


Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Philip Morley, County Administrator

From: Monte Reinders, PE, Public Works Director, County Engineer 

Agenda Date: August 26, 2013

Subject: *Quilcene Complete Streets:*
Local Agency Agreement

Statement of Issue:

Please authorize the Local Agency Agreement with the Washington State Department of Transportation (WSDOT) to enable the obligation of Pedestrian & Bicycle Safety grant funds for the Quilcene Complete Streets Project.

Analysis/Strategic Goals/Pro's & Con's:

The Quilcene Complete Streets project is a transportation improvement project included in the officially adopted 2013-2018 Transportation Improvement Program (TIP) as Item No. 22. The attached Local Agency Agreement must be authorized through signature of the Chair of the Board of County Commissioners.

Fiscal Impact/Cost Benefit Analysis:

The total project cost is estimated to be \$884,165. Project funds will come from a State Pedestrian & Bicycle Safety Grant.

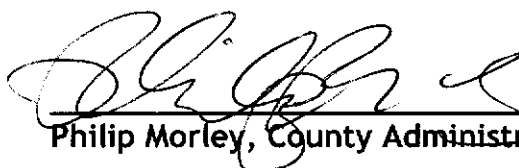
Recommendation:

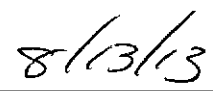
Authorize the Chair to sign three (3) originals of the Local Agency Agreement and return the three (3) signed originals to Public Works for further processing.

Department Contact:

Eric Kuzma, Project Manager, Engineer III (360) 385-9167

Reviewed By:


Philip Morley, County Administrator


Date



Highways and Local Programs State Funding Agreement Work by Public Agencies		Agency and Address Jefferson County Public Works 623 Sheridan Street Port Townsend, WA 98368-2439
Agreement Number	Maximum Amount Authorized \$884,165.00	Location and Description of Work (See also Exhibit "A") Project location is downtown Quilcene, US Highway 101 from milepost 294.5 to 295.0. See attached Pedestrian and Bicycle Program grant application, page 4, for description of work.
Participating Percentage 100% of PE and CN	Project Number	

This AGREEMENT is made and entered into this _____ day of _____, _____, between the STATE OF WASHINGTON, Department of Transportation, acting by and through the Secretary of Transportation, hereinafter called the "STATE," and the above named organization, hereinafter called the "AGENCY."

WHEREAS, the AGENCY is planning the work shown above, and in connection therewith, the AGENCY has requested financial assistance for the project or program, and

WHEREAS, the AGENCY has requested funds for the above shown project or program, which has been selected by the STATE for funding assistance.

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREED AS FOLLOWS:

Type of Work	Estimate of Funding		
	(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated State Funds
PE			
a. Agency	178,815.00		178,815.00
b. Other			
c. Other			
d. State	10,000.00		10,000.00
e. Total PE Cost Estimate (a+b+c+d)	188,815.00		188,815.00
Right of Way			
f. Agency			
g. Other			
h. Other			
i. State			
j. Total R/W Cost Estimate (f+g+h+i)			
Construction			
k. Contract			
l. Other			
m. Other			
n. Other			
o. Agency			
p. State			
q. Total CN Cost Estimate (k+l+m+n+o+p)			
r. Total Project Cost Estimate (e+j+q)	188,815.00		188,815.00

**I
General**

The AGENCY agrees to perform the above described work in accordance with the Project Application attached hereto as "Exhibit A" and made a part of this AGREEMENT.

Plans, specifications, and cost estimates shall be prepared by the AGENCY in accordance with the current State of Washington Standard Specifications for Road, Bridge, and Municipal Construction and adopted design standards, unless otherwise noted. The AGENCY will incorporate the plans and specifications into the AGENCY's project and thereafter advertise the resulting project for bid and, assuming bids are received and a contract is awarded, administer the contract, or if the project is of a size which the AGENCY is authorized to perform with its own forces under the laws of the State of Washington, the AGENCY may proceed with its own forces.

All work performed under this AGREEMENT shall comply with the applicable provisions of state law.

