedule impacts. TKDA will attend and be involved in the daily safety briefings with the contractor during construction. TKDA will also be responsible for enforcing BNSF safety rules and procedures through the course of the Project.

Construction Management staff will follow TKDA's document management procedures throughout the duration of the Project, contractor submittals, RFI's, and transmittals will be routed to the appropriate design, City of Grandview, or BNSF management personnel for a timely response. Additionally, all Project correspondence, decision making, and notes will be organized and maintained for Project closeout files.

Weekly construction progress meetings between the contractor, BNSF Project Manager, City of Grandview, and other attendees will be conducted via conference call at an agreed upon day and time. The agenda will include safety, schedule, coordination, and discussion of construction issues. Contractor schedules will be reviewed by the Construction Management team to ensure ontime delivery of the Project. Additionally, our Construction Management team will provide coordination between Roadmasters, Flaggers, contractors, subcontractors, third-party agencies, and BNSF Engineering staff.

Daily and weekly reports will be completed by our Construction Inspector following BNSF Standard reporting templates. Reports will generally include a summary of safety observations, contractor activities, schedule updates, and a photo log. Reports will be distributed to City of Grandview and BNSF designated personnel by end of day for daily reports and end of day on Fridays for weekly reports. Following substantial completion, closeout requirements will be completed in a timely manner. A punchlist will be developed and monitored for completion prior to release of the contractor. TKDA will coordinate with the contractor to prepare record drawings accounting for any field revisions.





**CHOOSE THE TKDA TEAM WITH CONFIDENCE**



**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
COMMITTEE-OF-THE-WHOLE MEETING**

<b>ITEM TITLE</b>	<b>AGENDA NO.:</b> New Business 4 (F)
Ordinance amending the 2023 Annual Budget	<b>AGENDA DATE:</b> April 11, 2023
<b>DEPARTMENT</b>	<b>FUNDING CERTIFICATION (City Treasurer)</b> (If applicable)
City Treasurer	

**DEPARTMENT DIRECTOR REVIEW**

Matthew Cordray, City Treasurer 

<b>CITY ADMINISTRATOR</b>	<b>MAYOR</b>
	

**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

Staff monitoring and review of fund and department budgets has identified numerous budget accounts to be amended. An ordinance will be prepared to provide for the amending of the 2023 Annual Budget to accommodate the changes in sources and uses.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

- By Fund the highlights of the budget changes are:
- CURRENT EXPENSE FUND:** Increase revenue for Utility Tax – Electricity, Yakima County ARPA Grant, WASPC Training Grant and Investment Interest. Increase appropriations for Election Services, Police Patrol and Dispatch Salaries and Benefits, Patrol Training, Flock Cameras and Museum Supplies. Net effect is a decrease in estimated ending fund balance.
  - AMERICAN RESCUE PLAN ACT FUND:** Increase appropriations for Phone System, Police Fitness Facility, Marketing Materials and Travel to RECON. Decrease appropriations for Council Chambers Sound System, PD Retention Incentive and Ambulance match from Yakima County ARPA funds. Net effect is an increase in estimated ending fund balance.
  - YAKIMA CO. LAW & JUSTICE TAX FUND:** Increase appropriations for Police Salaries and Benefits. Net effect is a decrease in estimated ending fund balance.
  - SEWER FUND:** Increase revenues for Wastewater Treatment Plant Energy Upgrade Incentive. Increase appropriations for Professional Services – Amendment to Facility Plan. Net effect is an increase in estimated ending fund balance.

**ACTION PROPOSED**

Move an ordinance amending the 2023 Annual Budget to a regular Council meeting for consideration.

to Sue 4/xx/2023 - mc

**Ordinance No. 2023-X**

Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
<b>Current Expense Fund</b>				
001 000 000 308 51 00 00	10,000		10,000	
Beginning Fund Balance - Assigned				
001 000 000 308 91 00 00	789,750		789,750	
Beginning Fund Balance - Unassigned				
<b>Utility Tax - Electricity</b>				
001 000 000 316 41 00 00		50,000		Increased electricity revenues
001 000 000 332 92 10 01		62,000		Yakima County ARPA Grant
001 000 000 337 20 20 01		10,000		Grant from WA Assoc of Sheriff's & Police Chiefs
001 000 000 361 11 00 00		30,000		Interest rates higher than projected
	6,138,280		6,290,280	
Revenues/Sources				
<b>Current Exp. Fund Total</b>				
	6,938,030	152,000	7,090,030	
<b>Election Services - County</b>				
001 002 000 511 60 49 00		2,500		Election costs higher than anticipated
001 032 000 521 22 11 00		45,000		Union negotiations - Patrol settled late 2022
001 032 000 521 22 21 00		7,000		Union negotiations - Patrol settled late 2022
001 032 000 521 22 22 00		7,000		Union negotiations - Patrol settled late 2022
001 032 000 521 22 23 00		5,000		Union negotiations - Patrol settled late 2022
001 032 000 521 22 49 20		10,000		Expenditures from the WASPC grant
001 032 000 594 21 64 10		62,000		Cameras purchased from Yak Co ARPA Grant
001 035 000 528 80 11 00		40,000		Union negotiations - Dispatch settled late 2022
001 035 000 528 80 14 00		1,200		Union negotiations - Dispatch settled late 2022
001 035 000 528 80 21 00		7,000		Union negotiations - Dispatch settled late 2022
001 035 000 528 80 22 00		4,000		Union negotiations - Dispatch settled late 2022
001 035 000 528 80 23 00		2,000		Union negotiations - Dispatch settled late 2022
001 085 000 575 30 31 00		2,000		Upgrade museum computers - Donation received 2022
001 085 010 508 80 00 00		500		Balance greater than estimated
	6,819,080		7,014,280	
<b>Expenditures/Uses</b>				
<b>Ending Fund Balance - Assigned</b>				
001 099 000 508 51 00 00	10,000		10,000	
Ending Fund Balance - Unassigned				
001 099 000 508 91 00 00	108,950	(43,200)	65,750	
Ending Fund Balance - Unassigned				
<b>Current Exp. Fund Total</b>				
	6,938,030	152,000	7,090,030	

to Sue 4/xx/2023 - mc

**Ordinance No. 2023-X**

Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
<input type="checkbox"/> 010 000 000 308 91 00 00	2,264,040		2,264,040	
<b>American Rescue Plan Act Fund</b>				
Beginning Fund Balance - Unassigned	2,264,040		2,264,040	
<b>Revenues/Sources</b>				
ARPA Fund Total	2,264,040	-	2,264,040	
<input type="checkbox"/> 010 001 000 584 11 64 02		(14,000)		Amount came in lower than budgeted
<input type="checkbox"/> 010 025 000 518 30 31 01		12,000		New city-wide phone system
<input type="checkbox"/> 010 032 000 521 22 11 00		(30,000)		Not needed per Police Chief
<input type="checkbox"/> 010 032 000 594 21 63 01		30,000		Moving amount from retention incentive
<input type="checkbox"/> 010 038 000 594 22 64 01		(43,000)		ARPA funds not approved from Yakima County
<input type="checkbox"/> 010 062 000 558 70 31 01		4,500		Additional marketing and RECON materials
<input type="checkbox"/> 010 062 000 558 70 43 01		13,000		Travel to RECON conference
Expenditures/Uses	1,281,200		1,253,700	
<input type="checkbox"/> 010 099 000 508 91 00 00	982,840	27,500	1,010,340	
Ending Fund Balance - Unassigned	982,840	27,500	1,010,340	
ARPA Fund Total	2,264,040	-	2,264,040	
<b>Yakima Co. Law &amp; Jstc Tax</b>				
<input type="checkbox"/> 106 000 000 308 31 00 00	382,950		382,950	
Beginning Fund Balance - Restricted	382,950		382,950	
<b>Revenues/Sources</b>				
Yakima Co. LJ Fund Total	761,250	-	761,250	
<input type="checkbox"/> 106 000 000 521 22 11 00		15,000		Union negotiations - Patrol settled late 2022
<input type="checkbox"/> 106 000 000 521 22 12 00		10,000		Union negotiations - Patrol settled late 2022
<input type="checkbox"/> 106 000 000 521 22 21 00		2,000		Union negotiations - Patrol settled late 2022
<input type="checkbox"/> 106 000 000 521 22 22 00		1,000		Union negotiations - Patrol settled late 2022
Expenditures/Uses	528,000		556,000	
<input type="checkbox"/> 106 000 099 508 31 00 00	233,250	(28,000)	205,250	
Ending Fund Balance - Restricted	233,250	(28,000)	205,250	
Yakima Co. LJ Fund Total	761,250	-	761,250	

