

City Council Meeting Agenda September 14, 2026

In accordance with the Open Public Meetings Act (OPMA), the Vancouver City Council meeting will be open to in-person attendance. Options for viewing and/or participating in the meeting remotely will also be accommodated. The City Council will be attending this meeting in person.

All City Council workshops and meetings are broadcast on CTV cable channels 23 / HD 323 and on www.cvtv.org.

Public testimony will be accepted regarding any matter on the agenda below. Advance registration will be required.

Unless otherwise announced by the Presiding Officer, each speaker may testify once for up to three minutes under each public testimony opportunity below and will be asked to provide their name and city of residence for the record.

Testimony will be accepted in the following manner:

- **Written comments submitted in advance:** [Email comments to the City Council](#) until 12:00 p.m. September 14, 2026. Comments will be compiled and sent to the City Council and entered into the record.
- **In-person or remote testimony during the meeting:** Register in-person at City Hall. In-person registration is open until 6:30 p.m. on September 14, 2026. Instructions will be provided on-site. Register to testify online. Online registration is open until 12:00 p.m. on September 14, 2026.

Visit the [city's website](#) for more information and to register under Community Testimony or call the City Manager's Office at (360) 487-8600.

Further instructions for accessing the virtual meeting (for remote testimony) will be provided upon registration.

Upon request, printouts of agenda materials will be provided, including large print.

Workshops: 4:00-6:00 p.m.

Vancouver City Hall - Council Chambers - 415 W 6th Street, Vancouver WA

Development Fee Updates

(Approximately 45 minutes)

Chad Eiken, Community Development Director, Steven Wall, Public Works Director, Patrick Quinton, Economic Development Director, chad.eiken@cityofvancouver.us, Steve.Wall@cityofvancouver.us, patrick.quinton@cityofvancouver.us

Vancouver Municipal Code Title 19 Parking Clean Up and Scofflaw Program

(Approximately 45 minutes, to immediately follow the previous workshop)

Gabe Montez, Parking District Manager, Gabriel.Montez@cityofvancouver.us

Boards and Commissions Fall Recruitment

(Approximately 30 minutes, to immediately follow the previous workshop)

Joy Fowler, Engagement and Access Director, Joy.Fowler@cityofvancouver.us

Council Dinner / Administrative Updates (6:00 - 6:30 PM)

Regular Council Meeting

6:30 PM

Vancouver City Hall - Council Chambers - 415 W 6th Street, Vancouver WA

Pledge of Allegiance

Call to Order and Roll Call

Approval of Minutes

Minutes - August 24, 2026

Proclamations

Hispanic Heritage Month

National Preparedness Month

National Day of Remembrance for Murdered Victims

Community Communication

This is the place on the agenda where the public is invited to speak to Council regarding any matter on the Agenda not already scheduled for Public Hearing. (Separate instructions are provided for offering testimony on Public Hearing when applicable.) This includes the option to testify about Workshops. Members of the public addressing Council are requested to give their name and city of residence for the audio record. Speakers are to limit their testimony to a total of three minutes for all items combined.

Consent Agenda

The following items will be passed by a single motion to approve all listed actions and resolutions. There will be no discussion on these items unless requested by Council. If discussion is requested, the item will be moved from the Consent Agenda and considered separately – after the motion has been made and passed to approve the remaining items.

1. Construction Acceptance - 2025 Pavement Repairs

Staff Report: 169-26

Request: On September 14, 2026, accept the 2025 Pavement Repair Project as constructed by Lakeside Industries of Vancouver, Washington, and authorize release of retainage bond, subject to receipt of all documentation required by law.

Mario Lechuga, Civil Engineer 2, mario.lechuga@cityofvancouver.us

2. Construction Acceptance - 2025 Resurfacing

Staff Report: 170-26

Request: On September 14, 2026, accept the 2025 Resurfacing Project as constructed by Granite Construction Company of Vancouver, Washington, and authorize release of retainage bond, subject to receipt of all documentation required by law.

Mario Lechuga, Civil Engineer 2, mario.lechuga@cityofvancouver.us

3. Partial Utility Easement Release - 6014 NW Fruit Valley Road - PIN 147389000

Staff Report: 171-26

Request: On Monday, September 14, 2026, authorize the City Manager, or designee, to finalize and execute the attached partial release of the utility easement recorded under Auditor's File No. 8108130019 affecting Clark County Parcel No. 147389000.

Mark Castle, Civil Engineer, Mark.Castle@cityofvancouver.us

4. Contract - Seventh Amendment to Professional Services Agreement with First Forty Feet - C-100846

Staff Report: 172-26

Request: On Monday, September 14, 2026, authorize the City Manager, or designee, to execute Amendment No. 7 to contract C-100846 between the City of Vancouver and First Forty Feet. Increase the not-to-exceed amount by \$1,332,161 to a total of \$10,048,844.07 and extend the termination date to December 31, 2029.

Amy Stewart, Real Estate Project Manager, amy.stewart@cityofvancouver.us

5. Contract - First Amendment for Bridge Shelter Operations to Do Good Multnomah - C-101771

Staff Report: 173-26

Request: On Monday, September 14, 2026, authorize the City Manager, or designee, to finalize and execute an amendment to the professional services agreement between the City of Vancouver and Do Good Multnomah for Phase 2 operation of the Bridge Shelter.

Jamie Spinelli, Homeless Response Manager, jamie.spinelli@cityofvancouver.us

6. Contract - Amendment to the Fire Department Services Agreement with Fire District No. 5

Staff Report: 174-26

Request: On Monday, September 14, 2026, authorize the City Manager, or designee, to enter into amended services agreement with Clark County Fire District 5 following the adoption of an implementing budget ordinance.

Kathryn Shifley, Chief Financial Officer, John Drake, Fire Chief,

7. Acceptance of Grant from Ed and Dollie Lynch Fund Through Community Foundation for Southwest Washington for Temporary County Homeless Assistance and Resource Team Outreach Expansion

Staff Report: 175-26

Request: On Monday, September 14, 2026, authorize the City Manager, or designee, to accept a \$564,100 grant from the Ed and Dollie Lynch Fund through the Community Foundation for Southwest Washington to support expansion of Homeless Assistance and Resources Team (HART) outreach services into Clark County, and to negotiate and execute any necessary grant agreements.

Jamie Spinelli, Homeless Response Manager, jamie.spinelli@cityofvancouver.us

8. Resolution Adopting Updated City Investment Policy

A RESOLUTION adopting amended Investment Policies for the City of Vancouver.

Staff Report: 176-26

Request: On Monday, September 14, 2026, finalize and approve the resolution to update the City Investment Policy.

Anthony Glenn, Treasurer, anthony.glenn@cityofvancouver.us

9. Resolution Amending the City's Financial Policies for 2027-2028

A RESOLUTION adopting amended Financial and Management Policies for the City of Vancouver.

Staff Report: 177-26

Request: On Monday, September 14, 2026, finalize and approve the resolution and the accompanying updated City Financial Policies for 2027-2028.

Lisa Brandl, Deputy City Manager, lisa.brandl@cityofvancouver.us

10. Resolution to Adopt Affordable Housing Fund Awards for Housing Production

A RESOLUTION relating to low-income housing; providing for adoption of 2026 funding awards for the Affordable Housing Fund and authorizing the City Manager, or his designee, to negotiate and execute agreements and other related documents on behalf of the City of Vancouver consistent with the awards; providing for Severability; and an Effective Date.

Staff Report: 178-26

Request: On Monday, September 14, 2026, finalize and approve the resolution to adopt Affordable Housing Fund (AHF) awards for housing production and authorize the City Manager, or designee, to negotiate and execute related agreements.

11. Amendment to Vancouver Municipal Code 8.22 Establishing a Camping and Outside Habitation Impact Area Around the City of Vancouver Bridge Shelter

AN ORDINANCE of the City of Vancouver amending Vancouver Municipal Code Chapter 8.22 to prohibit camping and outside habitation within 1,500 feet of the City of Vancouver Bridge Shelter Property; amending VMC 8.22.030 “Definitions,” and VMC 8.22.040 “Unlawful Camping and Outside Habitation;” providing for severability and setting an effective date.

Staff Report: 179-26

Request: On Monday, September 14, 2026, advance the ordinance amendment to VMC 8.22, establishing a camping and outside habitation impact area around the City of Vancouver Bridge Shelter, setting the date for the second reading and public hearing for September 21, 2026.

Jamie Spinelli, Homeless Response Manager, jamie.spinelli@cityofvancouver.us

12. Supplemental Budget Ordinance Related to Clark County Fire District No. 5 Amended Agreement

AN ORDINANCE relating to the 2025-26 Biennial Budget and making a supplemental appropriation to account for revenue in excess of initial budget projections and to meet certain necessary expenditures to be incurred in 2025-26 that were not and could not reasonably have been foreseen at the time of adoption of the 2025-26 Budget; declaring an emergency and providing for an immediate effective date.

Staff Report: 180-26

Request: On Monday, September 14, 2026, advance the ordinance, setting the date for the second reading and public hearing for September 21, 2026.

Kathryn Shifley, Chief Financial Officer, John Drake, Fire Chief,
katie.shifley@cityofvancouver.us, John.Drake@cityofvancouver.us

13. Approval of the Claim Vouchers

Request: Approve claim vouchers for September 14, 2026.

Communications

- A. From the Council**
- B. From the Mayor**
- C. From the City Manager**

Council Discussion of Statewide Initiatives on November 2026 Ballot

Community Forum

This is the place on the agenda where the public is invited to speak to Council regarding any matter. Members of the public addressing Council are requested to give their name and city of residence for

the record. Speakers are to limit their testimony to a total of three minutes. Up to 90 minutes will be allotted for the Community Forum.

Adjournment

City Hall is served by C-TRAN. Route information and schedules are available online at www.c-tran.com. You also may reach C-TRAN at (360) 695-0123 for more information on times, fares, and routes.

Anyone needing language interpretation services or accommodations with a disability at a Vancouver City Council meeting may contact the City Manager's staff at (360) 487-8600 (RELAY: 711). Assistive listening devices and live Closed Captioning are available for the deaf, hard of hearing and general public use. Please notify a staff person if you wish to use one of the devices. Every attempt at reasonable accommodation will be made. To request this agenda in another format, please also contact the phone numbers listed above.



Development Fee Update

Chad Eiken - Director

Community Development

Steve Wall - Director

Public Works

Patrick Quinton - Director

Economic Prosperity & Housing

September 14, 2026



Fee Overview

Projects typically incur a range of fees

- Impact Fees – Parks, Traffic & Schools
- System Development Charges (SDCs) – Water & Sewer
- Plan Review Fees – Development Review & Fire
- Permit Fees – Development Review & Fire
- Inspection Fees – Development Review & Fire
- Miscellaneous Fees – e.g., State fee



Impact Fees & SDCs Overview

- One-time fees charged new development to pay for the cost of public infrastructure needed to serve new residents and businesses
- Designed to have growth pay for itself rather than burdening existing taxpayers
- Funds improvements that add new capacity to the existing network, not for existing deficiencies
- Calculated based on the projected demand a new project creates and planned capital investments over the next 20 years.
- Kept in separate accounts and restricted to designated capital improvements



Permit and Plan Review Fees

- Distinct from Impact Fees and SDCs
- Fees paid to cover costs of processing and reviewing development applications, and inspecting construction activity
- Calculated based on cost recovery model including staff, systems and transaction fees; time is tracked by staff and periodically reviewed
- Costs include review by staff across multiple City departments, including CDD, Public Works and Fire



Current Development Fees

	Project 1 (198 unit Mixed Use Residential)			Project 2 (100 unit 3-Story Multifamily)		
	2024	2026	% Change	2024	2026	% Change
Park Impact Fee	\$691,724	\$891,520	+28.9%	\$382,400	\$448,000	17.2%
Traffic Impact Fee	\$181,397	\$179,872	-0.8%	\$235,379	\$233,401	-0.8%
School Impact Fee	\$494,714	\$494,714	+0.0%	\$384,500	\$384,500	0.0%
Water SDC	\$431,513	\$446,426	+3.5%	\$209,811	\$216,135	+2.8%
Sewer SDC	\$515,519	\$541,170	+3.1%	\$0	\$0	+0%
Permit and Review Fees	\$189,821	\$228,103	20.2%	\$154,055	\$218,878	+24.5%
Fire Permit and Review Fees	\$69,022	\$174,229	152.4%	\$30,708	\$60,940	+98.4%
Total	\$2,583,207	\$2,956,035	14.4%	\$1,397,197	\$1,534,735	9.8%
Per unit	\$13,046	\$14,929		\$13,972	\$15,347	
% of Development Costs	2.51%	2.87%		3.33%	3.65%	



Current Development Fees

	Project 3 (40K SF Commercial)			Project 4 (10K SF Industrial)		
	2024	2026	% Change	2024	2026	% Change
Park Impact Fee	N/A	N/A	N/A	N/A	N/A	N/A
Traffic Impact Fee	\$81,015	\$80,516	-0.6%	\$19,281	\$19,119	-0.8%
School Impact Fee	N/A	N/A	N/A	N/A	N/A	N/A
Water SDC	\$30,087	\$30,452	1.2%	\$3,919	\$3,919	0.0%
Sewer SDC	\$29,351	\$30,147	2.7%	\$3,793	\$3,793	0.0%
Permit and Review Fees	\$218,085	\$269,048	23.4%	\$39,404	\$40,071	1.7%
Fire Permit and Review Fees	\$24,936	\$53,948	116.3%	\$1,342	\$1,960	47.2%
Total	\$383,474	\$464,111	21.0%	\$67,885	\$69,091	1.8%
Per 1,000 SF	\$9,503	\$11,501		\$6,596	\$6,713	
% of Development Costs	3.17%	3.83%		2.2%	2.2%	



Planned Changes

- Update to Traffic Impact Fees
- Update to Water and Sewer SDCs
- Addition of Commercial Park Impact Fee
- Addition of Engineering Review for Water/Sewer
- Addition of Inspection Review Fee (except Fire)
- Existing and new fees adjusted annually based on CPI



Why Consider Updates Now?

The City risks underfunding necessary infrastructure

- Impact Fees and SDC rates have not been adjusted in recent years despite increasing costs of required infrastructure projects and growing backlog.
- Comprehensive Plan update includes new growth forecasts and an updated Capital Facilities Plan to serve growth over the next 20 years.
- State law changes require calculation of impact fees based on proportionate impact.
- Commercial and industrial development does not share burden of new open space investments.



What projects are we trying to fund?

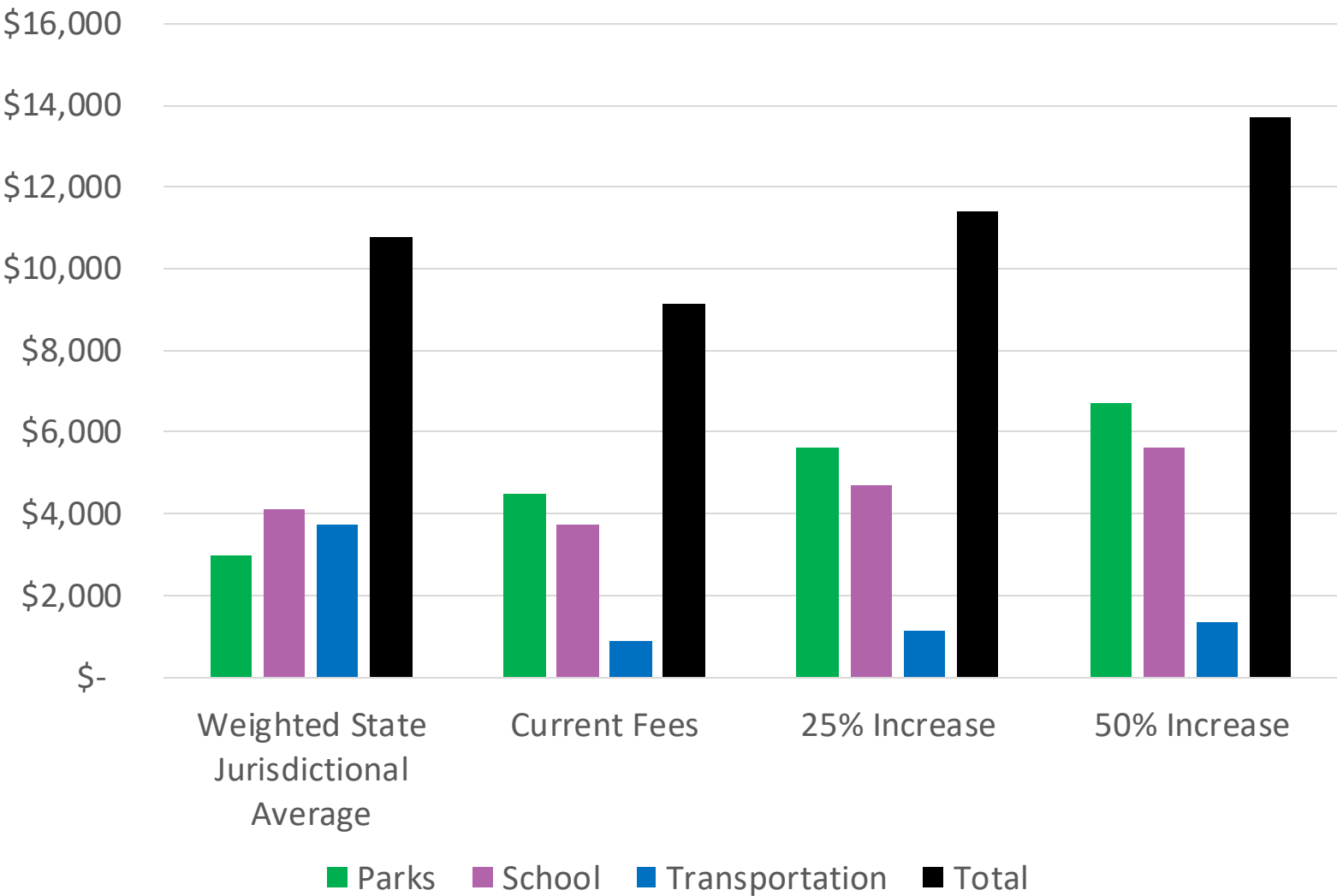
Calculated based on the projected demand and planned capital investments over the next twenty years

Water PFAS Program - \$300M 20 yr CIP - \$400M	Transportation 32 nd Street Bypass (\$86M) 18 th Street (\$14M) 59 th Street (\$23M) 104 th Avenue (\$11M) Mill Plain (\$11M) Total Capital Budget - \$345M
Sewer Solids Renewal Program = \$300M 20 yr CIP - \$250M	Parks Acquisitions – 800+ acres New Park Development – 700+ acres Parks Comp Plan (2022-31) - \$166M



Combined Impact Fee Analysis

- Current Impact Fees below State averages
- Current impact fees estimated between 2-3% of development costs
- Potential increases could push total fees above State average and hinder new development



Combined SDC Analysis

2025 SDC Rate Comparison

- Current SDCs below State averages
- Current SDCs are estimated between 1-2% of development costs
- Vancouver does not have Stormwater SDCs
- Full SDC analysis with benchmark exercise underway



Impacts on New Development

Any increase in fees will make new development more expensive

- Existing market conditions not conducive to absorbing significant fee increases due to rising construction costs and stagnating rent
- Fees typically make up a larger percentage of development costs in smaller projects (middle housing)
- Increases will negatively impact residential developments, commercial, and industrial projects
- Slower development may result in reduced revenue to City



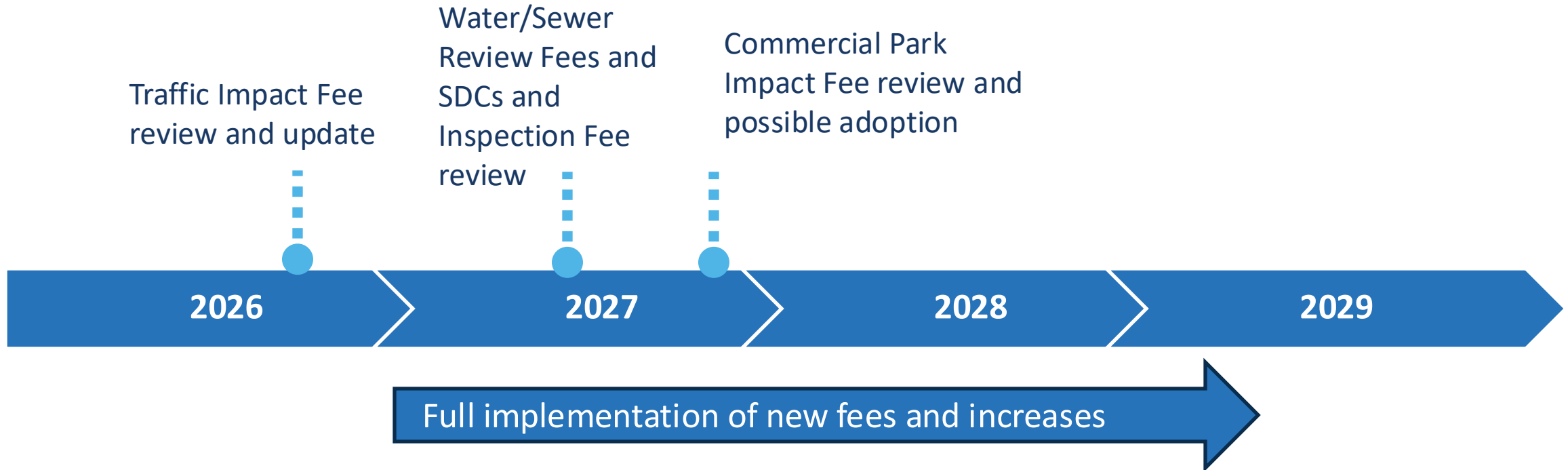
Implementation Scenarios

Fee increases can be implemented to mitigate impact on new development

- Full increases vs capped increase shared among all fee types
- Immediate increase vs phased increase over multiple years
- Pause new increases until market conditions improve
- Expand discounts and exemptions – as allowed by statute – to cover more types of development – affordable housing, child-care, transit-oriented development
- KEY – Find balance between potential impacts to development and being able to fund necessary infrastructure projects



Hypothetical Fee Update Timeline





Next Steps & Discussion

TIF updates

- Workshop – October
- Action – December
- Effective – Q3 2027 (tentative)

PIF – Q3 2027

Water/Sewer SDC – Q3 2027

Eng Plan Review and Construction
Inspection Fees – Q3 2027



VMC Title 19 Code Revision

Gabriel Montez - Parking District Manager
Economic Prosperity & Housing

September 14, 2026

Agenda

- Title 19 Updates
 - Gendered Language
 - Outdated Language
 - Policy Updates
- Parking Fines Update
- Scofflaw Program
- Next Steps



Code Update Categories

Gender/Payment Language Updates	Other/Outdated Language Updates	Operations and Policy Updates
19.02.020	19.03.010	19.02.010
19.04.030	19.04.010	19.04.030
19.04.050	19.04.070	19.04.090
19.06.030	19.07.040	19.05.010
19.06.080	19.08.020	19.07.020
19.07.010	19.09.010	19.08.010
19.07.030	19.10.010	19.10.090
19.10.060	19.10.050	19.12.020
19.10.070	19.11.020	19.12.080
19.10.080	19.11.030	19.12.090
19.11.010	19.11.060	19.12.100
19.11.040	19.12.010	19.12.110
19.13.010	19.12.060	19.13.030
19.13.020	19.12.070	19.13.050
19.13.030	19.13.070	19.13.060
19.14.030	19.14.010	

Example Code Update

Removal of outdated language

VCM 19.11.040 - Rates in public off-street facilities

A. There is hereby established a maximum daily parking rate of \$25.00, a maximum monthly parking rate of \$200.00, and a maximum event rate of \$25.00 per event stay. These rates may be reduced administratively by the city manager, or his/her their designee, pursuant to the guidelines below:

B. Any citizen 62 years of age, or older, may receive a “senior citizen discount” in an amount to be determined by the city manager or his/her their designee, but in no event should the discount exceed 20 percent;

D. The parking rates may be changed to an amount to reach desired occupancy rates at parking meters payment collection devices;

The city manager, or his/her their designee, is authorized to promulgate rules and regulations regarding the administrative reduction of the maximum parking rates. The city manager, or his/her their designee, shall report to the city council from time to time as requested by the city council, but in any event, shall report at least once every year regarding these parking rates.



Proposed Parking Fines

Existing rates have not been updated since 2017

City	Payment / Overtime	Improper Parking	Prohibited Parking	Improper License Plate
Vancouver (Proposed)	\$40 / \$40	\$40	\$65	\$65
Vancouver (2017)	\$25 / \$30	\$35	\$40	\$50
Tacoma	\$25 / \$25	\$35	\$30	\$86
Spokane	\$30 / \$45	\$45	\$45	N/A
Seattle	\$65 / \$65	\$69	\$69	\$69
Eugene	\$25 / \$25	\$50	\$50	\$100
Portland	\$65 / \$45	\$44	\$85	\$70



Scofflaw Program

The lack of a scofflaw program allows a small group to abuse system

- Provides accountability for vehicles with multiple parking infractions.
- Equalizes authority to enforce in-state and out-of-state vehicles.
- Improves compliance with on-street parking regulations.
- Reduces the current number of delinquent or scofflaw vehicles.
- Reduces the number of boots and tows required after the first year by increasing payment compliance.
- Harmonizes off-street and on-street authority.



Scofflaw Program

Definitions

- Scofflaw refers to a vehicle which habitually and contemptuously breaks the law without concern for the consequences.
- 4 or more citations unpaid for 45 or more days.
- 3 additional notice and due process steps.
- Addition of immobilization devices (boots) and impoundment as enforcement tools.



Scofflaw Program

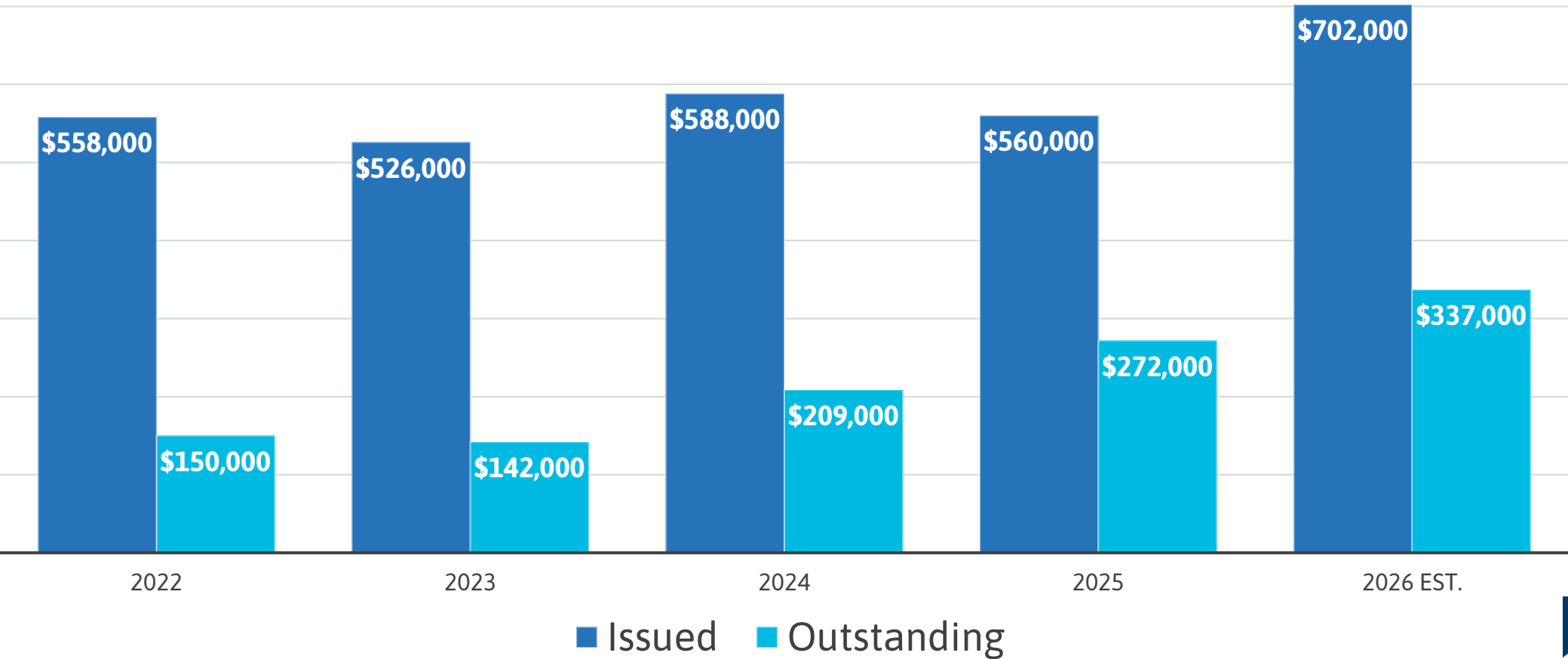
Current Authority

- RCW 46.16A.120
 - Prohibits vehicle registration in **Washington only** if there are any outstanding standing, stopping, and parking violations.
- RCW 46.55.113
 - Allows impound of a vehicle with registration expired by 45 days or more.
- VMC 19.13.080
 - “Subject to other monetary penalties provided by law including, but not limited to, referral to a collection agency.”
- No additional enforcement options are available to address delinquent fines associated with out-of-state or no-plate vehicles. These vehicles account for 47% of all unpaid fines.



Issued and Outstanding Fines

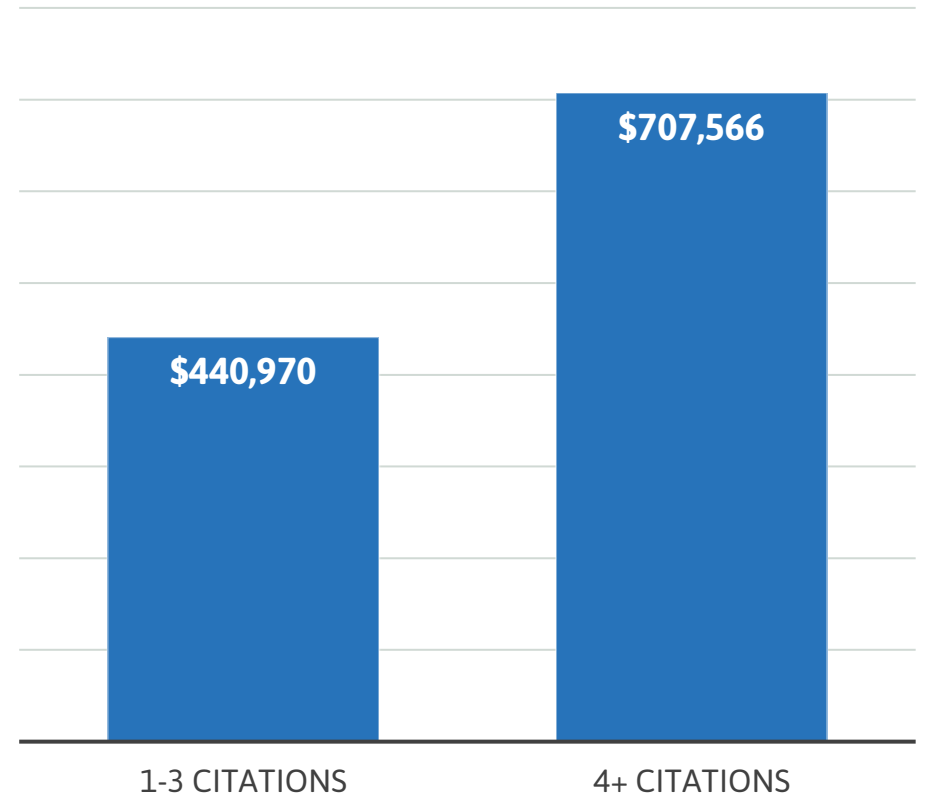
48% of issued fines in 2025 and 2026 still outstanding



Scofflaw Vehicles

Study Period 2022 – 2026

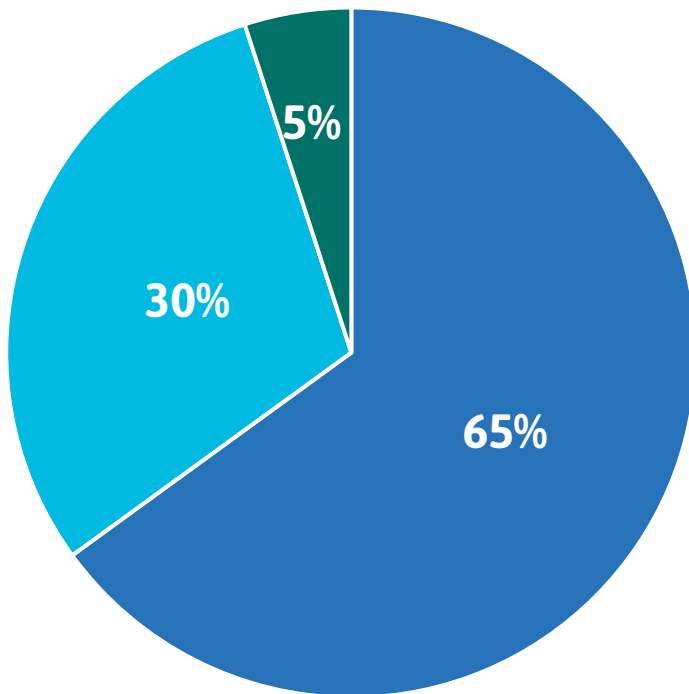
- 1110 vehicles would qualify as scofflaw.
- Account for <2% of all cited vehicles and 15% of vehicles with delinquent citations.
- Account for 62% of delinquent fines.



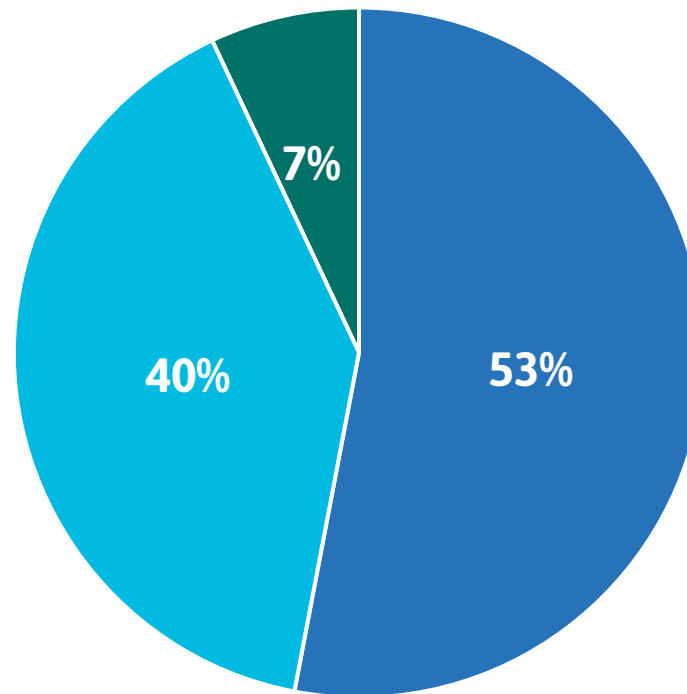
Parking and Citations

Compared by Vehicle State

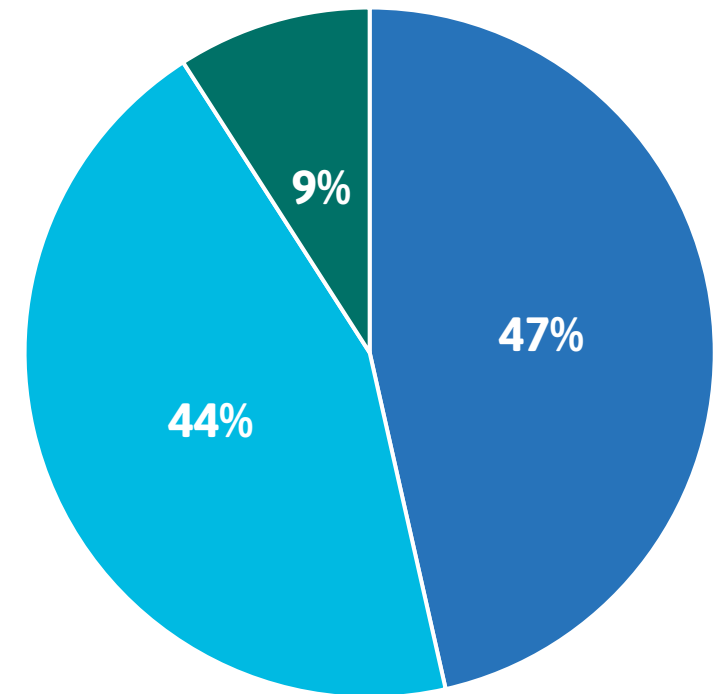
Issued Citations



Unpaid Citations



Unpaid Prohibited and License Plate Citations



■ Washington ■ Out of State ■ Missing Plate



Common Issues

License & Vehicle Identification Numbers

- No License Plate



- Obscured VIN



- Defaced VIN



Scofflaw Program

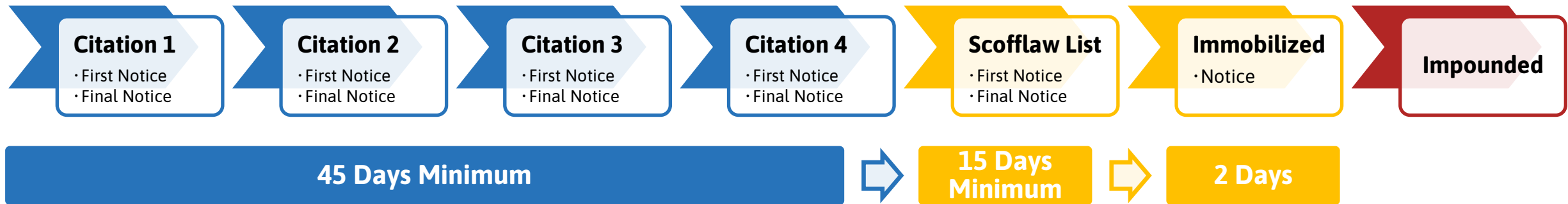
Comparison Cities

City	Scofflaw Threshold	Payment Plan	Towing Threshold
Seattle	4 unpaid citations (45 days after issuance)	Yes	48 Hours
Spokane	4 unpaid citations (45 days after issuance)	Yes	48 Hours
Olympia	3 unpaid citations (60 days after issuance)	No	48 Hours
Portland	Fees totaling \$500 or 6 unpaid citations (30 days after issuance)	Yes	36 Hours
Vancouver (Proposed)	4 unpaid citations (45 days after issuance)	Yes	48 Hours



Scofflaw Program

Notifications and Workflow



- Minimum of 15 notices and 62 days prior to impound.
- Appeal and payment plans available at every step.



Next Steps

- Consent Agenda Oct. 5th
- Public Hearing Oct. 12th
- Program Setup Q1
- Public Outreach Q2-Q3
- Amnesty Program Q3
- Program in effect Q4

Chapter 19.01

MODEL TRAFFIC ORDINANCE

19.01.010 Adoption by reference.

Certain portions of the Washington Model Traffic Ordinance, Ch. [308-330](#), of the Washington Administrative Code, as authorized in RCW Ch. [46.90](#), are adopted as a Vancouver city ordinance by this reference.

It is further provided that the Washington Model Traffic Ordinance and this title and other ordinances as referred to herein shall together constitute and be referred to as the city of Vancouver traffic code or traffic code.

19.01.020 Sections not adopted.

The following sections of the Model Traffic Ordinance are not adopted by reference and are expressly deleted:

RCW [46.04.197](#) as adopted in WAC [308-330-100](#) (defining "highway"); RCW [46.04.620](#) as adopted in WAC [308-330-100](#) (defining "trailer"); WAC [308-330-225](#), [308-330-500](#), [308-330-505](#), [308-330-510](#), [308-330-515](#), [308-330-520](#), [308-330-525](#), [308-330-530](#), [308-330-535](#) (all relating to bicycle licensing); WAC [308-330-210](#), [308-330-215](#), [308-330-225](#), [308-330-230](#), [308-330-235](#), [308-330-240](#), [308-330-245](#) (all relating to duties of the traffic division); WAC [308-330-255](#) (relating to police regulation of parking meters); WAC [308-330-275](#) (relating to the establishment of a traffic safety commission).

Chapter 19.02

PURPOSE AND POLICY

19.02.010 Exercise of police power.

This entire ~~chapter title~~ shall be deemed and construed to be an exercise of the police power of the City of Vancouver in the state of Washington for the preservation and protection of public safety, and all of its provisions shall be liberally construed with a view to the effectuation of such purpose.

19.02.020 Regulatory purpose.

~~The coins required to be deposited in payment collected by~~ payment collection devices and the permit fees as provided herein are levied and assessed as fees to provide for the proper regulation and control of traffic upon the public streets and to cover the cost of the supervision, inspection, installation, operation, maintenance, control and use of the parking spaces and ~~parking meters~~ payment collection devices described herein, the cost of supervising and regulating the parking of vehicles in the parking meter zones, and the cost of issuing the delivery permits and identification cards.

19.02.030 General duty.

Nothing in this Title is intended to create a cause of action or claim against the City of Vancouver or its officials, employees or agents running to specific individuals. Any duty created by the ordinances codified in this chapter is a general duty running in favor of the public.

19.02.040 Limited parking.

A. *Purpose Authorized.* For the purpose of facilitating the movement of traffic and access to the business districts of the city and providing just and equitable

parking privileges and opportunities for operators of motor vehicles, the city traffic engineer may impose time limits upon parking in any portion of any street.

The city traffic engineer may also establish the hours and days when such time limits shall be effective. The city traffic engineer shall provide for the posting of signs giving notice of such time limits and special restrictions. In the absence of signs giving notice of such special restrictions, the general provisions of the traffic code shall govern.

B. *Hours and Days Excepted.* Time limits on parking imposed pursuant to the preceding subsection shall be applicable between the hours of 8:00 a.m. and 6:00 p.m. daily except city-recognized holidays.

Chapter 19.03

DEFINITIONS

19.03.010 Definitions.

Bicycle Lane. Any portion of the roadway which has been designated by traffic-control devices for preferential or exclusive use by bicycles.

Block Face. One side of a block between road intersections.

Camper. Any vehicle either manufactured, modified, or used to facilitate human habitation or temporary lodging.

Electric Vehicle. Any vehicle that operates, either partially or exclusively, on electrical energy from an off-board source, that is stored on-board for motive purpose. Electric vehicle includes any battery electric vehicle and any plug-in hybrid electric vehicle.

Highway. Every way, lane, road, alley, street, boulevard, highway, parking area, and every way or place in the city of Vancouver adopted to and fitted for travel, that is in common use by the public with the consent, implied or express, of the owner.

Payment Collection Device. Any ~~mechanical or electronic device~~ or platform that ~~requires~~ collects payment in exchange for authorized parking in designated, public parking areas. ~~A parking meter is placed immediately adjacent to an individual, parking space, and the parking meter reveals the remaining amount of time for authorized parking.~~

Residential Area. Those areas of the city which have been designated as residential districts for purposes of the Zoning Code (Title [20](#) of this code).

Trailer. Any vehicle without motive power designed for carrying persons or property on its own structure and to be drawn by a vehicle with motor power. The term trailer includes trailer coach, semitrailer, boat trailer, or utility trailer.

Chapter 19.04

PARKING ADMINISTRATION

19.04.010 Parking type and time stays in established parking meter zones.

Authorized parking and maximum time stays established. It is hereby established that ~~metered~~ parking that is regulated by a payment collection device, permit, signed, and/or other types of parking as approved by council are hereby authorized in established parking meter zones. There is hereby established a maximum parking time stay of ten (10) hours in established parking meter zones between the hours of 8AM to 6PM, except on city recognized holidays.

The City Manager, or ~~his/her~~ their designee, with advice from the Parking Advisory Committee, is hereby delegated the administrative authority to determine:

- A. Which of the authorized types of parking shall be used in established parking meter zones;
- B. What time stays are appropriate for ~~both meters~~ parking spaces regulated by a payment collection device and signed parking within the established parking meter zones, not to exceed a maximum of ten (10) hours between the hours of 8AM to 6PM, except on city recognized holidays; and
- C. Rules and regulations regarding the administrative change of the type of authorized parking allowed and the reduction of the maximum time stay in established parking meter zones.

The City Manager, or ~~his/her~~ their designee, with advice from the Parking Advisory Committee, may administratively change the type of authorized parking to be used in an established parking meter zone and may reduce ~~metered time~~ limits for parking in spaces regulated by a payment collection device or signed parking time stays in established parking meter zones to less than ten (10) hours between the hours of 8AM to 6PM, except on city recognized holidays ~~for an area not to exceed a contiguous 200 feet of parking stalls~~ upon consideration of any of the following factors:

1. The nature and character of the land use in the area including any recent changes;
2. The market conditions in the Portland-Vancouver area including any recent changes;
3. Discussions with property owners on the affected block face;

4. Occupancy rates in the area including any recent changes; and/or
5. Any other relevant factors.

The City Manager, or ~~his/her~~ their designee, shall report to the City Council regarding changes in authorized parking and parking time stays in established parking meter zones as requested by the City Council, but in any event, shall report at least once every year.

19.04.020 Change of zone authorized.

The city council may, by resolution, enlarge or reduce the parking meter zones.

19.04.030 ~~Parking meter~~ Payment collection device installation.

The city traffic engineer and/or parking division is authorized to install and maintain ~~parking meters~~ physical payment collection devices in the ~~foregoing~~ parking meter zones or in any portion thereof. Such ~~parking meters~~ payment collection devices shall be installed upon the curb immediately adjacent to individual parking spaces to be designated as hereinafter provided. Such ~~parking meters~~ payment collection devices shall not be installed in such a manner as to allow parking across driveways, sidewalks or other zones or areas where parking is prohibited or restricted to certain classes of vehicles by laws of the state of Washington or ordinances of the city of Vancouver.

19.04.040 Collection of fees.

The city treasurer is authorized and directed to collect all moneys deposited in all payment collection devices, all monies from the sales of parking permits, and fines for parking violations in the city of Vancouver. All receipts shall be credited to the parking operations fund.

19.04.050 Notice requirements – ~~Pay stations~~ Payment collection devices.

A. The city shall give reasonable notice of the following information to the users of ~~parking pay stations~~ payment collection devices:

1. Parking areas or spaces regulated by a ~~parking pay station~~ payment collection device; and
2. The parking rates applicable to a ~~parking pay station~~ parking areas or spaces regulated by a payment collection device; and
3. Maximum allowed time for parking in any areas or spaces, regulated by a ~~parking pay station~~ payment collection device; and
4. Instructions how to operate a ~~parking pay station~~ payment collection device, including, but not limited to, how properly to demonstrate receipt or proof payment from a ~~parking pay station~~.

B. The city shall give reasonable notice of the information contained in the preceding subsection by one or more of the following ways:

1. Adjacent signage; or
2. Instructions ~~on~~ from the ~~parking pay station~~ payment collection device itself; ~~or~~.
3. ~~Instructions on the receipt or proof of payment from a parking pay station.~~

19.04.060 Additional parking regulations adopted.

As recommended in staff report No. 221-82, the parking regulations set out in sections [19.04.070](#), [19.04.080](#), [19.04.090](#), [19.08.010](#), [19.08.020](#), [19.10.010](#), [19.10.040](#), [19.10.050](#), [19.11.050](#) and [19.13.040](#) are adopted to apply as provided for herein to that part of the central city shown on the maps attached to

Ordinance [M-2416](#) as Exhibit B, which maps are incorporated by reference in this section.

19.04.070 Permits – Issuance, display and fee.

The parking permits provided for in VMC [19.10.050](#) shall be issued or approved by the department of finance upon application and payment in advance of a fee hereby set at no more than \$200.00 per month for long-term permits. This maximum fee may be reduced administratively by the city manager or ~~his/her~~ their designee pursuant to the guidelines set forth in VMC [19.11.040](#). The city manager, or ~~his/her~~ their designee, shall report to the city council from time to time as requested by the city council, but in any event, shall report at least once every year regarding these parking rates. Such person shall be issued a parking permit in a form to be prepared by the department of finance, ~~which~~ Physical permits shall be displayed in or on ~~his or her~~ their vehicle in accordance with the permit agreement so as to be readily observable ~~by parking control officers, and then such vehicle~~ Vehicles with a valid permit can be parked at any legal parking space which is marked ~~as being~~ for parking by permit ~~only~~.

19.04.080 Parking operations fund.

Beginning January 1, 1983, all revenues from all payment collection devices, from sales of parking permits and from fines for parking violations shall be paid into the parking operations fund established by Section [3.12.112](#) and Ordinance [M-2247](#), and, also beginning January 1, 1983, all costs of enforcement of parking meter and parking control regulations shall be paid from such fund and the excess of revenues over costs shall be used, first, to reimburse the capital improvement fund for the appropriation therefrom made by Ordinance [M-2312](#) Section 8, and thereafter to participate in funding of off-street parking facilities pursuant to RCW Chapter [35.86](#), [35.86A](#) or other applicable authority as council finds appropriate

after considering recommendations of the parking advisory committee and as may be provided in subsequent budgets and ordinances.

19.04.090 Installation of payment collection devices, and other markings and signs.

The city traffic engineer and/or parking division is authorized to install all payment collection devices, signs, markings, etc., needed to effectuate this title.

19.04.100 Parking Advisory Committee.

The city's Parking Advisory Committee is established to advise City Council and city staff about parking policy and program implementation. See VMC [2.63](#).

~~Chapter 19.05~~

~~DOWNTOWN PARKING DISTRICT~~

~~19.05.010 Downtown Parking Meter District.~~

~~The areas adjacent to the curbs and curblines in the following streets in the city of Vancouver are designated and established as parking meter zones:~~

~~A. On both sides of Broadway Street from the north line of Fifth Street to the south line of Thirteenth Street.~~

~~B. On both sides of Main Street from the north line of Second Street to the south line of Thirteenth Street.~~

~~C. On both sides of Washington Street from the north line of Third Street and to the south line of Thirteenth Street.~~

~~D. On both sides of Fourth Street from the west line of Main Street to the east line of Columbia Street.~~

~~E. On both sides of Fifth Street from the west line of West Reserve Street to the east line of Columbia Street.~~

~~F. On both sides of Sixth Street from the west line of C Street to the east line of Columbia Street.~~

~~G. On both sides of Seventh Street from the west line of C Street to the east line of Columbia Street.~~

~~H. On both sides of Eighth Street from the west line of C Street to the east line of Columbia Street.~~

~~I. On both sides of Ninth Street from the west line of C Street to the east line of Columbia Street.~~

~~J. On both sides of Tenth Street from the west line of C Street to the east line of Columbia Street.~~

~~K. On both sides of Eleventh Street from the west line of C Street to the east line of Columbia Street.~~

~~L. On both sides of Twelfth Street from the west line of C Street to the east line of Columbia Street.~~

~~M. On both sides of Thirteenth Street from the west line of C Street to the east line of Columbia Street.~~

~~N. On both sides of Columbia Street between the north line of Fifth Street and the south line of Twelfth Street, excepting however, the east side of Columbia Street between the north line of Sixth Street and the south line of Eighth Street.~~

~~O. On both sides of C Street from the north line of Fifth Street to the south line of Twelfth Street.~~

Chapter 19.06

MUNICIPAL LOT AT EVERGREEN AND BROADWAY

19.06.010 Operation – Availability.

The municipal parking lot shall be operated by the City of Vancouver unless and until a contract is entered into providing for private operation thereof. It shall be open and available to public use every day of the year and for all hours of the day and night except for such time during early morning hours as it is necessary to close the lot for cleaning.

19.06.020 General use.

Use of the municipal parking lot at Evergreen and Broadway shall be free of any charge except as here provided.

19.06.030 Rates.

Use of seventeen spaces shall be limited to one hour of use and thirty-five spaces shall be limited to two hours of use; provided, not to exceed eleven spaces shall be available for long term permit use under the criteria herein provided and upon payment of the monthly fee of a maximum rate of two hundred dollars (\$200.00), which may be reduced administratively by the city manager or ~~his/her~~ their designee pursuant to the guidelines set forth in section [19.11.040](#). The city manager, or ~~his/her~~ their designee, shall report to the city council from time to time as requested by the city council, but in any event, shall report at least once every year regarding these parking rates.

19.06.040 Long-term use.

As to the spaces to be available for long-term use, it is anticipated that more applications may be made than there will be spaces available. Accordingly, city staff is directed to give preference to persons who apply for a monthly permit and who manage a store, shop, office or restaurant immediately adjacent to the lot and who frequently need to be "in and out" of their places of business.

19.06.050 Permits.

Permits shall be issued in the name of the store, shop, office, or restaurant and may be used by anyone employed there, but only one shall be issued for each such business unless other such permits remain available. If other monthly permits remain available, they may be issued on a first come first served basis, or if there still are unused spaces the spaces may be temporarily used for two hour parking.

19.06.060 Applications for permits.

Applications for permits under this section shall be made to the city division of economic development on forms to be prepared by it. Applications may be made at any time and be accompanied by the monthly fee. The permits issued shall be monthly permits and the fee must be paid by the 20th of the month preceding use.

19.06.070 Signs.

Signs shall be posted as necessary to effectuate this section.

19.06.080 Disposition of revenues.

Revenues from parking permits shall be paid to the parking operations fund.

19.06.090 Penalties and violations.

All of the provisions, violations, and penalties contained in VMC [19.07.030](#), and VMC [19.07.050](#) shall apply to chapter [19.06](#).

Chapter 19.07

OTHER MUNICIPAL LOTS AND FACILITIES

19.07.010 Designated – Exemption.

All public parking lots and facilities owned, ~~or~~ leased, and/or operated by the city, except for the municipal parking lot at Broadway and Evergreen which is governed by ordinances codified in chapter [19.06](#) of this code, shall be covered by and subject to this chapter.

19.07.020 Rates and regulations.

~~The city council~~ City Manager or their designee is authorized to provide for short-term, long-term, all-day or monthly use of such off-street public parking facilities as demand indicates and as necessary for the public safety, and to set rates for such use.

A. The rates in section [19.11.040](#) shall apply to all public parking lots and facilities owned, leased, and/or operated by the city of Vancouver. Parking rates for such facilities may be reduced administratively by the city manager or ~~his/her~~ their designee, pursuant to the guidelines in section [19.11.040](#).

B. The City Manager or ~~his/her~~ their designee is authorized to establish reasonable regulations as to the use of such parking facilities and provide notification of such regulations either by posting signs in appropriate facilities or by providing written notice to authorized users.

C. Notwithstanding other provisions within this Title, revenue generated by off-street parking lots that primarily support city facilities, such as City Hall, Pearson Field Airport, and City Parks, may be remitted to the fund associated with said facility and may be spent without restriction. Provided, the parking division shall be reimbursed for any costs incurred by the parking division related to maintenance, enforcement, revenue collection, or any other activities performed at such off street lots.

19.07.030 Violations – Penalties.

A. Violation of this section shall be an infraction. It shall be unlawful to park a vehicle in any of the facilities except after payment of applicable fees, and except in compliance with applicable permit, ~~parking meter~~ payment collection device, and/or sign requirements. Notice of violation of the provisions of this section shall be given in writing on a form provided by the department of finance and shall instruct the owner or operator of the vehicle to pay the penalty imposed in this section. The notice shall be displayed in a conspicuous place on the vehicle parked in violation of this chapter or other ordinance. Penalties for overtime violation shall be as set forth in chapter [19.13](#).

B. Penalties for violations of other parking lot regulations shall be as set forth in chapter [19.13](#).

In addition to penalties imposed by this section, law enforcement officers, including fully and specially commissioned officers, and persons employed to administer this chapter or their assigns are authorized to cause the removal and impoundment of vehicles violating this chapter or such regulations. Costs of impounding and storing shall be paid by the vehicle's owner or ~~his/her~~ their designee. Signs advising of the requirements of this section shall be posted in each affected parking lot or facility.

19.07.040 Disposition of revenues.

Fees and penalties received under this chapter shall be paid into the parking operations fund.

19.07.050 Driving violation.

Driving violations in any such public parking facility shall be prosecuted or administered under the city's traffic code and all such parking facilities are specifically established as highways as defined in VMC [9.04.440](#) for the purpose of enforcement of traffic regulations.

Chapter 19.08

RESIDENTIAL PARKING PERMITS

19.08.010 Residential permit parking zones established – Administration and enforcement.

A. The city council may, by resolution, establish, enlarge, reduce or abolish "residential permit parking zones" in which parking will be regulated as described herein. A zone may be established for a specified period of time or for an indefinite period of time.

B. All parking in such residential parking permit zones shall be limited as established by properly authorized signs; provided, that any person who establishes that ~~he or she~~ they resides in such zone may apply to the department of finance for and be issued for no fee a permit for each vehicle registered in ~~his or her~~ their name, and ~~he or she~~ they may thereafter park such vehicles at any legal parking space therein. ~~while such Physical permits is~~ shall be displayed in or on such vehicle so as to be readily observable ~~by traffic control officers~~. In

addition, any such person may so apply for a temporary visitor's permit for any person visiting ~~his or her~~ their home, which temporary permit shall be valid for the period of time for which issued.

C. The department of public works and/or parking division is authorized to install all signs necessary to effectuate this section or any resolution adopted pursuant to this section.

19.08.020 Zone 3A – Established – Resident parking permits.

There is established a parking zone, hereby designated "Parking Buffer Zone 3A," bounded by Columbia Street, 15th Street, Harney Street and 18th Street and on both sides of 15th Street between Harney and Kauffman Streets, on the north side of McLoughlin between Harney and Columbia, on streets in the area bounded by the south side of McLoughlin, "C" Street, the north side of 16th Street and the east side of "E" Street, and on the north side of East 15th Street from "E" Street to Reserve Street, and also on both sides of East 16th and 17th Streets between "E" and "F" Streets as indicated on the map attached to the ordinance codified herein, hereinafter established as Parking Buffer Zone 3A. Signs shall be installed to clearly indicate the maximum authorized time stay allowed in Zone 3A as indicated below, subject to the special provisions for residents made in this section. Such Buffer Zone 3A is a part of the Hough neighborhood and the single family residential area north of 15th Street and west of the I-5 freeway and the following special regulations shall apply in such zone:

The City Manager, or ~~his/her~~ their designee, with advice from the Parking Advisory Committee, is hereby authorized to administratively determine the appropriate time stays in Zone 3A not to exceed a maximum of ~~five (5)~~ ten (10) hours between the hours of 8AM to 6PM, except on city recognized holidays. In order to determine the appropriate type of parking and time stays the City Manager, or ~~his/her~~ their designee, shall consider any of the following criteria:

- A. The nature and character of the land use in the area including any recent changes;
- B. The market conditions in the Portland-Vancouver area including any recent changes;
- C. Discussions with property owners on the affected block face;
- D. Occupancy rates in the area including any recent changes; and/or
- E. Any other relevant factors.

Except that any person who establishes that ~~he or she~~ they resides in Zone 3A may apply to the department of finance for and be issued for no fee a permit for each vehicle registered in ~~his or her~~ their name, and ~~he or she~~ they may thereafter park any such vehicle at any legal parking space therein. ~~while such~~ Physical permits ~~is~~ shall be displayed in or on such vehicle so as to be readily observable ~~by traffic control officers~~. In addition, any such person may so apply for a temporary visitor's permit for any persons visiting ~~his or her~~ their home, which temporary permit shall be valid for the period of time for which issued.

19.08.030 Exemption from permit fee.

Anyone who established that they resided in Zones 1, 1A, 2 or 3 and had no garage or driveway and were issued a long-term permit for no charge for each vehicle registered in their name prior to December 1, 2022, can continue to park such vehicle while such current permit is properly displayed at any legal public parking space in Zone 3 which is marked for parking by permit only. Long-term permits that have been issued under this section are nontransferable, and no new long-term permits will be issued after the effective date of the ordinance codified in this section.

Chapter 19.09

~~OTHER PARKING~~ METER DISTRICTS AND ZONES

19.09.010 ~~Additional~~ Parking meter zones established and designated.

The following are established as parking meter zones in the central city. Such zones shall be known as Zone 1, Zone 1A, Zone 2, Zone 3, Zone 4, and Zone 5. The boundaries are as follows as shown on the map attached to the ordinance codified in this section as "Exhibit A":

A. Zone 1: bounded by 13th Street, Broadway, the north line of 8th Street and Washington Street with extensions to include the following areas:

1. Both sides of 11th Street and the north side of Evergreen Boulevard between Broadway and "C" Streets,
2. The south side of 11th Street between Columbia and Washington Streets and the west side of Washington Street between 11th Street and Evergreen Boulevard, and
3. The three southerly spaces on the west side of Washington Street between 13th Street and Mill Plain Boulevard and the easterly three spaces on 13th Street between Washington and Columbia Streets;

B. Zone 1A: bounded by the north line of 8th Street, 5th Street, Broadway and Washington Street south of 8th Street but including also the parking spaces on the south side of 6th Street between Washington and Columbia Streets and the parking spaces on the west side of Washington between 5th and 6th Streets;

C. Zone 2: bounded by 15th Street, 5th Street, Columbia Street, "C" Street north to 8th Street and the east line of "C" Street north to 15th Street excluding those

portions of 11th Street, 13th Street, Evergreen Boulevard and Washington Street included in Zones 1 and 1A;

D. Zone 3: bounded by the I-5 Freeway, on the east, the Columbia River on the south, the north line of 16th Street, Broadway between the north line of 16th Street and the north line of 17th Street, the north line of 17th Street between Broadway and Main Streets, Main Street, the north side of 16th to Columbia, the first two parking spaces on the south side of 16th Street, west of Columbia Street, the three parking spaces on the east side of Daniels north of 16th Street, 16th Street, the east line of Harney Street, the north line of Mill Plain Boulevard to the railroad right-of-way, then south following the railroad right-of-way to the Columbia River, except those areas covered by Zones 1, 1A, 2, 4, and Zone 5 as described in this section.

E. Zone 4: (Government District) bounded by West Mill Plain Blvd., to the north, West 8th St. and West Evergreen Blvd. to the south, Columbia St. and Harney St. to the east, and the railroad right-of-way to the west.

F. Zone 5: (Uptown Village District) bounded by Fourth Plain Boulevard on the north, the centerline of Columbia Street between Fourth Plain and 24th Street, the centerline of 24th Street to a point 250 feet more or less west of Main Street, then south to the centerline of 19th Street to a point about 250 feet west of Main Street, then following the centerline of 19th Street to the centerline of Columbia Street to the north line of 16th Street, then following the north line of 16th Street east to the centerline of Main Street, then north following the centerline of Main Street to the north line of 17th Street, then following the north line of 17th Street east to the centerline of Broadway, then following the centerline of Broadway south to the north side of 16th Street, then following the north side of 16th Street east to the centerline of C Street, then following the centerline of C Street north to the south side of McLoughlin Boulevard, then following the south side of

McLoughlin Boulevard to the east side of E Street, then following the east side of E Street to the north side of 17th Street, then following the north side of F Street east to the west side of F Street, then following the west side of 17th Street south to the north side of 16th Street, then following the north side of 16th Street to Interstate 5 right-of-way, then following the Interstate 5 right-of-way line north to the centerline of McLoughlin Boulevard, then following the centerline of McLoughlin Boulevard to the centerline of G Street, then following the centerline of G Street to a point 150 feet more or less north of McLoughlin Boulevard, then west to a point 150 feet more or less north of McLoughlin Boulevard and about 150 feet more or less west of C Street, then north to the centerline of 22nd Street 100 feet more or less west of C Street, then following the centerline of 22nd Street east to a point about 50 feet more or less west of C Street, then north 150 feet more or less north of 22nd Street, then west 50 feet more or less, then north to Fourth Plain Boulevard at a point about 150 feet west of C Street.

Refer to Figure 19.09.010 – 1 for illustrative purposes.

Persons who are issued or who have been issued a carpool ~~space~~ permit under VMC [9.92](#) may park in spaces in such area which are marked for carpool parking only.

19.10.040 Parking for persons with disabilities.

Persons who are issued or who have been issued a parking permit for persons with disabilities under state law may park their vehicles in compliance with regulations thereof.

Provided, however, free parking is limited to a maximum of four hours on any one day in the following situations: (1) Vehicles displaying a special parking placard for persons with disabilities or special parking license plate for persons with disabilities in nonreserved, on-street parking spaces; (2) vehicles displaying a special parking placard for persons with disabilities or special parking license plate for persons with disabilities in nonmetered, on-street parking places reserved for persons with physical disabilities. These time restrictions shall be clearly posted and shall apply between the hours of 8:00 a.m. and 6:00 p.m., except on city-recognized holidays, in the following geographical area: Commencing at the intersection of E Fourth Plain Boulevard and Lincoln Street, then east along Fourth Plain Boulevard to Interstate 5, then south along Interstate 5 to the Columbia River, then west along the Columbia River to the alignment of Lincoln Street if it were extended south of 8th Street, and then north following the alignment of Lincoln Street to Fourth Plain Boulevard to the point of beginning.

19.10.050 Long-term permit parking.

A. Long-term permit parking is allowed in those parts of the city marked for permit parking. In those parts of the city which are marked for ~~"permit parking"~~ parking by permit, signs shall be installed to ~~limit~~ allow for the parking ~~to of~~ vehicles for which a parking permit has been issued under the provisions of this

section and section [19.04.070](#), and it shall be a violation of this section for anyone to park in ~~any such~~ a parking permit only space unless a parking permit for such vehicle has been secured under the provisions of section [19.04.070](#). ~~Physical and unless such permits must be~~ is properly displayed in or on such vehicle so that it is readily observable ~~by parking control officers~~ in accordance with the permit agreement.

B. Any person who violates or fails to comply with the provisions of this section shall be subject to the penalties provided for in section [19.13.050](#).

19.10.060 Media parking permits.

A. Any operator of a newspaper, radio station or television station may apply to the parking department of public works and be issued one or more media parking permits upon payment of a fee of \$50.00 per permit. The media parking permit shall be issued on a calendar year basis and shall expire on December 31st of the year of issue; ~~for permits issued in 1992 the fee shall be prorated based on the remaining full months in the year.~~

B. The permittee may use it on any vehicle and shall display the permit to be easily visible through the windshield. When properly thus displayed the vehicle may be parked at a parking meter without payment of a parking fee.

C. The permit is to be used to attend specific news events. The intent of such permit is to avoid the need for the journalist to leave a news event to ~~insert coins in a parking meter~~ pay for parking; the permit is not intended to be used while attending routine meetings. The permit shall not allow the permittee to park in violation of any other parking regulation.

19.10.070 Truck, trailer, and motor home residential street permits.

A. The city manager, or ~~his/her~~ their designee, may issue special written permits allowing the location of a motor home, trailer, ~~or~~ travel trailer, or camper on a street or public right of way for repair or sleeping purposes only, which permit shall allow the owner the right to park such vehicle at the location described in the permit for a period of seven days which may be renewable for a period up to seven (7) additional days in any one calendar year and shall be issued without fee. Approval of location is partly contingent upon written permission of the abutting property owner. Special permits may only be issued for the following reasons: (1) Emergency repair requiring more than eight hours; (2) Guest visiting a resident of the city. Said permit must be posted and visible from the exterior of the motor home, trailer, ~~or~~ travel trailer, or camper.

B. The city manager, or ~~his/her~~ their designee, is authorized to promulgate rules and regulations regarding the implementation and enforcement of this ordinance.

C. The city manager, or ~~his/her~~ their designee, is authorized to revoke a permit that has been issued if ~~he or she~~ they finds lack of compliance with any requirement of subsection (~~i~~A), above, or of the rules and regulations promulgated under subsection (~~ii~~B), above, or of any ordinance or statute.

D. Any person who is denied a permit, or had ~~his/her~~ their permit revoked, may appeal the denial/revocation to ~~a hearings examiner appointed by the city manager, or his/her their designee~~ the head of the issuing department. Notice of appeal must be in writing, and filed with the city clerk within seven (7) working days from the date of the denial.

19.10.080 Law enforcement parking permits.

A. Upon payment of a fee to the Parking Fund, the City manager or designee may issue law enforcement parking permits to a chief of police or county sheriff for the purpose of authorizing official unmarked law enforcement vehicles on

official business to park at metered parking spaces without payment to the meter for periods longer than the posted time limit.

B. In the event that the City manager or designee has elected to issue permits to a chief of police or county sheriff, the chief of police or county sheriff may issue the law enforcement parking permits to law enforcement personnel within ~~his or her~~ their agency as the chief of police or county sheriff deems appropriate.

C. The permit shall be in or on such vehicle so that it is readily observable ~~by parking services officers.~~

D. Permits shall expire at the end of each calendar year. The chief of police, county sheriff or designee shall renew existing permits or obtain new permits from the City manager or designee within five (5) working days of the expiration date.

E. The permit fee shall be established based on recovery of lost parking meter revenue and expenses incurred to provide law enforcement parking permit services.

F. The chief of police, county sheriff or designee shall cancel any permit that is no longer needed. The chief of police, county sheriff or designee shall retrieve and cancel any permit that is not properly used.

19.10.090 On-street parking reservations.

A. Parking space (s) may be reserved for reasons including but not limited to: (a) special access to a facility; (b) building or street construction; (c) remodeling; (d) special events; or (e) moving subject to the requirements and procedures of this section.

B. ~~Meter hood~~ Parking Reservations shall be used to secure on-street ~~metered~~ parking spaces. Reservations may be made for the following purposes: (a) to

accommodate large moving trucks; (b) to facilitate construction on property adjacent to the street; to accommodate events; (c) to prohibit parking for block parties, races, or parades; or (d) for a purpose determined by the Parking Manager to be in the interest of the City. All uses require payment as provided for in Section E. If reservations are to be made for other than the herein purposes, a street use permit must also be obtained as provided for in VMC Chapter [11.60](#)

C. Signs stating “no parking” shall be used to secure reserved parking spaces ~~in areas where there are no parking meters and~~ that fall within the Parking Advisory Committee’s boundary as identified in VMC [2.63.060](#). Reservations may be made for the following purposes: (a) to accommodate large moving trucks; (b) to facilitate construction on property adjacent to the street; to accommodate events; (c) to prohibit parking for block parties, races, or parades; or (d) for a purpose determined by the Parking Manager to be in the interest of the City. All uses require payment as provided for in Section E. If reservations are to be made for other than the herein purposes, a street use permit must also be obtained as provided for in VMC Chapter [11.60](#).

D. Arrangements to reserve an on-street space (s) shall be made by contacting the City’s Parking Services Division.

1. Applications must be submitted at least 21 days before the reservation is needed. For good cause shown, this period may be reduced by the Parking Manager.
2. The applicant must provide dates and times when the reservation is to start and end and the specific location and number of spaces needed.
3. City departments and other governmental entities are required to follow the same policy and procedures for reserving space (s) as other applicants.

4. No use of the reserved spaces may be made unless ~~meters are hooded or~~ “no parking” signs are correctly displayed.
5. City Contractors, City departments and other governmental entities shall not be required to pay for reserving spaces under the following circumstances:
 - a. Emergencies;
 - b. Planned projects including but not limited to sidewalk repair, right of way and street maintenance; or
 - c. Reconstruction of a street.
6. Parking tickets incurred before and after reservation dates or by use of the reserved space not in compliance with City guidelines are the responsibility of the vehicle owner as provided for by law.
7. Reserving ~~Metered or Non-metered~~ parking space-(s) shall not be used solely for employee parking.
8. The Parking Manager reserves the right to limit the number of parking spaces reserved by an applicant.
9. If an applicant fails to comply with state law or the requirements of this code section or requirements of the ~~permit~~ reservation agreement, the reservation may be cancelled and the ~~hood (s) or sign(s)~~ removed without notice.
10. No ~~meter~~ payment collection devices or no-parking signs may be tampered with, moved, or removed by an applicant without permission from the Parking Manager.

11. Applicants exempted from obtaining a street use permit shall submit a ~~completed Parking Stall Closure Acknowledgement form with~~ the reservation application and complete the required process prior to use.

12. ~~Meter hoods or temporary~~ "No parking" signs shall be placed 24 hours in advance of the start of the applicant's reservation.

E. *Fees.*

1. *Metered Zones.* A daily rate per-metered space-per-24 hour day fee, ~~a fifty dollar (\$50) refundable per meter hood deposit,~~ and a non-refundable forty-five dollar (\$45) per-application administrative fee will be charged for reservations. Fees will not be prorated for hourly or half-day services.

2. *Non-Metered Zones.* A daily rate per-space-per-24 hour day fee plus ~~and a~~ non-refundable forty-five dollar (\$45) per-application administrative fee will be charged for reservations. Fees will not be prorated for hourly or half-day services.

3. *Special Events.* A daily rate per-space-per-24 hour day fee, ~~a fifty dollar (\$50) refundable per meter hood deposit (if applicable),~~ and a non-refundable forty-five dollar (\$45) per-application administrative fee will be charged for reservations. Fees will not be prorated for hourly or half-day services.

4. All fees and deposits shall be paid in advance.

5. The applicant is responsible for additional fees if use of the reserved spaces continues after the end date.

F. ~~Meter Hoods~~ No Parking Signs.

1. Once the ~~meter~~ reservation expires, the applicant shall return the ~~hoods~~ "no parking" signs in as good a condition as they were received (normal wear

excepted), and shall thereupon be refunded the deposit fee. If the applicant requires an extension for their reservation, the applicant shall pay the additional daily rate ~~per meter per 24 hour day fee~~ for the extended period, but shall not be liable for any additional deposit.

2. If any ~~meter~~ reservation under this section expires ~~and the meter hoods have not been refunded~~ and an extension has not been granted under subsection F, all rights to use such ~~hoods~~ "no parking" signs shall lapse and they shall be recovered ~~and the deposit fee shall be deemed forfeited to the City~~. It shall be a violation of this section for anyone to lend or rent any ~~meter hoods~~ "no parking" signs issued under a reservation granted under this section to any other person or contractor or to use any such ~~hood sign~~ at a location other than that specified in such permit. ~~Any person found to be engaged in such activity shall forfeit the right to a refund of the deposit fees.~~

Chapter 19.11

PARKING RATES AND FEES

19.11.010 Parking rates.

A. *On Street Parking.* The city manager, or ~~his or her~~ their designee, shall set rates for the use of ~~parking pay stations~~ parking spaces regulated by a payment collection device for on street parking in parking meter zones, according to the ~~rates applicable to parking meters~~ provisions contained in section 19.11.030.

B. *Off Street Parking.* The city manager, or ~~his or her~~ their designee, shall set rates for the use of ~~parking pay stations~~ parking spaces regulated by a payment collection device for off street parking in city owned, leased, and/or operated

parking lots and facilities, according to the provisions contained in section 19.11.040.

~~19.11.020 — Parking meter modification.~~

~~All one or two hour meters in all zones shall be modified so that the user can by operating the lever thereon have the first fifteen minutes free of charge.~~

~~19.11.030 Parking meter fees designated~~ Rates for on street parking.

A. Between the hours of 8:00 a.m. and 6:00 p.m. daily except days being celebrated as any city-recognized holiday, the operator of a vehicle, upon entering any ~~metered~~ parking space regulated by a payment collection device, shall immediately ~~deposit, in the proper adjacent parking meter, coins~~ utilize the appropriate payment collection device to pay for parking in an amount totaling no more than \$3.50 per hour as shown ~~on the meter~~ by the payment collection device, and shall ~~put the meter in operation. (In some short term meters a portion of the hour is available free by turning the dial of the meter.)~~ If the vehicle remains parked in the parking space beyond the legal parking time which is designated by a sign or signal on the parking meter, such vehicle shall be considered as parked overtime. ~~In zones where parking is limited to 15 minutes or less per use, the meter fee shall be no more than \$0.70 per quarter hour. In zones where parking is limited to 30 minutes or less per use, the meter fee shall be no more than \$1.30 per half hour. In zones where parking is limited to two hours or less per use, the meter fee shall be no more than \$3.50 per hour. In zones where parking is permitted for longer than two hours per use, the meter fee shall be no more than \$3.50 per hour. Where established parking periods are shorter than 1-hour, rates shall be a proportional fraction of the hourly rate.~~

The ~~parking meter~~ hourly fee rate may be reduced administratively by the city manager or ~~his/her~~ their designee in accordance with the provisions of VMC

[19.11.040](#). The city manager, or ~~his/her~~ their designee, shall report to the city council from time to time as requested by the city council, but in any event, shall report at least once every year regarding these parking rates.

~~B. The department of public works shall cause for there to be installed on each parking meter a suitable plate informing of the hours and days in which such metered parking regulations are enforced.~~

19.11.040 Rates in public off-street facilities.

There is hereby established a maximum daily parking rate of \$25.00, a maximum monthly parking rate of \$200.00, and a maximum event rate of \$25.00 per event stay in parking lots or facilities owned, leased, and/or operated by the city. These rates may be reduced administratively by the city manager, or ~~his/her~~ their designee, pursuant to the guidelines below:

A. Any citizen 62 years of age, or older, may receive a “senior citizen discount” in an amount to be determined by the city manager or ~~his/her~~ their designee, but in no event should the discount exceed 20 percent;

B. The parking rates may be changed to an amount to reach the desired occupancy rate in each municipal lot or facility;

C. The parking rates may be adjusted annually pursuant to the methodology set forth in VMC [3.08.100](#);

D. The parking rates may be changed to an amount to reach desired occupancy rates ~~at parking meters~~ for on street parking;

E. The parking rates may be changed to reflect market conditions in the Portland-Vancouver area;

F. The parking rates may be changed to accommodate specific site characteristics and seasonal events;

G. The parking rates may be changed to reflect the parking conditions, including, but not limited to, covered vs. uncovered parking, and reserved vs. non-reserved.

The city manager, or ~~his/her~~ their designee, is authorized to promulgate rules and regulations regarding the administrative reduction of the maximum parking rates.

The city manager, or ~~his/her~~ their designee, shall report to the city council from time to time as requested by the city council, but in any event, shall report at least once every year regarding these parking rates.

~~19.11.060 Zone 3 – Parking meter fees.~~

~~Parking meter fees are established for the parking meters as follows: between the hours of 8:00 a.m. and 6:00 p.m. daily except days being celebrated as any city-recognized holiday, no more than \$3.50 per hour of use for the one- and two-hour meters; no more than \$3.50 per hour of use for the 10-hour meters. These parking meter fees may be reduced administratively by the city manager or his/her designee, pursuant to the guidelines referred to in VMC [19.11.040](#). The city manager, or his/her designee, shall report to the city council from time to time as requested by the city council, but in any event, shall report at least once every year regarding these parking rates.~~

Chapter 19.12

PARKING PROHIBITIONS

19.12.010 General parking prohibitions – Exceptions.

Notwithstanding the provisions of RCW [46.61.570\(b\)\(ii\)](#), the city traffic engineer may provide for parking within fifteen feet of any fire hydrant so long as access to any fire hydrant is not blocked by ~~property~~ properly parked vehicles.

19.12.020 Moving to evade, identification, and penalty.

A. *Moving to Evade.* It is unlawful for any person to move a vehicle from one parking ~~space~~ location to any other parking ~~space~~ location on the same block face or the block face across the street from where the vehicle was previously parked, or to move a vehicle from one parking space to another space within the same off-street facility, for the purpose of evading time limitations on parking. ~~There shall be a rebuttable presumption that any person employed or working in Zone 1, 1A, 2 or 3 who moves a vehicle from one parking space to another and then returns directly or indirectly to work has moved such vehicle for the purpose of evading time limitations on parking.~~

B. *Chalk Mark Identifications.* In checking for overtime parking, police officers, community service inspectors, and parking enforcement officers are authorized to use chalk marks on the tires of parked vehicles, or any other identifying mark that does not deface the vehicle, and it is unlawful for any person to erase or obliterate such mark for the purpose of interfering with such checking for overtime parking.

C. *Penalty.* Notice of any such violation shall be given in accordance with the traffic code and rules adopted pursuant thereto. Penalties for violation shall be as set forth in chapter [19.13](#).

19.12.030 Street Sweeping Parking Limitations.

A. No person shall stop, stand or park a vehicle upon any highway in the City of Vancouver that will interfere with the reasonable operation of public works

department sweeping or maintenance after public notice has been given by the City by way of permanent signs or temporary signs placed 24 hours in advance.

Any vehicle parked in violation of this section may be cited or removed in accordance with RCW [46.55](#).

19.12.040 Parking on public property.

No person shall stop, stand or park a vehicle on any city park, playground or recreation area, or on any other city-owned property if prohibited by resolution of the city council. The city council, by resolution, is authorized, with reference to the aforementioned property, to prohibit parking on all or any portion of the property and may further provide that such prohibition shall be effective at all times or only at certain specified times. The city council shall provide for the posting of signs giving notice of such prohibited parking and the hours thereof. No person shall stop, stand or park a vehicle in any such sign posted zone during the periods of time so specified.

Any person who shall violate or fail to comply with the provisions of this section, after parking restrictions or prohibitions have been lawfully established, shall be subject to the penalties provided for in the traffic code. The vehicle shall be subject to removal as provided for in the tow provisions of the traffic code.

19.12.050 Backed-in parking.

A. It shall be unlawful to park any vehicle in any parking space in a backed-in position in any of the several public parking facilities operated by the city under RCW Chapters [35.86](#) or [35.86A](#).

B. Staff shall post such signs as seem necessary to effectuate subsection [\(A\)](#) of this section.

C. Anyone violating subsection [\(A\)](#) of this section shall be issued a citation, which may be filed in court consistent with statutes and court rules. Penalties for violation shall be as set forth in chapter [19.13](#).

19.12.060 Parking while loading and unloading.

A. *Passenger Vehicles.* Passenger vehicles used for hauling ~~commodities~~ property or persons shall, when loading or unloading such ~~commodities~~ property or persons, be stopped or parked parallel ~~or diagonally~~ to the curb ~~as required by the type of parking indicated by markings or sign and shall not be backed to the curb unless otherwise directed by signage, striping or other traffic control device.~~

B. *Commercial Vehicles.* Except when ~~actually~~ actively engaged in loading or unloading ~~some commodity~~, no commercial vehicle shall stand backed to the curb at any time. All loading and unloading shall be continuous and shall be completed as rapidly as possible. All commercial vehicles backed to the curb within a business district for the purpose of loading and unloading ~~commodities~~ shall stand at right angles to the curb with the rear wheels against the curb or street line in cases where the length of the vehicle will permit such parking without blocking a substantial portion of the street; otherwise, the vehicle shall be parked parallel to the curb unless otherwise directed by signage, striping or other traffic control device, or at an angle with the curb with the right rear wheel against the curb or street line; provided, however, that no vehicle shall be backed against or parked at the curb or street line at any place within a business district so that the foremost part of such vehicle extends out into the street to a point nearer than six feet from the center of the street, unless a permit for such parking has been obtained from the chief of police.

C. *Long and Heavy Vehicles.* No vehicle or combination of vehicles of greater length than thirty feet shall be stopped or parked for loading and unloading

purposes on any street within a business district of the city of Vancouver, except upon written permit from the chief of police.

19.12.070 Parking in alleys.

No vehicle shall be parked in any alley, except when ~~actually~~ actively engaged in loading or unloading ~~some commodity~~ or when there is a driver at the wheel capable of moving the same.

19.12.080 Truck, trailer, and motor home parking on residential streets.

A. No person shall park or leave standing on any street or public right of way of any residential area of the city, any of the following:

1. ~~A truck with a gross weight capacity in excess of nine thousand pounds;~~
commercial vehicle with any of the following characteristics unless loading, unloading, or actively engaged in commerce:

a. A registered gross weight capacity in excess of nine thousand pounds;

b. A height in excess of 10 feet;

c. A width in excess of 7.5 feet; or

d. A length in excess of 25 feet.

2. A trailer;

3. A travel trailer;

4. A motor home;

5. A camper.

B. The provisions of this section shall not apply to any vehicle which is parked or left standing expressly for the purpose of loading or unloading. For the purposes

of this section, a reasonable amount of time on any day or successive days shall be allowed for loading and unloading, the amount of which time is to be determined according to the nature and extent of the loading and unloading operation.

C. *Impound authorized.* For the purposes of this section, in addition to, or in lieu of, issuing a citation, law enforcement officers, including fully and specially commissioned officers, are authorized to impound pursuant to the procedures set forth in R.C.W. [46.55.085](#).

19.12.090 Obstructing Traffic.

No person shall park any vehicle upon any highway in a manner which obstructs or otherwise interferes with vehicular traffic, or bicycle traffic, or safe pedestrian traffic upon the traveled portions of the roadway, ~~and bicycle lane, and sidewalk.~~

19.12.100 Prolonged Parking.

A. No vehicles shall remain parked on a highway longer than 24 hours without a valid permit. Vehicles parked longer than 24 hours may be issued a parking citation.

B. In addition to, or in lieu of, issuing a citation, a law enforcement officer may take custody of a vehicle that is in violation of this section and provide for the vehicle's removal to a place of safety, subject to the following requirements:

1. A law enforcement officer discovering an unauthorized vehicle left upon a highway shall visibly mark the vehicle and attach to the vehicle a readily visible notification tag. The tag shall contain the following information:
 - a. The date and time the tag was attached;
 - b. The identity of the officer.

c. A statement that if the vehicle is not removed within twenty-four hours from the time the tag is attached, ~~the officer may issue a parking citation and~~ the vehicle may be taken into custody and stored at the owner's expense;

d. A statement that if the vehicle is not redeemed as provided in RCW [46.55.120](#), the registered owner will have committed the traffic infraction of littering – abandoned vehicle; and

___e. The address and telephone number where additional information may be obtained.

2. If the vehicle has current Washington registration plates, the officer shall check the records to learn the identity of the last owner of record. The officer ~~or his or her~~ their department shall make a reasonable effort to contact the owner by telephone in order to give the owner the information on the notification tag.

3. If the vehicle is not removed within twenty-four hours from the time the notification ~~sticker~~ tag is attached, the law enforcement officer may take custody of the vehicle and provide for the vehicle's removal to a place of safety. A vehicle that does not pose a safety hazard may remain on the roadside for more than twenty-four hours if the owner or operator is unable to remove it from the place where it is located and so notifies law enforcement officials and requests assistance.

4. For the purposes of this section a place of safety includes the business location of a registered tow truck operator.

19.12.110 ~~Expired Tags~~ Improper Vehicle License Plate.

- A. No person shall stop, stand or park any vehicle on any street or alley, or in any garage, parking area or other property owned, leased, and/or operated by the City, without first having displayed current and proper vehicle license plates thereon as provided in Chapter [46.16A](#) RCW. The vehicle license plates shall be attached conspicuously in the manner required by RCW [46.16A.200](#).
- B. Any person who shall violate or fail to comply with the provisions of this section shall be subject to the penalties provided for in the parking code.

Chapter 19.13

PARKING VIOLATIONS

19.13.010 Compliance required – ~~Pay stations~~ Payment collection devices.

A. *Compliance with Instructions and Limitations of Use.* Every person who parks a vehicle in an area regulated by a ~~parking pay station~~ payment collection device is required to comply with the instructions for use, including, but not limited to, applicable time limits, proper payment, and proper ~~proof and display of payment~~ identification of such vehicle for which parking has been paid.

B. *Permits.* Any valid, city issued permit that exempts an individual ~~from paying parking meter fees shall also exempt that individual~~ from the payments required by ~~parking pay stations~~; a payment collection device shall do so provided, that the holder of any ~~authorized~~ such permit complies with the permit's conditions.

~~19.13.020 Violation notices – Parking meters.~~

~~The parking prohibitions and restrictions provided in sections [19.04.010](#), [19.04.030](#), [19.11.030](#), of this code are designated traffic infractions relating to the following:~~

~~A. Expired Meter — No person shall permit a vehicle within his/her control to be parked in any parking meter space during the restricted and regulated time applicable to the parking meter zone in which such meter is located while the parking meter for such space indicates by signal that the lawful parking time in such space has expired. Penalties for such expired meter parking violations in all metered zones shall be as set forth in chapter [19.13](#).~~

~~B. Overtime Parking — No person shall park a vehicle in any parking meter space for a consecutive period of time longer than that limited period of time for which parking is lawfully permitted in the parking meter zone in which such meter is located, irrespective of the number or amounts of the coins deposited in such meter. Penalties for such overtime parking violations in all metered and unmetered zones shall be as set forth in chapter [19.13](#).~~

19.13.030 Violations – ~~Pay stations~~ Payment collection devices.

A. It shall be a violation of this chapter to fail to obey the ~~instructions~~ requirements for use of any parking space(s) regulated by a parking pay station payment collection device, including, but not limited to:

1. *Overtime Parking*. Parking in any area, regulated by signage, ~~parking meter or parking pay station~~ a payment collection device, for ~~longer than allowed by the applicable limit~~ a consecutive period of time longer than that limited period of time for which parking is lawfully permitted; and
2. *Expired ~~Proof of Payment~~*. ~~Displaying Expired proof of payment on~~ for any vehicle parked in a parking space, regulated by a ~~parking meter or parking pay station~~ payment collection device; and
3. *No ~~Proof of Payment~~*. Failing to properly display proof of payment on immediately utilize the appropriate payment collection device to pay for any

vehicle parked in a parking space, regulated by a ~~parking meter or parking pay station~~ payment collection device.

4. Improper Payment. Failing to properly identify any vehicle parked in a parking space regulated by a payment collection device.

B. *Classification of Infraction.* Every violation of this chapter constitutes an infraction.

C. *Notice of infraction.* A notice of infraction for a violation of this chapter shall be issued and processed according to the procedures contained in chapter [19.13](#), Parking Violations.

D. *Use of Fines.* All fines collected, pursuant to this chapter, shall be deposited and used according to the limitations contained in section [19.04.080](#), Parking operations funds.

19.13.050 Parking fines and penalties.

Parking fines associated with parking violations ~~related to meter violations~~, overtime violations, violations involving parking for persons with disabilities, parking lot violations and other violations shall be as follows:

~~A. Expired Meter.~~ Penalties for ~~expired meter violations~~ shall be ~~\$25.00~~ for each violation if paid or postmarked within 30 calendar days, and ~~\$50.00~~ for each violation if paid or postmarked after 30 calendar days.

~~BA. Paystation~~ Payment Collection Device Violation. Penalties for ~~paystation~~ payment collection device violations shall be ~~\$25.00~~ \$40.00 for each violation if paid or postmarked within 30 calendar days, and ~~\$50.00~~ \$65.00 for each violation if paid or postmarked after 30 calendar days.

~~CB.~~ *Overtime-Violation Parking.* Penalties for overtime parking shall be ~~\$30.00~~ \$40.00 for each violation if paid or postmarked within 30 calendar days, and ~~\$25.00~~ \$65.00 for each violation if paid or postmarked after 30 calendar days.

~~DC.~~ *Improper Parking.* Penalties for improper parking shall be ~~\$35.00~~ \$40.00 for each violation if paid or postmarked within 30 calendar days, and ~~\$25.00~~ \$65.00 if paid or postmarked after 30 calendar days.

~~ED.~~ *Prohibited Parking.* Penalties for prohibited parking shall be ~~\$40.00~~ \$65.00 for each violation if paid or postmarked within 30 calendar days, and ~~\$65.00~~ \$90.00 if paid or postmarked after 30 calendar days.

~~EE.~~ *Moving to Evade.* Penalties for moving to evade violations shall be ~~\$35.00~~ \$40.00 for each violation if paid or postmarked within 30 calendar days, and ~~\$60.00~~ \$65.00 if paid or postmarked after 30 calendar days.

~~GE.~~ *Violations involving parking for persons with disabilities.* Fines, penalties, and assessments for violations of RCW [46.19.050](#) regarding special parking for persons with disabilities shall be provided in RCW [46.19.050](#).

~~HG.~~ ~~*Expired Tabs*~~ *Improper Vehicle License Plate.* Penalties for ~~expired tabs~~ improper vehicle license plate violations shall be ~~\$50.00~~ \$65.00 for each violation if paid or postmarked within 30 calendar days, and ~~\$75.00~~ \$90.00 if paid or postmarked after 30 calendar days.

~~IH.~~ *Permit Parking Violations.* Penalties for permit parking area violations on a highway, ~~municipal parking lot, or public parking lot~~ shall be ~~\$25.00~~ \$40.00 for each violation if paid or postmarked within 30 calendar days, and ~~\$50.00~~ \$65.00 if paid or postmarked after 30 days.

19.13.060 Table of parking fines and penalties.

All parking fines and penalties as outlined in VMC [19.13.050](#) through [19.13.070](#) are listed in the following table.

Infraction	Fine If paid or postmarked within 30 calendar days	Fine If paid or postmarked after 30 calendar days
Expired Meter	\$25.00	\$50.00
Paystation Payment Collection Device Violation	\$40.00-\$25.00	\$65.00-\$50.00
Overtime Parking	\$40.00-\$30.00	\$65.00-\$55.00
Improper Parking	\$40.00-\$35.00	\$65.00-\$60.00
Prohibited Parking	\$65.00-\$40.00	\$90.00-\$65.00
Moving to Evade	\$40.00-\$35.00	\$65.00-\$55.00
Improper Parking for Persons With Disabilities	\$450.00*	\$450.00*
Blocking an Access Aisle for Persons With Disabilities	\$450.00*	\$450.00*

Infraction	Fine If paid or postmarked within 30 calendar days	Fine If paid or postmarked after 30 calendar days
Failure to Display Placard for Persons With Disabilities	\$450.00*	\$450.00*
Expired Tabs <u>Improper Vehicle License Plate</u>	\$65.00 <u>\$50.00</u>	\$90.00 <u>\$75.00</u>
Permit Parking	\$40.00 <u>\$25.00</u>	\$65.00 <u>\$50.00</u>
<u>Unauthorized Off-Street</u>	<u>\$40.00</u>	<u>\$65.00</u>

* RCW [46.19.050](#) assigns a \$250.00 infraction plus a \$200.00 assessment for violations.

19.13.070 Table of references for common parking fines and penalties.

The following table is intended to identify the most common parking violations and is not intended to be an exclusive list of violations. Other violations may be identified in additional codes or laws.

Expired Meter	VMC 19.13.020(A)
Display of Expired Proof of Payment from Parking Pay Station	VMC 19.13.030(A)(2)

No Failure to Display Valid Proof of Payment from Parking Pay Station	VMC 19.13.030(A)(3)
Overtime Parking	
Municipal Lot #2	VMC 19.07.060
Signed Parking	VMC 19.13.045
Parking Pay Stations <u>Overtime Parking</u>	VMC 19.13.030(A)(1)
Metered Parking	VMC 19.13.020(B)
Parking Lots	VMC 19.07.030(A)
Improper Parking	
Unauthorized Parking (Off-Street Facility)	VMC 19.07.030
Repair Vehicle on Street	WAC 308-330-436(2)
Meter Tampering	WAC 308-330-630
Moving to Evade	VMC 19.12.020(A)
Displaying for Purpose of Sale	WAC 308-330-436(1)(b)

Permit Parking	VMC 19.10.050
Angle Parking	WAC 308-330-430
Parallel Parking	RCW 46.61.575(1) and (2)
Back Into Space (Lots)	VMC 19.12.050
Construction Zone – Metered	VMC 19.10.020
Loading Zone	WAC 308-330-442(1)
Carpool Permit Required	VMC 9.92.060
City Use Zone	VMC 9.60.120
County Use Zone	VMC 9.60.130
Tourist Use Zone	VMC 9.60.140
Expired Tabs – Improper Vehicle License Plate	VMC 19.12.110
Prohibited Parking	
Prohibited Parking – Signed	RCW 46.61.570(1)(c)(ii)

Within 20' of Crosswalk (Marked/Unmarked)	RCW 46.61.570(1)(b)(iii)
Bus Zone	VMC 9.60.010(A)
Obstructing Traffic	VMC 19.12.090
Prolonged Parking	VMC 19.12.100
Parking on Sidewalk or Plant Strip	RCW 46.61.570(1)(a)(ii)
Truck, Trailer, and Motor Homes Parking on Street	VMC 19.12.080
Blocking Driveway	RCW 46.61.570(1)(b)(i)
Within 30' of Stop Sign	RCW 46.61.570(1)(b)(iv)
Fire Lane	VMC 16.04.130
Violations Involving Parking for Persons With Disabilities	RCW 46.19.050

19.13.080 Penalties not paid within thirty days.

Failure to make such payment for penalties within a thirty day period shall render the owner or operator subject to other monetary penalties provided by law including, but not limited to, referral to a collection agency.

Chapter 19.14

PARKING VIOLATIONS – ADMINISTRATION

19.14.010 Notices.

- A. Notices of parking violations shall be given in accordance with the traffic code.
- B. Unless otherwise provided for, the penalty for violating the parking provisions of the traffic code shall be as set forth in section ~~19.12~~ 19.13. In addition to the penalties imposed by this chapter, law enforcement officers, including fully and specially commissioned officers, are authorized to cause the removal and impoundment of vehicles violating such enumerated provisions. Costs of impoundment and storage shall be paid by the vehicle's owner.

The penalties above provided and the authority to impound for violation shall also apply to vehicles parked in:

1. Bus zones established pursuant to VMC [9.60.010](#);
2. Taxi zones established pursuant to VMC [9.60.040](#);
3. Loading zones established pursuant to VMC [9.60.050](#) and VMC [9.60.060](#);
4. Theater zones established pursuant to VMC [9.60.070](#) and VMC [9.60.080](#);
5. Funeral zones established pursuant to VMC [9.60.090](#) and VMC [9.60.100](#);
6. Construction zones established pursuant to VMC [9.60.110](#);

7. City use zones established pursuant to VMC [9.60.120](#);
8. County use zones established pursuant to VMC [9.60.130](#);
9. Tourist use zones established pursuant to VMC [9.60.140](#);
10. The parking prohibitions and restrictions provided in section [19.12.010](#).

19.14.020 Presumption of ownership.

It shall be a rebuttable presumption that each vehicle ticketed for a violation of the ordinance provisions enumerated in section [19.14.010](#) is in fact owned by its registered owner and that such owner is responsible for the ticket so issued.

19.14.030 Authority to issue notices.

Parking enforcement officers shall be special police officers under VMC [2.20.030](#). All City of Vancouver parking enforcement officers, currently employed or employed hereafter, or any employee of the city assigned by the city manager or ~~his or her~~ their designee to perform the duties of a parking enforcement officer, are authorized to issue notices of traffic infraction for violations of city parking ordinances. Such notices also may be issued by any police officer. All such notices shall be issued in accordance with procedures established by RCW Chapter [46.63](#), Supreme Court and local court rules, and applicable city ordinances.

19.14.040 Processing Infraction – Duty.

The duties and responsibilities of the city Department of Finance shall include the processing of parking infractions involving alleged violations of city parking ordinances in accordance with Clark County District Court Order entered December 16, 1980. Processing of such infractions shall be in accordance with procedures established by said court order, RCW Chapter [46.63](#), applicable Supreme Court and local court rules, and related city ordinances. For the purpose

of processing infractions, the department of finance is designated a violations bureau, as established by the order entered on December 16, 1980.

19.14.050 Processing Infractions – Costs.

Employees of the department of finance who are assigned duties relating to the processing of traffic infractions shall be city employees and the costs of the operation of the violations bureau established by Clark County District Court Order entered December 16, 1980 shall be paid by the city from the fund to which said expenses are properly chargeable.

19.14.060 Disposition of traffic fines and forfeitures.

All fines and forfeitures collected for violation of the traffic code, unless herein otherwise provided for, shall be paid into the general fund of the city; provided, those monies collected by the court or city as assessments per statutes for disbursement to other governmental agencies shall be so disbursed.



CITY OF
Vancouver
WASHINGTON

Boards and Commissions Recruitment & Check-in

Joy Fowler
Engagement and Access Director

September 14, 2026



Agenda

- Fall Recruitment Update
- Teams Channel Check-in
- Next Steps for Boards & Commissions
- Questions



Fall Recruitment Update

- Review of 2026 Spring recruitment
- Continued partnership with Communications
- Our Fall recruitment



Teams Channel Check-in



Teams Chat

Collaborate and communicate on recruitment in one shared space



Centralized Storage

Applications can be found easily in one place



Calendar

Integrated calendar manages Boards and Commissions events and schedule



Tracking System

Tasks can be tracked and marked as completed

What's Next

- Preparing for year-end reporting
- Strategy development - application to appointment
- Director Support for Boards and Commissions



Questions



August 24, 2026

Workshops: 3:00 - 6:00 p.m.

Vancouver City Hall - Council Chambers - 415 W 6th Street, Vancouver WA

The City Council Meeting was held on 8/24/2026 at 3:00 PM in the Vancouver City Hall, Council Chambers 415 West 6th Street, Vancouver, WA 98660.

Workshops were conducted in person in the Aspen Room of City Hall. Members of the public were invited to view the meeting in person, via the live broadcast on www.cvtv.org and CVTV cable channels 23 or HD 323, or on the City's Facebook page, or www.facebook.com/VancouverUS.

View the CVTV video recording, including presentations and discussion, for workshops at: <https://www.cvtv.org/video/city-council-workshops-08-24-26-2026081018/>

Vancouver Fire Department Support Staff Proposal

(Approximately 1 hour)

John Drake, Fire Chief, John.Drake@cityofvancouver.us

Staff led Council through a discussion of the Vancouver Fire Department Support Staff Proposal.

Councilmember Hansen was late to the workshop.

City Financial Policies and Investment Policy Review

(Approximately 1 hour, to immediately follow the previous workshop)

Lisa Brandl, Deputy City Manager, Anthony Glenn, Treasurer,
lisa.brandl@cityofvancouver.us, anthony.glenn@cityofvancouver.us

Staff led Council through a discussion of the City Financial Policies and Investment Policy Review.

2026 Climate Action Framework Update

(Approximately 1 hour, to immediately follow the previous workshop)

Rebecca Small, Senior Policy Analyst, rebecca.small@cityofvancouver.us

Staff led Council through a discussion of the 2026 Climate Action Framework Update.

Council Dinner / Administrative Updates (6:00 - 6:30 PM)

Regular Council Meeting

6:30 PM

Vancouver City Hall - Council Chambers - 415 W 6th Street, Vancouver WA

This meeting was conducted as a hybrid meeting with in person and remote viewing and participation over video conference utilizing a GoToMeeting platform. Members of the public were invited to view the meeting in person, via the live broadcast on www.cvtv.org and CVTV cable channels 23 or HD 323, or on the City's Facebook page, www.facebook.com/VancouverUS. Public access and testimony on Consent Agenda items and under the Community Forum were also facilitated in person and via the GoToMeeting conference call.

Vancouver City Council meeting minutes are a record of the action taken by Council. To view the CVTV video recording, including presentations, testimony and discussion, for this meeting please visit: <https://www.cvtv.org/video/vancouver-city-council-08-24-26-2026081019/>

Electronic audio recording of City Council meetings are kept on file in the office of the City Clerk for a period of six years.

Pledge of Allegiance

Call to Order and Roll Call

The regular meeting of the Vancouver City Council was called to order at 6:30 p.m. by Mayor McEnerny-Ogle. This meeting was conducted as a hybrid meeting, including both in person and remotely over video conference.

Present: Councilmember Harless, Councilmember Perez, Councilmember Fox, Councilmember Paulsen, Councilmember Stober, Councilmember Hansen, Mayor McEnerny-Ogle

Absent: None

Approval of Minutes

Minutes - August 17, 2026

Motion by Councilmember Hansen, seconded by Councilmember Stober, and Yes: 6, No: 0, Abstaining: 1, to approve the Meeting Minutes of August 24, 2026. Councilmember Fox abstained from the vote.

Community Communication

This is the place on the agenda where the public is invited to speak to Council regarding any matter on the Agenda not already scheduled for Public Hearing. (Separate instructions are provided for offering testimony on Public Hearing when applicable.) This includes the option to testify about Workshops. Members of the public addressing Council are requested to give their name and city of residence for the audio record. Speakers are to limit their testimony to a total of three minutes for all items combined.

Mayor McEnerny-Ogle opened Community Communication and received testimony from the following community members regarding any matter on the agenda not scheduled for a Public Hearing:

- *Kimberlee Goheen Elbon, La Center, WA*
- *Carmen DeLeon, Vancouver*
- *David Meyer, Vancouver*

There being no further testimony, Mayor McEnerny-Ogle closed Community Communication.

Consent Agenda

The following items will be passed by a single motion to approve all listed actions and resolutions. There will be no discussion on these items unless requested by Council. If discussion is requested, the item will be moved from the Consent Agenda and considered separately – after the motion has been made and passed to approve the remaining items.

Motion by Councilmember Fox, seconded by Councilmember Perez, and Yes: 7, No: 0, Abstaining: 0, to approve Items 1-3 on the Consent Agenda.

- 1. Contract - Bid Award for 2026 Resurfacing Project Ph 2 - ITB 26-28 - C-102341**

Staff Report: 167-26

Request: On Monday, August 24, 2026, award a construction contract for the 2026 Resurfacing Project - Ph 2 to the lowest responsive bidder, Lakeside Industries, of Vancouver, WA, at the bid price of \$1,519,444, which includes Washington State Sales tax, and authorize the City Manager, or designee, to finalize and execute the contract.

Chris Sneider, Senior Civil Engineer, chris.sneider@cityofvancouver.us

Motion approved the request.

2. Resolution Adopting Revisions to the Affordable Housing Fund (AHF) Administrative and Financial Plan

A RESOLUTION relating to low-income housing, providing amendments to the 2024-2033 Affordable Housing Financing Plan adopted in 2022 for the collection and use of monies authorized by RCW 84.52.105 to fund very low-income housing; providing for Severability; and an Effective Date.

Staff Report: 168-26

Request: On Monday, August 24, 2026, finalize and approve the resolution to adopt revisions to the Affordable Housing Fund (AHF) Administrative and Financial Plan.

Ian Alger, Housing Project Planner, Ian.Alger@cityofvancouver.us

Motion adopted Resolution M-4390 to approve the request.

3. Approval of the Claim Vouchers

Request: Approve claim vouchers for August 24, 2026.

Motion approved claim vouchers in the amount of \$15,554,891.39.

Public Hearings

The following item(s) are scheduled for public hearing. Members of the public addressing Council are requested to give their name and city of residence for the audio record. Unless otherwise announced by the Presiding Officer, speakers are to limit their testimony to three minutes for each public hearing.

4. Resolution - Vancouver Heights Senior Housing Partners Limited Partnership Disposition and Development Agreement

A RESOLUTION relating to the approval of a Land Disposition and Development agreement between the City of Vancouver and Vancouver Heights Senior Housing Partners Limited Partnership; establishing the terms and conditions under which the senior housing building on the Heights District Site P lot will be developed and ground leased by the City to Vancouver Heights Senior Housing Partners Limited Partnership; (the "Developer") and authorizing the City Manager to execute the disposition and development agreement.

Staff Report: 164-26

Request: On Monday, August 24, 2026, upon second reading and a public hearing, approve the resolution approving the Disposition and Development Agreement between the City of Vancouver and Vancouver Heights Senior Housing Partners Limited Partnership Disposition and Development Agreement (DDA) and authorizing the City Manager to execute the agreement, related implementation documents and certain amendments to the DDA.

Amy Stewart, Real Estate Project Manager,
amy.stewart@cityofvancouver.us

Amy Stewart, Real Estate Project Manager, provided an overview of the Resolution - Vancouver Heights Senior Housing Partners Limited Partnership Disposition and Development Agreement.

Council discussed the item briefly with staff.

Mayor McEnerny-Ogle opened the public hearing and received testimony from the following community members:

- *Carmen DeLeon, Vancouver*
- *Kimberlee Goheen Elbon, La Center, WA*

There being no further testimony, Mayor McEnerny-Ogle closed the public hearing.

Motion by Councilmember Paulsen, seconded by Councilmember Fox, and Yes: 7, No: 0, Abstaining: 0, to approve Resolution M-4391.

5. Ordinance Amending Vancouver Municipal Code 3.05 Procurement

AN ORDINANCE of the Vancouver City Council amending chapter 3.05 Vancouver Municipal Code (VMC) to change administrative responsibility for certain procurement actions; to provide clarity to other existing provisions; to provide for severability; and setting an effective date.

Staff Report: 165-26

Request: On Monday, August 24, 2026, upon second reading and a public hearing, finalize and approve the ordinance.

Geraldene Moyle, General Services Director,
geraldene.moyle@cityofvancouver.us

Geraldene Moyle, General Services Director, provided an overview of the Ordinance Amending Vancouver Municipal Code 3.05 Procurement.

Council discussed the item briefly with staff.

Mayor McEnerny-Ogle opened the public hearing and received testimony from the following community members:

- *Carmen DeLeon, Vancouver*
- *Kimberlee Goheen Elbon, La Center, WA*

There being no further testimony, Mayor McEnerny-Ogle closed the public hearing.

Motion by Councilmember Stober, seconded by Councilmember Perez, and Yes: 7, No: 0, Abstaining: 0, to approve Ordinance M-4539.

6. Ordinance Authorizing the Implementation of 0.1% Public Safety Sales and Use Tax pursuant to RCW 82.14.345

AN ORDINANCE of the City of Vancouver, Washington, enacting an additional sales and use tax of one-tenth of one percent for criminal justice purposes as authorized by RCW 82.14.345; adding a new section to the Vancouver Municipal Code Chapter 5.98; providing for severability; and establishing an effective date.

Staff Report: 166-26

Request: On Monday, August 24, 2026, upon second reading and a public hearing, finalize and approve the ordinance.

Troy Price, Police Chief, Erica Nilsen, Jaycee Elliott, Business Intelligence Analyst, troy.price@cityofvancouver.us, Jaycee.Elliott@cityofvancouver.us

Troy Price, Police Chief, Erica Nilsen, Jaycee Elliott, Business Intelligence Analyst, provided an overview of the Ordinance Authorizing the Implementation of 0.1% Public Safety Sales and Use Tax pursuant to RCW 82.14.345.

Council discussed the item briefly with staff.

Mayor McEnerny-Ogle opened the public hearing and received testimony from the following community members:

- *Carmen DeLeon, Vancouver*
- *Kimberlee Goheen Elbon, La Center, WA*

There being no further testimony, Mayor McEnerny-Ogle closed the public hearing.

Motion by Councilmember Paulsen, seconded by Councilmember Hansen, and

Yes: 6, No: 1, Abstaining: 0, to approve Ordinance M-4540. Councilmember Perez voted No.

Communications

A. From the Council

B. From the Mayor

C. From the City Manager

Community Survey Follow-Up

Laura Shepard, Communications Director, City of Vancouver, and Jenn Hoker, Vice President, DHM Research, discussed the Community Survey Follow-Up.

Community Forum

This is the place on the agenda where the public is invited to speak to Council regarding any matter. Members of the public addressing Council are requested to give their name and city of residence for the record. Speakers are to limit their testimony to a total of three minutes. Up to 90 minutes will be allotted for the Community Forum.

Mayor McEnery-Ogle opened the Community Forum and received testimony from the following community members regarding any matter:

- Carmen DeLeon, Vancouver
- Kimberlee Goheen Elbon, La Center

There being no further testimony, Mayor McEnery-Ogle closed Community Forum.

Adjournment

8:16 p.m.

Anne McEnery-Ogle, Mayor

Attest:

Anthony Glenn, Deputy City Clerk

The written comments below are those of the submitter alone and are not representative of the views of CVTV or the City of Vancouver, its elected or appointed officials, or its employees.

From: [City of Vancouver, WA](#)
To: [City Council](#)
Subject: Submission: Contact City Council
Date: Wednesday, August 19, 2026 1:18:09 PM

Contact the City Council

Name
Emily Crowe
Email
[REDACTED]
Phone
5035609714
Address
[REDACTED] Vancouver 98664 United States Map It
Subject
Share an Opinion of a City project or Initiative
Choose Recipient
All the Council
Message
I'm strongly opposed to raising our city's income tax to increase police funding. The PD can't fill the roles that are ALREADY funded (see current vacancies). We already don't have enough public defenders to handle the current case volume... so we'll be paying for more officers, but unable to handle more cases. Poverty creates desperation, which drives crime. Federal funding cuts, rising homelessness, higher insurance costs, plus skyrocketing food prices will directly lead to more poverty in our community. Schools, social workers, nonprofits, etc. are also struggling with tight budgets—why should a police force that can't make use of its existing budget be prioritized? To prevent crime, we need to invest in programs that keep us fed, housed, and healthy—not more police officers on a force that can't fill already-funded roles, in a system that can't handle its current case load.

From: [City of Vancouver, WA](#)
To: [City Council](#)
Subject: Submission: Contact City Council
Date: Wednesday, August 19, 2026 9:47:13 AM

Contact the City Council

Name

KRISTA Thompson

Email

[REDACTED]

Phone

[REDACTED]

Address

[REDACTED]
vancouver, WA 98684
United States
[Map It](#)

Subject

Share an Opinion of a City project or Initiative

Choose Recipient

All the Council

Message

Hello, I'm writing today about the new proposed "public safety sales tax" being discussed by the council. In November, voters approved a policy to increase property tax by 15 cents to cover 13 full time officers, gear, and vehicles.

Previous to that, voters in 2024 rejected a property tax levy by 41 cents for every \$1000 of accessed value.

Going around voters to increase sales tax to do this feels very wrong. I understand that House Bill 2015 allowed the council to increase sales tax, but the voters do not want that and they previously made that clear in the 2024 vote. If this sales tax increase was put to a vote in the public, I do not believe it would pass. People are struggling on a daily basis to survive and sales tax increases hurt the lower income tax bracket far harder than those who are more comfortable. This is not the right time to increase sales tax.

The Vancouver police department has ample funds but is unable to secure new officers to fill the current open roles. This seems to be an internal issue and giving them more money to buy additional military grade equipment and yet still have open positions feels silly.

Ask the police department to fill the open positions they have and then potentially at a later date rediscuss if they need additional funding. At this time, they do not.

Please do not vote in an increase to sales tax for something that police do not need at this time. This is not transparent and it is not what the voters want.

From: [Jean M. Avery](#)
To: [City Council](#)
Subject: Please tell developers: Save the Trees!!
Date: Saturday, August 22, 2026 8:32:00 AM

Neighbors object to Vancouver developer's plan to remove trees for housing - The Columbian
<https://share.google/dvaWDqEeSuwp9C3Xy>

To City Council:

Please listen to residents and require developers to save the trees.

Thank you,
Jean M Avery
East Vancouver resident

Staff Report: 169-26

To: Mayor and City Council
From: City Manager
Date: September 14, 2026

Subject

Construction Acceptance - 2025 Pavement Repairs

Key Points

- The City maintains approximately 1,900 lane miles of streets in its system.
- Project repaired areas of failed pavement on streets that were identified in the annual pavement preservation program.
- Final construction cost for the project was \$1,380,865.48.
- This project did not have an apprenticeship utilization goal.

Strategic Plan Alignment

Transportation and Mobility – a safe, future-ready and convenient transportation system

Present Situation

This project repaired areas of failed pavement on streets that are being treated in the 2025 pavement preservation and resurfacing projects. The pavement repairs included planing of roadways, paving of existing roads, utility adjustments, and temporary striping. Lakeside Industries of Vancouver, Washington, has satisfactorily completed the subject improvements in accordance with the plans and specifications.

The original contract amount was \$1,287,444.00. The final construction cost was \$1,380,865.48, an increase of approximately 7.3% from the original bid amount. This cost increase can be attributed to an increase in the flagging quantity, which was necessary to safely perform the work.

The apprenticeship utilization goal for this project was waived pursuant to City policy due to the following conditions: the project is less than 30 calendar days or working days in duration and will render apprentice utilization infeasible at the required levels.

Advantage(s)

1. Completes the City's contractual and statutory process for accepting the project.
2. Formal project acceptance allows for closure on third-party bond claims and facilitates release of the Contractor's bond.

Challenge(s)

None

Budget Impact

This project was funded by the Pavement Management Program in the Street Fund.

Prior Council Review

Staff Report 079-25, award of bid for 2025 Pavement Repair Project on April 21, 2025.

Action Requested

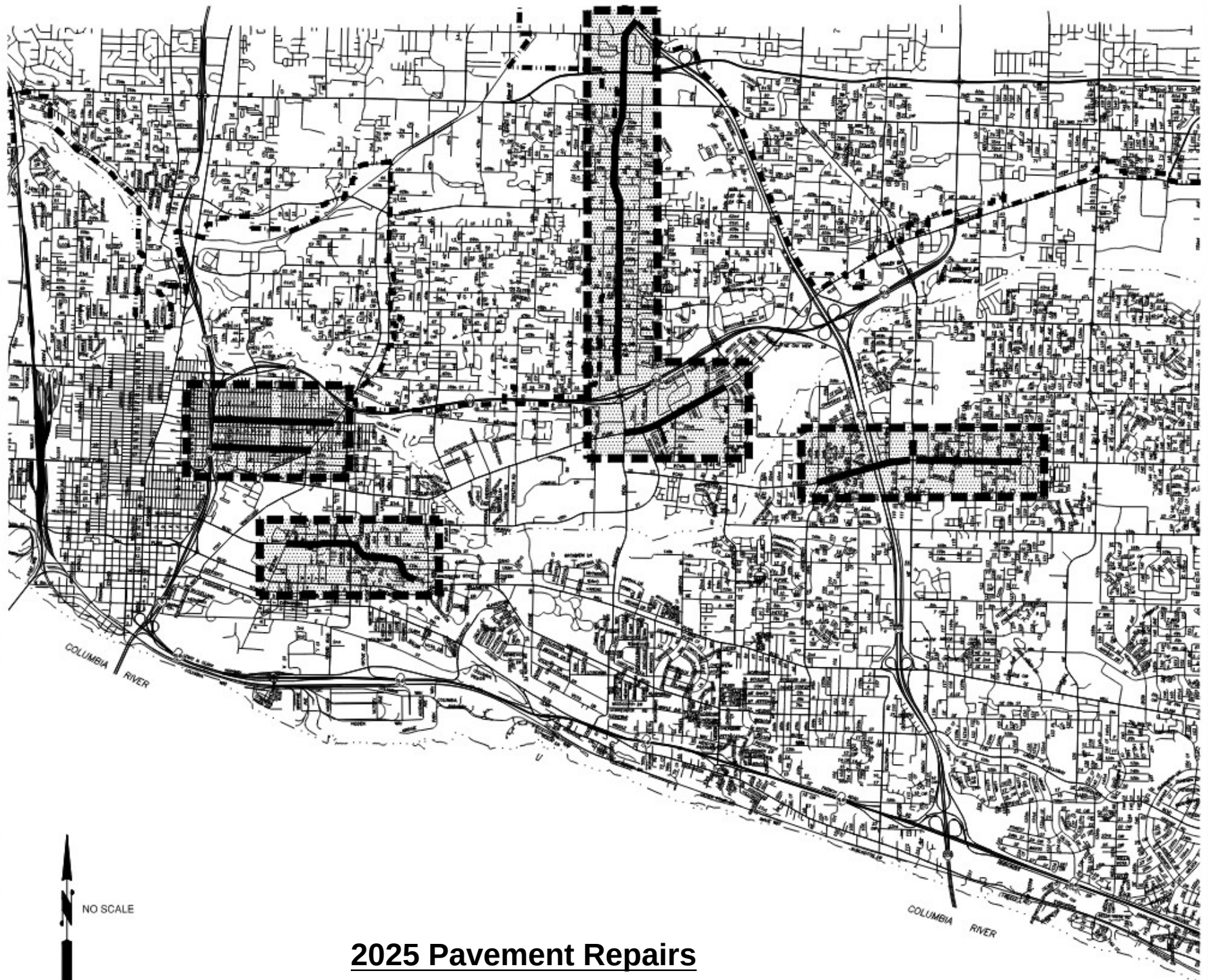
On September 14, 2026, accept the 2025 Pavement Repair Project as constructed by Lakeside Industries of Vancouver, Washington, and authorize release of retainage bond, subject to receipt of all documentation required by law.

Staff Contact

Mario Lechuga, Civil Engineer 2, mario.lechuga@cityofvancouver.us

Attachments:

1. Attachment A - Vicinity Map



2025 Pavement Repairs

VICINITY MAP

Staff Report: 170-26

To: Mayor and City Council
From: City Manager
Date: September 14, 2026

Subject

Construction Acceptance - 2025 Resurfacing

Key Points

- The City maintains approximately 1,900 lane miles of streets in its system.
- The City's annual resurfacing and preventative maintenance contracts are the primary way that City streets receive curb-to-curb rehabilitation.
- Granite Construction Company of Vancouver, Washington was awarded the contract for the 2025 Resurfacing Project in mid-May, began work in early July 2025, and was physically complete in December 2025.
- The project had a 15% apprenticeship goal. Due to difficulty hiring traffic control and flagging apprentices, the contractor submitted and was approved for their Good Faith Effort Request for this project.

Strategic Plan Alignment

Transportation and Mobility – a safe, future-ready and convenient transportation system

Present Situation

This project rehabilitated streets in the Rose Village, Vancouver Heights, and Oakbrook Neighborhoods, as well as along Old Evergreen Highway from SE 164th Avenue to the Eastern City Limits. The work resurfaced approximately 18 lane miles of asphalt concrete pavement and 15,000 tons of asphalt concrete mix.

Granite Construction Company of Vancouver, Washington has satisfactorily completed the subject improvements in accordance with the plans and specifications. The original contract amount was \$3,334,355.00. The final construction cost was \$3,029,605.97, a decrease of approximately 9.1% from the original bid amount. This decrease can be attributed to fewer than expected flagging hours and asphalt quantities.

There was an apprenticeship requirement of 15% for this project. To fulfill the apprenticeship requirement, the contractor needed a minimum of 382 hours. The contractor was unable to meet this goal due to difficulty hiring traffic control and flagging apprentices and the large number of trucking companies involved in this type of work. The contractor recognized the difficulty of meeting the overall required 15% apprenticeship goal early in the project and began working with the City to document and submit a Good Faith Effort Request for this project, which was approved by the City.

Total Project Hours	7,083.64
Apprenticeship Goal	15%

Apprenticeship Hours Required	1,062.55
Apprenticeship Hours Worked	382
Unmet Hours	680.55
Hourly Penalty Rate	\$100
Total Incentive/Penalty	\$68,054.60

Advantage(s)

1. Completes the City's contractual and statutory process for accepting the project.
2. Formal project acceptance allows for closure on third-party bond claims and facilitates release of the Contractor's bond.

Challenge(s)

None

Budget Impact

This project was funded by the Pavement Management Program in the Street Fund.

Prior Council Review

Staff Report 096-25, award of bid for 2025 Resurfacing Project on May 12, 2025.

Action Requested

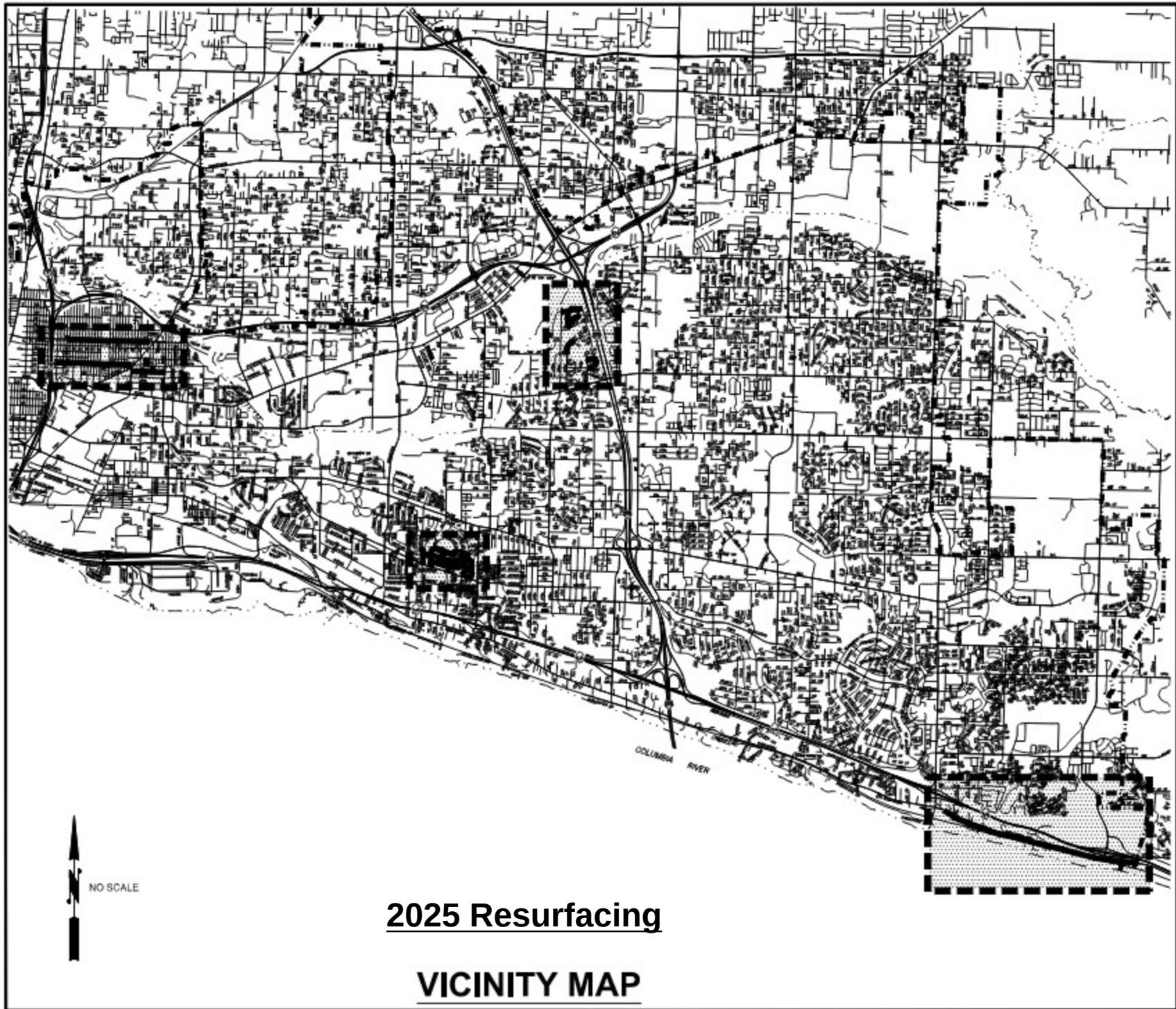
On September 14, 2026, accept the 2025 Resurfacing Project as constructed by Granite Construction Company of Vancouver, Washington, and authorize release of retainage bond, subject to receipt of all documentation required by law.

Staff Contact

Mario Lechuga, Civil Engineer 2, mario.lechuga@cityofvancouver.us

Attachments:

1. Attachment A - Vicinity Map



Staff Report: 171-26

To: Mayor and City Council
From: City Manager
Date: September 14, 2026

Subject

Partial Utility Easement Release - 6014 NW Fruit Valley Road - PIN 147389000

Key Points

- Partial release of the public utility easement will remove approximately 5,194 square feet of private property from encumbrance and allow for the dedication of a new private easement.
- Staff is recommending no collection of compensation for the area vacated by the partial easement release.

Strategic Plan Alignment

Safe and Prepared Community – a safe place to live, work, learn and play

Present Situation

The existing utility easement was recorded in 1981 to protect public water and sewer facilities that extend west into Parcel No. 147389000 from NW Fruit Valley Road. The existing easement extends significantly beyond the end of the public facilities. The currently vacant west portion of the parcel will be split off through a boundary line adjustment, combined with the adjoining parcel (Parcel No. 147390000), and developed.

The owner of PIN 147389000, Vancouver Public Schools, has agreed to grant a private building sewer easement for the new development on PIN 147390000 if the unused portion of the existing public easement is vacated. This will allow the development to connect to public sewer within PIN 147389000, rather than routing privately-owned sewer facilities within public right-of-way in NW 61st Street and Fruit Valley Road.

This partial release of the public utility easement will not be recorded until the new private easement over PIN 147389000 is recorded.

Advantage(s)

1. Releasing the excess easement area will facilitate the dedication of a new private easement, thereby avoiding the need to route private facilities in the public right of way.
2. Releasing excess easement area will also reduce parcel encumbrance.

Challenge(s)

None

Budget Impact

None

Prior Council Review

None

Action Requested

On Monday, September 14, 2026, authorize the City Manager, or designee, to finalize and execute the attached partial release of the utility easement recorded under Auditor's File No. 8108130019 affecting Clark County Parcel No. 147389000.

Staff Contact

Mark Castle, Civil Engineer, Mark.Castle@cityofvancouver.us

Attachments:

1. Attachment A - Partial Easement Release
2. Attachment B - Legal Description and Exhibit of Parcel
3. Attachment C - Partial Easement Release Request

RECORD AND RETURN TO:
City of Vancouver
City Clerk's Office
P O Box 1995
Vancouver, WA 98668-1995

PARTIAL RELEASE OF UTILITY EASEMENT

KNOW ALL MEN BY THESE PRESENT: That City of Vancouver, a municipal corporation of the state of Washington, for and in consideration of one dollar (\$1.00) and other good and valuable consideration does hereby release a portion of the public water and sanitary sewer easement encumbering parcel number 147389000 described as follows:

A portion of a 20-foot-wide water and sewer easement, described in that Utility Easement, Vida Y. Viers to City of Vancouver, recorded August 13th, 1981, under Auditor's File Number 8108130019, records of Clark County Washington, attached hereto as Exhibit "A" (1 page). Description of the portion to be released, attached hereto as Exhibit "B" (1 page), and a map of the portion to be released, attached hereto as Exhibit "C" (1 page).

Executed this _____ day of _____, 2026.

CITY OF VANCOUVER

Lon Pluckhahn, City Manager

Approved as to form:

Attest:

Nena Cook, City Attorney

Lisa Brandl, City Clerk

State of Washington)
 :ss.
County of Clark)

I certify that I know or have satisfactory evidence that Lon Pluckhahn is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as City Manager of City of Vancouver, a municipal corporation, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this _____ day of _____, 2026.

NOTARY PUBLIC in and for the state
of Washington residing at _____
My Commission expires: _____

Exhibit “A”

8108130019

UTILITY EASEMENT

W.O. 2020 W

302

The Grantor, Vida Y. Viers, for and in consideration of the payment of the sum of One Dollar (\$1.00) and other valuable considerations, receipt of which is hereby acknowledged, grant and convey to the City of Vancouver, a municipal corporation of the State of Washington, a permanent easement for the installation and maintenance of an underground water pipe line, water meters, and sanitary sewer, over, under and across the following described real property situated in Clark County, State of Washington, to wit:

That portion of Section 9, Township 2 North, Range 1 East of the Willamette Meridian, lying within the Abraham Robie Donation Land Claim, described as follows:

BEGINNING at a point on the center line of Secondary State Highway I-T, Vancouver to Vancouver Lake, also known as Fruit Valley Road (60 feet wide) distance thereon north 89°31' west 2193.32 feet and north 5°28' west 353.6 feet from the southeast corner of said Section 9; thence south 84°32' west along the north line of the Herbert O. Seward Tract 30.5 feet, more or less, to the west line of the above referred to highway; thence continuing along said line of the Seward Tract south 84°32' west 500 feet to the TRUE point of beginning; thence continuing along said south line of the Seward Tract south 84°32' west 576 feet; thence north 5°28' west 364.7 feet; thence north 84°32' east 1076 feet to the west line of said highway; thence south 5°28' east along said west line 189.7 feet to the northeast corner of that tract being conveyed to David S. Viers, et al, by instrument recorded under Auditor's File No. G 589364; thence south 84°32' west along the north line of said Viers Tract 500 feet to the northwest corner thereof; thence south 5°28' east along the west line of said Viers Tract 175 feet to the point of beginning.

Said easement shall be the south 20 feet of the easterly 500 feet of the above described tract.

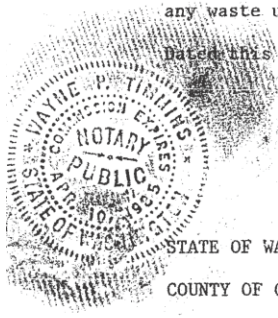
037

and property adjacent upon which the water meter may be located and service line thereto.

The Grantor further grants to the City of Vancouver, Washington the right to enter upon said premises for the purpose of maintaining, enlarging, relaying and repairing said water and sewer lines without further cost and without being liable in trespass in so doing. The grantor further authorizes the City of Vancouver the right to enter upon the above described property for the purpose of maintaining and recording of its water meter located therein.

This easement and the rights granted hereby are conditioned that the city and its employees will not cause any unnecessary damage or commit any waste upon the above described premises.

Dated this 7th day of JULY, 1981.



FILED FOR RECORD
CLARK CO. WASH
City of Vancouver
AUG 13 8 43 AM '81

Vida M. Viers

STATE OF WASHINGTON)
Notary Public
COUNTY OF CLARK ROBERT DOTZAUER

On this day personally appeared before me Vida Y. Viers, to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes mentioned therein.

Given under my hand and official seal this 7th day of JULY, 1981.

Wayne P. Timinits
NOTARY PUBLIC in and for the State of
Washington, residing at VANCOUVER

WT:MW(WP)

Exhibit "B"

(UTILITY EASEMENT VACATION)

THAT PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER AND THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 2 NORTH, RANGE 1 EAST, W.M. SITUATED IN COUNTY OF CLARK, STATE OF WASHINGTON; BEING A PORTION OF AN EXISTING UTILITY EASEMENT AS RECORDED UNDER RECORDING NUMBER 8108130019, RECORDS OF SAID COUNTY; SAID PORTION BEING DESCRIBED AS FOLLOWS:

THE WESTERLY 259.70 FEET OF A 20-FOOT-WIDE UTILITY EASEMENT RECORDED UNDER RECORDING NUMBER 8108130019, RECORDS OF SAID COUNTY.

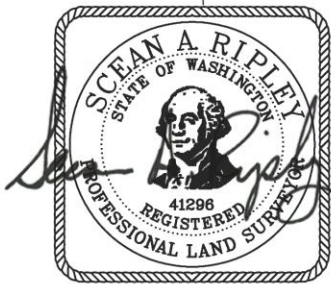
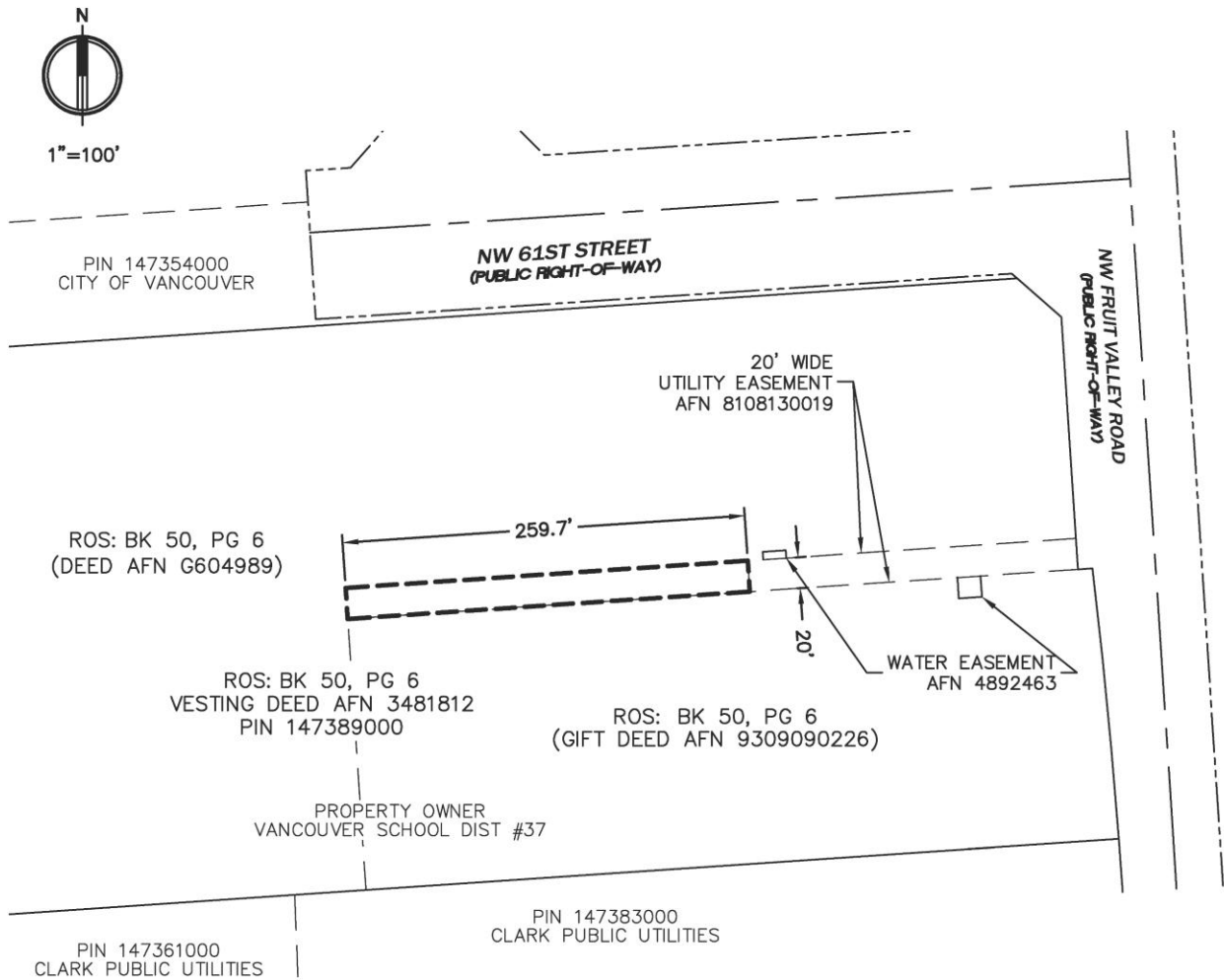
CONTAINING 5,194 SQUARE FEET OR 0.12 ACRES MORE OR LESS

03/27/2026



Exhibit "C"

"EASEMENT VACATION/RELEASE"



03/27/2026

JOB NO. 2210788.50
03/26/26
UTILITY EASEMENT VACATION/RELEASE AREA
LEGAL BY: SAR EXHIBIT BY: FSS
SE 1/4, SW 1/4 & SW 1/4, SE 1/4, S9, T2N, R1E
w:\edakproj\2021\2210788\2210788.50 south easement.dwg



2215 North 30th Street,
Suite 200,
Tacoma, WA 98403
253.383.2422 TEL
253.383.2572 FAX

THIS EXHIBIT HAS BEEN PREPARED TO ASSIST IN THE INTERPRETATION OF THE ACCOMPANYING LEGAL DESCRIPTION. IF THERE IS A CONFLICT BETWEEN THE WRITTEN LEGAL DESCRIPTION AND THIS SKETCH, THE LEGAL DESCRIPTION SHALL PREVAIL.

Attachment B

LEGAL DESCRIPTION

EXISTING PARCEL I & PARCEL II - PIN: 147389000

(PER FIDELITY NATIONAL TITLE COMPANY OF WASHINGTON, INC. COMMITMENT NO. 612897372
AMENDMENT 1, DATED JANUARY 21, 2025)

PARCEL I

THAT PORTION OF SECTION 9, TOWNSHIP 2 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN, CLARK COUNTY, WASHINGTON, LYING WITHIN THE ABRAHAM ROBIE DONATION LAND CLAIM, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE CENTER LINE OF SECONDARY STATE HIGHWAY I-T, VANCOUVER TO VANCOUVER LAKE, ALSO KNOWN AS FRUIT VALLEY ROAD (60 FEET WIDE) DISTANT THEREON NORTH 89° 51' WEST 2193.32 FEET AND NORTH 5° 28' WEST 353.6 FEET FROM THE SOUTHEAST CORNER OF SAID SECTION 9; THENCE SOUTH 84° 32' WEST ALONG THE NORTH LINE OF THE HERBERT O. SEWARD TRACT 30.5 FEET MORE OR LESS, TO THE WEST LINE OF THE ABOVE REFERRED TO HIGHWAY AND THE TRUE POINT OF BEGINNING; THENCE FROM SAID TRUE POINT OF BEGINNING AND CONTINUING ALONG SAID LINE OF THE SEWARD TRACT SOUTH 84° 32' WEST 500 FEET; THENCE NORTH 5° 28' WEST 175 FEET; THENCE NORTH 84° 32' EAST 500 FEET TO THE WEST LINE OF SAID HIGHWAY; THENCE SOUTH 5° 28' EAST ALONG SAID LINE OF SAID HIGHWAY 175 FEET TO THE POINT OF BEGINNING.

EXCEPT THAT PORTION CONVEYED TO THE CITY OF VANCOUVER, A MUNICIPAL CORPORATION OF THE STATE OF WASHINGTON, RECORDED ON JULY 2, 2003, UNDER AUDITOR'S FILE NO. 3668144, RECORDS OF CLARK COUNTY, WASHINGTON.

PARCEL II

THAT PORTION OF SECTION 9, TOWNSHIP 2 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN, CLARK COUNTY, WASHINGTON, LYING WITHIN THE ABRAHAM ROBIE DONATION LAND CLAIM, DESCRIBED AS FOLLOWS:

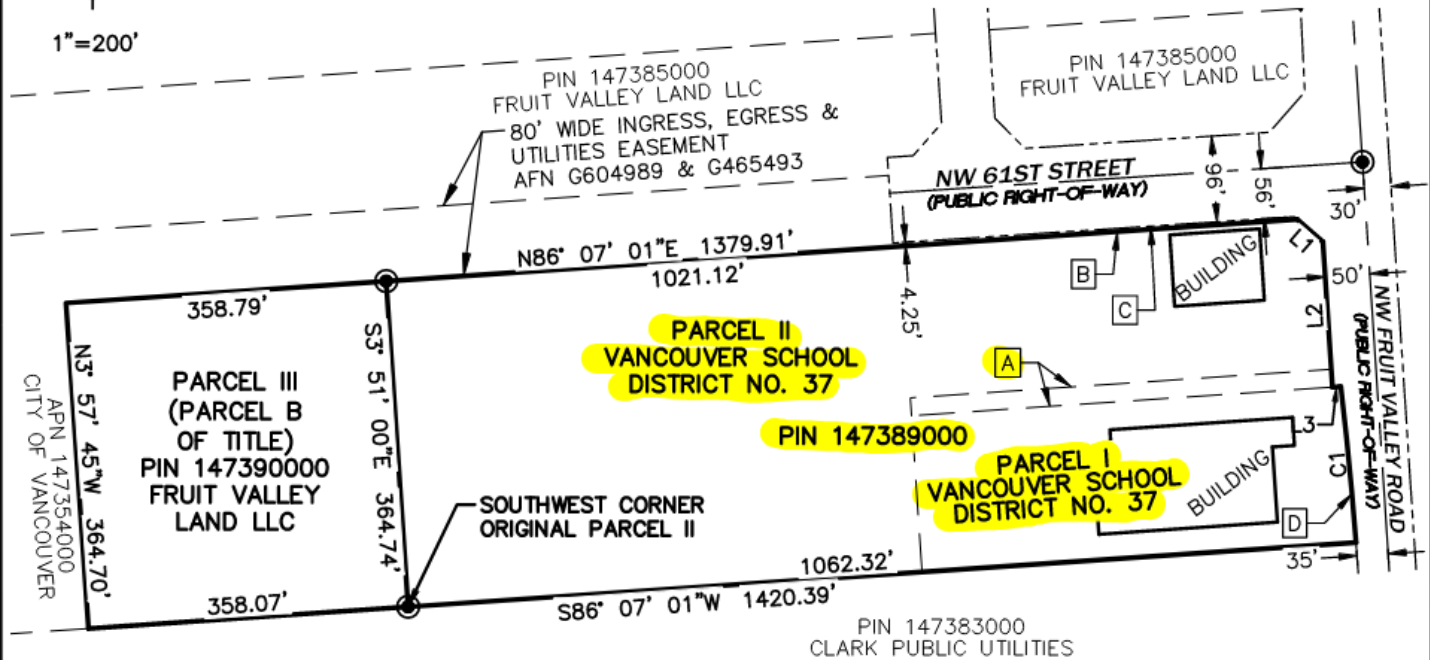
BEGINNING AT A POINT ON THE CENTER LINE OF SECONDARY STATE HIGHWAY I-T, VANCOUVER TO VANCOUVER LAKE, ALSO KNOWN AS FRUIT VALLEY ROAD (60 FEET WIDE) DISTANT THEREON NORTH 89° 51' WEST 2193.32 FEET AND NORTH 5° 28' WEST 353.6 FEET FROM THE SOUTHEAST CORNER OF SAID SECTION 9; THENCE SOUTH 84° 32' WEST ALONG THE NORTH LINE OF THE HERBERT O. SEWARD TRACT 30.5 FEET MORE OR LESS, TO THE WEST LINE OF THE ABOVE REFERRED TO HIGHWAY; THENCE CONTINUING ALONG SAID LINE OF THE SEWARD TRACT SOUTH 84° 32' WEST 500 FEET TO THE TRUE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID SOUTH LINE OF THE SEWARD TRACT SOUTH 84° 32' WEST 576 FEET; THENCE NORTH 5° 28' WEST 364.7 FEET; THENCE NORTH 84° 32' EAST 1076 FEET TO THE WEST LINE OF SAID HIGHWAY; THENCE SOUTH 5° 28' EAST ALONG SAID WEST LINE 189.7 FEET TO THE NORTHEAST CORNER OF THAT TRACT BEING CONVEYED TO DAVID S. VIERS, ET AL, BY INSTRUMENT RECORDED UNDER AUDITOR'S FILE NO. G589364; THENCE SOUTH 84° 32' WEST ALONG THE NORTH LINE OF SAID VIERS TRACT 500 FEET TO THE NORTHWEST CORNER THEREOF; THENCE SOUTH 5° 28' EAST ALONG THE WEST LINE OF SAID VIERS TRACT 175 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM THAT PORTION CONVEYED TO CLARK COUNTY, WASHINGTON BY QUIT CLAIM DEED DATED JULY 24, 1981, RECORDED SEPTEMBER 21, 1981, UNDER AUDITOR'S FILE NUMBER 8109210001, RECORDS OF CLARK COUNTY, WASHINGTON.

ALSO EXCEPTING THAT PORTION CONVEYED TO THE CITY OF VANCOUVER, A MUNICIPAL CORPORATION OF THE STATE OF WASHINGTON, RECORDED ON JULY 2, 2003, UNDER AUDITOR'S FILE NO. 3668144, RECORDS OF CLARK COUNTY, WASHINGTON.



1"=200'



EASEMENT TABLE:

[A] 20' WIDE UTILITY EASEMENT - AFN 8108130019

SURVEYOR'S NOTE:

[B]	BOUNDARY LINE LOCATION AS PER RECORD OF SURVEY BOOK 50 PAGE 6 AND FOUND MONUMENT(S) AS SHOWN HEREON.
[C]	ROW LOCATION AS PER RECORD OF SURVEY BOOK 54 PAGE 92 AND FOUND ROAD MONUMENT(S) AS SHOWN HEREON.
[D]	ROW LOCATION AS PER STATUTORY WARRANTY DEED, RECORDED AT AFN 3668144.

CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	175.09	4234.81	2°22'08"	N5° 34' 53"W	175.08

LINE TABLE

LINE #	LENGTH	DIRECTION
L1	38.01	N48° 41' 00"W
L2	162.73	S3° 45' 00"E
L3	9.39	N86° 07' 01"E

LEGEND

● FOUND 1/2" REBAR & CAP
"RENTON PLS 37535"

03/05/2025



JOB NO. 2210788.50
03/05/25
BOUNDARY LINE ADJUSTMENT
LEGAL BY: SAR EXHIBIT BY: FSS
SE 1/4, SW 1/4 & SW 1/4, SE 1/4, S9, T2N, R1E



2215 North 30th Street,
Suite 200,
Tacoma, WA 98403
253.383.2422 TEL
253.383.2572 FAX

THIS EXHIBIT HAS BEEN PREPARED TO ASSIST IN THE INTERPRETATION OF THE ACCOMPANYING LEGAL DESCRIPTION. IF THERE IS A CONFLICT BETWEEN THE WRITTEN LEGAL DESCRIPTION AND THIS SKETCH, THE LEGAL DESCRIPTION SHALL PREVAIL.

Attachment C



April 30, 2026

Brett Blechschmidt
Vancouver School District #37
6014 NW Fruit Valley Rd.
Vancouver, WA 98660

Mark Castle
City of Vancouver
415 West 6th St.
Vancouver, WA 98660

Subject: Request for Partial Vacation of Easement – PIN 147389000

Dear Mark,

I am writing on behalf of Vancouver School District #37 to formally request the partial vacation of an existing utility easement on our property located at 6014 NW Fruit Valley Road. The easement in question was originally recorded on August 13, 1981, and is identified as AFN 8108130019.

The school district has tentatively agreed to grant a separate private utility easement to benefit the Fruit Valley development (PRJ-1685535/LUP-85117) if the City will vacate the unneeded portion of the existing public utility easement to reduce the encumbrance on our property. The portion I am requesting to vacate is approximately 259' long and 20' wide area, as shown on the attached survey exhibits.

I respectfully request that the City initiate the necessary process for the partial vacation of the easement. Please let me know if additional information is required to proceed.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ble", with a long horizontal stroke extending to the right.

Brett Blechschmidt
Interim Superintendent
Vancouver School District #37

Vancouver Public Schools

2901 Falk Road • Vancouver, WA 98661

PO Box 8937 • Vancouver, WA 98668-8937

Phone: 360-313-1000 • Fax: 360-313-1001 • www.vansd.org

Staff Report: 172-26

To: Mayor and City Council
From: City Manager
Date: September 14, 2026

Subject

Contract - Seventh Amendment to Professional Services Agreement with First Forty Feet - C-100846

Key Points

- The City entered into a contract with First Forty Feet (FFF) on March 14, 2022, to lead the design of the public infrastructure envisioned in the Heights District Plan.
- The contract has been amended several times to extend the termination date and to advance the design of the first two phases of public infrastructure from preliminary to final design.
- The contract needs to be amended again to support the construction of the Grand Loop and Civic Plaza.

Strategic Plan Alignment

Transportation and Mobility – a safe, future-ready and convenient transportation system

Vibrant and Distinct Neighborhoods – a variety of accessible places and spaces

Present Situation

The City entered into a professional services contract with urban design firm, First Forty Feet, on March 14, 2022 (Attachment H), to lead the design of the public infrastructure in the Heights District. Due to the scale and complexity of this project, the contract has been amended several times to extend the termination date and to advance the design of the first two phases of public infrastructure from preliminary to final construction ready design. The contract amendments are attached as exhibits B-H.

Over the course of this professional services contract, the City completed the design of three roadway projects - Mill Plain Blvd/ MacArthur Blvd intersection; the first phase of the Grand Loop and the MacArthur Blvd/ Lieser Road intersection. The Mill Plain/MacArthur intersection project is now under construction and scheduled to be completed in summer 2027. The Grand Loop project is fully funded and scheduled to start construction in spring 2027. Construction of the Civic Plaza is planned to begin in 2028 alongside the Grand Loop to maximize construction efficiencies, minimize disruption to the same area and avoid damage or rework to the Grand Loop that could result from constructing the plaza at a later date.

To facilitate the construction of the Grand Loop and Civic Plaza, the contract needs to be amended again. The scope of work under this contract amendment is as follows.

1. Noise analysis report required by the Washington State Department of Transportation to complete the environmental permitting work for the Grand Loop project. This was an unforeseen scope of work and required to obligate federal grant funding.
2. Additional design work to complete the design of the following projects. The location and

boundaries of these projects are shown in Attachment I - Current Infrastructure Projects Delineation Map.

- a. Grand Loop (colored purple)
 - b. Mill Plain Blvd/Devine Road intersection (colored orange)
 - c. Civic Plaza (colored green)
3. Bidding and construction support for the Grand Loop (which is required by the engineer of record)
 4. Bidding and construction support for the Civic Plaza (which is required by the engineer of record)

Advantage(s)

This contract amendment will provide the necessary design, bidding documentation and construction support to construct the Grand Loop and Civic Plaza, two pivotal pieces of public infrastructure which support development of the Heights District.

Challenge(s)

None. Anticipated challenges have been mitigated in the scope of work.

Budget Impact

The total cost of this contract amendment is \$1,332,161 and will be funded by Public Works and Parks, Recreation and Cultural Services (PRCS) budgets. There is no budget impact to Public Works for the transportation and utility related work – the costs will be covered with existing budget. The Civic Plaza work will be funded using projected revenue from PRCS's allocation of Business License Surcharge revenues and existing PRCS budget, subject to the approval of the FY 2027-2028 budget.

Prior Council Review

- Approval of First Forty Feet Contract Amendment No.5 dated September 19, 2024, on September 9, 2024
- Approval of First Forty Feet Contract Amendment No.1 dated May 22, 2023, on May 8, 2023
- Approval of First Forty Feet Contract dated March 14, 2022, C-100846 on February 28, 2022

Action Requested

On Monday, September 14, 2026, authorize the City Manager, or designee, to execute Amendment No. 7 to contract C-100846 between the City of Vancouver and First Forty Feet. Increase the not-to-exceed amount by \$1,332,161 to a total of \$10,048,844.07 and extend the termination date to December 31, 2029.

Staff Contact

Amy Stewart, Real Estate Project Manager, amy.stewart@cityofvancouver.us

Attachments:

1. Attachment A - Amendment No. 7 - Final
2. Attachment B - Amendment No. 6 - Executed
3. Attachemnt C - Amendment No. 5 - Executed
4. Attachment D - Amendment No. 4 - Executed
5. Attachment E - Amendment No. 3 - Executed
6. Attachment F - Amendment No. 2 - Executed

7. Attachment G - Amendment No. 1 - Executed
8. Attachment H - Services Contract - C-100846 - Executed
9. Attachment I - Current Infrastructure Projects Delineation



**Services Agreement C-100846
Amendment No. 7
Heights District Master Plan & Construction Services**

This seventh amendment ("Amendment") amends the Services Agreement number C-100846 ("Agreement") between the City of Vancouver, ("City"), and First Forty Feet LLC ("Contractor") and is effective on the last day signed by a Party. Terms that are capitalized but undefined will have the meaning given them in the Agreement.

This Amendment amends the Agreement as follows:

1. **Section 1 Scope of Work** is amended as follows:

The Contractor agrees to provide the City all services and materials in the scope of work identified in Attachment "A", as amended by Amendment 7 to the Agreement, and as further described in the City's solicitation, and the Contractor's responsive proposal to the City's solicitation ("work").

2. **Section 2 Compensation** is amended as follows:

Payment to the Contractor for the Services described in this Agreement shall not exceed \$10,048,844.07 USD.

3. **Section 4 Term of Agreement** is amended as follows:

The Term of this Agreement begins on the March 14, 2022, and continues until December 31, 2029

4. **Entire Agreement.** All unamended terms in the Agreement or any earlier amendment remain in full force and effect. This Amendment, together with the Agreement and any earlier amendments, is the entire agreement between the Parties, and supersedes any other agreement or discussion between them, whether written or oral in nature.

CITY OF VANCOUVER
A municipal corporation

CONTRACTOR:
First Forty Feet LLC

Lon Pluckhahn, City Manager

Signature

Date

Printed Name /Title

Attest:

Date

Anthony Glenn, Deputy City Clerk

Approved as to form:

City Attorney's Office

The Heights District Project – TMRA Redevelopment

Amendment 7

Introduction

The First Forty Feet (FFF) Consultant Team have been selected by the City of Vancouver (COV or City) to prepare construction and permitting documents for the Heights District public infrastructure, henceforth referenced as the Heights District Project, and described further throughout the scope of work as "Project". The scope of work includes the Civic Plaza (Blue), portions of Devine Road (orange), the intersection of Pheonix Way (red), and the intersection of Mill Plain @ Devine Road (purple). The scope of work will include design development, 100% construction documentation, urban design specifications, continued key stakeholder and commissions engagement, arts integration, lighting design, land use planning, traffic and design engineering, SEPA/NEPA and environmental analysis, and miscellaneous support.

The Project team includes:

- **FIRST FORTY FEET LLC** – Overall Project Management, NEPA and 4(f) Coordination, Design Communication, Urban Design, Placemaking and Streetscape Specifications/Guidelines, Grand Loop Linear Park Design, Civic Plaza Design, Communications and Engagement support., Construction Administration Services
- **APEX Engineering and Environmental LLC** – NEPA Coordination and Preparation, Civil Design Documentation, Roadway Engineering, Intersection Design, Traffic Signal Design, Landscape Architecture, Planting Design, Irrigation Design, Stormwater Design, Utility Design, Permitting, Communications support, Project Estimating, and Specifications. Structural for the Civic Plaza Building. Geotechnical for Civic Plaza.
- **Michael Minor & Associates (MMA)** - Noise study and report services for the Loop Road NEPA.
- **Sazan - Civic Plaza Lighting Construction Administration** - Sazan will provide limited Civic Plaza lighting support, including stamped lighting PS&E and permit documents, bidding assistance, lighting submittal review, responses to lighting-related RFIs and construction questions, limited construction observation, and final lighting punch list review.
- **DCW Cost Estimating** - DCW will provide cost estimating support for the Civic Plaza, including review of the design documents, preparation of a 95% construction cost estimate, coordination with the design team regarding assumptions and scope gaps, and development of cost information to support City review, budgeting, bidding, and implementation decisions.

Project Description and Background

The adopted Heights District Plan is the culmination of more than two and a half years of public engagement and participation in a planning process resulting in a community vision for how the Heights District will develop over the next 20 years.

The Heights District is envisioned as a vibrant neighborhood center that is sustainable, healthy, equitable, accessible, and safe. The district includes a variety of public open spaces, diverse mixed-income, mixed-use housing typologies, affordable to a wide range of community members, safe multi-modal mobility opportunities and access to transit. In addition, neighborhoods around The Heights District represent the spectrum of the City's social and economic diversity with both affluent and economically vulnerable residents. The Heights District Plan is an opportunity for the COV to partner with the private sector to bring new investment to central Vancouver and ensure that new development provides benefits and opportunities to a broad range of residents and businesses now and into the future.

The Heights District Plan is guided by policy and regulatory documents that provide specific guidance for the Project limits.

Project Scope of Work (Updates) - Amendment 7

The following amended scope of work tasks describes how the Consultant Team will collaborate with the COV project manager, city staff, key stakeholders, and regulatory agencies to address both design and permitting requirements associated with the North and East Loop Road project permitting requirements and additional work outlined below. This includes additional scope associated with extending the overall project schedule to address Section 4(f) requirements, additional design for Mill Plain and Devine intersection, and general support to the City for TMRA coordination with developers and associated updates to construction documents in support of advertisement in winter of 2026/2027.

The summary of tasks outlined below shows the status in relation to broader contracts, including completed tasks which will close with this amendment. Any remaining task budgets associated with completed tasks will be redistributed within the overall project as outlined in the amendment fee summary. Narrative has been added to tasks listed below within this scope of work providing an outline of amendment revisions to the respective task.

Task 1 – Project Orientation **(Update)**

Task 2 – Communication Plan (Complete)

Task 3 – Master Plan (Complete)

Task 4 – Design Development Documents (Complete)

Task 5 – Permitting **(Update)**

Subtask 5.3 – Federal Level Environmental Permitting Preparation **(Update)**

Task 6 – Project Specific Public Involvement (No change)

Task 7 – Final Design Development Drawings

Subtask 7.1 – Mill Plain and MacArthur Intersection (Complete)

Subtask 7.2 – MacArthur and Lieser Intersection (Complete)

- Subtask 7.3 - TMRA Loop Road **(Update)**
- Subtask 7.4 - East TMRA Loop Road **(Complete)**
- Subtask 7.5 - Mill Plain and Devine Intersection (Update)
- Subtask 7.6 – Civic Plaza (Update)
- Subtask 7.7 – Mill Plain Striping (Complete)
- Subtask 7.8 - City TMRA Development Support **(Update)**
- Subtask 7.9 - Land Use and Planning Application & Approvals Coordination
(Complete)
- Subtask 7.10 - Engineering and Construction (Plaza and Building) Permit
Coordination & Review (Complete)
- Task 8 - Bidding and Construction Support Services MPMA **(No Change)**
- Task 9 - Bidding & Construction Support Services - TMRA Loop Road **(New)**
- Task 10 - Bidding & Construction Support Services - Civic Plaza **(New)**

I. Project Assumptions

The following apply to all First Forty Feet Team deliverables unless otherwise specified in this work scope or by the City of Vancouver (COV) Project Manager:

1. Previewing communications materials
 - Consultant Leadership Team shall provide an agenda and draft materials to the Project Management Team (PMT) at least two working days prior to the meeting.
 - COV will perform one round of review on draft materials.
 - COV will provide comments to Consultant Leadership Team within five working days after a meeting to review draft work scope materials.
 - Consultant Leadership Team shall review with COV all revisions and corrections to materials based on comments received prior to public release.
 - Consultant Leadership Team shall provide materials intended for public release to PMT at least every five working days prior to the scheduled release.
2. Text memorandums and reports
 - Memorandums are to be formatted for 8½-inch by 11-inch, or 11-inch by 17-inch paper in their native format and in an open, universally readable format suitable for review and editing by the COV.
 - All final memorandums, including graphics, tables, etc. are to be provided to COV only digitally in an open, universally readable format suitable for uploading to the COV website. COV shall be responsible for printing of all materials.
3. Construction documentation, plan sheets and specifications
 - Construction documents shall be prepared using AutoCAD and Civil 3D (ver. 2018 – 2023), the City will provide a boilerplate for drafting standards to be used for the development of construction documents. Final electronic deliverables shall be in AutoCAD and Civil 3D format.

- PDF electronic deliverables of the plan sets [11- by 17-inches], specifications, draft construction schedule, and cost estimate
 - Due to extended schedule, the Loop Road project plans, estimate, and specifications will require additional updates in support of a 2027/2028 construction. See task 8.
4. Estimated Notice-to-Proceed (NTP) for Amendment 7 will be September 14, 2026, with anticipated support for additional scope to be through Q3 of 2029.

II. General Project Organization and Management Provision

Project Management Team

The Heights Grand Loop bidding and construction administration effort will be overseen by a Project Management Team (PMT) consisting of the City of Vancouver (COV) Heights District Project Manager, members of the City's Construction Management Group, other COV staff identified by the COV Project Manager, and the Consultant Leadership Team (CLT). The CLT will be led by First Forty Feet (FFF) as prime consultant and will include key support staff and subconsultants, as needed, to support bidding, construction coordination, design clarification, and construction phase review.

Project Delivery Team

The project will be managed day-to-day through a Project Delivery Team (PDT) consisting of the COV Heights District Project Manager, the City's Construction Management Group, and other City staff identified by the COV Project Manager. First Forty Feet will work directly with this group throughout bidding and construction to support coordination, track action items, resolve project questions, and maintain alignment between the design intent and field implementation.

Technical Coordination

During bidding and construction, FFF will coordinate with the City to identify the appropriate City departments, utility representatives, and agency staff needed to support technical review and issue resolution. Rather than a formal technical advisory structure focused on planning-phase milestone review, technical coordination during this phase will focus on construction implementation, submittal review, bid and RFI responses, field conditions, and interdepartmental coordination as needed.

Assumptions

First Forty Feet, as lead consultant, will provide overall project management and coordination for bidding and construction administration services. FFF will work closely with the City's Construction Management Group to oversee project tasks, schedules, submittal workflows, design clarifications, and decision-making during implementation.

The FFF team will conduct regular coordination meetings with the City and project team throughout active bidding and construction and will also participate in broader project management meetings as needed to support schedule tracking, issue resolution, and consultant coordination. The City will lead contractor management and construction oversight, while FFF will support the City by helping maintain continuity with the approved design intent and by providing timely responses related to design interpretation and implementation.

Project Scope of Work Tasks

Task 1: Project Orientation (Update)

The First Forty Feet Team will coordinate with the City of Vancouver (COV) the Project's management structure, work plan, schedule, and coordination roles.

Subtask 1.1: Contract Administration, Invoicing, and Progress Reports (Update)

First Forty Feet will provide contract administration, invoicing, and progress reporting for the Project to the COV project manager including the following:

1. Prepare and submit monthly invoices. Each invoice will include date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses; total cost for labor and expenses for the billing period; subconsultants fees for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees.
2. Prepare a Contract Summary Report (CSR) to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, expenses, and subconsultants as well as total amounts for each invoice. The Contract Summary Report will also list the total amount billed to date, total amount remaining under contract, and contract expiration date.
3. Maintain required contract documentation. Provide copies of project files and records to the city for audits and public information requests. Final documents shall be provided in electronic format as requested.

Subtask 1.2: Project Management Meetings (Update)

The First Forty Feet team will coordinate and facilitate project management meetings necessary to support successful bidding and construction administration of the Heights Grand Loop. The First Forty Feet project manager will work closely with the City of Vancouver (COV) project manager to identify the appropriate City staff, consultant team members, and other participants needed for each meeting.

The **Project Management Team (PMT)**, including representatives from the Department of Economic Prosperity and Housing and other relevant City staff, will provide overall project oversight, review progress, and support key decisions related to project scope, schedule, coordination, and implementation. First Forty Feet will prepare for and participate in **monthly PMT meetings** to provide project updates, discuss key issues, confirm action items, and maintain alignment with City leadership and staff.

In addition, First Forty Feet will meet regularly **with the City's Construction Management Group** during active construction to review construction progress, discuss field conditions, address questions requiring design clarification, coordinate submittals and RFIs, and support timely resolution of issues affecting implementation of the Grand Loop improvements.

The following list identifies the anticipated project management meetings for this phase of work. First Forty Feet will keep the City informed regarding meetings that are not needed, adjustments to meeting frequency, and any additional coordination meetings that may be required as the project progresses.

Anticipated Project Management Meetings	
Monthly Project Progress PMT Meetings	24
Total:	24

1. Support attendance for up to twenty-four (24) monthly Project Management Team (PMT) meetings with the City to provide project updates and discuss broader project coordination, developer interface, future funding considerations, permitting needs, and TMRA implementation strategy.

Subtask 1.3: Management, Coordination, and Direction (Update)

First Forty Feet in conjunction with APEX shall establish a quality management program and decision-making review structure and protocol for review of technical work and other deliverable products developed within the 100% Documentation phases.

Will Grimm (First Forty Feet) is the Heights Project's First Forty Feet consultant team project manager; Dustin Cooley (APEX) will manage design documentation (Task 4-7 Design Development) from NTP through project advertisement which includes oversight of the final signed PS&E bidding documents.

1. First Forty Feet and APEX shall coordinate with Local Programs in support of requirements associated with their oversight of projects which have federal funds. These discussions will address processes associated with development of NEPA documentation and maintain Implementation critical path project schedule elements such as cultural approvals, Right-of-Way funding, and ultimately construction funding approval.
2. First Forty Feet will prepare and submit an activities list and look-ahead schedule to the COV following the Notice to Proceed. The schedule shall show appropriate milestones for the project, including intermediate and final submittal dates for deliverables and key milestone review sessions as dictated in the Communication Plan.
3. The Consultant Leadership Team will coordinate project tasks and activities with the COV.
4. The Consultant Leadership Team will facilitate coordination with necessary agencies identified by COV throughout the design and approval process.
5. The Consultant Leadership Team will coordinate with COV to identify and track project specific risks including mitigation strategy through to implementation. This document will be "living" and updated through life of the project.

Subtask 1.4: Quality Assurance/Quality Control (Update)

The First Forty Feet Team will provide quality assurance and quality control (QA/QC) services for bidding support and construction administration activities in accordance with the Consultant's QA/QC Program. QA/QC efforts during this phase will focus on maintaining consistency with the approved design intent, supporting accurate interpretation of the construction documents, and helping the City respond effectively to questions and issues that arise during procurement and construction.

The First Forty Feet Team's QA/QC process will ensure that appropriate, right-sized review measures are in place at key points throughout bidding and construction. This will include review of addenda, responses to bidder questions, submittals, RFIs, substitution requests, clarification sketches, field recommendations, and punch list documentation. Dustin Cooley of APEX will serve as QA/QC manager and will provide senior-level oversight informed by his experience working with the City of Vancouver on similar public improvement projects.

The QA/QC process will remain active throughout the delivery of the work and will be integrated into the project schedule and coordination workflow. Senior design and technical staff will be involved at appropriate milestones to verify that project responses are technically sound, coordinated across disciplines, and aligned with the intended character and functionality of the Grand Loop improvements. This approach will help ensure that construction-phase decisions are made efficiently and that the quality of the built project reflects the goals established in the approved design documents.

Subtask 1.5: Project Management Team (PMT) Kick-off (Complete)

Task 2: Communications Plan (Complete)

Task 3: Master Plan (Complete)

Task 4: Design Development Documents (Complete)

Task 5: Permitting (Update)

The project area is known not to contain critical areas or other regulated sensitive areas. The completion of critical area assessments or permitting outside of that typically required for civil infrastructure projects will not be necessary. As the initial master plans for the project were reviewed under the SEPA EIS process, the project will not require further review under SEPA unless there has been a significant change in the plans compared to what was initially reviewed.

When federal monies are made available the Project will be required to comply with the National Environmental Policy Act (NEPA). Based on the proposed project timeline, the NEPA review process will be initiated during further refinement beyond 30% without impacting delivery and construction timeframes. At this time both the Mill Plain & MacArthur and Loop Road projects will be receiving federal funding with the following NEPA scope supporting those documents and coordination with WSDOT Local Programs to obtain funding approval milestones. The City will be responsible for

contracting with a Right-of-Way subcontractor to support required documentation in conjunction with obtaining funding approvals for acquisition.

Subtask 5.1: Preliminary Permitting Assessment (No Change)

Subtask 5.2: Permitting Preparation (No Change)

Subtask 5.3: Federal Level Environmental Permitting (Update)

The Loop Road project involves federal funding, which triggers compliance with NEPA. The project will complete NEPA compliance through the Categorical Exclusion (CE) process, which is administered by WSDOT local programs. Coordination with WSDOT local programs will be instrumental in achieving a smooth permitting process as they will facilitate the NEPA review process and consultation with FHWA. The individual discipline reports will accompany the WSDOT NEPA Categorical Exclusion Documentation Form that serves as the “application” for CE approval. There are no discreet state natural resources related permits that will be required; however several historic elements have been identified requiring additional 4f permitting requirements. As of now the project team will develop NEPA permitting for the **Loop Road projects** within the Tower Mall Redevelopment Area (TMRA) for the purposes of supporting the following project specific projects:

- Subtask 7.3 - TMRA Loop Road
- **Subtask 5.3.1 Mill Plain & MacArthur Intersection Permitting (No Change)**

Subtask 5.3.2 TMRA Permitting (Update)

The tasks necessary to receive the required natural resource related permits are presented by jurisdiction below. With identified federal funding for the Loop Road project as described in subtasks 7.3 and 7.4, the permitting package will be prepared in support of the broader TMRA.

Environmental Review and Documentation Task Assumptions

- FFF and APEX will combine the completed sections of the NEPA CE with Agency Comments for final submittal approval to Local Programs and FHWA.
- Permit fees will be paid by the City.
- No wetlands are anticipated within the project limits.
- City will conduct one round of review for all permit narratives and technical memoranda. Documents will be provided electronically.
- Meetings are limited to those defined in project tasks.
- Consultant has assembled and submitted applications to the city with only noise analysis and discipline specific report outstanding.
- Consultant has completed individual section 4(f) evaluation at this time.

Subtask 5.3.2.1 NEPA CE – Environmental Justice Memo (Complete)

Subtask 5.3.2.2 NEPA CE – Hazardous Materials Assessment (Complete)

Subtask 5.3.2.3 NEPA CE – Endangered Species Act (ESA) No Effect Memo (Complete)

Subtask 5.3.2.4 NEPA Categorical Exclusion (CE) Submittal (No Change)

Subtask 5.3.2.5 Cultural Resources (AINW) (Complete)

Subtask 5.3.2.6 Section 4(f) Evaluation (APEX, FFF, and AINW) (Complete)

Subtask 5.3.2.7 Noise Analysis and Report (New)

A traffic noise analysis is required for all federally funded projects that meet FHWA requirements. Because this project will result in new roadways in new locations, it meets the FHWA and WSDOT requirements for a detailed noise analysis. This project is part of the new Heights District Masterplan development and therefore, currently there are limited noise sensitive properties at the site. The site is also bound by major arterial roadways, East Mill Plain Boulevard, and MacArthur Boulevard, which are currently the dominant traffic noise sources in the area, and are likely to remain the dominant traffic noise source in the future.

Acoustics Introduction and Regulatory Review

Provide a summary introduction to acoustics, including information on noise in dense residential developments and general building acoustic insulation options for residences. Summarize WSDOT regulations along with those from the City of Vancouver, Clark County and the State of Washington Administrative Code (WAC).

Land Use Review and Noise Monitoring

MMA will conduct a reconnaissance of the project area to identify all land use types and locate noise-sensitive properties within approximately 300 feet of the project area as described in the Procedures for Abatement of Highway Traffic Noise and Construction Noise. Physical and terrain features that affect noise propagation and features that may be altered during construction shall be identified. Design drawings and proposed plans for the proposed development will be obtained from the project design team and used in this analysis.

Noise measurements and traffic counts will be conducted at three (3) sites as needed to calibrate the traffic noise model and to ensure a complete description of existing noise levels that are representative of the land uses along the proposed alignments. The three measurements will be taken during normal daytime hours with normal free flowing traffic on the nearby arterial roadways. An illustration of area land use and measurement locations on vicinity maps will be produced for reference.

Noise Level Modeling and Impact Analysis

This task include construction of existing and future noise models using the FHWA Traffic Noise Model (TNM, version 2.5). The initial step is to model the traffic noise levels at the three noise monitoring validation sites using the existing roadway configurations and the traffic

counts from the noise measurement survey described above. The sound level predictions will be compared with the measured sound levels to reach a close agreement of ± 2 dB.

Existing and Future No-Build: Under the existing and Future No-Build alternatives there would be no Heights District Masterplan, and therefore none of the development related noise sensitive properties would exist. Therefore, based on the site visits, aerial mapping, land use inspection noise sensitive properties surrounding the site will be identified and included in this phase of the study. Modeling sites will, at the least, include the Vancouver Early Childhood Center, parts of the McLoughlin Middle School, the Park Hill Cemetery and any other sensitive properties identified during site visits and land use assessment.

Using the validated model, existing peak hour traffic volumes from project traffic engineers will be used with posted speed limits to calculate existing peak hour noise levels. Traffic noise level projections will also be performed for the same sites using the future No-Build traffic volumes. These predicted noise levels will be used in comparison with the future Build noise levels and to aid in the understanding of the potential change in project area noise levels.

Future Build Conditions: Future Build noise levels during peak hour will also be modeled at the same selected noise-sensitive sites above with additional sites based on the proposed new and improved roadways and planned Heights District Masterplan development. Based on the proposed layout of the Heights District Masterplan, a set of representative noise modeling sites will be located throughout the new development. Frequently, one modeling location will be used to represent several nearby locations expected to have similar or slightly lower noise levels than the modeling location. Planned upper floor units in new developments at the site will be included in this analysis. The number of modeling sites will be sufficient to accurately predict existing and future (year 2040) No-Build and future Build traffic noise levels, identify all potential traffic noise impacts, and if necessary, evaluate traffic noise abatement measures.

Traffic volumes for the new interior roadways will be predicted using average daily trips to and from the new development with the traffic distributed along project roadways. Future traffic volumes for other roadways, including East Mill Plain Boulevard, MacArthur Boulevard, and North Devine Road will be provided directly from the traffic engineers.

The future Build traffic noise levels will be compared to the approach or exceed noise criteria using the WSDOT policy. For residences and churches, noise impacts occur if future traffic noise levels approach or exceed 66 dBA Leq during peak hours. The substantial increase criteria of 10 dB over the existing conditions will not be applicable for this project in new residences at the Heights District Masterplan, but could be applicable to other existing sensitive land uses in the area.

Noise Abatement: Per WSDOT and FHWA policy, abatement must be considered for all noise impacts to determine if reasonable and feasible abatement is possible. Although the current plans do not support the possibility of reasonable and feasible abatement, it still must be evaluated as part of the study. At this time, based on the most current design

drawings, expected traffic volumes and speeds, no noise abatement is likely to meet WSDOT requirements for reasonable and feasible abatement.

Technical Report

A noise technical report will be prepared. The contents will include an introduction to acoustics, summary of criteria and regulations, land use, predicted noise levels, and new development mitigation strategies. Tables and figures will be prepared to aid in the understanding of noise levels throughout the development. Construction noise will be discussed.

The initial report will be submitted in Microsoft (MS) Word format for review and comments. After addressing any comments, a final report will be produced in PDF electronic format.

Deliverables:

- Draft & Final Noise Report

Task 6: Project Specific Public Involvement (Complete)

Task 7: Final Design Development Documents (Update)

Subtask 7.3: TMRA Loop Road (Update)

This subtask title will be revised to reflect delivery of compiled package as was previously split between subtasks 7.3 and 7.4 to help streamline project delivery and contracting efforts. The revision to the subtask will be titled TMRA Loop Road with subtask 7.4 now being shown as completed. The fee associated with the delivery of the scope of work below will also be consolidated.

Bid Package Updates

The consultant will provide additional effort in support of the construction bid package (PS&E) updated to reflect bid/award requirements associated with federal funding and WSDOT for construction 2027/2028. These updates will be based on new agency standards requirements, updated round of City design review comments, alignment of PS&E package with recent Mill Plain and MacArthur advertising, and ongoing coordination with adjacent developers.

- 2026 Specification & Estimate updates
- BABA Documentation
- Developer Utility and access adjustments (P, M, & O)
 - Water Line Adjustments
 - Stormwater Adjustments
 - Sewer Adjustments
 - Driveway Adjustments
 - Lighting and landscaping adjustments
 - Existing tree pruning plan
- Colorado & Aspen temporary road improvements

- Stormwater standards and cartridge design updates
- Water main staging & design Updates
- Plaza lighting and power connection updates
- CPU coordination & distribution line phasing
- Finalize private utility conflicts & design
- Construction phasing plan developer updates
- Document additional stormwater infiltration testing at 3 locations (Task 4.6)

Deliverables:

- Updated Submission of PS&E Package
- Updated Stormwater Report
- Updated Geotechnical Report
- Resolved Comment Tracking List
- BABA Documentation
- Supporting Bid documents
- Construction Schedule and Staging Plans

Subtask 7.4: TMRA Loop Road East – (Complete)

Subtask 7.5: Mill Plain and Devine Intersection (Update)

Due to the lack of construction funds at the time of this amendment, this project will be shelved at 90% design. The remaining budget under this Subtask 7.5 will be reallocated to other tasks to reduce overall fee impact under this amendment.

Assumptions:

A future amendment will be needed to update the Mill Plain and Devine Intersection plans, specifications, and estimate in support of a future City procurement.

Subtask 7.6: Civic Plaza (Update)

Subtask 7.1: Subtask 7.6.1 Civic Plaza Design Bid Package Update

First Forty Feet and the consultant team will update the current Civic Plaza design to support construction readiness, coordination, and implementation. This task includes design refinement of the current 100% Civic Plaza documents, including removal of the water feature/spray deck and the associated wet storage and dry storage structure. The area previously occupied by the spray deck and structure will be redesigned to create a low-cost, high-impact public realm solution that maintains the intent, usability, and civic character of the plaza while reducing construction complexity and long-term maintenance obligations.

This task includes a focused review and update of the current Civic Plaza design documents to identify items requiring refinement before bidding and construction. Services may include coordinating revised plaza layout, pedestrian circulation, accessibility, grading transitions, landscape areas, Festival Lane interfaces, site furnishings, lighting, power, utility interfaces, and related public

realm details affected by the removal of the water feature and storage structure. The consultant team will develop design options for the revised plaza area and present recommended low-cost, high-impact solutions to the City for review and approval before advancing the design to updated 90% and 100% construction documents. Following City direction, the team will update selected drawings, details, exhibits, and specifications related to the approved design approach, including refinements to landscape and planting, special paving and hardscape transitions, seating, site furnishings, accessibility and grading coordination, and other public realm elements that affect the character, use, maintenance, operations, and constructability of the Civic Plaza.

Assumptions

- Design updates will focus on refinement of the current approved or near-final Civic Plaza design documents, including removal of the water feature/spray deck and associated wet storage and dry storage structure.
- The area previously occupied by the water feature and storage structure will be redesigned as a low-cost, high-impact public realm improvement consistent with the overall Civic Plaza design intent.
- The redesign will not constitute a full restart or comprehensive redesign of the entire Civic Plaza.
- The consultant team will develop and present design options or a recommended design approach to the City for review and approval prior to advancing the updated 90% and 100% design documents.
- The consultant team will prepare planning-level cost information for both Festival Lane design solutions to help the City evaluate tradeoffs, phasing, and implementation options.
- The City will provide one consolidated round of review comments on the proposed design direction, including the Festival Lane options, and one consolidated round of review comments on the updated 90% design submittal.
- Updated drawings will be limited to affected sheets, details, specifications, exhibits, and coordination items necessary to document the approved design revisions.
- Major changes to the overall plaza program, utility strategy, grading concept, or project limits are excluded unless authorized as additional services.
- Advancement of both Festival Lane options to full 100% construction documents is excluded unless specifically authorized; the final 90% and 100% design documents will document the City-approved direction.

Deliverables

- Design readiness review summary identifying revisions required due to removal of the water feature/spray deck and associated storage structure.

- Design option exhibits or recommended design concept for the area previously occupied by the water feature and storage structure.
- Cost information for both Festival Lane design solutions to support City review, phasing decisions, and implementation planning.
- City review meeting or presentation materials for approval of the revised Civic Plaza design direction and preferred Festival Lane approach.
- Resubmittal of updated 90% design documents, including affected plans, details, exhibits, and coordination updates.
- Updated design coordination comments and response to City review comments.
- Supplemental clarification sketches or exhibits, as needed.
- Updated specification notes, design intent language, and affected technical coordination items, as needed.
- Final updated 100% design documents for affected Civic Plaza sheets and details based on the City-approved design direction.

Subtask 7.6.2 Civic Plaza Lighting Plans

Säzän will provide a drawing set for the Civic Plaza lighting system. Drawings, lighting-related division specifications, and fixture cut sheets will be included. This set is assumed to be stamped, signed, and intended for construction purposes. This scope is limited to lighting systems only. This work is not intended for redesigning already approved lighting systems or for value engineering that would significantly change or alter already designed systems. It assumes no change in the overall lighting scope of work.

Subtask 7.6.3 Cost Estimating– 95% Design Documentation

DCW will provide construction cost estimating services for the Civic Plaza based on the 95% design documentation prepared by First Forty Feet and the consultant team. The estimate will support City review, budget confirmation, construction readiness, and preparation for bidding. DCW will review the available drawings, specifications, design narratives, and related documentation to prepare an opinion of probable construction cost reflecting the anticipated scope of work, including plaza hardscape, landscape areas, Festival Lane improvements, site furnishings, lighting-related public realm elements, irrigation, planting, paving, grading, and other visible site improvements included in the 95% design package.

DCW's work will include coordination with First Forty Feet and the consultant team to confirm estimating assumptions, identify scope gaps or items requiring clarification, and align the estimate with the current design direction. The cost estimate will be organized in a format appropriate for City review and may include line-item quantities, unit costs, allowances, general conditions, contractor markup, escalation, contingency, and other cost assumptions appropriate for the level of design documentation. DCW may also provide limited cost comparison information for alternate or phased design approaches, including the full-build and interim Festival Lane design options, if included in the 95% design package.

Assumptions

- DCW will prepare one 95% opinion of probable construction cost based on the 95% Civic Plaza design documents.
- The estimate will be based on drawings, specifications, narratives, and supplemental design information provided by First Forty Feet and the consultant team.
- The estimate will reflect the scope shown in the 95% documents and will include reasonable allowances where information is incomplete or not fully detailed.
- The estimate may include separate line items or alternates for the full-build and interim Festival Lane design options, if requested by the City and provided in the design documentation.
- The estimate will include appropriate estimating assumptions for contractor general conditions, overhead and profit, escalation, contingency, and market conditions.
- DCW will participate in one coordination meeting with First Forty Feet and the consultant team to review scope assumptions and one estimate review meeting with the City, if requested.
- The estimate is an opinion of probable construction cost and does not guarantee bid results, contractor pricing, or market conditions at the time of bidding.
- Redesign, value engineering documentation, bid reconciliation, or multiple estimate updates are excluded unless authorized as additional services.

Deliverables

- 95% opinion of probable construction cost for the Civic Plaza.
- Line-item cost estimate organized by major work category, system, or bid schedule.
- Estimate assumptions, exclusions, allowances, contingency, escalation, and markup notes.
- Separate cost line items or alternates for full-build and interim Festival Lane design options, if included in the 95% design documentation.
- List of scope gaps, clarifications, or cost-related questions identified during estimate preparation.
- One estimate review meeting with First Forty Feet and the consultant team.
- One estimate review meeting with the City, if requested.
- Final 95% cost estimate in PDF and editable format.

Subtask 7.8: City TMRA Development Support (Update)

Subtask 7.8.1: General TMRA Support

The consultant will support the city with the Tower Mall Redevelopment Area (TMRA) tasks that fall outside of the subtasks 7.1 through 7.6 plus requests from the City to support ongoing discussion with developments associated with parcels A, B, C, P, M, & O. The team will support the COV on the following tasks on a T&M and as requested basis:

- Project Survey & Right-of-Way Support
- Design Updates & City Coordination
- Grant & Funding Support

- Utility Coordination & Design Support (CPU & Private)
- Developer design and construction phasing support
- Assist in preparing future development parcels for advertising (parcel data confirmation and development of exhibits)

Subtask 7.8.2: TMRA Sub-Division Development & County Approval (No Change)

Subtask 7.9 - Land Use and Planning Application & Approvals Coordination (Complete)

Subtask 7.10 - Engineering and Construction (Plaza and Building) Permit Coordination & Review (Complete)

Task 8: Bidding & Construction Support Services – MPMA (No Change)

Task 9: Bidding & Construction Support Services – TMRA Loop Road (New)

First Forty Feet (FFF), with support from APEX and the consultant team, will provide bidding support and construction administration services for the Loop Road North & East and associated Heights Grand Loop public realm improvements. These services are intended to assist the City during project advertisement, contractor procurement, and active construction, and to help maintain alignment between the approved construction documents and the intended design character, usability, and public realm quality of the Grand Loop improvements.

FFF's role during this phase will focus on urban design oversight, public realm design continuity, and coordination with the City's Construction Management Group to support implementation of the project's site, streetscape, and landscape elements. APEX will support the City on technical construction-related reviews, responses, and documentation as described below.

Subtask 9.1: Bidding Support

During project advertisement and procurement, the consultant team will provide limited bidding support services to assist the City in administering the bid process and responding to contractor questions. Services will include coordination of design clarifications, interpretation of the bid documents, and support for addenda preparation.

FFF and APEX will:

- Support coordination of the final bid package for Loop Road North & East and associated Grand Loop improvements
- Respond to questions from prospective bidders and City staff prior to bid opening regarding the bid documents
- Assist the City with interpretation of design intent, materials, and site-specific improvements reflected in the bid package
- Attend the pre-bid meeting, if requested by the City, and respond to questions related to public realm design elements, site features, landscape improvements, and related construction interfaces
- Review proposed substitutions for general conformance with the approved design intent and contract requirements
- Prepare and support issuance of up to **three (3) addenda**

- Assist the City with review of bids and support evaluation of responsiveness to the design documents, if requested

Bidding support will focus particularly on those project elements that influence the quality, function, and character of the Grand Loop public realm, including paving, landscape features, pedestrian circulation, site furnishings, edge conditions, and related streetscape improvements.

Subtask 9.2: Submittal and Shop Drawing Review

During construction, the consultant team will receive and review material submittals, shop drawings, schedules, and other contractor submittals required under the construction contract to evaluate conformance with the contract documents and approved design intent. The consultant team will review standard submittals and shop drawings and provide written comments to the City in accordance with the applicable approval requirements within ten (10) business days from receipt of complete contractor submissions. More complex or multi disciplines review may require more review time to coordinate with manufacturers, fabricators, or specialty suppliers to verify design consistency and constructability.

Submittals may include, but are not limited to:

- Manufacturer's Certificates of Compliance
- Certificates of Material Origin
- Product data and cut sheets
- Qualified Product List documentation
- Construction sequence schedules
- Shop drawings
- Material-specific submittals
- HMA mix designs
- Landscape and irrigation submittals
- Site furnishing and specialty feature submittals
- Other items required by the construction specifications

FFF's urban design and landscape-related review will focus on those components that directly affect design character, user experience, and public realm performance, including:

- Site furnishings and seating elements
- Streetscape Amenity Element
- Special paving and surface treatments
- Low walls, edge conditions, and railings
- Lighting-related interface items
- Signage, wayfinding, or interpretive elements, if included
- Planting, irrigation, soil systems, and landscape materials
- Hardscape interfaces and landscape detailing
- Other visible site and park elements affecting design intent

APEX will support review of technical and engineering-related submittals, as appropriate to their scope. That said, all contractor direction, approvals, substitutions and change authorization remain with the City.

Subtask 9.3: Responses to Contractor Questions, RFIs, RFCs, and Change Orders

During active construction, FFF and APEX will assist the City in responding to contractor questions and requests in order to support timely decision-making and maintain construction progress. The consultant team will review RFIs, RFCs within five (5) business days following receipt of contractor's request.

FFF and APEX will:

- Assist the City with responding to construction questions and Requests for Information (RFIs) from the Contractor
- Provide supplemental information, design interpretation, and clarification sketches as needed to support the progress of the work
- Assist the City with review and processing of Requests for Clarification (RFCs) from the Contractor
- Review substitution requests for consistency with contract requirements and approved design intent
- Assist the City in evaluating field conditions that may warrant adjustments to the work
- Prepare draft change order documentation and associated exhibits for City review where changes are required due to unforeseen conditions, coordination needs, or City-requested revisions
- Prepare minor design revisions associated with approved change orders during construction
- Submit draft change order materials to the City for review, approval, and issuance to the Contractor

FFF's role in this subtask will emphasize the protection of the Grand Loop's intended urban design character and functional public realm performance, including review of changes affecting pedestrian circulation, landscape design, hardscape detailing, site amenities, and the relationship between the Loop improvements and adjacent development frontages. APEX will support the City on associated engineering and technical revisions. That said, all contractor direction, approvals, substitutions and change authorization remain with the City.

Subtask 9.4: Construction Phase Coordination

FFF will work closely with the City's Construction Management Group throughout active construction to support coordination, issue resolution, and design continuity. Coordination during this phase will include regular meetings with City staff and participation in construction-related discussions as needed address construction activities, minimizing impacts to traveling public and adjacent developer construction activities.

Consultant responsibilities will include:

- Attend the pre-construction meeting with the City, Contractor, and consultant team
- Participate in regular meetings with the City's Construction Management Group during active construction to review construction progress, discuss field conditions, coordinate responses, and address implementation issues
- Participate in Local Programs / NEPA meetings, as required by the project
- Coordinate with the City and consultant team regarding action items, schedule impacts, submittal status, and pending field decisions
- Support timely communication regarding construction phasing affecting project implementation of developer construction progress and overlap with road contractor activities.

Subtask 9.5: Site Observation and Construction Administration Support

FFF and the landscape design team will provide periodic site observations during construction to confirm that the work is generally proceeding in a manner consistent with the approved design intent for the Grand Loop improvements.

Construction administration support will include:

- Periodic site observations of streetscape, hardscape, and landscape installation
- Observation of layout and installation of planting areas, trees, paving zones, site furnishings, seating elements, walls, and other key public realm features
- Review of grading transitions and hardscape/landscape interfaces affecting function and appearance
- Coordination with the City regarding observed conditions that may require clarification or corrective action
- Participation in construction progress meetings, as needed, to discuss observed work and outstanding issues
- Review of pay applications for general conformance with observed construction progress, if requested by the City

These services are intended to support design implementation and do not relieve the Contractor of responsibility for construction means and methods, safety, sequencing, or compliance with the construction contract. Additionally, all contractor direction, approvals, substitutions and change authorization remain with the City.

Subtask 9.6: Punch List and Closeout Support

At or near substantial completion, FFF and the consultant team will assist the City in evaluating the completeness of the work and identifying items requiring correction or completion prior to final acceptance.

Services will include:

- Assist City in preparing punch lists for urban design, site, and landscape improvements at substantial completion
- Review completion of punch list items
- Verify completion of key public realm and landscape elements affecting usability and design quality
- Assist the City with closeout review related to designed site elements
- Assist with plant establishment review, if included in the construction contract
- Support closeout documentation related to urban design, landscape, and site features, as appropriate
- Support the development of As-built drawings for stormwater, sewer, and water designs based on contractor provided markups

Key Project Elements Covered

This task is intended to support bidding and construction of the Heights Grand Loop public realm improvements, including, but not limited to:

- Linear park and pedestrian circulation improvements
- Loop Road North & East streetscape interfaces
- Special paving and surface treatments
- Planting and irrigation
- Site furnishings and seating elements
- Low walls, edge conditions, and landscape features
- Railings, signage, and lighting-related interface items
- Wayfinding or interpretive features, if included

- Coordination of park and streetscape improvements with adjacent development frontages and public realm improvements

Exclusions

Unless otherwise amended by the City, the following items are excluded from this task:

- Approval or issuance of change order paperwork to the Contractor
- Contractor means, methods, techniques, sequencing, or safety procedures
- Full-time construction observation or resident engineering services
- Completion of Record of Materials (ROM) documentation for federal-funded projects; this will be completed by the City

Subtask 9.7: Construction Survey:

Construction Staking

Construction staking tasks include:

- Verify, establish, and maintain site control
- Sawcuts
- Silt fence
- Sanitary Sewer (MH's, CO's, laterals, and pipe)
- Storm (MH's, CB's, Infiltration trench's, AD's, CO's, and pipe)
- Water (Connections, FH's, BO's, and pipe)
- Joint Utility Trench (Centerline of trench every 50' – FG elev.)
- Light Poles (89 total)
- Electrical (Signal boxes and receptacles not next to light poles)
- Final Curb
- Additional ADA grading points (per grading sheets)
- Linear Park layout points (per layout plan sheets – assume 6 field crew mobilizations)
- Signing and striping
- As built survey data for storm sewer, sanitary sewer, and water facilities, provided to the Engineer in CAD format.
- Obtain monument destruction permit from the DNR and replace destroyed monuments

Assumptions:

- Work will be completed in 77 crew mobilizations
- No rough staking is included it is assumed that GPS machine control will be used by the contractor.
- As built survey data collection will be limited to underground storm sewer, sanitary sewer, and water facilities.
- Contractor will provide traffic control when necessary for survey crew access.
- Stakes will be placed one time based on current design.
- Additional staking beyond what is shown in plans for infield design changes, site disturbance, and vandalism is quantified up to an additional \$40,000 in effort to support unforeseen circumstances.

Deliverables:

- Construction staking plan sheet, cut sheets and/or notes
- As built survey field data, survey notes, and CAD files for the underground storm sewer, sanitary sewer, and water facilities included in the survey scope.

Platting Monumentation

APEX will verify existing monuments that are to be maintained, those that will be destroyed during construction, and new required through platting. APEX will obtain monument destruction permit from the DNR, replace destroyed monuments and file a post construction record of survey.

Deliverables:

- Create a list of monuments that are to be maintained and those that may be destroyed during construction. These monuments should be identified on the construction plans and noted whether they are being protected or destroyed on the plans.
- Create and file a monument destruction permit with the State DNR
- Replace monuments
- Set monuments for centerline control.
- Create and file a post construction record of survey with the State DNR and the Clark County Auditor's Office.

UAS Services

APEX will perform UAS flights and take aerial photos and videography for sharing through the City's website. This service includes post flight processing of photos and videos plus storage of the post processed pictures and videos.

Assumptions:

- Drone services are contingent on FAA authorization
- 1 flight once per month for 18 months

Deliverables:

- Three (3) videos taken end-to-end over the construction site.
- Three (3) panoramic photos from 3 vantage points, north end, mid project and south end
- Web-links for attachment to the city website

General Bidding & Construction Support Services Assumptions:

- Attend **one (1) in-person pre-construction conference**
- Prepare up to **three (3) contract addenda** during bidding
- Attend up to **twenty-four (24) monthly Project Management Team (PMT) meetings** with the Department of Economic Prosperity and Housing and relevant City staff, as described in Subtask 1.2
- Attend up to **seventy-two (72) weekly meetings with the City's Construction Management Group** during active construction, as described in Subtask 1.2

- Review up to **forty (40) material submittals** based on the current engineer's estimate (**4 hours each**)
- Review up to **fifty (50) draft and final shop drawing submittals (16 hours each)**
- Respond to up to **seventy-five (75) RFIs (4 hours each)**
- Prepare up to **twelve (12) draft change orders (6 hours each)**
- Prepare up to **ten (10) minor design revisions associated with change orders (16 hours each)**
- Conduct up to **twenty-four (24) site visits** for construction observation and inspection support (**12hours each**)
- Submittal and shop drawing review shall be limited to items affecting urban design intent, landscape design intent, public realm character, and associated technical compliance, including paving, planting, irrigation, site furnishings, walls, railings, signage, and similar project features
- Construction administration services are limited to support of the City and do not include full-time onsite observation, contractor supervision, or approval authority over contractor means and methods
- The City will retain responsibility for contractor management, issuance of change orders, Record of Materials (ROM) documentation, and final acceptance of the work
- The Contractor will maintain and provide complete redline drawings documenting actual constructed conditions, approved field changes, deviations from the Contract Documents, and other information required for preparation of record drawings. Redlines for storm sewer, sanitary sewer, and water facilities will be provided for up to forty (40) plan sheets.

General Bidding & Construction Support Services Deliverables:

- Written responses to pre-bid questions
- Up to **three (3) contract addenda** prepared for City review and issuance
- Reviewed material submittals with consultant comments and disposition recommendations
- Draft and final shop drawing review responses
- Written responses to RFIs and contractor clarification requests
- Written correspondence and coordination memoranda to the City related to contractor questions, design clarification, and implementation issues
- Draft change order documentation and supporting exhibits prepared for City review and issuance
- Minor plan exhibits or sketch revisions associated with approved change orders
- Site visit summary notes documenting observed progress, design-related issues, and follow-up items
- Punch list documentation for urban design, site, and landscape improvements at substantial completion
- Closeout review comments related to designed site elements
- Supporting documentation for design-related exceptions or clarifications, if required during construction

- As-built drawings for stormwater, sewer, and water plan updates

General Bidding & Construction Support Services Items Excluded from Deliverables:

- The following items are excluded unless otherwise authorized by amendment:
- Engineer of Record inspection reports
- Final approval and issuance of change orders to the Contractor
- Record of Materials documentation for federal-funded projects

Task 10: Bidding & Construction Support Services - Civic Plaza (New)

Civic Plaza construction administration support is assumed to occur over a 9-month construction period.

Subtask 10.1 - Bidding Support

First Forty Feet and the consultant team will provide bidding support to assist the City during contractor procurement. Services may include responding to bidder questions related to design intent; assisting the City with interpretation of plaza, landscape, festival lane, lighting, paving, planting, site furnishings, and other visible public realm elements; attending one pre-bid meeting; reviewing proposed substitutions related to visible public realm elements; supporting the preparation of up to two addenda; and providing bid review support. Bidding support will focus on items that affect the Civic Plaza's public realm character, usability, constructability, and long-term performance.

Deliverables:

- Written responses to bidder questions.
- Addenda language or exhibits for City review and issuance.
- Substitution review comments, if needed.

Subtask 10.2: Submittal and Shop Drawing Review

During construction, the consultant team will receive, and review material submittals, shop drawings, schedules, samples, mock-ups, and other contractor submittals required under the construction contract to evaluate general conformance with the contract documents and approved Civic Plaza design intent. The consultant team will review standard submittals and shop drawings and provide written comments to the City in accordance with the applicable approval requirements within ten (10) business days from receipt of complete contractor submissions. More complex or multi-discipline reviews may require additional review time to coordinate with manufacturers, fabricators, suppliers, or specialty consultants to verify design consistency, constructability, and compatibility with the intended public realm character of the Civic Plaza.

Submittals may include, but are not limited to:

- Manufacturer's Certificates of Compliance.
- Certificates of Material Origin.
- Product data and cut sheets.
- Qualified Product List documentation.

Construction sequence schedules.

- Shop drawings.
- Material-specific submittals.
- Landscape and irrigation submittals.
- Site furnishing and specialty feature submittals.
- Lighting fixture, controls, and lighting-related interface submittals.
- Paving, concrete finish, and hardscape material submittals.
- Planting, soil, mulch, and landscape material submittals.
- Signage, wayfinding, or interpretive element submittals, if included.
- Other items required by the construction specifications.

FFF's urban design and landscape-related review will focus on components that directly affect Civic Plaza design character, user experience, accessibility, durability, and public realm performance, including:

- Site furnishings and seating elements.
- Special paving, concrete finishes, and surface treatments.
- Festival lane paving, edges, transitions, and interface conditions.
- Low walls, seat walls, edge conditions, railings, bollards, and related public realm features.
- Lighting-related interface items affecting the public realm.
- Signage, wayfinding, or interpretive elements, if included.
- Planting, irrigation, soil systems, trees, and landscape materials.
- Hardscape interfaces, grading transitions, and landscape detailing.
- Other visible plaza and public realm elements affecting the approved design intent.

Subtask 10.3: Submittals, RFIs, and Design Clarifications

First Forty Feet and the consultant team will provide focused construction administration support during active construction to assist the City with design interpretation, coordination, and implementation of the Civic Plaza. Services may include review of selected material submittals, product data, shop drawings, mock-ups, and samples for key visible plaza elements; responses to RFIs and contractor clarification requests; preparation of supplemental sketches or written clarifications, as needed; review of substitutions affecting design intent; and coordination of responses among landscape, civil, lighting, and other applicable public realm design disciplines. The team may also assist the City with draft change order exhibits related to design clarifications, if requested. Construction administration review will focus on elements that shape the Civic Plaza's public realm character and long-term performance, including special paving and surface treatments, landscape materials, planting, soils, irrigation, site furnishings, seating, festival lane paving and transitions, walls, railings, bollards, signage, lighting interfaces, and other visible site elements affecting the public realm.

Deliverables:

- Reviewed submittals with comments.
- Reviewed shop drawings with comments.
- Written RFI responses.
- Clarification sketches or supplemental details.
- Substitution review comments.

- Draft change order exhibits, if requested.

Subtask 10.4: Construction Phase Coordination

FFF will work closely with the City's Construction Management Group during active construction to support coordination, issue resolution, and continuity between the approved Civic Plaza design and field implementation. Coordination during this phase will focus on construction sequencing, plaza access, festival lane interface conditions, public realm improvements, landscape installation, lighting coordination, and the relationship between Civic Plaza work and adjacent roadway or developer construction activities. FFF will participate in construction-related coordination discussions as needed to help identify design-related issues early, support timely decisions, and minimize conflicts between plaza construction, public access, adjacent development activity, and related infrastructure work.

Consultant responsibilities will include attending the pre-construction meeting with the City, Contractor, and consultant team; participating in periodic construction coordination meetings with the City's Construction Management Group during active construction; coordinating with the City and consultant team regarding action items, schedule impacts, submittal status, field decisions, and design-related construction issues; and supporting timely communication regarding construction phasing, access constraints, adjacent developer coordination, and overlap with road contractor activities that may affect implementation of the Civic Plaza.

Subtask 10.5: Site Observation and Construction Administration Support

First Forty Feet and the consultant team will provide limited site observation during construction to review general conformance with the approved design intent and support the City during implementation of the Civic Plaza. These services are intended to assist with design continuity and field coordination and do not replace City inspection, contractor quality control, required special inspections, or the contractor's responsibility for means, methods, sequencing, and safety. Site observation may include review of plaza layout and pedestrian circulation, festival lane interfaces, paving transitions, accessibility conditions, landscape areas, trees, planting, irrigation, site furnishings, seating, walls, railings, bollards, lighting, power, utility interface items, and overall public realm quality.

Deliverables:

- Site observation notes.
- Design-related field comments.
- Follow-up action items, if needed.

Subtask 10.6: Punch List and Closeout Support

At substantial completion, First Forty Feet and the consultant team will assist the City with punch list and closeout review for the designed Civic Plaza elements. Services may include participation in one substantial completion walk-through; preparation of design-related punch list comments; review of completed punch list items; participation in one final back-check walk-through; review of selected closeout documents related to landscape, irrigation, site furnishings, lighting, and other designed public realm elements; and preparation of final design-related closeout comments for the City. This work is intended to support final review of the Civic Plaza's public realm quality, usability, landscape performance, and overall completion prior to final acceptance.

Deliverables

- Punch list comments.
- Punch list back-check comments.
- Closeout review comments.

Key Project Elements Covered

This task is intended to support bidding and construction of the Heights Civic Plaza public realm improvements, including, but not limited to:

- Civic Plaza hardscape and pedestrian circulation improvements.
- Plaza layout, grading transitions, and accessibility conditions.
- Festival lane interface, paving, edge conditions, and transitions.
- Landscape areas, planting, trees, soils, and irrigation.
- Special paving, surface treatments, concrete finishes, and hardscape detailing.
- Site furnishings, seating, benches, tables, bike racks, bollards, and related amenities.
- Low walls, seat walls, railings, edges, and other public realm features.
- Lighting, power, and electrical interface items affecting the public realm.
- Signage, wayfinding, or interpretive elements, if included in the construction documents.
- Utility interfaces related to the plaza, lighting, irrigation, and other designed public realm elements.
- Coordination between plaza improvements and adjacent Grand Loop roadway construction.
- Coordination between plaza improvements and adjacent developer construction activity.
- Public access, construction phasing, and implementation conditions affecting plaza usability.
- Punch list and closeout review for designed plaza, landscape, lighting, site furnishings, and other public realm elements.

General Bidding & Construction Support Services Assumptions (Civic Plaza):

- Bidding support will include attendance at up to **one (1)** pre-bid meeting.
- The consultant team will respond to up to **ten (10)** bidder questions.
- The consultant team will prepare or support preparation of up to **two (2)** contract addenda during bidding.
- Bid tabulation and formal procurement evaluation will be led by the City.
- The consultant team will attend **one (1) in-person** pre-construction conference.
- The consultant team will attend up to **nine (9)** monthly Project Management meetings with the Department of Economic Prosperity and Housing and relevant City staff, as described in Subtask 1.2.
- The consultant team will attend up to **twenty (20) weekly** meetings with the City's Construction Management Group during active construction, as described in Subtask 1.2.
- The consultant team will review up to **fifty-five (55)** material submittals based on the current engineer's estimate.
- The consultant team will review up to **thirty (30)** draft and final shop drawing submittals.
- The consultant team will review up to four **(4) mock-ups** or material samples.
- The consultant team will respond to up to **fifty (50)** RFIs or contractor clarification requests.

- The consultant team will review up to **three (3)** substitution requests.
- The consultant team will prepare up to **eight (8)** minor design clarification sketches.
- The consultant team will prepare up to **two (2)** draft change order exhibits for City review, if requested.
- Submittal and shop drawing review will be limited to items affecting urban design intent, landscape design intent, public realm character, and associated technical compliance, including paving, planting, irrigation, site furnishings, walls, railings, signage, lighting interfaces, and similar project features.
- The consultant team will conduct up to **fifteen (15) site visits** total by FFF and consultant team members.
- Site visits will be scheduled at key construction milestones.
- Site visits will result in brief field observation notes.
- The consultant team will participate in **one (1)** substantial completion walk-through.
- The consultant team will prepare **one (1) design**-related punch list document.
- The consultant team will participate in **one (1)** punch list back-check.
- Closeout review will be limited to design-related elements.
- The Contractor will maintain and provide complete redline drawings documenting actual constructed conditions, approved field changes, deviations from the Contract Documents, and other information required for preparation of record drawings. Redlines for storm sewer, sanitary sewer, and water facilities will be provided for up to forty (40) plan sheets.
- Construction administration services are limited to support of the City and do not include full-time onsite observation, contractor supervision, construction inspection, or approval authority over contractor means, methods, sequencing, or safety.
- The City will provide primary construction inspection.
- The City will retain responsibility for contractor management, issuance of change orders, Record of Materials (ROM) documentation, and final acceptance of the work.
- The contractor is responsible for means, methods, sequencing, safety, and quality control.
- Major redesign, extensive re-documentation, contractor-caused redesign, or value engineering revisions are excluded unless authorized as additional services.
- Warranty-phase inspections are excluded unless added by amendment.

Exclusions

The following services are excluded from the Civic Plaza Construction Administration scope unless authorized by separate amendment:

- Full-time construction observation, resident engineering, or onsite inspection.
- Contractor supervision, direction, coordination, or responsibility for means, methods, sequencing, or safety.
- City construction inspection, special inspections, or materials testing.
- Preparation of record drawings or as-built drawings based on contractor markups. However, water, stormwater and sewer as-builts are included.
- Major redesign of the Civic Plaza, Festival Lane, landscape areas, lighting systems, or other public realm elements.

- Redesign resulting from contractor substitutions, contractor errors, value engineering, or owner-directed changes beyond minor clarification sketches.
- Formal approval, issuance, or execution of change orders to the Contractor.
- Independent review of contractor pricing, claims, delay requests, or change order cost proposals.
- Preparation of construction schedules, phasing plans, traffic control plans, or public access management plans.
- Permit fees, permit resubmittals, or new permit applications not already included in the approved scope.
- Public art procurement, artist coordination, fabrication review, or installation oversight, unless specifically included.
- Long-term maintenance planning, operations manuals, or staff training beyond limited closeout document review.
- Warranty-phase inspections after final acceptance.
- Additional meetings, site visits, RFIs, submittals, shop drawings, mock-up reviews, or design revisions beyond the assumptions established in the scope.
- Construction administration services beyond the assumed construction duration.

Subtask 10.7: Civic Plaza Lighting CA, Bidding, and Negotiations

Sāzān will provide limited construction administration, bidding, and negotiation support for the Civic Plaza lighting scope. Services may include answering questions during the bidding phase; issuing addenda related to the lighting scope as may be required under the original design scope; attending pre-bid and pre-construction meetings with the design team and contractors, if requested; reviewing lighting system submittals; and responding to RFIs, DCVRs, and construction questions related to lighting design and implementation.

Construction observation site visits may include:

- One site visit during construction for lighting systems.
- One final construction review site visit / punch list for lighting systems.

Assumptions

- Services are limited to lighting systems and directly related lighting coordination.
- ASIs, change orders, or plan revisions generated by others are not included.
- Review of change order costs initiated by others is not included.
- Construction record drawings are not included.

Subtask 10.8: Construction Survey:

Construction Staking

Construction staking tasks include:

- Project control perpetuation
- Silt fence
- Sanitary Sewer (MH's, CO's, stubs, and pipe)

- Storm (MH's, CB's, DB's, AD's, and pipe)
- Water (Connections, services, and pipe)
- Island subgrade points
- Final Curb (Festival Lane – curb and valley gutter)
- Pump station gridlines (staked one time)
- Landscape site layouts points
- Paving and joint layout points
- Walls and benches
- Light Poles (20 total)
- Bollards, rocks, canopy footings
- As-builts (Storm, Sanitary, Water – CAD file deliverable)

Assumptions:

- Work will be completed in 31 crew mobilizations
- No rough staking is included it is assumed that GPS machine control will be used by the contractor.
- As-builts will be surveyed for underground features only. Storm sewer, sanitary sewer and waterlines.
- Contractor will provide traffic control when necessary for survey crew access.
- Stakes will be placed one time based on current design.

Deliverables:

- Construction staking plan sheet, cut sheets and/or notes
- As-built notes

UAS Services

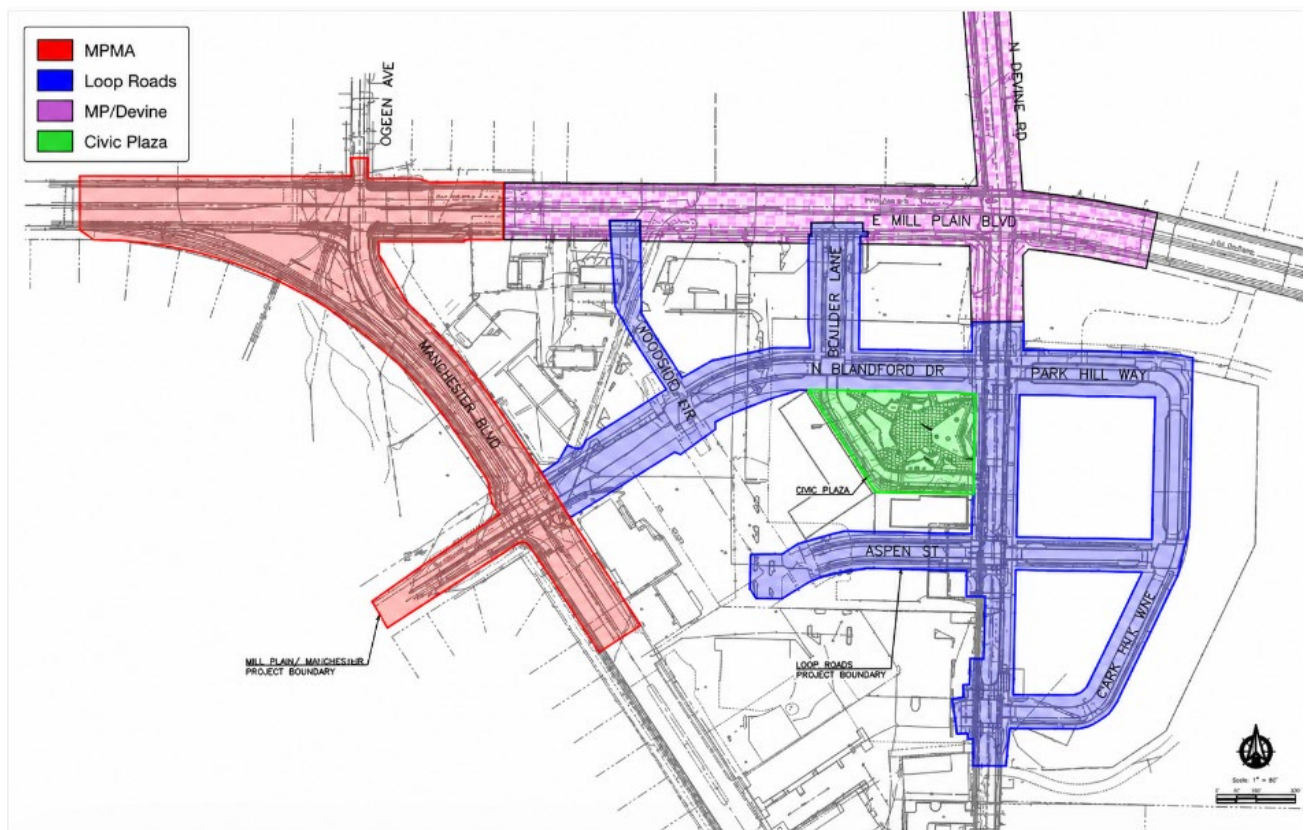
APEX will perform UAS flights and take aerial photos and videography for sharing through the City's website as part of task 9.

Fee Schedule

The Heights District Project – Amendment No. 7	Consultant	Fee
Prime Consultant – Overall Project Management, Urban Design, Placemaking and Streetscape Specifications/Guidelines, Civic Plaza Design Refinements, NEPA Permitting, Technical Support, Construction Administration	FIRST FORTY FEET	\$436,260.81
Civil Design Documentation, Roadway Engineering, Intersection Design, Traffic Signal Design, Landscape Architecture, Planting Design, Irrigation Design, Stormwater Design, Utility Design, Permitting, Project Estimating, and Specifications.	APEX Engineering	\$791,780
Civic Plaza Lighting, Electrical	Sazan Engineering –	\$72,650
NEPA – Noise Analysis & Report	Michael Minor & Associates, Inc.	\$21,670.19
Cost Estimating at 90%	DCW Cost	\$9,800
Total		\$1,332,161

The Heights District Project – Fee Delineation	Fee
Loop Roads Design & Construction Administration	\$773,612
Civic Plaza Design & Construction Administration	\$481,641
NEPA Permitting Support	\$55,821
Mill Plain / Devine Intersection Design	\$21,087
Total	\$1,332,161

TMRA Project Area Exhibit





**Services Agreement C-100846
Amendment No. 6
Heights District Master Plan & Construction Services**

This sixth amendment ("Amendment") amends the Services Agreement number C-100846 ("Agreement") between the City of Vancouver, ("City"), and First Forty Feet LLC, a limited liability corporation organized under the laws of the State of Oregon ("Contractor") and is effective on the last day signed by a Party. Terms that are capitalized but undefined will have the meaning given them in the Agreement.

This Amendment amends the Agreement as follows:

1. **Section 1 Scope of Work** is amended as follows:

The Contractor agrees to provide the City all services and materials in the scope of work identified in Attachment "A", as amended by Amendment 6 to the Agreement, and as further described in the City's solicitation, and the Contractor's responsive proposal to the City's solicitation, ("work").

2. **Section 2 Compensation** is amended as follows:

Payment to the Contractor for the Services described in this Agreement shall not exceed \$8,716,683.07 USD.

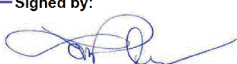
3. **Section 4 Term of Agreement** is amended as follows:

The Term of this Agreement begins on March 14, 2022 and continues until December 31, 2027.

4. **Entire Agreement.** All unamended terms in the Agreement or any earlier amendment remain in full force and effect. This Amendment, together with the Agreement and any earlier amendments, is the entire agreement between the Parties, and supersedes any other agreement or discussion between them, whether written or oral in nature.

CITY OF VANCOUVER

A municipal corporation

Signed by:

C084EA446CF9483...
Lon Pluckhahn, City Manager

9/5/2025
Date

Attest:
DocuSigned by:

493E940414AE4BD...
Natasha Ramras, City Clerk

Approved as to form:
DocuSigned by:

A17C8F7FA2AC4D4...
City Attorney's Office

CONTRACTOR:
First Forty Feet LLC

DocuSigned by:

C28FE147D0CC465...
Signature

William Grimm Principal
Printed Name /Title

9/4/2025
Date

Attachment “A”

The Heights District Project – TMRA Redevelopment

Amendment 6**Introduction**

The First Forty Feet (FFF) Consultant Team have been selected by the City of Vancouver (COV or City) to prepare construction and permitting documents for the Heights District public infrastructure, henceforth referenced as the Heights District Project, and described further throughout the scope of work as “Project”. The scope of work includes (A) design updates to (1) the Mill Plain MacArthur intersection project and (2) the Mill Plain and Devine intersection project; (B) additional permitting required for the Loop Roads federal environmental permitting approval process; and (C) general support for development of Tower Mall Redevelopment Area.

The Project team includes:

- **FIRST FORTY FEET LLC** – Overall Project Management, NEPA and 4(f) Coordination, Design Communication, Urban Design, Placemaking and Streetscape Specifications/Guidelines, Grand Loop Design, Civic Plaza Design, Communications and Engagement support. Architecture for the Civic Plaza Building.
- **APEX Engineering and Environmental LLC** – NEPA Coordination and Preparation, Civil Design Documentation, Roadway Engineering, Intersection Design, Traffic Signal Design, Landscape Architecture, Planting Design, Irrigation Design, Stormwater Design, Utility Design, Permitting, Communications support, Project Estimating, and Specifications. Structural for the Civic Plaza Building. Geotechnical for Civic Plaza.
- **Archaeological Investigations Northwest (AINW)** – NEPA Coordination and Cultural Resource Services

Amendment 6 Scope of Work (Updates)

The following amended scope of work tasks describes how the Consultant Team will collaborate with the COV project manager, city staff, key stakeholders, and regulatory agencies to address additional work outlined below. This includes additional scope associated with extending the overall project schedule to address Section 4(f) requirements, additional design for Mill Plain and MacArthur intersection, and general support to the City for TMRA coordination with developers. The summary of tasks outlined below shows the status in relation to the contract, including completed tasks which will close with this amendment. Any remaining task budgets associated with completed tasks will be redistributed within the overall contract budget as outlined in the amendment fee summary. Narrative has been added to tasks listed below within this scope of work providing an outline of amendment revisions to the respective task.

Task 1 – Project Orientation (**Update**)

Task 2 – Communication Plan (**Complete**)

Task 3 – Master Plan (**Complete**)

Task 4 – Design Development Documents (**Complete**)

Task 5 – Permitting (**Update**)

Subtask 5.3 – Federal Level Environmental Permitting Preparation (**Update**)

Task 6 – Project Specific Public Involvement (**No change**)

Task 7 – Final Design Development Drawings (**Update**)

Subtask 7.1 – Mill Plain and MacArthur Intersection (**Update**)

Amendment No. 6

- Subtask 7.2 – MacArthur and Lieser Intersection **(Complete)**
- Subtask 7.3 – TMRA Loop Road North – Devine/Civic Plaza **(No Change)**
- Subtask 7.4 – TMRA Loop Road East – Devine/Pheonix Way Intersection **(No Change)**
- Subtask 7.5 – Mill Plain and Devine Intersection **(Update)**
- Subtask 7.6 – Civic Plaza **(No Change)**
- Subtask 7.7 – Mill Plain Striping **(Completed)**
- Subtask 7.8 – City TMRA Development Support **(Update)**
- Subtask 7.9 – Land Use and Planning Application & Approvals Coordination **(No Change)**
- Subtask 7.10 – Engineering and Construction (Plaza and Building) Permit Coordination & Review **(No Change)**
- Task 8 – Bidding & Construction Support Services **(No Change)**

I. Project Assumptions

The following apply to all First Forty Feet Team deliverables unless otherwise specified in this work scope or by the City of Vancouver (COV) Project Manager:

1. Previewing communications materials

- Consultant Leadership Team shall provide an agenda and draft materials to the Project Management Team (PMT) at least two working days prior to the meeting.
- COV will perform one round of review on draft materials.
- COV will provide comments to Consultant Leadership Team within five working days after a meeting to review draft work scope materials.
- Consultant Leadership Team shall review with COV all revisions and corrections to materials based on comments received prior to public release.
- Consultant Leadership Team shall provide materials intended for public release to PMT at least every five working days prior to the scheduled release.

2. Text memorandums and reports

- Memorandums are to be formatted for 8½-inch by 11-inch, or 11-inch by 17-inch paper in their native format and in an open, universally readable format suitable for review and editing by the COV.
- All final memorandums, including graphics, tables, etc. are to be provided to COV only digitally in an open, universally readable format suitable for uploading to the COV website. COV shall be responsible for printing all materials.

3. Construction documentation, plan sheets and specifications

- Construction documents shall be prepared using AutoCAD and Civil 3D (ver. 2018 – 2023), the City will provide a boilerplate for drafting standards to be used for the development of construction documents. Final electronic deliverables shall be in AutoCAD and Civil 3D format.
- PDF electronic deliverables of the plan sets [11- by 17-inches], specifications, draft construction schedule, and cost estimate
- Due to extended schedule the Loop Road project plans, estimate, and specifications will require additional updates in support of a 2026/2027 construction advertisement.

II. General Project Organization and Management Provision

Project Management Team

The Heights Project will have oversight by a Project Management Team (PMT) comprised of the COV Heights District Project Manager, COV staff as identified by the COV Project Manager, and the Consultant Leadership Team (CLT), inclusive of key personnel from First Forty Feet, APEX, and AINW. The CLT is led by the prime consultant, First Forty Feet (FFF).

Project Delivery Teams

The Heights Project will be organized and managed by a Project Delivery Teams (PDT) comprised of the COV Heights District Project Manager, and COV staff as identified by the COV Project Manager.

Technical Advisory Committee

The FFF team will work with the COV to determine which relevant departments, staff, or public agencies shall serve on the Project's technical advisory committee (TAC). COV will take the lead in establishing and coordinating the TAC, identifying specific members, and reaching out to potential members. The responsibilities of the TAC will be to review design deliverables and reports and to provide feedback at key milestones.

Assumptions:

The First Forty Feet project manager and the Consultant Leadership Team (CLT) will oversee project tasks, deliverables, scheduling and coordinating meetings, reviews and decision-making with the PMT and TAC. The PMT and TAC shall meet as needed to coordinate logistics of the project, provide feedback, and give direction to the Consultant Leadership Team.

III. Amendment 6 Scope of Work Tasks

Task 1: Project Orientation (Update)

The First Forty Feet Team will coordinate with the City of Vancouver (COV) the Project's management structure, work plan, schedule, and coordination roles.

Subtask 1.1: Contract Administration, Invoicing, and Progress Reports (Update)

First Forty Feet will provide contract administration, invoicing, and progress reporting for the Project to the COV project manager including the following:

1. Prepare and submit monthly invoices. Each invoice will include date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses; total cost for labor and expenses for the billing period; subconsultants fees for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees.
2. Prepare a Contract Summary Report (CSR) to accompany the monthly invoices. The CSR will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, expenses, and subconsultants as well as total amounts for each invoice. The CSR will also list the total amount billed to date, the total amount remaining under contract, and the contract expiration date.
3. Maintain required contract documentation. Provide copies of project files and records to the City for audits and public information requests. Final documents shall be provided in electronic format as requested.

Subtask 1.2: Project Management Meetings (Update)

The First Forty Feet team tasks include coordination and facilitation of PMT meetings necessary

to successfully complete the Project. The First Forty Feet project manager will coordinate with the COV project manager to determine appropriate City staff, City representatives, consultant team members, key stakeholders, and/or public agencies representatives as needed to attend meetings listed below.

The PMT will provide oversight and decision-making regarding the project scope, tasks deliverables, task deliverables review and schedule. The following is a list of anticipated project management meetings throughout the Project's life. The First Forty Feet team will keep the COV updated on meetings not required or needed and those that could be added during the Project's life.

Anticipated Project Management Meetings	
NEPA Kick-off Mtg. Session	2
PMT Meetings	0
Project Progress Meetings	50
Technical Design Meetings	0
Commissions Meetings	0
City Council Updates	0
Local Programs NEPA Meetings (MPMA)	0
Local Programs NEPA Meetings (Loop Road)	5
Construction Meetings	0
Land Use Application Meetings	0
Total:	57

1. Preparation and attendance at NEPA kick-off virtual meeting for Loop Road with City Staff, WSDOT Local Programs, and WSDOT Environmental staff including up to four Consultant team staff attending a 1-hour NEPA kick-off meeting. Up to two (2) 1 hour video conference WSDOT Local Programs follow-up meetings.
2. Preparation and attendance at NEPA/4f kick-off virtual meetings for Loop Roads with City Staff, WSDOT Local Programs, FHWA, and WSDOT Environmental staff including up to four Consultant team staff attending a 1-hour Pre-NEPA/4f kick-off meeting and 1-hour NEPA/4f kick-off meeting. Up to five (5) 1 hour video conference WSDOT Local Programs and FHWA follow-up meetings.
3. Support attendance for up to fifty (50) as needed City led coordination meetings.

Subtask 1.3: Management, Coordination, and Direction (Update)

First Forty Feet in conjunction with APEX shall establish a quality management program and decision-making review structure and protocol for review of technical work and other deliverable products developed within the 100% Documentation phases.

Will Grimm (First Forty Feet) is the Project's First Forty Feet consultant team project manager; Dustin Cooley (APEX) will manage design documentation (Task 4-7 Design Development) from NTP through project advertisement which includes oversight of the final signed PS&E bidding documents.

1. First Forty Feet and APEX shall prepare and maintain the Project design and implementation schedule. The schedule shall identify project tasks, tasks reviews by the

COV and deliverable items for advancing project milestones. The schedule will be updated as circumstances require or as requested by the COV (assumes two (2) updates).

2. First Forty Feet and APEX shall coordinate with Local Programs in support of requirements associated with their oversight of projects which have federal funds. These discussions will address processes associated with the development of NEPA documentation and to maintain the schedule's critical path such as cultural approvals, Right-of-Way acquisition, and construction funding approval.
3. First Forty Feet will prepare and submit an activities list and look-ahead schedule to the COV following the Notice to Proceed. The schedule shall show appropriate milestones, including intermediate and final submittal dates for deliverables and key milestone review sessions.
4. The Consultant Leadership Team will coordinate project tasks and activities with the COV.
5. The Consultant Leadership Team will facilitate coordination with necessary agencies identified by COV throughout the design and approval process.
6. The Consultant Leadership Team will coordinate with COV to identify and track Project specific risks. This document will be "living" and updated through life of the Project.

Subtask 1.4: Quality Assurance/Quality Control (Update)

The First Forty Feet Team will provide QA/QC for conceptual design, technical analyses, and construction documentation, specifications and permitting work in accordance with the Consultant's QA/QC Program.

The First Forty Team's QA/QC will ensure appropriate, right-sized quality assurance and control measures are in place and executed at key points during planning and design efforts. Dustin Cooley of APEX will be the QA/QC manager who has worked extensively with the City of Vancouver on similar projects. The QA/QC process will be active throughout the life of the delivery process, providing a balance between the Design Confirmation (Tasks 2-4) and Design Implementation (Tasks 5-8) phases with technical reviewers involved to ensure that technical elements are accounted for during the Design Confirmation phase and that overarching themes of the Heights District Plan are not lost during Design Implementation.

The QA/QC plan will be integrated throughout all processes and woven into our critical path delivery schedule; for example, how the use of public spaces and multi-modal facilities throughout the Project area will be vetted early in the Design Confirmation process will require that the design team support concepts and cost estimating processes with additional permitting requirements being accounted for. The First Forty Team will have experts involved throughout the Project life at varying capacities providing senior level design and construction personnel to review deliverables and provide technical support.

Subtask 1.5: Project Management Team (PMT) Kick-off (No Change)

Task 2: Communications Plan (Complete)

Task 3: Master Plan (Complete)

Task 4: Design Development Documents (Complete)

Task 5: Permitting (Update)

The Project area is known not to contain critical areas or other regulated sensitive areas. The completion of critical area assessments or permitting outside of that typically required for civil

infrastructure projects will not be necessary. Given a SEPA EIS process was undergone during the subarea planning process, the Project will not require further review under SEPA unless there has been a significant change in the plans compared to what was initially reviewed.

When a project is federally funded, this triggers the National Environmental Policy Act (NEPA). At this time both the Mill Plain & MacArthur intersection and Loop Road projects will be receiving federal funding with the following NEPA scope supporting those documents and coordination with WSDOT Local Programs to obtain funding approval milestones. The City will be responsible for contracting with a Right-of-Way subcontractor to support required documentation in conjunction with obtaining funding approvals for acquisition.

Subtask 5.1: Preliminary Permitting Assessment (No Change)

Subtask 5.2: Permitting Preparation (No Change)

Subtask 5.3: Federal Level Environmental Permitting (Update)

The Loop Road project involves federal funding, which triggers compliance with NEPA. The project will complete NEPA compliance through the Categorical Exclusion (CE) process, which is administered by WSDOT local programs. Coordination with WSDOT local programs will be instrumental in achieving a smooth permitting process as they will facilitate the NEPA review process and consultation with FHWA. The individual discipline reports will accompany the WSDOT NEPA Categorical Exclusion Documentation Form that serves as the “application” for CE approval. There are no discreet state natural resources related permits that will be required, however several historic elements have been identified requiring additional 4f permitting requirements. As of now the project team will develop NEPA permitting for the **Loop Road projects** within the Tower Mall Redevelopment Area (TMRA) for the purposes of supporting the following project specific projects:

- Subtask 7.3 - TMRA Loop Road North
- Subtask 7.4 - TMRA Loop Road East

Subtask 5.3.1 Mill Plain & MacArthur Intersection Permitting (No Change)

Subtask 5.3.2 TMRA Permitting (Update)

The tasks necessary to receive the required natural resource related permits are presented by jurisdiction below. With identified federal funding for the Loop Road project as described in subtasks 7.3 and 7.4, the permitting package will be prepared in support of the broader TMRA. With the completion of the Cultural and Historic Resources evaluation several areas of significance were identified within the limits of the Project which will be impacted by the proposed improvements. These impacts have resulted in a need to further the documentation associated with the project to now include a Memorandum of Agreement (MOA) and Section 4f documentation in support of completing NEPA review for the Loop Roads projects as described in subtasks 5.3.2.5 & 5.3.2.6 below.

Environmental Review and Documentation Task Assumptions

- Permit fees will be paid by the City.
- No wetlands are anticipated within the project limits.
- City will conduct one round of review for all permit narratives and technical memoranda.
- Documents will be provided electronically.

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- Meetings are limited to those defined in project tasks.
- Consultant will assemble and submit applications to the City.
- Consultant will provide section 4(f) evaluation for the Loop Road projects only.

Subtask 5.3.2.1 NEPA CE – Environmental Justice Memo (No Change)

Subtask 5.3.2.2 NEPA CE – Hazardous Materials Assessment (No Change)

Subtask 5.3.2.3 NEPA CE – Endangered Species Act (ESA) No Effect Memo (No Change)

Subtask 5.3.2.4 NEPA Categorical Exclusion (CE) Submittal (No Change)

Subtask 5.3.2.5 Cultural Resources (AINW) (Update)

Archaeological Investigations Northwest, Inc. (AINW) has completed a report titled Cultural Resources Survey for the Heights District Infrastructure Phase I Project, Vancouver, Clark County, Washington, also known as the Loop Roads project. On April 28, 2025, the Washington State Department of Archaeology and Historic Preservation (DAHP) concurred with the findings in the report, including AINW's recommendation that an adverse effect on historic properties would occur under Section 106 of the National Historic Preservation Act.

To complete the Section 106 consultation process, resolution of adverse effects must be agreed upon in a Memorandum of Agreement (MOA) between FHWA and DAHP, with WSDOT and the City signing as concurring parties. The completed MOA will be included in the individual Section 4(f) evaluation for Vanco Driving Range (see Subtask 5.3.2.6) and is needed to close out NEPA review.

AINW will develop ideas for resolving adverse effects (i.e., mitigation measures) and will meet with City and consultant staff to assist with narrowing alternatives to a list of preferred actions. AINW staff will also participate in meetings with WSDOT and DAHP staff to discuss and negotiate the City's preferred mitigation measures.

Assumptions:

- WSDOT will draft the MOA and circulate it for review and signatures.
- Participation in up to four meetings is anticipated to assist the City with negotiating the MOA and mitigation measures with WSDOT, FHWA, and DAHP.

Deliverables:

- Draft and final list of proposed mitigation measures for delivery to WSDOT.

Subtask 5.3.2.6 Section 4(f) Evaluation (APEX, FFF, and AINW) (New)

Understanding and Background

Section 4(f) of the Department of Transportation Act of 1966 mandates special considerations for certain resources when approving transportation projects that receive federal funding. Section 4(f) applies when transportation projects that receive federal funding "use" properties protected by the U.S. Department of Transportation Act. This includes publicly owned parks, recreation areas, wildlife and waterfowl refuges, and historic sites. The "use" of a Section 4(f) property must be evaluated to ensure that the project considers ways to minimize harm to the property and to determine if any feasible and prudent alternative exists.

Section 4(f) is a federal requirement that must be considered in any NEPA document involving a US Department of Transportation (USDOT) agency (Federal Highway Administration [FHWA], Federal Transit Administration, Federal Rail Administration, and Federal Aviation Administration), and it prohibits the incorporation of land from a Section 4(f) resource into a transportation facility unless there is no feasible and prudent alternative to the use of that land.

The Heights District Phase I Infrastructure Project aka Loop Roads will receive federal funds from the FHWA distributed through the Washington State Department of Transportation (WSDOT) Local Programs.

In general, a Section 4(f) use occurs when:

- Section 4(f) land is permanently incorporated into a transportation facility (permanent use);
- There is a temporary occupancy of Section 4(f) land that is adverse in terms of the Section 4(f) preservation purposes (temporary occupancy); or
- Section 4(f) land is not incorporated into the transportation project, but the project’s proximity impacts are so severe that the protected activities, features, or attributes that qualify a resource for protection under Section 4(f) are substantially impaired (constructive use).

The Loop Roads project will permanently incorporate the Vanco Driving Range into a transportation facility. The Vanco Driving Range was recommended eligible under Criteria A and C for listing on the National Register Historic Places (NHRP) by Archaeological Investigations Northwest, Inc. (AINW) in their report titled Cultural Resources Survey for the Heights District Infrastructure Phase I Project, Vancouver, Clark County, Washington. On April 28, 2025, the Washington State Department of Archaeology and Historic Preservation (DAHP) concurred that the Vanco Driving Range (Property ID: 735618) was eligible for listing on the NRHP. The removal of Vanco is a use of a historic site and is required to be evaluated under Section 4(f).

Scope of Work

The Section 4(f) Evaluation report will be completed to evaluate the resources protected by Section 4(f) and the Vanco Driving Range will be the resource evaluated. The report will describe Section 4(f) resources in the project vicinity, use of those resources by the Preferred Alternative and other build alternatives, measures to minimize harm, an analysis of least overall harm, and provide a description of coordination efforts to protect Section 4(f) resources. APEX will prepare the 4(f) Evaluation with support from First Forty Feet and AINW. A breakdown of the Section 4(f) tasks including roles and responsibilities of the project team is below:

4F Task	Responsible Party
Introduction	APEX
Purpose and Need	FFF and APEX
Description of Section 4F Resources	AINW
Alternatives Analysis	FFF and APEX
Least Harm Analysis	APEX
Minimization and Mitigation Measures	APEX
Coordination	APEX

4F Task	Responsible Party
Conclusion	APEX
4F Supporting Documentation	
Figures	FFF and APEX
Cultural/Historical Resources Report	AINW
Section 106 NHPA Correspondence	AINW
Section 4(f) Resources	AINW
MOA – Section 106 NHPA Mitigation	AINW

Assumptions:

- The Vanco Golf Range will be the historical resource that will be evaluated; however, other resources in the area that are not impacted but within the vicinity should be mentioned and shown on appropriate maps.
- 3 alternatives will be evaluated.
- A Memorandum of Agreement (MOA) will be developed by WSDOT that will include mitigation measures provided by the City. The MOA will need to be signed by FHWA and DAHP, with WSDOT and the City as concurring parties.
- A signed MOA will need to be included with the final Section 4(f) Evaluation Report.
- Once review is completed by the City, the report will be reviewed in succession by the following agencies:
 - WSDOT
 - FHWA Legal
 - Department of Interior

Deliverables:

- Draft and Final 4(f) Evaluation Report.

Task 6: Project Specific Public Involvement (No Change)**Task 7: Final Design Development Documents (Update)****Subtask 7.1 – Mill Plain and MacArthur Intersection (Update)**

Amended work related to unanticipated design revision outlined below:

- Redesign the southwest corner of the Mill Plain and MacArthur intersection following the 95% design submittal resulting in revisions to the cycle track, multi-use path, intersection bike/pedestrian island, intersection grading, stormwater, illumination system, traffic signal system, irrigation, landscaping, signing, and striping.
- Redesign of the west side of the MacArthur and Blandford intersection following 100% design to accommodate the Right-of-way acquisition process. The bid package will be edited with consideration for a future change order during construction or with modifications to the Loop Road projects to incorporate the ultimate design configuration.

Subtask 7.2 – MacArthur and Lieser Intersection (Complete)**Subtask 7.3 – TMRA Loop Road North – Devine/Civic Plaza (No Change)**

Amendment No. 6

Subtask 7.4 – TMRA Loop Road East – Devine/Pheonix Way Intersection (No Change)

Subtask 7.5: Mill Plain and Devine Intersection (Update)

Amended work related to expansion of work as previously scoped for all discipline tasks below to the intersection improvements west along Mill Plain to the limits of the previous Mill Plain & MacArthur intersection limits of construction including design of the TMRA Mill Plain frontage and roadway median and addition of bike lane removal along Devine Road north of Idaho Street. This additional design work follows the 60% design submittal as directed by the City to benefit the first phase of private development along Mill Plain Blvd. This requires additional plan sheets and additional effort to complete the adjusted scope of work.

Project Survey (No change)

Traffic Memorandum (No Change)

Illumination Design (No Change)

Fiber Optic Design (No Change)

Landscape Design (No Change)

Irrigation Design (No Change)

Roadway Design (Update)

The Consultant will address review comments from the 60% plans including additional work as described below and develop construction documents to the 90% design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, an anticipated construction schedule.

The 90% plan set shall include the following additional 21 sheets for a total of 156 sheets:

1. Roadway Alignment and Monuments: +2
2. Roadway Plan and Profile: +1
3. Site Prep: +2
4. Erosion Control: +2
5. Roadway/Intersection Layout and Grading: +2
6. ADA/Accessibility Layout and Grading: +2
7. Stormwater Plan & Profile: +1
8. Signing and Striping: +2
9. Fiber Interconnect: +1
10. Illumination: +1
11. Irrigation: +1
12. Planting and Seeding Prep: +2
13. Planting: +2

- Compile stormwater analysis from 60%, update the analysis to match the 90% level design and prepare the updated stormwater/hydrology report.
- Compute quantities and prepare an engineer's estimate of construction costs shown on the plans. Identify which bid items will require special provisions.

- Prepare 90% level project specifications including current WSDOT amendments, GSP's, and special provisions necessary for this project.
- Submit 90% of the plan set, specifications, draft construction schedule, and cost estimate for review.

Deliverables:

- 90% PS&E (PDF of the plan set [11- by 17-inches], specifications, draft construction schedule, and cost estimate)
- Final Stormwater Report

The Consultant will address review comments from the 90% plans including additional work as described below and develop construction documents for the Final design (PS&E) submittal. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

Address the 90% comments. Final design phase plan set shall include the following additional 21 sheets:

1. Roadway Alignment and Monuments: +2
2. Roadway Plan and Profile: +1
3. Site Prep: +2
4. Erosion Control: +2
5. Roadway/Intersection Layout and Grading: +2
6. ADA/Accessibility Layout and Grading: +2
7. Stormwater Plan & Profile: +1
8. Signing and Striping: +2
9. Fiber Interconnect: +1
10. Illumination: +1
11. Irrigation: +1
12. Planting and Seeding Prep: +2
13. Planting: +2

- Address preliminary stormwater report comments and submit final stormwater report for approval.
- Prepare final special provisions as needed for nonstandard items shown on the plans and compile the project specifications.
- Compute quantities and prepare an engineer's estimate of construction costs.
- Submit 100% plans, special provisions, and estimate for review.
- Address City review comments regarding the PS&E.

Deliverables:

- Final plans, special provisions, construction schedule, and estimate
- Final stormwater report
- Bid documents

NPDES Construction Stormwater General Permit (No Change)

Utility Coordination & Design (No Change)

Subtask 7.6 – Civic Plaza (No Change)

Amendment No. 6

Subtask 7.7 – Mill Plain Striping (Completed)

Subtask 7.8: City TMRA Development Support (Update)

Subtask 7.8.1: General TMRA Support

The Consultant Team will support the City with the development of the Tower Mall Redevelopment Area (TMRA) that falls outside of the subtasks 7.1 through 7.6. The Consultant Team will support the COV on the following tasks on a T&M and as requested basis:

- Project Survey & Right-of-Way Support
- Design Updates & City Coordination
- Grant & Funding Support
- Utility Coordination & Design Support (CPU & Private)
- Developer design and construction phasing support

Subtask 7.8.2: TMRA Sub-Division Development & County Approval (No Change)

Subtask 7.9: Land Use and Planning Application & Approvals Coordination (No Change)

Subtask 7.10: Engineering and Construction (Plaza and Building) Permit Coordination & Review (No Change)

Task 8: Bidding & Construction Support Services (No Change)



SERVICE AGREEMENT C-100846
AMENDMENT No. 5
Heights District Master Plan & Construction Services

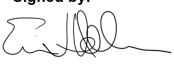
This Agreement amends the Professional Services Agreement number C-100846 by and between the City of Vancouver, hereinafter referred to as "City", and First Forty Feet, hereinafter referred to as "Contractor", for services offered.

This amendment amends the original agreement as follows:

1. Increase the authorized amount of the Agreement by \$3,199,219.07 to a revised authorized amount of \$8,270,688.07.
2. **Amend** the language contained in Section 1, Scope of Work, to include language in herein attached and by reference made part of the Contract, Attachment A - Amendment No. 5 Scope of Work.
3. **Amend** the language contained in Section 4, Term of Agreement, with language in herein:
 - Termination date extended to December 31, 2025.
4. Ratification: Acts taken pursuant to this Amendment but prior to its effective date are hereby ratified and confirmed.

This amendment in no way alters any other provisions of the original agreement.

CITY OF VANCOUVER
 A municipal corporation

Signed by:

 75A9183185CA267
 Eric Holmes, City Manager
 9/19/2024

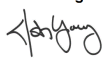
Date

Attest:

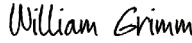
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 Natasha Ramras, City Clerk

Approved as to form:

DocuSigned by:

 9A7DC2E31FB94A2...
 Jonathan Young, City Attorney

CONTRACTOR:
 Company Name

DocuSigned by:

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 Signature
 william Grimm Principal

Printed Name /Title

9/10/2024

Date



Architecture
Urban Design
Community Planning

The Heights District Project – TMRA Redevelopment

Amendment 5

Introduction

The First Forty Feet (FFF) Consultant Team have been selected by the City of Vancouver (COV or City) to prepare construction and permitting documents for the Heights District public infrastructure, henceforth referenced as the Heights District Project, and described further throughout the scope of work as “Project”. The scope of work will include the Civic Plaza (Blue), portions of Devine Road (orange), the intersection of Pheonix Way (red), and the intersection of Mill Plain @ Devine Road (purple). The scope of work will include design development, 100% construction documentation, urban design specifications, continued key stakeholder and commissions engagement, arts integration, lighting design, MEP, water feature engineering, land use planning, traffic and design engineering, SEPA/NEPA and environmental analysis, and miscellaneous support.

The Project team includes:

- **FIRST FORTY FEET LLC** – Overall Project Management, NEPA Coordination, Urban Design, Placemaking and Streetscape Specifications/Guidelines, Grand Loop Design, Civic Plaza Design, Communications and Engagement support. Architecture for the Civic Plaza Building.
- **PBS Engineering and Environmental LLC** – NEPA Coordination and Preparation, Civil Design Documentation, Roadway Engineering, Intersection Design, Traffic Signal Design, Landscape Architecture, Planting Design, Irrigation Design, Stormwater Design, Utility Design, Permitting, Communications support, Project Estimating, and Specifications. Structural for the Civic Plaza Building. Geotechnical for Civic Plaza.
- **STO Design Group, Inc.** - Water Play Feature Engineering and Aquatic Engineering Systems Design
- **Sazan Engineering** – Lighting, Mechanical, Electrical, Plumbing
- **DCW Cost Estimating** – Cost Estimating at 60% and 90%
- **Global Transportation Engineering** – Fiber Optic Design

- **Archaeological Investigations Northwest (AINW)** – NEPA Coordination and Cultural Resource Services

Project Description and Background

The adopted Heights District Plan is the culmination of more than two and a half years of public engagement and participation in a planning process resulting in a community vision for how the Heights District will develop over the next 20 years.

The Heights District is envisioned as a vibrant neighborhood center that is sustainable, healthy, equitable, accessible, and safe. The district includes a variety of public open spaces, diverse mixed-income, mixed-use housing typologies, affordable to a wide range of community members, safe multi-modal mobility opportunities and access to transit. In addition, neighborhoods around The Heights District represent the spectrum of the City's social and economic diversity with both affluent and economically vulnerable residents. The Heights District Plan is an opportunity for the COV to partner with the private sector to bring new investment to central Vancouver and ensure that new development provides benefits and opportunities to a broad range of residents and businesses now and into the future.

The Heights District Plan is guided by policy and regulatory documents that provide specific guidance for the Project limits.

Project Scope of Work

The following amended scope of work tasks describes how the Consultant Team will collaborate with the COV project manager, city staff, key stakeholders, and regulatory agencies to confirm the original 30% design and progress the basis of design to the final 100% design as individual bundled plans, specs, and estimates (PS&E) for future advertisement. The following is a summary of the 'updated' Tasks and Subtasks within the original contract including the bundling of subtasks 7.3 and 7.4 into a single bid package in support of federal funding received by the City:

- Task 1 – Project Orientation (Update)
- Task 4 – Design Development Documents
 - Subtask 4.6 – Geotechnical Engineering (Update)
- Task 5 – Permitting (New)
 - Subtask 5.3 – Permitting Preparation
- Task 6 – Project Specific Public Involvement (Update)

Task 7 – Final Design Development Drawings

Subtask 7.1 - Mill Plain and MacArthur Intersection (Update)

Subtask 7.3 - North TMRA Loop Road (Update)

Subtask 7.4 - East TMRA Loop Road (Update)

Subtask 7.5 - Mill Plain and Devine Intersection (New)

Subtask 7.6 - Civic Plaza (New) & Civic Plaza Building Design (New)

Subtask 7.7 – Mill Plain Striping (New)

Subtask 7.8 - General City TMRA Development Support (New)

Subtask 7.9 - Land Use and Planning Application & Approvals Coordination

Subtask 7.10 - Engineering and Construction Permit Coordination & Review (New)

Task 8 - Bidding and Construction Support Services (New)

I. Project Assumptions

The following apply to all First Forty Feet Team deliverables unless otherwise specified in this work scope or by the City of Vancouver (COV) Project Manager:

1. Previewing communications materials

- Consultant Leadership Team shall provide an agenda and draft materials to the Project Management Team (PMT) at least two working days prior to the meeting.
- COV will perform one round of review on draft materials.
- COV will provide comments to Consultant Leadership Team within five working days after a meeting to review draft work scope materials.
- Consultant Leadership Team shall review with COV all revisions and corrections to materials based on comments received prior to public release.
- Consultant Leadership Team shall provide materials intended for public release to PMT at least every five working days prior to the scheduled release.

2. Text memorandums and reports

- Memorandums are to be formatted for 8½-inch by 11-inch, or 11-inch by 17-inch paper in their native format and in an open, universally readable format suitable for review and editing by the COV.
- All final memorandums, including graphics, tables, etc. are to be provided to COV only digitally in an open, universally readable format suitable for uploading to the COV website. COV shall be responsible for printing of all materials.

3. Construction documentation, plan sheets and specifications

- Construction documents shall be prepared using AutoCAD and Civil 3D (ver. 2018 – 2023), the City will provide a boilerplate for drafting standards to be used for the development of construction documents. Final electronic deliverables shall be in AutoCAD and Civil 3D format.
- PDF electronic deliverables of the plan sets [11- by 17-inches], specifications, draft construction schedule, and cost estimate

4. Estimated Notice-to-Proceed (NTP) for Amendment 5 will be two-fold—portions of the Grand Loop North and continued work associated with Amendment No. 3 will start on **April 2024**. The Civic Plaza design will start **September 2024**. NEPA process and documentation will be completed within 6 months from estimated Notice to Proceed, provided no complications arise.

5. Final Design and Construction Support Scope and Schedule are as follows:

- This scope progresses prioritized phases of the Project (see Appendix A) through final design in support of PS&E construction documentation as Addendum 2 to the contract.
- Final design development and construction support services will be 21 months from Notice to Proceed (Estimated completion December 2025). FFF will provide City a detailed design schedule with key milestones following execution of this Contract Amendment.
- The final design milestone deliverables beyond 30% will consist of 60%, 90%, and Final Design submittals. The 60% submittal will include Draft Reports, Plans, and Engineers Estimate. The 90% and Final Design packages will include Final Reports, Plans, Specifications, and Engineers Estimates (PS&E) in support of future construction projects.
- NEPA Permitting will only apply to the Mill Plain & MacArthur intersection.
- Construction support services described within this amendment are in support of the Mill Plain & MacArthur project as designed in Task 7.1.
- City will provide Right-of-Way consulting services.

6. Milestone deliverables will be accompanied by 60% and 90% cost estimates.

II. General Project Organization and Management Provision

Project Management Team

The Heights Project will have oversight by a Project Management Team (PMT) comprised of the COV Heights District Project Manager, COV staff as identified by the COV Project Manager, and the Consultant Leadership Team (CLT), inclusive of key personnel from First Forty Feet, PBS, GTE, AINW, STO, Sazan Engineering, and DCW. The CLT is led by the prime consultant, First Forty Feet (FFF).

Project Delivery Teams

The Heights Project will be organized and managed by a Project Delivery Teams (PDT) comprised of the COV Heights District Project Manager, and COV staff as identified by the COV Project Manager

Technical Advisory Committee

The FFF team will work with the COV to determine which relevant departments, staff, or public agencies shall serve on the Project's technical advisory committee (TAC). COV will take the lead in establishing and coordinating the TAC, identifying specific members, and reaching out to potential members. The focus of the TAC will be to provide review and feedback of analyses and reports at key milestones. where feasible and when requested by City staff, to provide data and other resources to supplement the work included in the Project scope.

Assumptions:

The First Forty Feet project manager and the Consultant Leadership Team (CLT) will oversee project tasks, deliverables and scheduling and coordinate meetings, reviews and decision-making with the PMT and TAC. The PMT and TAC shall meet as specified by the work scope to coordinate logistics of the project, provide feedback, and give direction to the Consultant Leadership Team.

III. Project Scope of Work Tasks

Task 1: Project Orientation (Update)

The First Forty Feet Team will coordinate with the City of Vancouver (COV) the Project's management structure, work plan, schedule, and coordination roles.

Subtask 1.1: Contract Administration, Invoicing, and Progress Reports (Update)

First Forty Feet will provide contract administration, invoicing, and progress reporting for the Project to the COV project manager including the following:

1. Prepare and submit monthly invoices. Each invoice will include date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses; total cost for labor and expenses for the billing period; subconsultants fees for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees.
2. Prepare a Contract Summary Report (CSR) to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, expenses,

and subconsultants as well as total amounts for each invoice. The Contract Summary Report will also list the total amount billed to date, total amount remaining under contract, and contract expiration date.

- 3. Maintain required contract documentation. Provide copies of project files and records to the city for audits and public information requests. Final documents shall be provided in electronic format as requested.

Subtask 1.2: Project Management Meetings (Update)

The First Forty Feet team tasks include coordination and facilitation of PMT meetings necessary to successfully complete the project. The First Forty Feet project manager will coordinate with the COV project manager to determine appropriate City staff, City representatives, consultant team members, key stakeholders, and/or public agencies representatives as needed to attend meetings listed below.

The Project Management Team (PMT) will provide oversight and decision-making regarding the project scope, tasks deliverables, task deliverables review and schedule. The following is a list of anticipated project management meetings throughout the project's life. Our team will keep the COV updated on meetings not required or needed and those that could be added during the project's life.

Anticipated Project Management Meetings	
Kick-off Mtg. Session	2
PMT Meetings	4
Project Progress Meetings	84
Technical Design Meetings	10
Commissions Meetings	4
City Council Updates	2
Local Programs NEPA Meetings	3
Construction Meetings	18
Land Use Application Meetings	4
Total:	131

- 1. Preparation for and attendance for one 90-minute project kickoff meeting session over Microsoft Teams with COV staff and the Consultant Leadership Team (CLT). This meeting will establish the next steps for newly scoped projects identified in Task 7, including attendance by required City technical staff that will be involved with project reviews during delivery.
- 2. Up to six (6) 1.5-hour video conference City PMT meetings.

3. Preparation for and attendance of up to ten (10) one-hour project deliverables work session/review meetings with select members of the TAC. These meetings will be to discuss project design with City technical staff to support milestone deliverables.
4. Preparation for and attendance of up to two (2) one-hour project coordination meetings with Commissions or Public Agencies (PA) and the City Council.
5. Preparation and attendance at NEPA kick-off virtual meeting with City Staff, WSDOT Local Programs, and WSDOT Environmental staff including up to three Consultant team staff attending a 1-hour NEPA kick-off meeting. Up to two (2) 1 hour video conference WSDOT Local Programs follow-up meetings.
6. Support attendance for up to eighteen (18) of the anticipated seventy-two (72) weekly City led construction meetings for the Mill Plain and MacArthur Intersection project as described in Task 8 of this scope.
7. Facilitate up to three focused meetings dedicated to land use and planning applications. Attend Pre-Application Conference Meeting.

Subtask 1.3: Management, Coordination, and Direction (Update)

First Forty Feet in conjunction with PBS shall establish a quality management program and decision-making review structure and protocol for review of technical work and other deliverable products developed within the 100% Documentation phases.

Will Grimm (First Forty Feet) is the Heights Project's First Forty Feet consultant team project manager; Dustin Cooley (PBS) will manage design documentation (Task 4-7 Design Development) from NTP through project advertisement which includes oversight of the final signed PS&E bidding documents.

1. First Forty Feet and PBS shall prepare and maintain the Project Design and Implementation Schedule. The schedule shall identify project tasks, tasks reviews by the COV and deliverable items for advancing project milestones. The schedule will be updated as circumstances require or as requested by the COV (assumes two (2) updates).
2. First Forty Feet and PBS shall coordinate with Local Programs in support of requirements associated with their oversight of projects which have federal funds. These discussions will address processes associated with development of NEPA documentation and maintain Implementation critical path project schedule elements such as cultural approvals, Right-of-Way funding, and ultimately construction funding approval.
3. First Forty Feet will prepare and submit an activities list and look-ahead schedule to the COV following the Notice to Proceed. The schedule shall show appropriate milestones for the project, including intermediate and final submittal dates for deliverables and key milestone review sessions as dictated in the Communication Plan.

4. The Consultant Leadership Team will coordinate project tasks and activities with the COV.
5. The Consultant Leadership Team will facilitate coordination with necessary agencies identified by COV throughout the design and approval process.
6. The Consultant Leadership Team will coordinate with COV to identify and track project specific risks including mitigation strategy through to implementation. This document will be “living” and updated through life of the project.

Subtask 1.4: Quality Assurance/Quality Control (Update)

The First Forty Feet Team will provide QA/QC for conceptual design, technical analyses, and construction documentation, specifications and permitting work in accordance with the Consultant’s QA/QC Program.

The First Forty Team’s QA/QC will ensure appropriate, right-sized quality assurance and control measures are in place and executed at key points during planning and design efforts. Dustin Cooley of PBS will be the QA/QC manager who has worked extensively with the City of Vancouver on similar projects. The QA/QC process will be active throughout the life of the delivery process, providing a balance between the Design Confirmation (Tasks 2-4) and Design Implementation (Tasks 5-8) phases with technical reviewers involved to ensure that technical elements are accounted for during the Design Confirmation phase and that overarching themes of the masterplan are not lost during Design Implementation.

The QA/QC plan will be integrated throughout all processes and woven into our critical path delivery schedule; for example, how the use of public spaces and multi-modal facilities throughout the project area will be vetted early in the Design Confirmation process will require that the design team support concepts and cost estimating processes with additional permitting requirements being accounted for. The First Forty Team will have the proper experts involved throughout the project life at varying capacity providing senior level design and construction personnel to review deliverables and provide technical support.

Subtask 1.5: Project Management Team (PMT) Kick-off (No Change)

Task 2: Communications Plan (No Change)**Task 3: Master Plan (No Change)****Task 4: Design Development Documents (Update)****Subtask 4.6: Geotechnical Engineering**

The Civic Plaza stage canopy and structure will likely require selective geotechnical investigations. The task will include inspection of geotechnical investigations to document subsurface conditions in locations of the civic plaza building and/or the stage canopy structure.

Subtask 4.6.1: Geotechnical Site Evaluations

Current project plans include infrastructure design to support the future buildout of multiple City blocks. Development will include improvements within the Civic Plaza in support of structures and stormwater within the site. Future buildout will require disposal of stormwater collected on City streets and will likely be accomplished using onsite infiltration. PBS' current plans are to complete borings within the proposed Civic Place area to develop foundation recommendations for structures and complete on-site infiltration testing. PBS will provide input regarding appropriate standard pavement sections based on soil type and consistency/relative density.

Subtask 4.6.2: Geologic Map Review (No Change)**Subtask 4.6.3: Subsurface Exploration (Updated)**

Subsurface conditions will be explored by completing four borings, including two borings to depths of up to 30 feet below the existing ground surface (bgs) for the new structure and two borings to depths of up to 10 feet bgs for the courtyard, using a truck-mounted drill rig. Borings will be advanced to the indicated depths or practical refusal of the drilling equipment, whichever occurs first. In situ, standard penetration tests will be performed at 2.5- to 5-foot intervals. The borings will be logged, observed groundwater levels noted, and representative soil samples collected by a member of the PBS geotechnical engineering staff. Cuttings will be drummed and disposed of offsite.

Subtask 4.6.4: Piezometer Installation (No Change)

Subtask 4.6.5: Field Infiltration Testing

Up to two infiltration tests will be completed, one each in the 10-foot borings, at depths between 4 to 6 feet bgs. A soil sample will be collected at each boring immediately below the infiltration test depth for laboratory testing. Explorations will be extended up to 5 feet below the infiltration test depth.

Subtask 4.6.6: Soils Testing

Samples will be returned to our laboratory and classified by the Unified Soil Classification System (ASTM D2487) and/or the Visual-Manual Procedure (ASTM D2488). Laboratory tests may include natural moisture contents, Atterberg limits, and grain-size analyses, as appropriate.

Subtask 4.6.7: Geotechnical Engineering Analyses

The data collected during the subsurface exploration, literature research, and testing will be analyzed to develop geotechnical recommendations for design and construction.

Assumptions:

- Soil samples collected during the explorations will be stored for a minimum of 60 days after completion of subsurface exploration. Additional storage time may be requested for a monthly fee.
- PBS will complete a “one call” public utility notification and subcontract a private utility locate prior to beginning subsurface explorations. All reasonable efforts will be made not to damage any existing slabs, asphalt, landscaping, or underground utilities or sprinklers, etc.; however, PBS will not be responsible for repair costs associated with any damage to such improvements.
- Environmental services are not included in this geotechnical proposal. In the event environmental contamination is encountered during fieldwork, the Client will be notified immediately. PBS can provide these services, if requested, for an additional fee.
- Full-time traffic control required when performing geotechnical investigations within City streets.

Deliverables:

A geotechnical engineering report will be prepared containing the results of the PBS work, including the following information:

- Field exploration logs and site plan showing approximate exploration locations
- Laboratory test results
- Infiltration test results

- Groundwater considerations
- Liquefaction potential
- Building slab recommendations, including:
 - a. Subgrade preparation
 - b. Moisture mitigation
 - c. Modulus of subgrade reaction
- Shallow foundation design recommendations:
 - a. Minimum embedment
 - b. Allowable bearing pressure
 - c. Estimated settlement (total and differential)
 - d. Sliding coefficient
- Earthwork and grading, cut, and fill recommendations:
 - a. Structural fill materials and preparation, and reuse of on-site soils
 - b. Wet weather considerations
 - c. Utility trench excavation and backfill requirements
 - d. Temporary and permanent slope inclinations
- Seismic design criteria in accordance with the current International Building Code (IBC) with state of Washington amendments

Task 5: Permitting (Update)

The project area is known not to contain critical areas or other regulated sensitive areas. The completion of critical area assessments or permitting outside of that typically required for civil infrastructure projects will not be necessary. As the initial master plans for the project were reviewed under the SEPA EIS process, the project will not require further review under SEPA unless there has been a significant change in the plans compared to what was initially reviewed.

When federal monies are made available the project will be required to comply with the National Environmental Policy Act (NEPA). Based on the proposed project timeline, the NEPA review process will be initiated during further refinement beyond 30% without impacting delivery and construction timeframes. At this time only the Mill Plain & MacArthur project will be receiving federal funding with the following NEPA scope supporting those documents and coordination with WSDOT Local Programs to obtain funding approval milestones. The City will be responsible for contracting with a Right-of-Way subcontractor to support required documentation in conjunction with obtaining funding approvals for acquisition.

Subtask 5.1: Preliminary Permitting Assessment (No Change)

Subtask 5.2: Permitting Preparation (No Change)

Subtask 5.3: Federal Level Environmental Permitting

The project will involve federal funding, which will trigger compliance with NEPA. The project will complete NEPA compliance through the Categorical Exclusion (CE) process, which is administered by WSDOT local programs. Coordination with WSDOT local programs will be instrumental in achieving a smooth permitting process as they will facilitate the NEPA review process and consultation with FHWA. The individual discipline reports will accompany the WSDOT NEPA Categorical Exclusion Documentation Form that serves as the “application” for CE approval. There are no discreet state natural resources related permits that will be required. As of now the project team will develop NEPA permitting for the **entire** Tower Mall Redevelopment Area (TMRA) for the purposes of supporting the following project specific projects:

- Subtask 7.1 - Mill Plain & MacArthur Intersection
- Subtask 7.3 - TMRA Loop Road North
- Subtask 7.4 - TMRA Loop Road East

Subtask 5.3.1 Mill Plain & MacArthur Intersection Permitting

The tasks necessary to receive the required natural resource related permits are presented by jurisdiction below. This task is to begin upon receipt of NTP for this amendment as the intersection has earmarked federal funding.

Environmental Review and Documentation Task Assumptions

- Permit fees will be paid by the City.
- No wetlands are anticipated within the project limits.
- City will conduct one round of review for all permit narratives and technical memoranda. Documents will be provided electronically.
- Meetings are limited to those defined in project tasks.
- Consultant will assemble and submit applications to the City.

- Consultant will not provide individual section 4(f) evaluation at this time. Subtask 5.3.1.5 will evaluate section 4(f) determination at which point an amendment will be required to include additional 4(f) permitting support.

Subtask 5.3.1.1 NEPA CE – Environmental Justice Memo

As part of NEPA compliance, the project will be required to demonstrate that minorities or other protected populations will not be disproportionately affected by the project. The driving force behind this requirement is detours or traffic effects during construction. PBS staff will complete an environmental justice memo that will quantify affected demographics, identify minorities and underserved populations, and determine if the project has the potential to disproportionately affect them.

Assumptions:

- None

Deliverables:

- Draft and final Environmental Justice Report

Subtask 5.3.1.2 NEPA CE – Hazardous Materials Assessment

PBS will complete a Hazardous Materials Phase 1 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 WSDOT NEPA Categorical Exclusion Handbook (Chapter 4.5). The assessment will include using the following resources to identify sites or areas of potential concern:

- Standard environmental database searches;
- Washington Department of Ecology (Ecology) records available through their public web portal;
- Sanborn fire insurance maps (if available);
- Historical city directories (if available); and
- Historical aerial photographs

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 to be included in the Hazmat Report. Draft and Final Hazardous Materials Discipline Reports will be provided in electronic format and will identify and evaluate known or potentially contaminated sites that may:

- Affect 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:

- A full ASTM E1527-21 compliant Phase 1 Environmental Site Assessment will not be required
- The site does not contain known hazardous materials that would dictate further review as per WSDOT guidance.
- City will have one round of review and comment.

Deliverables:

- Draft and final Hazardous Materials Report in electronic format

Subtask 5.3.1.3 NEPA CE – Endangered Species Act (ESA) No Effect Memo

The NEPA CE process requires the applicant to demonstrate that the project will not affect plant and animal species listed under the federal Endangered Species Act (ESA). The project area does not contain terrestrial species that are regulated under the ESA. However, there are numerous ESA-listed fish species within the Columbia River a short distance south of the project area. Since the project will infiltrate all stormwater runoff with no discharge to surface waters, completion of an ESA No Effect memo will satisfy the needs of the NEPA CE.

Assumptions:

- All stormwater will be fully infiltrated.
- The project will not include direct stormwater outfalls to nearby streams.
- City will have one round of review and comment.

Deliverables:

- Draft and final No Effect Memo

Subtask 5.3.1.4 NEPA Categorical Exclusion (CE) Submittal

This task entails completing and updating the NEPA CE application and the coordination with local programs necessary to shepherd the project through the review and approval process. It is important to note that WSDOT local programs prefers to have the individual discipline reports submitted to them as they are made available. This is in lieu of a single complete application “package” once all reports are completed. As such, PBS will work with local programs, subconsultants, and project stakeholders to coordinate, submit, and track deliverables. This task includes the completion of various checklists and minor memos that address minor issues such as noise and sole source aquifer protections.

Assumptions:

- None

Deliverables:

- Draft and final NEPA CE form and attendant discipline reports

Subtask 5.3.1.5 Cultural Resources (AINW)

The intersection improvements at the Mill Plain & MacArthur project will be federally funded and will require compliance with Section 106 of the National Historic Preservation Act (NHPA). WSDOT will serve as lead federal agency.

- The cultural resources survey and report will be prepared to Section 106 standards. The report will provide information for WSDOT and for State Environmental Policy Act (SEPA) submittal.
- WSDOT has designated proxy responsibilities under Section 106 to coordinate with Washington State Department of Archaeology and Historic Preservation (DAHP) and tribes.

The cultural resources study will consist of a survey to identify historic resources (i.e., buildings, sites, structures, objects, and districts built at least 45 years ago) and archaeological resources within the Area of Potential Effects (APE) for the project. The cultural resource survey be directed by AINW meeting the professional qualifications of the Secretary of the Interior’s Standards and Guidelines in Archaeology and Historic Preservation.

The following tasks will be performed:

- AINW staff will draft an Area of Potential Effects (APE) submittal document for review and approval by WSDOT. The submittal will include background information for the project area, a review of previous cultural resource surveys, and proposed methodology for cultural resources survey and documentation.
 - a. The City of Vancouver and/or the City's consultant team will provide the following to AINW to incorporate into the document.
 - i. Photographs of the APE.
 - ii. A narrative description of the project and proposed design features.
 - iii. Anticipated depth of ground disturbance for design features.
 - iv. Spatial data for the limits of ground disturbance and/or the project's APE.
 - b. Most of the APE will be limited to existing right-of-way with exception to the Tower Mall Redevelopment Area, at the intersection of MacArthur Boulevard and N Blandford Drive, where right-of-way acquisition may be needed.
- The field investigation for archaeology will consist of a pedestrian survey and shovel testing. AINW staff will survey the APE from existing rights-of-way and City-owned land. If access to private property is needed to complete the survey, AINW will request that the City of Vancouver obtain rights of entry.
 - a. AINW archaeologists will walk the APE using pedestrian transects spaced approximately 10 meters (30 feet) apart or less. The purpose of the archaeological pedestrian survey will be to identify archaeological resources on the ground surface, if any are present, and to identify areas for shovel testing to look for evidence of buried archaeological resources within the APE.
 - b. AINW will excavate up to 20 shovel tests in unpaved areas of the APE that will be impacted by the project.
 - i. It is assumed that shovel testing will be limited to rights-of-way and City-owned land, and that shovel testing will not be necessary on private land.
 - ii. The shovel tests will measure at least 30-centimeters in diameter and be excavated to a minimum depth of 50 centimeters. Excavation in a sample of the shovel tests will be extended using a 15-centimeter-diameter bucket auger to look for evidence of deeper archaeological deposits.
 - iii. If artifacts are encountered, they will be bagged, labeled, and reburied in the shovel test where they were observed. Artifacts will not be collected. Shovel tests will be backfilled upon completion.
 - iv. Up to 1 archaeological site will be identified and recorded as a result of the survey.

- c. AINW staff will survey the APE for historic resources (i.e., buildings, sites, structures, objects, and districts built at least 45 years ago). It is assumed that up to 3 historic resources will be identified within the APE and on parcels crossed by the APE.
 - i. AINW architectural historians will collect data on physical features, setting, and historical integrity for each historic resource from existing road rights-of-way.
 - ii. Historic Property Inventory Forms will be prepared in the WISAARD database for each historic resource identified, unless the resource is a historic district.
 - iii. AINW architectural historians will evaluate the eligibility of each historic resource for listing in the National Register of Historic Places (NRHP) and assess the potential for historic resources to be adversely affected by the project.

Assumptions:

- The APE will be limited to existing right-of-way, with the exception of a small area on the north side of MacArthur Boulevard where the City is purchasing right-of-way for N Blandford Road to continue.
- The APE will encompass all proposed acquisitions, easements, and staging areas necessary to construct the project.
- It is assumed that if NRHP-eligible cultural resources are identified in the APE they will be avoided.
 - The APE intersects the Southcliff Neighborhood Historic District, which was determined eligible for listing in the NRHP in 2020. AINW will assess the project's potential effects to the historic district. AINW will not prepare Historic Property Inventory forms for individual buildings of the historic district.
- It is assumed the project will be no adverse effect on historic properties under Section 106 of the NHPA.
- It is assumed the project will not encroach upon the boundary of a historic site as defined by Section 4(f) of the U.S. Department of Transportation Act.

Deliverables:

- Draft and final APE submittal document.
- AINW will submit a draft and a final report detailing the findings of the survey. The report will include all appropriate maps, photos, sketches, site forms, and a bibliography of all consulted source material. The report will include findings and recommendations for cultural resources within the project area. If an archaeological site is identified, up to one site form will be prepared and appended to the report.
- The report will be prepared to meet review by several agencies. The report will meet:
 - Review by the City and to provide information needed for SEPA review; and
 - Review by WSDOT and DAHP for Section 106 of the NHPA compliance.

Out of Scope

- If an archaeological site is found that cannot be avoided by the project, additional archaeological work may be needed to delineate the boundary of the site within the APE and/or to evaluate the site for NRHP eligibility.

Subtask 5.3.2 TMRA Permitting

The tasks necessary to receive the required natural resource related permits are presented by jurisdiction below. With identified federal funding for both the north and east loop roads as described in subtasks 7.3 and 7.4, the permitting package will be prepared in support of the broader TMRA.

Environmental Review and Documentation Task Assumptions

- Permit fees will be paid by the City.
- No wetlands are anticipated within the project limits.
- City will conduct one round of review for all permit narratives and technical memoranda. Documents will be provided electronically.
- Meetings are limited to those defined in project tasks.
- Consultant will assemble and submit applications to the City.
- Consultant will **not** provide individual section 4(f) evaluation at this time. Subtask 5.3.2.5 will evaluate section 4(f) determination at which point an amendment will be required to include additional 4(f) permitting support.

Subtask 5.3.2.1 NEPA CE – Environmental Justice Memo

As part of NEPA compliance, the project will be required to demonstrate that minorities or other protected populations will not be disproportionately affected by the project. The driving force behind this requirement is detours or traffic effects during construction. PBS staff will complete an environmental justice memo that will quantify affected demographics, identify minorities and underserved populations, and determine if the project has the potential to disproportionately affect them.

Assumptions:

- None

Deliverables:

- Draft and final Environmental Justice Report

Subtask 5.3.2.2 NEPA CE – Hazardous Materials Assessment

PBS will complete a Hazardous Materials Phase 1 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 WSDOT NEPA Categorical Exclusion Handbook (Chapter 4.5). The assessment will include using the following resources to identify sites or areas of potential concern:

- Standard environmental database searches;
- Washington Department of Ecology (Ecology) records available through their public web portal;
- Sanborn fire insurance maps (if available);
- Historical city directories (if available); and
- Historical aerial photographs

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 to be included in the Hazmat Report. Draft and Final Hazardous Materials Discipline Reports will be provided in electronic format and will identify and evaluate known or potentially contaminated sites that may:

- Affect 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:

- A full ASTM E1527-21 compliant Phase 1 Environmental Site Assessment will not be required

- The site does not contain known hazardous materials that would dictate further review as per WSDOT guidance.
- City will have one round of review and comment.

Deliverables:

- Draft and final Hazardous Materials Report in electronic format

Subtask 5.3.2.3 NEPA CE – Endangered Species Act (ESA) No Effect Memo

The NEPA CE process requires the applicant to demonstrate that the project will not affect plant and animal species listed under the federal Endangered Species Act (ESA). The project area does not contain terrestrial species that are regulated under the ESA. However, there are numerous ESA-listed fish species within the Columbia River a short distance south of the project area. Since the project will infiltrate all stormwater runoff with no discharge to surface waters, completion of an ESA No Effect memo will satisfy the needs of the NEPA CE.

Assumptions:

- All stormwater will be fully infiltrated.
- The project will not include direct storm water outfalls to nearby streams.
- City will have one round of review and comment.

Deliverables:

- Draft and final No Effect Memo

Subtask 5.3.2.4 NEPA Categorical Exclusion (CE) Submittal

This task entails completing and updating the NEPA CE application and the coordination with local programs necessary to shepherd the project through the review and approval process. It is important to note that WSDOT local programs prefers to have the individual discipline reports submitted to them as they are made available. This is in lieu of a single complete application “package” once all reports are completed. As such, PBS will work with local programs, subconsultants, and project stakeholders to coordinate, submit, and track deliverables. This task includes the completion of various checklists and minor memos that address minor issues such as noise and sole source aquifer protections.

Assumptions:

- None

Deliverables:

- Draft and final NEPA CE form and attendant discipline reports

Subtask 5.3.2.5 Cultural Resources (AINW)

It is assumed that the majority of public infrastructure within the TMRA will be federally funded and will require compliance with Section 106 of the National Historic Preservation Act (NHPA). WSDOT will serve as the lead federal agency.

- The cultural resources survey and report will be prepared to Section 106 standards. The report will provide information for WSDOT and for State Environmental Policy Act (SEPA) submittal.
- WSDOT has designated proxy responsibilities under Section 106 to coordinate with Washington State Department of Archaeology and Historic Preservation (DAHP) and tribes.

The cultural resources study will consist of a survey to identify historic resources (i.e., buildings, sites, structures, objects, and districts built at least 45 years ago) and archaeological resources within the Area of Potential Effects (APE) for the project. The cultural resource survey will be directed by AINW staff meeting the professional qualifications of the Secretary of the Interior's Standards and Guidelines in Archaeology and Historic Preservation.

The following tasks will be performed:

- AINW staff will draft an Area of Potential Effects (APE) submittal document for review and approval by WSDOT. The submittal will include background information for the project area, a review of previous cultural resource surveys, and proposed methodology for cultural resources survey and documentation.
 - a. The City of Vancouver and/or the City's consultant team will provide the following to AINW to incorporate into the document.
 - i. Photographs of the APE.
 - ii. A narrative description of the project and proposed design features.
 - iii. Anticipated depth of ground disturbance for design features.
 - iv. Spatial data for the limits of ground disturbance and/or the project's APE.

- b. The APE will be limited to the Tower Mall Redevelopment Area and City-owned lands east of N Devine Road. The City is actively acquiring property within the TMRA. The status of land acquisition efforts will have bearing on cultural resources reporting needs when consultation is initiated with WSDOT regarding the APE and survey methodology. As of July 24, 2024, the anticipated APE is limited to proposed public road corridors, parks, and plazas within the TMRA; parcels planned for future development are excluded.
- The field investigation for archaeology will consist of a pedestrian survey and shovel testing. AINW staff will survey the APE from existing rights-of-way and City-owned land. If access to private property is needed to complete the survey, AINW will request that the City of Vancouver obtain rights of entry.
 - a. For areas not previously surveyed, AINW archaeologists will walk the APE using pedestrian transects spaced about 10 meters (30 feet) apart. The purpose of the archaeological pedestrian survey will be to identify archaeological resources on the ground surface, if any are present, and to identify areas for shovel testing to look for evidence of buried archaeological resources within the APE.
 - b. AINW will excavate up to 10 shovel tests in unpaved areas of the APE that will be impacted by the project.
 - i. It is assumed that shovel testing will be limited to rights-of-way and City-owned land, and that shovel testing will not be necessary on private land.
 - ii. The shovel tests will measure at least 30-centimeters in diameter and be excavated to a minimum depth of 50 centimeters. Excavation in a sample of the shovel tests will be extended using a 15-centimeter-diameter bucket auger to look for evidence of deeper archaeological deposits.
 - iii. If artifacts are encountered, they will be bagged, labeled, and reburied in the shovel test where they were observed. Artifacts will not be collected. Shovel tests will be backfilled upon completion.
 - iv. Up to 1 archaeological site will be identified and recorded.
 - c. AINW staff will survey the APE for historic resources (i.e., buildings, sites, structures, objects, and districts built at least 45 years ago). It is assumed that up to 10 historic resources will be identified within the APE and on parcels crossed by the APE.
 - i. AINW architectural historians will collect data on physical features, setting, and historical integrity for each historic resource from existing road rights-of-way.
 - ii. Historic Property Inventory Forms will be prepared in the WISAARD database for each historic resource identified, unless the resource is a historic district.

- iii. AINW architectural historians will evaluate the eligibility of each historic resource for listing in the National Register of Historic Places (NRHP) and assess the potential for historic resources to be adversely affected by the project.

Assumptions:

- The APE will encompass all proposed acquisitions, easements, and staging areas necessary to construct the project.
- One archaeological resource will be identified and documented.
- Up to 10 historic resources will require documentation and evaluation of their eligibility to be listed in the NRHP.
- AINW will assess the project's effect on historic properties that are eligible for listing in the NRHP.
- The project could result in adverse effects on historic properties and encroach upon the boundaries of Section 4(f) historic sites.

Deliverables:

- Draft and final APE submittal document.
- AINW will submit a draft and a final report detailing the findings of the survey. The report will include all appropriate maps, photos, sketches, site forms, and a bibliography of all consulted source material. The report will include findings and recommendations for cultural resources within the project area. If an archaeological site is identified, up to one site form will be prepared and appended to the report.
- The report will be prepared to meet review by several agencies. The report will meet:
 - Review by the City and to provide information needed for SEPA review; and
 - Review by WSDOT and DAHP for Section 106 of the NHPA compliance.

Out of Scope

- If an archaeological site is found that cannot be avoided by the project, additional archaeological work may be needed to delineate the boundary of the site within the APE and/or to evaluate the site for NRHP eligibility.
- If the project will result in an adverse effect on a historic property, mitigation services are not included in the current agreement.
- If a Section 4(f) historic site is identified and cannot be avoided by the project, evaluation of the project's use of the historic site may be needed and is not included in this agreement.

Task 6: Project Specific Public Involvement (Update)

This task provides greater detail for the Task 2 Communications Plan, specific to the project areas. It includes outreach to decision-makers, commissions and multiple audiences affected by or interested in the project, including residents, businesses, and organizations within areas adjacent to the listed projects proceeding into Final Design. The Consultant will use a variety of strategies, outlined below, to engage them, ensuring equity and inclusivity across all touchpoints.

Subtask 6.1: Stakeholder Matrix (No Change)

Subtask 6.2: Small-Group Stakeholder Interviews (Update)

The Consultant will facilitate meetings with key stakeholders to confirm the design approach and intent before moving into design documentation. The following areas will be a focus:

1. Mill Plan and Devine Intersection
 - C-TRAN (1)
 - Fire Department (1)
 - TMC (1)
2. TMRA Civic Plaza
 - TMC Commission (1)
 - Parks, Recreation, and Advisory Commission (2)
 - CAHC Commission (2)
 - COV Events Advisory Group (2)

The purpose will be to build relationships, update key stakeholders about the project, and consult them on their concerns to fine-tune the design approach and strategies. We are anticipating two commission meetings, three COV events advisory group meetings, and up to ten TAC meetings throughout the project.

This scope also includes time for PBS technical staff to meet individually with up to six stakeholders in need of additional assistance.

Assumptions:

- The consultant will obtain City approval for the stakeholder list prior to any outreach or interactions.
- The Consultant will attend up to two (2) City-led small-group stakeholder interviews.
- The City will create two (2) small-group interview lists, pulled from the stakeholder information compiled in Subtask 6.1.

- The interviews will be attended by up to two (2) Consultant representatives.
- The interviews will be held in person.
- Each interview will not exceed two (2) hours.
- The Consultant and the City will work together to determine the schedule and their locations based on availability.
- The City will reserve meeting locations and cover any related expenses.
- The City will create up to two (2) versions of the interview invitation, one for each group, in English.
- The City will handle the translation of written and electronic materials; printing of translated materials; and in-person translation services, as desired.
- The City will email or print, stuff, and mail the invitations, and handle related expenses.
- The City will handle correspondence from stakeholders related to the meeting invitation.
- The City will provide sign-in sheets, comment cards, a PowerPoint presentation and strip maps, in English, to use at the interviews.
- The City will provide food and beverage, if desired.
- The City will provide in-person translation services. The Consultant will prepare a summary after each interview.
- The City will conduct one (1) round of review on the interview summary document. This scope allows for up to four (4) stakeholder follow-up meetings with individual stakeholders who cannot attend the group interviews, request additional information, or could benefit from one-on-one follow-up.
- The stakeholder follow-up meetings will be held on site, if possible, and will not exceed one (1) hour.

Deliverables:

- Draft and final project exhibits
- Draft and final review & comment to City prepared meeting notes

Subtask 6.3: City Council Presentations (Update)

Representatives of the Consultant team will be available to attend and present to the Vancouver City Council. They will present the project's status, review plans for upcoming work, stakeholder engagement, communications; respond to questions; engage in discussion as needed; and take direction for future action.

Assumptions:

- Up to three (3) representatives of the Consultant team will attend up to two (2) Council workshops for up to two (2) hours.
- The Consultant will prepare a presentation in English for each council workshop, then submit to the City ahead of the presentation per City guidelines.

- The City will conduct up to two (2) rounds of review on the PowerPoint presentations. The City's meeting minutes will serve as the meeting summary.

Deliverables:

- PowerPoint presentations in PDF format (2 presentations)

Subtask 6.4: Commissions Meetings (Update)

Representatives of the Consultant team anticipate attending meetings with the Parks, Recreation and Advisory Commission, Transportation and Mobility Commission and the Culture, Art and Heritage Commission. They will present on the project's status, review plans for upcoming work, public involvement, and communications; respond to questions; engage in discussion as needed; and take direction for future action.

Assumptions:

- Up to one (3) representative of the Consultant team will attend the Commission meetings/workshops for up to two (2) hours.
- The Consultant will prepare a presentation for each Commission meeting/workshop, in English, then submit to the City ahead of the presentation per City guidelines.
- The City will handle the translation of written and electronic materials; printing of translated materials; and in-person translation services, as desired. The Consultant will prepare a summary after each meeting.
- The City will conduct up to two (2) rounds of review on the PowerPoint presentations and the meeting summaries.

Deliverables:

- PowerPoint presentations in PDF format (4 presentations)

Subtask 6.5: Project-Specific Open Houses and Community Surveys (No Change)

Task 7: Final Design Development Documents

This task 7 will be amended to **bundle** the following subtasks 7.3 (Grand Loop North road) and 7.4 (Grand Loop East road) as shown below into a single PS&E package based on receipt of federal funding to support construction. The associated 90% designs for subtasks 7.3 and 7.4 will be updated to combine both sets of plans, specifications, and estimates to support advertisement of a single construction package.

The 90% and Final design phase combined Grand Loop North and Grand Loop East plan set shall include at a minimum the following

336 sheets:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (6 sheets)
4. Roadway Alignment & Survey Monumentation Plan (16 sheets)
5. Construction signing plan (1 sheet)
6. Construction staging plans (3 Sheets)
7. Site-specific traffic control plans (1 sheet)
8. Site prep/demolition plans (9 sheets)
9. Erosion control and grading plans (7 sheets)
10. Erosion control notes detail sheet (2 sheet)
11. Roadway plan over profile sheets showing basic roadway geometry information and stormwater layout (16 sheets)
12. Intersection layouts (9 sheets)
13. ADA Ramp Grading plans (20 sheets)
14. Intersection Jointing Plans (7 Sheets)
15. Surface Water Plans (19 sheets)
16. Utility Plan and Profile sheet (28 sheets)
17. Signing and striping plans (13 sheets)
18. Sign legend sheet (6 sheet)
19. Striping details (4 sheet)
20. Fiber interconnect plans & details (6 sheets)
21. Illumination plans and details (12 sheets)
22. JUT Plans (10 Sheets)

23. FFF- Landscape Material Plans (13 sheets)
24. FFF- Landscape Finish and Color Plans (8 Sheets)
25. FFF- Landscape Layout Plans (13 sheets)
26. FFF- Landscape Joint Layout Plans (13 sheets)
27. FFF- Landscape Site Furnishing Plans (13 Sheets)
28. Landscape Planting and Seeding Prep Plans (15 Sheets)
29. Landscape Planting Plans (16 sheets)
30. Irrigation plans (17 sheets)
31. FFF- Linear Park Details Sheets (13 sheets)
32. Miscellaneous details sheet (6 sheets)
33. Standard detail sheets (11 sheets)

Subtask 7.1: Mill Plain & MacArthur Intersection (Update)

The consultant provided additional effort to redesign the Mill Plain TMRA frontage outside defined project limits following both 60% and 90% design in support of the City Right-of-Way and appraisal support. This included both survey and design team support to define new proposed limits of work, acquisition limits, and temporary easements. In addition, utility plans development standards changed after the original project was scoped requiring additional plans, details, and profiles. The disciplines with added design efforts within the scope that will be addressed with this amendment are as follows including addition of Joint Utility Trench (JUT) information to the Fiber Optic sheets and additional trench details.

- Project Survey
- Fiber Optic
- Roadway
- Utility Coordination and Design

Project Survey (Update)

Traffic Memorandum (No Change)

Illumination Design (No Change)

Fiber Optic Design (No Change)**Streetscape Design (No Change)****Irrigation Design (No Change)****Roadway Design (Update)****NPDES Construction Stormwater General Permit (No Change)****Consultant Grant Funding Support (No Change)****Utility Coordination & Design (Update)****Subtask 7.2: MacArthur & Lieser Intersection (No Change)****Subtask 7.3: TMRA Loop Road North-Devine Segment/Civic Plaza (Update)**

The consultant will provide additional effort associated with design to support the added roadway to the south of Blandford to the unnamed roadway along Devine to the south as designed within subtask 7.4. Additional utility design plans for water and sewer will be added to the south from Blandford to MacArthur. Furthermore, for utility work completed to date, utility plans development standards changed after the original project was scoped requiring additional plans, details, and profiles. The disciplines with added design efforts within the scope that will be addressed with this amendment are as follows including addition of Joint Utility Trench (JUT) information to the Fiber Optic sheets and additional trench details.

- Illumination
- Fiber Optic
- Streetscape
- Irrigation
- Roadway
- Utility Coordination & Design

The Consultant will develop construction documents for the Final design (PS&E) submittal associated with new water and sewer plans listed below. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

Final design phase plan set shall include the following additional sheets:

1. Typical sections (1 sheets)
 2. Survey Monumentation (2 Sheets)
 3. Site-specific traffic control plans (2 sheets)
 4. Site prep/demolition plans (6 sheets)
 5. Erosion control and grading plans (6 sheets)
 6. Sanitary and Water Plan & Profile (8 sheets)
- Update final special provisions as needed for nonstandard items shown on the plans and compile the project specifications.
 - Update quantities and prepare an engineer's estimate of construction costs.
 - Submit 100% plans, special provisions, and estimate for review.
 - Address City review comments regarding the Draft Final Submittal of PS&E Package.

Deliverables:

- Draft Final Submittal of PS&E Package
- Final plans, special provisions, construction schedule, and estimate
- Bid documents

Project Survey (No Change)

Traffic Memorandum (No Change)

Illumination Design (Update)

Fiber Optic Design (Update)

Streetscape Design (Update)

Irrigation Design (Update)

Roadway Design (Update)

NPDES Construction Stormwater General Permit (No Change)

Consultant Grant Funding Support (No Change)

Utility Coordination & Design (Update)

Subtask 7.4: TMRA Loop Road East – Devine/Pheonix Way Intersection (Update)

The consultant will provide additional effort associated with design to support the added Devine intersection along the Loop Road East at Pheonix Way as designed within this subtask. Additional support was provided for the TMRA frontage and internal roadways outside defined project limits to address landowner coordination with City Right-of-Way and appraisal support. Also, utility plans development standards changed after the original project was scoped requiring additional plans, details, and profiles. The disciplines with added design efforts within the scope that will be addressed with this amendment are as follows including addition of Joint Utility Trench (JUT) information to the Fiber Optic sheets and additional trench details.

- Project Survey
- Illumination
- Fiber Optic
- Streetscape
- Irrigation
- Roadway
- Utility Coordination & Design

Project Survey (Update)

Traffic Memorandum (Update)

Illumination Design (Update)

Fiber Optic Design (Update)**Streetscape Design (Update)****Irrigation Design (Update)****Roadway Design (Update)****NPDES Construction Stormwater General Permit (No Change)****Consultant Grant Funding Support (No Change)****Utility Coordination & Design (Update)****Subtask 7.5: Mill Plain and Devine Intersection (New)****Project Survey**

The Consultant will utilize the preliminary survey data collected within Task 4.5.4 as basis to define design level survey in support of the final design development process for the Mill Plain & Devine intersection. This will include collection of more detailed survey within the project limits including but not limited to existing curb returns expanded areas of design that may be required to support the specific projects shown within Appendix A, and finalize any right of way needed to support future temporary easement or acquisition based on design impacts. The following activities will be completed in support of final design efforts:

- Collect additional survey in support of project footprint changes to cover project areas as shown in Appendix A.
- Survey to collect and update existing survey and ROW basemaps.
- Survey to update the existing ground surfaces based on newly collected data and revised project limits.
- Collect detailed curb/sidewalk data associated with the newly constructed CTRAN BRT transit stops found within the project limits.
- Prepare exhibit maps and legal descriptions for proposed right of way acquisition and areas required as temporary construction easement for affected properties. These will be prepared as exhibit attachments to the legal form, right of way granting document, provided by the City's legal counsel.

Assumptions:

1. This scope developed understanding that three (3) adjacent properties will be impacted by the project with three (3) anticipated TCEs and two (2) right-of-way acquisitions over two (2) properties totaling five (5) documents.
 - Update Survey and ROW basemaps
 - Updated existing ground surface

Traffic Memorandum

The Consultant will prepare a project specific traffic memo to augment the original Heights Development traffic report submitted in task 4 for each of the final design projects identified by the City listed below. The documents will support the final design efforts including submittal of both Draft and Final supplemental memorandums to the City for concurrence to design efforts. The memorandum will be developed based on the project specific area as defined in Appendix A.

- Develop project specific traffic analysis memorandum based on road and intersection improvements to document existing and future traffic conditions. This memorandum will supplement previous recommendations for the following:
 - Mill Plain & Devine Intersection

Assumptions:

- PBS will submit draft reports, review comments, update reports as needed, and submit final memorandums.
- The entire traffic signal will need to be replaced.
- Electrical service will be supplied at the existing location.
- Lighting evaluation includes best practice for light placement but no photometrics.

Deliverables:

- Draft and Final Traffic memorandum documenting including signal modifications, signal design, , proposed road sections, pedestrian crossing enhancements, signal coordination, and lighting evaluation.

Illumination Design

The consultant will advance the illumination design at the conclusion of the preferred intersection control and configuration to 60-percent, 90-percent, and final construction contract documents as part of this task.

The consultant will develop preliminary construction documents to the 60-percent design stage. These documents will consist of plans, a bid item list, and an opinion of probable construction cost.

- Participate in a design conference with the City Traffic Engineer at design kick-off.
- Review the existing street lighting as-built drawings within the vicinity of the project from the City and explore the opportunity to extend existing system if possible.
- Identification and confirmation of the desired lighting poles and fixtures.
- Recommend and confirm standard type lighting that will be provided based on road classification.
- Conduct photometric analysis based on selected lighting poles and fixtures to determine light pole locations to meet City's lighting standards for facility that do not use City standard streetlight spacing.
- Develop preliminary street lighting pole layout based on City guidance and typical layout locations
- Coordinate with the Clark Public Utilities and City to verify the street light pole layout and the power source.
- This assumes roadway lighting along the entire length of the project study corridor.
- Preparation of construction cost estimates

The consultant will develop construction documents to the 90 percent design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost.

- Review and respond to City's 60% comments
- Prepare 90% street lighting plans
- Prepare special provisions
- Prepare construction cost estimates

The consultant will develop construction documents to the final design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule. Final documents will be sealed as appropriate for jurisdictional engineering review.

- Review and respond to City's 90% comments
- Prepare final street lighting plans
- Prepare special provisions
- Prepare construction cost estimates

Deliverables:

- Deliverables will be included within the roadway design scope.

Fiber Optic Design (GTE/PBS)

The consultant will advance the fiber optic design at the conclusion of the preferred intersection control and configuration to 60-percent, 90-percent, and final construction contract documents as part of this task.

The consultant will develop preliminary construction documents to the 60-percent design stage. These documents will consist of plans, an outline of special provisions to the standard specifications, a bid item list, and an opinion of probable construction cost.

- Coordinate with the City Traffic Engineer to obtain an understanding of the communication system along this corridor.
- Review the existing fiber optic as-built drawings within the vicinity of the project from the City and explore the opportunity to extend existing system if possible.
- Develop preliminary layout (e.g., which side of the road) based on City guidance
- Prepare 60-percent fiber optic plans reflecting locations for splice vaults, handholes, and connection to existing fiber optic system (excludes wiring diagrams).
- Preparation of special provisions - table of content only
- Preparation of construction cost estimates

The consultant will develop construction documents to the 90 percent design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

- Review and respond to City's 60-percent comments
- Prepare 90% fiber optic plans including JUT design and details
- Prepare special provisions
- Prepare construction cost estimates

The consultant will develop PS&E construction documents to the final design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule. Final documents will be sealed as appropriate for jurisdictional engineering review.

- Review and respond to City's 90-percent comments
- Prepare final fiber optic plans
- Prepare special provisions
- Prepare construction cost estimates

Deliverables:

- Deliverables will be included within the roadway design scope.

Landscape Design

The consultant will develop landscape plans for street improvements within Mill Plain & Devine Intersection as part of 60%, 90% and Final 100% submittals. The Consultant architects will coordinate with engineer's geometric layout, retaining walls, and curb island layouts.

60% Preliminary

- Prepare tree removal plan following VMC standards. Show limits of construction and tree unit calculations.
- Prepare plans showing preliminary surfacing types/finishes (if non-standard) and site furnishings, as applicable.
- Prepare a preliminary list of recommended planting species in bullet format.
- Prepare preliminary plans showing limits of planting in conceptual format. Street tree locations will be conceptually shown.
- Prepare plans showing individual locations of grass areas, trees, and shrubs.
- Prepare a plant list with species, quantities, and sizes.
- Show areas where irrigation will be provided for planting and lawn areas.
- Itemized landscape cost estimate (including lump sum/SF irrigation estimate).

90% PS&E

- Address comments related to 60% submittal.
- Update tree plan with limits of disturbance revisions.
- Prepare plans showing surfacing types/finishes (if non-standard) and site furnishings, as applicable.
- Prepare plans showing revised individual locations of trees and planting.
- Update plant list with species, quantities and sizes.
- Prepare landscape details including retaining wall materials and finishes.
- Itemized landscape cost estimate.
- Prepare 90% project specifications including current WSDOT amendments, GSP's and special provisions necessary for all landscape items.

100% PS&E

- Address review comments from the 90% plans and develop final construction documents to the 100% and Final design stage. Landscape plans package to consist of plans, details, specifications, and a bid item list.

Deliverables:

- 60% Preliminary:
 - Tree Protection Plans
 - Material Finishes and Furnishing Plans
 - Planting Plans
- 90% PS&E and 100% PS&E:
 - Tree Protection Plans
 - Material Finishes and Furnishing Plans
 - Material Details
 - Planting Plans
 - Planting Schedule
 - Planting Details
 - Specifications

Irrigation Design

The Consultant will develop irrigation plans for street improvements within Mill Plain & Devine Intersection as part of 90% and Final 100% submittals. The Consultant will coordinate with engineer's geometric layout, landscape design, retaining walls, and island layouts. No irrigation will be submitted for the 60% submittal but support will be provided to calculate a lump sum cost. Areas shall be identified on the landscape plans where irrigation will be provided.

90% PS&E

- Prepare irrigation plans for planting areas approved at 60% including, connection points, pipe layouts, GPM zones and irrigation component material lists.
- Prepare irrigation details.
- Prepare 90% project specifications including current WSDOT amendments, GSP's and special provisions necessary for all irrigation items.
- Prepare and update cost estimate for irrigation system.

100% PS&E

- Address review comments from the 90% plans and develop final construction documents to the 100% and Final design stage. Irrigation plans package to consist of plans, details, specifications, and a bid item list.

Deliverables:

- Deliverables will be included within the roadway design scope.

Roadway Design

The Consultant will address review comments on the 30% plans and develop construction documents to the 60% preliminary design stage. These documents will consist of plans, a bid item list, an opinion of probable construction cost.

The 60% plans shall include the following 112 sheets:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (5 sheets)
4. Discipline Key Maps (7 sheets)
5. Survey Monumentation and Existing Conditions (7 sheets)
6. Construction signing plan (1 sheet)
7. Construction staging plans (5 sheets)
8. Site-specific traffic control plans (3 sheets)
9. Site prep/demolition plans (7 sheets)
10. Erosion control and grading plans (5 sheets)
11. Erosion control notes and details (1 sheet)
12. Roadway plan over profile sheets (6 sheets)
13. Intersection layouts plan (1 sheet)
14. Grading Plans (6 sheets)
15. Stormwater Surface Water Plan & Profile (6 sheets)
16. Sanitary and Water Plan & Profile (8 sheets)
17. Signing and striping plans (6 sheets)

18. Sign legend sheet (1 sheet)
 19. Traffic signal plans & details (11 sheets)
 20. Fiber interconnect & JUT plans (3 sheets)
 21. Illumination plans (6 sheets)
 22. Planting Preparation Plans (6 sheets)
 23. Landscape Plans (6 sheets)
 24. Miscellaneous details sheet (3 sheets)
- Detailed geometric layout of intersection and grading for ADA purposes.
 - Updated cut and fill line determination.
 - Stormwater analysis using HydroCAD software, basin delineation map, and storm system layout, preliminary stormwater/hydrology report.
 - Calculate quantities and prepare a 60% engineer's estimate of construction costs shown on the Civil plans.
 - Submit 60% plan set and cost estimate for review.
 - Prepare cost associations in conceptual ranges for each concept.

Deliverables:

- 60% plans and cost estimates (PDF of [11-inch by 17-inch] the plan set and cost estimate)
- Preliminary Stormwater Report

The Consultant will address review comments from the 60% plans and develop construction documents to the 90% design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, an anticipated construction schedule.

The 90% plan set shall include the following 135 sheets:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (5 sheets)

4. Discipline Keymaps (7 Sheets)
5. Survey Monumentation and Existing Conditions (7 sheets)
6. Construction signing plan (1 sheet)
7. Construction staging plans (5 Sheets)
8. Site-specific traffic control plans (3 sheets)
9. Site prep/demolition plans (7 sheets)
10. Erosion control and grading plans (5 sheets)
11. Erosion control notes detail sheets (1 sheet)
12. Rodway plan over profile sheets (6 sheets)
13. Intersection layouts (1 sheet)
14. Grading plans (8 sheets)
15. Stormwater Surface Water Plan & Profile (6 sheets)
16. Sanitary and Water Plan & Profile (8 sheets)
17. Signing and striping plans (6 sheets)
18. Sign legend sheet (1 sheet)
19. Striping details (2 sheet)
20. Traffic signal plans & details (11 sheets)
21. Fiber interconnect & JUT plans (3 sheets)
22. Fiber interconnection & JUT Details (6)
23. Illumination plans and details (8 sheets)
24. Planting Preparation Plans (6 sheets)
25. Landscape Plans & Details (9 sheets)
26. Irrigation plans (6 sheets)

27. Irrigation detail sheets (2 sheets)

28. Miscellaneous details sheet (3 sheets)

29. Standard detail sheets (8 sheets)

- Compile stormwater analysis from 60%, update the analysis to match the 90% level design and prepare the updated stormwater/hydrology report.
- Compute quantities and prepare an engineer's estimate of construction costs shown on the plans. Identify which bid items will require special provisions.
- Prepare 90% level project specifications including current WSDOT amendments, GSP's, and special provisions necessary for this project.
- Submit 90% of the plan set, specifications, draft construction schedule, and cost estimate for review.

Deliverables:

- 90% PS&E (PDF of the plan set [11- by 17-inches], specifications, draft construction schedule, and cost estimate)
- Final Stormwater Report

The Consultant will address review comments from the 90% plans and develop construction documents for the Final design (PS&E) submittal. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

Address the 90% comments. Final design phase plan set shall include:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (5 sheets)
4. Discipline Keymaps (7 Sheets)
5. Survey Monumentation and Existing Conditions (7 sheets)
6. Construction signing plan (1 sheet)
7. Construction staging plans (5 Sheets)

8. Site-specific traffic control plans (3 sheets)
9. Site prep/demolition plans (7 sheets)
10. Erosion control and grading plans (5 sheets)
11. Erosion control notes detail sheets (1 sheet)
12. Rodway plan over profile sheets (6 sheets)
13. Intersection layouts (1 sheet)
14. Grading plans (8 sheets)
15. Stormwater Surface Water Plan & Profile (6 sheets)
16. Sanitary and Water Plan & Profile (8 sheets)
17. Signing and striping plans (6 sheets)
18. Sign legend sheet (1 sheet)
19. Striping details (2 sheet)
20. Traffic signal plans & details (11 sheets)
21. Fiber interconnect plans & details (3 sheets)
22. Fiber interconnect & JUT details (6 sheets)
23. Illumination plans and details (8 sheets)
24. Planting Preparation Plans (6 sheets)
25. Landscape Plans & Details (9 sheets)
26. Irrigation plans (6 sheets)
27. Irrigation detail sheets (2 sheets)
28. Miscellaneous details sheet (3 sheets)
29. Standard detail sheets (8 sheets)

- Address preliminary stormwater report comments and submit final stormwater report for approval.

- Prepare final special provisions as needed for nonstandard items shown on the plans and compile the project specifications.
- Compute quantities and prepare an engineer's estimate of construction costs.
- Submit 100% plans, special provisions, and estimate for review.
- Address City review comments regarding the PS&E.

Deliverables:

- Final plans, special provisions, construction schedule, and estimate
- Final stormwater report
- Bid documents

NPDES Construction Stormwater General Permit

The Consultant shall coordinate with the Department of Ecology, prepare and submit a Construction Stormwater General Permit application and transfer of permit to the selected Contractor. Consultant staff will prepare the permit application and Notice of Intent (NOI). The Consultant will prepare the Transfer of Coverage and Notice of Termination forms for City and Contractor signature and submittal, which will constitute transfer of coverage to the Contractor.

In addition, Consultant will prepare the SWPPP to be kept at the site during construction.

Deliverables:

- Permit Application
- Notice of Intent (NOI)
- SWPPP
- Transfer of Coverage Form
- Notice of Termination Form

Consultant Grant Funding Support

The Consultant shall coordinate with the City of Vancouver to provide grant funding support for two (2) grant applications related to this project including two (2) exhibits, one (1) project narrative, and one (1) cost estimate for each grant application.

The Consultants efforts for the purposes of this scope of work assume support for two (2) such grant applications associated with this project. Traffic data required to support evaluations of cost benefits are assumed to have been developed within other tasks. This task does not include the consultant researching or identifying funding opportunities.

Deliverables:

- Project Graphics - 4
- Narratives describing proposed improvements - 2

- Cost estimates based on proposed design - 2

Utility Coordination & Design

The Consultant will perform the following utility coordination;

1. Contact utility companies within the project limits and obtain existing system mapping. Review mapping for consistency with project base map.
2. Conduct a utility reconnaissance of the project corridor to determine visual evidence of underground and above ground utility facilities and confirm utility provided facility maps and project base map completeness.
3. Identify and discuss with each utility special requirements associated with their facility relocation or modification.

Utility Meetings (Revised)

Up to three group utility meetings will be organized and facilitated to provide updated project information. Such meetings will address known facilities, potential for impact, timing requirements for potential relocations, and initial information of reimbursable requirements. Meetings will also allow the exchange of each utility's relocation plans with the other utilities in order to maximize compatibility of relocation designs and utility and roadway construction sequencing. Meeting agendas and summaries will be prepared and transmitted to utility representatives, City, and Consultant team members.

Conflict Identification, Analysis and Recommended Resolution (Revised)

PBS will identify and analyze utility conflicts and compile and distribute utility conflict lists involving aboveground, surface, and underground conflicts, and make conflict resolution recommendations to utilities.

The Consultant will produce utility conflict plan sheets based on preliminary (60%) design plans and accompanying utility conflict spreadsheets indicating conflict item number, type of utility, conflict status, average cover during and after construction, whether utility is in or out of public right-of-way, and comments. This subtask assumes six (6) different utility operators.

Finalize conflict analysis and conflict spreadsheets based on 90% design plans

Revise conflict analysis and conflict spreadsheets based on 100% design plans

Conflict Notification and Utility Relocations (Revised)

Notify the impacted utilities and coordinate the efforts of the utility agencies in developing and executing a plan for relocating utilities to resolve conflicts with the project design. As part of that effort:

Prepare and deliver to each involved utility owner a conflict notice with attached conflict list and map. Assume up to six (6) different utility operators. Notice shall require a utility response in the form of a proposed facility adjustment plan and schedule to complete the utility work. Allow each utility a 30-day period to respond with a proposal from date of the notice.

Review utilities' proposed relocation plans to verify that identified conflict items are addressed and that the plans accommodate and conform to the construction requirements for the project. Provide written approval of each utility's relocation plan. Up to nine (9) total reviews will be performed for the utilities' relocation plans (average 1.5 per utility).

Assumptions:

- City will provide utility plans, GIS, and other supporting documents for City utilities within the project corridor.
- PBS will coordinate with up to four franchise utility providers as part of this task (power, phone, cable, gas).
- City Sewer and Water Engineering services will provide input on relocation or replacement of City owned utilities.
- Utility design location fees, if any, are not included in Consultant's costs and will be paid by the City if required.
- Utilities will provide as-built system maps of their facilities within the project corridor.
- Additional ROW and/or easements that may be required for relocated utilities, is the responsibility of the utilities or the City in the event of prior rights.

Deliverables:

- Meeting agendas and summaries for each utility meeting (3 total)
- Final contact & communication log.
- Utility conflict memo at 60% plans
- Conflict notice letters and attachments for each utility (assumes 6 utilities)
- 90% and 90% utility conflict analysis based on design plans
- Review and comments on utility relocation plans

Subtask 7.6: Civic Plaza (New)

First Forty Feet will lead the design confirmation, design refinement, and design coordination of the Heights Civic Plaza Design. In collaboration with PBS Engineering, the team will confirm 30% and develop 100% design documentation of the civic plaza, festival street, water play feature, lighting, and explore alternatives for the associated civic plaza stage and pavilion.

Assumptions:

The scope of work does include full-service architecture for the civic plaza building, including programming and space allocation for event storage, pump equipment room, restrooms, and area for food and beverage space (cart pod-like space).

Subtask 7.6.1 Civic Plaza Concept Refinement and Design Confirmation (Project Start-Up)

First Forty Feet will meet with the city and stakeholders to confirm the current 30% civic plaza design. The team will review all aspects of the design, including programmed spaces, event capacity, softscape and hardscape design, water play feature, festival street, site furnishings, and the civic plaza structure. Our team will facilitate work sessions with the PMT and TAC.

The First Forty Feet team will prepare additional precedents and 3-dimensional illustrations for the following design elements:

- Civic Plaza Uses and Opportunities for Events
- Flexibility of the Festival Street
- Accessible Design Features of the Plaza
- Seating and Public Use Areas
- Stage Structure and Civic Plaza Building
- Water Play Feature

Subtask 7.6.2 100% Schematic Design – 30% Civic Plaza Design

The First Forty Feet team will develop 100% schematic design documents of the refined civic plaza design plan. The design will reflect all insight gained from both previous and recent comments from the city's technical advisory committee and the COV TAC, PMT, and project manager.

The First Forty Feet team will prepare the following:

1. Develop and Provide 100% Schematic Design Submittal (30% Civic Plaza Design):
 - a. Project Survey
 - b. Site Plan
 - c. Materials Plan (hardscape vs. softscape)
 - d. Grading Concept Plan
 - e. Utility Concept Plan
 - f. Materials & Species Palette
 - g. Schematic Structural Framing Plans and Design Criteria
 - h. Preliminary Water Feature System Layout Diagram / Design Criteria

- i. Preliminary MEP Layout
- j. Concept Lighting Approach
- k. Preliminary Cost Estimate of New Elements (water feature, lighting, MEP)

Subtask 7.6.3 Civic Plaza Decorative & Pedestrian Lighting (30% - 100%)

The First Forty Feet team will lead the lighting design of the Civic Plaza areas, including gathering spaces, pedestrian laneways, festival lane, canopy & stage, restrooms, and retail TI core & shell lighting design concepts, layouts and details.

Lighting Design Services:

- Luminaire schedule.
- Luminaire cut sheets of proposed luminaires.
- Layout of luminaires on landscape architectural supplied backgrounds.
- Coordination with landscape site plan, inclusive of lighting mounting details, and power supply locations and coordination.
- Lighting controls the basis of design.
- Code compliant lighting design.
- Photometric lighting calculations for areas of scope using point-by-point method.

Assumptions:

Based on information received, we understand that this project:

- Will have a single bid / construction packet.
- Is limited to lighting, electrical, mechanical, and plumbing design only.
- Water features are designed by others.
- Utilities have capacity for services at the site.
- No relocation of existing equipment or installations is required.
- Design will be under current codes.
- Tenant space will require a single electrical connection for future equipment or tenant design. The Tenant space will not require drainage, grease interceptors, water, or air conditioning under this design. The space may contain heating for freeze protection and a water connection for potable water capped for future use.
- The stage area will not have permanent theatrical lighting.

Subtask 7.6.4 Civic Plaza Design Electrical, Mechanical, Plumbing Engineering (30% - 100%)

The First Forty Feet team will coordinate all electrical, mechanical, and plumbing engineering associated with critical aspects of power needs, water service needs, and mechanical needs associated with the civic plaza structure. Our team will work with the lighting team and water feature engineer to coordinate all MEP throughout the civic plaza.

Electrical Design Services:

- Electrical service for park to be connected to new restroom building.
- Power for site lighting, event power, restroom amenities building, and provisions for potential tenant space.
- Underground power distribution to site lighting.
- Energy code form for building permit submission.
- Coordination and power for water feature to be provided from restroom building.
- Electrical cost opinion for scope of work. Updated at each design phase.

Plumbing Design Services:

- Water service for a restroom amenity space with 2 single occupant restrooms.
- Water supply to water feature supplied from restroom building water service.
- Provision for a drinking fountain and tenant space future water supply.
- Plumbing design ends 5' from building foundation.
- Plumbing cost opinion for scope of work. Updated at each design phase.

Mechanical HVAC Design Services:

- HVAC design for restroom building including 2 single occupant restrooms, water feature equipment room, and a tenant shell space.
- Coordination with Architecture for equipment location.
- HVAC cost opinion for scope of work. Updated at each design phase.

Subtask 7.6.5 Water Play Feature Engineering / Water Spray Deck (30% - 100%)

The FFF team and technical subconsultants will provide design and consulting services and water feature engineering for schematic design, design development, and construction documentation of the Civic Plaza Spray Deck.

Water Feature Construction Plans include waterproofing detailing, all mechanical equipment and hydraulic design of recirculation systems, water quality systems, structural design of concrete basins, complete electrical plans including MCC panels, electrical controls

and lighting layouts, plus all the required subsystems and items that fully define operational water features. Our plans are meticulously engineered to provide the highest level of definition that ensures a quality installation at the best available price.

Subtask 7.6.6 Civic Plaza Design Details (30% - 100%)

The First Forty Feet team will research and propose materials specifications for the civic plaza design site furnishings, hardscape paving materials, landscape materials species palette, and signage, signage specifications, and wayfinding details. The team will present design progress and design decision deadlines for the Technical Advisory Committee.

Subtask 7.6.7 Integration of the Grand Loop (30% - 100%)

The First Forty Feet team will integrate the 100% Grand Loop North design into the Civic Plaza for a seamless transition to the Hydrology elements and Civic Plaza Water Play Feature.

Subtask 7.6.8 Festival Streetscape Design (30% - 100%)

The First Forty Feet team will help identify the streetscape elements and programming to incorporate into Festival Street. The flexibility for the use will be integrated into the design and mindful street closure strategies.

Program elements include:

- Curbless Streetscape Elements
- Distinct Paving Treatment
- Streetscape Zone (building zone, pedestrian zone, furnishing zone, walk-off zone, on-street parking zone)
- Programming & Flexibility
- Street Closure Strategies

Subtask 7.6.9 Public Arts and Wayfinding Plan (30% - 100%)

The First Forty Feet team will develop a draft and final Public Arts Integration Plan highlighting opportunities to integrate a variety of public art typologies and locations, and Wayfinding Plan defining wayfinding elements including navigational and interpretive signage and design and techniques for specific areas of the Civic Plaza.

The Public Art and Signage Plan will cover the following:

- Location of Public Art
- Location of Wayfinding/Navigation Signage

Task 7.6.11: Design Development Drawings -60%

1. Review 30% and incorporate review/pricing comments
2. Develop and Provide 60% Design Development Submittal:
 - a. Existing Conditions Plan
 - b. Demolition Plans
 - c. Materials Plans
 - d. Grading Plans
 - e. Planting Area Plans noting plant types (i.e. tree, shrub, groundcover); not specific plant species. Include Irrigation Coordination Notes
 - f. Site Furnishings Plans (Preliminary)
 - g. Details - Site, Planting, Irrigation (Preliminary)
 - h. Preliminary Stormwater Plan
 - i. Preliminary Sanitary Sewer and Water Plan
 - j. Preliminary Stormwater Report
 - k. Specifications in CSI outline format.
 - l. Water Feature Engineering Layout
 - m. MEP Plan and Preliminary Layout and Reports
 - n. Cost Estimate Report for lighting, MEP, and water feature
 - o. Festival Streetscape Design
 - p. Civic Plaza Building Design Plan, Elevations, Sections, Details
 - q. Civic Plaza Building Design/Canopy Design Assessment
 - r. Preliminary Lighting Design Plans, Details, and Specifications
 - s. Civil Plaza Building Structural Plans for Gravity, Lateral, and Foundation Systems
 - t. Civil Plaza Canopy Structural Plans for Gravity, Lateral, and Foundation Systems

Task 7.6.12: Construction Documents Drawings – 90% and 100%

1. Review 60% and incorporate review/pricing comments
2. Develop and Provide 90% Construction Document Submittal:
 - a. Existing Conditions Plan
 - b. Demolition Plans
 - c. Materials Plans
 - d. Grading Plans

- e. Stormwater Plan
 - f. Sanitary Sewer and Water Plan
 - g. Layout Plans (Preliminary)
 - h. Planting Plans
 - i. Irrigation Plans
 - j. Site Furnishings Plans
 - k. Details - Site, Planting, Irrigation
 - l. Stormwater Report
 - m. Specifications in CSI format
3. Review cost estimates.
4. Prepare Stormwater Pollution Prevention Plan
5. Incorporate review comments and revise Design Development drawings to reflect approved Value Engineering scope.
Develop and Provide 100% Construction Document Submittal:
- a. Existing Conditions Plan
 - b. Demolition Plan
 - c. Materials Plans
 - d. Grading Plans
 - e. Stormwater Plan
 - f. Sanitary Sewer and Water Plan
 - g. Layout Plans
 - h. Planting Plans
 - i. Irrigation Plans
 - j. Site Furnishings Plans
 - k. Details - Site, Planting, Irrigation
 - l. Stormwater Report
 - m. Specifications in CSI format
 - n. Water Feature Engineering Layout
 - o. MEP Plan and Layout and Reports
 - p. Cost Estimate Report
 - q. Festival Streetscape Design
 - r. Civic Plaza Building Design Plan, Elevations, Sections, Details
 - s. Civic Plaza Building Design/Canopy Design Assessment
 - t. Lighting Design Plans, Details, and Specifications

- u. Civil Plaza Building Structural Plans and Details for Gravity, Lateral, and Foundation Systems
- v. Civil Plaza Canopy Structural Plans and Details for Gravity, Lateral, and Foundation Systems
- w. Structural Calculations (for Permit Package)

Subtask 7.6.13 Design Development (60% Civic Plaza Design) Cost Assessment

The FFF team will provide a cost estimate for the Civic Plaza Design at the 60% design milestone to support decision-making for potential design refinements.

The following cost estimate tasks and deliverables will be provided with our 60% design documentation submission.

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate.
- The cost estimate will be prepared in Unifomat II component format. This stage includes a maximum of two alternates.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require an additional fee.
- Up to three team and client meetings are included during this phase.

Subtask 7.6.14 Design Development (90% Civic Plaza Design) Cost Assessment

The FFF team will provide a cost estimate for the Civic Plaza Design at the 100% design milestone to support decision-making for potential design refinements.

The following cost estimate tasks and deliverables will be provided with our documentation submission.

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Unifomat II component format.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase

Task 7.6.15: Permitting

1. Submit final stamped and signed documents to the client as required for permitting.
2. Provide support graphics or documentation for permits.
3. Respond to permit comments during permitting.
4. Revise drawings and resubmit if required.

Structural Assumptions

1. Structural scope includes the Civil Plaza Building, Canopy, supports and anchorages for minor equipment and architectural finishes.
2. The structural system is assumed to be either timber, steel, or a hybrid of the two systems.
3. In the absence of Geotechnical Report, Structural will make reasonable assumptions on soil properties for foundation designs.
4. Structural plans will be provided in either CAD or PDF format. No REVIT model is required.
5. Structural will provide opinion of probable construction cost for the structural portions of the building and the canopy, and support for the Cost Estimator.
6. The scope includes one round of response to plan check comments.

Subtask 7.6.16: Civic Plaza Building (Pavilion) Schematic Design Confirmation (New)

The consultant team will work with the TAC and COV to confirm the 30% concept of the Pavilion building, refine the design, and develop 100% schematic design drawings. The Schematic Design phase includes several meetings where the Consultant presents design refinements.

The following design drawings will be developed during this task:

- 1) **Site Plan:**
 - a) Depict the site boundaries, topography, vegetation, access points, utilities, and any other relevant site features.
- 2) **Floor Plans:**
 - a) Provide schematic floor plans showing the layout of the Pavilion building.
 - b) Include room labels, dimensions, and annotations for major features.
 - c) Differentiate between various spaces such as public areas, private rooms, service areas, etc.
- 3) **Building Elevations:**
 - a) Present schematic elevations of each side of the building.
 - b) Highlight major design features, materials, and architectural elements.
 - c) Include scale, annotations, and reference points for clarity.
- 4) **Building Sections:**
 - a) Create schematic cross-sections through the building to illustrate vertical relationships and building assemblies.
 - b) Include key structural, mechanical, and spatial information.
- 5) **Conceptual Renderings:**
 - a) Produce 3D renderings or conceptual sketches to visualize the proposed design.

- b) Highlight key design features, materials, and spatial qualities.
 - c) Use renderings to convey the intended atmosphere and aesthetic of the project.
- 6) **Design Narratives:**
 - a) Provide a written description or narrative explaining the design concept and its key features.
 - b) Clarify design intents, objectives, and any unique considerations.
- 7) **Material Palette:**
 - a) Specify the materials proposed for the project, including finishes, cladding, roofing, and structural materials.
 - b) Include material samples or references to convey the intended aesthetic and quality.
- 8) **Preliminary MEP (Mechanical, Electrical, Plumbing) Layout:**
 - a) Outline the preliminary locations of major mechanical, electrical, and plumbing systems.
 - b) Identify potential utility connections and service requirements.
- 9) **Preliminary Cost Estimate:**
 - a) Develop an initial cost estimate based on the schematic design to provide the client with a rough budgetary idea.
 - b) Include costs for construction, materials, and major systems.
- 10) **Code Analysis:**
 - a) Conduct a preliminary analysis of local building codes and regulations to ensure compliance.
 - b) Identify any zoning restrictions or other regulatory constraints that may impact the design.
- 11) **Client Presentation Materials:**
 - a) Prepare presentation materials such as boards or slides summarizing the key aspects of the schematic design.
 - b) Use visuals, diagrams, and concise descriptions to effectively communicate the design concept to the client.

Subtask 7.6.17: Civic Plaza Building (Pavilion) Design Development 60% (New)

The consultant team will work with the TAC and COV to develop design documentation for the pavilion's design. Our team will advance the design significantly based on the floor plan and exterior concept approved in the 30% design phase. The priority of this phase is to define and develop all the important aspects of the project and produce a set of drawings and outline specifications. Our team will talk more specifically about the interior and exterior materials and functionality. As we dial in the indoor and outdoor spaces' layout and refine the exterior material and adjust the building form. By the end of the Design Development phase, the building exterior will be more fully designed, the interior layout completed, dimensions of all spaces finalized, and most materials selected. The deliverable will be a more detailed set of drawings that communicates the overall layout and volume of the building or space, all significant equipment, and the type of material or finish for every surface of the project.

The following design drawings will be developed during this task:

- 1) **Revised Floor Plans:**
 - a) Update floor plans to reflect any changes or refinements made during the schematic design phase.
 - b) Include detailed annotations, dimensions, and room labels.
- 2) **Revised Building Elevations:**
 - a) Update elevations with more detail and accuracy.
 - b) Incorporate specific materials, textures, and architectural elements.
 - c) Ensure consistency with the overall design concept.
- 3) **Building Sections and Details:**
 - a) Develop more detailed building sections to illustrate construction assemblies, materials, and spatial relationships.
 - b) Include enlarged details for critical junctions, such as wall-roof intersections, window details, and structural connections.
- 4) **Interior Elevations:**
 - a) Provide interior elevations for key spaces, illustrating wall treatments, cabinetry, fixtures, and finishes.
 - b) Include annotations and dimensions to convey design intent accurately.
- 5) **Materials and Finishes Schedule:**
 - a) Compile a comprehensive schedule listing all materials and finishes proposed for the project.
 - b) Specify materials for floors, walls, ceilings, cabinetry, and other interior and exterior elements.
 - c) Include manufacturer details, product codes, and any relevant specifications.
- 6) **Structural Drawings:**
 - a) Collaborate with structural engineers to develop detailed structural drawings.
 - b) Specify structural systems, member sizes, and connections.
 - c) Ensure structural integrity while adhering to the architectural design concept.
- 7) **Mechanical, Electrical, and Plumbing (MEP) Plans:**
 - a) Coordinate with MEP engineers to integrate mechanical, electrical, and plumbing systems into the design.
 - b) Develop detailed plans showing equipment layouts, ductwork, piping, lighting fixtures, power outlets, and other MEP components.
- 8) **Lighting Design:**
 - a) Develop a lighting plan to enhance the functionality and ambiance of interior and exterior spaces.
 - b) Specify lighting fixtures, placement, and controls to achieve the desired lighting effects.
- 9) **Accessibility and Code Compliance:**
 - a) Ensure the design complies with building codes, accessibility standards, and regulations.
 - b) Incorporate features such as ramps, elevators, accessible restrooms, and signage as required.
- 10) **Cost Estimation and Value Engineering:**

- a) Refine the cost estimate based on the detailed design development.
- b) Identify opportunities for value engineering to optimize construction costs without compromising quality or design intent.

11) **Coordination Drawings:**

- a) Prepare coordination drawings to ensure seamless integration of various building systems and components.
- b) Resolve conflicts and coordinate spatial relationships between architectural, structural, MEP, and other trades.

12) **Client Presentation Materials:**

- a) Update presentation materials to reflect the progress made during the design development phase.
- b) Highlight key design features, materials, and technical details to engage and inform the client

Subtask 7.6.18: Civic Plaza Building (Pavilion) Construction Documents 90% and 100% (New)

The consultant team will work with the TAC and COV to develop design construction documentation for the pavilion's design. In this phase we develop the design drawings into a thorough and precise set of construction documents. These drawings and specifications have the details, dimensions, and notes necessary to communicate the design intent, including materials, finishes, fixtures, equipment, and systems to be installed.

The following drawings will be developed during this task:

1) **Finalized Drawings:**

- a) Ensure all architectural drawings are finalized, accurate, and coordinated with other disciplines.
- b) Include floor plans, elevations, sections, details, and schedules.

2) **Detailed Specifications:**

- a) Provide comprehensive written specifications detailing materials, finishes, construction methods, and quality standards.
- b) Specify requirements for structural, mechanical, electrical, plumbing, and other building systems.

3) **Structural Drawings and Calculations:**

- a) Include detailed structural drawings showing foundation plans, framing plans, and reinforcement details.
- b) Provide structural calculations and analysis reports to support design decisions.

4) **Mechanical, Electrical, and Plumbing (MEP) Drawings:**

- a) Coordinate with MEP engineers to integrate mechanical, electrical, and plumbing systems into the architectural design.
- b) Include equipment layouts, ductwork, piping, wiring diagrams, and other relevant details.

5) **Fire Protection and Life Safety Plans:**

- a) Develop plans for fire protection systems, including fire sprinklers, alarms, and emergency exits.
- b) Ensure compliance with applicable building codes and standards for life safety.

6) **Accessibility Details:**

- a) Incorporate accessibility features such as ramps, elevators, door widths, and restroom layouts to comply with accessibility codes and standards.
- 7) **Interior Design Details:**
 - a) Provide detailed interior design drawings showing finishes, fixtures, cabinetry, and millwork.
 - b) Specify furniture, lighting, and other interior elements as required.
- 8) **Schedules and Quantities:**
 - a) Prepare schedules for doors, windows, finishes, fixtures, and other components.
 - b) Provide quantities and specifications for materials to facilitate procurement and construction.
- 9) **Coordination Drawings:**
 - a) Develop coordination drawings to resolve conflicts and coordinate spatial relationships between architectural, structural, MEP, and other trades.
 - b) Ensure all building systems are properly integrated and aligned.
- 10) **Quality Control and Assurance:**
 - a) Establish quality control measures to ensure construction documents meet standards of accuracy, completeness, and clarity.
 - b) Review drawings and specifications for consistency and compliance with project requirements.
- 11) **As-Built Documentation:**
 - a) Develop procedures for documenting as-built conditions during construction.
 - b) Update construction drawings and specifications to reflect any changes made during the construction process.

Subtask 7.7: Mill Plain Striping (New)

The intersection design will be split into two packages addressing the use of two funding sources being utilized within the project. The striping project from Brandt Rd to just short of MacArthur Blvd along Mill Plain and the intersection will be as defined based on previous submittals just to the west of the intersection based on paving limits. This scope of work will include the level of effort required to separate the plans into two submittal packages with task 7.1 remaining to support the continued submittal of the intersection design.

Project will address the following:

- Remove existing striping in both directions
- Apply fog seal over entire roadway to cover up ghost lines
- Restripe roadway to include narrower 11' lanes to accommodate new buffered bike lanes

The Consultant will address review comments from the 90% plans and develop construction documents for the Final design (PS&E) submittal. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

Address the 90% comments. Final design phase plan set shall include:

1. Cover sheet (1 sheet)
 2. General notes and legend sheet (2 sheet)
 3. Typical sections (1 sheets)
 4. Discipline Keymaps (1 Sheets)
 5. Construction signing plan (1 sheet)
 6. Construction staging plans (1 Sheets)
 7. Site-specific traffic control plans (3 sheets)
 8. Site prep/demolition plans (6 sheets)
 9. Erosion control and grading plans (5 sheets)
 10. Erosion control notes detail sheets (1 sheet)
 11. Roadway plan over profile sheets (2 sheets)
 12. Signing and striping plans (6 sheets)
 13. Sign legend sheet (1 sheet)
 14. Striping details (1 sheet)
 15. Standard detail sheets (1 sheets)
- Prepare final special provisions as needed for nonstandard items shown on the plans and compile the project specifications.
 - Compute quantities and prepare an engineer's estimate of construction costs.
 - Submit 100% plans, special provisions, and estimate for review.
 - Address City review comments regarding the Draft Final Submittal of PS&E Package.

Deliverables:

- Draft Final Submittal of PS&E Package
- Final plans, special provisions, construction schedule, and estimate
- Bid documents

Subtask 7.8: City TMRA Development Support (New)

Subtask 7.8.1: General TMRA Support

The consultant will support the city with the Tower Mall Redevelopment Area (TMRA) tasks that fall outside of the subtasks 7.1 through 7.6. The team will support the COV on the following tasks on a T&M and as requested basis:

- Project Survey & Right-of-Way Support
- Design Updates & City Coordination
- Grant & Funding Support
- Utility Coordination & Design Support (CPU & Private)

Subtask 7.8.2: TMRA Sub-Division Development & County Approval

The Consultant will prepare 2 short subdivision plats for the City-owned property within the TMRA- Blocks B, C, D, E, H (portion), M, N, O, P, and Q. More specifically, consultant will:

- Prepare an overall preliminary short subdivision plat of City owned parcels for submittal to the City of Vancouver for review and notice of decision (NOD)
- Prepare 2 final short subdivision plats of City owned parcels for submittal to the City of Vancouver and Clark County Surveyor for final review, approval and recording
- Coordinate with project land title team for coordination of signatures and final plat recording
- Set final plat monuments on site to accompany the recorded plat
- Review and provide feedback on phase 1-private development design impacts (Parcels B, C, & P)
- Provide legal descriptions for segments of land within Blocks A and G to clean up property boundaries for the plat and provide support with boundary line adjustments prior to finalizing and recording the plat.

Deliverables:

- 1- 24" x 36" 10 to 11 lot preliminary short subdivision plat for City of Vancouver review/approval

- 1- 24" x 36" 6 to 7 lot final short subdivision plat mylars to the City of Vancouver and Clark County Surveyor for recording (Phase 1)
- 1- 24" x 36" 4 lot final short subdivision plat mylars to the City of Vancouver and Clark County Surveyor for recording (Phase 1)
- 2- 8.5" x 11" plat perimeter legal descriptions to land title team for recording with the plat
- 5 before/after legal descriptions for 4 boundary line adjustments

Assumptions:

- All fees associated with City of Vancouver applications, reviews and submittals to be paid by the City of Vancouver
- All fees associated with Clark County Survey review and Clark County Auditor's recording to be paid by PBS as a reimbursable expense

Subtask 7.9: Land Use and Planning Application & Approvals Coordination (New)

The consultant will lead the land use and planning requirements from pre-application to approvals for both the Civic Plaza and Pavilion Building.

- Review and confirm allowable development requirements under the Vancouver Municipal Code, including zoning guidelines, design review obligations, and land-use processes.
- Confirm that all proposed developments elements (both civic plaza and Pavilion building) conform with all regulatory expectations, MEP, structural, and infrastructure requirements.
- Facilitate regulatory processes (ePlans) to include pre-application coordination, written narratives, neighborhood meeting facilitation, and land-use submittals checklist verification and materials through approval.
- Revise land use application documents, exhibits, and narratives based on City feedback.
- Facilitate the Clark County Public Health Land Development Review

Subtask 7.10: Engineering and Construction (Plaza and Pavilion Building) Permit Coordination & Review (New)

The consultant will lead the coordination of civic plaza and Pavilion building permitting requirements.

- Review and confirm allowable building code requirements under the Vancouver Municipal Code, including Administrative Code, Energy Code, and Building Codes.
- Confirm Commercial New Building Submittal Checklists and Requirements, including Architectural, Structural, MEP, Envelop Compliance, Lighting, and Fire.

Task 8: Mill Plain & MacArthur Intersection - Bidding & Construction Support Services (New)

The Consultant shall support the City with bidding and construction engineering services following separate NTP from initial amendment authorization. The Consultant during the remainder of the project will provide limited engineering services and construction support to the following design projects.

- Mill Plain Striping
- Mill Plain and MacArthur Intersection

Bidding Support

The Consultant during the project advertisement will provide limited bidding and engineering services as follows.

- The Consultant shall respond to questions from prospective bidders and City staff before bid opening in reference to the bid package.
- Prepare up to one (1) addendum

Material Submittals

PBS will receive and review material submittals (Manufacturer's Certificates of Compliance, Certificates of Material Origin, cut sheets, Qualified Product List sheets, etc.), construction sequence schedules, shop drawings, and other items required from the Contractor to ensure compliance with contract requirements. PBS will review the following submittals, including but not limited to: material-specific submittals, HMA mix designs, landscape items, and others required by construction contract specifications.

PBS will receive, review, and maintain material submittals. Upon completion of review, PBS will provide and submit approved submittals to the City of appropriate approval requirements.

Responses to Questions and Change Orders

PBS will assist the City in response to requests for information (RFI) by the Contractor and provide supplemental information as needed to maintain the progress of the work. If field adjustments are required, as a result of a change in conditions or a desired change by the City, PBS will prepare necessary change order documents and plan revisions for approval by City staff. PBS will provide the City with draft change order documents for review, approval, and issuance to the Contractor.

PBS' responsibilities will include the following:

- PBS will assist the City with addressing construction questions and RFIs from the Contractor.
- PBS will assist the City with processing RFCs from the Contractor.
- PBS will assist the City with preparing change orders and provide these to the City for approval and issuance to the Contractor.
- PBS will prepare minor design changes associated with change orders (including exhibits) during the construction process.

PBS' Exclusions:

- Approval of change order paperwork to Contractor.
- City will complete the Record of Materials (ROM) documentation for federal funded projects

Assumptions:

- Attend in person preconstruction conference
- Prepare up to 1 contract addendum during bidding
- Attend up to 18 city led construction meetings as described in subtask 1.2
- Up to 16 material submittals based on current engineer's estimate (4 hrs each)
- Address up to 14 RFI's (4 hrs each)
- Prepare up to 3 change orders (6 hrs each)
- Prepare up to 3 design changes (24 hrs each)
- 6-site visits for EOR inspection support (6 hrs each)

Deliverables:

- Answers to pre-bid questions
- Prepare and submit to City an addendum
- Copies of approved material submittals
- Copies of written communications with the Contractor
- Copies of RFIs to the City staff
- Draft Change Orders to the City for approval and issuance to the Contractor
- Plan sheets for design changes
- Draft and final design exception forms and supporting documentation
- As-built Drawings
- EOR inspection report
- Site visit summary notes
- Survey staking notes

The Heights District Project Scope of Work and Fee
City of Vancouver

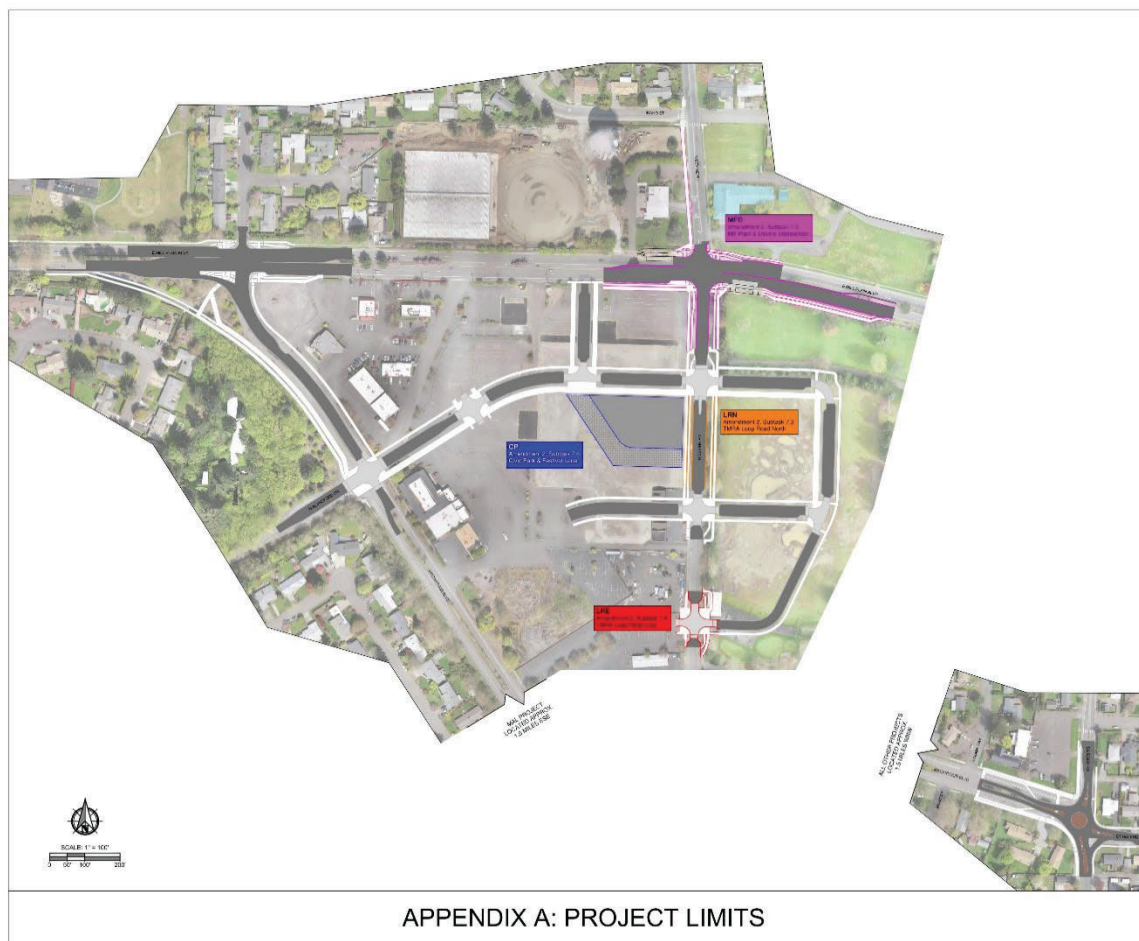
Fee for services:

Please see attached Project Fee Worksheet illustrating fee information broken down for each firm's project team. Reimbursable for this project are included in the overall fee.

The Heights District Project – Amendment No. 5	Consultant	Fee
Prime Consultant – Overall Project Management, Urban Design, Placemaking and Streetscape Specifications/Guidelines, Civic Plaza Design Refinements, Grand Loop Design Integration, Communications and Engagement support, Architectural Design for the Civic Plaza Building, and Project Entitlements.	FIRST FORTY FEET	\$646,243.95
Civil Design Documentation, Roadway Engineering, Intersection Design, Traffic Signal Design, Landscape Architecture, Planting Design, Irrigation Design, Stormwater Design, Utility Design, Permitting, Communications support, Project Estimating, and Specifications. Structural for the Civic Plaza Building. Geotechnical for Civic Plaza.	PBS Engineering	\$2,266,509.50
Water Play Feature Engineering and Aquatic Engineering Systems Design	STO Design Group, Inc. -	\$48,000,
Civic Plaza Lighting, Mechanical, Electrical, Plumbing	Sazan Engineering –	\$66,470
Fiber Optic Design	Global Transportation Engineering –	\$39,748.50
Cultural Resource Services / NEPA	Archaeology Investigations Northwest (AINW) -	\$114,747.12
Cost Estimating at 60% and 90%	DCW Cost	\$17,500
Total		\$3,199,219.07

The following fee matrix outlines the fees per specific task and subtasks.

Project Tasks	Fee
Task 1-Project Management & Coordination	\$478,922.70
Subtask 5.5 -NEPA Permitting Preparation	\$170,816.62
Subtask 7.1-Mill Plain & MacArthur Intersection	\$100,473.50
Subtask 7.3-North TMRA Loop Road-Devine Segment/Civic Plaza	\$106,444.50
Subtask 7.4-East TMRA Loop Road – Devine/Pheonix Way Intersection	\$139,612.50
Subtask 7.5-Mill Plain and Devine Road Intersection	\$611,382.00
Subtask 7.6-Civic Plaza Design	\$1,150,325.00
Subtask 7.6-Civic Plaza Building Design	\$141,940
Subtask 7.7-Mill Plain Striping	\$50,040.00
Subtask 7.8-General City TMRA Development Support	\$138,156.60
Subtask 7.9-Land Use and Planning Application & Approvals Coordination (New)	\$19,351.00
Subtask 7.10-Engineering and Construction (Plaza and Building) Permit Coordination & Review (New)	\$25,649.00
Task 8-Bidding and Construction Support Services	\$66,105.65
Total	\$3,199,219.07



SERVICE AGREEMENT C-100846

AMENDMENT No. 4

Heights District Master Plan & Construction Services

This Agreement amends the Professional Services Agreement number C-100846 by and between the City of Vancouver, hereinafter referred to as “City”, and First Forty Feet, hereinafter referred to as "Contractor", for services offered.

This amendment amends the original agreement as follows:

- 1. **Amend** the language contained in Section 4, Term of Agreement, with language in herein:
 - Termination date extended to September 30, 2024.
- 2. Ratification: Acts taken pursuant to this Amendment but prior to its effective date are hereby ratified and confirmed.

This amendment in no way alters any other provisions of the original agreement.

CITY OF VANCOUVER

A municipal corporation

DocuSigned by:

Eric Holmes

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Eric Holmes, City Manager

6/27/2024

Date

CONTRACTOR:

First Forty Feet

DocuSigned by:

William Grimm

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Signature

William Grimm

Principal

Printed Name /Title

6/27/2024

Date

Attest:

DocuSigned by:

Natasha Ramras

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Natasha Ramras, City Clerk

Approved as to form:

DocuSigned by:

Jonathan Young

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Jonathan Young, City Attorney

SERVICE AGREEMENT C-100846**AMENDMENT No. 3****Heights District Master Plan & Construction Services**

This Agreement amends the Professional Services Agreement number C-100846 by and between the City of Vancouver, hereinafter referred to as "City", and First Forty Feet, hereinafter referred to as "Contractor", for services offered.

This amendment amends the original agreement as follows:

1. Increase the authorized amount of the Agreement by \$2,999,219 to a revised authorized amount of \$5,071,469.
2. **Amend** the language contained in Section 1, Scope of Work, to include language in herein attached and by reference made part of the Contract, Attachment A - Amendment No. 3 Scope of Work.
3. **Amend** the language contained in Section 4, Term of Agreement, with language in herein:
 - Term date extended to June 30, 2024.
4. Ratification: Acts taken pursuant to this Amendment but prior to its effective date are hereby ratified and confirmed.

This amendment in no way alters any other provisions of the original agreement.

CITY OF VANCOUVER

A municipal corporation

DocuSigned by:



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Eric Holmes, City Manager

5/22/2023

Date

Attest:

DocuSigned by:

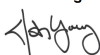


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Natasha Ramras, City Clerk

Approved as to form:

DocuSigned by:



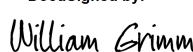
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Jonathan Young, City Attorney

CONTRACTOR:

First Forty Feet

DocuSigned by:



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Signature

William Grimm

Principal

Printed Name /Title

5/22/2023

Date



Planning
Urban Design
Place Strategy

Amendment 3 (Draft)

Introduction

The First Forty Feet (FFF) Consultant Team have been selected by the City of Vancouver (COV or City) to prepare construction and permitting documents for the Heights District public infrastructure, henceforth referenced as the Heights District Project and described further throughout the scope of work as “Project”. The scope of work will include Mill Plain Blvd & MacArthur Blvd intersection (green), northern section of the Grand Loop with associated internal street (orange), eastern section of the Grand Loop with associated internal street (red), and Leiser roundabout (blue). The scope of work will include design development, 100% construction documentation, urban design specifications, continued key stakeholder and community engagement, arts integration, land use planning, traffic and design engineering, SEPA and environmental analysis.

Professional services for the Project will include update of the masterplan (Tower Mall Redevelopment Area), evaluation of site development configuration options, traffic engineering, evaluation of roundabouts and traffic signals, lighting designs, park design, landscape designs, structural designs, environmental process and permits, and utilities coordination and design. Coordination of services and deliverables will integrate with and support the Equitable Development Plan project’s recommended strategies and tools for culturally relevant and inclusive programming within the District and funding strategies to support one-time infrastructure and ongoing programmatic investments required to ensure equitable development of the Heights over the long-term. Additionally, project coordination and required federal documentation will be performed.

The Project team includes:

- First Forty Feet – Overall Project Management, Urban Design, Placemaking and Streetscape Specifications/Guidelines, Grand Loop Design, and Communications and Engagement support.
- PBS Engineering and Environmental Inc. – Civil Design Documentation, Traffic Engineering, Intersection Design, Traffic Signal Design, Lighting Design, Stormwater Design & Specifications, Utility Design, Permitting, and Communications support, Landscape Architecture, Planting Design, and Irrigation.
- DCW – Cost Management and Cost Estimating

Project Description and Background

The adopted Heights District Plan is the culmination of more than two and a half years of public engagement and participation in a planning process resulting in a community vision for how the Heights District will develop over the next 20 years.

The Heights District is envisioned as a vibrant neighborhood center that is sustainable, healthy, equitable, accessible, and safe. The district includes a variety of public open spaces, diverse mixed-income, mixed-use housing typologies, affordable to a wide range of community members, safe multi-modal mobility opportunities and access to transit. In addition, neighborhoods around The Heights District represent the

spectrum of the City's social and economic diversity with both affluent and economically vulnerable residents. The Heights District Plan is an opportunity for the COV to partner with the private sector to bring new investment to central Vancouver and ensure that new development provides benefits and opportunities to a broad range of residents and businesses now and into the future.

The Heights District Plan is guided by policy and regulatory documents that provide specific guidance for the Project limits.

Project Scope of Work

The First Forty Feet Team will work with the City of Vancouver to provide public outreach and prepare the final master plan, construction drawings, specifications, cost estimates, permit documents and provide bidding and construction support.

The Project will complete master planning, construction, and permitting documents, for the development of public infrastructure including roadways, utilities, public spaces, wayfinding, and transit amenities within the 63-acre TMRA.

The following amended scope of work tasks describes how the Consultant Team will collaborate with the COV project manager, city staff, key stakeholders, community members, and regulatory agencies to progress beyond the original 30% design phase select prioritized projects to the final design as individual bundled plans, specs, and estimates (PS&E) for future advertisement.

1. Mill Plain Blvd and MacArthur Blvd Intersection
1. MacArthur Blvd and Lieser Road Intersection
2. North TMRA Loop Road
3. East TMRA Loop Road

I. Project Assumptions

The following apply to all First Forty Feet Team deliverables unless otherwise specified in this work scope or by the City of Vancouver (COV) Project Manager:

2. Previewing communications materials
 - Consultant Leadership Team shall provide an agenda and draft materials to the Project Management Team (PMT) at least two working days prior to the meeting.
 - COV will perform one round of review on draft materials.
 - COV will provide comments to Consultant Leadership Team within five working days after a meeting to review draft work scope materials.
 - Consultant Leadership Team shall review with COV all revisions and corrections to materials based on comments received prior to public release.
 - Consultant Leadership Team shall provide materials intended for public release to PMT at least every five working days prior to the scheduled release.
3. Text memorandums and reports
 - Memorandums are to be formatted for 8½-inch by 11-inch, or 11-inch by 17-inch paper in their native format and in an open, universally readable format suitable for review and editing by the COV.

- All final memorandums, including graphics, tables, etc. are to be provided to COV only digitally in an open, universally readable format suitable for uploading to the COV website. COV shall be responsible for printing of all materials.
4. Construction documentation, plan sheets and specifications
 - Construction documents shall be prepared using AutoCAD and Civil 3D (ver. 2018 – 2023), the City will provide a boilerplate for drafting standards to be used for the development of construction documents. Final electronic deliverables shall be in AutoCad and Civil 3D format.
 - PDF electronic deliverables of the plan sets [11- by 17-inches], specifications, draft construction schedule, and cost estimate
 5. Estimated Notice-to-Proceed (NTP) for Amendment 1 will be May 2023
 6. Preliminary Work Scope and Schedule are as follows:
 - This scope takes the Project (see Appendix A) through 30% design as well as assisting the City to determine what projects should be included in Phase 1 to take to final construction documentation as an amendment to the contract.
 - 30% design development, cost estimating, and a recommended Phase 1 plan will be 15 months from estimated Notice to Proceed
 7. Final Design Scope and Schedule are as follows:
 - This scope progresses prioritized phases of the Project (see Appendix A) through final design in support of PS&E construction documentation as amendment 3 to the contract.
 - Final design development and cost estimating will be 15 months from Notice to Proceed (Estimated completion July 2024)
 - The final design milestone deliverables beyond 30% will consist of 60%, 90%, and Final Design submittals. The 60% submittal will include Draft Reports, Plans, and Engineers Estimate. The 90% and Final Design packages will include Final Reports, Plans, Specifications, and Engineers Estimates (PS&E) in support of future construction projects.

II. General Project Organization and Management Provision

Project Management Team

The Heights Project will have oversight by a Project Management Team (PMT) comprised of the COV Heights District Project Manager, COV staff as identified by the COV Project Manager, and the Consultant Leadership Team (CLT), inclusive of key personnel from First Forty Feet, PBS, and DCW Cost Estimating. The CLT is led by the prime consultant, First Forty Feet (FFF).

Project Delivery Teams

The Heights Project will be organized and managed by a Project Delivery Teams (PDT) comprised of the COV Heights District Project Manager, and COV staff as identified by the COV Project Manager

Technical Advisory Committee

The FFF team will continue to work with the established Technical Advisory Committee, . The focus of the TAC will be to provide review and feedback of analyses and reports at key milestones. where feasible and when requested by City staff, to provide data and other resources to supplement the work included in the Project scope.

Assumptions:

The First Forty Feet project manager in conjunction with the Consultant Leadership Team (CLT) will oversee project tasks, deliverables and scheduling and will coordinate meetings, reviews and decision-making with the PMT and TAC. The PMT and TAC shall meet as specified by the work scope to coordinate logistics of the project, provide feedback, and give direction to the Consultant Leadership Team.

III. Project Scope of Work Tasks

Task 1: Project Orientation (Updated)

The First Forty Feet Team will coordinate with the City of Vancouver (COV) the Project’s management structure, work plan, schedule, and coordination roles.

Subtask 1.1: Contract Administration, Invoicing, and Progress Reports (Updated)

First Forty Feet will provide contract administration, invoicing, and progress reporting for the Project to the COV project manager including the following:

- 1. Prepare and submit monthly invoices. Each invoice will include date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses; total cost for labor and expenses for the billing period; subconsultants fees for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees.
- 2. Prepare a Contract Summary Report (CSR) to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, expenses, and subconsultants as well as total amounts for each invoice. The Contract Summary Report will also list the total amount billed to date, total amount remaining under contract, and contract expiration date.
- 3. Maintain required contract documentation. Provide copies of project files and records to the city for audits and public information requests. Final documents shall be provided in electronic format as requested.

Subtask 1.2: Project Management Meetings (Updated)

The First Forty Feet team tasks include coordination and facilitation of PMT meetings necessary to successfully complete the project. The First Forty Feet project manager will coordinate with the COV project manager to determine appropriate City staff, City representatives, consultant team members, key stakeholders, and/or public agencies representatives as needed to attend meetings listed below.

Project management tasks are integrated into each of the tasks in the Work Scope throughout the Preliminary Design Confirmation (Task 2-4) and Final Design Implementation Phases (Task 5-7). The Project Management Team (PMT) will provide oversight and decision-making regarding the project scope, tasks deliverables, task deliverables review and schedule. The Project Amendment 1 is assumed to be completed within 15 months of NTP in support of a Spring 2024 Phase 1 construction start.

Anticipated Project Management Meetings	
Kick-off Mtg. Session	1
PMT Meetings	4
Project Progress Meetings	15
Technical Design Meetings	20
Public Agency Meetings	4
City Council Updates	2

Anticipated Project Management Meetings	
Total:	46

1. Preparation for and attendance for one 2-hour project kickoff meeting session over Microsoft Teams with COV staff and the Consultant Leadership Team (CLT). This meeting will establish next steps for all four scoped projects, identified in Task 7, including attendance by required City technical staff that will be involved with project reviews during delivery.
2. Up to four (4) 1.5 hour video conference City PMT meetings.
3. Up to fifteen (15) one-hour monthly video conference meetings with the City project manager and delivery teams to discuss projects and delivery progress. The number of meetings is based on a 15-month design schedule assuming all four projects coordinated with a single City project manager; however, the Consultant Team reserves the right to adjust the number of meetings if the project schedule exceeds 15-months or projects are separated to multiple City project managers.
4. Preparation for and attendance up to twenty (20) two-hour project deliverables work session/review meetings with select members of the TAC. The purpose of these meetings will be to discuss project design with City technical staff in support of milestone deliverables.
5. Preparation for and attendance up to six (6) one-hour project coordination meetings with Public Agencies (PA) and the City.

Subtask 1.3: Management, Coordination, and Direction (Updated)

First Forty Feet in conjunction with PBS shall establish a quality management program and decision-making review structure and protocol for review of technical work and other deliverable products developed within the 100% Documentation phases.

Will Grimm (First Forty Feet) is the Heights Project’s First Forty Feet consultant team project manager; Dustin Cooley (PBS) will manage design documentation (Task 4-7 Design Development) from NTP through project advertisement which includes oversight of the final signed PS&E bidding documents.

1. First Forty Feet and PBS shall prepare and maintain the Project Design and Implementation Schedule. The schedule shall identify project tasks, tasks reviews by the COV and deliverable items for advancing project milestones. The schedule will be updated as circumstances require or as requested by the COV (assumes two (2) updates).
2. First Forty Feet will prepare and submit an activities list and look-ahead schedule to the COV following the Notice to Proceed. The schedule shall show appropriate milestones for the project, including intermediate and final submittal dates for deliverables and key milestone review sessions as dictated in the Communication Plan.
3. The Consultant Leadership Team will coordinate project tasks and activities with the COV.
4. The Consultant Leadership Team will facilitate coordination with necessary agencies identified by COV throughout the design and approval process.
5. The Consultant Leadership Team will coordinate with COV to identify and track project specific risks including mitigation strategy through to implementation. This document will be “living” and updated through life of the project.

Subtask 1.4: Quality Assurance/Quality Control (Updated)

The First Forty Feet Team will provide QA/QC for conceptual design, technical analyses, and construction documentation, specifications and permitting work in accordance with the Consultant's QA/QC Program. The First Forty Team's QA/QC will ensure appropriate, right-sized quality assurance and control measures are in place and executed at key points during planning and design efforts. Greg Jellison, of PBS will be the QA/QC manager who has worked extensively with the City of Vancouver on similar projects. The QA/QC process will be active throughout the life of the delivery process, providing a balance between the Design Confirmation (Tasks 2-4) and Design Implementation (Tasks 5-8) phases with technical reviewers involved to ensure that technical elements are accounted for during the Design Confirmation phase and that overarching themes of the masterplan are not lost during Design Implementation.

The QA/QC plan will be integrated throughout all processes and woven into our critical path delivery schedule; for example, how the use of public spaces and multi-modal facilities throughout the project area will be vetted early in the Design Confirmation process will require that the design team support concepts and cost estimating processes with additional permitting requirements being accounted for. The First Forty Team will have the proper experts involved throughout the project life at varying capacity providing senior level design and construction personnel to review deliverables and provide technical support.

Subtask 1.5: Project Management Team (PMT) Kick-off

Task 2: Communications Plan (Updated)

The First Forty Feet Team understands the COV will lead community engagement and communications on this project, serving as the face and the main contact for stakeholders and the community at large. The Consultant Team will coordinate, with the COV, identification of the necessary stakeholders, methods of outreach, engagement, and summary reporting, including a meeting schedule, and facilities or online applications necessary and available to support a range of in-person (if desired) and virtual engagement. The COV will manage delivery of project updates and information through the targeted use of established communications channels, such as the Heights District Plan email list, the City of Vancouver website and social media, Be Heard Vancouver engagement platform, Office of Neighborhoods and *Vancouver Connects* newsletters, and My Vancouver app.

The First Forty Feet Team will prepare necessary planning, design, logistics, content and materials to support the COV in communications and outreach efforts.

PBS, with FFF support, will prepare a Project Communications Plan in coordination with the COV Communications team to guide both how the project is communicated and how input is used and shared. with the purpose of:

- Outlining the goals for public engagement.
- Specifying the project design and programming elements stakeholder input will inform.
- Detailing methods, techniques, timelines and staffing assignments.

The Project's Communication Plan will consist of the following elements:

Subtask 2.1: Engagement Purpose, Objectives and Goals

Engagement purpose and goals will be developed by PBS and FFF in coordination with the COV to support the Project in informing, gathering input and using input from diverse stakeholders regarding public infrastructure components, including complete street detailing and engineering, Grand Loop design and detailing, public arts integration, wayfinding, and branding.

Engagement milestones will be the opportunities for engagement to provide project updates for the documentation phase of the Heights District Project elements. The future engagements are intended to be informational and a way to present progress and current design details.

FFF and PBS will coordinate with the COV engagement with stakeholders for two project milestones.

- Engagement Milestone #3 – 60% Documentation Progress Update.
- Engagement Milestone #4 – 90% Documentation Progress Update.

Deliverables:

- Draft and Final Purpose Statement
- Draft and Final Objectives
- Draft and Final Goals

Subtask 2.2: Outreach Content and Materials Support

Outreach and project status content and materials will be developed to support the COV in communications and outreach through established communication channels. The existing Heights District Plan project email list, COV website, Be Heard Vancouver engagement platform, *Vancouver Connects* monthly newsletter, and My Vancouver app will be a primary source for Project information and supplement engagement efforts.

Assumptions: The Consultant Team, in coordination with COV, will prepare project-specific outreach content and materials for use by the COV on the Project website, Be Heard and established COV communications channels consisting of the following:

- Project Start: at project start-up, prepare project overview and graphics depicting the project area, process and timelines for use on the Project website and established communications channels.
- 60% Design Progress: FFF and PBS will provide updates to correspond to Engagement Milestones 3 & 4, and incorporate FFF prepared graphics of 60% design details and project progress.
- 90% Design Progress: FFF and PBS will provide updates to correspond to Engagement Milestones 3 & 4, and incorporate FFF prepared graphics of 90% design details and project progress.
- Team to utilize presentation materials and deliverables across various engagement meetings; anticipate adapting deliverables by adding slides or exhibits.

Deliverables:

- Draft and Final Project Overview Exhibit
- Draft and Final Progress Graphics
- Draft and Final Timeline Graphics
- Draft and Final 3D and Plan Graphic Illustrations with Text
- Periodic Project Update Text

Subtask 2.3: Stakeholder Identification (No Change)

Subtask 2.4: Project Engagement Milestones and Topics (See Task 6)

Subtask 2.5: Engagement and Content Review Schedule (FFF) (See Task 6)

Task 3: Master Plan (No Change)

Subtask 3.1: Field Guide (No Change)

Subtask 3.2: Place Guide (No Change)

Subtask 3.3: Place Guide document (No Change)

Subtask 3.4: Capital Investment Strategy (No Change)

Task 4: Design Development Documents (Updated)

Subtask 4.1: Programmatic Elements and Design Criteria (No Change)

Subtask 4.2: 30% Preliminary Design Documentation (No Change)

Subtask 4.3: Project Phasing Summary Plan (No Change)

Subtask 4.4: Utility Coordination (No Change)

Subtask 4.5: Surveying (Updated)

Subtask 4.5.1: Surveying and Base Map (No Change)

Subtask 4.5.2: Tree Survey (No Change)

Subtask 4.5.3 Right-of-Way Plans

The Consultant shall create the preliminary right-of-way plans and exhibits based on the 30% design. ROW plans and exhibits will be developed to City of Vancouver standards. Plans and exhibits will show in fee acquisitions along with temporary acquisitions. Once comments are received from the City staff, the consultant will update the draft right-of-way plans and develop landowner communication exhibits for communication with adjacent impacted landowners.

Right-of-way plans and property owner exhibits describing right-of-way impacts will be prepared in support of describing project acquisitions.

PBS Survey will provide overall Legal Descriptions and Exhibit Maps for 13 proposed block locations and one proposed open space location within the TMRA project area. PBS Survey will also provide Legal Descriptions and Exhibit Maps for individual segments of the Angelo Properties (City of Vancouver defined parcel segments 1, 2, 6, 8, and 12), ABC Homes Properties (City of Vancouver defined Proposed Block F- parcel segments 4, 5, 13, and 26), Dawk Enterprises Properties (City of Vancouver defined Proposed Block G- parcel segments 14, 17, 18, 20 and 24), and the MacArthur Blvd Building LLC parcel segments (to be identified in further discussions with the City of Vancouver).

These legal descriptions and Exhibit Maps will aid in the initial creation and visualization of future blocks and public roadway layouts for future development through the Boundary Line Adjustment (BLA) and Subdivision Platting process.

Assumptions:

- Legal descriptions and exhibits will only be prepared for the areas described above.
- Platting of blocks or the TMRA in general will be added with future scope.
- TMRA ROW Plan & Exhibits to support landowner coordination.

Deliverables:

- Draft and Final Legal Descriptions and Exhibits
- TMRA ROW Plans & Exhibits

Subtask 4.5.4 Archaeological Survey (No Change)**Subtask 4.5.5 Pedestrian Survey and Shovel Testing (No Change)****Subtask 4.5.6 Geotechnical Investigations (No Change)****Subtask 4.5.7 Park Hill Cemetery Boundary Confirmation (No Change)****Subtask 4.6: Geotechnical Engineering (Updated)****Subtask 4.6.1: Geotechnical Site Evaluations (No Change)****Subtask 4.6.2: Geologic Map Review (No Change)****Subtask 4.6.3: Subsurface Exploration (Updated)**

Subsurface conditions will be explored at proposed signal poles located at E. Mill Plain Boulevard/MacArthur Boulevard and E. Mill Plain Boulevard/N. Devine Road and at two stormwater facility locations along N. Andresen Road by completing four (4) additional borings using a truck-mounted drill rig. Borings will be advanced to depths of up to 30 feet bgs or practical refusal of the drilling equipment, whichever occurs first. In situ, standard penetration tests will be performed at 2.5- to 5-foot intervals. The borings will be logged, observed groundwater levels noted, and representative soil samples collected by a member of the PBS geotechnical engineering staff. Cuttings will be drummed and disposed of offsite.

Subtask 4.6.4: Piezometer Installation (No Change)**Subtask 4.6.5: Field Infiltration Testing (Updated)**

Two (2) cased-hole, falling-head infiltration tests will be completed, one in each boring completed along N Andresen Road, at depths of 10 or 20 feet bgs in general accordance with City of Vancouver test procedures. A soil sample will be collected immediately below the infiltration test depth for laboratory testing. Borings will be extended up to 10 feet below the infiltration test depth.

Subtask 4.6.6: Soils Testing (Updated)

Samples will be returned to our laboratory and classified by the Unified Soil Classification System (ASTM D2487) and/or the Visual-Manual Procedure (ASTM D2488). Laboratory tests may include natural moisture contents, Atterberg limits, and grain-size analyses, as appropriate.

Subtask 4.6.7: Geotechnical Engineering Analyses (Updated)

The data collected during the subsurface exploration, literature research, and testing will be analyzed to develop geotechnical recommendations for design and construction. The geotechnical engineering report for

the project will be updated to include the additional geotechnical information, analyses, and recommendations from this scope of work.

Assumptions:

- Soil samples collected during the investigation will be stored for a minimum of 60 days after completion of subsurface exploration. Additional storage time may be requested for a monthly fee.
- PBS will complete a "one call" public utility notification and subcontract a private utility locate prior to beginning subsurface explorations. All reasonable efforts will be made not to damage any existing slabs, asphalt, landscaping, or underground utilities or sprinklers, etc. however, PBS will not be responsible for repair costs associated with any damage to such improvements.
- Environmental services are not included in this geotechnical proposal. In the event environmental contamination is encountered during fieldwork, the City of Vancouver will be notified immediately. PBS can provide these services, if requested, for an additional fee.
- Full-time traffic control required when performing geotechnical investigations within N Andresen Road.

Deliverables:

A geotechnical engineering report will be prepared containing the results of the PBS work, including the following information:

- Field exploration logs and site plan showing approximate exploration locations
- Laboratory test results
- Infiltration test results
- Groundwater considerations
- Signal pole foundation parameters
- Geotechnical Design Validations
- Final Geotechnical Report

Subtask 4.7: Traffic Engineering (Updated)

A traffic impact analysis (TIA) memorandum, dated August 30, 2019 by HDR, was prepared for The Heights District redevelopment plan. It addresses redevelopment within Zones 1, 2 and 3 in the vicinity of the Tower Mall area, which are planned to include 1,340 residential units and 204,000 square feet of commercial space as replacement for the existing under-utilized 258,000 square feet of commercial space. The TIA assumed no new commercial trips. Between the bus rapid transit (BRT) system currently being built on Mill Plain Boulevard and the planned multi-modal transportation improvements within the district, the TIA assumes a 6% reduction in trips. The original TIA assumed all new trips to be related to the proposed residential land use. During the AM peak hour 400 net new trips are estimated, with 100 entering and 300 exiting. During the PM peak hour 600 net new trips are estimated, with 370 entering and 230 exiting.

At the November 30, 2021, meeting, the City expanded the scope of work to include updating the TIA to address the replacement of the commercial land uses to the many years of vacant space at the Town Mall. The TIA assumed roundabouts will be installed at the MacArthur Boulevard/Andresen Road and MacArthur Boulevard/Devine Road intersections.

To maintain an acceptable level of service at studied intersections, a trip accounting system is proposed to verify trips generated by the proposed land uses do not exceed the new trips analyzed in the TIA.

Multi-modal improvements are proposed to connect with the proposed trail on MacArthur Boulevard and the BRT system on Mill Plain Boulevard. These include crosswalks at uncontrolled locations on both Mill Plain Boulevard and MacArthur Boulevard as well as narrowing MacArthur Boulevard, which may require traffic signal modifications at the MacArthur Boulevard/Mill Plain Boulevard intersection.

The traffic engineering services will include preparing the updated TIA accounting for the current land use density in zones 1, 2 and 3, a traffic study related to traffic signal design, pedestrian crossing enhancements, roadway lighting, roundabout level of service and design, and other 30% design support.

The PBS traffic engineering scope of work will support of the following subtasks:

Subtask 4.7.1: Data Collection and Review of Supporting Materials (No Change)

Subtask 4.7.2: Intersection Operational Analysis and Design (No Change)

Subtask 4.7.3: Roundabout Design Support (No Change)

Subtask 4.7.4: Pedestrian Crossing Analysis and Design (No Change)

Subtask 4.7.5: Safety Performance Analysis (No Change)

Subtask 4.7.6: Street Lighting Analysis (No Change)

Subtask 4.7.7: Access Management Plan (No Change)

Subtask 4.7.8: Traffic Reports (Updated)

PBS will update the following reports in support of design efforts through to the 30% design level including submittal of both Draft and Final reports to the City for concurrence to design efforts. The reports below will be updated based project area as defined in Appendix A and subtasks to task 4.9 as described above based on the updated and City approved development densities for the TMRA.

1. Update the Heights District TIA prepared by HDR for the updated land uses. The TIA will follow the City's guidelines for evaluation of the site and studied intersections. The TIA findings and recommendations will be supported by narrative, tables, figures and LOS analysis reports. The report will provide an update of the TIA trip generation estimate and support a trip accounting methodology.
2. Develop project specific traffic analysis report (TR) based on road and intersection improvements to document existing and future traffic conditions. This report will provide recommendations for traffic signal modifications, signal analysis for the MacArthur Boulevard and Lieser Road intersection, roundabout configurations, north Andresen Road diet feasibility, pedestrian crossing enhancements, access management, and street lighting photometrics.

Assumptions:

- City of Vancouver's Pedestrian Crossing Improvement Policy will be used.
- The trip generation for The Heights District Plan will need updating from the TIA memorandum by HDR dated August 30, 2019.

- The TIA associated with The Heights redevelopment will only be related to zones 1, 2, and 3. Zone 4 is excluded.
- The TR will be related to zones 1 through 4.
- PBS will submit draft reports, review comments, update reports as needed, and submit final reports.
- Updated TMRA development densities will be approved by City then used to update Traffic Reports in task 4.7.8.

Deliverables:

- Draft and Final TIA update
- Draft and Final Traffic report documenting subtasks above including signal modifications, signal design, roundabout design, proposed road sections, pedestrian crossing enhancements, signal coordination, and lighting photometrics
- Draft and Final Access Management Plan (AMP) as appendix to traffic report

Task 5: Permitting

The project area is known not to contain critical areas or other regulated sensitive areas. The completion of critical area assessments or permitting outside of that typically required for civil infrastructure projects will not be necessary. As the initial master plans for the project were reviewed under the SEPA EIS process, the project will not require further review under SEPA unless there has been a significant change in the plans compared to what was initially reviewed.

When federal monies are made available then the project will be required to comply with the National Environmental Policy Act (NEPA). Based on the proposed project timeline, the NEPA review process can be initiated during further refinement beyond 30% without impacting delivery and construction timeframes.

Subtask 5.1: Preliminary Permitting Assessment (No Change)

Subtask 5.2: Permitting Preparation (New)

PBS will complete the State Environmental Policy Act (SEPA) checklist for the project. The SEPA will contain information about impacts to natural resources and will include discussions related to the following: air, water, plants, wildlife, energy, environmental health, housing, aesthetics, light and glare, historical and cultural preservation, transportation, and utilities. The SEPA checklist will be completed with sufficient detail to enable city staff to determine if the project has the potential to result in significant environmental impacts.

Assumptions:

- No critical areas are present with project area
- Agency review fees are not included in the PBS compensation amount
- City will complete one round of comments on Draft SEPA
- Permitting only required for MacArthur Blvd & Lieser Road Intersection project in support of task 7.2

Deliverables:

- Draft and Final SEPA Checklist and attendant graphics

Task 6: Project Specific Public Involvement (New)

This task provides greater detail for the Task 2 Communications Plan, specific to the project areas. It includes outreach to decision-makers, commissions and multiple audiences affected by or interested in the project,

including residents, businesses, and organizations within areas adjacent to the listed projects proceeding into Final Design. The Consultant will use a variety of strategies, outlined below, to engage them, ensuring equity and accessible across all touchpoints.

Subtask 6.1: Stakeholder Matrix

The Consultant will prepare a stakeholder matrix with the COV to identify specific stakeholders affected or interested in the project, as well as confirming continued engagement with decision-makers, commissions, and community groups previously engaged with the project.

Assumptions:

- Up to three (3) members of the Consultant team will meet with the City to identify the range of stakeholders to engage across the four project areas (1 hour meeting).
- The Consultant will prepare a matrix of four project-specific stakeholder groups, with additional information such as anticipated concerns, contact information, dates and times of regular meetings, possible meeting locations, and necessary messaging and materials for each.
- The City will perform up to two (2) reviews of the stakeholder matrix.

Deliverables:

- Draft and final meeting notes
- Draft and final stakeholder matrix

Subtask 6.2: Small-Group Stakeholder Interviews

The Consultant will hold interviews with the small groups of key stakeholders who are impacted by the construction of the following four project areas:

1. Mill Plain Blvd and MacArthur Blvd Intersection
2. MacArthur Blvd and Lieser Road Intersection
3. North TMRA Loop Road
4. East TMRA Loop Road

The purpose will be to build relationships, inform them about the project, and consult them on their concerns in order to fine-tune the draft designs. We will hold one meeting with each of the four groups twice over the course of the project.

This scope also includes time for PBS technical staff to meet individually with up to six stakeholders in need of additional assistance.

Assumptions:

- The consultant will obtain City approval for stakeholder list prior to any outreach or interactions.
- The Consultant will hold up to four (4) small-group stakeholder interviews.
- The Consultant will create four (4) small-group interview lists, pulled from the stakeholder information compiled in Subtask 6.1.
- The City will perform up to two (2) reviews of the small-group interview lists.
- The interviews will be conducted by up to four (4) Consultant representatives.

- The interviews will be held in person.
- Each interview will not exceed two (2) hours.
- The Consultant and the City will work together to determine the schedule and their locations based on availability.
- The City will reserve meeting locations and cover any related expenses.
- The Consultant will create up to four (4) versions of the interview invitation, one for each group, in English.
- The City will handle the translation of written and electronic materials; printing of translated materials; and in-person translation services, as desired.
- The City will email or print, stuff, and mail the invitations, and handle related expenses.
- The City will handle correspondence from stakeholders related to the meeting invitation.
- The Consultant will provide sign-in sheets, comment cards, a PowerPoint presentation and strip maps, in English, to use at the interviews.
- The City will conduct up to two (2) rounds of review on the materials. The City will provide food and beverage, if desired.
- The City will provide in-person translation services. The Consultant will prepare a summary after each interview.
- The City will conduct one (1) round of review on the interview summary document. This scope allows for up to six (6) stakeholder follow-up meetings with individual stakeholders who cannot attend the group interviews, request additional information, or could benefit from one-on-one follow-up.
- The stakeholder follow-up meetings will be held on site, if possible, and will not exceed one (1) hour.

Deliverables:

- Draft and final interview invitations (up to 8) (English)
- Draft and final interview schedule
- Draft and final strip maps, sign-in sheets, and comments cards (2 of each) (English)
- Draft and final formal summaries (4)

Subtask 6.3: City Council Presentations

Representatives of the Consultant team will attend a Vancouver City Council meeting before two open houses. They will present on the project's status, review plans for upcoming work, public involvement, communications; respond to questions; engage in discussion as needed; and take direction for future action.

Assumptions:

- Up to three (3) representatives of the Consultant team will attend up to two (2) Council workshops for up to two (2) hours.
- The Consultant will prepare a presentation in English for each council workshop, then submit to the City ahead of the presentation per City guidelines.
- The City will conduct up to two (2) rounds of review on the PowerPoint presentations. The City's meeting minutes will serve as the meeting summary.

Deliverables:

- PowerPoint presentations in PDF format (2 presentations)

Subtask 6.4: Commissions Meetings

Representatives of the Consultant team will attend meetings of the Transportation and Mobility Commission, Urban Forestry, and the Culture, Art and Heritage Commission before each of the two open houses. They will present on the project's status, review plans for upcoming work, public involvement, and communications; respond to questions; engage in discussion as needed; and take direction for future action.

Assumptions:

- Up to three (3) representatives of the Consultant team will attend the four (4) Commission meetings/workshops for up to two (2) hours.
- The Consultant will prepare a presentation for each Commission meeting/workshop, in English, then submit to the City ahead of the presentation per City guidelines.
- The City will handle the translation of written and electronic materials; printing of translated materials; and in-person translation services, as desired. The Consultant will prepare a summary after each meeting.
- The City will conduct up to two (2) rounds of review on the PowerPoint presentations and the meeting summaries.

Deliverables:

- PowerPoint presentations in PDF format (4 presentations)

Subtask 6.5: Project-Specific Open Houses and Community Surveys

Building on the success of the Heights District open houses and surveys, our team will engage the public in two additional project-specific community open houses focused on the intersection and loop projects, with community surveys following each one. In this way, we will offer the public multiple ways to both learn about the project, ask questions, and offer their feedback in multiple ways. After the event, the City can post all materials to the project webpage.

All materials will be provided in multiple, accessible ways to encourage participation.

Assumptions:

- The Consultant will host two (2) open houses on the intersection and loop projects, not to exceed two (2) hours.
- The City will be responsible for selecting and securing the venue and covering related costs.
- The consultant will prepare all materials in English.
- The City will handle the translation of written and electronic materials; printing of translated materials; and in-person translation services, as desired.
- The City will conduct up to two (2) rounds of review on all materials.
- The City will handle event and survey publicity, such as mailers, newspaper notices/advertisements, press releases, social media, and the City project website, as desired.
- The Consultant will create an event plan, handout, and PowerPoint presentation for each open house.
- The Consultant will design up to eight (8) presentation boards per open house and provide easels.

- Up to eight (8) Consultant team representatives will attend the event. Relevant City representatives will attend the event as well.
- The Consultant will provide event supplies such as event signage, sign-in sheets, nametags, comment forms and a comment box, clipboards, flipcharts, easels, and tablecloths for each open house.
- The Consultant will develop two (2) online surveys in English. The first will assess the public's priorities for the project, e.g., safety, additional mobility options, and minimizing environmental impact. The second will allow the public to share their input on the alternatives. Results will be reviewed and summarized at the end of each survey period.
- The Consultant will provide printed versions in English, and a QR code to the online survey.
- The City will post the survey online, in the languages desired, ahead of each open house and staying open to collect responses for up to six (6) weeks after each event.
- The Consultant review the event plan with the City ahead of each open house, not to exceed one (1) hour, during a regular team meeting.
- The Consultant will prepare event summaries after each open house, capturing the event and the summary results.

Deliverables:

- Draft and final event plans (2)
- Draft and final presentation boards, up to 8 per event x 2 events
- Event supplies, e.g., sign-in sheets, comment forms – for 2 events
- Draft and final online SurveyMonkey surveys in English (2)
- Printed versions of online surveys in English (75 for each of 2 events)
- Draft and final event summaries (2)

Task 7: Final Design Development Documents (New)

Subtask 7.1: Mill Plain Blvd & MacArthur Blvd Intersection

Project Survey

The Consultant will utilize the preliminary survey data collected within Task 4.5.4 as basis to define design level survey in support of the final design development process for the Mill Plain Blvd & MacArthur Blvd intersection. This will include collection of more detailed survey within the project limits including but not limited to existing curb returns expanded areas of design that may be required to support the specific projects shown within Appendix A, and finalize any right of way needed to support future temporary easement or acquisition based on design impacts. The following activities will be completed in support of final design efforts:

- Collect additional survey in support of project footprint changes to cover project areas as shown in Appendix A.
- Survey to collect and update existing survey and ROW basemaps.
- Survey to update the existing ground surfaces based on newly collected data and revised project limits.
- Collect curb/sidewalk data at 50 to 100 foot intervals west along E Mill Plain Blvd from the intersection of MacArthur Blvd and E Mill Plain Blvd to the intersection of Brandt Road and E Mill Plain Blvd for the purpose of striping layout. UAS (drone) ground control points will also be established for a flight to produce design level imagery to supplement the striping design layout.

- Prepare exhibit maps and legal descriptions for proposed right of way acquisition and areas required as temporary construction easement for affected properties. These will be prepared as exhibit attachments to the legal form, right of way granting document, provided by the City's legal counsel.

Assumptions:

1. This scope developed understanding that three (3) adjacent properties will be impacted by the project with three (3) anticipated TCEs and two (2) right-of-way acquisitions (marginal parkways) over two (2) properties totaling five (5) documents.
 - Update Survey and ROW basemaps
 - Updated existing ground surface

Traffic Memorandum

The Consultant will prepare a project specific traffic memo to augment original Heights Development traffic report submitted in task 4 for each of the final design projects identified by the City listed below. The documents will support the final design efforts including submittal of both Draft and Final supplemental memorandums to the City for concurrence to design efforts. The memorandum will be developed based the project specific area as defined in Appendix A.

- Develop project specific traffic analysis memorandum based on road and intersection improvements to document existing and future traffic conditions. This memorandum will supplement previous recommendations for the following:
 - o Mill Plain Blvd & MacArthur Blvd Intersection
 - o MacArthur Blvd & Blandford Road intersection

Assumptions:

- PBS will submit draft reports, review comments, update reports as needed, and submit final memorandums.
- The entire traffic signal will need to be replaced.
- Electrical service will be supplied at the existing location.
- Lighting evaluation includes best practice for light placement but no photometrics.

Deliverables:

- Draft and Final Traffic memorandum documenting including signal modifications, signal design, , proposed road sections, pedestrian crossing enhancements, signal coordination, and lighting evaluation.

Illumination Design

The consultant will advance the illumination design at the conclusion of the preferred intersection control and configuration to 60-percent, 90-percent, and final construction contract documents as part of this task. The consultant will develop preliminary construction documents to the 60-percent design stage. These documents will consist of plans, a bid item list, and an opinion of probable construction cost.

- Participate in a design conference with the City Traffic Engineer at design kick-off.
- Review the existing street lighting as-built drawings within the vicinity of the project from the City and explore the opportunity to extend existing system if possible.
- Identification and confirmation of the desired lighting poles and fixtures.

- Recommend and confirm standard type lighting that will be provided based on road classification.
- Conduct photometric analysis based on selected lighting poles and fixtures to determine light pole locations to meet City's lighting standards for facility that do not use City standard streetlight spacing.
- Develop preliminary street lighting pole layout based on City guidance and typical layout locations
- Coordinate with the Clark Public Utilities and City to verify the street light pole layout and the power source.
- This assumes roadway lighting along the entire length of the project study corridor.
- Preparation of construction cost estimates

The consultant will develop construction documents to the 90 percent design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost.

- Review and respond to City's 60% comments
- Prepare 90% street lighting plans
- Prepare special provisions
- Prepare construction cost estimates

The consultant will develop construction documents to the final design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule. Final documents will be sealed as appropriate for jurisdictional engineering review.

- Review and respond to City's 90% comments
- Prepare final street lighting plans
- Prepare special provisions
- Prepare construction cost estimates

Deliverables:

- Deliverables will be included within the roadway design scope.

Fiber Optic Design (GTE)

The consultant will advance the fiber optic design at the conclusion of the preferred intersection control and configuration to 60-percent, 90-percent, and final construction contract documents as part of this task.

The consultant will develop preliminary construction documents to the 60-percent design stage. These documents will consist of plans, an outline of special provisions to the standard specifications, a bid item list, and an opinion of probable construction cost.

- Coordinate with the City Traffic Engineer to obtain an understanding of the communication system along this corridor.
- Review the existing fiber optic as-built drawings within the vicinity of the project from the City and explore the opportunity to extend existing system if possible.
- Develop preliminary layout (e.g., which side of the road) based on City guidance
- Prepare 60-percent fiber optic plans reflecting locations for splice vaults, handholes, and connection to existing fiber optic system (excludes wiring diagrams).
- Preparation of special provisions - table of content only
- Preparation of construction cost estimates

The consultant will develop construction documents to the 90 percent design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

- Review and respond to City's 60-percent comments
- Prepare 90% fiber optic plans including details
- Prepare special provisions
- Prepare construction cost estimates

The consultant will develop PS&E construction documents to the final design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule. Final documents will be sealed as appropriate for jurisdictional engineering review.

- Review and respond to City's 90-percent comments
- Prepare final fiber optic plans
- Prepare special provisions
- Prepare construction cost estimates

Deliverables:

- Deliverables will be included within the roadway design scope.

Landscape Design

Landscape Architect shall develop landscape plans for street improvements within Mill Plain Blvd & MacArthur Blvd Intersection as part of 60%, 90% and Final 100% submittals. The FFF and PBS's landscape architectural team will coordinate with engineer's geometric layout, retaining walls, and curb island layouts.

60% Preliminary

- Prepare tree removal plan following VMC standards. Show limits of construction and tree unit calculations.
- Prepare plans showing preliminary surfacing types/finishes (if non-standard) and site furnishings, as applicable.
- Prepare a preliminary list of recommended planting species in bullet format.
- Prepare preliminary plans showing limits of planting in conceptual format. Street tree locations will be conceptually shown.
- Prepare plans showing individual locations of grass areas, trees, and shrubs.
- Prepare a plant list with species, quantities, and sizes.
- Show areas where irrigation will be provided for planting and lawn areas.
- Itemized landscape cost estimate (including lump sum/SF irrigation estimate).

90% PS&E

- Address comments related to 60% submittal.
- Update tree plan with limits of disturbance revisions.
- Prepare plans showing surfacing types/finishes (if non-standard) and site furnishings, as applicable.
- Prepare plans showing revised individual locations of trees and planting.
- Update plant list with species, quantities and sizes.

- Prepare landscape details including retaining wall materials and finishes.
- Itemized landscape cost estimate.
- Prepare 90% project specifications including current WSDOT amendments, GSP's and special provisions necessary for all landscape items.

100% PS&E

- Address review comments from the 90% plans and develop final construction documents to the 100% and Final design stage. Landscape plans package to consist of plans, details, specifications, and a bid item list.

Deliverables:

- 60% Preliminary:
 - o Tree Protection Plans
 - o Material Finishes and Furnishing Plans
 - o Planting Plans
- 90% PS&E and 100% PS&E:
 - o Tree Protection Plans
 - o Material Finishes and Furnishing Plans
 - o Material Details
 - o Planting Plans
 - o Planting Schedule
 - o Planting Details
 - o Specifications

Irrigation Design (PBS)

PBS shall develop irrigation plans for street improvements within Mill Plain Blvd & MacArthur Blvd Intersection as part of 90% and Final 100% submittals. PBS will coordinate with engineer's geometric layout, landscape design, retaining walls, and island layouts. No irrigation will be submitted for the 60% submittal but support will be provided to calculate a lump sum cost. Areas shall be identified on the landscape plans where irrigation will be provided.

90% PS&E

- Prepare irrigation plans for planting areas approved at 60% including, connection points, pipe layouts, GPM zones and irrigation component material lists.
- Prepare irrigation details.
- Prepare 90% project specifications including current WSDOT amendments, GSP's and special provisions necessary for all irrigation items.
- Prepare and update cost estimate for irrigation system.

100% PS&E

- Address review comments from the 90% plans and develop final construction documents to the 100% and Final design stage. Irrigation plans package to consist of plans, details, specifications, and a bid item list.

Deliverables:

- Deliverables will be included within the roadway design scope.

Roadway Design

The Consultant will address review comments on the 30% plans and develop construction documents to the 60% preliminary design stage. These documents will consist of plans, a bid item list, an opinion of probable construction cost.

The 60% plans shall include:

1. Cover sheet (1 sheet)
 2. General notes and legend sheet (2 sheet)
 3. Typical sections (3 sheets)
 4. Survey Monumentation and Existing Conditions (2 sheets)
 5. Construction signing plan (1 sheet)
 6. Construction staging plans (6 sheets)
 7. Site-specific traffic control plans (5 sheets)
 8. Site prep/demolition plans (5 sheets)
 9. Erosion control and grading plans (5 sheets)
 10. Erosion control notes detail sheets (1 sheet)
 11. Roadway plan over profile sheets showing basic roadway geometry information and stormwater layout (7 sheets)
 12. Intersection layouts plan (2 sheet)
 13. ADA Ramp Grading plans (10 sheets)
 14. Stormwater facility detail sheets (6 sheets)
 15. Utility plans and profiles (7 sheets)
 16. Signing and striping plans (7 sheets)
 17. Sign legend sheet (1 sheet)
 18. Traffic signal plans & details (6 sheets)
 19. Fiber interconnect plans (5 sheets)
 20. Illumination plans (5 sheets)
 21. Landscape Tree Protection Plans (7 sheets)
 22. Landscape Material Finishes and Furnishing Plans (7 sheets)
 23. Landscape Preliminary Material Details (2 sheets)
 24. Planting plans including preliminary plant schedule (7 sheets)
 25. Miscellaneous details sheet (3 sheets)
- Detailed geometric layout of intersection and grading for ADA purposes.
 - Updated cut and fill line determination.

- Stormwater analysis using HydroCAD software, basin delineation map, and storm system layout, preliminary stormwater/hydrology report.
- Calculate quantities and prepare a 60% engineer's estimate of construction costs shown on the Civil plans.
- Submit 60% plan set and cost estimate for review.
- Prepare cost associations in conceptual ranges for each concept.

Deliverables:

- 60% plans and cost estimates (PDF of [11-inch by 17-inch] the plan set and cost estimate)
- Preliminary Stormwater Report

The Consultant will address review comments from the 60% plans and develop construction documents to the 90% design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, an anticipated construction schedule.

The 90% plan set shall include the following sheets:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (3 sheets)
4. Survey Monumentation and Existing Conditions (2 sheets)
5. Construction signing plan (1 sheet)
6. Construction staging plans (6 Sheets)
7. Site-specific traffic control plans (5 sheets)
8. Site prep/demolition plans (5 sheets)
9. Erosion control and grading plans (5 sheets)
10. Erosion control notes detail sheets (1 sheet)
11. Roadway plan over profile sheets showing basic roadway geometry information and stormwater layout (7 sheets)
12. Intersection layouts (2 sheet)
13. ADA Ramp Grading plans (10 sheets)
14. Stormwater facility detail sheets (6 sheets)
15. Utility plans and profiles (7 sheets)
16. Signing and striping plans (7 sheets)
17. Sign legend sheet (1 sheet)
18. Striping details (1 sheet)
19. Traffic signal plans & details (6 sheets)
20. Fiber interconnect plans & details (7 sheets)

21. Illumination plans and details (7 sheets)
 22. Landscape Tree Protection Plans (7 sheets)
 23. Landscape Material Finishes and Furnishing Plans (7 sheets)
 24. Landscape Material Details (2 sheets)
 25. Planting Plans (7 sheets)
 26. Planting Schedule (1 sheet)
 27. Planting Details (2 sheets)
 28. Irrigation plans (7 sheets)
 29. Irrigation detail sheets (2 sheets)
 30. Miscellaneous details sheet (3 sheets)
 31. Standard detail sheets (7 sheets)
- Compile stormwater analysis from 60%, update the analysis to match the 90% level design and prepare the updated stormwater/hydrology report.
 - Compute quantities and prepare an engineer's estimate of construction costs shown on the plans. Identify which bid items will require special provisions.
 - Prepare 90% level project specifications including current WSDOT amendments, GSP's, and special provisions necessary for this project.
 - Submit 90% plan set, specifications, draft construction schedule, and cost estimate for review.

Deliverables:

- 90% PS&E (PDF of the plan set [11- by 17-inches], specifications, draft construction schedule, and cost estimate)
- Final Stormwater Report

The Consultant will address review comments from the 90% plans and develop construction documents for the Final design (PS&E) submittal. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

Address the 90% comments. Final design phase plan set shall include:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (3 sheets)
4. Survey Monumentation and Existing Conditions (2 sheets)
5. Construction signing plan (1 sheet)
6. Construction staging plans (6 Sheets)
7. Site-specific traffic control plans (5 sheets)
8. Site prep/demolition plans (5 sheets)

9. Erosion control and grading plans (5 sheets)
 10. Erosion control notes detail sheets (1 sheet)
 11. Roadway plan over profile sheets showing basic roadway geometry information and stormwater layout (7 sheets)
 12. Intersection layouts (2 sheet)
 13. ADA Ramp Grading plans (10 sheets)
 14. Stormwater facility detail sheets (6 sheets)
 15. Utility plans and profiles (7 sheets)
 16. Signing and striping plans (7 sheets)
 17. Sign legend sheet (1 sheet)
 18. Striping details (1 sheet)
 19. Traffic signal plans & details (6 sheets)
 20. Fiber interconnect plans & details (7 sheets)
 21. Illumination plans and details (7 sheets)
 22. Landscape Tree Protection Plans (7 sheets)
 23. Landscape Material Finishes and Furnishing Plans (7 sheets)
 24. Landscape Material Details (2 sheets)
 25. Planting Plans (7 sheets)
 26. Planting Schedule (1 sheet)
 27. Planting Details (2 sheets)
 28. Irrigation plans (7 sheets)
 29. Irrigation detail sheets (2 sheets)
 30. Miscellaneous details sheet (3 sheets)
 31. Standard detail sheets (7 sheets)
- Address preliminary stormwater report comments and submit final stormwater report for approval.
 - Prepare final special provisions as needed for nonstandard items shown on the plans and compile the project specifications.
 - Compute quantities and prepare an engineer's estimate of construction costs.
 - Submit 100% plans, special provisions, and estimate for review.
 - Address City review comments regarding the PS&E.

Deliverables:

- Final plans, special provisions, construction schedule, and estimate
- Final stormwater report
- Bid documents

NPDES Construction Stormwater General Permit

The Consultant shall coordinate with the Department of Ecology, prepare and submit a Construction Stormwater General Permit application and transfer of permit to the selected Contractor. Consultant staff will prepare the permit application and Notice of Intent (NOI). The NOI will be submitted to the local newspaper. Consultant will prepare the Transfer of Coverage and Notice of Termination forms for City and Contractor signature and submittal, which will constitute transfer of coverage to the Contractor.

In addition, Consultant will prepare the SWPPP to be kept at the site during construction.

Deliverables:

- Permit Application
- Notice of Intent (NOI)
- SWPPP
- Transfer of Coverage Form
- Notice of Termination Form

Consultant Grant Funding Support

The Consultant shall coordinate with the City of Vancouver to provide grant funding support two (2) grant applications related to this project including two (2) exhibits, one (1) project narrative, and one (1) cost estimate for each grant application.

Traffic data required to support evaluations of cost benefits are assumed to have been developed within other tasks. This task does not include the consultant researching or identifying funding opportunities.

Deliverables:

- Project Graphics - 4
- Narratives describing proposed improvements - 2
- Cost estimates based on proposed design - 2

Utility Coordination

Contact utilities within the project limits and obtain existing system mapping. Review mapping for consistency with project base map.

Conduct a utility reconnaissance of the project corridor to determine visual evidence of underground and above ground utility facilities and confirm utility provided facility maps and project base map completeness.

Identify and discuss with each utility special requirements associated with their facility relocation or modification.

Utility Meetings (Revised)

Up to three group utility meetings will be organized and facilitated to provide updated project information. Such meetings will address known facilities, potential for impact, timing requirements for potential relocations, and initial information of reimbursable requirements. Meetings will also allow the exchange of each utility's relocation plans with the other utilities in order to maximize compatibility of relocation designs and utility and roadway construction sequencing. Meeting agendas and summaries will be prepared and transmitted to utility representatives, City, and Consultant team members.

Conflict Identification, Analysis and Recommended Resolution (Revised)

PBS will identify and analyze utility conflicts and compile and distribute utility conflict lists involving aboveground, surface, and underground conflicts, and make conflict resolution recommendations to utilities.

The Consultant will produce utility conflict plan sheets based on preliminary (60%) design plans and accompanying utility conflict spreadsheets indicating conflict item number, type of utility, conflict status, average cover during and after construction, whether utility is in or out of public right-of-way, and comments. This subtask assumes six (6) different utility operators.

Finalize conflict analysis and conflict spreadsheets based on 90% design plans

Revise conflict analysis and conflict spreadsheets based on 100% design plans

Conflict Notification and Utility Relocations (Revised)

Notify the impacted utilities and coordinate the efforts of the utility agencies in developing and executing a plan for relocating utilities to resolve conflicts with the project design. As part of that effort:

Prepare and deliver to each involved utility owner a conflict notice with attached conflict list and map. Assume up to six (6) different utility operators. Notice shall require a utility response in the form of a proposed facility adjustment plan and schedule to complete the utility work. Allow each utility a 30-day period to respond with a proposal from date of the notice.

Review utilities' proposed relocation plans to verify that identified conflict items are addressed and that the plans accommodate and conform to the construction requirements for the project. Provide written approval of each utility's relocation plan. Up to six (6) total reviews will be performed for the utilities' relocation plans (average 1.5 per utility).

Assumptions:

- City will provide utility plans, GIS, and other supporting documents for City utilities within the project corridor.
- PBS will coordinate with up to four franchise utility providers as part of this task (power, phone, cable, gas).
- City Sewer and Water Engineering services will provide input on relocation or replacement of City owned utilities.
- Utility design location fees, if any, are not included in Consultant's costs and will be paid by the City if required.
- Utilities will provide as-built system maps of their facilities within the project corridor.
- Additional ROW and/or easements that may be required for relocated utilities, is the responsibility of the utilities or the City in the event of prior rights.

Deliverables:

- Meeting agendas and summaries for each utility meeting (3 total)
- Final contact & communication log.
- Utility conflict memo at 60% plans
- Conflict notice letters and attachments for each utility
- 90% and 100% utility conflict analysis based on design plans
- Review and comments on utility relocation plans

Subtask 7.2: MacArthur Blvd & Lieser Road Intersection

Project Survey

The Consultant will utilize the preliminary survey data collected within Task 4.5.4 as basis to define design level survey in support of the final design development process for the MacArthur Blvd & Lieser Road intersection. This will include collection of more detailed survey within the project limits including but not limited to existing curb returns expanded areas of design that may be required to support the specific projects shown within Appendix A, and finalize any right of way needed to support future temporary easement or acquisition based on design impacts. The following activities will be completed in support of final design efforts.

- Collect additional survey in support of project footprint changes to cover project areas as shown in Appendix A.
- Survey to collect and update existing survey and ROW basemaps.
- Survey to update the existing ground surfaces based on newly collected data and revised project limits.
- Prepare exhibit maps and legal descriptions for proposed right of way acquisition and areas required as temporary construction easement for affected properties. These will be prepared as exhibit attachments to the legal form, right of way granting document, provided by the City's legal counsel.

Assumptions:

1. This scope developed understanding that eleven (11) adjacent properties will be impacted by project with eleven (11) anticipated TCEs and one (1) right-of-way acquisition.
2. This task level of effort is based on project description and no more than eleven (11) adjacent properties.
3. Washington Department of Natural Resources "Permit to Destroy" reports will not be prepared at this point in the project.
4. Title reports will be provided by the City of Vancouver.
5. No pre-construction survey or recording will be coordinated with County or developed with his project.
6. Post construction, the contractor's surveyor shall monument the centerline and right of way as indicated on the engineering plans, then file record of survey with County.

Deliverables:

- Draft and Final Right of Way plan in support of future ROW approval and acquisition processes
- Draft and Final Legal Descriptions and Sketches for up to eleven (11) properties totaling twelve (12) documents
- Update Survey and ROW basemaps
- Updated existing ground surface

Traffic Memorandum

The Consultant will prepare a project specific traffic memo to augment original Heights Development traffic report submitted in Task 4 for each of the final design projects identified by the City listed below. The documents will support the final design efforts including submittal of both Draft and Final supplemental

memorandums to the City for concurrence to design efforts. The memorandum will be developed based the project specific area as defined in Appendix A.

- Develop project specific traffic analysis memorandum based on road and intersection improvements to document existing and future traffic conditions. This memorandum will supplement previous recommendations for the following:
 - o MacArthur Blvd & Lieser Road Intersection

Assumptions:

- PBS will submit draft reports, review comments, update reports as needed, and submit final memorandums.
- Lighting evaluation includes best practice for light placement but no photometrics.

Deliverables:

- Draft and Final Traffic memorandum documenting including access management alternatives recommendation, , roundabout design, proposed road sections, pedestrian crossing enhancements, , and lighting evaluation.

Illumination Design

The consultant will advance the illumination design at the conclusion of the preferred intersection control and configuration to 60-percent, 90-percent, and final construction contract documents as part of this task. The consultant will develop preliminary construction documents to the 60-percent design stage. These documents will consist of plans, a bid item list, and an opinion of probable construction cost.

- Participate in a design conference with the City Traffic Engineer at design kick-off.
- Review the existing street lighting as-built drawings within the vicinity of the project from the City and explore the opportunity to extend existing system if possible.
- Identification and confirmation of the desired lighting poles and fixtures.
- Recommend and confirm standard type lighting that will be provided based on road classification.
- Conduct photometric analysis based on selected lighting poles and fixtures to determine light pole locations to meet City's lighting standards for facility that do not use City standard streetlight spacing.
- Develop preliminary street lighting pole layout based on City guidance and typical layout locations
- Coordinate with the Clark Public Utilities and City to verify the street light pole layout and the power source.
- This assumes roadway lighting along the entire length of the project study corridor.
- Preparation of construction cost estimates

The consultant will develop construction documents to the 90 percent design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost.

- Review and respond to City's 60-percent comments
- Prepare 90% street lighting plans
- Prepare special provisions
- Prepare construction cost estimates

The consultant will develop construction documents to the final design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule. Final documents will be sealed as appropriate for jurisdictional engineering review.

- Review and respond to City's 90-percent comments
- Prepare final street lighting plans
- Prepare special provisions
- Prepare construction cost estimates

Deliverables:

- Deliverables will be included within the roadway design scope.

Fiber Optic Design (GTE)

The consultant will advance the fiber optic design at the conclusion of the preferred intersection control and configuration to 60-percent, 90-percent, and final construction contract documents as part of this task.

The consultant will develop preliminary construction documents to the 60-percent design stage. These documents will consist of plans, an outline of special provisions to the standard specifications, a bid item list, and an opinion of probable construction cost.

- Coordinate with the City Traffic Engineer to obtain an understanding of the communication system along this corridor.
- Review the existing fiber optic as-built drawings within the vicinity of the project from the City and explore the opportunity to extend existing system if possible.
- Develop preliminary layout (e.g., which side of the road) based on City guidance
- Prepare 60-percent fiber optic plans reflecting locations for splice vaults, handholes, and connection to existing fiber optic system (excludes wiring diagrams).
- Preparation of special provisions - table of content only
- Preparation of construction cost estimates

The consultant will develop construction documents to the 90 percent design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

- Review and respond to City's 60% comments
- Prepare 90% fiber optic plans including details
- Prepare special provisions
- Prepare construction cost estimates

The consultant will develop PS&E construction documents to the final design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule. Final documents will be sealed as appropriate for jurisdictional engineering review.

- Review and respond to City's 90% comments
- Prepare final fiber optic plans
- Prepare special provisions
- Prepare construction cost estimates

Deliverables:

- Deliverables will be included within the roadway design scope.

Landscape Design

Landscape Architect shall develop landscape plans for street improvements within MacArthur Blvd & Lieser Road Intersection as part of 60%, 90% and Final 100% submittals. PBS's Landscape Architects will coordinate with engineer's geometric layout, retaining walls, and curb island layouts.

60% Preliminary

- Prepare tree removal plan following VMC standards. Show limits of construction and tree unit calculations.
- Prepare plans showing preliminary surfacing types/finishes (if non-standard) and site furnishings, as applicable.
- Prepare a preliminary list of recommended planting species in bullet format.
- Prepare preliminary plans showing limits of planting in conceptual format. Street tree locations will be conceptually shown.
- Prepare plans showing individual locations of grass areas, trees, and shrubs.
- Prepare a plant list with species, quantities, and sizes.
- Show areas where irrigation will be provided for planting and lawn areas.
- Itemized landscape cost estimate (including lump sum/SF irrigation estimate).

90% PS&E

- Address comments related to 60% submittal.
- Update tree plan with limits of disturbance revisions.
- Prepare plans showing surfacing types/finishes (if non-standard) and site furnishings, as applicable.
- Prepare plans showing revised individual locations of trees and planting.
- Update plant list with species, quantities and sizes.
- Prepare landscape details including retaining wall materials and finishes.
- Itemized landscape cost estimate.
- Prepare 90% project specifications including current WSDOT amendments, GSP's and special provisions necessary for all landscape items.

100% PS&E

- Address review comments from the 90% plans and develop final construction documents to the 100% and Final design stage. Landscape plans package to consist of plans, details, specifications, and a bid item list.

Deliverables:

- Deliverables will be included within the roadway design scope.

Irrigation Design (PBS)

PBS shall develop irrigation plans for street improvements within Mill Plain Blvd & Lieser Road Intersection as part of 90% and Final 100% submittals. PBS will coordinate with engineer's geometric layout, landscape design, retaining walls, and island layouts. No irrigation will be submitted for the 60% submittal but support

will be provided to calculate a lump sum cost.

90% PS&E

- Prepare irrigation plans for planting areas approved at 60% including connection points, pipe layouts, GPM zones and material lists.
- Prepare irrigation details.
- Prepare 90% project specifications including current WSDOT amendments, GSP's and special provisions necessary for all irrigation items.

100% PS&E

- Address review comments from the 90% plans and develop final construction documents to the 100% and Final design stage. Irrigation plans package to consist of plans, details, specifications, and a bid item list.

Deliverables:

- Deliverables will be included within the roadway design scope.

Roadway Design

The Consultant will address review comments on the 30% plans and develop construction documents to the 60% preliminary design stage. These documents will consist of plans, a bid item list, an opinion of probable construction cost. Two conceptual roundabout landscape alternatives will be prepared following information gathered in the concept coordination.

The 60% plans shall include:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (3 sheets)
4. Survey Monumentation and Existing Conditions (1 sheets)
5. Construction signing plan (1 sheet)
6. Construction staging plans (4 sheets)
7. Site-specific traffic control plans (3 sheets)
8. Site prep/demolition plans (3 sheets)
9. Erosion control and grading plans (3 sheets)
10. Erosion control notes detail sheets (1 sheet)
11. Roadway plan over profile sheets showing basic roadway geometry information and stormwater layout (3 sheets)
12. Intersection layout plan (1 sheet)
13. Splitter Island and ADA Ramp Grading plans (8 sheets)
14. Stormwater facility detail sheets (2 sheets)
15. Utility plans and profiles (3 sheets)

16. Signing and striping plans (3 sheets)
17. Signing legend sheet (1 sheet)
18. Fiber interconnect plans (3 sheets)
19. Illumination plans (3 sheets)
20. Landscape Tree Protection Plans (3 sheets)
21. Landscape Material Finishes and Furnishing Plans (3 sheets)
22. Landscape Preliminary Material Details (2 sheets)
23. Planting plans including preliminary plant schedule (3 sheets)
24. Miscellaneous details sheet (3 sheets)

- Detailed geometric layout of intersection and grading for ADA purposes.
- Updated cut and fill line determination.
- Stormwater analysis using HydroCAD software, basin delineation map, and storm system layout, preliminary stormwater/hydrology report.
- Calculate quantities and prepare a 60% engineer's estimate of construction costs shown on the Civil plans.
- Submit 60% plan set and cost estimate for review
- Prepare graphic exhibits of two alternative concepts (combination of 2D plan view and 3D renderings/illustrations).
- Prepare graphic exhibits of plant palettes/rockscape/landscape features for each alternative concept.
- Prepare cost associations in conceptual ranges for each concept.

Deliverables:

- 60% plans and cost estimates (PDF of [11-inch by 17-inch] the plan set and cost estimate)
- Preliminary Stormwater Report
- One graphic exhibit for each of the two roundabout landscape alternative concepts (2D plan view and 3D rendering/illustration). Graphic concepts will show plant species/rockscape/landscape features for each alternative concept.

The Consultant will address review comments from the 60% plans and develop construction documents to the 90% design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, an anticipated construction schedule, and integration of selected roundabout landscaping concept into the design drawings.

The 90% plan set shall include the following sheets:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (3 sheets)
4. Survey Monumentation and Existing Conditions (1 sheets)

5. Construction signing plan (1 sheet)
 6. Construction staging plans (4 Sheets)
 7. Site-specific traffic control plans (3 sheets)
 8. Site prep/demolition plans (3 sheets)
 9. Erosion control and grading plans (3 sheets)
 10. Erosion control notes detail sheets (1 sheet)
 11. Roadway plan over profile sheets showing basic roadway geometry information and stormwater layout (3 sheets)
 12. Intersection layout plan (1 sheet)
 13. Splitter Island and ADA Ramp Grading plans (8 sheets)
 14. Stormwater facility detail sheets (2 sheets)
 15. Utility plans and profiles (3 sheets)
 16. Signing and striping plans (3 sheets)
 17. Sign legend sheet (1 sheet)
 18. Striping details (1 sheet)
 19. Fiber interconnection plans & details (5 sheets)
 20. Illumination plans and details (5 sheets)
 21. Landscape Tree Protection Plans (3 sheets)
 22. Landscape Material Finishes and Furnishing Plans (3 sheets)
 23. Landscape Material Details (2 sheets)
 24. Planting Plans (3 sheets)
 25. Planting Schedule (1 sheet)
 26. Planting Details (2 sheets)
 27. Irrigation plans (4 sheets)
 28. Irrigation detail sheets (2 sheets)
 29. Miscellaneous details sheet (3 sheets)
 30. Standard detail sheets (7 sheets)
- Compile stormwater analysis from 60%, update the analysis to match the 90% level design and prepare the updated stormwater/hydrology report.
 - Compute quantities and prepare an engineer's estimate of construction costs shown on the plans. Identify which bid items will require special provisions.
 - Prepare 90% level project specifications including current WSDOT amendments, GSP's, and special provisions necessary for this project.
 - Submit 90% plan set, specifications, draft construction schedule, and cost estimate for review.

Deliverables:

- 90% PS&E (PDF of the plan set [11- by 17-inches], specifications, draft construction schedule, and cost estimate)
- Final Stormwater Report
- Finalized roundabout landscape alternative graphic exhibit of preferred concept (2D plan view/3D rendering)

The Consultant will address review comments from the 90% plans and develop construction documents for the Final design submittal. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

Address the 90% comments. Final design phase plan set shall include:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (3 sheets)
4. Survey Monumentation and Existing Conditions (1 sheets)
5. Construction signing plan (1 sheet)
6. Construction staging plans (4 Sheets)
7. Site-specific traffic control plans (3 sheets)
8. Site prep/demolition plans (3 sheets)
9. Erosion control and grading plans (3 sheets)
10. Erosion control notes detail sheets (1 sheet)
11. Roadway plan over profile sheets showing basic roadway geometry information and stormwater layout (3 sheets)
12. Intersection layout plan (1 sheet)
13. Splitter Island and ADA Ramp Grading plans (8 sheets)
14. Stormwater facility detail sheets (2 sheets)
15. Utility plans and profiles (3 sheets)
16. Signing and striping plans (3 sheets)
17. Sign legend sheet (1 sheet)
18. Striping details (1 sheet)
19. Fiber interconnection plans & details (5 sheets)
20. Illumination plans and details (5 sheets)
21. Landscape Tree Protection Plans (3 sheets)
22. Landscape Material Finishes and Furnishing Plans (3 sheets)
23. Landscape Material Details (2 sheets)

24. Planting Plans (3 sheets)
25. Planting Schedule (1 sheet)
26. Planting Details (2 sheets)
27. Irrigation plans (4 sheets)
28. Irrigation detail sheets (2 sheets)
29. Miscellaneous details sheet (3 sheets)
30. Standard detail sheets (7 sheets)

- Address preliminary stormwater report comments and submit final stormwater report for approval.
- Prepare final special provisions as needed for nonstandard items shown on the plans and compile the project specifications.
- Compute quantities and prepare an engineer's estimate of construction costs.
- Submit 100% plans, special provisions, and estimate for review.
- Address City review comments regarding the PS&E.

Deliverables:

- Final plans, special provisions, construction schedule, and estimate
- Final stormwater report
- Bid documents

NPDES Construction Stormwater General Permit

The Consultant shall coordinate with the Department of Ecology, prepare and submit a Construction Stormwater General Permit application and transfer of permit to the selected Contractor. Consultant staff will prepare the permit application and Notice of Intent (NOI). The NOI will be submitted to the local newspaper. Consultant will prepare the Transfer of Coverage and Notice of Termination forms for City and Contractor signature and submittal, which will constitute transfer of coverage to the Contractor.

In addition, Consultant will prepare the SWPPP to be kept at the site during construction.

Deliverables:

- Permit Application
- Notice of Intent (NOI)
- SWPPP
- Transfer of Coverage Form
- Notice of Termination Form

Consultant Grant Funding Support

The Consultant shall coordinate with the City of Vancouver to provide grant funding support for two (2) grant applications related to this project including two (2) exhibits, one (1) project narrative, and one (1) cost estimate for each grant application.

Traffic data required to support evaluations of cost benefits are assumed to have been developed within other tasks. This task does not include the consultant researching or identifying funding opportunities.

Deliverables:

- Project Graphics - x4
- Narratives describing proposed improvements - x2
- Cost estimates based on proposed design – x2

Utility Coordination

Contact utilities within the project limits and obtain existing system mapping. Review mapping for consistency with project base map.

Conduct a utility reconnaissance of the project corridor to determine visual evidence of underground and above ground utility facilities and confirm utility provided facility maps and project base map completeness.

Identify and discuss with each utility special requirements associated with their facility relocation or modification.

Utility Meetings (Revised)

Up to three group utility meetings will be organized and facilitated to provide updated project information. Such meetings will address known facilities, potential for impact, timing requirements for potential relocations, and initial information of reimbursable requirements. Meetings will also allow the exchange of each utility's relocation plans with the other utilities in order to maximize compatibility of relocation designs and utility and roadway construction sequencing. Meeting agendas and summaries will be prepared and transmitted to utility representatives, City, and Consultant team members.

Conflict Identification, Analysis and Recommended Resolution (Revised)

PBS will identify and analyze utility conflicts and compile and distribute utility conflict lists involving aboveground, surface, and underground conflicts, and make conflict resolution recommendations to utilities.

The Consultant will produce utility conflict plan sheets based on 60% design plans and accompanying utility conflict spreadsheets indicating conflict item number, type of utility, conflict status, average cover during and after construction, whether utility is in or out of public right-of-way, and comments. This subtask assumes four (4) different utility operators.

Finalize conflict analysis and conflict spreadsheets based on 90% design plans

Revise conflict analysis and conflict spreadsheets based on 100% design plans

Conflict Notification and Utility Relocations (Revised)

Notify the impacted utilities and coordinate the efforts of the utility agencies in developing and executing a plan for relocating utilities to resolve conflicts with the project design. As part of that effort:

Prepare and deliver to each involved utility owner a conflict notice with attached conflict list and map. Assume up to four (4) different utility operators. Notice shall require a utility response in the form of a proposed facility adjustment plan and schedule to complete the utility work. Allow each utility a 30-day period to respond with a proposal from date of the notice.

Review utilities' proposed relocation plans to verify that identified conflict items are addressed and that the plans accommodate and conform to the construction requirements for the project. Provide written approval of each utility's relocation plan. Up to six (6) total reviews will be performed for the utilities' relocation plans (average 1.5 per utility).

Assumptions:

- City will provide utility plans, GIS, and other supporting documents for City utilities within the project corridor.
- PBS will coordinate with up to four franchise utility providers as part of this task (power, phone, cable, gas).
- City Sewer and Water Engineering services will provide input on relocation or replacement of City owned utilities.
- Utility design location fees, if any, are not included in Consultant's costs and will be paid by the City if required.
- Utilities will provide as-built system maps of their facilities within the project corridor.
- Additional ROW and/or easements that may be required for relocated utilities, is the responsibility of the utilities or the City in the event of prior rights.

Deliverables:

- Meeting agendas and summaries for each utility meeting (3 total)
- Final contact & communication log.
- Utility conflict memo at 60% plans
- Conflict notice letters and attachments for each utility
- 90% and 100% utility conflict analysis based on design plans
- Review and comments on utility relocation plans

Subtask 7.3: TMRA Loop Road North**Project Survey**

The Consultant will utilize the preliminary survey data collected within Task 4.5.4 as basis to define design level survey in support of the final design development process for the TMRA Loop Road North. This will include collection of more detailed survey within the project limits including but not limited to existing curb returns expanded areas of design that may be required to support the specific projects shown within Appendix A, and finalize any right of way needed to support future temporary easement or acquisition based on design impacts. The following activities will be completed in support of final design efforts.

- Collect additional survey in support of project footprint print changes to cover project areas as shown in Appendix A.
- Survey to collect and update existing survey and ROW basemaps.
- Survey to update the existing ground surfaces based on newly data collected and revised project limits.
- Prepare exhibit maps and legal descriptions for proposed right of way acquisition and areas required as temporary construction easement for affected properties. These will be prepared as exhibit attachments to the legal form, right of way granting document, provided by the City's legal counsel.

Assumptions:

1. This scope developed understanding that four (4) adjacent properties will be impacted by the project with three (3) anticipated TCEs and seven (7) right-of-way acquisitions.
2. This task level of effort is based on project description and no more than four (4) adjacent properties.

3. Washington Department of Natural Resources "Permit to Destroy" reports will not be prepared at this point in the project.
4. Title reports will be provided by the City of Vancouver.
5. No pre-construction survey or recording will be coordinated with County or developed with this project.
6. Post construction, the contractor's surveyor shall monument the centerline and right of way as indicated on the engineering plans, then file record of survey with County.

Deliverables:

- Draft and Final Right of Way plan in support of future ROW approval and acquisition processes
- Draft and Final Legal Descriptions and Sketches for up to four (4) properties totaling ten (10) documents
- Update Survey and ROW basemaps
- Updated existing ground surface

Traffic Memorandum

The Consultant will prepare a project specific traffic memo to augment original Heights Development traffic report submitted in task 4 for each of the final design projects identified by the City listed below. The documents will support the final design efforts including submittal of both Draft and Final supplemental memorandums to the City for concurrence to design efforts. The memorandum will be developed based the project specific area as defined in Appendix A.

- Develop project specific traffic analysis memorandum based on road and intersection improvements to document existing and future traffic conditions. This memorandum will supplement previous recommendations for the following:
 - o TMRA Loop Road North

Assumptions:

- PBS will submit draft reports, review comments, update reports as needed, and submit final memorandums.
- Lighting evaluation includes best practice for light placement but no photometrics

Deliverables:

- Draft and Final Traffic memorandum documenting including sight distance evaluation, queueing evaluation, lighting evaluation,

Illumination Design

The consultant will advance the illumination design at the conclusion of the preferred intersection control and configuration to 60-percent, 90-percent, and final construction contract documents as part of this task. The consultant will develop preliminary construction documents to the 60-percent design stage. These documents will consist of plans, a bid item list, and an opinion of probable construction cost.

- Participate in a design conference with the City Traffic Engineer at design kick-off.
- Review the existing street lighting as-built drawings within the vicinity of the project from the City and explore the opportunity to extend existing system if possible.
- Identification and confirmation of the desired lighting poles and fixtures.

- Recommend and confirm standard type lighting that will be provided based on road classification.
- Conduct photometric analysis based on selected lighting poles and fixtures to determine light pole locations to meet City's lighting standards for facility that do not use City standard streetlight spacing.
- Develop preliminary street lighting pole layout based on City guidance and typical layout locations
- Coordinate with the Clark Public Utilities and City to verify the street light pole layout and the power source.
- This assumes roadway lighting along the entire length of the project study corridor.
- Preparation of construction cost estimates

The consultant will develop construction documents to the 90 percent design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost.

- Review and respond to City's 60% comments
- Prepare 90% street lighting plans
- Prepare special provisions
- Prepare construction cost estimates

The consultant will develop construction documents to the final design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule. Final documents will be sealed as appropriate for jurisdictional engineering review.

- Review and respond to City's 90% comments
- Prepare final street lighting plans
- Prepare special provisions
- Prepare construction cost estimates

Assumptions:

- The photometric analysis will utilize the AGI32 software.
- The streetlights for the TMRA loop roads will use the City standards for TMRA and the Lieser Road/MacArthur Boulevard intersection will be based on City arterial standards.
- The preferred traffic control at the Lieser Road/MacArthur Boulevard intersection is a roundabout.
- The streetlights for the Mill Plain Boulevard/MacArthur Boulevard intersection will be the safety lights on the traffic signal poles.

Deliverables:

- Deliverables will be included within the roadway design scope.

Fiber Optic Design (GTE)

The consultant will advance the fiber optic design at the conclusion of the preferred intersection control and configuration to 60-percent, 90-percent, and final construction contract documents as part of this task.

The consultant will develop preliminary construction documents to the 60-percent design stage. These documents will consist of plans, an outline of special provisions to the standard specifications, a bid item list, and an opinion of probable construction cost.

- Coordinate with the City Traffic Engineer to obtain an understanding of the communication system

along this corridor.

- Review the existing fiber optic as-built drawings within the vicinity of the project from the City and explore the opportunity to extend existing system if possible.
- Develop preliminary layout (e.g., which side of the road) based on City guidance
- Prepare 60-percent fiber optic plans reflecting locations for splice vaults, handholes, and connection to existing fiber optic system (excludes wiring diagrams).
- Preparation of special provisions - table of content only
- Preparation of construction cost estimates

The consultant will develop construction documents to the 90 percent design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

- Review and respond to City's 60% comments
- Prepare 90% fiber optic plans including details
- Prepare special provisions
- Prepare construction cost estimates

The consultant will develop PS&E construction documents to the final design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule. Final documents will be sealed as appropriate for jurisdictional engineering review.

- Review and respond to City's 90% comments
- Prepare final fiber optic plans
- Prepare special provisions
- Prepare construction cost estimates

Deliverables:

- Deliverables will be included within the roadway design scope.

Streetscape Design

First Forty Feet team shall develop landscape plans street improvements within TMRA Loop Road North as part of 60%, 90% and Final 100% submittals. The Consultant architects will coordinate with engineer's geometric layout, retaining walls, and curb island layouts.

60% Preliminary

- Prepare tree removal plan following VMC standards. Show limits of construction and tree unit calculations.
- Prepare plans showing preliminary surfacing types/finishes (if non-standard) and site furnishings, as applicable.
- Prepare plans showing preliminary Grand Loop special elements including but not limited to special streetscape paving areas, play elements/surfacing, seat walls, landscaped features, signage, environmental graphics, and attachment points for wayfinding and/or integrated public art.
- Prepare a preliminary list of recommended planting species in bullet format.
- Prepare preliminary plans showing limits of planting in conceptual format. Street tree locations will

be conceptually shown.

- Prepare plans showing individual locations of grass area, trees, and shrubs.
- Prepare a plant list with species, quantities, and sizes.
- Show area where irrigation will be provided for planting and lawn areas.
- Itemized landscape cost estimate (including lump sum/SF irrigation estimate).
- Work with Culture, Arts and Heritage Commission for public arts integration.

90% PS&E

- Address comments related to 60% submittal.
- Update tree plan with limits of disturbance revisions.
- Prepare plans showing surfacing types/finishes (if non-standard) and site furnishings, as applicable.
- Prepare plans showing Grand Loop special elements including but not limited to special streetscape paving areas, play elements/surfacing, seat walls, landscaped features, signage, environmental graphics, and attachment points for wayfinding and/or integrated public art.
- Prepare plans showing revised individual locations of trees and planting.
- Update plant list with species, quantities, and sizes.
- Prepare landscape details including retaining wall material and finishes.
- Itemized landscape cost estimate.
- Prepare 90% project specifications including current WSDOT amendments, GSP's and special provisions necessary for all landscape items; Grand Loop special elements will be documented in CSI format and will be bid as lump sum line item in WSDOT format bid.

100% PS&E

- Address review comments from the 90% plans and develop final construction documents to the 100% and Final design stage. Landscape plans package to consist of plans, details, specifications, and a bid item list. Grand Loop special elements will be documented in CSI format and will be bid as lump sum line item in WSDOT format bid.

Deliverables:

- Deliverables will be included within the roadway design scope.

Irrigation Design (PBS)

PBS shall develop irrigation plans for street improvements within TMRA Loop Road North as part of 90% and Final 100% submittals. PBS will coordinate with engineer's geometric layout, landscape design, retaining walls, and island layouts. No irrigation will be submitted for the 60% submittal but support will be provided to calculate a lump sum cost.

90% PS&E

- Prepare irrigation plans for planting areas approved at 60% including, connection points, pipe layouts, GPM zones and material lists.
- Prepare irrigation details.

- Prepare 90% project specifications including current WSDOT amendments, GSP's and special provisions necessary for all irrigation items.

100% PS&E

- Address review comments from the 90% plans and develop final construction documents to the 100% and Final design stage. Irrigation plans package to consist of plans, details, specifications, and a bid item list.

Deliverables:

- Deliverables will be included within the roadway design scope.

Roadway Design

The Consultant will address review comments on the 30% plans and develop construction documents to the 60% preliminary design stage. These documents will consist of plans, a bid item list, an opinion of probable construction cost.

The 60% plans shall include:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (3 sheets)
4. Survey Monumentation and Existing Conditions (1 sheets)
5. Construction signing plan (1 sheet)
6. Construction staging plans (4 sheets)
7. Site-specific traffic control plans (3 sheets)
8. Site prep/demolition plans (7 sheets)
9. Erosion control and grading plans (7 sheets)
10. Erosion control notes detail sheet (1 sheet)
11. Material Legend (1 sheet)
12. Material Plan (7 sheets)
13. Material Details (10 Sheets)
14. Layout Plan (7 sheets)
15. Layout Enlargement Plan (14 Sheets)
16. Roadway plan over profile sheets showing basic roadway geometry information and stormwater layout (7 sheets)
17. Intersection layout plan (5 sheet)
18. ADA Ramp Grading plans (10 sheets)
19. Stormwater facility detail sheets (5 sheets)
20. Utility Plan and Profile sheet (7 sheets)

21. Signing and striping plans (7 sheets)
 22. Sign legend sheet (1 sheet)
 23. Fiber interconnect plans (4 sheets)
 24. Illumination plans (4 sheets)
 25. Landscape Tree Protection Plans (7 sheets)
 26. Landscape Material Finishes and Furnishing Plans (7 sheets)
 27. Landscape Preliminary Material Details (2 sheets)
 28. Planting plans including preliminary plant schedule (7 sheets)
 29. Miscellaneous details sheet (8 sheets)
- Detailed geometric layout of intersection and grading for ADA purposes.
 - Updated cut and fill line determination.
 - Stormwater analysis using HydroCAD software, basin delineation map, and storm system layout, preliminary stormwater/hydrology report.
 - Calculate quantities and prepare a 60% engineer's estimate of construction costs shown on the Civil plans.
 - Submit 60% plan set and cost estimate for review
 - Prepare cost associations in conceptual ranges for each concept.

Deliverables:

- 60% plans and cost estimates (PDF of [11-inch by 17-inch] the plan set and cost estimate)
- Preliminary Stormwater Report

The Consultant will address review comments from the 60% plans and develop construction documents to the 90% design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, an anticipated construction schedule.

The 90% plan set shall include the following sheets:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (3 sheets)
4. Survey Monumentation and Existing Conditions (1 sheets)
5. Construction signing plan (1 sheet)
6. Construction staging plans (4 Sheets)
7. Site-specific traffic control plans (3 sheets)
8. Site prep/demolition plans (7 sheets)
9. Erosion control and grading plans (7 sheets)
10. Erosion control notes detail sheet (1 sheet)

11. Material Legend (1 sheet)
 12. Material Plan (7 sheets)
 13. Material Details (10 sheets)
 14. Layout Plan (7 sheets)
 15. Layout Enlargement Plan (14 sheets)
 16. Roadway plan over profile sheets showing basic roadway geometry information and stormwater layout (7 sheets)
 17. Intersection layouts (5 sheet)
 18. ADA Ramp Grading plans (10 sheets)
 19. Stormwater facility detail sheet (5 sheets)
 20. Utility Plan and Profile sheet (7 sheets)
 21. Signing and striping plans (7 sheets)
 22. Sign legend sheet (1 sheet)
 23. Striping details (1 sheet)
 24. Fiber interconnect plans & details (6 sheets)
 25. Illumination plans and details (6 sheets)
 26. Landscape Tree Protection Plans (7 sheets)
 27. Landscape Material Finishes and Furnishing Plans (14 sheets)
 28. Landscape Material Details (5 sheets)
 29. Planting Plans (7 sheets)
 30. Planting Schedule (1 sheet)
 31. Planting Details (2 sheets)
 32. Irrigation plans (7 sheets)
 33. Irrigation detail sheets (2 sheets)
 34. Miscellaneous details sheet (8 sheets)
 35. Standard detail sheets (7 sheets)
- Compile stormwater analysis from 60%, update the analysis to match the 90% level design and prepare the updated stormwater/hydrology report.
 - Compute quantities and prepare an engineer's estimate of construction costs shown on the plans. Identify which bid items will require special provisions.
 - Prepare 90% level project specifications including current WSDOT amendments, GSP's, and special provisions necessary for this project.
 - Submit 90% plan set, specifications, draft construction schedule, and cost estimate for review.

Deliverables:

- 90% PS&E (PDF of the plan set [11- by 17-inches], specifications, draft construction schedule, and cost estimate)
- Final Stormwater Report

The Consultant will address review comments from the 90% plans and develop construction documents for the Final design submittal. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

Address the 90% comments. Final design phase plan set shall include:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (3 sheets)
4. Survey Monumentation and Existing Conditions (1 sheets)
5. Construction signing plan (1 sheet)
6. Construction staging plans (4 Sheets)
7. Site-specific traffic control plans (3 sheets)
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32. Irrigation plans (7 sheets)
33. Irrigation detail sheets (2 sheets)
34. Miscellaneous details sheet (8 sheets)
35. Standard detail sheets (7 sheets)

- Address preliminary stormwater report comments and submit final stormwater report for approval.
- Prepare final special provisions as needed for nonstandard items shown on the plans and compile the project specifications.
- Compute quantities and prepare an engineer's estimate of construction costs.
- Submit 100% plans, special provisions, and estimate for review.
- Address City review comments regarding the PS&E.

Deliverables:

- Final plans, special provisions, construction schedule, and estimate
- Final stormwater report
- Bid documents

NPDES Construction Stormwater General Permit (Revised)

The Consultant shall coordinate with the Department of Ecology, prepare and submit a Construction Stormwater General Permit application and transfer of permit to the selected Contractor. Consultant staff will prepare the permit application and Notice of Intent (NOI). The NOI will be submitted to the local newspaper. Consultant will prepare the Transfer of Coverage and Notice of Termination forms for City and Contractor signature and submittal, which will constitute transfer of coverage to the Contractor.

In addition, Consultant will prepare the SWPPP to be kept at the site during construction.

Deliverables:

- Permit Application
- Notice of Intent (NOI)
- SWPPP
- Transfer of Coverage Form
- Notice of Termination Form

Consultant Grant Funding Support

The Consultant shall coordinate with the City of Vancouver to provide grant funding support two (2) grant applications related to this project including two (2) exhibits, one (1) project narrative, and one (1) cost estimate for each grant application.

Traffic data required to support evaluations of cost benefits are assumed to have been developed within other tasks. This task does not include the consultant researching or identifying funding opportunities.

Deliverables:

- Project Graphics - x4
- Narratives describing proposed improvements - x2
- Cost estimates based on proposed design – x2

Utility Coordination & Design

Contact utilities within the project limits and obtain existing system mapping. Review mapping for consistency with project base map.

Conduct a utility reconnaissance of the project corridor to determine visual evidence of underground and above ground utility facilities and confirm utility provided facility maps and project base map completeness.

Identify and discuss with each utility special requirements associated with their facility relocation or modification.

Utility Meetings (Revised)

Up to three group utility meetings will be organized and facilitated to provide updated project information. Such meetings will address known facilities, potential for impact, timing requirements for potential relocations, and requirements for service to future development within the TMRA . Meetings will also allow the exchange of each utility's relocation plans with the other utilities in order to maximize compatibility of relocation designs and utility and roadway construction sequencing. Meeting agendas and summaries will be prepared and transmitted to utility representatives, City, and Consultant team members.

Conflict Identification, Analysis and Recommended Resolution (Revised)

PBS will identify and analyze utility conflicts and compile and distribute utility conflict lists involving aboveground, surface, and underground conflicts, and make conflict resolution recommendations to utilities.

The Consultant will produce utility conflict plan sheets based on preliminary (60%) design plans and accompanying utility conflict spreadsheets indicating conflict item number, type of utility, conflict status, average cover during and after construction, whether utility is in or out of public right-of-way, and comments. This subtask assumes four (4) different franchise utility operators.

Finalize conflict analysis and conflict spreadsheets based on 90% design plans

Revise conflict analysis and conflict spreadsheets based on 100% design plans

Conflict Notification and Utility Relocations (Revised)

Notify the impacted utilities and coordinate the efforts of the utility agencies in developing and executing a plan for relocating utilities to resolve conflicts with the project design. As part of that effort:

Prepare and deliver to each involved utility owner a conflict notice with attached conflict list and map. Assume up to four (4) different utility operators. Notice shall require a utility response in the form of a proposed facility adjustment plan and schedule to complete the utility work. Allow each utility a 30-day period to respond with a proposal from date of the notice.

Review utilities' proposed relocation plans to verify that identified conflict items are addressed and that the plans accommodate and conform to the construction requirements for the project. Provide written approval of each utility's relocation plan. Up to six (6) total reviews will be performed for the utilities' relocation plans (average 1.5 per utility).

Assumptions:

- PBS will coordinate with up to four franchise utility providers as part of this task (power, phone, cable, gas).
- Utility design location fees, if any, are not included in Consultant's costs and will be paid by the City if required.
- Utilities will provide as-built system maps of their facilities within the project corridor.
- Additional ROW and/or easements that may be required for relocated utilities, is the responsibility of the utilities or the City in the event of prior rights.

Deliverables:

- Meeting agendas and summaries for each utility meeting (3 total)
- Final contact & communication log.
- Utility conflict memo at 60% plans
- Conflict notice letters and attachments for each utility
- 90% and 100% utility conflict analysis based on design plans
- Review and comments on utility relocation plans
- Joint utility trench coordination (assumes up to 4 utility companies)
- TMRA utility designs including joint trench locations included with roadway design package

Subtask 7.4: TMRA Loop Road East

Project Survey

The Consultant will utilize the preliminary survey data collected within Task 4.5.4 as basis to define design level survey in support of the final design development process for the TMRA Loop Road East. This will include collection of more detailed survey within the project limits including but not limited to existing curb returns expanded areas of design that may be required to support the specific projects shown within Appendix A, and finalize any right of way needed to support future temporary easement or acquisition based on design impacts. The following activities will be completed in support of final design efforts.

- Collect additional survey in support of project footprint print changes to cover project areas as shown in Appendix A.
- Survey to collect and update existing survey and ROW basemaps.
- Survey to update the existing ground surfaces based on newly data collected and revised project limits.
- Prepare exhibit maps and legal descriptions for proposed right of way acquisition and areas required as temporary construction easement for affected properties. These will be prepared as exhibit attachments to the legal form, right of way granting document, provided by the City's legal counsel.

Assumptions:

1. This scope developed understanding that four (4) adjacent properties will be impacted by the project with two (2) anticipated TCEs and eleven (11) right-of-way acquisitions.

2. This task level of effort is based on project description and no more than four (4) adjacent properties.
3. Washington Department of Natural Resources "Permit to Destroy" reports will not be prepared at this point in the project.
4. Title reports will be provided by the City of Vancouver.
5. No pre-construction survey or recording will be coordinated with County or developed with this project.
6. Post construction, the contractor's surveyor shall monument the centerline and right of way as indicated on the engineering plans, then file record of survey with County.

Deliverables:

- Draft and Final Right of Way plan in support of future ROW approval and acquisition processes
- Draft and Final Legal Descriptions and Sketches for up to four (4) properties totaling thirteen (13) documents
- Update Survey and ROW basemaps
- Updated existing ground surface

Traffic Memorandum

The Consultant will prepare a project specific traffic memo to augment original Heights Development traffic report submitted in task 4 for each of the final design projects identified by the City listed below. The documents will support the final design efforts including submittal of both Draft and Final supplemental memorandums to the City for concurrence to design efforts. The memorandum will be developed based the project specific area as defined in Appendix A.

- Develop project specific traffic analysis memorandum based on road and intersection improvements to document existing and future traffic conditions. This memorandum will supplement previous recommendations for the following:
 - o TMRA Loop Road East

Assumptions:

- PBS will submit draft reports, review comments, update reports as needed, and submit final memorandums.
- Lighting evaluation includes best practice for light placement but no photometrics

Deliverables:

- Draft and Final Traffic memorandum documenting including sight distance evaluation, queueing evaluation, lighting evaluation,

Illumination Design

The consultant will advance the illumination design at the conclusion of the preferred intersection control and configuration to 60-percent, 90-percent, and final construction contract documents as part of this task. The consultant will develop preliminary construction documents to the 60-percent design stage. These documents will consist of plans, a bid item list, and an opinion of probable construction cost.

- Participate in a design conference with the City Traffic Engineer at design kick-off.
- Review the existing street lighting as-built drawings within the vicinity of the project from the City and

explore the opportunity to extend existing system if possible.

- Identification and confirmation of the desired lighting poles and fixtures.
- Recommend and confirm standard type lighting that will be provided based on road classification.
- Conduct photometric analysis based on selected lighting poles and fixtures to determine light pole locations to meet City's lighting standards for facility that do not use City standard streetlight spacing.
- Develop preliminary street lighting pole layout based on City guidance and typical layout locations
- Coordinate with the Clark Public Utilities and City to verify the street light pole layout and the power source.
- This assumes roadway lighting along the entire length of the project study corridor.
- Preparation of construction cost estimates

The consultant will develop construction documents to the 90 percent design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost.

- Review and respond to City's 60% comments
- Prepare 90% street lighting plans
- Prepare special provisions
- Prepare construction cost estimates

The consultant will develop construction documents to the final design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule. Final documents will be sealed as appropriate for jurisdictional engineering review.

- Review and respond to City's 90% comments
- Prepare final street lighting plans
- Prepare special provisions
- Prepare construction cost estimates

Deliverables:

- Deliverables will be included within the roadway design scope.

Fiber Optic Design (GTE)

The consultant will advance the fiber optic design at the conclusion of the preferred intersection control and configuration to 60-percent, 90-percent, and final construction contract documents as part of this task.

The consultant will develop preliminary construction documents to the 60-percent design stage. These documents will consist of plans, an outline of special provisions to the standard specifications, a bid item list, and an opinion of probable construction cost.

- Coordinate with the City Traffic Engineer to obtain an understanding of the communication system along this corridor.
- Review the existing fiber optic as-built drawings within the vicinity of the project from the City and explore the opportunity to extend existing system if possible.
- Develop preliminary layout (e.g., which side of the road) based on City guidance
- Prepare 60-percent fiber optic plans reflecting locations for splice vaults, handholes, and connection

to existing fiber optic system (excludes wiring diagrams).

- Preparation of special provisions - table of content only
- Preparation of construction cost estimates

The consultant will develop construction documents to the 90 percent design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

- Review and respond to City's 60% comments
- Prepare 90% fiber optic plans including details
- Prepare special provisions
- Prepare construction cost estimates

The consultant will develop PS&E construction documents to the final design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule. Final documents will be sealed as appropriate for jurisdictional engineering review.

- Review and respond to City's 90-percent comments
- Prepare final fiber optic plans
- Prepare special provisions
- Prepare construction cost estimates

Deliverables:

- Deliverables will be included within the roadway design scope.

Streetscape Design

First Forty Feet team shall develop landscape plans for street improvements within TMRA Loop Road East as part of 60%, 90% and Final 100% submittals. The Consultant architects will coordinate with engineer's geometric layout, retaining walls, and curb island layouts.

60% Preliminary

- Prepare tree removal plan following VMC standards. Show limits of construction and tree unit calculations.
- Prepare plans showing preliminary surfacing types/finishes (if non-standard) and site furnishings, as applicable.
- Prepare plans showing preliminary Grand Loop special elements including but not limited to special streetscape paving areas, play elements/surfacing, seat walls, landscaped features, signage, environmental graphics, and attachment points for wayfinding and/or integrated public art.
- Prepare a preliminary list of recommended planting species in bullet format.
- Prepare preliminary plans showing limits of planting in conceptual format. Street tree locations will be conceptually shown.
- Prepare plans showing individual locations of grass areas, trees, and shrubs.
- Prepare a plant list with species, quantities, and sizes.
- Show areas where irrigation will be provided for planting and lawn areas.

- Itemized landscape cost estimate (Irrigation estimate to be lump sum).
- Work with Culture, Heritage, Arts Commission for public arts integration.

90% PS&E

- Address comments related to 60% submittal.
- Update tree plan with limits of disturbance revisions.
- Prepare plans showing surfacing types/finishes (if non-standard) and site furnishings, as applicable.
- Prepare plans showing Grand Loop special elements including but not limited to plaza areas, play structures/surfacing, site walls and/or stairs, and attachment points for wayfinding and/or art.
- Prepare plans showing revised individual locations of trees and planting.
- Update plant list with species, quantities, and sizes.
- Prepare landscape details including retaining wall materials and finishes.
- Itemized landscape cost estimate.
- Prepare 90% project specifications including current WSDOT amendments, GSP's and special provisions necessary for all landscape items; Grand Loop special elements will be documented in CSI format and will be bid as lump sum line item in WSDOT format bid.

100% PS&E

- Address review comments from the 90% plans and develop final construction documents to the 100% and Final design stage. Landscape plans package to consist of plans, details, specifications, and a bid item list. Grand Loop special elements will be documented in CSI format and will be bid as lump sum line item in WSDOT format bid.

Deliverables:

- Deliverables will be included within the roadway design scope.

Irrigation Design (PBS)

PBS shall develop irrigation plans for street improvements within TMRA Loop Road East as part of 90% and Final 100% submittals. PBS will coordinate with engineer's geometric layout, landscape design, retaining walls, and island layouts. No irrigation will be submitted for the 60% submittal but support will be provided to calculate a lump sum cost.

90% PS&E

- Prepare irrigation plans for planting areas approved at 60% including, connection points, pipe layouts, GPM zones and material lists.
- Prepare irrigation details.
- Prepare 90% project specifications including current WSDOT amendments, GSP's and special provisions necessary for all irrigation items.
- Prepare 90% cost estimate and bid item list.

100% PS&E

- Address review comments from the 90% plans and develop final construction documents to the 100% and Final design stage. Irrigation plans package to consist of plans, details, specifications, and a bid item list.

Deliverables:

- Deliverables will be included within the roadway design scope.

Roadway Design

The Consultant will address review comments on the 30% plans and develop construction documents to the 60% preliminary design stage. These documents will consist of plans, a bid item list, an opinion of probable construction cost.

The 60% plans shall include:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (3 sheets)
4. Survey Monumentation and Existing Conditions (1 sheets)
5. Construction signing plan (1 sheet)
6. Construction staging plans (4 sheets)
7. Site-specific traffic control plans (3 sheets)
8. Site prep/demolition plans (5 sheets)
9. Erosion control and grading plans (5 sheets)
10. Erosion control notes detail sheet (1 sheet)
11. Material Legend (1 sheet)
12. Material Plan (5 sheets)
13. Material Details (10sheets)
14. Layout Plan (5 sheets)
15. Layout Enlargement Plan (10 sheets)
16. Roadway plan over profile sheets showing basic roadway geometry information and stormwater layout (5 sheets)
17. Intersection layouts plan (3 sheet)
18. ADA Ramp Grading plans (6 sheets)
19. Stormwater facility detail sheet (3 sheets)
20. Utility Plan and Profile sheet (5 sheets)
21. Signing and striping plans (5 sheets)
22. Sign Legend Sheet (1 sheet)
23. Fiber interconnect plans (3 sheets)
24. Illumination plans (3 sheets)

25. Landscape Tree Protection Plans (5 sheets)
 26. Landscape Material Finishes and Furnishing Plans (5 sheets)
 27. Landscape Preliminary Material Details (2 sheets)
 28. Planting plans including preliminary plant schedule (5 sheets)
 29. Miscellaneous details sheet (8 sheets)
- Detailed geometric layout of intersection and grading for ADA purposes.
 - Updated cut and fill line determination.
 - Stormwater analysis using HydroCAD / WWHM software, basin delineation map, and storm system layout, preliminary stormwater/hydrology report.
 - Calculate quantities and prepare a 60% engineer's estimate of construction costs shown on the Civil plans.
 - Submit 60% plan set and cost estimate for review

Deliverables:

- 60% plans and cost estimates (PDF of [11-inch by 17-inch] the plan set and cost estimate)
- Preliminary Stormwater Report

The Consultant will address review comments from the 60% plans and develop construction documents to the 90% design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, an anticipated construction schedule.

The 90% plan set shall include the following sheets:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (3 sheets)
4. Survey Monumentation and Existing Conditions (1 sheets)
5. Construction signing plan (1 sheet)
6. Construction staging plans (4 Sheets)
7. Site-specific traffic control plans (3 sheets)
8. Site prep/demolition plans (5 sheets)
9. Erosion control and grading plans (5 sheets)
10. Erosion control notes detail sheet (1 sheet)
11. Material Legend (1 sheet)
12. Material Plan (5 sheets)
13. Material Details (10 sheets)
14. Layout Plan (5 sheets)
15. Layout Enlargement Plan (10 sheets)

16. Roadway plan over profile sheets showing basic roadway geometry information and stormwater layout (5 sheets)
 17. Intersection layouts (3 sheets)
 18. ADA Ramp Grading plans (6 sheets)
 19. Stormwater facility detail sheet (3 sheets)
 20. Utility Plan and Profile sheet (5 sheets)
 21. Signing and striping plans (5 sheets)
 22. Sign Legend sheet (1 sheet)
 23. Striping details (1 sheet)
 24. Fiber interconnect plans & details (5 sheets)
 25. Illumination plans and details (5 sheets)
 26. Landscape Tree Protection Plans (5 sheets)
 27. Landscape Material Finishes and Furnishing Plans (10 sheets)
 28. Landscape Material Details (5 sheets)
 29. Planting Plans (5 sheets)
 30. Planting Schedule (1 sheet)
 31. Planting Details (2 sheets)
 32. Irrigation plans (5 sheets)
 33. Irrigation detail sheets (2 sheets)
 34. Miscellaneous details sheet (8 sheets)
 35. Standard detail sheets (7 sheets)
- Compile stormwater analysis from 60%, update the analysis to match the 90% level design and prepare the updated stormwater/hydrology report.
 - Compute quantities and prepare an engineer's estimate of construction costs shown on the plans. Identify which bid items will require special provisions.
 - Prepare 90% level project specifications including current WSDOT amendments, GSP's, and special provisions necessary for this project.
 - Submit 90% plan set, specifications, draft construction schedule, and cost estimate for review.

Deliverables:

- 90% PS&E (PDF of the plan set [11- by 17-inches], specifications, draft construction schedule, and cost estimate)
- Final Stormwater Report

The Consultant will address review comments from the 90% plans and develop construction documents for the Final design submittal. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

Address the 90% comments. Final design phase plan set shall include:

1. Cover sheet (1 sheet)
2. General notes and legend sheet (2 sheet)
3. Typical sections (3 sheets)
4. Survey Monumentation and Existing Conditions (1 sheets)
5. Construction signing plan (1 sheet)
6. Construction staging plans (4 Sheets)
7. Site-specific traffic control plans (3 sheets)
8. Site prep/demolition plans (5 sheets)
9. Erosion control and grading plans (5 sheets)
10. Erosion control notes detail sheet (1 sheet)
11. Material Legend (1 sheet)
12. Material Plan (5 sheets)
13. Material Details (10 sheets)
14. Layout Plan (5 sheets)
15. Layout Enlargement Plan (10 sheets)
16. Roadway plan over profile sheets showing basic roadway geometry information and stormwater layout (5 sheets)
17. Intersection layouts (3 sheets)
18. ADA Ramp Grading plans (6 sheets)
19. Stormwater facility detail sheet (3 sheets)
20. Utility Plan and Profile sheet (5 sheets)
21. Signing and striping plans (5 sheets)
22. Sign Legend sheet (1 sheet)
23. Striping details (1 sheet)
24. Fiber interconnect plans & details (5 sheets)
25. Illumination plans and details (5 sheets)
26. Landscape Tree Protection Plans (5 sheets)
27. Landscape Material Finishes and Furnishing Plans (10 sheets)
28. Landscape Material Details (5 sheets)
29. Planting Plans (5 sheets)
30. Planting Schedule (1 sheet)
31. Planting Details (2 sheets)

- 32. Irrigation plans (5 sheets)
- 33. Irrigation detail sheets (2 sheets)
- 34. Miscellaneous details sheet (8 sheets)
- 35. Standard detail sheets (7 sheets)

- Address preliminary stormwater report comments and submit final stormwater report for approval.
- Prepare final special provisions as needed for nonstandard items shown on the plans and compile the project specifications.
- Compute quantities and prepare an engineer's estimate of construction costs.
- Submit 100% plans, special provisions, and estimate for review.
- Address City review comments regarding the PS&E.

Deliverables:

- Final plans, special provisions, construction schedule, and estimate
- Final stormwater report
- Bid documents

NPDES Construction Stormwater General Permit (Revised)

The Consultant shall coordinate with the Department of Ecology, prepare and submit a Construction Stormwater General Permit application and transfer of permit to the selected Contractor. Consultant staff will prepare the permit application and Notice of Intent (NOI). The NOI will be submitted to the local newspaper. Consultant will prepare the Transfer of Coverage and Notice of Termination forms for City and Contractor signature and submittal, which will constitute transfer of coverage to the Contractor.

In addition, Consultant will prepare the SWPPP to be kept at the site during construction.

Deliverables:

- Permit Application
- Notice of Intent (NOI)
- SWPPP
- Transfer of Coverage Form
- Notice of Termination Form

Consultant Grant Funding Support

The Consultant shall coordinate with the City of Vancouver to provide grant funding support two (2) grant applications related to this project including two (2) exhibits, one (1) project narrative, and one (1) cost estimate for each grant application.

Traffic data required to support evaluations of cost benefits are assumed to have been developed within other tasks. This task does not include the consultant researching or identifying funding opportunities.

Deliverables:

- Project Graphics - x4
- Narratives describing proposed improvements - x2
- Cost estimates based on proposed design - x2

Utility Coordination & Design

Contact utilities within the project limits and obtain existing system mapping. Review mapping for consistency with project base map.

Conduct a utility reconnaissance of the project corridor to determine visual evidence of underground and above ground utility facilities and confirm utility provided facility maps and project base map completeness.

Identify and discuss with each utility special requirements associated with their facility relocation or modification.

Utility Meetings (Revised)

Up to three group utility meetings will be organized and facilitated to provide updated project information. Such meetings will address known facilities, potential for impact, timing requirements for potential relocations, and initial information of reimbursable requirements. Meetings will also allow the exchange of each utility's relocation plans with the other utilities in order to maximize compatibility of relocation designs and utility and roadway construction sequencing. Meeting agendas and summaries will be prepared and transmitted to utility representatives, City, and Consultant team members.

Conflict Identification, Analysis and Recommended Resolution (Revised)

PBS will identify and analyze utility conflicts and compile and distribute utility conflict lists involving aboveground, surface, and underground conflicts, and make conflict resolution recommendations to utilities.

The Consultant will produce utility conflict plan sheets based on preliminary (60%) design plans and accompanying utility conflict spreadsheets indicating conflict item number, type of utility, conflict status, average cover during and after construction, whether utility is in or out of public right-of-way, and comments. This subtask assumes four (4) different utility operators.

Finalize conflict analysis and conflict spreadsheets based on 90% design plans

Revise conflict analysis and conflict spreadsheets based on 100% design plans

Conflict Notification and Utility Relocations (Revised)

Notify the impacted utilities and coordinate the efforts of the utility agencies in developing and executing a plan for relocating utilities to resolve conflicts with the project design. As part of that effort:

Prepare and deliver to each involved utility owner a conflict notice with attached conflict list and map. Assume up to six (6) different utility operators. Notice shall require a utility response in the form of a proposed facility adjustment plan and schedule to complete the utility work. Allow each utility a 30-day period to respond with a proposal from date of the notice.

Review utilities' proposed relocation plans to verify that identified conflict items are addressed and that the plans accommodate and conform to the construction requirements for the project. Provide written approval of each utility's relocation plan. Up to six (6) total reviews will be performed for the utilities' relocation plans (average 1.5 per utility).

Assumptions:

- City will provide utility plans, GIS, and other supporting documents for City utilities within the project corridor.
- PBS will coordinate with upto four franchise utility providers as part of this task (power, phone, cable, gas).

- Utility design location fees, if any, are not included in Consultant’s costs and will be paid by the City if required.
- Utilities will provide as-built system maps of their facilities within the project corridor.
- Additional ROW and/or easements that may be required for relocated utilities, is the responsibility of the utilities or the City in the event of prior rights.

Deliverables:

- Meeting agendas and summaries for each utility meeting (3 total)
- Final contact & communication log.
- Utility conflict memo at 60% plans
- Conflict notice letters and attachments for each utility
- 90% and 100% utility conflict analysis based on design plans
- Review and comments on utility relocation plans
- Joint utility trench coordination (assumes up to 6 utility companies)
- TMRA utility designs including joint trench locations included with roadway design package

Task 8: Bidding and Construction Support Services (Reserved)

IV. Fee –

Please see attached Project Fee Worksheet (Appendix B) illustrating fee information broken down for each firm’s project team. Reimbursable for this project are included in the overall fee.

The Heights Public Infrastructure:	Consultant	Fee
Prime Consultant – Project Management/Design Oversight/Communication Plan	FIRST FORTY FEET	\$581,209
100% Roadway Design, Utility, Civil Design, Infrastructure, Traffic Lighting and Irrigation Design;	PBS Engineering	\$2,404,150
Cost Estimating at 60%, 90%, 100%	DCW Cost	\$13,860
Total		2,999,219

Appendix A



The Heights District Project 100% Design Documentation Proposed Fee Schedule	First Forty Feet						PBS Engineering	DCW Cost	Task Labor Total
	W.Grimm	J. Graf	J. Brackenhoff	C. Trivisonno	M. Doherty	K. Faria			
	Project Manager	Design Coordination	Urban Design Details	Outreach	Documentation	Admin			
	\$165	\$145	\$125	\$115	\$110	\$95			

TASK	SCOPE OF WORK	hours					hours	hours	
TASK 1	PROJECT ORIENTATION								
1.1	Contract Administration, Invoicing, and Progress Reports					31.89			
1.2	Project Management Meetings								
	- PMT Meeting (4)	4	4	4	4				
	- Project Management Progress Meetings (15)	15	10	8	8				
	- TAC - Technical Design Meetings (20)	10	6	10	6				
	- Public Agency Meetings (4)	4	2	4	2				
	- City Council Updates (2)	2							
1.3	Management, Coordination, and Direction	32	10	10	8				
1.4	Quality Assurance/Quality Control	40	16	36	8	36			
1.5	Project Management Team (PMT) Kick-off								
	- Kick-off Agendas/ Materials / Summaries (1)	2	2	2					
Subtotal Staff Hours		109	50	74	36	36	31.89		
Subtotal Labor by Firm				336.89				0	0
Subtotal Staff Labor Cost		\$17,985	\$7,250	\$9,250	\$4,140	\$3,960	\$3,030		
Subtotal Labor Cost by Firm				\$45,615				0	0

Task 2	COMMUNICATION PLAN - 15 weeks									
2.1	Engagement Purpose, Objectives and Goals	10	12	8	16					
2.2	Outreach Content and Materials Support									
	- Project Overview	4	2	2	8					
	- Progress Graphics	6	2	2	10					
	- Timeline Graphics	4	2	2	8					
	- Modified Illustrative Graphics and Plans	8	2		16					
	- Periodic Update	16	8	4	4					
2.4	Project Engagement Milesones and Topics									
	Engagement #3 - 60% Documenation Progress Update									
	- SEE TASK 6									
	Engagement #4 - 95% Documentation Progress Update									
	- SEE TASK 6									
	Meeting Materials & Presentations									
2.5	Engagement Schedule and Content Review Schedule									
	- SEE TASK 6									
Subtotal Staff Hours		48	28	18	62	0	0			
Subtotal Labor by Firm				156				0	0	
Subtotal Staff Labor Cost		\$7,920	\$4,060	\$2,250	\$7,130	\$0	\$0			
Subtotal Labor Cost by Firm				\$21,360				0	0	

TASK 4	Design Development Documents									
4.5	TMRA Geometry									
	- Right of Way Plans	16	10	20		24				
	- Field Infiltration Testing	2	2							
4.6	Geotechnical Engineering									
	- Soils Testing	2	2							
	- Geotechnical Engineering Analyses	2	2							
4.7	Traffic Engineering									
	- Traffic Reports	2	6							
Subtotal Staff Hours		24	22	20	0	24	0			
Subtotal Labor by Firm				90				0	0	
Subtotal Staff Labor Cost		\$3,960	\$3,190	\$2,500	\$0	\$2,640	\$0			
Subtotal Labor Cost by Firm				\$12,290				0	0	

TASK 5	Permitting									
5.1	- Preliminary Permitting Assessment	16		4						
5.2	- Permitting Preparation	16		4						
Subtotal Staff Hours		32	0	8	0	0	0			
Subtotal Labor by Firm				40				0	0	
Subtotal Staff Labor Cost		\$5,280	\$0	\$1,000	\$0	\$0	\$0			
Subtotal Labor Cost by Firm				\$6,280				0	0	

TASK 6	Project Specific Public Involvement									
6.1	Stakeholder Matrix & Schedule	8	4	4	10					
6.2	Small Group Stakeholder Updates	16	4	8	4					
6.3	City Council Updates - Prep	8	4		8					
6.4	Commissions Meetings - Input & Design Integration	24	10	36	24					
6.5	Project Specific Open Houses and Community Surveys	8	8	16	16					
6.6	Public Arts Integration	8		10	8					
Subtotal Staff Hours		72	30	74	70	0	0			
Subtotal Labor by Firm				246				0	0	
Subtotal Staff Labor Cost		\$11,880	\$4,350	\$9,250	\$8,050	\$0	\$0			
Subtotal Labor Cost by Firm				\$33,530				0	0	

TASK 7	Final Design Development Documents									
7.1	Mill Plain & MacArthur Intersection									
	- Project Survey	4	2	2		8				
	- Traffic Memorandum	2	6							
	- Stormwater Design	4		4						
	- Illumination Design	10	2	10		8				
	- Fiber Optic Design	2		2						
	- Landscape Design	8		10		16				
	- Streetscape Design Refinement	8	10	12		4				
	- Irrigation Design	4	2	2						
	- Roadway Design	16	36	16		32				
	- NPDES Constuction Stormwater Feneral Permit	4	4							
	- Utility Coordination	4	4							
	- Cost Estimating	2		2						
7.2	MacArthure & Lieser Intersection Project Survey									
	- Project Survey	4	2	2		8				
	- Traffic Memorandum	2	6							
	- Stormwater Design	4		4						
	- Illumination Design	10	2	10		8				
	- Fiber Optic Design	2		2						
	- Landscape Design	8		10		16				
	- Streetscape Design Refinement	8	10	12		4				
	- Irrigation Design	4	2	2						
	- Roadway Design	16	36	16		32				
	- NPDES Constuction Stormwater Feneral Permit	4	4							
	- Utility Coordination	4	4							
	- Cost Estimating	2		2						
7.3	TMRA Loop Road North									
	- Project Survey	4	2	6		8				
	- Traffic Memorandum	2	6							
	- Stormwater Design	4	2	4						
	- Illumination Design	10	2	10						
	- Fiber Optic Design	2	2	2						
	Streetscape Design Refinement	0								
	- Design Coordination	20	10	20	10	6				
	- Railing Design & Coordination	2		16		24				
	- Material Research & Selection	16		60		20				
	- 3 Major Play Elements / Features Design	10		36		24				
	- 3 Major Play Element / Features Documentation	16		60		20				
	- 3 Mid-Tier Play Elements / Features Design	10		36		24				
	- 3 Mid-Tier Play Elements / Features Documentation	16		60		20				
	- 6 Minor Play Elements / Features Design	10		36		24				
	- 6 Minor Play Elements / Features Documentation	16		60		20				
	- Wayfinding and Navigation Elements									
	- Navigation Directory Design & Coordination	6		24		24				
	- Mile Marker Design & Coordination	2		12		16				
	- Amenity Destination Signage Design & Coordination	2		20		12				
	- Directional Pole Design & Coordination	2		20		12				

The Heights District Project 100% Design Documentation Proposed Fee Schedule	First Forty Feet						PBS Engineering	DCW Cost	Task Labor Total
	W.Grimm	J. Graf	J. Brackenhoff	C. Trivisonno	M. Doherty	K. Faria			
	Project Manager	Design Coordination	Urban Design Details	Outreach	Documentation	Admin			
	\$165	\$145	\$125	\$115	\$110	\$95			
- Story Walk Design & Coordination	12	6	64	10	12				
- Brand & Identity Refinement	10		24						
- Irrigation Design	4	2	2						
- Roadway Design	16	36	16		32				
- NPDES Constuction Stormwater Feneral Permit	4	4							
- Utility Coordination	4	4							
- Cost Estimating	2		2						
7.4 TMRA Loop Road East									
- Project Survey	4	2	6		8				
- Traffic Memorandum	2	6							
- Stormwater Design	4	2	4						
- Illumination Design	10	2	10						
- Fiber Optic Design	2	2	2						
Streetscape Design Refinement	0								
- Design Coordination	20	10	20	10	6				
- Railing Design & Coordination	2		16		24				
- Material Research & Selection	16		60		20				
- 3 Major Play Elements / Features Design	10		36		24				
- 3 Major Play Element / Features Documentation	16		60		20				
- 3 Mid-Tier Play Elements / Features Design	10		36		24				
- 3 Mid-Tier Play Elements / Features Documentation	16		60		20				
- 6 Minor Play Elements / Features Design	10		36		24				
- 6 Minor Play Elements / Features Documentation	16		60		20				
- Wayfinding and Navigation Elements									
- Navigation Directory Design & Coordination	6		24		24				
- Mile Marker Design & Coordination	2		12		16				
- Amenity Destination Signage Design & Coordination	2		20		12				
- Directional Pole Design & Coordination	2		20		12				
- Story Walk Design & Coordination	12	6	64	12	12				
- Brand & Identity Refinement	10		24						
- Irrigation Design	4	2	2						
- Roadway Design	16	36	16		32				
- NPDES Constuction Stormwater Feneral Permit	4	4							
- Utility Coordination	4	4							
- Cost Estimating	2		2						
7.5 Consultant Grant Funding Support	2	8							
Subtotal Staff Hours	542	292	1300	42	732	0			
Subtotal Labor by Firm	2908								
Subtotal Staff Labor Cost	\$89,430	\$42,340	\$162,500	\$4,830	\$80,520	\$0			
Subtotal Labor Cost by Firm	\$379,620								
Total Staff Hours	827	422	1,494	210	792	32			
Total Labor by Firm	3776.89								
Total Staff Labor Cost	\$136,455	\$61,190	\$186,750	\$24,150	\$87,120	\$3,030			
Subtotal Cost by Firm	\$498,695						\$2,404,150	\$13,860	\$2,916,705
Reimbursable Expenses by Firm							\$9,974		\$9,974
Total Cost by Firm	\$508,668						\$2,404,150	\$13,860	
SubConsultant Markup (3%)									\$72,540
Overall Project Fee									\$2,999,219

[illegible]

Haz Report Analysis	NA
Traffic Counts	NA
Survey (TC and Title Reports)	3000
Survey (Private Utility Locates)	1500

Estimate update with landscape design	
V3 #	\$ 2,282,390.00
V4 # Update	\$ 2,404,150.00
Delta Increase	\$ 121,760.00



415 1st Ave N, #9671
Seattle, WA 98109

220 NW 8th Ave
Portland, OR 97209

206 259 2990
www.dcwcost.com
WBE WOSB SCS

February 14, 2023

William Grimm
First Forty Feet
2260 NW Everett St, Ste 10
Portland, OR 97210

RE: The Heights District Tower Mall Redevelopment Area Public Infrastructure

FP-WA-2021-0183

Dear William Grimm,

Thank you for inviting our team to submit a proposal for Cost Consulting services on this project.

My understanding of the scope of services to be provided is incorporated into the attached assumptions as detailed in Schedule 1. The proposed fees in Schedule 2 assume these terms & conditions will be in effect for the provision of our services, and we reserve the right to adjust our fee should these be changed, or should we be required to execute a different contract between us.

I look forward to the opportunity of assisting you on this particular project. If you have any questions regarding these fees or the scope of our services, please do not hesitate to contact me. If you are in agreement with the scope, fees, and contract terms, please sign as indicated, retain a copy, and return the signed copy.

Sincerely,

A handwritten signature in black ink, appearing to be "TD", with a long horizontal line extending to the right.

Trish Drew, CPE, LEED AP
Managing Director

SCHEDULE 1

DCW COST MANAGEMENT, LLC's Basic Services

Project Description:

We understand that the project comprises cost planning for The Heights District Tower Mall Redevelopment Area Public Infrastructure located in Vancouver, WA. The cost study scope of work includes costing the 60%, 95%, and 100% design drawings.

The intended design package consists of linear park elements for the Grand Loop North and East. The three-quarter mile Grand Loop involves distinct segments and is designed through the concept of 'play' as an inclusive activity where multiple generations benefit.

It is complemented by the MacArthur 'greenbelt', the Neighborhood Park, and Civic Park (plaza and festival street). These areas offer an opportunity for engagement to inform programming and design with insight and feedback on how these spaces will be used and what elements are valued. The Parks and Recreation Commission, school, neighborhood associations, neighborhood residents, property owners and businesses would be oriented to this topic.

Detailed Scope of Work:

Task 1 60% Design

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Unifomat II component format.
- This stage includes a maximum of three alternates.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

Task 2 95% Design

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Unifomat II component format.
- This stage includes a maximum of two alternates.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

Task 3 100% Design

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Unifomat II component format.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

SCHEDULE 2**Fee Schedule****Fee Breakdown**

	HRS	RATE	SUM
Task 1 60% Design	24	\$165	\$3,960.00
Task 2 95% Design	32	\$165	\$5,280.00
Task 3 100% Design	28	\$165	\$4,620.00
SUM Total	84		\$13,860.00

The services in the scope of work (Attachment 1) will be performed on an **Hourly Basis NTE (not to exceed)** the amount of **\$13,860**.

The fees are valid for ninety days from the date of this proposal. Should any of the above tasks be deleted from our scope of services, we reserve the right to adjust the above fees, to reflect possible resultant changes to the scope of the remaining service.

The fee assumes that drawings, specifications, and reports required for the performance of our work will be provided electronically, at no cost to DCW Cost Management, LLC. Should you require printed copies of our opinions of probable construction cost, this fee assumes that we will provide a maximum of six copies of each report.

(end of page)

February 14, 2023

SCHEDULE 3**DCW COST MANAGEMENT, LLC Current Hourly Rate Schedule**

All other services not detailed above, including additional estimates, further revisions to completed estimates, use of different estimating formats, additional meeting attendance, value engineering, reconciliation with cost estimates prepared by other parties beyond that specifically included above, or bidding and construction phase services will be considered additional services. Unless otherwise agreed prior to the work being carried out, our fees for any additional services will be based on time expended at our normal billing rates prevailing at the time the work is carried out. Currently, these hourly rates are:

	<u>Bill Rate</u>
Directors	\$175.00
Specialists	\$165.00- \$175.00
Cost Estimators*	\$150.00 - \$165.00
Clerical	\$ 95.00
Deposition and Trial	Additional 50%

*Primary work performed by Cost Estimators

Confirmation of Agreement: This letter correctly sets out the scope and fees to be provided by DCW Cost Management, LLC for the proposed project.

DCW COST MANAGEMENT, LLC.

Client: First Forty Feet

DATE: 2/14/2023

DATE:

By: Trish Drew

By: William Grimm

Its: Managing Director

Its: Principal



SERVICE AGREEMENT C-100846**AMENDMENT No. 2****HEIGHTS DISTRICT MASTER PLAN & CONSTRUCTION**

This Agreement amends the Professional Services Agreement number C-100846 by and between the City of Vancouver, hereinafter referred to as "City", and First Forty Feet LLC, hereinafter referred to as "Contractor", whose address is 415 NW Couch St, Suite 205, Portland, OR 97209, for services offered.

This amendment amends the original agreement as follows:

1. **Amend** the language contained in Section 4, Term of Agreement, with language in herein:
 - Term date extended to July 31, 2023.
2. Ratification: Acts taken pursuant to this Amendment but prior to its effective date are hereby ratified and confirmed.

This amendment in no way alters any other provisions of the original agreement.

CITY OF VANCOUVER

A municipal corporation

DocuSigned by:



Eric Holmes, City Manager

4/20/2023

Date

Attest:

DocuSigned by:



Natasha Ramras, City Clerk

Approved as to form:

DocuSigned by:



Jonathan Young, City Attorney

CONTRACTOR:

First Forty Feet LLC

DocuSigned by:



Signature

william Grimm

Principal

Printed Name /Title

4/19/2023

Date

SERVICE AGREEMENT C-100846

AMENDMENT No. 1

HEIGHTS DISTRICT MASTER PLAN & CONSTRUCTION

This Agreement amends the Professional Services Agreement number C-100846 by and between the City of Vancouver, hereinafter referred to as "City", and First Forty Feet LLC, hereinafter referred to as "Contractor", whose address is 415 NW Couch St, Suite 205, Portland, OR 97209, for services offered.

This amendment amends the original agreement as follows:

1. **Amend** the language contained in Section 4, Term of Agreement, with language in herein:
 - Term date extended to April 30, 2023.
2. Ratification: Acts taken pursuant to this Amendment but prior to its effective date are hereby ratified and confirmed.

This amendment in no way alters any other provisions of the original agreement.

CITY OF VANCOUVER

A municipal corporation

DocuSigned by:

75A9183485CA467...

Eric Holmes, City Manager

2/27/2023

Date

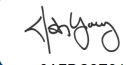
Attest:

DocuSigned by:

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Natasha Ramras, City Clerk

Approved as to form:

DocuSigned by:

8A7DC2E31F094A2...

Jonathan Young, City Attorney

CONTRACTOR:

First Forty Feet LLC

DocuSigned by:

C28FE147D0CC465...

Signature

William Grimm Principal

Printed Name /Title

2/13/2023

Date



**CITY OF VANCOUVER SERVICES
AGREEMENT No. C-100846**

This Services Agreement (hereinafter referred to as the “Agreement”) is entered into by and between the City of Vancouver, Washington, a municipal corporation organized under the laws of the State of Washington, (hereinafter referred to as the "City") and First Forty Feet (hereinafter referred to as the "Contractor"). The City and Contractor may be collectively referred to herein as the “parties” or individually as a “party”.

WHEREAS, the City desires to engage the Contractor to perform services as described in this Agreement; and

WHEREAS, the City advertised and issued a Request for Qualifications, numbered 31-21 (hereinafter referred to as the “solicitation”) and after evaluation of the Contractor’s responsive proposal, found the Contractor be capable of performing the required services; and

WHEREAS, the Contractor represents by entering into this Agreement that it is fully qualified to perform the services described herein in a competent and professional manner, and to the full satisfaction of the City.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

- 1. SCOPE OF WORK:** The Contractor agrees to provide the City all services and materials set forth below in the scope of work identified in Attachment "A", incorporated herein by this reference, and made a part of this Agreement as if fully set forth herein.

All work must be authorized and approved by the City’s Project Manager before any work can begin. The Contractor shall approach each project in a manner consistent with its usual customary business practices. The Contractor shall actively seek collaborative input from City staff.

- 2. COMPENSATION:** Payment to the Contractor for the work described in this Agreement shall not exceed \$2,072,250.00 USD.

This payment shall be maximum compensation for the work and for all labor, materials, supplies, equipment and incidentals necessary to complete the work as set forth herein, and it shall not be exceeded without the City's prior written authorization in the form of a negotiated and executed amendment.

3. **PAYMENT FOR CONTRACTOR SERVICES:** The Contractor shall submit monthly invoices to City covering both professional fees and project expenses, if any, for fees and expenses from the previous month. Payments to Contractor shall be net thirty (30) days.

The City reserves the right to correct any invoices paid in error. The Contractor shall be paid according to the rates set forth below in Attachment "B", incorporated herein by this reference, and made a part of this Agreement as if fully set forth herein.

City and Contractor agree that any amount paid in error by City does not constitute a rate change in the amount of the contract. The City's contract/purchase order (PO) number given on the notice to proceed must be referenced on any invoice submitted for payment.

4. **TERM OF AGREEMENT:** The term of this Agreement shall commence on March 14, 2022 and continue until March 13, 2023. Unless directed otherwise by the City, Contractor shall perform the work in accordance with any schedules made a part of this Agreement.
5. **ORDER OF PRECEDENCE:** Where there is a conflict among or between any of these documents, the controlling documents shall be the first listed in the following sequence: Amendments to this Agreement; this Agreement; Contract Purchase Orders; the Contractor's responsive proposal to the City's solicitation, and the City's solicitation.
6. **RELATION OF PARTIES:** The Contractor, and its subcontractors, agents, employees, or other vendors contracted by the Contractor to provide services or other work for the purpose of meeting the Contractor's obligations under this agreement (collectively referred to as "subcontractors"), are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its subcontractors shall not, as a result of this Agreement, accrue leave, retirement, insurance, bonding or any other rights, privileges, or benefits afforded to City employees. The Contractor and its subcontractors shall not have the authority to bind City in any way except as may be specifically provided herein.
7. **E-VERIFY:** The Contractor shall enter into and register a Memorandum of Understanding with the Department of Homeland Security E-Verify program within sixty (60) days after execution of this Agreement. The Contractor shall ensure all Contractor employees and any subcontractors assigned to perform work under this Agreement are eligible to work in the United States. The Contractor shall provide verification of compliance upon the request of the

City. Failure by the Contractor to comply with this subsection shall be considered a material breach.

- 8. DELAYS AND EXTENSIONS OF TIME:** If the Contractor is delayed at any time in the progress of the work covered by this Agreement, by any causes beyond Contractor's control, the time for performance may be extended by such time as shall be mutually agreed upon by the Contractor and the City and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to the City.
- 9. OWNERSHIP OF RECORDS AND DOCUMENTS:** Any and all work product prepared by the Contractor in the course of performing this Contract shall immediately become the property of the City. In consideration of the compensation provided for by this Agreement, the Contractor hereby further assigns all copyright interests in such work product to the City. A copy may be retained by the Contractor. Previously owned intellectual property of Contractor, and any know-how, methodologies or processes used by the Contractor to provide the services or project deliverables under this Agreement shall remain property of the Contractor.
- 10. TERMINATION FOR PUBLIC CONVENIENCE:** The City, at its sole discretion, may terminate this contract for convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the City.

In the event this Agreement is terminated prior to the completion of work, the Contractor will only be paid for the portion of the work completed at the time of termination of the Agreement.

- 11. TERMINATION FOR DEFAULT:** If the Contractor defaults by failing to perform any of the obligations of the Agreement, including violating any law, regulation, rule or ordinance applicable to this Agreement, or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the Agreement, and at the City's option, obtain performance of the work elsewhere.

If the Agreement is terminated for default, the Contractor shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the City in completing the work, and all damage sustained, or which may be sustained by the City by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if

the notice of termination had been issued pursuant to the termination for public convenience paragraph herein.

- 12. OPPORTUNITY TO CURE:** The City at its sole discretion may in lieu of a termination allow the Contractor to cure the defect(s), by providing a “Notice to Cure” to Contractor setting forth the remedies sought by City and the deadline to accomplish the remedies. If the Contractor fails to remedy to the City’s satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within the time stated time, the City shall have the right to terminate the Contract without any further obligation to the Contractor. Any such termination for default shall not in any way operate to preclude the City from also pursuing all available remedies against the Contractor and its sureties for said breach or default, including but not limited to termination of this Contract for convenience.
- 13. COMPLIANCE WITH THE LAW:** The Contractor agrees to comply with all relevant, Federal, State, and Municipal laws, rules, policies, regulations or ordinances in the performance of work under this Agreement.
- 14. CITY BUSINESS AND OCCUPATION LICENSE:** The Contractor will be required to obtain a business license when contracting with the City unless allowable exemptions apply. The Contractor shall contact the State of Washington Business License Service (BLS) at: <http://bls.dor.wa.gov/file.aspx>, or by phone at 800-451-7985, or go to www.bls.dor.wa.gov/cities/vancouver.aspx or www.cityofvancouver.us/businesslicense, to determine whether a business license is required pursuant to the Vancouver Municipal Code (VMC) Chapter 5.04.
- 15. LIABILITY AND HOLD HARMLESS:** The Contractor agrees to indemnify, defend, save and hold harmless the City, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, of whatsoever kind or nature (including patent infringement or copyright claims) to the extent arising out of, or in connection with, or incident to, the negligent performance or willful misconduct pursuant to this Agreement. This indemnity and hold harmless shall include any claim made against the City by an employee of Contractor or subcontractor or agent even if Contractor is thus otherwise immune from liability pursuant to the workers’ compensation statute, Title 51 Revised Code of Washington (RCW), except to the extent that such liability arises from the concurrent negligence of both the City and the Contractor, such costs, fees and expenses shall be shared between the City and the Contractor in proportion to their relative degrees of negligence. The Contractor specifically acknowledges the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that the Contractor provide the broadest scope of indemnity permitted by RCW 4.24.115. The Contractor is an independent contractor and responsible for the safety of its employees.

16. INSURANCE: The Contractor shall obtain and keep in force during the entire term of this agreement, liability insurance against any and all claims for damages to person or property which may arise out of the performance of this Contract whether such work shall be by the Contractor, subcontractor or anyone directly or indirectly employed by either the Contractor or a subcontractor.

All liability insurance required herein shall be under a Comprehensive or Commercial General Liability and business policies.

COVERAGE	LIMITS OF LIABILITY
I. Commercial General Liability:	
Policy shall include Bodily Injury, Property Damage, Personal Injury and Broad Form Contractual Liability	
Each Occurrence	\$1,000,000
General Aggregate Per Occurrence	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Blanket Contractual Liability	\$1,000,000
II. Commercial Automobile Liability	
Policy shall include Bodily Injury and Property Damage, for any owned, Hired, and/or Non-owned vehicles used in the operation, installation and maintenance of facilities under this agreement.	
Combined Single Limit	\$1,000,000
III. Workers' Compensation (applicable to the State of Washington)	
Per Occurrence	
Employer's Liability	\$1,000,000
Disease Each Employee	\$1,000,000
Disease Policy Limit	\$1,000,000
Each Claim	\$1,000,000
Annual Aggregate	\$1,000,000
IV. Professional Liability	
Policy shall include coverage against any and all claims for damages to person or property which may arise out of the performance of this Contract whether such work shall be by the Contractor, subcontractor or anyone directly or indirectly employed by either the Contractor or a subcontractor	\$1,000,000

In addition to the coverage and limits listed above the Contractor's insurance must all contain the following:

- a. City Listed as an Additional Insured. The City of Vancouver, its Agents, Representatives, Officers, Directors, Elected and Appointed Officials, and Employees must be named as an additional insured. The required Additional Insured endorsements shall be at least as

broad as ISO CG 20 10 11 85, or its equivalent CG 20 10 07 04 and CG 20 37 07 04 must be included with the Certificate of Insurance.

- b. Either the Commercial General Liability or the Workers' Compensation policy must be endorsed to include "Washington Stop Gap" insurance. The limits and aggregates referenced must apply to the Stop Gap coverage as well and must be indicated on the certificate.
- c. Employment Security. The Contractor shall comply with all employment security laws of the State in which services are provided and shall timely make all required payments in connection therewith.
- d. The City of Vancouver shall be listed on the Certificate as the Certificate Holder.
- e. Coverage Trigger: The insurance must be written on an "occurrence" basis. This must be indicated on the Certificate.

Contractor shall provide evidence of all insurance required, at the City's request, by submitting an insurance certificate to the City on a standard "ACORD" or comparable form.

All policies shall be issued by an insurance company licensed to do business in the State of Washington. The City of Vancouver may inspect all policies and copies shall be provided to the City upon request.

17. NOTICES: All notices which are given or required to be given pursuant to this Agreement shall be hand delivered, mailed postage paid, or sent by electronic mail as follows:

For the City:
Anna Vogel
City of Vancouver
415 W 6th Street
P O Box 1995
Vancouver WA 98668-1995
Email: anna.vogel@cityofvancouver.us

For the Contractor:
William Grimm
First Forty Feet
412 NW Couch St, Suite 205
Portland, OR 97209
Email: will@firstfortyfeet.com

Either party may change the designated contact or any information listed above by giving advance notice in writing to the other party.

- 18. AMENDMENTS:** All changes to this Agreement, including changes to the scope of work and compensation sections, must be made by written amendment and signed by all parties to this Agreement.
- 19. SCOPE OF AGREEMENT:** This Agreement incorporates all the agreements, covenants and understanding between the parties hereto and are merged into this written Agreement. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless set forth in this Agreement.
- 20. RATIFICATION:** Acts taken pursuant to this Agreement but prior to its effective date are hereby ratified and confirmed.
- 21. GOVERNING LAW/VENUE:** This Agreement shall be deemed to have been executed and delivered within the State of Washington, and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Clark County, Washington.
- 22. COOPERATIVE PURCHASING:** The Washington State Inter-local Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By having executed this Agreement, the Contractor agrees that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the City incurring any financial or legal liability for such purchases. The City agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the City is not held financially or legally liable for purchases and that any public agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.
- 23. PUBLIC DISCLOSURE COMPLIANCE:** The parties acknowledge that the City is an “agency” within the meaning of the Washington Public Records Act, Chapter 42.56 RCW, and that materials submitted by the Contractor to the City become public record. Such records may be subject to public disclosure, in whole or part and may be required to be released by the City in the event of a request for disclosure. In the event the City receives a public record request for any data or deliverable that is provided to the City and that is licensed from the Contractor, the City shall notify the Contractor of such request and withhold disclosure of such information for not less than five (5) business days, to permit the Contractor to seek judicial protection of such information, provided that the Contractor shall be responsible for attorney fees and costs in such action and shall save and hold harmless the City from any costs, attorney fees or penalty assessment under Chapter 42.17 RCW for withholding or delaying public disclosure of such information.

24. DEBARMENT: The Contractor certifies that it is not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal, State or local department or agency.

25. NONDISCRIMINATION: The City of Vancouver, WA is an equal opportunity employer. In the performance of this Agreement, the Contractor will not discriminate against any employee or applicant for employment on the grounds of race, creed, color, national origin, sex, sexual orientation, marital status, age or the presence of any sensory, mental or physical handicap.

The undersigned, as the authorized representatives of the City and Contractor respectively, agree to all of the terms and conditions contained in this Agreement, as of the dates set forth below.

CITY OF VANCOUVER

A municipal corporation

DocuSigned by:



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Eric Holmes, City Manager

3/14/2022

Date

Attest:

DocuSigned by:



B6F6734E48E94AE...

Natasha Ramras, City Clerk

Approved as to form:

DocuSigned by:



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Jonathan Young, City Attorney

CONTRACTOR:

First Forty Feet

DocuSigned by:



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Signature

william Grimm Principal

Printed Name /Title

3/2/2022

Date

Attachment "A"

Scope of Work



Planning
Urban Design
Place Strategy

Introduction

The First Forty Feet (FFF) Consultant Team have been selected by the City of Vancouver (COV or City) to prepare construction and permitting documents for the Heights District public infrastructure, henceforth referenced as the Heights District Project and described further throughout the scope of work as "Project". The scope of work will include design confirmation of planning elements, placemaking strategies, public open space design, key stakeholder engagement, land use planning, traffic and design engineering, environmental analysis, capital investment strategies and other related professional services as identified in the Request for Qualifications (RFQ) #31-21 for the *Heights District Tower Mall Redevelopment Area Public Infrastructure Master Plan and Construction Documents*.

Concurrent with the Project, COV is managing implementation of an Equitable Development Plan for the Heights District. The Equitable Development Plan seeks to prioritize community-identified improvements and needs while maximizing community benefits and minimizing displacement risk resulting from these investments. For this reason, the City of Vancouver seeks to pair its investments with proactive strategies to prevent residential and commercial displacement and ensure that benefits accrue to local residents and businesses.

Professional services for the Project will include evaluation of site development configuration options, traffic engineering, evaluation of roundabouts and traffic signals, lighting designs, park design, landscape designs, structural designs, environmental process and permits, and utilities coordination and design. Coordination of services and deliverables will integrate with and support the Equitable Development Plan project's recommended strategies and tools for culturally relevant and inclusive programming within the District and funding strategies to support one-time infrastructure and ongoing programmatic investments required to ensure equitable development of the Heights over the long-term. Additionally, project coordination and required federal documentation will be performed.

The Project team includes:

- First Forty Feet – Overall Project Management, Master Planning, Urban Design, Strategic Planning, Placemaking Strategies, Complete Street Design, and Communications support.
- PBS Engineering and Environmental Inc. – Civil Design, Permitting, Grant Funding Opportunities, and Communications Plan.
- Walker Macy – Landscape Architecture, Public Open Space Design, Park Design, and Lighting Design.
- Archaeological Investigations Northwest (AINW) – Cultural Resources Analysis
- DCW – Cost Management and Cost Estimating
- Leland Consulting Group – Capital Investment Strategy and Funding Opportunities.

The Project is locally funded for design and has potential to receive federal funding for the public infrastructure construction phases.

The COV has completed an Environmental Impact Statement (Final EIS) for the Heights District Plan. The Heights District Plan was initiated by the COV to identify a community-based vision for the area, and to catalyze revitalization and private investment in central Vancouver. The Heights District is approximately 205 acres and includes the 63-acre Tower Mall Redevelopment Area, which includes the 12-acre site of the former Tower Mall that was acquired by the COV in 2017.

The Tower Mall Redevelopment Area (TMRA) is the focus of most of the redevelopment proposed in the Plan. For the Tower Mall Redevelopment Area, three concept plans were prepared based on input received during an extensive neighborhood and stakeholder engagement process. The initial concepts consisted of The Promenade, The Grand Loop, and The Grand Park. Based on community feedback, the concept plans were refined and a preferred concept for The Grand Loop was developed, which incorporated elements from all three concepts. The Grand Loop concept forms the basis of the Heights District Plan and is part of the Project Alternative evaluated in the EIS.

Project Description and Background

The adopted Heights District Plan is the culmination of more than two and a half years of public engagement and participation in a planning process resulting in a community vision for how the Heights District will develop over the next 20 years.

The Heights District is envisioned as a vibrant neighborhood center that is sustainable, healthy, equitable, accessible, and safe. The district includes a variety of public open spaces, diverse mixed-income, mixed-use housing typologies, affordable to a wide range of community members, safe multi-modal mobility opportunities and access to transit. In addition, neighborhoods around The Heights District represent the spectrum of the City's social and economic diversity with both affluent and economically vulnerable residents. The Heights District Plan is an opportunity for the COV to partner with the private sector to bring new investment to central Vancouver and ensure that new development provides benefits and opportunities to a broad range of residents and businesses now and into the future.

The Heights District Plan is guided by policy and regulatory documents that provide specific guidance for the Project limits.

Project Scope of Work

The First Forty Feet Team will work with the City of Vancouver to provide public outreach and prepare the final master plan, construction drawings, specifications, cost estimates, permit documents and provide bidding and construction support.

The Project will complete master planning, construction, and permitting documents, for the development of public infrastructure including roadways, utilities, public spaces, wayfinding, and transit amenities within the 63-acre TMRA.

The following scope of work tasks describes how the Consultant Team will collaborate with the COV project manager, city staff, key stakeholders, community members, and regulatory agencies to prepare the final masterplan, 30% design and Phase 1 Plan.

I. Project Assumptions

The following apply to all First Forty Feet Team deliverables unless otherwise specified in this work scope or by the City of Vancouver (COV) Project Manager:

1. Previewing communications materials

- Consultant Leadership Team shall provide an agenda and draft materials to the Project Management Team (PMT) at least two working days prior to the meeting.
- COV will perform one round of review on draft materials.
- COV will provide comments to Consultant Leadership Team within five working days after a meeting to review draft work scope materials.
- Consultant Leadership Team shall review with COV all revisions and corrections to materials based on comments received prior to public release.
- Consultant Leadership Team shall provide materials intended for public release to PMT at least five working days prior to the scheduled release.

2. Text memorandums and reports

- Memorandums are to be formatted for 8½-inch by 11-inch, or 11-inch by 17-inch paper in their native format and in an open, universally readable format suitable for review and editing by the COV.
- All final memorandums, including graphics, tables, etc. are to be provided to COV only digitally in an open, universally readable format suitable for uploading to the COV website. COV shall be responsible for printing of all materials.

3. Construction documentation, plan sheets and specifications

- PDF electronic deliverables of the plan sets [11- by 17-inches], specifications, draft construction schedule, and cost estimate

4. Preliminary Work Scope and Schedule are as follows:

- This scope takes the Project (see Appendix A) through 30% design as well as assisting the City to determine what projects should be included in Phase 1 to take to final construction documentation as an addendum to the contract.
- 30% design development, cost estimating, and a recommended Phase 1 plan will be 12 months from Notice to Proceed General Project Organization and Management Provision

Project Management Team

The Heights Project will be organized and managed by a Project Management Team (PMT comprised of the COV Heights District Project Manager, COV staff as identified by the COV Project Manager, and the Consultant Leadership Team (CLT), includes key personnel from First Forty Feet, PBS, and Walker Macy. The CLT is led by the prime consultant, First Forty Feet (FFF).

Technical Advisory Committee

The FFF team will work with the COV to determine which relevant departments, staff, or public agencies shall serve on the Project's technical advisory committee (TAC). COV will take the lead in establishing and coordinating the TAC, identifying specific members, and reaching out to potential members. The focus of the TAC will be to provide review and feedback of analyses and reports at key milestones. where feasible and

when requested by City staff, to provide data and other resources to supplement the work included in the Project scope.

Assumptions:

The First Forty Feet project manager in conjunction with the Consultant Leadership Team (CLT) will oversee project tasks, deliverables and scheduling and will coordinate meetings, reviews and decision-making with the PMT and TAC. The PMT and TAC shall meet as specified by the work scope to coordinate logistics of the project, provide feedback, and give direction to the Consultant Leadership Team.

II. Project Scope of Work Tasks

Task 1: Project Orientation

The First Forty Feet Team will coordinate with the City of Vancouver (COV) the Project's management structure, work plan, schedule, and coordination roles.

Subtask 1.1: Contract Administration, Invoicing, and Progress Reports

First Forty Feet will provide contract administration, invoicing, and progress reporting for the Project to the COV project manager including the following:

1. Prepare and submit monthly invoices. Each invoice will include date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses; total cost for labor and expenses for the billing period; subconsultants fees for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees.
2. Prepare a Contract Summary Report (CSR) to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, expenses, and subconsultants as well as total amounts for each invoice. The Contract Summary Report will also list the total amount billed to date, total amount remaining under contract, and contract expiration date.
3. Maintain required contract documentation. Provide copies of project files and records to the city for audits and public information requests. Final documents shall be provided in electronic format as requested.

Subtask 1.2: Project Management Meetings

The First Forty Feet team tasks include coordination and facilitation of PMT meetings necessary to successfully complete the project. The First Forty Feet project manager will coordinate with the COV project manager to determine appropriate City staff, City representatives, consultant team members, key stakeholders, and/or public agencies representatives as needed to attend PMT meetings.

Project management tasks are integrated into each of the tasks in the Work Scope throughout the Design Confirmation (Task 1-4) and Design Implementation Phases (Task 5-7). The Project Management Team (PMT) will provide oversight and decision-making regarding the project scope, tasks deliverables, task deliverables review and schedule. The Project is assumed to be completed within 12 months in support of a Spring 2023 phase 1 construction start.

Anticipated Project Management Meetings	
Kick-off Mtg. Sessions	03
Bi-weekly PMT Meetings	20
TAC-PMT Subtask Review Meetings	24
Public Agencies and PMT Meetings	10
Total:	57

1. Preparation for and attendance at three (3) 2-hour project kickoff meeting sessions over Microsoft Teams with COV staff and the Consultant Leadership Team (CLT).
2. Up to twenty (20) bi-weekly video conference meetings with the Project Management Team (PMT). The number of meetings is based on a 12-month design schedule; however, the Consultant Team reserves the right to adjust the number of meetings if the project schedule exceeds 12-months.
3. Preparation for and attendance up to twenty-four (24) project deliverables work session/review meetings with the Technical Advisory Committee (TAC) and PMT.
4. Attendance up to 24 project deliverables work session/review meetings follow-up and subtask deliverable finalization with the PMT.
5. Preparation for and attendance up to ten (10) project coordination meetings with Public Agencies (PA) and the PMT.

Subtask 1.3: Management, Coordination, and Direction

First Forty Feet in conjunction with PBS shall establish a quality management program and decision-making review structure and protocol for review of technical work and other deliverable products developed within the Design Confirmation and Design Implementation phases.

Will Grimm (First Forty Feet) is the Heights Project's First Forty Feet consultant team project manager with Jason Graf (First Forty Feet) managing planning and concept design for the Project Field Guide and Place Guide (Task 3 Master Plan). Dustin Cooley (PBS) will manage design documentation (Task 4 Design Development) from NTP through project advertisement which includes oversight of the final signed PS&E bidding documents.

1. First Forty Feet and PBS shall prepare and maintain the Project Design and Implementation Schedule. The schedule shall identify project tasks, tasks reviews by the COV and deliverable items for advancing project milestones. The schedule will be updated as circumstances require or as requested by the COV (assumes two (2) updates).
2. First Forty Feet will prepare and submit an activities list and look-ahead schedule to the COV following the Notice to Proceed. The schedule shall show appropriate milestones for the project, including intermediate and final submittal dates for deliverables and key milestone review sessions as dictated in the Communication Plan.
3. The Consultant Leadership Team will coordinate project tasks and activities with the PMT.
4. The Consultant Leadership Team will facilitate coordination with necessary agencies identified by COV throughout the design and approval process.

5. First Forty Feet shall update the 'living' design calendar upon every bi-weekly meeting. The design calendar will illustrate up to 8 weeks of anticipated scope of work to be completed by the Consultant Team.
6. The Consultant Leadership Team will coordinate with COV to identify and track project specific risks including mitigation strategy through to implementation. This document will be "living" and updated through life of the project.

Critical Path Schedule

- Outline design milestones and regulatory requirements as they relate to permitting:
 - Permit Submittal
 - Public Communication
 - Development Plan Completion
 - Staff Submittals
 - Completion of Final PS&E for construction
- Identify and track potential project risks

Subtask 1.4: Quality Assurance/Quality Control

The First Forty Feet Team will provide QA/QC for conceptual design, technical analyses, and construction documentation, specifications and permitting work in accordance with the Consultant's QA/QC Program. The First Forty Team's QA/QC will ensure appropriate, right-sized quality assurance and control measures are in place and executed at key points during planning and design efforts. Greg Jellison, of PBS will be the QA/QC manager who has worked extensively with the City of Vancouver on similar projects. The QA/QC process will be active throughout the life of the delivery process, providing a balance between the Design Confirmation (Tasks 2-4) and Design Implementation (Tasks 5-8) phases with technical reviewers involved to ensure that technical elements are accounted for during the Design Confirmation phase and that overarching themes of the masterplan are not lost during Design Implementation.

The QA/QC plan will be integrated throughout all processes and woven into our critical path delivery schedule; for example, how the use of public spaces and multi-modal facilities throughout the project area will be vetted early in the Design Confirmation process will require that the design team support concepts and cost estimating processes with additional permitting requirements being accounted for. The First Forty Team will have the proper experts involved throughout the project life at varying capacity providing senior level design and construction personnel to review deliverables and provide technical support.

Subtask 1.5: Project Management Team (PMT) Kick-off

First Forty Feet will facilitate project kick-off meeting sessions over a three-day period with the Project Management Team (PMT), Consultant Leadership Team (CLT) and additional consultants as needed to confirm work plan, proposed schedule, and coordination of roles prior to each major task.. Kick-off meeting sessions to be up to 2-hours in duration.

- Confirm expectations and outcomes of the Masterplan, Communications Plan, and project's critical path, including project tasks, deliverables, and critical milestones
- Confirm programming elements to be included in the design layout, including roadways, utilities and public spaces.
- Determine method(s) for COV delivery of background data and format of files (plans, drawings, GIS/Cad files) for creating a project area base map.

- Confirm PMT members and the overall Project decision-making process, including deliverables and documentation review in advance of community engagement
- Identify Technical Advisory Committee (TAC) (i.e., City departments staff, agencies, or providers), members and confirm their role throughout the project.
- Identify range of potential stakeholders, as well as their anticipated roles and the expectations for community engagement throughout the project and summarized in a Communications Matrix.
- Confirm the First Forty Feet Consultant Team level of engagement support, appropriate methods of outreach, gathering feedback and engagement summaries.

Assumptions:

- COV attends kick-off meeting sessions
- COV provides a list of PMT and TAC staff assigned to the Project.
- COV provides a list of potential Project stakeholders
- COV will provide one round of review on all deliverables.

Deliverables:

- Kick-off meeting sessions agendas (3)
- Kick-off meeting materials (Project Limits Exhibit, & Schedule)
- Draft and final Kick-off meeting sessions summaries. (3)
- Draft and final Design Schedule (Calendar).

Task 2: Communications Plan

The First Forty Feet Team understands the COV will lead community engagement and communications on this project, serving as the face and the main contact for stakeholders and the community at large. The Consultant Team will coordinate, with the COV, identification of the necessary stakeholders, methods of outreach, engagement, and summary reporting, including a meeting schedule, and facilities or online applications necessary and available to support a range of in-person (if desired) and virtual engagement.

The COV will manage delivery of project updates and information through the targeted use of established communications channels, such as the Heights District Plan email list, the City of Vancouver website and social media, Be Heard Vancouver engagement platform, Office of Neighborhoods and *Vancouver Connects* newsletters, and My Vancouver app.

The First Forty Feet Team will prepare necessary planning, design, logistics, content and materials to support the COV in communications and outreach efforts.

PBS, with FFF support, will prepare a Project Communications Plan in coordination with the COV Communications team to guide both how the project is communicated and how input is used and shared. with the purpose of:

- Outlining the goals for public engagement.
- Specifying the project design and programming elements stakeholder input will inform.
- Detailing methods, techniques, timelines and staffing assignments.

The Project's Communication Plan will consist of the following elements:

Subtask 2.1: Engagement Purpose, Objectives and Goals

Engagement purpose and goals will be developed by PBS and FFF in coordination with the COV to support the Project in informing, gathering input and using input from diverse stakeholders regarding public infrastructure components, including the neighborhood park, civic plaza, pocket parks, complete street design and engineering, Grand Loop, public arts framework, wayfinding, and interim and long-term programming.

Deliverables:

- Draft and Final Purpose Statement
- Draft and Final Objectives
- Draft and Final Goals

Subtask 2.2: Outreach Content and Materials Support

Outreach and project status content and materials will be developed to support the COV in communications and outreach through established communication channels. The existing Heights District Plan project email list, COV website, Be Heard Vancouver engagement platform, *Vancouver Connects* monthly newsletter, and My Vancouver app will be a primary source for Project information and supplement engagement efforts.

Assumptions:

- The Consultant Team, in coordination with COV, will prepare project-specific outreach content, materials, and on-line surveys for use by the COV on the Project website, Be Heard and established COV communications channels consisting of the following:
 - *Project Orientation:* at project start-up, prepare project overview and graphics depicting the project area, process and timeline for use on the Project website and established communications channels.
 - *Design Confirmation Phase:* online surveys to correspond to Engagement Milestones 1 & 2, and motion graphics description of project limits and design elements with narration, 3-d graphic illustrations formats and descriptive outreach text for Project preliminary concepts, alternatives and a preferred concept
 - *Design Implementation Phase:* outreach content including schedule updates and a brief description of work completed during and up to final 30% design submittal.
- Team to utilize presentation materials and deliverables across various engagement meetings; anticipate adapting deliverables by adding slides or exhibits.

Deliverables:

- Draft and Final Project Overview Text
- Draft and Final Project Area Exhibit
- Draft and Final Process Graphic
- Draft and Final Timeline Graphic
- Draft and Final Online Surveys (5)
- Draft and Final Motion Graphic and Narration (2 video shorts)
- Draft and Final 3-D and Plan Graphic Illustrations with Text (15)
- Draft and Final Periodic Project Update Text (4)

Subtask 2.3: Stakeholder Identification

The First Forty Feet Team recognizes the Heights District Plan is an opportunity for the COV to partner with the private sector to bring new investment to central Vancouver and ensure that new development provides benefits and opportunities to a broad range of residents and businesses now and into the future.

Assumptions:

- The following stakeholders are identified for engagement to provide direction, build excitement, be inclusive, form/strengthen strategic partnerships and promote the public infrastructure's community benefits.
 - *City Council*
The City Council will be briefed on the project to review and provide feedback for the draft Field Guide, Preliminary Concepts, Preferred Concept, and draft Place Guide.
 - *Commissions*
Commissions can provide insight and guidance for preliminary and preferred concepts with unique perspectives, local knowledge and a commitment to advocacy for multi-modal access, the arts and parks and recreational facilities. Commissions to consider include:
 - *Parks and Recreation Advisory Commission (PRAC)*
 - *Urban Forestry Commission (UFC)*
 - *Culture Arts and Heritage Commission (CAHC)*
 - *Transportation and Mobility Commission (TMC)*
 - *Aviation Advisory Committee (AAC)*
 - *Public Agencies*
The City has a number of relevant public agencies to provide education, promote economic development, housing affordability and services to seniors, people with disabilities, veterans and other at-risk populations. PBS and FFF will consult with COV to determine public agencies for potential engagement such as:
 - C-TRAN,
 - McLoughlin Middle School and George C. Marshall Elementary Schools,
 - VHA
 - *Community Based Organizations and Strategic Partners:*
Targeted engagement with CBO's and other strategic partners will ensure equitable processes and outcomes. This would be coordinated closely with the Equitable Development Plan. COV to provide a list of appropriate CBO's for potential engagement.
 - *Affected Property Owners and Businesses:*
Affected owners and businesses should be at the planning table to identify and address potential impacts of design refinements and infrastructure phasing as well as, opportunities for redevelopment and investment in the Tower Mall Redevelopment Area.
 - *Universal accessibility advocates:* The Heights District Plan project tapped into the sight impaired community to gather accessibility insights--continuing this engagement will inform accessibility and wayfinding strategies for the Master Plan refinement. COV to connect with School for the Blind and School for the Deaf.

- *Community members and residents:*
Include *neighborhood associations, residents, and churches etc. COV to conduct quarterly meetings. COV to determine geographic area for engaging/informing residents**

* No CAC is intended to be convened for the Project. The Heights District *Citizens Advisory Committee* (CAC) met regularly throughout the duration of the initial development of the Heights District Plan project and were comprised of representatives from neighborhood associations, community organizations, health and social service providers, businesses, government agencies, and individuals from the community. The COV will lead efforts providing periodic updates and information for the Heights District Project.

Deliverables:

- Draft and Final Stakeholder List with Affiliation and Contact Information

Subtask 2.4: Project Engagement Milestones and Topics

Engagement milestones will be the opportunities for engagement to identify a range of stakeholder perspectives to inform the Project's preliminary and preferred concepts, public arts, gateways and wayfinding plan, interim and long-term public use area programming and on-site demonstration projects. Stakeholders will be given the opportunity to provide input so that the design of public infrastructure provides the most benefit to the communities it will serve.

FFF and PBS will coordinate with the COV engagement with stakeholders at two Project milestones.

- **Engagement Milestone #1** – Preliminary Concept Plans
- **Engagement Milestone #2** - Preferred Concept Plan

The FFF Team proposes two (2) engagement milestones with the Project stakeholders. *Engagement Milestone #1* is intended to gather insights on preliminary public area (streets, plazas and parks) design concepts and alternatives; and *Engagement Milestone #2* would review and provide feedback on the preferred public area (streets, plazas and parks) design concepts and alternatives. Engagement sessions will include one-on-one or group interviews, meetings, and feedback gathering through on-line surveys to be finalized in the Project's Communications Plan.

Assumptions:

- Engagement sessions will be organized around three topics and aligned with appropriate stakeholder participants.
 1. *Transit and Multi-Modal Accessibility*
Planned transit and multi-modal access improvements are extensive throughout the Project area. Engagement can help inform the use and value for these new facilities to promote walk and bike access to destinations, contribute to a complete network and offer a community benefit. The Transportation and Mobility Commission (TMC), universal accessibility advocates, schools, Safe Routes to School advocates, and Skyline Crest residents would be oriented to this topic.
 2. *Parks, Plaza, and Grand Loop Use and Programming*
The three-quarter mile Grand Loop consists of distinct segments providing an opportunity for engagement to inform the function and form of those segments as they relate to adjacent uses as well as the types of thematic and unifying elements that define the loop as a civic strolling and

gathering place. The Loop is complemented by the MacArthur 'greenbelt', the Neighborhood Park and Civic Park (plaza and festival street). These areas offer an opportunity for engagement to inform programming and design with insight and feedback on how these spaces will be used and what elements are valued. The Parks and Recreation Commission, school, neighborhood associations, neighborhood residents, property owners and businesses would be oriented to this topic.

3. *Arts Integration, Gateways and Wayfinding*

The integration of public art and wayfinding is intended to promote the district and provide a unique experience and distinct identity. Engagement will provide insights and gather feedback on the type, function and location of art in the public realm as well, as the role of architecture, unique temporary demonstration projects and signage systems to direct wayfinding and orient District users to destinations throughout the district. The Culture Arts and Heritage Commission (CAHC), Parks and Recreation Advisory Commission (PRAC) and universal accessibility advocates would be oriented to this topic.

- The PMT will work the COV to create a matrix of topics to be covered with each relevant stakeholder at Engagement Milestone #1 and #2. Dates, locations (in person or virtual), and notes on level of engagement will be specified for each.
- The matrix assumes the PMT will meet with each stakeholder/stakeholder group separately.
- Stakeholder meetings will be led by the COV with support from the FFF team utilizing appropriate applications and platforms as defined in the Communications Plan.
- Up to three (3) members of the FFF Team and two (2) COV representative will attend each stakeholder meeting.
- Each meeting will last no more than 1.5 hours.
- PBS will prepare a reporting template, summarize thirty-five engagement sessions (35) and produce an overall Project engagement summary.
- On-line surveys will be administered through the COV website and Be Heard Vancouver platform, and integrated with virtual interviews and meetings as needed. COV to determine when surveys will be administered.
- Thorough and effective reporting of engagement efforts and results is very important to the City of Vancouver and the First Forty Feet Team. Reporting will communicate input and document how that information was used to shape design decisions.
- Presentation and materials viewed and distributed at engagement activities and a reporting summary of that engagement will be made available for use by the COV on the Heights Project website and established communications channels.
- The First Forty Feet Team will collaborate with the COV Community Engagement team to integrate DEI insights and community aspirations from the Equitable Development Plan process into the design alternatives and preferred masterplan.
- COV will manage the Project website and email distribution list, Be Heard Vancouver engagement platform, *Vancouver Connects* monthly newsletter, and My Vancouver app.
- COV will prepare and manage stakeholder lists and contact information, lead engagement outreach efforts and host on-line engagement sessions.

- COV will coordinate with FFF and PBS the integration and use of on-line surveys as a part of on-line engagement sessions/BeHeard Vancouver engagement platform and provide survey results data to PBS for use in engagement reporting.
- COV will schedule and facilitate project milestone updates or deliverables review meetings with City Council and appropriate boards and commissions at their discretion. FFF and PBS will develop appropriate materials for outreach meetings with each audience and be available to support COV staff
- Engagement Session orientation meetings will include up to (10) internal team meetings to develop and implement the Communications Plan.

Deliverables:

- Draft and Final Stakeholder List and Major Topics Matrix for Engagement
- Draft and Final Communications Plan
- Draft and Final Meetings Agendas (30)
- Draft and Final Meeting Materials (12 meetings presentations)
- Draft and Final Engagement Meetings Summary Reports (30) in native and digital format
- Five (5) Draft and Final on-line surveys (of up to 10 questions),
- Five (5) Draft and Final survey analyses, and survey summaries.
- Reporting Template and Engagement Summary:

Engagement Sessions	
Commissions (10)	30
Public Agencies (6)	
CBO (3)	
Affected Property Owner/Business (3)	
Universal Accessibility (2)	
Community/Residents (2)	5
On-line Surveys	
City Council	

Subtask 2.5: Engagement Schedule and Content Review

FFF, with PBS support will coordinate the review of engagement content and materials and delivery with COV in advance of the engagement milestones.

Assumptions:

- FFF and PBS will coordinate with the COV and maintain the schedule for:
 - Key dates and delivery of outreach content and materials for use by the COV through established communications channels in advance of planned engagement sessions and post-sessions reporting consistent with the Critical Path Schedule outlined in Subtask 1.3 Management, Coordination, and Direction.
 - PMT review of engagement outreach content, on-line surveys, and presentation materials in advance of Milestone Engagement sessions

- Virtual engagement session dates and post session reporting for use by the COV through established communications channels

Deliverables:

- Periodic engagement schedule and content review meetings (30)

Task 3: Master Plan

The FFF Team will build from the Heights District Plan's development and programmatic elements supporting the internal and external street network and collection of public use areas through an iterative process of preliminary concepts development, identification of necessary refinements and concepts review to create a preferred concept for the Heights District's network of street and public uses areas. The product of Task 3 will be 1). a comprehensive Field Guide, establishing the base condition with technical analyses of the Adopted Heights District Plan and supporting policies and regulations and 2). A Place Guide including a preferred concept, supporting cost estimating, phasing, and supporting plans and strategies that establishes the framework for Task 4 Design Development Documentation and preparation of the 30% Design submittal

Subtask 3.1: Field Guide

The First Forty Feet Consultant team will obtain, assess, and review Project area background information and drawings including, but not limited to the Heights District Plan, Heights District Plan Appendices, Heights Final Planned Action Environmental Impact Statement, Draft Heights Plan District (HX Zone) regulations, Heights District Draft Urban Design Guidelines and other plans, standards, guidelines or documents identified and deemed necessary by the COV.

First Forty Feet team will create a Field Guide document consisting of a preliminary site plan drawing, and summary report of the Project limits (Appendix A) design criteria (guidelines and standards) and programming for public use areas, streets and rights of way. The Field Guide enables the Project Team to confirm the design intentions of the Heights District Plan, assess and evaluate existing conditions, including planned and in-process infrastructure improvements and identify areas for possible plan adjustments, modifications or deviations. The Field Guide will establish the base condition for developing preliminary concepts and alternatives and a preferred concept plan that will be taken to 30% Design. The Field Guide will consist of the following elements:

Subtask 3.1.1 Project Guidelines, Standards, and Program Elements

The FFF Team will prepare a summary of the Heights District Project design guidelines, standards, and program elements for the Project area in excel spreadsheet and/or plan diagram exhibits for COV staff concurrence. Guidelines, standards and program elements will include but not be limited to:

- *Heights District streets*: including rights-of-way, typical street sections, and plans for E. Mill Plain Boulevard, MacArthur Boulevard, N. Devine Road (Mill Plain Boulevard to MacArthur Boulevard, N. Devine Road (Southeast Idaho Avenue to East 18th Street), N. Andresen Road, and , East McLoughlin Area Safety Improvement Project
- *Tower Mall Redevelopment Area internal streets*: adopted Plan rights-of-way and typical street sections consisting of the Loop Street (retail, residential, and festival street segments), Standard Street, and Internal Street
- *Planned round-a-bouts*: including conceptual drawing plans and sections for RAB's at N Devine Road and N Andresen Road
- *Planned BRT Stations*: as-built drawing plans and sections for stations at E. Mill Plain Boulevard and N. Devine Road and at E. Mill Plain Boulevard and N. Andresen Road.

- *Public realm and open space*: guidelines for the area (AC), location, program elements, and use activities
- *Public Art and Wayfinding*: guidelines for art and signage location, art features (representing culture, history and environment), art typologies, signage type and standards; and gateway elements (natural v. built)
- *Gateways*: guidelines for the Mill Plain and MacArthur intersection,
- *Stormwater BMPs*: guidelines for bio retention, overflow, and silva cell facilities for Loop retail, Loop residential, and internal street typologies
- *Landscaping*: Tree CAP Standards, HX zone landscape standards, and native/adaptive plant species list
- *Urban forestry BMP*: guidelines for soil volume amendments/silva cell details

Roadways and utilities will include but not be limited to:

- Right-of-way
- Lane widths
- Curb return radii
- Sidewalks and curbs
- Curb extensions
- Universally accessible curb ramps
- Roadway cross-section
- Roadway section depth
- Design speed
- Design vehicle
- Transition tapers
- Max. and min. profile grades
- Vertical curve criteria
- Water/Sewer Mains
- Dry utilities (non-city)
- Planting Types

Subtask 3.1.2 Project Preliminary Base Map

FFF and PBS will develop a preliminary base map of the Project area inclusive of planned projects identified by the COV affecting the Project area. The FFF Team will compile a comprehensive list of base data to be provided by the COV map (readily available plans, drawings, GIS, and CAD files) that is necessary to develop a preliminary base.

The preliminary base map is intended to establish the base condition for streets, transit facilities, Cemetery trails and public use areas (Civic Park, Neighborhood Park and Pocket Parks) within the Project limits and will be updated as needed and based on PBS completion of the topographic/existing conditions survey and development of the surface model. A boundary resolution and topographic/existing conditions base map showing mapped features and utilities collected from both field survey and as-built plans will be prepared as indicated in Task 4.

Subtask 3.1.3: Adopted Heights District Plan: Preferred Concept Plan Assessment and Evaluation

FFF will prepare an assessment and evaluation of the retail components of the activity center, civic park/plaza, neighborhood park and internal street alignments based on the criteria and fundamental characteristics for supporting retail, active public use areas and maximizing development potential within the Tower Mall Redevelopment Area. FFF criteria and fundamental characteristics will consider:

- Edge-to-edge retail configuration on both sides of the retail street
- Adequate drive-by traffic (5,000-15,000 ADT), visibility, and direct retail access
- Retail street design with on-street parking, bicycle access and parking, wide sidewalks to support through pedestrian movement, retail display, outdoor seating and furnishings.
- Plaza activated on all sides, highly visible and directly accessible from surrounding streets
- Potential access and easement issues with the internal streets layout and impacts on private parcels.

The FFF Team will identify issues, possible challenges and recommendations for potential modifications to be addressed with COV in a Heights Project Field Guide Work Session.

Subtask 3.1.4 Field Guide Document

First Forty Feet team will create a Field Guide document consisting of a site plan drawing (preliminary base map), and summary report of the Project limits design criteria and programming for public use areas, streets and rights of way (Subtasks 4.1.1-4.1.3) The Field Guide will establish the base condition for developing preliminary concepts and alternatives and a preferred concept plan that will be taken to 30% Design.

The work session is intended to:

- Confirm placemaking features to be considered, including the Civic Building, interim programming for public area activation, public art integration and wayfinding
- Confirm the base condition design framework, right-of-way elements, roadway design, street sections, public spaces, and stormwater facilities.
- Determine areas of flexibility vs. confirmed design decisions for the adopted Plan.
- Address potential issues and project challenges identified in the assessment and evaluation.

Subtask 3.2: Place Guide

The First Forty Feet Team will create a Place Guide that will enable the FFF Team to measure and assess design concepts and implementation decisions that responds to and promotes the intent and function of the Heights District Plan's character areas (gateways, activity center, innovation hub and residential neighborhood) and is supported by the FFF Team's extensive experience in mixed-use and transit-oriented development, urban design, public gathering, and placemaking.

The FFF Team will distribute lead responsibilities for the Place Guide's preliminary concepts, concepts refinement and a preferred concept plan for the Project limits (Appendix A) as indicated:

FFF will lead concepts development for the layout and planning for the:

- Tower Mall Redevelopment Area's internal streets and Grand Loop,
- Surrounding Project's streets including E. Mill Plain Boulevard, N. Devine Road, MacArthur Boulevard, and Andresen Road
- Planned Civic Building

- Public Art Integration, Gateways and Wayfinding

WM will lead concepts development for the layout, programming and maintenance of public use areas including:

- Civic Park
- Neighborhood Park
- Cemetery Trail connections
- Landscape design for streets and public use areas

PBS will lead concepts development for the layout of the:

- Project areas Intersections and Round-a-bouts

Concept Development drawings will be prepared in a manner consistent with technical design documentation and illustration for public engagement.

- PBS will be responsible for managing the overall Project concept development technical drawing file(s).
- FFF will be responsible for managing the overall Project concept development illustrative plan file(s).

Subtask 3.2.1 Project Placemaking Work Session

FFF and WM will lead placemaking for the Project guided by the Heights District Plan Appendices, and site investigation to develop thematic elements within the streets and public uses areas that define the spirit of place, is authentic, establishes continuity, and implements the Heights District Plan's vision for a vibrant, connected neighborhood center.

FFF and select team members will facilitate a design intention and placemaking work session with the PMT and TAC to discuss unique site qualities and characteristics that can support an identifiable place and help to guide the project narrative, core placemaking parameters (place brand) and determine:

- History, culture, and environmental qualities and characteristics that help define themes and inform design elements
- Place strategy and brand platform – The Heights and The Grand Loop
 - Brand Narrative
 - Experience Strategy

Subtask 3.2.2 Preliminary Concepts

FFF Team will build upon the Heights District Plan and develop preliminary concepts that reflects the design intent and meet the program elements identified in the Field Guide.

The FFF Team will prepare up to (2) base concept alternative variations of the base condition developed in the Field Guide for placemaking within the Project area including designs for roadway alignment, intersections and roundabouts, streetscape and placemaking elements, public use area concepts for the Civic Park, Neighborhood Park and pocket parks, public art integration, gateways, wayfinding, bike and pedestrian trails and connections, and enhanced transit access facilities. The base condition and concept alternative variations will be developed as plan drawings, sections and 3-D views and illustrated for use in preliminary concepts review with the COV and Engagement Milestone #1- Design Confirmation sessions. Preliminary concepts will include:

- Overall Masterplan: site layout for the Loop, Civic Park, Neighborhood Park, pocket parks, MacArthur Boulevard, Mill Plain Boulevard, Roundabouts at Andresen/MacArthur and Devine/MacArthur, and the Lieser Road/MacArthur Boulevard intersection.
- Preliminary Plans: layouts and three-dimensional details for the design and function of streets, intersections, multi-use trails and public use areas.
- Preliminary Details: identify alternatives for the design, and arrangement of paving materials, and stormwater management.
- Preliminary Elements: the type, location, and detail alternatives for wayfinding and interpretive signage, lighting, sidewalk and public area furnishing and landscape design character.

Subtask 3.2.3 Public Arts, Gateways and Wayfinding Plan

First Forty Feet and Walker Macy will develop a draft and final Public Arts Integration Plan highlighting opportunities to integrate a variety of public art typologies and locations, and a Gateways and Wayfinding Plan defining wayfinding elements including navigational and interpretive signage and design and techniques for district Gateways.

Subtask 3.2.4 Civic Building Concept (Civic Plaza)

First Forty Feet will explore and develop up to (3) design concepts for the Civic Plaza Public Building and facilitate work sessions with the PMT and TAC to discuss and review building location, orientation, massing, programming, desired frontages, and plaza activation. First Forty Feet will prepare development scenarios and 3-D illustrations for the following design elements:

- Operations and Potential Use (Tenant)
- Public Rooftop Terrace
- Public vs. Private Areas
- Signature Architectural Elements

Subtask 3.2.5 Preliminary Concepts Cost Assessment

DCW will provide costs for specific preliminary concept plan elements to support decision-making for refinements of preliminary concept elements.

- Prepare an opinion of probable construction costs during this stage for up to ~~three~~ two masterplan concepts and alternative variations including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Unifomat II component format.
- Prepare a final revision to the opinion of probable construction cost after review and commentary by the team.
- Provide ongoing cost advice throughout the design period to evaluate alternative designs, materials, and methods of construction.

Subtask 3.2.6 Interim and Long-Term Public Use Areas Programming

FFF and WM will outline a menu of viable interim and long-term programming concepts and explore design strategies that could catalyze activation of public use areas including a determination of capacity limits for a variety of activities, associated utilities, storage and parking needs. These strategies could come in the form of park elements, public trails, temporary bicycle facilities, civic spaces, street murals, food carts, gathering spaces, event spaces, etc. The interim and long-term public use typologies will focus on the following:

- Create a destination Day One.

- Interim activation and placemaking
- Establish momentum for future development
- Messaging of The Heights brand story
- Leverage existing site assets and connections
- Utilities, parking and storage needs

Subtask 3.2.7 Preliminary Concepts Technical Analysis

The FFF Team will prepare an analysis summary and evaluation of the preliminary concept's alternatives. Findings of the COV review and summary of community engagement sessions, and where work has been completed for traffic analysis, topo/model surveys, tree, archeological and geotechnical survey, will be used to evaluate the preliminary concepts and potential critical issues to address in development of the preferred concept

Preliminary Concepts Technical Analysis Report

Aspects to be included in the evaluation and concept analysis report will be:

- Critical issues identification
- Traffic operations
- Development feasibility phasing
- Potential phasing
- Costs
- Public space programming
- Refinement recommendations for a preferred master plan concept

Subtask 3.2.8 Preferred Concept Plan

Based upon the findings and recommendations of the preliminary concepts' analysis report with the COV to determine key design refinements for a preferred concept plan. The preferred concept plan will consist of design elements for the Project area streets and public use areas consisting of

- Preferred Overall Project area Masterplan: site layout for the Loop, Civic Park, Neighborhood Park, Devine Road, Andresen Road, MacArthur Boulevard, Mill Plain Boulevard, Roundabouts at Andresen/MacArthur and Devine/MacArthur, and the Lieser Road/MacArthur Boulevard intersection
- Preferred Plans: dimensional plan layouts and typical conditions for all roadways and public use areas. Plan drawings will include landscape, paving, site furnishings, lighting, and stormwater bio-retention
- Preferred Details: identify the types, structural design, and arrangement of paving materials and stormwater management.
- Preferred Elements: identify the type, location, and materials specifications for lighting, furnishing and landscape street elements.

Subtask 3.2.9 Preferred Concept Cost Assessment

DCW will provide costs for specific preliminary concept plan elements to support decision-making for refinements of preferred concept elements.

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in a format compatible for COV review and editing.

- Prepare a final revision to the opinion of probable construction cost after review and commentary by the team.
- Provide ongoing cost advice throughout the design period to evaluate alternative designs, materials, and methods of construction

Subtask 3.2.10 Preferred Concept Technical Analysis

Based on the preferred concept the FFF Team will prepare a technical analysis accounting for the infrastructure improvements listed below.

Preferred Concept Technical Analysis Report

Aspects to be included in the technical analysis report will be:

- Development site layout
- Roundabout intersections
- Signalized intersections
- Roadway alignments
- Vertical alignments
- Multi-Use Pathway alignments
- Public use areas and programming (Civic Park and Neighborhood Park)

The FFF Team shall refine the preferred concept level design sufficient to establish horizontal construction limits, quantities and major construction activities. The design will have horizontal and vertical control developed that meets appropriate design standards. Consultant shall prepare a drawing stamped "preliminary" for each concept. The drawing shall utilize the consultant provided ortho-rectified drone aerial imagery, topographic survey, GIS boundary and environmental data. Geometric design elements that do not meet design standards shall be identified as needing a design exception. Consultant shall analyze each concept and determine the potential benefits and impacts associated with construction of the proposed concept. Potential benefits and impacts to be considered include, but are not limited to, right-of-way, safety, utilities, construction costs, permitting and environmental impacts.

Subtask 3.3: Place Guide document

The Place Guide document shall include all desired program elements, cost, phasing, and a preferred master plan developed during the preliminary concepts and preferred concept development tasks including:

- Preliminary Concepts and Preferred Concept Layout Plans and Design Details
- Preliminary Concepts and Preferred Concept Graphic Illustrations
- Public Art, Wayfinding and Gateway Plan
- Interim and Long-term Programming Strategy
- Public Building Concept Alternatives
- Preliminary Concepts and Preferred Concept Cost Estimates
- Preliminary Concepts and Preferred Concept Technical Analyses
- Preferred Concept Plan Graphic Illustrations

Subtask 3.4: Capital Investment Strategy

In order to inform a Capital Investment Strategy for the Project, the First Forty Feet Team will explore funding opportunities and prepare an infrastructure funding strategy. The Capital Investment Strategy will include a phasing assessment to identify the areas of initial development.

Subtask 3.4.1 Infrastructure Funding Opportunities

LCG will lead this task, with input from FFF Team and the COV.

- Leland Consulting Group (LCG) will lead this task, with input from FFF, PBS, Walker Macy, DCW Cost Management, other team members. The City may provide input.
- The goal will be to generate a “laundry list” of potential funding sources that could fund infrastructure and operations at the Heights. LCG will facilitate one or two team meetings to brainstorm potential funding sources and assign specific research to different team members. For example, PBS is already aware of a number of specific funding opportunities for transportation infrastructure. LCG and the team will generate potential funding sources for the following plan elements:
 - Capital Improvements
 - Streets
 - Water
 - Sewer
 - Land Acquisitions
 - Stormwater improvements serving streets and private development
 - Parks
 - Operations of the parks and/or district. (This analysis will not evaluate funding sources for the operations of water, sewer, or other public utilities.)
- LCG and the FFF team will document the potential to secure funds from:
 - Land sales or leases
 - Infrastructure built by developers/property owners
 - Impact fees dedicated to the site
 - District-scale funding sources such as tax increment financing (TIF), local improvement districts (LID), and Business Improvement Districts (BID).
 - City sources such as Capital Improvement Plans
 - SW Washington Regional Transportation Council, e.g., Transportation Alternatives grants
 - Existing special districts, if any
 - State grants such as Transportation Improvement Board (TIB), Ecology, and others TBD.
 - Federal grants such as RAISE or BUILD grants.
- For each funding source, LCG and/or other team members will document:
 - The types of projects funded by the source
 - Approximate amount of likely funding, which may be based on past allocations.
 - Funding criteria
 - Web site and/or contact information
 - Other information.

Subtask 3.4.2 Infrastructure Funding Strategy

LCG will prepare an infrastructure Funding strategy that will include

- A list of all infrastructure projects and costs from FFF, PBS, and/or other team members. This shall be the uses of funds.
- Using the uses of funds and results of the above task documenting potential sources of funds, LCG will prepare a draft source and uses spreadsheet. Each use (project) will be assigned to one or more sources of funding that appear to be the most likely funding sources. Each project will have its own row in the spreadsheet. Each project will be assigned a year of construction, based on input from LCG

and the team. Costs for future years can be escalated on the basis of guidance from DCW, PBS, or based on LCG's assessment.

- Project uses will be deducted from sources to show a funding surplus or gap. The spreadsheet will be dynamic and allow LCG, the City, and/or team members to make different assumptions about funding sources and uses, and then see the resulting total funding burden that accrues to each major party, funding surplus/gap, and other information.
- DCW will provide costs for specific project elements to inform the Funding strategy
- DCW will identify how costs were developed and provide recommendations from a cost perspective

Subtask 3.4.3 Phasing Assessment.

FFF and Leland Consulting Group (LCG) will assess The Heights District Plan in order to identify areas most likely to develop first, and the associated early-phase infrastructure that will be needed:

- Based on conversations with City staff, a review of the land use program, assessment and evaluation of conditions affecting development, the team will identify possible near term development types and locations on the site where early phase development is most likely to occur.
- Identify critical infrastructure that will support early phase development. With FFF, prepare conceptual infrastructure phasing plan that responds in part to the uses that are most viable in the near term.

Assumptions:

- PMT & TAC Meetings: The FFF Team will meet with the PMT and TAC to review and gather feedback on Subtask 3.1.1 Project Guidelines, Standards, and Program Elements; 3.1.2 Project Preliminary Base Map; Subtask 3.1.3: Adopted Heights District Plan: Preferred Concept Plan Assessment and Evaluation; Subtask 3.1.4 Field Guide Document; Subtask 3.2.2 Preliminary Concepts; Subtask 3.2.3 Public Arts Integration, Gateways and Wayfinding Plan; Subtask 3.2.4 Civic Building Concept; Subtask 3.2.5 Preliminary Concepts Cost Assessment; Subtask 3.2.6 Interim and Long-Term Public Use Areas Programming; Subtask 3.2.7 Preliminary Concepts' Analysis Report; Subtask 3.2.8 Preferred Concept Plan; Subtask 3.2.9 Preferred Concept Cost Assessment; Subtask 3.2.10 Preferred Concept Technical Analysis; Subtask 3.3 Place Guide; 3.4.1 Infrastructure Funding Opportunities; Subtask 3.4.2 Infrastructure Funding Strategy; Subtask 3.4.3 Phasing Assessment.
- Following each review meeting COV will provide the FFF Team with a consolidated list of comments and issues to resolve and meet with the FFF Team to direct any changes necessary to finalize subtask documentation.
- City Council Meetings: The FFF Team will attend and facilitate with COV a City Council meeting to review and gather feedback on Subtask 3.1.4 Field Guide Document Subtask 3.2.7 Preliminary Concepts' Analysis Report; Subtask 3.2.10 Preferred Concept Technical Analysis; Subtask 3.3 (Draft) Place Guide.
- Following each City Council meeting COV will meet with the FFF Team to direct any changes necessary to finalize subtask documentation.

Deliverable:

Task 3 Master Plan (Field Guide and Place Guide):

1. Draft and Final Project Guidelines, Standards and Program Elements
2. Draft and Final Project Preliminary Base Map
3. Draft and Final Adopted Heights District Plan: Preferred Concept Plan Assessment and Evaluation

4. Draft and Final Field Guide Document
5. Draft and Final Placemaking Guiding Principles
6. Draft and Final Preliminary Concepts and Preferred Concept Layout Plans (3)
7. Draft and Final Preliminary Concepts (20)
8. Draft and Final Public Art, Wayfinding and Gateway Plan
9. Draft and Final Interim and Long-term Programming Strategy
10. Draft and Final Civic Building Concept Alternatives (3)
11. Draft and Final Preliminary Concepts and Preferred Order of Magnitude Cost Estimates
12. Draft and Final Preliminary Concepts and Preferred Concept Technical Analyses
13. Preferred Concept Plan Graphic Illustrations (15)
14. Draft and Final Place Guide
15. Draft and Final Capital Investment Report documenting the above information. Spreadsheets summarizing calculation of TIF, LID, and analysis of other specific funding sources.
16. Draft and Final Capital Investment Excel sheet and concise summary emails or memoranda; 2 to 3 meetings with City and Team to discuss process, proposed cost allocation, findings and recommendations.
17. Draft and Final Phasing Assessment (one or more) annotated maps showing early-phase development and associated development types;
18. Draft and Final Phasing Assessment memorandum describing the team's rationale for recommending certain development types and/or areas to be developed in early phases.

Task 4: Design Development Documents

Subtask 4.1: Programmatic Elements and Design Criteria

The First Forty Feet Consultant Team will confirm the programmatic elements and summarize the project design standards and decisions that apply to the preferred concept master plan in an excel spreadsheet and illustrative exhibit for City staff concurrence.

Design Memorandum:

PBS will summarize the roadway design standards and decisions in an excel spreadsheet for City staff concurrence. Standards will include but not be limited to:

- Proposed right-of-way
- Facility section widths
- Curb return radii
- Roadway and trail cross section
- Pavement section depths
- Design speed
- Design vehicle
- Transition tapers
- Maximum and minimum profile grades
- Vertical curve criteria
- Illumination pole and fixture
- Photometric analysis

- Travel lane configurations
- Pedestrian crossing enhancements with possible rectangular rapid flashing beacon (RRFB) or pedestrian hybrid beacon (PHB)
- Signing and striping standards

Roundabout Design Documentation:

Consultant will verify and summarize the roundabout designs per the WSDOT Design Manual, results will be documented in exhibits depicting:

- Fastest Path
- Truck turning movements
- Sight distance exhibits
- Level of service analysis

Assumptions:

- City will provide 10% roundabout concept designs, traffic analysis, and costs at McArthur Devine and N. Andreesen intersections
- Areas designed within this task are within the limits depicted in Appendix A

Deliverables:

- Draft and Final Design memorandum
- Draft and Final Design Criteria Matrix

Subtask 4.2: 30% Preliminary Design Documentation

The FFF Team will develop preliminary documents to the 30% design stage based on preferred concept selected by the city. These documents will be used to assist the establishment of the overall project footprint and permitting process. Review documents will consist of drawings, and a preliminary opinion of probable construction cost. At this design level, the overall design layout, footprint, and geometrics of the preferred infrastructure improvements will be established, preliminary right-of-way impacts defined, and support decisions required to generate construction details have been made.

Develop site development Infracore model and flight path for use in Project outreach.

30% Design Plans, Reports, and Estimate:

The 30% plan set shall include the following sheets:

- Cover sheet (1 sheet)
- General notes and legend sheet (2 sheet)
- Typical sections (10 sheets)
- Site prep/demolition plans (50 sheets)
- Plan over profile sheets showing basic roadway geometry information, channelization, and stormwater. (90 sheets)
- Major intersection layout plans (7 sheet)
- Stormwater facility plans (45 sheets)

- Water/sewer/utility plans (90 sheets)
- Signal and RRFB/PHB plans (10 sheets)
- Neighborhood Park and Civic Plaza Landscape plans (10 sheets)
- Landscape plans streetscape, illumination, RAB and details (55 sheets)

30% Preliminary Design Documentation Review

Subtask 4.2.1: 30% Design Cost Assessment

DCW will provide costs for specific preliminary concept plan elements to support decision-making for refinements of preferred concept elements.

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in a format compatible for COV review and editing.
- Prepare a final revision to the opinion of probable construction cost after review and commentary by the team.
- Provide ongoing cost advice throughout the design period to evaluate alternative designs, materials, and methods of construction.

30% Design Cost Assessment Review

Assumptions:

- 30% plans will be based on the preferred solution from Project Place Guide
- Areas designed within this task are within the limits depicted in Appendix A
- Cost estimates will be maintained as live throughout delivery of project in support of alternatives developed through to the 30% design

Deliverables:

- 30% plans and cost estimate (PDF of the plan set, and cost estimate)
- Draft stormwater report
- Infracore Video

Subtask 4.3: Project Phasing Summary Plan:

During Task 3 Master Plan and to be refined upon completion of the 30% plans, the consultant will provide Project Phasing Summary Plan depicting the following for each phase of work the consultant team will work with PMT to establish a phasing plan for the project. This task will identify construction phases based upon owner input anticipated available funding, and constructability. The FFF Team will establish individual phase timelines and cost estimates that are aligned with the financial planning deliverables.

- Graphic depicting project footprint and improvements
- List of phases required to be completed prior to current phase
- List of phases that can be built after current phase completion
- List of anticipated challenges
- List of anticipated benefits
- Cost estimate outlining phased improvements

- Funding strategy plan

Assumptions:

- Project phasing plan will be based on meetings with City, Stakeholders, traffic system operational limitations, and future programed funding
- Project team will coordinate with City to define cost estimate pricing, contingency numbers, and escalation cost to account for assumed timing for phased construction

Deliverables:

- Project phasing plan and staged costs

Subtask 4.4: Utility Coordination

Franchise Utility Coordination

PBS will contact franchise utilities within the project limits and obtain existing system mapping and discuss service requirements for the redeveloped Heights District.

A utility reconnaissance of the project corridor will be conducted to determine visual evidence of underground and aboveground utility facilities and confirm utility provided facility maps and project base map completeness.

Clark Public Utilities

Consultant will meet with Clark Public Utilities to review power service capacity for the redeveloped Heights District, potential power demand, power infrastructure improvements, and location of substations. Potential phasing of improvements will be discussed and potential uses that would necessitate facility upgrades will be evaluated. Building sizes and uses will be required to finalize system impacts and requirements, but conceptual level discussions will be based on the adopted Master Plan. The Consultant will also explore the possibility and location of joint utility trenches to facilitate service for multiple franchise utilities into the Heights District. Meetings will also discuss opportunities to extend power into the Heights District while keeping service to the existing buildings and strategies for retrofitting power service as proposed blocks redevelop.

Cable/Phone Utilities

Consultant will meet with providers of Cable and Telephone utilities to discuss existing service into the Heights District and requirement to provide high speed Cable and Phone service. Conceptual strategies for routing service and required system upgrades will be discussed. Potential phasing of improvements will be discussed and uses that would necessitate facility upgrades will be evaluated. Building sizes and uses will be required to finalize system impacts and requirements, but conceptual level discussions will be based on the adopted Master Plan. The Consultant will also explore the possibility and location of joint utility trenches to facilitate service for multiple franchise utilities into the Heights District. Meetings will also discuss opportunities to extend new utility service into the Heights District while keeping service to the existing buildings and strategies for retrofitting utility service as proposed blocks redevelop.

Northwest Natural

Consultant will meet with Northwest Natural to review gas service capacity for the redeveloped Heights District, potential demand, and required infrastructure improvements. Potential phasing of improvements will be discussed and uses that would necessitate facility upgrades will be evaluated. Building sizes and uses will

be required to finalize system impacts and requirements, but conceptual level discussions will be based on the adopted Master Plan. The Consultant will also explore the possibility and location of joint utility trenches to facilitate service for multiple franchise utilities into the Heights District. Meetings will also discuss opportunities to extend gas into the district while keeping service to the existing buildings and strategies for retrofitting gas service as proposed blocks redevelop.

Assumptions:

- Franchise Utilities will provide system maps for service to the Heights District
- Additional right-of-way and/or easements that may be required for relocated utilities, is the responsibility of the utilities or the City in the event of prior rights.
- City utilities such as fiber optics, water, and sewer will be considered during utility coordination

Deliverables:

- Meeting agendas and summaries for each utility meeting (3 total)
- Alternative analysis and 30% design: existing utilities identified and marked up on survey base mapping
- Joint utility location coordination in support of transportation system and development blocks (assumes up to 6 utility companies)

Subtask 4.4.1: Public Utility Coordination and Design

Sanitary Sewer and Water

- Consultant will review City provided system maps for sanitary sewer, water and storm sewer and confirm preferred connection points for service to the Heights District
- Consultant will work with City utility engineering staff to estimate the require sanitary sewer and water requirements for the new development.
- Anticipated building sizes, uses, and flows will be documented in a Utility Design Report and will be used for preliminary design purposes.
- Consultant will review the water and sewer service to the existing buildings and evaluate the need for re-routing the existing service lines to accommodate the proposed street infrastructure.
- Consultant will develop the proposed sanitary sewer main line routing and conceptual service line locations for each new development block. Sewer routing will be included in the 30% Design Plans.
- Consultant will develop the proposed water main network to serve the development with pipe sizes confirmed with the City of Vancouver. Conceptual water service and fire protection service lines will be located for each block and included in the 30% Design Plans.

Assumptions:

- City will provide utility plans, GIS, and other supporting documents for existing City utilities within the project corridor
- City will provide guidance on sewer main sizes for the Heights District
- City will provide guidance on water main sizes, available pressure, and connection points for the water network

Deliverables:

- Meeting agendas and summaries for each utility meeting (2 total)
- Utility Design Report

Subtask 4.5: Surveying

Subtask 4.5.1: Surveying and Base Map

PBS will perform boundary/right-of-way resolution, topographic/existing conditions surveying, data collection and pre-construction record of survey services to include the following:

1. Establish a densified control network throughout the project limits based on a horizontal datum of NAD 83/2011 (2011.00 Epoch)- Washington State Plane Coordinate System, South Zone 4602 (City of Vancouver Horizontal Survey Datum utilized for the May 2020 Tower Mall Existing Conditions Survey) and vertical datum of NGDV29 (City of Vancouver Vertical Survey Datum). The Heights project limits for survey services are defined in red on the included "Heights Project Limits" exhibit map.
2. Conduct research of existing records for information on property deeds, surveys, plats, highway and road rights-of-way and easements within the Heights project limits.
3. The survey field crew will collect field data (property corners, right-of-way/ centerline monuments, City of Vancouver existing survey control and physical boundary/right-of-way features) in the Heights project area and relevant to the project site. The project surveyor will then review research and field data and determine the right-of-way location and any interior or adjoining property line locations necessary for legal descriptions and exhibit maps to establish right-of-way acquisitions and easement takes.
4. Order and obtain title reports for properties within the interior of the Heights project limits and pertinent properties along the project right-of-way corridor (20 reports estimated).
5. "The project team will take previously defined right of way within the Heights Project District area for initial integration to broader right of way assessments throughout all infrastructure improvements.
6. Perform topographic/existing conditions survey sufficient for 30% civil design level within the limits shown on the attached "Project Limits" exhibit (Appendix A). It is understood that the topographic/existing conditions survey will be mostly established via the UAS flight (provided necessary waivers are obtained and the UAS flight can be carried out safely along project roadways). PBS will supplement data derived from the UAS flight with ground survey (total station, laser scanning, GPS) in major intersection areas (approximately 6-8 locations) to be identified by the Civil design team and within areas of tree canopy/aerial obstructions. PBS will conduct research of existing records for information on available as-built and utility maps, request One-Call utility locates within the public right-of-way, and coordinate with Mt View Locates to obtain conductible underground utility locates outside of the public right-of-way (private properties within the Heights project limits). PBS will field survey existing above ground features (i.e. edge of pavement, curbs, sidewalks, buildings, trees, utilities, grave markers, etc.), including cross sections necessary to produce one foot contour intervals based on UAS and ground survey data points. Topographic/existing conditions survey will also include targets for an aerial drone (UAS) survey to produce high resolution ortho-rectified imagery and point cloud data within available open areas.

7. Prepare an existing surface model reflecting collected topographic survey and break lines from the combination of UAS and ground survey data.

Base Map

Upon completion of the topographic/existing conditions survey and development of the surface model, PBS will prepare a boundary resolution and topographic/existing conditions base map showing mapped features and utilities collected from both field survey and as-built plans.

Site Visits

PBS will conduct routine site visits to verify office mapping and data collection fits field conditions for accuracy and completeness.

Project Photos

PBS will conduct site visits, take project photos of each property along the corridor and conduct field verification of survey data represented in project base map. PBS will use photographs to document pre-project conditions.

Assumptions:

- Access to the private properties requiring survey outside of the public right-of-way will be provided.
- Title reports will be billed as an expense. Approximately 55 title reports are estimated along the project corridor.
- Traffic control (flagging) will be billed as an expense for all work conducted within the travel lanes or intersections of the public right-of-way. When possible, PBS Survey will use the drone to obtain planimetric and spot shot elevation information. However, certain features (survey monuments, storm/sanitary pipe inverts) will require our physical presence in order to obtain accurate information or to validate record information.
- Traffic control plan (TCP) will be provided by the traffic control company providing necessary flagging and billed as an expense.
- Signalized intersection interruptions will need to be coordinated between the City of Vancouver and PBS Survey to coordinate adequate traffic control in these areas if necessary.
- The project is located within FAA Class "C" airspace. It is assumed PBS UAS Department will obtain the necessary waivers and permissions to fly the Heights project limits at a safe and effective altitude. If waivers are not able to be obtained, we will consult with one of our manned aircraft photogrammetry service providers and revise the flight costs accordingly.
- Private conductible underground utility locates will be billed as an expense.
- Interior property line locations, existing conditions and ownership will most likely change over the duration of the project. In this event, PBS will obtain updated title reports and make occasional field visits to track changes and note additional time required to account for the updating of new information.

Deliverables:

- Topographic/Existing Conditions Survey in Civil3D (CAD) and pdf format
- Surface Model (DTM)
- Base map with UAS (drone) imagery

- Project Photos
- Pre-Construction Record of Survey recorded with the Clark County Survey Department

Subtask 4.5.2: Tree Survey

PBS will provide arborist services and conduct a tree inventory survey with species, size (DBH), and general condition (health). Trees greater than 6" DBH will be surveyed and numerically tagged in coordination with the overall survey scope. PBS will provide documentation in a technical report with assessment methodology, itemized and numbered tree inventory spreadsheet, health with observed conditions and plan view exhibits.

Deliverables:

- Tree inventory in CAD with layer control and corresponding point/tree tag ID numbers
- Tree Assessment Report and Inventory Spreadsheet

Subtask 4.5.3 Right-of-Way Plans

The Consultant shall create the preliminary right-of-way plans and exhibits based on the 30% design. ROW plans and exhibits will be developed to City of Vancouver standards. Plans and exhibits will show in fee acquisitions along with temporary acquisitions. Once comments are received from the City staff, the consultant will update the draft right-of-way plans and develop landowner communication exhibits for communication with adjacent impacted landowners.

Right-of-way plans and property owner exhibits describing right-of-way impacts will be prepared in support of describing project acquisitions.

Assumptions:

- Draft right-of-way plan will be developed based on project limits shown in Appendix A
- A total of XX landowner communication exhibits will be prepared.

Deliverables:

- Prepare draft and final right-of-way plans based on impacted plans described in subtask
- Prepare exhibits for property owner discussions

Legal Descriptions and Exhibits (Reserved)

Survey Design Validation (Reserved)

Subtask 4.5.4 Archaeological Survey

AINW will conduct an archaeological survey for the Project area to meet local development review under Vancouver Municipal Code (VMC 20.710.080), review by the Washington State Department of Archaeology and Historic Preservation (DAHP), and in anticipation of state and federal laws regarding cultural resources that may be applicable. The area to be directly impacted, consisting of the City's proposed infrastructure improvements planned primarily on City-owned land and rights-of-way, will be surveyed for archaeological resources. Three known historic-period archaeological sites (45CL1441, 45CL1442, and 45CL1449) overlap the project area near the intersection between Devine Road and Mill Plain Boulevard.

Subtask 4.5.5 Pedestrian Survey and Shovel Testing

Archaeological survey fieldwork will consist of a pedestrian survey and shovel testing by hand to look for evidence of buried archaeological resources within the project area. Up to 40 shovel tests will be excavated

within the project area for the survey and to delineate the boundaries of the three known historic-period archaeological sites near the intersection of Devine Road and Mill Plain Boulevard. The shovel tests will measure 30 centimeters (12 inches) in diameter and will be excavated by hand at least 50 centimeters (20 inches) deep where possible. Excavation of the shovel tests may be extended using a bucket auger measuring 15 centimeters (6 inches) in diameter. Shovel testing will not be conducted in paved or graveled areas.

Subtask 4.5.6 Geotechnical Investigations

Because portions of the project are covered with asphalt and concrete, archaeological fieldwork will also include inspection of geotechnical investigations to document subsurface conditions. The scope includes up to two 10-hour days for an archaeologist to monitor and inspect geotechnical investigations.

Subtask 4.5.7 Park Hill Cemetery Boundary Confirmation

AINW will also assist with confirming the boundary of Park Hill Cemetery relative to the project following a removal of dedication procedure that occurred in 2018 following RCW 68.24.090. Park Hill Cemetery is a historic property that is eligible for listing in the National Register of Historic Places (NRHP). Confirmation of the cemetery's boundary will be accomplished through communication with the COV and with DAHP.

Assumptions:

- If artifacts are found during the archaeological survey, they will be photographed and documented in the field but not collected.
- Up to three archaeological resource forms (for known sites 45CL1441, 45CL1442, and 45CL1449) will be prepared and appended to the survey report, if evidence of these sites is encountered within the project area during the survey.
- If an archaeological site is identified during the survey that cannot be avoided by the project, additional archaeological work may be needed to evaluate its significance and assess the project's effects on the resource. A permit may also be needed from DAHP. If an archaeological resource is encountered during the survey, AINW will provide the City and project team with options and recommendations for any additional work that may be needed to comply with applicable state and/or federal laws regarding archaeological sites and permitting.

Exclusions:

If the project involves state capital funding in the future, a cultural resource survey (to include a historic resource survey in addition to the archaeological survey outlined above) may be needed to comply with Governor's Executive Order 21-02. If the project involves federal funding or permitting in the future, a cultural resource survey (to include a historic resource survey in addition to the archaeological survey outlined above) may be needed to comply with Section 106 of the National Historic Preservation Act. If the project will receive federal transportation funding in the future, a Section 4(f) analysis may be needed to comply with Section 4(f) of the United States Department of Transportation Act. Section 4(f) properties include publicly owned parks, recreation areas, refuges, and historic sites eligible for listing in the NRHP.

If needed, a historic resource survey would consist of documentation and evaluation of historic buildings and structures constructed 45 years ago or more. The historic resource survey would be conducted by a professional architectural historian to meet review by DAHP under SEPA, and/or to meet review under Executive Order 21-02 and/or Section 106 of the National Historic Preservation Act. Two historic resources within and adjacent to the project—Park Hill Cemetery at 703 N Devine Road and the City's Water Station No. 5 at 5401 Idaho Street—were previously documented and evaluated for NRHP eligibility. Park Hill Cemetery and Water Station No. 5 were each determined eligible for listing in the NRHP in 2020. If the project intersects

the parcels on which these historic resources are located, a professional architectural historian/historian may need to evaluate the effects of the proposed project on these resources.

Deliverables:

- AINW will develop a draft and final archaeological survey report prepared to meet local, state, and federal reviews that may be applicable. Up to three archaeological resource forms will be appended to the archaeological survey report.

Subtask 4.6: Geotechnical Engineering

Subtask 4.6.1: Geotechnical Site Evaluations

Current project plans include infrastructure design to support the future buildout of multiple City blocks. Development will include improvements to existing City streets as well as construction of new streets. Future buildout will require disposal of stormwater collected on City streets and will likely be accomplished using roadside swales, trenches, and drywells. PBS' current plans are to complete borings throughout the proposed development area to facilitate infiltration testing at depths of 5 and 20 feet below the existing ground surface (bgs), perform laboratory testing for correlation to hydraulic conductivity, and measure the depth to groundwater (if present within 30 feet of the ground surface). PBS will provide input regarding appropriate standard pavement sections based on soil type and consistency/relative density.

Subtask 4.6.2: Geologic Map Review

Geologic maps of the site area will be reviewed for information regarding geologic conditions at or near the site.

Subtask 4.6.3: Subsurface Exploration

Subsurface conditions will be explored by completing eighteen (18) borings using a truck-mounted drill rig. Borings will be advanced to depths of 30 feet bgs or practical refusal of the drilling equipment, whichever occurs first. In situ, standard penetration tests will be performed at 2.5- to 5-foot intervals. The borings will be logged, observed groundwater levels noted, and representative soil samples collected by a member of the PBS geotechnical engineering staff. Cuttings will be drummed and disposed of offsite.

Subtask 4.6.4: Piezometer Installation

Seven (7), 2-inch diameter PVC piezometer casings with 10 feet of screen will be installed at the site, one in each of two borings, to collect groundwater data during the required monitoring period. The piezometers will be equipped with a locking cap and protected with a flush, traffic-rated aluminum well monument. Data will be collected daily using pressure transducers and data loggers and will be downloaded twice during the monitoring period.

Subtask 4.6.5: Field Infiltration Testing

Eighteen (18) cased-hole, falling-head infiltration tests will be completed, one in each boring, at depths of 5 or 20 feet bgs in general accordance with City of Vancouver test procedures. A soil sample will be collected immediately below the infiltration test depth for laboratory testing. Borings will be extended up to 10 feet below the infiltration test depth.

Subtask 4.6.6: Soils Testing

Samples will be returned to our laboratory and classified by the Unified Soil Classification System (ASTM D2487) and/or the Visual-Manual Procedure (ASTM D2488). Laboratory tests may include natural moisture contents, Atterberg limits, and grain-size analyses, as appropriate.

Subtask 4.6.7: Geotechnical Engineering Analyses

The data collected during the subsurface exploration, literature research, and testing will be analyzed to develop geotechnical recommendations for design and construction.

Assumptions:

- Soil samples collected during the investigation will be stored for a minimum of 60 days after completion of subsurface exploration. Additional storage time may be requested for a monthly fee.
- PBS will complete a "one call" public utility notification and subcontract a private utility locate prior to beginning subsurface explorations. All reasonable efforts will be made not to damage any existing slabs, asphalt, landscaping, or underground utilities or sprinklers, etc.; however, PBS will not be responsible for repair costs associated with any damage to such improvements.
- Environmental services are not included in this geotechnical proposal. In the event environmental contamination is encountered during fieldwork, the Client will be notified immediately. PBS can provide these services, if requested, for an additional fee.
- Full-time traffic control required when performing geotechnical investigations within City streets.

Deliverables:

A geotechnical engineering report will be prepared containing the results of the PBS work, including the following information:

- Field exploration logs and site plan showing approximate exploration locations
- Laboratory test results
- Infiltration test results
- Groundwater considerations
- Recommended standard pavement sections based on subgrade soil type and consistency/relative density
- Recommendation on the use of native backfill for utility trenches.
- Signal pole foundation parameters
- Geotechnical Design Validations (Reserved)

Subtask 4.7: Traffic Engineering

A traffic impact analysis (TIA) memorandum, dated August 30, 2019 by HDR, was prepared for The Heights District redevelopment plan. It addresses redevelopment within Zones 1, 2 and 3 in the vicinity of the Tower Mall area, which are planned to include 1,340 residential units and 204,000 square feet of commercial space as replacement for the existing under-utilized 258,000 square feet of commercial space. The TIA assumed no new commercial trips. Between the bus rapid transit (BRT) system currently being built on Mill Plain Boulevard and the planned multi-modal transportation improvements within the district, the TIA assumes a 6% reduction in trips. The original TIA assumed all new trips to be related to the proposed residential land use. During the AM peak hour 400 net new trips are estimated, with 100 entering and 300 exiting. During the PM peak hour 600 net new trips are estimated, with 370 entering and 230 exiting.

At the November 30, 2021, meeting, the City expanded the scope of work to include updating the TIA to address the replacement of the commercial land uses to the many years of vacant space at the Town Mall.

The TIA assumed roundabouts will be installed at the MacArthur Boulevard/Andresen Road and MacArthur Boulevard/Devine Road intersections.

To maintain an acceptable level of service at studied intersections, a trip accounting system is proposed to verify trips generated by the proposed land uses do not exceed the new trips analyzed in the TIA. Multi-modal improvements are proposed to connect with the proposed trail on MacArthur Boulevard and the BRT system on Mill Plain Boulevard. These include crosswalks at uncontrolled locations on both Mill Plain Boulevard and MacArthur Boulevard as well as narrowing MacArthur Boulevard, which may require traffic signal modifications at the MacArthur Boulevard/Mill Plain Boulevard intersection.

The traffic engineering services will include preparing the updated TIA accounting for the park and plaza events, a traffic study related to traffic signal design, pedestrian crossing enhancements, roadway lighting, roundabout level of service and design, and other 30% design support.

The PBS traffic engineering scope of work proposes support of the following:

Subtask 4.7.1: Data Collection and Review of Supporting Materials

Review the traffic impact analysis related to the environmental impact statement, focusing on traffic impacts at intersections to be improved. Review the city, county, state and federal pedestrian crossing enhancement guidelines. Review the Safe Streets Vancouver Plan. Collect count data to evaluate crossing enhancements:

1. Speed and 24-hour volumes on MacArthur Boulevard and Mill Plain Boulevard near at uncontrolled crossing
2. Survey of existing active business by land use and square feet for trip generation purposes
3. Sight distance measurements
4. Pedestrian desirable paths between origins and destinations
5. Turning movement counts at the 10 studied intersections in the AM and PM peak hours
6. Collision data of study intersections
7. Regional transportation model data from SW Washington's Regional Transportation Council
8. Traffic signal timing values from the City
9. Previously developed Synchro models of the studied intersections from the City

Subtask 4.7.2: Intersection Operational Analysis and Design

Traffic Signals

Analyze the existing signals at the Mill Plain Boulevard/MacArthur Boulevard, Mill Plain Boulevard/Devine Road, and Mill Plain Boulevard/N. Andresen intersections based on the updated land uses, road reconfigurations, and the updated TIA.

Recommend signal design modifications at the Mill Plain Boulevard/MacArthur Boulevard, Mill Plain Boulevard/Devine Road, Mill Plain Boulevard/N. Andresen intersections based on planned modifications to the approach roadways.

At the November 30, 2021, meeting, the City expanded the scope of work to include the signal design at the MacArthur Boulevard/Lieser Road/St Helen Road intersection. The travel lane configuration will be informed by the TIA. The analysis will include signal warrant analysis.

Traffic signal timing optimization for coordinated operation on Mill Plain Boulevard and at the Andresen Road and E 18th Street intersection. The signal timing will be based on a 110 second AM cycle length and 120 second PM cycle length.

The 30% plans will include plan view of the signal design including travel lane layout, pole, mast arms and signal head placement, crosswalks and pedestrian signal heads and push buttons.

Subtask 4.7.3: Roundabout Design Support

Provide traffic analysis support for roundabout alternative evaluations at the intersections of McArthur/Devine and McArthur/N. Andresen. This would include collecting updated traffic counts, preparing Sidra analysis for various lane, inscribed diameter, and approach configurations.

Subtask 4.7.4: Pedestrian Crossing Analysis and Design

Evaluate proposed locations for proposed midblock crosswalk locations along Mill Plain Boulevard, Devine, N. Andresen, and MacArthur Boulevard then recommend crossing enhancements types based on proposed improvements. The evaluation and design will be completed according to city, county, state, and federal guidance, including the City of Vancouver's Pedestrian Crossing Improvement Policy and the WSDOT Design Manual chapter 1510.10. At a minimum, apply engineering judgment at the proposed crossings to consider the following:

- High pedestrian crossing volume present with long block spacing. The focus will be related to pedestrian forecasts, origins and destinations.
- Evidence of pedestrian-vehicular midblock conflicts (site observations, law enforcement reporting, and city traffic engineers). Proposed crossing with a realistic opportunity to channel multiple pedestrian crossings to a single location. Sight lines that enable sufficient eye contact between motorists and pedestrians.
- Community commitment for a successful outcome.
- Ability to mitigate risks associated with the location using proven countermeasures such as, but not limited to, refuge islands, rectangular rapid flashing beacons, and/or pedestrian hybrid beacons.
- Modal interchange points where high volumes crossing pedestrians occur (e.g., transit stop to apartment complex).
- Practical design based on Chapter 1100 of the WSDOT Design Manual related to alternative analysis of midblock crosswalk enhancement.
- Evaluate traffic volume and speed data at the proposed crosswalk related to evaluating risk mitigation.

Design crossing enhancements related to preparing designs for rectangular rapid flashing beacons (RRFB), pedestrian hybrid beacons (PHB), and signing and striping.

Subtask 4.7.5: Safety Performance Analysis

Consultant shall prepare a Safety Performance Analysis to support the selection of intersection control for the Project. Safety analysis will be based on the current Highway Safety Manual (HSM) Methodology. Historic crash data will be evaluated to identify trends or patterns in type or severity of the crashes, identify the trends related to the primary contributing factors and inform the design considerations.

- 5-most recent years of crash data at the intersection and along approaches

- Predicted crash frequency and severity of each intersection alternative
- Safety analysis of each alternative compared to each other
- Summarize safety performance analysis to be incorporated into combined Alternatives Analysis Report

Subtask 4.7.6: Street Lighting Analysis

Perform lighting analysis along public roadways based on City of Vancouver lighting standard plans. This includes locations along Mill Plain Boulevard from MacArthur Boulevard to Devine Road, on MacArthur Boulevard from Mill Plain Boulevard to Devine Road and at the MacArthur Boulevard and Andresen Road roundabout. Provide lighting photometrics or preliminary lighting layout.

Subtask 4.7.7: Access Management Plan

Support development of Access Management Plan (AMP) for the project area. This will include a description of the relationship of access management to the daily operational safety of vehicular travel, as well as multi-modal features of the proposed roadway. The effect of driveway design on traffic operations and safety will also be analyzed and reported.

- The AMP will be developed taking into consideration current conditions, land uses, agreements, as well as other projected and anticipated transportation plans.
- The Consultant will coordinate their effort with the City's Traffic Engineering Division's on-going Access Management research and development program. This research, which involves a survey of other jurisdiction's ordinances, Access Management Plans and standards, will provide technical background for the Consultant's recommendations to the City for the Project corridor.
- The Consultant will review the City's existing design and development codes, identifying any shortcoming(s) in these codes, which would limit the implementation of the AMP.

Subtask 4.7.8: Traffic Reports

PBS will prepare the following reports in support of design efforts through to the 30% design level including submittal of both Draft and Final reports to the City for concurrence to design efforts. The reports below will be developed based project area as defined in Appendix A and subtasks to task 4.9 as described above.

1. Update the Heights District TIA prepared by HDR for the updated land uses. The TIA will follow the City's guidelines for evaluation of the site and studied intersections. The TIA findings and recommendations will be supported by narrative, tables, figures and LOS analysis reports. The report will provide an update of the TIA trip generation estimate and support a trip accounting methodology.
2. Develop project specific traffic analysis report based on road and intersection improvements to document existing and future traffic conditions. This report will provide recommendations for traffic signal modifications, signal analysis for the MacArthur Boulevard and Lieser Road intersection, roundabout configurations, north Andresen Road diet feasibility, pedestrian crossing enhancements, access management, and street lighting photometrics.

Assumptions:

- City of Vancouver's Pedestrian Crossing Improvement Policy will be used.
- The trip generation for The Heights District Plan will need updating from the TIA memorandum by HDR dated August 30, 2019.

- The analysis associated with The Heights redevelopment will only be related to zones 1, 2, and 3. Zone 4 is excluded.
- PBS will submit draft reports, review comments, update reports as needed, and submit final reports.

Deliverables:

- Draft and Final TIA update
- Draft and Final Traffic report documenting subtasks above including signal modifications, signal design, roundabout design, proposed road sections, pedestrian crossing enhancements, signal coordination, and lighting photometrics
- Draft and Final Access Management Plan (AMP) as appendix to traffic report

Task 5: Permitting

The project area is known not to contain critical areas or other regulated sensitive areas. The completion of critical area assessments or permitting outside of that typically required for civil infrastructure projects will not be necessary. As the initial master plans for the project were reviewed under the SEPA EIS process, the project will not require further review under SEPA unless there has been a significant change in the plans compared to what was initially reviewed.

When federal monies are made available then the project will be required to comply with the National Environmental Policy Act (NEPA). Based on the proposed project timeline, the NEPA review process can be initiated during further refinement beyond 30% without impacting delivery and construction timeframes.

Subtask 5.1: Preliminary Permitting Assessment

This task will include a review of the 30% design documents and the master plan SEPA EIS documentation to determine if additional SEPA review will be necessary in the future. This will culminate in the completion of a permitting matrix that will outline the steps, deliverables, and time frames necessary to achieve full project approval once federal funding is secured for the project and National Environmental Policy Act (NEPA) compliance is required. This matrix will serve as a roadmap for future project funding, planning, and scheduling efforts.

Assumptions:

1. Federal funding will be used to fund the improvements
2. The project footprint will not significantly differ from what is contained within the EIS
3. The NEPA process will be completed through FHWA

Deliverables:

1. Memo detailing SWPA review analysis
2. Permitting Matrix and Schedule

Subtask 5.2: Permitting Preparation (Reserved)

Task 6: 90% and Final Construction Documentation (Reserved)

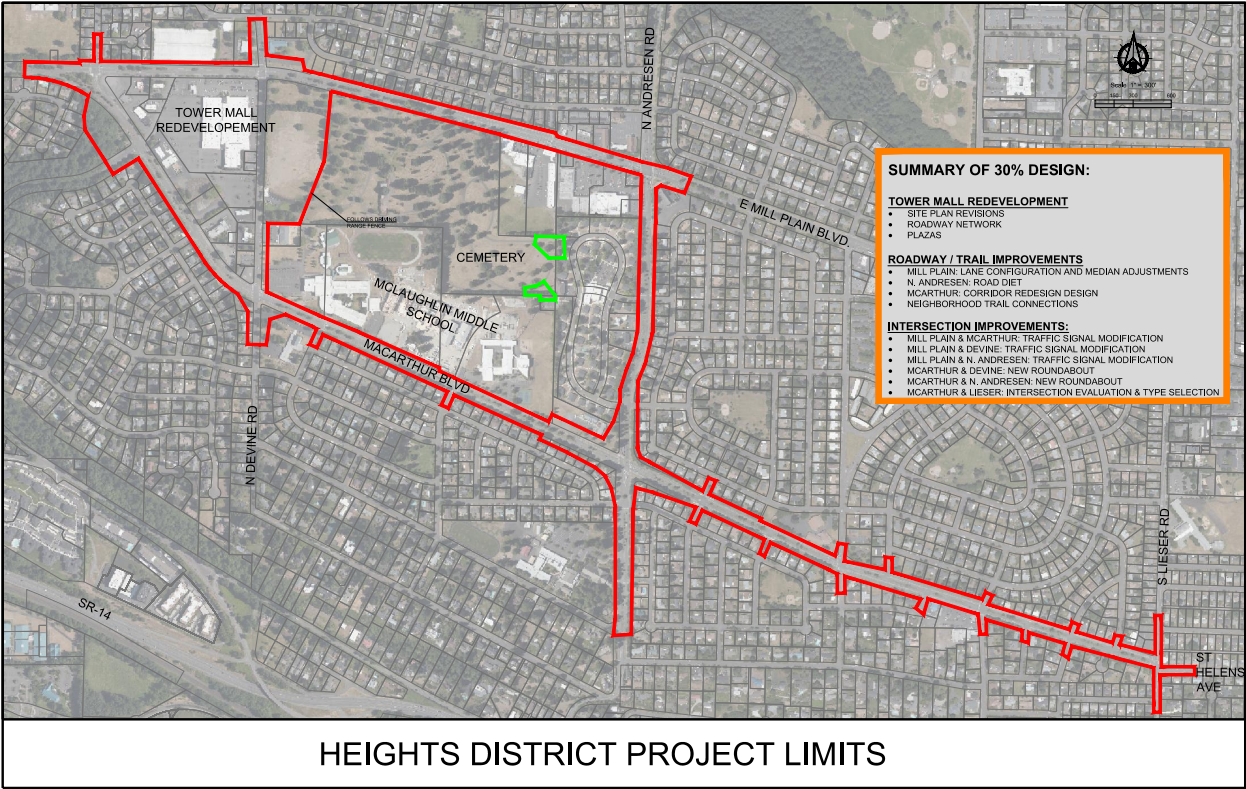
Task 7: Bidding and Construction Support Services (Reserved)

III. Fee

Please see attached Project Fee Worksheet illustrating fee information broken down for each firm's project team. Reimbursable for this project are included in the overall fee. The Exhibit number references the attached fee aggregate breakdown for each subconsultant.

The Heights Public Infrastructure:	Consultant	Exhibit	Fee
Prime Consultant – Project and Design Management	FIRST FORTY FEET		\$432,706
Landscape Architecture- Public Plaza and Park Design	Walker Macy	B	\$234,845
Capital Investment Strategy + Phasing	Leland Consulting	C	\$55,651
30% Civil Design, Infrastructure, Traffic and Lighting; Communication Plan	PBS Engineering	A	\$1,289,331
Cost Estimating	DCW Cost	D	\$24,750
Archaeology Investigations	AINW	E	\$34,968
Total			\$2,072,250

Appendix A



Attachment "B" Fee Schedules

The Heights District Project Proposed Fee Schedule		First Forty Feet				PBS Engineering	Walker Macy	Leland Consulting	DCW Cost	AINW	Task Labor Total
		W.Grimm Project Manager	J. Graf Design Coordination	J. Brackenhoff Urban Design	C. Trivisonno Support	J. Kaiser Admin					
		\$160	\$140	\$120	\$110	\$95					
TASK	SCOPE OF WORK	hours				hours	hours	hours	hours	hours	
TASK 1	PROJECT ORIENTATION										
1.1	Contract Administration, Invoicing, and Progress Reports	36	12	12		18					78
1.2	Project Management Meetings										0
	- Bi-weekly PMT Meeting (20)	30	20	10	10						70
	- TAC-PMT Subtask Review Meetings (24)	36	24	16	10						86
	- Public Agencies and PMT Meetings (10)	15	10	8	8						41
	- Agendas/ Materials / Summaries (54)	80	20	12							112
1.3	Management, Coordination, and Direction	60	20	20	20						120
1.4	Quality Assurance/Quality Control	52	36	48	24						160
1.5	Project Management Team (PMT) Kick-off										
	- Kick-off Agendas/ Materials / Summaries (3)	8	4	6							78
Subtotal Staff Hours		317	146	132	72	18					
Subtotal Labor by Firm				685			0	0	0	0	
Subtotal Staff Labor Cost		\$50,720	\$20,440	\$15,840	\$7,920	\$1,710					
Subtotal Labor Cost by Firm				\$96,630			0	0	0	0	\$96,630
Task 2	COMMUNICATION PLAN - 15 weeks										
2.1	Engagement Purpose, Objectives and Goals - 2 weeks	4	4	2							10
2.2	Outreach Content and Materials Support										
	- Project Area Exhibit			2	4						6
	- Process and Timeline Graphic	1	2	4							7
	- Project Overview Text	1	1								2
	- Motion Graphic and Narrative	4	2	4	10						20
	- 3D & Plan Graphic Illustrations with Text	1	2	8	12						23
	- Periodic Update	4	4								16
	Online Survey Analyses & Summaries	2	2	0							4
	Agendas Summaries	2	2	0							4
2.3	Stakeholder Identification - 1 weeks	4	4								8
2.4	Project Engagement Mllesones and Topics										
	Engagement #1 - Preliminary Concept Plans										
	- Stakeholder Group - 4 weeks	15	10	8	15						48
	- City Council	3	3								6
	Engagement #2 - Preferred Concept Plan										
	- Stakeholder Group - 3 weeks	15	10	8	15						48
	- City Council	2	2	0							4
	Meeting Materials & Presentations	12	12	36	80						140
	Communicaions Plan Review	2	2								4
2.5	Engagement Schedule and Content Review Schedule - 1 week	30	15								45
Subtotal Staff Hours		102	77	72	144	0					
Subtotal Labor by Firm				395			0	0	0	0	
Subtotal Staff Labor Cost		\$16,320	\$10,780	\$8,640	\$15,840	\$0					
Subtotal Labor Cost by Firm				\$51,580			0	0	0	0	\$51,580
TASK 3	MASTER PLAN - 40 weeks										
3.1	Field Guide - 10 weeks										
3.1.1	- Projet Guidelines, Standards, and Program Elements - 2 weeks	8	25	24	45						102
3.1.2	- Project Preliminary Base Map - 3 weeks	12	16	30	80						138
3.1.3	- Adopted Heights District Plan: Preferred Concept Plan Assessment - 3 weeks	10	20	20	40						90
3.1.4	- Field Guide Document - 2 weeks	12	32	20	60						124
3.2	Place Guide (15% Design)										
3.2.1	- Project Placemaking Work Session - 3 weeks	24	24	40	20						108
3.2.2	- Preliminary Concepts - 4 weeks	40	30	90	160						320
3.2.3	- Public Arts, Gateways, and Wayfinding Plan - 3 weeks	20	12	30	10						72
3.2.4	- Civic Building Concept (Civic Plaza) - 3 weeks	20	10	36	10						76
3.2.5	- Preliminary Concepts Cost Assessment -	4	4	2							10
3.2.6	- Interim and Long-Term Public Use Areas Programming - 2 weeks	8	8	16	10						42
3.2.7	- Prelinary Concepts Technical Analysis	4	16	2	4						26
3.2.8	- Preferred Concept Plan - 3 weeks	60	40	80	80						260
3.2.9	- Preferred Concept Cost Assessment	4	2	2							8
3.2.10	- Preferred Concept Technical Analysis	4	12	2	8						26
3.3	Place Guide Document - 2 weeks	24	32	20	60						136
3.4	Capital Investment Strategy										
3.4.1	- Infrastructure Funding Opportunities	4									4
3.4.2	- Infrastructure Funding Strategy	4									4
3.4.3	- Phasing Assessment	6	2	4	4						16
Subtotal Staff Hours		268	285	418	591	0					
Subtotal Labor by Firm				1562			0	0	0	0	
Subtotal Staff Labor Cost		\$42,880	\$39,900	\$50,160	\$65,010	\$0					
Subtotal Labor Cost by Firm				\$197,950			0	0	0	0	\$197,950
TASK 4	DESIGN DEVELOPMENT DOCUMENTS - 20 weeks										
4.1	Programmatic Elements and Design Criteria	2	2								4
4.2	30% Preliminary Design Documentation	60	48	24	8						140
4.2.1	- Heights District 30% Design Cost Assessment	4	1	2							7
4.3	Project Phasing Summary Plan	8	4	2							14
4.4	Utility Coordination										0
4.4.1	- Public Utility Coordination and Design	2									2
4.5	Surveying - Surveying										0
4.5.1	- Surveying and Base Map	2	1	1							4
4.5.2	- Tree Survey	2	1								3
4.5.3	- Right-of-way Plans	4	1								5
4.5.4	- Archaeological Survey	2	1								3
4.5.5	- Pedestrian Survey and Shovel Testing	2	1								3
4.5.6	- Geotechnical Investigations	2	1								3
4.5.7	- Park Hill Cemetery Boundary Confirmation	2									2
4.6	Geotechnical Engineering										
4.6.1	- Site Evaluations										
4.6.2	- Geologic Map Review										
4.6.3	- Subsurface Exploration										
4.6.4	- Piezometer Installation										
4.6.5	- Field Infiltration Testing										
4.6.6	- Soils Testing										
4.6.7	- Geotechnical Engineering Analyses	2	1	1							4
4.7	Traffic Engineering										
4.7.1	- Data Collection and Review of Supporting Materials										
4.7.2	- Intersection Operational Analysis and Design	2	1								3
4.7.3	- Roundabout Design Support										
4.7.4	- Pedestrian Crossing Analysis and Design	2	1								3
4.7.5	- Safety Performance Analysis	2	1								3
4.7.6	- Street Lighting Analysis	2	1								3
4.7.7	- Access Management Plan	2	1								3
4.7.8	- Traffic Reports	2	2								4
Subtotal Staff Hours		106	69	30	8	0					
Subtotal Labor by Firm				213			0	0	0	0	
Subtotal Staff Labor Cost		\$16,960	\$9,660	\$3,600	\$880	\$0					
Subtotal Labor Cost by Firm				\$31,100			0	0	0	0	\$31,100
TASK 5	PERMITTING										
5.1	Preliminary Permitting Assessment	4	4	2							10
Subtotal Staff Hours		4	4	2	0	0					
Subtotal Labor by Firm				10			0	0	0	0	
Subtotal Staff Labor Cost		\$640	\$560	\$240	\$0	\$0					
Subtotal Labor Cost by Firm				\$1,440			0	0	0	0	\$1,440
Total Staff Hours		797	581	654	815	18	0	0	0	0	
Total Labor by Firm				2865							
Total Staff Labor Cost		\$127,520	\$81,340	\$78,480	\$89,650	\$1,710	\$0	\$0	\$0	\$0	
Subtotal Cost by Firm				\$378,700			\$1,203,541	\$230,240	\$54,560	\$24,750	\$34,633
Reimbursable Expenses by Firm							\$7,574	\$85,790	\$4,605	\$1,091	\$0
Total Cost by Firm				\$386,274			\$1,289,331	\$234,845	\$55,651	\$24,750	\$34,968
SubConsultant Markup (3%)											
Overall Project Fee											\$46,432
											\$2,072,250

Haz Report Analysis	350
Traffic Counts	895
Survey (TC and Title Reports)	0
Survey (Private Utility Locates)	1400
Geotech (tests)	0
Travel (roughly 4 long and 4 local trips)	1012.48

Heights Project							
30% Plans							
Submittal & Title	Sheet Size	Scale	Count	Assumptions	Responsible	Hours/Sheet	Total Hrs.
Cover Sheet	11x17	NTS	1	Title	PBS	4	4
General Notes & Legend	11x17	NTS	2	Index/Drawing List	PBS	4	8
Typical Sections	11x17	NTS	10	General typicals for site improvments	PBS	6	60
Site Prep & Staging Plans	11x17	40	50	Planview	PBS	8	400
Roadway Plan & Profile	11x17	40	90	Plan over profile sheets	PBS	10	900
Intersection Plan	11X17	40	7	Planview	PBS	16	112
Stormwater Facility Plans	11x17	40	45	Plan/Profiles/Notes	PBS	12	540
Water/Sewer/Utility Plans	11x17	40	90	Planview/Notes	PBS	4	360
Signal Plans (including RRFBs)	11x17	20	10	Planview	PBS	24	240
Park and Civil Plaza Plans	11x17	20	8	Coordinate with FFF	PBS	1	8
Landscape Index Sheet	11x17	NTS	1	Legend & Notes	PBS	1	1
Landscape Plans	11x17	40	50	Plans	PBS	1	50
Cost Estimate	NA	NA	1	Civil Estimate for Project	PBS	120	120
Stormwater Report	NA	NA	1	Time to develop design approach, model, and report	PBS	320	320
Infraworks Model	NA	NA	1	Time to develop model	PBS	160	160
			Total	364			
					Total	3283	
					Total Hours	2683	
					PBS Sheets	364	
					Hours/Sheet	7.37	

		PE	EIT	QC
		0.6	0.4	0.08
Road	2143	1286	857	171
Storm	540	324	216	43
Utility	360	216	144	29
Traffic	240	144	96	19

PE-R	#REF!
EIT-R	#REF!
QC-R	#REF!
PE-L	#REF!
EIT-L	#REF!
QC-L	#REF!



January 21, 2022

Will Grimm, AIA
Principal
First Forty Feet

RE: The Heights District
WM Project #M3821

Dear Will,

We appreciate the opportunity to submit the following proposal for providing landscape architectural services for The Heights District.

Project Understanding and Team Roles:

1. The project includes master planning support, engagement support, and design documentation to 30% level for parks, streets, and public use areas associated with the redevelopment of the former Tower Mall site and surrounding district:
 - a. Parks include Civic Plaza, Neighborhood Park, and Cemetery Trail Connection
 - b. Landscape design for streets and public use areas
2. Walker Macy proposes the following sub-consultant team to assist us on the project and will be contracted directly to Walker Macy:
 - Fountain Designer: STO Design
 - Irrigation Consultant: Land Arc Associates
3. Walker Macy's role will be to provide the following:
 - For the Parks, Walker Macy, in collaboration with the design team, will document surface improvements including paving (pedestrian), planting, grading, irrigation strategy, water feature(s), site lighting layout, and site furnishings for areas within our scope.
 - For the streets and public use areas, Walker Macy, in collaboration with the design team, will document surface improvements including specialty paving finishes, planting, irrigation strategy, site lighting layout, and site furnishings for areas within our scope.
 - FFF and/or PBS will provide street and public use area plans with proposed locations of curbs, sidewalks, and utilities for use as backgrounds in landscape drawings
4. The team's civil engineer will be responsible for the following:
 - Document all subsurface utilities, roadway, vehicular improvements, and any work within the public right-of-way. We will collaborate with the civil engineer for road, parking, and site design, as well as storm water quality features that may be included in our scope. Walker

The Heights District

January 21, 2022

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Macy will lead documentation of grading for Parks and Civil Engineer will lead documentation of grading for streets and public areas other than parks

- All erosion and sedimentation control documentation.
- 5. The team's structural engineer will document structural information for all walls greater than 3' in height and will document reinforcing for light pole foundations. The structural engineer will be available to review structural components of Walker Macy details and will provide signed and stamped structural calculations and redlines for details including but not limited to: custom guardrails and handrails, custom bench supports, joist and structural support member spacing and sizing for decks, fencing systems and structural footings, anchors and supports for other elements.
- 6. The team's electrical engineer will document all lighting and electrical services. Walker Macy will work with the team to select site fixtures and will include light fixtures in the landscape layout plan. The electrical engineer will provide CAD files of the electrical fixture locations to Walker Macy.
- 7. The team's cost estimating consultant will provide statements of probable costs. We will review and evaluate cost estimates prepared by others for work within our scope.
- 8. City of Vancouver will be responsible for providing the following:
 - A detailed site survey in AutoCAD 2013 or earlier format, suitable for construction documentation, will be available for our use.
 - Geotechnical Report of the project site.
 - Arborist Report for the project site.

Scope of Work:

Based on our understanding of the project, and the information provided, we propose the following scope of work:

- **Task 1: Project Orientation**
 - Subtask 1.1: Contract Administration, Invoicing, & Progress Reports.
 - WM will provide the firm's monthly invoicing and progress reporting to the FFF project manager no later than the fifth day of each month
 - Subtask 1.2: Project Management Meetings
 - Attend (10) PMT meetings (virtual)
 - Attend (6) TAC meetings (virtual)
 - Subtask 1.5: Project Management Team (PMT) Kick-off
 - Attend (1) PMT Kick-off Meeting (in-person in Vancouver)
 - Attend (1) PMT Kick-off Prep Meeting (virtual)
- **Task 2: Communications Plan**
 - Subtask 2.4: Project Engagement Milestones and Topics

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- Attend (8) Stakeholder engagement sessions (virtual)
- Attend (2) City Council meetings (virtual)

- **Task 3: Master Plan**

- Subtask 3.1.1: Project Guidelines, Standards, and Program Elements
 - Assemble and summarize guidelines, standards, and program elements for the public use areas, including Civic Plaza, Neighborhood Park, Grand Loop, pocket parks and landscape standards for streets
 - Attend (2) internal team meetings (virtual)
- Subtask 3.1.3: Adopted Heights District Plan: Preferred Concept Plan Assessment and Evaluation
 - Provide an assessment and evaluation of the Civic Park and Neighborhood Park location and identify outlying issues and opportunities. (exhibit and annotation)
- Subtask 3.1.4: Field Guide Document
 - Field Guide document review
 - Attend (2) internal team meetings (virtual)
- Subtask 3.2.1: Project Placemaking Guiding Principles
 - Attend team site walk/investigation (in-person in Vancouver)
 - Attend internal team work session (virtual)
- Subtask 3.2.1: Project Placemaking Guiding Principles
 - Prepare two (2) base concept alternative variations for placemaking for Civic Park and Neighborhood Park
 - Prepare preliminary layout plans and sketches
 - Prepare three-dimensional model of preliminary design concepts
 - FFF will insert into overall site model and export views for presentation graphics
 - Provide preliminary details and elements that support the thematic design and placemaking guiding principles
 - Attend up to four (4) internal team meetings (virtual)
- Subtask 3.2.3: Public Arts, Gateways & Wayfinding Plan
 - Identity public art integration opportunities in the Civic Park and Neighborhood Park
 - Provide review and recommendations on the overall approach for the Draft Gateway elements and Wayfinding Plan
 - Attend up to two internal team meetings (virtual)
- Subtask 3.2.6: Interim & Long-Term Public Use Areas Programming (parks)

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- Review and provide recommendations for interim and long-term public use areas programming
 - Attend up to three (3) internal team meetings (virtual)
 - Attend and facilitate up to (3) meetings with Parks staff and/or park stakeholders (virtual)
- Subtask 3.2.7: Preliminary Concepts Analysis (parks/landscape)
 - Prepare technical analysis summary and evaluation of the preliminary public space programming
 - Prepare refinement recommendations for a preferred masterplan concept (Civic Park and Neighborhood Park)
- Subtask 3.2.8: Preferred Concept Plan (parks/landscape)
 - Prepare preferred alternative layout for the Civic Park and Neighborhood Park
 - Prepare three-dimensional model of preferred layout
 - FFF will insert into overall site model and export views for presentation graphics
 - Provide final details and elements that support the thematic design and placemaking guiding principles
 - Attend up to four (4) internal team meetings (virtual)
- Subtask 3.2.10: Preferred Concept Technical Analysis (parks/landscape)
 - Prepare technical analysis summary and evaluation of the preferred public space programming
 - Includes Parks and Landscape for Streets/Public Areas
 - Attend up to two internal team meetings (virtual)
- Subtask 3.3: Place Guide Document
 - Place Guide Document Review
 - Includes narrative and graphic support
 - Attend up to two internal team meetings (virtual)
- **Task 4: Design Development Documents**
 - Subtask 4.2: 30% Preliminary Design Documentation (parks/landscape)
 - Provide 30% design plans for Civic Plaza and Neighborhood Park
 - Includes preliminary plans for paving, grading, planting, site lighting layout, site furnishings, and sections/key details; Preliminary water feature and irrigation system narratives
 - Provide landscape plans for streetscape, illumination, roundabouts, and details

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- Includes preliminary plans for specialty paving finishes, planting, site lighting layout, site furnishings, and sections/key details; Preliminary irrigation system narrative
- Attend up to four internal team meetings (virtual)
- Review cost estimate produced by others
- Subtask 4.3: Project Phasing Summary Plan
 - Phasing Summary Plan(s) for Parks; Input for Streets/Public Areas
 - Attend two (2) internal team meetings including a Project Phasing work session and follow-up draft plan review (virtual)

Fees

We propose the following fees:

Task 1 - Project Orientation	\$19,680.00
Task 2 - Communications Plan	\$7,640.00
Task 3 - Master Plan	\$116,190.00
Task 4 – 30% Design Documents	<u>\$86,730.00</u>
Total:	\$230,240.00 <i>plus expenses</i>

We propose to bill monthly on a percentage of completion per phase. Expenses are additional and will be billed at 1.1 times our cost.

Assumptions

1. Our proposal is based on the above scope of work, attached Description of Subconsultant Services from FFF, approved limit of work, and conversations with FFF, PBS, and City of Vancouver staff.
2. Project is scheduled to be completed within 12 months from Authorization to Proceed.
3. The project team cost estimator will develop landscape and site improvements quantity take offs and unit pricing. This information will be provided to Walker Macy for review as noted in the scope above. Walker Macy will evaluate quantities and unit cost and provide comments to client.
4. The following scope items may require additional services:
 - Client meetings in addition to those identified.
 - Site visits in addition to those identified.
 - Changes in meeting location from virtual to in-person, resulting in travel time and expenses
 - Professional illustrations.
 - Significant project schedule extensions.

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Please contact me or Brian Bishop if you have any questions, require clarification, or if we can be of further assistance. We look forward to working with you on The Heights project.

Sincerely,

WALKER MACY

Michael Zilis

Principal

mzilis@walkermacy.com

Walker Macy / The Heights													
Personnel and Hourly Rate													
1/21/2022	PIC hours	\$215 fee	PM hours	\$155 fee	QC hours	\$140 fee	LA hours	\$105 fee	Staff hours	\$85 fee	Admin hours	\$55 fee	Phase Total
Task 1: Project Orientation													
Subtask 1.1 - Contract Administration, Invoicing, & Progress Reports													\$3,960
WM will provide the firm's monthly invoicing and progress reporting to the FFF project manager no later than the	4	\$860	20	\$3,100	0	\$0	0	\$0	0	\$0	0	\$0	
Subtask 1.2 - Project Management Meetings													\$11,840
Attend (10) PMT meetings (virtual)	20	\$4,300	20	\$3,100	0	\$0	0	\$0	0	\$0	0	\$0	
Attend (6) TAC meetings (virtual)	12	\$2,580	12	\$1,860	0	\$0	0	\$0	0	\$0	0	\$0	
Subtask 1.5 - Project Management Team (PMT) Kick-off													\$3,880
Attend (1) PMT Kick-off Meeting (in-person in Vancouver)	4	\$860	12	\$1,860	0	\$0	4	\$420	0	\$0	0	\$0	
Attend (1) PMT Kick-off Prep Meeting (virtual)	2	\$430	2	\$310	0	\$0	0	\$0	0	\$0	0	\$0	
Total Hours	42		66		0		4		0		0		
Total Fees		\$9,030		\$10,230		\$0		\$420		\$0		\$0	\$19,680
Task 2: Communications Plan													
Subtask 2.4 - Project Engagement Milestones and Topics													\$7,640
Attend (8) Stakeholder engagement sessions	16	\$3,440	16	\$2,480	0	\$0	0	\$0	0	\$0	0	\$0	
Attend (2) City Council meetings	8	\$1,720	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	
Total Hours	24		16		0		0		0		0		
Total Fees		\$5,160		\$2,480		\$0		\$0		\$0		\$0	\$7,640
Task 3: Master Plan													
Subtask 3.1.1 - Project Guidelines, Standards, and Program Elements													\$7,570
Assemble and summarize guidelines, standards, and program elements for the public use areas, including Civic	8	\$1,720	16	\$2,480	0	\$0	16	\$1,680	0	\$0	0	\$0	
Attend (2) internal team meetings	4	\$860	4	\$620	0	\$0	2	\$210	0	\$0	0	\$0	
Subtask 3.1.3 - Adopted Heights District Plan: Preferred Concept Plan Assessment and Evaluation													\$2,520
Provide an assessment and evaluation of the Civic Park and Neighborhood Park location and identify outlying	4	\$860	8	\$1,240	0	\$0	4	\$420	0	\$0	0	\$0	
Subtask 3.1.4 - Field Guide Document													\$1,550
Field Guide document review	2	\$430	6	\$930	0	\$0	0	\$0	0	\$0	0	\$0	
Attend (2) internal team meetings	4	\$860	4	\$620	0	\$0	0	\$0	0	\$0	0	\$0	
Subtask 3.2.1 - Project Placemaking Guiding Principles													\$6,520
Attend team site walk/investigation (in-person in Vancouver)	8	\$1,720	16	\$2,480	0	\$0	8	\$840	0	\$0	0	\$0	
Attend internal team work session	4	\$860	4	\$620	0	\$0	0	\$0	0	\$0	0	\$0	
Subtask 3.2.2 - Preliminary Concepts (parks/landscape)													\$30,375
Prepare two (2) base concept alternative variations for placemaking for Civic Park and Neighborhood Park	8	\$1,720	24	\$3,720	0	\$0	16	\$1,680	0	\$0	0	\$0	
Prepare preliminary layout plans and sketches	8	\$1,720	24	\$3,720	0	\$0	16	\$1,680	0	\$0	0	\$0	
Prepare three-dimensional model of preliminary design concepts	1	\$215	4	\$620	0	\$0	32	\$3,360	8	\$680	0	\$0	
Provide preliminary details and elements that support the thematic design and placemaking guiding principles	8	\$1,720	24	\$3,720	0	\$0	16	\$1,680	4	\$340	0	\$0	
Attend up to four (4) internal team meetings	8	\$1,720	8	\$1,240	0	\$0	8	\$840	0	\$0	0	\$0	
Subtask 3.2.3 - Public Arts, Gateways & Wayfinding Plan													\$4,520
Identify public art integration opportunities in the Civic Park and Neighborhood Park	2	\$430	4	\$620	0	\$0	2	\$210	0	\$0	0	\$0	
Provide review and recommendations on the overall approach for the Draft Gateway elements and Wayfinding Plan	2	\$430	6	\$930	0	\$0	4	\$420	0	\$0	0	\$0	
Attend up to two internal team meetings	4	\$860	4	\$620	0	\$0	0	\$0	0	\$0	0	\$0	
Subtask 3.2.6 - Interim & Long-Term Public Use Areas Programming (parks)													\$15,890
Review and provide recommendations for interim and long-term public use areas programming	16	\$3,440	24	\$3,720	0	\$0	16	\$1,680	0	\$0	0	\$0	
Attend up to three (3) internal team meetings	6	\$1,290	6	\$930	0	\$0	2	\$210	0	\$0	0	\$0	
Attend and facilitate up to (3) meetings with Parks staff and/or park stakeholders	8	\$1,720	16	\$2,480	0	\$0	4	\$420	0	\$0	0	\$0	
Subtask 3.2.7 - Preliminary Concepts Analysis (parks/landscape)													\$10,820
Prepare technical analysis summary and evaluation of the preliminary public space programming	8	\$1,720	16	\$2,480	0	\$0	16	\$1,680	4	\$340	0	\$0	
Prepare refinement recommendations for a preferred masterplan concept (Civic Park and Neighborhood Park)	4	\$860	16	\$2,480	0	\$0	12	\$1,260	0	\$0	0	\$0	
Subtask 3.2.8 - Preferred Concept Plan (parks/landscape)													\$23,775
Prepare preferred alternative layout for the Civic Park and Neighborhood Park	4	\$860	24	\$3,720	0	\$0	40	\$4,200	0	\$0	0	\$0	
Prepare three-dimensional model of preferred layout	1	\$215	4	\$620	0	\$0	32	\$3,360	16	\$1,360	0	\$0	
Provide final details and elements that support the thematic design and placemaking guiding principles	4	\$860	20	\$3,100	0	\$0	16	\$1,680	0	\$0	0	\$0	
Attend up to four (4) internal team meetings	8	\$1,720	8	\$1,240	0	\$0	8	\$840	0	\$0	0	\$0	
Subtask 3.2.10 - Preferred Concept Technical Analysis (parks/landscape)													\$6,100
Prepare technical analysis summary and evaluation of the preferred public space programming	8	\$1,720	16	\$2,480	0	\$0	4	\$420	0	\$0	0	\$0	
Attend up to two internal team meetings	4	\$860	4	\$620	0	\$0	0	\$0	0	\$0	0	\$0	

Subtask 3.3 - Place Guide Document													\$5,260
Place Guide Document Review	4	\$860	8	\$1,240	0	\$0	16	\$1,680	0	\$0	0	\$0	
Attend up to two internal team meetings	4	\$860	4	\$620	0	\$0	0	\$0	0	\$0	0	\$0	
Total Hours	154		322		0		290		32		0		
Total Fees		\$33,110		\$49,910		\$0		\$30,450		\$2,720		\$0	\$116,190
Task 4: Design Development Documents													
Subtask 4.2 - 30% Preliminary Design Documentation (parks/landscape)													\$62,310
Provide 30% design plans for Civic Plaza and Neighborhood Park	16	\$3,440	60	\$9,300	12	\$1,680	100	\$10,500	80	\$6,800	0	\$0	
Provide landscape plans for streetscape, illumination, roundabouts, and details	8	\$1,720	40	\$6,200	12	\$1,680	80	\$8,400	80	\$6,800	0	\$0	\$2,000
Subconsultant - Irrigation design support													\$18,000
Subconsultant - Fountain design support													
Attend up to four internal team meetings	8	\$1,720	8	\$1,240	0	\$0	8	\$840	0	\$0	0	\$0	
Review cost estimate produced by others	2	\$430	6	\$930	0	\$0	6	\$630	0	\$0	0	\$0	
Subtask 4.3 - Project Phasing Summary Plan													\$4,420
WM PHASING INTERNAL PRODUCTION/COORDINATION	4	\$860	8	\$1,240	0	\$0	4	\$420	0	\$0	0	\$0	
Attend two (2) internal team meetings including a Project Phasing work session and follow-up draft plan review	4	\$860	4	\$620	0	\$0	4	\$420	0	\$0	0	\$0	
Total Hours	42		126		24		202		160		0		
Total Fees		\$9,030		\$19,530		\$3,360		\$21,210		\$13,600		\$0	\$86,730
Total Hours	262		530		24		496		192		0		
Total Fees		\$56,330		\$82,150		\$3,360		\$52,080		\$16,320		\$0	\$230,240
Expenses													\$4,605
Total Labor and Expenses													\$234,845

ATTACHMENT B

DESCRIPTION OF SUBCONSULTANT'S SERVICES

The Heights District Project

Professional services for the Heights District Project will include update of the masterplan (Tower Mall Redevelopment Area), evaluation of site development configuration options, traffic engineering, evaluation of roundabouts and traffic signals, lighting designs, park design, landscape designs, structural designs, environmental process and permits, and utilities coordination and design. Coordination of services and deliverables will integrate with and support the Equitable Development Plan project's recommended strategies and tools for culturally relevant and inclusive programming within the District and funding strategies to support one-time infrastructure and ongoing programmatic investments required to ensure equitable development of the Heights over the long-term. Additionally, project coordination and required federal documentation will be performed.

The Project team includes:

- First Forty Feet – Overall Project Management, Master Planning, Urban Design, Strategic Planning, Placemaking Strategies, Complete Street Design, and Community Engagement and Communications support.
- PBS Engineering and Environmental Inc. – Civil Design, Permitting, Grant Funding Opportunities, Communications Plan, Community Engagement and Communications support and summary reporting.
- Walker Macy – Landscape architecture, Public Open Space Design, Park Design, and Lighting Design Oversight
- Archaeological Investigations Northwest (AINW) – Cultural Resources Analysis
- DCW – Cost Management and Cost Estimating
- Leland Consulting Group – Capital Investment Strategy, and Real Estate Development Strategy

Walker Macy (WM) will lead design programming, use programming and maintenance, design development, for the Civic Park (Plaza), and Neighborhood Park and prepare streets/public areas landscape design details, and plans to 30% Design Documentation. The firm will provide FFF Team support for project management meetings, review/work sessions, stakeholder engagement and preliminary/preferred concept analyses.

Task	Description	Role
Subtask 1.1	Contract Administration, Invoicing, & Progress Reports	Support
Subtask 1.2	Project Management Meetings	Support/Attend
Subtask 1.5	Project Management Team (PMT) Kick-off	Support/Attend
Subtask 2.4	Project Engagement Milestones and Topics	Support/Attend
Subtask 3.1.1	Project Guidelines, Standards, and Program Elements	Support
Subtask 3.1.3	Adopted Heights District Plan: Preferred Concept Plan Assessment and Evaluation (Parks/Landscape)	Support
Subtask 3.1.4	Field Guide Document	Support
Subtask 3.2.1	Project Placemaking Guiding Principles	Support/Attend
Subtask 3.2.2	Preliminary Concepts (Parks/Landscape Design)	Lead/Support
Subtask 3.2.3	Public Arts, Gateways & Wayfinding Plan	Support
Subtask 3.2.6	Interim + Long-Term Public Use Areas Programming (Parks)	Support
Subtask 3.2.7	Preliminary Concepts Analysis (Parks/Landscape)	Lead/Support

Subtask 3.2.8	Preferred Concept Plan (Parks/Landscape)	Lead/Support
Subtask 3.2.10	Preferred Concept Technical Analysis (Parks/Landscape)	Lead/Support
Subtask 3.3	Place Guide document	Support
Subtask 4.2	30% Preliminary Design Documentation (Parks/Landscape)	Lead/Support
Subtask 4.3	Project Phasing Summary Plan	Support/Attend

Project Scope of Work

The First Forty Feet Team will work with the City of Vancouver to provide public outreach and prepare the final master plan, construction drawings, specifications, cost estimates, permit documents and provide bidding and construction support.

The Heights Project will complete master planning, construction, and permitting documents, for the development of public infrastructure including roadways, utilities, public spaces, wayfinding, and transit amenities within the 63-acre TMRA (Tower Mall Redevelopment Area).

The following scope of work tasks describes how the Consultant Team will collaborate with Vancouver Parks, Recreation and Cultural Services Department (Parks), city staff, key stakeholders, community members, and regulatory agencies to prepare the final masterplan, construction drawings, specifications, cost estimates, permit documents, and provide bidding and construction support for the Heights Project's public infrastructure.

I. Project Scope of Work Tasks

1. Heights Project Orientation

The First Forty Feet Team will coordinate with the City of Vancouver (COV) the Heights Project's management structure, work plan, schedule, and coordination roles.

Subtask 1.1 Contract Administration, Invoicing, and Progress Reports

First Forty Feet will provide contract administration, invoicing, and progress reporting for the Project to the COV project manager including the following:

1. Prepare and submit monthly invoices. Each invoice will include date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses; total cost for labor and expenses for the billing period; subconsultants fees for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees.
2. Prepare a Contract Summary Report (CSR) to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, expenses, and subconsultants as well as total amounts for each invoice. The Contract Summary Report will also list the total amount billed to date, total amount remaining under contract, and contract expiration date.
3. Maintain required contract documentation. Provide copies of project files and records to the city for audits and public information requests. Final documents shall be provided in electronic format as requested.

WM Deliverable

WM will provide the firm's monthly invoicing and progress reporting to the FFF project manager no later than the fifth day of each month.

1. Monthly invoicing and progress reporting to the FFF project manager

Subtask 1.2 Project Management Meetings

The First Forty Feet team tasks include coordination and facilitation of PMT meetings necessary to successfully complete the project. The First Forty Feet project manager will coordinate with the COV project manager to determine appropriate City staff, City representatives, consultant team members, key stakeholders, and/or public agencies representatives as needed to attend PMT meetings.

Project management tasks are integrated into each of the tasks in the Work Scope throughout the Design Confirmation (Task 1-4) and Design Implementation Phases (Task 5-7). The Project Management Team (PMT) will provide oversight and decision-making regarding the project scope, tasks deliverables, task deliverables review and schedule. The Project is assumed to be completed within 12 months in support of a Spring 2024 phase 1 construction start.

Anticipated Project Management Meetings	
Kick-off Mtg. Sessions	03
Bi-weekly PMT Meetings	20
TAC-PMT Subtask Review Meetings	24
Public Agencies and PMT Meetings	10
Total:	57

1. Preparation for and attendance at three (3) 2-hour project kickoff meeting sessions over Microsoft Teams with COV staff and the Consultant Leadership Team (CLT).
2. Up to twenty (20) bi-weekly video conference meetings with the Project Management Team (PMT). The number of meetings is based on a 12-month design schedule; however, the Consultant Team reserves the right to adjust the number of meetings if the project schedule exceeds 12-months.
3. Preparation for and attendance up to twenty-four (24) project deliverables work session/review meetings with the Technical Advisory Committee (TAC) and PMT.
4. Attendance up to 24 project deliverables work session/review meetings follow-up and subtask deliverable finalization with the PMT.
5. Preparation for and attendance up to ten (10) project coordination meetings with Public Agencies (PA) and the PMT.
6. Meet with PMT and TAC after the review of the 30% plan submittals

WM Deliverable

- *WM will support the FFF Team in facilitation of up to sixteen (16) Project Management Meetings.*
- Attend up to ten (10) PMT Meetings and six (6) TAC meetings. Project Management Meetings and provide meeting support with appropriate materials, and analyses as needed

Subtask 1.5: Project Management Team (PMT) Kick-off

First Forty Feet will facilitate project kick-off meeting sessions over a three-day period with the Project Management Team (PMT), Consultant Leadership Team (CLT) and additional consultants as needed to

confirm work plan, proposed schedule, and coordination of roles prior to each major task. Kick-off meeting sessions to be up to 2-hours in duration.

- Confirm expectations and outcomes of the Masterplan, Communications Plan, and project's critical path, including project tasks, deliverables, and critical milestones
- Confirm programming elements to be included in the design layout, including roadways, utilities and public spaces.
- Determine method(s) for COV delivery of background data and format of files (plans, drawings, GIS/Cad files) for creating a project area base map.
- Confirm PMT members and the overall Project decision-making process, including deliverables and documentation review in advance of community engagement
- Identify Technical Advisory Committee (TAC) (i.e, City departments staff, agencies, or providers), members and discuss their role throughout the project.
- Identify a range of potential stakeholders, as well as their anticipated roles and the expectations for community engagement throughout the project
- Confirm the First Forty Feet Consultant Team level of engagement support, appropriate methods of outreach, gathering feedback and engagement summaries.

WM Deliverable

- *WM will attend and support the FFF Team in facilitation of up to one (1) Kick-off Meeting.*
- *WM will attend one internal Team meeting in preparation for the Kick-off Meeting(s).*

Subtask 2.4 Project Engagement Milestones and Topics

Engagement milestones will be the opportunities for engagement to identify a range of stakeholder perspectives to inform the Project's preliminary and preferred concepts., public arts, gateways and wayfinding plan, interim and long-term public use area programming and on-site demonstration projects. Stakeholders will be given the opportunity to provide input so that the design of public infrastructure provides the most benefit to the communities it will serve.

FFF and PBS will coordinate with the COV engagement with stakeholders at two Project milestones.

- **Engagement Milestone #1** – Preliminary Concept Plans
- **Engagement Milestone #2** – Preferred Concept Plan

The FFF Team proposes two (2) engagement milestones with the Project stakeholders. *Engagement Milestone #1* is intended to gather insights on preliminary public area (streets, plazas and parks) design concepts and alternatives; and *Engagement Milestone #2* would review and provide feedback on the preferred public area (streets, plazas and parks) design concepts and alternatives. Engagement sessions will include one-on-one or group interviews, meetings, and feedback gathering through on-line surveys to be finalized in the Project's Communications Plan.

WM Deliverable

- *WM will support the FFF Team in facilitation of up to eight (8) stakeholder engagement sessions.*
- *WM will support the FFF Team during two (2) City Council meetings*

Task 3: Master Plan

The FFF Team will build from the Heights District Plan's development and programmatic elements supporting the internal and external street network and collection of public use areas through an iterative process of preliminary concepts development, identification of necessary refinements and concepts review to create a preferred concept for the Heights District's network of street and public uses areas. The product of Task 3 will be 1). A comprehensive Field Guide, establishing the base condition with technical analyses of the Adopted Heights District Plan and supporting policies and regulations and 2). A Place Guide including a preferred concept, supporting cost estimating, phasing, and supporting plans and strategies that establishes the framework for Task 4 Design Development Documentation and preparation of the 30% Design submittal.

Subtask 3.1 Field Guide

The First Forty Feet Consultant team will obtain, assess, and review Project area background information and drawings including, but not limited to the Heights District Plan, Heights District Plan Appendices, Heights Final Planned Action Environmental Impact Statement, Draft Heights Plan District (HX Zone) regulations, Heights District Draft Urban Design Guidelines and other plans, standards, guidelines or documents identified and deemed necessary by the COV.

First Forty Feet team will create a Field Guide document consisting of a preliminary site plan drawing, and summary report of the Project limits (Appendix A) design criteria (guidelines and standards) and programming for public use areas, streets and rights of way. The Field Guide enables the Project Team to confirm the design intentions of the Heights District Plan, assess and evaluate existing conditions, including planned and in-process infrastructure improvements and identify areas for possible plan adjustments, modifications or deviations. The Field Guide will establish the base condition for developing preliminary concepts and alternatives and a preferred concept plan that will be taken to 30% Design. The Field Guide will consist of the following elements:

Subtask 3.1.1 Project Guidelines, Standards, and Program Elements

The FFF Team will prepare a summary of the Heights Districts design guidelines, standards, and program elements for the Project area in excel spreadsheet and/or plan diagram exhibits for COV staff concurrence. Guidelines, standards and program elements will include but not be limited to:

- *Heights District streets:* including rights-of-way, typical street sections, and plans for E. Mill Plain Boulevard, MacArthur Boulevard, N. Devine Road (Mill Plain Boulevard to MacArthur Boulevard, N. Devine Road (Southeast Idaho Avenue to East 18th Street), N. Andresen Road, and the East McLoughlin Area Safety Improvement Project
- *Tower Mall Redevelopment Area internal streets:* adopted Plan rights-of-way and typical street sections consisting of the Loop Street (retail, residential, and festival street segments), Standard Street, and Internal Street
- *Planned round-a-bouts:* including conceptual drawing plans and sections for RAB's at N Devine Road and N Andresen Road
- *Planned BRT Stations:* as-built drawing plans and sections for stations at E. Mill Plain Boulevard and N. Devine Road and at E. Mill Plain Boulevard and N. Andresen Road.
- *Public realm and open space:* guidelines for the area (AC), location, program elements, and use activities

- *Public Art and Wayfinding*: guidelines for art and signage location, art features (representing culture, history and environment), art typologies, signage type and standards; and gateway elements (natural v. built)
- *Gateways*: guidelines for the Mill Plain and MacArthur intersection,
- *Stormwater BMPs*: guidelines for bio retention, overflow, and silva cell facilities for Loop retail, Loop residential, and internal street typologies
- *Landscaping*: Tree CAP Standards, HX zone landscape standards, and native/adaptive plant species list
- *Urban forestry BMP*: guidelines for soil volume amendments/silva cell details

Roadways and utilities will include but not be limited to:

- Right-of-way
- Lane widths
- Curb return radii
- Sidewalks and curbs
- Curb extensions
- Universally accessible curb ramps
- Roadway cross-section
- Roadway section depth
- Design speed
- Design vehicle
- Transition tapers
- Max. and min. profile grades
- Vertical curve criteria
- Water/Sewer Mains
- Planting Types

WM Deliverable

- *Assemble and summarize guidelines, standards, and program elements for the public use areas, including Civic Plaza, Neighborhood Park, Grand Loop, pocket parks and landscape standards for streets.*
- *Attend up to two internal team meetings.*

Subtask 3.1.3: Adopted Heights District Plan: Preferred Concept Plan Assessment and Evaluation

FFF will prepare an assessment and evaluation of the retail components of the activity center, civic park/plaza, neighborhood park and internal street alignments based on the criteria and fundamental characteristics for supporting retail, active public use areas and maximizing development potential within the Tower Mall Redevelopment Area. FFF criteria and fundamental characteristics will consider:

- Edge-to-edge retail configuration on both sides of the retail street
- Adequate drive-by traffic (5,000-15,000 ADT), visibility, and direct retail access
- Retail street design with on-street parking, bicycle access and parking, wide sidewalks to support through pedestrian movement, retail display, outdoor seating and furnishings.
- Plaza activated on all sides, highly visible and directly accessible from surrounding streets

- Potential access and easement issues with the internal streets layout and impacts on private parcels.

The FFF Team will identify issues, possible challenges and recommendations for potential modifications to be addressed with COV in a Heights Project Field Guide Work Session.

WM Deliverable

- *Provide an assessment and evaluation of the Civic Park and Neighborhood Park location and identify outlying issues and opportunities. (exhibit and annotation)*

Subtask 3.1.4 Field Guide Document

First Forty Feet team will create a Field Guide document consisting of a site plan drawing (preliminary base map), and summary report of the Project limits design criteria and programming for public use areas, streets and rights of way (Subtasks 4.1.1-4.1.3) The Field Guide will establish the base condition for developing preliminary concepts and alternatives and a preferred concept plan that will be taken to 30% Design.

The work session is intended to:

- Confirm placemaking features to be considered, including the Civic Building, interim programming for public area activation, public art integration and wayfinding
- Confirm the base condition design framework, right-of-way elements, roadway design, street sections, public spaces, and stormwater facilities.
- Determine areas of flexibility vs. confirmed design decisions for the adopted Plan.
- Address potential issues and project challenges identified in the assessment and evaluation.

WM Deliverable

- *Field Guide Document Review*
- *Attend up to two internal team meetings.*

Subtask 3.2 Place Guide

The First Forty Feet Team will create a Place Guide that will enable the FFF Team to measure and assess design concepts and implementation decisions that responds to and promotes the intent and function of the Heights District Plan's character areas (gateways, activity center, innovation hub and residential neighborhood) and is supported by the FFF Team's extensive experience in mixed-use and transit-oriented development, urban design, public gathering, and placemaking.

The FFF Team will distribute lead responsibilities for the Place Guide's preliminary concepts, concepts refinement and a preferred concept plan for the Project limits (Appendix A) as indicated:

FFF will lead concepts development for the layout and planning for the:

- Tower Mall Redevelopment Area's internal streets and Grand Loop,
- Surrounding Project's streets including E. Mill Plain Boulevard, N. Devine Road, MacArthur Boulevard, and Andresen Road
- Planned Civic Building

- Public Art Integration, Gateways and Wayfinding

WM will lead concepts development for the layout, programming and maintenance of public use areas including:

- **Civic Park**
- **Neighborhood Park**
- **Cemetery Trail connections**
- **Landscape design for streets and public use areas**

PBS will lead concepts development for the layout of the:

- Project areas Intersections and Round-a-bouts

Concept Development drawings will be prepared in a manner consistent with technical design documentation and illustration for public engagement.

- PBS will be responsible for managing the overall Project concept development technical drawing file(s).
- FFF will be responsible for managing the overall Project concept development illustrative plan file(s).

Subtask 3.2.1 Project Placemaking Guiding Principles

FFF and WM will lead placemaking for the Project guided by the Heights District Plan Appendices, and site investigation to develop thematic elements within the streets and public uses areas that define the spirit of place, is authentic, establishes continuity, and implements the Heights District Plan's vision for a vibrant, connected neighborhood center.

FFF and WM will define unique site qualities and characteristics that can support an identifiable place and help to guide the project narrative, core placemaking parameters (place brand) and determine:

- History, culture, and environmental qualities and characteristics that help define themes and inform design elements
- Place strategy and brand platform – The Heights and The Grand Loop
- Brand Narrative
- Experience Strategy

WM Deliverable

- *Attend team site walk/investigation*
- *Attend internal team work session*

Subtask 3.2.2 Preliminary Concepts

FFF Team will build upon the Heights District Plan and develop preliminary concepts that reflects the design intent and meet the program elements identified in the Field Guide.

The FFF Team will prepare up to (2) base concept alternative variations of the base condition developed in the Field Guide for placemaking within the Project area including designs for roadway alignment, intersections and roundabouts, streetscape and placemaking elements, public use area concepts for the

Civic Park, Neighborhood Park and pocket parks, public art integration, gateways, wayfinding, bike and pedestrian trails and connections, and enhanced transit access facilities. The base condition and concept alternative variations will be developed as plan drawings, sections and 3-D views and illustrated for use in preliminary concepts review with the COV and Engagement Milestone #1- Design Confirmation sessions. Preliminary concepts will include:

- Overall Masterplan: site layout for the Loop, Civic Park, Neighborhood Park, pocket parks, MacArthur Boulevard, Mill Plain Boulevard, Roundabouts at Andresen/MacArthur and Devine/MacArthur, and the Lieser Road/MacArthur Boulevard intersection.
- Preliminary Plans: layouts and three-dimensional details for the design and function of streets, intersections, multi-use trails and public use areas.
- Preliminary Details: identify alternatives for the design, and arrangement of paving materials, and stormwater management.
- Preliminary Elements: the type, location, and detail alternatives for wayfinding and interpretive signage, lighting, sidewalk and public area furnishing and landscape design character.

WM Deliverable

- Prepare two (2) base concept alternative variations for placemaking for Civic Park and Neighborhood Park.
- Prepare preliminary layout plans and sketches
- Prepare three-dimensional model of preliminary design concepts
- *Provide preliminary details and elements that support the thematic design and placemaking guiding principles*
- *Attend up to four (4) internal team meetings.*

Subtask 3.2.3 Public Arts, Gateways and Wayfinding Plan

First Forty Feet and Walker Macy will develop a draft and final Public Arts Integration Plan highlighting opportunities to integrate a variety of public art typologies and locations, and a Gateways and Wayfinding Plan defining wayfinding elements including navigational and interpretive signage and design and techniques for district Gateways.

WM Deliverable

- *Identify public art integration opportunities in the Civic Park and Neighborhood Park*
- *Provide review and recommendations on the overall approach for the Draft Gateway elements and Wayfinding Plan*
- *Attend up to two internal team meetings.*

Subtask 3.2.6 Interim and Long-Term Public Use Areas Programming

FFF and WM will outline a menu of viable interim and long-term programming concepts and explore design strategies that could catalyze activation of public use areas including a determination of capacity limits for a variety of activities, associated utilities, storage, and parking needs. These strategies could come in the form of park elements, public trails, temporary bicycle facilities, civic spaces, street murals, food carts, gathering spaces, event spaces, etc. The interim and long-term public use typologies will focus on the following:

- Create a destination Day One.

- Interim activation and placemaking
- Establish momentum for future development
- Messaging of The Heights brand story
- Leverage existing site assets and connections
- Utilities, parking and storage needs

WM Deliverable

- *Review and provide recommendations for interim and long-term public use areas programming*
- *Attend up to three internal team meetings.*

Subtask 3.2.7 Preliminary Concepts Technical Analysis

The FFF Team will prepare an analysis summary and evaluation of the preliminary concept's alternatives. Findings of the COV review and summary of community engagement sessions, and where work has been completed for traffic analysis, topo/model surveys, tree, archeological and geotechnical survey, will be used to evaluate the preliminary concepts and potential critical issues to address in development of the preferred concept

Preliminary Concepts Technical Analysis Report

Aspects to be included in the evaluation and concept analysis report will be:

- Critical issues identification
- Traffic operations
- Development feasibility phasing
- Potential phasing
- Costs
- Public space programming
- Refinement recommendations for a preferred master plan concept

WM Deliverable

- *Prepare technical analysis summary and evaluation of the preliminary public space programming.*
- *Prepare refinement recommendations for a preferred masterplan concept (Civic Park and Neighborhood Park)*

Subtask 3.2.8 Preferred Concept Plan

Based upon the findings and recommendations of the preliminary concepts' analysis report with the COV to determine key design refinements for a preferred concept plan. The preferred concept plan will consist of design elements for the Project area streets and public use areas consisting of

- Preferred Overall Project area Masterplan: site layout for the Loop, Civic Park, Neighborhood Park, Devine Road, Andresen Road, MacArthur Boulevard, Mill Plain Boulevard, Roundabouts at Andresen/MacArthur and Devine/MacArthur, and the Lieser Road/MacArthur Boulevard intersection
- Preferred Plans: dimensional plan layouts and typical conditions for all roadways and public use areas. Plan drawings will include landscape, paving, site furnishings, lighting, and stormwater bio-retention

- Preferred Details: identify the types, structural design, and arrangement of paving materials and stormwater management.
- Preferred Elements: identify the type, location, and materials specifications for lighting, furnishing and landscape street elements.

WM Deliverable

- Prepare preferred alternative layout for the Civic Park and Neighborhood Park.
- Prepare three-dimensional model of preferred layout
- *Provide final details and elements that support the thematic design and placemaking guiding principles*
- *Attend up to four (4) internal team meetings.*

Subtask 3.2.10 Preferred Concept Technical Analysis

Based on the preferred concept the FFF Team will prepare a technical analysis accounting for the infrastructure improvements listed below.

Preferred Concept Technical Analysis Report

Aspects to be included in the technical analysis report will be:

- Development site layout
- Roundabout intersections
- Signalized intersections
- Roadway alignments
- Vertical alignments
- Multi-Use Pathway alignments
- Public use areas and programming (Civic Park and Neighborhood Park)

The FFF Team shall refine the preferred concept level design sufficient to establish horizontal construction limits, quantities and major construction activities. The design will have horizontal and vertical control developed that meets appropriate design standards. Consultant shall prepare a drawing stamped "preliminary" for each concept. The drawing shall utilize the consultant provided ortho-rectified drone aerial imagery, topographic survey, GIS boundary and environmental data. Geometric design elements that do not meet design standards shall be identified as needing a design exception. Consultant shall analyze each concept and determine the potential benefits and impacts associated with construction of the proposed concept. Potential benefits and impacts to be considered include, but are not limited to, right-of-way, safety, utilities, construction costs, permitting and environmental impacts.

WM Deliverable

- *Prepare technical analysis summary and evaluation of the preferred public space programming*
- *Attend up to two internal team meetings.*

Subtask 3.3 Place Guide document

The Place Guide document shall include all desired program elements, cost, phasing, and a preferred master plan developed during the preliminary concepts and preferred concept development tasks including:

- Preliminary Concepts and Preferred Concept Layout Plans and Design Details
- Preliminary Concepts and Preferred Concept Graphic Illustrations

- Public Art, Wayfinding and Gateway Plan
- Interim and Long-term Programming Strategy
- Public Building Concept Alternatives
- Preliminary Concepts and Preferred Concept Cost Estimates
- Preliminary Concepts and Preferred Concept Technical Analyses
- Preferred Concept Plan Graphic Illustrations

WM Deliverable

- *Place Guide Document Review*
- *Attend up to two internal team meetings.*

Subtask 4.2 30% Preliminary Design Documentation

The FFF Team will develop preliminary documents to the 30% design stage based on preferred concept selected by the city. These documents will be used to assist the establishment of the overall project footprint and permitting process. Review documents will consist of drawings, and a preliminary opinion of probable construction cost. At this design level, the overall design layout, footprint, and geometrics of the preferred infrastructure improvements will be established, preliminary right-of-way impacts defined, and support decisions required to generate construction details have been made.

Develop site development Infracore model and flight path for use in Project outreach.

30% Design Plans, Reports, and Estimate:

The 30% plan set shall include the following sheets:

- Cover sheet (1 sheet)
- General notes and legend sheet (2 sheet)
- Typical sections (10 sheets)
- Site prep/demolition plans (50 sheets)
- Plan over profile sheets showing basic roadway geometry information, channelization, and stormwater. (90 sheets)
- Major intersection layout plans (7 sheet)
- Stormwater facility plans (45 sheets)
- Water/sewer/utility plans (90 sheets)
- Signal and RRFB/PHB plans (10 sheets)
- Neighborhood Park and Civic Plaza Landscape plans (10 sheets)
- Landscape plans streetscape, illumination, RAB and details (55 sheets)

WM Deliverable

- *Provide 30% design plans for Civic Plaza and Neighborhood Park*
- *Provide landscape plans for streetscape, including location of illumination, roundabouts, and details*
- *Attend up to four internal team meetings.*

Subtask 4.3 Project Phasing Summary Plan:

During Task 3 Master Plan and to be refined upon completion of the 30% plans, the consultant will provide Project Phasing Summary Plan depicting the following for each phase of work the consultant team will work with PMT to establish a phasing plan for the project. This task will identify construction phases based upon owner input anticipated available funding, and constructability. The FFF Team will establish individual phase timelines and cost estimates that are aligned with the financial planning deliverables.

- Graphic depicting project footprint and improvements
- List of phases required to be completed prior to current phase
- List of phases that can be built after current phase completion
- List of anticipated challenges
- List of anticipated benefits
- Cost estimate outlining phased improvements
- Funding strategy plan

WM Deliverable

- Attend two (2) internal team meetings including a Project Phasing work session and follow-up draft plan review.

The Heights Disrict Project Proposed Fee Schedule		Leland Consulting Group									Task Labor Total
		Brian Vanneman	Andy Parks	Sam Brookham	Wally Hobson	Jane St. Michael					
		Funding Lead	Funding Specialist for TIF, UID, other sources	Funding and Market Analyst	Senior Market & Development Analyst	Project Admin., QA/QC					
		\$200	\$225	\$150	\$225	\$135					
\$44,360											
TASK		SCOPE OF WORK					hours	hours	hours	hours	
TASK 1 PROJECT ORIENTATION											
1.1	Contract Administration, Invoicing, and Progress Reports										
1.2	Project Management Meetings										
	- Kick-off Meeting Sessions (3)	6	2	6							14
	- Bi-weekly PMT Meeting (20)	4	4	4							12
	- TAC-PMT Subtask Review Meetings (24)	8		8							16
	- Public Agencies and PMT Meetings (10)										
1.3	Management, Coordination, and Direction										
1.4	Quality Assurance/Quality Control										
1.5	Project Management Team (PMT) Kick-off										
											0
Subtotal Staff Hours		18	6	18	0	0					
Subtotal Labor by Firm		42					0	0	0	0	
Subtotal Staff Labor Cost		\$3,600	\$1,350	\$2,700	\$0	\$0					
Subtotal Labor Cost by Firm		\$7,650					0	0	0	0	\$7,650
Task 2 COMMUNICATION PLAN											
2.1	Engagement Purpose, Objectives and Goals										
2.2	Outreach Content and Materials Support										
2.3	Stakeholder Identification	6	2	6							14
2.4	Project Engagement Milesones and Topics										
	- Engagement #1 - Preliminary Concept Plans										
	- Stakeholder Group										
	- City Council										
	- Engagement #2 - Preferred Concept Plan										
	- Stakeholder Group										
	- City Council										
2.5	Engagement Schedule and Content Review Schedule										
Subtotal Staff Hours		6	2	6	0	0					
Subtotal Labor by Firm		14					0	0	0	0	
Subtotal Staff Labor Cost		\$1,200	\$450	\$900	\$0	\$0					
Subtotal Labor Cost by Firm		\$2,550					0	0	0	0	\$2,550
TASK 3 MASTER PLAN											
3.1	Field Guide										
3.1.1	- Project Guidelines, Standards, and Program Elements										
3.1.2	- Project Preliminary Base Map										
3.1.3	- Adopted Heights District Plan: Peferred Concept Plan Assessment										
3.1.4	- Field Guide Document										
3.2	Place Guide										
3.2.1	- Project Placemaking Work Session										
3.2.2	- Preliminary Concepts										
3.2.3	- Public Arts, Gateways, and Wayfinding Plan										
3.2.4	- Civic Building Concept (Civic Plaza)										
3.2.5	- Preliminary Concepts Cost Assessment -										
3.2.6	- Interim and Long-Term Public Use Areas Programming										
3.2.7	- Preliinary Concepts Technical Analysis										
3.2.8	- Preferred Concept Plan										
3.2.9	- Preferred Concept Cost Assessment										
3.2.10	- Preferred Concept Technical Analysis										
3.3	Place Guide Document										
3.4	Capital Investment Strategy										
3.4.1	- Infrastructure Funding Opportunities	20	10	50	6	2					88
3.4.2	- Infrastructure Funding Strategy	40	50	20	6	2					118
3.4.3	- Phasing Assessment	10	4	4	6	2					26
Subtotal Staff Hours		70	64	74	18	6					
Subtotal Labor by Firm		232					0	0	0	0	
Subtotal Staff Labor Cost		\$14,000	\$14,400	\$11,100	\$4,050	\$810					
Subtotal Labor Cost by Firm		\$44,360					0	0	0	0	\$44,360
TASK 4 DESIGN DEVELOPMENT DOCUMENTS											
4.1	Programmatic Elements and Design Criteria										
4.2	30% Preliminary Design Documentation										
4.2.1	- Heights District 30% Design Cost Assessment										
4.3	Project Phasing Summary Plan										
4.4	Utility Coordination										
4.4.1	- Public Utility Coordination and Design										
4.5	Surveying - Surveying										
4.5.1	- Surveying and Base Map										
4.5.2	- Tree Survey										
4.5.3	- Right-of-way Plans										
4.5.4	- Archaeological Survey										
4.5.5	- Pedestrian Survey and Shovel Testing										
4.5.6	- Geotechnical Investigations										
4.5.7	- Park Hill Cemetery Boundary Confirmation										
4.6	Geotechnical Engineering										
4.6.1	- Site Evaluations										
4.6.2	- Geologic Map Review										
4.6.3	- Subsurface Exploration										
4.6.4	- Piezometer Installation										
4.6.5	- Field Infiltration Testing										
4.6.6	- Soils Testing										
4.6.7	- Geotechnical Engineering Analyses										
4.7	Traffic Engineering										
4.7.1	- Data Collection and Review of Supporting Materials										
4.7.2	- Intersection Operational Analysis and Design										
4.7.3	- Roundabout Design Support										
4.7.4	- Pedestrian Crossing Analysis and Design										
4.7.5	- Safety Performance Analysis										
4.7.6	- Street Lighting Analysis										
4.7.7	- Access Management Plan										
4.7.8	- Traffic Reports										
Subtotal Staff Hours		0	0	0	0	0					
Subtotal Labor by Firm		0					0	0	0	0	
Subtotal Staff Labor Cost		\$0	\$0	\$0	\$0	\$0					
Subtotal Labor Cost by Firm		\$0					0	0	0	0	\$0
TASK 5 PERMITTING											
5.1	Preliminary Permitting Assessment										
Subtotal Staff Hours		0	0	0	0	0					
Subtotal Labor by Firm		0					0	0	0	0	
Subtotal Staff Labor Cost		\$0	\$0	\$0	\$0	\$0					
Subtotal Labor Cost by Firm		\$0					0	0	0	0	\$0
Total Staff Hours		94	72	98	18	6	0	0	0	0	
Total Labor by Firm		288									
Total Staff Labor Cost		\$18,800	\$16,200	\$14,700	\$4,050	\$810	\$0	\$0	\$0	\$0	
Subtotal Cost by Firm		\$54,560									\$54,560
Reimbursable Expenses by Firm		\$1,091									\$1,091
Overall Project Fee											\$55,651



815 1st Ave, #176
Seattle, WA 98104
220 NW 8th Ave
Portland, OR 97209

206 259 2990
www.dcwcost.com
WBE WOSB SCS

January 19, 2022

William Grimm
First Forty Feet
2260 NW Everett St, Ste 10
Portland, OR 97210

RE: The Heights District Tower Mall Redevelopment Area Public Infrastructure Master Plan

FP-WA-2021-0183

Dear William Grimm,

Thank you for inviting our team to submit a proposal for Cost Consulting services on this project.

My understanding of the scope of services to be provided is incorporated into the attached assumptions as detailed in Schedule 1. The proposed fees in Schedule 2 assume these terms & conditions will be in effect for the provision of our services, and we reserve the right to adjust our fee should these be changed, or should we be required to execute a different contract between us.

I look forward to the opportunity of assisting you on this particular project. If you have any questions regarding these fees or the scope of our services, please do not hesitate to contact me. If you are in agreement with the scope, fees, and contract terms, please sign as indicated, retain a copy, and return the signed copy.

Sincerely,

A handwritten signature in black ink, appearing to read "TD", with a long horizontal line extending to the right.

Trish Drew, CPE, LEED AP
Managing Director

SCHEDULE 1

DCW COST MANAGEMENT, LLC's Basic Services

Project Description:

We understand that the project comprises cost planning for The Heights District Tower Mall Redevelopment Area Public Infrastructure Master Plan located in Vancouver, WA. The cost study scope of work includes costing the Masterplan and 30% Design documents.

The adopted Heights District Plan is a community vision for how the Heights District will develop over the next 20 years. The district includes a variety of public open spaces, diverse mixed-income, mixed-use housing typologies, affordable to a wide range of community members, safe multi-modal mobility opportunities and access to transit. Standing at 63-acres, the Tower Mall Redevelopment Area (TMRA) is the focus of most of the redevelopment proposed in the Plan. The Grand Loop concept forms the basis of the Heights District Plan with the goal of the project being the completion of documents for the development of public infrastructure including roadways, utilities, public spaces, wayfinding, and transit amenities within the selected area.

Detailed Scope of Work:

Task 1 3.2.5 Preliminary Concepts Cost Assessment

- Prepare an opinion of probable construction costs during this stage for up to two masterplan concepts and alternative variations including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformalt II component format.
- Prepare a final revision to the opinion of probable construction cost after review and commentary by the team.
- Provide ongoing cost advice throughout the design period to evaluate alternative designs, materials, and methods of construction.

Task 2 3.2.9 Preferred Concept Cost Assessment

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformalt II component format.
- Prepare a final revision to the opinion of probable construction cost after review and commentary by the team.
- Provide ongoing cost advice throughout the design period to evaluate alternative designs, materials, and methods of construction.

Task 3 4.2.1 30% Design Cost Assessment

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformalt II component format.
- Prepare a final revision to the opinion of probable construction cost after review and commentary by the team.
- Provide ongoing cost advice throughout the design period to evaluate alternative designs, materials, and methods of construction.

SCHEDULE 2**Fee Schedule****Fee Breakdown**

	HRS	RATE	SUM
Task 1 3.2.5 Preliminary Concepts Cost Assessment	62	\$165	\$10,230.00
Task 2 3.2.9 Preferred Concept Cost Assessment	48	\$165	\$7,920.00
Task 3 4.2.1 30% Design Cost Assessment	40	\$165	\$6,600.00
SUM Total	150		\$24,750.00

The services in the scope of work (Attachment 1) will be performed on an **Hourly Basis NTE (not to exceed)** the amount of **\$24,750**.

The fees are valid for ninety days from the date of this proposal. Should any of the above tasks be deleted from our scope of services, we reserve the right to adjust the above fees, to reflect possible resultant changes to the scope of the remaining service.

The fee assumes that drawings, specifications, and reports required for the performance of our work will be provided electronically, at no cost to DCW Cost Management, LLC. Should you require printed copies of our opinions of probable construction cost, this fee assumes that we will provide a maximum of six copies of each report.

(end of page)

January 19, 2022

SCHEDULE 3**DCW COST MANAGEMENT, LLC Current Hourly Rate Schedule**

All other services not detailed above, including additional estimates, further revisions to completed estimates, use of different estimating formats, additional meeting attendance, value engineering, reconciliation with cost estimates prepared by other parties beyond that specifically included above, or bidding and construction phase services will be considered additional services. Unless otherwise agreed prior to the work being carried out, our fees for any additional services will be based on time expended at our normal billing rates prevailing at the time the work is carried out. Currently, these hourly rates are:

	<u>Bill Rate</u>
Directors	\$175.00
Specialists	\$165.00- \$175.00
Cost Estimators*	\$150.00 - \$165.00
Clerical	\$ 95.00
Deposition and Trial	Additional 50%

*Primary work performed by Cost Estimators

Confirmation of Agreement: This letter correctly sets out the scope and fees to be provided by DCW Cost Management, LLC for the proposed project.

DCW COST MANAGEMENT, LLC.

Client: First Forty Feet

DATE: 1/19/2022

DATE:

By: Trish Drew

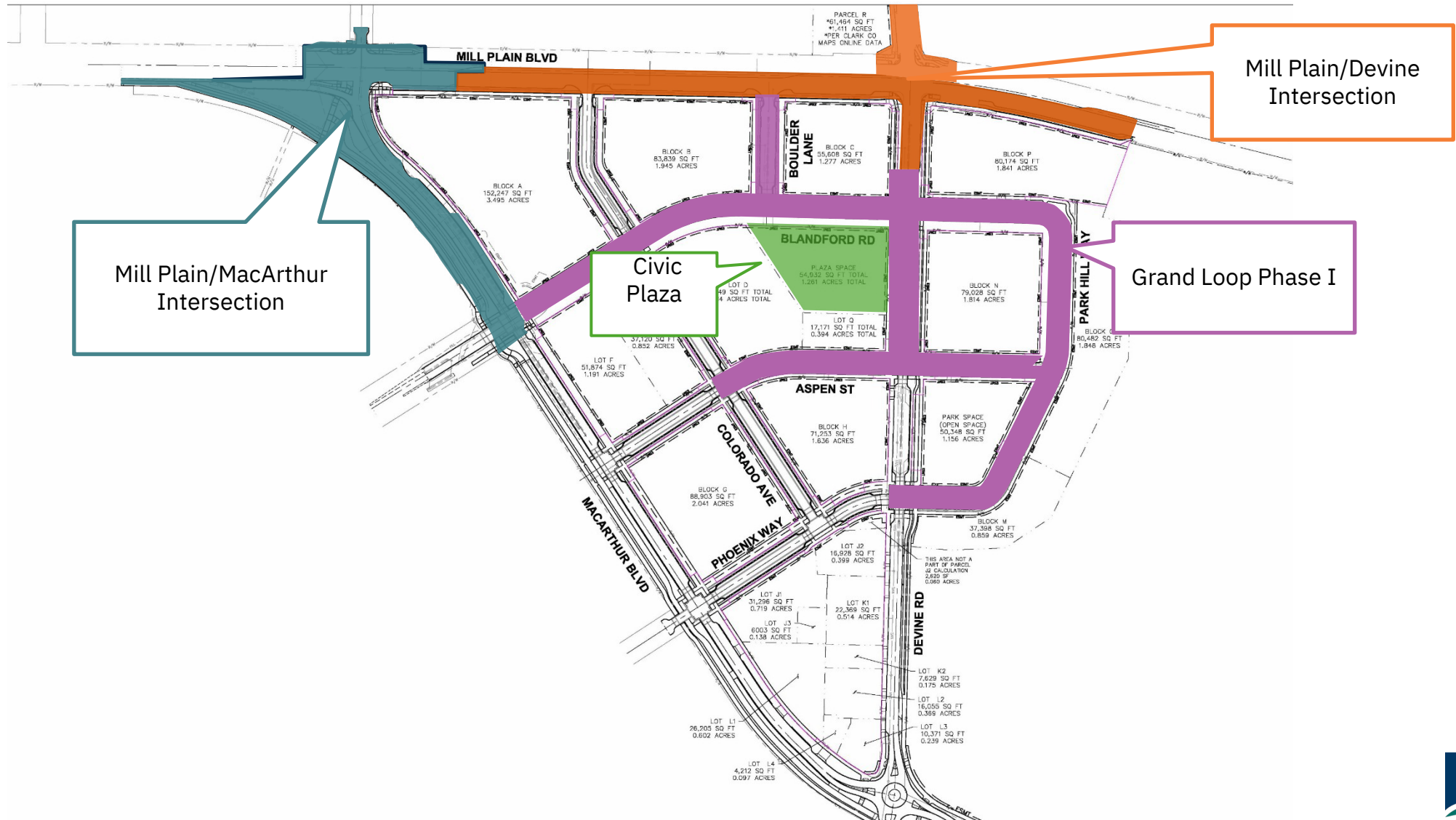
By: William Grimm

Its: Managing Director

Its: Principal



Current Heights Infrastructure Projects



Staff Report: 173-26

To: Mayor and City Council
From: City Manager
Date: September 14, 2026

Subject

Contract - First Amendment for Bridge Shelter Operations to Do Good Multnomah - C-101771

Key Points

- The City previously contracted with Do Good Multnomah for Phase 1 of the Bridge Shelter project, which included operator participation in facility design and development of the shelter's operational and program model. The proposed amendment adds Phase 2, operation of the completed facility.
- The Bridge Shelter will provide 120 beds with 24/7 operations and onsite services intended to support stabilization and movement toward appropriate longer-term housing and treatment options.
- The Phase 2 scope includes shelter staffing and operations, participant intake and case management, coordination with behavioral health, treatment and other system partners, kitchen and food-service operations, neighborhood impact management, data reporting, and ongoing evaluation and improvement.
- The agreement will be placed on the same five-year contract cycle as the City's four Safe Stay operating agreements, allowing the City to manage and evaluate its primary shelter contracts on a common schedule. Routine annual budget adjustments will be limited to applicable Consumer Price Index (CPI) increases.

Strategic Plan Alignment

Housing and Human Needs – meeting basic needs and partnering with organizations to support the community

Safe and Prepared Community – a safe place to live, work, learn and play

Climate and Natural Systems – environmental stewardship and efforts to address climate change to ensure a sustainable future

Economic Opportunity – a place where a wide variety of businesses of all sizes grow and thrive

Present Situation

The City is completing development of the Bridge Shelter, a 120-bed congregate shelter intended to significantly expand Vancouver's capacity to provide an alternative to unsheltered homelessness and connect participants with behavioral health treatment, healthcare, housing, and other stabilization services.

The City previously selected Do Good Multnomah as the Bridge Shelter's primary service provider and entered into a professional services agreement for Phase 1 of the project. During Phase 1, Do Good worked with the City and project partners on facility design, operational planning, and

development of the programming model. The proposed amendment moves the agreement into Phase 2 and establishes the scope and funding necessary for Do Good to operate the facility.

The Phase 2 scope requires 24/7 staffing and supervisory oversight appropriate for a shelter serving individuals with complex needs. The Bridge Shelter will largely operate as a stabilization and triage-focused interim shelter serving unsheltered adults and adult couples. The operator of this facility will receive referrals through coordinated sources that include HART and City encampment-resolution efforts, law enforcement and jail reentry coordination, hospitals and treatment facilities, behavioral health providers, and other City-approved partners.

The program is intended to:

- Provide immediate safety and basic needs stabilization;
- Conduct and/or facilitate assessment of participant needs, including behavioral health, physical health, housing barriers, and system involvement;
- Coordinate appropriate next-step placements based on realistic and sustainable outcomes;
- Function as an integrated component of the City's broader shelter, outreach, and homelessness response system.

Participants will have access to intake, case management, peer support, housing and systems navigation, benefits assistance, care coordination, and employment and income stabilization support. The scope specifically emphasizes ongoing participant engagement and individualized progress toward stability rather than relying solely on rapid housing exits as the measure of success. Sustainable outcomes may include permanent housing, supportive housing programs, Safe Stay or other interim housing, detox or treatment programs, medical or long-term care placement, family reunification, or other stable destinations consistent with participant goals and needs.

The shelter is also intended to function as part of the broader homelessness and behavioral-health response system rather than as a stand-alone facility. The agreement requires coordination with the City's Safe Stay and Safe Park operators, HART, the onsite opioid treatment provider, Clark County Jail and reentry programs, hospitals and treatment facilities, domestic violence providers, animal-welfare partners, and the Council for the Homeless.

Do Good will manage the Bridge Shelter's commercial kitchen and food-service program. Beyond providing meals, the kitchen is intended to support participant health, and eventually, skill-building and community engagement, including opportunities for job training and workforce development.

Similarly to the City's existing Safe Stay Communities, the agreement also establishes specific expectations for managing neighborhood impacts. Do Good will monitor the shelter perimeter and immediately adjacent areas, address conditions reasonably associated with shelter operations, reinforce participant expectations regarding surrounding public and private spaces, maintain accessible communication with neighbors, and coordinate with the City when concerns arise.

Staff proposes placing this agreement on the same five-year contract cycle as the four Safe Stay operating agreements being considered at a future Council meeting. Doing so will allow the City to review its primary shelter operating contracts together, compare costs and performance across programs, and reduce the administrative burden associated with maintaining multiple contract cycles throughout the year. Routine annual budget adjustments will be limited to applicable CPI increases. Because the Bridge Shelter is a new and significantly larger program, the agreement includes more frequent review during its initial implementation. While the operator will submit monthly data reports, this agreement also provides for quarterly contract review during the first year, twice-yearly review

during the second year, and annual review beginning in year three, allowing the City and operator to adjust operational practices as conditions and program needs evolve.

Advantage(s)

1. Provides the operating agreement necessary to transition the Bridge Shelter from planning and development into active shelter operations.
2. Maintains continuity between facility/program design and implementation by retaining Do Good Multnomah as the primary service provider for Phase 2.
3. Establishes clear expectations for 24/7 shelter operations, participant services, system coordination, neighborhood impact management, reporting, and continuous program evaluation.
4. Aligns the Bridge Shelter agreement with the City's four Safe Stay operating agreements on a common five-year cycle, improving administrative efficiency and allowing more consistent evaluation of costs and performance across the City's shelter system.

Challenge(s)

1. The Bridge Shelter represents a significant expansion of the City's shelter system and will serve a larger population with potentially higher and more complex service needs than the City's existing Safe Stay Communities. Successful implementation will require ongoing coordination among Do Good, the City, healthcare providers, law enforcement and jail reentry partners, and other community partners and systems.
2. As a new facility and service model for the City, actual operating needs and participant characteristics may differ from initial projections. The agreement's enhanced review schedule and continuous improvement provisions are intended to allow the City and provider to identify and address operational issues as the program develops.

Budget Impact

This amendment increases the authorized amount of the professional services agreement by \$3,588,391.51, for a total agreement amount not to exceed \$3,738,391.51. Future annual operating budget adjustments during the five-year contract cycle will be limited to applicable CPI increases in accordance with the agreement and subject to available appropriations.

Prior Council Review

- November 6, 2023 - Council Meeting
- December 9, 2024 - 2024 Homelessness Response Update
- January 26, 2026 - 2025 Homelessness Response Update
- Monthly Situation Reports

Action Requested

On Monday, September 14, 2026, authorize the City Manager, or designee, to finalize and execute an amendment to the professional services agreement between the City of Vancouver and Do Good Multnomah for Phase 2 operation of the Bridge Shelter.

Staff Contact

Jamie Spinelli, Homeless Response Manager, jamie.spinelli@cityofvancouver.us

Attachments:

1. Attachment A - Contract
2. Attachment B -Amendment 1



**CITY OF VANCOUVER
SERVICES AGREEMENT
No. C-101771
BRIDGE SHELTER PRIMARY SERVICE PROVIDER**

This Services Agreement (hereinafter referred to as the "Agreement") is entered into by and between the City of Vancouver, Washington, a municipal corporation organized under the laws of the State of Washington, (hereinafter referred to as the "City") and Do Good Multnomah (hereinafter referred to as the "Contractor"). The City and Contractor may be collectively referred to herein as the "parties" or individually as a "party".

WHEREAS the City desires to engage the Contractor to perform services as described in this Agreement; and

WHEREAS, the City advertised and issued a Request for Proposal, numbered 13-24 (hereinafter referred to as the "solicitation") and after evaluation of the Contractor's responsive proposal, found the Contractor be capable of performing the required services; and

WHEREAS the Contractor represents by entering into this Agreement that it is fully qualified to perform the services described herein in a competent and professional manner, and to the full satisfaction of the City.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

- 1. SCOPE OF WORK:** The Contractor agrees to provide the City all services and materials set forth in the scope of work identified in Attachment "A", and as further described in the City's solicitation, and the Contractor's responsive proposal to the City's solicitation, (collectively referred to herein as the "work") which are each incorporated herein by this reference, and made a part of this Agreement as if fully set forth herein.

All work must be authorized and approved by the City's Project Manager before any work can begin. The Contractor shall approach each project in a manner consistent with its usual customary business practices. The Contractor shall actively seek collaborative input from City staff.

2. **COMPENSATION:** Payment to the Contractor for the work described in this Agreement shall not exceed \$150,000.00 USD.

This payment shall be maximum compensation for the work and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work as set forth herein, and it shall not be exceeded without the City's prior written authorization in the form of a negotiated and executed amendment.

Compensation is limited to the amount specified for each specific task and/or sub-task, unless amended in writing. The City requires the Contractor to complete the work stated within the number of hours stated for each task, and/or sub-task, or the lump sum amount. If compensation is made on an hourly basis and the work requires fewer hours than those estimated, the Contractor will be paid for the actual worked hours necessary to complete that task and/or sub-task. If the Contractor underestimated the number of hours required to perform the work, the Contractor shall be paid up to the maximum number of hours stated for the task and/or sub-task. Compensation may be amended, at the City's sole discretion, for documentable circumstances not reasonably foreseeable to either party at the time the task and/or subtask is initiated, or for changes to the scope of work or deliverables requested by the City. All deliverables must be acceptable to the City, at the sole discretion of the City.

During the life of this Contract, and in consideration of the City's business needs, the Contractor may make requests for compensation adjustments. In consideration of market conditions, the City may allow an annual adjustment to compensation paid for the actual cost of services. Contractor shall submit the request for consideration, together with supporting documentation, before the anniversary date of this Agreement. The City will review the request and, at its sole discretion, make a determination. If accepted, the adjustment shall become effective on the anniversary date of the Agreement and will be firm for the remainder of the contracted period. All adjustments will be authorized by written contract amendment.

3. **PAYMENT FOR CONTRACTOR SERVICES:** The Contractor shall submit monthly invoices to City covering both professional fees and project expenses, if any, for fees and expenses from the previous month. Payments to Contractor shall be net thirty (30) days.

The City reserves the right to correct any invoices paid in error. The Contractor shall be paid according to the rates set forth in Attachment "B", incorporated herein by this reference, and made a part of this Agreement as if fully set forth herein.

City and Contractor agree that any amount paid in error by City does not constitute a rate change in the amount of the contract. The City's contract/purchase order (PO) number given on the notice to proceed must be referenced on any invoice submitted for payment.

4. **TERM OF AGREEMENT:** The term of this Agreement shall commence on October 14, 2024 and continue until October 13, 2029. Unless directed otherwise by the City, Contractor shall perform the work in accordance with any schedules made a part of this Agreement.
5. **ORDER OF PRECEDENCE:** Where there is a conflict among or between any of these documents, the controlling documents shall be the first listed in the following sequence: Amendments to this Agreement; this Agreement; Contract Purchase Orders; the Contractor's responsive proposal to the City's solicitation, and the City's solicitation.
6. **RELATION OF PARTIES:** The Contractor, and its subcontractors, agents, employees, or other vendors contracted by the Contractor to provide services or other work for the purpose of meeting the Contractor's obligations under this agreement (collectively referred to as "subcontractors"), are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its subcontractors shall not, as a result of this Agreement, accrue leave, retirement, insurance, bonding or any other rights, privileges, or benefits afforded to City employees. The Contractor and its subcontractors shall not have the authority to bind City in any way except as may be specifically provided herein.
7. **E-VERIFY:** The Contractor shall enter into and register a Memorandum of Understanding with the Department of Homeland Security E-Verify program within sixty (60) days after execution of this Agreement. The Contractor shall ensure all Contractor employees and any subcontractors assigned to perform work under this Agreement are eligible to work in the United States. The Contractor shall provide verification of compliance upon the request of the City. Failure by the Contractor to comply with this subsection shall be considered a material breach.
8. **DELAYS AND EXTENSIONS OF TIME:** If the Contractor is delayed at any time in the progress of the work covered by this Agreement, by any causes beyond Contractor's control, the time for performance may be extended by such time as shall be mutually agreed upon by the Contractor and the City and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to the City.
9. **OWNERSHIP OF RECORDS AND DOCUMENTS:** Any and all work product prepared by the Contractor in the course of performing this Contract shall immediately become the property of the City. In consideration of the compensation provided for by this Agreement, the Contractor hereby further assigns all copyright interests in such work product to the City. A copy may be retained by the Contractor. Previously owned intellectual property of Contractor, and any know-how, methodologies or processes used by the Contractor to provide the services or project deliverables under this Agreement shall remain property of the Contractor.
10. **TERMINATION FOR PUBLIC CONVENIENCE:** The City, at its sole discretion, may terminate this contract for convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the City.

In the event this Agreement is terminated prior to the completion of work, the Contractor will only be paid for the portion of the work completed at the time of termination of the Agreement.

- 11. TERMINATION FOR DEFAULT:** If the Contractor defaults by failing to perform any of the obligations of the Agreement, including violating any law, regulation, rule or ordinance applicable to this Agreement, or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the Agreement, and at the City's option, obtain performance of the work elsewhere.

If the Agreement is terminated for default, the Contractor shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the City in completing the work, and all damage sustained, or which may be sustained by the City by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the termination for public convenience paragraph herein.

- 12. OPPORTUNITY TO CURE:** The City at its sole discretion may in lieu of a termination allow the Contractor to cure the defect(s), by providing a "Notice to Cure" to Contractor setting forth the remedies sought by City and the deadline to accomplish the remedies. If the Contractor fails to remedy to the City's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within the time stated time, the City shall have the right to terminate the Contract without any further obligation to the Contractor. Any such termination for default shall not in any way operate to preclude the City from also pursuing all available remedies against the Contractor and its sureties for said breach or default, including but not limited to termination of this Contract for convenience.
- 13. COMPLIANCE WITH THE LAW:** The Contractor agrees to comply with all relevant, Federal, State, and Municipal laws, rules, policies, regulations, or ordinances in the performance of work under this Agreement.
- 14. CITY BUSINESS AND OCCUPATION LICENSE:** The Contractor, at no expense to the City, shall be responsible to obtain all necessary licenses, permits, and similar legal authorizations required to perform the work associated with this Agreement. The Contractor will be required to hold a city business license if working within Vancouver city limits. The Contractor shall apply for city license via the State of Washington Department of Revenue (DOR), Business Licensing Service (BLS) [website](#).

For application assistance, contact DOR BLS at 360-705-6741. For more information about city business license regulations and fees, visit the City's [website](#) or call 360-487-8410 option 3.

15. LIABILITY AND HOLD HARMLESS: The Contractor agrees to indemnify, defend, save and hold harmless the City, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, of whatsoever kind or nature (including patent infringement or copyright claims) to the extent arising out of, or in connection with, or incident to, the negligent performance or willful misconduct pursuant to this Agreement. This indemnity and hold harmless shall include any claim made against the City by an employee of Contractor or subcontractor or agent even if Contractor is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51 Revised Code of Washington (RCW), except to the extent that such liability arises from the concurrent negligence of both the City and the Contractor, such costs, fees and expenses shall be shared between the City and the Contractor in proportion to their relative degrees of negligence. The Contractor specifically acknowledges the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that the Contractor provide the broadest scope of indemnity permitted by RCW 4.24.115. The Contractor is an independent contractor and responsible for the safety of its employees.

16. INSURANCE: The Contractor shall obtain and keep in force during the entire term of this agreement, liability insurance against any and all claims for damages to person or property which may arise out of the performance of this Contract whether such work shall be by the Contractor, subcontractor or anyone directly or indirectly employed by either the Contractor or a subcontractor.

All liability insurance required herein shall be under a Comprehensive or Commercial General Liability and business policies.

COVERAGE	LIMITS OF LIABILITY
I. Commercial General Liability:	
Policy shall include Bodily Injury, Property Damage, Personal Injury and Broad Form Contractual Liability	
Each Occurrence	\$1,000,000
General Aggregate Per Occurrence	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Blanket Contractual Liability	\$1,000,000
II. Commercial Automobile Liability	
Policy shall include Bodily Injury and Property Damage, for any owned, Hired, and/or Non-owned vehicles used in performance of the services required under this agreement.	
Combined Single Limit	\$1,000,000
III. Workers' Compensation (applicable to the State of Washington)	

COVERAGE	LIMITS OF LIABILITY
Per Occurrence	
Employer's Liability	\$1,000,000
Disease Each Employee	\$1,000,000
Disease Policy Limit	\$1,000,000
Each Claim	\$1,000,000
Annual Aggregate	\$1,000,000
IV. Umbrella Liability	
Each Claim	\$1,000,000
Annual Aggregate	\$5,000,000

In addition to the coverage and limits listed above the Contractor's insurance must all contain the following:

- a. City Listed as an Additional Insured. The City of Vancouver, its Agents, Representatives, Officers, Directors, Elected and Appointed Officials, and Employees must be named as an additional insured. The required Additional Insured endorsements shall be at least as broad as ISO CG 20 10 11 85, or its equivalent CG 20 10 07 04 and CG 20 37 07 04 must be included with the Certificate of Insurance.
- b. Either the Commercial General Liability or the Workers' Compensation policy must be endorsed to include "Washington Stop Gap" insurance. The limits and aggregates referenced must apply to the Stop Gap coverage as well and must be indicated on the certificate.
- c. Employment Security. The Contractor shall comply with all employment security laws of the State in which services are provided and shall timely make all required payments in connection therewith.
- d. The City of Vancouver shall be listed on the Certificate as the Certificate Holder.
- e. Coverage Trigger: The insurance must be written on an "occurrence" basis. This must be indicated on the Certificate.

Contractor shall provide evidence of all insurance required, at the City's request, by submitting an insurance certificate to the City on a standard "ACORD" or comparable form.

All policies shall be issued by an insurance company licensed to do business in the State of Washington. The City of Vancouver may inspect all policies and copies shall be provided to the City upon request.

- 17. NOTICES:** All notices which are given or required to be given pursuant to this Agreement shall be hand delivered, mailed postage paid, or sent by electronic mail as follows:

For the City:

Anna Vogel

City of Vancouver

415 W 6th Street

P O Box 1995

Vancouver WA 98668-1995

Email: anna.vogel@cityofvancouver.us

For the Contractor:

Daniel Hovanas

Do Good Multnomah

7809 NE Everett St

Portland OR 97213

Email: dhovanas@dogoodmultnomah.org

Either party may change the designated contact, or any information listed above by giving advance notice in writing to the other party.

- 18. AMENDMENTS:** All changes to this Agreement, including changes to the scope of work and compensation sections, must be made by written amendment, and signed by all parties to this Agreement.
- 19. SCOPE OF AGREEMENT:** This Agreement incorporates all the agreements, covenants and understanding between the parties hereto and are merged into this written Agreement. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless set forth in this Agreement.
- 20. RATIFICATION:** Acts taken pursuant to this Agreement but prior to its effective date are hereby ratified and confirmed.
- 21. GOVERNING LAW/VENUE:** This Agreement shall be deemed to have been executed and delivered within the State of Washington, and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Clark County, Washington.
- 22. COOPERATIVE PURCHASING:** The Washington State Inter-local Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By having executed this Agreement, the Contractor agrees that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the City incurring any financial or legal liability for such purchases. The City agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the City is not held financially or legally liable for purchases and that any public agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.
- 23. PUBLIC DISCLOSURE COMPLIANCE:** The parties acknowledge that the City is an "agency" within the meaning of the Washington Public Records Act, Chapter 42.56 RCW, and that materials

submitted by the Contractor to the City become public record. Such records may be subject to public disclosure, in whole or part and may be required to be released by the City in the event of a request for disclosure. In the event the City receives a public record request for any data or deliverable that is provided to the City and that is licensed from the Contractor, the City shall notify the Contractor of such request and withhold disclosure of such information for not less than five (5) business days, to permit the Contractor to seek judicial protection of such information, provided that the Contractor shall be responsible for attorney fees and costs in such action and shall save and hold harmless the City from any costs, attorney fees or penalty assessment under Chapter 42.17 RCW for withholding or delaying public disclosure of such information.

- 24. DEBARMENT:** The Contractor certifies that it is not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal, State, or local department or agency.
- 25. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT:** Supplier must agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 26. BYRD ANTI-LOBBYING AMENDMENT:** Byrd Anti-Lobbying Amendment (31 U.S.C 1352) – Suppliers that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier-to-tier up to the non-Federal award.
- 27. PROCUREMENT OF RECOVERED MATERIALS:** Supplier must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- 28. NONDISCRIMINATION:** The City of Vancouver, WA is an equal opportunity employer. In the performance of this Agreement, the Contractor will not discriminate against any employee or

applicant for employment on the grounds of race, creed, color, national origin, sex, sexual orientation, marital status, age, or the presence of any sensory, mental, or physical handicap.

The undersigned, as the authorized representatives of the City and Contractor respectively, agree to all of the terms and conditions contained in this Agreement, as of the dates set forth below.

CITY OF VANCOUVER
A municipal corporation

DocuSigned by:

55D2166E007B430...
Lon Pluckhahn, City Manager

10/2/2024
Date

Attest:

DocuSigned by:

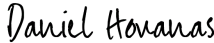
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Natasha Ramras, City Clerk

Approved as to form:

DocuSigned by:

9A7DC2E31F694A2...
Jonathan Young, City Attorney

CONTRACTOR:
Do Good Multnomah

DocuSigned by:

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Signature

Daniel Hovanas
Chief Executive Officer
Printed Name /Title

10/7/2024
Date

Attachment A

Scope of Work

The Contractor shall provide services to establish and operate an approximately 150-bed bridge shelter. This project will be executed in two phases:

Phase 1: Consulting on Shelter Setup and Initial Operations

Phase 2: Ongoing Operations and Continuous Improvement – to be awarded by amendment at a later date.

Phase 1: Consulting on Shelter Setup and Initial Operations

The Contractor will collaborate with the City and community stakeholders to develop and implement a comprehensive plan for the bridge shelter. Responsibilities include:

- Facility Design, Layout and Preparation: Assist in the development of a trauma-informed, welcoming environment that promotes safety, community-building, and well-being. The design must integrate features that reduce isolation and foster meaningful connections among residents.
 - Provide expertise on optimal site design and layout to maximize safety, accessibility, and trauma-informed functionality.
 - Assist with the coordination of the purchase of equipment/supplies necessary for eventual operation of the bridge shelter.
 - In partnership with the City, ensure the shelter facility is ready for occupancy, including necessary renovations and safety inspections.
- Program Development:
 - Advise on the integration of evidence-based best practices and innovative approaches in shelter operations, focusing on reducing barriers to stability, health, and permanent housing acquisition and retention.
 - Develop and finalize shelter policies, procedures, and program offerings that emphasize safety, resiliency, appropriate personal accountability, and holistic support.
 - Collaborate with people with current and/or former lived experience with homelessness, shelter guests, and other relevant stakeholders to develop a culturally relevant and trauma-informed base code of conduct.
 - Ensure that the base code of conduct addresses the specific needs and concerns of shelter participants.
 - Incorporate input and feedback from the community and the City of Vancouver to align the base code of conduct with their expectations for the bridge shelter.
 - Identify the process for exiting individuals not adhering to established Code of Conduct/Community Agreements.
 - Establish case management/service delivery model focused on identifying and reducing barriers to stability, housing, and overall well-being.

- Establish process for coordination with co-located services, including the medication-assisted treatment program and ongoing recovery supports.
- Work with City staff, HART, relevant law enforcement and partner providers to establish accessible, clear, and consistent referral and ongoing wraparound support coordination processes for prospective shelter participants.
- Establish partnerships and coordination process with external relevant service providers for wrap-around support services.
- Staffing and Training:
 - Recruit and train qualified staff reflective of the community to be served in the bridge shelter, including individuals with lived experience of homelessness, addiction, and/or mental health challenges.
 - Provide comprehensive training on trauma-informed care, harm reduction, and other relevant evidence-based practices.
- Community and Stakeholder Engagement
 - Assist in identifying and establishing partnerships with other relevant service providers, organizations, and stakeholders to promote culturally relevant, inclusive, and comprehensive supportive service delivery.
 - Support the City in designing a community engagement strategy, and participate in community engagement activities, intended to build understanding and support for the bridge shelter.
 - Engage with community stakeholders, service providers, and potential shelter residents to gather input and feedback on Code of Conduct, service delivery model, and other shelter needs/best practices.
 - Engage with the bridge shelter's surrounding community/neighborhood(s) to foster positive relationships and develop a plan for mitigating any potential negative impacts.
- Performance Measures
 - Collaborate with City to develop realistic benchmarks for success and identify additional key performance indicators that align with the City's core values and desired outcomes.

Phase 2: Ongoing Operations and Continuous Improvement

The Contractor will build upon Phase 1 scope of work and be responsible for the day-to-day operations of the bridge shelter, ensuring a safe, supportive, and structured environment appropriate for the previously described target population(s). Responsibilities for Phase 2 will be defined in an amendment upon completion of Phase 1 and construction of the Bridge Shelter.

Attachment B
Fee Schedule

Do Good Multnomah will provide expert consultation to homeless service providers in areas such as facility design and layout, program development, community engagement, and performance measurements at a rate of \$60/hour.



**Professional Services Agreement C-101771
Amendment No. 1
Bridge Shelter Primary Services Provider**

This first amendment ("Amendment") amends Professional Services Agreement number C-101771 ("Agreement") between the City of Vancouver, ("City"), and Do Good Multnomah, an Oregon non-profit corporation ("Contractor") and is effective on the last day signed by a Party. Terms that are capitalized but undefined will have the meaning given them in the Agreement.

This Amendment amends the Agreement as follows:

1. **Section 1 Scope of Work, Attachment A**, is amended to include the attached scope of work.
2. **Section 2 Compensation** is amended as follows:

Payment to the Contractor for the Services described in this Amendment shall not exceed \$3,588,391.51 USD for a revised contract total of \$3,738,391.51. The parties agree this amount excludes payment for Contractor's provision of severe weather services, which will be subject to an amendment to the Agreement

3. **Section 15 Liability and Hold Harmless** is deleted in its entirety and replaced as **Section 15 Indemnification**, as follows:

Contractor shall indemnify, defend if requested, and hold harmless City and its officers, councilmembers, commissioners, employees, volunteers, and agents, from any claim, liability, loss, cost, expense, suit, and damages, including attorney's fees and consulting fees relating to (a) a third party claim for intellectual property infringement relating to the Contractor's Services or the Deliverables; (b) Contractor's negligence or willful misconduct; (c) Contractor's material breach of the Agreement; (d) Contractor's non-compliance with applicable law; (e) a third-party Washington Public Records Act claim involving Contractor information; and (f) Contractor's court action to enjoin release of Contractor information under the Washington Public Records Act.

City will promptly notify Contractor of a claim under this Section 15 and will provide reasonable cooperation to Contractor in the defense of the claim. Contractor will have control over defense and settlement of the claim, except that Contractor will not enter any settlement or related agreement without City's prior written consent. Notwithstanding the preceding sentence, City may participate in the defense or settlement of any claim with counsel of its own choosing.

4. **Section 23 Public Disclosure Compliance** is deleted in its entirety and replaced as follows:

A. *City Records*. Any record of City business, including this Agreement, related records, and City Data, is a public record under the Washington Public Records Act, codified at chapter 42.56 RCW ("PRA"). City may be required to disclose this Agreement or related records, including records in Contractor's possession, pursuant to a public disclosure request. For the avoidance of doubt, City requires Contractor to maintain Services-related records pursuant to the Local Government CORE schedule available at [local-government-common-records-retention-schedule-core-v.5.0-\(october-2024\).pdf](#). These records include security footage, which must be retained a minimum of 30 days. City will provide third-party notice to Contractor before disclosing records. Public records may be subject to exemptions from disclosure under the PRA. City agrees to withhold its release of the requested records in dispute for a reasonable amount of time (approximately 10 days) to allow Contractor an opportunity to seek judicial protection pursuant to RCW 42.56.540 as adopted or amended.

"City Data" means the data City provides to Contractor in connection with the receipt of the Services and any data generated by Contractor in connection with providing the Services to City. City owns all City Data. City licenses City Data to Contractor solely for the purposes of providing the Services to City or improving the Services for City. Contractor shall not use City Data for any other purpose, including as artificial intelligence training data. Contractor acknowledges that complying with applicable laws includes compliance with all applicable federal, state, and local data protection laws in its provision of the Services.

- B. *Public Disclosure Compliance*. City will comply with the PRA in its receipt of and response to any public disclosure request for responsive records related to this Agreement, subject to applicable exemptions. Under RCW 42.56.060, City will have no liability to Contractor for disclosure of Contractor information acting in good faith pursuant to its obligations under the PRA.
- C. *Subpoenas*. If either Party receives a subpoena requiring the disclosure of the other Party's information, that Party will notify the other party and provide a reasonable time for the affected party to obtain a protective order prior to disclosing information. If a Party is prohibited by a court with jurisdiction over the matter from disclosing the subpoena, that Party will provide only the specific information required to be released under the subpoena on the advice of counsel.
- D. *City Data Confidentiality*. Notwithstanding Section 23(A-C), Contractor will maintain the confidentiality of all City Data in its possession.

5. Sections 25, 26, and 27 are deleted from the Agreement.

6. **Entire Agreement**. All unamended terms in the Agreement or any earlier amendment remain in full force and effect. This Amendment, together with the Agreement and any earlier amendments, is the entire agreement between the Parties, and supersedes any other agreement or discussion between them, whether written or oral in nature.

CITY OF VANCOUVER:
A municipal corporation

CONTRACTOR:
Do Good Multnomah

Lon Pluckhahn, City Manager

Signature

Date

Printed Name /Title

Attest:

Date

Anthony Glenn, Deputy City Clerk

Approved as to form:

Nena Cook, City Attorney's Office

Attachment A Scope of Work

Phase 2: Bridge Shelter Ongoing Operations and Continuous Improvement

1. Staffing and Training for Bridge Shelter Operations.

1.1 The Provider shall maintain 24/7 staffing coverage with supervisory oversight. The Bridge Shelter will serve individuals with high and complex needs. The Provider shall staff and train appropriately to manage anticipated shelter-level acuity.

1.2 Training. Contractor shall train staff in the following areas:

- a. Trauma-informed care;
- b. Motivational interviewing;
- c. Harm reduction;
- d. De-escalation;
- e. Overdose response and Naloxone administration;
- f. CPR and first aid;
- g. Domestic violence awareness;
- h. Bloodborne pathogens and OSHA requirements;
- i. HMIS and incident documentation;
- j. Should we also include “other trainings coordinated by City”? (Since we pay CRMH to provide trainings for our whole system)

1.3 Staff Minimum Abilities. Contractor staff must be able to:

- a. Ensure site safety;
- b. Provide for regular case management engagement;
- c. Conduct perimeter checks;
- d. Respond to crisis situations.

1.4 When Problems Arise If patterns emerge indicating needs beyond the operational scope of a congregate shelter or Contractor capacity, the Contractor shall notify the City and participate in system-level planning to address service/capacity gaps.

2. Referral Activities.

2.1 Referral Process. Contractor shall develop a referral process to ensure effective partnerships with community organizations. Contractor must receive written approval from City before sharing the referral process with community organizations as described in Section X below.

2.2 Referral Partnerships. After its referral process is in place, Contractor shall partner with the following organizations to accept referrals for bridge shelter. City may approve additional referral partners in its discretion. Contractor shall partner with any City-approved referral partner. City may require Contractor to prioritize certain referrals based on City needs. :

- a. HART and City encampment resolution efforts;
- b. Law enforcement and jail reentry coordination;
- c. Local hospitals and treatment facilities;
- d. Behavioral health providers;
- e. Other City approved referral partners.

2.3 Prohibited Activities. Contractor shall not establish bed set-asides or referral exclusivity arrangements without the City's prior written approval.

2.4 Records. Contractor shall maintain records related to the referral process that identify referral source, participant characteristics, and referral/placement outcomes. Contractor will make changes to include additional data in referral records upon City's request.

3. Participant Eligibility.

3.1 Eligibility Criteria. Contractor shall develop participant eligibility criteria and screening process criteria and provide to City for written approval before implementation. Contractor shall submit any changes to these criteria for City's written approval. For the avoidance of doubt, Contractor shall not create any eligibility criteria that would have the effect of: automatically disqualifying a participant for substance use, criminal history, system involvement, or high service needs unless the disqualification is required by law or necessary to mitigate imminent safety risk.

3.2 Eligibility of persons living unsheltered in Clark County. The City and County have agreed that the City will make available space to participants living unsheltered in Clark County for the first four years of this SOW. Contractor may not exclude participants based on their Clark County living status during this period.

3.3 HUD definitions exceptions. Contractor must implement certain exceptions related to persons covered under the HUD definition of literal homelessness (24 CFR 578.3), which City will provide in writing.

4. Participant Related Services.

4.1 Code of Conduct, Participant and Community Agreements and Behavioral Accountability

Contractor shall develop a written code of conduct and participant and community agreements and provide to City for written approval prior to implementation.

4.1.1 Contractor's Code of Conduct must:

- a. Promote safety and mutual respect;
- b. Outline expectations regarding cleanliness, shared spaces, and neighbor impact;
- c. Include graduated intervention steps prior to involuntary exit when feasible.
- d. Include process or description of opportunities for participants to provide input or feedback on code of conduct or agreements.

4.2 Intake, Case Management, Stabilization (after eligibility determination)

Contractor shall provide strengths-based, trauma-informed, and harm-reduction-oriented services to participants. Contractor's services must include:

- a. Intake;
- b. Case management;
- c. Peer support;
- d. Housing and other systems' navigation;
- e. Benefits enrollment support;
- f. Care coordination with treatment, healthcare, and other service providers;
- g. Employment and income stabilization support where appropriate.
- h. Other services as agreed by Parties.

4.3 Ongoing Participant Engagement. Contractor may use specific planning tools in connection with participants (e.g., WRAP, Independent Service Plans), however, Contractor must engage with participants as part of structured stabilization efforts at least weekly. Contractor shall promote appropriate next-step transitions to participants and ensure participants continue to progress in their individual stability, including through goal development and individualized support to modify and achieve those goals.

4.4 Participant Incidents. Contractor must document and report all incidents that require emergency services to City within 24 hours. However, incidents that involve serious physical harm or injury and other similar incidents must be reported within four hours. Contractor shall report to the City the person(s) involved, incident type, and outcome.

4.5 Participant Involuntary Exits. Contractor may remove participants immediately when participant behavior poses a threat to others' safety as determined by Contractor. Contractor shall document and report involuntary exits to the City within one business day of the exit.

5. General Operations

5.1 Coordination with System Partners. Contractor shall operate the Bridge Shelter as part of a coordinated system, not as an isolated program. Contractor shall coordinate with:

- a. City Safe Stay and Safe Park operators;
- b. City Homeless Assistance and Resources Team (HART)
- c. Northstar Clinic, the onsite Mobile Opioid Treatment services provider;
- d. Clark County Jail/jail re-entry programs;
- e. In-patient and outpatient facilities, including hospitals and treatment centers;
- f. Domestic violence service providers;
- g. The Southwest Washington Humane Society and other animal welfare partners;
- h. Council for the Homeless and Homeless Management Information System (HMIS) administrators.

5.1.1 Privacy Practices. Contractor shall comply with all laws related to participant privacy and shall participate in case conferencing and cross-program coordination in full conformance with those laws.

5.2 Severe Weather and Emergency Operations. Contractor shall develop a continuity-of-operations plan to ensure services remain available 24 hours per day, seven days a week in the event of severe weather or an emergency, including staffing emergencies. Contractor shall provide this plan and any amendments to City for written approval prior to implementation.

5.2.1. Expanded Capacity during Severe Weather. Contractor may activate expanded capacity within designated areas of the Bridge Shelter during severe weather events, consistent with life-safety standards and City coordination. Contractor shall develop a plan for activating severe weather overflow capacity and provide the plan and any amendments to City for written approval prior to implementation. Activation criteria must align with the Clark County Severe Weather Taskforce (facilitated by Council for the Homeless) criteria in effect at the time of the severe weather event. Contractor shall inform City and the Clark County Severe Weather Taskforce of plan activation as soon as the Contractor decides to activate the plan.

5.3 Facility maintenance, janitorial, and upkeep. The City shall retain responsibility for maintenance, janitorial, and upkeep of the Bridge Shelter, and may do so through in-house services or by contract with a third-party contractor. Contractor will be in the best position to timely notify the City of any maintenance or janitorial service needs at the Bridge Shelter. As such, Contractor must notify the City of any maintenance or janitorial service needs that it discovers at the Bridge Shelter within 24 hours of discovery by Contractor. Failure to timely notify City may constitute a material breach of this Agreement. City will provide and train Contractor on a maintenance/janitorial service notification system.

6. Reporting.

6.1 Contractor Data Collection. Contractor shall collect and maintain data sufficient to support program oversight, system coordination, and reporting requirements associated with other funding partners on City-provided reporting forms on or before the monthly date determined by City.

6.2 Databases. Contractor shall use HMIS (Homeless Management Information System) and other data collection and reporting tool(s) as directed by the City. Contractor will timely enter all applicable data to ensure that monthly reports are accurate.

6.3 Monthly Reporting. Contractor shall provide a monthly status report in a format acceptable to the City. The City may modify reporting formats or metrics to align with program goals, funding requirements, or system needs at any time during the term of the Agreement and Contractor will comply with all modified City reporting requirements. Contractor must submit reports no later than the 5th day of the month following the month when Services were

provided.

6.3.1 Report Requirements. Contractor must consider and report on both quantitative metrics and qualitative insights. Contractor may not rely solely on housing outcomes as a success measure. The Contractor shall report the following information monthly:

a. Utilization and Population

- i. Number of unique individuals served;
- ii. Number of new admissions;
- iii. Bed utilization rate;
- iv. Average length of stay in shelter;
- v. Demographic information of population served (if available);
- vi. Percentage of persons entering from an unsheltered status;

b. Participant Needs (if available)

- i. Number of individuals with reported mental health needs;
- ii. Number of individuals with reported opioid and/or substance use disorders, or barriers related to substance use;

c. Number of individuals with significant physical health needs or barriers ;Engagement and Services:

- I. Number of participants engaged in case management and/or peer support;
- II. Number of participants accessing treatment and services provided at the Bridge Shelter and/or connected to available/accessible treatment options that a participant needs, desires, or prefers. Services include:
 - a. Behavioral health;
 - b. Substance use treatment;
 - c. Housing navigation;
 - d. Employment or job training;
 - e. Benefits and documentation support;
 - f. Transportation and other stabilization services.

6.4 Exit Outcomes:

- a. Percentage of successful exits into stable housing. Stable housing may include: housing that is owned or rented by a client with or without an ongoing or temporary subsidy (e.g., Permanent Supportive Housing, Rapid Rehousing, VASH), living with family or friends, recovery or transitional housing;
- b. Exit destinations, including:
 - i. Permanent housing;
 - ii. Supportive housing;
 - iii. Safe Stay or other shelter;
 - iv. Treatment or detox;
 - v. Medical or long-term care;
 - vi. Family reunification.
 - vii. Incarceration or other institutional setting

- c. Percentage of participants returning to unsheltered homelessness directly from the bridge shelter.

6.5 Kitchen and Health-Related Reporting (required by PeaceHealth funding commitment)

- a. Monthly;
 - i. Number of unique individuals served through food services.

6.6 Quarterly/Annually (year end report)

- a. Number of unique individuals served;
- b. Housing outcomes;
- c. Health-related indicators (if available);
- d. Food insecurity indicators (if available);
- e. Culinary and nutrition education and job training participation;
- f. Community collaboration and volunteer engagement and hours;
- g. Resident satisfaction;

6.7 Animal Welfare Coordination:

- a. Number and type of animals sheltered;
- b. Number of animals receiving services through community partnerships (e.g., The Humane Society for Southwest Washington). Services may include: vaccinations, treatment, spay/neuter, training, etc.

6.7.2 System Trends and Observations: The Contractor shall report the following information quarterly:

- a. Emerging participant needs;
- b. System gaps and barriers;
- c. Changes in acuity;
- d. Operational challenges;

Recommended system improvements.

7. Kitchen Management. Contractor shall manage and operate the Bridge Shelter kitchen and food service program. Contractor's kitchen operation must function not only as a food service operation, but also as a programmatic asset that supports participant stability, health, skill-building, and community engagement.

7.1 Kitchen Operations and Management. Contractor shall:

- a. Oversee kitchen staffing, scheduling, and daily operations;
- b. Coordinate food sourcing, including use of community partners, food banks, and purchased goods as needed;
- c. Maintain inventory control and minimize food waste;
- d. Develop and implement written kitchen policies and procedures.

7.2 Food Service Delivery. Contractor shall:

- a. Provide consistent access to meals and snacks for shelter participants, including at least two meals per day and additional food access as needed;
- b. Ensure food service operations comply with all applicable federal, state, and local health and food safety regulations;
- c. Maintain appropriate food handling, storage, and sanitation practices.

7.3 Equipment and Facility Coordination. Contractor shall:

- a. Use kitchen equipment only in accordance with manufacturer standards and facility requirements;
- b. Coordinate with the City regarding maintenance, repair, and replacement of kitchen equipment as outlined in Section 5, above; and
- c. Ensure compliance with any requirements required by PeaceHealth as directed by the City.

7.4 Participant Engagement and Skill-Building. The parties agree that participant engagement and skill building will begin one year after the Effective Date. Contractor shall:

- a. Create opportunities for participant involvement in kitchen-related activities where appropriate, which may include:
 - i. Meal preparation support;
 - ii. Culinary skill-building;
 - iii. Nutrition education; and or
 - iv. Workforce development opportunities in partnership with community partners/providers.
- b. Contractor shall not require any participant to participate in kitchen activities and any participation is structured to support participant safety and program operations.

7.5 Volunteers and Community Food Contributions. Contractor shall:

- a. Develop and maintain written policies governing:
 - i. Volunteer involvement in food preparation or service;
 - ii. Acceptance and distribution of donated food;
 - iii. Food safety compliance for externally prepared meals;
- b. Ensure all volunteer and donation activities conform with health regulations and do not disrupt core operations.

7.6 Coordination and Reporting. Contractor shall:

- a. Coordinate with the City and relevant partners regarding kitchen use, programming opportunities, and reporting requirements;
 - i. Track and report data as required, which may include meals served, participant engagement, and other metrics tied to funding or program outcomes.

7.7. Kitchen Policies. Contractor shall maintain policies consistent with this Section X and applicable law. Contractor and City will discuss any special events or other kitchen use and Contractor will reasonably agree to City requests so long as they do not unduly interrupt ongoing operations and comply with all applicable laws.

7.8 Prohibited Kitchen Use. Contractor is prohibited from using the Bridge Shelter kitchen for any purpose other than those purposes approved by City.

8. Community Impact Management and Neighborhood Relations. The Provider shall operate the Bridge Shelter in a manner that actively manages site-related impacts and supports positive relationships with the surrounding community, consistent with the City's values and expectations. Additionally, Contractor shall proactively address probable impacts associated with shelter operations and participant activity. The Provider shall:

8.1 Impact Monitoring and Mitigation

- a. Conduct routine monitoring of the shelter perimeter and immediately adjacent areas;
- b. Address conditions reasonably associated with shelter operations, including litter, waste, loitering, or disturbances connected to participant activity;
- c. Maintain the exterior of the site and immediate surroundings in a clean and orderly condition;
- d. Reinforce expectations with participants regarding respectful behavior in surrounding public and private spaces;
- e. Make reasonable efforts to distinguish between shelter-related impacts and unrelated community conditions, and coordinate with City to ensure appropriate response.

8.1.2 Coordination with City, System, and Neighborhood Partners

- a. Coordinate with the City, including HART and Public Works, and other relevant City and third-party partners to address recurring or escalated concerns;
- b. Notify City of ongoing or significant issues that may require additional response or clarification;
- c. Participate in problem-solving efforts with the City and community when patterns of concern emerge, including offering meeting opportunities and attending community and City meetings as needed.

8.1.3 Communication and Accessibility

- a. Maintain accessible communication channels (e.g., phone and/or email) for neighbors and community members;
- b. Ensure neighbors are informed of how to contact the Provider with concerns related to the shelter;
- c. Respond to concerns in a timely manner;
- d. Participate in neighborhood or neighborhood association meetings, as requested by the City or when appropriate to support communication and problem-solving.

8.1.4 Participant Expectations

- a. Incorporate expectations related to community impact into the shelter's Code of Conduct/Community Agreements, including:

- i. Respect for surrounding residents, businesses, and public spaces;
- ii. Proper disposal of waste;
- iii. Compliance with site boundaries and operational expectations.

8.1.5 Community Participation and Relationship-Building

Contractor shall engage in positive community-building efforts that support integration of the shelter into the surrounding neighborhood. These efforts may include participation in neighborhood events, coordination of voluntary cleanup efforts, or other activities that foster constructive relationships. The Parties will work together to develop a boundary for these activities.

Section 9. Continuous Improvement

9.1 Continuous Evaluation and Improvement

The Parties understand that community conditions may evolve over time. Therefore, the Provider shall:

- a. Participate in ongoing evaluation of site-related impacts;
- b. Adjust operational practices, in coordination with the City, to improve outcomes for both participants and the surrounding community.

Section 10. Contract Review. Contract Review

10.1 The Parties will review the contract quarterly during the first year of this SOW, twice yearly in the second year of this SOW and annually in year three and beyond to review other opportunities for continuous improvement.

Attachment B Fee Schedule

Personnel and Operations (FY27 annual cost)		\$ 3,588,391.51	
PERSONNEL			
Salaries & Wages	Total of Regular Earnings, Paid Time Off, and Holiday Pay	\$ 1,821,323.95	
Regular Earnings		\$ 1,568,783.64	
Paid Time Off		\$ 145,191.19	
Holiday Pay		\$ 107,349.12	
Overtime		\$ -	
Fringe	Total of employee-related benefits and Taxes (Health, dental, EPA; estimated 80% utilization)	\$ 622,458.15	
Payroll Processing	Fees associated with payroll processing	\$ 37,793.03	
Workers Compensation		\$ 60,126.42	
Employee Assistance Program		\$ 836.52	
Payroll Taxes	12% employer taxes	\$ 331,463.31	
Benefits	ER paid health/dental/vision insurance	\$ 192,238.87	
PERSONNEL SUBTOTAL		\$ 2,443,782.10	\$ -
Professional Services	Meals, Laundry, Client Transportation, etc.	\$ 505,204.00	
Printing	Printer & paper	\$ 4,803.00	
Utilities	n/a	\$ -	
Telecommunications	Phone & Internet	\$ 19,212.00	
Equipment Rental	n/a	\$ -	
Facilities	n/a	\$ -	
Repairs		\$ 1,987.00	
Postage	n/a	\$ -	
Supplies	Cleaning, office, shelter, safety supplies	\$ 115,501.00	
Education & Training	Staff training & professional development	\$ 18,146.00	
Local Travel	Staff mileage reimbursement	\$ 10,807.00	
Insurance	Program-related insurance	\$ 20,531.00	
Dues & Subscriptions	Case management software & other software licenses	\$ 24,950.00	
PROGRAM OPERATIONS SUBTOTAL		\$ 721,141.00	\$ -
CLIENT SERVICES			
Flex Funds		\$ 97,251.00	
CLIENT ASSISTANCE		\$ 97,251.00	\$ -
ADMINISTRATION			
Indirect Administration	10% de minimis indirect rate	\$ 326,217.41	\$ -
ADMINISTRATION		\$ 326,217.41	\$ -
TOTAL		\$ 3,588,391.51	\$ -

Staffing Detail												
	Hourly Rate	# FTE	Annual	PTO	Holiday Pay	Overtime	Taxes	Benefits	Workers Comp	EAP	Payroll	
Senior Director of Operations	\$ 52.00	0.05	\$ 4,597	\$ 562	\$ -	\$ -	\$ 949	\$ 521	\$ 95	\$ 1	\$ 108	
Senior Program Manager	\$ 39.14	0.60	\$ 41,520	\$ 5,073	\$ -	\$ -	\$ 8,568	\$ 5,527	\$ 1,136	\$ 14	\$ 977	
Senior Manager of Safety	\$ 39.14	0.05	\$ 3,367	\$ 361	\$ -	\$ -	\$ 685	\$ 512	\$ 91	\$ 1	\$ 78	
Program Manager - On-Call	\$ 34.66	0.06	\$ 3,407	\$ 416	\$ -	\$ -	\$ 703	\$ 432	\$ 105	\$ 1	\$ 80	
Program Manager	\$ 34.66	1.00	\$ 62,949	\$ 5,823	\$ -	\$ -	\$ 12,647	\$ 10,779	\$ 1,893	\$ 23	\$ 1,442	
Team Lead Supervisor	\$ 30.30	2.00	\$ 110,050	\$ 10,181	\$ 5,818	\$ -	\$ 22,110	\$ 18,237	\$ 3,786	\$ 47	\$ 2,521	
Team Lead Supervisor (Overnight)	\$ 31.31	2.00	\$ 113,718	\$ 10,520	\$ 6,012	\$ -	\$ 22,847	\$ 47	\$ 3,786	\$ 47	\$ 2,605	
Case Manager	\$ 26.30	8.00	\$ 410,280	\$ 35,347	\$ 25,248	\$ -	\$ 85,637	\$ 39,888	\$ 16,293	\$ 187	\$ 9,764	
Shelter Staff	\$ 26.30	6.50	\$ 305,067	\$ 35,347	\$ 25,248	\$ -	\$ 66,997	\$ 58,078	\$ 12,652	\$ 187	\$ 7,639	
Shelter Staff (Overnight)	\$ 27.30	7.00	\$ 353,163	\$ 31,937	\$ 22,812	\$ -	\$ 74,268	\$ 58,055	\$ 13,666	\$ 164	\$ 8,468	
On-Call Shelter Staff (Daytime)	\$ 26.30	3.00	\$ 136,971	\$ 8,205	\$ 18,936	\$ -	\$ 30,735	\$ 140	\$ 5,678	\$ 140	\$ 3,504	
On-Call Shelter Staff (Overnight)	\$ 27.30	0.50	\$ 23,697	\$ 1,419	\$ 3,276	\$ -	\$ 5,317	\$ 23	\$ 946	\$ 23	\$ 606	
TOTAL		30.76	\$ 1,568,783.64	\$ 145,191.19	\$ 107,349.12	\$ -	\$ 331,463.31	\$ 192,238.87	\$ 60,126.42	\$ 836.63	\$ 37,793.03	

This proposed budget support the work of 30.76 FTE for 12 months - 26.5 of that being direct service roles and 3.5 on-call staff. This includes two Senior Program Managers at .3 FTE each who will collaborate on the setup and management of the program for the first 9 months of operations.

Staffing Transition Framework											
	July #FTE	Aug #FTE	Sep #FTE	Oct #FTE	Nov #FTE	Dec #FTE	Jan #FTE	Feb #FTE	Mar #FTE	Apr #FTE	May #FTE
Senior Director of Operations	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05
Senior Manager of Safety	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60
Senior Program Manager	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05
Program Manager - On Call	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06
Allocated Staff	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76	0.76
Program Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Team Lead Supervisor	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Team Lead Supervisor (Overnight)	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Case Manager	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00

Staff Report: 174-26

To: Mayor and City Council
From: City Manager
Date: September 14, 2026

Subject

Contract - Amendment to the Fire Department Services Agreement with Fire District No. 5

Key Points

- On August 24, 2026, Fire Chief Drake presented a workshop to Council outlining how additional support staff, fully funded by Fire District 5, can help advance the department's strategic plan goals.
- To move forward with this proposal, staff have prepared an amendment to the services agreement with Fire District 5 which states the District will reimburse the City for 7.0 limited duration FTEs at 100% of actual costs through 2029. Costs are anticipated to be approximately \$3 million.
- In order to begin hiring the 7.0 limited duration FTEs in the 2025-2026 biennium, certain adjustments to the appropriation, FTE, and salary schedules are required by a separate Council budget ordinance. That ordinance is scheduled for its first reading tonight and second reading and public hearing on September 21, 2026.
- The amendment also updates the parties' invoicing obligations under the agreement.

Strategic Plan Alignment

Safe and Prepared Community – a safe place to live, work, learn and play

Present Situation

The City of Vancouver and Clark County Fire District 5 (CCFD5) have maintained a cooperative fire services agreement since 1994, which has periodically been updated by the parties. Under the terms of the current agreement, CCFD5 funds a portion of the Vancouver Fire Department (VFD) operating and capital costs.

In April 2026, Chief Drake presented a support staff funding proposal to the CCFD5 Board, which it approved. Chief Drake provided an overview of this proposal to the Council at an August 24, 2026 workshop. The proposal tied progress on several VFD strategic plan outcomes to the addition of 7.0 support staff at VFD. The proposed positions are as follows:

- 1.0 Administrative Assistant 3
- 1.0 Data Analyst 1
- 1.0 Fire Emergency Services Manager
- 1.0 Fire Professional Standards Program Manager
- 1.0 Material Control Coordinator
- 2.0 Support Specialist 2

As part of this proposal, CCFD5 would fund 100% of actual position costs including ancillary

expenses for these positions through December 2029. Actual costs for this period are expected to be around \$3,000,000.

In an effort to move forward with hiring these limited-duration positions in the 2025-2026 biennium, staff have prepared a related supplemental budget ordinance for Council's consideration; the ordinance's first reading is scheduling for tonight and its second reading and public hearing are scheduled for September 21, 2026.

The amendment also updates the terms of general reimbursement invoicing from the City of Vancouver to CCFD5. The City will invoice 22.8% (as adjusted from time to time pursuant to the agreement) of actual costs incurred, on a quarterly basis.

Advantage(s)

1. Approving this amendment will allow the Fire Department to move forward with hiring 7.0 limited duration support staff contingent on City's Council determination on the separate budget ordinance. These support staff will help advance the Fire Department's strategic plan, and support community safety.
2. CCFD5 will reimburse 100% of the City's actual costs for these positions.

Challenge(s)

Clark County Fire District 5 has agreed to fund position costs through 2029. Therefore, these are limited duration positions and there is no source of funds identified to retain these positions after December 2029.

Budget Impact

The addition of 7.0 limited-duration positions is expected to generate approximately \$3.0 million in additional costs from the 4th quarter of 2026 through December 2029. Actual position costs including associated ancillary costs will be 100% funded by Clark County Fire District 5. Position, salary schedule, and budget appropriation impacts are addressed in the Supplemental Budget Adjustment Related to Clark County Fire District No. 5 Amended Agreement ordinance, scheduled for first reading tonight and second reading and public hearing on September 21, 2026.

Prior Council Review

City Council Workshop - August 24, 2026

Action Requested

On Monday, September 14, 2026, authorize the City Manager, or designee, to enter into amended services agreement with Clark County Fire District 5 following the adoption of an implementing budget ordinance.

Staff Contact

Kathryn Shifley, Chief Financial Officer, John Drake, Fire Chief, katie.shifley@cityofvancouver.us, John.Drake@cityofvancouver.us

Attachments:

1. Attachment A - First Amendment to Fire Department Services Agreement
2. Attachment B - Fire Department Services Agreement

**FIRST AMENDMENT TO FIRE DEPARTMENT SERVICES AGREEMENT
BETWEEN
CLARK COUNTY FIRE PROTECTION DISTRICT NO. 5
AND
CITY OF VANCOUVER**

This first amendment (“Amendment”) to the Fire Department Services Agreement effective September 26, 2016, between Clark County Fire Protection District No. 5 (“District”) and the City of Vancouver (“City”), is effective on the last date signed by a Party (“Effective Date”).

RECITALS

1. The Parties desire to amend the City’s invoicing obligations to reflect the City’s actual costs instead of the City’s budgeted amount for the Services, as well as the City’s invoicing dates.
2. The District has agreed to fund seven administrative support staff positions within the Vancouver Fire Department through December 31, 2029.
3. The Parties must amend the Agreement to address the Parties’ obligations related to invoicing and position funding.

AGREEMENT

1. The Parties agree to amend Section 6 as follows:
 - A. Section 6.c Timing of Contribution by the District to the Special Revenue Fund (City Fire Fund 151) is deleted in its entirety and replaced as follows:

6.c Actual Cost Contributions by District to Special Revenue Fund (City Fire Fund 151)

Each quarter, the City will invoice the District 22.8% (as adjusted from time to time pursuant to Section 6.e (formerly 6.f) of this Agreement) of its actual cost incurred correlated to the City Fire Budget. The City shall not include pre-funding to capital contribution in this amount. The City will include all capital expenses as those expenses actually occur. The City will invoice the District on a quarterly basis as follows:

January-March actual costs invoiced by April 15

April-June actual costs invoiced by July 15

July-September actual costs invoiced by October 15

October-December actual costs invoiced by January 15 of the following year.

The City may extend the date reasonably beyond the 15th of each quarter with notice to the District. The District shall pay the uncontested portions of such invoices within 30 days of receipt. If the District determines that an invoice lacks sufficient documentation to support payment, the District will notify the City of its determination and request that the City provide additional documentation. The District may withhold payment for contested portions of the applicable invoice until the City provides supporting documentation for the contested portions but shall not unreasonably withhold its approval.

- B. Section 6.d Parties’ Contributions to the Special Revenue Fund (151) is deleted in its entirety.

C. Section 6(e-h) is renumbered as follows:

- i. Section 6.e Re-Establishment of Baseline is now Section 6.d Re-Establishment of Baseline.
- ii. Section 6.f Annual Funding Agreement is now Section 6.e Annual Funding Agreement.
- iii. Section 6.g Annexation is now Section 6.f Annexation.
- iv. Section 6.h EMS Levy is now Section 6.g EMS Levy.

D. New Section 6.h Additional Administrative Support Staff Temporary Funding is added as follows:

The City shall hire, onboard, and manage up to seven administrative support staff positions within the Vancouver Fire Department to enhance regional fire and emergency medical service delivery starting in Quarter 4 of 2026. The City shall maintain accurate and detailed accounting records of all actual personnel costs associated with these seven positions, outside of the regular contractual agreement between the parties.

- i. The District shall provide the financial funding for the actual costs of these seven positions through December 31, 2029, up to an approximate amount of \$3,000,000.00, which may be underspent or exceeded if actual costs exceed this amount.
- ii. The City shall submit an itemized invoice to the District on a quarterly basis as stated in Section 1A of this amendment reflecting the actual costs incurred for the administrative support staff positions.
- iii. Payments shall be made from the District's Special Revenue Fund 6256 payable to the Vancouver Fire Fund 151. The District shall pay the uncontested portions of such invoices within 30 days of receipt. If the District determines that an invoice lacks sufficient documentation to support payment, the District will notify the City of its determination and request that the City provide additional documentation. The District may withhold payment for contested portions of the applicable invoice until the City provides supporting documentation for the contested portions but shall not unreasonably withhold its approval.
- iv. The Parties agree they must seek approval of their respective governing bodies before the Amendment may be executed.
- v. Section 6.h of the Agreement will terminate at 11:59:59 PM on December 31, 2029 unless terminated earlier or extended by mutual written agreement of the Parties. Either Party may terminate this Agreement upon one hundred eighty (180) days' written notice to the other Party. In the event of termination, the District shall reimburse the City for all actual eligible personnel costs incurred for the seven positions up to the effective date of termination.

E. Entire Agreement. This Amendment, together with the Agreement, is the entire agreement between the Parties and supersedes all prior discussions and agreements,

whether written or oral. All other terms and conditions of the Agreement remain in full force and effect.

The Parties enter this Amendment effective on the Effective Date.

**CLARK COUNTY FIRE PROTECTION
DISTRICT NO. 5**

CITY OF VANCOUVER

By: _____
District Chairperson

By: _____
Lon Pluckhahn, City Manager

Date: _____, 2026

Date: _____, 2026

By: _____
Commissioner

Attest:

Anthony Glenn, Deputy City Clerk

Date: _____, 2026

Approved as to Form:

By: _____
Commissioner

Nena Cook, City Attorney

Date: _____, 2026

Attest:

Board Secretary

FIRE DEPARTMENT SERVICES AGREEMENT

This agreement is entered into between CLARK COUNTY FIRE PROTECTION DISTRICT NO. 5, a municipal corporation, referred to as "District," and the CITY OF VANCOUVER, a Charter City of the first class municipal corporation, referred to as "City."

This agreement is entered into by the City and the District under the authority of RCW 52.12.031 and in conformity with chapter 39.34 RCW, the Interlocal Cooperation Act.

The parties are currently operating Fire Department services under a Fire Department Services agreement dated September 12, 2005, which document superceded the original Consolidation and Joint Operation Agreement dated March 7, 1994, and the Fire Department Services Agreement dated December 23, 1998. As a result of discussions held during 2015 and 2016 between the City and the District, the parties desire to replace the existing Agreement with this Agreement.

Those discussions centered around how services have been provided under the current Agreement and how the District has been paying for those services.

To carry out the purposes of this Agreement and in consideration of the benefits to be received by each party, it is agreed as follows:

1. **Term.** This agreement shall be effective on Sept 210, 2016 and shall continue until the District no longer exists as a municipal corporation.
2. **Service Area.** The service area in which the Fire Department is required to provide services under this Agreement includes that area shown on Exhibit "B" attached hereto and all areas subsequently annexed to the City.
3. **Services.** The City and the District enter into this agreement with the understanding that the City of Vancouver shall provide services within the Fire District 5 boundaries as set forth in Exhibit A, attached hereto.
4. **Service Levels.** The City has developed and adopted Service Levels as part of its Standard of Cover, and the level of service set by the City of Vancouver for the Vancouver Fire Department, or as later amended, also sets the level of service for the District. The parties recognize, however, that implementation of the Service Levels is dependent on the revenue available from the City and the District, utilized by the Vancouver Fire Department for the provision of services. The City and the District shall periodically review the Service Levels.
5. **Funds for the City and the District**

a. Fire Department Special Revenue Fund (City Fire Fund 151)

The City shall maintain a special revenue fund (City Fire Fund 151) to be used solely for the collection of all revenue and for the payment of all operating costs of the Fire Department. Any surplus in the special revenue fund (City Fire Fund 151) will remain in the fund and will be restricted for use for Fire Department purposes. Any surplus may be used to support the required City or District

contribution as agreed to by the City and the District as provided for in this Agreement.

b. Fire Department Equipment Replacement

The City shall account for the funding and expenditures of Fire Department apparatus and vehicle replacement in a separate account.

c. Operational Enhancement Fund (Fund 6256)

Monies from this fund, established and maintained by Fire District 5, shall be used solely for the purpose of enhancing operations and/or funding operations and capital assets of the Vancouver Fire Department, as agreed to by the City and the District.

6. Funding of Vancouver Fire Department

a. Communication of Fire Department Budget

By June 1, the City shall communicate to the District any proposed changes in the service level or funding for the following year's fire operations.

b. Recommended Fire Department Budget

The recommended operating budget shall be determined by the City no later than October 1 for the next year's fire operations. The recommended budget, as a minimum, shall include all estimated expenses required to continue funding of existing staffing and expenses. The baseline budget will not include Decision Packages. (See Exhibit "D" for additional details.)

c. Timing of Contribution by the District to the Special Revenue Fund (City Fire Fund 151)

The District shall make payment to the City Fire Fund at least two times per year. Payments shall be no later than June 1 and December 15. The June 1 payment shall be equal to fifty percent (50%) of the District's annual obligation. The December 15 payment shall be equal to the balance of the District's required contribution.

d. Parties' Contributions to the Special Revenue Fund (151)

Unless otherwise agreed to in writing by the City and the District, the parties' respective contributions to the City Fire Fund 151 shall increase (or decrease) by the percentage change over the previous year in the Fire Department's proposed baseline operating budget. The baseline budget will not include Decision Packages, and shall be limited to the expected increases in the costs of labor, supplies, and other services. (See Exhibit "D" for additional details.) An example of the calculation of the parties' contributions is shown in Exhibit "C" attached hereto.

e. Re-Establishment of Baseline

Exhibit "C" shows each party's contributions to Fund 151 for calendar year 2016, which is hereby established as the base year going forward for the calculation of all future increases or decreases, based on changes in the baseline, Decision Packages, or annexations.

Exhibit "D" attached hereto and adopted by the parties on June 10, 2008, clarifies and further defines how the Baseline Budget and Decision Packages apply to the parties and the operations of this Agreement, and is included as a part of this Agreement.

f. Annual Funding Agreement

Both parties agree that, while the City ultimately has the authority to adopt the Fire Department's budget, the District and the City have a shared interest in working together on how that budget is developed.

No later than October 15 of each year the City and the District shall agree on the amount of funding each party shall contribute to the Fire Department Fund (151) for the following year.

Funding of the Fire Department Fund (151) shall be adjusted to reflect uncaptured expenses within a reasonable time of such expenses becoming actually known. Expenses justifying adjustment include, but are not limited to any change in labor costs as determined by contract arbitration or settlement.

In the event that either the District or the City determine they will be unable to fund their minimum required contribution they shall provide written notice to the other party within fifteen (15) days of recognition, but in no event later than October 1 of that year. Any solution, including a reduction in expenses or use of reserves required to match expected revenues with expected expenses shall be agreed to in advance by the City and the District and the details of such agreement shall be reduced to writing and signed by the City and the District.

g. Annexation

The required contributions by the City and the District shall be adjusted upon the annexation of property in the District by the City. The City's contribution shall increase by the exact amount contributed by the District from the property being annexed, and the District's contribution shall decrease by a like amount. For purposes of this section such change shall be effective in the year that the County Assessor's Office adds the annexed property to the City's assessed value and the City receives property tax revenue from the annexed area.

h. EMS Levy

The City or the District may request voter approval of an EMS levy. Before the City Council or the District Board act to authorize the County Auditor's Office to place any EMS levy on the ballot the City and District shall enter into a formal agreement outlining how the revenue generated from any approved EMS levy

will be used.

7. Annual Review and Reconciliation

a. Fire Department Special Revenue Fund (City Fire Fund 151)

The City and the District may meet to review the actual revenues and expenses of the Fire Department for the prior year.

b. Financial Records and Reports

Both the City and the District shall make detailed financial records available to each other upon request within 10 days. Quarterly and annual financial reports will be available upon request.

8. District Planning. The City shall provide the Board with monthly and annual reports of Fire Department activities within the District.

9. Office Facilities. Upon request by the District, the City shall provide the use of station facilities for meetings and activities of the Board of Commissioners, storage of District records, and office space for the use by the District Secretary. The use of the station by the District shall not interfere with the operations of the Fire Department.

10. Failure to Provide Services. In the event the City becomes unable to provide the services to the District as set forth in Section 3 of this Agreement, the City shall restore to the District sufficient assets or funds to enable the District to contract for or to provide a reasonable level of Fire Department services in the then-existing District area.

11. Insurance. The District shall maintain the following types of insurance covering the District, its Board of Commissioners, employees and agents. Insurance coverage shall be a minimum of \$1,000,000 per occurrence.

- a. Broad form comprehensive general liability insurance covering personal injury, property damage, and bodily injury. The policy must be endorsed with contractual liability coverage and employment practices liability. The City of Vancouver, its elected officials, departments, employees, and agents shall be named as Additional Insureds.
- b. Automobile bodily injury and property damage liability insurance. The City of Vancouver, its elected officials, departments, employees and agents shall be named as Additional Insureds.
- c. Directors and Officers coverage for the acts of the Board of Commissioners
- d. Workers' Compensation insurance.

12. Hold Harmless/Indemnification.

- a. District Responsibility – District agrees to indemnify, defend, save and hold harmless the City, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, of whatsoever kind or nature, arising out of, or in connection with, or incident to, the performance of services by District

pursuant to this agreement.

In the event that any suit based on such a claim, demand, loss, damage, cost, or cause of action is brought against the District, the City retains the right to participate in said suit if any principal of public law is involved.

This indemnity and hold harmless shall include any claim made against the City by an employee of the District or subcontractor or agent of the District, even if District is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51, RCW, except to the extent that such liability arises from the sole negligence of the City. District specifically acknowledges that the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that District provide the broadest scope of indemnity permitted by RCW 4.24.115.

b. City Responsibility – City agrees to indemnify, defend, save and hold harmless the District, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, of whatsoever kind or nature, arising out of, or in connection with, or incident to, the performance of services by City pursuant to this agreement.

In the event that any suit based on such a claim, demand, loss, damage, cost, or cause of action is brought against the City, the District retains the right to participate in said suit if any principal of public law is involved.

This indemnity and hold harmless shall include any claim made against the District by an employee of the City or subcontractor or agent of the City, even if City is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51, RCW, except to the extent that such liability arises from the sole negligence of the District. The City specifically acknowledges that the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that the City provide the broadest scope of indemnity permitted by RCW 4.24.115.

c. Except as provided herein, the parties shall bear their own costs of enforcing the rights and responsibilities under this Agreement.

13. **Notices.** All notices, requests, demands and other communications required by the Agreement shall be in writing and, except as expressly provided elsewhere in the Agreement, shall be deemed to have been given at the time of delivery if personally delivered or at the time of mailing if mailed by first class postage prepaid and addressed to the party at its address as stated in this Agreement or at such address as any party may designate at any time in writing.
14. **Severability.** If any provision of this Agreement or its application is held invalid, the remainder of the Agreement or the application of the remainder of the Agreement shall not be affected.
15. **Modification.** This Agreement represents the entire Agreement between the parties. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on either of the parties unless executed in writing by authorized representatives of each of the parties. The Agreement shall not be

modified, supplemented or otherwise affected by the course of dealing between the parties.

16. **Benefits.** This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits, direct or implied, on any third persons.

17. **Arbitration.** Any controversy which shall arise between the City and the District regarding the rights, duties or liabilities under this Agreement of either party shall be settled by arbitration. Such arbitration shall be before one disinterested arbitrator if one can be agreed upon, otherwise before three disinterested arbitrators, one named by the City, one by the District, and one by the two thus chosen. The arbitrator or arbitrators shall determine the controversy in accordance with the laws of the state of Washington as applied to facts found by the arbitrator or arbitrators with the costs of administration and arbitrators' fees to be divided equally between the parties.

Dated: September 26, 2016.

CITY OF VANCOUVER

BY:

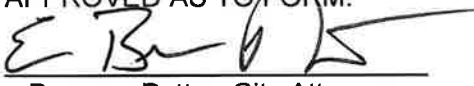

Eric Holmes, City Manager

ATTEST:

City Clerk

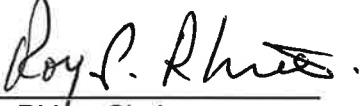

Carrie Lewellen
Deputy City Clerk

APPROVED AS TO FORM:


Bronson Potter, City Attorney

CLARK COUNTY FIRE PROTECTION
DISTRICT NO. 5

BY:


Roy Rhine, Chair

BY:


Mike Lyons, Commissioner

BY:


Ron Gibson, Commissioner

BY:


David Vial, Secretary

EXHIBIT "A"

The primary emergency response functions performed by the Vancouver Fire Department include the following:

1. Suppression of fires in buildings, vehicles, natural vegetation, and other property
2. Emergency medical response at both the basic life support and advanced life support levels. The parties agree that exclusive emergency medical transport services will be provided to the Fire District by the same vendor contracted by the City.
3. Special operations including technical rescue, extrication, and hazardous materials response and control
4. Marine rescue and firefighting
5. Aircraft rescue and firefighting

EXHIBIT "B"

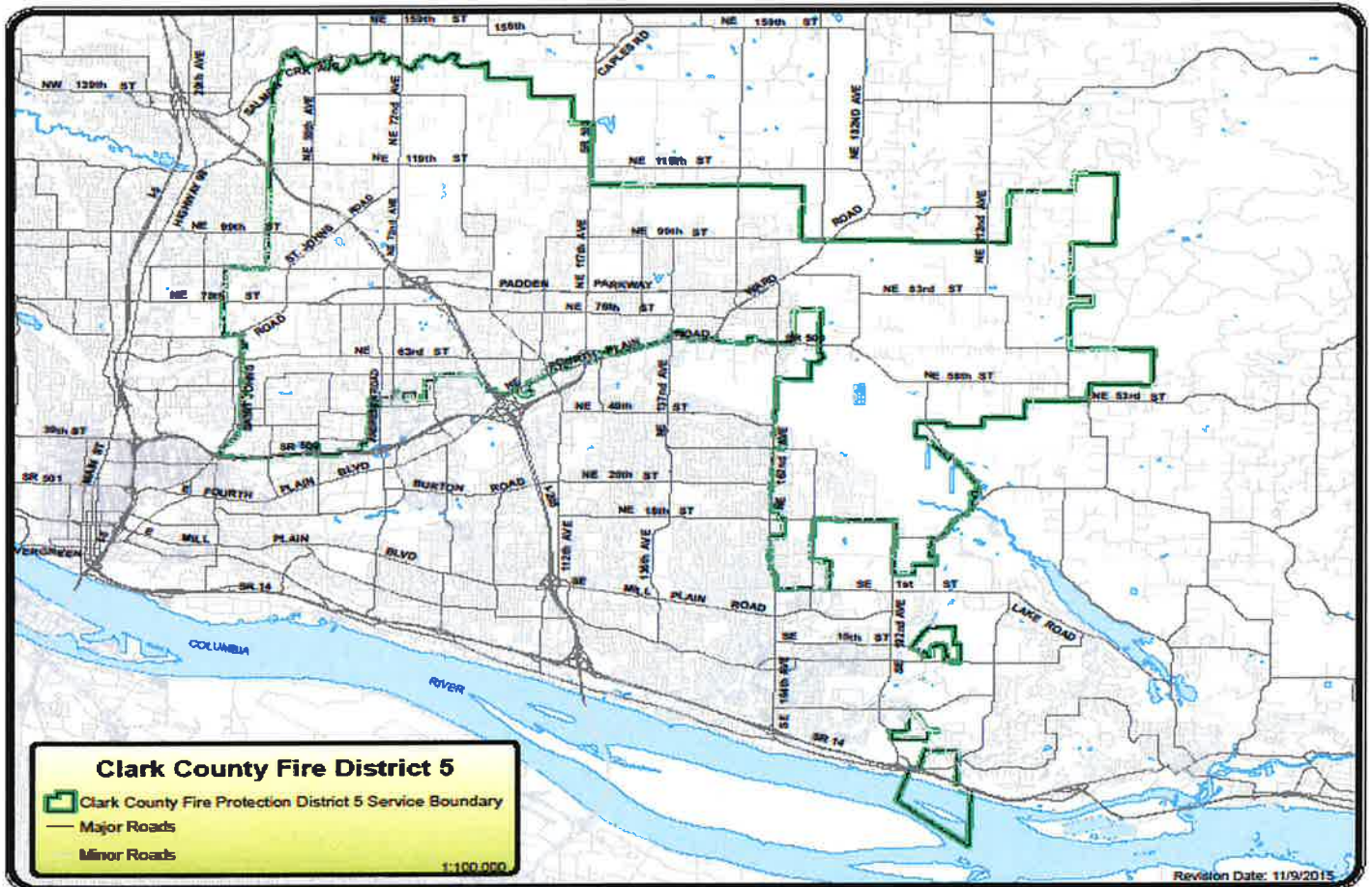


EXHIBIT "C"

City of Vancouver/Fire District #6 Contract Negotiations
Calculation of Required Contribution: 2014

Exhibit C

	<u>Expenses</u> <u>2014</u>	<u>Revenues</u> <u>2014</u>	Proportionate Share
2015 Budget	34,630,702		
Less One time 2015 DPs	(439,320)		
Less 4 FTE to staff 2 SUVs - first year of the project	(87,395)		
Less Revenue Covered DPs from 2015	(303,299)		
Plus: Baseline Inflationary Adjustment	1,588,875		
2014 Original Baseline	<u>35,369,563</u>		
Percentage Increase in Baseline: from 2015	<u>4.47%</u>		
<u>City Contribution Calculations</u>			
2015 On-going City Contribution	24,370,431		75.1%
Plus Percentage Change in Baseline	1,193,669		
2015 City Baseline Contribution		<u>25,564,100</u>	
Plus Shared Decision Packages - On-going	0		
Plus Shared Decision Packages - <u>One-time</u>			
4 FTE to staff 2 SUVs - 2yr Limited Term Pilot Project - second year of the project	154,258		
Total COV contribution for 2014		<u>25,718,358</u>	
<u>District Calculations</u>			
2015 District Total Contributions	8,068,695		24.9%
Plus Percentage Change in Baseline	395,206		
On-going Updated Fire District 5 Contribution		<u>8,463,901</u>	
Plus Shared Decision Packages - On-going	0		
Plus Shared Decision Packages - <u>One-time</u>			
4 FTE to staff 2 SUVs - 2yr Limited Term Pilot Project - second year of the project	51,073		
Total FD Contribution for 2014		<u>8,514,974</u>	
<u>2016 Revenue-Covered Decision Packages</u>			
2 FTE Fire Inspectors for 2yr Limited Term Pilot Project	181,298	181,298	
Marine Proforma funded by Hazmat Revenue	126,898	126,898	
<u>Fund 151 Cash Reserves to be spent</u>			
Code Enforcement project wrap-up (2016)	25,000		
RMS - Replace Firehouse wrap-up (2016)	16,255		
Fund 151 Reserve to be spent		<u>41,255</u>	
Fund 151 Revenue (Interest and Permits)		767,412	
Total Fund 151 Resources		<u>35,308,940</u>	
Total 2016 Fund 151 Budget		<u>35,744,345</u>	
		635,405	

EXHIBIT "D"

***CALRIFICATION OF "BASELINE" CALCULATION PROCESS AS
GOVERNED BY THE FIRE DEPARTMENT SERVICES AGREEMENT
Between***

**CLARK COUNTY FIRE DISTRICT 5
AND
VANCOUVER FIRE DEPARTMENT**

June 10, 2008

1. **Clarification of the term "baseline"** – In the Fire Department Services Agreement the term "baseline" is used to define the expenditure budget for the Vancouver Fire Department including all estimated expenses required to continue funding of existing staffing and equipment.

The baseline expenditure budget does not include the cost of decision packages submitted through the budget process, including supplemental appropriations, by either the Fire Department or the Fire District 5 during the year of the submission. The cost of decision packages, or enhancements, is itemized on the Exhibit "C" during the year of submission. The baseline expenditure budget is then adjusted annually to include the on-going cost of any enhancements funded in the prior biennium as well as the expected increases in the costs of labor, supplies, and other services.

The term "baseline contribution" is used to define the respective contributions from the District and the City at the end of the prior year reduced by the cost of one-time contributions and increased by the amount of the baseline cost increases in the current year.

2. **Clarification of calculation and proportionate funding of Decision packages by the City General Fund and the Fire District Five.**

The **on-going** impact from decision packages brought forward by the City shall be borne solely by the City, unless the Fire District Five explicitly agrees to share the cost of the decision packages. The on-going impact from the decision packages brought forward by the Fire District shall be borne solely by the Fire District Five, unless the City explicitly agrees to share the cost of decision packages.

Every time a decision package with an **on-going** impact is funded, the relevant party's financial contribution to the Fire Department is proportionately increased. The on-going cost of the package, including baseline increased related to the package is included in the following year's baseline budget and is then funded through the increased share of the party's contribution. It is possible for a decision package to become part of the baseline and be proportionally funded by both parties in perpetuity. For this to occur, the party bringing forth the decision package needs to receive explicit approval from the other party that, at its inception or at any time in the future (such as at the conclusion of a budget

cycle), a proportionate cost of such decision package will become part of its respective "baseline contribution."

At the conclusion of each year, the amount equivalent to the cost of the decision packages funded exclusively by either the City or by the District is added to baseline contribution amount for that entity. The decision packages are not specifically itemized from that time forward, even though the representative dollars remain included in that entity's contribution. The following year's inflationary increases apply to the entity baseline contributions modified through the process outline above.

Following is an example of the calculation. If the City had a total contribution in 2005 of \$100 and decision packages equaling \$10, the City's total contribution for 2005 would be \$110. In 2006 if there were a 5% inflationary increase to the overall baseline, the City's figures would show a starting contribution of \$110 (the 2005 total contribution, including decision packages) and the 5% increase would be applied to the \$110.

One time decision packages – Either the City or the District may fund one-time in nature decision packages that have no on-going costs, for example, purchase of land. In these instances the value of such decision packages WILL NOT be included in that entity's respective baseline contributions.

Every time a **one-time in nature** decision package is funded, the following year's contribution of the party funding the decision package is then reduced by the amount of the one-time contribution.

Since the proportionality of contributions is impacted once the one-time in nature decision packages are approved, there will be no detailed tracking of the decision package costs beyond the original fiscal period.

The list of on-going decision packages funded by both sides will be kept for informational purposes only and to ensure proper cost crediting in case reductions in these expenditures are necessary at a future date.

(This agreement was signed by the City and the District on August 21, 2008)

ADDENDUM TO FIRE SERVICES TRANSITION AGREEMENT

APRIL 2016

Whereas, the Fire Services Transition Agreement was signed by the parties on November 14, 2005, referencing the Fire Department Services Agreement (dated September 12, 2005), and,

Whereas, The Fire Department Services Agreement has subsequently been revised by the parties, resulting in a new contract, dated 9/26/16, and,

Whereas, the revised Fire Department Services Agreement no longer includes certain language referenced in the Fire Services Transition Agreement, specifically Article 7(b), outlining the method by which the Fire District constructed its general fund budget, and,

Whereas, the parties agree that the provisions in Paragraphs 1 and 2 of the Fire Services Transition Agreement, outlining the City's obligation to fund the Fire District's general fund budget and continue to provide fire service in the Fire District 5 area, **even if** the Fire District is unable to pay its proportionate contractual share of fire services, shall remain in force, and,

Whereas, there now exists a need, with the elimination of Article 7(b) of the Fire Department Services Agreement, to establish a method whereby the general fund budget may be established, if needed in the future,

Now, therefore, it is agreed between the parties as follows:

1. **Maintenance of the Fire Services Transition Agreement.** Notwithstanding any modifications made to the Fire Department Services Agreement, all provisions of the Fire Services Transition Agreement shall remain in force until such time that Fire District 5 ceases to exist as a legal public taxing entity, with modifications as outlined below.
2. **Establishment of Annual 6209 Budget.** In the event that the City is required to subsidize the Fire District's general fund (6209) due to annexation and subsequent inadequate tax revenues, the parties shall use Exhibit A from the Fire Services Transition Agreement as a guideline to establish the Fire District's 6209 Budget for all years for which a subsidy from the City to the District is necessary.

Dated: September 26, 2016

City of Vancouver

BY: 
Eric Holmes, City Manager

ATTEST:


City Clerk

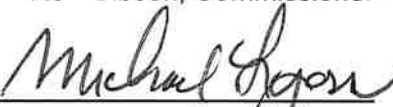
Deputy City Clerk
APPROVED AS TO FORM:


City Attorney

Clark County Fire District 5

BY: 
Roy Rhine, Commissioner

BY: 
Ron Gibson, Commissioner

BY: 
Mike Lyons, Commissioner

BY: 
David Vial, Secretary



4087116

Page: 1 of 7

11/22/2005 12:57P

CLARK COUNTY FIRE DIST #5

AGR

38.00

Clark County, WA

RETURN ADDRESS

CLARK COUNTY FIRE DIST 5
11606 NE 66TH ST
VANCOUVER WA 986

Please print neatly or type information
Document Title(s)

Fire Services Transition AGREEMENT

Reference Numbers(s) of related documents:

Additional Reference #'s on page ____

Grantor(s) (Last, First and Middle Initial)

city of VANCOUVER CLARK COUNTY FIRE DIST 5
Additional grantors on page ____

Grantee(s) (Last, First and Middle Initial)

CLARK COUNTY FIRE DISTRICT 5 city of VANCOUVER
Additional grantees on page ____

Legal Description (abbreviated form: i.e. lot, block plat or section, township, range, quarter/quarter)

Additional legal is on page ____

Assessor's Property Tax Parcel/Account Number

Additional parcel #'s on page ____

The Auditor/Recorder will rely on the information provided on this form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.

I am requesting an emergency nonstandard recording for an additional fee as provided in RCW 36.18.010. I understand that the recording processing requirements may cover up or otherwise obscure some part of the text of the original document.

Signature of Requesting Party

FIRE SERVICES TRANSITION AGREEMENT

This Agreement is entered into this 14th day of November, 2005 between Clark County Fire Protection District No. 5, a municipal corporation, referred to hereafter as "District", and the City of Vancouver, a first class charter city and municipal corporation hereafter referred to as "City".

This Agreement is entered into by the City and the District under the authority of RCW 52.12.031 and in conformity with Ch. 39.34 RCW, the Interlocal Cooperation Act.

Whereas, as a result of the adoption of the State Growth Management Plan and the City's subsequent adoption of a plan to annex those areas included within its urban growth boundary, City and District recognized that the transition of District territory to the City required long term cooperative planning; and

Whereas, in 1994 the City and the District initially entered into a joint operating agreement whereby the City agreed to provide fire protection to the District in consideration for the District's agreement to transfer its real property tax revenues less District operating expenses to the City; and

Whereas, in 2000, City and District agreed to authorize District to operate a regional emergency training center now known as the Northwest Regional Training Center which provides training in emergency management, safety and compliance matters; and

Whereas, since 1994, significant areas of the District within the City's urban growth boundary have become part of the City and District and City have modified and amended the fire services operating agreement; and

Whereas, the parties recognize that as additional District territory becomes part of the City, it reduces the amount of revenues the District will collect for the provision of fire services and the ongoing operations of the District; and

Whereas, the City and the District recognize and support the need for District to continue to operate as a public entity with sufficient operational funding until such time as the District ceases to exist as a legal, taxing entity; and

Whereas, the City and the District recognize and support the need for the Northwest Regional Training Center to operate and maintain its financial viability until such time that the District ceases to exist as legal, taxing entity; and

Whereas, the parties further recognize that long term financial and other planning for the District becomes increasingly difficult should additional annexations occur on a piece meal basis; and

Whereas District and City believe that it is in the best interest of the parties, their taxpayers, property owners and residents to plan for the annexation of the remaining area of District that is located within the City's urban growth boundary; and

Whereas, it is the intent of both the District and the City to insure that the taxpayers, property owners and residents of such area as well as the City receive the highest level of emergency and public services available when the remaining area of District located within the City's urban service boundary transitions to the City; and

Whereas, in consideration of the long term relationship between the City and the District and the terms and conditions herein, District promotes and supports the timely transition of all remaining District territory located in the City's urban growth boundary from the District to the City.

Now therefore, it is agreed between the parties as follows:

1. **Ongoing District Operations.** Notwithstanding any provisions in the Fire Department Services Agreement dated September 12, 2005 between City and District, should any subsequent annexations by the City of District territory result in the District not having sufficient funds to conduct District operations as outlined in Article 7(b) of said Agreement attached hereto as Exhibit "A", the City shall provide funds to the District in order to allow the District to continue such operations under the provisions of that Article. Such obligation on the part of the City under this section will continue until such time that the District ceases to exist as a legal, taxing entity; Provided, however, should the District experience a significant reduction in personnel, City and District agree to review and revise the operational budget for the District as set forth in Article 7(b) of the Agreement.
2. **Fire Protection Services.** In the event that the City becomes obligated to subsidize the District as set forth in section 1 above, City will continue to provide fire protection services to the entire area of the District and to perform all contractual obligations as currently provided for under the Fire Department Services Agreement as referenced in section 1 above.
3. **Asset Transfers Through Ongoing Annexations** – All "asset transfer" provisions of applicable annexation statutes have been previously met by the District, and the City will not pursue any future asset transfers based on future annexations, including the building or buildings in which the District and Training Center are housed and conduct operations.
4. **Actions to be Taken at Such Time the District Ceases to Exist** – At such time the District ceases to exist as a legal, taxing entity, the following shall occur:
 - a. **Building and Other Assets of the District**

All District buildings and assets that have not previously been transferred shall be transferred to and become property of the City, along with any associated debt, in accordance with all applicable state statutes.

b. Operation of the Northwest Regional Training Center

The Training Center shall continue to operate for no less than twenty-four (24) months from the date that the District ceases to exist as a legal, taxing entity.

c. Employees of Fire District 5 and the Training Center

All employees of the District and the Training Center shall become employees of the City and their compensation, including pay, benefits, and leave, shall not be less than it had been with the District, and shall be increased, if necessary, subject to and consistent with City employment classification and compensation policies. Compensation of said employees shall be maintained by the City for a period of not less than twenty-four (24) months from the date that the District ceases to exist as a legal, taxing entity.

d. Potential Longevity of Training Center

During the twenty-four month period as set forth above, the City agrees to review and consider the financial viability of the Training Center and the potential of the Training Center becoming a permanent City operation. In any event, the City shall provide all employees of the District and the Training Center with a minimum of twelve (12) months notice if the City elects not to continue with the Training Center as a City operation.

5. District Support of City Annexation Efforts

The City and the District shall work together as partners to facilitate the timely annexation of all remaining District area located within the City's urban growth boundary. The District will publicly support the annexation of said area in the press, in public meetings and in any proceedings before the Boundary Review Board provided that such actions are consistent with the Public Disclosure laws and regulations.

6. Future Fire Station Operations

The City shall purchase land for construction of a new Fire Station 811 in the Proebstel area of District within 24 months of the execution of this agreement.

The City shall construct, staff, and operate a new fire station in said area within thirty-six (36) months of the date that call volumes reach 300 calls per year in the Station 811 area as shown on attached Exhibit "B".

**4087116**

Page: 5 of 7

11/22/2005 12:57P

CLARK COUNTY FIRE DIST #5 AGR

38.00 Clark County, WA

In the event the City annexes all of the urban growth area within Fire District 5, the City will construct, staff, and operate said fire station immediately.

7. **Modification**

This Agreement represents the entire Agreement between the parties. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on either of the parties unless executed in writing by authorized representatives of each of the parties. The Agreement shall not be modified, supplemented or otherwise affected by the course of dealing between the parties.

8. **Benefits**

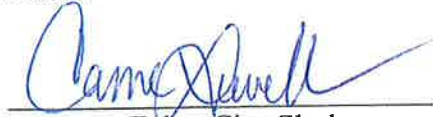
This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits, direct or implied, on any third persons.

Dated: November 14, 2005

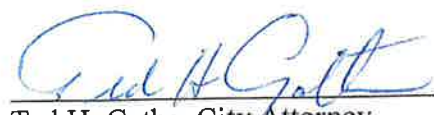
CITY OF VANCOUVER


Pat McDonnell, City Manager

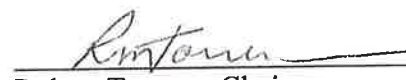
Attest:


R. Lloyd Tyler, City Clerk
Carrie Lewellen, Deputy City Clerk

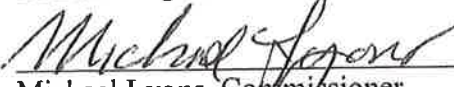
Approved as to form:


Ted H. Gathe, City Attorney

**CLARK COUNTY FIRE PROTECTION
DISTRICT NO. 5**


Robert Torrens, Chair


Conrad Geiger, Commissioner


Michael Lyons, Commissioner


Marty James, Secretary

Exhibit "A"
Section 7(b) of the
Fire Department Services Agreement

b. District Operations

It is the intent of the District that all Fire Department services shall be provided by the Vancouver Fire Department and that any funds otherwise available for direct delivery of those services are to be provided to the Vancouver Fire Department.

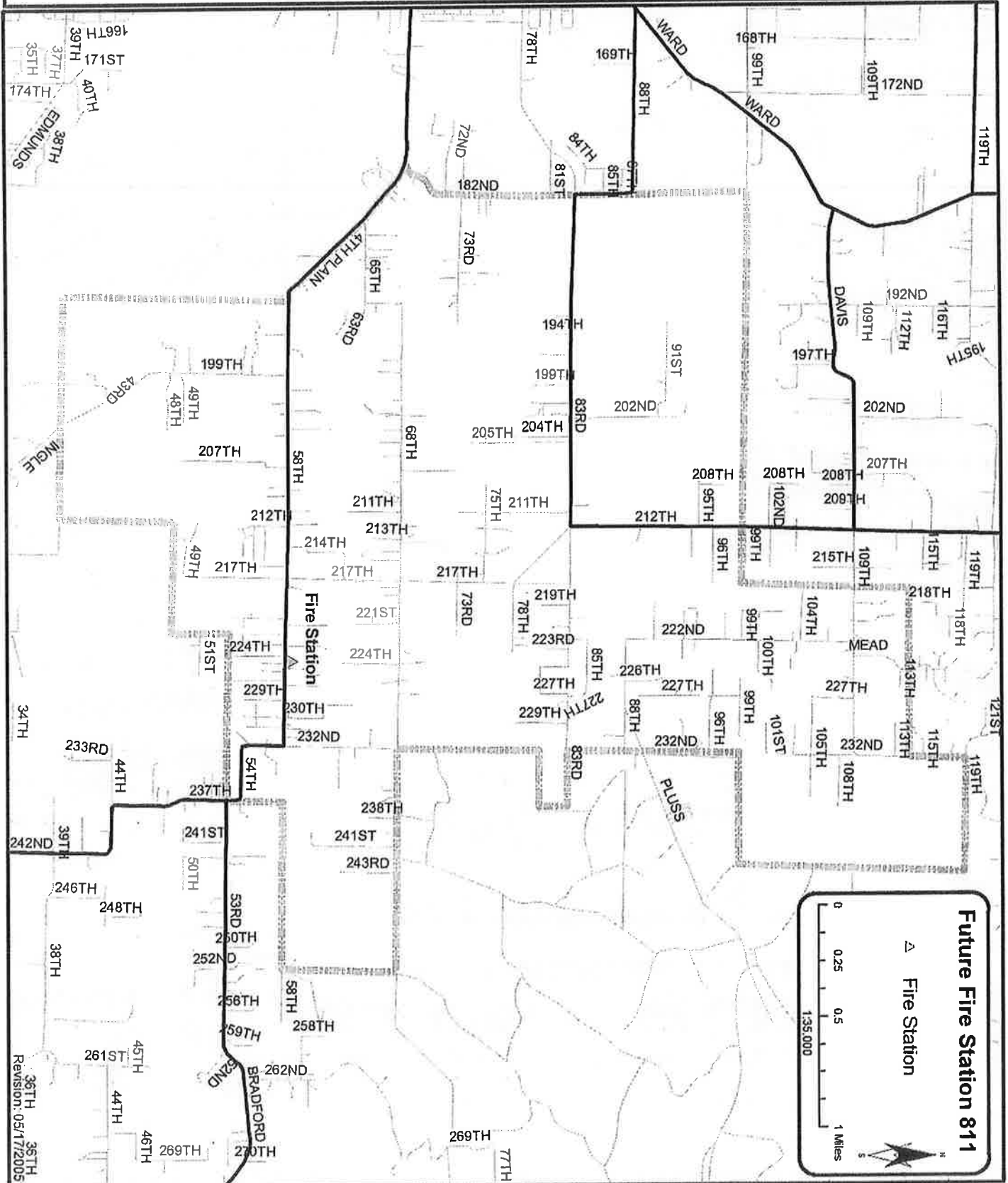
The District shall use the revenue from the taxes collected and all other sources (excluding revenues generated from the operation of the Training Center) to pay the District's contribution to the City Fire Department Special Revenue Fund (City Fire Fund 151) and District operating expenses.

The maximum amount of District Operating Expenses in 2005 shall be \$658,436. The maximum amount of District Operating Expenses shall increase by 5% each year.

District operating expenses shall be limited to the following:

- i. Commissioners' fees pursuant to RCW 52.14.010.
- ii. Membership fees for state and local municipal corporation associations and commissioners' associations.
- iii. Fire Commissioners' travel expenses and expenses incurred in attending meetings. Legislative and administrative hearings and all other such functions.
- iv. Attorneys, accountants, auditors and investment officers' fees and costs.
- v. Election expenses.
- vi. Such other reasonable and necessary expenses as may be incurred from time to time by the District and its Board of Fire Commissioners.
- vii. Employment costs for the District Administrator, Fire Marshal and Administrative staff support (.6 fte) employees, who may work in any capacity in Fire District 5 operations including the Training Center.
- viii. Costs associated with Public Education and Public Relations.
- ix. Insurance costs for the insurance coverage listed in Section 13.

In the event the cost of District elections require the District Operating Expenses to exceed the limit identified in this section (Section 7.b), any excess costs, and the source of funding those costs, shall be agreed to in advance by the City and the District for the specific year in which those expenses are expected. The total amount retained each year in the District Operating Fund by the District to pay operating expenses shall not exceed the expenses budgeted by the District for the year without the approval of the City. No later than December 31 each year the District shall provide the City with a copy of its proposed budget for the next calendar year.



Staff Report: 175-26

To: Mayor and City Council
From: City Manager
Date: September 14, 2026

Subject

Acceptance of Grant from Ed and Dollie Lynch Fund Through Community Foundation for Southwest Washington for Temporary County Homeless Assistance and Resource Team Outreach Expansion

Key Points

- The City of Vancouver and Clark County are partnering to expand the Homeless Assistance and Resource Team (HART) model into areas of Clark County beyond Vancouver city limits, creating a more coordinated regional approach to unsheltered homelessness and supporting access to the City's new bridge shelter.
- Under the funding partnership for construction of the bridge shelter, individuals experiencing homelessness in Clark County, outside of Vancouver, will be eligible to access the facility for four years after opening. Expanded outreach capacity in the county will help identify, engage and facilitate referrals for individuals who may benefit from the new shelter capacity.
- The \$564,100 grant will fully fund up to four limited-term outreach positions, including capacity for coordination of the expanded outreach effort, as well as salaries and benefits, vehicles, technology, equipment and other associated costs; no local City match is required.
- Clark County has separately approved funding for a dedicated Clark County Sheriff's Office Deputy to support the expanded HART effort. Additional operational components and inter-agency coordination are still under development.

Strategic Plan Alignment

Housing and Human Needs – meeting basic needs and partnering with organizations to support the community

Safe and Prepared Community – a safe place to live, work, learn and play

Climate and Natural Systems – environmental stewardship and efforts to address climate change to ensure a sustainable future

High Performing Government – a government that is reliable, fiscally responsible, equitable, and open to compromise

Present Situation

The City's Homeless Assistance and Resources Team (HART) is a multidisciplinary team that addresses the impacts of unsheltered homelessness through coordinated outreach, service connection, encampment assessment and cleanup, and enforcement when necessary. HART brings together staff from the City Manager's Office, Vancouver Police Department and Public Works Department to provide a coordinated response to unsheltered homelessness in public spaces. The HART model is intended to balance two responsibilities that must occur together: helping individuals experiencing homelessness access services, shelter and pathways toward greater stability, while also

maintaining public spaces for their intended and shared community use. HART staff prioritize engagement, problem-solving and voluntary connection to available resources. In cases where those efforts are unsuccessful and public health, safety, environmental or access concerns remain, the multidisciplinary structure allows the team to coordinate an appropriate response using the other tools available to local government.

Both the City and Clark County have historically funded nonprofit outreach services for individuals experiencing homelessness within their respective jurisdictions. As the City and County increasingly share homelessness response resources and infrastructure, however, there is value in developing a more coordinated governmental approach across jurisdictional boundaries. That need is particularly important with the upcoming opening of the City's 120-bed bridge shelter. Clark County contributed funding toward construction of the facility, and as part of that partnership, individuals experiencing homelessness in Clark County will be eligible for shelter placement for four years following opening. Ensuring that this capacity can effectively serve residents of both jurisdictions requires outreach and referral capacity in the areas from which shelter residents will be coming.

The City and County are working together to expand the HART model beyond Vancouver city limits, beginning with additional outreach capacity that can operate throughout Clark County. The expansion of HART into the County is intended to build upon the multidisciplinary approach developed through the City's existing HART program, combining outreach and engagement with coordinated governmental response to unsheltered homelessness and its impacts on public spaces and Clark County residents, both housed and unhoused.

Clark County has approved funding for a dedicated Clark County Sheriff's Office (CCSO) Deputy to support this effort. The City and County are continuing to develop the operational structure and agreements necessary for implementation, including Public Works coordination and the respective roles and responsibilities of participating departments and agencies. Because outreach and engagement can begin independently, the City is moving forward with establishing that capacity while the operational structure and necessary agreements continue to be developed.

The Ed and Dollie Lynch Fund, through the Community Foundation for Southwest Washington, has offered the City a \$564,100 grant to support the outreach portion of the work for an initial one-year period. The grant will fully fund up to four limited-term outreach positions, including capacity for coordination of the expanded outreach effort, as well as salaries and benefits, vehicles, technology, equipment and other associated costs. Outreach staff will engage individuals living unsheltered in other areas of Clark County, connect them with available services and supports, facilitate referrals to the bridge shelter and other appropriate shelter or housing resources, and coordinate with Clark County, CCSO, nonprofit outreach providers and other community partners and service providers.

The expansion also builds upon the City's existing partnership with Clark County through Community Court. Community Court provides an alternative response for eligible low-level offenses by combining accountability with connections to services intended to address underlying barriers. Greater coordination among HART outreach staff, law enforcement and other partners creates an opportunity to more consistently connect eligible individuals in unincorporated Clark County with that existing regional resource when appropriate. While Clark County has historically supported countywide homelessness response efforts, the City has made significant additional investments in recent years to address the disproportionate impacts of unsheltered homelessness within Vancouver. Those investments have included dedicated City outreach and response through HART, expanded shelter capacity, and other services and interventions designed specifically to address unsheltered homelessness and its impacts.

The proposed HART expansion represents an opportunity to build upon both those City investments

and the County's existing regional system by extending a coordinated governmental response model beyond Vancouver and better connecting that response with the services and resources already shared across the community. People experiencing homelessness routinely move across jurisdictional boundaries, and effective outreach and engagement do not always fit neatly within those boundaries. Providing outreach staff the flexibility to maintain engagement with individuals as they move throughout Clark County, while coordinating with the public agencies responsible for various operational responses within each jurisdiction, will support continuity of engagement with individuals experiencing unsheltered homelessness and greater consistency in homelessness response efforts across local jurisdictions. It will also help make more effective use of shared investments, including the bridge shelter and Community Court.

Advantage(s)

1. Expands outreach and service engagement for individuals experiencing unsheltered homelessness in Clark County.
2. Establishes referral capacity necessary to support Clark County residents' access to the bridge shelter.
3. Creates greater consistency and coordination between City and County homelessness response efforts.
4. Builds upon existing City-County partnerships, including Community Court, and supports appropriate utilization of that resource.
5. Leverages private philanthropic funding to establish regional outreach capacity without requiring a City local match.
6. Supports more effective use of public investments in shelter and homelessness response by pairing additional shelter capacity with active outreach, engagement and referral.
7. Supports more effective use of public investments in shelter and homelessness response by pairing additional shelter capacity with active outreach, engagement and referral.

Challenge(s)

1. The expansion adds four limited-term positions and a new geographic service area to a City-managed program. The City and Clark County are continuing to develop the interagency agreements, roles, responsibilities and operational procedures necessary to support implementation of the full multidisciplinary HART model, to include County law enforcement and Public Works.
2. The initial grant provides funding for one year. Continued operation beyond the grant period will depend upon evaluation of the expanded effort and identification of future funding.

Budget Impact

No anticipated budget impact.

Prior Council Review

- November 6, 2023 – Council meeting
- December 9, 2024 – Homeless Emergency Response Update workshop
- December 16, 2024 – City Council Meeting
- June 16, 2025 – Acceptance of prior grant supporting temporary HART outreach expansion
- Monthly situation reports

Action Requested

On Monday, September 14, 2026, authorize the City Manager, or designee, to accept a \$564,100 grant from the Ed and Dollie Lynch Fund through the Community Foundation for Southwest Washington to support expansion of Homeless Assistance and Resources Team (HART) outreach services into Clark County, and to negotiate and execute any necessary grant agreements.

Staff Contact

Jamie Spinelli, Homeless Response Manager, jamie.spinelli@cityofvancouver.us

Attachments:

1. Attachment A - Grant

From: [Martin Parrao](#)
To: [Ledbetter, Kimbra](#); [Conjugacion, Michael](#)
Subject: Grant from the Community Foundation for Southwest Washington CRM:0264835
Date: Tuesday, August 4, 2026 2:57:16 PM
Attachments: [image.png](#)

7/30/2026

City of Vancouver
Kimbra Ledbetter
PO Box 1995
Vancouver, WA 98668

Dear Friends,

I am pleased to advise you of a grant award from a charitable fund of the Community Foundation for Southwest Washington. Grant details are below.

Grant Amount: \$564,100.00

Grant Purpose: For a HART Team dedicated to work outside the City limits of Vancouver, in Clark County

From Fund: Ed and Dollie Lynch Fund

Please watch for an ACH deposit, which should arrive in your organization's account within a week.

By accepting this grant, your organization or fiscal sponsor certifies that it is a 501(c)(3) tax-exempt charitable organization in good standing or a government entity. No donor or donor advisor, or their relatives, may receive any goods, services, or other more than incidental private benefits from this grant. Examples of private benefits include, but are not limited to: event tickets, non-tax deductible memberships, and fulfillment of legally-binding pledges. The IRS requires that grants awarded to individuals, such as scholarships or individual aid, be awarded on an objective and nondiscriminatory basis.

Your staff contact for this grant is:

Anne Digenis
Senior Philanthropic Advisor
anne.digenis@cfsw.org

Please reference grant number 033861.

We wish you success in your efforts to benefit the community and encourage you to acknowledge this grant in your organization's publications. A thank you letter may be sent directly to our office. We are pleased to forward your correspondence to the fund advisor or donor.



**COMMUNITY
FOUNDATION**
SOUTHWEST
WASHINGTON

*610 Esther Street, Suite 201
Vancouver, WA 98660
main 360.694.2550 fax 360.737.6335*

A RESOLUTION adopting amended Investment Policies for the City of Vancouver.**Staff Report: 176-26**

To: Mayor and City Council
From: City Manager
Date: September 14, 2026

Subject

Resolution Adopting Updated City Investment Policy

Key Points

- The City's investment policy, last adopted in 2012, is being modernized to reflect over a decade of evolution in financial markets, Washington State requirements, and public-sector standards.
- The City's investment priorities will continue to be, in order of importance, safety of principal, maintaining sufficient liquidity, and achieving a reasonable rate of return consistent with those priorities.

Strategic Plan Alignment

High Performing Government – a government that is reliable, fiscally responsible, equitable, and open to compromise

Present Situation

The City's current Investment Policy was adopted in 2012 and has provided a framework for managing the City's investment portfolio for more than a decade. During that time, investment markets, financial-management practices, Washington State requirements, and professional standards applicable to public-sector investment programs have continued to evolve.

The City's investment philosophy has remained conservative and focused on protecting public funds. The proposed update does not change that philosophy. The City's investment priorities will continue to be, in order of importance, safety of principal, maintaining sufficient liquidity, and achieving a reasonable rate of return consistent with those priorities.

The proposed policy update is intended to bring the City's written policy into better alignment with current investment practices and recognized public-sector standards. It provides greater clarity regarding the responsibilities of the City Council, City Manager, Investment Officer, and Finance staff and establishes a more clearly defined framework for managing the City's investment program.

The update also addresses areas that have become increasingly important in public-sector investment management, including diversification, credit quality, investment maturities, internal controls, documentation, training, performance reporting, and procedures for securities that experience a credit-rating downgrade.

The proposed policy updates the City's list of authorized investments to provide appropriate flexibility within the investments permitted under Washington State law. At the same time, the policy

establishes limits intended to manage credit risk, interest-rate risk, concentration risk, and liquidity risk. Prohibited investments are also identified to provide clear direction to staff.

Another important component of the update is improved investment reporting. The revised policy establishes clearer expectations for monitoring and reporting portfolio performance and provides for the use of appropriate benchmarks, including the Washington State Local Government Investment Pool when applicable. This will provide Council with more consistent information regarding the City's investment portfolio and its performance.

Overall, the proposed update is primarily a policy modernization and governance effort. It is not intended to change the City's level of investment risk or encourage staff to pursue higher returns at the expense of safety or liquidity.

Advantage(s)

1. Strengthens oversight, accountability, and internal controls.
2. Improves flexibility and risk management within conservative investment limits.
3. Enhances transparency through clearer reporting and performance management.

Challenge(s)

None

Budget Impact

None

Prior Council Review

Council workshop - August 24, 2026

Action Requested

On Monday, September 14, 2026, finalize and approve the resolution to update the City Investment Policy.

Staff Contact

Anthony Glenn, Treasurer, anthony.glenn@cityofvancouver.us

Attachments:

1. Attachment A - Resolution
2. Attachment B - "Exhibit A" - Updated City Investment Policy

9/14/2026

RESOLUTION NO. M- [Resolution Number]

A RESOLUTION adopting amended Investment Policies for the City of Vancouver.

WHEREAS, The City of Vancouver maintains Investment Policies that operate in conjunction with state law, the City Charter, and the Vancouver Municipal Code, and the City's Financial and Management Policies (Financial Policies) to govern the City's investment of funds; and

WHEREAS, the goal of the Investment Policies is to safeguard and protect the principal of the City's investments, ensure sufficient liquidity is maintained to meet daily cash flow needs, and provide the highest return possible within the first two constraints; and

WHEREAS, the City's Investment Policies have not been updated since 2012; and

WHEREAS, City Staff recently conducted a comprehensive review of the Investment Policies and has recommended the adoption of numerous changes to modernize the Investment Policies while ensuring consistency with applicable law; and

WHEREAS, on August 24, 2026, City Staff presented the recommended changes to City Council at a City Council Workshop; and

WHEREAS, the recommended changes have been incorporated into the amended Investment Policies that are attached to this resolution as Exhibit A; and

WHEREAS, City Council approves of the recommended changes to the City's Investment Policies;

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

RESOLUTION - 1

Section 1. Findings. The City Council adopts the above recitals and the information in SR_____ as findings.

Section 2. Adoption of Amended Financial Policies. City Council adopts the Investment Policies that are attached to this resolution as Exhibit A.

Section 3. Effective Date. This resolution shall become effective immediately after final adoption.

ADOPTED at a Regular Meeting of the Vancouver City Council this _____, of _____, 20__.

Anne McEnery-Ogle, Mayor

Attest:

Anthony Glenn, Deputy City Clerk

Approved as to form:

Nena Cook, City Attorney

Title: Investment Policy	
Policy and Procedure Number:	Supersedes (Number and Title):
Citywide policy	
Effective Date:	Approved by (Name, Title and Signature):

Purpose: The purpose of this Policy is:

- To establish investment objectives and parameters necessary to safeguard public funds entrusted to the City of Vancouver (the City).
- To articulate the City Council's intent for the governance over the City's investments.
- To communicate clear policy and strategy guidelines for the City's investment administration.
- To demonstrate a transparent and accountable stewardship plan to the community.

Policy Statement: It is the policy of the City to invest public funds in a manner that safeguards and protects the principal of the City's investments, provides liquidity in meeting daily cash flow, and provides the highest return possible through budgetary and economic cycles. All investment activity will be in compliance with chapter 35.39 RCW "Fiscal - Investment of funds," chapter 39.59 RCW "Public Funds – Authorized investments," and any other statutes or regulatory requirements, such as Internal Revenue Codes, which may apply.

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- 5.0 – Ethics and Conflict of Interest
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- 8.0 – Prohibited Investments
- 9.0 – Diversification and Maximum Maturities

- 10.0 – Downgraded Securities
- 11.0 – Collateralization
- 12.0 – Safekeeping and Custody
- 13.0 – Performance Standards / Benchmarks
- 14.0 – Reporting and Disclosure
- 15.0 – Internal Controls
- 16.0 – Review, Approval and Adoption
- 17.0 – State and Federal Amendments
- 18.0 – Glossary

1.0 – Scope

This investment policy applies to all financial assets of the City of Vancouver. These funds are accounted for in the City's Annual Financial Report and include:

1. General Fund
2. Special Revenue Funds
3. Capital Projects Funds
4. Enterprise Funds
5. Trust and Agency Funds
6. Internal Services Funds
7. Public Facilities Funds
8. Debt Service Funds (Unless prohibited by Bond indentures)
9. Any new fund created by City ordinance, unless specifically exempted

Should bond covenants be more restrictive than this policy, funds shall be invested in full compliance with those restrictions.

Investments of the City's funds may be made on a pooled basis across all funds, with principal and interest apportioned for the benefit of the various participating funds or for the benefit of the General Fund. (RCW 35.39.034)

2.0 – Authority to Invest

Enabling Legislation

All investments shall be managed in a manner responsive to public trust, consistent with state statutes (Revised Code of Washington (RCW)). Authority to manage the City's investment program is derived from RCW sections 35A.40.050, 35.39.032, 36.29.020 and from the applicable sections of the City Code.

Delegation of Authority

The City Council, as the governing body, will retain ultimate fiduciary responsibility for the City's investment portfolio. The City Council shall receive monthly investment reports, and review and adopt any changes to the investment policy.

In accordance with City Charter Section 3.03, the City Manager, as head of the administrative branch of the city government, shall provide executive oversight of the City's investment program and shall appoint the Finance Director (or his/her designee) to serve as the City's Investment Officer. The Investment Officer is authorized to manage the City's investment program and executive investment transactions in accordance with this Policy.

No person may initiate investment transactions on behalf of the Investment Officer without the express written consent of the Investment Officer. The Finance Director shall be responsible for the administration and day-to-day operation of the investment program, including the development and implementation of investment strategies for all funds held by or belonging to the City.

Training

All staff engaging in investment transactions shall attend public investment training, which may include staff training by a qualified finance professional. Staff shall not engage in any allowable investment transaction for which they cannot articulate a rationale for having done so.

Contracted Management

The City may engage the services of an external investment advisor to assist in the management of the City's investment portfolio in a manner consistent with the City's objectives. Such external advisors may be granted non-discretionary authority to purchase and sell investment securities in accordance with this Investment Policy. Such advisors must be registered under the Investment Advisers Act of 1940. Any external investment manager engaged to assist in the management of the City's investment portfolio will be held to the prudent investor standard of care (RCW 11.100.020).

3.0 – Objectives

1. **Safety.** Safety of principal is the foremost objective of the City's investment policy. City investments shall be made in a manner that seeks to ensure the preservation of capital in the overall portfolio. To mitigate credit and interest rate risk, investment decisions shall be

undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

- a. *Credit risk.* This is the risk of loss due to the financial failure of the security issuer or backer. The City will minimize credit risk by:
 - (1) Limiting exposure to poor credits and concentrating the investments in the safest types of securities;
 - (2) Diversifying the investment portfolio so that potential losses on individual securities will be minimized; and
 - (3) Actively monitoring the investment portfolio holdings for rating changes, changing economic market conditions, etc.
 - b. *Interest rate risk.* This is the risk that the market value of securities in the portfolio will fall due to increases in general interest rates. The City will mitigate interest rate risk by:
 - (1) Structuring the investment portfolio so that securities mature to meet cash requirements, when known, for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity;
 - (2) Investing liquidity funds primarily in short-term instruments (i.e., investments maturing in less than one year); and
 - (3) Investing excess liquidity funds in a manner that is consistent with the established risk/return objectives of this policy within the stated maximum weighted average maturity constraint.
2. **Liquidity.** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all reasonably anticipated operating requirements. This will be accomplished by either maintaining a portion of the portfolio in investment vehicles offering daily liquidity at face value, such as the Washington State Local Government Investment Pool (LGIP), or structuring the portfolio so that securities mature concurrently with cash needs to meet anticipated demands. Because all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.
 3. **Return on investment.** The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints, the cash flow characteristics of the portfolio, and earnings relative to the State of Washington LGIP. Return on investment is of lesser importance compared to the safety and liquidity objectives described above.

4.0 – Prudence

The standard of prudence to be used by investment officials shall be the “prudent investor standard,” which, as enacted by State Statute (RCW 11.100.020), says:

- (1) A trustee shall invest and manage trust assets as a prudent investor would, by considering the purposes, terms, distribution requirements, and other circumstances of the trust. In satisfying this standard, the trustee shall exercise reasonable care, skill, and caution.
- (2) A trustee's investment and management decisions respecting individual assets must be evaluated not in isolation but in the context of the trust portfolio as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the trust.

Investment officers acting in accordance with the written procedures and exercising due diligence shall be relieved of personal responsibility for individual securities' credit risk or marketplace changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

5.0 – Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from, or disclose, personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and officers shall subordinate their personal interests to those of the City, particularly with regard to the time of purchases and sales. However, an employee is unlikely to personally own a controlling interest in a security that becomes the best investment for the City, such as a highly rated medium-term note issuer, and should not have to sell their personal position in order to serve the City.

- **Disclosure.** Employees and investment officials shall disclose in writing to the City Manager any material financial interests in the financial institutions to conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the portfolio. Employees and officers shall refrain from, or disclose, any personal investment transactions with the same agents with whom business is conducted on behalf of the City and shall avoid, or disclose, transactions that might impair public confidence.

- **Gifts.** Officers and employees involved in the investment process may not accept any valuable gift, favor or gratuity which is made on the basis of his or her position in the City's service.

6.0 – Authorized Financial Dealers and Institutions

- **Brokers.** The Investment Officer or his/her designee will maintain a list of broker/dealers, which are authorized to provide investment services. To be eligible to do business with the City, a broker/dealer must provide a Broker/Dealer Questionnaire that includes the following: audited financial statements, current securities-related licensing; proof of registration and licenses held with the Financial Industry Regulatory Authority (FINRA); proof of registration with the State of Washington Securities Division; provide current active municipal client references; and certification of having read the City's current investment policy. The financial condition of qualified brokers will be reviewed annually by the Investment Officer.
- **Banks.** Banking services, depository accounts and certificates of deposit, as required by state law, (RCW 39.58), may be contracted only with those institutions approved by the Washington Public Deposit Protection Commission (PDPC)

7.0 – Authorized Investments

Investment authority is governed by VMC 2.10.030, which authorizes the Finance Director to invest City funds in accordance with state law. Pursuant to that authority and applicable provisions of state law (including, without limitation, RCW 39.59.020, 39.59.030, 43.84.080, and 43.250.040, including all future amendments) the City may invest in various securities, including, without limitation, the following:

Local Government Investment Pool (LGIP)

The Washington State Local Government Investment Pool (LGIP) provides local governments with a secure, highly liquid investment option for managing short-term funds. The LGIP is administered by the Washington State Treasurer and invests in a diversified portfolio of high-quality, short-term investments in accordance with state law and investment policies.

Clark County Investment Pool

The Clark County Investment Pool is a pooled investment program administered by the Clark County Treasurer that allows local governments to combine funds for investment purposes. Participation in the pool provides daily liquidity, professional portfolio management, and diversification consistent with applicable state laws and investment policies.

U.S. Treasury Obligations

Direct obligations of the United States Treasury with the full faith and credit of the United States.

U.S. Agency Obligations

U.S. Government Agency obligations and U.S. Government Sponsored Enterprises (GSEs), including but not limited to Federal Farm Credit Banks Funding Corporation (FFCB), Federal Home Loan Bank (FHLB), Federal Home Loan Mortgage Corporation (FHLMC), and Federal National Mortgage Association (FNMA).

Repurchase Agreements

Repurchase agreements for securities provided that the transaction is structured so that the City obtains control over the underlying securities. If utilized, a Master Repurchase Agreement must be executed by the Finance Director with the transacting bank or dealer. Collateral must meet the authorized investment and maturity constraints of this policy.

Bankers' Acceptances

Bankers' acceptances purchased on the secondary market that, at the time of purchase, are rated in the highest short-term rating category by at least two nationally recognized statistical rating organizations (NRSROs), including A-1 by Standard & Poor's, P-1 by Moody's, F1+ by Fitch, or equivalent ratings.

Commercial Paper

Commercial paper provided that the Finance Director adheres to the policies and procedures of the State Investment Board regarding commercial paper (RCW 43.84.080(7)); the City will not allow asset-backed commercial paper. Commercial paper shall not have maturities exceeding 270 days and must be purchased on the secondary market rather than directly from issuers.

Commercial paper must be rated at the time of purchase in the highest short-term rating category by at least two NRSROs, including A-1 by Standard & Poor's, P-1 by Moody's, F1+ by Fitch, or equivalent ratings. If rated by more than two NRSROs, the security must receive the highest short-term rating from all rating agencies providing ratings.

Any commercial paper purchased with a maturity greater than 100 days must also have a long-term senior unsecured debt rating of at least AA- by Standard & Poor's or Fitch, Aa3 by Moody's, or equivalent ratings.

The City will utilize an Environmental, Social, and Governance (ESG) framework as part of its due diligence process for corporate investments. The ESG methodology shall be developed by the Finance Director using recognized industry standards and available third-party research and

shall be periodically reviewed and updated to ensure consistency, transparency, and alignment with the City's investment objectives.

If a commercial paper holding is downgraded below these minimum standards after purchase, the Finance Director shall review the holding and determine whether continued ownership is prudent and consistent with the objectives of this Investment Policy.

Commercial paper and corporate notes combined shall not exceed 25 percent of the total market value of the investment portfolio at the time of purchase.

Certificates of Deposit / Bank Deposits / Savings

Investment deposits including certificates of deposit with qualified public depositories as defined by RCW 39.58.010(2) and in accordance with applicable statutory requirements.

If not 100 percent collateralized, the depository institution must be rated in the highest short-term rating category by at least one NRSRO, including A-1 by Standard & Poor's, P-1 by Moody's, F1+ by Fitch, or equivalent ratings.

Bonds of the State of Washington

Bonds of the State of Washington and any local government in the State of Washington rated A- or better at the time of investment by a nationally recognized rating agency.

General Obligation Bonds of Other States or Local Governments

General obligation bonds of states other than Washington and their local governments rated A- or better at the time of investment by a nationally recognized rating agency.

Corporate Notes

No corporate fixed-income issuer may exceed 3 percent of the total portfolio market value.

The maximum percentage of corporate notes that may be purchased from any single issuer rated AA- or better by at least two NRSROs (or all available NRSROs if fewer than two exist) is 3 percent of the total portfolio market value.

The maximum percentage of corporate notes that may be purchased from any single issuer rated A+, A, or A- by any major rating agency is 2 percent of the total portfolio market value.

The City will utilize an Environmental, Social, and Governance (ESG) framework as part of its due diligence process for corporate investments. The ESG methodology shall be developed by the Finance Director using recognized industry standards and available third-party research and shall be periodically reviewed and updated to ensure consistency, transparency, and alignment with the City's investment objectives.

Corporate notes must be purchased on the secondary market and not directly from the issuer.

If securities are downgraded below these minimum standards after purchase, they shall remain eligible holdings and may be held or sold at the discretion of the Finance Director.

Commercial paper and corporate notes combined shall not exceed 25 percent of the total market value of the investment portfolio at the time of purchase.

Supranational Bonds

Supranational bonds issued by international financial institutions established by agreements among nations, with member nations contributing capital and participating in management. The City may only purchase bonds issued by institutions for which the United States is the largest shareholder.

Eligible supranational securities shall carry a long-term credit rating of at least AA- by Standard & Poor's or Fitch, Aa3 by Moody's, or equivalent ratings from another NRSRO at the time of purchase.

If a supranational security is downgraded below these minimum standards after purchase, the Finance Director shall review the holding and determine whether continued ownership is prudent and consistent with the objectives of this Investment Policy.

8.0 – Prohibited Investments

Equities (stocks), collateralized mortgage obligations, asset-backed securities, money market mutual funds, inverse floaters, negotiable certificates of deposit, reverse repurchase agreements, and cryptocurrency are not authorized.

Any investment type not expressly permitted in this policy is ineligible.

9.0 – Diversification and Maximum Maturities

Diversification is required to reduce overall portfolio risk while achieving market rates of return. Diversification by issuer, security type, and maturity shall be used to avoid over-concentration. Percentage limits will be based on market value and will be calculated at the time of purchase (settlement date).

Except as provided below, the City will invest in securities with maturities of five (5) years or less from the date of purchase.

1. The maximum weighted average maturity of the total portfolio shall not exceed three (3) years.
2. The maximum duration of the corporate notes portfolio shall not exceed three (3) years.
3. Callable agency securities are permitted, provided aggregate holdings do not exceed 35 percent of the total portfolio at the time of purchase.
4. Liquidity funds shall be held in LGIP, bank deposits, or short-term instruments maturing within six (6) months.
5. The portfolio will maintain securities maturing between one (1) day and five (5) years.
6. Investments exceeding five (5) years may be permitted when matched to expected use of funds.

Diversification and Maturity Guidelines

Authorized Investment	Max Portfolio	Max Maturity	Max Per Issuer	Credit Quality / Notes
LGIP	100%	-	-	-
Clark County Investment Pool	50%	-	-	-
U.S. Treasury Obligations	100%	5 years	-	-
U.S. Agency Obligations	100%	5 years	-	-
Repurchase Agreements	10%	60 days	None	State collateral requirements must be followed
Bankers' Acceptances	10%	180 days	10%	Rated A-1 / P-1 / F1+ by at least two NRSROs, or equivalent ratings
Certificates of Deposit / Bank Deposits / Savings	20%	24 months	10%	If not fully collateralized, rated A-1 / P-1 / F1+ by at least one NRSRO
Corporate Notes	25%	5 years	See Section 7.0 for issuer concentration and rating tier	AA- or A-tier limits as defined in Section 7.0
Commercial Paper		270 days	U.S. 3% / Non-U.S. 2%	Must be rated A-1 / P-1 / F1+ at issuance and meet long-term AA- / Aa3 requirement when maturity

				exceeds 100 days. See Section 7.0 for maturity limits and purchase restrictions
General Obligation Bonds	20%	5 years	5%	Rated A- or better
Supranational Bonds	20%	5 years	5%	Rated AA- / Aa3 or equivalent

The investment program shall follow the following investment transactions parameters:

1. Obtain at least three offers/bids (when applicable/available) or obtain independent third-party pricing.
2. Forward settlement time limit of not more than 30 days.

10.0 – Downgraded Securities

The City may, from time to time, hold securities that are downgraded below minimum policy standards. In such cases, the Investment Officer shall review the holding and recommend an appropriate course of action to the City Manager.

If an Investment Advisor is utilized, the Advisor shall notify the Investment Officer and provide recommendations within one month.

The City may continue to hold a downgraded security to maturity if doing so is determined to be in the best interest of the City and consistent with preservation of capital and avoidance of unnecessary realized losses.

11.0 – Collateralization

- **Depository Collateral.** State statute (RCW 39.58) requires that all deposits of public funds be made with qualified public depositories, protected through the actions of the Public Deposit Protection Commission (PDPC), comprised of the State Treasurer, Governor and Lieutenant Governor. State law requires that all deposits of public funds over and above federally insured amounts (including Certificates of Deposit) be collateralized in accordance with regulations of the PDPC. All collateral is regulated by the PDPC. The PDPC ensures public funds deposited in banks are protected should a financial institution become insolvent.

- **Repurchase Agreements.** The collateral for repurchase agreements shall be U.S. Treasury or Agency securities with a term of maturity not to exceed the maximum maturity allowed by investment policy. Mortgage-backed securities of any maturity will not be accepted as collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be at 102% of market value of principal and accrued interest. Collateral is to be delivered to and held by the trust department of the bank with whom the Treasurer is currently using as the City's safekeeping custodian. Collateral held for repurchase agreements will be evidenced by safekeeping receipts provided to the Investment Officer.

12.0 – Safekeeping and Custody

Security transactions entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Finance Director, or his/her designee, and evidenced by safekeeping reports which will be reconciled monthly to the portfolio. Third-party custodial reports shall be required monthly, to list, at a minimum, each individual security, CUSIP, purchase date, cost, market value, par value, and maturity date.

13.0 – Performance Standards / Benchmarks

The City's investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs. Appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and a comparison to the LGIP earnings rate should be completed on a regular basis.

14.0 – Reporting and Disclosure

Monthly Reports. The Investment Officer shall make a monthly report of all treasury activity to the City Council (RCW 35.39.032). The treasury report should provide a summary of the current investment portfolio and the individual transactions executed to show holdings and activities during the reporting period conform to the investment policy. The report should include the following:

- An asset listing showing par value, cost and market value, type of investment, issuer, days to maturity and interest rate of each security;
- Average days to maturity of the portfolio;
- Maturity distribution of the portfolio and distribution by type of investment.
- Credit quality of portfolio holdings;

- Average weighted yield to maturity of portfolio on investments; and,
- Performance comparison to benchmark

15.0 – Internal Controls

The Office of the State Auditor requires that in accordance with Revised Code of Washington 43.09.260, the City must undergo annual financial examinations performed by State Examiners. Investment management is to be included as part of the annual independent audit to ensure compliance with this investment policy.

The City's internal controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or unanticipated changes in financial markets. Controls which the City deems important include, but are not limited to:

- Control of collusion
- Separation of functions
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of bearer-form securities
- Specific limitations regarding securities losses and remedial action
- Clear delegation of authority to subordinate staff members
- Written confirmation of telephone transactions
- Supervisory authority of employee actions
- Minimize the number of authorized investment officials
- Documentation of transactions and strategies

16.0 – Review, Approval and Adoption

This investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed annually by the Investment Officer, and any significant modifications must be approved by resolution.

17.0 – State and Federal Amendments

If new legislation or regulation should amend the permitted instruments or institutions, those changes will be deemed to be immediately incorporated into this policy.

18.0 – Glossary

Agency – A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally Sponsored Agencies (FSAs)

are backed by each particular agency with a market perception that there is an implicit government guarantee. (Also see FEDERAL AGENCY SECURITIES and GOVERNMENT SECURITY)

Amortization – In portfolio accounting, periodic charges made against interest income on premium bonds in anticipation of receipt of the call price at call or of par value at maturity.

Average Maturity – A weighted average of the expiration dates for a portfolio of debt securities. An income fund's volatility can be managed by shortening or lengthening the average maturity of its portfolio.

Bond – A long-term debt security, or IOU, issued by a government or corporation that generally pays a stated rate of interest and returns the face value on the maturity date.

Book Entry Securities – U.S. government and federal agency securities that do not exist in definitive (paper) form; they exist only in computerized files maintained by the Federal Reserve Bank.

Book Value – The amount at which an asset is carried on the books of the owner. The book value of an asset does not necessarily have a significant relationship to market value.

Broker – A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides.

Bullet – Non-callable. The investment can be held to maturity without concern that it will be called. [propose adding]

Callable – An investment that the issuer has the right to redeem, or buy back, the security at a call date or during a range of call dates. [propose adding]

Certificates of Deposit – Certificates of Deposit, familiarly known as CDs, are certificates issued against funds deposited in a bank for a definite period of time and earning a specified rate of return.

Collateral – Property (as securities) pledged by a borrower to protect the interest of the lender.

Commercial Paper – An unsecured short-term promise to repay a fixed amount on a certain future date. Commercial paper usually matures from 2 to 270 days and is traded on a discount basis. This debt instrument, issued by banks, companies and other borrowers, uses only their credit ratings to back the security.

Corporate Bond/Note – A debt security issued by a corporation. The backing for the bond is usually the payment ability of the company, which is typically money to be earned from future operations. Corporate bonds are considered higher risk than government bonds. As a result, interest rates are almost always higher, even for higher credit quality companies. Most corporate bonds have maturities greater than one year. Corporate debt that matures in less than one year is typically called commercial paper.

Credit Quality – The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

Credit Risk – The risk that another party to an investment transaction will not fulfill its obligations. Credit risk can be associated with the issuer of a security, a financial institution holding the entity's deposit, or a third-party holding securities or collateral. Credit risk exposure can be affected by a concentration of deposits or investments in any one investment type or with any one party.

Cryptocurrency – A digital currency verified by a decentralized system using cryptography, outside a centralized government or authority; a foreign currency with no country.

Custodian – An independent third party (usually bank or trust company) that holds securities in safekeeping as an agent for the city. Also known as safekeeping.

Dealer – A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Delivery – The providing of a security in an acceptable form to the City or to an agent acting on behalf of the City and independent of the seller. Acceptable forms can be physical securities or the transfer of book entry securities. The important distinction is that the transfer accomplishes absolute ownership control by the City

Delivery vs. Payment (DVP) – There are two methods of delivery of securities: Delivery vs. payment and delivery vs. receipt (also called free). Delivery vs. payment is delivery of securities with an exchange of money for the securities. Delivery vs. receipt is delivery of securities with an exchange of a signed receipt for the securities.

Depository bank – A bank used as the point of deposit for cash receipts.

Depository Insurance – Insurance on deposits with financial institutions. For purposes of this policy statement, depository insurance includes a) Federal depository insurance funds, such as

those maintained by the Federal Deposit Insurance Corporation (FDIC) AND Federal Savings and Loan Insurance Corporation (FSLIC); and b) Public Deposit Protection Commission.

Discount – 1. (n.) selling below par; e.g., a \$1,000 bond selling for \$900. 2. (v.) anticipating the effects of news on a security's value; e.g., "The market had already discounted the effect of the labor strike by bidding the company's stock down."

Diversification – Dividing available funds among a variety of securities and institutions so as to minimize market risk.

Divestment – Conversion into cash. Divestment. Sale. Liquidation.

Face Value – The value of a bond stated on the bond certificate; thus, the redemption value at maturity. Most bonds have a face value, or par, of \$1,000.

Federal Agency Securities – Several government-sponsored agencies, in recent years, have issued short and long-term notes. Such notes typically are issued through dealers, mostly investment banking houses. These Federal government-sponsored agencies were established by the U.S. Congress to undertake various types of financing without tapping the public treasury. In order to do so, the agencies have been given the power to borrow money by issuing securities, generally under the authority of an act of Congress. These securities are highly acceptable and marketable for several reasons, mainly because they are exempt from state, municipal and local income taxes. Furthermore, agency securities must offer a higher yield than direct Treasury debt of the same maturity to find investors, partly because these securities are not direct obligations of the Treasury.

The main agency borrowing institutions are the Federal National Mortgage Association (FNMA), the Federal Home Loan Bank System (FHLB), and the Federal Farm Credit Bank System (FFCB).

Federal Deposit Insurance Corp (FDIC) – A Federal institution that insures bank deposits. The current limit is up to \$250,000 per depository account.

Federal Farm Credit Bank – FFCB – The Farm Credit System is a nationwide network of borrower-owned lending institutions and specialized service organizations. Established by Congress in 1916 as the authority for certain predecessor entities, the System is the oldest of the Government-sponsored enterprises. Throughout its long history, the fundamental purpose of the System has remained the same: To provide American agriculture with sound and dependable credit at competitive interest rates. Currently, there are three Farm Credit Banks and one Agricultural Credit Bank providing funds and support services to approximately 78 locally owned Farm Credit

Associations and numerous cooperatives nationwide. Approximately 40 percent of the real estate and non-real estate credit needs of U.S. agriculture are met by the System

Federal Home Loan Bank – FHLB – Created by the Federal Home Loan Bank Act of 1932 to increase the amount of funds available for lending institutions who provide mortgages and similar loan agreements to individuals. Having served its original objectives well, the FHLB system now primarily focuses on increasing the amount of loanable funds available for affordable housing and community development projects. It continues to have a material impact on housing and development financing offering funds to member institutions at rates that are usually lower than commercially competitive prices. The 11 banks of the FHLB Bank System are owned by over 7,300 regulated financial institutions from all 50 states, U.S. possessions, and territories.

Federal Home Loan Mortgage Corporation – FHLMC (Freddie Mac) – Is a stockholder-owned, government-sponsored enterprise chartered by Congress in 1970 to keep money flowing to mortgage lenders in support of homeownership and rental housing for middle income Americans. FHLMC purchases, guarantees and securitizes mortgages to form mortgage-backed securities. The mortgage-backed securities that it issues tend to be very liquid and carry a credit rating close to that of U.S. Treasuries.

Federal National Mortgage Association – FNMA (Fannie Mae) – FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a Federal corporation working under the auspices of the Department of Housing and Urban Development, HUD. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Financial Institutions – Establishments that include the circulation of money, the granting of credit, the making of investments, and the provision of banking facilities.

FINRA – Financial Industry Regulatory Authority - a self-regulatory organization authorized to regulate U.S. stockbrokers and broker-dealer firms. Brokers must be registered with FINRA in order to execute trades on behalf of their clients.

Fiscal Agency – A financial institution that handles certain bond and coupon redemptions on behalf of the entity.

Government Security – Any debt obligation issued by the U.S. government, its agencies or instrumentalities. Certain securities, such as Treasury Bonds and GNMA's, are backed by the

government as to both principal and interest payments. Other securities, such as those issued by the Federal Home Loan Mortgage Corporation, or Freddie Mac, are backed by the issuing agency.

Liquidity – Refers to the ease and speed with which an asset can be converted into cash without a substantial loss in value.

Loss – The excess of the cost or book value of an asset over selling price.

Local Government Investment Pool (LGIP) – The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

Mark-to-market – An adjustment in the valuation of a securities portfolio to reflect the current market values of the respective securities in the portfolio.

Marketability – Ability to sell quickly and at competitive prices.

Market Risk – The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value. The risk that the market value of an investment, collateral protecting a deposit, or securities underlying a repurchase agreement will decline.

Market Value – The price at which a security is trading and could be sold.

Master Repurchase Agreement – An agreement between the investor and the dealer or financial institution. This agreement defines the nature of the transactions, identifies the relationship between the parties, establishes normal practices regarding ownership and custody of the collateral securities during the term of the investment, provides for remedies in the event of a default by either party and otherwise clarifies issues of ownership.

Maturity – The time when a security becomes due and at which time the principal and interest or final coupon payment is paid to the investor.

Nationally Recognized Statistical Rating Organization (NRSRO) – A credit rating agency that issues credit ratings that the U. S Securities and Exchange Commission permits other financial firms to use for certain regulatory purposes (i.e. Fitch, Moody's S&P).

Net Worth – A financial institutions available funds after their total liabilities have been deducted from their total assets.

Par Value – The nominal or face value of a debt security; that is, the value at maturity.

Portfolio – Collection of securities held by an investor.

Premium – The amount by which a bond sells above its par value.

Primary Dealers – A pre-approved bank, broker/dealer or other financial institution that is able to make business deals with the U.S. Federal Reserve, such as underwriting new government debt. These dealers must meet certain liquidity requirements as well as provide a valuable flow of information to the Fed about the state of the worldwide markets.

Principal – An invested amount on which interest is charged or earned.

Prudence – The ability to govern and discipline oneself by the use of reason. Shrewdness in the management of affairs. Able to use skill and good judgment in the use of resources.

Public Fund Interest-bearing Investment Accounts – Bank accounts with Qualified Public Depositories which pay a rate of interest on the balance maintained. Used in diversifying the investment portfolio and most commonly used as part of a liquidity portfolio.

Qualified Public Depository – A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated, for the benefit of the commission, eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

Repurchase Agreement (Repo) – The Repo is a contractual transaction between an investor and an issuing financial institution (not a secured loan). The investor exchanges cash for temporary ownership of specific securities, with an agreement between the parties that on a future date, the financial institution will repurchase the securities at a prearranged price. An "Open Repo" does not have a specified repurchase date and the repurchase price is established by a formula computation.

Reverse Repurchase Agreement (Reverse Repo) – The opposite of the transaction undertaken through a regular repurchase agreement. In a "reverse" the City initially owns securities and the bank or dealer temporarily exchanges cash for this collateral. This is, in effect, temporarily borrowing cash at a high interest rate and is also known as securities lending. Most typically, a Repo is initiated by the lender of funds. Reverses are used by dealers to borrow securities they have shorted.

Safekeeping – A service to customers rendered by banks for a fee whereby all securities and valuables of all types and descriptions are held in the bank's vaults for protection, or in the case

of book entry securities, are held and recorded in the customer's name and are inaccessible to anyone else.

Securities – Bonds, notes, mortgages, or other forms of negotiable or non-negotiable instruments.

Securities and Exchange Commission – (SEC) – A U.S. government agency that oversees securities transactions, activities of financial professionals and mutual fund trading to prevent fraud and intentional deception. The SEC consists of five commissioners who serve staggered five-year terms. No more than three of the commissioners may belong to the same political party.

Settlement Date – The day on which payment is due for a securities purchase. For stocks and mutual funds bought through an investment dealer, settlement is normally five business days after the trade date. Bonds and options normally settle one business day after the trade date mutual fund shares purchased directly by mail or wire settle on the day payment is received.

Supranational Institution (SUPRA) – An international organization, or union, whereby member states transcend national boundaries or interests to share in the decision making and vote on issues pertaining to the wider grouping. It is formed by two or more central governments through international treaties. The purpose for creating a supranational is to promote economic development for the member countries. The International Bank for Reconstruction and Development (World Bank), the Inter-American Development Bank (IADB), IFC (International Finance Corporation) and ADB (Asian Development Bank) are examples of supra's.

Tripartite Custodian Agreement – An agreement that occurs when a third party or custodian becomes a direct participant in a repurchase transaction. The custodian ensures that the exchange occurs simultaneously and that appropriate safeguards are in place to protect the investor's interest in the underlying collateral.

Third-party Safekeeping – A safekeeping arrangement whereby the investor has full control over the securities being held and the dealer or bank investment department has no access to the securities being held.

Time Deposit – Interest-bearing deposit at a savings institution that has a specific maturity.

Treasury Bills (commonly called "T-Bills") - Treasury Bills are short-term debt obligations of the U.S. Government. They offer maximum safety of principal since they are backed by the full faith and credit of the United States Government. T-Bills are sold in three, six, nine, and twelve-month bills. Because Treasury Bills are considered "risk-free," these instruments generally yield the lowest returns in the major money market instruments.

Treasury Notes and Bonds – While T-Bills are sold at a discount rate that establishes the yield to maturity, all other marketable treasury obligations are coupon issued. These include Treasury Notes with maturities from one to ten years and Treasury Bonds with maturities of 10-30 years. The instruments are typically held by banks and savings and loan associations. Since Bills, Notes and Bonds are general obligations of the U.S. Government, and since the Federal Government has the lowest credit risk of all participants in the money market, its obligations generally offer a lower yield to the investor than do other securities of comparable maturities.

Underlying Securities – Future securities transferred, the object of a repurchase agreement.

Vendor – A business or individual who provides a service or product at a cost.

Yield – The rate at which an investment pays out interest or dividend income, expressed in percentage terms and calculated by dividing the amount paid by the price of the security and annualizing the result.

A RESOLUTION adopting amended Financial and Management Policies for the City of Vancouver.

Staff Report: 177-26

To: Mayor and City Council
From: City Manager
Date: September 14, 2026

Subject

Resolution Amending the City's Financial Policies for 2027-2028

Key Points

- Over the years, the City has developed Financial Policies to guide the budget development process.
- As a practice, the City amends the Financial Policies as part of its biennial budget process.
- The Financial Policies establish a framework to build the City's financial future and ensure best practices to ensure long-term fiscal stability.
- The Financial Policies for 2027-2028 were reviewed through a new leadership lens with the objectives of movement towards modernizing the policies to reflect the current economic and fiscal environment, and that they are realistic, achievable and tailored to the needs of the City.

Strategic Plan Alignment

High Performing Government – a government that is reliable, fiscally responsible, equitable, and open to compromise.

Present Situation

The City Council, as part of the budget adoption process, approves the City's financial policies, which establish the framework to build the City's financial future. Financial policies ensure best practices to ensure long-term stability, as well as simplify and modernize practices to reflect the current fiscal environment. Every biennium, it is good practice to review the financial policies to ensure they are realistic, achievable, and tailored to the City. Every jurisdiction is unique, and financial policies are not meant to be a one-size-fits-all approach. Additionally, with the change in city leadership of the new City Manager, Lon Pluckhahn, and a few new directors since the last budget, a review of the financial policies looking through a new leadership lens is good practice.

During this biennium, as shared during the August 24 workshop, there are more changes to the financial policies than in the past due to some larger themes: updating for accessibility, addressing the need for debt service for upcoming capital projects such as the Public Works Operations Campus, and a review of the policies in general with new leadership. Additionally, there are updates on language usage for equity, creation of new capital improvement plans, and commitments by specific departments to finalize their respective cost recovery analyses.

Among the changes within the financial policies, two specific changes to highlight are: a) a new formula for Compensated Absences Reserve fund balance to an average of a five-year actual usage of paid-time off from the General, Street and Fire funds multiplied by 150%; and, b) changing the

designation of \$1M in the Designated Reserve from the Columbia Arts Center to the Arts Hub Project.

Advantage(s)

Updates the City Financial Policies for emerging issues and practices.

Challenge(s)

None

Budget Impact

The 2027-2028 Biennial Budget is built on the framework outline in the Financial Policies.

Prior Council Review

- Memorandum, 2027-2028 Financial Policies and Investment Policy Update - July 30, 2026
- Council Workshop, Financial Policies and Investment Policy Update - August 24, 2026

Action Requested

On Monday, September 14, 2026, finalize and approve the resolution and the accompanying updated City Financial Policies for 2027-2028.

Staff Contact

Lisa Brandl, Deputy City Manager, lisa.brandl@cityofvancouver.us

Attachments:

1. Attachment A - Resolution

September 14, 2026

RESOLUTION NO. M- [Resolution Number]

A RESOLUTION adopting amended Financial and Management Policies for the City of Vancouver.

WHEREAS, The City of Vancouver maintains Financial Management Policies (Financial Policies) that operate in conjunction with state law, the City Charter, and the Vancouver Municipal Code to govern the City's financial affairs, and

WHEREAS, the goal of the Financial Policies is to ensure that the City maintains a healthy financial foundation into the future, and

WHEREAS, City Staff regularly review the Financial Policies in conjunction with the biennial budget process and, when necessary, recommends amendments to City Council for its review and approval, and

WHEREAS, City Staff has recently conducted a comprehensive review of the Financial Policies and has recommended the adoption of numerous changes that are, among other things, intended modernize the policies and bring them into closer alignment with the City's Strategic Plan, and

WHEREAS, on August 24, 2026, City Staff presented the recommended changes to City Council at a City Council Workshop, and

RESOLUTION - 1

WHEREAS, the recommended changes have been incorporated into the amended Financial Policies that are attached to this resolution as Exhibit A, and
WHEREAS, City Council approves of the recommended changes to the City's Financial Policies.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. Findings. The City Council adopts the above recitals and the information in SR_____ as findings.

Section 2. Adoption of Amended Financial Policies. City Council adopts the Financial Policies that are attached to this resolution as Exhibit A.

Section 3. Effective Date. This resolution is effective January 1, 2027.

ADOPTED at a Regular Meeting of the Vancouver City Council this _____, of _____, 20__.

Anne McEnery-Ogle, Mayor



CITY OF VANCOUVER
Policies and Procedures

Attest:

Anthony Glenn, Deputy City Clerk

Approved as to form:

Nena Cook, City Attorney

EXHIBIT A**2027-2028 CITY FINANCIAL POLICIES**

(see next page)

Title: 2027/2028 City Financial Policies	
Policy and Procedure Number:	Supersedes (Number and Title): Staff Report 091-26, 4/27/26
Citywide policy: Citywide	
Effective Date:	Approved by (Name, Title and Signature): Vancouver City Council

Purpose: In addition to following all laws related to budgeting as outlined by the Revised Code of Washington (RCW) 35, the City has internal Financial Management Policies that are adopted by the City Council and reviewed every two years during the budget development process.

Policy Statement: The City Financial Policies are a compendium of all city policies that shape the budget and ensure that the City maintains a healthy financial foundation while planning for the future. The goal of these policies is to promote:

- An extended six-year financial planning horizon in alignment with the City's Strategic Plan to increase awareness of future potential challenges and opportunities.
- Setting aside reserves for contingencies, replacement of capital equipment and other similar needs.
- Maintaining the effective buying power of fees and charges and modifying cost recovery targets when appropriate.
- Accountability for meeting standards of financial management and efficiency in providing services.
- Management of the City's physical assets to provide sustainable service levels into the future.
- Planning for the capital needs of public facilities for the community and managing them for future use.
- Improved equity for those we serve through investments and revenue structures.

- An emphasis on improving community safety through strategic deployment of the City's financial resources.
- Improving the City's overall impact on climate change through strategic investments in infrastructure and integrating climate change goals into new capital projects and renovation and/or remodels of existing facilities wherever possible.
- Ensuring quality bond ratings through strategic debt strategies.
- Investing public funds to provide maximum security with appropriate returns and timely liquidity.
- Investment of public funds in accordance with the City's Investment Policy.
- Communication to the community regarding how the City's Strategic Plan goals are being addressed.

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5.0 – Financial Asset and Liability Management

1.0 Long-Range Financial Planning and Resource Utilization

It is essential for the City to incorporate a long-term perspective and monitor the performance of programs competing to receive funding. Management will ensure compliance with the legally adopted budget. Purchases and expenditures will comply with legal requirements and policies and procedures set forth by the City.

1. A long-term forecast of revenues and expenditures will be developed for all operating funds for the six-year period following the end of the current biennial budget.

2. The financial impact of budget decisions made during the development of the biennial budget will be reviewed in the context of the six-year forecast.
3. The operating budget will be based on the principle that current operating expenditures, including debt service, will be funded with current revenues. The budget will not use one-time (non-recurring) sources to fund ongoing (recurring) uses for more than one biennium, postpone expenditures, or use internal borrowing to fund operations. Pausing current expenditures may occur as evaluation of programs are conducted. The budget will incorporate the best available estimates of revenues and expenditures.
4. The City aspires toward the use of performance management and will be utilized as part of the budget prioritization to ensure alignment with the City's goals and strategic commitments. Wherever possible, performance data will be used to support budgetary decisions. Measures should be developed to reflect the City's efficiency and effectiveness. Status of key performance updates will be reported to the Council.
5. Positive progress towards climate action, equity and inclusion and community safety will be measured annually. Equity and environmental sustainability lenses will be developed and utilized to support budgetary decisions. Status of key performance measures will be reported to the City Council annually.
6. Service levels will be defined and measured in a manner that is based on results, including improving equity, safety and advancing climate action goals in the community (e.g., units of service delivered, service quality and customer satisfaction) rather than resources allocated to provide the service and shall be considered in development of the Biennial Budget.
7. The City will endeavor to maintain a diversified general revenue base to diminish the effects of short-term fluctuations on any given revenue. The goal is to have a combination of revenues that grow in response to a good economy and those that remain stable during times of economic downturn. Examples of the former include sales taxes, utility taxes and building permit fees. Examples of the latter include property taxes, court fine revenues, and gambling tax.

8. Revenue estimates will be developed using reasonably conservative but realistic assumptions. Revenues will be monitored and reported quarterly, including trends and year-end estimates.
9. User fees and utility rates in all funds will be based on balancing the cost of providing the service, the competitive market, public benefit, community affordability and other appropriate policy considerations. User fees and rates will be reviewed annually by the CPI-W for the Seattle-Bellevue-Tacoma region using the index for the 12 months ending in October of the prior year to monitor the costs of providing services. Fees and rates will be reviewed every three to five years and further adjusted if necessary.
10. The City's Financial and Management Services Department will conduct a cost-of-service study every biennium to identify the full cost of providing services funded with fees, as well as the equity and affordability resulting from the cost recovery structures. The calculation of full cost will include all reasonable and justifiable direct and indirect cost components and will be reviewed by the City Manager's office for further determination and/or next steps.
11. Specific council policies related to cost recovery targets by specific program are listed below:
 - a. Building Fee Cost Recovery Target – 100%
 - b. Land Use Fee Cost Recovery Target – 75%
 - c. Development Review Fees in Transportation Target – 75%
 - d. Recreation Fees Cost Recovery Target –Under ReviewThe above target rates represent percentage of the full cost of providing the services, including City administrative costs, departmental administrative costs, cost of maintenance and operation of facilities that the services are provided from and maintenance and replacement of the equipment used.
12. The Financial and Management Services Department will review all cost recovery plans, develop a citywide framework and policy during the 27-28 Biennium and present recommended cost recovery targets to the City Manager's Office for review and approval.

13. The City will strive for full cost recovery in the enterprise fund operations as follows:
 - a. City Utility Operations (water, sewer, storm water and solid waste). An assessment of development and fees and cost recovery will be completed by Public Works in 2027.
 - b. Pearson Airport – an assessment of operating costs and fees will be completed with the Airport Master plan development in 2027/2028 by Public Works.
 - c. Parking Fund (as of 2018 no longer receives a General Fund subsidy).
 - d. Tennis Center (the Center has been operated by the United States Tennis Association – USTA, since September of 2018, but the General Fund is continuing to support the Center’s indirect costs and up to \$10,000 per year in maintenance costs for the Center’s building).
14. Overhead costs will be appropriately shared by all operating funds as determined by the City’s indirect cost allocation plan. The amount charged by the City for services provided under interlocal, or similar agreements, will include a formula covering the City’s overhead costs. The City Financial and Management Services Department will conduct a review of the indirect cost allocation plan and all other cost plans and present recommendations to the City Manager’s Office for approval before implementation.
15. Grants that support city objectives and are consistent with high priority needs, including those helping to address climate action, equity and inclusion and community safety, will be aggressively sought. Grants requiring a local match or a continuing city obligation to fund programs will be carefully considered prior to applying for the grant to ensure that ongoing resources will be available to meet the obligation. The City shall attempt to recover all allowable costs, direct and indirect, associated with the administration and implementation of the program funded through grants.
16. Expenditures will be controlled by an annual appropriated budget at the department/fund level. The City Council shall establish appropriations through the budget process. The City Council does not require a re-appropriation of carry-

forward funds in the second year of the biennium. New or increases in appropriations require council approval.

17. If a deficit is projected during the course of a fiscal year, the City will take steps to reduce expenditures, increase revenues, or, if the deficit is caused by an emergency, consider using one of the existing General Fund reserves. The City Manager may institute a variety of measures to ensure spending remains below reduced revenues.

18. The City's classification and compensation plan will be designed to ensure a robust complement of positions exist to meet the City's current and future needs. Having a full range of job levels allows jobs to be slotted with accuracy and helps maintain the overall integrity of the compensation structure. The compensation plan will be maintained in a manner consistent with the labor market by reviewing positions against and benchmark information from published salary surveys. Changes to positions or the overall classification structure will coincide with the budget cycle or planned budget actions when possible.

The City's compensation philosophy is to target the median of market salaries. The City's salary grade midpoints generally approximate the market rate for jobs. Employees' pay is set based on the experience, education, and/or other job-related factors they hold when they enter a job with. Based on those factors, employees will be placed in an appropriate step within the range. Starting salaries will not routinely exceed the midpoint of the range. A schedule of pay ranges for non-represented staff will be attached to the budget for Council review and adoption.

19. Positions may be overfilled by the City Manager or their designee for a limited time period to help maintain authorized staffing, reduce personnel-related costs, transfer knowledge, and provide a seamless transition between new, separating, terminating, and retiring employees. Overfills will be managed within the fund/department budget appropriations and the overfill FTEs shall be included in the approved budget.

20. Actual expenditures will be closely and frequently monitored. The comparison of budget to actual expenditures shall be reported to council on a quarterly basis.

2.0 Reserves

Reserves are an important indicator of the City's financial position and its ability to withstand adverse events. Detailed policies pertaining to fund balance classifications can be found in the City's Fund Balance Policy. Maintaining reserves is a prudent management practice.

1. An emergency General Fund reserve, will be maintained equal to 7% of actual external revenues in the preceding fiscal year in the General, Street and Fire Funds. The emergency reserve is for unexpected, large-scale events where damage in excess of \$1 million is incurred and immediate, remedial action must be taken to protect the health and safety of the community and continuity of city operations (e.g., major flood and earthquake, other natural disaster, cybersecurity event, pandemic, infrastructure collapse, city facility failure). Remedial actions include, but are not limited to funding medical supplies, temporary clinics, and disease-control efforts, strengthening first responders and evacuation systems; repairing critical infrastructure like power, water roads, bridges, citywide information technology infrastructure, citywide facilities and related support services; providing shelters and essential services for vulnerable residents, and improving communication, coordination and preparedness through training, alerts and community outreach. In the event that these "emergency reserve: funds are used, the City shall restore the reserve to the full 7% level within a reasonable amount of time as necessitated by the scale of emergency. A clear plan will be developed to refill the reserve, and the first significant deposit will occur the following fiscal year after the event.
2. The City will maintain additional working capital reserves, sufficient to fund, on average, of 60-90 days of operations in each city operating fund and 45 days for utility funds. This reserve will address cash flow requirements and allow the City to operate without funding its operations through short-term borrowing.

3. The City will maintain a revenue stabilization reserve with a goal of reaching 2.5% of the current year's budget in the General Fund. This reserve may be used to provide funding to temporarily offset unanticipated fluctuations in ongoing revenues or unanticipated events, such as unexpected external mandates, reductions in state-shared revenues, etc. The reserve funds will provide time for the City to restructure its operations in a deliberate manner to ensure continuance of critical city activities. If the reserve is spent down, it shall be restored within the following two years. This reserve could be utilized if there is an identified three-to-six-month trend of reduced revenues.
4. An additional designated liability funding reserve will be created when the City accepts funding leading to future liabilities. The reserve will be equal to the stated liability in the future. If a federal or state grant requires local resources to fund the initiative after the grant expiration, the cost of funding the initiative is considered to be a liability that will be funded from the "designated liability funding reserve. The current designated liability reserve is for public infrastructure tied to the HP, Inc. Development Agreement.
5. The City will set aside a compensated absences reserve to fund 150% of the average of the past five years' actual leave payoff amount.
6. The Designated Reserve exists when the City accepts funding leading to future liabilities. This reserve, currently designated at \$4.7M, is comprised of different liabilities as notated in Attachment A to this Policy. An example is Council's designation of reserves representing proceeds from the sale of the Columbia Arts Center and is redesignated to the Arts Hub Capital Project.
7. Funds more than the reserves will be considered unassigned General Fund balance and could be used to fund high-priority Council-designated one-time purposes, which includes but is not limited to funding accumulated currently unfunded deferred liabilities.
8. Equipment replacement reserves will be maintained in the equipment services capital fund sufficient to replace covered vehicles and heavy equipment at the end of their useful lives with like/similar equipment. Equipment rates will

include a rate to accrue the estimated replacement cost over the life of the equipment. Reserve balances and rates will be reviewed in the 2027/2028 Biennium.

9. Technology equipment replacement reserves will be maintained in the technology equipment replacement fund sufficient to repair covered equipment and major software systems for replacement at the end of their useful life.
10. A liability self-insurance reserve will be maintained to cover potential liability for tort claims. The unrestricted fund balance subtracts from available cash all the known claims against the City and those claims that might have occurred but not yet been reported. The fund balance will be based on the most recent actuarial study of the self-insurance fund. The actuarial study of the fund is to be performed no less frequently than once every two years.
11. Fire pension benefit obligations will be addressed by annual contributions to the fire pension fund in accordance with recommendations in the most recent actuarial study, as required by R.C.W. 41.16.050. (Note: This is a “closed” plan with no new participants.) City obligations arise only for those firefighters hired prior to March 1, 1970. The State of Washington has assumed all obligations for those hired on or after that date. In addition to the pension payments, the City is also responsible for lifetime medical benefits for the retired members that participated in the LEOFF 1 plan. The City contribution includes the projected annual pension payments for the retired members eligible for retirement benefits and projected annual medical benefit payments for those retired members eligible for medical and long-term coverage.
12. Police pension benefit obligation will be funded on a pay-as-you-go basis by making contributions to the police pension fund in an amount sufficient to meet police pension benefit obligations. (Note: This is a “closed” plan with no new participants.) City obligations arise only for those police officers hired prior to March 1, 1970. The State of Washington has assumed all obligations for those hired on or after that date. In addition to the pension payments, the City is also responsible for the members’ lifetime medical benefits of retired members and none on active duty.

13. A facilities asset management and replacement reserve shall be established in a separate fund to provide for maintenance and building replacement of the major city facilities at the end of their useful life.

3.0 Asset Management

Asset Management for government infrastructure refers to the integrated, multidisciplinary process of planning, monitoring, maintaining and managing public infrastructure assets (e.g., water system, sewer system, transportation system, property, buildings, etc.) throughout their entire lifecycle – from design and construction to operation, maintenance, rehabilitation and eventual decommissioning. These assets are essential for delivering public services, supporting economic activity, and ensuring public safety. The goals are to maximize value, extend asset life, reduce lifecycle costs and minimize risks of failure or service disruption. Effective asset management balances many elements such as risk of failure, criticality of the asset, cost affordability, safety, environmental impact and level of service, among others.

1. In pursuit of an asset management strategy that prioritizes climate action, equity and inclusion and community safety, the City will:
 - a. Consider the climate action impacts of asset investments and pursue asset management strategies that reduce their contribution to climate change over time.
 - b. Consider equity and the inclusionary impacts of asset management strategies and prioritize investments that improve equity and inclusion within the City.
 - c. Consider the potential improvements to community safety associated with asset management strategies and prioritize investments that improve community safety within the City.
 - d. The General Services Department will develop a maintenance and improvements tasks ranking by evaluating the immediate impact on safety and level of service against the risk of asset failure during the 2027-2028 Biennium and update every biennium thereafter. This protocol prevents critical infrastructure degradation while properly categorizing cosmetic enhancements.

2. The City will strive to integrate the principles and best practices of asset management such as those embodied in the International Infrastructure Management Manual or equivalent methodology in the management of its assets.
3. Existing asset management strategies will include full life-cycle cost analysis.
4. Maintenance of City assets shall be addressed on a current need rather than deferred into the future due to budgetary constraints. Relevant condition indexes, such as the Facility Condition Index (FCI), for facilities, will be used to weigh the cost of improvements and repairs to full replacement costs.

4.0 Capital Planning

Capital planning for government infrastructure refers to the systematic process of identifying, prioritizing and funding major capital projects to maintain, upgrade and expand public facilities and infrastructure. It ensures that limited public resources are used efficiently to meet current and future community needs while aligning with broader strategic and financial goals. Capital planning will, under the Asset Management strategies, help the City prioritize projects, coordinate infrastructure needs with land use, budgeting and economic development strategies, and help leverage funding opportunities such as grants, low interest loans and bonds.

1. A rolling six-year city-wide Capital Improvement Program shall be developed bi-annually and shall provide a prioritized list of reasonably funded projects and those in process of securing funding. The six-year Capital Improvement Program shall be consistent with the current Comprehensive Plan and system-wide plans as required by Washington State Statutes or permits (e.g. Water System Plan Update, General Sewer Plan and Facilities Plan, Transportation Improvement Program, etc.), and any other plans adopted by the City Council.
2. The resources that support current outstanding debt on street improvement projects shall, once that debt is retired, be dedicated to ongoing support of the capital program of the City's street fund. Eligible uses shall be consistent with the City's adopted Transportation System Plan, Comprehensive Plan, and annually updated six-year transportation improvement program.

3. Funding for capital projects, including major facilities maintenance projects, will be allocated in a manner consistent with asset management strategies and in a manner that balances community needs with city priorities, the potential for attracting matching funds, and the ability to reduce or limit expenses in future years.
4. The City will strive to incorporate a “pay-as-you-go” approach (using available cash and current resources) in the Capital Improvement Program. The Directors of Financial and Management Services and Public Works, working with the City Manager’s Office, will develop a Strategic funding Plan for Short and Long-Range Capital planning that utilizes a balance of tools to maximize and leverage non-general fund dollars whenever possible for the funding of capital improvements. With City Council approval, use of debt instruments may be used. Proceeds from the sale of city capital assets no longer utilized in operations will be deposited consistently with the initial ownership of the asset and invested in the highest priority city capital projects. Debt funding shall be considered for large capital projects with long useful life to better reflect inter-generational equity.
5. The biennial capital budget will be adopted at the same time as the City operating budget is adopted. The capital budget will include fully funded projects, as well as those projects notified of grant/loan funding but have not been awarded funding, and those projects anticipated to be funded via future bonding. The capital budget will only contain projects identified in the Capital Improvement Program and those projects approved via City Council action. Capital projects may be changed through City Council action. General Services will develop a Capital Improvement Program for non-Public Works projects during the 2027-2028 Biennium.
6. A capital repair appropriation will be maintained for unanticipated major repairs of general operating facilities and for emergency replacement of general fund equipment. Additions to the capital repair contingency reserve will be made based on council directions.
7. Impacts on net annual operating and maintenance costs will be identified as part of the funding considerations for new capital projects. This includes identifying potential reductions in maintenance costs if improvements are funded. The

necessary funds to operate the capital facility will be identified at the time the capital budget is adopted.

8. Impact Fees and System Development Charges will be collected and maintained in separate, individual funds to be used for growth-related capital costs in accordance with the applicable sections of the RCWs. All impact fees and system development charge revenue will be contributed to the funds and shall only be used for associated infrastructure improvements.
9. Utility rates collected in the Water, Sewer, Stormwater and Solid Waste enterprise funds will include sufficient funding to cover a component for capacity improvements, and system expansion needs not funded via System Development Charges, and the routine replacement of expired capital assets as per the City's Asset Management strategies. Other enterprise fund policies, including financial related policies specific to each enterprise fund, will be developed and maintained by the department responsible in coordination with the City Manager's Office and the Director of Financial and Management Services.

5.0 Financial Asset and Liability Management

This section will be reviewed by the financial advisor and bond counsel and may return to Council for subsequent revisions if necessary.

Investment Policies

1. The City will invest public funds in a manner which will provide maximum security for the principal with the highest investment return, while meeting the daily cash flow demands of the City. Detailed policies are found separately in the City Investment Policy. The City will invest public funds in a manner that prioritizes the safety of principal, maintains adequate liquidity to meet operational needs, and achieves a market rate of return consistent with those objectives.
2. The City will conform to all federal, state and local statutes governing the investment of public funds.
3. All investment security transactions shall be conducted on a delivery-versus-payment (DVP) basis.

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4. The City will only deposit funds with financial institutions qualified by the Washington Public Deposit Protection Commission and in accordance with the provisions of RCW 39.58.
5. The City will issue Request for Proposals (RFPs) for banking services, safekeeping trust services and other contracts related to financial services.

Debt Management Policies

1. The City will attempt pay-as-you-go financing for capital projects whenever practical. Debt may be used for projects with useful lives that meet or exceed the debt term and when it supports intergenerational equity, financial flexibility, or timely infrastructure delivery. The term of any debt issued shall not exceed the estimated useful life of the asset or project being financed.
2. The City will issue debt in conformance with the requirements of its statutory general obligation debt limits. The non-voted debt limit is a sub-part of that limit. Revenue bonds or other debt tied to utilities or dedicated revenue outside the general fund are not included in the debt limit calculation. All debt issuances shall comply with applicable laws and statutory debt limits. The City will evaluate affordability, operating budget impacts, debt capacity, and long-term financial sustainability before issuing debt. Long-term debt will be issued only for capital improvements and other nonrecurring purposes and will not be used to fund operating expenditures.
3. The City will reserve 10% of its non-voted debt capacity as a contingency against unforeseen emergencies requiring the issuance of debt. To preserve financial flexibility, the City will maintain a prudent margin below its statutory non-voted debt limit. As a policy target, outstanding non-voted general obligation debt should not exceed 90% of available non-voted debt capacity.
4. The City shall not exceed 90% of the non-voted legal debt limit, excluding the 10% reserved for emergency purposes. Debt capacity and affordability metrics will be reviewed annually as part of the budget and capital planning process.

5. The annual General Fund-supported debt service will not exceed 10% of annual General Fund expenditures unless approved by the City Council based on demonstrated financial capacity and strategic need.

ATTACHMENT A

Designated Reserve - \$4.7M

Current Liabilities

Description	Balance	Note
DIG Vancouver 57 th LLC Loan	\$900,000	Resolution M-4202, 1/19/23, due Jan. 2028
Cascara Vancouver LLP	\$2,500,000	Resolution M-4310, 12/2/24, loan term 50 yrs
Long-Term Loan to Affordable Housing Fund	\$240,000	Due Jan 2028
Columbia Arts Center	\$1,003,437	Original intent in 2000 was for arts facility. Redesignation to Arts Hub Project.
Grants (various)	\$48,495	Grants dated 2017-2024. Accounting to reconcile 2017-2024 grants for possible clean-up.
Total	\$4,691,932	

A RESOLUTION relating to low-income housing; providing for adoption of 2026 funding awards for the Affordable Housing Fund and authorizing the City Manager, or his designee, to negotiate and execute agreements and other related documents on behalf of the City of Vancouver consistent with the awards; providing for Severability; and an Effective Date.

Staff Report: 178-26

To: Mayor and City Council
From: City Manager
Date: September 14, 2026

Subject

Resolution to Adopt Affordable Housing Fund Awards for Housing Production

Key Points

- The Affordable Housing Fund (AHF) Admin Plan allocates \$6 million annually for affordable housing production and preservation and \$2 million annually for rental assistance.
- Rental assistance dollars from 2026 have not been utilized and there are \$5.755 million housing production funds available to award through 2027, plus an anticipated \$6 million available in 2028 funds.
- A restricted Request for Proposal (RFP) was released in July with applications from 6 existing awardees, as well as 2 new projects seeking an AHF commitment, received in July and reviewed by the Housing Advisory Committee in August.
- The Committee and City staff are recommending awards totaling \$9.5 million across 5 existing AHF awardees and 1 new AHF project. These awards will help release the bottleneck of projects that are stuck awaiting State Housing Trust Fund awards to complete their funding stacks.

Strategic Plan Alignment

Housing and Human Needs – meeting basic needs and partnering with organizations to support the community

Present Situation

The Affordable Housing Fund (AHF) provides \$10 million annually that can be used to support local housing solutions. The annual allocations and eligible uses are: \$6 million for rental housing production and preservation; \$2 million for rental assistance, \$1 million for temporary shelter; and \$500,000 for homebuyer assistance. The remaining \$500,000 is set aside for administration, planning, project monitoring and reporting.

In recent years, housing production and preservation projects with an existing AHF award have been stalled due to a bottleneck within the Washington State Housing Trust Fund (HTF). These projects were counting on pairing local AHF with State HTF to achieve sufficient public subsidy to serve tenants with very low income. However, only one project in Vancouver has received an HTF award in the past two years, leaving a total of 564 prospective units of affordable housing with a funding gap.

The City opened a limited application for AHF housing production and preservation projects in July.

The application sought to identify the financing gaps for existing AHF awardees, as well as identify new projects seeking HTF funding that will serve priority populations. Seven applications were received with requests totaling \$20,600,000. Applications were reviewed by City staff for conformance with underwriting criteria and evaluated by the Housing Advisory Committee. The Committee recommended funding for six projects totaling \$9,500,000. These projects represent a mix of permanent supportive housing, family housing, and senior housing. The proposed awards utilize \$7.5 million in housing production and preservation funds through 2028, plus \$2 million in funds that would be moved over from the AHF rental assistance category. The transfer of rental assistance funding to the housing production category is recommended based on the current slow pace of spending observed in the rental assistance category. This transfer will be evaluated annually and may be adjusted based on spending patterns going forward.

The recommended awards are expected to support the creation of 403 affordable rental units, including 135 AHF units. All projects serve households earning 30–60% of area median income (AMI), with a focus on seniors, people with disabilities, and households exiting homelessness. Projects were prioritized by community need, project readiness, and project feasibility.

Five of the recommended awards support projects with an existing AHF award. The additional AHF awards will position these projects in a way that assumes one project will receive HTF this year, and the other projects will be able to close their remaining funding gaps with other financing sources. One of the recommended awards is a new project proposed by Hacienda CDC (Community Development Corporation) to build 85 units of family housing in partnership with the YWCA (Young Women's Christian Association) Clark County. This project is seeking to apply for State funding for the first time and needs to showcase local support to strengthen their application. Their AHF award is conditioned upon receiving a State funding award and will expire if they do not receive HTF this year.

The award recommendations are shown in the table below:

<u>Applicant</u>	<u>Project</u>	<u>AHF units</u>	<u>Total units</u>	<u>Recommended award</u>	<u>Existing award</u>	<u>Total</u>	<u>Project description</u>
Community Roots	Mill Plain Project	17	24	\$ 1,500,000	\$ 1,050,000	\$ 2,550,000	Permanent supportive housing for households exiting homelessness
Housing Initiative / VHA	The Claudia	20	60	\$ 1,000,000	\$ 2,000,000	\$ 3,000,000	Senior housing, including a 20% set aside for households exiting homelessness
Palindrome	Heights Site C Artifact	~40	100	\$ 2,000,000	\$ 4,100,000	\$ 6,100,000	Family-size units and first floor commercial space in the Heights

Related NW / VHA	Heights Site P Family	~26	83	\$ 1,000,000	\$ 3,000,000	\$ 4,000,000	Family housing with outdoor space and 20% set aside for physical disabilities in the Heights
Related NW / VHA	Heights Site P Senior	~26	51	\$ 3,000,000	\$ 1,000,000	\$ 4,000,000	Senior housing with resident services and amenities in the Heights
Hacienda CDC / YWCA	Main Street Project	~6	85	\$ 1,000,000	\$ -	\$ 1,000,000	Family units with community space on property owned by the YWCA

While the preservation of Smith Tower is necessary and includes substantial energy efficiency upgrades, its cost per unit is significantly higher than other applications due to the challenges of retrofitting a circular building, and it was not recommended for additional AHF funding at this time.

HDC-NW / Mid-Columbia Manor	Smith Tower Preservation	75	170	\$ -	\$ 3,000,000	\$ 3,000,000	Senior housing renovation in downtown Vancouver
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Advantage(s)

1. The awards collectively support the development of 403 units of affordable housing.
2. Existing AHF awardees with a funding gap will be able to close their gap with other sources and begin development in 2027.
3. The award of funds to the prospective Hacienda/YWCA project will enable them to show local support when applying for Housing Trust Fund.

Challenge(s)

1. Even with additional AHF investment, projects will still have a financing gap to fill using other sources.
2. Continued construction cost escalation may further widen financing gaps between award and project closing.

3. Projects may face competition for additional funding sources, such as LIHTC (Low-Income Housing Tax Credit) or state Housing Trust Fund awards, which are not guaranteed.
4. Changing market conditions could affect project feasibility and financing terms as projects move toward closing.

Budget Impact

\$9.5 million from the Affordable Housing Fund will be allocated to six projects.

Prior Council Review

These awards rely on revised per-unit funding limits that were approved by Council on August 24, 2026.

Action Requested

On Monday, September 14, 2026, finalize and approve the resolution to adopt Affordable Housing Fund (AHF) awards for housing production and authorize the City Manager, or designee, to negotiate and execute related agreements.

Staff Contact

Ian Alger, Housing Project Planner, Ian.Alger@cityofvancouver.us

Attachments:

1. Attachment A - Presentation
2. Attachment B - Resolution
3. Attachment C - Housing Advisory Committee Members



2026 AHF Award Recommendations

Ian Alger

Housing Project Planner

Economic Prosperity & Housing

September 14, 2026

Affordable Rental Housing Production

7 applications received, 6 recommended awards

Applicant	Project	AHF units	Total units	Recommended award	Existing award	Total
Community Roots	Mill Plain Project	17	24	\$1,500,000	\$1,050,000	\$2,550,000
Housing Initiative / VHA	The Claudia	20	60	\$1,000,000	\$2,000,000	\$3,000,000
Palindrome	Heights Site C Artifact	~40	100	\$2,000,000	\$4,100,000	\$6,100,000
Related NW / VHA	Heights Site P Family	~26	83	\$1,000,000	\$3,000,000	\$4,000,000
Related NW / VHA	Heights Site P Senior	~26	51	\$3,000,000	\$1,000,000	\$4,000,000
Hacienda CDC / YWCA	Main Street Project	~6	85	\$1,000,000	\$ -	\$1,000,000
	Totals	~135	403	\$9,500,000		
Additional funding not recommended at this time:						
HDC-NW / Mid-Columbia Manor	Smith Tower Preservation	75	170	\$ -	\$3,000,000	\$3,000,000



9/14/2026

RESOLUTION NO. M- [Resolution Number]

A RESOLUTION relating to low-income housing; providing for adoption of 2026 funding awards for the Affordable Housing Fund and authorizing the City Manager, or his designee, to negotiate and execute agreements and other related documents on behalf of the City of Vancouver consistent with the awards; providing for Severability; and an Effective Date.

WHEREAS, Council adopted, by resolution, the 2024 – 2033 Vancouver Affordable Housing Fund (AHF) Administrative and Financial Plan (A & F Plan) in September 2022 and most recently updated the A & F Plan in August 2026; and

WHEREAS, the A & F Plan describes program requirements and spending targets among five program areas: Housing Production and Preservation, Rent Assistance & Housing Services, Temporary Shelter, Homeownership, and Implementation (Administration); and

WHEREAS, the City of Vancouver (the City) released a request for proposals for projects to be supported by the AHF and received seven (7) applications for Housing Production and Preservation projects; and

WHEREAS, the Housing Advisory Committee and City staff recommend funding awards for six (6) projects developed by Community Roots Collaborative, Housing Initiative, Palindrome, Related NW in partnership with the Vancouver Housing Authority, and Hacienda CDC in partnership with the YWCA totaling \$9,500,000; and

WHEREAS, the recommended awards would directly support the creation of approximately 135 units of AHF affordable housing and leverage funding for

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development of a total of 403 affordable units, including senior, family, and supportive housing, and promote housing opportunities for households earning very low income, at or below 50% of the area median income (AMI); and

WHEREAS, the recommend awards are based on community needs, applications received, and recommendations from the review committee.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. Findings. The City Council adopts the above recitals and the information in SR [REDACTED] as findings.

Section 2. Affordable Housing Fund Awards.

The proposed Affordable Housing Fund awards, attached hereto and incorporated by reference, are hereby approved and adopted.

Section 3. Severability. In any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 4. Effective Date. This resolution is effective immediately after adoption.

ADOPTED at a Regular Meeting of the Vancouver City Council this 14th of September, 2026.

Anne McEnery-Ogle, Mayor

Attest:

Anthony Glenn, Deputy City Clerk

Approved as to form:

Nena Cook, City Attorney

RESOLUTION - 3

2026 Affordable Housing Fund Housing Production Awards

<u>Applicant</u>	<u>Project</u>	<u>Recommended award</u>	<u>Existing award</u>	<u>Total</u>
Community Roots	Mill Plain Project	\$ 1,500,000	\$ 1,050,000	\$ 2,550,000
Housing Initiative / VHA	The Claudia	\$ 1,000,000	\$ 2,000,000	\$ 3,000,000
Palindrome	Heights Site C Artifact	\$ 2,000,000	\$ 4,100,000	\$ 6,100,000
Related NW / VHA	Heights Site P Family	\$ 1,000,000	\$ 3,000,000	\$ 4,000,000
Related NW / VHA	Heights Site P Senior	\$ 3,000,000	\$ 1,000,000	\$ 4,000,000
Hacienda CDC / YWCA	Main Street Project	\$ 1,000,000	\$ -	\$ 1,000,000

Housing Advisory Committee Members

Member Name	Affiliation
Amanda Hartman	Attorney with Beaty Hatch
Amy Roark	Tenant Representative with VHA Resident Advisory Board
Brandi O'Shea	Maplewood Neighborhood Association and Vancouver Neighborhood Alliance
Brendan Sanchez	Architect with Access Architecture
Brian Cho	Holland Partner Group
Cass Cole	Attorney with Clark County Volunteer Lawyer Program
Gabriela Ewing	Executive Director of Pasitos Gigantes (Hispanic Disability Support) Southwest Washington
Heather Sheppard	Equity and Collaborative Impact Manager with Southwest Washington Accountable Community of Health
Joan Caley	Vancouver Housing Authority Board Member
Ken Rosengren	Realtor with Lucido Global Real Estate
Kay Erickson	Housing Specialist with Impact NW
Kurt Creager	Development Consultant with Urbanist Solutions
Peter Munroe	Former Clark County Community Development Program Manager
Philip Sheridan	Mortgage Professional with Northwest Funding Group
Tangela Hills	Tenant Representative with VHA Resident Advisory Board

AN ORDINANCE of the City of Vancouver amending Vancouver Municipal Code Chapter 8.22 to prohibit camping and outside habitation within 1,500 feet of the City of Vancouver Bridge Shelter Property; amending VMC 8.22.030 “Definitions,” and VMC 8.22.040 “Unlawful Camping and Outside Habitation;” providing for severability and setting an effective date.

Staff Report: 179-26

To: Mayor and City Council
From: City Manager
Date: September 14, 2026

Subject

Amendment to Vancouver Municipal Code 8.22 Establishing a Camping and Outside Habitation Impact Area Around the City of Vancouver Bridge Shelter

Key Points

- The City-owned Bridge Shelter is expected to open in November 2026 and will provide 120 temporary shelter beds along with on-site treatment and services intended to help people stabilize and move toward housing or other next steps.
- VMC 8.22 currently prohibits camping and outside habitation at all times within designated camping and outside habitation impact areas, including areas within 1,000 feet of a Safe Stay Community. The Bridge Shelter is not a Safe Stay Community and is therefore not covered by that existing buffer.
- The proposed ordinance amendment defines the Bridge Shelter and Bridge Shelter Property in Vancouver Municipal Code (VMC) 8.22.030 and amends VMC 8.22.040(B) to designate any area within 1,500 feet of the nearest point of the property as a “camping and outside habitation impact area.”
- The proposed 1,500-foot buffer is intended to reduce the likelihood that outdoor habitation becomes concentrated immediately around the Bridge Shelter, support effective shelter operations and access, and address existing camping conditions in the surrounding area. The recommended distance reflects the size and function of the Bridge Shelter, conditions specific to this location, and staff’s review of 1,000-, 1,500-, and 2,000-foot buffer options.

Strategic Plan Alignment

Housing and Human Needs – meeting basic needs and partnering with organizations to support the community

Safe and Prepared Community – a safe place to live, work, learn and play

Climate and Natural Systems – environmental stewardship and efforts to address climate change to ensure a sustainable future

High Performing Government – a government that is reliable, fiscally responsible, equitable, and open to compromise

Present Situation

The City is preparing to open the Bridge Shelter at 5313 NE 94th Ave. The facility will provide 120 temporary shelter beds and co-located services for adults experiencing homelessness. Unlike the City's Safe Stay Communities, which consist of smaller individual shelter units and are expressly defined and addressed in VMC Chapter 8.22, the Bridge Shelter is a congregate shelter and does not fall within the code's definition of a Safe Stay Community.

VMC 8.22.040 currently identifies specific impact areas where camping and outside habitation are prohibited at all times. These include areas within 1,000 feet of a Safe Stay Community; land used to operate public water, wastewater or stormwater facilities; areas within 200 feet of specified waterways; and designated portions of the Burnt Bridge Creek drainage area. Outside those impact areas, the chapter's general time, place, and manner restrictions remain in effect.

The City's existing Safe Stay Community buffers were established in response to the practical relationship between shelter operations and unsheltered homelessness in the immediately surrounding area. The City has experienced concentrations of camping or outside habitation near some shelter and other homeless-service locations, including people seeking shelter or services or remaining connected to people using those facilities. Establishing a defined area where camping and outside habitation are not permitted helps prevent the area immediately surrounding a shelter from becoming a de facto outdoor continuation or overflow of the shelter population and activity and supports effective access, operations, outreach and site management within City shelter facilities.

Those considerations are particularly relevant at the Bridge Shelter location. The Bridge Shelter will provide 120 beds and multiple on-site services, substantially increasing shelter capacity at one location. Significant camping also currently occurs at several nearby locations, many of which are on multiple Washington State Department of Transportation (WSDOT)-owned rights-of-way/properties, and another approximately 70-bed shelter operates within 1,000 feet of the Bridge Shelter. The proposed buffer is intended to reduce the likelihood that existing or displaced camping becomes concentrated in the area(s) around or adjacent to the new facility as it begins operating.

Staff evaluated buffer distances of 1,000, 1,500 and 2,000 feet. A 1,000-foot buffer would not encompass several nearby locations where significant camping and outside habitation currently occurs. Extending the buffer to 1,500 feet encompasses the areas of greatest concern and provides sufficient separation between those locations and the Bridge Shelter. A 2,000-foot buffer did not provide a meaningful additional benefit and would further reduce the area otherwise available for lawful nighttime camping. Staff therefore recommends a 1,500-foot buffer measured from the nearest point of the Bridge Shelter Property.

The proposed amendment is specific to the Bridge Shelter and conditions associated with this location. It does not establish a general buffer applicable to other land uses, change the existing 1,000-foot buffer around Safe Stay Communities, or change the general hours and locations in which camping and outside habitation are prohibited or regulated elsewhere in the city. The restriction is also being implemented as the City adds 120 new shelter beds. While the Bridge Shelter will not provide sufficient capacity to shelter every person experiencing unsheltered homelessness in Vancouver, the additional capacity significantly increases the City's ability to offer an alternative to living outdoors as the new geographic restriction takes effect.

Before and after the Bridge Shelter opens, HART and partner outreach agencies will continue engaging people living unsheltered in the surrounding area and throughout the city, communicating applicable restrictions, offering available shelter and services, and coordinating site-specific responses consistent with the City's overall response to unsheltered homelessness, relevant policy and available resources.

Advantage(s)

1. Adoption would establish clear and enforceable expectations around the Bridge Shelter before it begins operating.
2. The buffer would reduce the likelihood that camping and outdoor habitation becomes concentrated immediately around the facility, support effective shelter operations and access, and support the City's commitment to mitigating impacts related to unsheltered homelessness around City shelter facilities and throughout the broader community.
3. The City is simultaneously adding significant shelter capacity, creating a meaningful alternative to camping for many people affected by the new restriction and reducing reliance on enforcement or displacement alone.

Challenge(s)

1. The amendment would reduce the public area available for lawful nighttime camping and will cause people currently camping within the proposed buffer who decline shelter placement to relocate to other locations.
2. Implementation will require advance communication, outreach, coordination and attention to potential displacement impacts.
3. Implementation may initially require additional signage or mapping, as well as outreach, cleanup and enforcement activity, but no material budget impact is anticipated.

Budget Impact

No budget impact is anticipated.

Prior Council Review

- November 6, 2023 - Council Meeting
- December 9, 2024 - Homelessness Emergency Response Update workshop
- July 7, 2026 - Monthly Situation Report

Action Requested

On Monday, September 14, 2026, advance the ordinance amendment to VMC 8.22, establishing a camping and outside habitation impact area around the City of Vancouver Bridge Shelter, setting the date for the second reading and public hearing for September 21, 2026.

Staff Contact

Jamie Spinelli, Homeless Response Manager, jamie.spinelli@cityofvancouver.us

Attachments:

1. Attachment A - Ordinance
2. Attachment B - Map

09/14/2026 (Date of First Reading)
09/21/2026 (Date of Public Hearing)

ORDINANCE NO. M- [Ordinance Number]

AN ORDINANCE of the City of Vancouver amending Vancouver Municipal Code Chapter 8.22 to prohibit camping and outside habitation within 1,500 feet of the City of Vancouver Bridge Shelter Property; amending VMC 8.22.030 “Definitions,” and VMC 8.22.040 “Unlawful Camping and Outside Habitation;” providing for severability and setting an effective date.

WHEREAS, the City of Vancouver is preparing to open the City-owned Bridge Shelter, which will provide 120 temporary shelter beds along with on-site treatment and supportive services for adults experiencing homelessness; and

WHEREAS, Vancouver Municipal Code Chapter 8.22 currently designates areas within 1000 feet of Safe Stay Communities as camping and outside habitation impact areas, but the Bridge Shelter does not fall within the definition of a Safe Stay Community and is therefore not subject to that existing buffer; and

WHEREAS, the City has experienced concentrations of camping and outside habitation in areas near shelter and homeless-service locations, and significant camping currently occurs at several locations near the Bridge Shelter Property; and

WHEREAS, the City Council finds that establishing a camping and outside habitation impact area surrounding the Bridge Shelter will reduce the likelihood of encampments becoming

concentrated in the area(s) around and adjacent to the facility, support effective access to and operation of the shelter, and assist the City in mitigating the impacts of unsheltered homelessness in the surrounding area; and

WHEREAS, after considering the size and function of the Bridge Shelter, existing camping conditions in the surrounding area, and alternative buffer distances of 1,000, 1,500 and 2,000 feet, the City Council finds that a 1,500-foot buffer reasonably addresses the identified conditions without unnecessarily restricting additional areas otherwise available for lawful nighttime camping and outside habitation.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. Findings. The recitals set forth above, together with Staff Report _____ are hereby incorporated by this reference as findings in support of this Ordinance.

Section 2. Section 8.22.030 of the Vancouver Municipal Code entitled “**Definitions**” as established by Ordinance M-3323 (1997) and last amended by Ordinance M-4379 § 4, (2022) is hereby amended to read as follows:

The following definitions are applicable in this chapter unless the context otherwise requires:

“Camp” or “camping” means to pitch, create, use, or occupy camp and outside habitation facilities for recreational purposes.

“Camp and outside habitation facilities” include, but are not limited to, tents, huts, temporary shelters, or vehicles.

“Camp and outside habitation paraphernalia” includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or noncity-designated cooking facilities and similar equipment.

“Camping and outside habitation impact area” means the areas specified within VMC [8.22.040\(B\)](#).

“City of Vancouver Bridge Shelter” means the shelter facility that is owned by the City of Vancouver located at 5313 NE 94th Avenue, Vancouver, Washington 98662

“City of Vancouver Bridge Shelter Property” means the parcel of property where the City of Vancouver Bridge Shelter is located.

“Family” means two or more “family or household members” as defined by RCW [26.52.010](#).

“Outside habitation” means to pitch, create, use, or occupy camp and outside habitation facilities for purposes of shelter for habitation.

“Park” means the same as defined in VMC [15.04.020](#).

“Safe stay community” means a camp and outside habitation facility for which a permit has been sought and obtained from the Vancouver city manager, or their designee, pursuant to VMC [8.22.070\(B\)](#), and/or a city-sponsored safe stay community established under VMC [8.22.070\(F\)](#).

“Safe stay community operator” means a person, firm, corporation, or municipal corporation with a valid safe stay community operator permit issued pursuant to VMC [8.22.070](#) or, in the case of a city-sponsored safe stay community, an approved safe stay community facility operator as designated by the city manager or their designee.

“Specific population safe stay community” means a safe stay community with spaces reserved for either (a) a single occupant identifying as female; or (b) a family with one or more children under 18 years of age at the time of admission to the safe stay community.

“Store” means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

“Street” means any highway, lane, road, street, right-of-way, boulevard, alley, and every way or place in the city of Vancouver that is publicly owned or maintained for public vehicular travel.

“Vehicle” means the same as defined in RCW [46.04.670](#), as adopted by Ordinance [M-3276](#).

Section 3. Section 8.22.040 of the Vancouver Municipal Code entitled “**Unlawful camping and outside habitation**” as established by Ordinance M-3323 (1997) and last amended by Ordinance M-4379 § 5, (2022) is hereby amended to read as follows:

A. *Safe Stay Communities.* Outside habitation shall be allowed at all times within safe stay communities by those residing therein. Residence in a safe stay community shall be at the approval of the safe stay community operator.

B. *Camping and Outside Habitation Impact Areas.* Except to the extent expressly allowed pursuant to subsection [A](#) of this section, it shall be unlawful to camp or habitate outside at any time within a camping and outside habitation impact area. The following locations are camping and outside habitation impact areas:

1. Within 1,500 feet of the nearest point of the City of Vancouver Bridge Shelter Property.

~~1.~~ 2. Within 1,000 feet of the nearest point of any safe stay community;

~~2.~~ 3. Upon any land used to operate a public water station, wastewater or stormwater facility;

- ~~3.~~ 4. Within 200 feet of the nearest edge of the Columbia River, Vancouver Lake, Burton Channel, Peterson Channel, Fisher's Creek, or Burnt Bridge Creek;
- ~~4.~~ 5. Upon the following land:
 - a. All the Burnt Bridge Creek drainage area from Vancouver Lake to East Fourth Plain Boulevard, as depicted in Figure 8.22-1; and
 - b. Portions of the southern slope of the Burnt Bridge Creek drainage area, from the ridgeline north to the paved trail of the Burnt Bridge Creek drainage, between East Fourth Plain Boulevard and Northeast Burton Road, as depicted in Figure 8.22-2.

[Note to Code Revisor: Figure 8.22-1 and Figure 8.22-2 are not amended by this Ordinance and have been omitted for brevity and clarity]

C. Daytime Camping and Outside Habitation Prohibited. Except as otherwise provided within this chapter, during the hours of 6:30 a.m. to 9:30 p.m., it shall be unlawful for any person to camp, occupy camp and outside habitation facilities for purposes of habitation, or use camp and outside habitation paraphernalia in the following areas:

1. Any park;
2. Any street; or
3. Any publicly owned or maintained parking lot or other publicly owned or maintained area, improved or unimproved.

D. *Daytime Camping and Habitation in Vehicles Prohibited.* Except as otherwise provided within this chapter, during the hours of 6:30 a.m. to 9:30 p.m., it shall be unlawful for any person to occupy a vehicle for the purpose of camping or habitating while that vehicle is parked in the following areas:

1. Any park;
2. Any street; or
3. Any publicly owned or maintained parking lot or other publicly owned or maintained area, improved or unimproved.

Section 4. Effective date. This ordinance shall become effective November 1st 2026.

DATE OF FINAL PASSAGE at a Regular Meeting of the Vancouver City Council:

_____.

SIGNED this _____ day of _____, 20__.

Anne McEnerny-Ogle, Mayor

Attest:

Anthony Glenn, Deputy City Clerk

Approved as to form:

Nena Cook, City Attorney

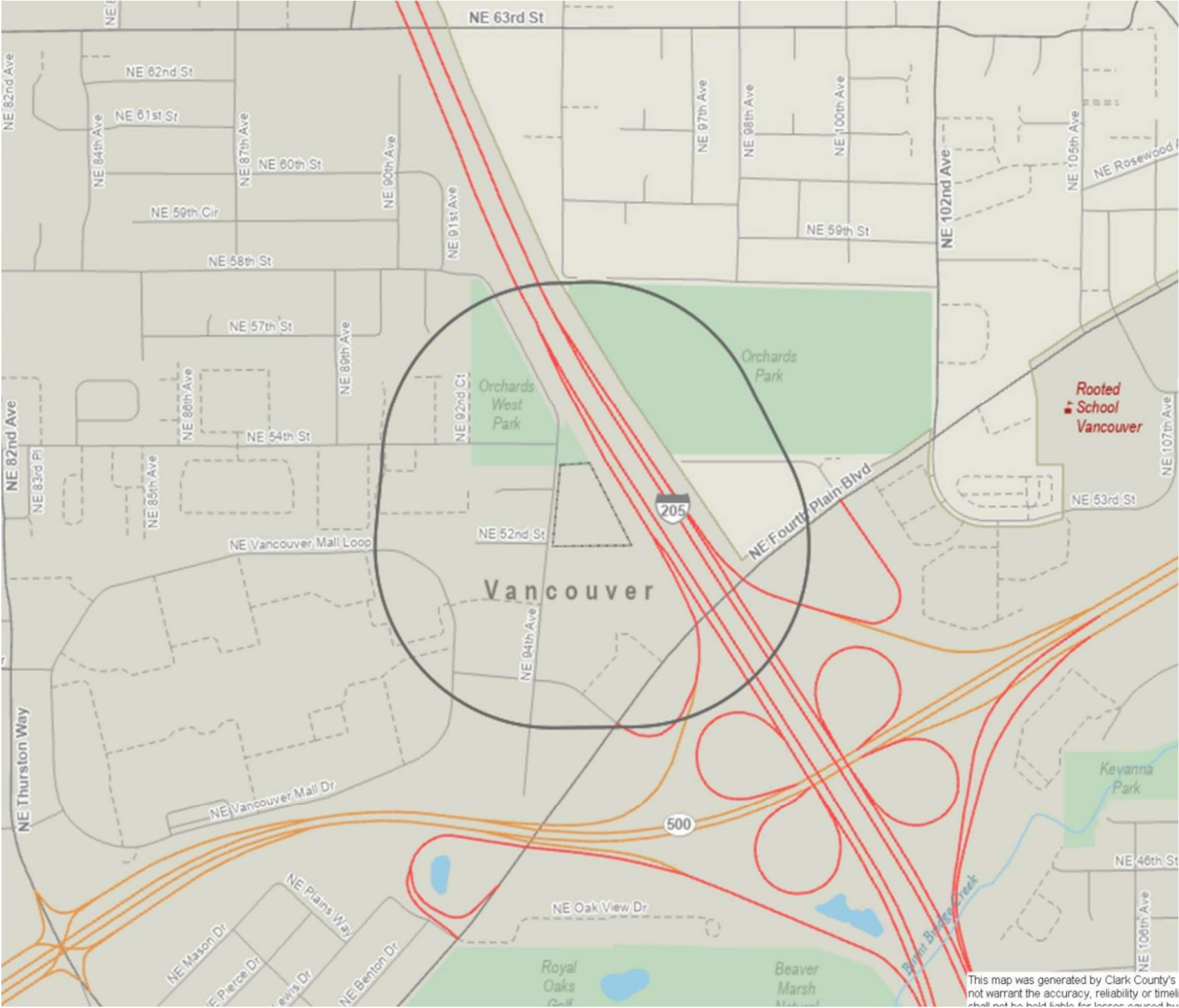
SUMMARY

ORDINANCE NO. _____

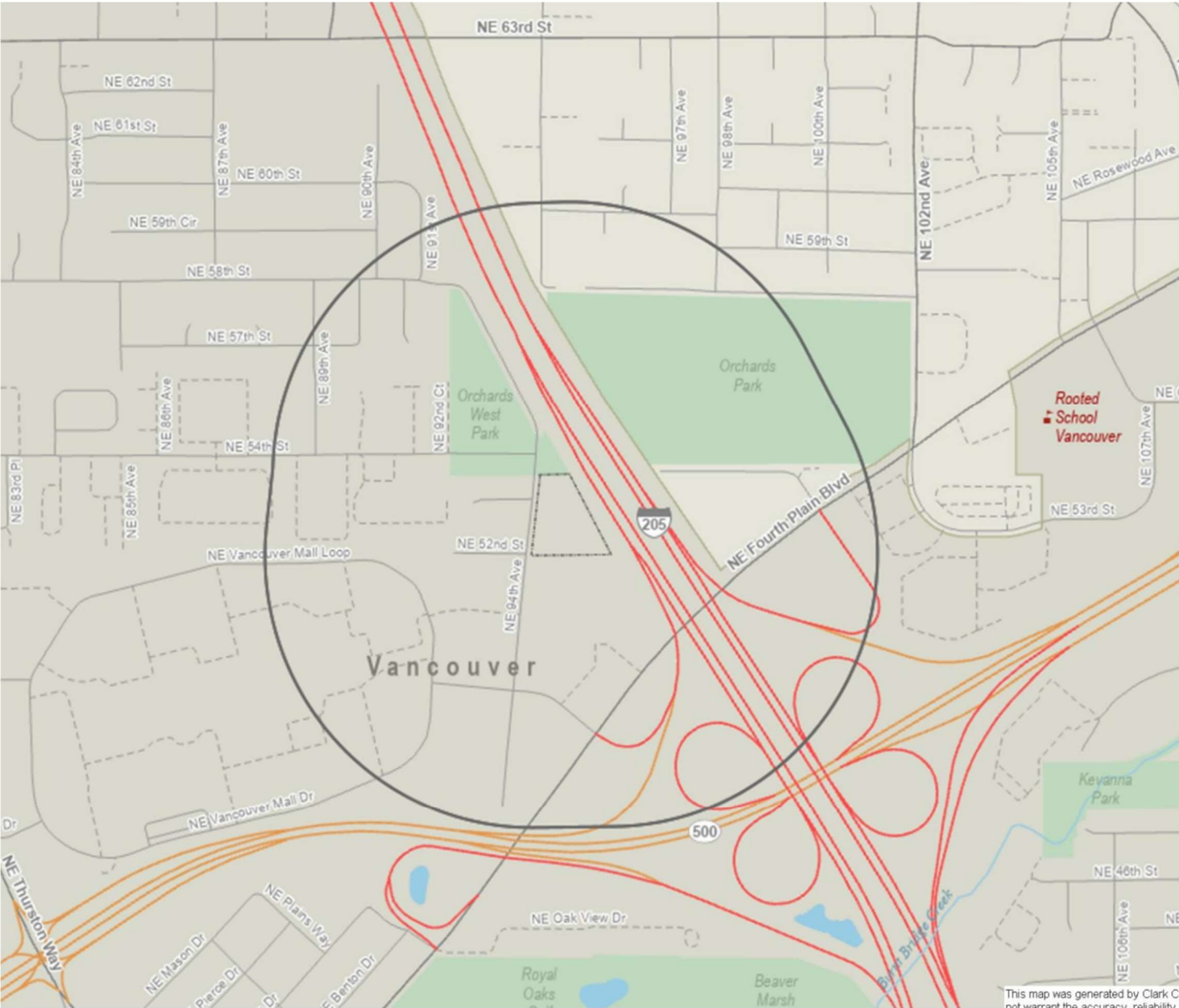
AN ORDINANCE of the City of Vancouver amending Vancouver Municipal Code [VMC] Chapter 8.22 to prohibit camping and outside habitation within 1,500 feet of the City of Vancouver Bridge Shelter Property; amending VMC 8.22.030 “Definitions,” and VMC 8.22.040 “Unlawful Camping and Outside Habitation;” providing for severability and setting an effective date.

The full text of this ordinance will be mailed upon request. Contact public records staff at (360) 487-8480, citypdr@cityofvancouver.us, or via [Public Records Request -The City of Vancouver, WA](#).

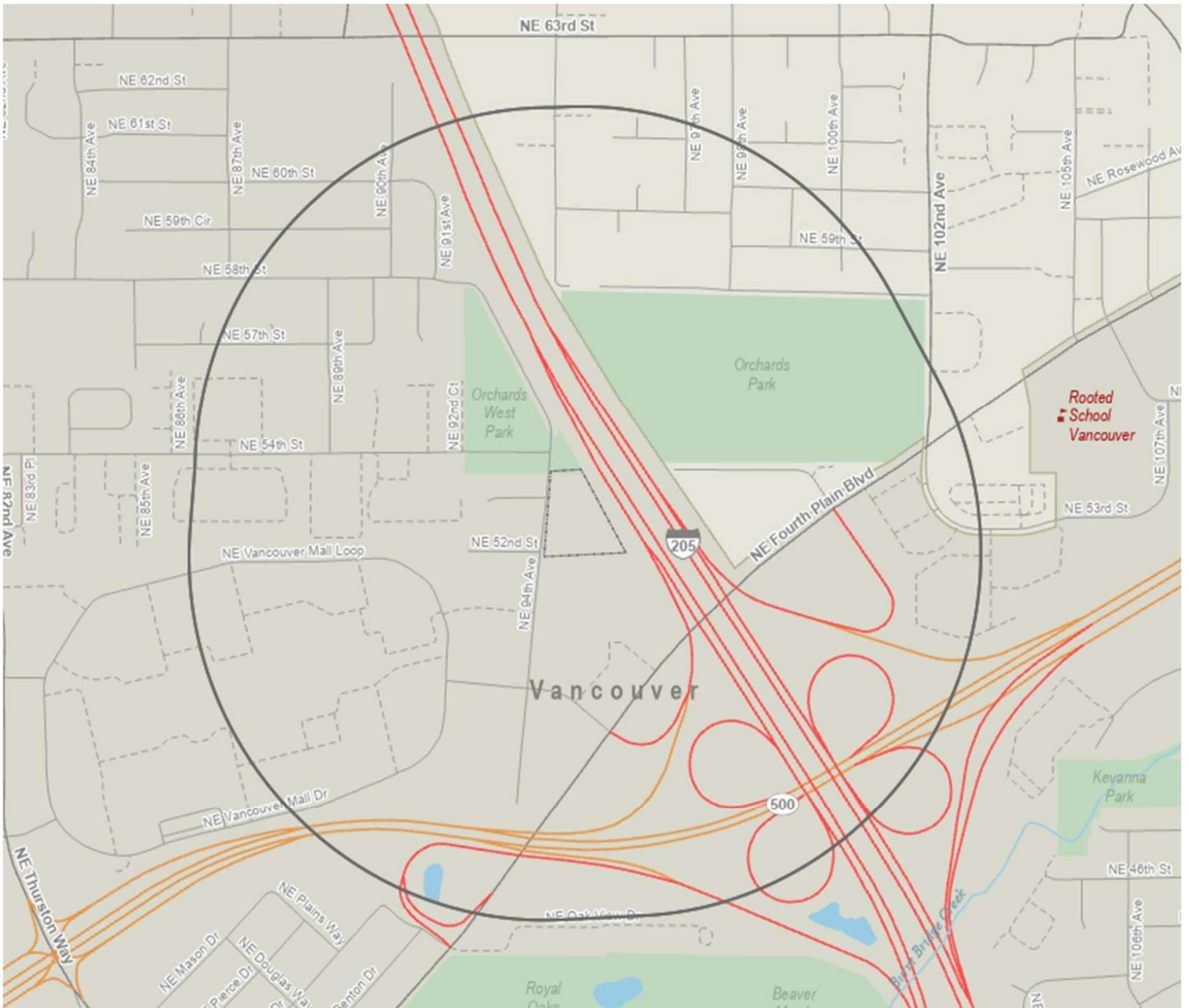
1000 Feet



1500 Feet



2000 Feet



AN ORDINANCE relating to the 2025-26 Biennial Budget and making a supplemental appropriation to account for revenue in excess of initial budget projections and to meet certain necessary expenditures to be incurred in 2025-26 that were not and could not reasonably have been foreseen at the time of adoption of the 2025-26 Budget; declaring an emergency and providing for an immediate effective date.

Staff Report: 180-26

To: Mayor and City Council
From: City Manager
Date: September 14, 2026

Subject

Supplemental Budget Ordinance Related to Clark County Fire District No. 5 Amended Agreement

Key Points

- On August 24, 2026, Fire Chief Drake presented a workshop to Council outlining how seven support staff positions, fully funded by Fire District 5, can help advance the department's strategic plan goals.
- This proposal was previously approved by the Clark County Fire District 5 Board in April 2026.
- A separate Council action is being heard to approve an amendment to the agreement with Fire District 5, which states the District will reimburse the City for these seven limited duration positions at 100% of actual costs through December 2029. Costs are anticipated to be approximately \$3 million.
- In order to move forward with the hiring of these seven limited-duration positions in the 2025-2026 biennium, certain adjustments to the appropriation, Full-Time Equivalent (FTE), and salary schedules are required by Council ordinance.

Strategic Plan Alignment

Safe and Prepared Community – a safe place to live, work, learn and play

Present Situation

The City of Vancouver and Clark County Fire District 5 (CCFD5) have maintained a cooperative fire services agreement since 1994, which has periodically been updated by the parties. Under the terms of the current agreement, CCFD5 funds a portion of the Vancouver Fire Department (VFD) operating and capital costs.

In April 2026, Chief Drake presented a funding proposal to the CCFD5 Board. The proposal tied progress on several VFD strategic plan outcomes to the addition of seven support staff at VFD. The proposed positions are as follows:

- 1.0 Administrative Assistant 3
- 1.0 Data Analyst 1
- 1.0 Fire Emergency Services Manager
- 1.0 Fire Professional Standards Program Manager
- 1.0 Material Control Coordinator

- 2.0 Support Specialist 2

On Monday, September 21, 2026, the Council will review the amended CCFD5 agreement with the City of Vancouver. As part of the amended agreement, CCFD5 will reimburse 100% of actual position costs and ancillary expenses; the CCFD5 Board has already approved this action during their April 2026 meeting.

Neither these positions nor the associated revenues and expenses were anticipated as part of the earlier 2025-26 biennium budget actions. In order to begin implementing the agreement between the City and Clark County Fire District 5 in the current biennium, certain City budget documents must be amended to create additional positions and account for the additional revenue and expenses. A supplemental budget action is needed to update the City's total Full-Time Equivalent (FTE) count, the Non-Union Salary Schedule, and the appropriation schedule.

Advantage(s)

1. Approving this ordinance will allow the Fire Department to move forward with hiring seven limited-duration support staff. These support staff will help advance the outcomes of the Fire Department's strategic plan, and support community safety.
2. Position costs and ancillary expenses will be 100% reimbursed by Clark County Fire District 5.

Challenge(s)

Clark County Fire District 5 has agreed to fund position costs through 2029, and the Vancouver Fire Department is establishing limited duration positions. There is no source of funds identified to retain these positions after December 2029.

Budget Impact

The addition of 7.0 limited duration positions is expected to generate approximately \$3 million in additional costs from the 4th quarter of 2026 through December 2029. Actual position costs and associated ancillary costs will be 100% funded by Clark County Fire District 5.

If approved, \$258,408 would be added to the 2025-2026 biennium budget to support partial year position costs.

Prior Council Review

City Council Workshop - August 24, 2026

Action Requested

On Monday, September 14, 2026, advance the ordinance, setting the date for the second reading and public hearing for September 21, 2026.

Staff Contact

Kathryn Shifley, Chief Financial Officer, John Drake, Fire Chief, katie.shifley@cityofvancouver.us, John.Drake@cityofvancouver.us

Attachments:

1. Attachment A - Ordinance
2. Attachment B - Expenditures by Fund - Ordinance "Attachment A"

3. Attachment C - Full-Time Equivalent Employees by Fund - Ordinance "Attachment B"
4. Attachment D - 2026 Non Union Exempt and Nonexempt Salary Schedule - Ordinance "Attachment D"

9/14/2026 (Date of First Reading)
9/21/2026 (Date of Public Hearing)

ORDINANCE NO. M- [Ordinance Number]

AN ORDINANCE relating to the 2025-26 Biennial Budget and making a supplemental appropriation to account for revenue in excess of initial budget projections and to meet certain necessary expenditures to be incurred in 2025-26 that were not and could not reasonably have been foreseen at the time of adoption of the 2025-26 Budget; declaring an emergency and providing for an immediate effective date.

WHEREAS, as described in Staff Report [REDACTED], City Council has approved an amendment to an agreement between the City of Vancouver and Clark County Fire District 5 that will fund seven (7) additional full-time equivalent positions within the Vancouver Fire Department; and

WHEREAS, City Council finds that it is in the public interest to create and begin hiring for these additional positions during the remainder of the 2025-26 biennium; and

WHEREAS, in order to begin implementing the agreement between the City and Clark County Fire District 5 in the current biennium, certain City budget documents must be amended to create additional positions and account for the additional revenue and expenses; and

WHEREAS following the Council Workshop regarding the proposed agreement between the City of Vancouver and Clark County Fire District 5 that occurred on August 24, 2026, City Staff has prepared this Supplemental Budget Ordinance for approval; and

WHEREAS, upon due and proper legal notice, Vancouver City Council held a public hearing on September 21, 2026, to consider this Supplemental Budget Ordinance.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. Supplemental budget appropriation is needed to meet certain necessary expenditures to be incurred in 2025-26 that were not and could not reasonably have been foreseen at the time of adoption of the 2025-26 Budget. As required by chapter 35.34 RCW, there is hereby set forth in summary form the total adjustments of expenditure appropriations for each separate fund adjusted and the aggregate totals for all such funds combined, as set forth in Attachment A of this ordinance.

Section 2. That a total of seven (7) full-time equivalent positions are added, as set forth in Attachment B to this ordinance. The position adjustments shall be made consistent with applicable civil service rules and personnel regulations.

Section 3. The salaries for three (3) new position classifications have been added to the salary schedule for positions not covered by labor agreements, as set forth in Attachment D of this ordinance.

Section 4. The budget amendments and appropriations made in this ordinance are necessary to meet certain necessary expenditures that will be incurred in 2025-26 biennium that were not and could not reasonably have been foreseen at the time of adoption of the 2025-26 Budget; an emergency is hereby declared.

