

Jefferson County  
Board of Commissioners  
Agenda Request

**To:** Board of Commissioners  
Philip Morley, County Administrator

**From:** Frank Gifford, Public Works Director *FG*

**Agenda Date:** December 24, 2012

**Subject:** Amendment No. 1 to the Federal Highway Administration (FHWA)  
Reimbursable Agreement  
Snow Creek Road Culvert Replacement, MP 3.78, Project No. CR1899  
FHWA Agreement No. DTFH70-11-E-00039

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**Statement of Issue:** The attached Amendment with FHWA is necessary in order to proceed with Preliminary Engineering for the Snow Creek Road Culvert Replacement project.

**Analysis/Strategic Goals/Pro's & Con's:** The culverts at Snow Creek Road Milepost 3.78 are failing and in need of replacement. In 2011, Public Works was awarded a grant for culvert replacement through the Federal Highway Administration (FHWA) Forest Highway Program. In June 2012, a preliminary design report was completed, which recommends replacing the existing culverts with a 24-ft. span, three-sided concrete box culvert. Amendment No. 1 is to provide additional funds needed for preparation of the plans, specifications, and estimates, and for completing the environmental process and permitting.

**Fiscal Impact/Cost Benefit Analysis:** The original Preliminary Engineering grant amount was \$115,000. This amendment will add \$55,000 to the Preliminary Engineering grant amount. The total project cost is estimated at \$624,600 and is funded at 100% by the Federal Highway Administration.

**Recommendation:** The Board is requested to sign the four originals of the Amendment and return all four originals to Public Works. After the Amendment has been executed by FHWA, an original will be returned to the Board.

**Department Contact:** Mark Thurston, P.E., Project Manager, 385-9160.

Reviewed By:

  
Philip Morley, County Administrator

*12/19/12*  
Date

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION  
REIMBURSABLE AGREEMENT

AGREEMENT No.  
**DTFH70-11-E-00039**  
Amendment No. 1

## PARTIES TO THE AGREEMENT

<p>a. REIMBURSING ORGANIZATION</p> <p>Federal Highway Administration Western Federal Lands Highway Division 610 East Fifth Street Vancouver, WA 98661-3893</p>	<p>b. ORGANIZATION TO BE REIMBURSED</p> <p>Jefferson County Public Works 623 Sheridan Street Port Townsend, WA 98368</p>
<p>a.1 APPROPRIATION CHARGEABLE 1517530430001 531.PE.G200.53 1753000000 25304</p>	<p>b.1 APPROPRIATION REIMBURSED</p>
<p>c. EFFECTIVE DATE:</p> <p>Original: August 09, 2011 <b>Amend No. 1: When Fully Executed</b></p>	<p>d. AMOUNT:</p> <p>\$ 115,000.00 Original <u>\$ 55,000.00 Amend No. 1</u> \$ 170,000.00 Amended Total</p>

**Agreement Information: WA PFH 43(1), Snow Creek Road Project**

The purpose of this Amendment is to add funds and revise the statement of work for the above referenced project due to revised PE estimate for the PS&E and Environmental Services.

- Cover Page, Block 5, FUND AMOUNT:** The Agreement is hereby increased by \$55,000.00 from \$115,000.00 to amended total of **\$170,000.00** as stated in H. Cost Budget and by reason of this amendment. See attachment 1.
- I. INTRODUCTION, B. Background & II. STATEMENT OF WORK, E. Summary of Deliverables, H. Cost Budget:** The introduction and statement of work are amended to add attachment 1 and is hereby made a part of this agreement by reason of this amendment.
- WFLHD will reimburse Jefferson County for all eligible costs incurred under this Agreement. The current estimated cost of the work described in this Agreement is \$170,000.00. In no case shall the WFLHD and the County exceed this amount without a mutually agreed upon modification of this Agreement.
- ALL OTHER PROVISIONS OF THE ORIGINAL AGREEMENT REMAIN THE SAME.

## AUTHORIZED APPROVALS

a.3 REIMBURSING ORGANIZATION		b.3 ORGANIZATION TO BE REIMBURSED	
SIGNATURE	DATE	SIGNATURE	DATE
<p>TITLE</p> <p>Paul M. Wood, Contracting Officer Western Federal Lands Highway Division</p>		<p>TITLE</p> <p>Jefferson County</p>	

Approved as to form only:

*David Albrecht* 12/17/12  
Jefferson Co. Prosecutor's Office

## I. INTRODUCTION

### B. Background

Additional Project Development funding (PE) was requested and approved by the "Programming Decision Committee" (PDC) for increased costs for County's consultant for the PS&E and Environmental Services.