**II
Payment**

The STATE, in consideration of the faithful performance of the work to be performed by the AGENCY, agrees to reimburse the AGENCY for the percentage of the actual direct and related indirect cost of the work shown above, up to the "MAXIMUM AMOUNT AUTHORIZED". The agency will comply with Governmental Accounting Auditing and Financial Reporting Standards and applicable state law and local regulations, policies and procedures. No payment will be made for work done prior to execution of this AGREEMENT.

Partial payments shall be made by the STATE, upon request of the AGENCY, to cover costs incurred. These payments are not to be more frequent than one (1) per month. It is agreed that any such partial payment will not constitute agreement as to the appropriateness of any item and that, at the time of the final audit, all required adjustments will be made and reflected in a final payment. The AGENCY agrees to submit a final bill to the STATE within forty-five (45) days after the AGENCY has completed work.

The AGENCY agrees that all costs in excess of the amount authorized and the AGENCY's matching funds shall be the responsibility of the AGENCY.

**III
Audit**

The AGENCY agrees that an audit may be conducted by the STATE.

During the progress of the work and for a period not less than three (3) years from the date of final payment to the AGENCY, the records and accounts pertaining to the work and accounting thereof are to be kept available for inspection and audit by the STATE and copies of all records, accounts, documents, or other data pertaining to the project will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the three-year retention period.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the day and year last written below.

AGENCY

By: _____

Title: Chair, Board of County Commissioners

Date: _____

Approved as to form only

DOT Form 14-0087 (EF)
Revised 06/03

David Alvarez 8/16/13
Jefferson Co. Prosecutor
David Alvarez, CI

**IV
Legal Relations**

No liability shall attach to the AGENCY or the STATE by reason of entering into this AGREEMENT except as expressly provided herein.

**V
Nondiscrimination**

The AGENCY agrees to comply with all applicable state and federal laws, rules, and regulations pertaining to nondiscrimination and agrees to require the same of all subcontractors providing services or performing any work using funds provided under this AGREEMENT.

**VI
Venue**

For the convenience of the parties to this AGREEMENT, it is agreed that any claims and/or causes of action which the AGENCY has against the STATE, growing out of this AGREEMENT or the project or program with which it is concerned, shall be brought only in the Superior Court for Thurston County.

**VII
Termination**

The Secretary of the Department of Transportation may terminate this AGREEMENT if the funding becomes unavailable or if the Secretary determines that it is in the best interest of the STATE.

**VIII
Final Report and Final Inspection**

Within ninety (90) days following the completion of the project and submission of the final billing for the project, a final report and/or final inspection shall be submitted to the Director, Highways & Local Programs containing the following information:

Non-Capital Projects

1. A description of the project or program.
2. A summary of actual costs of the project or program.
3. An evaluation of the project or program. This should address aspects such as transportation and/or other benefits to the public.

Capital Projects

1. A final inspection is required.

**IX
Supplement**

This agreement may be modified or supplemented only in writing by both parties.

STATE

By: _____
Director, Highways and Local Programs

Date: _____

**Pedestrian and Bicycle Program
Grant Application Form**



Project Title, Location and Date:

Quilcene Complete Streets Project
US Highway 101 (MP 294.5 to 295.0) in Quilcene, South Jefferson County

Updated 11/6/12

Lead Agency and Project Manager (Name, address, phone & fax number, email address)

Jefferson County Public Works
623 Sheridan St
Port Townsend, WA 98368

Josh D. Peters, AICP, Principal Transportation Planner

Phone: (360) 385-9160
Fax: (360) 385-9234

Email: jpeters@co.jefferson.wa.us

Total Grant Request Amount: (Provide the total grant request amount and identify how the funds will be divided for each of the project components: project development, right-of-way acquisition, engineering)

Project Development.....	\$ 20,950
Education	\$ 5,850
Preliminary Engineering.....	\$162,015
Construction.....	\$690,350
Evaluation.....	\$ 5,000
<i>Total</i>	\$884,165

Legislative District

24

Project Summary (Describe the project specifically in 4 to 5 sentences, be sure to address each element included in the project.)

The Quilcene Complete Streets Project will provide the Quilcene community of Jefferson County with pedestrian and bicycle facilities and other streetscape improvements along US Highway 101 to enhance community safety, livability, and potential for economic development. The project will include enhanced pedestrian crossings, sidewalks on the east side, and bicycle lanes on both sides of US 101. The project will also include landscaping, pedestrian-scale lighting, and other livability enhancements. The project development phase will include two design charrette-style workshops that offer the opportunity for design visualization and consensus-building among residents, adjacent business owners, and WSDOT. An educational component will consist of producing a video to document the project from community engagement, to design, to construction that can be used as a demonstration tool in other communities.

