



# City Council, Special Meeting

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## **AGENDA** **Revised**

6:30 pm – 10:00 pm

January 12, 2016

**Call to Order**

**Roll Call**

**Pledge of Allegiance**

**Approval of Agenda**

**Presentations/Proclamations**

- Klahanie Annexation Transition Committee Report

**Public Comment**

**Note:** *This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. If you would like to show a video or PowerPoint, it must be submitted or emailed by 5 pm, the end of the business day, to the City Clerk, Melonie Anderson at [manderson@sammamish.us](mailto:manderson@sammamish.us)*

**Public Hearings**

**Unfinished Business**

1. **Interviews:** Arts Commission Applicants and Planning Commission Applicants

**Executive Session** – Evaluating Qualifications of an Applicant pursuant to RCW 42.30.110(h)

2. **Resolution:** Appointing Three Regular Members And Up To Three Alternate Members To The Sammamish Arts Commission

City Council meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request. Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.

3. **Resolution:** Appointing Three Regular Members And Up To Three Alternate Members To The Sammamish Parks And Recreation Commission
4. **Resolution:** Appointing Three Members To The Sammamish Planning Commission

#### **New Business**

5. **Contract:** Sahalee Way Improvements Geotechnical Services/Perteet
6. **Approval:** 2016 Supplemental Human Service Grant Awards

#### **Council Reports/ Council Committee Reports**

#### **City Manager Report**

- Update: Tent City 4 Encampment

**Executive Session** – Potential Litigation pursuant to RCW 42.30.110(i)

#### **Adjournment**

If you are looking for facility rentals, please click [here](#).

<< December

## January 2016

February >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 6:30 p.m. City Council Meeting	6 6:30 p.m. Parks and Recreation Commission Meeting	7 1 p.m. Skyline High School 5K Run to Eastlake HS 6 p.m. Inglewood Hill Stormwater Retrofit Impr Meeting	8	9
10	11	12 5 p.m. City Council Office Hour 6:30 p.m. City Council Special Meeting	13	14 5 p.m. City Council Retreat 6:30 p.m. Planning Commission Meeting	15 9 a.m. City Council Retreat	16 9 a.m. City Council Retreat
17	18 10 a.m. Volunteer for MLK Day of Service! 12 p.m. Volunteer for MLK Day of Service! 6:30 p.m. Committee of the Whole <b>Canceled</b>	19 8:30 a.m. Art Exhibit - Don Fels - "Vanishing Points" 6:30 p.m. City Council Meeting <b>Canceled</b>	20	21	22	23
24	25 6:30 p.m. Arts Commission Meeting	26	27 6 p.m. Sammamish Youth Board Meeting	28 5 p.m. Planning Commission Meeting 6 p.m. Exhibiting Artist Reception	29	30
31						

If you are looking for facility rentals, please click [here](#).

<< January

## February 2016

March >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 6:30 p.m. City Council Meeting	3 6:30 p.m. Parks and Recreation Commission Meeting	4	5	6
7	8	9 6:30 p.m. City Council Study Session	10	11	12	13
14	15 6:30 p.m. Committee of the Whole Meeting Canceled	16 6:30 p.m. City Council Meeting	17	18	19	20
21	22 6:30 p.m. Arts Commission Meeting	23	24	25	26	27 1 p.m. "Life Stories" - Cross-Generational Event--FREE
28	29					

## AGENDA CALENDAR

<b>Jan 2016</b>			
1/14-1/16		Council Retreat	Hotel Murano, Tacoma, WA
Mon 1/18	6:30 pm	Cancelled	Marting Luther King Day – City Offices Closed
Tues 1/19	6:30 pm	Regular Meeting	Cancelled
<b>Feb 2016</b>			
Tues 2/2	6:30 pm	Regular Meeting	Public Hearing: Annexation Mystic Lake Contract: Banking Services Facility Rental Fees Executive Session: Potential Property Acquisition
Tues 2/9	6:30 pm	Study Session	
Mon 2/15	6:30 pm	Cancelled	Presidents Day – City Offices Closed
Tues 2/16	6:30 pm	Regular Meeting	Resolution: ARCH Work Plan and Budget Resolution: Authorizing ARCH to execute agreements for affordable housing projects.
<b>Mar 2016</b>			
Tues 3/1	6:30 pm	Regular Meeting	Bid Award: Big Rock Park Well Repair/TBD (consent)
Tues 3/8	6:30 pm	Study Session	
Mon 3/14	6:30 pm	COW Meeting	
Tues 3/15	6:30 pm	Regular Meeting	
<b>April 2016</b>			
Tues 4/5	6:30 pm	Regular Meeting	Bid Award: EHS Turf Replacement/TBD
Tues 4/12	6:30 pm	Study Session	
Mon 4/18	6:30 pm	COW Meeting	
Tues 4/19	6:30 pm	Regular Meeting	
<b>May 2016</b>			
Tues 5/3	6:30 pm	Regular Meeting	
Tues 5/10	6:30 pm	Study Session	
Mon 5/16	6:30 pm	COW Meeting	
Tues 5/17	6:30 pm	Regular Meeting	Contract: Beaver Lake Shop Roof Replacement/TBD (consent) Contract: Fourth on the Plateau Fireworks/TBD (consent) Contract: Fourth on the Plateau Event Lighting/TBD (consent) Resolution: Youth Board Appointments (consent)
<b>June 2016</b>			
Tues 6/7	6:30 pm	Regular Meeting	Presentation: Parks Commission Hand-off of 2017-22 Parks CIP
Tues 6/14	6:30 pm	Study Session	Discussion: YMCA Property Development Discussion: 2017-22 Parks CIP
Mon 6/20	6:30 pm	COW Meeting	
Tues 6/21	6:30 pm	Regular Meeting	Resolution: 2017-22 Parks CIP
<b>July 2016</b>			
Tues 7/5	6:30 pm	Regular Meeting	
Tues 7/12	6:30 pm	Study Session	
Mon 7/18	6:30 pm	COW Meeting	
Tues 7/19	6:30 pm	Regular Meeting	Proclamation: Women's Equality Day
<b>Aug 2016</b>			
NO MEETINGS			
<b>Sept 2016</b>			
Tues 9/6	6:30 pm	Regular Meeting	Proclamation: Mayor's Month of Concern Food Drive Contract: Trails, Bikeways and Path Plan Consultant/TBD Contract: YMCA Property Development Plan Consultant/TBD

Tues 9/13	6:30 pm	Study Session	
Mon 9/19	6:30 pm	COW Meeting	
Tues 9/20	6:30 pm	Regular Meeting	
<b>Oct 2016</b>			
Tues 10/4	6:30 pm	Regular Meeting	
Tues 10/11	6:30 pm	Study Session	Discussion: Trails, Bikeways and Paths Plan
Mon 10/17	6:30 pm	COW Meeting	
Tues 10/18	6:30 pm	Regular Meeting	
<b>Nov 2016</b>			
Tues 11/1	6:30 pm	Regular Meeting	
Tues 11/8	6:30 pm	Study Session	
Mon 11/14	6:30 pm	COW Meeting	
Tues 11/15	6:30 pm	Regular Meeting	
<b>To Be Scheduled</b>		<b>Parked Items</b>	<b>Parked Items</b>
<ul style="list-style-type: none"> <li>• Ordinance: Second Reading Puget Sound Energy Franchise</li> <li>• Economic Development Plan</li> </ul>		<ul style="list-style-type: none"> <li>• Comprehensive consideration of Capital projects</li> <li>• Design Standards</li> <li>• Review of regulations regarding the overlay ares, low impact development and special protection areas for lakes</li> </ul>	<ul style="list-style-type: none"> <li>• Intra-City Transit Services</li> <li>• Mountains to Sound Greenway</li> <li>• Sustainability/Climate Change</li> <li>• Off Leash Dog Areas</li> <li>• Water Quality Update</li> </ul>



