

CITY COUNCIL AGENDA
City Hall, 833 South Spruce Street
7:00 p.m. February 9, 2017

CALL TO ORDER:

Mayor Sexton

Council Members: Aslett, Bieche, J. DeGloria, R. DeGloria, Edmundson, Loving and Montgomery
Staff: Blaine, Bloodgood, Dempsey, Erickson, Harrison, Hawes, Brad Johnson, Brittany Johnson, L. Johnson, Moser, Pulst, Schwetz, Sherwood, Sinclair, Van Wieringen, Ward, Yengoyan, and Zitkovich.

MINUTES:

City Council Meeting January 26, 2017

AUDIT OF BILLS:

PUBLIC COMMENTS:

COUNCIL COMMENTS:

MAYOR'S UPDATE:

PROCLAMATION:

SPECIAL PRESENTATION:

- 1) Skagit Valley YMCA Presentation
- 2) Boys & Girls Club Presentation – Burlington Library Recognition

OFFICERS REPORTS:

TBD

UNFINISHED BUSINESS:

CONSENT AGENDA:

NEW BUSINESS:

- 1) Agreement with Summit Solutions Group, LLC - Consulting Services Historical Building Survey
- 2) Maiben Park Master Plan
- 3) Approval of purchase of two Chevrolet Tahoe police package patrol vehicles budgeted for 2017
- 4) Approval of purchase of one Ford Interceptor vehicle budgeted for 2017

FUTURE WORKSHOP:

EXECUTIVE SESSION:

- An Executive Session may be held to discuss Personnel, Litigation, and/or Land Acquisition.

ADJOURNMENT:

MEETINGS:

- | | |
|--|---|
| 1) <u>PARKS ADVISORY BOARD:</u> | Monday February 6, 2017 5:30 p.m.
Parks & Recreation, 900 E Fairhaven |
| 2) <u>LIBRARY BOARD:</u> | Tuesday February 7, 2017 6:00 p.m.
Burlington Library, 820 E Washington |
| 3) <u>AUDIT & FINANCE COMMITTEE:</u> | Thursday February 9, 2017 4:00 p.m.
City Hall, 833 S Spruce Street |
| 4) <u>SKAGIT TRANSIT BOARD:</u> | Wednesday February 15, 2017 1:00 p.m.
Council Chambers, 833 S Spruce Street |
| 5) <u>PLANNING COMMISSION:</u> | Wednesday February 15, 2017 7:00 p.m.
Council Chambers, 833 S Spruce Street |

February 2017

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28	29	30	31	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 29	30	31	Feb 1	2	3	4
5	6	7	8	9	10	11
	5:30pm Parks Board (Parks & Rec Dept) - Judy Sheahan	6:00pm Library Board (Library)		4:00pm Audit & Finance Committee (City Hall) 7:00pm Council Meeting		
12	13	14	15	16	17	18
		4:00pm Public Safety Committee (Public Safety Building)	1:00pm SKAT Board (Burlington City Hall) 7:00pm 9:00pm Planning Commission (City Council Chambers)			
19	20	21	22	23	24	25
		4:00pm Public Works Committee (Engineering Conf Room)	9:00am 10:00am Downtown Burlington Association (Visitor Information Center/Chamber of	4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting		
26	27	28	Mar 1	2	3	4

Jan 29 - Feb 4

Feb 5 - 11

Feb 12 - 18

Feb 19 - 25

Feb 26 - Mar 4

March 2017

March 2017							April 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

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26	27	28	29	30	31	Apr 1
Mar 26 - Apr 1						

Feb 26 - Mar 4

Mar 5 - 11

Mar 12 - 18

Mar 19 - 25

Mar 26 - Apr 1

January 26, 2017

CALL TO ORDER:

Mayor Pro Tem Rick DeGloria called the meeting to order at 7:02 p.m., with the Pledge of Allegiance. Council members present: Joe DeGloria, Edie Edmundson, Chris Loving, and Ted Montgomery. Staff present: Brian Dempsey, Bryan Harrison, Geoff Hawes, Leif Johnson, Tom Moser, Renee Sinclair, and Bill Van Wieringen.

A motion was made to excuse **Councilors Aslett/Bieche** by **Councilors Montgomery/J.DeGloria**. All in favor; motion carried.

MINUTES:

A motion was made to approve the minutes of the January 12, 2017 council meeting by **Councilors Loving/J. DeGloria**. All in favor; motion carried.

AUDIT OF BILLS:

A motion was made by **Councilors J. DeGloria/Montgomery** to approve Accounts Payable checks numbered 35051 – 35254 in the amount of \$751,709.78 for fiscal year 2016; Accounts Payable checks numbered 35255 – 35313 in the amount of \$133,731.93 for fiscal year 2017; and January 15th payroll checks numbered 35031 – 35050 in the amount of \$336,246.36. All in favor; motion carried.

PUBLIC COMMENTS:

Nick Crandall – Owner Railroad Pizza & Pub – discussed the impact fees associated with his recent Railroad Pizza & Pub development. He stated that he disagreed with the category of use of his restaurant and resulting impact fees. He was directed to work with **Assistant Public Works Director Brian Dempsey** to properly categorize his establishment with the goal being to properly identify and categorize his establishment to charge the most appropriate fee. **Mr. Crandall** was reminded of his appeal rights if he is dissatisfied with the results of that process.

COUNCIL COMMENTS:

Councilor Edmundson reminded council of the grant from DAHP of \$10,000 to assess historic buildings in Burlington. The selection committee reviewed the RFQ responses and recommends contracting with Summit Solutions Group of Oregon. The next steps are to negotiate a contract for council review.

Councilor J. DeGloria referred to a letter that he received from a county constituent concerning why non-City residents are required to pay for a library card. Following discussion, referred to the **Library Director Sarah Ward** and the library board for review.

January 26, 2017

SPECIAL PRESENTATION:

Mayor Pro-Tem Rick DeGloria presented a plaque to the Sewer Treatment Plant staff awarding their 3rd Outstanding Wastewater Treatment Plant recognition by the State Department of Ecology.

OFFICER'S REPORTS:

City Administrator Bryan Harrison reminded council of Skagit County Public Works ground breaking ceremony for the Highway 99 North Bridge project on January 31st at 1:30 p.m. **Harrison** notified council of action by the State Department of Health to possibly suspend the Sterling Motor Inn's transient accommodation license. **Harrison** reminded council that Bob Carden of Prothman has begun the Police Chief recruitment process and that on the February 9th meeting the YMCA will be making a presentation and a request for funding of the proposed new facility in Mount Vernon.

Police Chief Bill Van Wieringen stated that he contacted the providers of police vehicles under stated bid to confirm the deadlines for ordering. Council will review this information and year end fiscal status of the City at the Feb 9th meeting and will provide ordering direction at that time.

NEW BUSINESS:**INTERLOCAL DRUG TASK FORCE AGREEMENT**

Police Chief Bill Van Wieringen stated that this agreement is required to be signed annually by the Federal Equitable Sharing program. Burlington Police Department has been involved with the program since 2008.

A motion was made by **Councilors J. DeGloria/Montgomery** to approve the proposed interlocal Drug Task Force agreement and authorize the Mayor's signature. All in favor; motion carried.

BID AWARD & AGREEMENT – LIGHTING FIXTURES AT WASTEWATER TREATMENT PLANT

Assistant Public Works Director Brian Dempsey stated that this project consists of procuring light fixtures at the Wastewater Treatment Plant and execution of rebate agreement with Puget Sound Energy. PSE is providing rebate for lighting fixtures due to energy savings and efficiencies. Supply bids were opened on Thursday, January 10th at 11:00 a.m. The lowest, responsive bidder is All-Phase Electrical Supply in the amount of \$18,065.25.

January 26, 2017

A motion was made by **Councilors Montgomery/Edmundson** to award the bid for lighting fixtures to All Phase Electrical Supply and approve the agreement with Puget Sound Energy and authorize the Mayor's signature. All in favor; motion carried.

UPDATE TO THE BURLINGTON MUNICIPAL CODE – CONTRACT WITH MIKE CONNELLY

City Attorney Leif Johnson reviewed the background and the process for updating the Burlington Municipal Code. Outside council anticipates approximately ten hours of remaining work, including presentation to the planning commission and staff.

A motion was made by **Councilors J. DeGloria/Loving** to approve the contract with Mike Connelly for the updates to the Burlington Municipal Code and authorize the Mayor's signature. All in favor; motion carried.

IT Manager Geoff Hawes distributed council tablets and directions for use to the council members in attendance.

EXECUTIVE SESSION

City Attorney Leif Johnson stated that an Executive Session will be held Per RCW 42.30.110 to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. The executive session should take approximately twenty minutes and action is expected as a result of the executive session. Council and city staff adjourned for Executive Session at 8:15 p.m.

ADJOURNMENT:

Mayor Pro Tem Rick DeGloria adjourned the meeting at 8:29 p.m.

Renee Sinclair
Director of Budget & Accounting

Steve Sexton
Mayor



ITEM #: 1

CHECK ONE:

NEW BUS. X

OLD BUS.

SPECIAL PRESENTATION

Council Date: February 9, 2017 Subject: Skagit Valley YMCA Presentation

Attachments: YMCA – Burlington 5-Year Funding Proposal Public Hearing Required: YES () NO (X)

Questions posed to YMCA representatives & response

SUMMARY

The Skagit Valley YMCA plans to construct a new \$21 Million facility in Mount Vernon. A significant amount of fundraising has occurred in support of the facility; however, there is an apparent funding gap. YMCA representatives have asked to make a presentation to the Burlington City Council about the proposed facility, and to make a request for funding. The YMCA has indicated that it intends to request \$2 Million total from Skagit County, and from the Cities of Mount Vernon, Sedro-Wooley and Burlington. The YMCA has indicated that Skagit County intends to commit to providing \$600,000 in capital funding, in trade for ten years of YMCA recreation services to County residents. Sedro-Wooley representatives indicate that they have been asked for \$50,000, and that the Sedro-Wooley council is currently considering that request. Mount Vernon has been asked to waive and/or mitigate certain permit related fees, and to make an additional contribution. The total direct and indirect contribution/request is not yet determined, but is believed to total as much as \$1 Million. Burlington is being asked to contribute \$275,000 over a five year period. The request is framed as a commitment to make a \$275,000 contribution toward the capital project, in trade for receiving an equal value of YMCA services to Burlington residents over a five or ten year period. The YMCA is requesting a response from Burlington City Council before the end of February 2017. YMCA representatives will be at the meeting to make a presentation, and may bring additional materials and information for your review.



5 YEAR FUNDING PROPOSAL

We are excited to be able to build the new Skagit Valley Family YMCA to better serve the entire Skagit County. Burlington residence is currently the primary user of the Y, after Mount Vernon residents. We value our partnership and see this as a new opportunity to invest in our youth. The five years of funding will be 2018-2022, the five year service agreement will be 2019-2023.

Funding Year	2018	2019	2020	2021	2022
Financial Assistance	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000
Family Swim Nights	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Summer Camp: Kid Quest Swim	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Summer Camp Swim Voucher	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Annual Total	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000

Total Contribution	\$275,000
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FEE FOR SERVICE OPTIONS

Service	Annual Fee
Financial Assistance The Y does not turn anyone away due to lack of ability to pay. Our scholarship program allows us to serve everyone in our community. \$36,000 is our estimated amount of scholarships awarded to Burlington residents.	\$36,000 960 individuals
Family Swim Nights The Y will host one free Family Swim Night per month to Burlington residence.	\$10,000
Summer Camps: Kid Quest* The Y will host one swim per week of summer camp.	\$7,500
Summer Camp Swim Voucher* Each participant in Burlington Parks & Rec Summer Camp will receive one family swim pass at the end of each camp week.	\$1,500
Group Membership Discount All City of Burlington employees will receive 10% off a Y Membership.	10%

*Subject to change with the development of new programs through the Parks & Recreation department updated master plan.

Renata – thank you for sending the Mayor and I the YMCA's 5 Year Funding Proposal. Given the magnitude of this request, and the Y's preference to hear a formal response from Council before the end of February, I think it would be beneficial to meet prior to the February 9th Council meeting. It is my hope that we can arrive at a common understanding of exactly what this request entails prior to February 9th. The Mayor and I are available to meet with you on Monday the 30th at 3 PM, on Wednesday Feb 1st at 3 PM, or on Monday Feb 6th at 3 PM. Let me know if one of these times will work for you.

I do have a few questions about the request that you might be able to address prior to the meeting. For example, during our meeting last week, I believe that I heard that the request is for capital construction funding to be provided over a five year period beginning in 2018. The 5 Year Funding Proposal that you submitted looks more like a request for operational/fee for services support? Clarification would be helpful.

I do have a few additional questions:

- **What is the total capital budget for the facility?**
- **What are the identified / anticipated capital revenues/resources that you have identified?**
- **What requests have been made to each city and to the county for capital funding, what services, if any, are you offering to provide to the cities/county in response to providing the requesting funding level(s), and how was the specific amount requested of each city/county determined?**
- **What funding commitments have been secured to date?**
- **Is this a capital request, an operational "fee for service" funding request, or a capital request with a contractual commitment to provide services to the city in trade for providing equivalent capital support?**
- **The request is for funding over a five year period, to be initiated prior to completion of the facility. Is the intent to provide five years of services/operations to the city post completion (assume mid 2019 – mid 2024)?**
- **What is the plan for service provision/cost to the city following the initial five year period? Should the city anticipate reverting to a fee for service contract after the first five years?**
- **Is there an operational budget for the facility, and is that budget balanced? Is there an anticipation of future operational support from the city?**

Note: This request will be challenging for Council to respond to before the end of February. The City has closed fiscal year 2016. The budget for 2017 has already been adopted and cannot be amended without additional public process and action by Council (which would be difficult, but not impossible, to accomplish in the time allowed). Development of the 2018 budget will not be initiated until summer/fall of 2017, with adoption likely to occur in November or December of 2017. The Capital Facilities Element of the Burlington Comprehensive Plan and the 6-Year (2017 – 2022) CIP have already been adopted, and do not include this project or any project (in my view) similar enough to fund with REET. This project was not included within the analysis and development of Burlington Park Impact Fee policies, and therefore is not eligible for PIF funding. The CIP is amended annually, but certainly cannot be before the end of February. Note: The city has identified a need to update its citywide facility plan and the parks and recreation master plan during 2017 and 2018. As a result, the city has yet to identify and prioritize its own capital facility and recreational facility needs. This project, although quite valid, comes in advance of that planning effort.

Also note that over the last two years, city staff and the Burlington community have engaged in a planning exercise to identify facility needs at Maiben Park and at the Burlington Parks and Recreation Center. Those efforts are anticipated to be completed in 2017 (but not before February). Staff and the public have invested a great deal of effort and resources into prioritizing these two Burlington facilities for improvement. Current estimates to improve these facilities exceed 2.5 million dollars. The city has yet to identify funding sources to fully improve these facilities. I anticipate that any request from the YMCA for capital facility and/or operational funding will be considered in light of competing needs at Maiben Park and the Burlington Parks and Recreation Center.

I believe that the proposed YMCA facility will be a great asset to the community. However, requesting funding for this facility from the City of Burlington at this time poses a number of questions and challenges. The intent of this email is not to dissuade you, but to provide you with the context within which I believe this request will be considered. I look forward to our meeting. Please let me know what time would work best for you. The Mayor and I intend to provide Council with the information and context that they need in order to make the most informed decision possible.

Thanks again!

Bryan

City of Burlington – Skagit Valley Family YMCA partnership questions

What is the total capital budget for the facility?

\$21 million

What are the identified / anticipated capital revenues/resources that you have identified? What funding commitments have been secured to date?

\$11M – Individual Donations; **\$9.1M** to date

\$4.5M – YMCA Financing - **\$4.5M** expected financing

\$3.5M – State Grants; **\$3.5M** in Governor's budget, working on legislators to keep it there.

\$2M – Partnership Donations (Skagit County and cities); **\$600,000** committed from Skagit County.

What requests have been made to each city and to the county for capital funding, what services, if any, are you offering to provide to the cities/county in response to providing the requesting funding level(s), and how was the specific amount requested of each city/county determined?

- **Skagit County** has committed \$600,000 for the project and we are offering gymnasium space on Saturday afternoons for the County SWISH league and we will host the Tulip Tourney in our gymnasium every March for Friday evenings and all day Saturday and Sunday.
- **City of Mount Vernon** has been asked to waive permit fees (approximately \$200,000), mitigate costs on bio-swells and traffic (potentially \$500-\$800,000) and do a fee service contract at \$50,000 per year for monthly swims for the City of Mount Vernon residents and the use of the senior room and learning kitchen for once/monthly City of MV.
- **City of Sedro-Woolley** has been asked to contribute \$50,000 for the project for City of Sedro-Woolley monthly swims for a five-year period.

Is this a capital request, an operational “fee for service” funding request, or a capital request with a contractual commitment to provide services to the city in trade for providing equivalent capital support? This is a capital request with a contractual commitment to provide services to the city in trade for providing equivalent capital support. This is the framework we are using for all three Cities and Skagit County.

The request is for funding over a five-year period, to be initiated prior to completion of the facility. Is the intent to provide five years of services/operations to the city post completion (assume mid 2019 – mid 2024)? Yes, we are asking for the five-year funding to be initiated in 2017 or 2018 and the services to start when we open our doors in 2019-2024. The funding commitment helps us build, and more importantly, we can go to the bank for a loan with the commitments made by each city.

What is the plan for service provision/cost to the city following the initial five-year period? Should the city anticipate reverting to a fee for service contract after the first five years? It is our hope that we can continue a partnership for a fee for service contract annually after the initial five-year period in order to provide needed services to the City of Burlington. In 2025, a review of services needed by the City Burlington can be done and the contract can be modified to fit current needs going forward.

Is there an operational budget for the facility, and is that budget balanced? The operational budget for the new facility is a nearly \$4 million annual operating budget and is balanced. The new building proforma is strong and will allow us to have a board-controlled building reserve fund.

Move to select Summit Solutions Group, LLC as the contractor to perform an inventory of historic structures in “downtown” Burlington, and authorize the Mayor to sign the attached Agreement.

CITY OF BURLINGTON
AGREEMENT WITH SUMMIT SOLUTIONS GROUP, LLC
TO PROVIDE CONSULTING SERVICES
TO THE CITY OF BURLINGTON

THIS AGREEMENT is entered into this ____ day of _____, _____ by and between the City of Burlington, a municipal corporation of the State of Washington, hereinafter called **City**, and

Summit Solutions Group, LLC
6600 NE 78th Court, Suite B3
Portland, OR 97218 503-765-7450

hereinafter called **Consultant**.

RECITALS:

1. **City** has need for the services of a **Consultant** with particular training, ability, knowledge, expertise and experience possessed by **Consultant**.
2. **City** has chosen the **Consultant** using the Request for Proposals process to provide services related to the Reconnaissance Level Survey of Historical Buildings and Structures located in Burlington, WA.

NOW, THEREFORE, in consideration of mutual promises, covenants and agreements of the parties, it is agreed as follows.

1. **Effective Date and Duration:** This Agreement shall become effective on the date that this Agreement has been signed by every party hereto.

Unless, terminated or extended, this Agreement shall expire when the **City** accepts **Consultant's** completed performance or on 4/30/17 whichever date occurs first. This fact notwithstanding, the services of **Consultant** shall be authorized and paid on a phase-by-phase basis as described in Exhibit "A".

Expiration shall not extinguish or prejudice **City's** right to enforce this Agreement with respect to any breach of a **Consultant** warranty or any fault or defect in **Consultant's** performance that has not been cured.

2. **Termination:** This Agreement may be terminated at any time by mutual, written consent of the parties. The **City** may, at its sole discretion terminate this Agreement in whole or part upon a 30-day written notice to **Consultant**. The **City** may terminate immediately upon notice to the **Consultant** that the **City** does not have funding, appropriations, or other necessary expenditure authority to pay for **Consultant's** work. The **City** may terminate Agreement at any time for material breach, unless **Consultant** has cured such defect or deficiency within a reasonable period of time following notice of such claim.

Additional Work Not Shown within the Scope of Work: If **City** requests or requires work to be done not within the Scope of Work of this project, the

3. **Scope of Work:** The **Consultant** agrees to provide the services provided in the Scope of Work which is Exhibit "A" and attached hereto and incorporated by this reference. The **Consultant** represents and warrants to the **City** that the **Consultant** can perform the work outlined in the Scope of Work for the fee proposal amount.

4. **Compensation:** The **Consultant** agrees to perform the work for a not-to-exceed fee as indicated in their professional fee proposal obtained in the Scope of Work. The not-to-exceed figure is as follows:

\$8,950.00

The **Consultant** shall not exceed the fee for any task included in the fee proposal amount. If the **Consultant** foresees that the fee is going to exceed the not-to-exceed figure because the task has changed or is outside the scope, the **Consultant** shall notify the **City** in writing of the circumstances with an estimated amount that the fee is to be exceeded. The **Consultant** shall obtain written permission from the **City** before exceeding the not-to-exceed fee amount. If the **Consultant** does work that exceeds the maximum fee amount prior to obtaining the written permission, the **Consultant** waives any right to collect that fee amount.

Consultant shall notify the **City** of such work, provide an estimated fee amount, and obtain written instructions to proceed with work in the form of an

Agreement amendment prior to proceeding with work and incurring any costs on behalf of the **City**. If **Consultant** proceeds with work prior to obtaining permission and/or Agreement amendment, the **Consultant** waives any right to collect fees for work performed.

6. **Agreement Documents:** This Agreement consists of the following documents which are listed in descending order of preference: This Agreement, and Attached Exhibits. Work is under the sole control of **Consultant**, however, the work contemplated herein must meet the approval of the **City** and shall be subject to **City's** general right of inspection and supervision to secure the satisfactory performance thereof.

7. **Benefits:** **Consultant** will not be eligible for any federal social security, state workers compensation, unemployment insurance, or public employees' retirement system benefits from the Agreement payment except as a self-employed individual.

8. **Federal Employment Status:** In the event any payment made pursuant to this Agreement is to be charged against federal funds, **Consultant** certifies that he or she is not currently employed by the federal government and the amount charged does not exceed his or her normal charge for the type of services provided.

9. **Consultant's Warranties:** The work to be performed by **Consultant** includes services generally performed by **Consultant** in his/her usual line of business. The work performed by the **Consultant** under this Agreement shall be performed in a good and businesses-like manner in accordance with the highest professional standards. The **Consultant** shall, at all times, during the term of this Agreement, be qualified, be professionally competent, and duly licensed to perform the work.

10. **Indemnity:** **Consultant** shall defend, indemnify and hold harmless **City** from and against all liability or loss and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of the **Consultant**, or its officers, employees, subcontractors, or agents under this Agreement.

11. **Independent Contractor:** **Consultant** is not currently employed by the **City**. The parties to this Agreement intend that the **Consultant** perform all work as an Independent Contractor. No agent, employee, or servant of **Consultant** shall be or shall be deemed to be the employee, agent or servant of **City**. **City** is interested only in the results obtained under this Agreement; the manner and means of conducting the work are under the sole control of **Consultant**, however

the work contemplated herein must meet the approval of the **City** and shall be subject to **City's** general right of inspection and supervision to secure the satisfactory performance thereof.

12. **Taxes:** **Consultant** will be responsible for any federal or state taxes applicable to payments received under this Agreement. **City** will report the total of all payments to **Consultant**, including any expenses, in accordance with the Federal Internal Revenue Service and the State of Washington Department of Revenue regulations.

13. **Insurance:**

a) **Consultant**, its Subconsultants, if any, and all employers working under this agreement are subject employers under the Washington Workers' Compensation Law and shall comply with _____, which requires them to provide workers' compensation coverage for all their subject workers; or by signing this Agreement, **Consultant** represents that he or she is a sole proprietor and is exempt from the laws requiring workers' compensation coverage.

b) **Consultant** will, at all times, carry a Commercial General Liability insurance policy for at least \$1,000,000.00 combined single limits per occurrence for Bodily Injury, Property Damage, and Personal Injury. If the policy is written on the new occurrence form then the aggregate limit shall be \$2,000,000.00. The **City**, its agents, employees and officials all while acting within their official capacity as such, shall be named as an additional insured on the insurance specified in this paragraph.

c) **Consultant** will, at all times, carry a Professional Liability/Errors and Omission type policy with limits of at least \$500,000.00. If this policy is a "claims made" type policy, the policy type and company shall be approved by the City Manager prior to commencement of any work under this Agreement.

d) **Consultant** shall furnish the **City** with Certificates of Insurance upon execution of Agreement. Such Certificates of Insurance evidencing any policies required by this Agreement shall be delivered to the **City** prior to the commencement of any work. A 30-day notice of cancellation clause shall be included in said certificate. The **City** has the right to reject any certificate for unacceptable coverage and/or companies.

14. **Assignment:** The parties hereto each bind themselves, their partners, successors, assigns and legal representatives of such other party in respect to all terms of this Agreement. Neither party shall assign the Agreement as a whole without written consent of the other.

15. **Ownership of Work Product:** All original

documents prepared by **Consultant** in performance of this Agreement, including but not limited to original maps, plans, drawings and specifications are the property of **City** unless otherwise agreed in writing. Quality reproducible copies of final work product,

including digital files of text and drawings, shall be provided to **City** at the conclusion or termination of this Contract. **City** shall indemnify and hold harmless **Consultant** and **Consultant's** independent professional associates or **Subconsultants** from all claims, damages, losses and expenses including attorney fees arising out of the City's use of any instruments of professional service for purposes outside the scope of this Contract.

16. **Entire Agreement:** This Agreement constitutes the entire Agreement between the parties and supersedes all prior agreements, written and oral, courses of dealing, or other understanding between the

parties. No modification of this Agreement shall be binding unless in writing and signed by both parties.

17. **Notification:** All correspondence and notices related to this Agreement shall be directed to the project manager for the party to whom the correspondence or notice is intended. If directed to the **City:** City of Burlington, 833 South Spruce St, Burlington, WA 98233, Attn: Marie Lambert. If directed to the **Consultant:** Attn: Geri Roper at the address listed above. Each party shall be responsible for notifying the other of any changes in project manager designation.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above mentioned.

CONSULTANT

By: _____

Name: _____

Title: _____

Date: _____

Division Approval: _____

CITY OF BURLINGTON

By: _____

Name: _____

Title: _____

Date: _____

Recommended for Approval By:

Approved as to form:

(Name)
City Attorney

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL PROFESSIONAL SERVICES: RECONNAISSANCE LEVEL SURVEY OF HISTORIC BUILDINGS AND STRUCTURES LOCATED IN BURLINGTON, WASHINGTON

**CITY OF BURLINGTON
833 SOUTH SPRUCE STREET
BURLINGTON, WA 98233**

ISSUE DATE: November 16, 2016

PROPOSAL SUBMISSION DEADLINE: 4:30 PM December 7, 2016

I. INTRODUCTION

The City of Burlington seeks the services of a qualified Historic Preservation Consultant / Historic Architect, or related professional to assist the city to complete a reconnaissance level survey of approximately one hundred (100) historic buildings and structures located in a portion of the City of Burlington. The City of Burlington received grant funding from the Washington State Department of Archaeology and Historic Preservation (DAHP Contract #FY17-61017-002) to complete this reconnaissance level survey. The city intends to complete this grant project through the services of a professional consultant. Said consultant shall be responsible for completing all of the deliverables identified within DAHP Contract #FY17-61017-002, and for meeting applicable state and federal grant contract compliance requirements therein.

Services are desired to be completed prior to the end of March, 2017.

II. RFQ SELECTION PROCESS

The proposed schedule for the proposal process is as follows:

November 16	RFQ Package Available
December 7	RFQ Submittal Deadline -- 4:30 PM
Week of December 12	Interviews
December 16	Service Provider Selected
December	Professional Services Contract Negotiated
January 12	Contract Awarded
January - March	Work Completed

III. RFQ SUBMITTAL PROCEDURES

Proposals must be received no later than 4:30 PM PST on Wednesday, December 7, 2016. You may forward your proposal by mail, hand delivery, or email.

Mail or Deliver to:

City of Burlington
833 South Spruce Street
Burlington, WA 98233
Attn: Marie Lambert, Grants and Fiscal Projects Manager

Emailed Proposal should include “RECONNAISSANCE LEVEL SURVEY OF HISTORIC BUILDINGS AND STRUCTURES” in the subject line, be in PDF or MS Word format and be addressed to:

mlambert@burlingtonwa.gov

IV. SERVICE TERMS

The professional consultant will conduct a reconnaissance level survey of historic buildings and structures in Burlington that are fifty years of age or older, in compliance with the terms of DAHP contract #FY17-61017-002. The consultant will conduct a survey and produce complete inventory forms consistent with the guidelines in the *Washington State Standards for Cultural Resource Reporting* published by the Department of Archaeology and Historic Preservation including but not limited to:

- Completing surveys utilizing the WISAARD online system and forms to document all required survey materials, and including at least two digital images of the property / structure
- Completing a map of the entire survey area, with sites marked and numbered
- Completion of a survey project report that follows the guidelines for survey project reports as specified in *Washington State Standards for Cultural Resource Reporting*

In addition, the consultant will assist the city in conducting at least one public presentation regarding the project and findings.

V. QUALIFICATIONS

Respondents should have demonstrated expertise in performing historic architectural reconnaissance level surveys using the WISAARD online system and the *Washington State Standards for Cultural Resource Reporting*. Extensive knowledge of historic architecture, preservation of historic buildings, and federal and state historic preservation standards and requirements is essential. Demonstrated experience in working with local historic preservation boards is desired.

VI. SUBMITTAL REQUIREMENTS

Respondents are encouraged to prepare letters of interest detailing their qualifications to perform the services listed above to the city for consideration.

VII. EVALUATION CRITERIA

The selection process shall include a review of qualifications followed by interviews of one or more respondents that are deemed to most closely meet the qualifications to perform the scope of work identified in DAHP Contract #FY17-61017-002. The respondent deemed most qualified to perform the identified duties on behalf of the city will be contacted to negotiate a professional services contract. If these negotiations fail to result in a professional services contract with acceptable terms, and at a cost and timeframe identified within the DAHP contract, then the next most qualified respondent will be contacted to initiate contract negotiations until said contract is complete.

The City reserve the right to accept late submittals, waive irregularities and to select one or more service providers in order to obtain the best possible product in the most timely and cost efficient manner.



SUMMIT
SOLUTIONS GROUP

December 1, 2016

CITY OF BURLINGTON
RECONNAISSANCE LEVEL SURVEY OF HISTORIC BUILDINGS AND STRUCTURES
REQUEST FOR PROPOSALS (RFP)

Client:

City of Burlington, Washington

Proposal Due Date:

December 7, 2016 by 4:00pm

Project Location:

Burlington, Washington

Prepared For:

City of Burlington
Attn: Marie Lambert, Grants & Fiscal Projects Manager
833 South Spruce Street
Burlington, WA 98233
360.755.0532
mlambert@burlingtonwa.gov

Prepared By:

Summit Solutions Group, LLC
Prepared By: Geri Roper
6600 NE 78th Court, Suite B3
Portland, OR, 97218
503.765.7450
gerir@summitsolutionsgroup.com

SUMMIT SOLUTIONS GROUP, LLC

6600 NE 78th COURT, SUITE B3 | PORTLAND, OR | 97218 | 503.379.4009
704 W. HOOD AVENUE, SUITE C | SISTERS, OR | 97759 | 541.549.6620
WWW.SUMMIT SOLUTIONSGROUP.COM



December 1, 2016

City of Burlington
Attn: Marie Lambert, Grants & Fiscal Projects Manager
833 South Spruce Street
Burlington, WA 98233
360.755.0532
mlambert@burlingtonwa.gov

RE: Proposal to RFP: "Reconnaissance Level Survey of Historic Buildings and Structures"

Dear Marie,

Summit Solutions Group, LLC (Summit) is pleased to provide this proposal to the City of Burlington's Request for Proposals (RFP) as a qualified Historic Preservation consultant prepared to conduct a reconnaissance-level survey of approximately one hundred (100) historic building and structures located in Burlington, Washington.

Summit is a licensed and insured limited liability company prepared to coordinate this project immediately upon receipt of confirmation that Summit was awarded the contract. As specified in the included Work Plan and proposed project RFP, if selected, Summit will coordinate with the City of Burlington to complete the reconnaissance-level survey and all other project documents. The proposed fee for performing the work as described below is \$8,950.

All work will be performed in accordance of an agreed upon contract based on the terms and conditions set forth in the Request for Proposals. Should Summit encounter difficult or unanticipated conditions while completing the project, we will inform the City as soon as possible and no work will be performed beyond the authorized scope without prior approval from the City of Burlington. This proposal and quote is valid for sixty (60) days after the submission deadline of December 7, 2016.

Summit Solutions Group appreciates the opportunity to present this proposal to the City of Burlington for the proposed project and looks forward to the opportunity of working with you in the future. Should you have any questions concerning the contents of this proposal, or if I can assist you in any way, please contact me at 503.765.7450, or by email at gerir@summitsolutionsgroup.com.

Sincerely,

A handwritten signature in blue ink that reads "Geri Roper". The signature is written in a cursive, flowing style.

Geri Roper
Director of Environmental Solutions
Summit Solutions Group, LLC

1. CONSULTANT INFORMATION

a. Summit Solutions Group, LLC

Address: 6600 NE 78th Court, Suite B3, Portland, OR 97218
Primary Contact Person: Geri Roper
Primary Contact Email: gerir@summitsolutionsgroup.com
Primary Contact Phone: 503.765.7450

b. Project Manager & Other Summit Staff to Assist (*See Attached Resumes*)

Kenny Gunn, M.S.

Title: Historic Preservation Specialist
Contact Info: 503.310.2341, kennyg@summitsolutionsgroup.com
Project Role: Historic Preservation Project Management, Project Scoping & Background Research, Field Survey & Inventory, HPIR Preparation & Submittal, and Consultation with Client.

Geri Roper

Title: Director of Environmental Solutions
Contact Info: 503.310.8776, gerir@summitsolutionsgroup.com
Project Role: Project Management Lead, Contract Negotiations, and Consultation with Client.

Tyler Clouse

Title: Environmental Specialist
Contact Info: 360.607.3016, tylerc@summitsolutionsgroup.com
Project Role: Project Management, Survey & Research Assistance, Presentations, GIS Data Management & Reporting, and Consultation with Client.

2. CONSULTANT EXPERIENCE

a. Technical Qualifications and Experience

Summit's Environmental Division is based in Portland, Oregon along the I-205 corridor near Portland International Airport with a staff of highly qualified individuals as well as corporate staff located in Sisters, Oregon. Summit opened its doors in 2001 as a telecommunications construction contractor working in the Pacific Northwest. Since then Summit has expanded to include an environmental consulting division headed by Geri Roper, the individual authorized to represent the company in contract negotiations.

Summit staff have worked on numerous cultural resource projects, primarily in Washington and Oregon, including Historic Preservation Plans, Historic Resource Inventories, Cultural Resource Surveys, Historical Façade Renderings, NEPA Review, SEPA Review, and a number of other services. Summit staff maintain strong professional relationships with a number of county, state, and federal agencies providing expedient communication and an understanding of the requirements and needs of this project.

Our diverse staff have backgrounds in Architectural History, Archaeological Project Management, Cultural Resource Management, and Project Management providing all the necessary expertise to efficiently manage this project

The proposed project would be completed by a team of Summit employees with collective and individual skills and responsibilities related to the overall completion of the project. The team would be made up of the following individuals each providing the following roles:

Kenny Gunn: Gunn serves as the primary Historic Preservation Specialist completing a variety of historic preservation services. Responsible for conducting built-environment/cultural resources investigations to assist in the preparation of review documents for compliance with Section 106 of the National Historic Preservation Act (NHPA) and National Environmental Policy Act (NEPA). Other services and responsibilities include National Register of Historic Places Nominations, Historic Resource Survey & Inventory Projects, Historic Context statements, and Section 106 Mitigation Projects.

Geri Roper: Roper serves as the Director for the Environmental Solutions Division to ensure full compliance with Local, State, and Federal regulations as well as client-specific requirements. Develop, maintain, and monitor environmental strategies, policies, and programs that promote development across the region. Direct a diverse, multi-state group of professionals on Phase I, Phase II, NEPA, Cultural Resource Review, Tribal Consultation, and various Environmental Studies. Promote and raise awareness of the impact of emerging environmental issues, ensure best practice, and drive the organization on corporate ethical and social responsibility.

Tyler Clouse: Clouse serves as the Environmental Specialist for Summit Solutions Group Environmental Division working in the telecommunications industry and beyond. Responsibilities include environmental regulatory project management, innovative problem solving, GIS data management, client relations management, project tracking, environmental site evaluations, environmental site mitigation management, regulatory consultation, and cultural resource project management.

b. Similar Project Experience

Newberg Downtown Historic Resources Inventory Update

Location: Newberg, Oregon
Contact/Client Name: Steve Olson (City of Newberg)
Email: steve.olson@newbergoregon.gov
Phone: 503.508.9750
Year Completed: 2016

Project Description (<http://www.historicdowntownnewberg.com/>)

Included a Reconnaissance Level Survey (RLS) of 200+ resources, an Intensive Level Survey (ILS) of 5 resources, and the development of a website/mobile application to be used for marketing, public education, and walking tours by the City.

Jacksonville National Historic Landmark District Inventory

Location: Jacksonville, Oregon
Contact/Client Name: Cara Kaser (Oregon Heritage Survey Supervisor)
Email: cara.kaser@gmail.com
Phone: 503.508.9750
Year Completed: 2012

Project Description

Completed a reconnaissance level survey and evaluation of integrity for the 1966 National Historic Landmark District in Jacksonville, Oregon. The project included 800 plus resources that were photographed, researched, and inventoried into data that was input into the Oregon SHPO Historic Sites Database.

Settlement Era-Homesteads of the Willamette Valley (1840-1865) Survey

Location: Willamette Valley, Oregon
Contact/Client Name: Chrissy Curran (Oregon SHPO)
Email: chrissy.curran@oregon.gov
Phone: 503.986.0684
Year Completed: 2014

Project Description

Identified and surveyed 350+ historic resources that were located in the Willamette Valley of Oregon constructed between 1840 and 1865. Photographs and data from inventory were uploaded to the Oregon SHPO Historic Sites Database.

c. Statement of Qualifications

Kenny Gunn would have prime responsibility for the work produced throughout the project in the event that Summit is the professional consultant awarded the contract. Gunn holds a Bachelor of Science (B.S.) degree from Philadelphia University in Architectural Studies and a Master of Science (M.S.) degree from the University of Oregon in Historic Preservation. In addition to a graduate degree in Historic Preservation, he has held several different positions and completed a variety of projects related to the preservation and protection of historic resources in the Pacific Northwest and beyond. Over his career, Gunn has submitted countless HPI forms to the Washington DAHP through WISAARD and prepared several historic context statements on a wide variety of styles and periods of architectural history.

Based on education and experience, Kenny Gunn meets and exceeds the requirements of the National Park Service's Secretary of the Interiors Professional Qualification Standards for History and Architectural History.

3. SCOPE OF WORK & BUDGET

a. Project Approach, Schedule & Budget Proposal

Completion Time: 3 Months (from "Notice to Proceed" to Completion)

Proposal Due:	December 7, 2016 by 4:00 p.m.
Sign Contract:	By December 30, 2016
Fieldwork:	January 15 – February 15, 2017
Draft Report/HPIR to DAHP/City:	February 28, 2017
Final Report/Presentation:	By March 15, 2017
Final Report Review & Edits:	March 25, 2017
Final Report Submitted to City:	By March 31, 2017

- **Task 1: Project Scoping**

Completed By: January 15, 2017

- Examine Existing Data from Previous Inventory Projects
- Establish approximately 100 historic buildings and structures to be included in reconnaissance level survey
- Includes a project scoping meeting with the City if necessary.

- **Task 2: Reconnaissance Level Survey (Field Research & Survey)**

Completed By: February 15, 2017

- Conduct field work and research to gather location, integrity, and character information for each of the historic resources included in inventory as required for Reconnaissance Level Surveys by the Washington DAHP.

- **Task 3: HPI Forms (based on field survey)**

Completed By: February 28, 2017

- Complete HPI form for each historic resource included in inventory and submit to the Washington DAHP through WISAARD.
- Includes integrity evaluation, architectural description, historic context, accurate location information, and photographic documentation.
- Submit to the Washington DAHP and the City for Review

- **Task 4: Final Survey Report**

First Draft Completed By: February 28, 2017

Final Report Completed By: March 31, 2017

- To include a description of the research design, survey methodology, historic overview/context statement, and recommendations for methodology to be used in maintenance and improvement of the inventory.
- Final report prepared and submitted to the City and the Washington DAHP along with all project data for comment and review. The City

and DAHP will have 30 days to review and provide recommendations for revisions to survey report to Summit.

- Revise all deliverables based on City and Washington DAHP comments prior to final submittal.

- **Task 5: Final Presentation & Historic Commission Review**

Final Public Meeting/Presentation: March 15, 2017

- Hold public meeting in Burlington to present and review final report and all survey documentation/results with the historic commission.
- City to assist with scheduling and notifying the public of meeting location and time, along with providing space for the meeting to be held.

Budget Proposal¹

Task	Scope of Work	Fee
1	Project Scoping	\$750
2	Reconnaissance Level Survey (Field Survey & Research)	\$2,500
3	HPI Form Submittal to Washington DAHP (WISAARD)	\$3,000
4	Final Survey Report (<i>including drafts and final</i>)	\$1,500
5	Final Presentation	\$1,200
Total:		\$8,950

b. Washington DAHP Guidelines

All work and work products will be completed and submitted to the Washington Department of Archaeology and Historic Preservation through WISAARD (Washington Information System for Architectural & Archaeological Records Data) consistent with the guidelines in the Washington Standard for Cultural Resource Reporting published by the Department of Archeology and Historic Preservation.

c. National Park Service Compliance

All recommendations and conclusions made will be the opinion of Summit based upon standards and guidelines administered by the Washington Department of Archaeology and Historic Preservation, the Department of the Interior, and the National Park Service. Recommendations and determinations of eligibility for listing in the National Register of Historic Places are subject to change based on future alterations and deteriorating conditions of the historic resources included in the project.

¹ The cost proposal and total proposed fee does not include any federal, state, or local taxes.

All work and work products will be completed in accordance to the Secretary of the Interior Standards and Guidelines for Archaeology and Historic Preservation by individuals that meet the professional qualification standards in the appropriate areas.

4. PROJECT UNDERSTANDING & APPROACH

Summit Solutions Group is prepared to coordinate this project immediately upon receipt of confirmation that Summit is awarded the project and enters into a signed contract with the City as described within this proposal. It is Summit's understanding that the project will include all of the following tasks:

- Task 1 – Project Scoping:** Working in conjunction with the City of Burlington, local experts and advocates for historic preservation, and through Summit's own research, identify approximately 100 historic properties and structures located in a portion of the City of Burlington to be included in the reconnaissance level survey (*Previous surveys and documentation, if available, to be provided to Summit by the City of Burlington and the Washington DAHP*).
- Task 2 – Reconnaissance Level Survey (Field Survey & Research):** Prepare and conduct field work necessary to identify and verify the location, integrity, and character description of all resources included in the survey, along with analyzing existing data in the Department of Archaeology and Historic Preservation's historic sites database, WISAARD (*articulate the significance and integrity of inventoried properties based on the National Register of Historic Places, National Park Service "Guidelines for Local Surveys: A Basis for Preservation Planning," and local criteria*). All field survey work will be completed by personnel that meet the Secretary of the Interior's Professional Qualifications Standards as required by the Washington State Department of Archaeology and Historic Preservation. The survey does not include interior features or documentation. The Reconnaissance level survey will include the following information for each resource included in the survey (*if available*):
- Survey & Surveyor Name
 - Physical Location Information (Address & Lat/Long)
 - Construction Date
 - Name of Architect and/or Builder (*if available*)
 - Determination of Eligibility for Listing in National Register
 - Historic & Current Use/Function
 - Description of Physical Appearance
 - Historic and Common Names/Businesses
 - Statement of Significance
 - 2 Digital Images (*minimum*)

- Task 3 – Complete HPI Forms (WISAARD):** Complete HPI forms suitable for submittal to the Washington State Department of Archaeology and Historic Preservation (DAHP) for each of the resources included in the survey. The inventory forms will include additional information derived from research in order to meet the requirements of an intensive survey as outlined by the Washington DAHP.
- Task 4 – Final Survey Report:** Prepare a comprehensive summary survey report of all collected information including a description of the research design, documentation of the survey methodology, survey context and conclusions, and recommendations for inventory maintenance and future historic preservation project opportunities related to historic Burlington.
- Task 5 – Final Presentation & Historic Commission Review:** Conduct a public meeting at the conclusion of the project to present and review completed work and final survey findings to the local historic commission based on all comments received from the public, the City of Burlington, the historical commission, and the Washington DAHP (*project results to be presented in text and PowerPoint*).

All projects tasks will be completed within the specifications of an agreed upon contract between the City of Burlington and Summit Solutions Group, along with survey guidelines and requirements outlined by the Washington Department of Archaeology and Historic Preservation (DAHP) and the Secretary of the Interior's Standards for and Guidelines for Historic Preservation and Archaeology. Summit staff have extensive knowledge in completing historic property inventory services that include determinations of eligibility for listing of historic resources in the National Register of Historic Places, data management, photography, professional reporting, and public presentations. Summit staff has completed numerous more intensive level research based projects including the completion of several National Register of Historic Places nominations for historic resources that are now individually listed and other historic context statements.

Summit Solutions Group consists of a full team of professionals dedicated to producing the highest possible quality of work in an efficient and timely manner. All employees work together to ensure that all projects progress as outlined within proposed timelines and ensure that quality is not affected by missing deadlines or specific tasks as originally agreed upon. Technology and quality control are utilized in all aspects of work generated by Summit to ensure the production of effective, accurate and graphically pleasing work products.

5. Disclaimer

This proposal has been prepared for the exclusive use of the City of Burlington, Washington. Use or reliance upon this proposal by a third party is at their own risk. Summit Solutions Group ("Summit") does not make any representation or warranty, express or implied, to other such parties as to the accuracy or completeness of this Report or the suitability of its use by other parties for any purpose whatsoever, known or unknown, to Summit Solutions Group.



S U M M I T
S O L U T I O N S G R O U P

APPENDIX A CONSULTANT'S RESUMES & SERVICES BROCHURE



SUMMIT
SOLUTIONS GROUP

503.765.7433 PHONE
503.310.2341 MOBILE
KENNYG@SUMMITSOLUTIONSGROUP.COM

KENNY GUNN, M.S.

HISTORIC PRESERVATION SPECIALIST

Responsibilities

Serves as the primary Historic Preservation Specialist for completing a variety of historic preservation services. Responsible for conducting built-environment/cultural resources investigations to assist in the preparation of review documents for compliance with Section 106 of the National Historic Preservation Act (NHPA) and National Environmental Policy Act (NEPA). Other services and responsibilities include National Register of Historic Places Nominations, Historic Resource Survey & Inventory Projects, Historic Context statements, Section 106 Mitigation Projects, and much more. Manages consultation and compliance of documents/reports with State Historic Preservation Office (SHPO) in appropriate state. Experience completing historic preservation contracts and services in Oregon, Washington, Idaho, Montana, and Alaska.

Executive Summary

Gunn has worked as a Historic Preservation Specialist for various private and public organizations, and was an active private historic preservation consultant in the Pacific Northwest for several years. Completed projects and core competencies include National Register of Historic Places nominations, Reconnaissance & Intensive level surveys, Section 106 Review & Compliance, HABS Documentation, Architectural Descriptions & Historical Context statements, Film & Digital Architectural Photography, Historic Architectural Design consultations, historic tax credit applications, and much more.

Gunn holds degrees in architectural studies, historic preservation, and business management. Gunn is a certified Lead-Based Paint and Asbestos Inspector in Oregon, Washington, Idaho, Montana, and Alaska. He also meets the Secretary of the Interior's Historic Preservation Professional Qualifications Standards for Architectural History & Historic Preservation.

Education

Master of Science (M.S.)
Historic Preservation
University of Oregon
Eugene, Oregon

Bachelor of Science (B.S.)
Architectural Studies & Business Management
Philadelphia University
Philadelphia, Pennsylvania

Experience

Summit Solutions Group, LLC
Historic Preservation Specialist
May 2015 – Present

Gunn Historic Preservation Consulting
Private Historic Preservation Consultant
August 2011 – May 2015

Adapt Engineering
Historic Preservation Specialist
June 2014 – April 2015

Oregon State Historic Preservation Office
Historic Preservation Specialist
June 2011 – June 2013

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704 W. HOOD AVENUE, SUITE C | SIEMERS, OR | 97759 | 541.549.6620
WWW.SUMMITSOLUTIONSGROUP.COM

Professional Project Experience

Newberg Downtown Historic Resources Inventory Update, 2016

Client: City of Newberg, Oregon

- Reconnaissance Level Survey (RLS) of 212 Resources
- Intensive Level Survey (ILS) of 5 Historic Resources
- Developed Walking Tour and Website focusing on Historic Downtown Newberg

Peter John Lindberg House Historic Preservation Plan, 2016

Client: City of Port Orford, Oregon

- Completed a condition assessment and developed a historic preservation plan for the preservation and rehabilitation of the 1892 National Register of Historic Places listed Queen-Anne residence.

Reconnaissance Level Survey (RLS) Projects Completed

- Settlement Era Homesteads of the Willamette Valley (1840-1865)
 - 350+ Resources
- Amity Downtown Historic Resources Survey
- Coos Bay Downtown Historic Resources Survey
- North Bend Downtown Historic Resources Survey
- Fossil Downtown Historic Resources Survey
- John Day Downtown Historic Resources Survey
- Milton-Freewater Downtown Historic Resources Survey
- Enterprise Downtown Historic Resources Survey
- Sherwood Downtown Historic Resources Survey

Historic Façade Renderings for Oregon Main Street Properties

Client: Oregon State Historic Preservation Office (SHPO)

Historic Preservation Easement Monitoring, 2016

Client: Restore Oregon

Electron Hydroelectric Project Section 106 Report

Client: Aqua Terra Cultural Resource Consultants

- Prepared a historic context and determination of eligibility for the 1904 hydroelectric dam and power station. Accessed the potential effects on the significant eligible historic resource associated with the current proposed rehabilitation project.

Jacksonville National Historic Landmark District RLS & Evaluation, 2011

Client: Oregon SHPO & the City of Jacksonville

- 800+ Resources
- Location: Jacksonville, Oregon

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Section 106 (National Historic Preservation Act of 1966) Review & Compliance

- 300+ Projects
- Locations: Oregon, Idaho, and Washington

Stiff-Jarman House Intensive Level Survey (ILS)

- Location: Salem, Oregon

Newberg Section 106 Historic Research Report

Client: Heritage Research Associates, Inc.

U.S. Postal Service Federal Airway Beacon System in Oregon, Historic Context Statement

Purpose: Section 106 Mitigation Project

- Location: Mahogany Mountain, Oregon

National Register of Historic Places, Completed & Listed Nominations

- Lindberg, Peter John, House (#14001131)
 - Location: Port Orford, Oregon
- Fossil Public School (#13000312)
 - Location: Fossil, Oregon
- Independent School (#13000332)
 - Location: Philomath, Oregon

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Professional References

Cara Kaser**Project(s):** Reconnaissance Level Survey (RLS) Projects**Project Manager:** Kenny Gunn (*Delivered on Time & on Budget*)

Oregon Heritage Survey Supervisor

Cara.kaser@gmail.com

503.508.9750

Karen Auburn**Project:** Peter John Lindberg House National Register Nomination**Project Manager:** Kenny Gunn (*Delivered on Time & on Budget*)

Port Orford Certified Local Government (CLG)

Kauborn@me.com

541.290.9980

Steve Olson**Project:** Newberg Downtown Historic Resources Inventory Update**Project Manager:** Kenny Gunn (*Delivered on Time & on Budget*)

Senior Planner, City of Newberg Community Development Department

Steve.olson@newbergoregon.gov

503.537.1215

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SUMMIT
SOLUTIONS GROUP

503.765.7450 PHONE
503.310.8776 MOBILE
GERIR@SUMMITSOLUTIONSGROUP.COM

GERI ROPER

DIRECTOR OF ENVIRONMENTAL SOLUTIONS

Responsibilities

Serve as the Director for the Regulatory and Environmental Solutions team to ensure full compliance with Federal, State and Local laws as well as client-specific requirements. Develop, maintain and monitor environmental strategies, policies and programs that promote sustainable development across the region. Direct a diverse, multi-state group of professionals on Phase I, Phase II, NEPA, SHPO, TCNS, Archaeological, and Cultural reviews. Promote and raise awareness of the impact of emerging environmental issues, ensure best practices and drive the organization on corporate ethical and social responsibility. Manage customer relations, ensuring the highest quality work product while maintaining the highest quality of professionalism.

Experience

Summit Solutions Group, LLC
Director of Environmental Solutions Division
2015 – Present

AT&T Mobility
Area Manager, Real Estate & Construction
2008-2015

Verizon Wireless
Real Estate Specialist
2003 – 2008

Qwest Wireless, LLC
Property Specialist
2000 – 2003

GST Telecom
Director, Legal Administration
1994 – 2001

Executive Summary

Roper has extensive experiencing managing site acquisition, environmental services, regulatory compliance and construction for numerous wireless carriers and holds several Excellence Awards for outstanding leadership. Completed projects on various Federal, State, Tribal and private properties across the Pacific Northwest, Alaska and Hawaii.

Accomplishments

Six Sigma Green Belt Certification
LEAN Six Sigma Certification
OSHA 10 Certified

SUMMIT SOLUTIONS GROUP, LLC

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SUMMIT
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TYLERC@SUMMITSOLUTIONSGROUP.COM

TYLER CLOUSE

ENVIRONMENTAL SPECIALIST

Responsibilities

Serve as Environmental Specialist for Summit Solutions Group Environmental Division working in the telecom industry and beyond. Responsibilities include environmental regulatory project management, innovative problem solving, client relations management, project tracking, environmental site evaluations, environmental site mitigation management, and office management. Communicating and connecting with clients, government entities, and internal staff to provide quality regulatory consultation.

Education

Bachelor of Arts (B.A.)
Environmental Studies
University of Michigan
Ann Arbor, Michigan

Executive Summary

Clouse has worked in a variety of environmental fields from sustainable education and behavior change to environmental regulation, working with both private and public organizations on a number of projects. Completed projects and competencies include National Environmental Policy Act (NEPA) site evaluations, sustainable communication program design, NOAA Worldviews Network Grant Project, environmental regulatory site management, REEF invasive fish collection, and Lead Based Paint Inspector. Clouse holds a degree in environmental studies, is certified in OSHA 10-Hour General Industry Outreach, Lead Based Paint Inspector, and a certified Environmental Professional IT.

Experience

Summit Solutions Group, LLC
Environmental Specialist
May 2015 – Present

Adapt Engineering
Senior Project Manager
March 2014 – March 2015

NOAA
Research Assistant
May 2011 – October 2012

SUMMIT SOLUTIONS GROUP, LLC

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SUMMIT
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QUESTIONS & QUOTES

GERI ROPER

DIRECTOR

503.765.7450 PHONE

503.310.8776 MOBILE

GERIR@SUMMITSOLUTIONSGROUP.COM

HISTORIC PRESERVATION CONSULTING

ENVIRONMENTAL SOLUTIONS DIVISION

Independent School c.1919
Benton County, Oregon



Summary

Summit Solutions Group offers a wide variety of Historic Preservation services to clients located in the Pacific Northwest. Primary services include conducting built-environment/cultural resources investigations to assist in the preparation of review documents for compliance with Section 106 of the National Historic Preservation Act (NHPA) and National Environmental Policy Act (NEPA). Other services include National Register of Historic Places Nominations, Architectural Survey & Inventory projects, Historic Context statements, Section 106 Mitigation projects, and much more. Summit manages consultation and compliance of documents/reports with State Historic Preservation Office (SHPO) in appropriate state. Summit is proud to offer all Historic Preservation services in Oregon, Washington, Idaho, Montana, and Alaska.

WWW.SUMMITSOLUTIONSGROUP.COM

Services

Section 106 Review & Compliance

Support for NEPA Compliance

Section 106 Mitigation Projects

National Register of Historic Places

Determinations of Eligibility & Nominations

Architectural Surveys & Inventories

Architectural Photography

Adaptive Reuse Consultation

Historic Preservation Plans

Historic Structure Reports

Historic Tax Credit Applications

Historic Context & Integrity Evaluations

HABS Documentation

Historic Facade Design Consultation

SUMMIT SOLUTIONS GROUP, LLC

6600 NE 78TH COURT, SUITE B3 | PORTLAND, OR | 97218 | 503.379.4009

704 W. HOOD AVENUE, SUITE C | SISTERS, OR | 97759 | 541.549.6620

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QUESTIONS & QUOTES

SUMMIT SOLUTIONS GROUP
ENVIRONMENTAL SOLUTIONS DIVISION
6600 NE 78TH COURT, SUITE B3
PORTLAND, OR 97218
503.379.4009 PHONE

ENVIRONMENTAL SOLUTIONS DIVISION

SUMMARY & SERVICES

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Services

National Environmental Policy Act (NEPA)

"Environmental Site Pre-Screening"

Biological Assessments & Monitoring

Regulatory & Environmental Consulting

Online Tracking & Real Time Project Status

Wetland Services

Section 106/SHPO Review & Compliance
Historic Preservation & Archaeology

Phase 1 Environmental Site Assessment (ESA)

Phase 2 Environmental Site Assessment (ESA)

Geotechnical Engineering Assessments

Lead & Asbestos Sampling and Testing

Soil Remediation

Soil Resistivity Testing

Structural Assessment/Analysis

Historic Preservation Consulting

ODOT CECI Inspections

1A & Boundary Surveys

Federal, State & Local Agency Consulting

Summary

Summit Solutions Group ("Summit") Environmental Division is founded on the same quality of excellence as the construction division of the company. While we strive to protect both the built and natural environment, we also strive to give our clients the highest quality of service in all our ventures.

Working out of Portland, the environmental team offers services throughout Oregon, Washington, Idaho, Montana, and Alaska.

SUMMIT SOLUTIONS GROUP, LLC

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APPENDIX B

REQUEST FOR PROPOSALS (RFP)

Bid Title:	Request for Qualifications Architectural Professional Services: Reconnaissance Level Survey
Category:	Request For Proposal
Status:	Open

Description:

City of Burlington Request for Qualifications

Architectural Professional Services: Reconnaissance Level Survey of Historical Buildings and Structures Located in Burlington, Washington

The City of Burlington seeks the services of a qualified Historic Preservation Consultant/Historic Architect, or related professional, to assist the City to complete a reconnaissance level survey of approximately of one hundred (100) historic buildings and structures located in a portion of the City of Burlington. The City of Burlington received grant funding from the Washington State Department of Archaeology and Historic Preservation (DAHP Contract #FY17-61017-002) to complete this reconnaissance level survey. The City intends to complete this grant project through the services of a professional consultant. Said consultant shall be responsible for completing all of the deliverables identified within the DAHP Contract #FY17-61017-002, and for meeting applicable state and federal grant contract compliance requirements herein. Services are to be completed prior to the end of March 2017.

Proposals must be received no later than 4:30 PM PST on Wednesday, December 7th, 2016. You may forward your proposal by mail, hand delivery, or email. Envelopes must be clearly marked in the lower left hand corner "Reconnaissance Level Survey of Historic Buildings & Structures"

Mail or Deliver to:

City of Burlington

Attn: Marie Lambert, Grants & Fiscal Projects Manager

833 South Spruce Street

Burlington WA 98233-1945

Emailed proposal should include "Reconnaissance Level Survey of Historic Buildings and Structures" in the subject line, be in PDF or MS Word format and be addressed to:

mlambert@burlingtonwa.gov

A complete proposal packet is available at www.burlingtonwa.gov, Burlington City Hall located at 833 South Spruce Street, Burlington, WA 98233 or by contacting the Marie Lambert at (360)755-0532 or mlambert@burlingtonwa.gov

Publication Date/Time:

11/15/2016 12:00 AM

Closing Date/Time:

12/7/2016 4:00 PM

Contact Person:

Marie Lambert, Grants & Fiscal Projects Manager

833 S Spruce St
Burlington WA 98233(360) 755-0531

Business Hours:

8:00 AM - 5:00 PM, Mon - Fri

Related Documents:

[2016-66 Dept of Archaeology Historic Preser City of Burl Inventory Grant](#)

[RFQ Notice Architecural Professional](#)

[Return To Main Bid Postings Page](#)

City of Burlington

Contract/Agreement Coversheet

CONTRACT NO. 2016-66 DEPARTMENT: Administration

FEDERAL TAXPAYER I.D.

GRANTOR: Department of Archaeology & Historic Preservation

SERVICES: City of Burlington Downtown Inventory

AMOUNT: \$10,000 (Grant Contract)

DURATION FROM: October 1, 2016 TO: August 31, 2017

Original: City of Burlington
DAHP

Copies: Finance Department



STATE OF WASHINGTON

Department of Archaeology and Historic Preservation
1110 S. Capitol Way, Suite 106 • PO Box 48343 • Olympia, Washington 98504-8343
(360) 586-3065 • Fax Number (360) 586-3067 • www.dahp.wa.gov

DAHP Contract #FY17-61017-002

Grant Agreement
Between
Washington State
Department of Archaeology and Historic Preservation
And
City of Burlington

Grant No.: FY17-61017-002

Contact Person: Loren Doolittle (360) 586-3072
Federal Grant No.: N/A
CFDA No.: 15-904
Grant Title: City of Burlington Downtown Inventory
Effective Date: October 1, 2016
Expiration Date: August 31, 2017

Downtown Inventory

This agreement is made between The Department of Archaeology and Historic Preservation hereinafter referred to as the DEPARTMENT, and City of Burlington, hereinafter referred to as the GRANTEE.

Section 1. Responsibilities of the Grantee

- A. The GRANTEE will perform or cause others to perform the work described in the "Scope of Work" (Attachment 2). Additional special conditions or specifics about the work required by this agreement, if any, are in attachments as enumerated and described in Section 3. The GRANTEE agrees to perform the work in accordance with any such special conditions or specifics.
- B. The GRANTEE understands that the work called for under this agreement must conform to federal administrative requirements as they relate to the DEPARTMENT, and the GRANTEE agrees to comply with all such

requirements. The following documents summarize some of these requirements and are incorporated herein and made a part hereof as though set forth in full:

- (1) The requirements of OMB Circular A-133 for States, Local Governments, and Non-profit organizations.
 - (2) The "Secretary of Interior Standards and Guidelines for Archaeology and Historic Preservation." All products under this contract must be in compliance with the relevant Secretary's Standards and Guidelines e.g. Preservation Planning, Identification, Evaluation, Registration, Historic Research and Documentation, Architectural and Engineering Documentation, Archeological Investigation, Historic Preservation Projects, and Preservation Terminology.
 - (3) The "Historic Preservation Fund Grants Manual." - Latest Revision, September 2005.
 - (4) "Grants in Aid Manual." Department of Community Trade and Economic Development, Office of Archaeology and Historic Preservation.
 - (5) "Fiscal Year 2013 Historic Preservation Fund Annual Grant Application and Budget Changes / Special Conditions."
 - (6) "43 CFR 17 Civil Rights, Subpart A, Implementing Title VI of the Civil Rights Act of 1964; and Subpart B, Implementing Section 504 of the Rehabilitation Act of 1973; and Subpart C, Implementing the Age Discrimination Act of 1975; and subpart E, Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of the Interior."
 - (7) "Americans with Disabilities Act of 1990," 42 U.S.C. 1201 et seq. (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
- c. The GRANTEE agrees to comply with the restrictions of 18 U.S.C. 1913 concerning lobbying with appropriated funds: "No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution

proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or its departments or agencies from communicating to Members of Congress at the request of any Member, or to Congress through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business."

