



## City of Cashmere

101 Woodring Street  
Cashmere, WA 98815  
Ph (509) 782-3513 Fax (509) 782-2840  
Website [www.cityofcashmere.org](http://www.cityofcashmere.org)

CASHMERE CITY COUNCIL MEETING  
MONDAY, APRIL 13, 2015 6:00 P.M., CITY HALL

### AGENDA

#### CALL TO ORDER

#### FLAG SALUTE

#### EXCUSED ABSENCE

#### ANNOUNCEMENTS & INFORMATION

- March Financial Reports are on the website

#### PROCLAMATION

- Proclaiming April 27, 2015 as Arbor Day

#### PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

#### APPROVAL OF AGENDA

#### CONSENT AGENDA

1. Minutes of March 23, 2015 Regular Council Meeting
2. Payroll and Claims Packet Dated April 13, 2015

#### BUSINESS ITEMS

1. Riverside Park Dirt Pump Track discussion
2. General Engineering Services 2011 Amendment No. 4 for Rank Road Improvements
3. General Engineering Services 2011 Amendment No. 5 for Angier Bridge options
4. Ordinance No 1243 adopting development standards
5. Transfer of City property to public road use
6. WSDOT Street Striping Agreement
7. Award Cemetery Road project to Granite Construction
8. Award Simpson Park Parking Lot Project to Mitchell Paving
9. Award Public Works Parking Lot Project to Mitchell Paving
10. Authorize the Mayor to sign contract for Simpson Park & Public Works Parking Lot projects
11. Change order No 1 to Mitchell Trucking & Paving contract
12. Award WWTF Drying Bed to Central Washington Asphalt

#### PROGRESS REPORTS

#### ADJOURNMENT

TO ADDRESS THE COUNCIL, PLEASE BE RECOGNIZED BY THE MAYOR AND STATE YOUR NAME WHEN YOU BEGIN YOUR COMMENTS  
**Americans with Disabilities Act (ADA) accommodations provided upon request (48-hour notice required)**

## **PROCLAMATION**

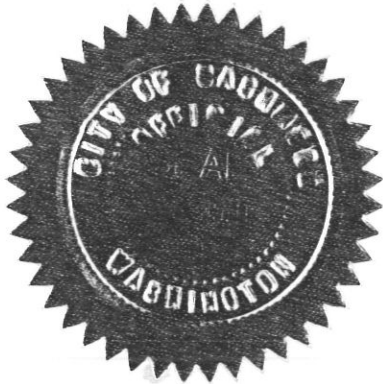
- WHEREAS,** in 1872, J. Sterling Morton Proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
- WHEREAS,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska,
- WHEREAS,** Arbor Day is now observed throughout the nation and the world, and
- WHEREAS,** trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and
- WHEREAS,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and
- WHEREAS,** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and
- WHEREAS,** trees are a source of joy and spiritual renewal, and
- WHEREAS,** Cashmere has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting ways,
- NOW, THEREFORE, I,** Jeff Gomes, Mayor of the City of Cashmere, do hereby proclaim April 27, 2015 as,

### **ARBOR DAY**

in the City of Cashmere, and I urge all citizens to support efforts to protect our trees and woodlands and to support our city's urban forestry program, and

- FURTHER,** I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

DATED this 13<sup>th</sup> day of April, 2015



\_\_\_\_\_  
Jeff Gomes  
Mayor

**MINUTES OF THE CASHMERE CITY COUNCIL MEETING  
MONDAY, MARCH 23, 2015 AT CASHMERE CITY HALL**

OPENING

Mayor Jeff Gomes opened the regular city council meeting at 6:00 p.m. at City Hall. Clerk-Treasurer Kay Jones took minutes.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jeff Gomes	
Council:	Skip Moore Jim Fletcher Dave Erickson  David Sherman	Bob Abramowski
Staff:	Kay Jones, Clerk-Treasurer Mark Botello, Planning/Building	

FLAG SALUTE

EXCUSED ABSENCE

MOVED by Councilor Erickson and seconded by Councilor Sherman to excuse the absence of Councilor Bob Abramowski. Motion carried.

ANNOUNCEMENTS & INFORMATION

Caryl Andre of the Washington State Special Olympics presented Sabra Siltman, a local participant in the Special Olympic Polar Plunge with not one, but two awards. The first award was for the best costume, Sabra always goes all out. The second award was for the highest fund raising individual. Actually Sabra raised the highest of any individual or group. In the past six years Sabra has raised \$32,871.00 for Special Olympics.

Mayor Gomes announced that the 9/11 Memorial construction project will break ground on Wednesday, March 25, 2015 at 4:00 p.m.

The City received the 2014 plaque for Tree City USA. The City of Cashmere is one of the oldest tree cities in the state.

Mayor Gomes informed the council that he doesn't intend to fill the Director of Operations position at this time. The duties of Bob Schmidt have been distributed between Mark, Kay and himself.

The Mayor informed the council that RH2 submitted a rate increase for 2015. According to the contract the mayor is authorized to approve the increase without it going to council. Mayor Gomes authorized the increase starting in March.

Director Mark Botello informed the council that the Chamber received eight applications for Chamber Manager. They interviewed four applicants. Two of the four were selected to be

interviewed by the entire Chamber Board.

PUBLIC COMMENT

No public comment.

APPROVAL OF AGENDA

MOVED by Councilor Fletcher and seconded by Councilor Erickson to approve the agenda as presented. Motion carried.

CONSENT AGENDA

Minutes of March 9, 2015 Regular Council Meeting  
Payroll and Claims Packet Dated March 23, 2015

Claims Check No. EFT 02/2015 and #35476 - #35500 totaling \$170,670.00

Set Public Hearing Monday, April 27, at 6:00 p.m. on amendments to Title 17 Zoning Code

MOVED by Councilor Moore and seconded by Councilor Fletcher to approve the items on the consent agenda. Motion carried.

SELECTING ROC CONTRACTING FOR THE RIVERSIDE PARK HYDRO-SEEDING PROJECT

The City used the Small Works Roster to seek quotes from qualified contractors for hydro-seeding Riverside Park. ROC General Contracting was the lowest bidder of the four that were submitted. Staff's recommendation is to approve the agreement with ROC General Contracting in the amount of \$4,468.88 for hydro-seeding and miscellaneous work at Riverside Park.

MOVED by Councilor Fletcher and seconded by Councilor Sherman to approve the agreement with ROC General Contracting for the Riverside Park Hydro-Seeding project. Motion carried.

PROGRESS REPORTS

Director Botello reported that Washington Cities Insurance Association (WCIA), which is the City's Risk Management Insurance, will be inspecting the city parks on Wednesday for liability and safety.

Botello reported that the Chelan County PUD will be updating the Jarvis Substation and will be applying for a shoreline permit and a CUP.

ADJOURNMENT

Mayor Gomes adjourned the meeting at 6:37 p.m.

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Jeff Gomes, Mayor

Attest:

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Kay Jones, Clerk-Treasurer

# Staff Summary

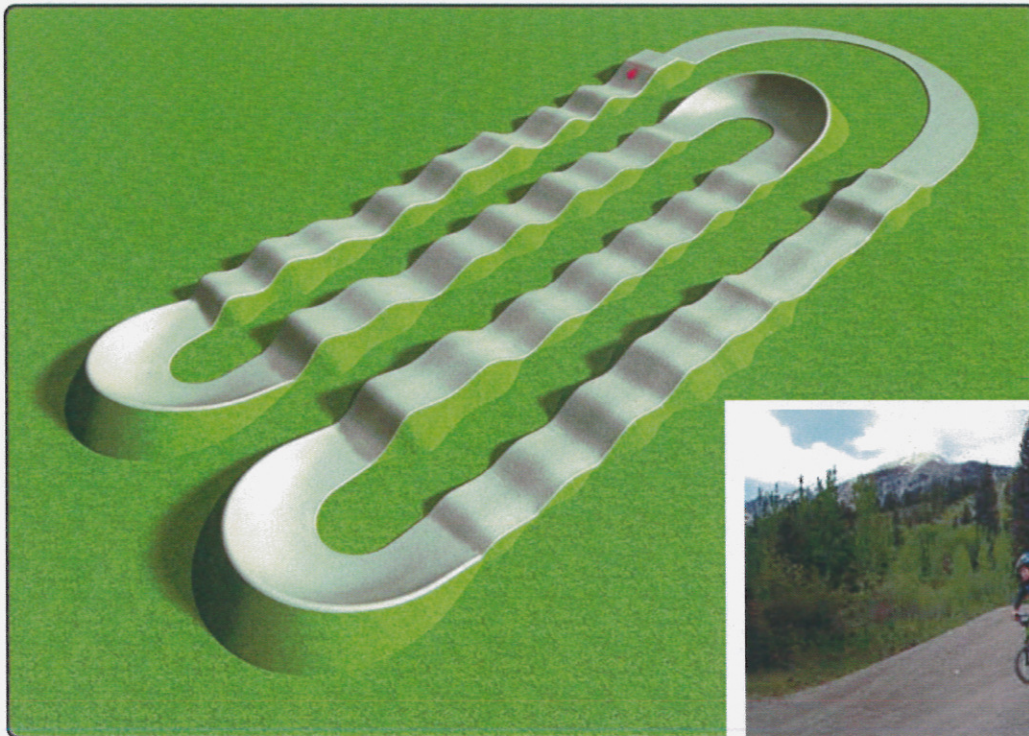
**Date:** April 13, 2015  
**To:** Cashmere City Council  
Mayor Gomes  
**From:** Mark Botello  
**RE:** Riverside Park Dirt Pump Track Discussion

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I will have a group of people at Monday's Council meeting who are interested in building a dirt pump track at Riverside Park. The area proposed for the pump track would be where the sand volleyball court is located. The volleyball court is underutilized and is basically weeds and grass. The foot print of the pump track would basically be the same as the sand volleyball court. This would be a community project designed and built by the Community.

**Pump track:**

A pump track is a small track, built using as little as 10 x 30 feet of land, and is a looping trail system of dirt berms and "rollers" (smooth dirt mounds for pumping) designed for bicycling without the rider pedaling. The name comes from the pumping motion used by the cyclist's upper and lower body as they ride around the track.



# Staff Summary

**Date:** April 13, 2015

**To:** Cashmere City Council  
Mayor Gomes

**From:** Mark Botello

**RE:** General Services 2011 Amendments No. 4 for the Rank Road  
Improvements

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Please see attached General Services 2011 Amendment No. 4 for the Rank Road Improvements. This scope and fee is for engineering, design and surveying. The City budgeted \$25,000 for this project. Staff will go over this in more detail and Erik Howe of RH2 Engineering will be at the Monday Council meeting.

**Recommendation:**

Approve General Services 2011 Amendment No. 4 for the Rank Road improvements and authorized Mayor Gomes to sign Amendment No 4

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**EXHIBIT A**  
**Scope of Work**  
**City of Cashmere**  
**General Services 2011**  
**Amendment No. 4**  
**Rank Road Improvements**  
April 2015

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**Background**

RH2 Engineering, Inc., (RH2) is providing this Scope of Work to the City of Cashmere (City) for engineering services, including design, plans, and specifications, for drainage improvements to approximately 2,400 linear feet of Rank Road from Olive Street to the City limits.

**Task 1 – Project Management, Design, and PS&E**

**Objective:** Monitor scope and budget, maintain project files and records, and coordinate the project. Prepare stormwater design elements. Develop a complete set of contract plans, specifications, and a cost estimate (PS&E) to be used for bidding and constructing the project.

**Approach:**

- 1.1 Prepare invoices and maintain project records. Review for consistency and monitor budget spent. Review subconsultant invoices. Coordinate with the City to discuss schedule, progress, and design issues (Meeting No. 1).
- 1.2 Design drainage ditch improvements. This work will include defining ditch slopes, widths, and depths needed to convey stormwater.
- 1.3 Prepare plans:
  - Prepare up to four (4) final plan and profile sheets for the drainage improvements at 1 inch equals 20 feet plan scale and 1 inch equals 5 feet vertical profile scale.
  - Prepare one (1) detail sheet to support construction of the drainage improvements. Design details will include ditch sections, culvert placement, and other unique or unusual details not contained in existing standards.
  - Prepare a cover sheet and legend sheet.
  - Prepare up to one (1) sheet for summary of quantities.
- 1.4 Prepare bid documents, including schedule of prices and front-end bid documents.
- 1.5 Prepare technical specifications, including Washington State Department of Transportation (WSDOT) Amendments and WSDOT General Special Provisions. Prepare project-specific special provisions to be used for bidding the proposed improvements. Technical specifications are to be based on WSDOT/American Public Works Association (APWA) format.
- 1.6 Prepare the final engineer's estimate of probable construction costs for the proposed improvements based on historical costs of similar projects in the vicinity, if readily available.

- 1.7 Perform internal quality assurance/quality control (QA/QC) review for the project PS&E bid documents.
- 1.8 Finalize bid documents based on the City's review comments and produce plan sets.

**Assumptions:**

- *No stormwater modeling will be performed. Ditches will be designed to maximize the area available within current City right-of-way while preserving Rank Road to local access road standards. Culverts will be designed to convey the upstream flow as defined by the ditch geometry (not necessarily actual stormwater flows).*
- *The City will obtain all environmental permits necessary to construct the improvements.*
- *Less than 5,000 square feet of new impervious surface is being added; therefore, no stormwater runoff treatment will be required on this project.*

**RH2 Deliverables:**

- Monthly invoices and progress reports that will outline the current status of various tasks and compare actual progress with the original project schedule.
- Meeting with the City to discuss project issues and design decisions. In an attempt to keep costs to a minimum, only one (1) meeting has been included in this Scope of Work. Additional meetings may need to be added through a supplement.
- Plan and profile sheets and cost estimate at the 70-percent design stage.
- Set of plans, specifications, and a final engineer's estimate for bidding.

**Task 2 – Surveying**

**Objective:** Coordinate roadway surveying with Fitzpatrick Surveying, PLLC, as required, providing design information for a reconstruction of the roadway.

**Approach:**

- 2.1 Fitzpatrick Surveying, PLLC, will conduct a roadway survey for the design of Rank Road. RH2 will coordinate with Fitzpatrick Surveying, PLLC, to provide a topographic survey in a suitable format for the design.

**RH2 Deliverables:**

- Topographic survey in AutoCAD 2000 or higher format.

**Project Schedule**

This project will begin in April 2015. Construction contract award is anticipated to be in the summer of 2015.



**EXHIBIT B**

City of Cashmere  
 General Services 2011 - Amendment No. 4  
 Rank Road Improvements  
 Estimate of Time and Expense

Description	Principal	Project Manager	Project Engineer	Permit Technician	Word Processor	Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
<b>Task 1 Project Management, Design, and PS&amp;E</b>										
1.1 Prepare invoices, maintain files, meet with City	-	2	2	2	-	6	\$ 928	\$ -	\$ 51	\$ 979
1.2 Design drainage improvements	-	-	8	16	-	24	\$ 3,328	\$ -	\$ 375	\$ 3,703
1.3 Prepare plans	-	-	8	16	-	24	\$ 3,328	\$ -	\$ 383	\$ 3,711
1.4 Prepare front-end bid documents	-	-	2	-	2	4	\$ 472	\$ -	\$ 12	\$ 484
1.5 Prepare technical specifications	-	-	4	-	-	4	\$ 600	\$ -	\$ 47	\$ 647
1.6 Prepare engineer's estimate	-	-	1	2	-	3	\$ 416	\$ -	\$ 38	\$ 454
1.7 Perform internal QA/QC review	2	2	1	-	-	5	\$ 914	\$ -	\$ 23	\$ 937
1.8 Finalize plans and bid documents	-	-	4	4	-	8	\$ 1,132	\$ -	\$ 145	\$ 1,277
<b>Subtotal</b>	<b>2</b>	<b>4</b>	<b>30</b>	<b>40</b>	<b>2</b>	<b>78</b>	<b>\$ 11,118</b>	<b>\$ -</b>	<b>\$ 1,074</b>	<b>\$ 12,192</b>
<b>Task 2 Surveying</b>										
2.1 Obtain topographic survey	-	-	2	-	-	2	\$ 300	\$ 7,452	\$ 8	\$ 7,760
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>\$ 300</b>	<b>\$ 7,452</b>	<b>\$ 8</b>	<b>\$ 7,760</b>
<b>PROJECT TOTAL</b>	<b>2</b>	<b>4</b>	<b>32</b>	<b>40</b>	<b>2</b>	<b>80</b>	<b>\$ 11,418</b>	<b>\$ 7,452</b>	<b>\$ 1,081</b>	<b>\$ 19,951</b>

**EXHIBIT C**  
**RH2 ENGINEERING, INC.**  
**SCHEDULE OF RATES AND CHARGES**

**2015 HOURLY RATES**

CLASSIFICATION		RATE	CLASSIFICATION		RATE
Professional	IX	\$201.00	Technician	IV	\$132.00
Professional	VIII	\$201.00	Technician	III	\$124.00
Professional	VII	\$192.00	Technician	II	\$93.00
			Technician	I	\$86.00
Professional	VI	\$181.00			
Professional	V	\$171.00	Administrative	V	\$125.00
Professional	IV	\$163.00	Administrative	IV	\$102.00
			Administrative	III	\$87.00
Professional	III	\$150.00	Administrative	II	\$73.00
Professional	II	\$142.00	Administrative	I	\$63.00
Professional	I	\$133.00			

**IN-HOUSE SERVICES**

In-house copies (each)	8.5" X 11"	\$0.09	CAD Plots	Large	\$25.00
In-house copies (each)	8.5" X 14"	\$0.14	CAD Plots	Full Size	\$10.00
In-house copies (each)	11" X 17"	\$0.20	CAD Plots	Half Size	\$2.50
In-house copies (color) (each)	8.5" X 11"	\$0.90	CAD System	Per Hour	\$27.50
In-house copies (color) (each)	8.5" X 14"	\$1.20	GIS System	Per Hour	\$27.50
In-house copies (color) (each)	11 X 17"	\$2.00	Technology Charge	2.5% of Direct Labor	
			Mileage	Current IRS Rate	

**OUTSIDE SERVICES**

Outside direct costs for permit fees, reports, maps, data, reprographics, couriers, postage, and non-mileage related travel expenses that are necessary for the execution of the project and are not specifically identified elsewhere in the contract will be invoiced at cost.

All Subconsultant services are billed at cost plus 15%.

**CHANGES IN RATES**

Rates listed here are adjusted annually. The current schedule of rates and charges is used for billing purposes. Payment for work accomplished shall be based on the hourly rates and expenses in effect at the time of billing as stated in this Exhibit.

# Staff Summary

**Date:** April 13, 2015

**To:** Cashmere City Council  
Mayor Gomes

**From:** Mark Botello

**RE:** General Services 2011 Amendments No. 5 for Angier Bridge  
Options

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Please see attached General Services 2011 Amendment No. 4 for the Angier Bridge options. This scope is for engineering services, including preliminary design, plans and specifications for the City's preferred bridge option for Angier Bridge and misc site improvements. The City budgeted \$50,000 for this project. Staff will have RH2 Engineering perform Task 1 as identified within exhibit "B" of the amendment, which is for \$11,443. Task 2 of this amendment is subject to the preferred bridge selected. Depending on the selected bridge option, an additional scope and fee may be required. At this point it is unknown.

Staff will go over this in more detail at the Monday Council meeting.

**Recommendation:**

Approve General Services 2011 Amendment No. 5 for Angier Bridge options and authorized Mayor Gomes to sign Amendment No 4

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**EXHIBIT A**  
**Scope of Work**  
**General Services**  
**Amendment No. 5**  
**City of Cashmere**  
**Angier Bridge Options**  
April 2015

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**Background**

RH2 Engineering, Inc., (RH2) is providing this Scope of Work to the City of Cashmere (City) for engineering services, including preliminary design, plans, and specifications, for the City's preferred bridge option for Angier Bridge.

**Task 1 – Project Management, Design, Plans, and Estimate**

**Objective:** Monitor scope and budget, maintain project files and records, and coordinate the project. Prepare bridge options exhibits and preliminary alignment and profile. Develop a 30-percent set of construction plans, and a cost estimate to be used for future funding sources.

**Approach:**

- 1.1 Prepare invoices and maintain project records. Review for consistency and monitor budget spent. Review subconsultant invoices. Coordinate with the City to discuss schedule, progress, and design issues (Meeting No. 1).
- 1.2 Prepare up to three (3) options for bridge improvements: Option 1 – New pedestrian-only facility, Option 2 – Remove bridge entirely, Option 3 – Retrofit existing bridge to accommodate pedestrians only. RH2 will work with City to determine specific bridge manufacture and types. Develop preliminary alignments and profiles.
- 1.3 Prepare 30-percent plans:
  - Prepare up to two (2) final plan and profile sheets for the drainage improvements at 1-inch equals 20 feet plan scale and 1 inch equals 5 feet vertical profile scale.
  - Prepare one (1) detail sheet. Design details will include road section, drainage details, and other unique or unusual details not contained in existing standards.
  - Prepare a cover sheet and legend sheet.
  - Prepare up to one (1) sheet for summary of quantities.
- 1.4 Prepare a 30-percent engineer's estimate of probable construction costs for the proposed improvements based on historical costs of similar projects in the vicinity, if readily available.
- 1.5 Perform internal quality assurance/quality control (QA/QC) review for the 30-percent plans.

**Assumptions:**

- *No stormwater modeling will be performed.*
- *The City will obtain all environmental permits necessary to construct the improvements.*

- *Less than 5,000 square feet of new impervious surface is being added; therefore, no stormwater runoff treatment will be required on this project.*
- *City will determine bridge manufacturer and type.*
- *Bridge structure plans will not be provided.*

**RH2 Deliverables:**

- Monthly invoices and progress reports that will outline the current status of various tasks and compare actual progress with the original project schedule.
- Meeting with the City to discuss project issues and design decisions. In an attempt to keep costs to a minimum, only one (1) meeting has been included in this Scope of Work. Additional meetings may need to be added through a supplement.
- Plan and profile sheets and cost estimate at the 30-percent design stage.

**Task 2 – Surveying**

**Objective:** Coordinate roadway surveying with Fitzpatrick Surveying, PLLC, as required, providing design information for a complete reconstruction of the roadway.

**Approach:**

- 2.1 Fitzpatrick Surveying, PLLC, will conduct a roadway survey for design of Rank Road. RH2 will coordinate with Fitzpatrick Surveying, PLLC, to provide a topographic survey in a suitable format for the design.

**RH2 Deliverables:**

- Topographic survey in AutoCAD 2000 or higher format.

**Project Schedule**

This scope of work will begin in April 2015. Thirty-percent design is anticipated to be complete in the summer of 2015.

**EXHIBIT B**  
 City of Cashmere  
 General Services 2011 - Amendment No. 5  
 Angier Bridge Options  
 Estimate of Time and Expense

Description Classification	Principal Professional IX		Project Manager Professional VI		Project Engineer Professional III		Permit Technician Professional I		Word Processor Technician I		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
<b>Task 1 Project Management, Design, and Estimate</b>															
1.1 Prepare invoices, maintain files, meet with City	-	-	2	-	2	2	2	-	-	-	6	\$ 928	\$ -	\$ 51	\$ 979
1.2 Prepare bridge option exhibits	-	-	-	16	6	16	-	-	-	-	22	\$ 3,028	\$ -	\$ 340	\$ 3,368
1.3 Prepare 30% plans	-	-	-	4	4	16	-	-	-	-	20	\$ 2,728	\$ -	\$ 341	\$ 3,069
1.4 Prepare engineer's estimate	-	-	2	4	2	4	2	-	-	-	8	\$ 1,004	\$ -	\$ 80	\$ 1,084
1.5 Perform internal QA/QC review	1	-	2	-	4	-	-	-	-	-	7	\$ 1,163	\$ -	\$ 57	\$ 1,220
<b>Subtotal</b>	<b>3</b>	<b>-</b>	<b>6</b>	<b>22</b>	<b>40</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>73</b>	<b>\$ 10,481</b>	<b>\$ -</b>	<b>\$ 962</b>	<b>\$ 11,443</b>	
<b>Task 2 Surveying</b>															
2.1 Obtain topographic survey	-	-	-	2	-	-	-	-	-	-	2	\$ 300	\$ 6,624	\$ 8	\$ 6,932
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>\$ 300</b>	<b>\$ 6,624</b>	<b>\$ 8</b>	<b>\$ 6,932</b>	
<b>PROJECT TOTAL</b>	<b>3</b>	<b>-</b>	<b>6</b>	<b>24</b>	<b>40</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75</b>	<b>\$ 10,781</b>	<b>\$ 6,624</b>	<b>\$ 969</b>	<b>\$ 18,374</b>	

**EXHIBIT C**  
**RH2 ENGINEERING, INC.**  
**SCHEDULE OF RATES AND CHARGES**

**2015 HOURLY RATES**

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			Mileage	Current IRS Rate	

**OUTSIDE SERVICES**

Outside direct costs for permit fees, reports, maps, data, reprographics, couriers, postage, and non-mileage related travel expenses that are necessary for the execution of the project and are not specifically identified elsewhere in the contract will be invoiced at cost.