# City Council Agenda Bill

**Meeting Date:** January 12, 2016

**Date Submitted:** January 6, 2016

**Originating Department:** Admin Services

**Clearances:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Attorney                  | <input checked="" type="checkbox"/> Community Development | <input checked="" type="checkbox"/> Parks & Recreation |
| <input checked="" type="checkbox"/> Admin Services | <input type="checkbox"/> Eastside Fire and Rescue         | <input type="checkbox"/> Police                        |
| <input checked="" type="checkbox"/> City Manager   | <input checked="" type="checkbox"/> Finance & IT          | <input type="checkbox"/> Public Works                  |

**Subject:** Arts and Planning Commission Applicant Interviews

**Action Required:** Interview remaining applicants. Conduct Executive Session

**Exhibits:**

1. List of Applicants interviewing on January 12, 2016
2. Complete list of applicants

**Budget:** N/A

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**Summary Statement:** Council will conduct the remaining interviews, then retire to Executive Session to consider the qualifications of the applicants. They will return to open session to make their appointments.

**Background:** On January 5, Council interviewed 15 candidates for the various Commission vacancies. There are 6 remaining candidates to interview on January 12, 2015 at a Special Meeting

**Financial Impact:** N/A

**Recommended Motion:** No motion is recommended at this time.



## COMMISSION APPLICANTS INTERVIEWS

January 12, 2016

**Arts Commission**

**3 Regular Position Vacancies**

Jennifer Kaczmarek

**Planning Commission**

**3 Vacancies**

Nancy H. Anderson

Eric Brooks (current)

Brian Garvey

Abhishek Pandey

Rob Young



## COMMISSION APPLICANTS

### **Arts Commission**

### **3 Regular Position Vacancies**

Angela Bovo  
Ramu Iyer (current)  
Jennifer Kaczmarek  
Carole Weaks (current)  
Steven Wright (current)

### **Park & Recreation Commission**

### **3 Vacancies**

Angela Bovo  
Glenn Bowers  
Hank Klein (current)  
Sheila Sappington (current)  
Nancy Way (current)

### **Planning Commission**

### **3 Vacancies**

Nancy H. Anderson  
Erez Banari  
Eric Brooks (current)  
Angela Bovo  
Brian Garvey  
Tom Ehlers  
Chris Mullins  
Abhishek Pandey  
Chris Ross  
Seyed Savafian  
Rob Young

## Exhibit 2



**Meeting Date:** January 12, 2016

**Date Submitted:** 1/6/2016

**Originating Department:** Admin Services

**Clearances:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Attorney       | <input type="checkbox"/> Community Development    | <input type="checkbox"/> Parks & Recreation |
| <input checked="" type="checkbox"/> Admin Services | <input type="checkbox"/> Eastside Fire and Rescue | <input type="checkbox"/> Police             |
| <input checked="" type="checkbox"/> City Manager   | <input type="checkbox"/> Finance & IT             | <input type="checkbox"/> Public Works       |

**Subject:** Resolution: Appointing three regular members and up to two alternate members to the Sammamish Arts Commission

**Action Required:** Select Commissioners and approve resolution

**Exhibits:** 1. Resolution

**Budget:** N/A

**Summary Statement:** Currently there are **three four-year regular position** vacancies and **three one-year alternate** position vacancies on the Arts Commission. A total of five applications were received. On January 5 and January 12, 2016 the City Council interviewed four candidates (one applicant was unable to attend the interviews) at an open public meeting. On January 12, 2016 the City Council will select two applicants for appointment to regular positions and may appoint up to three applicants to the alternate positions. They will then adopt the resolution confirming the appointments

**Applicants:**

Angela Bovo  
 Ramu Iyer  
 Jennifer Kaczmarek  
 Carole Weaks  
 Steven Wright

**Background:** The Arts Commission is very active and is in need of commissioners with diverse skills and backgrounds. In the past year they have sponsored such varied activities as art displays in City Hall, the “Build It Lego” event, workshops for seniors, and many other activities. Arts Commission members also represent Sammamish at regional and local meetings.

Recruitment for applicants began in October 2015 with postings on the City’s website as well as articles and advertising in the local papers and the City’s newsletter. The deadline for application submittal was December 31, 2015. Five applications were received (including the three current Commissioners seeking reappointment).

**Financial Impact:** N/A

**Recommended Motion:** Appoint members fill three four-year vacancies on the Arts Commission, designating which position number they will hold. Council may also choose to appoint up to three alternate positions. Council may then make a motion to approve the resolution confirming the appointments.

**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION NO. R2016-\_\_\_\_**

**A RESOLUTION OF THE CITY OF SAMMAMISH  
WASHINGTON APPOINTING THREE REGULAR  
MEMBERS AND UP TO TWO ALTERNATE MEMBERS  
TO THE SAMMAMISH ARTS COMMISSION**

WHEREAS, the Sammamish City Council created a nine-member Arts Commission and established the duties of said Commission; and

WHEREAS, there are currently three regular member vacancies on the Commission; and

WHEREAS, the City Council may choose to appoint up to three alternate members to the Commission, and

WHEREAS, the City Council solicited applications for said positions;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DO RESOLVE AS FOLLOWS:**

Section 1. Appointment of Arts Commission. The City Council hereby appoints the following individuals to the Sammamish Arts Commission for the designated terms hereafter set forth:

_____	Position 7	Term Expires January 31, 2020
_____	Position 8	Term Expires January 31, 2020
_____	Position 9	Term Expires January 31, 2020
_____	Alternate	Term Expires January 31, 2017
_____	Alternate	Term Expires January 31, 2017

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Resolution be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Resolution or its application to other persons or circumstances.

**ADOPTED BY THE CITY COUNCIL AT A SPECIAL MEETING THEREOF ON THE \_\_\_\_\_ DAY OF JANUARY, 2016.**

CITY OF SAMMAMISH

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Mayor Donald J. Gerend

ATTEST/AUTHENTICATED:

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Melonie Anderson, City Clerk

Approved as to form:

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Michael R. Kenyon, City Attorney

Filed with the City Clerk:     January 6, 2016  
Passed by the City Council:  
Resolution No.                 R2016-



**Meeting Date:** January 12, 2016

**Date Submitted:** 1/6/2016

**Originating Department:** Admin Services

**Clearances:**

<input checked="" type="checkbox"/> Attorney	<input type="checkbox"/> Community Development	<input checked="" type="checkbox"/> Parks & Recreation
<input checked="" type="checkbox"/> Admin Services	<input type="checkbox"/> Eastside Fire and Rescue	<input type="checkbox"/> Police
<input checked="" type="checkbox"/> City Manager	<input type="checkbox"/> Finance & IT	<input type="checkbox"/> Public Works

**Subject:** Resolution appointing three regular members and up to three alternate members to the Sammamish Parks & Recreation Commission

**Action Required:** Select Commission members and approve resolution

**Exhibits:** 1. Resolution

**Budget:** N/A

**Summary Statement:** Currently there are three regular position vacancies and on the Parks and Recreation Commission: **Two four-year positions** and **one three-year position**. Council may also choose to appoint up to **three one-year alternate** positions.

