

**AGENDA**  
**GIG HARBOR CITY COUNCIL MEETING**  
**Monday, February 24, 2025 - 5:30 PM**  
**Council Chambers**

*This meeting may also be accessed through Zoom at <https://zoom.us/j/93216056382> or by calling (253) 215-8782 and entering Meeting ID 932 1605 6382. Please see the public comment & decorum section at the end of this agenda for information on options for making public comments.*

**CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**LAND ACKNOWLEDGMENT**

Before we begin this council meeting we would like to recognize that we are gathered on not only the ancestral and traditional lands of the sx̣wəbabč band of the Puyallup Tribe of Indians, but also on the site of one of the largest and longest standing historic villages of their people, the original inhabitants of the Gig Harbor area.

**CHANGES TO THE AGENDA**

**PUBLIC COMMENT ON CONSENT AGENDA ITEMS**

**CONSENT AGENDA**

1. **City Council Minutes: January 30 and February 10, 2025**
2. **Approval of Vouchers: Check numbers 107927 through 108037 and ACH payments in the amount of \$2,140,369.29**
3. **Purchase Authorization for Dump Body Plow and Equipment**
4. **Purchase Authorization for Sweeper**
5. **Purchase Authorization for Dump Truck Chassis**
6. **Professional Service Contract with Transportation Systems, Inc. for Wollochet/SR16 Westbound Turn Lane**  
*Suggested Motion: Move to authorize the mayor to execute a Professional Services Contract with Transportation Solutions, Inc. (TSI) for the design and permitting of a dedicated turn lane in an amount not to exceed \$351,997.00.*
7. **Resolution 1331 Adopting the City's Fee Schedule**

## **MAYOR'S REPORT**

## **CITY ADMINISTRATOR'S REPORT**

### **1. Department Updates**

## **PUBLIC COMMENT ON NON-AGENDA ITEMS**

## **COUNCIL REPORTS/ COMMENTS**

## **ANNOUNCEMENT OF UPCOMING MEETINGS**

### **1. Upcoming City Meetings**

## **ADJOURN**

## **PUBLIC COMMENT & DECORUM**

The city council desires to allow a maximum opportunity for public comment. However, the business of the city must proceed in an orderly, timely manner. The purpose of a council meeting is to conduct the city's business.

Oral comments may be made in person or by remote connection using the Zoom meetings platform. All persons giving oral public comment will be asked to state their name and whether or not they reside within Gig Harbor city limits. Commenters may verify if their home address is in city limits by visiting <https://www.gigharborwa.gov/451/City-Limits> or by consulting the city limits maps located on the podium or in the back of Council Chambers.

Speakers will be allotted 3 minutes per individual, unless revised by the mayor. In-person comments shall be made from the microphone. Anyone making "out of order" comments may be subject to removal from the meeting.

Public comment may be made remotely via Zoom or by phone during designated portions of the meeting. To speak during the meeting, press the raise hand button near the bottom of your Zoom window or press \*9 on your phone. Please refrain from raising your hand until the mayor has announced that she has opened the public comment portion of the meeting. Your name or the last three digits of your phone number will be called out when it is your turn to speak. When using your phone to call in, you may need to press \*6 to unmute yourself. All speakers will have up to three minutes to speak.

Instead of making oral comments, written comments may be submitted to the city council at [mayorandcouncil@gigharborwa.gov](mailto:mayorandcouncil@gigharborwa.gov).

All remarks shall be addressed to the council as a body and not to any specific councilmember. All speakers shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities or indulge in derogatory remarks or insinuations with regard to any councilmember, the mayor, or any member of the staff or the public.

There will be no demonstrations during or at the conclusion of any public comment. These guidelines are intended to promote an orderly system of holding public meetings, to give every person an opportunity to be heard and to ensure that no individuals are embarrassed by voicing their opinions.

### **AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS**

ADA accommodations can be provided upon request. Those requiring special accommodations should contact the city clerk at [cityclerk@gjgharborwa.gov](mailto:cityclerk@gjgharborwa.gov) or (253) 853-7613 at least 24 hours prior to the meeting.

**MINUTES**  
**GIG HARBOR CITY COUNCIL STUDY SESSION**  
**Thursday, January 30, 2025 – 3:00 p.m.**  
**Civic Center Community Rooms A/B or Zoom**

**CALL TO ORDER / ROLL CALL** Mayor Pro Tem Rodenberg called the meeting to order at 3:00 p.m. Councilmembers Coronado, Ekberg, Henderson, Stone, Storset, and Woock were present.

**DISCUSSION ITEMS**

1. **38th Avenue Phase Two, Half-width Improvements** – Public Works Director Jeff Langhelm and Senior Engineer Stephanie Siebel reviewed options for a high visibility crosswalk, which would require a variance.

*Council was supportive of the variance from the city's public works standards to make the crosswalk more visible.*

2. **Sewer Utility Extension Agreement** – Public Works Director Jeff Langhelm and Senior Engineer Stephanie Siebel reviewed the proposal for a sewer line extension for DMA Short Plat.

*This will come before council for consideration at a regular meeting.*

3. **Introduction to the 2025 Transportation Impact Fee (TIF) Rate Study** – Marissa Milam, the city's consultant, reviewed the impact fee program and provided a fee program update.

*Staff will bring more detailed numbers to council for a more in-depth conversation.*

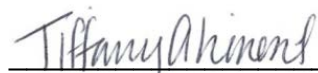
4. **Draft Ordinance to Address SB 5290** – Interim Community Development Director Jeff Wilson reviewed the new legislation and the city's proposed permit processing timelines.

*Council was supportive of the draft ordinance as-is and will consider it at the February 10 meeting.*

5. **Park Naming: Gig Harbor Sports Complex Phase 1B** – Parks Manager Jennifer Haro asked for council guidance in naming Phase 1B of the Sports Complex.

*Staff will solicit suggestions from the public, which will be presented to the planning commission for recommendation to the city council.*

**ADJOURN** The meeting adjourned at 5:03 p.m.



Tiffany Aliment  
Assistant City Clerk

**MINUTES**  
**GIG HARBOR CITY COUNCIL MEETING**  
**Monday, February 10, 2025 - 5:30 PM**  
**Council Chambers**

**CALL TO ORDER/ROLL CALL** Mayor Pro Tempore Rodenberg called the meeting to order at 5:30 p.m. Councilmembers Coronado, Ekberg, Henderson, Stone, Storset, and Woock were present.

**PLEDGE OF ALLEGIANCE**

**LAND ACKNOWLEDGMENT**

**PRESENTATIONS**

1. **Black History Month Proclamation** Presented to Gig Harbor High School Black Student Union.

**CHANGES TO THE AGENDA**

**PUBLIC COMMENT ON CONSENT AGENDA ITEMS**

**CONSENT AGENDA**

**MOTION:** Move to approve the consent agenda (Woock/Coronado).

**VOTE:** Unanimously approved.

1. **City Council Minutes: January 16 and January 27, 2025**
2. **Approval of Vouchers: Check numbers 107805 through 107926 and ACH transfers in the amount of \$1,949,532.41.**
3. **Approval of Payroll: Checks Numbers 8540 through 8542 and direct deposit transactions in the total amount of \$592,104.99.**
4. **Resolution 1329 Adopting DMA Ventures, LLC Sewer Utility Extension Agreement**

**MAYOR'S REPORT** Mayor Pro Tempore provided a report on Mayor Barber's behalf:

- Black History Month
- Flu Vaccines
- Gig Harbor Rotary Super Stars 2025
- Naming of Phase 1B Sports Complex

**CITY ADMINISTRATOR'S REPORT** City Administrator Katrina Knutson reported on:

- Police Accreditation
- Rotary Star Award Winners
- Staffing Updates

## 1. Department Updates

### **BUSINESS ITEMS**

1. **First Reading and Adoption of Ordinance 1535 Adopting Procedures Related to SB 5290** Community Development Director Eric Baker introduced the ordinance.

**MOTION:** Move to approve Ordinance 1535 (Henderson/Storset).

**VOTE:** Approved 6-1 (Councilmember Woock opposed)

2. **Resolution 1330 Adopting a Relocation Assistance Policy** Human Resources Director Shannon Costanti introduced the resolution.

**MOTION:** Move to approve Resolution 1330 (Woock/Coronado).

**VOTE:** Unanimously approved

**PUBLIC COMMENT ON NON-AGENDA ITEMS** Ashley Wells commented on accessibility for services for the homeless in winter.

**COUNCIL REPORTS/ COMMENTS** Councilmember Coronado reported on the most recent PCRC meeting. Councilmember Woock reported on the upcoming February 24 Jeni Listens and attending a webinar on mobile home park ownership. Councilmember Henderson reported on the most recent WSPER meeting.

### **ANNOUNCEMENT OF UPCOMING MEETINGS**

## 1. Upcoming City Meetings

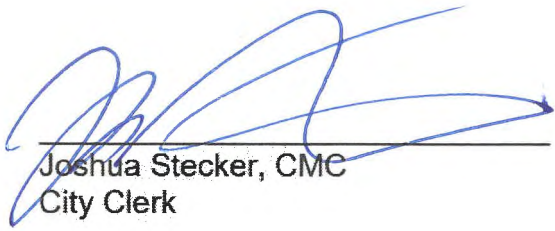
**EXECUTIVE SESSION: To discuss infrastructure and security of agency computer and telecommunications network per RCW**

**42.30.110(1)(a)(ii)** Council entered into executive session at 6:20 p.m. for 15 minutes.

The executive session was extended an additional 5 minutes at 6:36 p.m.

Council returned at 6:42 p.m.

**ADJOURN** The meeting adjourned at 6:43 p.m.



Joshua Stecker, CMC  
City Clerk



**City of Gig Harbor  
City Council Agenda Bill**

**Meeting Date: February 24, 2025**

**SUBJECT:** Purchase Authorization for Dump Body Plow and Equipment

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**SUBMITTED BY:** Public Works Superintendent Jeff Olsen

**DEPARTMENT:** Public Works

**PHONE:** (253) 853-7661

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**SUGGESTED MOTION:** Move to authorize the mayor to execute the purchase of a dump body, snow plow, and equipment in the amount of \$165,584.76.

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**BACKGROUND INFORMATION:** This expenditure is in conjunction with the council agenda bill to purchase the Kenworth T880 truck from Pape. The dump body and snowplow equipment purchase is from a separate vendor, Northend Truck. This request is to authorize the dump body and snowplow equipment purchase.