All Subconsultant services are billed at cost plus 15%.

**CHANGES IN RATES**

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# Staff Summary

**Date:** April 13, 2015

**To:** Cashmere City Council  
Mayor Gomes

**From:** Mark Botello

**RE:** Ordinance No. 1243 Adopting Development Design Standards.

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Please see Ordinance No. 1243 for adopting development design standards pertaining to streets, water, sanitary sewer and storm drainage. For several years the City of Cashmere has relied upon non-codified non-ordinance adopted standards for review and approval of development of streets and utilities within the City.

Because of the large document size, Staff will email the design standards to each Council's City email account for review. Please review these standards and provide comments back to Staff.

Staff will go over this in more detail at the Monday Council meeting.

**Recommendation:**

Approve Ordinance No. 1243 adopting development design standards pertaining to streets, water, sanitary sewer and storm drainage.

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## ORDINANCE NO. 1243

**AN ORDINANCE OF THE CITY OF CASHMERE, WASHINGTON, ADOPTING DEVELOPMENT DESIGN STANDARDS PERTAINING TO STREETS, WATER, SANITARY SEWER, AND STORM DRAINAGE; CONTAINING A SEVERABILITY PROVISION AND SETTING AN EFFECTIVE DATE.**

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**WHEREAS**, for several years the City of Cashmere has relied upon non-codified non-ordinance adopted standards for review and approval of development of streets and utilities within the City; and

**WHEREAS**, in order to clarify the particulars associated with developing in the City of Cashmere and specify standards relating to development with respect to streets, water, sanitary sewer, and storm drainage, the City's consulting engineers, RH2 Engineering, Inc. have developed the standards that are adopted pursuant to this Ordinance in consultation with City staff and the Mayor and City Council have reviewed the development standards and agree that adoption of this Ordinance is in the best interests of the public health, safety and welfare of the citizens in the City; NOW, THEREFORE,

**THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** The City of Cashmere Roadway Development Standards attached hereto marked as Exhibit "1" and by this reference made a part of this Ordinance are hereby adopted as the Roadway Development Standards for the City.

**Section 2.** The City of Cashmere Street Design Standard Details attached hereto marked as Exhibit “2” and by this reference made a part of this Ordinance are hereby adopted as the Street Design Standard Details for the City.

**Section 3.** The City of Cashmere Water System Development Standards attached hereto marked as Exhibit “3” and by this reference made a part of this Ordinance are hereby adopted as the Water System Development Standards for the City.

**Section 4.** The City of Cashmere Water System Standard Details attached hereto marked as Exhibit “4” and by this reference made a part of this Ordinance are hereby adopted as the Water System Standard Details for the City.

**Section 5.** The City of Cashmere Sanitary Sewer Development Standards attached hereto marked as Exhibit “5” and by this reference made a part of this Ordinance are hereby adopted as the Sanitary Sewer Development Standards for the City.

**Section 6.** The City of Cashmere Sanitary Sewer System Standard Details attached hereto marked as Exhibit “6” and by this reference made a part of this Ordinance are hereby adopted as the Sanitary Sewer System Standard Details for the City.

**Section 7.** The City of Cashmere Sanitary Sewer Lift Station Standard Details attached hereto marked as Exhibit “7” and by this reference made a part of this Ordinance are hereby adopted as the Sanitary Sewer Lift Station Standard Details for the City.

**Section 8.** The City of Cashmere Storm Drainage Development Standards attached hereto marked as Exhibit “8” and by this reference made a part of this Ordinance are hereby adopted as the Storm Drainage Development Standards for the City.

**Section 9.** The City of Cashmere Storm Drainage System Standard Details attached hereto marked as Exhibit “9” and by this reference made a part of this Ordinance are hereby adopted as the Storm Drainage System Standard Details for the City.

**Section 10.** Any portions of Ordinances or Resolutions adopted prior to the effective date of this Ordinance that are in conflict with the provisions of this Ordinance are hereby repealed.

**Section 11.** If any section, sentence, clause, or phrase of this Ordinance shall 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 Ordinance.

**Section 12.** This Ordinance shall take effect and be in full force five (5) days after this Ordinance or a summary thereof consisting of the title is published.

APPROVED:

\_\_\_\_\_  
MAYOR JEFF GOMES

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
KAY JONES, CITY CLERK

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

BY: \_\_\_\_\_  
CHARLES D. ZIMMERMAN

FILED WITH THE CITY CLERK	:	<u>4/3/15</u>
PASSED BY THE CITY COUNCIL	:	<u>4/13/15</u>
PUBLISHED	:	<u>4/22/15</u>
EFFECTIVE DATE	:	<u>4/27/15</u>
ORDINANCE NO.	:	<u>1243</u>

# Staff Summary

**Date:** April 13, 2015

**To:** Cashmere City Council  
Mayor Gomes

**From:** Mark Botello

**RE:** Transfer of City Property to Public Road Use

---

Please see attached property transfer document. The City plans to make ADA sidewalk ramp improvements in the area shown on exhibit "B" of the property transfer document. This is required as part of the Aplets Way improvement project.

**Recommendation:**

Approve *transfer of City property to public use deed* document and authorize Mayor Gomes to sign deed.

---

Filed for and return to:

City of Cashmere  
Attn: Kay Jones, City Clerk  
101 Woodring Street  
Cashmere, WA 98815

The information contained in this boxed section is for recording purposes only pursuant to RCW 36.18 and RCW 65.04, and is not to be relied upon for any other purpose, and shall not affect the intent of or any warranty contained in the document itself.

**Grantor(s):** CITY OF CASHMERE

**Grantee(s):** CITY OF CASHMERE

**Reference Number(s) of Documents Amended:** N/A

**Abbreviated Legal Description:** A portion of Lot 16, Block 2, Woodring's Plat of Mission, in the City of Cashmere, Chelan County, Washington

**Legal Description:** Complete legal description on attached Exhibit "A"

**Assessor's Parcel Number(s):** 23-19-04-93-01-77

### TRANSFER OF CITY PROPERTY TO PUBLIC ROAD USE

The City of Cashmere hereby transfers a portion of a City-owned property from generally held City park use property to public road use property for road and sidewalk use in perpetuity. The subject property is generally located on the Southeast corner of the Cottage Avenue and Aplets Way intersection, and is a portion of Parcel No. 23-19-04-93-01-77. The subject property is currently being used or maintained by the City as a concrete sidewalk. The City subject property is legally described in Exhibit "A" and is depicted in Exhibit "B" both attached hereto.

{CDZ1157657.DOC;1/0W834.900000/ }

TRANSFER OF CITY PROPERTY TO PUBLIC ROAD USE

Page 1 of 2



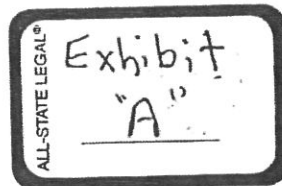
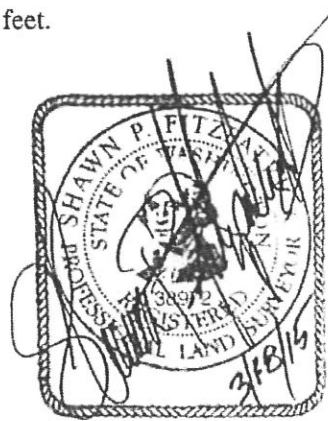


A tract of land lying northerly and westerly of the following described Line A, being a portion of that parcel described in Statutory Warranty Deed recorded in Book 668 at page 610, records of Chelan County, Washington, said parcel being a portion of Lot 16, Block 2, Woodring's Plat of Mission, according to the plat thereof, recorded in Volume 1 of Plats, Page 18.

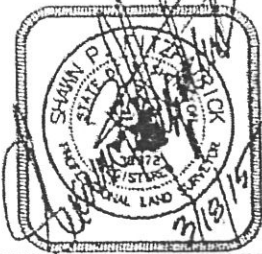
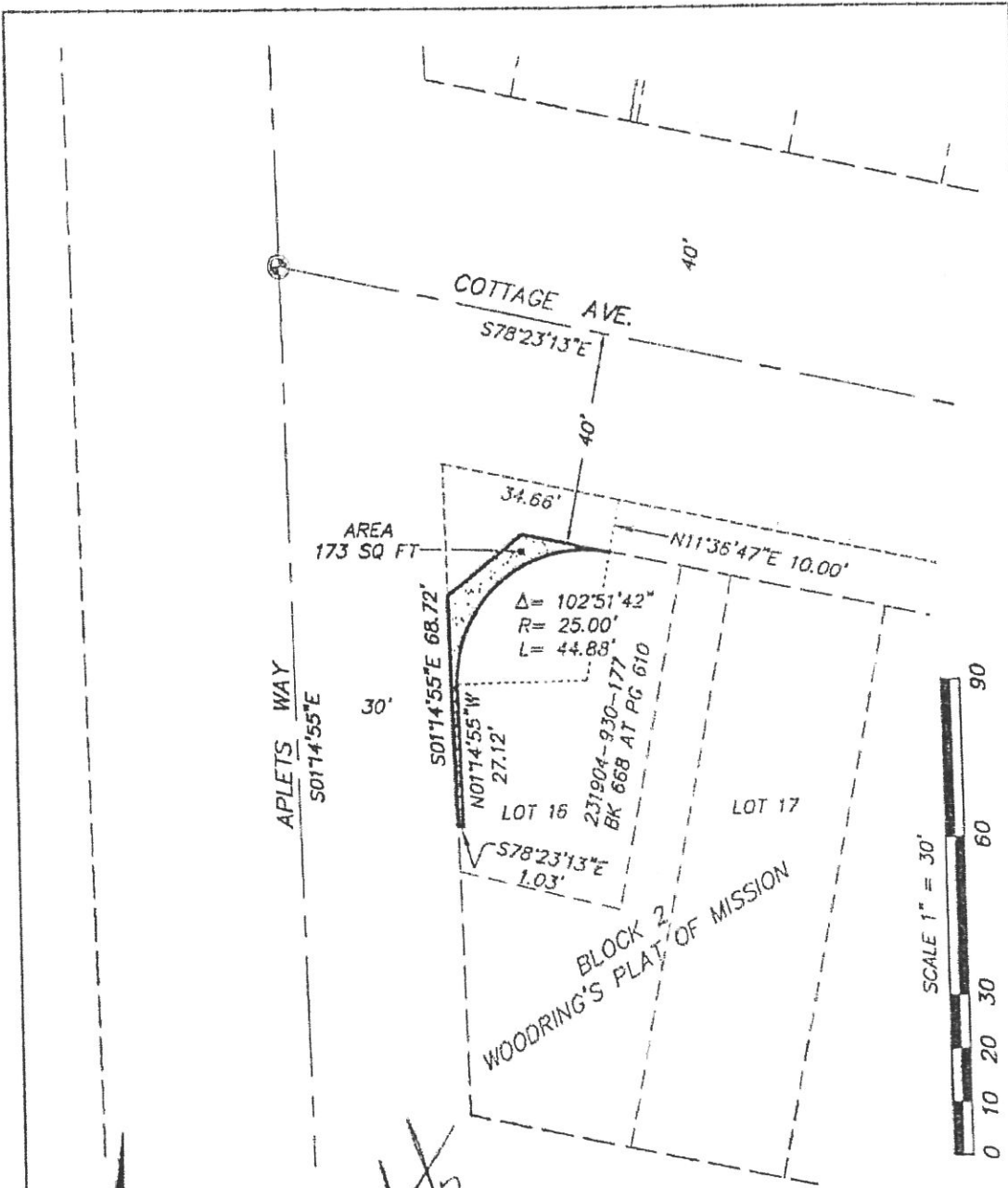
Line A described as follows:

Commencing at the Northwest corner said Lot 16, thence S 01°14'55" E along the West line said Lot 16 a distance of 68.72 feet to the TRUE POINT OF BEGINNING for Line A; thence S 78°23'13" E a distance of 1.03 feet; thence N 01°14'55" W a distance of 27.12 feet to a point of curvature; thence 44.88 feet along a curve to the right, having a central angle of 102°51'42" and a radius of 25.00 feet, to the southerly right of way line of Cottage Avenue as it now exists and terminus of Line A.

Area of described tract = 173 square feet.







**FITZPATRICK SURVEYING, PLLC**

PO BOX 462 / 117 COTTAGE AVE.  
CASHMERE, WA 98815 (509)782-2441

DATE:	03/18/15	DRAWN BY:	NSF
SCALE:	1" = 30'	FILE NO:	100514.dwg

ALL-STATE LEGAL®  
**Exhibit**  
"B"

# Staff Summary

**Date:** April 13, 2015  
**To:** Cashmere City Council  
Mayor Gomes  
**From:** Mark Botello  
**RE:** WSDOT Street Striping Agreement

---

Please see WSDOT Street striping agreement for certain Cashmere City Streets as identified on exhibit 'A' of the agreement. Staff will go over this in more detail at the Council meeting

**Recommendation:**

Move to approve WSDOT Street striping agreement and authorize Mayor Gomes to sign agreement.

---



**Washington State  
Department of Transportation**

**Lynn Peterson**  
Secretary of Transportation

**North Central Region**  
1551 North Wenatchee Avenue  
Wenatchee, WA 98801-1156  
509-667-3000 / FAX: 509-667-2940  
TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

April 2, 2015

Mr. Mark Botello  
Director of Planning & Building  
City of Cashmere  
101 Woodring Street  
Cashmere, WA 98815-1034

Dear Mr. Botello:

In response to your request for the State to paint certain City streets, I have attached duplicate originals of Maintenance Agreement number JB2979 which will allow the State to perform the requested work.

Please sign and return both original agreements to me. Upon receipt, I will pursue Regional signature and will return one (1) fully executed original to you for your records.

The striping crew supervisor will contact you prior to the actual paint striping. The City will be responsible for cleaning the streets prior to the striping operation. You may contact Tim Davison at (509) 667-3085 should you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Greg Boatright".

Greg Boatright  
Assistant Local Programs Engineer

GB:gb

Attachment: Agreement (2 Originals)

Cc w/o attachment: David Kieninger  
Tim Davison  
Sid Simon



<p><b>Maintenance Agreement</b></p> <p>Work by WSDOT for Other State, Federal, and Local Governmental Agencies (Total Cost of Agreement May Not Exceed \$50,000 Per Year)</p>	Agency and Billing Address	Agreement Number <b>JB2979</b>
	<p><b>CITY OF CASHMERE</b></p> <p>101 Woodring Street Cashmere, WA 98815-1034</p>	
	Contact Name/Phone #	Mark Botello / (509) 782-3513
	Federal Tax ID #	916001408 L
<p><b>Estimated Costs</b></p> <p><b>\$4,100</b></p>		
<p>Description of Work</p> <p>Paint stripe City streets per the attached Exhibit "A" and the MUTCD.</p>		

This Agreement is made and entered into by and between the Washington State Department of Transportation, hereinafter the "WSDOT," and the above named governmental agency, hereinafter the "AGENCY,"

WHEREAS, the AGENCY has requested and the WSDOT has agreed to perform certain work as described above,

NOW THEREFORE, pursuant to chapter 39.34 RCW, IT IS HEREBY AGREED AS FOLLOWS:

**1. GENERAL**

- 1.1 The WSDOT agrees to perform the above described work, using state labor, equipment and materials, as requested by the AGENCY.
- 1.2 The AGENCY agrees, in consideration of the faithful performance of the above described work to be done by the WSDOT, to reimburse the WSDOT for the actual direct and related indirect costs of the work. Administrative Charges at current rate are considered part of indirect costs.

**2. PAYMENT**

- 2.1 The estimated cost of the work is stated above. The AGENCY agrees to set aside funds for payment to the WSDOT in this amount.

- 2.2 The AGENCY agrees to pay the WSDOT for the work done within thirty (30) days from receipt of a WSDOT invoice, which shall include documentation supporting the work done.
- 2.3 If the AGENCY is a county or city, the AGENCY agrees that if it does not make payment as provided under the terms of this Agreement, the AGENCY authorizes the WSDOT to withhold and use as payment Motor Vehicle Fund monies credited or to be credited to the AGENCY.
- 2.4 The AGENCY agrees further that if payment is not made to the WSDOT within thirty (30) days from receipt of WSDOT's invoice, the WSDOT may charge late fees and/or interest in accordance with Washington State Law.

**3. INCREASE IN COST**

3.1 The parties agree that the estimated cost of the work may be exceeded by up to 25%. In the event of such increased costs the parties agree to modify the estimated cost of work by written amendment, signed by both parties. WSDOT shall notify the AGENCY of increased costs as they become known.

**4. RIGHT OF ENTRY**

4.1 The AGENCY grants to the WSDOT a right of entry upon all land in which the AGENCY has interest for the purpose of accomplishing the work described above.

**5. TERMINATION CLAUSE**  
**(Check the Appropriate Box Below)**

- 5.1 This Agreement will automatically terminate five (5) years after date of execution. This Agreement may be terminated by either party upon thirty (30) days advanced written notice to the other party. In the event of termination, payment will be made by the AGENCY for work completed by the WSDOT as of the effective date of termination.
- 5.2 This Agreement will terminate upon completion of the work described herein.

**6. DISPUTES AND VENUE**

6.1 In the event that a dispute arises under this Agreement, it shall be resolved as follows: The WSDOT's Secretary of Transportation or designee and the AGENCY's head or designee shall review the applicable facts, contract terms, statutes and rules affecting the dispute to resolve the matter. If the parties cannot reach a resolution, the parties agree that any legal action to enforce any right or obligation under this Agreement may only be brought in Thurston County Superior Court. The venue specified in this section shall not apply to any federal agency that is a party to this Agreement.

**7. MODIFICATION**

7.1 This Agreement may be amended by the mutual agreement of the parties. Such amendments or modification shall not be binding unless they are in writing and signed by persons authorized to bind each party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year last written below.

<b>REQUESTING AGENCY</b>	<b>WASHINGTON STATE DEPARTMENT OF TRANSPORTATION</b>
By:	By:
Printed:	Printed:
Title:	Title:
Date:	Date:

Exhibit "A"  
JB2979  
CITY OF CASHMERE



# Staff Summary

**Date:** April 13, 2015

**To:** Cashmere City Council  
Mayor Gomes

**From:** Mark Botello

**RE:** 7. Award Cemetery Roads Project to Granite Construction  
8. Award Simpson Park Parking Lot Project to Mitchell Paving  
9. Award Public Works Parking Lot paving project to Mitchell Paving

---

The City of Cashmere utilized the small works roster for quotes for three projects, which are Public Works parking lot pavement project, Simpson Park parking lot pavement project and Cemetery roads paving project. These projects were processed together with the plan of saving moving on quantity and mobilizations.

The quotes were due on April 1, 2015 and are as follows:

- Public Works parking lot projects:
  - Mitchell Paving: \$57,300
  - Granite Paving: No bid
  - Central WA Asphalt: No bid
  
- Simpson Park parking lot project:
  - Mitchell Paving: \$22,722
  - Granite Paving: \$30,298
  - Central WA Asphalt: No bid
  
- Cemetery roads paving project:
  - Mitchell Paving: \$47,457
  - Granite Paving: \$37,300
  - Central WA Asphalt: No bid

The City budgeted the following for the projects. All projects are within the 302 Capital Fund.

- Public Works parking lot pavement project: \$60,000
- Simpson Park parking lot pavement project: \$30,000
- Cemetery roads paving project: \$25,000
- Total: \$115,000 from 302 Fund

The low bids for the three projects total \$117,322. Staff is asking Council to award the contracts to the lowest bidder for each project. A budget amendment would be required for the difference, which is \$2,322.

For the Cemetery roads project, Staff switched from Chip seal to asphalt and added a thin overlay on the existing roads, which is the reason for the additional cost to the cemetery project.

**Recommendation:**

**7. Move to award the Cemetery Road pavement project to Granite Paving, and authorize the Mayor to sign all documents.**

**8. Move to award the Simpson Park Parking Lot pavement project to Mitchell Paving, and authorize the Mayor to sign all documents.**

**9. Move to award the Public Works Parking Lot pavement project to Mitchell Paving, and authorize the Mayor to sign all documents.**

---

# Staff Summary

**Date:** April 13, 2015

**To:** Cashmere City Council  
Mayor Gomes

**From:** Mark Botello

**RE:** Contract between City and Mitchell Trucking & Paving for Simpson Park and Public Works Parking Lot Projects.

---

Please see Small Works Construction Contract for the Simpson Park project and the Public Works parking lot pavement project. Staff will go over this in detail at the Monday Council meeting.

**Recommendation:**

Move to approve and authorize the Mayor to sign the Mitchell Trucking & Paving Contract for Simpson Park Parking Lot and Public Works Parking Lot project.

---



**CITY OF CASHMERE**

**Small Works Construction Contract**

**Project: City of Cashmere**

**Simpson Park Parking Lot & Public Works Parking Lot**

**Asphalt Paving Project**

THIS CONTRACT is entered into by and between the City of Cashmere, Washington (hereinafter the "City") and Mitchell Trucking & Paving, Inc (hereinafter the "Contractor"), sometimes each individually referred to herein as a "party" or collectively referred to herein as the "parties".

In consideration of the terms and conditions contained herein, the City and Contractor agree as follows:

**I. WSDOT STANDARD SPECIFICATIONS**

- A. Except as may be otherwise specifically provided in this Contract, the definitions of terms used in this Contract and the other provisions set forth in the Washington State Department of Transportation Standard Specifications for Road, Bridge, and Municipal Construction, 2014 Edition (hereinafter "2014 WSDOT Standard Specifications"), shall apply to the standard of construction of the Project Work by the Contractor and shall apply with respect to all other matters not otherwise specifically identified in this Contract.
- B. The City is the Contracting Agency.

**II. PROJECT WORK, PAYMENT, GUARANTEE**

- A. The Contractor shall perform all Work and furnish all tools, materials and equipment for the construction for the Project in accordance with and as described in the City Request for bid and the Contractor Proposal and all other plans and specifications on file with the City for the bid amount. The aforementioned documents are by this reference incorporated herein and made a part of this Contract. The bid amount is inclusive of all applicable taxes, including Washington State Sales taxes and is: \$80,022.
- B. The City shall pay the Contractor for performance of work performed upon completion of work and final City acceptance of work.

- C. The Project Work shall start within 45 calendar days after execution of this Contract and the issuance of a notice to proceed by the City. The Project Work shall be completed within 20 calendar/working days from the date of Contractor's first full working day.
- D. If the Project Work is not completed within the time specified, the Contractor agrees to pay the City liquidated damages in the sum specified in Section 1.08.9 of the 2014 WSDOT Standard Specifications for each and every working day that Project Work remains uncompleted.
- E. The Contractor shall provide and pay for all equipment and labor required to construct and complete the Project Work. The Contractor shall guarantee the completed Project Work and all components thereof for a period of one year following the Completion Date of the Project Work , except as may be otherwise specifically modified by the City in the City Request for bids, the plans, specification, or other Project Work documents.
- F. Contractor shall be responsible for all temporary functions associated with the Project Work, including but not limited to, lighting, wiring protection, hoisting, scaffolding, rigging, flaggers, drinking water, dust control, storage, ventilation, and heating.