**Ordinance No. 2023-X**

to Sue 4/xx/2023 - mc

Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
<b>Sewer Fund</b>				
415 000 000 308 31 00 01	102,400		102,400	
415 000 000 308 31 00 02	73,500		73,500	
415 000 000 308 31 00 03	415,050		415,050	
415 000 000 308 51 00 00	7,094,690		7,094,690	
<b>WWTP Energy Upgrade Incentive</b>				
415 000 000 345 29 00 00	5,500,105	147,000	5,647,105	Rebate amount from Pacific Power
<b>Revenues/Sources</b>				
Sewer Fund Total	13,185,745	147,000	13,332,745	
<b>Professional Services</b>				
415 000 035 535 80 41 00	6,104,460	40,000	6,144,460	Amendment to WWTP Facility Plan
<b>Expenditures/Uses</b>				
<b>USDA WW Loan Reserve - Restricted</b>				
415 000 099 508 31 00 01	115,700		115,700	
415 000 099 508 31 00 02	80,850		80,850	
415 000 099 508 31 00 03	415,050		415,050	
415 000 099 508 51 00 00	6,459,585	107,000	6,576,685	
Sewer Fund Total	13,185,745	147,000	13,332,745	

**Ordinance No. 2023-X**

to Sue 4/xx/2023 - mc

Account	Description Fund/Account	Original Estimate	Amendment Amount	New Estimate	Treasurer's notes
<input type="checkbox"/> 010 000 000 308 91 00 00	American Rescue Plan Act Fund Beginning Fund Balance - Unassigned	2,264,040		2,264,040	
<b>Revenues/Sources</b>					
	ARPA Fund Total	2,264,040	-	2,264,040	
<input type="checkbox"/> 010 032 000 594 21 63 01	Police Department Fitness Facility		40,000		Additional costs to complete PD Fitness Facility Summer Reading Program at Library Splash pad to be funded from Capital Improvements New park playground equipment
<input type="checkbox"/> 010 080 000 575 20 49 00	Youth Center Activities		10,000		
<input type="checkbox"/> 010 080 000 575 20 49 00	Pool Splash Pad		(100,000)		
<input type="checkbox"/> 010 082 000 594 76 64 01	Park Playground Equipment		100,000		
	Expenditures/Uses	1,253,700		1,303,700	
<input type="checkbox"/> 010 099 000 508 91 00 00	Ending Fund Balance - Unassigned	1,010,340	(50,000)	960,340	
	ARPA Fund Total	2,264,040	-	2,264,040	

# GRANDVIEW POLICE DEPARTMENT

207 W. 2ND STREET, GRANDVIEW, WA 98930 TELEPHONE (509) 882-2000  
FAX (509) 882-1232



KAL FULLER  
Chief of Police

**Date:** 04/05/2023  
**To:** Cus Arteaga, City Administrator  
**From:** Kal Fuller, Chief of Police *KF*  
**Re:** Completion of 313 WCR Remodel Project

The Grandview Police Department was allotted \$70,000 in 2022 to refurbish the old public works shop into a training /Gym Facility with locker rooms for employee shower/decontamination. As construction and demolition has been ongoing, additional unexpected expenses have been found.

These new/unexpected expenses include:

- To provide access to the storage area and installation of the garage door, a metal support beam had to be raised costing an additional \$4.5k.
- The electrical estimate increased \$7k due to the condition of the existing wiring and the need to replace the existing system.
- Building roof was found leaking and needed immediate repair costing an additional \$6.5k.
- Insulation now needs repair due to the water leaking into it. Replacement is estimated at \$6k but subject to increase as the extent of the damage is determined.
- Gym and bathroom flooring was not included in the initial cost and has been estimated at \$10k.
- The Hot water heater is not functioning and will have to be moved and replumbed with an estimated cost of \$3.5k.

The original budgeted ARPA funds for the remodel project were \$100k. The estimate for construction completion is about \$140k.

I would request an additional \$45,000 be provided. Any funds that may be left after construction is completed will be put toward a security system and purchasing equipment to make the facility fully operational.

**ARPA Ideas, Projects or Services  
 Submittal Form**



**Instructions:** The following form is to be used by city council members and city employees to propose projects, ideas or services using ARPA funds. For each item submitted, the following form should be completed.

Category:	1.
Project or Service Name:	Grandview Police Department Gym and Training Facility.
Identified Need or Negative Impact caused by Covid-19 related to the proposed project.	<p>We have outgrown our current building and are having difficulty providing workspace for employees.</p> <p>Current employees have access to only one private shower in which to decontaminate during or after shift.</p> <p>We commonly have 6 to 8 persons using our current undersized training area. This means having to share space leaving officers in close quarters or waiting for open equipment.</p>
How proposed services or programs address the need or negative impact indicated above.	By moving the Gym and our training to this facility we will be able to mitigate each of these ongoing issues and provide a better and safer working environment for our employees.
Allowable activity is found on which document, ARPA Final Rule, Community or Business Survey	
Amount of funds requested.	Current budget is as follows: \$100,000 from ARPA funds. Total estimate is approximately \$140,000. Therefore, we're requesting an additional \$40,000 from the 2023 ARPA balance.
Submitted by:	Chief Kal Fuller
Submitted date:	4/5/2023



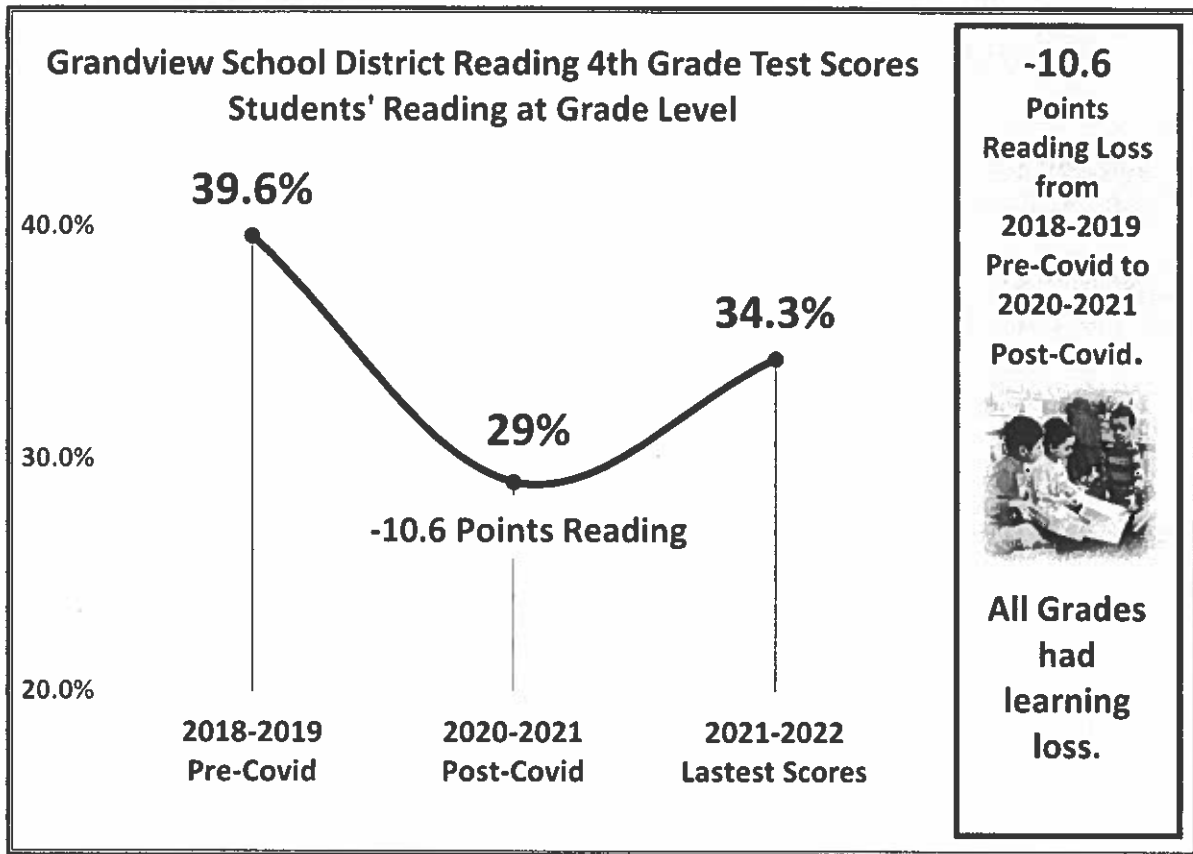
**Submittal Form**

**Instructions:** The following form is to be used by city council members and city employees to propose projects, ideas or services using ARPA funds. For each item submitted, the following form should be completed.