Funding for replacement of the dump body, plow, and equipment is budgeted in the 2025-2026 budget cycle.

This purchase is made in accordance with the city's purchasing policies through an interlocal purchasing agreement with Washington State DES, contract No. 01117.

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**FISCAL CONSIDERATION:** The city's capital equipment expenses for the 2025-26 budget is anticipated to have sufficient funds to pay for this expenditure, while also remaining within budget, due to savings on other equipment purchases and leasing.

|                                        |                                   |                                 |
|----------------------------------------|-----------------------------------|---------------------------------|
| Expenditure Required:<br>\$ 165,584.76 | Amount Budgeted:<br>\$ 305,000.00 | Appropriation Required:<br>\$ 0 |
|----------------------------------------|-----------------------------------|---------------------------------|

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**ATTACHMENTS:**

1. Purchase Order

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**STRATEGIC PLAN PRIORITY:** Strategic Plan Priority 2 - Ensure sustainable future for public services and facilities



## Purchase Quotation Worksheet

### Purchasing of Goods, Equipment, Materials & Supplies

| Purchase Threshold                                                                                                                                                                                                                                                                                                                                                                                                       | Purchasing Process Alternatives                                                                                                                                                                                                                                                   | Authorization                                                                                                                                     |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Competitive Pricing<br><input type="checkbox"/> Vendor Roster<br><input checked="" type="checkbox"/> Interlocal & Cooperative Purchase Agreements<br><input type="checkbox"/> Formal Competitive Bidding Process<br><input type="checkbox"/> Sole Source | <input type="checkbox"/> Department Designee<br><input type="checkbox"/> Department Director<br><input type="checkbox"/> City Administrator/Mayor |         |
|                                                                                                                                                                                                                                                                                                                                                                                                                          | #1 - Awarded To                                                                                                                                                                                                                                                                   | #2                                                                                                                                                | #3      |
| <b>Firm Name</b>                                                                                                                                                                                                                                                                                                                                                                                                         | OSW Equipment Inc. DBA Northend Truck                                                                                                                                                                                                                                             |                                                                                                                                                   |         |
| <b>Contact Name</b>                                                                                                                                                                                                                                                                                                                                                                                                      | Spencer Moon                                                                                                                                                                                                                                                                      |                                                                                                                                                   |         |
| <b>Phone Number</b>                                                                                                                                                                                                                                                                                                                                                                                                      | 253-509-3443                                                                                                                                                                                                                                                                      |                                                                                                                                                   |         |
| <b>Quote/Bid Date</b>                                                                                                                                                                                                                                                                                                                                                                                                    | 02032025GH/ 2/03/2025                                                                                                                                                                                                                                                             |                                                                                                                                                   |         |
| Description                                                                                                                                                                                                                                                                                                                                                                                                              | Quote                                                                                                                                                                                                                                                                             | Quote                                                                                                                                             | Quote   |
| Dump Truck body, plow and equipment.<br><br>Quote #02032025GH<br>DES Contract #01117<br><br><b>Notes:</b>                                                                                                                                                                                                                                                                                                                | \$ 151,773.38                                                                                                                                                                                                                                                                     |                                                                                                                                                   |         |
| <b>BUDGETED PURCHASE</b> <input checked="" type="checkbox"/> Y <input type="checkbox"/> N<br><b>DEPT</b> PW Ops<br><b>BUDGET AMOUNT</b> 250,000                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                   |                                                                                                                                                   |         |
| <b>BUDGET CODING:</b> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">001-015-594-76-64-00 \$50</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">101-017-594-44-64-00 \$%0K</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">401-020-594-34-64-00</div> <div style="border: 1px solid black; padding: 2px;">411-046-594-31-64-00</div> |                                                                                                                                                                                                                                                                                   |                                                                                                                                                   |         |
| <b>Estimated Freight Charges</b>                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                   |                                                                                                                                                   |         |
| <b>Sub-Total</b>                                                                                                                                                                                                                                                                                                                                                                                                         | \$ 151,773.38                                                                                                                                                                                                                                                                     | \$ 0.00                                                                                                                                           | \$ 0.00 |
| <b>Tax</b>                                                                                                                                                                                                                                                                                                                                                                                                               | \$ 13,811.38                                                                                                                                                                                                                                                                      |                                                                                                                                                   |         |
| <b>Quote Total</b>                                                                                                                                                                                                                                                                                                                                                                                                       | \$ 165,584.76                                                                                                                                                                                                                                                                     | \$ 0.00                                                                                                                                           | \$ 0.00 |

Person Receiving Quotes: Jeff Olsen

Department: PW Ops

Signature – Dept Designee/Director/City Admin/Mayor:

Date:

Signature – Finance Director (if exceeds budget):

Date:

Quote#02032025GH

2/3/2025

Price Quotation For

**OSW Equipment Inc.**

20812 Broadway Ave

Snohomish, WA 98296

Ph: 425-483-9863

Visit Our Web Site - [www.northendtruck.com](http://www.northendtruck.com)**City of Gig Harbor**

3510 Grandview St.

Gig Harbor, WA. 98335

**Prepared For:**

Jeff Olsen

City of Gig Harbor

253-255-8233

[jolsen@gigharborwa.gov](mailto:jolsen@gigharborwa.gov)**State of Washington Contract Information:**

Effective Date: 05-01-2018

Contract number: 01117

Contract Title: Dump Bodies, Snow Plows Various Types, Controls &amp; Services

| Excel# | Item# | Category and Options                                                                                                                                                                                                                                                                       | Qty. | Unit Total  | Total       |
|--------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------|-------------|
|        |       | <b>Category C (Contractor Dump Body)</b>                                                                                                                                                                                                                                                   |      |             |             |
| 81     | -     | Contractor Dump Bodies 10 / 12 Cu. Yd. (Northend Truck Equip)(Length 174", Width 96")Meets or Exceeds Specifications Section I, 1-8, Section II, 1-23, Section III, 1-18,Section IV, 1-3, Section V, Item 1, Section VI, 1-6, Section VII, 1-5, Section VIII, Item 1 and Section IX,Item 1 | 1    | \$40,452.42 | \$40,452.42 |
| 119    | 8     | Increase/Decrease Length from 174" to 144", Width 96" , 5/6 Cu Yd.                                                                                                                                                                                                                         | 1    | -\$2,003.98 | -\$2,003.98 |
| 92     | 8     | Snow Plow Lights                                                                                                                                                                                                                                                                           | 1    | \$1,152.11  | \$1,152.11  |
| 87     | 3     | Third Asphalt door (centered)                                                                                                                                                                                                                                                              | 1    | \$867.23    | \$867.23    |
| 98     | 14    | Add two (2) Whelan L-31HAF lights to the cab guard                                                                                                                                                                                                                                         | 1    | \$1,502.63  | \$1,502.63  |
| 106    | 22    | Aluminum Tool Box 18x18x36, CA Room Permitting                                                                                                                                                                                                                                             | 1    | \$1,184.23  | \$1,184.23  |
| 122    | 11    | Sloped Tailgate (All Size Bodies)                                                                                                                                                                                                                                                          | 1    | \$670.32    | \$670.32    |
| 133    | 22    | Electric Vibrator                                                                                                                                                                                                                                                                          | 1    | \$2,171.56  | \$2,171.56  |
| 134    | 23    | Electric Brake Controller, Includes 7-Way Plug                                                                                                                                                                                                                                             | 1    | \$970.57    | \$970.57    |
| 138    | 27    | Electric Tarp System with High Mount Arms                                                                                                                                                                                                                                                  | 1    | \$5,556.67  | \$5,556.67  |
| 139    | 28    | Ladder Rung Walk Rails I.L.O. Rebar                                                                                                                                                                                                                                                        | 1    | \$498.55    | \$498.55    |
| 155    | 44    | Power Up / Power Down Double Acting Cylinder For the Dump Body with 500 PSI. Releif for the Down Stroke                                                                                                                                                                                    | 1    | \$2,636.59  | \$2,636.59  |
|        |       | <b>Category C: NTE (Additional Products and Services)</b>                                                                                                                                                                                                                                  |      |             |             |
| 161    | 50    | Back up Camera ECCO 7000 ( Force 6100 )                                                                                                                                                                                                                                                    | 1    | \$1,110.22  | \$1,110.22  |
| 197    | 6     | 2" Receiver Hitch, ICC Bumper Mount with 7-Way                                                                                                                                                                                                                                             | 1    | \$847.68    | \$847.68    |
|        |       | <b>Category A (Sanders)</b>                                                                                                                                                                                                                                                                |      |             |             |
| 177    | 1     | Monroe 96" width, 6" auger (#MS966) Stainless Steel Tailgate Spreader (Not Installed)                                                                                                                                                                                                      | 1    | \$4,727.15  | \$4,727.15  |
| 178    | 2     | Install 96" width, 6" auger (#MS966) Stainless Steel Tailgate Spreader                                                                                                                                                                                                                     | 1    | \$1,899.24  | \$1,899.24  |
|        |       | Monroe OEM Surcharge                                                                                                                                                                                                                                                                       | 1    | \$2,780.35  | \$2,780.35  |
|        |       |                                                                                                                                                                                                                                                                                            |      |             | 1 of 5      |

**OSW Equipment, Inc.**

20812 Broadway Ave  
 Snohomish, WA 98296

Ph: 425-483-9863

Visit Our Web Site -

[www.oswequipment.com](http://www.oswequipment.com)

