



**Washington State
Department of Transportation**

Supplemental Agreement Number 1		Organization and Address Shea Carr & Jewell, Inc. (dba SCJ Alliance) 8730 Tallon Lane NE, Suite 200 Lacey, WA 98516 Phone: 360-352-1465	
Original Agreement Number 0635.02			
Project Number 15-257	Execution Date	Completion Date 12/31/2016	
Project Title North Lewis County- Industrial Access	New Maximum Amount Payable 266,396		
Description of Work See Attached Amended Scope of Work.			

The Local Agency of Lewis County
desires to supplement the agreement entered in to with Shea Carr & Jewell, Inc.
and executed on 08/31/2015 and identified as Agreement No. 0635.02
All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

See Attached Amended Scope of Work.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: No Change.

III

Section V, PAYMENT, shall be amended as follows:

The Old Amount: \$138,164 + Supplement No. 1: \$128,232 = New Maximum Amount Payable: \$266,396

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Eric Johnston, PE, Principal

By: [Signature]

[Signature]
Consultant Signature

[Signature]
Approving Authority Signature

3/20/16
Date



Scope of Work

Phase 2

Prepared for: Lewis County Department of Public Works

Prepared by: Eric Johnston, PE, SCJ Alliance

Date: March 13, 2016

INTRODUCTION

Phase 1 – Project Definition for the North Lewis County Industrial Access study is wrapping up with a Steering Committee and Technical Advisory Committee established, a Partnership Agreement being finalized (including project vision, goals and objectives), and significant public outreach begun with stakeholder interviews, a neighborhood meeting and a project website. The scope of work for *Phase 2 – Baseline Analysis* is provided on the following pages. The preliminary scope of work for *Phase 3 – Transportation Analysis* and *Phase 4 – Solutions Development* follow Phase 2.

Potential additional phases of work may include:

- Conceptual Design
- Potential Interchange Justification Report (IJR)
- NEPA/SEPA Documentation
- Final Engineering Plan Approval for Selected Alternative(s)

These additional phases will be determined based on the alternatives analysis and action plan developed in Phase 3.

CONTEXT

Lewis County Public Works (CLIENT) is seeking to contract with the SCJ Alliance team (CONSULTANT) to investigate alternatives to improve access from the Interstate 5 corridor to industrial properties in northern Lewis County.

The bulk of the industrial lands in North Lewis County lie within the Port of Centralia industrial park northwest of Centralia and the Industrial Park at TransAlta (IPAT) approximately four miles east of Centralia on Big Hanaford Road. Access to these locations is problematic and has been the subject of



multiple studies dating from the 1990s. Improvements planned, under construction or recently completed in the area include:

- I-5 through North Lewis and South Thurston Counties
- I-5 at the Harrison Avenue freeway interchange (Exit 82)
- Harrison Avenue within the city limits of Centralia
- I-5 at the Grand Mound freeway interchange (Exit 88)
- County roads within the Centralia UGA

Even taken together, these significant improvements are not projected to meet the access needs of industrial growth in the region or to accommodate the potential increase in traffic on I-5 due to industrial development in North Lewis County. The *2009 WSDOT North County Interchange Feasibility Study* concluded that further improvements to Harrison Avenue would be cost prohibitive as they might require the acquisition of existing businesses and that there was sufficient need and supporting data to warrant further consideration of a North County Interchange. The study recommended additional work to include preliminary engineering, traffic analysis and environmental review to address current and future traffic congestion and freight mobility needs in the area.

The North Lewis County Industrial Access Study will investigate alternative routes utilizing existing interchanges, existing local roadway improvements, and the feasibility of a new interchange between Harrison Avenue (Exit 82) and Grand Mound (Exit 88). This effort will require close coordination with affected jurisdictions in the area, including Thurston County Public Works, Washington State Department of Transportation (WSDOT), the Confederated Tribes of the Chehalis Reservation and the City of Centralia. The major industrial entities in the area—the Port of Centralia and Industrial Park at TransAlta—will also be key stakeholders.

The County is funding this study via a Distressed Counties grant in the amount of \$500,000. The first phases of the project will complete a comprehensive alternatives analysis; should the preferred alternative include new access to I-5, following work will include preparation of an Interchange Justification Report (IJR) using Federal Highway Administration (FHWA) and Washington State Department of Transportation (WSDOT) guidance and NEPA and SEPA environmental documentation.



1 Project Definition *(Recap – Already Contracted)*

This phase of the project will conduct discovery through stakeholder interviews, data review and data collection. The goal of this phase will be to establish the project vision, goals and purpose and need and to define the project methods and assumptions document.

1.1 Project Management

Project management occurs throughout the different project phases and includes regular coordination with the CLIENT and CONSULTANT team members and their subconsultants and regular progress reporting.