<p><b>Category:</b></p>	<p><b>Youth Activities</b></p>
<p><b>Project or Service Name:</b></p>	<p><b>Summer Reading Program at Grandview Library</b></p>
<p><b>Identified Need or Negative Impact caused by Covid-19 related to the proposed project.</b></p>	<p>Grandview’s diverse students were adversely and disproportionately impacted by Covid-19. Students were isolated, experienced depression and significant learning loss. Students reading skills declined during Covid when schools were forced to close and provide remote learning. Students are still attempting to make up this significant Reading loss. On the following page is a graph illustrating students’ reading learning loss.</p>
<p><b>How proposed services or programs address the need or negative impact indicated above.</b></p>	<p>The proposed academic reading activities in Grandview Library’s Summer Reading Program will address the student’s learning loss caused by the pandemic. This program will help increase students’ reading, comprehension, and application skills, while providing a safe learning environment for students during the summer. It will also provide an opportunity for them to get out of the house and interact with other students.</p> <p>Research has found that reading can reduce stress and anxiety, which was caused by COVID. Reading can even relax your body by lowering your heart rate and easing the tension in your muscles. A study found that reading can reduce stress by up to <b>68%</b>.</p> <p>Large sections of the library have near empty or out-of-date shelves. Due to increased costs of books and shipping, our book-buying budget has been significantly depleted. Furthermore, we need updated books that represent the local cultures and languages of our children to ensure inclusion and equity for all. Learning about different cultures, traditions, and languages enriches everyone’s knowledge about the diverse world we are becoming and creates increased empathy for other’s experiences.</p> <p>The goals of the children’s Summer Reading Program at the Library are to help students catch up and increase their reading skills. We will serve 100 K-8th grade students, 50 9<sup>th</sup>-12<sup>th</sup> grade students and 50 adults throughout the summer. We will also be giving them fun books to read at home with their parents after the summer program ends and before school starts. This continuity helps to maintain and even increase their reading skills.</p>

<p><b>Allowable activity is found on which document, page number and section of the ARPA Final Rule and BERK Surveys.</b></p>	<p>The <b>ARPA Final Rule</b> allows this activity as stated in the following pages:</p> <p><b>Page 17:</b> “When providing services to address lost instructional time in K-12 schools: Any student that loss access to in-person instruction for a significant period of time.”</p> <p><b>Pg 18:</b> “Assistance to address the impact of learning loss for K-12 students (e.g., high-quality tutoring, differentiated instruction).”</p> <p><b>Pg 19:</b> “ARPA funds are to assist disproportionately impacted households and communities impacted by Covid.”</p> <p><b>BERK Community Survey pages 34 &amp; 36:</b> Residents want more Youth Activities ranging from after school to summer camps.</p>
<p><b>Amount of funds requested.</b></p>	<p><b>\$10,000.00</b> for funds to support Summer Reading activities:</p> <p>\$2500 for programming, including traveling exhibits from OMSI and Hanford Reach Museum; guest authors, illustrators, and speakers.</p> <p>\$2500 for activities and hands-on learning related to their readings, including puppet shows; interpretive art and dance; creating models with LEGO, clay, and other materials; and expressing cultural differences in creative ways.</p> <p>\$1000 for display space for new books and materials</p> <p>\$1500 for new books that specifically support our Summer Reading initiative and theme of “Find Your Voice”.</p>
<p><b>Submitted by:</b></p>	<p>Gretchen Chronis, Parks &amp; Recreation Director</p>
<p><b>Submitted date:</b></p>	<p>April 5, 2023</p>

# Grandview Student COVID-19 Reading Learning Loss



**ORDINANCE NO. 2023-\_\_\_\_**

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,  
AMENDING THE 2023 ANNUAL BUDGET**

**WHEREAS**, the original 2023 estimated beginning fund balances and revenues do not reflect available budget sources; and

**WHEREAS**, there are necessary and desired changes in uses and expenditure levels in the funds; and

**WHEREAS**, there are sufficient sources within the funds to meet the anticipated expenditures.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANDVIEW, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** That the 2023 annual budget be amended to reflect the changes presented in Exhibit A.

**Section 2.** That the City Administrator is authorized and directed to adjust estimated revenues, expenditures and fund balances reflecting the determined changes.

**Section 3.** This Ordinance shall be in full force and effect five (5) day after its passage and publication as required by law.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on April \_\_\_\_\_, 2023.

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

**PUBLICATION:**  
**EFFECTIVE:**

### Exhibit A

	Beginning Balance	Estimated Revenues	Appropriated Expenditures	Ending Balance	Budget Total
--	-------------------	--------------------	---------------------------	----------------	--------------

<b>Current Expense Fund</b>					
Original 2023 Budget	799,750	6,138,280	6,819,080	118,950	6,938,030
Amendment Amount		152,000	195,200	(43,200)	152,000
<b>Amended Total</b>	<b>799,750</b>	<b>6,290,280</b>	<b>7,014,280</b>	<b>75,750</b>	<b>7,090,030</b>

<b>ARPA Fund</b>					
Original 2023 Budget	2,264,040	-	1,281,200	982,840	2,264,040
Amendment Amount			(27,500)	27,500	-
<b>Amended Total</b>	<b>2,264,040</b>	<b>-</b>	<b>1,253,700</b>	<b>1,010,340</b>	<b>2,264,040</b>

<b>Yakima Co. Law &amp; Justice Tax</b>					
Original 2023 Budget	382,950	378,300	528,000	233,250	761,250
Amendment Amount			28,000	(28,000)	-
<b>Amended Total</b>	<b>382,950</b>	<b>378,300</b>	<b>556,000</b>	<b>205,250</b>	<b>761,250</b>

<b>Sewer Fund</b>					
Original 2023 Budget	7,685,640	5,500,105	6,104,460	7,081,285	13,185,745
Amendment Amount		147,000	40,000	107,000	147,000
<b>Amended Total</b>	<b>7,685,640</b>	<b>5,647,105</b>	<b>6,144,460</b>	<b>7,188,285</b>	<b>13,332,745</b>

**Exhibit A**

	<b>Beginning Balance</b>	<b>Estimated Revenues</b>	<b>Appropriated Expenditures</b>	<b>Ending Balance</b>	<b>Budget Total</b>
<b>ARPA Fund</b>					
Original 2023 Budget	2,264,040	-	1,253,700	1,010,340	2,264,040
Amendment Amount			50,000	(50,000)	-
<b>Amended Total</b>	<b>2,264,040</b>	<b>-</b>	<b>1,303,700</b>	<b>960,340</b>	<b>2,264,040</b>

**CITY OF GRANDVIEW  
 AGENDA ITEM HISTORY/COMMENTARY  
 COMMITTEE-OF-THE-WHOLE MEETING**

**ITEM TITLE**

Resolution authorizing the Mayor to sign a Lease with Inspire Development Centers for the Alice Grant Learning Center

**AGENDA NO.:** New Business 4 (G)

**AGENDA DATE:** April 11, 2023

**DEPARTMENT**

General Facilities

**FUNDING CERTIFICATION** (City Treasurer)  
(If applicable)

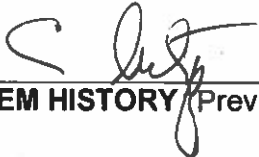
**DEPARTMENT DIRECTOR REVIEW**

Anita Palacios, City Clerk/Human Resource



**CITY ADMINISTRATOR**

**MAYOR**




**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)

On May 6, 2002, the City entered into a 10-year Lease Agreement with the Washington State Migrant Council for the Alice Grant Learning Center.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

City staff and representatives of Inspire Development Centers (formerly the Washington State Migrant Council) have renegotiated an additional 10-year lease for the Alice Grant Learning Center. The lease includes rent adjustments every 24 months.

**ACTION PROPOSED**

Move a resolution authorizing the Mayor to sign a Lease with Inspire Development Centers for the Alice Grant Learning Center to a regular Council meeting for consideration.