Recent Progress (Describe any efforts or portions of the project that have been completed or are underway)

- *Project Identified in WSDOT Olympic Region List of School Zones of Concern*

WSDOT Olympic Region previously identified the US 101 crossing in Quilcene as the first priority on a top 10 list of school zones of safety concern in the region. Subsequently, WSDOT produced a pre-design crosswalk improvement concept that has been considered for inclusion in a WSDOT grant application for federal funds. The prime engineering improvement of the Quilcene Complete Streets Project will be to improve the crossing over US 101 directly adjacent to the Quilcene School.

- *School District and Community Group Efforts for Safety and Traffic Calming*

The Quilcene School District acquired funds in 2010 through the Washington State Traffic Safety Commission to install two flashing school zone beacons on US 101 and one on Center Road. One of the objectives of this effort was to calm traffic during designated hours. The Quilcene Complete Streets Project will provide physical elements designed to provide cues to motorists to drive slowly through the village center, thereby enhancing the effectiveness of the installed flashing beacons.

"Quilcene Conversations" is the name of the community group formed in 2010 that has held over 10 public meetings to discuss community improvement projects. [<http://quilconv.blogspot.com>] Transportation improvements, traffic safety, and highway beautification have been topics addressed by the group. The "Quilcene Conversations" beautification committee has recently gained approval from the Quilcene School District for a project along the school

frontage. Landscaping services and supplies will be donated by community members. Jefferson County Public Works staff met with the group's transportation committee to discuss community needs. The group is poised to participate in a Context Sensitive Design (CSD) process that results in engineering improvements along US 101 through Quilcene.

- *Project Development to Date*

In the preparation of this grant application, Jefferson County Public Works staff prepared initial cost estimates for the design concept presented in the attached *Project Limits and Conceptual Design Detail* figure. The project limits are from approximately milepost 294.5 to 295.0. The highway right-of-way for most of this segment is 60 feet in width, while the current operational width is 42 feet. The design concept includes additional use of the available highway right-of-way to provide bicycle lanes and sidewalk, as well as pedestrian crossing treatments at three key locations. The preliminary design concept includes the following engineering improvements:

- *Crossing treatments:* ADA-accessible landing pads, refuge islands, pedestrian-activated rectangular rapid flash beacons.
- *Sidewalk:* Five feet wide, paved, with four-foot buffer. Pedestrian-scale lighting. Curb cuts for access management. Primarily east side of US 101.
- *Bicycle lanes:* Five feet of width on both sides of US 101 through village center.
- *Stormwater management:* Cost estimates included. Potential for pervious pavers for sidewalk and bike lanes will be examined in design process.

- *Collaboration with WSDOT*

The design will be perfected through a project development phase using CSD techniques. Officials from the WSDOT Olympic Region planning office are aware of this effort to address pedestrian and bicyclist needs in Quilcene and have committed to engage in a design process that results in acceptable Highway 101 improvements. WSDOT's Visual Engineering Resource Group (VERG) worked with Jefferson County staff to develop the *Conceptual Design Detail* presented in this grant application. VERG has committed to provide design visualization capability during the project development phase, as well as produce video that documents the entire Quilcene Complete Streets Project.

PROJECT SCHEDULE AND COST SUMMARY SECTION

[updated 11/6/2012]

Project Milestones

Project Development 2013-2014
 Project Scoping / Consultant Selection / Initial Public Outreach /
 Begin Video Documentation
 Design Charrette #1 / Pre-Design / Design Charrette #2
 Complete Pre-Design
 Submit Plan for Approval (PFA) to WSDOT Olympic Region

Full Design 2015
 Environmental Documentation / Acquire Permits
 Develop Plans, Specifications & Estimates (PSE)

Construction and Project Close-Out 2016
 Construction Contract Advertisement and Award / Construction /
 Operational to Public
 Video Production and Distribution / Close Project

Funds Administered by WSDOT (WSDOT use only)