**Applicants:**

Angela Bovo  
 Glenn Bowers  
 Hank Klein  
 Sheila Sappington  
 Nancy Way

**Background:** The Sammamish City Council has always valued parks and recreation, as is demonstrated by the fact that this was the first commission the Council authorized back in September of 1999. Since its inception, the Parks & Recreation Commission has provided valuable assistance in park acquisition and planning as well as guidance and direction on recreation programs. Recruitment for applicants began in October 2015 with postings on the City's website, articles and advertising in the local papers and the City's newsletter. The deadline for submittal of an application was December 31, 2015. Five applications were received.

**Financial Impact:** N/A

**Recommended Motion:** Appoint three regular members, designating which position number they will hold on the Parks & Recreation Commission. Council may also wish to appoint up to three alternate members. Council may then move to approve the resolution confirming the appointments.

**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION NO. R2016-\_\_\_\_\_**

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**A RESOLUTION OF THE CITY OF SAMMAMISH WASHINGTON  
APPOINTING THREE REGULAR MEMBERS AND UP TO THREE  
ALTERNATE MEMBERS TO THE SAMMAMISH PARKS AND  
RECREATION COMMISSION**

WHEREAS, the City Council created a Parks and Recreation Commission consisting of nine members; and

WHEREAS, there are currently four vacant Commission positions; and

WHEREAS, the City Council solicited applications for the vacant Commission positions; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DO RESOLVE AS FOLLOWS:**

Section 1. Appointment of Parks and Recreation Commissioners. The City Council hereby appoints the following individuals to the Sammamish Parks and Recreation Commission as hereafter set forth:

_____	Position 7	Term Expires January 31, 2019
_____	Position 8	Term Expires January 31, 2020
_____	Position 9	Term Expires January 31, 2020
_____	Alternate	Term Expires January 31, 2017
_____	Alternate	Term Expires January 31, 2017
_____	Alternate	Term Expires January 31, 2017

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Resolution be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Resolution or its application to other persons or circumstances.

**ADOPTED BY THE CITY COUNCIL AT A SPECIAL MEETING THEREOF ON  
THE \_\_\_\_ DAY OF JANUARY, 2016.**

CITY OF SAMMAMISH

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Mayor Donald J. Gerend

ATTEST/AUTHENTICATED:

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Melonie Anderson, City Clerk

Approved as to form:

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Michael R. Kenyon, City Attorney

Filed with the City Clerk:     January 6, 2016  
Passed by the City Council:  
Resolution No.                    R2016-\_\_\_\_\_



**Meeting Date:** January 12, 2016

**Date Submitted:** 1/6/2016

**Originating Department:** Admin Services

**Clearances:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Attorney       | <input checked="" type="checkbox"/> Community Development | <input type="checkbox"/> Parks & Recreation |
| <input checked="" type="checkbox"/> Admin Services | <input type="checkbox"/> Eastside Fire and Rescue         | <input type="checkbox"/> Police             |
| <input checked="" type="checkbox"/> City Manager   | <input type="checkbox"/> Finance & IT                     | <input type="checkbox"/> Public Works       |

**Subject:** Resolution appointing three members to the Sammamish Planning Commission

**Action Required:** Select Commissioners and approve resolution confirming appointments

**Exhibits:** 1. Resolution

**Budget:** N/A

**Summary Statement:** Currently there are **two four-year positions** and **one two-year position** on the Planning Commission. A total of 11 applications were received. On January 5 and January 12, 2016 the City Council interviewed the applicants at an open public meeting. On January 12, 2016 the City Council will select three applicants for appointment to the Sammamish Planning Commission

**Applicants:**

Nancy H. Anderson  
 Erez Banari  
 Eric Brooks (current)  
 Angela Bovo  
 Brian Garvey  
 Tom Ehlers  
 Chris Mullins  
 Abhishek Pandey  
 Chris Ross  
 Seyed Savafian  
 Rob Young

**Background:** The Seven-member Planning Commission was formed in 2003 to make recommendations to the City Council regarding the Comprehensive Plan and land use regulations. The terms of the Commissioners are staggered so that only two terms expire in any year. The appointments to fill vacancies usually occur in January with terms starting in February. There are three vacancies this year due to a resignation.

Recruitment for applicants began in October 2015 with postings on the City's website as well as articles and advertising in the local papers and the City's newsletter. The deadline for application submittal was December 31, 2015.

**Financial Impact:** N/A

**Recommended Motion:** Appoint members to three positions on the Planning Commission, designating which position number they will hold. Council may then make a motion to approve the resolution confirming the appointments.

**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION NO. R2016-\_\_\_\_\_**

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**A RESOLUTION OF THE CITY OF SAMMAMISH  
WASHINGTON APPOINTING THREE MEMBERS TO  
THE SAMMAMISH PLANNING COMMISSION**

WHEREAS, the Sammamish City Council created a seven-member Planning Commission and established the duties of said Commission; and

WHEREAS, there are currently three vacant Commission positions; and

WHEREAS, the City Council solicited applications for the vacant Planning Commission positions; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DO RESOLVE AS FOLLOWS:**

Section 1. Appointment of Planning Commissioners. The City Council hereby appoints the following individuals to the Sammamish Planning Commission as hereafter set forth:

_____	Position #1	Term Expires January 31, 2020
_____	Position #2	Term Expires January 31, 2020
_____	Position #7	Term Expires January 31, 2018

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Resolution be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Resolution or its application to other persons or circumstances.

**ADOPTED BY THE CITY COUNCIL AT A SPECIAL MEETING THEREOF ON  
THE \_\_\_\_\_ DAY OF JANUARY, 2016.**

CITY OF SAMMAMISH

\_\_\_\_\_  
Mayor Donald J. Gerend

Exhibit 1

ATTEST/AUTHENTICATED:

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Melonie Anderson, City Clerk

Approved as to form:

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Michael R. Kenyon, City Attorney

Filed with the City Clerk:     January 6, 2016

Passed by the City Council:

Resolution No.                 R2016-\_\_\_\_\_



**Meeting Date:** January 12, 2016

**Date Submitted:** 1/12/2016

**Originating Department:** Public Works

**Clearances:**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Attorney     | <input type="checkbox"/> Community Development    | <input type="checkbox"/> Parks & Recreation      |
| <input type="checkbox"/> Admin Services          | <input type="checkbox"/> Eastside Fire and Rescue | <input type="checkbox"/> Police                  |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Finance & IT             | <input checked="" type="checkbox"/> Public Works |

**Subject:** Sahalee Way Project – Survey and Geotechnical Exploration Contract

**Action Required:** Authorize the City Manager to execute a Contract Agreement in the amount of \$290,253 with Perteet, Inc. for Survey and Geotechnical Exploration for the Sahalee Way Project, with a management reserve of \$29,000

**Exhibits:** Agreement for Services Contract and Scope

**Budget:** A total of \$3.24 M is budgeted in the adopted 2015-16 Transportation Capital Improvement (Fund 340) and Surface Water Capital Projects (Fund 438). The approved budget funds the design phase of the Sahalee Way project.

**Summary Statement:**

This engineering services contract agreement provides for engineering survey and geotechnical exploration for the Sahalee Way Project. The project's purpose is to provide City standard amenities on Sahalee Way NE from NE 25<sup>th</sup> Way north to the northern City Limits. This section of roadway is currently constructed to rural King County road standards. This survey and geotechnical engineering contract will help define existing topography, roadway elements, right-of-way, property boundaries and soil conditions on Sahalee Way between NE 25<sup>th</sup> Way and State Route 202.

