

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, County Administrator

From: Monte Reinders, P.E., Public Works Director/County Engineer 

Agenda Date: May 8, 2023

Subject: Execution of Supplement to LA 10334 with WSDOT for construction phase_funding for the Road Departure Reduction Project, County Project No. 18020980, countywide on selected roads

Statement of Issue: Execution of a Supplement to Local Agency Agreement LA 10334 and a revised Prospectus for construction phase funding for the Road Departure Reduction Project.

Analysis/Strategic Goals/Pro's & Con's: In 2021, Jefferson County received \$707,000 in Highway Safety Improvement Project (HSIP) funding to replace traffic signs and install other safety improvement on selected county roads. The project is intended to construct safety improvement that will reduce vehicle departing the road type accidents. LA 10334 provided preliminary engineering phase funding (\$82,000) for the project. This Supplement will obligate the construction phase funding (\$625,000)

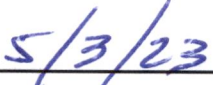
Fiscal Impact/Cost Benefit Analysis: Preliminary Engineering and Construction are funded at 100% up to \$707,000 by the HSIP funding.

Recommendation: Public Works recommends that the Board execute the originals of the LA 10334 Supplement and the revised Prospectus and return all originals to Public Works for further processing.

Department Contact: Bruce Patterson, P.E., Project Manager, 385-9169.

Reviewed By:


Mark McCauley, County Administrator


Date

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

PW2023-053

CONTRACT WITH: WSDOT Supplement to State Funding Agreement Contract No: LA 10334

Contract For: Road Departure Reduction Project Term: 12/31/2026

COUNTY DEPARTMENT: Public Works

Contact Person: Chris Spall Bruce Patterson

Contact Phone: 360-385-9160 360-385-9169

Contact email: cspall@co.jefferson.wa.us bpatterson@co.jefferson.wa.us

AMOUNT: \$625,000.00

Revenue: 18033320-333131-20980

Expenditure: 180-Roads

Matching Funds Required: None if deadlines are met

Sources(s) of Matching Funds County Road (if required)

Fund # 180-Roads

Munis Org/Obj

PROCESS:

- ☐ Exempt from Bid Process
- ☐ Cooperative Purchase
- ☐ Competitive Sealed Bid
- ☐ Small Works Roster
- ☐ Vendor List Bid
- ☐ RFP or RFQ
- ☐ Other: _____

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

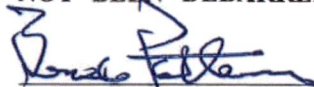
CERTIFIED: ☐ N/A: ☒


Signature

4/24/23
Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☐ N/A: ☒


Signature

4/24/23
Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

✓ Electronically approved by Risk Management on 4/28/2023.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

✓ Electronically approved as to form by PAO on 4/28/2023.
State language--cannot change.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL



**Washington State
Department of Transportation**

Local Agency Agreement Supplement

Agency Jefferson County		Supplement Number 1
Federal Aid Project Number HSIP-000S(627)	Agreement Number 10334	CFDA No. 20.205 - Highway Planning and Construction

All provisions in the basic agreement remain in effect except as modified by this supplement.

The Local Agency certifies that it is not excluded from receiving Federal funds by a Federal suspension or debarment (2 CFR Part 180). Additional changes to the agreement are as follows:

Project Description

Name Jefferson County Road Departure Reduction Project

Length 83 miles

Termini Countywide

Description of Work ☐ No Change

Add/upgrade signing and add guardrail reflectors and delineators countywide

Reason for Supplement

Obligate grants funds for the CN Phase

Are you claiming indirect cost rate? ☐ Yes ☒ No

Project Agreement End Date 12/31/2026

Advertisement Date 6/5/2023

Type of Work		Estimate of Funding				
		(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
PE 100 %	a. Agency	80,000.00		80,000.00		80,000.00
	b. Other			0.00		
Federal Aid Participation Ratio for PE	c. Other			0.00		
	d. State Services	2,000.00		2,000.00		2,000.00
	e. Total PE Cost Estimate (a+b+c+d)	82,000.00	0.00	82,000.00	0.00	82,000.00
Right of Way %	f. Agency			0.00		
	g. Other			0.00		
Federal Aid Participation Ratio for RW	h. Other			0.00		
	i. State Services			0.00		
	j. Total R/W Cost Estimate (f+g+h+i)	0.00	0.00	0.00	0.00	0.00
Construction 100 %	k. Contract		557,690.00	557,690.00		557,690.00
	l. Other Contract-Non-funded		14,690.00	14,690.00	14,690.00	
	m. Other			0.00		
Federal Aid Participation Ratio for CN	n. Other Agency-Non-Funded		14,690.00	14,690.00	14,690.00	
	o. Agency		65,310.00	65,310.00		65,310.00
	p. State Services		2,000.00	2,000.00		2,000.00
	q. Total CN Cost Estimate (k+l+m+n+o+p)	0.00	654,380.00	654,380.00	29,380.00	625,000.00
r. Total Project Cost Estimate (e+j+q)		82,000.00	654,380.00	736,380.00	29,380.00	707,000.00

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

Agency Official

Washington State Department of Transportation

By

Title Chair, Jefferson County BOCC

Agency Date

By

Director, Local Program

Date Executed

Approved as to form only:

P.C. Hunsucker

April 28, 2023

Philip C. Hunsucker,
Chief Civil Deputy Prosecuting Attorney

Date

Agency Jefferson County		Supplement Number 1
Federal Aid Project Number HSIP-000S(627)	Agreement Number 10334	CFDA No. 20.205 - Highway Planning and Construction

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin. Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

XVII. Assurances

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

Instructions

1. **Agency** – Enter the agency name as entered on the original agreement.
2. **Supplemental Number** – Enter the number of the supplement. Supplement numbers will be assigned in sequence beginning with Number 1 for the first supplement.
3. **Project Number** – Enter the federal aid project number assigned by WSDOT on the original agreement.
4. **Agreement Number** – Enter the agreement number assigned by WSDOT on the original agreement.
5. **Project Description** – Enter the project name, length, and termini.
6. **Description of Work** – Clearly describe if there is a change in work such as the addition or deletion of work elements and/or changes to the termini. If the work has not changed, put a check mark in the "No Change" box.
7. **Reason for Supplement** – Enter the reason for this supplement, i.e., increase PE funding to cover design changes presented in the revised prospectus; request funding of construction phase; decrease construction funding to the contract bid amount. If the supplement is authorizing a construction phase, the project's proposed advertisement date must be included in the space provided.
8. **Claiming Indirect Cost Rate** – Check the Yes box if the agency will be claiming indirect costs on the project. For those projects claiming indirect costs, supporting documentation that clearly shows the indirect cost rate being utilized must be provided with the supplement. Indirect cost rate approval by your cognizant agency or through your agency's self-certification and supporting documentation is required to be available for review by FHWA, WSDOT and /or State Auditor. Check the No box if the agency will not be claiming indirect costs on the project. See Section 23.5 for additional guidance.
9. **Project Agreement End Date** – Enter your previously established Project Agreement End Date. If authorizing a new phase of the project, update the Project Agreement End Date based on the following guidance:
 - a. **For PE and RW** – WSDOT recommends agencies estimate when the phase will be completed and add three years to determine the "Project Agreement End Date".
 - b. **For Construction** – WSDOT recommends agencies estimate when construction will be completed and add three years to determine the "Project Agreement End Date".
 - c. If an extension to a Project Agreement End Date is required between phase authorizations, the need for the extension must be described in the Reason for Supplement. Adequate justification to approve the extension must be submitted with the supplement. See Section 22.3 for additional guidance.
10. **Type of Work and Funding (Round all amounts to the nearest whole dollar).**
 - a. **Column 1** – Enter the amounts from column 1 of the original local agency agreement. If the agreement has already been supplemented, enter the amounts by type of work from column 3 of the last supplemental agreement.
 - b. **Column 2** – Enter increase/decrease to total amounts requested by type of work.
 - c. **Column 3** – Add the amounts in columns 1 and 2.
 - d. **Columns 4 and 5** – Enter the appropriate amounts based on the participation ratio recorded on the original agreement.
11. **Signatures** – An authorized official of the local agency signs the Supplemental Agreement and enters their title and date of signature (mm/dd/yy). **Note:** Do NOT enter a date on the Date Executed line.