**City of Gig Harbor**  
 3510 Grandview St.  
 Gig Harbor, WA. 98335

| NTE Hydraulics and Options                                                 |    |                                                                                                                                                                                                                                                                                                                                                                            |              |             |                     |
|----------------------------------------------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|---------------------|
| 23                                                                         | 1  | Closed Center Snow and Ice System Multi Section Valve With 5100EX Electric Sander Valve Control and Stainless Box (Room Permitting) With Load Sense Pump Front Mounted With OEM Front Frame Rail Extensions, Electric Ultra Arm Control Console, Behind The Cab Tank, or VT35 with Poly Or Stainless Lid, With Basic Hoses and Fittings Installed (See Sander Line Option) | 1            | \$34,039.69 | \$34,039.69         |
| 52                                                                         | 29 | NE-25E Hot Shift PTO (890 Series), Direct Mount Load Sense Pump for Allison 3000 & 4000 Series                                                                                                                                                                                                                                                                             | 1            | \$3,762.37  | \$3,762.37          |
| 24                                                                         | 2  | NE-1E Basic Plow Float                                                                                                                                                                                                                                                                                                                                                     | 1            | \$1,096.25  | \$1,096.25          |
| 25                                                                         | 3  | NE-2E Power Plow Float                                                                                                                                                                                                                                                                                                                                                     | 1            | \$1,660.44  | \$1,660.44          |
| 31                                                                         | 9  | NE-9E Low Oil / Pump Shut Off                                                                                                                                                                                                                                                                                                                                              | 1            | \$1,124.18  | \$1,124.18          |
| 32                                                                         | 10 | NE-10E High Pressure Hyd Filter                                                                                                                                                                                                                                                                                                                                            | 1            | \$910.52    | \$910.52            |
| 33                                                                         | 11 | NE-11E Granular Feedback                                                                                                                                                                                                                                                                                                                                                   | 1            | \$1,308.52  | \$1,308.52          |
| 49                                                                         | 26 | NE-24E 6100 Controller In Lieu Of 5100EX                                                                                                                                                                                                                                                                                                                                   | 1            | \$1,361.59  | \$1,361.59          |
| 57                                                                         | 5  | Sander Lines To The Rear w/ QD's                                                                                                                                                                                                                                                                                                                                           | 1            | \$1,876.90  | \$1,876.90          |
| 101                                                                        | a  | PreCise ARC Wired, Utilizes 6100 display, Model#1126944 ILO Spec's Vaisalaless, 6100 With                                                                                                                                                                                                                                                                                  | 1            | -\$707.56   | -\$707.56           |
| <b>Plow Category 6: Snow Plow Frame / Hitches Front Plow Parallel Lift</b> |    |                                                                                                                                                                                                                                                                                                                                                                            |              |             |                     |
| 43                                                                         | 18 | Trucks Without Front Frame Rail Extensions (OEM Approved For Snow Plow) (Must Pick Up A Plow Hitch Option) Add                                                                                                                                                                                                                                                             | 1            | \$4,452.04  | \$4,452.04          |
| 27                                                                         | 2  | Henke plow shipped to OSW Equipment set up and tested with plumbing and Stucche, test and adjust float pressure                                                                                                                                                                                                                                                            | 1            | \$1,862.93  | \$1,862.93          |
| 41                                                                         | 4  | Rubber Sheild for all plow sizes                                                                                                                                                                                                                                                                                                                                           | 1            | \$233.19    | \$233.19            |
| 31                                                                         | 6  | Henke Flat Plate Install on new truck build Includes Truck Portion Plate                                                                                                                                                                                                                                                                                                   | 1            | \$4,158.78  | \$4,158.78          |
| 65                                                                         | 6  | Henke 43J10IS "Poly", SSTE - 10 Foot Reversible Snowplow (Henke 30"-48" R11IS, ECT) (Henke 42R10 Compression Trip Edge Plow, PLPM)                                                                                                                                                                                                                                         | 1            | \$10,919.23 | \$10,919.23         |
| ~                                                                          | ~  | Henke OEM Surcharge                                                                                                                                                                                                                                                                                                                                                        | 1            | \$16,690.77 | \$16,690.77         |
| <b>SubTotal</b>                                                            |    |                                                                                                                                                                                                                                                                                                                                                                            |              |             | <b>\$151,773.38</b> |
| Applicable Sales Tax Percentage at Delivery Location                       |    |                                                                                                                                                                                                                                                                                                                                                                            | <b>8.90%</b> |             | <b>\$13,507.83</b>  |
| <b>Total Price with Tax Included</b>                                       |    |                                                                                                                                                                                                                                                                                                                                                                            |              |             | <b>\$165,281.21</b> |

13,811.38  
 165,584.76

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**City of Gig Harbor**  
3510 Grandview St.  
Gig Harbor, WA. 98335

### Notes:

- Chassis CA Measurement TBD

**\* Chassis Drawing Required With Dump Body Order, For Customers Specific Truck From Chassis Dealer. Must Include CA Measurement, Cab Height, and Drop Axle Location (if applicable). \***

**\* If chassis are not provided with Integral Front Frame Extensions and Stationary Grill from the chassis OEM and are not OEM approved for plow application, NTE can not guarantee that we can install a plow. Certain Chassis Configurations without an integral front frame extension will allow us to install front plow mounts however OSW fabricated front plow plate mount or any progressive damage to any additional parts will not be warrantied in writing or implied.**

Accepted: Spencer Moon

Spencer Moon

OSW Equipment Inc.

2/3/2025 Accepted: \_\_\_\_\_ Date: \_\_\_\_\_

Jeff Olsen

City of Gig Harbor

PO#: \_\_\_\_\_

Thank you for your help on this. If you have any questions or need additional information ,  
Please call me at 253-509-3443, [swmoon@oswequipment.com](mailto:swmoon@oswequipment.com).

Sincerely,

OSW Equipment, Inc.

Spencer Moon

Municipal Sales Territory Manager



**City of Gig Harbor  
City Council Agenda Bill**

**Meeting Date: February 24, 2025**

**SUBJECT:** Purchase Authorization for Sweeper

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**SUBMITTED BY:** Public Works Superintendent Jeff Olsen

**DEPARTMENT:** Public Works

**PHONE:** (253) 853-7661

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**SUGGESTED MOTION:** Move to authorize the mayor to execute the purchase of a sweeper truck from Pacwest Machinery for \$427,953.22.

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**BACKGROUND INFORMATION:** As part of the 2025-2026 budget cycle, Operations staff determined a need to add a larger sweeper with greater capability to meet the needs of the Department of Ecology's enhanced stormwater maintenance program. This piece of equipment will allow Operations to meet these requirements by reducing storm basin sediment and maintaining cleaner stormwater discharge into waters of the state. Staff have confirmed sufficient funds are available for the sweeper in the 2025-2026 budget cycle. This purchase is made in accordance with the city's purchasing policies through an interlocal purchasing agreement with Sourcewell, contract No. 111522-TYM.

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**FISCAL CONSIDERATION:** The city's capital equipment expenses for the 2025-26 budget is anticipated to have sufficient funds to pay for this expenditure while also remaining within budget due to savings on other equipment purchases and leasing.

|                                        |                                   |                                 |
|----------------------------------------|-----------------------------------|---------------------------------|
| Expenditure Required:<br>\$ 427,953.22 | Amount Budgeted:<br>\$ 400,000.00 | Appropriation Required:<br>\$ 0 |
|----------------------------------------|-----------------------------------|---------------------------------|

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**ATTACHMENTS:**

1. Purchase Order

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**STRATEGIC PLAN PRIORITY:** Strategic Plan Priority 2 - Ensure sustainable future for public services and facilities



## Purchase Quotation Worksheet

### Purchasing of Goods, Equipment, Materials & Supplies

| Purchase Threshold | Purchasing Process Alternatives                                                                                                                                                                                                                                                   | Authorization                                                                                                                                     |  |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                    | <input type="checkbox"/> Competitive Pricing<br><input type="checkbox"/> Vendor Roster<br><input checked="" type="checkbox"/> Interlocal & Cooperative Purchase Agreements<br><input type="checkbox"/> Formal Competitive Bidding Process<br><input type="checkbox"/> Sole Source | <input type="checkbox"/> Department Designee<br><input type="checkbox"/> Department Director<br><input type="checkbox"/> City Administrator/Mayor |  |

|                       | #1 - Awarded To                     | #2 | #3 |
|-----------------------|-------------------------------------|----|----|
| <b>Firm Name</b>      | Pac West Machinery                  |    |    |
| <b>Contact Name</b>   | Kaye Morgan, Mike Fahl              |    |    |
| <b>Phone Number</b>   | 254-799-5546, kaye.morgan@tymco.com |    |    |
| <b>Quote/Bid Date</b> | 1/23/2025                           |    |    |

| Description                                                                                                                                                                                                                                                                                                                                                                                                               | Quote         | Quote   | Quote   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------|---------|
| Model 600 Sweeper w/ Standard Equipment.<br>Sourcewell Contract # 111522-TYM<br><br><b>Notes:</b><br>This replaces 2024 quote for non-CARB compliant sweeper                                                                                                                                                                                                                                                              | \$ 384,540.00 |         |         |
| <b>BUDGETED PURCHASE</b> <input checked="" type="checkbox"/> Y <input type="checkbox"/> N<br><b>DEPT</b> PW Ops<br><b>BUDGET AMOUNT</b> 400,000                                                                                                                                                                                                                                                                           |               |         |         |
| <b>BUDGET CODING:</b><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">001-015-594-76-64-00 100K</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">101-017-594-44-64-00 150K</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">411-046-594-31-64-00 150K</div> <div style="border: 1px solid black; padding: 2px; height: 15px;"></div> |               |         |         |
| <b>Estimated Freight Charges</b>                                                                                                                                                                                                                                                                                                                                                                                          | \$ 7,000.00   |         |         |
| <b>Sub-Total</b>                                                                                                                                                                                                                                                                                                                                                                                                          | \$ 391,540.00 | \$ 0.00 | \$ 0.00 |
| <b>Tax</b>                                                                                                                                                                                                                                                                                                                                                                                                                | \$ 36,413.22  |         |         |
| <b>Quote Total</b>                                                                                                                                                                                                                                                                                                                                                                                                        | \$ 427,953.22 | \$ 0.00 | \$ 0.00 |

Person Receiving Quotes: Jeff Olsen

Department: PW Ops

Signature – Dept Designee/Director/City Admin/Mayor:

Date:

Signature – Finance Director (if exceeds budget):

Date:

**Sourcewell Quote Form v2.0A - Sourcewell Contract #111522-TYM**  
**Feb. 2, 2023 - Feb. 3, 2027**



|                               |                             |
|-------------------------------|-----------------------------|
| Customer / Sourcewell Member: | City of Gig Harbor, WA      |
| Sourcewell Member #:          | 125764                      |
| Customer Contact Name:        | Brandon Crosswhite          |
| Customer Phone #:             | 253.852.7661                |
| Customer E-Mail:              | bcrosswhite@gigharborwa.gov |
| Quote Date:                   | 1/24/2025                   |
| Quote Validity:               | 30 Days                     |
| Quoted By:                    | Kaye Morgan                 |
| TYMCO Dealer:                 | Pacwest Machinery           |
| TYMCO Dealer Contact:         | Mike Fahl                   |

**Purchasing Details: Issue Purchase Orders to TYMCO, Inc., ATTN: Kaye Morgan**  
**(kaye.morgan@tymco.com | 254-799-5546).**

**Quote is Good for 30 Days (Unless Otherwise Noted Above) | Pricing is Quoted in US Dollars (USD) | Payment Terms: Net 30 Days**

**MODEL 600® SWEEPER STANDARD EQUIPMENT**

**Auxiliary Engine:** John Deere diesel turbocharged 4045T Final Tier 4; 4 cylinder; 4.5 L (275 CID); 99 HP @ 2200 RPM; Torque 315 ft. lb. @ 1600 RPM; fuel/water separator, fuel filter; Donaldson PowerCore® air filter with scavenged pre-filter; Remote oil filter; 3.8 useable gallon Diesel Exhaust Fluid (DEF) tank. Includes John Deere Standard Warranty coverage 2 Years /

**Amber Beacon Light - LED:** SAE Class 1/California Title 13 compliant with protective limb guard.

**Auxiliary Engine In-Cab Air Filter Restriction Indicator with Gauge:** A filter restriction gauge included on the in-cab BlueLogic display with an audio and visual high restriction indicator.