- D. The GRANTEE agrees to maintain records in a manner which will provide an audit trail to all expenditures reported to the DEPARTMENT. The GRANTEE agrees to keep these records for at least four years following the ending date of the grant. In the event that an audit of the GRANTEE or of the DEPARTMENT should take exception to any expenditures by the GRANTEE, the GRANTEE agrees to refund to the DEPARTMENT on demand the amount determined by the audit as due. In the event that the DEPARTMENT is required to institute legal proceedings to enforce this repayment provision, the DEPARTMENT shall be entitled to its costs thereof, including reasonable attorney's fees. When arranging for an audit, the DEPARTMENT should contact:

Bryan Harrison	360-724-3413
900 E. Fairhaven Avenue	360-755-9649
Burlington, WA 98233	bryanwh@burlingtonwa.gov

- E. The GRANTEE agrees to pay all the costs involved in carrying out the terms of this agreement prior to seeking reimbursement as provided for in Section 2. a. When seeking reimbursement, the GRANTEE will submit a completed reimbursement form in writing to the DEPARTMENT and provide such documents as an affidavit of publication for newspaper advertising soliciting bids, contracts, photocopies of canceled checks and invoices, and other documents as may be requested by the DEPARTMENT. The DEPARTMENT will provide the GRANTEE with the reimbursement form and guidelines for financial reporting procedures. The GRANTEE agrees to submit its request for reimbursement within thirty (30) days following completion of the work.
- F. The GRANTEE agrees to provide the DEPARTMENT with a completion report following a form provided by the DEPARTMENT. The GRANTEE will submit this report on or before the end date. The GRANTEE agrees that the DEPARTMENT shall have the right to withhold all or part of the payment required in Section 2.a. pending receipt of this completion report.
- G. The GRANTEE agrees that the "Budget" (Attachment 1) shall be a financial guide for the work called for by this agreement. The GRANTEE may exceed the budgeted amounts, but this shall in no way obligate the DEPARTMENT for a

DAHP Contract #FY17-61017-002

greater amount than that stipulated as DEPARTMENT share. In the event that the GRANTEE should spend less than the budgeted amount on an object or element in the budget, the DEPARTMENT may either reduce its obligation proportionately or it may terminate this agreement. The GRANTEE agrees to maintain records which will render an accurate accounting by the elements or objects in the budget. The actual expenditures for the amounts reflected in the budget may vary by 15 percent without requiring an amendment to this grant agreement.

- H. The GRANTEE agrees that the DEPARTMENT shall have the right to terminate this agreement if the GRANTEE shall fail to fulfill in a timely and proper manner its obligations under this agreement or if the GRANTEE shall violate any of the covenants, conditions, or stipulations of the agreement. In case of such termination by the DEPARTMENT, the GRANTEE agrees to return to the DEPARTMENT within thirty (30) days of the effective date of termination, any payments made by the DEPARTMENT to the GRANTEE under the terms of this agreement or any portion of such payments as may be directed by the DEPARTMENT.

The GRANTEE agrees to submit the products identified in the Scope of Work on or before the grant end date. GRANTEE acknowledges and understands that final products which do not conform to the terms and conditions of this agreement or which do not meet the applicable Secretary of the Interior's Standards will not be reimbursed.

- I. The GRANTEE agrees to submit a "Schedule for Project Completion" (Attachment 6) before beginning work under this agreement. Said schedule form shall list each element described in the "Scope of Work" and shall indicate the approximate date when completion of each can be expected.
- J. The GRANTEE will maintain regular contact with the DEPARTMENT regarding the progress of the grant project. The GRANTEE agrees that the DEPARTMENT shall have the right to monitor the work called for by this agreement.
- K. The GRANTEE agrees to use competitive negotiation procedures (or small purchase procedures for under \$25,000) for procurement of professional services and subcontracts. GRANTEE agrees to maintain records sufficient to detail the significant history of a procurement and to forward evidence of competitive procurement to the DEPARTMENT prior to reimbursement of funds under this agreement. (See Section 3, Attachment 7.)
- L. The GRANTEE agrees that it, its agents and employees, and any other person or entity performing any work under this agreement, are independent contractors and not employees of the State of Washington.

DAHP Contract #FY17-61017-002

M. Federal funds are the basis for this contract. The GRANTEE certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency. Should for any reason the Federal funds which are the basis for this agreement become withdrawn, the agreement may be terminated without penalty to the DEPARTMENT.

N. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless State, agencies of State and all officials, agents and employees of State, from and against all claims for injuries or death arising out of or resulting from the performance of the Contract. Contractor's obligation to indemnify, defend, and hold harmless includes any claim by Contractors' agents, employees, representatives, or any subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to Contractor's or any subcontractor's performance or failure to perform the Contract. Contractor's obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

Consistent with RCW 43.17.320.340, the parties shall make every effort to resolve disputes arising out of, or relating to, this contract through discussion and negotiation.

Should discussion and negotiation fail to resolve a dispute arising under this contract, the parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by the director of each party and a third party mutually agreed upon by the director of each party. The team shall attempt, by majority vote, to resolve the dispute. If the dispute cannot be resolved in this fashion, either party may request assistance from the Governor pursuant to RCW 43.17.330.

O. The GRANTEE agrees to provide or purchase industrial insurance coverage, as applicable, prior to performing work under this agreement. The DEPARTMENT will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this GRANTEE, or any sub-grantee or employee of the GRANTEE, which might arise under the industrial insurance laws during performance of duties and services under this agreement. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result to work performed under this agreement, those payments shall be made by the GRANTEE; the GRANTEE shall indemnify the DEPARTMENT and guarantee payment of such amounts.

DAHP Contract #FY17-61017-002

- P.** The GRANTEE agrees to include written acknowledgment of National Park Service, Department of Community Trade and Economic Development, and Office of Archaeology and Historic Preservation support for all grant-related publications and public information materials including audio-visual and workshop materials. The GRANTEE further agrees that the written acknowledgment shall comply with the form and content stipulated in the "Historic Preservation Fund Grants Manual – Latest Revision September 2005."
- Q.** The GRANTEE agrees to any additional conditions identified in section 3 and attached to this agreement.
- R.** There shall be no discrimination against any person employed by the GRANTEE in connection with work covered by or related to this agreement, or against any applicant for such employment, because of race, creed, color, sex, age, marital status, national origin, or the presence of any sensory, mental, or physical handicap in accordance with Chapter 49.60RCW. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation and selection for training. The GRANTEE shall insert a similar provision in all subcontracts for services covered by this agreement.
- During the performance of this Contract, the Contractor shall comply with all federal and state nondiscrimination laws, regulations and policies.
- S.** In accordance with legislative findings and policies set forth in Chapter 39.19 RCW the GRANTEE is encouraged in the participation and use of Minority and Women's Business Enterprise firms certified by OMWB.
- T.** The GRANTEE agrees to a 100 / 00 match of funds. One hundred percent (100%) being the full amount of the grant. The GRANTEE agrees that any match specifically identified to this grant agreement by the GRANTEE, the GRANTEE will not claim such match for any other grant, agreement or contract. The DEPARTMENT has first and exclusive claim to match provided by the GRANTEE to this agreement as indirect eligible match to the National Park Service, Historic Preservation Fund Grant awarded to the DEPARTMENT. DEPARTMENT: Grant Amount: \$10,000.00. GRANTEE: Minimum Grant Match Amount: \$0.00. Note: GRANTEE has proposed a non-required match of \$4,000.00.

Section 2. Responsibilities of the DEPARTMENT

- A. The DEPARTMENT agrees to reimburse the GRANTEE one hundred (100) percent of its actual authorized expenditures for the purpose of this agreement, provided:
- (1) The total paid by the DEPARTMENT shall not exceed the amount stipulated in the "Budget" (Attachment 1) as DEPARTMENT share.
 - (2) All expenditures were incurred between the beginning and ending dates of the grant.
 - (3) No expenditures have been previously claimed in any other grant from any agency of the state or federal government.
 - (4) The DEPARTMENT has authority to expend the funds required to meet the obligations contained herein.
 - (5) The GRANTEE has met all requirements contained in this agreement.
- B. The DEPARTMENT agrees to consider requests from the GRANTEE for progress payments if, in the DEPARTMENT'S judgment, the public interest will be served by doing so and if such payments are administratively practical.
- C. The DEPARTMENT may unilaterally terminate all or part of this contract, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this contract.

Section 3. Attachments

The following attachments are hereby incorporated into and made a part of this agreement.

- | | |
|-----------------|---|
| Attachment #1. | "Budget," consisting of one page. |
| Attachment #2 | "Scope of Work consisting of five pages. |
| Attachment #3A. | "Civil Rights Assurance", consisting of one page. |
| Attachment #3B, | "Understanding Grant Requirements", consisting of one page. |
| Attachment #3C. | "Certification Regarding Debarment," consisting of one page. |
| Attachment #4. | "State Form A19-1 Invoice Voucher" to be used as basis for billing, consisting of one page. |
| Attachment #5 | "Report of Services/ Labor Value Appraisal" form to be used by GRANTEE to document labor costs, consisting of one page. |
| Attachment #6 | "Schedule for Project Completion" form, consisting of one page |

DAHP Contract # FY17-81017-002

Attachment #7 "Competitive Negotiation and Small Purchases Contracting Documentation," consisting of one page, for a total of thirteen (13) pages.

Section 4. Amendments

This grant agreement may only be amended if such amendment is in writing (with the exception of the 15% variance for actual expenditures identified in Section 1.g), agreed to and signed by all the parties, and attached hereto.

DEPARTMENT:


Allyson Brooks, Director

10/18/16
Date

GRANTEE:


City of Burlington

9/26/16
Date

91-6001232
Fed ID No.

VI. PROJECT BUDGET**ELEMENT / OBJECT**

Salaries (include each position- volunteer or staff - and attach hourly wage justification)	Federal Dollars (CLG grant requested)	Hard Match (Local government cash match)	Soft Match (Donated goods and services)	Total
City Manager / Parks & Recreation staff		\$2000		\$2000

Indirect % (*Include justification for indirect %)				
--	--	--	--	--

Total Element/Object:		\$2000		\$2000
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GOODS & SERVICES

Contract Services	Federal Dollars (CLG grant requested)	Hard Match (Local government cash match)	Soft Match (Donated goods and services)	Total
Historic Preservation Consultant	\$10000	\$2000		\$12,000

Materials/Supplies/Equipment				

Travel				

Other				

Total Goods & Services:				
------------------------------------	--	--	--	--

	Federal Dollars 60%	Hard Match 40%*	Soft Match	Total Project Cost - 100%
Total Funding Request	\$10,000	\$4000		\$14,000

*The local government share must equal at least 40% of the total project cost. The 40% can be made up of a combination of hard and soft match.

ATTACHMENT 2

Scope of Work

- I. **WORK TO BE ACCOMPLISHED:** The GRANTEE shall conduct the following activities:
- A. **CITY OF BURLINGTON SURVEY:** The GRANTEE shall conduct a SURVEY, as follows:
1. **SURVEY AREA AND CRITERIA:** The GRANTEE shall complete an **reconnaissance level** survey of:
 - a) **AREA:** City of Burlington (see attached map)
 - b) **CRITERIA:** Historic buildings, structures, objects, and sites fifty years of age and older, approximately 100 reconnaissance level inventory forms.
 - c) **DEFINITIONS:** Reconnaissance surveys are visual or predictive surveys that identify the general distribution, location and nature of historic resources within a given area. A reconnaissance survey of the built environment generally entails the field identification of resources that appear to meet broad survey requirements. Documentation at this level rarely exceeds property address, observational information on architectural style and features, and photographic information. However, it may be possible to discern if the property appears to be a unique resource based on the observations of the overall survey area. If so, this information should be recorded in the "Statement of Significance" section of the database. Reconnaissance surveys are often conducted to establish the boundaries for intensive surveys to follow.

Reconnaissance level survey forms must be completed in WISAARD. Because reconnaissance surveys record only observable information, they may not provide sufficient information with which to make determinations of eligibility beyond architectural significance.

A reconnaissance level survey **should** include the following:
 - a) Location information
 - b) Surveyor and survey name

- c) The current use of the building should be noted since it is observable from the street, although historic use does not need to be researched
 - d) All observable architectural information should be completed within the database
 - e) The "Description of Physical Appearance" section on the Narrative must be completed
 - f) A concise "Statement of Significance" based on the knowledge of the surveyor (usually related to the architecture of the building) must be completed
 - g) A Determination of Eligibility in the opinion of the surveyor (based solely on the architectural qualities of the structure)
 - h) An approximate date of construction
 - i) At least two digital images of the resource
2. **SURVEY PROJECT MANAGER:** The GRANTEE shall ensure that the personnel directing the survey activities meet the professional qualifications in 36 CFR 61, Appendix A. The personnel must be procured using a competitive process as outlined in the Historic Preservation Fund Grants Manual, October 1997, see Attachment #7. Before final selection, the GRANTEE shall afford the DEPARTMENT an opportunity to review and approve candidates for the historic preservation consultant conducting the survey project.
3. **SURVEY STANDARDS:** The GRANTEE shall conduct the survey activity and produce complete inventory forms consistent with the guidelines in the *Washington State Standards for Cultural Resource Reporting* published by the Department of Archaeology and Historic Preservation and summarized as follows:
- a) **COMPLETED SURVEY:**
 - (1) A COMPLETED SURVEY is understood to mean that the GRANTEE has used the WISAARD ONLINE SYSTEM to document all required survey materials of the defined survey area and has submitted the survey to the DEPARTMENT. The inventory records must be determined acceptable by the DEPARTMENT.
 - (2) The REQUIRED SURVEY MATERIALS are understood to include a MAP of the ENTIRE SURVEY AREA with all sites marked and numbered.
 - (3) A SURVEY REPORT IS REQUIRED. A SURVEY PROJECT REPORT is understood to mean a report which follows the guidelines for survey project reports provided by the DEPARTMENT within the *Washington State*

Standards for Cultural Resource Reporting which includes the introduction, survey methodology, analysis, recommendations, a map of the entire survey area with all sites marked and numbered, a table of the properties with eligibility recommendations, and appendices.

- b) A COMPLETED INVENTORY FORM is understood to mean a completed record on the WISAARD ONLINE SYSTEM, with each field completed out with the inventory information and at least two digital images of the property.
 - c) The DEPARTMENT will be able to view draft copies of Historic Property Inventory Forms via WISAARD. The DEPARTMENT shall respond to the GRANTEE within 14 days of each draft submittal with comments. If the DEPARTMENT has not responded within 14 days, the GRANTEE shall assume that the DEPARTMENT has no comment on the draft submittals.
- 4. INCOMPLETE OR INACCEPTABLE MATERIALS: Any required survey materials submitted which are not considered acceptable or complete—which do not meet the DEPARTMENT’s cultural resource survey editorial standards and/or do not contain the required level of documentation—will be returned to the GRANTEE for completion within the grant period.
 - 5. REIMBURSEMENT: The GRANTEE will only be reimbursed for preparing acceptable and complete required survey submitted during the grant period.
 - 6. DEPARTMENT RESPONSIBILITIES: The DEPARTMENT shall provide the GRANTEE with the information to gain access to the WISAARD ONLINE SYSTEM.
 - 7. ACKNOWLEDGEMENT: The SURVEY REPORT shall include in its entirety the following acknowledgement, disclaimer, and non-discrimination statements:

This survey has been financed in part with Federal funds from the National Park Service, Department of the Interior administered by the Department of Archaeology and Historic Preservation (DAHP) and the City of Burlington. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, DAHP, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or DAHP.

This program received Federal funds from the National Park Service. Regulations of the U.S. Department of Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director,

Equal Opportunity Program, U.S. Department of the Interior, National Park Service, 1849
C Street, NW, Washington, D.C. 20240.

8. **PROJECT MANAGER:** The GRANTEE shall ensure that the personnel preparing the survey documentation meet the professional qualifications in 36 CFR 61, Appendix A. The personnel must be procured using a competitive process as outlined in the Historic Preservation Fund Grants Manual, October 1997, see Attachment #7. **Before final selection, the GRANTEE shall afford the DEPARTMENT an opportunity to review and approve candidates for the historic preservation consultant conducting the survey project.**
9. **INCOMPLETE OR INACCEPTABLE MATERIALS:** Any required materials submitted which are not considered acceptable or complete will be returned to the GRANTEE for completion within the grant period.
10. **REIMBURSEMENT:** The GRANTEE will only be reimbursed for preparing an acceptable and complete Survey Product during the grant period.

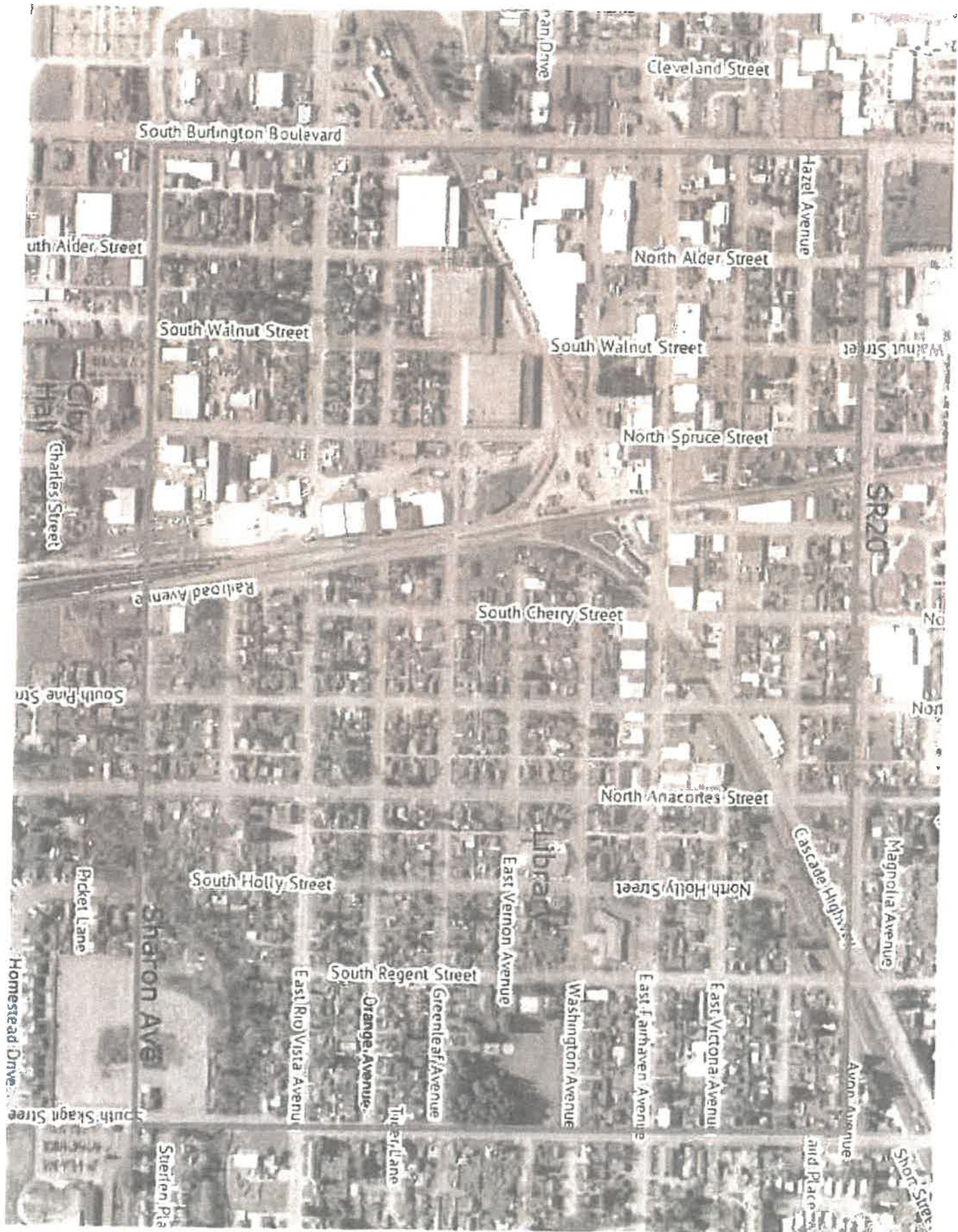
B. PUBLIC EDUCATION ACTIVITIES

1. **The GRANTEE shall conduct at least one public presentation during the grant period subject to the following conditions:**
 - a) **The purpose of the presentation(s) shall be to present findings of the survey project. The GRANTEE shall respond to any questions raised by the public.**
 - b) **The GRANTEE shall notify the DEPARTMENT of the presentation dates and shall be afforded an opportunity to attend.**
 - c) **Following each public meeting, provide the DEPARTMENT with a summary of the number of participants, comments, and notable conclusions arising from the presentation. This may be in email format.**

D. REPORTING ACTIVITIES

1. **GRANT ADMINISTRATION:** The GRANTEE shall establish and maintain contact with the DEPARTMENT throughout the grant period as to the status of all grant activities by preparing and submitting the requested documents to the DEPARTMENT at the times indicated in the **SCHEDULE FOR PROJECT COMPLETION**

- II. **PRODUCTS:** The GRANTEE shall at a minimum submit the following products to the DEPARTMENT:
- A. **SURVEY FORMS and SURVEY REPORT:** Reconnaissance level HPI form for each property surveyed and a map of the entire survey area with each surveyed property marked with location and number. The SURVEY REPORT and map may be provided as a pdf and shall include a report cover sheet per DAHP standards.
 - B. **PUBLIC EDUCATION:** One email memo per public meeting summarizing attendance and any notable conclusions from the meeting.



ATTACHMENT 3A

U. S. DEPARTMENT OF THE INTERIOR CIVIL RIGHTS ASSURANCE


As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. **THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.**

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of the assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Mayor
APPLICANT/ORGANIZATION CITY OF BURLINGTON	DATE SUBMITTED APRIL 19, 2016
APPLICANT/ORGANIZATION MAILING ADDRESS 833 S. SPRUCE STR. BURLINGTON WA 98233	BUREAU OR OFFICE EXTENDING ASSISTANCE

DI-1350
(REV 6/91)

ATTACHMENT 3B

STATEMENT OF UNDERSTANDING FOR GRANT MANAGEMENT REQUIREMENTS

- CLGs receiving HPF grant assistance must fulfill the terms of their grant agreement with the state and adhere to all requirements of the National Register Programs Manual. This requirement includes compliance with Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of age, race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- Local financial management systems shall be in accordance with the standards specified in OMB Circular A-128, "Standards for Grantee Financial Management Systems."
- Indirect costs may be charged as part of the CLG grant only if the CLG subgrantee meets the requirements of the manual. Unless the CLG has a current indirect cost rate approved by the cognizant federal agency, only direct costs may be charged.
- Grant recipients must maintain auditable financial records in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.
- The CLG subgrantee will provide, with request for reimbursement, documentation to support billings (time sheets, front and back canceled checks, etc.) for federal and non-federal share claimed.
- Repayment will be made to the SHPO organization if terms and conditions of the subgrant agreement are not followed or costs claimed are disallowed following audit.

CLG

SIGNATURE OF APPLICANT

TITLE

DATE

ATTACHMENT 3C

U.S. Department of the Interior Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

- (1) The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Steve Sexton, Mayor
Name and Title of Authorized Representative


Signature

April 19, 2016
Date

FORM A19-1A	STATE OF WASHINGTON
INVOICE VOUCHER	

AGENCY USE ONLY	
AGENCY NO.	CONTRACT NO. OR GA AUTH. NO.
103	FY17-61017-002

AGENCY NAME
Department of Archaeology & Historic Preservation 1110 S Capitol Way Suite 30 PO Box 48343 Olympia, WA 98504 8343
ATTN:
VENDOR OR CLAIMANT (warrant is to be payable to)
City of Burlington Attn: Bryan Harrison 900 E. Fairhaven Avenue Burlington, WA 98233
ATTACHMENT NUMBER 4

INSTRUCTIONS TO VENDOR OR CLAIMANT:

In the absence of a detailed invoice, submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

Vendor's Certificate:

I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veteran status.

By:

(Sign in ink)

(Title)

(Date)

FEDERAL ID. NO. OR SOCIAL SECURITY NO	RECEIVED BY	DATE RECEIVED
---------------------------------------	-------------	---------------

DATE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT

PREPARED BY (Fiscal)						DATE		DIVISION APPROVAL				DATE	
DOC DATE			CURRENT DOC NO			REF DOC NO			VENDOR NUMBER			VENDOR MESSAGE	
SUF	TRANS CODE	M O D FUND	APPN INDEX	PROGRAM INDEX	SUB OBJ	SUB SUB OBJ	CNTY	CITY	PROJECT	AMOUNT	INVOICE NUMBER	GENERAL LEDGER	
APPROVED FOR PAYMENT BY FISCAL						DATE			WARRANT TOTAL				

ATTACHMENT 5 REPORT OF SERVICES

Name of Project:
Name of Person Performing Services:
Address:
Telephone:
Did you receive any compensation for the time you devoted to this project?
Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, who paid you?
How much were you paid?

Month:	Year:
Describe the services you performed. (If you supervised others, include their names and positions.)	
How was the hourly rate shown below determined?	
Labor value appraisal on reverse side of this form.	
Other, explain:	

☐

Total number of hours worked each day during this month:

Beginning	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals

I hereby swear that I devoted the time reported above, performing the work described on the project named. This time has not been reported for any other Federal or State project.

_____ Date _____

I supervised or coordinated this person's work and verify that it was performed as indicated above.

_____ Date _____

Washington State Office of Archaeology and Historic Preservation
1110 S Capitol Way Suite 30
PO Box 48343
Olympia, WA 98504-8343

Total hours this month:		# of hours
Hourly rate:	\$	Per hour
Amount charged to project:	\$	

INSTRUCTIONS:

Use this form to document all labor, whether paid or voluntary, which is claimed against a grant or used for the matching share of a grant. Complete it on a timely basis, i.e., fill it out immediately after the service is provided.

List each proposed grant activity separately estimating the start and completion dates. This should be a complete listing of all potential activities associated with the grant including the *two* draft submittal dates of Friday May 5, 2017 for the first draft and Friday July 14, 2017 for the second draft. Final projects must be turned in by Thursday, August 31, 2017. A start date and completion date are not sufficient for the Schedule of Project Completion.

[illegible]

ATTACHMENT 7
COMPETITIVE NEGOTIATION AND SMALL
PURCHASES CONTRACTING DOCUMENTATION

THIS FORMAT SHOULD BE USED FOR CONTRACTS FOR PROFESSIONAL SERVICES AND OTHER PROCUREMENT TO DOCUMENT COMPLIANCE WITH FEDERAL PROCUREMENT STANDARDS.

1. Grant Number: _____
2. Type of Contract: _____
- | | |
|-----------------------|-------|
| Professional Services | _____ |
| Printing | _____ |
| Equipment/Supplies | _____ |
| Other | _____ |

3. Addresses of Contractors Contacted:

Name of Person/Business: _____

Street or PO Box: _____

City/State/Zip Code: _____

Work Telephone Number: _____

Quote/Bid given: _____

Name of Person/Business: _____

Street or PO Box: _____

City/State/Zip Code: _____

Work Telephone Number: _____

Quote/Bid given: _____

Name of Person/Business: _____

Street or PO Box: _____

City/State/Zip Code: _____

Work Telephone Number: _____

Quote/Bid given: _____

Contractor Selected: _____

Basis for Selection: _____ Lowest Price _____ Other _____

If the basis for selection was not the lowest price, explain the basis used:

Signature of Grantee Official

Date

List each proposed grant activity separately estimating the start and completion dates. This should be a complete listing of all potential activities associated with the grant including the **two** draft submittal dates of Friday May 5, 2017 for the first draft and Friday July 14, 2017 for the second draft. Final projects must be turned in by Thursday, August 31, 2017. A start date and completion date are not sufficient for the Schedule of Project Completion.

[illegible]

City of Burlington

Contract/Agreement Coversheet

CONTRACT NO. 2016-66 DEPARTMENT: Administration

FEDERAL TAXPAYER I.D.

GRANTOR: Department of Archaeology & Historic Preservation

SERVICES: City of Burlington Downtown Inventory

AMOUNT: \$10,000 (Grant Contract)

DURATION FROM: October 1, 2016 TO: August 31, 2017

Original: City of Burlington
DAHP

Copies: Finance Department



STATE OF WASHINGTON

Department of Archaeology and Historic Preservation
1110 S. Capitol Way, Suite 106 • PO Box 48343 • Olympia, Washington 98504-8343
(360) 586-3065 • Fax Number (360) 586-3067 • www.dahp.wa.gov

DAHP Contract #FY17-61017-002

Grant Agreement
Between
Washington State
Department of Archaeology and Historic Preservation
And
City of Burlington

Grant No.: FY17-61017-002

Contact Person: Loren Doolittle (360) 586-3072
Federal Grant No.: N/A
CFDA No.: 15-904
Grant Title: City of Burlington Downtown Inventory
Effective Date: October 1, 2016
Expiration Date: August 31, 2017

Downtown Inventory

This agreement is made between The Department of Archaeology and Historic Preservation hereinafter referred to as the DEPARTMENT, and City of Burlington, hereinafter referred to as the GRANTEE.

Section 1. Responsibilities of the Grantee

- A. The GRANTEE will perform or cause others to perform the work described in the "Scope of Work" (Attachment 2). Additional special conditions or specifics about the work required by this agreement, if any, are in attachments as enumerated and described in Section 3. The GRANTEE agrees to perform the work in accordance with any such special conditions or specifics.
- B. The GRANTEE understands that the work called for under this agreement must conform to federal administrative requirements as they relate to the DEPARTMENT, and the GRANTEE agrees to comply with all such

DAHP Contract #FY17-61017-002

requirements. The following documents summarize some of these requirements and are incorporated herein and made a part hereof as though set forth in full:

- (1) The requirements of OMB Circular A-133 for States, Local Governments, and Non-profit organizations.
 - (2) The "Secretary of Interior Standards and Guidelines for Archaeology and Historic Preservation." All products under this contract must be in compliance with the relevant Secretary's Standards and Guidelines e.g. Preservation Planning, Identification, Evaluation, Registration, Historic Research and Documentation, Architectural and Engineering Documentation, Archeological Investigation, Historic Preservation Projects, and Preservation Terminology.
 - (3) The "Historic Preservation Fund Grants Manual." - Latest Revision, September 2005.
 - (4) "Grants in Aid Manual." Department of Community Trade and Economic Development, Office of Archaeology and Historic Preservation.
 - (5) "Fiscal Year 2013 Historic Preservation Fund Annual Grant Application and Budget Changes / Special Conditions."
 - (6) "43 CFR 17 Civil Rights, Subpart A, Implementing Title VI of the Civil Rights Act of 1964; and Subpart B, Implementing Section 504 of the Rehabilitation Act of 1973; and Subpart C, Implementing the Age Discrimination Act of 1975; and subpart E, Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of the Interior."
 - (7) "Americans with Disabilities Act of 1990," 42 U.S.C. 1201 et seq. (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
- C. The GRANTEE agrees to comply with the restrictions of 18 U.S.C. 1913 concerning lobbying with appropriated funds: "No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution

proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or its departments or agencies from communicating to Members of Congress at the request of any Member, or to Congress through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business."

- D. The GRANTEE agrees to maintain records in a manner which will provide an audit trail to all expenditures reported to the DEPARTMENT. The GRANTEE agrees to keep these records for at least four years following the ending date of the grant. In the event that an audit of the GRANTEE or of the DEPARTMENT should take exception to any expenditures by the GRANTEE, the GRANTEE agrees to refund to the DEPARTMENT on demand the amount determined by the audit as due. In the event that the DEPARTMENT is required to institute legal proceedings to enforce this repayment provision, the DEPARTMENT shall be entitled to its costs thereof, including reasonable attorney's fees. When arranging for an audit, the DEPARTMENT should contact:

Bryan Harrison	360-724-3413
900 E. Fairhaven Avenue	360-755-9649
Burlington, WA 98233	bryanwh@burlingtonwa.gov

- E. The GRANTEE agrees to pay all the costs involved in carrying out the terms of this agreement prior to seeking reimbursement as provided for in Section 2. a. When seeking reimbursement, the GRANTEE will submit a completed reimbursement form in writing to the DEPARTMENT and provide such documents as an affidavit of publication for newspaper advertising soliciting bids, contracts, photocopies of canceled checks and invoices, and other documents as may be requested by the DEPARTMENT. The DEPARTMENT will provide the GRANTEE with the reimbursement form and guidelines for financial reporting procedures. The GRANTEE agrees to submit its request for reimbursement within thirty (30) days following completion of the work.
- F. The GRANTEE agrees to provide the DEPARTMENT with a completion report following a form provided by the DEPARTMENT. The GRANTEE will submit this report on or before the end date. The GRANTEE agrees that the DEPARTMENT shall have the right to withhold all or part of the payment required in Section 2.a. pending receipt of this completion report.
- G. The GRANTEE agrees that the "Budget" (Attachment 1) shall be a financial guide for the work called for by this agreement. The GRANTEE may exceed the budgeted amounts, but this shall in no way obligate the DEPARTMENT for a

DAHP Contract #FY17-61017-002

greater amount than that stipulated as DEPARTMENT share. In the event that the GRANTEE should spend less than the budgeted amount on an object or element in the budget, the DEPARTMENT may either reduce its obligation proportionately or it may terminate this agreement. The GRANTEE agrees to maintain records which will render an accurate accounting by the elements or objects in the budget. The actual expenditures for the amounts reflected in the budget may vary by 15 percent without requiring an amendment to this grant agreement.

- H. The GRANTEE agrees that the DEPARTMENT shall have the right to terminate this agreement if the GRANTEE shall fail to fulfill in a timely and proper manner its obligations under this agreement or if the GRANTEE shall violate any of the covenants, conditions, or stipulations of the agreement. In case of such termination by the DEPARTMENT, the GRANTEE agrees to return to the DEPARTMENT within thirty (30) days of the effective date of termination, any payments made by the DEPARTMENT to the GRANTEE under the terms of this agreement or any portion of such payments as may be directed by the DEPARTMENT.

The GRANTEE agrees to submit the products identified in the Scope of Work on or before the grant end date. GRANTEE acknowledges and understands that final products which do not conform to the terms and conditions of this agreement or which do not meet the applicable Secretary of the Interior's Standards will not be reimbursed.

- I. The GRANTEE agrees to submit a "Schedule for Project Completion" (Attachment 6) before beginning work under this agreement. Said schedule form shall list each element described in the "Scope of Work" and shall indicate the approximate date when completion of each can be expected.
- J. The GRANTEE will maintain regular contact with the DEPARTMENT regarding the progress of the grant project. The GRANTEE agrees that the DEPARTMENT shall have the right to monitor the work called for by this agreement.
- K. The GRANTEE agrees to use competitive negotiation procedures (or small purchase procedures for under \$25,000) for procurement of professional services and subcontracts. GRANTEE agrees to maintain records sufficient to detail the significant history of a procurement and to forward evidence of competitive procurement to the DEPARTMENT prior to reimbursement of funds under this agreement. (See Section 3, Attachment 7.)
- L. The GRANTEE agrees that it, its agents and employees, and any other person or entity performing any work under this agreement, are independent contractors and not employees of the State of Washington.

DAHP Contract #FY17-61017-002

M. Federal funds are the basis for this contract. The GRANTEE certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency. Should for any reason the Federal funds which are the basis for this agreement become withdrawn, the agreement may be terminated without penalty to the DEPARTMENT.

N. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless State, agencies of State and all officials, agents and employees of State, from and against all claims for injuries or death arising out of or resulting from the performance of the Contract. Contractor's obligation to indemnify, defend, and hold harmless includes any claim by Contractors' agents, employees, representatives, or any subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to Contractor's or any subcontractor's performance or failure to perform the Contract. Contractor's obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

Consistent with RCW 43.17.320.340, the parties shall make every effort to resolve disputes arising out of, or relating to, this contract through discussion and negotiation.

Should discussion and negotiation fail to resolve a dispute arising under this contract, the parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by the director of each party and a third party mutually agreed upon by the director of each party. The team shall attempt, by majority vote, to resolve the dispute. If the dispute cannot be resolved in this fashion, either party may request assistance from the Governor pursuant to RCW 43.17.330.

O. The GRANTEE agrees to provide or purchase industrial insurance coverage, as applicable, prior to performing work under this agreement. The DEPARTMENT will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this GRANTEE, or any sub-grantee or employee of the GRANTEE, which might arise under the industrial insurance laws during performance of duties and services under this agreement. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result to work performed under this agreement, those payments shall be made by the GRANTEE; the GRANTEE shall indemnify the DEPARTMENT and guarantee payment of such amounts.

- P. The GRANTEE agrees to include written acknowledgment of National Park Service, Department of Community Trade and Economic Development, and Office of Archaeology and Historic Preservation support for all grant-related publications and public information materials including audio-visual and workshop materials. The GRANTEE further agrees that the written acknowledgment shall comply with the form and content stipulated in the "Historic Preservation Fund Grants Manual – Latest Revision September 2005."
- Q. The GRANTEE agrees to any additional conditions identified in section 3 and attached to this agreement.
- R. There shall be no discrimination against any person employed by the GRANTEE in connection with work covered by or related to this agreement, or against any applicant for such employment, because of race, creed, color, sex, age, martial status, national origin, or the presence of any sensory, mental, or physical handicap in accordance with Chapter 49.60RCW. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation and selection for training. The GRANTEE shall insert a similar provision in all subcontracts for services covered by this agreement.
- During the performance of this Contract, the Contractor shall comply with all federal and state nondiscrimination laws, regulations and policies.
- S. In accordance with legislative findings and policies set forth in Chapter 39.19 RCW the GRANTEE is encouraged in the participation and use of Minority and Women's Business Enterprise firms certified by OMWB.
- T. The GRANTEE agrees to a 100 / 00 match of funds. One hundred percent (100%) being the full amount of the grant. The GRANTEE agrees that any match specifically identified to this grant agreement by the GRANTEE, the GRANTEE will not claim such match for any other grant, agreement or contract. The DEPARTMENT has first and exclusive claim to match provided by the GRANTEE to this agreement as indirect eligible match to the National Park Service, Historic Preservation Fund Grant awarded to the DEPARTMENT. DEPARTMENT: Grant Amount: \$10,000.00. GRANTEE: Minimum Grant Match Amount: \$0.00. Note: GRANTEE has proposed a non-required match of \$4,000.00.

Section 2. Responsibilities of the DEPARTMENT

- A. The DEPARTMENT agrees to reimburse the GRANTEE one hundred (100) percent of its actual authorized expenditures for the purpose of this agreement, provided:
- (1) The total paid by the DEPARTMENT shall not exceed the amount stipulated in the "Budget" (Attachment 1) as DEPARTMENT share.
 - (2) All expenditures were incurred between the beginning and ending dates of the grant.
 - (3) No expenditures have been previously claimed in any other grant from any agency of the state or federal government.
 - (4) The DEPARTMENT has authority to expend the funds required to meet the obligations contained herein.
 - (5) The GRANTEE has met all requirements contained in this agreement.
- B. The DEPARTMENT agrees to consider requests from the GRANTEE for progress payments if, in the DEPARTMENT'S judgment, the public interest will be served by doing so and if such payments are administratively practical.
- C. The DEPARTMENT may unilaterally terminate all or part of this contract, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this contract.

Section 3. Attachments

The following attachments are hereby incorporated into and made a part of this agreement.

- | | |
|-----------------|---|
| Attachment #1. | "Budget," consisting of one page. |
| Attachment #2 | "Scope of Work consisting of five pages. |
| Attachment #3A. | "Civil Rights Assurance", consisting of one page. |
| Attachment #3B, | "Understanding Grant Requirements", consisting of one page. |
| Attachment #3C. | "Certification Regarding Debarment," consisting of one page. |
| Attachment #4. | "State Form A19-1 Invoice Voucher" to be used as basis for billing, consisting of one page. |
| Attachment #5 | "Report of Services/ Labor Value Appraisal" form to be used by GRANTEE to document labor costs, consisting of one page. |
| Attachment #6 | "Schedule for Project Completion" form, consisting of one page |

DAHP Contract # FY17-61017-002

Attachment #7 "Competitive Negotiation and Small Purchases Contracting Documentation," consisting of one page, for a total of thirteen (13) pages.

Section 4. Amendments

This grant agreement may only be amended if such amendment is in writing (with the exception of the 15% variance for actual expenditures identified in Section 1.g), agreed to and signed by all the parties, and attached hereto.

DEPARTMENT:


Allyson Brooks, Director

10/18/16
Date

GRANTEE:


City of Burlington

9/26/16
Date

91-6001232
Fed ID No.

VI. PROJECT BUDGET

ELEMENT/OBJECT

Salaries (include each position- volunteer or staff - and attach hourly wage justification)	Federal Dollars (CLG grant requested)	Hard Match (Local government cash match)	Soft Match (Donated goods and services)	Total
City Manager / Parks & Recreation staff		\$2000		\$2000
Indirect % (*Include justification for indirect %)				
Total Element/Object:		\$2000		\$2000

GOODS & SERVICES

Contract Services	Federal Dollars (CLG grant requested)	Hard Match (Local government cash match)	Soft Match (Donated goods and services)	Total
Historic Preservation Consultant	\$10000	\$2000		\$12,000

Materials/Supplies/Equipment				

Travel				

Other				

Total Goods & Services:				
------------------------------------	--	--	--	--

	Federal Dollars 60%	Hard Match 40%*	Soft Match	Total Project Cost - 100%
Total Funding Request	\$10,000	\$4000		\$14,000

*The local government share must equal at least 40% of the total project cost. The 40% can be made up of a combination of hard and soft match.