Local Agency Federal Aid Project Prospectus

Prefix	Route	()	Date	3/08/2023
Federal Aid Project Number	HSIP-000S(627)		DUNS Number	179278197
Local Agency Project Number	180120980	(WSDOT Use Only)	Federal Employer Tax ID Number	91-6001322

Agency Jefferson County	CA Agency ☒ Yes ☐ No	Federal Program Title ☒ 20.205 ☐ Other
Project Title Jefferson Co. Road Departure Reduction	Start Latitude N Countywide End Latitude N Countywide	Start Longitude W Countywide End Longitude W Countywide
Project Termini From-To County wide safety improvements	Nearest City Name Quilcene	Project Zip Code (+4) 98376-0000
Begin Mile Post Countywide	End Mile Post Countywide	Length of Project 83 miles
Route ID N/A	Begin Mile Point Countywide	End Mile Point Countywide
City Number	County Number 16	County Name Jefferson
WSDOT Region Olympic Region	Legislative District(s) 24	Congressional District(s) 6
		Urban Area Number

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date
P.E.	\$82,000		\$82,000	Month: 04 Year: 2022
R/W				
Const.	\$654,380	\$29,380	\$625,000	Month: 04 Year: 2023
Total	\$736,380	\$29,380	\$707,000	

Description of Existing Facility (Existing Design and Present Condition)

Roadway Width Varies with location	Number of Lanes 2
All existing facilities are two lane county roads and adjacent right-of-way	

Description of Proposed Work

Description of Proposed Work (Attach additional sheet(s) if necessary)

Add/upgrade signing and add guardrail reflectors and delineators countywide.

Local Agency Contact Person Bruce D. Patterson	Title Project Manager	Phone (360) 385-9169
Mailing Address 623 Sheridan Street	City Port Townsend	State WA
	Zip Code 98368	
Project Prospectus	By  Approving Authority	
	Title Public Works Director/County Engineer	Date 5/1/23

Agency Jefferson County	Project Title Jefferson Co. Road Departure Reduction	Date 3/08/2023
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Type of Proposed Work

Project Type (Check all that Apply)	Roadway Width	Number of Lanes
☐ New Construction ☐ Path / Trail ☐ 3-R ☐ Reconstruction ☐ Pedestrian / Facilities ☐ 2-R ☐ Railroad ☐ Parking ☒ Other ☐ Bridge		

Geometric Design Data

Description	Through Route	Crossroad
Federal Functional Classification	☐ Urban	☐ Principal Arterial
	☒ Rural	☐ Minor Arterial
	☐ NHS	☐ Collector
		☒ Major Collector
		☒ Minor Collector
	☒ Local Access	☒ Local Access
Terrain	☒ Flat ☒ Roll ☐ Mountain	☒ Flat ☒ Roll ☐ Mountain
Posted Speed	25 - 55 (varies with location)	varies with location
Design Speed	varies with location	varies with location
Existing ADT	varies with location	varies with location
Design Year ADT	N/A	N/A
Design Year	N/A	N/A
Design Hourly Volume (DHV)	N/A	N/A

Performance of Work

Preliminary Engineering Will Be Performed By Agency	Others %	Agency 100 %
Construction Will Be Performed By Contractor (with agency CE)	Contract 100 %	Agency %

Environmental Classification

☐ Class I - Environmental Impact Statement (EIS)	☒ Class II - Categorical Excluded (CE)
☐ Project Involves NEPA/SEPA Section 404 Interagency Agreement	☒ Projects Requiring Documentation (Documented CE)
☐ Class III - Environmental Assessment (EA)	
☐ Project Involves NEPA/SEPA Section 404 Interagency Agreements	

Environmental Considerations

Agency Jefferson County	Project Title Jefferson Co. Road Departure Reduction	Date 3/08/2023
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Right of Way

☒ No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	☐ Right of Way Needed ☐ No Relocation ☐ Relocation Required
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Utilities

☒ No utility work required ☐ All utility work will be completed prior to the start of the construction contract ☐ All utility work will be completed in coordination with the construction contract

Railroad

☒ No railroad work required ☐ All railroad work will be completed prior to the start of the construction contract ☐ All the railroad work will be completed in coordination with the construction contract
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Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

FAA Involvement

Is any airport located within 3.2 kilometers (2 miles) of the proposed project? ☒ Yes ☐ No

Remarks

At least one road (Prospect Ave.) is within 2 miles of a public airport (Jefferson County). Other locations may be within two miles of private airports.

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency Jefferson County Board of County Commissioners

Date

By _____ Mayor/Chairperson