**Auxiliary Engine Protection System:** Engine ECU to provide automatic engine monitoring with derate or shutdown when engine problem is detected such as high coolant temperature or low oil pressure.

**Auxiliary Fuse Panel:** A 12V DC fused power source panel for any needed additional electrical components or accessories, i.e. radios, warning lights, controls, etc.

**Back-Up Alarm:** ECCO Model S10; SAE Type C 97dB

**BlueLogic® Control System:** Multiplexed electrical system includes hardware and TYMCO designed software that integrates the in-cab controls to the auxiliary engine and all sweeper functions; as well as provides intelligent safety features. The BlueLogic Control System provides sweeper and auxiliary engine data to the operator through the touchscreen display and the multiplexed switch pack. The display is pedestal mounted for improved visibility and includes hour meters (Trip and Total) for the auxiliary engine, gutter brooms, pick-up head, blower, water pump, and BAH broom if applicable; sweeper odometer (records curb miles swept and sweeping hours), service reminders, custom reminders, overspeed warning, low water audible alarm, dust control system winterization guide and On-Board Diagnostics (OBD) for the auxiliary engine and sweeper.

**Duo Skids:** Warranted for 2 Years / 2000 hours prorated

**Dust Control System:** 220 gallon capacity polyethylene water tank (Extra Water capacities available); 5 gpm electric diaphragm type pump; low water audible alarm and message on BlueLogic display; external water level indicator; spray nozzles around pick-up head, gutter broom(s) and inside hopper. Peterbilt 156", Autocar 152" Diesel and Autocar 171" CNG chassis REQUIRES Extra Water Capacity (Refer to Dust Control Options Section).

**Gutter Brooms, Twin; LED Floodlights and Parabolic Mirrors:** Left and right side mounted 43" diameter wire filled digger type; adjustable LED floodlight for each gutter broom; 10.5" parabolic mirrors. Parabolic Mirrors N/A with Cabover Chassis.

**High Capacity Dust Separator**

**Hydraulic System Protection:** Hydraulic filter restriction indicator mounted in filter manifold; sight level gauge mounted on tank. BlueLogic control system continually monitors oil temperature.

**LED Alternating Warning Light Set:** Rear mounted oval lights (2).

**LED Stop/Turn/Tail/Clearance Lights**

**Pressure Bleeder:** Air pressure is deflected out, allowing additional suction across the front of pick-up head.

**Rear Mounted LED Floodlights (2)**

**Rear View Camera System:** 3rd Eye®, heavy duty rear infrared camera with 7" color monitor mounted in cab

**Reverse Pick-Up Head System:** Assists in backing up with Pick-Up Head down

**Rubber Lined Blower:** Warranty: 1 year / 1,000 hours prorated

**Water Fill Hose & Rack:** Flexible 20 foot long water tank fill hose with 2-1/2 inch hydrant coupling with rack mount. System incorporates air gap.

**Work Platform:** Easily accessible work platform located between truck cab and sweeper. Standard equipment with conventional chassis with 165" WB and horizontal exhaust. Not available with Extra Water Capacity or Chassis Vertical Exhaust.

**Sweeper Warranty:** 1 Year / 1000 Hours. Contact factory for details.

| Section / Type | Qty | Model 600® Sweeper and Cab/Chassis Equipment            | Sourcewell Price | Sourcewell Ext<br>(Includes 5% Discount) |
|----------------|-----|---------------------------------------------------------|------------------|------------------------------------------|
| 600000         | 1   | Model 600® Sweeper with Standard Equipment (Base Price) | \$196,443.00     | \$186,620.00                             |
| 1              |     | <b>AUXILIARY ENGINE   HYDRAULIC OPTIONS:</b>            |                  |                                          |
| Unpublished    | 1   | Auxiliary Engine Remote Oil Sight Gauge                 | \$790.00         | \$750.00                                 |
| 600053         | 1   | Auxiliary Hydraulic System                              | \$1,232.00       | \$1,170.00                               |
| Unpublished    | 1   | Hydraulic Oil Level Shutdown System                     | \$422.00         | \$400.00                                 |
| Unpublished    | 1   | Hydraulic Restriction Indicator (In-Cab)                | \$422.00         | \$400.00                                 |
| Unpublished    | 1   | Hydraulic Shutoff Valve                                 | \$211.00         | \$200.00                                 |
| 2              |     | <b>GUTTER BROOM OPTIONS:</b>                            |                  |                                          |

| Section / Type | Qty                                                                        | Model 600® Sweeper and Cab/Chassis Equipment                                                                                    | Sourcwell Price | Sourcwell Ext<br>(Includes 5% Discount) |
|----------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------|
| 600081         | 1                                                                          | Gutter Broom Drop Down: Right                                                                                                   | \$900.00        | \$855.00                                |
| 600081         | 1                                                                          | Gutter Broom Drop Down: Left                                                                                                    | \$900.00        | \$855.00                                |
| 600022         | 1                                                                          | Gutter Broom Tilt Adjuster: Right                                                                                               | \$900.00        | \$855.00                                |
| 600022         | 1                                                                          | Gutter Broom Tilt Adjuster: Left                                                                                                | \$900.00        | \$855.00                                |
| 3              | DUST CONTROL SYSTEM OPTIONS:                                               |                                                                                                                                 |                 |                                         |
| Unpublished    | 1                                                                          | Additional Hopper Nozzle                                                                                                        | \$422.00        | \$400.00                                |
| 600015         | 1                                                                          | Extra Water Capacity - 330 Gallons: Cabover Style (Peterbilt)                                                                   | \$5,022.00      | \$4,770.00                              |
| Unpublished    | 1                                                                          | Water Tank Level Gauge                                                                                                          | \$632.00        | \$600.00                                |
| 4              | HOPPER OPTIONS:                                                            |                                                                                                                                 |                 |                                         |
| 600036         | 1                                                                          | Abrasion Protection Package                                                                                                     | \$1,090.00      | \$1,035.00                              |
| 600084         | 1                                                                          | Dump Switch in Cab                                                                                                              | \$237.00        | \$225.00                                |
| 600019         | 1                                                                          | Hopper Load Indicators                                                                                                          | \$474.00        | \$450.00                                |
| 600089         | 1                                                                          | Hopper Screen Vibrator                                                                                                          | \$1,706.00      | \$1,620.00                              |
| 600043         | 1                                                                          | Sweeper Deluge System                                                                                                           | \$1,137.00      | \$1,080.00                              |
| 5              | PICK-UP HEAD OPTIONS:                                                      |                                                                                                                                 |                 |                                         |
| 601000         | 1                                                                          | Broom Assist Pick-Up Head (Exchange)                                                                                            | \$5,543.00      | \$5,265.00                              |
| 600063         | 1                                                                          | Pick-Up Head Curtain Lifter                                                                                                     | \$1,706.00      | \$1,620.00                              |
| Unpublished    | 1                                                                          | Pick-Up Head Pressure Inlet Water Injection System                                                                              | \$1,895.00      | \$1,800.00                              |
| 6              | AUXILIARY HAND HOSE OPTIONS:                                               |                                                                                                                                 |                 |                                         |
| 600035         | 1                                                                          | Auxiliary Hand Hose                                                                                                             | \$1,374.00      | \$1,305.00                              |
| 7              | STAINLESS STEEL OPTIONS:                                                   |                                                                                                                                 |                 |                                         |
| Unpublished    | 1                                                                          | Stainless Steel Hopper Drain System (Standard)                                                                                  | \$790.00        | \$750.00                                |
| 8              | AIRPORT OPTIONS:                                                           |                                                                                                                                 |                 |                                         |
| 9              | SWEEPER ADDITIONAL OPTIONS:                                                |                                                                                                                                 |                 |                                         |
| Unpublished    | 1                                                                          | Sweeper Paint: TYMCO Standard White                                                                                             | \$0.00          | \$0.00                                  |
| 10             | UNPUBLISHED   SPECIAL SWEEPER OPTIONS:                                     |                                                                                                                                 |                 |                                         |
| Unpublished    | 1                                                                          | Camera System - Standard Rear Camera and Three Additional Cameras                                                               | \$3,158.00      | \$3,000.00                              |
|                | Location: Pick-Up Head (Full Width); Left Gutter Broom; Right Gutter Broom |                                                                                                                                 |                 |                                         |
| Unpublished    | 1                                                                          | Auto Sweep Assist (ASA)                                                                                                         | \$2,632.00      | \$2,500.00                              |
| Unpublished    | 1                                                                          | Surcharge - Base Sweeper Unit                                                                                                   | \$5,275.00      | \$5,010.00                              |
| Section / Type | Qty                                                                        | Model 600® Cab/Chassis Equipment                                                                                                | Sourcwell Price | Sourcwell Ext                           |
| 11             | CAB   CHASSIS:                                                             |                                                                                                                                 |                 |                                         |
| 600707         | 1                                                                          | 2024 Peterbilt 220 w/Right Steer, 33,000 lb. GVWR, 156" WB, Diesel (1-SPD) CARB<br>*For Use in CARB 1, CARB 2 & EPA States      | \$127,250.00    | \$127,250.00                            |
| Unpublished    | 1                                                                          | UPGRADE: 2025 Peterbilt 220 w/Right Steer, 33,000 lb. GVWR, 156" WB, Diesel (1-SPD) EPA<br>*For Use in CARB 2 & EPA States Only | \$11,000.00     | \$11,000.00                             |
| 12             | CHASSIS ADDITIONAL OPTIONS:                                                |                                                                                                                                 |                 |                                         |
| Unpublished    | 1                                                                          | Dual Steering - Peterbilt 220 (Additional)<br>*Requires RH Drive Truck Only                                                     | \$19,500.00     | \$19,500.00                             |
| Unpublished    | 1                                                                          | Fire Extinguisher                                                                                                               | \$100.00        | \$100.00                                |
| Unpublished    | 1                                                                          | Hazard Reflectors                                                                                                               | \$100.00        | \$100.00                                |
| Unpublished    | 1                                                                          | LED Alternating Warning Light Set: Front Grille                                                                                 | \$450.00        | \$450.00                                |
| Unpublished    | 1                                                                          | LED Alternating Warning Light Set: Rear (Additional)                                                                            | \$450.00        | \$450.00                                |
| Unpublished    | 1                                                                          | Slow Moving Vehicle Emblem                                                                                                      | \$100.00        | \$100.00                                |
| Unpublished    | 1                                                                          | Spare Tire and Wheel                                                                                                            | \$1,200.00      | \$1,200.00                              |
| Unpublished    | 1                                                                          | Truck Paint: Standard Factory White                                                                                             | \$0.00          | \$0.00                                  |
| 13             | UNPUBLISHED   SPECIAL CHASSIS OPTIONS:                                     |                                                                                                                                 |                 |                                         |
| 14             | DEALER UNPUBLISHED OPTIONS:                                                |                                                                                                                                 |                 |                                         |
| 15             | TOTAL COST OF ACQUISITION COSTS                                            |                                                                                                                                 |                 |                                         |
|                | 1                                                                          | Freight / PDI / Inservice                                                                                                       | \$7,000.00      | \$7,000.00                              |
|                | 1                                                                          | WA State Sales/Motor Vehicle Tax (9.3%)                                                                                         | \$36,413.22     | \$36,413.22                             |