**RESOLUTION NO. 2023-\_\_\_**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
AUTHORIZING THE MAYOR TO SIGN A LEASE WITH INSPIRE DEVELOPMENT  
CENTERS FOR THE ALICE GRANT LEARNING CENTER**

**WHEREAS**, the City of Grandview and Inspire Development Center (formerly Washington State Migrant Council) have agreed upon the terms set forth in a Lease for the Alice Grant Learning Center in the form attached as Exhibit A, and,

**WHEREAS**, the City Council of the City of Grandview has determined that approving said Lease is in the best interest of the residents of the City of Grandview, and will promote the general health, safety and welfare,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

The Mayor is hereby authorized to enter into a Lease with Inspire Development Center for the Alice Grant Learning Center in the form attached hereto as Exhibit A and incorporated herein by this reference.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on \_\_\_\_\_, 2023.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**



## LEASE

THIS LEASE is made and entered into on Apr 14, 2023, by and between **City of Grandview**, hereinafter called "Lessor," and **Inspire Development Centers**, hereinafter called "Lessee."

### WITNESSETH:

1. **PREMISES LEASED:** For and in consideration of the covenants and agreements hereinafter set forth, Lessor does by these presents lease and let to Lessee, and Lessee does hereby lease and rent from Lessor the following described property situated at in Yakima, Yakima County, Washington:

A parcel of land lying within the Southwest Quarter of the Southeast Quarter of Section 23, Township 9 North, Range 23, E.W.M. being more particularly described as follows:

Beginning at the Southwest corner of Lot 4 of GRANDRIDGE ADDITION No. 3, as recorded in Volume BB of Plats, Page 15 in the records of Yakima County, Washington; thence East along the Southern boundary of said Lot 4, 110 feet to the Westerly right-of-way of Acoma Street; thence continuing East along the terminus of Acoma Street, 50.00 feet to the Easterly right-of-way of Acoma Street; thence North along said right-of-way, 19.51 feet to the Southwest corner of Lot 5 of the aforementioned subdivision; thence South 89 degrees 49'12" East along the Southern boundary of said Lot 5; thence South 90.00 feet; thence North 89 degrees 49'12" West, 260.00 feet to the Easterly right-of-way, 69.96 feet; thence East along said Easterly right-of-way, 10.00 feet to the point of beginning.

And Lots 1, 2, 3, 4, 5, and 18 of said GRANDRIDGE ADDITION No. 3.

And Parcel A. A parcel of land lying within the Southwest Quarter of the Southeast Quarter of Section 23, Township 9 North, Range 23, E.W.M., being more particularly described as follows:

Beginning at the Southeast corner of Lot 5 of GRANDRIDGE ADDITION No. 3, as recorded in Volume BB of Plats, Page 15, in the records of Yakima County, Washington; thence South 90.00 feet thence South 89 degrees, 49'12" East, 156.00 feet; thence North 90.00 feet to the Southeast corner of Lot 7 of said GRANDRIDGE ADDITION No. 3, thence North 89 degrees 49'12" West of 156.00 feet to the point of beginning.

Parcel B. Lots 6, 7, 16 and 17 of GRANDRIDGE ADDITION No. 3, according to the Official Plat thereof, recorded in Volume BB of Plats, Page 15, records of Yakima County, Washington, and all appurtenances thereunto appertaining.

2. **TERM:** This lease is for a term of ten (10) years beginning on July 1, 2023, and ending on June 30, 2033.

3. **RENT:** Lessee agrees to pay to Lessor as rent for the premises the sum of \$1,187.67 per month, payable in advance on or before the 1<sup>st</sup> day of each and every month beginning July 1, 2023. Rent shall be paid to Lessor at such place as shall be designated by Lessor.

The monthly rent shall be adjusted upwards after each 24 month period this Lease is in effect (*i.e.* rent adjustments shall be implemented the first day of the 24<sup>th</sup> month, the 48<sup>th</sup> month, the 72<sup>nd</sup> month and the 96<sup>th</sup> month following the effective day of this Lease). Each upward adjustment shall be based on the Implicit Price Deflator for the month of July, as calculated and maintained by the United States Bureau of Economic Analysis, with a 2023 base year, PROVIDED, however, that in no event may the upward adjustment for a 24 month period be less than 1% nor more than 2.5% of the monthly rate during the immediately preceding 24 month period.

4. **USE OF PREMISES:** The premises shall be used by Lessee for conducting a learning center for the care and education of children and activities reasonably related thereto which constitute a similar usage as to wear and tear and shall not be used for any other purpose without the express written consent and approval of Lessor. It is understood and agreed that there are no express or implied warranties as to fitness of said premises for said use.

5. **CONDITION OF PREMISES:**

a. Lessee has inspected the premises, is fully familiar with and knows their condition, and accepts the same in their present condition without any representation of Lessor regarding the condition thereof, the improvements thereon, or their tenant ability.

b. Upon termination of this lease for any reason whatsoever, Lessee shall surrender to Lessor the buildings, structures, and building improvements upon the demised premises, together with all alterations and replacements thereof, in good order, condition, and repair, except for damage by fire or other casualties to the extent that they are insured against pursuant to paragraph 13 below.

c. All permanent improvements constructed on the demised premises shall be considered a part of the real estate and belong to the Lessor upon termination of this lease.

6. **COMPLIANCE WITH LAWS:** Lessee covenants, promises, and agrees to comply with all charters, laws, ordinances, rules, and regulations, to obtain all necessary licenses and permits applicable to Lessee's activities and to the premises, and to pay all fees and charges in connection therewith or by reason of inspections thereof.

**7. MAINTENANCE AND REPAIRS:**

a. Lessee agrees that all maintenance and repairs necessary to keep the premises in their present condition, reasonable wear and tear by ordinary use and damage by fire, the elements, or acts of God excepted, as well as all repairs necessary to allow Lessee to conduct its activities thereon, shall be undertaken by Lessee at its expense. Lessee's obligations hereunder shall include the maintenance and repair of all appliances, fixtures, plumbing, heating and air conditioning equipment, and the replacement of any broken plate glass or window glass.

b. All repairs shall be made by the party chargeable therewith as soon as is reasonably practicable, which, in the case of repairs to be made by Lessor, shall be as soon as reasonably practicable after written notice specifying the need for same has been given by Lessee to Lessor.

c. Lessee agrees to keep the premises in a safe, clean, and sanitary condition at all times, and Lessee shall be responsible for removal of snow and ice from the sidewalks and other areas which are a part of or adjacent to the leased premises.

**8. ALTERATIONS AND ADDITIONS:** Lessee shall not make any additions or material alterations to or upon the premises without first obtaining the written consent of Lessor, and any such additions or alterations authorized by Lessor shall be at Lessee's sole expense. In making any alterations or additions, Lessee shall comply with all building code provisions, municipal ordinances and regulations, and state laws which may affect or govern such work. All such additions or alterations shall become and remain the property of Lessor; *provided, however*, that upon the termination of this lease, Lessee shall, at its expense, promptly remove such additions or alterations if so requested by Lessor.

**9. TRADE FIXTURES AND SIGNS:** Lessee may install such equipment, fixtures, and signs in or upon the premises as Lessee deems desirable for the conduct of its activities, provided that Lessee shall not hang any signs from the roof or walls of the premises without first obtaining the written consent of Lessor, which consent shall not be unreasonably withheld. Upon the termination of this lease, Lessee shall, at its expense, promptly remove all such equipment, fixtures, and signs and restore the premises to the same condition, reasonable wear and tear by ordinary use excepted, as the same were in prior to the installation of such equipment, fixtures, and signs; *provided* Lessee shall not have the right to remove such property of Lessee if Lessee is then in default under the terms of this lease. In the event Lessee fails to restore said premises, Lessee shall reimburse Lessor for the reasonable costs of such restoration immediately upon demand by Lessor.

**10. LIENS AND WASTE:** Lessee shall not cause or permit any liens of any nature to be placed against the premises except liens placed thereon by Lessor, and Lessee shall save Lessor harmless from and on account of all liens and all expenses and indebtedness connected therewith, except those relating to liens placed thereon by Lessor. Lessee shall not commit or permit any waste or nuisance upon the premises.

11. **TAXES AND ASSESSMENTS:** Lessor shall pay all real estate taxes and assessments levied against the leased premises. Lessee shall pay all other taxes, assessments, and charges hereafter levied against the leased premises or the lease during the term of this lease, arising out of the occupancy or use thereof, or arising out of the conduct of Lessee's activities thereon.