Deliverable: Invoices and progress reporting; meeting summaries

1.2 Stakeholder Interviews

To gain a broader understanding of diverse interests in a long-term access solution for North Lewis County, the CONSULTANT will solicit up to 20 one-on-one interviews with a range of stakeholders, including elected officials, local agency technical staff and community and business stakeholders that have an interest or influence over transportation, circulation and access. The interviews may include identification of best strategies for effective engagement with stakeholders and identification of key stakeholders. Interviews will also inquire and investigate key challenges, and opportunities for access and circulation in North Lewis County. CLIENT will provide an initial list of up to 20. The CONSULTANT will prepare a draft and final script and a draft and final summary of responses. If vacations and other schedule conflicts make reaching stakeholders difficult, the CONSULTANT will fulfill a minimum of 12 individual meetings.

Deliverable: Draft and final script and summary of at least 12 and up to 20 one-on-one interviews

1.3 Purpose and Need Workshop and Partnering Agreement

Based on the feedback and summary of stakeholder interviews and review of other policy documents, the CONSULTANT will develop draft materials to support a partnering workshop. The results of this workshop will be:

- a. A signed partnering agreement that includes a concise vision and goals for the project
- b. Defined roles and responsibilities
- c. A decision-making process for the project



- d. A draft project purpose and need that can serve as guidance for evaluation and development of solutions. The draft purpose and need will be developed to be used as a guiding document for a future IJR and NEPA documentation.

Deliverable: Workshop materials and a draft and final signed partnering agreement that includes a concise Vision/Goals, draft Purpose and Need, and a decision-making process.

1.4 Draft Stakeholder/Public Engagement Plan

Based on feedback from the stakeholder interviews, CONSULTANT will develop a tailored stakeholder and public engagement plan that confirms the outreach goals, defines key messages, summarizes a stakeholder analysis, provides a schedule of public outreach events, and provides a list of outreach strategies. Key project milestones for outreach are assumed to be:

- a. Confirming existing and future needs
- b. Establishing a broad range of solutions
- c. Evaluation and selection of a preferred solution

Potential strategies for outreach to stakeholders may include but are not limited to:

- **Facilitated Executive Steering Committee Meetings** – Quarterly meetings of agency execs with authority for key project decisions. Assume two meetings during Phase 1.
- **Facilitated Technical Advisory Committee Meetings** – Bi-monthly (or more frequent as deemed appropriate) agency technical advisory committee meetings to review technical products and provide guidance. Assume three meetings during this Phase 1.
- **Briefing and speakers kits** – To communicate with committees and other stakeholders.
- **Facilitated workshops and public open houses** – Include opportunities to bring diverse and knowledgeable perspectives together to help develop solutions.
- **One-on-one meetings** – To garner feedback on specific areas, sub-areas, or local design issues.
- **Graphic Identity/Brand** – Develop graphic standards and a graphic identify for the project.
- **Drop-ins and meet-ups** – Prepare materials and briefing kit for potential community drop-ins and/or meet-ups.
- **Graphic materials development** – Develop graphic and print materials including flyers or folios and presentations.
- **Related Stories for publications and other media** – Develop detailed content and stories for media.
- **Web Surveys** – Develop up to two surveys to gauge interest in various concepts.



Deliverable: Draft and final engagement summary prepare for, attend and facilitate up to two Executive Steering Committee Meetings and up to three Technical Advisory Committee Meetings. Materials for meetings will be limited to schematics and flow charts and draft narratives (no engineered drawings or schematics).

1.5 Data and Analysis Tool Inventory

As part of stakeholder interviews, the CONSULTANT will inquire about relevant, available, and existing data and all available analytical tools that are available and may be useful for this project to support transportation analysis, design, and environmental review. The CONSULTANT will define data needs from local agencies including mapping, design plans, transportation data and environmental constraints and prepare a data collection memo for CLIENT. Data may need to be acquired from various agencies. The CONSULTANT will work through CLIENT to collect data from a variety of agencies and other sources. The CONSULTANT will develop an inventory of available data and identify data gaps. Where data gaps exist, the CONSULTANT will recommend ways to address gaps either by collecting new data or finding surrogate data.

Deliverables: Data inventory and gap analysis memo.

1.6 Draft Methods and Assumptions

Based on stakeholder interviews, data collection, project partnering discussions, and the defined vision and purpose and need, CONSULTANT will develop a draft Methods & Assumptions (M&A) document that addresses key analyses and project assumptions including:

- Analysis years
- Study Area Limits
- Traffic Forecasting Methodology
- Scenarios
 - Background assumptions
 - Background network
- Traffic Operations Analysis Methods
- Safety Analysis Methods
- Measures of Effectiveness Thresholds

The Methods and Assumptions document will be reviewed with key stakeholders and endorsed per WSDOT Design Manual Chapter 550.

Deliverables: Draft and Final signed Methods and Assumptions Document.



1.7 Develop Alternatives Analysis Scope of Work

The CONSULTANT will prepare a scope of work for Phase 2, the alternatives analysis. The scope of work will likely include many of the elements described below as anticipated efforts for Phase 2.

Deliverables: Scope of Work for Phase 2.



2 Baseline Analysis

Phase 2 will address the need for an analysis of baseline conditions. The development of this data will allow the project team and stakeholders to then develop a range of solutions that effectively meet identified needs. Once preferred solutions are developed, they will be evaluated against a well-established baseline.

The baseline analysis will include project context, an environmental scan, model development, existing conditions baseline and future forecasts.

2.1 Project Management

The CONSULTANT will actively manage the project to ensure effective and efficient application of technical resources, coordination between team members and on-going public engagement.

2.1.1 TEAM MEETINGS & COORDINATION

The CONSULTANT will schedule regular team meetings with the County and internal consultant team meetings as needed. Expected tasks include:

- Meeting agendas
- Meeting summaries
- Scheduling

2.1.2 PROJECT TRACKING

The CONSULTANT will provide monthly invoices, monthly progress reports and weekly budget management documentation to ensure the project team is accomplishing the tasks set forth in this scope of work.

2.1.2.1 Invoices

The CONSULTANT will provide regular monthly invoices to the County. Invoices will contain information on who has been working on the project, the amount of hours expended and the tasks completed or under way.

2.1.2.2 Progress Reports

In addition to the invoices and associated progress memos, the CONSULTANT will provide regular monthly progress reports in the interim, identifying:

- Budget status
- Schedule status



- Tasks completed
- Anticipated next steps
- Scope changes/added value
- Items needed from others

2.1.2.3 Budget Management

The CONSULTANT will manage the budget, schedule and work complete using the PLANtrax earned value tool. This will provide a weekly check on project progress and ensure the budget is actively managed. This information will be shared with the County at the regularly scheduled team meetings as well as in the monthly progress reports. The County may request an earned value status report at any time.

2.1.3 PUBLIC ENGAGEMENT

The CONSULTANT will continue public engagement efforts in this phase including website updates, coordination with the press, open house meetings and interaction with stakeholders.

2.1.3.1 Website Updates

The project website will be regularly updated by the CONSULTANT, providing a repository for materials to be shared with stakeholders and a resource for the community to easily gain information on the project. Meeting summaries and other information developed by the Steering Committee and Technical Advisory Committee will be available on the website.

2.1.3.2 Public Meetings

One public meeting is budgeted in Phase 2 (Task 2.6).

2.1.3.3 Press

The CONSULTANT will coordinate with the press to engage the public through newspapers, radio and online channels. This will include contacting and corresponding with representatives from the local press and providing them with accurate project information through press release materials.

2.1.3.4 Stakeholder Communication

The CONSULTANT will be responsible for managing on-going communication with stakeholders. This will include:

- Coordination and facilitation of project Steering Committee meetings.
- Coordination and facilitation of project Technical Advisory Committee meetings.



- Communication targeting key stakeholders in the community, including but not limited to those interviewed in Phase 1. This may be in person, by email update or printed project update materials.
- Communication with elected officials with an interest in the project.
- Presentations to key community boards, commissions and committees.

2.2 Workshops

2.2.1 SC AND TAC WORKSHOPS

The CONSULTANT will prepare for and facilitate a joint workshop with the Steering Committee and Technical Advisory Team. The workshop will include:

- Steering Committee adoption of Partnership Agreement
- Exhibits providing context on known environmental constraints, existing traffic issues, potential traffic issues, existing and proposed land use and employment and other issues identified by stakeholders in Phase 1, and potential improvement projects identified in previous studies.
- Confirmation of issues by committee members and identification of perceived deficiencies.
- Development of a broad range of solutions (which may be zoning, planning, policy or transportation-related) to address issues and perceived deficiencies.
- Full group review / discuss / refine SMART framework for project goals.

The workshop will result in a signed partnership agreement; wide range of issues and corresponding strategies to evaluate; and refinements for the SMART goal framework.

Deliverables:

- Meeting materials & staff support
- Meeting recap
- Website update and notification

2.2.2 SDIC WORKSHOP

The CONSULTANT will facilitate a meeting for project team members to assess the effectiveness of stakeholder engagement; understanding; evaluate risks; ensure all major issues are on the table and are adequately considered; and explore potential de-railing influences and strategies to neutralize them. The agenda to be developed in partnership with the County.

Deliverables:

- Meeting materials and staffing
- Meeting recap
- Documentation as needed



- Website updates

2.3 Project Context

To better qualify the need for and challenges related to improved industrial access in the study area, the CONSULTANT will review development plans and land use planning and zoning that may have an impact on the study area.

2.3.1 REVIEW DEVELOPMENT PLANS

The CONSULTANT will review available information on development plans for the entities listed below. Efforts will be made to meet in person with representatives from each agency to gain any additional insight into priorities and timing that is not included in the available documents.

2.3.1.1 *Chehalis Tribes*

2.3.1.2 *Port of Centralia*

2.3.1.3 *Industrial Park at TransAlta*

2.3.1.4 *Flood Authority*

2.3.1.5 *WSDOT*

2.3.2 REVIEW LAND USE PLANS & ZONING

The CONSULTANT will review available land use plans and zoning for the agencies listed below. Efforts will be made to meet in person with representatives from each agency to gain any additional insight into on-going efforts to ensure this project has the most recent information in addition to what may be officially adopted.

2.3.2.1 *City of Centralia*

2.3.2.2 *City of Bucoda*

2.3.2.3 *City of Tenino*

2.3.2.4 *Lewis County*

2.3.2.5 *Thurston County*

2.3.3 REVIEW FLOOD ZONE IMPACT

The CONSULTANT will review available documentation on planning for changes related to flooding in or near the study area that may have impacts within the study area. Efforts will be made to meet in person



with key participants in these efforts to gain the most up to date information on priorities, feasibility and timeline.

2.3.4 PREPARE SUMMARY TECHNICAL REPORT

The CONSULTANT will prepare a technical report summarizing the findings of the development plan, land use planning and zoning, and flood zone impacts review. Analysis will be included that identifies potential conflicts, challenges and opportunities. Summaries of any in-person interviews will be included.

Deliverables:

- Meeting materials and staffing support
- Meeting summaries
- Technical Report
- Website update and notification

2.4 Environmental Scan

The CONSULTANT will conduct an environmental scan to identify critical areas and impacts to the built environment that may result in social justice issues should solution alternatives impact those areas.

2.4.1 CRITICAL AREAS

The CONSULTANT will provide GIS-based analysis of the critical areas listed below. These critical areas will be mapped in the study area and ranked to determine areas more- or less-likely to have critical area impacts if solution alternatives are developed in those locations. Data layers will be provided or accessed through existing sources, not newly developed data. This information will need to be provided by Lewis County and partner agencies.



2.4.1.1 *Wetlands*

2.4.1.2 *Steep/Unstable Slopes*

2.4.1.3 *Shorelines*

2.4.1.4 *Floodplains*

2.4.1.5 *Cultural Resources*

2.4.1.6 *Priority Habitats and Species*

2.4.1.7 *Air Quality*

2.4.1.8 *Noise*

2.4.2 HOUSEHOLD DEMOGRAPHICS

The CONSULTANT will use GIS data and *mySidewalk* analytics to identify demographic characteristics of residential areas in the study area.

2.4.2.1 *Census Data*

2.4.2.2 *Employment Centers*

2.4.3 PREPARE SUMMARY TECHNICAL REPORT

The CONSULTANT will prepare a technical report summarizing the findings of the environmental scan. Analysis will be based primarily on GIS and *mySidewalk* analytical tools and provide mapping of sensitive areas in the study area.

Deliverables:

- Meeting materials and staffing support
- Meeting summaries
- Technical Report
- Website update and notification

2.5 Transportation Analysis Tools Development

The CONSULTANT will develop both a macro-scope (travel demand) and meso-scope (traffic simulation and dynamic traffic assignment) model to evaluate baseline conditions and solution alternatives. Micro-



scopic modeling (intersection operations, typically with Synchro or Sidra) will not be used in the initial alternatives evaluations, but will be necessary in developing the ultimate design concepts.

2.5.1 TRAVEL DEMAND MODEL

The CONSULTANT will build upon the land use described and documented in Task 2.2, an evaluation of existing and proposed future land use and an evaluation of current travel demand models to assess the adequacy and applicability for the project. For the purposes of this project, the land use will be projected to a future horizon year of 2040 which is consistent with the TRPC plan horizon. Additional years to reflect other horizons (such as a project level year of opening) will not be developed at this time; however other design horizons may be considered in future phases to meet other project objectives.

2.5.1.1 Confirm Analysis Zones – The team will evaluate the Traffic Analysis Zone (TAZ) structures of both the Lewis County and TRPC Models to define a TAZ structure appropriate for the purposes of evaluating North Lewis County Industrial Access solutions. This may require aggregation of zones with current and future land use data to meet the preferred zonal structure.

2.5.1.2 Confirm households/employment and Land Use – Using data from Lewis County, City of Centralia, Chehalis Tribes, and Thurston County define current and projected land use that meets current agency growth policies. The projected land use will reflect a 2040 future horizon year.

2.5.1.3 Confirm Network – Using current and known future roadway and network configurations team will develop networks for this zone structure that reflect current and future (2040) conditions. The network will be developed to address future potential solutions.

2.5.1.4 Calibration – Comparing the current roadway traffic volumes and characteristics to projected current model results will be conducted to ensure the modeling tool is calibrated for the study

2.5.2 DYNAMEQ

Dynameq, a mesoscopic assignment and distribution model will be developed to support analysis of solutions including modal, network, operations, and management solutions. The Consultant will create and calibrate a Dynameq model to reflect existing and future year (2040) conditions.



2.5.2.1 *Confirm Network – Consultant will compile an inventory of current and future roadway features and develop a Dynameq model for the study area.*

2.5.2.2 *Calibration – Consultant will compare model results of the existing dynameq model to current operational conditions to calibrate the Dynameq model for use in evaluating potential solutions.*

2.5.3 PREPARE SUMMARY TECHNICAL REPORT

The CONSULTANT will prepare a technical report summarizing the transportation model development, calibration and validation including exhibits depicting the model network and transportation analysis zones.

Deliverables:

- Meeting materials and staffing support
- Travel Demand and Dynameq models
- Meeting summaries
- Technical Report
- Website update and notification
- Traffic data collection

2.6 Public Meeting

The CONSULTANT will coordinate with the County to facilitate and host a public meeting to present project progress to date, share the initial broad range of solutions and solicit input from the public on additional issues or solutions. This public meeting will include the following tasks or deliverables:

- Media outreach and coordination
- Meeting materials
- Meeting recap and summary
- Up to four additional local briefings based on this agenda / materials (Councils, commissions, neighborhood group, etc)
- Website update and notification

2.7 Policy & Land Use Recommendations

The CONSULTANT will facilitate discussion and exploration of policy and land use changes for agencies with jurisdiction in the study area with the Steering Committee and Technical Advisory Committed and informed by other stakeholders in the community. This process will look for avenues that allow for better coordination between project partners and identify processes that can be developed concurrently with this project or strengthened directly as part of this project.



2.7.1 IDENTIFY STRATEGIC POLICIES

The CONSULTANT will facilitate discussions among project partners to identify policy changes that could provide a major benefit to industrial job creation and improve access to properties consistent with that vision.

2.7.2 REVIEW LAND USE DESIGNATIONS AND POLICIES

The CONSULTANT will review land use zoning and policies in the study area and identify potential changes that meet the vision, goals and objectives of the North Lewis County Industrial Access study and could have a significant impact on industrial development.

2.7.3 COORDINATION BETWEEN PROJECT PARTNERS

The CONSULTANT will coordinate with project partners to implement changes identified in the discussions and review mentioned above to improve opportunities for industrial economic development and facilitate improved access to the subject properties.

2.7.4 SUMMARY REPORT

The CONSULTANT prepare a summary report for presentation to the Steering Committee with the intent of incorporating key recommendations into solutions being developed and the ultimate action plan for implementation.

Deliverables:

- Meeting materials and staffing support
- Meeting summaries
- Summary Report
- Website update and notification

Summary of Phase 2 Deliverables:

- Updated Schedule
- Monthly Project Invoices
- Project Progress Reports
- Meeting Agendas and Summaries
- Website Updates
- Presentation Materials for Presentations to Partner Agencies and Community Groups
- Technical Report – Land Use, Zoning and Development Plan Review
- Technical Report – Environmental Scan



3 Transportation Analysis *(Preliminary – Not Contracted Now)*

This phase of the project will prepare the analysis of the transportation network to establish a baseline and develop future forecasts.

3.1 Project Management

Project management occurs throughout the different project phases and includes regular coordination with the CLIENT and CONSULTANT team members and their subconsultants and regular progress reporting.

Deliverable: Invoices and progress reporting; meeting summaries

3.2 Existing Conditions Baseline

Establishing a solid existing conditions baseline is essential, as this is the only scenario that can be tested against real-world conditions. The existing conditions baseline is used to calibrate models and projections, ensuring assumptions are valid and providing confidence in future forecasts.

3.2.1 LAND USE

The CONSULTANT will confirm existing land use assumptions. This will include:

- Household data
- Employment data
- Other inputs into growth models and future forecasts

3.2.2 TRANSPORTATION

The CONSULTANT will develop an assessment of existing and future (2040 Baseline transportation conditions including:

- Development of travel demand
- Assessment of collisions
- Operations
- Travel patterns

3.2.3 CONFIRM DEFICIENCIES

The CONSULTANT will confirm perceptions identified in stakeholder meetings and in previous studies that there are system deficiencies within the study area.



3.2.4 PREPARE SUMMARY TECHNICAL REPORT

The CONSULTANT will prepare a technical report summarizing the baseline existing conditions for land use, transportation and existing deficiencies.

Deliverables:

- Meeting materials and staffing support
- Meeting summaries
- Technical Report
- Website update and notification

3.3 Future Forecasts

The CONSULTANT will prepare future year forecasts consistent with other long-range planning horizons in Thurston County and Lewis County.

3.3.1 LAND USE

The CONSULTANT will prepare land use forecasts based on Thurston Regional Planning Council, Thurston County, City of Centralia and Lewis County projections for the study area. Forecasts will take into account the land use planning and development plans review completed in Phase 2.

3.3.2 TRANSPORTATION

The CONSULTANT will prepare transportation forecasts based on land use and growth projections for the study area as identified above. Forecasts will take into account major zoning changes or network improvements.

3.3.3 IDENTIFY DEFICIENCIES

As in the existing conditions analysis, the CONSULTANT will identify projected system deficiencies that will impact the evaluation and analysis of solution alternatives.

3.3.4 PREPARE SUMMARY TECHNICAL REPORT

The CONSULTANT will prepare a technical report summarizing the future forecasts, noting any significant changes from existing conditions.

Deliverables:

- Meeting materials and staffing support
- Meeting summaries
- Technical Report



- Website update and notification

Summary of Phase 3 Deliverables:

- Monthly Project Invoices
- Project Progress Reports
- Meeting Agendas and Summaries
- Technical Report – Transportation Model
- Technical Report – Existing Conditions
- Technical Report – Future Forecasts



4 Solutions Development *(Preliminary – Not Contracted Now)*

Phase 4 will develop a range of solutions to meet the project vision and goals. The ideas developed in this phase of work will be evaluated for consistency with the project goals and analysis will help determine the preferred solutions. This will be a team effort, with active participation from members of the Steering Committee and Technical Advisory Committee as well as opportunities for input from the public.

This phase will include on-going project management (included public engagement), policy and land use recommendations, and transportation alternatives analysis.

4.1 Project Management

The CONSULTANT will actively manage the project to ensure effective and efficient application of technical resources, coordination between team members and on-going public engagement.

4.1.1 TEAM MEETINGS & COORDINATION

The CONSULTANT will schedule regular team meetings with the County and internal consultant team meetings as needed. Expected tasks include:

- Meeting agendas
- Meeting summaries
- Scheduling

4.1.2 PROJECT TRACKING

The CONSULTANT will provide monthly invoices, monthly progress reports and weekly budget management documentation to ensure the project team is accomplishing the tasks set forth in this scope of work.

4.1.2.1 Invoices

The CONSULTANT will provide regular monthly invoices to the County. Invoices will contain information on who has been working on the project, the amount of hours expended and the tasks completed or under way.

4.1.2.2 Progress Reports

In addition to the invoices and associated progress memos, the CONSULTANT will provide regular monthly progress reports in the interim, identifying:

- Budget status



- Schedule status
- Tasks completed
- Anticipated next steps
- Scope changes/added value
- Items needed from others

4.1.2.3 *Budget Management*

The CONSULTANT will manage the budget, schedule and work complete using the PLANtrax earned value tool. This will provide a weekly check on project progress and ensure the budget is actively managed. This information will be shared with the County at the regularly scheduled team meetings as well as in the monthly progress reports. The County may request an earned value status report at any time.

4.1.3 PUBLIC ENGAGEMENT

The CONSULTANT will continue public engagement efforts in this phase including website updates, coordination with the press, open house meetings and interaction with stakeholders.

4.1.3.1 *Website Updates*

The project website will be regularly updated by the CONSULTANT, providing a repository for materials to be shared with stakeholders and a resource for the community to easily gain information on the project. Meeting summaries and other information developed by the Steering Committee and Technical Advisory Committee will be available on the website.

4.1.3.2 *Public Meetings*

The CONSULTANT will coordinate with the County to facilitate and host 2-3 public meetings. Public meetings and associated tasks are detailed separately later in this scope of work.

Each public meeting will include the following tasks or deliverables:

- Media outreach and coordination
- Meeting materials
- Meeting recap and summary
- Up to four additional local briefings based on this agenda / materials (Councils, commissions, neighborhood group, etc)
- Website update and notification



4.1.3.3 *Press*

The CONSULTANT will coordinate with the press to engage the public through newspapers, radio and online channels. This will include contacting and corresponding with representatives from the local press and providing them with accurate project information through press release materials.