| Section / Type | Qty | Model 600® Sweeper and Cab/Chassis Equipment | Sourcewell Price | Sourcewell Ext<br>(Includes 5% Discount) |
|----------------|-----|----------------------------------------------|------------------|------------------------------------------|
|----------------|-----|----------------------------------------------|------------------|------------------------------------------|

**Purchasing Details:** Issue Purchase Orders to TYMCO, Inc., ATTN: Kaye Morgan  
(kaye.morgan@tymco.com | 254-799-5546).

Quote is Good for 30 Days (Unless Otherwise Noted Above) | Pricing is Quoted in US Dollars (USD) | Payment Terms: Net 30 Days

|               |                               |
|---------------|-------------------------------|
| Total Price:  | \$427,953.22                  |
| FOB:          | Gig Harbor, WA                |
| Delivery ARO: | 270-365 Days - See NOTE Below |

*\*Pricing Details: TYMCO, Inc. offers Sourcewell Members a 5% discount on all base sweeper models and sweeper options from the Sourcewell Price Catalog (Base + Items in Sections 1 through 10). Chassis, chassis options, dealer unpublished options and Total Cost of Acquisition Costs (Items in Sections 11 – 15) are not discountable. The Sourcewell Discount shown above is reflective of 5% of all applicable items on this quote.*

Notes 1.

Note: Delivery Subject to Truck Availability



**City of Gig Harbor  
City Council Agenda Bill**

**Meeting Date: February 24, 2025**

**SUBJECT:** Purchase Authorization for Dump Truck Chassis

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**SUBMITTED BY:** Public Works Superintendent Jeff Olsen

**DEPARTMENT:** Public Works

**PHONE:** (253) 853-7661

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**SUGGESTED MOTION:** Move to authorize the mayor to execute the purchase of a new 2026 Kenworth T880 chassis from Pape/Kenworth. Price quotation of \$174,413.63.

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**BACKGROUND INFORMATION:** The City of Gig Harbor identified the need to purchase a new dump truck in the 2025-2026 budget. The existing dump truck was purchased in 2000 and has reached its maximum useful life. The city continues to incur expensive maintenance and repair costs due to its age. Funding for replacement of the new truck is budgeted in the 2025-2026 budget cycle. This purchase is made in accordance with the city's purchasing policies through an interlocal purchasing agreement with Washington State DES, contract No. 03920.

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**FISCAL CONSIDERATION:** The city's capital equipment expenses for the 2025-26 budget is anticipated to have sufficient funds to pay for this expenditure while also remaining in budget due to savings on other equipment purchases and leasing.

|                                        |                                   |                                 |
|----------------------------------------|-----------------------------------|---------------------------------|
| Expenditure Required:<br>\$ 174,413.63 | Amount Budgeted:<br>\$ 250,000.00 | Appropriation Required:<br>\$ 0 |
|----------------------------------------|-----------------------------------|---------------------------------|

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**ATTACHMENTS:**

1. Dump Truck Chassis Council Packet

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**STRATEGIC PLAN PRIORITY:** Strategic Plan Priority 2 - Ensure sustainable future for public services and facilities



## Purchase Quotation Worksheet

### Purchasing of Goods, Equipment, Materials & Supplies

| Purchase Threshold                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Purchasing Process Alternatives                                                                                                                                                                                                                                                   | Authorization                                                                                                                                     |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> Competitive Pricing<br><input type="checkbox"/> Vendor Roster<br><input checked="" type="checkbox"/> Interlocal & Cooperative Purchase Agreements<br><input type="checkbox"/> Formal Competitive Bidding Process<br><input type="checkbox"/> Sole Source | <input type="checkbox"/> Department Designee<br><input type="checkbox"/> Department Director<br><input type="checkbox"/> City Administrator/Mayor |         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | #1 - Awarded To                                                                                                                                                                                                                                                                   | #2                                                                                                                                                | #3      |
| <b>Firm Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Pape DBA Kenworth                                                                                                                                                                                                                                                                 |                                                                                                                                                   |         |
| <b>Contact Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Curtis Johansson<br>cjohansson@papekenworth.com                                                                                                                                                                                                                                   |                                                                                                                                                   |         |
| <b>Phone Number</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                   |                                                                                                                                                   |         |
| <b>Quote/Bid Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 01/28/2025                                                                                                                                                                                                                                                                        |                                                                                                                                                   |         |
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Quote                                                                                                                                                                                                                                                                             | Quote                                                                                                                                             | Quote   |
| 2026 Kenworth T880 chassis<br>WA State DES Contract # 03920<br><br>Notes:                                                                                                                                                                                                                                                                                                                                                                                               | \$ 157,983.36                                                                                                                                                                                                                                                                     |                                                                                                                                                   |         |
| BUDGETED PURCHASE <input checked="" type="checkbox"/> Y <input type="checkbox"/> N<br>DEPT PW Ops<br>BUDGET AMOUNT \$250,000                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                   |                                                                                                                                                   |         |
| BUDGET CODING: <del>402-021-594-35-64-00 \$50K</del><br><div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">001-015-594-76-64-00 \$50K</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">101-017-594-44-64-00 \$50K</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">401-020-594-34-64-00 \$50K</div> <div style="border: 1px solid black; padding: 2px;">411-046-594-31-64-00 \$50K</div> |                                                                                                                                                                                                                                                                                   |                                                                                                                                                   |         |
| <b>Estimated Freight Charges</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                   |                                                                                                                                                   |         |
| <b>Sub-Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$ 157,983.36                                                                                                                                                                                                                                                                     | \$ 0.00                                                                                                                                           | \$ 0.00 |
| <b>Tax</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$ 16,430.27                                                                                                                                                                                                                                                                      |                                                                                                                                                   |         |
| <b>Quote Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$ 174,413.63                                                                                                                                                                                                                                                                     | \$ 0.00                                                                                                                                           | \$ 0.00 |

Person Receiving Quotes: Jeff Olsen

Department: PW Ops

Signature – Dept Designee/Director/City Admin/Mayor:

Date:

Signature – Finance Director (if exceeds budget):

Date:



**KENWORTH**

Date: 1/28/2025

**CUSTOMER AGREEMENT**

I hereby place a firm order for the Kenworth chassis described on the attached proposal, which includes standard equipment set forth in current Kenworth price lists unless otherwise specified herein, together with the equipment designated on the following page(s); and I agree to pay the full purchase price shown in accordance with terms and conditions contained in this Purchase Order. I understand this Purchase

**TRUCK PURCHASE DEPOSIT AGREEMENT**

It is agreed and understood by the undersigned that this deposit will be held by Kenworth Northwest Inc. ("Distributor"), and will be applied toward the cash purchase price, cash down payment, or initial lease-purchase payments, whichever shall apply at time of delivery.

It is further agreed and understood that if the Customer cancels the above referenced Sales Order at any time after the chassis has: (1) entered production at the factory, (2) been purchased by the Distributor from another Distributor, or (3) has undergone Sales Order modification at Distributor expense, that the Distributor shall reserve the right, at its discretion, to hold the deposit until the chassis is sold in the market or is otherwise satisfactorily disposed of; in which event the Distributor will be allowed to retain from the deposit whatever charges it may incur until the chassis is sold and damages it shall have suffered by reason of such cancellation; provided, in the event the charges incurred and damages suffered by Distributor exceed the deposit, Customer agrees to pay Distributor the amount of such excess, and in the event there is a balance after said charges and damages, the balance will be remitted to Customer within ten (10) days thereafter. If the Sales Order is cancelled at no loss or inconvenience to the Distributor, the deposit will be returned to Customer upon request.

The foregoing shall not be interpreted to give the Customer a right to cancel the aforesaid Purchase Order, but merely sets forth the rights to the use of the purchase deposit in the event the Purchase Order is cancelled with the consent of the Distributor.