12. **UTILITIES:** Lessee shall pay all charges and expenses for electricity, gas, heat, telephone, water, sewer service, garbage collection service, janitorial service, and all other services and utilities used in connection with the premises during the term of this lease, and Lessee shall not permit any thereof to become delinquent.

13. **INSURANCE:**

a. **Building Coverage:** At all times subsequent to taking possession of the leased premises, Lessee shall, at its sole expense, providing the following insurance coverages:

(1) **Comprehensive public liability insurance** against claims for bodily injury, personal injury and property damage occurring in connection with the use and occupancy of the leased premises or arising out of the improvement, repair or alteration of the leased premises. The limits of such insurance shall not be less than one million dollars per occurrence.

(2) **Insurance on the building** in which the leased premises are located against loss or damage by fire and against loss or damage by other risks embraced by the so-called "All Risk Coverage Endorsement" in amounts at all times sufficient to prevent Lessor or Lessee from becoming a co-insurer under the terms of the applicable policies but, in any event, in an amount no less than 100% of the full insurable value of the entire leased premises. The term "Full Insurable Value" shall mean actual replacement value.

b. **Lessee Coverages:** At all times subsequent to taking possession of the leased premises, LESSEE shall, at its sole cost and expense, provide the following insurance coverages:

(1) **All Risk Insurance:** All risk coverage on Lessee's personal property located in the leased premises on a replacement cost basis.

(2) **Contractual Liability:** Contractual liability coverage to insure the performance by Lessee of the indemnity agreement as to liability for injury to or death of persons injured or damage to property as set forth in this rental agreement.

(3) **Named Insureds:** All insurance required hereunder shall name as additional insured the Lessor, its officers, employees and agents.

(4) **Increased Limits:** If during the term of this rental agreement, higher limits of insurance than those above-mentioned shall be appropriate, customary

and generally required for like premises utilized for similar purposes, then upon request by Lessor, Lessee will procure such insurance with such higher limits.

(5) **Quality of Insurance:** Insurance required hereunder shall be in companies acceptable to Lessor and shall be qualified to conduct business in the State of Washington. Lessee shall deliver to Lessor copies of policies of such insurance or certificates evidencing the existence and amounts of such insurance. No such policy shall be cancelled or subject to reduction of coverage or other modification, except after ten (10) days prior written notice to Lessor. No financed premiums shall be allowed and there shall be no policy with a deductible greater than \$1,000.00 without prior consent of Lessor.

(6) **Loss Adjustment:** All policies shall expressly provide that any loss thereunder shall be adjusted with Lessor. The policies shall contain a provision that Lessor and additional insureds, although named as insureds, shall, nevertheless, be entitled to recover under said policies for any loss occasioned by them, their servants, agents, officers and employees other than by reason of the negligence of Lessor and/or additional insured.

(7) **Primary Insurance:** All policies shall be written as primary, and not contributing with or in excess of the coverage which Lessor or additional insureds, their agents, servants, officers or employees may carry.

(8) **Blanket Policies:** Lessee's obligation to carry the insurance herein provided may be brought within the coverage of a "blanket policy." However, Lessor and additional insured shall be named as insured thereunder as their interests may appear. Furthermore, coverage afforded shall not be reduced or diminished by reason of the use of such "blanket policy" and must be at least equal to coverage which would be provided under a separate policy covering only the leased premises.

14. **DAMAGE WAIVER:** Lessor and Lessee do hereby release and discharge each other from and against all liability for loss or damage caused by any of the perils covered by insurance policies which are in force and effect at the time of any such loss or damage, even though such loss or damage may be due to the negligence, act, or neglect of Lessor or Lessee, or agents or employees of either party. It is expressly understood and agreed that it is the intention hereof to constitute a waiver and release of any and all subrogation rights which the insurance companies might have under such insurance policies.

15. **INDEMNITY:** Lessee covenants and agrees to defend, indemnify, and hold Lessor harmless from and against any and all claims or liability for injury, damage, or loss, including attorneys' fees and costs, which may arise or to which Lessor may be subjected during or as a result of Lessee's occupation or use of the premises or the conduct of any activities thereon by Lessee or with Lessee's permission or knowledge.

16. **RISK OF LOSS:** All property of any kind on the premises shall be at the risk of Lessee, and Lessor shall not be liable, and Lessee waives all claims for any loss,

damage, or injury either to persons or property sustained by Lessee or any other person upon or about the premises, or due to the structures or any improvements upon the premises or the adjoining premises or any part thereof, becoming out of repair or arising from the overflow of water or the freezing, bursting, or leakage of water, gas, heating or steam pipes, or due to any act, omission, or neglect of Lessor or Lessee, or any of their agents or employees, or any other person upon or about the premises, or any other cause of any nature whatsoever. No eviction from the premises shall be claimed by Lessee by reason of the happening of any or all of the foregoing. Without limiting the generality of the foregoing, Lessee shall be solely responsible for theft or other similar loss of fixtures, equipment, or other property leased herein and any other property of Lessee.

17. **INGRESS AND EGRESS:** Lessor reserves the right of ingress and egress to and from the leased premises for the purpose of inspecting the same at all reasonable times and for making such repairs as Lessor is obligated to make under the terms of this lease.

18. **ASSIGNMENT AND SUBLETTING:** Lessee shall not assign this lease or sublet the premises herein, or any portion thereof, without first obtaining the written consent of Lessor; nor shall there be any transfer or assignment of this lease from Lessee by operation of law, either voluntarily or involuntarily or by dissolution, consolidation, or merger of Lessee. Consent to such assignment or subletting shall not operate to relieve Lessee of any of its covenants and obligations under this lease or relieve Lessee or its successor in interest from the necessity of obtaining like consent for any subsequent assignment or subletting.

19. **DAMAGE OR DESTRUCTION:** If the premises are destroyed or damaged by fire or other casualty rendering them, in Lessor's judgment, untenable, Lessor may, at its option, cancel this lease or may immediately proceed to rebuild and restore the same. Within ten (10) days after such destruction or damage, Lessor shall notify Lessee in writing whether Lessor elects to cancel this lease or rebuild and restore the premises. In the event Lessor elects to cancel this lease, the rent shall be paid to the date of destruction or damage, and all obligations of the parties hereto with respect to the unexpired portion of the term shall thereupon terminate. In the event Lessor elects to rebuild and restore the premises, such rebuilding or restoration shall be commenced as soon as practicable, shall be completed with due and reasonable diligence, and shall replace the improvements as nearly as practicable to the condition existing immediately prior to such damage or destruction; *provided* that any delay occasioned by governmental regulations or any other cause beyond the direct control of Lessor shall be taken into consideration in determining the promptness with which Lessor commences and completes the restoration and rebuilding. Rent shall be abated during the rebuilding and restoration proportionately in the same ratio as the untenable portion of the premises bears to the whole premises.

20. **CONDEMNATION:** If the whole or any substantial part of the premises ("substantial" being defined as reasonably preventing or unreasonably interfering with the conduct of Lessee's activities) be taken or condemned by the competent authority,

this lease shall terminate upon the date when possession of the premises so taken shall be acquired by such authority, and the rent shall be prorated as of the date of such termination. If less than a substantial part of the premises be taken or condemned by any competent authority, the rent shall be abated, proportionately in the same ratio that the part of the premises taken or condemned bears to the whole premises, from the date when possession of that part of the premises so taken shall be acquired by such authority. Lessor shall be entitled to the full amount of any condemnation award for the leased premises, and Lessee hereby expressly waives any right or claim to any part thereof as damages or otherwise and any right or claim against Lessor as a result of such taking or condemnation. Lessee shall have the right to claim and recover from the condemning authority such compensation as may be separately awarded or recoverable by Lessee in Lessee's own right on account of any and all damage to Lessee's activities by reason of the condemnation and on account of any cost or loss which Lessee might sustain.