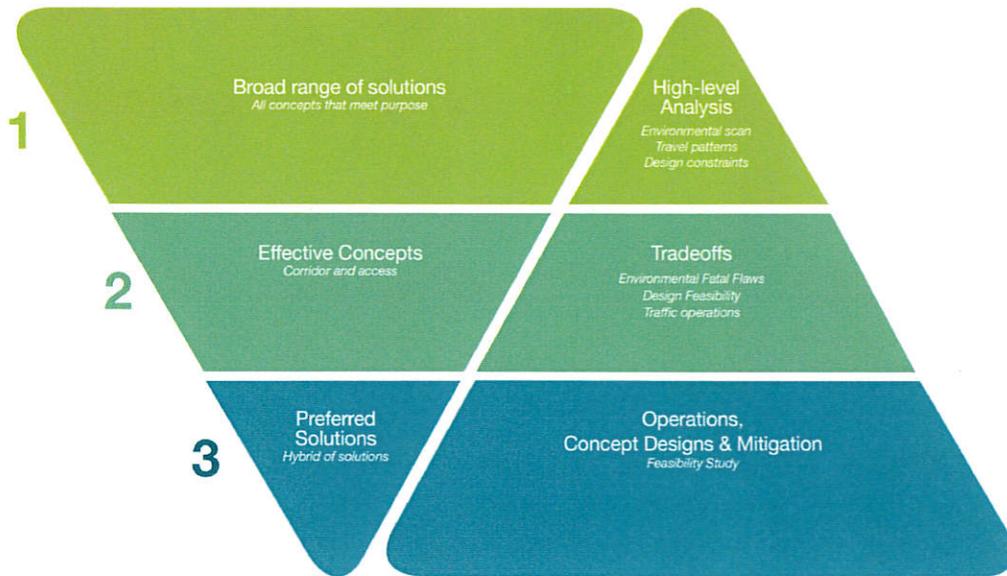
4.1.3.4 *Stakeholder Communication*

The CONSULTANT will be responsible for managing on-going communication with stakeholders. This will include:

- Coordination and facilitation of project Steering Committee meetings.
- Coordination and facilitation of project Technical Advisory Committee meetings.
- Communication targeting key stakeholders in the community, including but not limited to those interviewed in Phase 1. This may be in person, by email update or printed project update materials.
- Communication with elected officials with an interest in the project.
- Presentations to key community boards, commissions and committees.

4.2 *Alternatives Analysis*

The CONSULTANT will lead a process to develop transportation solutions with the Steering Committee and Technical Advisory Committed and informed by other stakeholders in the community. The process will begin very broadly, identifying a broad range of solutions that can be evaluated against the project vision and goals and subjected to high-level analysis in terms of environmental scan, travel patterns and design constraints. Once the broad range of solutions is narrowed to concepts that effectively meet the vision and goals of the project, these solutions will be subjected to a more detailed analysis to identify fatal flaws, design feasibility and traffic operations. Ultimately, preferred solutions will emerge and warrant a feasibility study to quantify traffic operations performance, design direction and mitigation needs.



4.2.1 EVALUATION OF POTENTIAL SOLUTIONS

The CONSULTANT will facilitate a process with the Technical Advisory Committee to develop an initial evaluation of solutions that reflect a limited screening such as meeting the project vision and goals and recommend solutions to be advanced for further consideration. A more detailed outline of this process is provided in the Stakeholder Engagement Plan prepared as part of Phase 1, and a brief summary of key tasks follows.

4.2.1.1 Meeting 1

Evaluation criteria and SMART goal linkage / Fatal Flaw Analysis of initial range of options.

4.2.1.2 Meeting 2

Tier 1 Screening of options – High level quantitative / qualitative analysis.

4.2.1.3 Meeting 3

Tier 2 Screening of options – More detailed quantitative analysis. Heavy reliance on model and other existing conditions analysis. Strive to reach agreement on a likely short list of promising options to share with full TAC at next meeting.



4.2.1.4 Meeting 4

Reassemble TAC and recap each screening process. Present list of promising options worth including in an action plan from the two screening teams. Seek recommendation to Steering Committee on complete list of strategies with greatest potential to address NLCIA problem / issues.

4.2.1.5 Presentation to Steering Committee

The TAC meetings will result in a refined list of potential strategies with documentation of benefits; rejected strategies with rationale for rejection; and recommendation to the Steering Committee regarding a promising package of strategies. The Steering Committee will be charged with:

- Review of TAC evaluation process
- Discussion of findings and TAC recommendation
- Acceptance/revision of TAC recommendation for review with the public

Deliverables:

- Meeting materials and staffing for up to six TAC meetings and one Steering Committee meeting
- Meeting recaps
- Documentation of rationale for criteria, rejected strategies, and recommended strategies
- Documented process for evaluating future projects as they arise
- Website updates

4.2.2 PUBLIC MEETING

The CONSULTANT will coordinate with the County to facilitate and host a public meeting to present project progress to date, provide an overview of the screening and evaluation process, and gain feedback on promising strategies being considered.

- Media outreach and coordination
- Meeting materials
- Meeting recap and summary
- Up to four additional local briefings based on this agenda / materials (Councils, commissions, neighborhood group, etc)
- Website update and notification

4.2.3 SUMMARY REPORT

The CONSULTANT prepare a summary report for presentation to the Steering Committee to help guide development of an Action Plan.



4.3 Action Plan

The CONSULTANT will lead the project partnership through a process that takes the recommendations from the Technical Advisory Team and turns them into an action plan that is feasible, fundable and well-supported by the community, the partnership and strategic regional and state-wide partners. The goal of the action plan will be to implement the ideas that have been developed and see real-world changes.