\*\*The Sales Price has been based on Distributor's Factory List Price in effect on the date hereof. Any increase in List Price in effect on the date of delivery shall be added to the Sales Price and terms of payment shall be adjusted Accordingly. \*\*

|                  |                                 |
|------------------|---------------------------------|
| Customer         | City of Gig Harbor Public Works |
| Contact Name     | Jeff Olsen                      |
| Address          | 3510 Grandview St               |
| City, State, Zip | Gig Harbor, WA 98335            |
| Phone #          | 253-851-6170                    |
| Email            | jolsen@gigharborwa.gov          |

**TRUCK INFORMATION**

| <u>Quantity</u> | <u>Model / Chassis</u>          | <u>SALES PRICE</u> | <u>FET</u> | <u>TOTAL</u>  |
|-----------------|---------------------------------|--------------------|------------|---------------|
| 1               | 2026 Kenworth T880 chassis      | \$ 157,983.36      | \$ -       | \$ 157,983.36 |
|                 | WA State DES Contract No. 03920 | \$ -               | \$ -       | \$ -          |
|                 |                                 |                    | \$ -       | \$ -          |
|                 |                                 |                    | \$ -       | \$ -          |
|                 | <b>TOTAL PER TRUCK:</b>         | \$ 157,983.36      | \$ -       | \$ 157,983.36 |

**TRADE INFORMATION**

| <u>Year</u> | <u>Make / Model</u> | <u>Trade Value</u> | <u>Less payoff</u> | <u>Trade Equity</u> |
|-------------|---------------------|--------------------|--------------------|---------------------|
|             |                     | \$ -               | \$ -               | \$ -                |
|             |                     | \$ -               | \$ -               | \$ -                |
|             |                     | \$ -               | \$ -               | \$ -                |

THE PURCHASE ORDER AND DEPOSIT AGREEMENT INCLUDING THE LIMITATION OF WARRANTY IN PARAGRAPH 5 SHALL BE SUBJECT TO THE TERMS AND CONDITIONS CONTAINED ON THE REVERSE SIDE HEREOF.

|           |              |
|-----------|--------------|
| Deposit   |              |
| Sales Tax | \$ 16,430.27 |

**Total Due per Truck \$174,413.63**

Customer Signature

Unpaid Balance Finance By:

Curtis Johansson



**City of Gig Harbor  
City Council Meeting Agenda Bill**

**Meeting Date:** February 24, 2025

**SUBJECT:** Professional Services Contract with Transportation Solutions, Inc. (TSI) for Wollochet/SR16 Westbound Turn Lane Design and Permitting.

**SUBMITTED BY:** Project Engineer Marcos McGraw

**DEPARTMENT:** Public Works / Engineering Division

**PHONE:** 253-853-2647

**SUGGESTED MOTION:** Move to authorize the mayor to execute a Professional Services Contract with Transportation Solutions, Inc. (TSI) for the design and permitting of a dedicated turn lane in an amount not to exceed \$351,997.00.

**BACKGROUND INFORMATION:** The City's 2025-26 budget provides for construction of a right turn lane from Wollochet Drive onto the SR16 westbound on-ramp at the signalized intersection. This professional services contract consists of design and permitting (as needed), and coordination with the Department of Transportation (WSDOT). This project is wholly located within the limited access right-of-way managed by the WSDOT; therefore, the project needs to be designed in accordance with processes and standards required by WSDOT. These processes generally consist of design reviews by several groups within WSDOT whose standards generally dictate lane widths, shoulder widths, roadway materials, reducing or mitigating impacts to sensitive areas, and pedestrian accommodations.

**FISCAL CONSIDERATION:**

The project is included in the 2025-26 Budget, under the Street Capital Fund as objective 9 "Wollochet Dr/SR-16 Westbound On-ramp Right Turn Lane." The current State Legislative budget allocates \$1.68 million for the two City projects related to the city capital improvement projects at the Wollochet Drive interchange with SR16. A portion of the anticipated State funds will be applied to the construction of this project. A budget summary is shown in the table below:

| <b>2025-26 Budget Project Funding:</b>                                |                       |
|-----------------------------------------------------------------------|-----------------------|
| City – Design, Permitting, & WSDOT review                             | \$350,000.00          |
| City & State – Construction (Contract/Testing/Change Order Authority) | \$1,100,000.00        |
|                                                                       |                       |
| <b>Total 2025-26 Budget:</b>                                          | <b>\$1,450,000.00</b> |
| <b>Total Project Expenses:</b>                                        |                       |
| Professional Services Contract for Design – TSI                       | (\$351,997.00)        |
| <b>Available 2025-26 Budget:</b>                                      | <b>\$1,098,003.00</b> |

|                                       |                                    |                                   |
|---------------------------------------|------------------------------------|-----------------------------------|
| Expenditure Required:<br>\$351,997.00 | Amount Budgeted:<br>\$1,450,000.00 | Appropriation Required:<br>\$0.00 |
|---------------------------------------|------------------------------------|-----------------------------------|

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**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:** N/A

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**ATTACHMENTS:** Professional Services Contract with Transportation Solutions, Inc. (TSI) for Wollochet/SR16 Westbound Right Turn Lane Design and Permitting

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**STRATEGIC PLAN PRIORITY:** Ensure sustainable future for public services and facilities

**Exhibit A**

**Scope of Services  
Wollochet Drive/SR 16 Westbound On Ramp Improvements Project  
Design Development Services**

**Transportation Solutions, Inc.**

**TASK DESCRIPTION**

**A - Project Description**

Transportation Solutions Inc. (CONSULTANT) shall provide design assistance to the City of Gig Harbor (CITY) to facilitate improvement of the intersection of Wollochet Drive/Pioneer Way and Stinson Avenue/SR 16 Westbound Ramps (PROJECT). This assistance includes design improvements of the westbound on ramp area in compliance with City of Gig Harbor Public Works and Washington State Department of Transportation (WSDOT) Standards. The project consists of on ramp modifications to improve vehicle queuing storage and intersection operations at the intersection with Wollochet Drive.

The CITY desires to have design and construction cost estimate completed by July 2025, so the CITY may advertise it for bids by contractors.

This proposed work is within Washington State Department of Transportation (WSDOT) public right-of-way that is part of the limited corridor access for SR 16 that is controlled by WSDOT. Any changes to interchange ramps, ramp terminals, or intersection control requires WSDOT approval. The PROJECT will be prepared in accordance with design guidance and review comments anticipated to be received from WSDOT. The PROJECT will be prepared in coordination with the CITY.

It is recognized that Wollochet Drive is a corridor with five relatively closely spaced signalized intersections between Grandview Street to the northeast and Hunt Street to the southwest. It is also understood that a SR 16 corridor study identified the Wollochet Drive corridor as a connected set of signalized intersections. The Wollochet Drive/Westbound SR 16 Ramps intersection is situated on an embankment fill with approximate heights of 20 feet to the toe of slope.

A WSDOT-required Intersection Control Evaluation (ICE) report was prepared for the CITY that identified intersection improvement alternatives and the CITY's preferred design option for improvements. WSDOT approved the ICE for the Wollochet Drive/SR 16 EB Ramps on 10/04/2024.

Additional WSDOT-required design documentation is required for the project to proceed including a Plan for Approval (PFA), which identifies the horizontal geometry of the project improvements and the Basis of Design (BOD), which memorializes the design inputs required. WSDOT approval of the PFA and BOD

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sets the groundwork for environmental documentation and the remaining design scope including grading, stormwater management, paving, signing, and traffic signal/illumination design.

The PFA and supporting documents will be developed for WSDOT Olympic Region review and approval. Supporting design documents to be prepared and submitted to WSDOT for its review and approval include the following:

- Basis of Design (BOD) completed WSDOT form
- Design Decision (DD) for Lateral Clearance to Curb
- Plan For Approval (PFA)
- WSDOT Olympic Region PFA Checklist
- AutoTurn Exhibits for applicable vehicle turning movements
- Preliminary Traffic Signal Plan
- Preliminary Illumination Plan
- Preliminary Curb Ramp Plans

A single set of bid documents that include plans, specifications, and a construction cost estimate (PS&E) will be developed to incorporate the design identified in the WSDOT-approved PFA and include other improvements such as fill slopes, stormwater facilities, signing plans, traffic signal plans, and traffic control plans. Bid schedules may be used to separate types of work that match available project funding. Common specifications will be used for all work.

### **B - Information, Responsibilities, and Services Provided by the CITY**

The following information will be provided by the CITY. This is not intended to be an exhaustive list and additional data to be provided by the CITY is included throughout the scope of work:

- Roadway and utility as-built drawings (if available)
- GIS data for project location (if available)
- Base map in CAD of existing or proposed developments in the vicinity of the project improvements (if available)
- CAD files for topographic survey and concept design layouts completed by others
- Design and documentation information within the Wollochet Drive corridor that is being/has been developed by other consultants for the CITY. It is understood that a traffic analysis of the Wollochet Dr/SR 16 WB Ramps intersection was developed by David Evans and Associates (DEA).
- CITY will provide review comments on the design documents following their submittal by the CONSULTANT.
- CITY will submit the PFA and related documents to WSDOT for its review and facilitate coordination between the CONSULTANT and WSDOT toward achieving WSDOT design approvals.
- CITY will apply for and seek WSDOT approval of permits for the PROJECT to be constructed within the WSDOT right-of-way.

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**C - General Project Assumptions**

This Scope of Services is based upon certain assumptions and exclusions, identified below and under specific tasks. The following assumptions were used in the development of this scope of services:

- AutoCAD Civil 3D 2019 will be utilized on the project and files will be submitted in .dwg format.
- AGi32 software will be used for illumination design.
- MS Excel will be utilized for spreadsheets.
- MS Word will be utilized for word processing.
- MS Project will be used for project scheduling.
- CONSULTANT will use contract document forms and a project specification template provided by the CITY as the starting point for development project specifications.
- PROJECT limits will be a minimum of 300 feet from the connections between the existing and proposed improvements along each affected roadway. The project limits are anticipated to be along the eastbound on-ramp to approximately 250 feet south of the ramp terminal ending/intersection with Wollochet Drive, and the east end of the Wollochet Drive bridge over SR 16 to the middle of the Wollochet Dr/WB Ramps signalized intersection.
- PROJECT will not require retaining walls and use of new fill slopes will be acceptable to the CITY and to WSDOT.
- PROJECT will be constructed at night, in accordance with the directions of the CITY and reflected in the project specifications prepared by the CONSULTANT.
- CONSULTANT will use the base map created from topographic survey of the PROJECT limits that was prepared in AutoCAD format for the CITY by DEA.
- CONSULTANT will develop a design that includes improvements within the PROJECT limits that is consistent with the recommended improvements identified in the WSDOT-approved ICE.
- CONSULTANT will develop a design that considers maintaining use of the existing traffic signal system and westbound ramps while the project is under construction.
- CONSULTANT will develop a design that utilizes the existing traffic signal controller system.
- CONSULTANT will develop a design that seeks to minimize impacts to existing environmentally sensitive areas, if applicable.
- CONSULTANT assumes that no additional right-of-way will be required. If additional right-of-way is required for the PROJECT, the CITY will lead the effort to acquire.
- CONSULTANT will develop PFA plans for City review and WSDOT review and approval.
- The CONSULTANT will update the PFA plans per City review comment and for the CITY to submit to WSDOT for its review.
- WSDOT will review the submittals and provide review comments, if any, to the CITY.