ATTACHMENT 2

Scope of Work

- I. **WORK TO BE ACCOMPLISHED:** The GRANTEE shall conduct the following activities:
 - A. **CITY OF BURLINGTON SURVEY:** The GRANTEE shall conduct a SURVEY, as follows:
 1. **SURVEY AREA AND CRITERIA:** The GRANTEE shall complete an **reconnaissance level** survey of:
 - a) **AREA:** City of Burlington (see attached map)
 - b) **CRITERIA:** Historic buildings, structures, objects, and sites fifty years of age and older, approximately 100 reconnaissance level inventory forms.
 - c) **DEFINITIONS:** Reconnaissance surveys are visual or predictive surveys that identify the general distribution, location and nature of historic resources within a given area. A reconnaissance survey of the built environment generally entails the field identification of resources that appear to meet broad survey requirements. Documentation at this level rarely exceeds property address, observational information on architectural style and features, and photographic information. However, it may be possible to discern if the property appears to be a unique resource based on the observations of the overall survey area. If so, this information should be recorded in the "Statement of Significance" section of the database. Reconnaissance surveys are often conducted to establish the boundaries for intensive surveys to follow.

Reconnaissance level survey forms must be completed in WISAARD. Because reconnaissance surveys record only observable information, they may not provide sufficient information with which to make determinations of eligibility beyond architectural significance.
- A reconnaissance level survey should include the following:
- a) Location information
 - b) Surveyor and survey name

- c) The current use of the building should be noted since it is observable from the street, although historic use does not need to be researched
 - d) All observable architectural information should be completed within the database
 - e) The "Description of Physical Appearance" section on the Narrative must be completed
 - f) A concise "Statement of Significance" based on the knowledge of the surveyor (usually related to the architecture of the building) must be completed
 - g) A Determination of Eligibility in the opinion of the surveyor (based solely on the architectural qualities of the structure)
 - h) An approximate date of construction
 - i) At least two digital images of the resource
2. **SURVEY PROJECT MANAGER:** The GRANTEE shall ensure that the personnel directing the survey activities meet the professional qualifications in 36 CFR 61, Appendix A. The personnel must be procured using a competitive process as outlined in the Historic Preservation Fund Grants Manual, October 1997, see Attachment #7. Before final selection, the GRANTEE shall afford the DEPARTMENT an opportunity to review and approve candidates for the historic preservation consultant conducting the survey project.
3. **SURVEY STANDARDS:** The GRANTEE shall conduct the survey activity and produce complete inventory forms consistent with the guidelines in the *Washington State Standards for Cultural Resource Reporting* published by the Department of Archaeology and Historic Preservation and summarized as follows:
- a) **COMPLETED SURVEY:**
 - (1) A COMPLETED SURVEY is understood to mean that the GRANTEE has used the WISAARD ONLINE SYSTEM to document all required survey materials of the defined survey area and has submitted the survey to the DEPARTMENT. The inventory records must be determined acceptable by the DEPARTMENT.
 - (2) The REQUIRED SURVEY MATERIALS are understood to include a MAP of the ENTIRE SURVEY AREA with all sites marked and numbered.
 - (3) A SURVEY REPORT IS REQUIRED. A SURVEY PROJECT REPORT is understood to mean a report which follows the guidelines for survey project reports provided by the DEPARTMENT within the *Washington State*

Standards for Cultural Resource Reporting which includes the introduction, survey methodology, analysis, recommendations, a map of the entire survey area with all sites marked and numbered, a table of the properties with eligibility recommendations, and appendices.

- b) A COMPLETED INVENTORY FORM is understood to mean a completed record on the WISAARD ONLINE SYSTEM, with each field completed out with the inventory information and at least two digital images of the property.
 - c) The DEPARTMENT will be able to view draft copies of Historic Property Inventory Forms via WISAARD. The DEPARTMENT shall respond to the GRANTEE within 14 days of each draft submittal with comments. If the DEPARTMENT has not responded within 14 days, the GRANTEE shall assume that the DEPARTMENT has no comment on the draft submittals.
- 4. INCOMPLETE OR INACCEPTABLE MATERIALS: Any required survey materials submitted which are not considered acceptable or complete—which do not meet the DEPARTMENT’s cultural resource survey editorial standards and/or do not contain the required level of documentation—will be returned to the GRANTEE for completion within the grant period.
 - 5. REIMBURSEMENT: The GRANTEE will only be reimbursed for preparing acceptable and complete required survey submitted during the grant period.
 - 6. DEPARTMENT RESPONSIBILITIES: The DEPARTMENT shall provide the GRANTEE with the information to gain access to the WISAARD ONLINE SYSTEM.
 - 7. ACKNOWLEDGEMENT: The SURVEY REPORT shall include in its entirety the following acknowledgement, disclaimer, and non-discrimination statements:

This survey has been financed in part with Federal funds from the National Park Service, Department of the Interior administered by the Department of Archaeology and Historic Preservation (DAHP) and the City of Burlington. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, DAHP, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or DAHP.

This program received Federal funds from the National Park Service. Regulations of the U.S. Department of Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director,

Equal Opportunity Program, U.S. Department of the Interior, National Park Service, 1849
C Street, NW, Washington, D.C. 20240.

8. **PROJECT MANAGER:** The GRANTEE shall ensure that the personnel preparing the survey documentation meet the professional qualifications in 36 CFR 61, Appendix A. The personnel must be procured using a competitive process as outlined in the Historic Preservation Fund Grants Manual, October 1997, see Attachment #7. **Before final selection, the GRANTEE shall afford the DEPARTMENT an opportunity to review and approve candidates for the historic preservation consultant conducting the survey project.**
9. **INCOMPLETE OR INACCEPTABLE MATERIALS:** Any required materials submitted which are not considered acceptable or complete will be returned to the GRANTEE for completion within the grant period.
10. **REIMBURSEMENT:** The GRANTEE will only be reimbursed for preparing an acceptable and complete Survey Product during the grant period.

B. PUBLIC EDUCATION ACTIVITIES

1. The GRANTEE shall conduct at least one public presentation during the grant period subject to the following conditions:
 - a) The purpose of the presentation(s) shall be to present findings of the survey project. The GRANTEE shall respond to any questions raised by the public.
 - b) The GRANTEE shall notify the DEPARTMENT of the presentation dates and shall be afforded an opportunity to attend.
 - c) Following each public meeting, provide the DEPARTMENT with a summary of the number of participants, comments, and notable conclusions arising from the presentation. This may be in email format.

D. REPORTING ACTIVITIES

1. **GRANT ADMINISTRATION:** The GRANTEE shall establish and maintain contact with the DEPARTMENT throughout the grant period as to the status of all grant activities by preparing and submitting the requested documents to the DEPARTMENT at the times indicated in the SCHEDULE FOR PROJECT COMPLETION

- II. **PRODUCTS:** The GRANTEE shall at a minimum submit the following products to the DEPARTMENT:
- A. **SURVEY FORMS and SURVEY REPORT:** Reconnaissance level HPI form for each property surveyed and a map of the entire survey area with each surveyed property marked with location and number. The SURVEY REPORT and map may be provided as a pdf and shall include a report cover sheet per DAHP standards.
 - B. **PUBLIC EDUCATION:** One email memo per public meeting summarizing attendance and any notable conclusions from the meeting.



ATTACHMENT 3A

U. S. DEPARTMENT OF THE INTERIOR CIVIL RIGHTS ASSURANCE

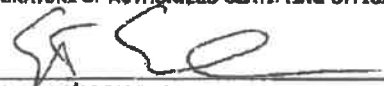
As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et. seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. **THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.**

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of the assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Mayor
APPLICANT/ORGANIZATION CITY OF BURLINGTON	DATE SUBMITTED APRIL 19, 2016
APPLICANT/ORGANIZATION MAILING ADDRESS 833 S. SPRUCE STR. BURLINGTON WA 98233	BUREAU OR OFFICE EXTENDING ASSISTANCE

DI-1350
(REV 6/91)

ATTACHMENT 3B

STATEMENT OF UNDERSTANDING FOR GRANT MANAGEMENT REQUIREMENTS

- CLGs receiving HPF grant assistance must fulfill the terms of their grant agreement with the state and adhere to all requirements of the National Register Programs Manual. This requirement includes compliance with Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of age, race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- Local financial management systems shall be in accordance with the standards specified in OMB Circular A-128, "Standards for Grantee Financial Management Systems."
- Indirect costs may be charged as part of the CLG grant only if the CLG subgrantee meets the requirements of the manual. Unless the CLG has a current indirect cost rate approved by the cognizant federal agency, only direct costs may be charged.
- Grant recipients must maintain auditable financial records in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.
- The CLG subgrantee will provide, with request for reimbursement, documentation to support billings (time sheets, front and back canceled checks, etc.) for federal and non-federal share claimed.
- Repayment will be made to the SHPO organization if terms and conditions of the subgrant agreement are not followed or costs claimed are disallowed following audit.

CLG

(Bryan Harrison, CLG administrator)

for Loren Cunningham

SIGNATURE OF APPLICANT

TITLE

Mayor

DATE

APRIL 19, 2016

ATTACHMENT 3C

U.S. Department of the Interior Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

- (1) The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Steve Sexton, Mayor
Name and Title of Authorized Representative


Signature

April 19, 2016
Date

FORM A19-1A	STATE OF WASHINGTON INVOICE VOUCHER
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AGENCY USE ONLY	
AGENCY NO.	CONTRACT NO. OR GA AUTH. NO.
103	FY17-61017-002

AGENCY NAME
Department of Archaeology & Historic Preservation 1110 S Capitol Way Suite 30 PO Box 48343 Olympia, WA 98504 8343
ATTN:
VENDOR OR CLAIMANT (warrant is to be payable to)
City of Burlington Attn: Bryan Harrison 900 E. Fairhaven Avenue Burlington, WA 98233
ATTACHMENT NUMBER 4

INSTRUCTIONS TO VENDOR OR CLAIMANT:

In the absence of a detailed invoice, submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

Vendor's Certificate:

I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veteran status.

By:

(Sign in ink)

(Title)

(Date)

FEDERAL I.D. NO. OR SOCIAL SECURITY NO.	RECEIVED BY	DATE RECEIVED
---	-------------	---------------

DATE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT

PREPARED BY (Fiscal)						DATE		DIVISION APPROVAL				DATE	
DOC DATE				CURRENT DOC NO			REF DOC NO			VENDOR NUMBER		VENDOR MESSAGE	
SUF	TRANS CODE	M O D	FUND	APPN INDEX	PROGRAM INDEX	SUB OBJ	SUB SUB OBJ	CNTY	CITY	PROJECT	AMOUNT	INVOICE NUMBER	GENERAL LEDGER
APPROVED FOR PAYMENT BY FISCAL								DATE		WARRANT TOTAL			

ATTACHMENT 5 REPORT OF SERVICES

Name of Project:
Name of Person Performing Services:
Address:
Telephone:
Did you receive any compensation for the time you devoted to this project?
Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, who paid you?
How much were you paid?

Month:	Year:
Describe the services you performed. (If you supervised others, include their names and positions.)	
How was the hourly rate shown below determined?	
Labor value appraisal on reverse side of this form.	
Other, explain:	



Total number of hours worked each day during <input type="checkbox"/> this month:								
Beginning	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals

I hereby swear that I devoted the time reported above, performing the work described on the project named. This time has not been reported for any other Federal or State project.

_____ Date _____

I supervised or coordinated this person's work and verify that it was performed as indicated above.

_____ Date _____

Washington State Office of Archaeology and Historic Preservation
1110 S Capitol Way Suite 30
PO Box 48343
Olympia, WA 98504-8343

Total hours this month:		# of hours
Hourly rate:	\$	Per hour
Amount charged to project:	\$	

INSTRUCTIONS:

Use this form to document all labor, whether paid or voluntary, which is claimed against a grant or used for the matching share of a grant. Complete it on a timely basis, i.e., fill it out immediately after the service is provided.

List each proposed grant activity separately estimating the start and completion dates. This should be a complete listing of all potential activities associated with the grant including the **two** draft submittal dates of Friday May 5, 2017 for the first draft and Friday July 14, 2017 for the second draft. Final projects must be turned in by Thursday, August 31, 2017. A start date and completion date are not sufficient for the Schedule of Project Completion.

[illegible]

ATTACHMENT 7

COMPETITIVE NEGOTIATION AND SMALL PURCHASES CONTRACTING DOCUMENTATION

THIS FORMAT SHOULD BE USED FOR CONTRACTS FOR PROFESSIONAL SERVICES AND OTHER PROCUREMENT TO DOCUMENT COMPLIANCE WITH FEDERAL PROCUREMENT STANDARDS.

1. Grant Number: _____
2. Type of Contract: **Professional Services** _____
 Printing _____
 Equipment/Supplies _____
 Other _____

3. Addresses of Contractors Contacted:

Name of Person/Business: _____
Street or PO Box: _____
City/State/Zip Code: _____
Work Telephone Number: _____
Quote/Bid given: _____

Name of Person/Business: _____
Street or PO Box: _____
City/State/Zip Code: _____
Work Telephone Number: _____
Quote/Bid given: _____

Name of Person/Business: _____
Street or PO Box: _____
City/State/Zip Code: _____
Work Telephone Number: _____
Quote/Bid given: _____

Contractor Selected: _____
Basis for Selection: **Lowest Price** _____ **Other** _____

If the basis for selection was not the lowest price, explain the basis used:

Signature of Grantee Official

Date



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS.

AGENDA ITEM

Council Date: February 9, 2017 Subject: Maiben Park Master Plan

Bryan Harrison, City Administrator

Attachments: Master Plan documents

Public Hearing Required: YES () NO (X)

SUMMARY

City staff, the Mayor and Council members, the Burlington Parks and Recreation Advisory Board, and members of the general community have worked for approximately two years to develop a Maiben Park Master Plan. The City contracted with Robert (Bob) W. Droll, Landscape Architect PS to provide technical advice and to complete the Master Plan. The plan has been completed and was reviewed by the Burlington Parks and Recreation Advisory Board during its meeting on February 6, 2017. Bob will be in attendance at the February 9th Council meeting to present the Master Plan and answer council questions.

RECOMMENDATION

Receive the Maiben Park Master Plan and provide staff with direction regarding preferred next steps.

Maiben Park

City of Burlington, WA

Master Plan Level Estimate of Probable Cost for Phase 5 Improvements

Line	Item Description	total w/ Mob.	Unit	Quantity	Unit Cost	Item Subtotal	Mobilization at 15%
1	Splash Pad & Tennis Court						
2	Splash Pad	\$281,750.00	ls	1	\$245,000.00	\$245,000.00	\$36,750.00
3	Splash Pad Controls Hook-up in Restroom	\$4,600.00	ls	1	\$4,000.00	\$4,000.00	\$600.00
4	Tennis Court Demolition	\$4,600.00	ls	1	\$4,000.00	\$4,000.00	\$600.00
5	Tennis Court-Excavation-8"-off site haul	\$6,325.00	cy	220	\$25.00	\$5,500.00	\$825.00
6	Tennis Court-geotextile fabric	\$3,680.00	sy	800	\$4.00	\$3,200.00	\$480.00
7	Tennis Court-10' Fencing & Gates	\$13,248.00	lf	320	\$36.00	\$11,520.00	\$1,728.00
7	Tennis Court-4" CSBC	\$8,280.00	ton	180	\$40.00	\$7,200.00	\$1,080.00
8	Tennis Court-2" CSTC	\$4,657.50	ton	90	\$45.00	\$4,050.00	\$607.50
9	Tennis Court-2" HMA Class 1/2"	\$14,950.00	ton	100	\$130.00	\$13,000.00	\$1,950.00
10	Tennis Court-Sport Court Coating & Striping	\$10,350.00	ls	1	\$9,000.00	\$9,000.00	\$1,350.00
11	Tennis Court-Nets	\$4,600.00	ls	1	\$4,000.00	\$4,000.00	\$600.00
12	Landscape Restoration	\$4,600.00	ls	1	\$4,000.00	\$4,000.00	\$600.00
13	Minor Change	\$5,750.00	ls	1	\$5,000.00	\$5,000.00	\$750.00
14	Trim & Clean-up	\$2,875.00	ls	1	\$2,500.00	\$2,500.00	\$375.00
15	Permits	\$5,000.00					
16	Subtotal	\$375,265.50					
17	A/E Services	\$60,042.48					
18	Subtotal	\$435,307.98					
19	Contingency @ 12%	\$52,236.96					
20	Project Development Total	\$487,544.94					
21	Rounded	\$487,500.00					

Maiben Park

City of Burlington, WA

Master Plan Level Estimate of Probable Cost - Phasing Summary

Phase	Total Development Costs*
Phase 1 - Parking Expansion & Play Area	872,000.00
Phase 2 - Restroom/Shelter	607,900.00
Phase 3 - Old Camp Fire Building Improvements	155,200.00
Phase 4 - Open Field Play Improvements	290,500.00
Phase 5 - Splash Pad & Tennis Court	487,500.00
Phased Development Total	2,413,100.00

*Total Development Costs=Construction Costs, Taxes, Permits, A/E Fees & Contingency

Maiben Park

City of Burlington, WA

Master Plan Level Estimate of Probable Cost for Phase 1 Improvements

Line	Item Description	total w/ Mob.	Unit	Quantity	Unit Cost	Item Subtotal	Mobilization at 15%
Parking Expansion							
1	Construction Surveying	\$1,725.00	ls	1	\$1,500.00	\$1,500.00	\$225.00
2	Clearing & Grubbing	\$4,312.50	acre	0.25	\$15,000.00	\$3,750.00	\$562.50
3	Sawcut Asphalt Pavement	\$345.00	lf	100	\$3.00	\$300.00	\$45.00
4	Remove Asphalt Pavement	\$4,600.00	ls	1	\$4,000.00	\$4,000.00	\$600.00
5	Excavation, including Offsite Haul to create berm	\$1,587.00	cy	230	\$6.00	\$1,380.00	\$207.00
6	Crushed Surfacing Base Course	\$11,385.00	ton	220	\$45.00	\$9,900.00	\$1,485.00
7	Crushed Surfacing Top Course	\$6,325.00	ton	110	\$50.00	\$5,500.00	\$825.00
8	Barrier Curb	\$7,762.50	lf	270	\$25.00	\$6,750.00	\$1,012.50
9	3" Class 1/2" HMA Pavement	\$22,425.00	ton	150	\$130.00	\$19,500.00	\$2,925.00
10	Stormwater Treatment Allowance	\$11,500.00	ls	1	\$10,000.00	\$10,000.00	\$1,500.00
11	Irrigation Allowance	\$6,900.00	ls	1	\$6,000.00	\$6,000.00	\$900.00
12	Landscape Restoration Allowance	\$9,200.00	ls	1	\$8,000.00	\$8,000.00	\$1,200.00
13	Subtotal	\$88,067.00					
14	Taxes @ 8.5%	\$8,674.60					
15	Subtotal	\$96,741.60					
16	Permits	\$4,000.00					
17	Subtotal	\$100,741.60					
18	A/E Services	\$ 16,118.66					
19	Subtotal	\$116,860.26					
20	Contingency @ 12%	\$14,023.23					
21	Project Development Total	\$130,883.49					
22	Rounded	\$130,900.00					
23							
24	Play Area						
25	Construction Surveying	\$1,725.00	ls	1	\$1,500.00	\$1,500.00	\$225.00
26	Construction Entrance	\$2,875.00	ls	1	\$2,500.00	\$2,500.00	\$375.00
27	Coir Log	\$1,725.00	lf	250	\$6.00	\$1,500.00	\$225.00
28	Temporary Security Fence (6 month lease)	\$6,900.00	lf	1500	\$4.00	\$6,000.00	\$900.00
29	Grubbing including on-site disposal	\$17,250.00	acre	1	\$15,000.00	\$15,000.00	\$2,250.00
30	Excavation, including on-site disposal (21,800 sf)	\$6,279.00	cy	780	\$7.00	\$5,460.00	\$819.00
31	Type 2 Drywell	\$2,875.00	each	1	\$2,500.00	\$2,500.00	\$375.00
32	3" pea gravel-Play Area	\$6,842.50	ton	170	\$35.00	\$5,950.00	\$892.50
33	4" Slotted Drain Pipe	\$20,700.00	lf	600	\$30.00	\$18,000.00	\$2,700.00
34	Geotextile for Separation-play area	\$4,232.00	sy	920	\$4.00	\$3,680.00	\$552.00
35	4" CSBC	\$9,660.00	ton	210	\$40.00	\$8,400.00	\$1,260.00
36	4" Concrete Pavement (7900 sf) w/ thickened curb	\$70,679.00	sy	878	\$70.00	\$61,460.00	\$9,219.00
37	ADA Concrete Ramp	\$3,450.00	each	2	\$1,500.00	\$3,000.00	\$450.00
38	12" Engineered Wood Fiber per separate contract with Sitalines	\$32,500.00	sf	13000	\$2.50	\$32,500.00	

