



2015-17 Small Projects Recruitment Form

"Additional Local Flood relief Projects" (for 2015-17 biennium)

Chehalis River Basin Flood Relief

What are small projects? -- In general, small projects are those projects that provide predominantly localized benefit, are capable of being completed within the funding cycle, are supported by the jurisdiction within which the project is proposed, and are vetted and advanced through the Chehalis River Basin Flood Authority's Chehalis Basin Projects Committee.

What are additional local flood relief projects? – Additional local flood relief projects are small projects seeking to utilize surplus 2015-17 small project monies as a result of other small projects coming in under budget, being re-scoped or otherwise resulting in surplus resources. Additional local flood relief projects, like small projects are to be completed within the funding cycle, supported by the jurisdiction within which the project is proposed, and vetted and advanced through the Chehalis River Basin Flood Authority's Chehalis Basin Projects Committee.

Instructions:

- a. Please submit additional local flood relief project requests (via this form) to Scott Boettcher (scottb@sbgh-partners.com) no later than 5:00 p.m. April 1, 2016.
- b. Please submit individual project request forms for each project in your jurisdiction, even those projects previously or partially funded in the past.
- c. Note: Parts III and IV below [marked by "(**)"] will be scored as part of the Chehalis Basin Projects Committee's review and evaluation. Part I and II will not be scored.

Part I General	
1. Date:	March 25, 2016
2. Project Name:	Civil Engineering Services for Chehalis-Centralia Airport Levee Construction Phase II (raising the levee)
3. Project Location -- Please identify the location of the project as precisely as possible, preferable with latitude/longitude coordinates.	Chehalis-Centralia Airport Levee 46°40'38.11"N, 122°59'12.03"W
4. Project Contact -- Please identify who will be	David Fleckenstein, Airport Manager;



responsible for overseeing and managing the project (i.e., name, email, telephone number, etc.).	dfleckenstein@ci.chehalis.us.wa ; 360-748-1230
5. Lead Organization -- Please identify the lead organization, agency, entity, etc. responsible for this project. Please identify key partners responsible for assisting in the delivery or implementation of the project.	Chehalis-Centralia Airport on behalf of the City of Chehalis; Key Partner: RB Engineering POC: Bob Balmelli, (360)740-8919
Part II Description, Timing and Cost	
6. Project Description -- Please describe the project, what it is intended to accomplish, and the benefits that will accrue and to whom.	This phase of the project involves permitting and design to raise the airport levee; reposition a portion of airport road and raise a portion of airport road. The project establishes a plan ready for use once funding is identified and released in support of raising the airport levee. Engineering services provided include: project management and permitting, surveying services, preliminary engineering, construction documents, project bidding services, and special reports and studies (geotechnical report). It benefits the City of Chehalis, the airport, businesses protected by the levee ,and an associated portion of I-5.
7. Project Timeline -- Please describe the overall timeline for completion of the project as well any interim stages or phases.	This phase (permitting and design) can be completed within 8-10 months,
8. Project Cost and Funding -- What is the cost of this project? What are the on-going maintenance and operation requirements? Is it clear who will be responsible for on-going maintenance and operations costs?	Cost of the project: \$169,300 Current operation and maintenance of the levee is conducted by the airport in concert with US Corps of Engineers assistance as required. This is not expected to change.
9. Other Funding -- Please explain the extent to which other funding sources or funding partners are available.	Additional state funding may come available once an ongoing EIS is completed given recommendations from the Governors' Chehalis Basin Work Group regarding the construction of an Upper Chehalis River Water Retention Facility and raising of the Chehalis Airport Levee.
Part III (**) Completion and Doability by June 30, 2017	
10. Project Completion -- Does the funding requested complete (or substantially complete) a project that has already been started? If so, please explain.	No. This project is being completed in phases. Phase I expanded the base of the levee. This phase directly supports Phase II which will increase the height of the levee.



11. Project Doable -- Can this project or the stage/phase for which funding is sought be completed by June 30, 2017? Does the project face problem areas that could impact its doability and timeline, e.g., permitting or regulatory unknowns.	Yes. This phase can be completed by June 30, 2017. There are no known problems that impact the timeline for this project.
12. Project Impacts -- Please identify how any project impacts will be mitigated and if that mitigation will be accomplished by June 30, 2017?	Any impacts that might arise will be mitigated with inputs from RB Engineering, Lewis County, City of Chehalis Community Development and other interested parties such as the Chehalis River Basin Flood Authority.
<p style="text-align: center;">Part IV (**) Benefits Stated and Quantified</p>	
13. Emergency Response -- Please explain how this project enhances our ability to respond in a flood emergency (e.g., does it keep critical access roads, transportation facilities, etc. open and functional.)	This project supports a required step in raising the Chehalis-Centralia Airport Levee. Once the levee is raised the airport will remain operational up to a 100 yr flood event in order to stage and respond with emergency services. Additionally, the levee insures roads remain open to the airport, retail area, and state police office.
14. Essential Infrastructure Protection -- Please explain how this project protects essential infrastructure (as well the risks or consequences of not acting this funding cycle).	Completion of the levee project will protect the airport and retail area behind the levee. If the project is not completed, the airport and retail areas remain susceptible to 100 yr flood events. This phase of the project will speed up the process for raising the levee once funding is identified.
15. Public Health, Safety and Welfare -- Please explain how this project protects public health, safety and welfare.	The levee protects the Chehalis Centralia Airport that acts as a location for emergency services [evacuation operations, aerial medical evacuation (MEDEVAC) transfers and MEDEVAC refueling]. It helps prevent flooding to roads and numerous businesses within the levee, flooding to underground fuel tanks, and flooding to septic systems.
16. Residential, Commercial and/or Agricultural Protection -- Please explain how this project protects residential, commercial and/or agricultural interests and communities and the benefits of acting (or consequences of not acting) this funding cycle. Consider factors like number of structures at risk, number of people at risk, historic frequency of flood damage, magnitude of benefit to be gained for the cost, etc.).	This project supports a required step in raising the Chehalis-Centralia Airport Levee. The airport levee protects approximately 70 acres of existing retail businesses and restaurants within the levee, the airport itself and adjacent portions of I-5. The benefit of acting this funding cycle is an 8-10 month reduction in total time to raise the levee once funding is approved.
17. Other Project Impacts -- Please explain how this project impacts or is potentially impacted by	This project is directly related to the overall plan to mitigate flooding within the Chehalis River Basin. It is tied



another project.	to the ongoing Environmental Impact Study looking at the construction of the water retention facility and raising the airport levee.
18. Anything Else -- Please feel free to offer any additional information (e.g., photos, maps, drawings, etc.) that would be helpful to better understand the scope, timeline and benefits of this project.	The project is necessary to determine the engineering requirements and associated costs of raising the airport levee.

March 28, 2016

David Fleckenstein
Chehalis – Centralia Airport
PO Box 1344
Chehalis, WA 98532
dfleckenstein@ci.chehalis.wa.us

Re: Chehalis-Centralia Airport (CCA) Levee Construction - Phase 2
Civil Engineering Services Scope of Work
RBE 16020

Dear David:

RB Engineering (RBE) appreciates the opportunity to provide this scope of work for your project. The following has been prepared based on our understanding of the proposed request to provide final design and bid ready documents for the Phase 2 portion of the CCA Levee project.

Task 20 – Project Management and Permitting

This task includes RBE's management of the project through permitting and design. It also includes all coordination with sub-consultants and compiling submittal packages throughout the approval process.

RBE Services

1. Coordinate with utility locate prior to project topographic surveying.
2. Coordinate with surveyor during field topographic and or boundary survey services.
3. Conduct walk through to verify utility locate service and topographic survey.
4. Coordinate with the review agency to discuss preliminary site and design plans.
5. Coordinate with dry utility companies that include phone, cable and gas services.
6. Coordinate with Structural Engineering Consultant.
7. Coordinate with project Wetland and Habitat Consultant.
8. Coordinate with project Geotechnical Consultant.
9. Coordinate with City of Chehalis, WSDOT and Lewis County during design.
10. Attend bi-weekly progress review meetings with CCA and City of Chehalis.
11. Complete required review agency applications.
12. Prepare SEPA Environmental Checklist.
13. Prepare NPDES Storm Water Construction Permit.
14. Prepare JARPA application for Flood Plain Development Permit.
15. Prepare and coordinate public notice advertisements for NPDES.
16. Prepare for and attend review agency meetings as needed.
17. Compile submittal packages, review for completeness and submit for agency review.

Assumptions

- Flood impact study is not part of this proposal or scope of work.

Client Responsibilities

- Sign and pay all review agency application fees.
- Promptly provide RBE with all correspondence received from review agency.

Deliverables

- Completed project applications.
- Overall project management.

PO Box 923
91 SW 13th Steet
Chehalis, WA 98532

Phone: (360) 740-8919
Fax: (360) 740-8912
www.RBEngineers.com
CivilPros@RBEngineers.com

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Task 30 – Surveying Services

For this task RBE will provide a qualified licensed surveyor to conduct onsite topographic and/or boundary surveying for the project.

Surveyor Services

1. Perform survey research and conduct boundary/right of way survey.
2. Perform field topographic surveying of Airport Road and entire levee.

Client Responsibilities

- Call for utility locates of Airport Road and Louisiana/Airport Road Avenue intersection.

Assumptions

- RBE will provide an experienced and licensed surveying consultant to perform the required surveying services.

Deliverables

- Site Topographic Survey Mapping.
- Site Right of Way and Boundary Survey Map.

Task 40 – Preliminary Engineering

This task includes preliminary review of the Airport Road and utility realignments for airport and the realignment of Airport road at the north end of the runway. Full design calculations or design plans are not completed in this task. Once the review agency approves the preliminary review, RBE will proceed with **Task 50** below.

RBE Services

1. Develop road horizontal and vertical alignment concept.
2. Develop preliminary water, sewer, gas and electrical service relocation outside of raised roadway.
3. Prepare and coordinate with WSDOT for design and layout of new intersection at Louisiana Avenue and Airport Road.
4. Prepare conceptual realignment of airport road and levee at north end of runway.
5. Submit 30 percent preliminary plan set to city and state for review.
6. Perform structural engineering concepts for levee wall options outlined in the initial geotechnical report by GeoEngineers.

Task 50 – Construction Documents

This task includes development of the final civil engineering construction documents, specifications and technical reports required to achieve construction permits for the project.

RBE Services

1. Prepare final road geometric design and alignment.
2. Prepare final storm water flow control, treatment design and computer modeling.
3. Prepare final storm water site plan report.
4. Submit 60 and 90 percent plan review to client for review.
5. Prepare a set of construction plans that includes the following estimated sheets.

C0.1	Civil Cover and General Notes
C1.1	Overall Site and Sheet Key Plan
C2.1-2	Louisiana Avenue Road and Storm Plan and Profile
C2.4-6	Airport Road Storm and Road Plan and Profile
C2.7-9	Airport Road Utility Relocation Plan and Profile
C2.10	Intersection Improvement Road and Grading Details
C2.11-12	Road, Storm and Utility Details and Sections
C2.13	Airport Road Signing and Pavement Marking Plan
C2.14	Misc. Standard Details
C3.1-12	Levee Improvement Plan and Profiles

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C3.13-14	Levee Section Details
C4.1-2	Airport Road Traffic Control Plans
C5.1	Airport Road Erosion Control Plan
C5.2	Erosion Control Details and Notes

6. Prepare the Bid Specification Documents, Bidders Instructions and Project Material Specifications using WSDOT Standard Specifications.
7. Conduct 60 and 90 percent review with client.
8. Conduct final quality control review of design plans and reports.
9. Plot plans and print and bind reports for final submittal package.

Client Responsibilities

- Coordinate utility locate services prior to site surveying of Airport Road.

Assumptions

- Project specification to be based on the latest version of WSDOT Standard Specifications for Road, Bridge and Municipal Construction.

Deliverables

- Review Agency approved Civil Construction Drawings.
- Review Agency approved Stormwater Technical Report and SWPPP.
- Final Bid Specification Documents.
- Final Engineers Construction Cost Estimate.

Task 60 – Project Bidding Services

This task includes RBE's assistance to the client in soliciting construction bids to qualified site work contractors.

RBE Services

1. Prepare bid notice and distribute bid documents.
2. Provide responses to bidder questions during the bid process.
3. Prepare addenda if needed to address questions.
4. Attend bid opening at City of Chehalis.
5. Review bids for accuracy and completeness.
6. Conduct reference checks to verify experience and qualifications of low bid contractor.
7. Prepare final contract for signatures.

Client Responsibilities

- Publish bid notice.
- Conduct bid opening and open bids.
- Prepare notice of award and request construction bond and insurance certificate.
- Distribute final contract for signatures.
- Issue notice to proceed.

Assumptions

- Hard copies of construction documents will be billed at RBE's current rates and paid by the bidding contractors.

Task 80 – Special Reports and Studies

This task includes sub-consultants RBE has partnered with to achieve project approval and will be itemized below unless client requests to be billed separately for their services.

RBE Services

1. Prepare final geotechnical report and levee specifications.

Client Responsibilities

- Review and provide copy of study to RBE.

Assumptions

- RBE coordination with sub-consultants is included in Task 20 above.
- Previous wetland report for Phase 2 levee work to be used for this project.
- Flood impact study for raising levee to be complete by others.
- GeoEngineers will finalize their preliminary report conducted in 2010 for use in the final design and specification preparation.

Task 90 – Reimbursable Expenses**RBE Services**

- Full size plotting - \$3.00 per sheet
- Full size scanning - \$1.75 per sheet
- Notary Service - \$25.00
- Report binding materials – Cost plus 15%
- Agency fees paid by RBE – Cost plus 15%
- Sub-consultant fees paid by RBE - Cost plus 15%
- Overnight mailing and shipping – Cost plus 15%

RBE Task Summary and Lump Sum Fee

Task	Description of Work	RBE Fee
10	Pre-Application Meeting and Feasibility	Not Included
20	Project Management	\$35,200
30	Surveying Services	\$11,400
40	Preliminary Engineering	\$23,000
50	Construction Documents	\$80,600
60	Project Bidding Services	\$5,600
70	Construction Engineering and Management	Not Included
80	Special Reports and Studies	\$12,900
90	Reimbursable Expenses	\$600

RBE Total Lump Sum Fee = \$169,300

2016 RBE Billing Rates

Item	Employee Description	Hourly Rate
1	Principal Engineer	\$130
2	Sr. Project Engineer	\$110
3	Project Manager	\$110
4	Sr. Design Technician	\$95
5	Design Technician	\$75
6	Permit Coordinator	\$65
7	Office Clerical Staff	\$45

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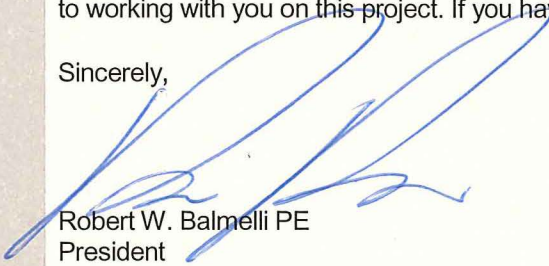
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Work Not Included in RBE Lump Sum Contract Scope of Work**Services**

1. Boundary Survey
2. Final Platting Process
3. Washington State Fisheries HPA Permit
4. Onsite Soils Infiltration Testing
5. Wetland Analysis or Report
6. Archeological Site Review and Report
7. Traffic Trip Generation
8. Level 1 or 2 Traffic Study
9. Flood Impact Study and Modeling
10. Building Permit Coordination, Application or Submittal
11. Landscape and Irrigation Design Plans
12. Construction Engineering Services – Task 70

If you find this scope of work acceptable, please sign the attached work authorization contract and return a copy to us. We can begin project progress upon receipt of a signed contract. I look forward to working with you on this project. If you have any questions, please call me at (360) 740-8919.

Sincerely,



Robert W. Balmelli PE
President

Enclosure(s): Work Authorization Contract, Brochure, Firm Profile, Business Cards

This fee proposal and scope of work are based on information available at this time. There may be a point in the future when the scope of work may change based on survey findings, or requirements stipulated by the City, County, or State. At that time, you will be given an opportunity to decide how you would like to proceed. Your options will be to stop work or to authorize the revised scope and associated costs. Fee estimates shown are accurate for 60 days following date of proposal.

RB Engineering, Inc. (RBE)
WORK AUTHORIZATION CONTRACT

03/28/16

RBE Project No.: 16020

Company Name: City of Chehalis
Client Name: David Fleckenstein

Address: PO Box 1344
Chehalis, WA 98532

Phone Number: (360) 748-1230

E-Mail Address: dfleckenstein@ci.chehalis.wa.us

Corporation ☒ Partnership ☐ Proprietorship ☐ Individual ☐ Agent ☐ Contact ☐

Project Name: Chehalis-Centralia Airport Levee Construction – Phase 2

Project Location: 1565 NW Louisiana Avenue, Chehalis

Legal Owner of Property: City of Chehalis

Legal Description of Property: Section 30, Township 14N, Range 02W

Tax Parcel #: 005605080001

County: Lewis

Description of Work: See Attached Engineering Services Letter Dated March 28, 2016

Estimated Contract Amounts: RBE Total Lump Sum Fee = **\$169,300**

CLIENT AUTHORIZATION: Your signature below signifies your agreement to the scope of work, terms, and conditions set forth on this contract and the referenced proposal letter, and also accepts responsibility for payment of this account.

Signature _____
Title _____

Date _____

RB Engineering, Inc. Acceptance of Contract

Signature _____
Title President

Date 3-28-16

BILLING: RBE will bill for all work in progress each month. Payment of the entire amount billed is due within 20 days. In the event that payment is not made, this agreement shall be considered in default. Interest at the rate of 1-1/2% per month will be added to unpaid accounts beginning 20 days from the date of invoice. If an account becomes more than 5 days delinquent (25 days from the date of invoice), all work on the project will be stopped and not rescheduled until the entire balance on the account is paid in full. In the event that a lawsuit is necessary to enforce any obligation, client agrees that venue for such suit shall be Lewis County, Washington at the option of RBE. All expenses incurred to lien or collect any delinquent amounts including, but not limited to, collection fees, reasonable attorney's fees, witness fees, court costs, charges at current billing rates for time, transportation and subsistence shall be paid by client in addition to the delinquent amount.

ESTIMATED COST: The costs outlined in this contract are an estimate only, based upon the circumstances presented by the client and perceived by RBE at the time of contract preparation. They are not a guarantee that the costs will not exceed the amount of this estimate. RBE is hereby authorized to exceed the estimated costs by up to 10% without prior written notice to the client if circumstances encountered in the performance of RBE obligations result in an overrun, unless the contracted amount is noted as not to exceed the estimated cost or lump sum.

ADDITIONAL SERVICES: RBE will perform additional services beyond the basic scope of work upon the client's request. No extra work will be undertaken without prior authorization. Revisions to work completed or in progress requested by the client or his agents, through no fault of RBE, will be considered extra services for which additional compensation is due. If a written proposal and authorization are required for the additional services, this should be addressed at the time the work is requested.

OTHER SERVICES AND SUPPLIES: Charges for services, equipment, and facilities not furnished directly by RBE and any unusual items of expense not customarily incurred in our normal operations may be charged at cost plus 15%.

CANCELLATION OF CONTRACT: This contract may be canceled at any time by either party with 15 days written notice. Upon cancellation, for any reason, the client shall pay for all services provided through the date work is stopped in accordance with RBE's normal payment terms.

LIMITS OF PROFESSIONAL LIABILITY: RBE performs its professional services with that degree of care and skill ordinarily exercised under similar circumstances by members of the civil engineering profession. The client agrees to limit RBE's liability to the client, owner, and to all construction contractors and sub-contractors on the project, to the total aggregate liability of RBE to all those named to an amount not to exceed RBE's total fee for services rendered on the project. This limitation on liability shall apply to all foreseeable claims, including claims of negligence, breach of contract, or breach of warranty.

In the event the client shall make a claim against RBE, at law or otherwise, for any alleged act of negligence, including errors, omission, or other act arising out of the performance of the professional services, any claim of breach of contract or any claim of breach of warranty, and the client fails to prove such claim, the client shall pay all costs, including reasonable attorney's fees, which are incurred by RBE defending such claim.

HAZARDOUS WASTE: The client shall indemnify and hold harmless RBE from all claims damages, losses, and expenses incurred by the client, the owner of the property, and its agents, in regard to any hazardous wastes on site. Client, owner, and its agents accept full responsibility for notification of appropriate agencies in regard to any hazardous wastes on site. RBE is expressly relieved from any obligation to discover or report hazardous wastes.

REUSE OF DOCUMENTS: All documents, including software, maps, drawings, and specifications prepared by RBE pursuant to this agreement are instruments of service with respect to the project. RBE reserves the right to reuse any and all information generated on this project to assist RBE in any future work. The documents are not intended or represented to be suitable for reuse other than for the use intended by owner or others on any subsequent work on the project or on any other project. Any reuse of documents without verification or appropriate adaptation by RBE for the specific purpose intended will be at the client's sole risk and without liability or legal exposure to RBE. Client shall indemnify and hold harmless RBE from all claims, damages, losses, and expenses, including attorney's fees arising out of any action or litigation from unauthorized reuse of documents. Client agrees to compensate RBE at RBE's prevailing rate for any verification or adaptation of documents.

OWNERSHIP AND USE OF DOCUMENTS: Control documents, calculations, research, base maps, software, drawings, and specifications as instruments of service are and shall remain the property of RBE whether the project for which they are made is executed or not. The client shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information and reference in connection with client's use and occupancy of the project. Copies of documents shall be provided at the expense of the client. Submission or distribution to meet official regulatory requirements, or for other purposes in connection with the project, shall not be construed as publication in derogation of RBE's rights.

In the event that the project is stopped for any reason, client shall not be entitled to receive any documents if there is any outstanding balance. Documents shall be released to client only upon payment in full. Copies of documents shall be provided at the expense of the client.

COMPLIANCE WITH CODES: RBE exercises usual and customary professional care and prepares instruments of service in compliance with codes and requirements identified by government agencies. RBE's duty to comply with changed codes and requirements extends only until the time the instruments of service are prepared.

ACCEPTANCE: RBE's acceptance of this contract is not a guarantee of governmental agency approval. We will endeavor to obtain such approvals on our client's behalf, but have no control over procedures required or laws that must be followed, and cannot be held responsible for governmental agency actions.