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- CONSULTANT will update the PFA to address review comments, as applicable, so that its design elements may be included in the Bid Package prepared by the CONSULTANT and advertised by the CITY.
- Three rounds of PFA plan and supporting document submittals to the CITY and WSDOT are anticipated.
- CONSULTANT will develop the plans for traffic signal and ramp improvements for the PROJECT following WSDOT requirements with understanding that they are a part of a State Route (SR 16).
- CONSULTANT will prepare 30% design cost estimate and corresponding plans which build upon the elements in the PFA and show locations and types of roadway improvements, including fill slopes and storm drain facilities.
- CITY will review the 30% submittal and provide comments.
- CONSULTANT will prepare 60% design plans which show location, type, and callouts the ramp and intersection improvements.
- CITY will review the 60% submittal and provide comments.
- CONSULTANT will update the plans and submit a revised 60% submittal for the CITY to submit to WSDOT for its review.
- WSDOT will review the 60% submittal and provide comments to the CITY.
- CONSULTANT will update the plans to address review comments by WSDOT and submit 90% design plans to the CITY. Project specifications and cost estimate will be included with the 90% submittal.
- CITY will review the 90% submittal and provide comments.
- CONSULTANT will update the plans, specifications, and estimate and submit a revised 90% submittal for the CITY to submit to WSDOT for its review.
- WSDOT will review the 90% submittal and provide review comments to the CITY.
- CONSULTANT will update the plans, specifications, and estimate to address review comments by WSDOT and submit 100% design plans, specifications and cost estimate to the CITY.
- CITY will review the 100% submittal and provide comments.
- CONSULTANT will update the plans, specifications, and estimate and submit a revised 100% submittal for the CITY to submit to WSDOT for its review.

## Design Documents

### Plans

- Plan sheets will be by 11" x 17" in .pdf format.
- Will be prepared and submitted at the 30%, 60%, 90%, and 100% development milestones.

### Specifications

- 8" x 11 ½" in .pdf format.
- For 90% review submittal, the specs will include anticipated WSDOT format specifications.

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- For 100% review submittal and 100% bid package, the specifications will include all Project Manual Sections.

### Estimates

- 8" x 11 ½" in .pdf format.
- Bid Schedules, if any, Specification Number, Bid Item Name, Quantity, Estimated Unit Cost, Estimated Cost.

### Bid Package

- 1 Electronic copy of the Plans, Specs, and Estimates in PDF, Word, Excel, and CAD formats.

## Publications and Design Reference Manuals

Current (as of the date of execution of the agreement) versions of the following publications and manuals will be applicable when specifically cited in the CITY Standards or when required by state or federal funding authorities:

- Washington State Department of Transportation/American Public Works Association (WSDOT), Standard Specifications for Road, Bridge, and Municipal Construction (M41- 10), 2022 edition, as amended
- Local Agency General Special Provisions
- WSDOT/APWA, Standard Plans for Road, Bridge, and Municipal Construction, (M21-01)
- AASHTO (A Policy on Geometric Design of Highways and Streets)
- CITY's Public Works Standards
- MUTCD as revised by Washington State
- WSDOT LAG Manual

## Acronyms

- Americans with Disability Act (ADA)
- City of Gig Harbor (CITY)
- Local Agency Guidelines (LAG)
- Plans, Specifications, and Estimate (PS&E)
- State Environmental Policy Act (SEPA)
- Transportation Solutions, Inc. (CONSULTANT)
- Washington State Department of Transportation (WSDOT)

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**D - Change Management**

The Project Managers from the CITY and the CONSULTANT are responsible for managing changes to the scope and schedule. The CITY is responsible for the authorization of any changes to the scope, budget, and/or schedule. Team members must ensure that work within their areas remains within the defined project scope, schedule, and budget. When issues, actions, or circumstances occur that could cause a change in scope, personnel, cost, or schedule, team members must communicate potential changes to the Project Manager as early as possible.

The Project Managers will determine whether the potential change issue will lead to a change in scope, cost, or schedule. Verified changes will be communicated to project stakeholders. The Project Manager will be prepared to explain the effect of the change to the team, so schedules and budgets can be adjusted.

This is a time and materials contract with a not to exceed maximum. The level of effort for various tasks are estimates and may vary. The contract will be managed to the contract maximum, not the task level budgets. If authorized, the City may elect to add new work to the contract as Extra Work.

**E - Schedule and Milestones**

CONSULTANT is expected to proceed with the work following receipt of a notice to proceed from the CITY. The CITY desires to have the work done as expeditiously as possible with consideration that the PROJECT needs information that will be provided by the CITY and will be dependent upon document approvals requested of WSDOT.

The schedule assumes that the design work will start in February 2025, once notice to proceed is granted, with the goal of completing the preliminary design and cost estimate by July 2025, so the CITY may advertise the project for contractor bids. The CONSULTANT cannot control review times by WSDOT, the CITY, and/or other agencies, if any. The specific date for notice to proceed to the CONSULTANT is subject to the CITY's approval process.

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**F - Payment**

CONSULTANT invoice period closes on the 15<sup>th</sup> day of each month. CONSULTANT shall prepare monthly progress reports discussing work activity that occurred during the reporting period. The progress report will identify any unforeseen changes in the scope and schedule and will forecast key work activity for the upcoming reporting period.

**Exhibit A-2** includes the Fee and Hours Estimate to complete the work. The estimated cost for the total not to exceed amount is as follows:

|                                   |                      |
|-----------------------------------|----------------------|
| TSI – Labor                       | \$ 193,131.00        |
| TSI – Expenses                    | <u>\$ 125.00</u>     |
| TSI – Total Amount                | \$ 193,256.00        |
| <u>Subconsultants:</u>            |                      |
| Skillings – Labor                 | \$ 48,414.00         |
| Skillings – Expenses              | <u>\$ 80.00</u>      |
| Skillings – Total Amount          | \$ 48,494.00         |
| GeoEngineers – Labor              | \$ 16,826.00         |
| GeoEngineers – Expenses           | <u>\$ 13,421.00</u>  |
| GeoEngineers – Total Amount       | \$ 30,247.00         |
| Subtotal                          | \$ 271,997.00        |
| Management Reserve Fund           | \$ 80,000.00         |
| <b>Total Amount Not to Exceed</b> | <b>\$ 351,997.00</b> |

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**TASK 1.0 – Project Management and Quality Control**

**1.1 Project Management**

Project management will be on-going during the course of the project. The CONSULTANT's project manager will maintain communication with the CITY's project manager, monitor the PROJECT's scope, schedule, and budget, and other similar project management tasks. Develop a project schedule and prepare periodic updates. Meetings will be virtual unless otherwise stated.

**1.2 Monthly Progress Reports and Invoices**

CONSULTANT will provide monthly progress reports and invoices in accordance with the CITY's procedures. CONSULTANT will coordinate the first invoice so that the format is acceptable to the CITY. Each progress report and invoice package will include the CONSULTANT invoice showing all labor and direct expenses included for the period, the monthly progress report, and full documentation of labor hours and direct expenses charged for the period.

**Assumptions**

- Progress Report and Invoice packages will be prepared monthly.

**Deliverables**

- Monthly Progress Report and Invoice Packages
- Periodic Project Schedule updates as agreed to between the CITY and CONSULTANT

**1.3 Quality Control/Quality Assurance Review**

Quality Control reviews will be completed by the CONSULTANT prior to submittal of major deliverables to WSDOT and the CITY. Labor hours required for quality control and internal review of design documents is included with time for submittals. These will include the following Draft and Final Submittals to WSDOT:

- Basis of Design (BOD) completed WSDOT form
- Design Decision (DD) for Lateral Clearance to Curb
- Plan For Approval (PFA)
- WSDOT Olympic Region PFA Checklist
- AutoTurn Exhibits for applicable vehicle turning movements

**1.4 Project Closeout**

CONSULTANT shall deliver all documents in electronic formats. CONSULTANT shall prepare a final closeout progress report and final invoice.

**TASK 2.0 – WSDOT Plan For Approval (PFA) and Documentation**

The PFA defines the horizontal geometry of the project based on the project Basis of Design and sets the groundwork for environmental documentation and the remaining design scope including grading, stormwater management, paving, signing, and traffic signal/illumination design.

The PFA and supporting documents will be developed for WSDOT Olympic Region review and approval. Supporting design documents to be prepared and submitted to WSDOT for its review and approval include the following:

- Plan For Approval (PFA)
- WSDOT Olympic Region PFA Checklist
- Basis of Design (BOD) completed WSDOT form
- Design Decision (DD) for Lateral Clearance to Curb
- AutoTurn Exhibits for applicable vehicle turning movements
- Crosswalk Closure Memo (CCM)
- Preliminary Traffic Signal Plan
- Preliminary Illumination Plan
- Preliminary Curb Ramp Plan
- Preliminary Signing Plan

**2.1 WSDOT Report Forms**

The CONSULTANT shall complete the Basis of Design (BOD) and Design Decision (DD) as WSDOT-required documents for the PROJECT. The BOD and DD will follow the latest WSDOT guidance and generally include:

**BOD**

- A Summary of Community Engagement to Date
- A General Project Description
- Identification of Project Needs
- Identification of Roadway Context
- Identification of Design Controls
- Alternatives Analysis
- Identification of Design Elements Changed

**DD**

- Project Background
- Design Decision Description
- Options Evaluation and Decision

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The CONSULTANT will rely upon existing information from the CITY for the data necessary to complete the BOD to the greatest extent feasible. Information not available from the CITY will be developed by the CONSULTANT.

The CONSULTANT assumes that the WSDOT review comment cycle will take up to three (3) cycles. Any revisions requested by WSDOT beyond three (3) review cycles is considered extra work. CONSULTANT assumes that WSDOT will require 3 to 4 weeks to create and return written comments to the CONSULTANT.

### 2.2 WSDOT Plan for Approval (PFA)

The CONSULTANT will work with the CITY and WSDOT to prepare channelization plans and documentation necessary to obtain WSDOT PFA Approval. The plans will be prepared in accordance with the current (2023) version of the WSDOT Olympic Region Plan For Approval (PFA) Checklist. The plans will include:

- Channelization Plan Sheets
- Design Data Box
- Traffic Data Diagrams

The PFA plan review process is typically an iterative process. The channelization plans will be developed based upon survey information developed for the PROJECT and provided by the CITY.