### **III. PREVAILING WAGE REQUIREMENT**

The contractor shall pay prevailing wages for all Project Work and shall comply with Chapters 39.12 and 49.28 RCW. Notice of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of workers. At the completion of the Project the Contractor and its subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification. Final payment on the Contract shall be withheld until the City receives certification from the Department of Labor and Industries that prevailing wage requirement have been satisfied.

### **IV. CONTRACT BOND**

The Contractor shall provide a Contract Bond, in a form acceptable to the City, for the faithful performance and payment of all its obligation under this Contract. The Contract Bond shall remain in effect for the repair and replacement of defective equipment, materials, and workmanship and payment of damages sustained by the City on account of any such defects, discovered within one (1) year after the Completion Date.

### **V. PERMITS AND TAXES**

Contractor shall secure and pay for all permits, fees and licenses necessary for the performance of the Project Work. Contractor shall pay any and all applicable federal, state and municipal taxes, including sales taxes associated with performance of the Project Work.

## **VI. INDEMNIFICATION**

Contractor shall defend, indemnify, and hold harmless the City, its elected officials, officers, employees, engineers, agents, and volunteers from and against all demands, claims, losses, injuries, damages, liabilities, suits, judgments, attorneys' fees and costs, and other expenses of any kind incurred by the City on account of, relating to, or arising out of Contractor's Work under this Contract, except to the extent such injuries or damages are caused by the negligence of the City.

## **VII. INSURANCE**

- A. The Contractor shall procure and maintain for the duration of the Project Work, and for a period of three (3) years thereafter, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the Project Work by the Contractor, its agents, representatives, employees, or subcontractors.
- B. Contractor's maintenance of insurance as required by this Contract shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- C. Contractor shall maintain insurance of the types described below:
  - 1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
  - 2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, , stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, an liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Aggregate Per Project Endorsement ISO form CG 25 03 11 85. There shall be no endorsement or modification of the Commercial General Liability insurance fort liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy. The proof of insurance and identification of the City as an additional insured shall be provided on a form acceptable to the City.
- D. Contractor shall maintain the following minimum insurance limit:
  - 1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate and a \$1,000,000 products-completed operations aggregate limit.

E. Insurance shall be placed with insurers acceptable to the City.

**VIII. GENERAL PROVISIONS**

A. Venue for any legal action arising out of the existence of this Contract shall be in Chelan County Superior Court. Except as specifically provided otherwise herein, in any legal action commenced by either party to this Contract, each party shall pay its own attorney's fees and costs, regardless or the outcome.

B. This Contract contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements or understandings between the parties with respect thereto. This Contract may be amended only by an agreement in writing signed by both parties.

C. The effective date of this Contract shall be the date the Contract is approved and signed by the City Mayor.

D. This Contract may be signed in counterparts, each of which shall be an original but all of which shall constitute one and the same document. Signatures transmitted by facsimile or PDF e-mail shall be deemed valid execution of this Contract, binding on the parties.

APPROVED the \_\_\_\_ day of \_\_\_\_\_, 2015 by the City of Cashmere, Washington.

\_\_\_\_\_  
(Jeff Gomes, Mayor)

APPROVED the \_\_\_7TH\_\_\_ day of \_\_\_\_\_ APRIL, 2015 by the contractor.

  
(Signature)

Jody Mitchell, Vice President

(print Name and Title)

Address:

City of Cashmere  
101 Woodring Street  
Cashmere, WA 98815  
(509) 782-3513

Contractor, Address and Phone Number:  
3223 NW Alan Ave  
East Wenatchee, WA 98802  
509-884-5928

# Staff Summary

**Date:** April 13, 2015

**To:** Cashmere City Council  
Mayor Gomes

**From:** Mark Botello

**RE:** Change Order No 1 to Mitchell Trucking & Paving Contract

---

On March 25, the City had Washington Cities Insurance Authority (WCIA) do playground inspection audits of all parks & playgrounds. One of the big items of concern and liability to the City is ADA accessibility to the playground structures or other park amenities. Since we have Mitchell Trucking & Paving improving the Simpson Park parking lot; I requested a quote to install a 7-ft wide asphalt side walk to the playground structures. This side walk would be even with the grass and have 4-inches of rock base and 2-inches of asphalt. The length is approximately 80-ft in length. The asphalt paving machine minimum width for paving is 7-ft.

**Recommendation:**

Move to approve and authorize the mayor to sign Change Order No. 1 to the Mitchell Trucking & Paving, LLC contract.

---

**CHANGE ORDER NO. 1  
TO THE CITY OF CASHMERE  
SMALL WORKS CONSTRUCTION CONTRACT BETWEEN  
CITY OF CASHMERE AND MITCHELL TRUCKING & PAVING, INC**


This Change Order No. 1 is made and entered into by and between the City of Cashmere, Washington (hereinafter "City") and Mitchell Trucking & Paving, Inc. (hereinafter "Contractor").

The City and Contractor agree as follows:

1. The City and Contractor entered into that certain Small Works Construction Contract, effective April 13, 2015 (hereinafter "Small Works Contract").
2. The effective date of this Change Order No. 1 shall be April 13, 2015.
3. The total fees and costs to be paid to Contractor including tax for installation of asphalt sidewalk from paved parking lot to playground boarder (as marked on site with red paint and agreed to by City and Contractor) provided pursuant to this Changer Order No. 1, shall not exceed the total sum of \$ 2760.00 (tax included) without the prior authorization of the City Council, which authorization shall be contained in a written instrument signed by the City and Contractor. The City shall pay the Contractor for performance of work performed upon completion of work and final City acceptance of work.
4. Except as specifically modified by this Changer Order No. 1, the remaining terms of the Small Works Construction Contract shall remain in full force and effect and apply to the performance of services by Contractor for the City on this Change Order No. 1 Project.

APPROVED by MITCHELL  
TRUCKING & PAVING, INC.  
the 8<sup>th</sup> day of April, 2015.

APPROVED by the City Council of the  
CITY OF CASHMERE, Washington the  
13th day of April, 2015.

  
\_\_\_\_\_  
Jody Mitchell  
Vice-President of Mitchell Trucking  
& Paving, Inc

\_\_\_\_\_  
Jeff Gomes, Mayor

# Staff Summary

**Date:** April 13, 2015

**To:** Cashmere City Council  
Mayor Gomes

**From:** Mark Botello

**RE:** Award Wastewater Treatment Facility Drying Bed to Central Washington Asphalt

---

The small works roster was used for quotes for a 150 foot x 120 foot wastewater treatment facility drying bed. The drying bed is to be used as a combination of storage and drying sludge that is produced through the new wastewater plant. The bed will be located adjacent to and south of the new plant

The quotes were due on April 8, 2015 and are as follows:

- Wastewater Treatment Facility Drying Bed:
  - Mitchell Paving: \$48,000
  - Granite Paving \$48,585
  - Central Wa. Asphalt \$47,185

This item was not budgeted. However, the drying bed is an important operational component to the new plant sludge processing. Also, a security fence will be required to secure the sludge and keep people out of the area. We do not have an estimate on the fence at this time.

**Recommendation:**

Move to approve and authorize the Mayor to sign the Contract with Central Washington Asphalt for the WWTF Drying Bed Paving project.

---



## City of Cashmere

101 Woodring Street  
Cashmere, WA 98815  
Ph (509) 782-3513 Fax (509) 782-2840  
Website [www.cityofcashmere.org](http://www.cityofcashmere.org)

**APRIL 1, 2015**

### **REQUEST FOR SMALL WORKS ROSTER QUOTE:**

The City of Cashmere is seeking Small Works Roster Quotes from qualified contractors for the following project identified as:

- Wastewater Treatment Facility Asphalt Pad (located at 2 Riverfront Drive, Cashmere, WA.)

### **CONTACT INFORMATION:**

Mark Botello Director of Planning & Building is the designated contact person for questions related to this request for quote. He may be reached at Cashmere City Hall, 101 Woodring Street, Cashmere, WA. 98815 or by phone 509/782-3513.

### **SEALED QUOTE SUBMITTAL INSTRUCTIONS:**

Quote must be submitted in a sealed envelope, clearly marked "2015 Wastewater Treatment Facility Asphalt Pad". Quote is due on or before 12:00 P.M., Wednesday, April 8, 2015 to: City of Cashmere, 101 Woodring Street, Cashmere, WA. 98815.

