

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: June 9, 2025

Subject: Rural Arterial Program Project Agreement for Construction Proposal
Paradise Bay Road Overlay M.P. 3.74 to M.P. 6.00
County Road No. 503608

Statement of Issue: Execution of the Washington State County Road Administration Board (CRAB), Rural Arterial Program (RAP), Project Agreement for Construction Proposal, for Jefferson County's Paradise Bay Road Overlay M.P. 3.74 to M.P. 6.00 project.

Analysis/Strategic Goals/Pro's & Con's: Paradise Bay Road is a Rural Minor Collector that serves as the primary (non-truck) connection to the greater Port Ludlow community. This project will complete the 2R asphalt overlay of a segment of Paradise Bay Road from M.P. 3.74 (near the Andy Cooper Road/Paradise Bay Road intersection) to M.P. 6.00 (the SR 104/Paradise Bay Road intersection). The Paradise Bay Road Overlay project is a transportation improvement project that is included in the officially adopted 2025-2030 Transportation Improvement Program (TIP) as Item No. 22.

Fiscal Impact/Cost Benefit Analysis: Execution of the RAP project agreement will facilitate authorization of the RAP grant of \$1,291,500.00 (at a 90% funding ratio) from CRAB and reimbursement of project expenditures for design and construction of this project. The total estimated project cost is \$1,435.00.

Recommendation: The Board is requested to review the attached "Not for Signature" copy of the project agreement and authorize the Chair to e-sign the project agreement. An electronic version of the final project agreement will be sent directly from CRAB to the Board.

Department Contact: John Wayand, Project Manager, 385-9377.

Reviewed By:


Mark McCauley, County Administrator

6/3/25
Date

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

PW 2025-048

CONTRACT WITH: County Road Administration Board

Contract No: CRAB #26-16-1176

Contract For: Paradise Bay Road Overlay M.P. 3.74 to M.P. 6.00 Term:

COUNTY DEPARTMENT: Public Works
Contact Person: John Wayand
Contact Phone: 360-385-9377
Contact email: jwayand@co.jefferson.wa.us

AMOUNT: \$1,291,500.00

Revenue: 18033403.334071

Expenditure: 18059500.650000

Matching Funds Required: Yes (10%)

Sources(s) of Matching Funds Jefferson County Road Fund

Fund # 180

Munis Org/Obj 18033600.336089

PROCESS:

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

APPROVAL STEPS:

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

CERTIFIED: ☐

N/A: ☒

John Wayand
Signature

5-16-25
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: ☒

John Wayand
Signature

5-16-25
Date

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

✓ Electronically approved by Risk Management on 5/29/2025.
State agreement - cannot change.

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

✓ Electronically approved as to form by PAO on 5/29/2025.
State agreement.

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



RURAL ARTERIAL PROGRAM

PROJECT AGREEMENT FOR CONSTRUCTION PROPOSAL

Submitting County: **Jefferson**

Project Number: 26-16-1176

Project Name: Paradise Bay Road Overlay MP 3.74 to MP 6.00

Date Approved: May 01, 2025

AUTHORIZED RATA FUNDS: \$1,291,500.00

Road Number(s)	Road Name(s)	BMP(s)	EMP(s)	Segment #
50360	Paradise Bay Road	3.743	6	1

The State of Washington County Road Administration Board (CRABoard) and **Jefferson** County (County) mutually agree as follows:

- (1) The funds hereby authorized are for completion of the proposed project as defined by chapter 36.79 RCW Roads and bridges - rural arterial program.
- (2) The County is in compliance with the provisions of chapter 136-150 WAC regarding eligibility for Rural Arterial Trust Account (RATA) funds. If the County is found not to be in compliance with these provisions, such non compliance may be cause for the CRABoard to withdraw or deny the Certificate of Good Practice of the County and require pay back of any RATA funds that have been paid to the County for this project.
- (3) If the project is reconstruction, the County shall gain approval from WSDOT (chapter 43.32 RCW) for all deviations from the design standards listed in the Local Agency Guidelines prior to construction.
- (4) If the project is 3R (resurfacing restoration and rehabilitation), the County shall document its design considerations for the proposed improvements in keeping with 3R standards as listed in the Local Agency Guidelines.
- (5) The project shall be constructed in accordance with the information furnished to the CRABoard, and the plans and specifications prepared by the county engineer.
- (6) Phased construction methodology is permitted upon notification by the county engineer of the phasing plan as authorized under WAC 136-170-030. Failure by the county to notify the CRABoard of phasing plan at least 15 days prior to commencement of construction may result in withdrawal of funding by the CRABoard and county forfeiture of all RATA funds expended.
- (7) The County shall notify the CRABoard when a contract has been awarded and/or when construction has started, and when the project has been completed.
- (8) The County shall reimburse the RATA in the event a project post audit reveals improper expenditure of RATA funds.
- (9) Costs of the project which exceed the amount of RATA funds authorized by the CRABoard, set forth

above, and the required matching funds and other funds represented by the county to be committed to the project, shall be paid by the County as necessary to complete the project as submitted to the CRABoard.

(10) Matching funds and other funds represented to be committed to the project shall be available as necessary to implement the projected development of the project as set forth in the construction proposal prospectus.

(11) The CRABoard hereby agrees to reimburse the county from RATA funds allocated, and not otherwise, for its reimbursable costs not to exceed the amount above specified.

(12) The CRABoard will reimburse costs incurred by the County based on project progress as certified by the county engineer within the CRABoard's RAP Online project management application by monthly progress payment vouchers received and approved on individual projects in the order in which they are received in the CRABoard office, subject to the availability of RATA funds apportioned to the region. Such obligation to reimburse RATA funds extends only to project costs incurred after the date of project approval by the CRABoard.

(13) Either the CRABoard or the County may request changes to the provisions contained in this agreement. Such changes shall be mutually agreed upon and incorporated by written amendment to this agreement. No variation or alteration of the terms of this agreement shall be valid unless made in writing and signed by authorized representatives of the CRABoard or the County hereto.

(14) During the term of this agreement and for a period not less than six (6) years from the date of final payment by the CRABoard, the records and accounts pertaining to this agreement are to be kept available for inspection and audit and copies of all records, accounts, documents, or other data pertaining to the agreement will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until said litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the six year retention period.

IN CONSIDERATION of the allocation by the CRABoard RATA funds to the project in the amount set out above, the County hereby agrees that as condition precedent to payment of any RATA funds allocated at any time to the above referenced project, it accepts and will comply with the terms of this agreement, including the terms and conditions set forth in Chapter 49, Laws of 1983, 1st Ex. Sess. (chapter 36.79 RCW); the applicable rules of Title 136 WAC and all representations made to the CRABoard upon which the fund allocation was based; all of which are familiar to and within the knowledge of the county and are incorporated herein and made a part of this agreement, although not attached.

This agreement supersedes all prior agreements issued using the project number listed above and shall be valid and binding only if it is signed and returned to the CRABoard office within 45 days of its mailing by the CRABoard.

COUNTY ROAD ADMINISTRATION BOARD:

Jefferson COUNTY:

By: _____

By: _____

Date: _____

Date: _____

RAP Project Number: 26-16-1176

Approved as to form only:

 for 05/29/2025
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney