

PART A - SCOPE OF WORK (PHASE 1)

PROJECT BACKGROUND

There are significant efforts being implemented along the SR 432 industrial corridor to improve operations and safety. The City received National Highway Freight Program grant funding to continue implementing improvements at the SR 432/California Way intersection. Kittelson & Associates, Inc. (KAI) recently assisted City staff with leading a City Council work session held in March 2018 to present and develop alternatives for the SR 432/California Way intersection.

The KAI project team will work with the City to perform traffic engineering, survey, geotechnical engineering, cultural and historic resource analysis, noise and air analysis, structural engineering, environmental engineering, engineering design, utility coordination, right-of-way research and negotiations, public involvement, landscape design services, and construction engineering for this project. The complete project will include the following tasks.

Task	1.0	Project Management and Project Coordination (Phase 1)
Task	2.0	Preliminary Engineering and Traffic Analysis (Phase 1)
Task	3.0	Survey, Environmental and ROW Review (Phase 1 - only select subtasks)
Task	4.0	Final Design (PS&E) (Reserved)
Task	5.0	Public Involvement (Phase 1)
Task	6.0	Design Support during Construction Bidding (Reserved)
Task	7.0	Construction Management and Inspection (Reserved)

Phase 1 covers the preliminary engineering, traffic analysis, selected environmental review, and public involvement tasks needed to reach a preferred improvement concept that meets City and WSDOT standards. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City reserves the right to request the Consultant to prepare an amendment to this contract for additional services for this project to complete phase 2 of the project.

SUMMARY OF WORK – PHASE 1

This scope of work covers the following Phase 1 tasks associated with the SR432/California Way Intersection Improvements project. The target completion of Phase 1 is within 3 months of Notice to Proceed.

Task	1.0	Project Management and Project Coordination
Task	2.0	Preliminary Engineering and Traffic Analysis
Task	3.0	Survey, Environmental and ROW Review (only select subtasks)
Task	5.0	Public Involvement

CONSULTANT RESPONSIBILITIES

Task 1 Project Management and Project Coordination

Task 1.1 – Project Administration, Invoicing, and Progress Reports (Phase 1)

- Review and maintain the project schedule, scope and budget compliance, allocate staff and subconsultant resources as necessary and coordinate with City project manager.
- Develop standardized invoice with backup information and progress status report. Consultant will prepare up to three (3) monthly invoices and progress reports. Monthly progress reports will address progress of work; project schedule; information/decisions required to maintain the project schedule and complete deliverables; problems encountered that may affect the schedule, budget, or work products; and anticipated work items, and review activities for the following month.

Deliverables

- Monthly invoices and Project Status Reports

Task 1.2 – Meetings and Coordination (Phase 1)

- Prepare for and participate in a Phase 1 project kick-off meeting in Longview.
- Prepare for and participate in up to three (3) monthly project team meetings in Longview.
- Prepare for and participate in up to eight (8) project-related one-hour telephone conference calls with the City project manager.

Deliverables

- Meeting Agendas and Meeting Summaries

Task 1.3 – Coordination with WSDOT (Phase 1)

- Prepare for and participate in up to three (3) project meetings with WSDOT and City to coordinate design approvals. It is assumed that a coordination meeting will be held with WSDOT upon the completion of review for each submittal.

Deliverables

- Meeting Agendas and Meeting Summaries

Task 2 Preliminary Engineering and Traffic Analysis

Task 2.1 – Traffic Analysis

- Obtain and review previous studies conducted at the project study area and/or concepts developed for this corridor.
- Obtain and review as-builts, existing right-of-way maps, aerial photography, topographic survey,

and/or other basemaps provided by the project team and/or client.

- Obtain and review the most recent signal timing data at the following study intersections.
 - o Industrial Way (SR432)/Columbia Boulevard
 - o Industrial Way (SR432)/International Way
 - o Industrial Way (SR432)/Fibre Way
 - o Industrial Way (SR432)/California Way
 - o 3rd Avenue (SR432)/Industrial Way
- Conduct a field visit in the study area to identify the existing physical and operational characteristics of SR432 (Industrial Way and 3rd Avenue) and at the five (5) study intersections listed above.
- Obtain and review crash data from the City of Longview and/or WSDOT for the five (5) study intersections along Industrial Way and 3rd Avenue (SR432) and the roadway segments between intersections.
- Obtain traffic counts at the five (5) study intersection listed above for the following time periods.
 - o Weekday morning peak (2-hour time period as agreed upon by the City)
 - o Weekday evening peak (2-hour time period as agreed upon by the City)
 - o Saturday midday peak (2-hour time period as agreed upon by the City)
- Summarize the traffic counts and analyze existing traffic operations at the study intersections.
 - o The analysis of Saturday traffic conditions will be determined based on a review of existing traffic volumes and direction from City staff.
- Obtain and review travel demand forecasts within the study area from CWCOG's travel demand model for the model base year and the future 2040 design year.
- Estimate future year 2040 weekday a.m. and p.m. peak hour traffic volumes within the study area based on existing traffic volumes, identified in-process developments in the study area, and growth projections from the County's model.
 - o The development of forecast Saturday traffic volumes will be determined based on a review of existing traffic volumes and direction from City staff.
- Submit draft future year 2040 weekday a.m. and p.m. peak hour traffic volumes for City review and provide one (1) update based on agency comments.
- Evaluate year 2040 no build traffic operations at the study intersections during both the weekday a.m. and p.m. peak hours.
 - o The analysis of forecast Saturday traffic conditions will be determined based on a review of existing traffic volumes and direction from City staff.
- Conduct future 2040 operations analysis for up to three (3) concepts to identify preliminary design layouts and lane configurations at the study intersections.
- Prepare a draft technical memorandum summarizing the findings and recommendations of the traffic analysis.
- Prepare one (1) revision of the draft technical memorandum based on City and WSDOT review comments.

Deliverables

- Draft and Final Traffic Analysis Report

Task 2.2 – Intersection Concept Plan for Approval

Consultant will develop up to three (3) intersection plans over an aerial image, SR432 at California Way and SR432 at East Industrial Way, for WSDOT approval per Chapter 1300 of the Design Manual.

Consultant will conduct Practical Design per Chapter 1100 of the Design Manual.

These plans will include:

- Geometric design elements
- Travel lane channelization
- Pedestrian and Bicycle design considerations
- Traffic signal poles with pedestrian push button reach diagrams at ADA ramps
- GIS property lines as provided from the City

Assumptions

- City will provide applicable GIS property line shapefile(s)

Deliverable

- Draft intersection plans for approval in PDF and AutoCAD format
- Final intersection plans for approval in PDF and AutoCAD format

Task 2.3 – Design Documentation Package

Consultant will prepare the WSDOT Design Documentation for the intersection design per Chapter 300 of the Design Manual. Included will be the Basis of Design, Basis of Estimate, Design Parameter Sheets, and the Alternative Comparison Tables per WSDOT's practical design approach. Prepare preliminary construction cost estimate for up to three concepts. Identify utilities that will be impacted by the proposed alternative based on available record drawings, GIS information, and/or field visit.

Assumptions

- The Design Documentation will not include the Environmental Review Summary document.
- The Design Documentation Package will be amended at a future date to include the Environmental Review Summary.

Deliverable

- Draft Design Documentation Package in PDF, Word, Excel, and CAD Formats
- Final Design Documentation Package in PDF, Word, Excel, and CAD Formats

Task 3 Survey, Environmental and ROW Review

Task 3.1 – Survey (Reserved)

The City reserves the right to request the Consultant to prepare an amendment to this contract for survey services for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Task 3.2 - Cultural and Historic Resource Analysis (Reserved)

The City reserves the right to request the Consultant to prepare an amendment to this contract for cultural and historic resource analysis for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Task 3.3 - Right-of-Way Research and Negotiations

Subtask 3.3.1 Preliminary Cost Estimates

Consultant to provide right of way cost analysis for up to two (2) alternatives. A Preliminary cost analysis for the alternatives will be prepared and will include a high level Uniform Act compliant cost estimate for the properties that are expected to be impacted by the alternatives. Analysis should include cost estimates of acquisition, relocation, valuation, and consultant fees.

Assumptions

- Preliminary Cost Estimate does not include appraisals.
- Title reports are not needed for this analysis.
- Kittleson/City will provide maps and/or drawings of alternative routes.

Deliverables

- Preliminary Cost Estimate for up to 2 alternatives

Subtask 3.3.2 Right of Way Acquisition (Reserved Contingency)

The City reserves the right to request the Consultant to prepare an amendment to this contract for right of way acquisition services for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Subtask 3.3.3 Relocation (Reserved Contingency)

The City reserves the right to request the Consultant to prepare an amendment to this contract for relocation services for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Task 3.4 - Noise and Air Analysis

Subtask 3.4.1 Noise Analysis (Reserved)

The City reserves the right to request the Consultant to prepare an amendment to this contract for noise analysis for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Subtask 3.4.2 Noise Analysis (Reserved Contingency)

The City reserves the right to request the Consultant to prepare an amendment to this contract for noise analysis for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Subtask 3.4.3 Air Quality Analysis (Reserved)

The City reserves the right to request the Consultant to prepare an amendment to this contract for air quality analysis for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Task 3.5 - Environmental Review and Permits