Source: _____ Source: _____
 Amount: _____ Amount: _____

Source: _____ Source: _____
 Amount: _____ Amount: _____

Project Element	Scheduled	Amount
State Funding Agreement Signed – Begin PE	11/13	Project Development element of PE
Project Development – 2 nd of 2 Charrettes	11/14	\$26,800 (includes educational video)
Project Definition – Submit Plan for Approval	12/14	(included in project development)
Begin Full Design	1/15	\$162,015 for Design in PE phase
Environmental Docs Approved	6/15	(included in Design)
ROW Complete (certification)	N/A	(work within WSDOT or County RoW)
Contract Advertised	1/16	\$80,263 construction engineering
Open to Public (operationally complete)	9/16	\$615,087 construction contract costs and project evaluation

Project Cost Summary	Dollars in thousands	2013-15 Cash Flow (expenditures billed to WSDOT):																				
Note applicable costs																						
Project Development	\$20,950																					
Engineering:																						
Preliminary Engineering	\$162,015																					
Right-of-Way	\$0																					
Construction	\$690,350																					
Operations/Services (Education)	\$5,850																					
Evaluation	\$5,000																					
Total Grant Request:	\$884,165																					
Match Amount (if applicable):	\$0																					
Total Project Cost:	\$884,165																					
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3/15	\$ 35,000																					
6/15	\$ 70,000																					
Total 13-15	\$134,500																					
		Est. Re-appropriation \$ _____ Future Biennium \$ 749,665 TOTAL \$ 884,165																				

PROJECT DESCRIPTION SECTION

Current Conditions. Describe the current conditions (e.g., existing roadway conditions, speed, risk factors).

US Highway 101 is a Rural Principal Arterial (Federal Functional Classification 02) that carries approximately 4,000 vehicles per day through Quilcene, a south Jefferson County village of approximately 600 persons situated along the western shoreline of Hood Canal. The 2009 median household income was 64% of the Washington state median.

US 101 through the heart of Quilcene—from approximately milepost (MP) 294.5 to 295.0—has three lanes: two 12-ft. travel lanes and one center 12-ft. two-way left-turn lane. The shoulders average three feet, paved, through this section. There is one dedicated pedestrian crossing at MP 294.67, directly in front of the Quilcene school. The crossing is painted with vertical white bars, but has no additional features such as pedestrian-activated warning beacons or other features to enhance safe crossing, particularly for children walking to and from school. The pedestrian must cross 42 feet of operational roadway. The posted speed limit is 30 mph for this section (and 20 mph in the school zone from MP 294.58 to MP 294.74 when the warning beacons are flashing), though both northbound and southbound drivers would have been traveling at greater speeds for long 55-mph speed limit sections prior entering Quilcene village. Residents and school administrators complain of speeding vehicles passing through Quilcene, which creates risk for pedestrians, bicyclists, and other vehicle drivers.

In addition to the school, there are other community resources in the Quilcene village center that attract pedestrians and bicyclists, including the Post Office, Community Center, medical services, restaurants, espresso stands, Quilcene Museum and similar attractions, mini-markets and other businesses, and outdoor farmers markets and street fairs. An active community group called “Quilcene Conversations” is poised to participate in a Context Sensitive Design (CSD) process that results in engineering improvements along US 101 through Quilcene.

Project Impact. How will the project meet the four goals?

(a) Promoting healthy communities by encouraging walking, bicycling and using public transportation.

The Quilcene Complete Streets Project promotes a healthy community by first engaging residents and business owners in a Context Sensitive Design (CSD) process to develop a streetscape master plan for US 101 through Quilcene. Involving the community in a CSD process will encourage active transportation and public transportation options once facilities are upgraded. The Project will result in new or improved sidewalks, dedicated crossings over busy highway, bike lanes, pedestrian-scale lighting, other visual cues for drivers to slow down through the Quilcene village, and transit stops for Jefferson Transit service to the county seat of Port Townsend and other destinations.

(b) Improving safety by designing major arterials to include features such as wider sidewalks, dedicated bicycle facilities, medians, and pedestrian streetscape features, including trees where appropriate.