The information provided by completion of this work will assist in development of a more refined cost estimate and include more details for the optional climbing lane between NE 50<sup>th</sup> Street and NE 37<sup>th</sup> Way. This survey and geotechnical work is needed before any design work on the project can begin, thereby helping provide more certainty regarding the project's construction schedule and costs while the final project scope is being evaluated and approved by the Council. This survey and geotechnical work is needed regardless of which final project scope the Council ultimately decides on. In addition, unless something changes along the project corridor where the work is being done, the survey and geotechnical work completed for this project now will be useable for at least 10 years into the future with only minor additional expenses (under \$25,000) for verification that the corridor has remained unchanged over time.

**Background:**

The Sahalee Way project is included as a concurrency project in the adopted 2015-2020 and 2016-2021 Six Year Transportation Improvement Programs. The project has a planning level total project cost estimate of \$15.7 million for a 3-lane configuration as identified in the city's 2016-21 Six Year Transportation Improvement Program. The current base project total cost estimate is \$14.24M as shown in Table 1 in the Financial Impact section of this agenda bill.

Public open houses for the project were held on June 24 and November 4, 2015. These open houses were well attended with residents providing a large amount of valuable feedback to the city regarding the project. Submitted comments have been posted on the City's project webpage and have been discussed with the Council's Transportation Committee.

In late 2014, Perteet was selected as the project's design consultant using the city's standard consultant selection process. Perteet produced the project Alternatives Analysis Report using input received from city staff and the first open house. The Alternatives Analysis Report was presented to Council at the October 6, 2015 meeting. The Report is posted on the City's project webpage and includes traffic analysis and cost estimate information. It recommends a 3-lane baseline configuration consisting of a 6 foot sidewalk on the west side, a 3-foot planter strip, a 5-foot bike path, an 11-foot southbound travel lane, a striped two-way left turn lane, an 11-foot northbound travel lane and an 8-foot combined bike lane/shoulder on the east side.

The Alternatives Report analyzed a number of optional enhancements that could be added to the 3-lane baseline configuration. Three substantial enhancements received the most supportive feedback from both residents and the Transportation Committee:

- Enhanced crosswalk crossings of Sahalee Way at yet to be selected intersections
- Bus pullouts on both sides of Sahalee Way
- Southbound climbing lane between the north city limits and NE 37<sup>th</sup> Way

On December 9, 2015, the Transportation Committee supported staff's recommendation to proceed with survey and geotechnical engineering work for the project, with the intention that this work (1) was necessary regardless of the ultimate project scope chosen by the Council, (2) would help confirm the project's 2017 start of construction schedule could be met and (3) would help refine the cost estimate for an optional climbing lane that would help reduce southbound Sahalee Way travel times. The work includes additional boring explorations in an existing landslide hazard area that will help inform the Council's climbing lane decision. A landslide closed Sahalee Way in 1982 in the vicinity of the proposed climbing lane. Reconstruction included a system of underdrains which are currently maintained by the City.

Staff intends to return to the Transportation Committee in March with a recommended project scope, cost and schedule estimates. Following the Transportation Committee Meeting, a third public open house will be held in April. Staff will then return to Council in May for approval of a final project design scope.

**Financial Impact:**

Traffic Impact Fees (TIF) collected from private development will pay for 87.3% of the baseline costs of this concurrency project. These costs include survey, geotechnical and engineering and construction related costs. The remaining contribution comes from a combination of Transportation and Stormwater Capital Improvement funds. Additional enhancement features, if selected by the Council, would be paid for from the City's Transportation Capital Improvement Fund. A breakdown of the project costs is summarized in Table 1 below. These cost estimates are planning level estimates from the Alternatives Analysis Report. Climbing lane estimates are expected to be refined as part of this survey and geotechnical exploration work. Cost estimates for the climbing lane are divided between City and King County jurisdictions, although County staff has already informed us that the County would not be able to contribute County funds towards this project.

Table 1 - Preliminary Project Cost Breakdown

	Cost	Traffic Impact Fees	Transportation CIP	Stormwater CIP
Roadway	\$ 4,111,800.00	\$ 3,589,601.00	\$ -	\$ 522,199.00
Drainage	\$ 3,177,050.00	\$ 2,773,565.00	\$ -	\$ 403,485.00
Walls	\$ 825,000.00	\$ 720,225.00	\$ -	\$ 104,775.00
Mobilization	\$ 812,000.00	\$ 708,876.00	\$ -	\$ 103,124.00
Construction Engineering	\$ 1,072,000.00	\$ 935,856.00	\$ -	\$ 136,144.00
Construction Contingency	\$ 2,678,000.00	\$ 2,337,894.00	\$ -	\$ 340,106.00
<b>Subtotal</b>	<b>\$ 12,675,850.00</b>	<b>\$ 11,066,017.00</b>	<b>\$ -</b>	<b>\$ 1,609,833.00</b>
Alternatives Analysis Engineering	\$ 89,603.00	\$ 78,223.00	\$ -	\$ 11,380.00
Survey and Geotechnical Engineering	\$ 290,253.00	\$ 253,391.00	\$ -	\$ 36,862.00
Final Design Engineering	\$ 1,102,747.00	\$ 962,698.00	\$ -	\$ 140,049.00
Right of Way	\$ 83,500.00	\$ 72,896.00	\$ -	\$ 10,604.00
<b>Subtotal</b>	<b>\$ 1,566,103.00</b>	<b>\$ 1,367,208.00</b>	<b>\$ -</b>	<b>\$ 198,895.00</b>
<b>Total</b>	<b>\$ 14,241,953.00</b>	<b>\$ 12,433,225.00</b>	<b>\$ -</b>	<b>\$ 1,808,728.00</b>
Proposed Enhancements				
Flashing Crosswalks (two)	\$ 90,000.00	\$ -	\$ 70,704.00	\$ 19,296.00
Bus Pullouts (west side)	\$ 320,000.00	\$ -	\$ 320,000.00	\$ -
Bus Pullouts (east side)	\$ 320,000.00	\$ -	\$ 320,000.00	\$ -
Climbing Lane (City Limits)	\$ 3,420,000.00	\$ -	\$ 3,420,000.00	\$ -
Climbing Lane (King County)	\$ 2,390,000.00	\$ -	\$ 2,390,000.00	\$ -
<b>Subtotal</b>	<b>\$ 6,540,000.00</b>	<b>\$ -</b>	<b>\$ 6,520,704.00</b>	<b>\$ 19,296.00</b>
<b>Total w/ Enhancements</b>	<b>\$ 20,781,953.00</b>	<b>\$ 12,433,225.00</b>	<b>\$ 6,520,704.00</b>	<b>\$ 1,828,024.00</b>

**Recommended Motion:**

Move to authorize the City Manager to execute a contract with Perteet, Inc. in the amount of \$290,253 and to administer a contract management reserve in the amount of \$29,000 for Engineering Survey and Geotechnical Engineering Services in association with the Sahalee Way project.



Exhibit 1

**CITY OF SAMMAMISH  
AGREEMENT FOR SERVICES**

Consultant: PERTEET, INC.

This Agreement is entered into by and between the City of Sammamish, Washington, a municipal corporation, hereinafter referred to as the "City," and Perteet, Inc., hereinafter referred to as the "Consultant."

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Scope of Services to be Performed by Consultant.** The Consultant shall perform those services described in Exhibit "A" of this agreement. In performing such services, the Consultant shall comply with all federal, state, and local laws and regulations applicable to the performance of such services. The Consultant shall perform services diligently and completely and in accordance with professional standards of conduct and performance.