Subtask 3.5.1 NEPA Methods and Assumptions Memorandum (Reserved)

The City reserves the right to request the Consultant to prepare an amendment to this contract for NEPA Methods and Assumptions memorandum for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Subtask 3.5.2 NEPA Documentation and Approval (Reserved)

The City reserves the right to request the Consultant to prepare an amendment to this contract for NEPA documentation and approval for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Subtask 3.5.3 SEPA Documentation and Approval (Reserved)

The City reserves the right to request the Consultant to prepare an amendment to this contract for SEPA documentation and approval for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Subtask 3.5.4 Endangered Species Act Compliance (Phase 1)

PBS will conduct research to determine the potential presence of listed species and habitat within the project area and vicinity. Work will begin by requesting Priority Habitats and Species data from the Washington Department of Fish and Wildlife and obtaining a list of threatened and endangered species potentially occurring in the area from the U.S. Fish and Wildlife Service Information for Planning and Consultation and National Marine Fisheries Service websites. A site visit will be conducted to document existing conditions within the project area and vicinity. PBS will also talk with staff from the Washington Department of Fish and Wildlife (WDFW), Washington State Department of Transportation (WSDOT), and other organizations, as necessary, to determine species presence, habitat suitability, and the potential for project effects.

PBS will prepare a draft No Effect Assessment following the WSDOT template. This assessment will provide additional details on habitat suitability, species presence, and potential stormwater effects. The draft assessment will be submitted to City Staff and WSDOT for review and comment. PBS will prepare a final No Effect Assessment that addresses comments received on the draft document.

Assumptions

- A stormwater report and analysis will be required
- The project will have no effect on listed species
- A biological assessment will not be required for consultation with NMFS and/or USFWS

Deliverables

- Draft No Effect Assessment in PDF format
- Final No Effect Assessment in PDF format

Subtask 3.5.5 Hazardous Materials (Phase 1)

It is understood that the approved project may result in surface and subsurface construction activities near the intersection of California Way, 3rd Avenue, East Industrial Way, and Industrial Way in Longview (the Site).

As part of the NEPA/SEPA process, a hazardous materials evaluation is required. This project has a two-step evaluation process as discussed below.

Consultant will complete a Hazardous Materials assessment of the Site and present the results in a Hazardous Materials Discipline Report (Hazmat Report). The assessment will be conducted using methods and procedures in general accordance with ASTM E1527-13 for Phase I Environmental Site Assessment (ESA), but is not intended to comply with that standard. The report will be compliant with FHWA NEPA requirements, as well as the Hazardous and Problem Waste section of the FHWA CE form. The assessment will include using the following resources to identify sites or areas of potential concern:

- Standard environmental database search;
- Washington Department of Ecology (Ecology) records available through their public web portal;

- Sanborn fire insurance maps (if available);
- Historical aerial photographs; and
- Cross reference directories.

Additionally, a windshield survey of the site will be conducted. The survey will include observing the site from the public right-of-way (ROW) and will not include accessing non-public property. Site features will be documented in a photograph log and relevant figures(s) to be included in the Hazmat Report. Draft and Final Hazardous Materials Discipline Reports will be provided in electronic format and will identify and characterize known or potentially contaminated sites that may:

- Affect human health and/or the environment during construction;
- Create significant construction impacts; and/or
- Incur cleanup liability to the local agency.

The level of effort for the discipline report is dependent largely on the conditions and construction parameters of the proposed construction. Based on our current understanding of the project, a low-level assessment will adequately characterize the site and potential risks at the current stage of development.

Assumptions

- An ASTM E1527-13 compliant Phase 1 Environmental Site Assessment will not be required

Deliverables

- Draft Hazardous Materials Technical report (FHWA LAG Manual standards) (pdf and word)
- Final Hazardous Materials Technical report (FHWA LAG Manual standards) (pdf and word)

Task 3.6 - Stormwater/Water Quality (Reserved)

The City reserves the right to request the Consultant to prepare an amendment to this contract for stormwater/water quality for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Task 3.7 - Geotechnical Engineering (Reserved)

The City reserves the right to request the Consultant to prepare an amendment to this contract for geotechnical engineering for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Task 3.8 - Structural Engineering (Reserved)

The City reserves the right to request the Consultant to prepare an amendment to this contract for structural engineering for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Task 3.9 - Utility Coordination (Reserved)

The City reserves the right to request the Consultant to prepare an amendment to this contract for utility coordination for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Task 4 Final Design (PS&E) (Reserved)

The City reserves the right to request the Consultant to prepare an amendment to this contract for conceptual and final design for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Task 4.1 – Preliminary Design