US 101 is a Rural Principal Arterial that carries approximately 4,000 vehicles per day through Quilcene. The Quilcene Complete Streets Project will add or improve sidewalks, dedicated bicycle lanes, pedestrian-activated warning beacons and/or pedestrian refuge at dedicated crossings, and pedestrian streetscape features including pedestrian-scale lighting and landscaping. The suite of engineering improvements constructed through the

Quilcene Complete Streets Project will serve to calm highway vehicle traffic through the village center and provide a safer environment for pedestrians, bicyclists, schoolchildren, and motorists.

(c) Protecting the environment and reducing congestion by providing safe alternatives to single occupancy driving.

The village center of Quilcene is at the scale of a walkable community. However, there are few usable pedestrian facilities and no dedicated bicycle facilities. The Quilcene Complete Streets Project will encourage walking and cycling trips to and within Quilcene village by providing safe, attractive streetscape amenities for pedestrians and bicyclists. Consideration will be given in the design process to improving the transit stop in Quilcene to include shelter and bicycle storage racks. The project will therefore facilitate local walking and biking trips as an alternative to single-occupancy vehicle use, as well as public transportation options for commuters and shoppers heading to the county seat of Port Townsend or other destinations served by Jefferson Transit.

(d) Preserving community character by involving local citizens and stakeholders to participate in planning and design decisions.

The Quilcene community has an active population that through the “Quilcene Conversations” group has discussed, prioritized, and implemented a number of improvements, including remodeling the Community Center and landscaping other frontage along Highway 101. The group has a transportation committee that has met with Jefferson County Public Works staff to discuss community needs and improvement ideas. The Quilcene Complete Streets Projects includes a CSD process to engage residents, business owners, School District members, and other stakeholders—along with Public Works staff, engineering consultants, and WSDOT officials—in the design of streetscape improvements along US 101 through Quilcene. The public participation program is designed for active community involvement throughout the process and will include two charrette-style design workshops, the use of design visualization tools, and the production of an educational video documenting the project from start to finish. These CSD elements will be aided by the WSDOT Visual Engineering Resource Group (VERG) using cutting-edge visual engineering techniques. The transformation of a design concept for engineering improvements into a complete set of Plans, Specifications & Estimates (PS&E) for construction will be a product of consensus-building within the community and early engagement of WSDOT Olympic Region planners, engineers, and road managers.

<p>PROJECT DESCRIPTION SECTION (continued)</p>	<p>Nationally designated Main Street Community</p>	<p>Posted Travel Speed 30 MPH</p>
<p>Distance from major housing, commercial attraction, transit station or other bicycle or pedestrian generator. Distance (miles) 0 Comments: Project involves highway frontage for school and commercial center of Quilcene village.</p>	<p>_____ National Main Street Affiliate _____ National Historic District _____</p>	<p>20 MPH when school zone warning beacon flashing between ~ MP 294.58 & 294.74 If operating speed differs, please provide operating speed: _____ MPH</p>
<p>Prior traffic collision involving bicyclist/pedestrian at location within past three years.</p> <p>Total pedestrian/bicyclists involved crashes _____ Comments: No recorded collisions at in Quilcene village center (US 101 MP 294.6, approx.). Two collisions on US 101 at MP 286.25 and 306.07.</p>	<p>Signalized Intersection Spacing or Distance to Alternate Crossing Facility.</p> <p>Distance (feet) _____ Comments: There are no signalized intersections in Quilcene. This project improves the only marked crosswalk on US 101 and proposes additional crossings.</p>	
<p>Width of Roadway Number of Lanes (include turn lanes): 3</p> <p>Comments: 2 travel lanes (12 ft ea.) and 1 two-way left-hand turn lane (12 ft), plus 3-ft shoulders = operational width of 42 ft (60+ ft right-of-way)</p>	<p>Existing Traffic Volumes. Volume (Average Daily Traffic): 3,900 (2011, MP 294.63) Number of people biking/walking: (unmeasured) Comments: Number of people biking/walking is unmeasured. School crossing at MP 294.67. US 101 is only north/south route along Hood Canal for touring cyclists.</p>	
<p>Describe supportive policies, ordinances, standards, and practices in place to help ensure project success.</p> <p>The Transportation Element of the <i>Jefferson County Comprehensive Plan</i> supports the provision of streetscape amenities, including pedestrian and bicycle facilities, in appropriate places (Goal TRG 3.0 and multiple others). The <i>Jefferson County Non-Motorized Transportation and Recreational Trails Plan</i> (updated 2010) specifically references the need for streetscape improvements in the village center area of Quilcene (Chapter 9, Section 9.2). The <i>Unified Development Code</i> presents no obstacles to the provision of features regularly associated with the “Complete Streets” description (JCC 18.30.080 and .090). Jefferson County Public Works has managed the design and construction of streetscape projects of this nature, including an American Public Works Association (APWA) award-winning streetscape project on Paradise Bay Road in Port Ludlow using State (Rural Arterial Program) and local funds.</p> <p>The Quilcene Complete Streets Project is consistent with and implements the six Federal principles of livability: http://www.dot.gov/livability/101.html</p>		
<p>Implementation. Outline the project implementation plan or approach consistent with the previously documented milestones (i.e., project delivery status (planning, environmental review, right of way acquisition, construction plans), matching funds or services, consistency with community plans)</p> <p>Project Development 2013-2014 <i>Project Scoping</i> – A detailed project scope, schedule, and budget will enable consultant selection and contracting, as well as scheduling the facilities to host events and the participation of WSDOT officials and other stakeholders.</p> <p><i>Consultant Selection</i> – Jefferson County Public Works (JCPW) will select an engineering consultant and negotiate a contact for full design services.</p>		