21. **DEFAULT:** Full and prompt performance by Lessee of all terms and conditions of this lease is hereby made the essence of this lease. If Lessee should be in default in any of the same and such default shall have continued for ten (10) days in the case of nonpayment of rent or other sums due from Lessee and for thirty (30) days in the case of any other default after written notice by Lessor to Lessee setting forth the particular default claimed, or if Lessee's leasehold estate shall be taken on execution, or if Lessee shall be declared bankrupt or insolvent according to law, or if Lessee shall make an assignment for the benefit of creditors, or if a receiver shall be appointed for Lessee and continue in office thirty (30) days without discharge, then in any such event this lease shall, at the option of Lessor, be forfeited. In such event, Lessor may lawfully enter into and upon said premises or any part thereof, repossess the same, and expel Lessee and those claiming under and through Lessee and remove their effects, forcibly if necessary, without being deemed guilty of any manner of trespass, but without prejudice to any remedies which might otherwise be used by Lessor for the collection of rent or for any breach by Lessee of the covenants herein contained. It is further agreed that after service of notice as above set forth, an additional condition to avoid forfeiture shall be payment by Lessee of Lessor's costs and expenses, including attorneys' fees, for the preparation and service of such notice. Nothing contained herein shall release or diminish Lessee's obligation to pay rent for the full term of this lease, except the net amount of rent Lessor receives from any subsequent tenant during the term hereof. As an additional and not alternative remedy, optional with Lessor, if Lessee should be in default hereunder other than a default in the payment of rent, Lessor may cure or correct the same; and the cost of such action by Lessor shall immediately be due and payable from Lessee, plus interest on said sum at the rate of twelve percent (12%) per annum until paid; and nonpayment of said sum by Lessee shall be adequate grounds for Lessor to invoke the other provisions of this paragraph.

22. **NOTICES:** All notices required under this lease to be given by either party shall be effective as of the date of personal service thereof or the date of mailing by certified mail, return receipt requested, postage prepaid, and properly addressed to the other party at the following address or as the same may be changed from time to time by written notice to the other party:

**Lessor:** City Administrator  
City of Grandview  
207 West Second Street  
Grandview, Washington 98930

**Lessee:** Chief Executive Officer  
Inspire Development Services  
105 South Sixth Street, Suite B  
Sunnyside, Washington 98944

23. **ATTORNEYS' FEES AND COSTS:** Lessee shall pay Lessor all costs and expenses, including reasonable attorneys' fees, incurred by Lessor in the preparation and service of any notice which Lessor gives to Lessee under the terms of this lease. In any court suit or action brought by either party concerning this lease, the court shall award to the prevailing party reasonable attorneys' fees in addition to the costs allowed by law, and the other party agrees to pay the same.

24. **NONWAIVER:** The consent of Lessor to any variation of the terms of this lease, or the receipt of rent with knowledge of any breach, shall not be deemed to be a waiver of any breach or covenant of this lease, and no waiver shall be claimed by Lessee unless it be a written waiver signed by Lessor. Any waiver, express or implied, by Lessor of any breach by Lessee of any of the covenants of this lease shall not be construed to be a waiver of any subsequent breach of the same or any other covenant in this lease, or affect or prejudice any of Lessor's rights or remedies hereunder. After service of notice of default or commencement of suit, Lessor may receive and collect rent due; and the same shall not affect such notice or suit or any judgment, nor shall it be deemed a waiver in any sense.

25. **SUCCESSORS:** Subject to the foregoing provisions relating to assignment and subletting, this lease shall inure to the benefit of and shall be binding upon the successors and assigns of the respective parties hereto.

26. **ENTIRETY OF AGREEMENT:** No prior stipulation, agreement, or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in the provisions of this lease. The terms and conditions of this lease shall not be amended or modified, except in writing signed by both Lessor and Lessee. Headings used herein are for convenience only, are not a part of this lease, and are not to be used in construing it. Each party agrees to execute, upon request of the other, a short form of this lease for purposes of recordation, and to re-execute this lease at any time upon the request of the other.

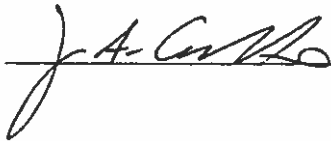


IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

CITY OF GRANDVIEW

\_\_\_\_\_  
MAYOR GLORIA MENDOZA

INSPIRE DEVELOPMENT CENTERS  
a Washington corporation, Lessee

By:  \_\_\_\_\_

**CITY OF GRANDVIEW  
AGENDA ITEM HISTORY/COMMENTARY  
COMMITTEE-OF-THE-WHOLE MEETING**

<b>ITEM TITLE</b>  Resolution authorizing the Mayor to enter into a Professional Services Agreement between the City of Grandview and Prothman for City Administrator Recruitment Services	<b>AGENDA NO.:</b> New Business 4 (H)  <b>AGENDA DATE:</b> April 11, 2023
<b>DEPARTMENT</b>  Administration	<b>FUNDING CERTIFICATION (City Treasurer)</b> (If applicable)

**DEPARTMENT DIRECTOR REVIEW**  
  
 Mayor Gloria Mendoza



**CITY ADMINISTRATOR**



**MAYOR**  


**ITEM HISTORY** (Previous council reviews, action related to this item, and other pertinent history)  
  
 Last year, the City Administrator announced that he would be retiring at the end of this year (December 2023). In January 2023, he provided a recruitment schedule for Council to consider.

**ITEM COMMENTARY** (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.  
  
 During the month of March 2023, we contacted three recruitment agencies requesting proposals from them to help with the recruitment process. We only received one proposal from Prothman located in the Seattle area. This firm is used by many government agencies for recruitment purposes and they are very experienced in this area. Their estimate is included in the attached proposal for an all-inclusive fee of \$17,500.

**ACTION PROPOSED**  
  
 Move a resolution authorizing the Mayor to enter into a Professional Services Agreement between the City of Grandview and Prothman for City Administrator Recruitment Services to a regular Council meeting for consideration.

**RESOLUTION NO. 2023-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,  
AUTHORIZING THE MAYOR TO ENTER INTO A PROFESSIONAL SERVICES  
AGREEMENT BETWEEN THE CITY OF GRANDVIEW AND PROTHMAN FOR CITY  
ADMINISTRATOR RECRUITMENT SERVICES**

**WHEREAS**, the City wishes to engage the services of Prothman to assist the City in recruitment services for the City Administrator position; and,

**WHEREAS**, Prothman wishes to provide services for City Administrator recruitment services,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:**

The Mayor is hereby authorized to enter into a Professional Services Agreement between the City of Grandview and Prothman for City Administrator Recruitment Services as identified in the attached proposal for an all-inclusive fee of \$17,500.

**PASSED** by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on \_\_\_\_\_, 2023.

**MAYOR**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

**Proposal  
for  
City Administrator  
Recruitment Services**



**Leadership is Key to the Sustainability of Any Organization**

*Character, integrity, and the commitment of a leader inspires those in the workplace to go the extra mile and can greatly influence the team's success in achieving its objectives.*

**Finding great leaders is what we do!**

***PROTHMAN***

---

**Executive Recruitment**

*Interim Staffing. Application Software. Job Board.*

## **STATEMENT OF QUALIFICATIONS**

### **ABOUT PROTHMAN**

Prothman specializes in providing national and regional executive recruitment services to cities, counties, districts, and other governmental agencies throughout the western United States. Founded in 2002, Prothman is an industry leader known and respected for outstanding customer service, quality candidate pools, and our knowledge of local government.

### **OUR EXPERTISE**

**Firsthand Knowledge of Local Government:** Our lead consultants have dedicated their careers to local government and joined Prothman upon retiring from their distinguished careers. Our 20 years of recruiting experience, combined with each of our consultants' 30+ years of local government experience, provides our clients with a solid and effective team that can handle any senior level or highly specialized position recruitment.

**Recruitment Knowledge and Experience:** The Prothman team has conducted over 550 recruitments and interim placements. We have read and screened over 16,000 resumes, and we have personally interviewed over 7,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

### **OUR PROVEN PROCESS**

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

### **OUR GUARANTEE**

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

### **CONTACT INFORMATION**

Owner / President: Sonja Prothman, [sonja@prothman.com](mailto:sonja@prothman.com), 206.368.0050  
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027  
[www.prothman.com](http://www.prothman.com)  
[www.prothman-jobboard.com](http://www.prothman-jobboard.com)  
Submittal Date: March 3, 2023

### **COMMITMENT TO PROVIDE SERVICE**

Prothman commits to performing all services represented in this proposal.