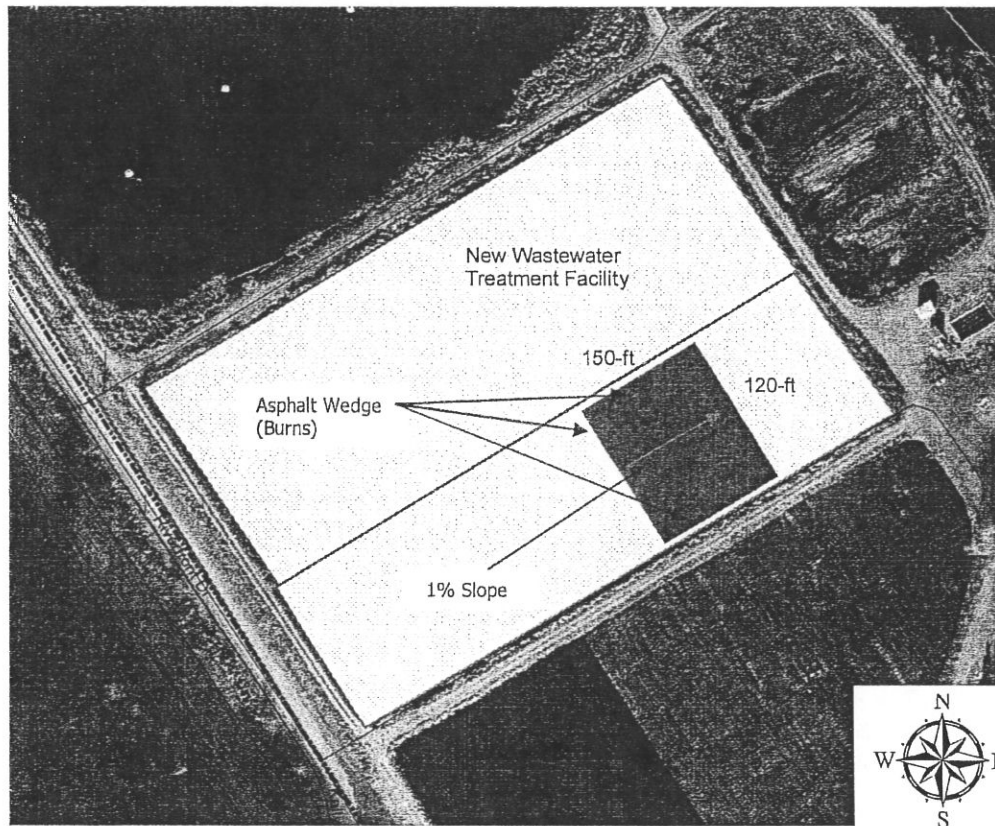
Sealed quote will be opened Wednesday, April 8, 2015 at 12:05 P.M. PST. In Cashmere Council Chambers. Late quote will not be considered and will be returned unopened to the sender. It will be the sole responsibility of the Contractors to have their quote delivered to the City before the closing time and date. The City of Cashmere stamp is the official time and date. Quote will be publicly opened at the time and location indicated above. The City is not responsible for any cost incurred by the Contractor in preparation of their quote response. Quote must be valid for a period of not less than one-hundred twenty days (120) days after the solicitation closing date.

### **SCOPE OF WORK:**

#### **Wastewater Treatment Facility Asphalt Pad:**

- Asphalt pad to be 120-ft X 150-ft
- Sterilize weeds and grasses in all areas where asphalt pad & rock base to be installed or located.
- Provide 6-inches of 1-¼ base rock-compacted. The rock pad shall be 130-ft X 160.
- Provide tack coat on all surfaces (CSS-1h at an application rate of at least .05 gallons per square yard of residual asphalt.
- Provide 2.5-inches Commercial HMA Class 3/8-inch or approved by City Engineer.
- Asphalt pad shall slope 1% towards east.
- Install an asphalt wedge of 16-inches wide by 7-inches in height on the North, South and West edges of the pad.
- All measurements and quantities verified by contractor.





**INSURANCE AND BOND REQUIREMENTS:**

As a condition of award, the successful Contractor will be required to provide a copy of contractor's insurance certificates prior to the execution of the agreement by the City, and naming City "as additional insured".

**LICENSE & CITY REQUIREMENTS REQUIREMENTS:**

- Quote shall include City of Cashmere sales tax.

**PREVAILING WAGE FOR PUBLIC WORKS CONTRACTS:**

Prevailing wage requirements apply to this project. Please contact Washington State Labor and Industries for requirements. The following documents will be required by the City:

- Intent to pay prevailing wage,
- Affidavit of wages paid,
- Quote submittal form,
- Be on the City of Cashmere's Small Works Roster.

**PROJECT LUMP SUM QUOTE:**

Cashmere City Hall quote shall be in a lump sum format, which includes City of Cashmere sales tax, materials and labor.

---

The City of Cashmere reserves the right to reject all Quotes if quotes exceeds budget amount.

**Wastewater Treatment Facility Asphalt Pad:**

Amount (Sales Tax Included): \$ 47,185.<sup>00</sup>

Company Name: Central Washington Asphalt, Inc.

Authorized Representative (print): Pamp Maiers, President

Authorized Signature: 

Dated this 8th day of April, 2015.



## City of Cashmere

101 Woodring Street  
Cashmere, WA 98815  
Ph (509) 782-3513 Fax (509) 782-2840  
Website [www.cityofcashmere.org](http://www.cityofcashmere.org)

### Planning Committee:

- Planning Commission-Park Capital Improvement Plan-(April 7, 2015)
- Tree Committee- Arbor Day (Boy Scouts)- (Monday, April 27, 2015)
- Solid Waste Committee (Wednesday, April 15, 2015)
- Cashmere Risk MAP Discovery Phone Conference (Wednesday, April 1, 2015 @10:00am)
- Park Committee (April 15, 2015)
- Title VI Report (Due September 30)
- PUD Progress Update Meeting (Tuesday, April 7, 2015 @ 10:30am)
- US Highway 2/97 Cashmere Presentation (Monday, May 11, 2015)
  
- Design Standards- Ready for April 13, 2015 Council Meeting)
- Irle Short Plat (Yakima/Sullivan)-Need to write decision
- Cruickshank Variance (Hearing scheduled for April 13, 2015 at 9:00am)
- Christ Center Church Amended reimbursement agreement
- Blue Star Growers water line deed and reimbursement agreement (Gave Deed to Dan Kenyor On March 30, 2015)
- Cashmere Mill Site mitigation-Cascadia Conservation District. (April 4, 2015)
- Large old bridge structure; County will remove. (I will issue Shoreline Exemption on Thursday, April 2, 2015)
- Home Occupation: Conditional Use Permit for WUJI Acupuncture & Herbal Clinic (803 Emerald Ave)
- PUD Permit for Jarvis Electrical Substation Project (remove garbage, install fence slates, concrete curbing)
  - Conditional Use Permit, Shoreline substantial development permit

### Building:

- Farm Growers project (Progress)
- Crunch Pak 2<sup>nd</sup> apple tray room (In progress)
- Blue Star paving project (Need to meet with selected contractor)

### Parks:

- Riverside Park Restrooms (April 1) need a cleaning schedule & Supplies
- Playground chips (Riverside Park, Simpson Park, and Cottage Ave Park)-Chips arrived on Thursday, March 26, 2015
- Riverside Park Picnic tables and misc park amenities (Need to purchase and have installation schedule)
- Riverside Park hydro-seed (Notify Contractor when Riverside Park Grass is turned on)
- 911 Memorial (Progress)
- WCIA Playground inspection Completed (Lisa Knapton)
- Pump Track development

### Streets:

- WSDOT Street striping Agreement needs to go to Council for approval when received
- Aplets Way project engineering design and rights-of-way
- 2015 Chip seal project (Kennedy Rd, Chase Ave, Ceder St., Faskin Dr., and Aldous St.(Mill road fee in-lieu of)
- Rank Road improvements (April 13 Council meeting)
- Angier Street Bridge (April 13 Council meeting)
- Streets lighting and L& I (I will make contact)
- Chelan County-Bridge Inspections (look over work orders)

### Recycling:

- Volunteer Brent Croyle (How is he doing)