Section 5. Those acts taken pursuant to this ordinance, but prior to its effective date are hereby ratified and confirmed.

Section 6. Effective date. This ordinance shall go into effect immediately upon final passage and publication.

DATE OF FINAL PASSAGE at a Regular Meeting of the Vancouver City Council:

_____.

SIGNED this _____ day of _____, 20__.

Anne McEnerny-Ogle, Mayor

Attest:

Anthony Glenn, Deputy City Clerk

Approved as to form:

Nena Cook, City Attorney

SUMMARY

ORDINANCE NO. _____

AN ORDINANCE relating to the 2025-26 Biennial Budget and making a supplemental appropriation to account for revenue in excess of initial budget projections and to meet certain necessary expenditures to be incurred in 2025-26 that were not and could not reasonably have been foreseen at the time of adoption of the 2025-26 Budget; declaring an emergency and providing for an immediate effective date.

The full text of this ordinance will be mailed upon request. Contact public records staff at (360) 487-8480, citypdr@cityofvancouver.us, or via [Public Records Request -The City of Vancouver, WA](#).

City of Vancouver Expenditures by Fund

Attachment A

Fund	2026 Special Supplemental FD5 Amendment (2026)	2025-26 Biennium Budget (Total)
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Operating Budget

General, Street, and Fire Funds

General Fund	\$ -	\$ 537,853,299
Street Fund	\$ -	\$ 39,578,025
Street Funding Initiative - Operating Fund	\$ -	\$ 41,238,637
Fire Fund	\$ 258,408	\$ 172,258,706
Total General, Street, and Fire Funds	\$ 258,408	\$ 790,928,667

Special Revenue Funds

Investigative Fund	\$ -	\$ 145,181
Drug Enforcement Fund	\$ -	\$ 78,926
CED Grants	\$ -	\$ 18,492,791
Tourism Fund	\$ -	\$ 7,742,692
Affordable Housing	\$ -	\$ 21,728,653
American Rescue Plan Act Fund	\$ -	\$ 1,200,000
National Opioid Settlements Fund	\$ -	\$ 3,567,225
American Rescue Plan Act 2 Fund	\$ -	\$ 15,074,800
Parkhill Cemetery Improvement Fund	\$ -	\$ 337,832
Cultural Arts Tax - Local Sales Tax Fund	\$ -	\$ 6,650,000
Parks, Recreation, and Cultural Services Special Revenue Fund	\$ -	\$ 1,077,346
Criminal Justice Fund	\$ -	\$ 5,084,682
Affordable Housing Local Sales Tax Fund	\$ -	\$ 15,746,472
Affordable Housing State Sales Tax Credit Fund	\$ -	\$ 1,430,100
Transportation Special Revenue Fund	\$ -	\$ 3,842,755
REET 1 (2002 Special Revenue Fund)	\$ -	\$ 3,558,021
Economic Development Fund	\$ -	\$ 2,160,153
VNHR Properties	\$ -	\$ 1,267,903
Fire Equipment Fund	\$ -	\$ 20,467,602
Emergency Ambulance Services Contract Admin Fund	\$ -	\$ 2,043,921
Impact Fees - School Districts	\$ -	\$ 9,020,112
PIF - District C Fund	\$ -	\$ 144,000

Debt Service Funds

G O Debt Service Fund	\$ -	\$ 13,417,130
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Capital Funds

Transportation Capital Fund	\$ -	\$ 1,086,247
Street Funding Initiative - Capital Fund	\$ -	\$ 4,944,309
Fire Acquisition Fund	\$ -	\$ 152,267
Capital Improvement Fund	\$ -	\$ 287,225
VNHR Property Capital Fund	\$ -	\$ 7,670
Parks Construction Fund (Capital Projects only)	\$ -	\$ 461,892

City of Vancouver Expenditures by Fund

Attachment A

Fund	2026 Special Supplemental FD5 Amendment (2026)	2025-26 Biennium Budget (Total)
Enterprise Funds		
Water Revenue Bond - Operations Center	\$ -	\$ 586,275
City Tree Reserve Fund	\$ -	\$ 250,378
Surface Water Construction Fund	\$ -	\$ 60,160
Surface Water Management Fund	\$ -	\$ 59,148,767
Water Utility Fund	\$ -	\$ 140,042,606
Systems Development Reserves	\$ -	\$ 7,762,600
Water Construction Fund	\$ -	\$ 1,473,343
SCIP Fund	\$ -	\$ 1,946,933
Utility Customer Assistance	\$ -	\$ 120,000
Water Revenue Bond Debt Service Fund	\$ -	\$ 2,976,979
Sewer Utility Fund	\$ -	\$ 140,457,962
Sewer System Development	\$ -	\$ 8,112,600
Sewer Construction Fund	\$ -	\$ 989,900
Airport Fund	\$ -	\$ 3,731,729
Building Inspection Fund	\$ -	\$ 18,914,675
Solid Waste Fund	\$ -	\$ 7,208,162
Parking Services Fund	\$ -	\$ 10,414,469
Tennis Center Fund	\$ -	\$ 36,151
Internal Service Funds		
Facilities Asset Management and Replacement Reserve	\$ -	\$ 28,769
Equipment Services Operations Fund	\$ -	\$ 21,680,065
Equipment Services Capital Fund	\$ -	\$ 20,885,706
Computer Repair & Replacement	\$ -	\$ 9,087,189
Facilities Maintenance Services Fund	\$ -	\$ 21,339,372
Grounds Services Fund	\$ -	\$ 15,661,323
Self-Insured Worker's Comp & Liability Fund	\$ -	\$ 38,462,842
Internal Administrative Services Fund	\$ -	\$ 65,291,509
Benefits Fund	\$ -	\$ 45,582,819
Self-Insured Health Insurance Fund	\$ -	\$ 22,694,495
Fiduciary Funds		
SW Washington Regional SWAT Team Fund	\$ -	\$ 1,306,084
Police Pension Trust Fund	\$ -	\$ 3,104,863
Fire Pension Trust Fund	\$ -	\$ 2,899,296
City/County Cable TV Fund	\$ -	\$ 3,296,074
PEG Capital Support Fund	\$ -	\$ 1,825,962
Police Forfeiture Fund	\$ -	\$ 100,000
Total Other Funds Expense Budget	\$ -	\$ 838,697,963
Total Operating Expense Budget	\$ 258,408	\$ 1,629,626,630

City of Vancouver Expenditures by Fund

Attachment A

Fund	2026 Special Supplemental FD5 Amendment (2026)	2025-26 Biennium Budget (Total)
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Capital Budget

Capital Project Funds

General Fund Capital	\$ -	\$ 11,805,026
Transportation Capital Fund	\$ -	\$ 31,150,000
Street Funding Initiative - Capital Fund	\$ -	\$ 70,916,218
Fire Acquisition Fund	\$ -	\$ 19,237,963
Capital Improvement Fund	\$ -	\$ 101,888,364
VNHR Property Capital	\$ -	\$ 507,428
Parks Construction Fund (Capital Projects only)	\$ -	\$ 50,182,332
Water Revenue Bond - Operations Center	\$ -	\$ 12,410,851
Drainage Construction Fund	\$ -	\$ 13,341,638
Water Utility Fund	\$ -	\$ (145,000)
Water Construction Fund	\$ -	\$ 116,035,602
Sewer Utility Fund	\$ -	\$ -
Sewer Construction Fund	\$ -	\$ 78,433,406
Airport	\$ -	\$ 1,525,000
Total Capital Project Funds		\$ 507,288,828

City of Vancouver Expenditures by Fund

Attachment A

Fund	2026 Special Supplemental FD5 Amendment (2026)	2025-26 Biennium Budget (Total)
Capital Funding Transfers Supporting Capital Projects		
General Fund	\$ -	\$ 15,414,773
Street Fund	\$ -	\$ 1,550,000
American Rescue Plan Act Fund	\$ -	\$ 7,517,333
American Rescue Plan Act 2 Fund	\$ -	\$ 10,344,106
Parks, Recreation, and Cultural Services Special Revenue Fund	\$ -	\$ 3,545,812
Affordable Housing Local Sales Tax Fund	\$ -	\$ 13,999,026
Affordable Housing State Sales Tax Credit Fund	\$ -	\$ 400,000
Transportation Special Revenue Fund	\$ -	\$ 400,000
REET 1 (2002 Special Revenue Fund)	\$ -	\$ 8,100,000
Downtown Initiatives Fund	\$ -	\$ 9,601,531
Columbia TIF District	\$ -	\$ 3,450,000
Cascade TIF District	\$ -	\$ 2,000,000
Pacific TIF District	\$ -	\$ 5,000,000
Fire Fund	\$ -	\$ 9,981,875
PIF - District A	\$ -	\$ 2,389,407
PIF - District B	\$ -	\$ 6,549,246
PIF - District C	\$ -	\$ 14,402,297
Street Funding Initiative - Capital Fund	\$ -	\$ 1,016,000
Fire Acquisition Fund	\$ -	\$ (75,731)
Surface Water Management Fund	\$ -	\$ 62,000
Water Utility Fund	\$ -	\$ 19,711,609
Water Construction Fund	\$ -	\$ (8,092,380)
Facilities Asset Mgmt and Replacement Reserve Fund	\$ -	\$ 31,734,368
Self-Insured Worker's Comp & Liability Fund	\$ -	\$ 54,351
Internal Administrative Services Fund	\$ -	\$ 241,860
Total Transfers for Capital	\$ -	\$ 159,297,483
Total Capital Expense Budget	\$ -	\$ 666,586,311
Total Operating and Capital Expense Budget	\$ 258,408	\$ 2,296,212,941

Full-Time Equivalent Employees by Fund, Department and Classification
City of Vancouver 2026 Special Supplemental Related to Fire District 5 Amendment

Attachment B

Fund - Department					Limited Term End	
Job Profile		Union	Action	2026 FTE	Date	
151 Fire Fund						
Fire	Administrative Assistant 3	OPEIU	New - 3 Yr Limited Term	1.00	12/31/2029	
	Data Analyst 1	Non-Union	New - 3 Yr Limited Term	1.00	12/31/2029	
	Fire Emergency Services Manager	Non-Union	New - 3 Yr Limited Term	1.00	12/31/2029	
	Fire Professional Standards Program Manager	Non-Union	New - 3 Yr Limited Term	1.00	12/31/2029	
	Material Control Coordinator	OPEIU	New - 3 Yr Limited Term	1.00	12/31/2029	
	Support Specialist 2	OPEIU	New - 3 Yr Limited Term	2.00	12/31/2029	
Fire Total				7.00		
151 Fire Fund Total				7.00		
Grand Total				7.00		

City of Vancouver

2026 Non Union Exempt & Nonexempt Salary Schedule

Attachment D

Annual rates may be off up to +/- \$6 due to rounding

Salary Grade	Job Profiles	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum
100	Non Union Nonexempt Department Aide	\$35,604	\$42,720	\$49,848	\$2,967	\$3,560	\$4,154
101		\$36,300	\$43,560	\$50,820	\$3,025	\$3,630	\$4,235
102		\$38,124	\$45,744	\$53,364	\$3,177	\$3,812	\$4,447
103		\$40,020	\$48,036	\$56,040	\$3,335	\$4,003	\$4,670
104		\$42,036	\$50,424	\$58,836	\$3,503	\$4,202	\$4,903
105	Non Union Nonexempt Dual Certified Lifeguard Fitness Attendant	\$44,124	\$52,956	\$61,788	\$3,677	\$4,413	\$5,149
106		\$46,332	\$55,608	\$64,872	\$3,861	\$4,634	\$5,406
107	Non Union Nonexempt Support Specialist 2 - NU	\$48,660	\$58,380	\$68,112	\$4,055	\$4,865	\$5,676
108		\$51,084	\$61,308	\$71,532	\$4,257	\$5,109	\$5,961
109	Non Union Nonexempt Administrative Assistant 2 Inventory Coordinator 1 Support Specialist 3 - NU	\$51,504	\$64,380	\$77,244	\$4,292	\$5,365	\$6,437
110		\$54,072	\$67,596	\$81,108	\$4,506	\$5,633	\$6,759
111	Non Union Nonexempt Administrative Assistant 3 Program Coordinator 1 TV/Video Director and Editor Volunteer Coordinator 1	\$56,784	\$70,968	\$85,164	\$4,732	\$5,914	\$7,097
112	Non Union Nonexempt Accountant 1 Video Multimedia Producer 1	\$59,616	\$74,520	\$89,412	\$4,968	\$6,210	\$7,451
113	Non Union Nonexempt Grants Coordinator Business Operations Specialist 1	\$62,604	\$78,252	\$93,888	\$5,217	\$6,521	\$7,824
114	Non Union Exempt Customer Service Supervisor <i>Data Analyst 1</i> Volunteer Coordinator 2 Non Union Nonexempt Benefits Specialist 2 Communications Specialist 1 Homeless Encampment Response Coordinator 1 Homeless Outreach Coordinator 1 Planner 1 Procurement Specialist 2	\$65,724	\$82,152	\$98,592	\$5,477	\$6,846	\$8,216
115	Non Union Exempt Construction Project Coordinator 2 Parking Supervisor Non Union Nonexempt Accountant 2 DEI Project Coordinator 2 Executive Assistant Help Desk Technician 2 Program Coordinator 2 Recruiting Specialist 2 Video-Multimedia Producer 2	\$69,012	\$86,256	\$103,512	\$5,751	\$7,188	\$8,626

116	Non Union Exempt Department Human Resources Generalist 2 Employee Engagement Specialist 2 Learning and Development Specialist 2 Non Union Nonexempt Communications Specialist 2 Community Liaison 2 Department Computer Technician 2 Video Services Supervisor Water Resources Educator 2	\$72,468	\$90,576	\$108,684	\$6,039	\$7,548	\$9,057
117	Non Union Exempt Compensation Analyst 2 DEI Business Partner 2 Human Resources Generalist 2 Park Developer 2 Planner 2 Policy Advisor 2 Non Union Nonexempt Computer Technician 2	\$76,092	\$95,100	\$114,132	\$6,341	\$7,925	\$9,511
118	Non Union Exempt Accountant 3 Civil Engineer 1 Environmental Specialist 3 Evidence Supervisor Financial Analyst 2 Grants Analyst 2 Human Resources Systems Analyst Leave Specialist 2 Legal Supervisor Management Analyst 2 Procurement Specialist 3 Treasury Analyst 2 Non Union Nonexempt Digital Forensics Investigator 2 Web Content Specialist 2	\$79,884	\$99,864	\$119,832	\$6,657	\$8,322	\$9,986
119	Non Union Exempt ADA Specialist 2 Budget Analyst 2 Cultural Access Program Supervisor Executive Assistant to the City Manager and Administrative Supervisor Fleet Services Supervisor Police Records Supervisor Public Works Supervisor Worker's Compensation Analyst 3 Non Union Nonexempt Telecommunications Analyst 2	\$83,880	\$104,856	\$125,832	\$6,990	\$8,738	\$10,486
120	Non Union Exempt Benefits Analyst 3 Business Intelligence Analyst 2 Communications Specialist 3 Finance and Logistics Supervisor Human Resources Business Partner 3 Reporting Analyst 2 Safety Specialist 2	\$88,068	\$110,100	\$132,120	\$7,339	\$9,175	\$11,010
121	Non Union Exempt Applications Engineer 2 Communications Project Manager Emergency Fleet Services Supervisor Emergency Preparedness Program Manager Environmental Regulatory Program Manager Homeless Response Program Manager Parking Demand Program Manager Safety Program Manager Software Engineer 2 Non Union Nonexempt Computer Technician 3 Digital Forensics Investigator 3	\$92,472	\$115,608	\$138,720	\$7,706	\$9,634	\$11,560

122	Non Union Exempt Accounting Supervisor Community Engagement Manager Compensation Analyst 3 Cultural Services Manager Internal Auditor 3 Planner 3 Police Public Affairs Program Manager Police Records Manager Property Management Program Manager Strategic Communications Manager Technical Engineering Supervisor <i>Fire Emergency Services Manager</i> <i>Fire Professional Standards Program Manager</i> Video Services Manager	\$97,104	\$121,380	\$145,656	\$8,092	\$10,115	\$12,138
123	Non Union Exempt City Records Manager Civil Engineer 2 Financial Analyst 3 GIS Supervisor Park Developer 3 Payroll Manager Permit Center Supervisor Plan Review Supervisor Police Business Services Manager Professional Land Surveyor Public Safety Technology Manager	\$101,964	\$127,452	\$152,952	\$8,497	\$10,621	\$12,746
124	Non Union Exempt Applications Engineer 3 Assistant Building Official Assistant City Attorney 2 Assistant Fire Marshal Budget Analyst 3 Capital Projects Project Manager 3 Cybersecurity Analyst 3 Planner 4 Policy Advisor 3 Public Works Operations Manager Recreation Program and Facility Manager	\$107,064	\$133,812	\$160,584	\$8,922	\$11,151	\$13,382
125	Non Union Exempt Accounting Manager Airport Program Manager Business Intelligence Analyst 3 City Survey Manager Computer Services Manager Facilities Manager Homeless Response Manager Housing Manager Human Resources Manager 1 Land Use Manager Long Range Planning Manager Network Engineer 3 Park Development Manager Parking District Manager Performance Analyst 3 Procurement Manager Risk and Safety Manager Transportation Planning Manager Utilities Administration Manager	\$112,416	\$140,520	\$168,624	\$9,368	\$11,710	\$14,052
126	Non Union Exempt Building Official Civil Engineer 3 Environmental Services Manager System Administrator 3	\$118,032	\$147,540	\$177,048	\$9,836	\$12,295	\$14,754
127	Non Union Exempt Civil Engineer Supervisor Program and Policy Development Manager	\$123,924	\$154,920	\$185,904	\$10,327	\$12,910	\$15,492

128	Non Union Exempt Budget Manager Development Review Manager Human Resources Manager 2 Public Works Engineering Manager Recreation Services Manager	\$130,128	\$162,660	\$195,192	\$10,844	\$13,555	\$16,266
129	Non Union Exempt Capital Projects Manager GIS and Data Manager Information Technology Applications Manager Information Technology Infrastructure Manager Public Works Finance and Asset Division Manager Treasurer	\$136,644	\$170,796	\$204,948	\$11,387	\$14,233	\$17,079
130	Non Union Exempt Deputy City Prosecutor	\$143,472	\$179,340	\$215,196	\$11,956	\$14,945	\$17,933
131	Non Union Exempt Deputy Community Development Director Deputy Economic Development Director Deputy Finance Director Deputy Human Resources Director Public Works Division Manager	\$150,648	\$188,304	\$225,972	\$12,554	\$15,692	\$18,831
132	Non Union Exempt Assistant City Attorney 3 Deputy Information Technology Director Fire Marshal	\$158,172	\$197,712	\$237,252	\$13,181	\$16,476	\$19,771
133	Non Union Exempt Assistant Police Chief Deputy Fire Chief Deputy Public Works Director	\$166,080	\$207,600	\$249,120	\$13,840	\$17,300	\$20,760
134	Non Union Exempt Assistant City Manager Chief Financial Officer City Prosecutor Communications Director Community Development Director Deputy Police Chief Economic Development Director Engagement and Access Director General Services Director Human Resources Director Information Technology Director Parks, Recreation, and Cultural Services Director	\$158,532	\$217,980	\$277,440	\$13,211	\$18,165	\$23,120
135	Non Union Exempt Deputy City Attorney Public Works Director	\$166,452	\$228,876	\$291,312	\$13,871	\$19,073	\$24,276
136	Non Union Exempt Fire Chief Police Chief	\$174,780	\$240,324	\$305,868	\$14,565	\$20,027	\$25,489
137	City Attorney	\$183,516	\$252,348	\$321,156	\$15,293	\$21,029	\$26,763
138		\$192,696	\$264,960	\$337,224	\$16,058	\$22,080	\$28,102
139	Non Union Exempt Deputy City Manager	\$202,332	\$278,196	\$354,084	\$16,861	\$23,183	\$29,507

To: Mayor and City Council
From: City Manager
Date: September 14, 2026

Subject

Approval of the Claim Vouchers

Action Requested

Approve claim vouchers for September 14, 2026.

Attachments:

1. Attachment A - September 14, 2026 Claim Vouchers

Voucher Approval Summary - City of Vancouver

This sheet summarizes the voucher totals submitted for Council approval for the reporting period shown below.

We, the undersigned Council Members of the City of Vancouver, Clark County, Washington, hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of:

Total Amount Approved: \$ 27,287,376.41

On Council Meeting Date: Monday, September 14, 2026

Mayor _____

Council Member _____

Council Member _____

Auditing Officer Cyndi A. Turner

Reporting Period	Payment Categories	Payment Categories Total
August 17, 2026 - September 06, 2026	Accounts Payable Checks (See Attached)	\$ 21,912,260.19
August 17, 2026 - September 06, 2026	Hansen City Payments (See Attached)	644,022.96
August 17, 2026 - September 06, 2026	Visa Refunds (See Attached)	8,987.40
August 17, 2026 - September 06, 2026	Payroll Checks (See Attached)	4,722,105.86
	TOTAL	\$ 27,287,376.41

This information is structured for accessibility and screen navigation.

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Expense Payment	Check	32770	8/19/2026	37.25	Brandon Mckinney	Employee Reimbursement
Miscellaneous Payment	Check	32771	8/19/2026	644.80	Adobe Infrastructure LLC	CMI-392230 (jobsite: 1100 SE Park Crest Ave.)
Miscellaneous Payment	Check	32772	8/19/2026	2,592.20	Bergelectric Corp	MPE-367720 (jobsite: 210 E 13th St, Vancouver WA
Miscellaneous Payment	Check	32773	8/19/2026	17.50	Bobbie Hill	Duplicate payment 584CTX 8/8/26
Miscellaneous Payment	Check	32774	8/19/2026	88.74	Corey Moriyama	Refund parking permit no longer needed. COV14944
Miscellaneous Payment	Check	32775	8/19/2026	100.00	Fruit Valley Neighborhood Association	2026 Resource Conservation Challenge
Miscellaneous Payment	Check	32776	8/19/2026	91.00	Guardian Fire Protection, Inc.	Refund of duplicate payment to INV#77058750
Miscellaneous Payment	Check	32777	8/19/2026	35.00	Keir Morgan	Refund duplicate payment to citation 7207501079
Miscellaneous Payment	Check	32778	8/19/2026	9.63	Margaret Hunter	Refund overpayment of loan
Miscellaneous Payment	Check	32779	8/19/2026	31.22	Mark and Mylissa Conner	600 SCIP loan Refund - #6000293 overpay
Miscellaneous Payment	Check	32780	8/19/2026	100.00	North Image Neighborhood Association	2026 Resource Conservation Challenge
Miscellaneous Payment	Check	32781	8/19/2026	61.29	Rachel Espasandin	Refund parking permit no longer needed. COV15190
Miscellaneous Payment	Check	32782	8/19/2026	330.00	Shanna Arno	Refund permit #COV03228 issued in error
Miscellaneous Payment	Check	32783	8/19/2026	621.19	Tanya Francis	Lot 11 Permit Overpayment MAR-JUL
Miscellaneous Payment	Check	32784	8/19/2026	1,667.00	Valvoline LLC	Refund BL WA UBI: 604010947-001-0025
Miscellaneous Payment	Check	32785	8/19/2026	1,337.00	Valvoline LLC	Refund BL fees for WA UBI#604010947-001-0027
Miscellaneous Payment	Check	32786	8/19/2026	1,072.80	VERIZON WIRELESS	Refund INV#77061740, INV#77061741, INV#77061743 and INV#77061744
Ad Hoc Payment	Check	32787	8/19/2026	20.64	Ammerman,Mark	204 NE 148TH AVE ,VANCOUVER,WA,98684
Ad Hoc Payment	Check	32788	8/19/2026	119.02	Austen,Marjorie	4009 NE 151ST AVE ,VANCOUVER,WA,98682
Ad Hoc Payment	Check	32789	8/19/2026	287.76	Backman,Jeffrey or Julie	15304 NE 44TH ST ,VANCOUVER,WA,98682
Ad Hoc Payment	Check	32790	8/19/2026	331.79	Boukhbinder,Liya or Andre	9600 NE 163RD CT ,VANCOUVER,WA,98682
Ad Hoc Payment	Check	32791	8/19/2026	58.41	Colin Fitzgerald or Natalie Thomas	17005 NE 81ST ST ,VANCOUVER,WA,98682
Ad Hoc Payment	Check	32792	8/19/2026	65.59	Conn,Patricia	9205 NE 148TH AVE ,VANCOUVER,WA,98682
Ad Hoc Payment	Check	32793	8/19/2026	93.13	Copler,Warren	15701 SE 34TH CIR ,VANCOUVER,WA,98683
Ad Hoc Payment	Check	32794	8/19/2026	60.21	Criado,Alvaro or Roberta	16008 NE 26TH ST ,VANCOUVER,WA,98684
Ad Hoc Payment	Check	32795	8/19/2026	315.30	Dana Bentz or Geige Vandentop	708 MANZANITA WAY ,VANCOUVER,WA,98661
Ad Hoc Payment	Check	32796	8/19/2026	190.39	Eugenio,Anthony	8200 NE 153RD CT ,VANCOUVER,WA,98682

*Please contact Procurement Services if you would like to review the justification for EMERGENCY procurement.

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Ad Hoc Payment	Check	32797	8/19/2026	46.26	Fajer,Michelle	3413 O ST .VANCOUVER,WA,98663
Ad Hoc Payment	Check	32798	8/19/2026	94.00	Gavrishova,Svetlana	10205 NE 69TH ST .VANCOUVER,WA,98662
Ad Hoc Payment	Check	32799	8/19/2026	39.72	Gutierrez Sanchez,Luis	10501 NE 100TH ST .VANCOUVER,WA,98662
Ad Hoc Payment	Check	32800	8/19/2026	72.23	Heaton,Riley or Merci	7517 NE 154TH AVE .VANCOUVER,WA,98682
Ad Hoc Payment	Check	32801	8/19/2026	161.52	HP Washington I LLC	15714 SE 12TH ST .VANCOUVER,WA,98683
Ad Hoc Payment	Check	32802	8/19/2026	130.77	Irina or Elijah Shotropia	10300 NE 95TH AVE .VANCOUVER,WA,98662
Ad Hoc Payment	Check	32803	8/19/2026	114.49	James Dowden Revocable Living Trust	13210 SE 27TH ST .VANCOUVER,WA,98683
Ad Hoc Payment	Check	32804	8/19/2026	235.24	Jenna or Brant Kieswether	2920 NE CHERRY RD .VANCOUVER,WA,98663
Ad Hoc Payment	Check	32805	8/19/2026	124.51	Kenneth and Tamara Williams Revocable Trust	9106 NE 106TH ST .VANCOUVER,WA,98662
Ad Hoc Payment	Check	32806	8/19/2026	32.70	Key Property Services Inc	4012 NE 157TH CT .VANCOUVER,WA,98682
Ad Hoc Payment	Check	32807	8/19/2026	246.53	Linda Meadows or Roger Londberg	1222 NE CEDAR RIDGE LOOP .VANCOUVER,WA,98664
Ad Hoc Payment	Check	32808	8/19/2026	127.71	Loi Truong or Victoria Culley	708 NE 152ND AVE .VANCOUVER,WA,98684
Ad Hoc Payment	Check	32809	8/19/2026	106.87	Matthew or Mary Sommers	18103 SE 39TH ST .VANCOUVER,WA,98683
Ad Hoc Payment	Check	32810	8/19/2026	104.59	Mayes,Leasa A	4333 SE 177TH LN .VANCOUVER,WA,98683
Ad Hoc Payment	Check	32811	8/19/2026	189.00	Mcbrien,Natalie	15802 SE 27TH CIR .VANCOUVER,WA,98683
Ad Hoc Payment	Check	32812	8/19/2026	268.40	Moore,Marianne J	125 FARVIEW DR .VANCOUVER,WA,98661
Ad Hoc Payment	Check	32813	8/19/2026	7.14	Mulkey,Kathleen	16013 NE 26TH ST .VANCOUVER,WA,98684
Ad Hoc Payment	Check	32814	8/19/2026	93.02	Myers,Raymond	14108 NE 81ST CIR .VANCOUVER,WA,98682
Ad Hoc Payment	Check	32815	8/19/2026	40.48	Nace,Donald or Sheryl	9313 NE 82ND CIR .VANCOUVER,WA,98662
Ad Hoc Payment	Check	32816	8/19/2026	61.91	OD Labs Property	6103 NE 34TH ST .VANCOUVER,WA,98661
Ad Hoc Payment	Check	32817	8/19/2026	63.68	Opendoor Property Trust I	14706 SE 29TH ST .VANCOUVER,WA,98683
Ad Hoc Payment	Check	32818	8/19/2026	183.29	Paggett,Mary	10021 NE 121ST CT .VANCOUVER,WA,98682
Ad Hoc Payment	Check	32819	8/19/2026	322.90	Pool,Kellie Lynn	4409 NE 12TH AVE .VANCOUVER,WA,98663
Ad Hoc Payment	Check	32820	8/19/2026	217.74	Propel Properties	5902 NE 48TH ST .VANCOUVER,WA,98661
Ad Hoc Payment	Check	32821	8/19/2026	66.85	Ramiro or Charline Rodriguez	5611 NE 38TH ST .VANCOUVER,WA,98661
Ad Hoc Payment	Check	32822	8/19/2026	626.19	Ripley,Gary or Barbara	10015 NE 93RD AVE .VANCOUVER,WA,98662
Ad Hoc Payment	Check	32823	8/19/2026	16.26	Sampson,Amanda or Nicholas	4116 NE 50TH CIR .VANCOUVER,WA,98661
Ad Hoc Payment	Check	32824	8/19/2026	202.86	Schendel,Christopher	2911 SE 170TH AVE .VANCOUVER,WA,98683
Ad Hoc Payment	Check	32825	8/19/2026	290.49	The Bertucci Family Trust	201 NW 46TH ST .VANCOUVER,WA,98663

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Ad Hoc Payment	Check	32826	8/19/2026	166.27	The Estate of Christopher Prescott	5805 MONTANA LN .VANCOUVER,WA,98661
Ad Hoc Payment	Check	32827	8/19/2026	37.96	The Estate of Jacob S Hillman	715 DAYTON AVE .VANCOUVER,WA,98664
Ad Hoc Payment	Check	32828	8/19/2026	369.69	Van 5902 NE 48th LLC	5902 NE 48TH ST .VANCOUVER,WA,98661
Ad Hoc Payment	Check	32829	8/19/2026	90.22	Webster,Alan	2615 K ST .VANCOUVER,WA,98663
Ad Hoc Payment	Check	32830	8/19/2026	191.70	Williamson,Margaret	504 W 16TH ST .VANCOUVER,WA,98660
Ad Hoc Payment	Check	32831	8/19/2026	30.42	Zhogan,Artur	601 MT SHASTA DR .VANCOUVER,WA,98664
Ad Hoc Payment	Check	32832	8/19/2026	43.22	Zimmerman,Shanna J	7204 NE 124TH AVE .VANCOUVER,WA,98682
Supplier Payment	Check	32833	8/19/2026	26,646.32	Ace Parking Management Inc	
Supplier Payment	Check	32834	8/19/2026	3,781.01	Allegis Group Holdings Inc - Remit-To: TekSystems Inc - Atlanta	
Supplier Payment	Check	32835	8/19/2026	2,358.71	Arborscape Ltd Inc	
Supplier Payment	Check	32836	8/19/2026	1,485.00	Blue Tiger Leadership, LLC	
Supplier Payment	Check	32837	8/19/2026	3,996.16	Buell Recreation LLC	
Supplier Payment	Check	32838	8/19/2026	146,652.01	Carahsoft Technology	
Supplier Payment	Check	32839	8/19/2026	36,023.64	Century West Engineering Corp	
Supplier Payment	Check	32840	8/19/2026	8,242.06	CFM Strategic Communications, Inc.	
Supplier Payment	Check	32841	8/19/2026	3,864.00	City Bark & Recycling LLC	
Supplier Payment	Check	32842	8/19/2026	208.00	City of Vancouver - Remit-To: COV Main	
Supplier Payment	Check	32843	8/19/2026	60.00	Clark County Genealogical Society	
Supplier Payment	Check	32844	8/19/2026	2,500.00	Clark County Historical Society	
Supplier Payment	Check	32845	8/19/2026	533,719.57	Clark County Public Utility District No. 1	
Supplier Payment	Check	32846	8/19/2026	919,920.62	Clark County - Remit-To: Clark County - Treasurer Vancouver	
Supplier Payment	Check	32847	8/19/2026	68.34	Clifford & Martin, Inc	
Supplier Payment	Check	32848	8/19/2026	548.32	Closer Look Investigations, LLC	
Supplier Payment	Check	32849	8/19/2026	7,208.33	Columbia Resource Company	
Supplier Payment	Check	32850	8/19/2026	118.63	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	32851	8/19/2026	2,356.04	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	32852	8/19/2026	20,000.00	Concord Adult Care Home, LLC	
Supplier Payment	Check	32853	8/19/2026	2,178.00	Copper Mechanical LLC	
Supplier Payment	Check	32854	8/19/2026	15,905.47	Datec Inc	
Supplier Payment	Check	32855	8/19/2026	13,500.00	DHM LLC	
Supplier Payment	Check	32856	8/19/2026	300.00	ERF Company Inc	

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Check	32857	8/19/2026	8,627.55	Esix Sportswear	
Supplier Payment	Check	32858	8/19/2026	87.88	Genuine Parts Company - Remit-To: NAPA - Vancouver	
Supplier Payment	Check	32859	8/19/2026	7,623.00	Global Payments Inc	
Supplier Payment	Check	32860	8/19/2026	260,542.78	Grade Werks Excavating LLC	
Supplier Payment	Check	32861	8/19/2026	75,764.71	Halme Excavating Inc	
Supplier Payment	Check	32862	8/19/2026	729.05	Harold LeMay Enterprises	
Supplier Payment	Check	32863	8/19/2026	1,635.57	HDJ Design Group	
Supplier Payment	Check	32864	8/19/2026	13,175.46	Herrera Environmental Consultants Inc	
Supplier Payment	Check	32865	8/19/2026	12,811.66	HMI Oregon	
Supplier Payment	Check	32866	8/19/2026	14,053.50	Houston Engineering Inc	
Supplier Payment	Check	32867	8/19/2026	1,739.68	Infor Public Sector, Inc - Remit-To: InforPublic Sector, Inc	
Supplier Payment	Check	32868	8/19/2026	5,875.00	Jane Tesner Kleiner	
Supplier Payment	Check	32869	8/19/2026	89,142.98	Kar-Gor Inc	
Supplier Payment	Check	32870	8/19/2026	25,000.00	Ke Kukui Foundation	
Supplier Payment	Check	32871	8/19/2026	415.28	King County Directors Association Purchasing Department	
Supplier Payment	Check	32872	8/19/2026	39,055.42	LSW Architects PC	
Supplier Payment	Check	32873	8/19/2026	3,530.00	Marten Law LLP	
Supplier Payment	Check	32874	8/19/2026	800.00	Nagra & Atwal Corporation	
Supplier Payment	Check	32875	8/19/2026	1,017.00	Naomi Blue Nieves Driver	
Supplier Payment	Check	32876	8/19/2026	5,491.94	National Park Service - Remit-To: National Park Service - Pearson Lease	
Supplier Payment	Check	32877	8/19/2026	1,218.98	National Safety Inc	
Supplier Payment	Check	32878	8/19/2026	2,000.00	Neil Cane	
Supplier Payment	Check	32879	8/19/2026	350.00	Oregon Museum of Science and Industry	
Supplier Payment	Check	32880	8/19/2026	32,404.19	Parametrix, Inc	
Supplier Payment	Check	32881	8/19/2026	174.24	Performance Systems Integration, LLC - Remit-To: Performance Systems Integration, LLC	
Supplier Payment	Check	32882	8/19/2026	2,174.63	PivIT Global Inc - Remit-To: PivIT Global Inc - Oregon	
Supplier Payment	Check	32883	8/19/2026	22,500.00	Police Training Solutions LLC	
Supplier Payment	Check	32884	8/19/2026	4,106.00	Portland Adventist Medical Center	
Supplier Payment	Check	32885	8/19/2026	6,230.72	Qwest Corporation - Remit- To: Qwest Corp- Seattle	
Supplier Payment	Check	32886	8/19/2026	6,386.01	River City Environmental	
Supplier Payment	Check	32887	8/19/2026	13,024.93	S&B Inc	
Supplier Payment	Check	32888	8/19/2026	2,945.00	SCHWABE WILLIAMSON & WYATT, P.C.	
Supplier Payment	Check	32889	8/19/2026	159,710.56	Selectron Technologies, Inc	
Supplier Payment	Check	32890	8/19/2026	13,136.66	Shrums Pest Control	

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Check	32891	8/19/2026	618.53	Software House International SHI - Remit-To: SHI - Dallas	
Supplier Payment	Check	32892	8/19/2026	79,156.50	Southwest Washington Humane Society	
Supplier Payment	Check	32893	8/19/2026	25,692.21	State of Washington Department of Transportation - Remit-To: WADOT - PO Box 47339	
Supplier Payment	Check	32894	8/19/2026	32,896.07	Sunbelt Controls Inc - Remit-To: Sunbelt Controls - Pasadena	
Supplier Payment	Check	32895	8/19/2026	4,152.50	Tiberius Solutions	
Supplier Payment	Check	32896	8/19/2026	4,720.97	Towing and Recovery Services, Inc.	
Supplier Payment	Check	32897	8/19/2026	1,760.09	Trilogy MedWaste West, LLC	
Supplier Payment	Check	32898	8/19/2026	3,068.25	Triple J Enterprises, Inc.	
Supplier Payment	Check	32899	8/19/2026	219.18	United States Department of Agriculture - Remit-To: USDA APHIS - St Louis	
Supplier Payment	Check	32900	8/19/2026	600.00	Veritext LLC - Remit-To: Veritext LLC	
Supplier Payment	Check	32901	8/19/2026	104.99	Vestis Group, Inc - Remit-To: Vestis - Pasadena	
Supplier Payment	Check	32902	8/19/2026	3,056.63	Walter E Nelson Company	
Supplier Payment	Check	32903	8/19/2026	14,732.80	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	
Supplier Payment	Check	32904	8/19/2026	36,600.41	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	
Supplier Payment	Check	32905	8/19/2026	5,491.50	West Coast Code Consultants, Inc.	
Supplier Payment	Check	32906	8/25/2026	4,790.75	Aflac	
Supplier Payment	Check	32907	8/25/2026	6,251.10	AFSCME Local #307	
Supplier Payment	Check	32908	8/25/2026	575.00	California State Disbursement Unit	
Supplier Payment	Check	32909	8/25/2026	2,533.50	Chapter 13 - Trustee	
Supplier Payment	Check	32910	8/25/2026	491.00	Hawaii SDU	
Supplier Payment	Check	32911	8/25/2026	886.62	IAM Local #1374	
Supplier Payment	Check	32912	8/25/2026	9,189.27	Life Insurance Company of North America	
Supplier Payment	Check	32913	8/25/2026	1,130.00	MFS Service Center Inc	
Supplier Payment	Check	32914	8/25/2026	150.00	OPEIU Local #11	
Supplier Payment	Check	32915	8/25/2026	7,127.72	OPEIU Local #11	
Supplier Payment	Check	32916	8/25/2026	974.00	Teamsters Local #58	
Supplier Payment	Check	32917	8/25/2026	367.50	UA Local #290	
Supplier Payment	Check	32918	8/25/2026	2,506.50	Western Conference of Teamsters	
Supplier Payment	Check	32919	8/25/2026	1,968.77	Western Metal Industry Pension Fund	
Supplier Payment	Check	32920	8/26/2026	145.50	Allegiance Benefit Plan Management Inc (COBRA)	

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Check	32921	8/26/2026	30,091.26	Allegis Group Holdings Inc - Remit-To: TekSystems Inc - Atlanta	
Supplier Payment	Check	32922	8/26/2026	7,416.68	Arborscape Ltd Inc	
Supplier Payment	Check	32923	8/26/2026	14,650.00	Barran Liebman LLP	
Supplier Payment	Check	32924	8/26/2026	4,476.00	BSK Associates - Remit-To: Supplier BSK Associates	
Supplier Payment	Check	32925	8/26/2026	200.00	CDS Airbrushing & Coaching LLC	
Supplier Payment	Check	32926	8/26/2026	3,097.63	Cellco Partnership - Remit-To: Cellco - Dallas	
Supplier Payment	Check	32927	8/26/2026	653.34	Chicago Title Company of WA	
Supplier Payment	Check	32928	8/26/2026	247,614.48	Clark County - Remit-To: Clark County - Treasurer Vancouver	
Supplier Payment	Check	32929	8/26/2026	198,871.58	Clary Longview LLC	
Supplier Payment	Check	32930	8/26/2026	403.47	Closer Look Investigations, LLC	
Supplier Payment	Check	32931	8/26/2026	14,760.00	Contech Engineered Solutions LLC	
Supplier Payment	Check	32932	8/26/2026	7,271.59	Core and Main LP - Remit-To: Core and Main LP	
Supplier Payment	Check	32933	8/26/2026	3,766.66	Davidson Benefits Planning	
Supplier Payment	Check	32934	8/26/2026	33,750.00	Evergreen Habitat for Humanity	
Supplier Payment	Check	32935	8/26/2026	493.86	Evergreen School District 114	
Supplier Payment	Check	32936	8/26/2026	11,947.99	Greystone Partners, Inc	
Supplier Payment	Check	32937	8/26/2026	300.00	Hannah Hardcastle	
Supplier Payment	Check	32938	8/26/2026	96,476.26	Infor Public Sector, Inc - Remit-To: InforPublic Sector, Inc	
Supplier Payment	Check	32939	8/26/2026	1,470.15	Jamestown Networks	
Supplier Payment	Check	32940	8/26/2026	683.89	JRT Mechanical Inc - Remit-To: JRT Mechanical Inc	
Supplier Payment	Check	32941	8/26/2026	5,076.00	L&S Contracting LLC	
Supplier Payment	Check	32942	8/26/2026	35,235.88	Life Insurance Company of North America	
Supplier Payment	Check	32943	8/26/2026	25,314.35	Locution Sytems Inc	
Supplier Payment	Check	32944	8/26/2026	5,800.00	Longview C.I. Investments	
Supplier Payment	Check	32945	8/26/2026	28,105.20	Lower Columbia Estuary Partnership	
Supplier Payment	Check	32946	8/26/2026	45,535.18	Motorola Solutions Inc	
Supplier Payment	Check	32947	8/26/2026	4,020.00	Neil Cane	
Supplier Payment	Check	32948	8/26/2026	436.32	Northwest Natural Gas Company - Remit-To: NW Natural - Portland	
Supplier Payment	Check	32949	8/26/2026	4,720.00	Portland Adventist Medical Center	
Supplier Payment	Check	32950	8/26/2026	755.77	ReSource Maintenance & Flooring, Inc	
Supplier Payment	Check	32951	8/26/2026	8,925.00	Salmon Creek Koelsch Operations LLC	
Supplier Payment	Check	32952	8/26/2026	3,745.41	SEA-WESTERN, INC.	

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INVOICE PAYMENTS REPORT

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Supplier Payment	Check	32953	8/26/2026	4,231.91	Software House International SHI - Remit-To: SHI - Dallas	
Supplier Payment	Check	32954	8/26/2026	5,092.00	Stantec Consulting Services Inc - Remit-To: Stantec - Chicago	
Supplier Payment	Check	32955	8/26/2026	56,883.52	State of Washington Department of Employment Security - Remit-To: ESD ACCOUNT MANAGEMENT CENTER	
Supplier Payment	Check	32956	8/26/2026	42.00	State of Washington Department of Licensing - Remit-To: DOL - Seattle Remit	
Supplier Payment	Check	32957	8/26/2026	9,234.50	Summit Law Group	
Supplier Payment	Check	32958	8/26/2026	953.12	Sunbelt Controls Inc - Remit-To: Sunbelt Controls - Pasadena	
Supplier Payment	Check	32959	8/26/2026	4,203.65	The Blessed Bite LLC	
Supplier Payment	Check	32960	8/26/2026	165.00	T-Mobile	
Supplier Payment	Check	32961	8/26/2026	1,632.50	Up For Grabs, Inc.	
Supplier Payment	Check	32962	8/26/2026	104.99	Vestis Group, Inc - Remit-To: Vestis - Pasadena	
Supplier Payment	Check	32963	8/26/2026	15,320.76	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	
Supplier Payment	Check	32964	8/26/2026	6,207.50	WELL Cogir Tenant III LLC	
Supplier Payment	Check	32965	8/26/2026	1,802.14	Western Systems Inc	
Supplier Payment	Check	32966	8/26/2026	2,347.78	Zayo Group Holding Inc - Remit-To: Zayo Group Holding Inc	
Cash Advance Payment	Check	32967	8/26/2026	49.50	Matryal Beane	
Ad Hoc Payment	Check	32968	8/26/2026	91.37	Barrow,Launie or Anson	4331 SE 179TH CT VANCOUVER,WA,98683
Ad Hoc Payment	Check	32969	8/26/2026	569.88	Belikov,Ksenia or Eric	3611 NE MINNEHAHA ST VANCOUVER,WA,98661
Ad Hoc Payment	Check	32970	8/26/2026	129.00	Benjamin Sumser or Kelli Hanks	13012 NE 43RD ST VANCOUVER,WA,98682
Ad Hoc Payment	Check	32971	8/26/2026	178.36	Bjorklund,Kent	804 NE 117TH AVE VANCOUVER,WA,98684
Ad Hoc Payment	Check	32972	8/26/2026	126.54	Carparelli,Maria	1011 NE 84TH AVE VANCOUVER,WA,98664
Ad Hoc Payment	Check	32973	8/26/2026	175.00	Davidson,Jonathan or Tiffany	3819 SE 189TH AVE VANCOUVER,WA,98683
Ad Hoc Payment	Check	32974	8/26/2026	14.81	Downey,Darlene	14612 SE 20TH ST VANCOUVER,WA,98683
Ad Hoc Payment	Check	32975	8/26/2026	40.00	Estate of Richard Coleman	9709 NE 82ND AVE VANCOUVER WA 98662 - Utility Refunds: 0078033600-05
Ad Hoc Payment	Check	32976	8/26/2026	7.10	Heuck,Anthony or Amber	9011 NE 136TH AVE VANCOUVER,WA,98682
Ad Hoc Payment	Check	32977	8/26/2026	83.16	Ingle,William or Amanda	2119 E 8TH ST VANCOUVER,WA,98661
Ad Hoc Payment	Check	32978	8/26/2026	277.86	June Ann Yamrick	6109 NE 57TH AVE VANCOUVER,WA,98661

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Ad Hoc Payment	Check	32979	8/26/2026	45.28	Meditz, John	2210 E 25TH ST .VANCOUVER, WA, 98661
Ad Hoc Payment	Check	32980	8/26/2026	92.00	Peluso, Antonietta	2012 E 33RD ST .VANCOUVER, WA, 98663
Ad Hoc Payment	Check	32981	8/26/2026	173.30	Pratt, James	107 NE 88TH AVE .VANCOUVER, WA, 98664
Ad Hoc Payment	Check	32982	8/26/2026	232.94	Precious Anne Lok Sum Lee Yuen or Man Kit Yuen	18910 SE 41ST DR .VANCOUVER, WA, 98683
Ad Hoc Payment	Check	32983	8/26/2026	46.98	Reid, Jacquelyn or Kodie	4120 NE 64TH AVE VANCOUVER WA 98661- Utility Refunds: 0048052654-06
Ad Hoc Payment	Check	32984	8/26/2026	72.44	Sabo, Mark	5506 NE 43RD WAY .VANCOUVER, WA, 98661
Ad Hoc Payment	Check	32985	8/26/2026	329.00	Schoenman, Jana R or Ian M	12504 NE 5TH ST .VANCOUVER, WA, 98684
Ad Hoc Payment	Check	32986	8/26/2026	187.99	Smith, Brena O	302 PHOENIX WAY .VANCOUVER, WA, 98661
Ad Hoc Payment	Check	32987	8/26/2026	100.00	Vannostern, Donald	2323 GENERAL ANDERSON .VANCOUVER, WA, 98660
Miscellaneous Payment	Check	32988	8/26/2026	51.33	Charles Evers or Betsey Evers	Refund for overpayment of citation #7206402937
Miscellaneous Payment	Check	32989	8/26/2026	14.52	Chloe Nguyen	Refund parking permit no longer needed. COVE00645
Miscellaneous Payment	Check	32990	8/26/2026	459.00	Commerical Real Estate NW	Refund overpayment of Business License Fees
Miscellaneous Payment	Check	32991	8/26/2026	242.00	C Thompson Construction	LUP-86207 (jobsite: 15505 SE Rivershore Dr.)
Miscellaneous Payment	Check	32992	8/26/2026	500.00	Darcy Schuster	Damage deposit refund
Miscellaneous Payment	Check	32993	8/26/2026	700.00	Dolores Hernandez	Damage Deposit Refund
Miscellaneous Payment	Check	32994	8/26/2026	181.82	Gloria Yamoah	Credit Refund
Miscellaneous Payment	Check	32995	8/26/2026	45.00	Julie Martino	Activity Refund
Miscellaneous Payment	Check	32996	8/26/2026	120.00	Lewis and Clark Woods Neighborhood Association - Maureen Hursh Treasurer	2026 RecycleU Grant
Miscellaneous Payment	Check	32997	8/26/2026	10.00	Lori Vance	Application Cancelled
Miscellaneous Payment	Check	32998	8/26/2026	8.00	Parkview at Vancouver Center Condominium Assn.	Refund duplicate payment
Miscellaneous Payment	Check	32999	8/26/2026	7,552.37	Prairie Homes LLC	Refund of SDC fees for 62nd Ave Cottages Lot 4- 26Aug
Miscellaneous Payment	Check	33000	8/26/2026	420.00	Special Olympics of Washington	Cancelled Rental Dates
Expense Payment	Check	33001	9/2/2026	70.85	Charles Masi	
Ad Hoc Payment	Check	33002	9/2/2026	400.00	Abdollahi, Farzad	4402 NW LAVINA ST .VANCOUVER, WA, 98660
Ad Hoc Payment	Check	33003	9/2/2026	1,960.02	AG Residential JV LLC	8778 NE 54TH ST .VANCOUVER, WA, 98662 - Utility Refunds: 0500003945-02
Ad Hoc Payment	Check	33004	9/2/2026	74.98	Alderson, Frances	7905 NE 125TH AVE .VANCOUVER, WA, 98682
Ad Hoc Payment	Check	33005	9/2/2026	208.78	Alina Cracium or Paul Pineda	12219 NE 104TH ST .VANCOUVER, WA, 98682

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Ad Hoc Payment	Check	33006	9/2/2026	93.93	Bethke, Richard	15212 NE 31ST ST .VANCOUVER, WA, 98682
Ad Hoc Payment	Check	33007	9/2/2026	190.45	Bollinger, Stacey	2323 GENERAL ANDERSON .VANCOUVER, WA, 98660
Ad Hoc Payment	Check	33008	9/2/2026	12.74	Brakebush, John or Theresa	4706 NE 132ND PL .VANCOUVER, WA, 98682
Ad Hoc Payment	Check	33009	9/2/2026	234.72	C + S Chang Family Trust	1200 MT WHITNEY AVE .VANCOUVER, WA, 98664
Ad Hoc Payment	Check	33010	9/2/2026	139.42	Carpenter, Hollie	3814 NE 57TH ST .VANCOUVER, WA, 98661
Ad Hoc Payment	Check	33011	9/2/2026	170.75	Dan Mo or Qun Fang Chu	105 NE 94TH AVE .VANCOUVER, WA, 98664
Ad Hoc Payment	Check	33012	9/2/2026	2,629.64	Delta Management Co	5102 NE 121ST AVE .VANCOUVER, WA, 98682
Ad Hoc Payment	Check	33013	9/2/2026	26.52	Fisher, Clarence W	8814 NE 95TH ST .VANCOUVER, WA, 98662
Ad Hoc Payment	Check	33014	9/2/2026	121.07	Flores, Rose L	5911 NE 54TH ST .VANCOUVER, WA, 98661
Ad Hoc Payment	Check	33015	9/2/2026	264.42	Gulani, Donna	3004 NE 141ST AVE .VANCOUVER, WA, 98682
Ad Hoc Payment	Check	33016	9/2/2026	132.90	Haynes, Anna or Richard	15518 NE 88TH ST .VANCOUVER, WA, 98682
Ad Hoc Payment	Check	33017	9/2/2026	43.34	Hill, Donna or Michael	1200 SE 182ND AVE .VANCOUVER, WA, 98683
Ad Hoc Payment	Check	33018	9/2/2026	26.71	Jaeren Anthony Davis or Victor W Boomer-Jenks	3601 V ST .VANCOUVER, WA, 98663
Ad Hoc Payment	Check	33019	9/2/2026	31.21	Jones, Casey	13719 SE 28TH CIR .VANCOUVER, WA, 98683
Ad Hoc Payment	Check	33020	9/2/2026	522.52	Kinney, Angela or Daynon	9417 NE 133RD AVE .VANCOUVER, WA, 98682
Ad Hoc Payment	Check	33021	9/2/2026	290.33	Kocsis, Romulus or Elena	810 NE 167TH AVE .VANCOUVER, WA, 98684
Ad Hoc Payment	Check	33022	9/2/2026	46.95	Lopez, Suzanne	11325 NE 17TH ST .VANCOUVER, WA, 98684
Ad Hoc Payment	Check	33023	9/2/2026	54.24	Ludahl, Kayla	10503 NE 88TH ST .VANCOUVER, WA, 98662
Ad Hoc Payment	Check	33024	9/2/2026	62.76	Melissa Ramirez or Anna Chaffin	9008 NE 54TH ST .VANCOUVER, WA, 98662
Ad Hoc Payment	Check	33025	9/2/2026	95.46	O'neil, Andrew or Margaret	2503 SE BLAIRMONT DR .VANCOUVER, WA, 98683
Ad Hoc Payment	Check	33026	9/2/2026	160.99	Oberhofer, Cindi or Ralph	8913 NE 13TH ST .VANCOUVER, WA, 98664
Ad Hoc Payment	Check	33027	9/2/2026	221.98	Rebecca Mattucks or Eric Simmons	12115 NE 40TH CIR .VANCOUVER, WA, 98682
Ad Hoc Payment	Check	33028	9/2/2026	59.39	Ross, Erin M	3713 SE 182ND AVE .VANCOUVER, WA, 98683
Ad Hoc Payment	Check	33029	9/2/2026	181.51	Smith, Raymond K	2323 GENERAL ANDERSON .VANCOUVER, WA, 98660
Ad Hoc Payment	Check	33030	9/2/2026	234.50	Stan Firestone Rental	2323 GENERAL ANDERSON .VANCOUVER, WA, 98660
Ad Hoc Payment	Check	33031	9/2/2026	251.59	Stanisel Capital LLC	4201 NE MORROW RD .VANCOUVER, WA, 98682
Ad Hoc Payment	Check	33032	9/2/2026	164.74	Tallmadge, Michelle or Richard	12515 NE 109TH ST .VANCOUVER, WA, 98682
Ad Hoc Payment	Check	33033	9/2/2026	45.58	The Prothero Revocable Living Trust	12605 NE 107TH WAY .VANCOUVER, WA, 98682

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Ad Hoc Payment	Check	33034	9/2/2026	297.54	The Robert and Carolyn Townsend Revocable Trust	14409 NE PONDEROSA PINE AVE .VANCOUVER,WA,98684
Ad Hoc Payment	Check	33035	9/2/2026	156.72	Twining,David Alan	2117 NE 151ST CT .VANCOUVER,WA,98684
Ad Hoc Payment	Check	33036	9/2/2026	72.58	Twining,David Alan	2117 NE 151ST CT .VANCOUVER,WA,98684
Ad Hoc Payment	Check	33037	9/2/2026	92.77	UCS Corp	11505 NE 71ST ST .VANCOUVER,WA,98662
Ad Hoc Payment	Check	33038	9/2/2026	101.17	UCS Corp	11509 NE 71ST ST .VANCOUVER,WA,98662
Ad Hoc Payment	Check	33039	9/2/2026	105.37	UCS Corp	11513 NE 71ST ST .VANCOUVER,WA,98662
Ad Hoc Payment	Check	33040	9/2/2026	71.77	UCS Corp	11517 NE 71ST ST .VANCOUVER,WA,98662
Ad Hoc Payment	Check	33041	9/2/2026	680.82	Van Nostern,Donald	2323 GENERAL ANDERSON .VANCOUVER,WA,98660
Ad Hoc Payment	Check	33042	9/2/2026	172.81	Webster,Kellee Jo	11728 NE 22ND WAY .VANCOUVER,WA,98684
Ad Hoc Payment	Check	33043	9/2/2026	85.91	Williams,Jodi	6507 NW LUPIN ST .VANCOUVER,WA,98663
Ad Hoc Payment	Check	33044	9/2/2026	94.66	William S Henry or Ashlyn J Salzman	711 W 24TH ST .VANCOUVER,WA,98660
Ad Hoc Payment	Check	33045	9/2/2026	213.40	Zala Ochoa-Dragos or Ricardo Ochoa	3220 SE 175TH CT .VANCOUVER,WA,98683
Miscellaneous Payment	Check	33046	9/2/2026	263.32	DSHS Office of Financial Recovery	OFR Invoice #0001685614-IN
Miscellaneous Payment	Check	33047	9/2/2026	57.43	Rise and Thrive	Refund BL Fees - moved out of city limits
Miscellaneous Payment	Check	33048	9/2/2026	58,286.41	Robert S. Tabor	Claim Payment - DOI: 07/02/2026 - RISK
Miscellaneous Payment	Check	33049	9/2/2026	514.00	ROYAL DUCK INFLATABLES INC	Refund carnival bond deposit
Miscellaneous Payment	Check	33050	9/2/2026	34.24	Soo Anderson	Refund parking permit COV14750 - no longer needed.
Miscellaneous Payment	Check	33051	9/2/2026	34.24	Soo Anderson	Refund parking permit #COV14751 - no longer needed.
Miscellaneous Payment	Check	33052	9/2/2026	304.00	Southland Industries	CMI-391875 (jobsite: 360 W Columbia Way)
Miscellaneous Payment	Check	33053	9/2/2026	726.54	Stephanie Mason	RES-386011 (jobsite: 14925 SE Stevenson Dr.)
Miscellaneous Payment	Check	33054	9/2/2026	912.00	Vancouver Real Estate II LLC	LUP-86093 (Parcel 986069268)
Supplier Payment	Check	33055	9/2/2026	144.16	American Sani-Can	
Supplier Payment	Check	33056	9/2/2026	1,582.40	Anderson Glass Co	
Supplier Payment	Check	33057	9/2/2026	9,850.98	AT & T Mobility National Accounts LLC - Remit-To: AT & T Mobility	
Supplier Payment	Check	33058	9/2/2026	14,430.00	Baynard Cooke Law PLLC	
Supplier Payment	Check	33059	9/2/2026	4,657.81	Carahsoft Technology	
Supplier Payment	Check	33060	9/2/2026	5,308.00	Cascade Inn	
Supplier Payment	Check	33061	9/2/2026	513.95	Christian Brothers Towing and Recovery	
Supplier Payment	Check	33062	9/2/2026	3,267.00	Clark County Gun Club	

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Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Check	33063	9/2/2026	460.00	Clark County - Remit-To: Clark County Public Health	
Supplier Payment	Check	33064	9/2/2026	276,062.51	Clark County - Remit-To: Clark County - Treasurer Vancouver	
Supplier Payment	Check	33065	9/2/2026	450.00	Clark County Title Company - Remit-To: Clark County - Reconveyance Fees	
Supplier Payment	Check	33066	9/2/2026	231,149.67	Clary Longview LLC	
Supplier Payment	Check	33067	9/2/2026	682.80	Closer Look Investigations, LLC	
Supplier Payment	Check	33068	9/2/2026	2,080.00	Contech Engineered Solutions LLC	
Supplier Payment	Check	33069	9/2/2026	216.71	Deep Roots Pest and Wildlife Innovations LLC	
Supplier Payment	Check	33070	9/2/2026	1,269.62	Designs of All Kinds Inc	
Supplier Payment	Check	33071	9/2/2026	55,212.30	Ennis-Flint, Inc. - Remit-To: Ennis-Flint, Inc.	
Supplier Payment	Check	33072	9/2/2026	57.12	Experian Marketing Solutions - Remit-To: Experian - Los Angeles	
Supplier Payment	Check	33073	9/2/2026	518.76	First-Citizens Bank & Trust Company	
Supplier Payment	Check	33074	9/2/2026	1,255.56	Greystone Partners, Inc	
Supplier Payment	Check	33075	9/2/2026	43,375.51	Harper Houf Peterson Righellis Inc	
Supplier Payment	Check	33076	9/2/2026	56,900.25	H D Fowler Company Inc	
Supplier Payment	Check	33077	9/2/2026	10,428.69	Hispanic Metropolitan Chamber	
Supplier Payment	Check	33078	9/2/2026	1,064.80	Industrial Scientific Corporation - Remit-To: Industrial Scientific Corp - Pittsburgh	
Supplier Payment	Check	33079	9/2/2026	3,595.00	Inslee, best, Doezie & Ryder PS	
Supplier Payment	Check	33080	9/2/2026	495.83	J-2 Blueprint Supply Co.	
Supplier Payment	Check	33081	9/2/2026	2,755.84	Kittelson & Associates Inc	
Supplier Payment	Check	33082	9/2/2026	13,696.83	L.N. Curtis & Sons	
Supplier Payment	Check	33083	9/2/2026	1,436.84	Lakeside Industries Inc - Remit-To: Lakeside - LB Seattle	
Supplier Payment	Check	33084	9/2/2026	2,156.61	Langley's Ace Inc	
Supplier Payment	Check	33085	9/2/2026	15,025.00	Maggie Smith Evansen, P.S.	
Supplier Payment	Check	33086	9/2/2026	35,917.75	Mather and Sons Pump Service Inc	
Supplier Payment	Check	33087	9/2/2026	114,356.00	Motorola Solutions Inc	
Supplier Payment	Check	33088	9/2/2026	22.00	Northwest Natural Gas Company - Remit-To: NW Natural - Portland	
Supplier Payment	Check	33089	9/2/2026	10,000.00	Outini Collective LLC	
Supplier Payment	Check	33090	9/2/2026	60,170.88	Parametrix, Inc	
Supplier Payment	Check	33091	9/2/2026	5,000.00	Parks & Recreation Foundation of Vancouver & Clark County	
Supplier Payment	Check	33092	9/2/2026	68.06	PDH Creative	

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Check	33093	9/2/2026	14.68	Qwest Corporation - Remit-To: CenturyLink - Phoenix	
Supplier Payment	Check	33094	9/2/2026	2,674.75	Qwest Corporation - Remit-To: Qwest Corp- Seattle	
Supplier Payment	Check	33095	9/2/2026	8,925.00	Salmon Creek Koelsch Operations LLC	
Supplier Payment	Check	33096	9/2/2026	19,052.06	Salsman Construction LLC	
Supplier Payment	Check	33097	9/2/2026	5,293.27	San Diego Police Equipment Co Inc	
Supplier Payment	Check	33098	9/2/2026	26,354.74	Scott Edwards Architecture LLP	
Supplier Payment	Check	33099	9/2/2026	15,000.00	Sean Denniston	
Supplier Payment	Check	33100	9/2/2026	639.45	Seaton Court Reporting, Inc.	
Supplier Payment	Check	33101	9/2/2026	545.29	Sharp's Tarps Ltd.	
Supplier Payment	Check	33102	9/2/2026	624.56	Software House International SHI - Remit-To: SHI - Dallas	
Supplier Payment	Check	33103	9/2/2026	16.79	Stericycle Inc - Remit-To: Shred-It	
Supplier Payment	Check	33104	9/2/2026	6,964.50	Summit Law Group	
Supplier Payment	Check	33105	9/2/2026	617.46	TMG Services Inc	
Supplier Payment	Check	33106	9/2/2026	215.00	T-Mobile	
Supplier Payment	Check	33107	9/2/2026	51.00	Totalsir LLC	
Supplier Payment	Check	33108	9/2/2026	2,235.45	Towing and Recovery Services, Inc.	
Supplier Payment	Check	33109	9/2/2026	340.69	Triangle Pump & Equipment, Inc.	
Supplier Payment	Check	33110	9/2/2026	6,312.11	Triple J Enterprises, Inc.	
Supplier Payment	Check	33111	9/2/2026	208,535.32	TV Etc ESD 112	
Supplier Payment	Check	33112	9/2/2026	5,048.46	Univar Solutions USA Inc - Remit-To: Supplier Univar Solutions USA Inc	
Supplier Payment	Check	33113	9/2/2026	104.99	Vestis Group, Inc - Remit-To: Vestis - Pasadena	
Supplier Payment	Check	33114	9/2/2026	4,515.00	Wakeen & Associates Mediation Services LLC	
Supplier Payment	Check	33115	9/2/2026	2,245.12	Walter E Nelson Company	
Supplier Payment	Check	33116	9/2/2026	2,116.25	Water Systems Consulting Inc	
Supplier Payment	Check	33117	9/2/2026	29,921.47	World Wide Technology LLC	
Supplier Payment	Check	33118	9/2/2026	166,000.00	Allegiance Benefit Plan Management Inc (Pension and Flex).	
Expense Payment	Direct Deposit	EFT-00364911	8/20/2026	156.81	Freddie Cruz	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00364912	8/20/2026	365.00	Greg Catton	Travel Advance
Expense Payment	Direct Deposit	EFT-00364913	8/20/2026	475.00	Mark Person	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00364914	8/20/2026	169.00	Jason Hess	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00364915	8/20/2026	91.12	Darrin Deming	Employee Reimbursement

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Expense Payment	Direct Deposit	EFT-00364916	8/20/2026	16.34	Kelsie Schmitz	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00364917	8/20/2026	76.61	Jay Romanelli	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00364918	8/20/2026	61.05	Tasha Slater	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00366960	8/27/2026	102.94	Franklin Gomez	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366961	8/27/2026	327.75	Erica Nilsen	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366962	8/27/2026	49.50	Nick Copley	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366963	8/27/2026	49.50	Rick Lagerquist	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366964	8/27/2026	49.50	Alex Zaferis	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366965	8/27/2026	49.50	Cody Esau	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366966	8/27/2026	485.00	Branden Schoolcraft	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366967	8/27/2026	417.75	Tim Martin	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366968	8/27/2026	102.94	James Kelly	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366969	8/27/2026	327.75	Patrick Moore	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366970	8/27/2026	49.50	Charlie Ahn	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366971	8/27/2026	102.94	Drew Klaetsch	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366972	8/27/2026	351.00	Matthew Bachelder	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366973	8/27/2026	49.50	Keith Devos	Travel Advance
Expense Payment	Direct Deposit	EFT-00366974	8/27/2026	144.00	Jason Gillespie	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00366975	8/27/2026	49.50	Nichol Danielson	Travel Advance
Expense Payment	Direct Deposit	EFT-00366976	8/27/2026	128.54	Curtis Terry	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00366977	8/27/2026	417.75	Drew Klaetsch	Travel Advance
Expense Payment	Direct Deposit	EFT-00366978	8/27/2026	70.00	Timothy Kays	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00366979	8/27/2026	310.88	Darren McShea	Travel Advance
Expense Payment	Direct Deposit	EFT-00366980	8/27/2026	35.00	Aaron Walker	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00366981	8/27/2026	49.50	Jason Beach	Travel Advance
Expense Payment	Direct Deposit	EFT-00366982	8/27/2026	128.00	Nick Massey	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00366983	8/27/2026	141.00	Andrew Bordak	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00366984	8/27/2026	90.00	James Kelly	Travel Advance
Expense Payment	Direct Deposit	EFT-00366985	8/27/2026	141.00	Hunter Cramer	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00366986	8/27/2026	49.50	Cameron McAnally	Travel Advance

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Cash Advance Payment	Direct Deposit	EFT-00366987	8/27/2026	49.50	Cole Larson	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366988	8/27/2026	417.75	James Porter	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366989	8/27/2026	417.75	Franklin Gomez	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00366990	8/27/2026	49.50	Lee Gelsinger	Travel Advance
Expense Payment	Direct Deposit	EFT-00367090	9/3/2026	10.07	Shannon Williams	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00367091	9/3/2026	280.00	Long Vinh Nguyen	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00367092	9/3/2026	394.63	Chad Eiken	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00367093	9/3/2026	102.94	James Porter	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00367094	9/3/2026	390.00	Lee Gelsinger	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00367095	9/3/2026	49.50	Steven Forgette	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00367096	9/3/2026	49.50	Christian Toves	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00367097	9/3/2026	49.50	Sean Suarez	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00367098	9/3/2026	307.50	Deb Wechselblatt	Travel Advance
Expense Payment	Direct Deposit	EFT-00367099	9/3/2026	65.37	John Kendall	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00367100	9/3/2026	250.00	Janetta Menzies	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00367101	9/3/2026	91.12	Darrin Deming	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00367102	9/3/2026	154.99	Steve Wilson	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00367103	9/3/2026	217.35	Maddy Brown	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00367104	9/3/2026	529.98	Robert Snow	Employee Reimbursement
Supplier Payment	EFT	EFT-00364848	8/20/2026	555.00	Keen Independent Research LLC	
Supplier Payment	EFT	EFT-00364849	8/20/2026	245.04	W.B. Sprague Co. Inc. - Remit-To: Sprague - Seattle	
Supplier Payment	EFT	EFT-00364850	8/20/2026	2,044.00	Buchalter LLP	
Supplier Payment	EFT	EFT-00364851	8/20/2026	560.00	Rotschy Inc	
Supplier Payment	EFT	EFT-00364852	8/20/2026	775.37	McKinstry Co., LLC	
Supplier Payment	EFT	EFT-00364853	8/20/2026	23,416.75	Sazan Group, Inc	
Supplier Payment	EFT	EFT-00364854	8/20/2026	6,204.00	Sarkinen Plumbing, Inc.	
Supplier Payment	EFT	EFT-00364855	8/20/2026	128,443.06	PC Specialists Inc - Remit-To: TIG - San Diego	
Supplier Payment	EFT	EFT-00364856	8/20/2026	145,382.02	Avolve Software Corp	
Supplier Payment	EFT	EFT-00364857	8/20/2026	40,790.67	Simtek Modular LLC	
Supplier Payment	EFT	EFT-00364858	8/20/2026	238.94	State of Washington Department of Enterprise Services	
Supplier Payment	EFT	EFT-00364859	8/20/2026	9,111.22	Ferguson Enterprises - Remit-To: Ferguson - Dallas	

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	EFT	EFT-00364860	8/20/2026	20,827.54	Wilson Oil Inc. - Remit-To: Wilson Oil Inc	
Supplier Payment	EFT	EFT-00364861	8/20/2026	4,705.88	Adrenaline Armory LLC	
Supplier Payment	EFT	EFT-00364862	8/20/2026	1,559,463.14	TCF Architecture, PLLC	
Supplier Payment	EFT	EFT-00364863	8/20/2026	1,375.69	Contract Land Staff LLC	
Supplier Payment	EFT	EFT-00364864	8/20/2026	2,343.50	Pacifica Law Group LLP - Remit-To: Pacifica Law Group	
Supplier Payment	EFT	EFT-00364865	8/20/2026	2,445.78	Level 3 Financing, Inc	
Supplier Payment	EFT	EFT-00364866	8/20/2026	15,222.89	Jacobs Engineering Group Inc	
Supplier Payment	EFT	EFT-00364867	8/20/2026	7,067.25	OAC Services, Inc.	
Supplier Payment	EFT	EFT-00364868	8/20/2026	98,510.94	SDB Inc	
Supplier Payment	EFT	EFT-00364869	8/20/2026	19,050.18	Jasmine Alayadhi	
Supplier Payment	EFT	EFT-00364870	8/20/2026	9,777.69	BAE Urban Economics, Inc.	
Supplier Payment	EFT	EFT-00364871	8/20/2026	520.00	Rebecca Schmidt Kupietz	
Supplier Payment	EFT	EFT-00364872	8/20/2026	16,110.19	HDR Engineering, Inc	
Supplier Payment	EFT	EFT-00364873	8/20/2026	50,146.87	Stellar J Corporation	
Supplier Payment	EFT	EFT-00364874	8/20/2026	958,423.26	Nutter Corporation	
Supplier Payment	EFT	EFT-00364875	8/20/2026	3,459.04	Del Sol Inc	
Supplier Payment	EFT	EFT-00364876	8/20/2026	1,819.76	Justin Cap	
Supplier Payment	EFT	EFT-00364877	8/20/2026	472,019.35	Tapani Inc	
Supplier Payment	EFT	EFT-00364878	8/20/2026	48,887.54	RPS Events Inc	
Supplier Payment	EFT	EFT-00364879	8/20/2026	429,253.40	MacDonald-Miller Facility Solutions Inc	
Supplier Payment	EFT	EFT-00364880	8/20/2026	17,628.01	Operations Management International Inc	
Supplier Payment	EFT	EFT-00364881	8/20/2026	5,513.06	FLUXX LABS INC - Remit-To: Fluxx Labs - NV	
Supplier Payment	EFT	EFT-00364882	8/20/2026	7,942.00	Rapid Response Bio Clean Inc.	
Supplier Payment	EFT	EFT-00364883	8/20/2026	30,552.16	North Cascade Excavating	
Supplier Payment	EFT	EFT-00364884	8/20/2026	158,428.66	Council for the Homeless	
Supplier Payment	EFT	EFT-00364885	8/20/2026	22,750.00	GFT Infrastructure Inc	
Supplier Payment	EFT	EFT-00364886	8/20/2026	2,650.00	Andrew Prochniak	
Supplier Payment	EFT	EFT-00364887	8/20/2026	27,377.19	Pacific Landscape Services Inc	
Supplier Payment	EFT	EFT-00364888	8/20/2026	770.80	LMCA, Inc.	
Supplier Payment	EFT	EFT-00364889	8/20/2026	196.02	Lasko Printing Specialties Inc	
Supplier Payment	EFT	EFT-00364890	8/20/2026	5,565.92	Wapiti NW LLC	
Supplier Payment	EFT	EFT-00364891	8/20/2026	21,938.01	Northwest Staffing Resources Inc - Remit-To: Northwest Staffing Resources	
Supplier Payment	EFT	EFT-00364892	8/20/2026	26,639.36	Halbert Construction Services LLC	
Supplier Payment	EFT	EFT-00364893	8/20/2026	805.84	Marco Ideas Unlimited, Inc.	
Supplier Payment	EFT	EFT-00364894	8/20/2026	914.00	Erickson Structural Consulting Engineers	
Supplier Payment	EFT	EFT-00364895	8/20/2026	13,277.00	MAKERS architecture and urban design LLP	
Supplier Payment	EFT	EFT-00364896	8/20/2026	3,357.39	Lakeyland Inc	
Supplier Payment	EFT	EFT-00364897	8/20/2026	8,330.85	MES I ACQUISITION INC	
Supplier Payment	EFT	EFT-00364898	8/20/2026	83,445.75	American Medical Response Northwest Inc - Remit-To: AMR - ACH	

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	EFT	EFT-00364899	8/20/2026	7,832.25	Nelson Nygaard Consulting Associates Inc	
Supplier Payment	EFT	EFT-00364900	8/20/2026	23,904.00	Conсор North America Inc - Remit-To: Conсор North America	
Supplier Payment	EFT	EFT-00364901	8/20/2026	60,038.06	State of Washington Auditor's Office	
Supplier Payment	EFT	EFT-00364902	8/20/2026	3,164.14	Municipal Emergency Services Inc	
Supplier Payment	EFT	EFT-00364903	8/20/2026	3,601.10	PBS Engineering and Environmental Inc	
Supplier Payment	EFT	EFT-00364904	8/20/2026	915.80	Mesa Products Inc.	
Supplier Payment	EFT	EFT-00364905	8/20/2026	1,414,272.84	Skanska USA Building Inc	
Supplier Payment	EFT	EFT-00364906	8/20/2026	7,949.70	Key Code Media, Inc	
Supplier Payment	EFT	EFT-00364907	8/20/2026	10,233.33	Vancouver Housing Authority	
Supplier Payment	EFT	EFT-00364908	8/20/2026	2,156.00	Rock Creek Communications, LLC	
Supplier Payment	EFT	EFT-00364909	8/20/2026	190,262.14	Jeffrey D. Barrar, PS	
Supplier Payment	EFT	EFT-00364910	8/20/2026	967.04	Investigative Solutions LLC	
Supplier Payment	EFT	EFT-00366954	8/25/2026	1,391.88	Vancouver Command Guild	
Supplier Payment	EFT	EFT-00366955	8/25/2026	177.87	Legal Shield	
Supplier Payment	EFT	EFT-00366956	8/25/2026	410,060.02	Nationwide Retirements Solutions Inc	
Supplier Payment	EFT	EFT-00366957	8/25/2026	34,591.61	IAFF Local #452	
Supplier Payment	EFT	EFT-00366958	8/25/2026	25,001.33	Allegiance Benefit Plan Management Inc (COBRA)	
Supplier Payment	EFT	EFT-00366959	8/25/2026	12,927.79	Vancouver Police Officer Guild	
Supplier Payment	EFT	EFT-00366991	8/27/2026	142,865.99	MacKay & Sposito, LLC	
Supplier Payment	EFT	EFT-00366992	8/27/2026	5.26	State of Washington Department of Enterprise Services	
Supplier Payment	EFT	EFT-00366993	8/27/2026	2,735.00	Rapid Response Bio Clean Inc.	
Supplier Payment	EFT	EFT-00366994	8/27/2026	1,325.75	Continuant, Inc.	
Supplier Payment	EFT	EFT-00366995	8/27/2026	84,317.47	Askreply, Inc - Remit-To: Askreply, Inc	
Supplier Payment	EFT	EFT-00366996	8/27/2026	27,377.19	Pacific Landscape Services Inc	
Supplier Payment	EFT	EFT-00366997	8/27/2026	1,085.40	One Diversified LLC	
Supplier Payment	EFT	EFT-00366998	8/27/2026	1,165,576.17	Tapani Inc	
Supplier Payment	EFT	EFT-00366999	8/27/2026	7,500.00	AMS Planning & Research Corp	
Supplier Payment	EFT	EFT-00367000	8/27/2026	276.00	Universal Field Services Inc	
Supplier Payment	EFT	EFT-00367001	8/27/2026	342,188.99	Operations Management International Inc	
Supplier Payment	EFT	EFT-00367002	8/27/2026	4,937.80	In-Accord Inc	
Supplier Payment	EFT	EFT-00367003	8/27/2026	75.00	Amy Lynn Roark	
Supplier Payment	EFT	EFT-00367004	8/27/2026	46,439.25	Conсор North America Inc - Remit-To: Conсор North America	
Supplier Payment	EFT	EFT-00367005	8/27/2026	240.00	Rotschy Inc	
Supplier Payment	EFT	EFT-00367006	8/27/2026	2,253.59	Accurate Investigation Services	

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	EFT	EFT-00367007	8/27/2026	515.00	NCC Group Software Resilience (NA) LLC	
Supplier Payment	EFT	EFT-00367008	8/27/2026	87,401.20	Leeway Engineering Solutions LLC	
Supplier Payment	EFT	EFT-00367009	8/27/2026	73,041.06	YWCA Clark County	
Supplier Payment	EFT	EFT-00367010	8/27/2026	34,217.85	Metereaders LLC	
Supplier Payment	EFT	EFT-00367011	8/27/2026	2,268.23	Bound Tree Medical LLC	
Supplier Payment	EFT	EFT-00367012	8/27/2026	46,530.00	GFT Infrastructure Inc	
Supplier Payment	EFT	EFT-00367013	8/27/2026	3,678.00	Freedom Independent Living Home Care Inc.	
Supplier Payment	EFT	EFT-00367014	8/27/2026	2,212.85	Wesco Distribution Inc.	
Supplier Payment	EFT	EFT-00367015	8/27/2026	1,200.00	LEPS-PSS PLLC	
Supplier Payment	EFT	EFT-00367016	8/27/2026	49,630.00	United Site Services of Nevada, Inc.	
Supplier Payment	EFT	EFT-00367017	8/27/2026	29,673.59	Duke's Root Control Inc.	
Supplier Payment	EFT	EFT-00367018	8/27/2026	3,192.93	Waxie's Enterprises Inc	
Supplier Payment	EFT	EFT-00367019	8/27/2026	259,789.50	Jacobs Engineering Group Inc	
Supplier Payment	EFT	EFT-00367020	8/27/2026	38.45	Zipty Fiber	
Supplier Payment	EFT	EFT-00367021	8/27/2026	84,111.24	Sound Distributions Inc	
Supplier Payment	EFT	EFT-00367022	8/27/2026	14,764.80	Northwest Staffing Resources Inc - Remit-To: Northwest Staffing Resources	
Supplier Payment	EFT	EFT-00367023	8/27/2026	43,553.67	Wilson Oil Inc. - Remit-To: Wilson Oil Inc	
Supplier Payment	EFT	EFT-00367024	8/27/2026	105,980.98	Brown and Caldwell - Remit-To: Brown & Caldwell - San Francisco	
Supplier Payment	EFT	EFT-00367025	8/27/2026	533.63	W.B. Sprague Co. Inc. - Remit-To: Sprague - Seattle	
Supplier Payment	EFT	EFT-00367026	8/27/2026	4,000.00	The Amy VanCamp Experience LLC	
Supplier Payment	EFT	EFT-00367027	8/27/2026	11,149.62	Ferguson Enterprises - Remit-To: Ferguson - Dallas	
Supplier Payment	EFT	EFT-00367028	8/27/2026	7,615.00	Atlas Technical Consultants LLC	
Supplier Payment	EFT	EFT-00367029	8/27/2026	60,397.45	Live Love Outreach	
Supplier Payment	EFT	EFT-00367030	8/27/2026	6,231.50	PBS Engineering and Environmental Inc	
Supplier Payment	EFT	EFT-00367031	8/27/2026	69,040.44	Share	
Supplier Payment	EFT	EFT-00367032	8/27/2026	162,205.73	MacDonald-Miller Facility Solutions Inc	
Supplier Payment	EFT	EFT-00367033	8/27/2026	123,927.66	Ready Rebound, Inc.	
Supplier Payment	EFT	EFT-00367105	9/3/2026	280.00	United Site Services of Nevada, Inc.	
Supplier Payment	EFT	EFT-00367106	9/3/2026	1,269.50	Freedom Independent Living Home Care Inc.	
Supplier Payment	EFT	EFT-00367107	9/3/2026	360.00	Rotschy Inc	
Supplier Payment	EFT	EFT-00367108	9/3/2026	71,196.70	SDB Inc	
Supplier Payment	EFT	EFT-00367109	9/3/2026	5,768.75	Afghan Associates Inc	
Supplier Payment	EFT	EFT-00367110	9/3/2026	1,847.82	Columbia West Engineering	
Supplier Payment	EFT	EFT-00367111	9/3/2026	6,800.00	JCI Jones Chemicals, Inc.	
Supplier Payment	EFT	EFT-00367112	9/3/2026	225,749.70	Evodesign Enterprises LLC	
Supplier Payment	EFT	EFT-00367113	9/3/2026	8,340.00	The Arts Centered	
Supplier Payment	EFT	EFT-00367114	9/3/2026	693,579.71	Doolittle Acquisitions	

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	EFT	EFT-00367115	9/3/2026	6,112.15	Live Love Outreach	
Supplier Payment	EFT	EFT-00367116	9/3/2026	4,275.63	Fourth Plain Forward	
Supplier Payment	EFT	EFT-00367117	9/3/2026	1,837.69	Avolve Software Corp	
Supplier Payment	EFT	EFT-00367118	9/3/2026	100,141.88	Colf Construction LLC	
Supplier Payment	EFT	EFT-00367119	9/3/2026	585,617.21	Ameresco, Inc.	
Supplier Payment	EFT	EFT-00367120	9/3/2026	2,284.50	Environmental Science Associates	
Supplier Payment	EFT	EFT-00367121	9/3/2026	596,725.50	Nutter Corporation	
Supplier Payment	EFT	EFT-00367122	9/3/2026	2,061.00	PBS Engineering and Environmental Inc	
Supplier Payment	EFT	EFT-00367123	9/3/2026	11,754.85	Commonstreet Consulting, LLC	
Supplier Payment	EFT	EFT-00367124	9/3/2026	14,214.65	Conсор North America Inc - Remit-To: Conсор North America	
Supplier Payment	EFT	EFT-00367125	9/3/2026	279,399.74	Advanced Excavating Specialists LLC	
Supplier Payment	EFT	EFT-00367126	9/3/2026	365,264.63	Blackline Inc	
Supplier Payment	EFT	EFT-00367127	9/3/2026	6,648.25	Pitney Bowes Inc	
Supplier Payment	EFT	EFT-00367128	9/3/2026	4,406.85	Terraphase Engineering Inc.	
Supplier Payment	EFT	EFT-00367129	9/3/2026	14,636.35	Wager Audio Inc	
Supplier Payment	EFT	EFT-00367130	9/3/2026	7,695.28	Brown and Caldwell - Remit-To: Brown & Caldwell - San Francisco	
Supplier Payment	EFT	EFT-00367131	9/3/2026	5,352.50	Kramer Gehlen & Associates	
Supplier Payment	EFT	EFT-00367132	9/3/2026	164.25	SiteCrafting Inc	
Supplier Payment	EFT	EFT-00367133	9/3/2026	7,682.13	Work Right NW	
Supplier Payment	EFT	EFT-00367134	9/3/2026	10,000.00	Sparks Sullivan LLC	
Supplier Payment	EFT	EFT-00367135	9/3/2026	60,019.49	Wilson Oil Inc. - Remit-To: Wilson Oil Inc	
Supplier Payment	EFT	EFT-00367136	9/3/2026	7,250.00	Arbutus Consulting LLC	
Supplier Payment	EFT	EFT-00367137	9/3/2026	4,534.36	Canon Financial Services Inc	
Supplier Payment	EFT	EFT-00367138	9/3/2026	9,375.00	Morgan Stanley Capital Managment LLC	
Supplier Payment	EFT	EFT-00367139	9/3/2026	5,892.17	One Diversified LLC	
Supplier Payment	EFT	EFT-00367140	9/3/2026	10,036.35	Northwest Staffing Resources Inc - Remit-To: Northwest Staffing Resources	
Supplier Payment	EFT	EFT-00367141	9/3/2026	1,979.53	Gap Supply - Remit-To: GAP Supply	
Supplier Payment	EFT	EFT-00367142	9/3/2026	283.00	Coffman Engineers Inc	
Supplier Payment	EFT	EFT-00367143	9/3/2026	6,878.12	McKinstry Co., LLC	
Supplier Payment	EFT	EFT-00367144	9/3/2026	37,479.57	PC Specialists Inc	
Supplier Payment	EFT	EFT-00367145	9/3/2026	12,044.34	Ferguson Enterprises - Remit-To: Ferguson - Dallas	
Supplier Payment	EFT	EFT-00367146	9/3/2026	174.24	W.B. Sprague Co. Inc. - Remit-To: Sprague - Seattle	
Supplier Payment	EFT	EFT-00367147	9/3/2026	518.63	Lasko Printing Specialties Inc	
Supplier Payment	EFT	EFT-00367148	9/3/2026	31,464.85	NJB Soft, LLC	
Supplier Payment	Manual Wire		8/17/2026	1,660.00	Bank Of America N.A. - Remit-To: Charlotte NC	
Supplier Payment	Manual Wire		8/17/2026	548.87	Blue Cross Blue Shield of Oregon	

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INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Manual Wire		8/17/2026	68,572.82	Clark County - Remit-To: Clark County - Treasurer Vancouver	
Supplier Payment	Manual Wire		8/17/2026	180.50	Bank Of America N.A. - Remit-To: Account Analysis	
Supplier Payment	Manual Wire		8/17/2026	1,837.96	JP Morgan Chase Bank, N.A.	
Supplier Payment	Manual Wire		8/18/2026	58,061.25	Liberty Mutual Group Inc.	
Supplier Payment	Manual Wire		8/19/2026	100,000.00	US Environmental Protection Agency	
Supplier Payment	Manual Wire		8/19/2026	4,361.17	Superion, LLC	
Supplier Payment	Manual Wire		8/20/2026	11,441.38	Liberty Mutual Group Inc.	
Supplier Payment	Manual Wire		8/20/2026	5,076.89	Paymentus Corporation	
Supplier Payment	Manual Wire		8/21/2026	4,981.86	Blue Cross Blue Shield of Oregon	
Supplier Payment	Manual Wire		8/21/2026	1,911.00	State of Washington Department of Licensing - Remit-To: DOL - Seattle Remit	
Supplier Payment	Manual Wire		8/25/2026	11,466.54	Western States Health & Welfare Trust	
Supplier Payment	Manual Wire		8/25/2026	586.00	Oregon SDU	
Supplier Payment	Manual Wire		8/25/2026	6,934.22	Washington SDU	
Supplier Payment	Manual Wire		8/25/2026	35,172.50	Vancouver Firefighters Union Health & Welfare Trust	
Supplier Payment	Manual Wire		8/25/2026	29,000.00	Washington State Firefighters	
Supplier Payment	Manual Wire		8/25/2026	74,538.52	State of Washington Department of Retirement Systems (DRS)	
Supplier Payment	Manual Wire		8/26/2026	1,439,132.66	Internal Revenue Service	
Supplier Payment	Manual Wire		8/26/2026	565,058.18	State of Washington Department of Revenue	
Supplier Payment	Manual Wire		8/27/2026	56,515.23	State of Oregon Department of Revenue	
Supplier Payment	Manual Wire		8/27/2026	20,206.04	Bank Of America N.A. - Remit-To: Charlotte NC	
Supplier Payment	Manual Wire		8/27/2026	28,620.46	Liberty Mutual Group Inc.	
Supplier Payment	Manual Wire		9/1/2026	863,725.91	State of Washington Department of Retirement Systems (DRS)	
Supplier Payment	Manual Wire		9/1/2026	2,471.69	Internal Revenue Service	
Supplier Payment	Manual Wire		9/1/2026	22.00	Blue Cross Blue Shield of Oregon	
Supplier Payment	Manual Wire		9/1/2026	16,771.67	Global Payments Inc	
Supplier Payment	Manual Wire		9/3/2026	194.21	KFPro, Inc	

*Please contact Procurement Services if you would like to review the justification for EMERGENCY procurement.

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Manual Wire		9/3/2026	28,644.68	Liberty Mutual Group Inc.	
Hansen Refunds	City Payments		8/24/2026	6,415.48	City Payments	Posted 08/17/26 - 08/23/26
Hansen Refunds	City Payments		8/31/2026	29,608.38	City Payments	Posted 08/24/26 - 08/30/26
Hansen Refunds	City Payments		9/8/2026	607,999.10	City Payments	Posted 08/31/26 - 09/06/26
VISA Refunds	Credit Card		8/24/2026	1,693.00	City Payments	Park Class Refund FCC - 08/17/26 - 08/23/26
VISA Refunds	Credit Card		8/24/2026	124.00	City Payments	Park Class Refund MCC - 08/17/26 - 08/23/26
VISA Refunds	Credit Card		8/24/2026	507.00	City Payments	Park Class Refund Online Withdrawals - 08/17/26 - 08/23/26
VISA Refunds	Credit Card		8/31/2026	279.00	City Payments	Park Class Refund FCC - 08/24/26 - 08/30/26
VISA Refunds	Credit Card		8/31/2026	2,565.00	City Payments	Park Class Refund MCC - 08/24/26 - 08/30/26
VISA Refunds	Credit Card		9/8/2026	2,772.90	City Payments	Park Class Refund FCC - 08/31/26 - 09/06/26
VISA Refunds	Credit Card		9/8/2026	959.50	City Payments	Park Class Refund MCC - 08/31/26 - 09/06/26
VISA Refunds	Credit Card		9/8/2026	87.00	City Payments	Park Class Refund Online Withdrawals - 08/31/26 - 09/06/26
		Payment Category	Description	Total Amount		
		Checks	Total of all check payments	5,392,787.37		
		Direct Deposit	Total of all direct deposit payments	9,557.62		
		EFT	Total of all EFT payments	13,072,220.99		
		Manual Wire	Total of all manual wire payments	3,437,694.21		
		Hansen Total	Total of all hansen payments	644,022.96		
		VISA Total	Total of all visa payments	8,987.40		
		Payroll Total (Separate Excel Sheet)	Total of all payroll payments	4,722,105.86		
		Grand Total	All payments	27,287,376.41		

*Please contact Procurement Services if you would like to review the justification for EMERGENCY procurement.

Payroll Council Report

Payroll council report for the period August 17, 2026 - September 06, 2026

This sheet provides a summary of all payroll-related check and EFT transactions processed during the reporting period.

Each entry includes the transaction reference, date, description, and amount. This report is provided to Council to document all payroll transactions for the period.

This information is structured for accessibility and screen navigation.

Transaction Reference	Date	Explanation	Amount
N/A	07/24/26	7/24/26 NACHA Return	\$ (152.93)
N/A	08/10/26	8/10/26 NACHA Return	\$ (502.29)
364919 - 364920	08/19/26	Replacement for 2 NACHA Returns	\$ 655.22
3560 - 3577	08/25/26	August 25th Payroll	\$ 7,498.75
364992 - 366953	08/25/26	August 25th Direct Deposits	\$ 4,661,652.64
3578 - 3584	08/31/26	08 2026 Pension Payroll	\$ 9,680.55
367034 - 367076	08/31/26	08 2026 Pension Direct Deposits	\$ 43,273.92
		Total	\$ 4,722,105.86



MEMORANDUM

DATE: September 14, 2026

TO: Mayor and Council

FROM: Aaron Lande, Assistant City Manager
Katherine Kelly, Policy and Program Manager

RE: **Statewide Initiatives on November 2026 Ballot**

CC: Lon Pluckhahn, City Manager

At the August 10th, 2026 Council meeting a request was made for further conversation about two statewide initiatives that will be on the November 2026 ballot. This memo provides summaries of both initiatives to support that Council conversation, and the full text of both initiatives is included as attachments.

Note: Initiative summaries provided by Ballotpedia

Initiative Measure No. IL26-001 concerns parental rights relating to their children in public school.

The ballot initiative would re-enact [Initiative 2081](#), known as the *Washington Declaration of Parental and Legal Guardian Rights*. In 2024, the Washington State Legislature passed the indirect initiative. However, in 2025, the legislature amended Initiative 2081 through HB 1296, which added, modified, and repealed various provisions from the initiative's list of rights.

The proposed ballot initiative would re-enact the following rights, which HB 1296 repealed:

- to receive prior notification about medical services being offered to their child, except in medical emergencies;
- to receive prior notification about medical services or medications provided that could affect the parent's or guardian's health insurance costs; and

- to receive prior notification when the school arranges medical treatment that requires follow-up care after school hours.

The proposed ballot initiative would repeal the following rights, which HB 1296 added, among others:

- to have their child receive a public education in an environment where discrimination based on a protected class is prohibited;
- to file a complaint on behalf of their child relating to harassment, intimidation, and bullying; and
- to receive annual notice of the public school's language access policies and services.

There are also several rights that the ballot initiative would re-enact that HB 1296 modified rather than repealed outright

Initiative Measure No. IL26-638 would prohibit students it defines as “biologically male” from competing in certain school athletic activities intended for female students only. It would require verification of biological sex by students’ healthcare providers.

The ballot initiative would require school districts and nonprofit organizations that regulate interscholastic activities to "prohibit biologically male students from competing with and against female students" in sports with separate team or individual competitions for male and female students. The ballot initiative would require students seeking to participate in athletic activities designated for female students to submit documentation from their healthcare provider verifying "the student's biological sex [based on]... reproductive anatomy, genetic makeup, or normal endogenously produced testosterone levels."

The Washington Office of Superintendent of Public Instruction published regulations regarding the compliance of such statutes in public schools, specifically prohibiting discrimination against *sexual orientation including gender expression or identity*.

The initiative would change the enforcement of chapters 28A.600.200 and 28A.640.020 of the Revised Code of Washington by requiring compliance with a new section that would prohibit biologically male students from competing with or against female students in athletic activities that have separate classifications for male and female students.

Attachments:

Initiative Measure No. IL26-001 full text

Initiative Measure No. IL26-638 full text

INITIATIVE IL26-001

1 AN ACT Relating to the Washington parents' bill of rights;
2 amending RCW 28A.605.005; and creating new sections.

3 BE IT ENACTED BY THE PEOPLE OF THE STATE OF WASHINGTON:

4 **Sec. 1.** RCW 28A.605.005 and 2025 c 369 s 501 are each amended to
5 read as follows:

6 (1) Subsections 2 through 5 of this section reinstate Initiative
7 2081's laws guaranteeing parents' rights, including reviewing their
8 children's instructional materials, accessing their school records,
9 being notified when medical services are provided, and opting-out-of
10 certain classes. Voter approval of this initiative provides two years
11 of constitutional protection from legislative interference, which
12 reinforces Initiative 2081's laws guaranteeing parents' rights.

13 (2) The people find that: (a) Parents are the primary
14 stakeholders in their children's upbringing; (b) parental involvement
15 is a significant factor in increasing student achievement; and (c)
16 access to student information encourages greater parental
17 involvement.

18 (3) Parents and legal guardians of public school children younger
19 than 18 years old have all of the following rights:

20 (a) To examine the textbooks, curriculum, and supplemental
21 material used in their child's classroom;

1 (b)(i) To inspect their child's public school records in
2 accordance with RCW 28A.605.030, and to receive a copy of their
3 child's records within 10 business days of submitting a written
4 request, either electronically or on paper.

5 (ii) Parents or legal guardians must not be required to appear in
6 person for the purposes of requesting or validating a request for
7 their child's public school records.

8 (iii) No charge may be imposed on a parent or legal guardian to
9 receive such records electronically. Any charges for a paper copy of
10 such records must be reasonable and set forth in the official
11 policies and procedures of the school district.

12 (iv) Public school records include all of the following:

13 (A) Academic records including, but not limited to, test and
14 assessment scores in accordance with RCW 28A.230.195;

15 (B) Medical or health records;

16 (C) Records of any mental health counseling;

17 (D) Records of any vocational counseling;

18 (E) Records of discipline, including expulsions and suspensions
19 under RCW 28A.600.015;

20 (F) Records of attendance, including unexcused absences in
21 accordance with RCW 28A.225.020;

22 (G) Records associated with a child's screening for learning
23 challenges, exceptionalities, plans for an individualized education
24 program, or plan adopted under section 504 of the rehabilitation act
25 of 1973; and

26 (H) Any other student-specific files, documents, or other
27 materials that are maintained by the public school;

28 (c) To receive prior notification when medical services are being
29 offered to their child, except where emergency medical treatment is
30 required. In cases where emergency medical treatment is required, the
31 parent and legal guardian must be notified as soon as practicable
32 after the treatment is rendered;

33 (d) To receive notification when any medical service or
34 medications have been provided to their child that could result in
35 any financial impact to the parent's or legal guardian's health
36 insurance payments or copays;

37 (e) To receive notification when the school has arranged directly
38 or indirectly for medical treatment that results in follow-up care
39 beyond normal school hours. Follow-up care includes monitoring the

1 child for aches and pains, medications, medical devices such as
2 crutches, and emotional care needed for the healing process;

3 (f) To receive immediate notification if a criminal action is
4 deemed to have been committed against their child or by their child;

5 (g) To receive immediate notification if law enforcement
6 personnel question their child, except in cases where the parent or
7 legal guardian has been accused of abusing or neglecting the child;

8 (h) To receive immediate notification if their child is taken or
9 removed from the public school campus without parental permission,
10 including to stay at a youth shelter or "host home" as defined in RCW
11 74.15.020;

12 (i) To receive assurance their child's public school will not
13 discriminate against their child based upon the sincerely held
14 religious beliefs of the child's family in accordance with chapter
15 28A.642 RCW;

16 (j) To receive written notice and the option to opt their child
17 out of any surveys, assignments, questionnaires, role-playing
18 activities, recordings of their child, or other student engagements
19 that include questions about any of the following:

20 (i) The child's sexual experiences or attractions;

21 (ii) The child's family beliefs, morality, religion, or political
22 affiliations;

23 (iii) Any mental health or psychological problems of the child or
24 a family member; and

25 (iv) All surveys, analyses, and evaluations subject to areas
26 covered by the protection of pupil rights amendment of the family
27 educational rights and privacy act;

28 (k) To receive written notice and have the option to opt their
29 child out of instruction on topics associated with sexual activity in
30 accordance with RCW 28A.300.475;

31 (l) To receive from the public school the annual school calendar,
32 no later than 30 days prior to the beginning of the school year, and
33 to be notified in writing as soon as feasible of any revisions to
34 such calendar. Such calendar must be posted to the public school's
35 website and must include, at a minimum, student attendance days and
36 any event that requires parent or student attendance outside of
37 normal school days or hours;

38 (m) To receive in writing each year or to view on the public
39 school's website a comprehensive listing of any required fee and its

1 purpose and use and a description of how economic hardships may be
2 addressed;

3 (n) To receive in writing each year or to view on the school's
4 website a description of the school's required dress code or uniform
5 established pursuant to RCW 28A.320.140, if applicable, for students;
6 and

7 (o) To be informed if their child's academic performance,
8 including whether their child is provided a student learning plan, is
9 such that it could threaten the child's ability to be promoted to the
10 next grade level and to be offered an in-person meeting with the
11 child's classroom teacher and principal to discuss any resources or
12 strategies available to support and encourage the child's academic
13 improvement.

14 (4) Notwithstanding anything to the contrary, a public school
15 shall not be required to release any records or information regarding
16 a student's medical or health records or mental health counseling
17 records to a parent during the pendency of an investigation of child
18 abuse or neglect conducted by any law enforcement agency or the
19 department of children, youth, and families where the parent is the
20 target of the investigation, unless the parent has obtained a court
21 order.

22 (5) As used in this section "public school" has the same meaning
23 as in RCW 28A.150.010.

24 ~~((1) The legislature finds that: (a) Parents are the primary~~
25 ~~stakeholders in their children's upbringing; (b) parental involvement~~
26 ~~is a significant factor in increasing student achievement; and (c)~~
27 ~~access to student information encourages greater parental~~
28 ~~involvement.~~

29 ~~(2) Parents and legal guardians of children enrolled in public~~
30 ~~schools as defined in RCW 28A.150.010 have the following rights:~~

31 ~~(a) To access their child's classroom and school-sponsored~~
32 ~~activities to observe in accordance with RCW 28A.605.020 and to~~
33 ~~examine the curriculum, textbooks, instructional materials, and~~
34 ~~supplemental instructional materials used in their child's classroom~~
35 ~~in accordance with policies and procedures;~~

36 ~~(b) To inspect and review their child's education records and to~~
37 ~~request and receive a copy of their child's education records within~~
38 ~~a reasonable period of time, but not more than 45 days, of submitting~~
39 ~~a request in accordance with the federal family educational rights~~

1 ~~and privacy act of 1974, Title 20 U.S.C. Sec. 1232g, as in effect on~~
2 ~~January 1, 2025, and RCW 28A.605.030.~~

3 ~~(ii) Parents and legal guardians choosing to inspect and review~~
4 ~~their child's education records may not be required by a public~~
5 ~~school to appear in person for the purposes of requesting or~~
6 ~~validating a request for their child's education records, provided~~
7 ~~the public school can ascertain the identity of the requestor.~~

8 ~~(iii) No charge may be imposed on a parent or legal guardian to~~
9 ~~inspect or review their child's education records or for the costs of~~
10 ~~searching for or retrieving the education records. Any charges for a~~
11 ~~copy of such records must be reasonable, not prevent a parent, legal~~
12 ~~guardian, or eligible child from exercising the right to inspect and~~
13 ~~review the child's education records, and be set forth in the~~
14 ~~official policies and procedures of the school district and public~~
15 ~~school.~~

16 ~~(iv) Education records means those official records, files, and~~
17 ~~data directly related to a student and maintained by the public~~
18 ~~school including, but not limited to, records encompassing all the~~
19 ~~material kept in the child's cumulative folder, such as general~~
20 ~~identifying data, records of attendance and of academic work~~
21 ~~completed, records of achievement and results of evaluative tests,~~
22 ~~disciplinary status, test protocols, and individualized education~~
23 ~~programs;~~

24 ~~(v) Education records do not include records that are kept in the~~
25 ~~sole possession of the maker, are used only as a personal memory aid,~~
26 ~~and are not accessible or revealed to any other person except a~~
27 ~~temporary substitute for the maker of the record;~~

28 ~~(vi) Nothing in this section changes the access and disclosure~~
29 ~~provisions established in chapter 70.02 RCW related to health care~~
30 ~~information;~~

31 ~~(c) To receive notification upon receipt of a report that a~~
32 ~~criminal action is alleged to have been committed against their child~~
33 ~~on school property during the school ay or during a school sponsored~~
34 ~~activity including immediate notification if there has been a~~
35 ~~shooting on school property, or their child has been detained based~~
36 ~~on probably cause of involvement in criminal activity on school~~
37 ~~property during the school day;~~

38 ~~(d) To receive immediate notification upon receipt of a report~~
39 ~~that their child is alleged to be the victim, target, or recipient of~~

~~physical or sexual abuse, sexual misconduct, or assault by a school employee or school contractor, as required by RCW 28A.320.160;~~

~~(e) To receive immediate notification if law enforcement personnel question their child during a custodial interrogation at the school during the school day, except in cases where the parent or legal guardian has been accused of abusing or neglecting the child;~~

~~(f) To not have their child removed from school grounds or buildings during school hours without authorization of a parent or legal guardian according to the provisions in RCW 28A.605.010. Nothing in this section affects the provisions in RCW 74.15.020, 13.32A.082, 26.44.050, or 26.44.115;~~

~~(g) To have their child receive a public education in a setting in which discrimination on the basis of sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability is prohibited under chapters 28A.640 and 28A.642 RCW;~~

~~(h) In accordance with the protection of pupil rights, Title 20 U.S.C. Sec. 1232h, the right to receive written notice and the option to opt their child out of any survey, analysis, or evaluation that reveals information concerning:~~

~~(i) Political affiliations or beliefs of the student or the student's parent or legal guardian;~~

~~(ii) Mental or psychological problems of the student or the student's family;~~

~~(iii) Sex behavior and attitudes;~~

~~(iv) Illegal, antisocial, self-incriminating or demeaning behavior;~~

~~(v) Critical appraisals of other individuals with whom respondents have close family relationships;~~

~~(vi) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;~~

~~(vii) Religious practices, affiliations, or beliefs of the student or student's parent or legal guardian; or~~

~~(viii) Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program;~~

1 ~~(i) To receive written notice and have the option to opt their~~
2 ~~child out of comprehensive sexual health education in accordance with~~
3 ~~RCW 28A.300.475;~~

4 ~~(j) To receive from the public school the annual school calendar,~~
5 ~~no later than 30 days prior to the beginning of the school year, and~~
6 ~~to be notified in writing as soon as feasible of any revisions to~~
7 ~~such calendar. Such calendar must be posted to the public school's~~
8 ~~website and must include, at a minimum, student attendance days and~~
9 ~~any known event that requires parent, legal guardian, or student~~
10 ~~attendance outside of normal school days or hours;~~

11 ~~(k) To receive in writing each year or to view on the public~~
12 ~~school's website a comprehensive listing of any required fee and its~~
13 ~~purpose and use and a description of how economic hardships may be~~
14 ~~considered in the administration of fees;~~

15 ~~(l) To receive in writing each year or to view on the public~~
16 ~~school's website a description of the school's required dress code or~~
17 ~~uniform established pursuant to the policies established and allowed~~
18 ~~by RCW 28A.320.140, if applicable, for students;~~

19 ~~(m) To be informed if their child's academic progress, including~~
20 ~~the right to receive periodic reports on their child's educational~~
21 ~~growth and development in accordance with RCW 28A.150.240 and to~~
22 ~~receive notice of their child's performance on state learning~~
23 ~~standards tests and assessments in accordance with RCW 28A.230.195,~~
24 ~~and whether the performance, is such that it could threaten the~~
25 ~~child's ability to be promoted to the next grade level. A parent or~~
26 ~~legal guardian also has the right to request an in-person meeting~~
27 ~~with the child's classroom teacher and principal to discuss any~~
28 ~~resources or strategies available to support and encourage the~~
29 ~~child's academic improvement;~~

30 ~~(n) To file a complaint on behalf of their child under RCW~~
31 ~~28A.600.477 relating to harassment, intimidation, and bullying;~~

32 ~~(o) To have their child qualify for enrollment in a school~~
33 ~~district if they are transferred to, or pending transfer to, a~~
34 ~~military installation within the state in accordance with RCW~~
35 ~~28A.225.216;~~

36 ~~(p) To request enrollment for their child in a charter school~~
37 ~~established under chapter 28A.710 RCW;~~

38 ~~(q) To have their child qualify without a legal residence for~~
39 ~~enrollment in a school district in accordance with RCW 28A.225.215;~~

1 ~~(r) To have their child whose primary language is not English~~
2 ~~access supplemental instruction and services through the transitional~~
3 ~~bilingual instruction program in accordance with RCW 28A.150.220;~~

4 ~~(s) To receive annual notice of the public school's language~~
5 ~~access policies and services, the parents' rights to free language~~
6 ~~access services under Title VI of the civil rights act of 1964, 42~~
7 ~~U.S.C. Sec. 2000d, et seq., and the contact information for any~~
8 ~~language access services under RCW 28A.183.040;~~

9 ~~(t) To request enrollment for their child in a nonresident school~~
10 ~~district in accordance with RCW 28A.225.220, 28A.225.225, and~~
11 ~~28A.225.230;~~

12 ~~(u) To be notified of unexcused absences and to engage in efforts~~
13 ~~to eliminate or reduce their child's absences in accordance with RCW~~
14 ~~28A.225.015, 28A.225.018, and 28A.225.020;~~

15 ~~(v) To request, under RCW 28A.155.090, information about special~~
16 ~~education programs and assistance for their child if their child is~~
17 ~~eligible for but not receiving special education services, including~~
18 ~~due to illness;~~

19 ~~(w) To request an appeal to the superintendent of public~~
20 ~~instruction under RCW 28A.155.080 if their child with disabilities~~
21 ~~has been denied the opportunity of a special education program by a~~
22 ~~school district or public school; and~~

23 ~~(x) To access special education due process hearings regarding~~
24 ~~their child as required by RCW 28A.155.020.~~

25 ~~(3) Notwithstanding anything to the contrary, a public school~~
26 ~~shall not be required to release any records or information regarding~~
27 ~~a student's health care, social work, counseling, or disciplinary~~
28 ~~records to a parent or legal guardian who is the defendant in a~~
29 ~~criminal proceeding where the student is the named victim or during~~
30 ~~the pendency of an investigation of child abuse or neglect conducted~~
31 ~~by any law enforcement agency or the department of children, youth,~~
32 ~~and families where the parent or legal guardian is the target of the~~
33 ~~investigation, unless the parent or legal guardian has obtained a~~
34 ~~court order.~~

35 ~~(4) Nothing in this section creates a private right of action.))~~

36 NEW SECTION. **Sec. 2.** The provisions of this act are to be
37 liberally construed to effectuate the policies, purposes, and intent
38 of this act.

1 NEW SECTION. **Sec. 3.** If any provision of this act or its
2 application to any person or circumstance is held invalid, the
3 remainder of the act or the application of the provision to other
4 persons or circumstances is not affected.

5 NEW SECTION. **Sec. 4.** This act is known and may be cited as the
6 Washington Parents' Bill of Rights.

INITIATIVE IL26-638

1 AN ACT Relating to defending equity in interscholastic sports;
2 amending RCW 28A.600.200 and 28A.640.020; adding a new section to
3 chapter 28A.600 RCW; and creating new sections.

4 BE IT ENACTED BY THE PEOPLE OF THE STATE OF WASHINGTON:

5 NEW SECTION. **Sec. 1.** The people find:

6 (1) Existing Washington state law and school district policies
7 require students to undergo a routine physical examination prior to
8 participation in interscholastic sports, which includes documentation
9 of the student's sex assigned at birth;

10 (2) This established requirement provides a reliable and
11 medically verified basis to determine a student's biological sex;

12 (3) Protecting the integrity and fairness of women's
13 interscholastic sports necessitates that students compete in athletic
14 activities consistent with the gender assigned at birth; and

15 (4) Leveraging the existing physical examination process to
16 verify biological sex ensures equity, safety, and competitive balance
17 in sports intended exclusively for female students, while respecting
18 the rights and opportunities of all participants.

19 **Sec. 2.** RCW 28A.600.200 and 2012 c 155 s 2 are each amended to
20 read as follows:

1 (1) Each school district board of directors is hereby granted and
2 shall exercise the authority to control, supervise and regulate the
3 conduct of interschool athletic activities and other interschool
4 extracurricular activities of an athletic, cultural, social or
5 recreational nature for students of the district. A board of
6 directors may delegate control, supervision and regulation of any
7 such activity to the Washington interscholastic activities
8 association or any other voluntary nonprofit entity and compensate
9 such entity for services provided, subject to the ~~((following))~~
10 conditions ~~((÷~~

11 ~~(1))~~ outlined in this section.

12 (2) The voluntary nonprofit entity shall not discriminate in
13 connection with employment or membership upon its governing board, or
14 otherwise in connection with any function it performs, on the basis
15 of race, creed, national origin, sex or marital status ~~((÷~~

16 ~~(2)(a))~~ (3) Any rules and policies adopted and applied by the
17 voluntary nonprofit entity that governs student participation in any
18 interschool activity shall be written ~~((÷))~~ and

19 ~~((b) Such rules and policies shall))~~ provide for notice of the
20 reasons and a fair opportunity to contest such reasons prior to a
21 final determination to reject a student's request to participate in
22 or to continue in an interschool activity.

23 ~~((3)(a))~~ (4) The association or other voluntary nonprofit
24 entity is authorized to impose penalties for rules violations upon
25 coaches, school district administrators, school administrators, and
26 students, as appropriate, to punish the offending party or parties ~~((÷~~

27 ~~(b) No))~~, but no penalty may be imposed on a student or students
28 unless the student or students knowingly violated the rules or unless
29 a student gained a significant competitive advantage or materially
30 disadvantaged another student through a rule violation ~~((÷~~

31 ~~(e))~~. Any penalty that is imposed for rules violations must be
32 proportional to the offense ~~((÷~~

33 ~~(d) Any))~~, and any decision resulting in a penalty shall be
34 considered a decision of the school district conducting the activity
35 in which the student seeks to participate or was participating and
36 may be appealed pursuant to RCW 28A.600.205 and 28A.645.010 through
37 28A.645.030.

38 ~~((4))~~ (5) The school districts, Washington interscholastic
39 activities association districts, and leagues that participate in the
40 interschool extracurricular activities shall not impose more severe

penalties for rule violations than can be imposed by the rules of the association or the voluntary nonprofit entity.

~~((45))~~ (6) Policies, procedures, rules, and other requirements adopted by a school district or a voluntary nonprofit entity in accordance with this section must conform with section 3 of this act.

(7) As used in this section and RCW 28A.600.205, "knowingly" means having actual knowledge of or acting with deliberate ignorance or reckless disregard for the prohibition involved.

NEW SECTION. **Sec. 3.** A new section is added to chapter 28A.600 RCW to read as follows:

(1) Policies, procedures, rules, and other requirements adopted in accordance with RCW 28A.600.200 by a school district board of directors or a voluntary nonprofit entity must prohibit biologically male students from competing with and against female students in athletic activities with separate classifications for male and female students if the athletic activity is:

(a) Intended for female students only; and

(b) An individual or team competition activity.

(2) A student who elects to participate in individual or team competition activities intended for female students only governed under subsection (1) of this section shall provide, as part of the required routine sports physical examination, a health examination and consent form or other statement signed by the student's personal health care provider that verifies the student's biological sex, relying only on one or more of the following: The student's reproductive anatomy, genetic makeup, or normal endogenously produced testosterone levels.

Sec. 4. RCW 28A.640.020 and 2023 c 242 s 3 are each amended to read as follows:

(1) The superintendent of public instruction shall develop regulations and guidelines to eliminate sex discrimination as it applies to public school employment, counseling and guidance services to students, recreational and athletic activities for students, access to course offerings, and in textbooks and instructional materials used by students.

(a) Specifically with respect to public school employment, all schools shall be required to:

1 (i) Maintain credential requirements for all personnel without
2 regard to sex;

3 (ii) Make no differentiation in pay scale on the basis of sex;

4 (iii) Assign school duties without regard to sex except where
5 such assignment would involve duty in areas or situations, such as
6 but not limited to a shower room, where persons might be disrobed;

7 (iv) Provide the same opportunities for advancement to males and
8 females; and

9 (v) Make no difference in conditions of employment including, but
10 not limited to, hiring practices, leaves of absence, hours of
11 employment, and assignment of, or pay for, instructional and
12 noninstructional duties, on the basis of sex.

13 (b) Specifically with respect to counseling and guidance services
14 for students, they shall be made available to all students equally.
15 All certificated personnel shall be required to stress access to all
16 career and vocational opportunities to students without regard to
17 sex.

18 (c) Specifically with respect to recreational and athletic
19 activities, they shall be offered to all students without regard to
20 sex, except as provided in section 3 of this act. Schools may provide
21 separate teams for each sex. Schools which provide the following
22 shall do so with no disparities based on sex: Equipment and supplies;
23 medical care; services and insurance; transportation and per diem
24 allowances; opportunities to receive coaching and instruction;
25 laundry services; assignment of game officials; opportunities for
26 competition, publicity and awards; scheduling of games and practice
27 times including use of courts, gyms, and pools: PROVIDED, That such
28 scheduling of games and practice times shall be determined by local
29 administrative authorities after consideration of the public and
30 student interest in attending and participating in various
31 recreational and athletic activities. Each school which provides
32 showers, toilets, or training room facilities for athletic purposes
33 shall provide comparable facilities for both sexes. Such facilities
34 may be provided either as separate facilities or shall be scheduled
35 and used separately by each sex.

36 The superintendent of public instruction shall also be required
37 to develop a student survey to distribute every three years to each
38 local school district in the state to determine student interest for
39 male/female participation in specific sports.

1 (d) Specifically with respect to course offerings, all classes
2 shall be required to be available to all students without regard to
3 sex: PROVIDED, That separation is permitted within any class during
4 sessions on sex education or gym classes.

5 (e) Specifically with respect to textbooks and instructional
6 materials, which shall also include, but not be limited to, reference
7 books and audiovisual materials, they shall be required to adhere to
8 the guidelines developed by the superintendent of public instruction
9 to implement the intent of this chapter: PROVIDED, That this
10 subsection shall not be construed to prohibit the introduction of
11 material deemed appropriate by the instructor for educational
12 purposes.

13 (2)(a) By December 31, 1994, the superintendent of public
14 instruction shall develop criteria for use by school districts in
15 developing sexual harassment policies as required under (b) of this
16 subsection. The criteria shall address the subjects of grievance
17 procedures, remedies to victims of sexual harassment, disciplinary
18 actions against violators of the policy, and other subjects at the
19 discretion of the superintendent of public instruction. Disciplinary
20 actions must conform with collective bargaining agreements and state
21 and federal laws. The superintendent of public instruction also shall
22 supply sample policies to school districts upon request.

23 (b) By June 30, 1995, every school district shall adopt and
24 implement a written policy concerning sexual harassment. The policy
25 shall apply to all school district employees, volunteers, parents,
26 and students, including, but not limited to, conduct between
27 students.

28 (c) School district policies on sexual harassment shall be
29 reviewed by the superintendent of public instruction considering the
30 criteria established under (a) of this subsection as part of the
31 monitoring process established in RCW 28A.640.030.

32 (d) The school district's sexual harassment policy shall be
33 conspicuously posted throughout each school building, and provided to
34 each employee. A copy of the policy shall appear in any publication
35 of the school or school district setting forth the rules,
36 regulations, procedures, and standards of conduct for the school or
37 school district. This requirement as it relates to students, parents,
38 and guardians may be satisfied by using the model student handbook
39 language in RCW 28A.300.286.

1 (e) Each school shall develop a process for discussing the
2 district's sexual harassment policy. The process shall ensure the
3 discussion addresses the definition of sexual harassment and issues
4 covered in the sexual harassment policy.

5 (f) "Sexual harassment" as used in this section means unwelcome
6 sexual advances, requests for sexual favors, sexually motivated
7 physical contact, or other verbal or physical conduct or
8 communication of a sexual nature if:

9 (i) Submission to that conduct or communication is made a term or
10 condition, either explicitly or implicitly, of obtaining an education
11 or employment;

12 (ii) Submission to or rejection of that conduct or communication
13 by an individual is used as a factor in decisions affecting that
14 individual's education or employment; or

15 (iii) That conduct or communication has the purpose or effect of
16 substantially interfering with an individual's educational or work
17 performance, or of creating an intimidating, hostile, or offensive
18 educational or work environment.

19 NEW SECTION. **Sec. 5.** This act may be known and cited as the
20 defending equity in interscholastic sports act.

21 NEW SECTION. **Sec. 6.** If any provision of this act or its
22 application to any person or circumstance is held invalid, the
23 remainder of the act or the application of the provision to other
24 persons or circumstances is not affected.