Initial Public Outreach – JCPW, the engineering consultant, and WSDOT’s Visual Engineering Resource Group (VERG)—collectively known as the “project team”—will host a public event in order to describe the project and solicit initial community input.

Begin Video Documentation – VERG will initiate video documentation, which will continue throughout the project.

Design Charrette #1 – The project team will manage the first of two public design intensives with participation from Quilcene residents, business owners, and other stakeholders, as well as WSDOT Olympic Region officials. Preliminary concepts developed from the Initial Public Outreach will provide the framework for the discussion. Design professionals and right-of-way managers will work together with the community to develop solution alternatives that meet the project goals of enhancing safety and livability.

Pre-Design – The project team will continue development of the design concept and cost estimate for engineering improvements on US 101 in Quilcene. The pre-design will provide the framework for the Design Charrette #2.

Design Charrette #2 – Building upon previous work, the project team will host a second charrette in order to refine solutions and ultimately select a preferred alternative through consensus-building and real-time evaluation of options.

Complete Pre-Design – The results of the Context Sensitive Design (CSD) process will be converted into a Plan for Approval (PFA) for formal WSDOT approval. Preliminary environmental analysis is included in this step.

Submit Plan for Approval (PFA) to WSDOT Olympic Region – The participation of WSDOT Olympic Region officials in the CSD project development phase will facilitate this required step of the process. Formal approval is needed before the project team can prepare construction-ready plans.

Full Design 2015

Environmental Documentation – The preliminary environmental analysis will be completed.

Acquire Permits – All required permits and approvals will be acquired in this stage of Preliminary Engineering.

Develop Plans, Specifications & Estimates (PSE) – Bid documents will be prepared in order to enable construction.

Construction and Project Close-Out 2016

Construction Contract Advertisement and Award – per WSDOT Local Agency Guidelines

Construction – per WSDOT Local Agency Guidelines

Operational to Public – Ribbon-cutting community event to celebrate process and final result.

Video Production and Distribution – WSDOT’s VERG will complete video production. The final product will be designed for posting on the internet so that it could be easily viewed by interested parties in agencies and communities throughout the state.

Close Project – Final billing, project evaluation and reporting for grant close-out.

APPLICATION CONCURRENCE	
Transportation Agency Engineer, Traffic Engineer, or Director	
Name: Monte Reinders, P.E. Title: County Engineer Address: Jefferson County Public Works, 623 Sheridan St, Port Townsend, WA 98368 Email: mreinders@co.jefferson.wa.us Phone: (360) 385-9160	Date: 6/27/12 Updated 11/6/12
WSDOT Official (if project is on a State Highway)	
Name: Dale C. Severson, P.E. Title: Development Services Engineer Address: WSDOT Olympic Region, PO Box 47440, Olympia, WA 98504-7440 Email: SeversD@wsdot.wa.gov Phone: (360) 357-2736	Date: 6/27/12 (see email)