## **STATEMENT OF QUALIFICATIONS - PROJECT TEAM**

### **Steve Worthington - Project Lead**

Steve joined Prothman in 2012 and brings over 30 years of successful leadership in local government and is currently serving his third four-year term as a Council Member for the City of University Place, Washington, and is now serving as Mayor, as well. Prior to retirement after six years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane Economic Development Council, a member of the Association of Washington Cities Legislative Task Force, and an Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

### **Cliff Moore - Project Support**

Cliff Moore joins Prothman after a 30-year career of public service in Washington State. Cliff's background includes service as the City Manager of Yakima and County Manager of Thurston County, WA. Cliff also served as Director of the Planning and Land Use Department in Thurston County and held senior administrative positions at Washington State University in Pullman and executive leadership positions at the university's extension offices in both Jefferson and Thurston Counties. Prior to his years of public service, Cliff worked abroad as a Peace Corps volunteer in Togo, West Africa; he was Assistant Country Director for the CARE mission in Honduras; and he was the Director of the US Refugee Resettlement Office in Khartoum, Sudan. Cliff lives in Port Townsend with his wife Mea and their two dogs.

### **Sonja Prothman - Project Support**

As Owner and President, Sonja directs the day-to-day operations of the Prothman Company and has over 17 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise, having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in Communications from the University of Washington.

### **Barry Gaskins - Project Support**

Barry has been a key member of the Prothman team for 18 years and is responsible for office and candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor's degree from California State University in Los Angeles.

### **Jared Eckhardt - Project Support**

Jared has been a key member of the Prothman team for over seven years and is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

## **FEE & EXPENSES**

### **Professional Fee**

The fee for conducting a City Administrator Recruitment with a one-year guarantee is \$15,000 plus \$2,500 for expenses, for an **all-inclusive fee of \$17,500**. The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and three on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and sending the email outreach campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

All-inclusive fees are billed in three equal installments throughout the recruitment, one at the beginning, halfway point and after the final interviews.

### **Expenses included in the all-inclusive fee**

- Trade journal, websites, LinkedIn Boost, and other advertising
- Direct mail announcements
- Interview Packets & printing of materials
- Delivery expenses for Interview Packets
- Consultant travel
- Background checks performed by Sterling

### **Other Expenses**

**Candidate travel:** We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

### **Cancellation**

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

### **Equal Opportunity**

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

*All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.*

## AVAILABILITY, COMMUNICATION & SCHEDULE

### **We are ready to start when you are!**

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you with our cell phone numbers so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire. Our recruitments take approximately 10-14 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development and approval, 5-6 weeks for recruitment, 2-3 weeks for screening and interviewing, and 2-3 weeks for coordinating final interviews.

### **SAMPLE SCHEDULE**

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
<b>Weeks of April 3 &amp; 10, 2023</b>	<b>Travel to Grandview and/or meet via Zoom for stakeholder interviews.</b> Gather information for position profile. Send position profile for review and edits.
April 17, 2023	Post position profile on Prothman website and start advertising and active recruiting
April 24, 2023	Send Direct Mail
May 21, 2023	Application Closing Date
Weeks of May 22 & 29, 2023	Prothman screens applications & interviews top 6 - 12 candidates
<b>Week of June 5 - 9, 2023</b>	<b>Travel to Grandview for Work Session to review semifinalists and design final interviews</b>
<b>Week of June 19 - 23, 2023</b>	<b>Travel to Grandview for Final Interview Process which usually includes an evening reception and next day interviews</b>



## **EXECUTIVE SUMMARY**

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for over 20 years. We have worked for small organizations like the City of Yachats, Oregon, population 800, to large organizations like the City of Tacoma and King County, WA. We understand politics, council and board dynamics and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right "fit" for our clients.

### **Some of our Executive Management Recruitments - In Progress**

City Administrator – City of Ephrata, WA; Chief Executive Officer – Link Transit, WA; Deputy City Manager – City of Tacoma, WA; City Manager – City of Rawlins, WY; County Administrator – Morrow County, OR; Chief Financial Officer – Ben Franklin Transit, WA; General Manager – Manchester Water District, WA; Chief Financial Officer – Columbia 911 Communications District, OR

## **PROPOSED SCOPE OF WORK**

### **1. Develop a Tailored Recruitment Strategy**

#### **Project Review**

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review compensation and decide if a salary survey is needed

#### **Information Gathering and Research (*Soliciting Input*)**

**We will travel to Grandview or meet via Zoom/phone and spend as much time as it takes to learn everything we can about your organization.** Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next City Administrator. We will:

- ◆ Meet with the Mayor
- ◆ Meet with the Council
- ◆ Meet with the Retiring City Administrator
- ◆ Meet with the Leadership Team
- ◆ Meet with Staff, as directed
- ◆ Meet with other Stakeholders, as directed

#### **Position Profile Development (*Identifying the Ideal Candidate*)**

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
  - Years of related experience
  - Ideal personality traits
- ◆ **Organization-specific information**
  - Description of the organization, position, and key responsibilities
  - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

## **2. Identify, Target, and Recruit Viable Candidates**

### **Outreach and Advertising Strategy (*Locating Qualified Candidates*)**

**We recognize that often the best candidates are not actively looking for a new position - *this is the person we want to reach and recruit.*** We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of city/county management professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via thousands of emails and personal networking from our database of city/county management professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

## **3. Conduct Preliminary Screening**

### **Candidate Screening (*Narrowing the Field*)**

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 6 to 12 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

### **Candidate Presentation**

**We will prepare and send to you candidate packets** which include each candidate's application materials and the results of the personal interviews and publication search.

**We will travel to Grandview or meet via Zoom** and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

## **4. Prepare Materials and Process for Final Interviews**

### **Final Interview Process (*Selecting the Right Candidate*)**

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
  - **Deciding on the Structure of the Interviews**
  - **Deciding on Candidate Travel Expenses**
- ◆ **Background Checks**

Background checks include the following:

  - **References**
  - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**

The Final Interview Packets include the candidates' application materials and sample interview questions and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**

**We will travel to Grandview and facilitate the interviews.** The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Candidate Evaluation Session:** After the interviews are complete, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or interview sessions if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

## **5. Warranty**

### **Repeat the Recruitment**

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

## **6. Guarantee**

### **Replacement Recruitment**

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

## **FEE & EXPENSES**

### **Professional Fee**

**The fee for conducting a City Administrator Recruitment with a one-year guarantee is \$17,500.** The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and three on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and sending the email outreach campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, halfway point and after the final interviews.

### **Expenses**

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and we work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Grandview will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Trade journal, websites, LinkedIn Boost, and other advertising (\$1,700 - \$1,900)
- Direct mail announcements (\$1,800)
- Interview Packets & printing of materials (approx. \$200 - \$400)
- Delivery expenses for Interview Packets (approx. \$75 - \$150)
- Consultant travel: mileage at IRS rate, travel time at \$40 per hour, lodging if required (approx. \$450 - \$650 per trip)
- Background checks performed by Sterling (approx. \$170 per candidate)

### **Other Expenses**

**Candidate travel:** We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

### **Cancellation**

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

### **Equal Opportunity**

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

*All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.*

## EXAMPLE OF POSITION PROFILE



## CITY OF TOPPENISH



*"Where the West Still Lives"*

Washington

## CITY MANAGER

# \$122,225 - \$147,025

*Plus Excellent Benefits*

Apply by

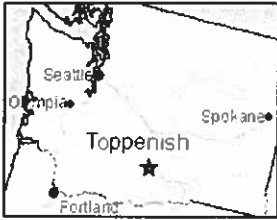
**July 10, 2022**

*(First Review, Open Until Filled)*

# **PROTHMAN**



## TOPPENISH, WASHINGTON



Incorporated in 1907, the City of Toppenish is located in the agricultural center of the Yakima Valley, located approximately 20 miles south along I-82 from the greater Yakima metropolitan area. Home to 8,854 residents, Toppenish is culturally diverse with a Hispanic population of 75%. A premier place to live, work and play, Toppenish offers a temperate climate, a low cost of living, and a strong sense of community.

Separated from Seattle and Portland by the Cascade Mountains and from Spokane by the Columbia River, a stretch of farmland and rolling hills, the Yakima Valley region has been the cultural, business, educational, and governmental focal point of the Central Washington region since it was founded more than 125 years ago. Toppenish has preserved its beginnings as a rugged western town through restoration and beautification efforts that make it a popular tourist attraction today. Efforts include 76 historically related murals about Toppenish painted throughout the city, which has led Toppenish to be known as the "City of Murals". Toppenish is also home to three unique museums including the American Hop Museum - the only one of its kind in the entire country; the Yakima Valley Rail & Steam Museum inside the beautifully restored Toppenish Depot; and the Yakama Nation Cultural Center, which boasts one of the finest Native American displays in the country.