The Federal Lands Access Program of the Moving Ahead for Progress in the 21st Century Act (MAP-21) authorizes FHWA to provide funding for specific projects. The PDC consisting of FHWA, the State of Washington, and the Association of Washington Counties is designated to decide jointly upon the projects funded. The PDC has determined to provide funding for the development of this project and to program the project for construction in FY 2013 under the Washington State Access Program.

The matching requirement under MAP-21 will be provided by the Washington Department of Transportation (WSDOT) in the form of Toll Credits. In the state of Washington, this match is 13.5% of the project cost. This amendment will fund all of the additional PE funding. FHWA will track the toll credits and report back to WSDOT.

## II. STATEMENT OF WORK

### E. Summary of Deliverables

Replace with the following Revised Schedule:

Task	Delivery Due On or Before Date
<b>B. PRELIMINARY DESIGN</b>	
<b>1. DESIGN</b>	
<ul style="list-style-type: none"> <li>Submit a copy of the preliminary plan package and preliminary cost estimate</li> </ul>	Submitted July 18, 2012
<b>2. ENVIRONMENTAL COMPLIANCE</b>	
<ul style="list-style-type: none"> <li>Submit a cultural resources report for FHWA review</li> </ul>	March 8, 2013
<ul style="list-style-type: none"> <li>Submit a report identifying the presence or absence of jurisdictional wetlands. Based on the preliminary analysis, the county plans to submit a short report documenting that no potential wetlands were observed in the project area.</li> </ul>	March 8, 2013
<ul style="list-style-type: none"> <li>Submit a report documenting T&amp;E and EFH species findings for FHWA. Based on the preliminary analysis, the county plans to submit a Threatened and Endangered Species "No Effect" letter.</li> </ul>	March 8, 2013
<ul style="list-style-type: none"> <li>Submit other environmental surveys, studies, and assessments as needed to support environmental compliance to FHWA. Based on the preliminary analysis, no other environmental documents appear to be warranted.</li> </ul>	Not applicable

<b>C. FINAL DESIGN</b>		
<b>1. DESIGN</b>		
• Submit final plans, specifications, and construction estimate		September 30, 2013
<b>2. ROW ACQUISITION</b>		
• Submit certification of rights-of-way and/or easements to FHWA -or- include certification that all work will occur within existing right-of-way as part of the administrative record		September 30, 2013
<b>3. UTILITY RELOCATION</b>		
• Submit certification of Utility Relocation		September 30, 2013
<b>4. PERMITS</b>		
• Submit a list of all permits necessary for construction to FHWA		September 30, 2013
• Submit copies of all completed applications for necessary permits to FHWA		September 30, 2013
• Submit copies of approved permits		September 30, 2013
<b>5. ADVERTISEMENT</b>		
• Submit Notice of Contract Award to FHWA		March 31, 2014
<b>D. CONSTRUCTION</b>		
• Submit before, during, and post construction photographs to FHWA		ongoing
• Submit copy of the Final Construction Acceptance Letter		December 31, 2014

## H. Cost Budget

The cost of the work is Not to Exceed \$170,000.00 for preliminary design, unless an amendment to the Agreement is made in writing and agreed to by both parties. Jefferson County shall submit all invoices to FHWA for actual and reasonable costs incurred for reimbursement. See Section IV, D. Method of Billing and Proper Submission of Invoices.

### Preliminary Engineering Budget

PE	1	\$8,000.00	\$8,000.00	L.S.	Topographic Survey Contract
PE	1	\$12,000.00	\$12,000.00	L.S.	Geotechnical Investigation -Contract
PE	1	\$40,000.00	\$40,000.00	L.S.	Hydraulic and Structural Design and PS&E Bid Package - Contract
PE	1	\$30,000.00	\$30,000.00	L.S.	Preparation of NEPA and/or SEPA Documents and JARPA - Contract
PE	1	\$25,000.00	\$25,000.00	L.S.	County Staff Time - Project Management and PS&E Bid and Award
PE	1	\$55,000.00	\$55,000.00		Additional Funds for PS&E and Environmental Services
			<b>\$170,000.00</b>		<b>Total for this RA agreement</b>