Task 4.2 – Advance and Final Design (60%, 90%, 100%, and Bid Ready) Construction Plans

Task 4.3 – Construction Specifications

Task 4.4 – Construction Estimates

Task 4.5 – Quality Assurance / Quality Control

Task 5 Public Involvement (Phase 1)

Task 5.1 – Stakeholder Interviews

Conduct one-on-one and/or group interviews (up to 10 interviews) with selected stakeholders. From these interviews, the consultant can better understand their expectations and/or concerns about the project and can gather important information regarding existing conditions and constraints that will affect the project. For this task, the Consultant will coordinate with the City to determine the stakeholders to be interviewed. The City will take the lead on sending a letter to these stakeholders introducing them to the project and notifying them of the City's desire to interview them. The Consultant will take the lead in scheduling, preparing for, and facilitating the stakeholder interviews. Upon completion of these interviews, the Consultant will create a summary report of stakeholder comments, findings, and key observations. The Consultant will provide one draft copy of this report to the City for review. Upon receipt of City comments, the Consultant will create a final report and provide it to the project team members and to the City's project staff.

Assumptions

- City will prepare and send introduction letter to stakeholders
- Interviews will be up to one hour in length
- Stakeholder interviews will be conducted in Longview (assumed all interviews will be performed

over 2 days)

- The City will develop and provide a list of contact information for the stakeholders
- One round of City review of the stakeholder questions and draft summary report
- Consultant will schedule and conduct all interviews

Deliverables

- Coordination with City to determine stakeholder interview list
- Draft and final list of interview questions (one electronic copy)
- Draft and final summary report of stakeholder findings and key observations (one electronic copy)

Task 5.2 – Open House

The Consultant will support the City in the planning, preparation, and facilitation of one public open house for the project. The focus of the open house will be as follows.

- Open House – will be held after preliminary design concepts have been developed for the project (30 percent design). The purpose of the event will be to share design concepts with the public and gather input and feedback that will be shared with the City and consultant to help in refining the design.

Assumptions

- The City will identify and secure an appropriate venue (location) for the open house.
- Venue fees, if any, will be paid by the City.
- The City will set up, staff, and breakdown the open house.
- The Consultant will design a postcard/mailer to announce the open house.
- The open house is assumed to be two hours in length and will be advertised through the City's existing website, the postcard/mailer announcement, and through a public notice in the local newspaper.
- The City will use their existing mailing list and will be responsible for printing, mailing, and postage fees for the postcard/mailer.
- The City will be responsible for fees incurred for publishing public notices in the local newspaper.
- Consultant will prepare exhibit and drawings for the open house
- Consultant will attend the open house.

Deliverables

- Staffing for open house
- Postcard/mailer for open house
- Draft and final content for public notice
- Draft and final exhibit drawings.

Task 6 Design Support during Construction Bidding (Reserved)

The City reserves the right to request the Consultant to prepare an amendment to this contract for bidding support for this project. Following the majority completion of Phase 1 and upon the City's satisfaction with the Consultant's performance during Phase 1, the City may amend this contract.

Task 7 Construction Management and Inspection (Reserved)

The City reserves the right to request the Consultant to prepare an amendment to this contract for construction-phase inspection and engineering services for this project. Following completion of the Design Phase Services, and upon the City's satisfaction with the Consultant's performance during design, and after the City and WSDOT have approved the final bidding documents, the City may amend this contract.

City Deliverables to the Consultant

Sample Projects

The City will provide copies of sample City projects, and design guidelines. The City will also provide electronic files of title blocks, standard details for streets, traffic signal, street lighting and other available details.

Project Coordination

The City will assist the Consultant in managing relationships with other jurisdictions involved in the project, adjacent property owners and the public. The City will provide staff to meet and discuss the project with the Consultant as needed. The City will provide written comments pertaining to the design submittals.

Right of Entry Permits

The City will obtain the right of access to private parcels within the project corridor. The Consultant will identify parcels where entry is required.

Utility List

The City will provide the Consultant with a list of local contacts for utilities within the project limits. Design and plan preparation for the addition or relocation of utilities within the project limits will be completed by others.

Deliverables

- Sample projects
- Project coordination
- Right of Entry permits
- Utility list

REIMBURSABLE EXPENSES

The following reimbursable budget estimate is based on our experience with this project type and the governing agencies. It is an estimate only. Additional budget may be necessary to complete the project.

Customary reimbursable expenses mean the actual expense incurred in direct connection with the project. Vehicle mileage is reimbursed at the current IRS rate for project related travel.

The following project related expenses are reimbursed at cost:

- Copy and Reproduction Services
- Travel Expenses, other than private vehicle mileage
- Express Postage