Sitting amid productive agricultural fields, orchards, vineyards, and hop yards, Toppenish enjoys easy access to the Yakima River where residents and visitors enjoy fishing, boating, rafting, picnicking, and much more. With warm summers, cool winters, and four distinct but mild seasons, Toppenish boasts 300 days of sunshine per year. The region offers top-quality golf courses including the Mount Adams and Apple Tree Golf Courses along with public golfing at Sun Tides Golf Course, and two community golf courses, Westwood, and Fisher Golf Courses. The Yakima Valley is also well known throughout the State as the heart of the Northwest craft beverage scene, and also offers award-winning wines and wine country tours.

For those looking to explore beyond Toppenish, the Yakima Regional Airport is an easy 20-minute drive away. In addition, Seattle, Spokane, and Portland are each roughly two and a half hours away, and a 60-minute drive from Toppenish will bring you to the foot of two spectacular mountain passes, White Pass and Chinook Pass.

The Toppenish School District has an award-winning and progressive curriculum and has just built a new gymnasium, football stadium, greenhouse as well as remodeling a portion of the high school and elementary school.

## THE CITY

The City of Toppenish operates under the Council-Manager form of government. The City's seven Councilmembers, elected to staggered 4-year terms, hire the City Manager who serves as the chief executive officer for the City. Councilmembers select a Mayor from among the council body to serve as the Mayor for a 2-year term. The City Manager sees that all policies set by the City Council are carried out, hires personnel, enforces city laws, prepares the annual budget, and supervises the City's daily operations. The City operates with 54 FTEs from five departments including Executive, Fire, Police, Public Works, and Administrative Services on a 2022 budget of \$31 million.



## THE POSITION

Under the general direction and authority of the City Council, the City Manager serves as the Chief Executive Officer of the City. This position plans, organizes, directs and/or performs the development, management and administration of City-wide budget, policies, procedures, regulations, ordinances, and programs, including long-range and short-term planning. The City Manager will exercise direct supervision over department directors, program managers, and the City Clerk.

For a full job description and to view the essential functions of this position, please view the attachment found [here](#).



## OPPORTUNITIES & CHALLENGES

1. The incoming City Manager will be tasked with managing the deferred maintenance throughout the city.
2. As with many organizations, employee retention will be a priority.
3. The City Manager will seek and implement alternative funding options for the City.
4. Establishing and reestablishing relationships with community partners including the neighboring Yakima Nation is essential.
5. The City Manager will help move the city forward on the City's new Vision Statement "A Safe, Healthy and Vibrant Community for All Residents."

## IDEAL CANDIDATE

### Education & Experience:

Any combination equivalent to a bachelor's degree in public administration or a related field and eight (8) years of experience working in a government agency, including at least four (4) years in a responsible management position in municipal government is required.

The selected candidate must be bondable, possess or have the ability to obtain a valid State of Washington Driver's License and have a driving record free of significant moving violations, and pass a background check.

The selected candidate will be required to live within City limits.

Any equivalent combination of training and experience that provides evidence that the applicant possesses the required knowledge, skills, and abilities will be considered.

### Necessary Knowledge, Skills & Abilities:

- Previous experience as a City Manager or Deputy City Manager and the ability to hold department directors accountable without being a micro-manager.
- Experience with city budgets and government financial processes.
- Demonstrated success in obtaining extramural funding.
- Demonstrated integrity, honesty, humility, timeliness, diplomacy, and transparency.
- Experience working with tribal nations.
- Strong interpersonal communication skills both verbally and in writing. Fluency in Spanish is a plus.
- An "open-door" policy for the community, staff, and Council.
- The ability to restructure or, better yet, lower utility rates within the city.
- A willingness to make a long-term commitment to Toppenish.
- Familiarity with, and the ability to negotiate union contracts.
- The ability to hold both staff and the City Council accountable.



## COMPENSATION & BENEFITS

Toppenish offers a competitive compensation and benefit package:

- **\$122,225 - \$147,025 DOQ**
- AWC medical, dental and vision Insurance.
- \$20,000 life insurance policy.
- 11 holidays and 1 floating holiday.
- Paid vacation. Minimum of 13.67/hours per month, subject to negotiation.
- 40 Hours vacation cash out per year.
- Negotiated annual executive leave.
- Washington PERS retirement.
- Negotiated deferred compensation.
- Negotiated vehicle allowance
- Negotiated vacation/sick leave credited at time of hire.
- Longevity pay.
- Bilingual pay.

To learn more about the  
City of Toppenish, please visit:

[www.cityoftoppenish.us](http://www.cityoftoppenish.us)



CITY OF TOPPENISH



"Where the West Still Lives"

The City of Toppenish is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 10, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "City of Toppenish, WA – Public Works Director", and click "Apply Online", or click [here](#).

**PROTHMAN**

[www.prothman.com](http://www.prothman.com)

371 NE Gilman Blvd., Suite 310  
Issaquah, WA 98027  
206.368.0050

**EXAMPLE OF INVITE LETTER**



WASHINGTON

## CITY ADMINISTRATOR \$130,000 - \$161,000

First Review:  
**March 12, 2023**  
(Open Until Filled)

Apply at [www.prothman.com](http://www.prothman.com)

Dear Colleague,

Prothman is currently recruiting for the **City Administrator** position for the **City of Ephrata, Washington**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask that you please pass this on to other professionals you know who may be ready for the next step in their career.

Thank you for your consideration and help!

**PROTHMAN**



## THE COMMUNITY



Located in central Washington state, the City of Ephrata is a picturesque rural community that sits at an elevation of 1,300 feet and has over 300 days of sunshine per year. The arid

continental climate with cold winters and hot, dry summers leads to many outdoor recreational opportunities.

Ephrata is the Grant County Seat. Grant County has a population of over 100,000 residents, allowing Ephrata's 8,620 residents access to a diverse variety of amenities and experiences. Ephrata hosts several annual events including the Sage-n-Sun Festival and parade, the Beezley Burn mountain bike race, a free Summer Movie and Concerts in the Park series, and the Bells on Basin Christmas event and parade. The City also operates the Splash Zone community pool that features a beach area, water slide, preschool frog slide, diving boards, concession stands, swim lessons, and more. Residents also have access to the City's soccer sports complex, recreational programs, and six parks, including the newest addition of a Dog Park which allows for off-leash enjoyment between two fenced areas equipped with a water station, two decommissioned fire hydrants, picnic tables, and shaded tree areas. The Beezley Hills Trails is a popular destination for both hiking and mountain biking trails, with over 25 miles of routes that have a varying range of difficulty.



Grant County is known for its diverse landscapes of high desert plateaus with coulees, lakes, reservoirs, sand dunes, canals, rivers, creeks, and other waterways. The county is home to more than 140 bodies of water, including Banks Lake and Lake Roosevelt, which offer world class fishing, hunting, hiking, camping, bird and wildlife watching, boating and water sports, and many spectacular golf courses. Grant County also has an abundance of off-roading areas which feature rolling sand dunes, breathtaking waterfront, and plenty of space to have fun!

Ephrata has a long history of valuing and supporting education through exceptional community involvement and financial support. The area is serviced by the Ephrata School District - considered one of the best in the region - with K- 12 education, a preschool, and an intermediate school. Ephrata High School students are able to attend college classes at Big Bend Community College in Moses Lake through the Running Start program, and Ephrata consistently has one of the highest graduation rates in the state of Washington.

## THE CITY

Established in 1909, the City of Ephrata operates under the Mayor-Council form of government with seven council members elected to four-year terms. Services provided by the City include: Police, Fire, Water/Sewer, Sanitation, Public Works, and Parks and Recreation. Appointed positions within the City include the City Administrator, City Clerk/Finance Director, Police Chief, Community Development Director, Public Works Director, Fire Chief, and Recreation Director. The City of Ephrata employs 49 FTEs and operates on a 2023 budget of \$37,021,125.

## THE POSITION

Under the direction of the Mayor, the City Administrator acts as the Chief Administrative Officer of the city for day-to-day operations. The City Administrator directs city government functions and services and provides leadership in achieving the long- and short-term goals of the City. The City Administrator makes recommendations to the Mayor and Council for policy, budget, and strategic planning.

Please visit [www.prothman.com](http://www.prothman.com) to review the full position profile and compensation package, and to learn more about Prothman.