Maiben Park

City of Burlington, WA

Master Plan Level Estimate of Probable Cost for Phase 1 Improvements

Line	Item Description	total w/ Mob.	Unit	Quantity	Unit Cost	Item Subtotal	Mobilization at 15%
39	Play Equipment & Adult Fitness Stations per separate contract with Sitelines	\$302,551.00	ls	1	\$302,551.00	\$302,551.00	
40	6' Bench per separate contract with Sitelines	\$5,060.00	each	2	\$2,200.00	\$4,400.00	\$660.00
41	3' Seat per separate contract with Sitelines	\$2,415.00	each	1	\$2,100.00	\$2,100.00	\$315.00
42	Picnic Tables per separate contract with Sitelines	\$11,960.00	each	4	\$2,600.00	\$10,400.00	\$1,560.00
43	2" compost	\$6,900.00	cy	100	\$60.00	\$6,000.00	\$900.00
44	Soil Mixing	\$1,150.00	sf	10000	\$0.10	\$1,000.00	\$150.00
45	Fine grading	\$575.00	sf	10000	\$0.05	\$500.00	\$75.00
46	Sod	\$8,280.00	sf	8000	\$0.90	\$7,200.00	\$1,080.00
47	Irrigation Modification	\$6,900.00	sf	10000	\$0.60	\$6,000.00	\$900.00
48	Minor Change	\$5,750.00	ls	1	\$5,000.00	\$5,000.00	\$750.00
49	Trim & Clean-up	\$2,875.00	ls	1	\$2,500.00	\$2,500.00	\$375.00
50	Subtotal	\$542,108.50					
51	Taxes @ 8.5%	\$53,397.69					
52	Subtotal	\$595,506.19					
53	Permits	\$6,000.00					
54	Subtotal	\$601,506.19					
55	A/E Services	\$60,150.62					
56	Subtotal	\$661,656.81					
57	Contingency @ 12%	\$79,398.82					
58	Project Development Total	\$741,055.62					
59	Rounded	\$741,100.00					
60							
61	Project Summary						
62	Parking Expansion	\$130,900.00					
63	Play Area	\$741,100.00					
64	Total Project Development Cost	\$872,000.00					

Maiben Park

City of Burlington, WA

Master Plan Level Estimate of Probable Cost for Phase 2 Improvements

Line	Item Description	total w/ Mob.	Unit	Quantity	Unit Cost	Item Subtotal	Mobilization at 15%
1	Restroom/Shelter						
2	Demoish Existing Restroom	\$17,250.00	ls	1	\$15,000.00	\$15,000.00	\$2,250.00
3	Site Preparation	\$17,250.00	ls	1	\$15,000.00	\$15,000.00	\$2,250.00
4	Utilities Extensions	\$20,700.00	ls	1	\$18,000.00	\$18,000.00	\$2,700.00
5	Restroom Building	\$215,625.00	sf	750	\$250.00	\$187,500.00	\$28,125.00
6	Shelters	\$110,400.00	sf	800	\$120.00	\$96,000.00	\$14,400.00
7	Exterior Concrete	\$27,830.00	sy	220	\$110.00	\$24,200.00	\$3,630.00
8	Landscape Restoration	\$4,600.00	ls	1	\$4,000.00	\$4,000.00	\$600.00
9	Minor Change	\$5,750.00	ls	1	\$5,000.00	\$5,000.00	\$750.00
10	Trim & Clean-up	\$2,875.00	ls	1	\$2,500.00	\$2,500.00	\$375.00
11	Subtotal	\$422,280.00					
12	Taxes @ 8.5%	\$41,594.58					
13	Subtotal	\$463,874.58					
14	Permits	\$4,000.00					
15	Subtotal	\$467,874.58					
16	A/E Services	\$74,859.93					
17	Subtotal	\$542,734.51					
18	Contingency @ 12%	\$65,128.14					
19	Project Development Total	\$607,862.65					
20	Rounded	\$607,900.00					

Maiben Park

City of Burlington, WA

Master Plan Level Estimate of Probable Cost for Phase 3 Improvements

Line	Item Description	total w/ Mob.	Unit	Quantity	Unit Cost	Item Subtotal	Mobilization at 15%
1	Old Camp Fire Building Improvements						
2	Front Entrance Ramp	\$17,250.00	ls	1	\$15,000.00	\$15,000.00	\$2,250.00
3	Exterior Siding, Trim & Paint Improvements	\$13,800.00	ls	1	\$12,000.00	\$12,000.00	\$1,800.00
4	Interior Improvements for ADA, Function	\$40,250.00	ls	1	\$35,000.00	\$35,000.00	\$5,250.00
5	Rear Deck & Trellis	\$23,000.00	ls	1	\$20,000.00	\$20,000.00	\$3,000.00
6	Landscape Restoration	\$4,600.00	ls	1	\$4,000.00	\$4,000.00	\$600.00
7	Minor Change	\$5,750.00	ls	1	\$5,000.00	\$5,000.00	\$750.00
8	Trim & Clean-up	\$1,380.00	ls	1	\$1,200.00	\$1,200.00	\$180.00
9	Subtotal	\$106,030.00					
10	Taxes @ 8.5%	\$10,443.96					
11	Subtotal	\$116,473.96					
12	Permits	\$3,000.00					
13	Subtotal	\$119,473.96					
14	A/E Services	\$19,115.83					
15	Subtotal	\$138,589.79					
16	Contingency @ 12%	\$16,630.77					
17	Project Development Total	\$155,220.56					
18	Rounded	\$155,200.00					

Maiben Park

City of Burlington, WA

Master Plan Level Estimate of Probable Cost for Phase 4 Improvements

Line	Item Description	total w/ Mob.	Unit	Quantity	Unit Cost	Item Subtotal	Mobilization at 15%
1	Open Field Play Improvements						
2	Demolish Backstop, Benches, etc.	\$17,250.00	ls	1	\$15,000.00	\$15,000.00	\$2,250.00
3	Grub site to 4"-on site disposal into berm	\$12,362.50	cy	430	\$25.00	\$10,750.00	\$1,612.50
4	Scarify & Grade field	\$5,060.00	sf	55000	\$0.08	\$4,400.00	\$660.00
5	Irrigation Improvements	\$37,950.00	sf	55000	\$0.60	\$33,000.00	\$4,950.00
6	2" compost over Play Field	\$18,400.00	cy	400	\$40.00	\$16,000.00	\$2,400.00
7	Soil Mixing	\$6,325.00	sf	55000	\$0.10	\$5,500.00	\$825.00
8	Fine Grade Field	\$5,060.00	sf	55000	\$0.08	\$4,400.00	\$660.00
9	sod	\$56,925.00	sf	55000	\$0.90	\$49,500.00	\$7,425.00
10	Concrete Walk	\$6,900.00	ls	1	\$6,000.00	\$6,000.00	\$900.00
11	Picnic Tables	\$2,070.00	each	2	\$900.00	\$1,800.00	\$270.00
12	Picnic Shelter	\$23,000.00	ls	1	\$20,000.00	\$20,000.00	\$3,000.00
13	Minor Change	\$5,750.00	ls	1	\$5,000.00	\$5,000.00	\$750.00
14	Trim & Clean-up	\$2,875.00	ls	1	\$2,500.00	\$2,500.00	\$375.00
15	Subtotal	\$199,927.50					
16	Taxes @ 8.5%	\$19,692.86					
17	Subtotal	\$219,620.36					
18	Permits	\$4,000.00					
19	Subtotal	\$223,620.36					
20	A/E Services	\$35,779.26					
21	Subtotal	\$259,399.62					
22	Contingency @ 12%	\$31,127.95					
23	Project Development Total	\$290,527.57					
24	Rounded	\$290,500.00					

Maiben Park

City of Burlington, WA

Master Plan Level Estimate of Probable Cost for Phase 5 Improvements

Line	Item Description	total w/ Mob.	Unit	Quantity	Unit Cost	Item Subtotal	Mobilization at 15%
1	Splash Pad & Tennis Court						
2	Splash Pad	\$281,750.00	ls	1	\$245,000.00	\$245,000.00	\$36,750.00
3	Splash Pad Controls Hook-up in Restroom	\$4,600.00	ls	1	\$4,000.00	\$4,000.00	\$600.00
4	Tennis Court Demolition	\$4,600.00	ls	1	\$4,000.00	\$4,000.00	\$600.00
5	Tennis Court-Excavation-8"-off site haul	\$6,325.00	cy	220	\$25.00	\$5,500.00	\$825.00
6	Tennis Court-geotextile fabric	\$3,680.00	sy	800	\$4.00	\$3,200.00	\$480.00
7	Tennis Court-10' Fencing & Gates	\$13,248.00	lf	320	\$36.00	\$11,520.00	\$1,728.00
7	Tennis Court-4" CSBC	\$8,280.00	ton	180	\$40.00	\$7,200.00	\$1,080.00
8	Tennis Court-2" CSTC	\$4,657.50	ton	90	\$45.00	\$4,050.00	\$607.50
9	Tennis Court-2" HMA Class 1/2"	\$14,950.00	ton	100	\$130.00	\$13,000.00	\$1,950.00
10	Tennis Court-Sport Court Coating & Striping	\$10,350.00	ls	1	\$9,000.00	\$9,000.00	\$1,350.00
11	Tennis Court-Nets	\$4,600.00	ls	1	\$4,000.00	\$4,000.00	\$600.00
12	Landscape Restoration	\$4,600.00	ls	1	\$4,000.00	\$4,000.00	\$600.00
13	Minor Change	\$5,750.00	ls	1	\$5,000.00	\$5,000.00	\$750.00
14	Trim & Clean-up	\$2,875.00	ls	1	\$2,500.00	\$2,500.00	\$375.00
15	Permits	\$5,000.00					
16	Subtotal	\$375,265.50					
17	A/E Services	\$60,042.48					
18	Subtotal	\$435,307.98					
19	Contingency @ 12%	\$52,236.96					
20	Project Development Total	\$487,544.94					
21	Rounded	\$487,500.00					

Burlington Parks & Recreation Department
Maiben Park Annual Maintenance Cost Projection*
Phase 1

Draft

Task No.	Task	Inventory	Unit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Annual Frequency	production rate	unit	minutes per unit	quantity	total time-min.	total time-hours
1	Natural Grass Mowing/Maintenance	55,000	sf			2	4	4	4	4	4	4	2	1		29	40,000	sf	60	1.38	2,393	40
2	Natural Grass Repair	1	ls			1	1	1	1	1	1					6	1	ls	120	1.00	720	12
3	Natural Grass Fertilizer	55,000	sf				1	1	1	1	1	1				2	40,000	sf	180	1.38	495	8
4	Hard Pavement Blow-off	1	park	4	4	8	30	31	30	31	31	30	8	8	4	219	1	sf	20	1.00	4,380	73
5	Hard Pavement Leaf/Branch Removal	1	park		1	1	1	1	1	1	1		1	1	1	6	1	sf	60	1.00	360	6
6	Restroom Maintenance	1	ls													0	1	ls	60	1.00	0	0
7	Old Camp Fire Building Maintenance**	1	ls													0	1	ls	120	1.00	0	0
8	General Park Clean-up/Trash Removal	1	park	4	4	8	30	31	30	31	31	30	8	8	4	219	1	park	60	1.00	13,140	219
9	Tree Maintenance	1	ls													0	1	each	180	1.00	0	0
10	Play Equipment Maintenance	1	ls	1	1	1	1	1	1	1	1	1	1	1	1	12	1	ls	120	1.00	1,440	24
11	Fitness Station Maintenance	1	ls	1	1	1	1	1	1	1	1	1	1	1	1	12	1	ls	60	1.00	720	12
12	Engineered Wood Fiber Replenishment	11,800	sf			1	1									1	11,800	sf	480	1.00	480	8
13	Splash Pad Maintenance	1	ls													0	1	ls	960	2.00	0	0
14	Splash Pad Start-up & Winterization	1	ls													0	1	ls	1920	1.00	0	0
15	Site & Building Electrical Maintenance	1	ls			1	1									1	1	ls	720	1.00	720	12
16	Building Plumbing Maintenance	1	ls			1	1			1						2	1.00	ls	360	1.00	720	12
17	Picnic Shelter Maintenance	1	ls													0	1.00	ls	60	1.00	0	0
18	Site Amenities Maintenance	1	ls			1	1				1					2	1.00	ls	180	1.00	360	6
19	Irrigation Maintenance	55,000	sf													0	10,000	sf	480	1.00	0	0
20	Irrigation Winterization/Spring Start-Up	1	ls													0	1	ls	320	1.00	0	0

* This Cost Projection is for the new improvements shown in the Maiben Park Phasing Plan only and does not include any maintenance cost for any other park and recreation facility or program within Maiben Park. This estimate does not include any cost for recreation programs or for Special Events hosting. This Cost Projection also does not account for Capital Improvements/Repairs/Replacement of proposed or existing facilities.

**It is assumed the Old Camp Fire Building will be utilized on a reservation basis; frequency shown herein assumes 1 reservation/week.

TOTAL HOURS	432
TOTAL ADJUSTED HOURS for Mob/Demo/Holidays/Sick Days, etc. @ 15%	497
Labor Costs / Hour @ \$39.37/ Hour	\$19,565
Supervisory Cost @ 10% x \$52.87/Hour	\$2,677
Fuel Adjustment/Small Tools/Equipment Replacement @ 30%	\$5,869
Materials Adjustment (engineered wood fiber, bark mulch, seed, fertilizer, etc.) @ 8%	\$803
Irrigation Water Cost (\$2.51 per 100 cf)	\$3,600
Power Costs	\$0
Total Annual Maintenance Cost	\$32,514
High Annual Maintenance Cost (+ 10%)	\$35,766
Low Annual Maintenance Cost (-10%)	\$29,263

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**It is assumed the Old Camp Fire Building will be utilized on a reservation basis; frequency shown herein assumes 1 reservation/week.

Burlington Parks & Recreation Department Maiben Park Annual Maintenance Cost Projection* Phase 2

Draft

Task No.	Task	Inventory	Unit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Annual Frequency	production rate	unit	minutes per unit	quantity	total time-min.	total time-hours
1	Natural Grass Mowing/Maintenance	55,000	sf			2	4	4	4	4	4	4	2	1		29	40,000	sf	60	1.38	2,393	40
2	Natural Grass Repair	1	ls				1	1	1	1	1					6	1	ls	120	1.00	720	12
3	Natural Grass Fertilizer	55,000	sf					1			1					2	40,000	sf	180	1.38	495	8
4	Hard Pavement Blow-off	1	park	4	4	8	30	31	30	31	31	30	8	8	4	219	1	sf	20	1.00	4,380	73
5	Hard Pavement Leaf/Branch Removal	1	park				1	1	1	1	1		1		1	6	1	sf	60	1.00	360	6
6	Restroom Maintenance	1	ls	31	28	31	30	31	30	31	31	30	31	30	31	365	1	ls	60	1.00	21,900	365
7	Old Camp Fire Building Maintenance**	1	ls												0	0	1	ls	120	1.00	0	0
8	General Park Clean-up/Trash Removal	1	park	4	4	8	30	31	30	31	31	30	8	8	4	219	1	park	60	1.00	13,140	219
9	Tree Maintenance	1	ls												0	0	1	each	180	1.00	0	0
10	Play Equipment Maintenance	1	ls	1	1	1	1	1	1	1	1	1	1	1	1	12	1	ls	120	1.00	1,440	24
11	Fitness Station Maintenance	1	ls	1	1	1	1	1	1	1	1	1	1	1	1	12	1	ls	60	1.00	720	12
12	Engineered Wood Fiber Replenishment	11,800	sf				1									1	11,800	sf	480	1.00	480	8
13	Splash Pad Maintenance	1	ls												0	0	1	ls	960	2.00	0	0
14	Splash Pad Start-up & Winterization	1	ls												0	0	1	ls	1920	1.00	0	0
15	Site & Building Electrical Maintenance	1	ls				1									1	1	ls	720	1.00	720	12
16	Building Plumbing Maintenance	1	ls				1				1					2	1.00	ls	360	1.00	720	12
17	Picnic Shelter Maintenance	1	ls												0	0	1.00	ls	60	1.00	0	0
18	Site Amenities Maintenance	1	ls				1				1				2	2	1.00	ls	180	1.00	360	6
19	Irrigation Maintenance	55,000	sf												0	0	10,000	sf	480	1.00	0	0
20	Irrigation Winterization/Spring Start-Up	1	ls												0	0	1	ls	320	1.00	0	0

* This Cost Projection is for the new improvements shown in the Maiben Park Phasing Plan only and does not include any maintenance cost for any other park and recreation facility or program within Maiben Park. This estimate does not include any cost for recreation programs or for Special Events hosting. This Cost Projection also does not account for Capital Improvements/Repairs/Replacement of proposed or existing facilities.

**It is assumed the Old Camp Fire Building will be utilized on a reservation basis; Frequency shown herein assumes 1 reservation/week.

TOTAL HOURS	797
TOTAL ADJUSTED HOURS for Mob/Demo/Holidays/Sick Days, etc. @ 15%	917
Labor Costs / Hour @ \$39.37/ Hour	\$36,090
Supervisory Cost @ 10% x \$53.87/Hour	\$4,938
Fuel Adjustment/Small Tools/Equipment Replacement @ 30%	\$10,827
Materials Adjustment (engineered wood fiber, bark mulch, seed, fertilizer, etc.) @ 8%	\$1,481
Irrigation Water Cost (\$2.51 per 100 cf)	\$3,600
Power Costs	\$600
Total Annual Maintenance Cost	\$57,537
High Annual Maintenance Cost (+ 10%)	\$63,291
Low Annual Maintenance Cost (-10%)	\$51,783

Burlington Parks & Recreation Department Maiben Park Annual Maintenance Cost Projection* Phase 3

Draft

Task No.	Task	Inventory	Unit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Annual Frequency	production rate	unit	minutes per unit	quantity	total time-min.	total time-hours
1	Natural Grass Mowing/Maintenance	55,000	sf			2	4	4	4	4	4	4	2	1		29	40,000	sf	60	1.38	2,393	40
2	Natural Grass Repair	1	ls				1	1	1	1	1				6		1	ls	120	1.00	720	12
3	Natural Grass Fertilizer	55,000	sf					1			1				2		40,000	sf	180	1.38	495	8
4	Hard Pavement Blow-off	1	park	4	4	8	30	31	30	31	31	30	8	8	4	219	1	sf	20	1.00	4,380	73
5	Hard Pavement Leaf/Branch Removal	1	park		1		1		1		1		1		1	6	1	sf	60	1.00	360	6
6	Restroom Maintenance	1	ls	31	28	31	30	31	30	31	31	30	31	30	31	365	1	ls	60	1.00	21,900	365
7	Old Camp Fire Building Maintenance**	1	ls	5	4	4	4	5	4	5	4	4	5	4	4	52	1	ls	120	1.00	6,240	104
8	General Park Clean-up/Trash Removal	1	park	4	4	8	30	31	30	31	31	30	8	8	4	219	1	park	60	1.00	13,140	219
9	Tree Maintenance	1	ls												0		1	each	180	1.00	0	0
10	Play Equipment Maintenance	1	ls	1	1	1	1	1	1	1	1	1	1	1	1	12	1	ls	120	1.00	1,440	24
11	Fitness Station Maintenance	1	ls	1	1	1	1	1	1	1	1	1	1	1	1	12	1	ls	60	1.00	720	12
12	Engineered Wood Fiber Replenishment	11,800	sf				1								1		11,800	sf	480	1.00	480	8
13	Splash Pad Maintenance	1	ls												0		1	ls	960	2.00	0	0
14	Splash Pad Start-up & Winterization	1	ls												0		1	ls	1920	1.00	0	0
15	Site & Building Electrical Maintenance	1	ls			1	1								1		1	ls	720	1.00	720	12
16	Building Plumbing Maintenance	1	ls			1	1			1	1				2		1.00	ls	360	1.00	720	12
17	Picnic Shelter Maintenance	1	ls												0		1.00	ls	60	1.00	0	0
18	Site Amenities Maintenance	1	ls			1	1				1				2		1.00	ls	180	1.00	360	6
19	Irrigation Maintenance	55,000	sf												0		10,000	sf	480	1.00	0	0
20	Irrigation Winterization/Spring Start-Up	1	ls												0		1	ls	320	1.00	0	0

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**It is assumed the Old Camp Fire Building will be utilized on a reservation basis; frequency shown herein assumes 1 reservation/week.

TOTAL HOURS	901
TOTAL ADJUSTED HOURS for Mob/Demob/Holidays/Sick Days, etc. @ 15%	@ 1,036
Labor Costs / Hour @ \$39.37/ Hour	\$40,799
Supervisory Cost @ 10% x \$53.87/Hour	\$5,583
Fuel Adjustment/Small Tools/Equipment Replacement @ 30%	\$12,240
Materials Adjustment (engineered wood fiber, bark mulch, seed, fertilizer, etc.) @ 8%	\$1,675
Irrigation Water Cost (\$2.51 per 100 cf)	\$3,600
Power Costs	\$800
Total Annual Maintenance Cost	\$64,696
High Annual Maintenance Cost (+ 10%)	\$71,165
Low Annual Maintenance Cost (-10%)	\$58,226

Burlington Parks & Recreation Department
Maiben Park Annual Maintenance Cost Projection*
Phase 4

Draft

Task No.	Task	Inventory	Unit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Annual Frequency	production rate	unit	minutes per unit	quantity	total time-min.	total time-hours
1	Natural Grass Mowing/Maintenance	55,000	sf			2	4	4	4	4	4	4	2	1		29	40,000	sf	60	1.38	2,393	40
2	Natural Grass Repair	1	ls			1	1	1	1	1	1	1			6		1	ls	120	1.00	720	12
3	Natural Grass Fertilizer	55,000	sf					1			1				2		40,000	sf	180	1.38	495	8
4	Hard Pavement Blow-off	1	park	4	4	8	30	31	30	31	31	30	8	8	4	219	1	sf	20	1.00	4,380	73
5	Hard Pavement Leaf/Branch Removal	1	park		1		1	1	1		1		1		1	6	1	sf	60	1.00	360	6
6	Restroom Maintenance	1	ls	31	28	31	30	31	30	31	31	30	31	30	31	365	1	ls	60	1.00	21,900	365
7	Old Camp Fire Building Maintenance**	1	ls	5	4	4	5	4	5	4	4	4	5	4	4	52	1	ls	120	1.00	6,240	104
8	General Park Clean-up/Trash Removal	1	park	4	4	8	30	31	30	31	31	30	8	8	4	219	1	park	60	1.00	13,140	219
9	Tree Maintenance	1	ls												0		1	each	180	1.00	0	0
10	Play Equipment Maintenance	1	ls	1	1	1	1	1	1	1	1	1	1	1	1	12	1	ls	120	1.00	1,440	24
11	Fitness Station Maintenance	1	ls	1	1	1	1	1	1	1	1	1	1	1	1	12	1	ls	60	1.00	720	12
12	Engineered Wood Fiber Replenishment	11,800	sf				1								1		11,800	sf	480	1.00	480	8
13	Splash Pad Maintenance	1	ls												0		1	ls	960	2.00	0	0
14	Splash Pad Start-up & Winterization	1	ls												0		1	ls	1920	1.00	0	0
15	Site & Building Electrical Maintenance	1	ls				1								1		1	ls	720	1.00	720	12
16	Building Plumbing Maintenance	1	ls				1				1				2		1.00	ls	360	1.00	720	12
17	Picnic Shelter Maintenance	1	ls												0		1.00	ls	60	1.00	0	0
18	Site Amenities Maintenance	1	ls				1				1				2		1.00	ls	180	1.00	360	6
19	Irrigation Maintenance	55,000	sf				1	1	1	1	1	1			6		10,000	sf	480	1.00	2,880	48
20	Irrigation Winterization/Spring Start-Up	1	ls				1						1		2		1	ls	320	1.00	640	11
TOTAL HOURS						960																
TOTAL ADJUSTED HOURS for Mob/Demob/Holidays/Sick Days, etc. @ 15%						1,104																
Labor Costs / Hour @ \$39.37/ Hour						\$43,455																
Supervisory Cost @ 10% x \$53.87/Hour						\$5,946																
Fuel Adjustment/Small Tools/Equipment Replacement @ 30%						\$13,037																
Materials Adjustment (engineered wood fiber, bark mulch, seed, fertilizer, etc.) @ 8%						\$1,784																
Irrigation Water Cost (\$2.51 per 100 cf)						\$3,600																
Power Costs						\$800																
Total Annual Maintenance Cost						\$68,621																
High Annual Maintenance Cost (+10%)						\$75,483																
Low Annual Maintenance Cost (-10%)						\$61,759																

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**It is assumed the Old Camp Fire Building will be utilized on a reservation basis; frequency shown herein assumes 1 reservation/week.

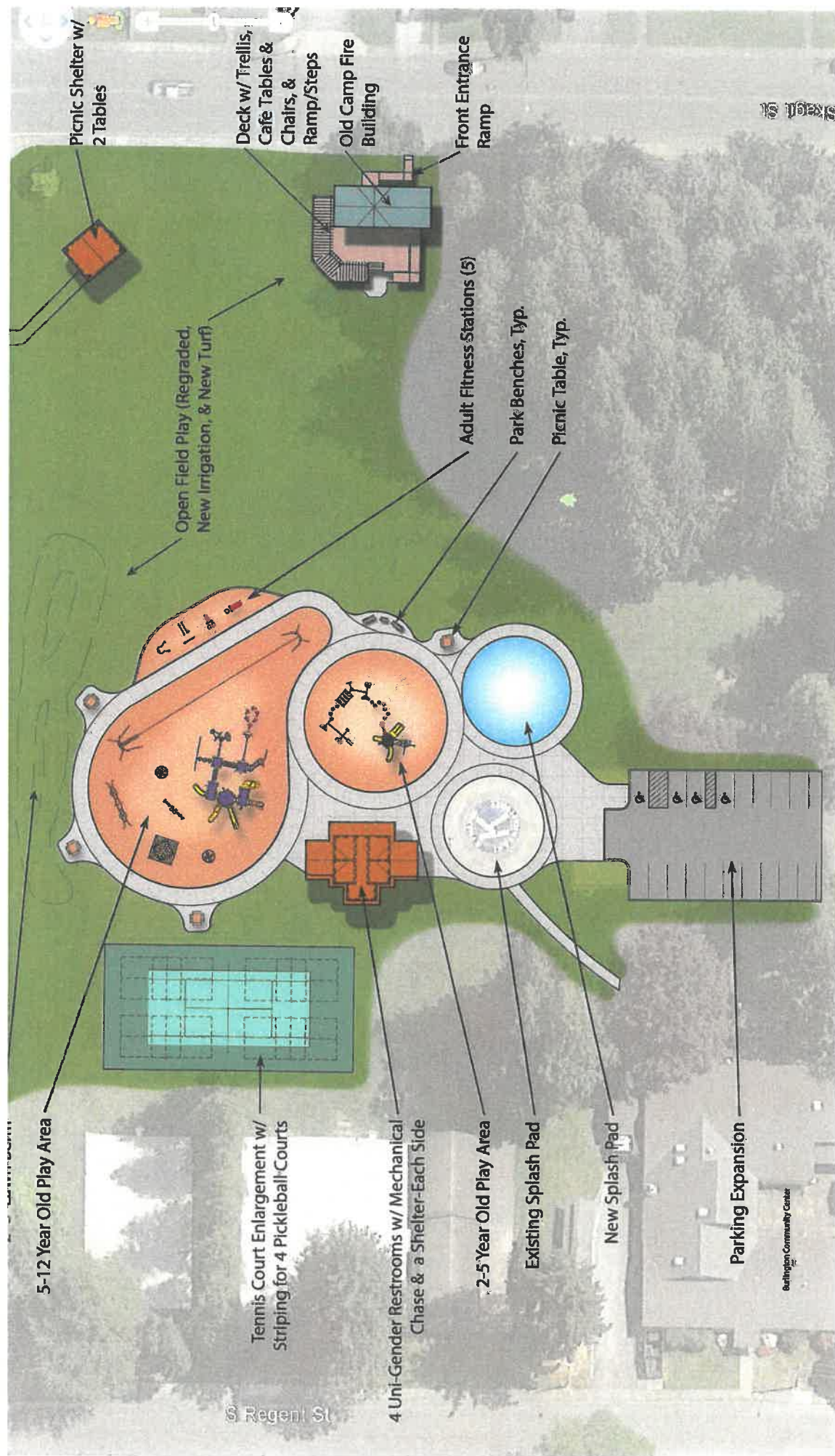
Burlington Parks & Recreation Department
Maiben Park Annual Maintenance Cost Projection*
Phase 5

Draft

Task No.	Task	Inventory	Unit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Annual Frequency	production rate	unit	minutes per unit	quantity	total time-min.	total time-hours
1	Natural Grass Mowing/Maintenance	55,000	sf			2	4	4	4	4	4	4	2	1		29	40,000	sf	60	1.38	2,393	40
2	Natural Grass Repair	1	ls				1	1	1	1	1					6	1	ls	120	1.00	720	12
3	Natural Grass Fertilizer	55,000	sf					1			1					2	40,000	sf	180	1.38	495	8
4	Hard Pavement Blow-off	1	park	4	4	8	30	31	30	31	31	30	8	8	4	219	1	sf	20	1.00	4,380	73
5	Hard Pavement Leaf/Branch Removal	1	park													0	10,000	sf	60	0.00	0	0
6	Restroom Maintenance	1	ls	31	28	31	30	31	30	31	31	30	31	30	31	365	1	ls	60	1.00	21,900	365
7	Old Camp Fire Building Maintenance**	1	ls	5	4	4	4	5	4	5	4	4	5	4	4	52	1	ls	120	1.00	6,240	104
8	General Park Clean-up/Trash Removal	1	park	4	4	8	30	31	30	31	31	30	8	8	4	219	1	park	60	1.00	13,140	219
9	Tree Maintenance	0	each	1	1		1				1		1	1	1	7	1	each	180	1.00	1,260	21
10	Play Equipment Maintenance	1	ls	1	1	1	1	1	1	1	1	1	1	1	1	12	1	ls	120	1.00	1,440	24
11	Fitness Station Maintenance	1	ls	1	1	1	1	1	1	1	1	1	1	1	1	12	1	ls	60	1.00	720	12
12	Engineered Wood Fiber Replenishment	11,800	sf				1									1	11,800	sf	480	1.00	480	8
13	Splash Pad Maintenance	1	ls					1				1				2	1	ls	960	2.00	3,840	64
14	Splash Pad Start-up & Winterization	1	ls					1				1				2	1	ls	1920	1.00	3,840	64
15	Site & Building Electrical Maintenance	1	ls				1									1	1	ls	720	1.00	720	12
16	Building Plumbing Maintenance	1	ls				1				1					2	1.00	ls	360	1.00	720	12
17	Picnic Shelter Maintenance	1	ls				1	1			1	1				5	1.00	ls	60	1.00	300	5
18	Site Amenities Maintenance	1	ls				1				1					2	1.00	ls	180	1.00	360	6
19	Irrigation Maintenance	55,000	sf				1	1	1	1	1	1				6	10,000	sf	480	1.00	2,880	48
20	Irrigation Winterization/Spring Start-Up	1	ls				1						1			2	1	ls	320	1.00	640	11
TOTAL HOURS						1,108																
TOTAL ADJUSTED HOURS for Mob/Demob/Holidays/Sick Days, etc. @ 15%						1,274																
Labor Costs / Hour @ \$39.37/ Hour						\$50,156																
Supervisory Cost @ 10% x \$53.87/Hour						\$6,863																
Fuel Adjustment/Small Tools/Equipment Replacement @ 30%						\$15,047																
Materials Adjustment (engineered wood fiber, bark mulch, seed, fertilizer, etc.) @ 8%						\$2,059																
Irrigation Water Cost (\$2.51 per 100 cf)						\$3,600																
Power Costs						\$1,400																
Total Annual Maintenance Cost						\$79,124																
High Annual Maintenance Cost (+ 10%)						\$87,037																
Low Annual Maintenance Cost (-10%)						\$71,212																

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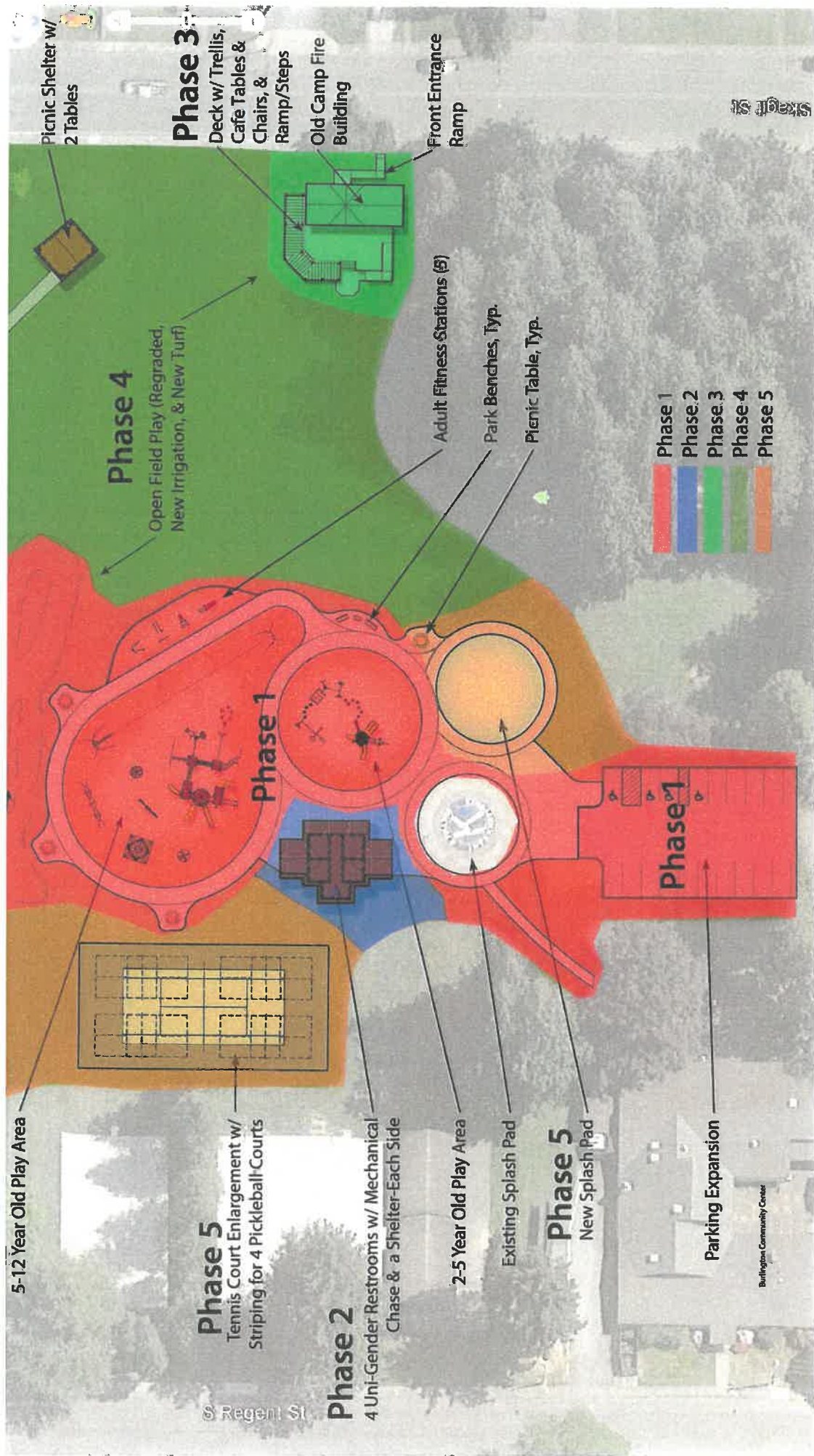
Maiben Park Master Plan

Robert W. Droll
Landscape Architect, PS
4405 7th Ave SE, Suite 203
Tacoma, WA 98503



Bothington Community Center

Regent St



Maiben Park Master Plan - Phasing

Robert W. Droll
Landscape Architect, P.S.
4405 7th Ave SE, Suite 203
Tacoma, WA 98503



I motion to approve the issuance of a purchase order to Bud Clary Auto Dealerships for the purchase of two Chevrolet Tahoe police package vehicles.

Vehicle Quote Number: 2016-11-285

[Create Purchase Request requests](#)

[View organization purchase](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 03713

Dealer: BUD CLARY AUTO DEALERSHIPS (W262)

Dealer Contact: Becky Davis

Dealer Phone: (360) 423-1700

Organization Information

Organization: BURLINGTON, CITY OF - 22902

Email: bobw@burlingtonwa.gov

Color Options

White(GAZ) - 2

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2017-506-001	2017 Chevrolet Tahoe Police Pursuit Vehicle (CC15706/PPV)	2	\$35,918.43	\$71,836.86
2017-506-002	Rear Door Locks and Handles Inoperable(6N6)	2	\$59.00	\$118.00
2017-506-003	Spot lamp- driver only (incandescent bulb)(7X6)	2	\$490.00	\$980.00
2017-506-005	Pre-Wiring for grille lamp, siren and speaker(6J3)	2	\$92.00	\$184.00
2017-506-006	switches rear window inoperative.(6N5)	2	\$57.00	\$114.00
2017-506-007	Fleet Keyed Alike(6E2)	2	\$25.00	\$50.00
2017-506-014	4WD pursuit rated(FCY)	2	\$3,000.00	\$6,000.00
2017-506-018	Flasher system, Headlamps & Taillamps(6J7)	2	\$475.00	\$950.00
2017-506-019	Lighting, red and white front auxiliary dome (6c7)	2	\$170.00	\$340.00
2017-506-036	Push Bumpers HD, Upgrade, fender, Describe 16? Alum(DLR)	2	\$526.00	\$1,052.00
2017-506-047	Partition, Horizontal Sliding Center Section with Lexan, (Installed)(Setina 10VS) (DLR)	2	\$1,150.00	\$2,300.00
2017-506-049	Rear prisonor seat (Plastic). Includes seat belt assembly and rear prisonor cage(DLR)	2	\$1,250.00	\$2,500.00

Quote Totals

Total Vehicles: 2

Sub Total: \$86,424.86

8.3 % Sales Tax: \$7,173.26

Quote Total: \$93,598.12



ITEM #: 4

CHECK ONE:

NEW BUS. X

OLD BUS.

AGENDA ITEM

Council Date: February 9, 2017

Subject: Approval of purchase of one Ford Inceptor vehicle
 budgeted for 2017

Bill Van Wieringen, Police Chief

Attachments: Washington State Bid Form

Public Hearing Required: YES () NO (X)

SUMMARY

The City Council approved in the Police Department 2017 Budget the purchase of a 2017 Ford Interceptor police package vehicle. Columbia Ford was awarded the state bid for the sale of this brand of patrol vehicle for 2017. A total of \$36,000 was budgeted for this vehicle. This amount covers purchase of the vehicle along with teardown costs of the old vehicle and buildup costs of the new one. The purchase price is \$32,936.20.

RECOMMENDATION

I motion to approve the issuance of a purchase order to Columbia Ford for the purchase of one 2017 Ford Interceptor vehicle.

Vehicle Quote Number: 2016-11-356

[Create Purchase Request](#)

[View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 03713

Dealer: Columbia Ford (W403)

Dealer Contact: Marie Tellinghiusen

700 7th Avenue

Dealer Phone: (360) 423-4321 Ext: 187

Longview WA 98632

Dealer Email: mariet@colford.com

Organization Information

Organization: BURLINGTON, CITY OF - 22902

Email: bobw@burlingtonwa.gov

Color Options

Dark Blue - 1

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2017-502-001	2017 Ford Police Interceptor Utility/SUV AWD (K8A/500A)	1	\$27,433.00	\$27,433.00
2017-502-009	Front Headlamp Lighting Solution [Includes base LED Low Beam/Incandescent (Halogen) High Beam Headlamp with High Beam Wig-Wag function and two (2) white rectangular LED side warning lights; Pre-wire for grille LED lights, siren and speaker #60A; Wiring, LED lights are included; Controller "not" included] (Included with Ready	1	\$813.00	\$813.00

for the Road Package)(When ordered as a stand-alone option, recommend also ordering Cargo Wiring Upfit Package #67G or Ultimate Wiring Package #67U) (66A)

2017-502-014 Police Wire Harness Connector Kit – Front (For connectivity to Ford PI Package Solutions)[Includes two (2) male 4-pin connectors for siren, five (5) female 4-pin connectors for lighting/siren/speaker, one (1) 4-pin IP connector for speakers, one (1) 4-pin IP connector for siren controller connectivity, one (1) 8-pin sealed connector, one (1) 14-pin IP connector](47C)	1	\$99.00	\$99.00
2017-502-022 Full carpeting, includes 1st & 2nd row floor mats (included with Interior Upgrade Package #65U)(16C)	1	\$120.00	\$120.00
2017-502-024 Siren/Speaker 100 Watt (includes bracket & pigtail) (18X)	1	\$286.00	\$286.00
2017-502-033 Badge Delete (16D)	1	\$0.00	\$0.00
2017-502-037 Daytime Running Lights (942)	1	\$43.00	\$43.00
2017-502-040 Dome Lamp – Red/White in Cargo Area(17T)	1	\$49.00	\$49.00
2017-502-042 Doors/Locks: Rear Door Handles Inoperable / Locks Inoperable (68G)	1	\$33.00	\$33.00
2017-502-080 Cargo Storage Vault (located in driver side rear cargo wall) (includes lockable door)(N/A with Auxiliary Air-Conditioning #17A)(63V)	1	\$233.00	\$233.00
2017-502-082 NEW - Police Silent Mode (when activated, courtesy lamps, chimes and Daytime Running Lamps disabled -- user configurable)(Must also order Daytime Running Lamps #2017-502-037) (43L)	1	\$20.00	\$20.00
2017-502-083 NEW - Global Lock / Unlock Feature (door-panel switches will lock/unlock all doors and rear liftgate. Eliminates the overhead console liftgate unlock switch) (No Charge) (18D)	1	\$0.00	\$0.00
2017-502-203 2 Extra Remote Keyless Entry Fobs, programmed (includes liftgate release button) (only available with Remote Keyless Entry #595) (DLR)	1	\$180.00	\$180.00

2017-502-208 Mud Flaps, HD Plastic (Set of 4) (DLR)	1	\$90.00	\$90.00
2017-502-228 Partition, Front Horizontal with Sliding Polycarbonate Window, installed (Setina 10VS)(DLR)	1	\$598.00	\$598.00
2017-502-235 Partition, Rear Metal Mesh (installed)(Setina 12VS)(DLR)	1	\$415.00	\$415.00

Quote Totals

Total Vehicles:	1
Sub Total:	\$30,412.00
8.3 % Sales Tax:	\$2,524.20
Quote Total:	\$32,936.20