2. **Compensation and Method of Payment.** The Consultant shall submit invoices for work performed using the form set forth in Exhibit "B".

The City shall pay Consultant:

[Check applicable method of payment]

According to the rates set forth in Exhibit "\_\_\_"

A sum not to exceed \$290,253

Other (describe): \_\_\_\_\_

The Consultant shall complete and return to the City Exhibit "C," Taxpayer Identification Number, prior to or along with the first invoice submittal. The City shall pay the Consultant for services rendered within ten days after City Council approval.

3. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing upon execution and ending December 31, 2016, unless sooner terminated under the provisions of the Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

4. **Ownership and Use of Documents.** Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Consultant in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not

5. **Independent Contractor.** The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant will solely be responsible for its acts and for the acts of its agents, employees, subconsultants, or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.

6. **Indemnification.** The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligent acts, errors or omissions of the Consultant, in performance of this Agreement, except for injuries and damage caused by the sole negligence of the City. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been

## Exhibit 1

mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

### **7. Insurance.**

**A.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

**B.** Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of such services, or bodily injury to persons or damages to property, caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence.

### **Minimum Scope of Insurance**

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

### **Minimum Amounts of Insurance**

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

### **Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance shall not be cancelled by either party except after thirty (30) days prior written notice has been given to the City

# Exhibit 1

## Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

### 8. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by the City during the performance of this Agreement.

### 10. Termination.

A. This City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be cancelled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

D. The Consultant reserves the right to terminate this Agreement with not less than fourteen days written notice, or in the event that outstanding invoices are not paid within sixty days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

11. Discrimination Prohibited. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

12. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

13. Conflict of Interest. The City insists on the highest level of professional ethics from its consultants. Consultant warrants that it has performed a due diligence conflicts check, and that there are no professional conflicts with the City. Consultant warrants that none of its officers, agents or employees is now working on a project for any entity engaged in litigation with the City. Consultant will not disclose any information obtained through the course of their work for the City to any third party, without written consent of the "City". It is the Consultant's duty and obligation to constantly update its due diligence with respect to conflicts, and not the City's obligation to inquire as to potential conflicts. This provision shall survive termination of this Agreement.

14. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

Exhibit 1

15. **Non-appropriation of funds.** If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

16. **Entire Agreement.** This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

17. **Notices.** Notices to the City of Sammamish shall be sent to the following address:

City of Sammamish  
801 228<sup>th</sup> Avenue SE  
Sammamish, WA 98075  
Phone number: (425) 295-0500

Notices to the Consultant shall be sent to the following address:

Company Name Perteet, Inc.  
Contact Name Dan Johnson  
Street Address 2707 Colby Avenue, Suite 900  
City, State Zip Everett, WA 98201  
Phone Number 425-272-7700  
Email: [danh@perteet.com](mailto:danh@perteet.com)

18. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee, shall be included in the judgment.

The Contractor will be required to obtain a City of Sammamish business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. A city business license application can be found at: <http://www.bls.dor.wa.gov/cities/sammamish.aspx>."

19. **Severability.** Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

CITY OF SAMMAMISH, WASHINGTON

CONSULTANT

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

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

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: City Manager

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest/Authenticated:

Approved As To Form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

Exhibit A  
Scope of Services and Rate Schedule

City of Sammamish

Scope of Services

Sahalee Way Corridor Widening Project

December 11, 2015





## Sahalee Way NE (NE 25th Way to SR 202)

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Agreement with Perteet Inc.

During the term of this Contract, Perteet Inc. (CONSULTANT) will perform professional services for the City of Sammamish (CITY), as detailed below:

### INTRODUCTION

The project will construct improvements to Sahalee Way NE, between NE 25th Way and the NE 50<sup>th</sup> Street. The completed project will meet the City's concurrency requirements, and provide a safe environment for pedestrians and bicyclists. The project foot print will be based up on the previous alternative study completed presented to council with the additional elements as selected by City Council.

### GENERAL SCOPE OF SERVICES

This agreement includes the initial topographic survey, geotechnical work and additional project footprint refinement for the NE Sahalee Way, between NE 25th Way and NE 50th Street. Subsequent preliminary design, environmental documentation, and final design services will be a supplement to this contract once a preferred alternative is selected by City Council.

The work includes the following tasks:

- Task 1. Project Management
- Task 2. Geotechnical Reports
- Task 3. Surveying/Basemapping
- Task 4. Alternative Analysis
- Task 5. Management Reserve

### TIME FOR COMPLETION

All work under this phase of the contract shall be completed within six (6) months of notice to proceed.

#### Task 1 – Project Management

- 1.1 Schedule and coordinate with CONSULTANT and SUBCONSULTANT personnel and equipment.
- 1.2 Prepare detailed work plan for the project and hold project kick-off session at the CITY.
- 1.3 Prepare, monitor, and update project schedule. Schedule will be developed using MS Project 2013. Monitor project budget. Schedule will be updated on a monthly basis. Base schedule is assumed to remain unchanged.



Sahalee Way NE (NE 25th Way to SR 202)

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Agreement with Perteet Inc.

1.4 Prepare monthly billings, progress reports, and updated monthly project schedule.

1.5 Attend up to two coordination/discussion meetings with key CITY staff. Attendance will consist of up to three CONSULTANT task leads, CONSULTANT project manager, and CITY project manager to review project status and coordinate activities for current work tasks. Meetings will be held at the City offices.. If agreed to in advance, meeting may be held by teleconference. Prepare and distribute meeting minutes.

1.6 Maintain a web-based (using SharePoint or similar platform) project management/coordination system that will allow all team members access to up-to-date project files.

Deliverables:

- Brief meeting summaries from coordination meetings, submitted via e-mail in MS Word format, within three (3) working days of the meeting.
- Detailed work plan submitted via e-mail in PDF format. If changes occur, submit revised materials via e-mail in PDF format.
- MS Project Gantt Schedule submitted monthly in hard copy with project invoices via US Mail.
- Invoice and project reports submitted monthly in hard copy via US Mail.
- Meeting notes from coordination/discussion meetings via e-mail in MS Word format.

Task 2 - Geotechnical Analysis

Design elements will include shallow (less than 15 feet) cuts and fills to accommodate the widening and stormwater management issues. Fill sections will likely be retained fills to accommodate horizontal distance restrictions and minimize the need for right-of-way acquisition. With these objectives in mind, fills retained by wall structures are likely to include mechanically stabilized earth (MSE) walls, concrete cantilever walls, or soldier pile walls. Cut retention may include gravity wall types (such as blocks, gabions, rockeries) or structural walls such as soldier pile walls. Portions of the project alignment (primarily the southern portion) may be conducive to stormwater infiltration in conventional facilities or LID approaches.

Design options could include infiltration trenches, segmented curbs and bio retention strips or swales, or permeable pavements for road shoulders areas and bike lanes. The feasibility of these types of surface water drainage features is largely dictated by the



Agreement with Perteet Inc.

depth to low permeability soils or groundwater. It should be noted that LID approaches may be feasible where conventional infiltration facilities are not practicable, including over lower permeability soils. An evaluation of incorporating the existing stormwater pond located along the west side of Sahalee Way and north of NE 25th Way in the Heritage Hills neighborhood into a stormwater management design will be included. Many areas of the Sahalee Way improvement corridor in the northern end are located adjacent to the slope break along the crest of the plateau where accumulations of thick colluvial deposits and possible landslide debris are located. In general, it is likely ill-advised to introduce large amounts of infiltrated stormwater in these areas, although very small-scale LID features may be possible.

The climbing lane concept would extend from the NE 50<sup>th</sup> Street along Sahalee Way to the vicinity of the intersections of Sahalee Way and NE 37<sup>th</sup> Street. As we understand, the concept will involve widening of the road on the east side of the corridor to accommodate the climbing lane. As you are aware, this section of Sahalee Way (located between the NE 50<sup>th</sup> Street and NE 37<sup>th</sup> Street) is supported by a fill embankment that traverses an ancient landslide complex that failed in 1982 after the extension of Sahalee Way was constructed. The landslide was mitigated by installing numerous horizontal drains to depress the water table. The successful mitigation allowed reconstruction of the roadway embankment in a stable configuration.

## 2.1 Geotechnical Field Investigation

Qualified sub consultant Golder will perform up to ten (10) shallow borings to obtain geotechnical and hydrogeological data; they will not be used to address environmental conditions. These borings will be drilled at the locations of proposed walls, storm water vaults, and signal foundations. These borings will be drilled to a maximum depth of twenty (20) feet below ground surface outside the fog line and off the shoulder of the roadway. Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or groundwater are encountered, Golder will properly contain the material on-site for disposal as mutually agreed upon by Golder, Perteet, and the City. Golder will retain a traffic control company to provide signage and flaggers for work in the right-of-way.

Golder will perform five pavement cores and road subgrade evaluation with a dynamic cone penetration test to support pavement design recommendations. These pavement cores will be drilled in the shoulder and near the center of the existing roadway near existing left turn lanes and will require short term (0.5 to 1 hr.) traffic control. Two



## Sahalee Way NE (NE 25th Way to SR 202)

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Agreement with Perteet Inc.

California Bearing Ration (CBR) tests will be completed in order to estimate resilient modulus for pavement design

Prior to beginning the field exploration program, Golder will prepare a Geotechnical Work Plan Memorandum and submit five (5) hard copies to the City. The work plan will detail the proposed type and extent of field geotechnical explorations, and logistics necessary to perform the work such as traffic control plans. The work plan will also be used for utility locating clearances and for permitting that may be necessary to access the exploration locations. The City will acquire any required permits.

Golder will prepare and submit to the City a geotechnical report to support design of the walls and pavement and potential LID stormwater systems on the project. The field exploration program will consist of drilling borings, and conducting field-testing to gather subsurface soil and groundwater information. This information will be used to identify specific recommendations for the design of walls, pavement consideration, and signal foundations.

Prior to conducting our field exploration program, Golder will mark the proposed boring locations and call for utility locates.

### 2.2 Geotechnical Laboratory Testing

Geotechnical laboratory tests will be performed on selected samples. Laboratory testing will include natural water content determinations, grain size analyses, and Atterberg Limits to determine the index properties of the subsurface soils at the site.

### 2.3 Engineering Analysis and Stability Evaluation Sahalee Way Landslide Area

It is considered essential that the stability analysis of the landslide damaged section of Sahalee Way be reassessed to evaluate the effects of the additional surcharge of fill soils that would be required to widen the fill section to accommodate a climbing lane. A parametric or sensitivity analysis will be completed through this section to evaluate the effects of an additional surcharge of fill on the stability of the existing fill section. Based on the results of the analysis, alternative design concepts (low-density fill or soldier pile walls for example) will be evaluated and discussed. The results of the stability analysis and a discussion of alternative design concepts will be summarized in a Technical Memorandum to the design team.

### 2.4 Reporting

Golder will prepare and submit to the City draft and final versions of a Geotechnical Report that includes design recommendations for the walls, signal foundations, and



## Sahalee Way NE (NE 25th Way to SR 202)

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Agreement with Perteet Inc.

stormwater vaults for the project. The report will include recommendations for how to perform dewatering to install the stormwater system and foundations if high groundwater is detected.

Deliverables will include:

- Five (5) copies of the draft Geotechnical Report in hard copy form, delivered by US mail
- Five (5) copies of the final Geotechnical Report in hard copy form, delivered by US mail
- Final Geotechnical Report submitted via e-mail in PDF format

### Task 3 - Surveying/Basemapping

Services to be provided include control surveys, ground based topographic and planimetric mapping surveys, and wetland location surveys. This information will be supplemented with digital orthophotography provided by the CITY to visibly depict the corridor conditions outside of the field survey mapping limits. The CITY will provide the digital orthophotography in Mr. Sid format. LiDAR topographic survey information that is already available will also be utilized separately to help define drainage basins and geological features. Surveying will be sufficient to complete the preliminary and final design.

The CONSULTANT will procure utility locate services for utility paint marking prior to field surveying. Utilities will be located in horizontal plane only. The utility location service will not investigate the depth of existing utilities. Wetlands and ordinary high water marks (OHWM) will also be delineated using different color flags for wetlands and OHWMs prior to the field survey.

Field surveys will be prepared along Sahalee Way NE to provide 1"=20' scale, 1-foot contour interval design mapping from NE 25th Way to SR 202 and will include those specific intersections as well as intersecting streets along the project corridor, to run 150-feet north and south of each intersection. Mapping limits will extend 60-feet from the roadway centerline on the westerly side of the corridor and to the right-of-way limits only on the easterly side. The CITY will acquire right-of-entries to provide access for surveying outside of the existing right-of-way.



## Sahalee Way NE (NE 25th Way to SR 202)

---

Agreement with Perteet Inc.

### 3.1 Research

Research will be performed prior to surveying activities in order to determine availability of survey control and right-of-way monuments, adjoining plats and surveys contained within the public record, and approximate parcel boundaries to aid in the recovery and location of existing survey monuments and property corners.

### 3.2 Control Surveys

Control surveys for the project will include datum control surveys, ground control for topographic completion surveys and control surveys for road right-of-ways. Parcel boundaries will be determined from title reports provided by the CITY and available public records including adjoining plats and records of surveys. Existing right-of-way monuments and property corners recovered during the field survey will be located and included in the project basemaps.

Datum control surveys will be to provide the project in Washington State Plane Coordinate System (WSPCS), North Zone (NAD 83/91) horizontal datum; and North American Vertical Datum (NAVD 88). CONSULTANT will identify or establish approximately twenty (20) horizontal and vertical control points along the project corridor

### 3.3 Topographical Mapping Surveys

Ground based topographic surveys will be provided to generate basemaps at a 1"=20' scale and to prepare DTM generated 1-foot contours. Cross streets will be profiled 150 feet each side of the Sahalee Way NE roadway centerline. Field survey shall pick up curbs, edges of pavements, drainage structures, fences, mailboxes, retaining structures, culverts, guard rails, utility surface features, field markings of existing utilities, traffic and business signs, channelization and grade breaks. Tree locations will not be surveyed at this time.

Surveying the horizontal and vertical location of wetland delineation flagging, ordinary high water mark, soil boring and ground-water monitoring wells is also included in this task. Driveway centerlines and edges shall be surveyed to within 100-feet of the centerline of Sahalee Way NE. CITY will obtain Right of Entries for surveying on private property. CONSULTANT will use appropriate signage and traffic control devices while performing field survey work.