4.3.1 ACTION PLAN FRAMEWORK WORKSHOP

At the Action Plan Framework Workshop, the CONSULTANT will facilitate a meeting of the Steering Committee that accomplishes the following:

- Recap screening process and findings
- Review public meeting comments and input
- Finalize initial list of strategies to be included in Action Plan
- Discuss other elements of Action Plan – who / when / how aspects of Action Plan strategies
- Provide direction on final list of strategies to include
- Provide direction and initial input regarding “action” aspects of Action Plan

Deliverables:

- Meeting materials and staffing support
- Meeting recap
- Website update and notification
- Media outreach

4.3.2 ACTION PLAN DEVELOPMENT

The CONSULTANT will facilitate stakeholder participation in developing the Action Plan in individual and small-group meetings. The purpose of these small meetings will be to flesh out details associated with strategies to be included in the Action Plan. Such details may include, but are not limited to:

- Entity or entities to be responsible for carrying out the strategy
- Mechanism(s) by which that will be done
- Magnitude of the effort required
- Estimated time frame for initiating and then accomplishing strategies
- Likely partners; etc.

The goal is to get clarity on the action element for each strategy to minimize the time for review and approval.

Deliverables:

- Meeting set-up / coordination



- Review materials
- Meeting summaries

4.3.3 FINALIZE ACTION PLAN

The Steering Committee will, over the course of two meetings, review and approve a final Action Plan. The CONSULTANT will facilitate these meetings and provide:

- High level overview of project – problem, partnership, process, public insights, findings, direction
- Review draft Action Plan
- Request endorsement of Action Plan and its recommendations
- Discussion of next steps

Deliverables:

- Meeting materials and staffing support
- Draft Action Plan
- Meeting recap
- Final Action Plan
- Website update and notification

4.3.4 PUBLIC MEETING

The CONSULTANT will coordinate with the County to facilitate and host a public meeting to present project progress to date, provide an overview of the process, and present the final Action Plan.

- Media outreach and coordination
- Meeting materials
- Meeting recap and summary
- Up to eight additional local briefings based on this agenda / materials (councils, commissions, neighborhood groups, etc.)
- Website update and notification



Summary of Phase 3 Deliverables:

- Updates to Schedule
- Monthly Project Invoices
- Project Progress Reports
- Meeting Agendas and Summaries
- Website Updates
- Presentation Materials for Presentations at Public Meetings, to Partner Agencies and Community Groups
- Summary Report – Policy and Land Use Recommendations
- Summary Report – Alternatives Analysis
- Action Plan

Consultant Fee Determination - Exhibit D-1



SCJ Alliance

Client: Lewis County
 Project: North Lewis County Industrial Access
 Job #: 635
 File #: 2016 03 13 0635.02 Phase 2 Fee Estimate Final _V2.xl

Consultant Fee Determination

SALARY COST

Discipline	Hours	Rate	Amount
Principal Engineer	7.0	\$88.00	\$616
Principal Engineer	92.0	\$73.00	\$6,716
Sr. Project Manager	157.0	\$60.00	\$9,420
Sr. Project Manager	143.0	\$60.00	\$8,580
Project Manager	0.0	\$49.00	\$0
Transportation Planner	0.0	\$39.00	\$0
Planner	36.0	\$38.00	\$1,368
Communications Manager	0.0	\$42.00	\$0
Project Accountant	2.0	\$53.00	\$106
Project Coordinator 1	9.0	\$26.00	\$234
Subtotal:	446.0		Total Salary Cost \$27,040

OVERHEAD

Overhead Rate: 165.37% Direct Salary Cost: \$27,040 Overhead Cost \$44,716

FIXED FEE

Fixed Fee Rate: 30.00% Direct Salary Cost: \$27,040 Fixed Fee Cost \$8,112

TOTAL SALARY COST

Total Salary Cost \$79,868

SUBCONSULTANTS (Yes or No)

Yes

Task	Description	Subconsultant	Amount
Task 05	Transportation Analysis Tools Development	Data Collection - Subconsultant TBD	\$10,000
Task 04	Environmental Scan	Holly Eggleston	\$2,800
Task 01	Project Management	Transpo	\$2,823
Task 02	Workshops	Transpo	\$4,839
Task 03	Project Context	Transpo	\$2,005
Task 04	Environmental Scan	Transpo	\$403
Task 05	Transportation Analysis Tools Development	Transpo	\$20,486
Task 06	Public Meeting	Transpo	\$1,210
Task 99	Reimbursable Expenses	Transpo	\$534

Subconsultant Fee \$45,101

Subconsultant Mark 0% \$0

Total Subconsultants \$0

REIMBURSABLES

Copies, Reproduction 2.5% of Total Salary Cost \$676

Mileage: 4,500 miles at \$0.575 \$2,588

Total Expenses: \$3,264

SUBTOTAL (SALARY, SUBCONSULTANTS AND EXPENSES)

Subtotal (Salary, Subconsultants and Expenses) \$128,232

MANAGEMENT RESERVE FUND (MRF)

Management Reserve 0.0% of Subtotal \$0

Total Estimated Budget:	128,232.07
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