All topographic survey mapping will be delivered in digital AutoCAD format, with standard APWA layering, symbology and attribute conventions. All mapping will be



## Sahalee Way NE (NE 25th Way to SR 202)

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Agreement with Perteet Inc.

two-dimensional with individual line segments connecting points. Final digital files are to be contiguous at a 1-to-1 scale in model space. Point data blocks will include number identifier; elevation and description fields will also be included. Mapping is to be planimetric with digital terrain modeling. The mapping will comply with the National Map Accuracy Standards for 1" = 20' scale mapping, 1-foot contour interval.

### 3.4 Right-Of-Way Plans

The CONSULTANT will use available public records to determine the existing right-of-way limits for Sahalee Way NE within the project corridor described at the beginning of this section to incorporate into the project basemapping. The CONSULTANT will use this information to prepare existing right-of-way plans for the project. Included in the right-of-way plans will be existing parcel lines based on legal descriptions contained within current title reports provided by the CITY. Right-of-way plans will be prepared at 1"=50' scale generally following the requirements of the WSDOT Plans Preparation Manual.

### 3.5 Basemapping

All field data will be incorporated into a project base map based on APWA standard layers, line types and symbols, developed from APWA standards, using AutoCAD 2015. Computed right-of-way alignment, margins and parcel boundary lines will be added to basemapping and CITY-supplied digital orthophotography will be integrated as a background. The orthophoto background will extend 300 feet north-and-south of Sahalee Way NE.

Deliverables:

- A continuous basemap file using AutoCAD 2015 with field survey data, orthophotography background, DTM surface, and support files suitable for external referencing into design files.
- Two (2) copies of existing right-of-way plan in hard copy format.
- Two (2) copies of proposed right-of-way plan in hard copy format, and one (1) digital copy in AutoCAD 2015 format.

## Task 4 - Alternative Analysis

The Consultant will assist the City in developing and refining the alternatives. The refinements will be driven by the selected additive alternatives that are chosen by Council. Work could include additional traffic analysis, channelization plans, cost



Sahalee Way NE (NE 25th Way to SR 202)

Agreement with Perteet Inc.

and developing opinion of cost. Since the type and number of alternatives could vary widely, the effort for this task will be limited to the estimated budget. For planning purposes we are assuming 160 hours of engineering and drafting time.

Task 5- Management Reserve

Additional services may be performed by the CONSULTANT at the request of the CITY, but only after written authorization has been given by the CITY defining the Scope of Services to be performed and schedule of Fee Compensation for said services.

Items to be prepared and/or furnished by the CONSULTANT

- See Deliverables under each Task

Items to be furnished by the CITY

- Copies of all previous studies and environmental documentation of the project.
- Copies of plans, profiles, cross sections, field topographic survey notes or documents available to CITY that will aid in the preparation of the plans and studies within the limits of the project.
- Output from the CITY's T-Model for the base and forecast 2035 years.
- As-built information of existing plans.
- Copy of consolidated comments received from review of the Environmental Checklist
- Meeting rooms for public meetings.
- Assistance in obtaining rights of entry needed for geotechnical studies, surveying, wetland delineations, etc.
- The CITY will be responsible for the printing, postage, and mailing of information to the community.
- The CITY shall provide relevant local land use and zoning documents.
- The CITY shall provide relevant digital maps available through the CITY's GIS including but not limited to: 1) existing land use, 2) Comprehensive Land Use Map, 3) zoning map, 4) aerial photography, and 5) other maps as applicable.



## Sahalee Way NE (NE 25th Way to SR 202)

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Agreement with Perteet Inc.

### Design Criteria

The CITY will designate the basis premises and criteria for the design. Reports and plans, to the extent feasible, shall be developed in accordance with the latest edition and amendments of the following:

- Current AASHTO, “A Policy of Geometric Design of Highways and Streets.”
- WSDOT and APWA, “Standard Specifications for Road and Bridge Construction.”
- WSDOT, “Design Manual.”
- WSDOT, “Materials Laboratory Outline.”
- WSDOT, “Construction Manual.”
- WSDOT, “Local Agency Guidelines.”
- Highway Research Board’s Manual entitled “Highway Capacity.”
- FHWA and WSDOT, “Manual on Uniform Traffic Control Devices for Streets and Highways.”
- Standard drawings prepared by City of Sammamish and furnished to the CONSULTANT shall be used as a guide in all cases where they fit design conditions.
- AASHTO “Guide for the Development of Bicycle Facilities.”
- 2009 King County Surface Water Design Manual
- SMC 21B.85 DEVELOPMENT STANDARDS – INTERIM STORMWATER STANDARDS
- City of Sammamish Municipal Code
- City of Sammamish Interim Public Works Standards
- City of Sammamish Comprehensive Stormwater Plan
- City of Sammamish Trails Bikes and Paths Plan

EXHIBIT B



REQUEST FOR CONSULTANT PAYMENT

To: City of Sammamish  
801 228<sup>th</sup> Avenue SE  
Sammamish, WA 98075  
Phone: (425) 295-0500  
FAX: (425) 295-0600

Invoice Number: \_\_\_\_\_ Date of Invoice: \_\_\_\_\_

Consultant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Amount requested this invoice: \$ \_\_\_\_\_

Specific Program: \_\_\_\_\_

\_\_\_\_\_  
Authorized signature

**ATTACH ITEMIZED DESCRIPTION OF SERVICES PROVIDED**

**For Department Use Only**

Total contract amount	
Previous payments	
Current request	
Balance remaining	

Authorization to Consultant: \$
Account Number:
Date:

Approved for Payment by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Finance Dept.</b>	
Check # _____	Check Date: _____

EXHIBIT C



*TAX IDENTIFICATION NUMBER*

In order for you to receive payment from the City of Sammamish, you must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Sammamish prior to or along with the submittal of the first billing invoice.

Please check the appropriate category:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Corporation           | <input type="checkbox"/> Partnership     | <input type="checkbox"/> Government Consultant |
| <input type="checkbox"/> Individual/Proprietor | <input type="checkbox"/> Other (explain) |  |

TIN No.: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature (Required)



**Meeting Date:** January 12, 2016

**Date Submitted:** January 6, 2016

**Originating Department:** Admin Services

**Clearances:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Attorney                  | <input type="checkbox"/> Community Development    | <input type="checkbox"/> Parks & Recreation |
| <input checked="" type="checkbox"/> Admin Services | <input type="checkbox"/> Eastside Fire and Rescue | <input type="checkbox"/> Police             |
| <input checked="" type="checkbox"/> City Manager   | <input checked="" type="checkbox"/> Finance & IT  | <input type="checkbox"/> Public Works       |

**Subject:** Approval – Supplemental Human Services Grants 2016

**Action Required:** Approve Human Services Grant Awards for 2016

- Exhibits:**
1. List of Applicants with Grant Awards as approved by the Human Services Committee
  2. List of 2015/2016 Grant Recipients

**Budget:** \$40,000 additional funds for the Klahanie Annexation from the 2016 Budget and \$4,862 unallocated from the 2015/2016 budget for a total of 44,862 in line item 001-050-559-20-41-00

**Summary Statement:** With the annexation of the Klahanie Potential Annexation Area, the population of Sammamish will increase by around 10,000. To address potential additional human service needs, an additional \$40,000 was allocated to the Human Service Budget. On December 17, 2015 the Human Service Commission, comprised of Mayor Vance, Deputy Mayor Huckabay and Councilmember Keller meet to review and propose grant recommendations for Council consideration. Staff is requesting approval of the proposed Human Service grant awards.

**Background:** The City of Sammamish has been awarding Human Service Grants since 2001 (Resolution R2001-74). The grant process has evolved over the years, starting with two grants in 2001 to 39 grants in 2015/2016. The process for submitting grants and invoices has transitioned from a paper process to an on-line process. It is now possible for providers to apply to over 16 east, north and south King County cities, using a common application, through the Share1 app (those cities are: Auburn, Bellevue, Burien, Covington, Des Moines, Federal Way, Issaquah, Kenmore, Kent, Kirkland, Redmond, Renton, Sammamish, SeaTac, Shoreline, and Tukwila).

All applications are reviewed by staff and the Human Service Committee. Criteria used to evaluate the applications are: (1) Are services provided directly to Sammamish residents? (2) Are there other agencies providing the same service? (3) Does the agency leverage the funds received from Sammamish by partnering with other agencies? (4) Does the agency provide volunteer opportunities to Sammamish residents?

Once the applications have been reviewed by the Commission, the grant awards are presented to the entire Council for approval. Normally, this process is done for a two-year time frame to coincide with our biennial budget.

Due to the additional funding related to the Klahanie annexation, a slightly different process was used for this award as we are mid-cycle for the regular grant process. Application for the supplemental funding was limited to only those organizations that are currently receiving a grant for 2015/2016. It was also limited to those agencies that had a grant total of less than \$10,000 (including all programs for that agency). 13 grant applications (covering 17 programs) were received by the December 17, 2015 deadline for a total of \$50,500. The Commission is recommending 11 grants totaling \$42,240 (see Exhibit 1 for details).

It has always been the City's intention that both residents of the newly incorporated Klahanie area and the current City residents would receive the same level of service and that the current City residents would not suffer a decrease in services due to the annexation. The additional \$40,000 allocation in the 2016 Human Service budget will help ensure that the level of service remains the same for all residents.

**Financial Impact:** \$42,240 from the Human Services budget.

**Recommended Motion:** Approve the attached list of grant recommendations for the 2016 Human Services Supplemental grants.

Exhibit 1

Agency	Original Grant	Supplemental Grant	Recommendation	Total
Bridge Ministries	\$3,000	\$7,000	\$7,000	\$10,000
Congregations for the Homeless	\$3,630	\$6,000	\$6,000	\$9,630
Eastside Baby Corner	\$3,157	\$3,412	\$3,500	\$6,657
Eastside Legal Assistance	\$2,420	\$2,420	\$2,420	\$4,840
Healthpoint - Dental	\$2,000	\$2,000	\$2,000	\$4,000
Healthpoint - Medical	\$3,000	\$3,000	\$3,000	\$6,000
Hero House	\$1,320	\$4,668	\$1,320	\$2,640
Hopelink	\$5,000		\$0	\$5,000
Issaquah Food Bank	\$5,000	\$10,000	\$5,000	\$10,000
Issaquah School Foundation	\$5,000	\$5,000	\$5,000	\$10,000
St Vincent DePaul	\$8,000	\$2,000	\$2,000	\$10,000
YMCA Summer Camp	\$5,000	\$5,000	\$5,000	\$10,000
Washington Poison Center	\$2,500			\$2,500
<b>Total</b>	<b>\$33,527</b>	<b>\$50,500</b>	<b>\$42,240</b>	

Exhibit 1

**2015-2016 HUMAN SERVICE GRANT AWARDS**

<b>Agency Name</b>	<b>Program Name</b>	<b>Grant Award</b>
Assistance League the Eastside - Operation School Bell	Operation School Bell	\$3,000.00
Athletes For Kids	Athletes For Kids	\$10,000.00
AtWork! - Community Liaison	AtWork! - Community Liaison	\$3,150.00
Bridge Disability Ministries -- Mobility	Bridge Disability Ministries -- Mobility	\$3,000.00
Child Care Resources - Child Care Consumer Education and Provider Quality Improvement	CCR Child Care Consumer Education and Provider Quality Improvement	\$1,343.00
Congregations for the Homeless - Housing & Shelter	Congregations for the Homeless Day Center/Outreach	\$3,630.00
Crisis Clinic Crisis Line	24-Hour Crisis Line	\$4,000.00
Crisis Clinic King County 211	King County 211	\$1,000.00
Crisis Clinic Teen Link	Teen Link	\$5,000.00
Eastside Baby Corner -- Meeting Basic Needs for Children	Meeting Basic Needs for Children	\$3,157.00
Eastside Friends of Seniors	Senior Outreach Program	\$10,000.00
Eastside Legal Assistance Program - Legal Services	Legal Services	\$2,420.00
Elder and Adult Day Services	Elder and Adult Day Services	\$5,761.00
Encompass Northwest Birth to Three Early Intervention Services	Encompass Birth to Three Early Intervention	\$7,000.00
Friends of Youth - Healthy Start	Healthy Start	\$1,100.00
Friends of Youth - The Landing Shelter	Youth Service Center	\$1,200.00
Friends of Youth - Youth & Family Services	Youth and Family Services	\$7,700.00
Harborview - Sexual Assault and Traumatic Stress Services (Formerly Children's Response Center)	Harborview Center for Sexual Assault and Traumatic Stress	\$1,512.00
Health Point Medical	Primary Medical Care	\$3,000.00
HealthPoint - Primary Dental Care	Primary Dental Care	\$2,000.00
HERO House	HERO House	\$1,320.00
Hopelink - Emergency Services Financial Assistance	Hopelink - Emergency Services (Financial Assistance)	\$5,000.00
Issaquah Community Services	Issaquah Community Services	\$1,000.00
Issaquah Food & Clothing Bank	Issaquah Food and Clothing Bank	\$5,000.00
Issaquah Schools Foundation	VOICE Mentoring Program	\$5,000.00
Kinderling Center	Early Care and Education Consultation	\$10,000.00

**2015-2016 HUMAN SERVICE GRANT AWARDS**

<b>Agency Name</b>	<b>Program Name</b>	<b>Grant Award</b>
King County Sexual Assault Resource Center - Comprehensive Sexual Assault Services	Comprehensive Sexual Assault Services	<b>\$4,845.00</b>
Lake Washington School District-Head Start Program	LWSD-Head Start Preschool Program	<b>\$500.00</b>
Lake Washington Schools Foundation - LINKS Mentoring	LINKS - Looking Into the Needs of Kids and Schools	<b>\$5,000.00</b>
Life Enrichment Options	Life Enrichment Options	<b>\$2,000.00</b>
Lifewire - CAP (EDVP)	Community Advocacy Program	<b>\$10,000.00</b>
NAMI Eastside-Education, Support, Advocacy	Education, Support, Advocacy	<b>\$3,000.00</b>
Olive Crest - Safe Families For Children	Olive Crest	<b>\$2,000.00</b>
St Vincent de Paul - Mary Queen of Peace Conference	Mary Queen of Peace St. Vincent de Paul Conference	<b>\$8,000.00</b>
The Sophia Way - Eastside Winter Shelter	Eastside Winter Shelter	<b>\$1,000.00</b>
The Sophia Way - Sophia's Home	Sophia's Home	<b>\$3,000.00</b>
Therapeutic Health Services	THS Drug & Alcohol Treatment	<b>\$5,000.00</b>
Together Center	Front Door Services: Information & Referral	<b>\$2,000.00</b>
Washington Poison Center - emergency services	Washington Poison Center	<b>\$2,500.00</b>
YMCAseattlesummercamp	YMCA Summer Day Camp Scholarship	<b>\$5,000.00</b>
Youth Eastside Services - Early Intervention	YES Early Intervention	<b>\$10,000.00</b>
	<b>Total</b>	<b>\$170,138.00</b>