The CONSULTANT will review the written comments from WSDOT. The CONSULTANT will make the required changes, document design decisions to how comments were addressed, and submit a revised submittal to WSDOT and the CITY.

The CONSULTANT assumes that the WSDOT review comment cycle will take up to three (3) cycles. Any revisions requested by WSDOT beyond three (3) review cycles is considered extra work. CONSULTANT assumes that WSDOT will require 3 to 4 weeks to create and return written comments to the CONSULTANT.

### 2.3 WSDOT Design Documents

As part of development of the PROJECT, the CONSULTANT shall develop design documents expected to be required by WSDOT to gain its approval of the project design PFA. These supporting design documents include:

- AutoTurn Exhibits for applicable vehicle movements
- Crosswalk Closure Memorandum (CCM)

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AutoTurn Exhibits are anticipated to be provided to WSDOT to validate the movements of applicable design vehicles to/from the modified eastbound ramp terminus between SR 16 and Wollochet Drive.

A Crosswalk Closure Memorandum (CCM) is a document that validates the absence of a marked pedestrian crossing at a signalized intersection, even if one does not exist in the current conditions. This memo is anticipated to be required to be provided to WSDOT to validate the formal closure of the crossing across the crossing closest to the Wollochet Drive bridge and formal use of the existing crossing of the same intersection. The memorandum will include a project description, description of existing conditions, proposal, and crossing summary.

### **TASK 3.0 – Preliminary Design Plans (30%)**

The CONSULTANT will work with the CITY and WSDOT to prepare preliminary design plans for the ramp improvements based upon the layout of the PFA. Several of these plans are anticipated to be prepared in conjunction with development of the PFA and will be required as part of obtaining WSDOT approval of the PFA. These preliminary plans include:

- Preliminary Traffic Signal Plan
- Preliminary Illumination Plan
- Preliminary Curb Ramp Plan
- Preliminary Signing Plan

#### **3.1 Field Review and Coordination**

The CONSULTANT will work with the CITY and WSDOT staff to review existing conditions to accommodate an improved signalized intersection and eastbound ramp for SR 16. The review will include on site field work as well as other on-line tools such as Google.

#### **3.2 Preliminary Traffic Signal Plans**

The CONSULTANT shall prepare a preliminary Traffic Signal Plan that illustrates the proposed locations for new poles associated with the existing traffic signal system, including those to facilitate pedestrian movements across the crosswalk. The CONSULTANT will develop a design that utilizes the existing traffic signal controller system and strives to utilize the existing vehicular traffic signal poles.

#### **3.3 Preliminary Illumination Plans**

The CONSULTANT shall prepare a preliminary Illumination Plan that illustrates the proposed locations for new luminaires along the ramps and at the intersection, if applicable due to existing lighting conditions, that are compatible with the preliminary Traffic Signal Plan. Design documentation prepared with AGi32 software will be developed to support the illumination design.

### **3.4 Preliminary Curb Ramp Plans**

The CONSULTANT will prepare a preliminary Curb Ramp Plan that illustrates the dimensions and grades of new curb ramps in the PROJECT limits. It is anticipated that a new curb ramp will be required at the southwest quadrant of the intersection. It is anticipated that the project will include a relatively short segment of new sidewalk along the radius of the southwest quadrant of the intersection. It is not anticipated that Maximum Extent Feasible (MEF) documentation will be necessary for the PROJECT, therefore has been excluded from this scope of services.

### **3.5 Preliminary Signing Plans**

The CONSULTANT will develop a preliminary signing plan based upon the footprint of the roadway identified in the PFA, based upon relocating the two signs (including one multi-post) along the south side of Wollochet Drive and the west side of westbound on ramp to SR 16.

### **3.6 Preliminary Drainage Plans**

The CONSULTANT will develop a preliminary drainage plans identifying designs for BMPs for LID, water quality, and flow control.

### **3.7 Preliminary Cross Sections**

The CONSULTANT will develop preliminary cross sections that correlate to the footprint of the roadway identified in the PFA and accommodate the preliminary locations of the signs. The preliminary cross sections will also reflect the allowable slopes identified in the geotechnical report.

### **3.8 Construction Cost Estimate**

The CONSULTANT will prepare a construction cost estimate for the PROJECT in accordance with the preliminary design plans and the PFA for these improvements.

## **TASK 4.0 – 60% Plans and Estimate**

The CONSULTANT will advance the preliminary (30%) plans submittal and prepare a 60% level plans and estimate submittal. The submittal will involve the design and preparation of a basic construction bid package.

### **4.1 Advance Preliminary Design for 60% Submittal**

The CONSULTANT will advance the following sets of plan sheets from the 30% design level to the 60% design level:

- Traffic Signal Plans
- Illumination Plans
- Curb Ramp Plans

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- Signing Plans
- Channelization Plan (from PFA)
- Drainage Plans

The CONSULTANT will advance the traffic signal and illumination plans as follows by adding the following details to the preliminary plans:

- A. Traffic Signal Layout with Construction Notes
- B. Traffic Signal Pole Schedule
- C. Wiring/conduit diagrams
- D. Accessible Pedestrian Signals (APS)
- E. New signal heads
- F. New street signs meeting current size and reflectivity standards
- G. Coordinate APS with locations of new ADA compliant curb ramps as required
- H. Illumination system modifications as required.

### **4.2 Prepare New Plans for 60% Submittal**

The CONSULTANT will develop the following additional sets of plan sheets for the 60% design level submittal:

- Temporary Erosion and Sediment Control (TESC) Plans
- Site Preparation Plans
- Roadway Sections
- Roadway Details
- Grading Plans
- Grading Profiles
- Drainage Profiles
- Drainage Details
- Construction Staging Plans
- Traffic Control Plans (for each construction stage)
- Pedestrian Accommodation Plans (for each construction stage)

### **4.3 Project Team Design Development Review Meetings**

The CONSULTANT will participate in design development review meetings with the CITY and WSDOT as part of advancing design details for the project.

### **4.4 Submit 60% Plans and Estimate to the City**

The CONSULTANT will prepare and submit the 60% submittal to the CITY for its review and comment.

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### **4.5 Revise 60% Plans and Estimate based upon City review comments**

The CONSULTANT will revise the 60% submittal package based upon CITY review comments and ready its submittal for WSDOT review.

### **4.6 Submit 60% Plans and Estimate to WSDOT**

The CONSULTANT will prepare the 60% submittal for CITY submittal to WSDOT for its review and comment.

## **TASK 5.0 – 90% Plans, Specifications and Estimate**

The CONSULTANT will advance the 60% plans submittal and prepare a 90% level PS&E submittal.

### **5.1 Advance 60% Design Plans for 90% Submittal**

The CONSULTANT will advance each of sets of plan sheets from the 60% design level to the 90% design level.

### **5.2 Prepare Specifications for 90% Submittal**

The CONSULTANT will develop the contract documents and project specifications for the 90% design level submittal.

### **5.3 Project Team Design Development Review Meetings**

The CONSULTANT will participate in design development review meetings with the CITY and WSDOT as part of advancing design details for the project.

### **5.4 Submit 90% PS&E to the City**

The CONSULTANT will prepare and submit the 90% submittal to the CITY for its review and comment.

### **5.5 Revise 90% PS&E based upon City review comments**

The CONSULTANT will revise the 90% PS&E submittal package based upon CITY review comments and ready its submittal for WSDOT review.

### **5.6 Submit 90% Plans and Estimate to WSDOT**

The CONSULTANT will prepare the 90% PS&E set for CITY submittal to WSDOT for its review and comment.

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**TASK 6.0 – 100% Plans, Specifications and Estimate**

The CONSULTANT will update the PS&E set based on CITY and WSDOT review comments made regarding the 90% PS&E submittal and prepare a 100% PS&E submittal.

**6.1 Plans**

- Update based upon CITY and WSDOT review comments
- Plan sheets will be 11" x 17" in .pdf format

**6.2 Specifications**

- Update based upon CITY and WSDOT review comments
- 8" x 11 ½" in PDF and Word formats

**6.3 Estimate**

- Update based upon CITY and WSDOT review comments on the plans and specifications
- 8" x 11 ½" in PDF and XLS formats

**6.4 Project Team PS&E Review Meetings**

- To continue coordination of development of Traffic Signal System with Civil Design

**6.5 Submit 100% PS&E package to CITY for its review**

- Revise 100% PS&E package based upon CITY review comments

**6.6 Submit 100% PS&E package to CITY for submittal to WSDOT for its review**

- Coordinate with CITY and WSDOT as part of WSDOT review of 100% PS&E package

## EXHIBIT A

### SKILLINGS, INC.

#### SCOPE OF WORK

Prepared for:

**TRANSPORTATION SOLUTIONS, INC.  
CITY OF GIG HARBOR SR 16/ WOLLOCHET  
DR WB ONRAMP IMPROVEMENT PROJECT**

February 12, 2025

#### INTRODUCTION

Skillings (SKILLINGS) will provide sub-consultant services in support of design lead TSI (CLIENT) in preliminary and final engineering design for improvements to the west bound on-ramp to SR 16 at Wollochet Drive in Gig Harbor, Washington. The project will relieve current congestion and provide long term transportation network viability to reduce congestion by adding a right-turn lane from Wollochet Drive at the west bound on-ramp. Work will include but is not limited to stormwater design and PS&E, environmental documentation and permitting assistance.

The design phase of this project is currently funded through local funds with the anticipation of additional state funds for construction.

#### Project Assumptions:

This scope of work is based on the following general assumptions:

- Federal funds are not anticipated.
- Proposed design will limit the increase of pollutant generating impervious surface (PGIS) to less than 5,000 square feet.
- No overhead power or poles are located within the project corridor. Any utility relocation will be minor and will not require design by Skillings.
- Topographic survey has been completed and will be provided by Client.
- No critical areas (e.g. wetlands or streams) are located within the project vicinity. Critical area surveys or reports are not included in this scope of work.

SKILLINGS will perform services set forth in this SCOPE OF WORK on behalf of the CLIENT using procedures specified by the City of Gig Harbor (CITY) and in compliance with the standards and requirements set forth in the following procedures, regulations and most current (at the time of execution of this agreement) adopted manuals which by reference, are made a part of this Agreement.

Current (as of the date of execution of the agreement) versions of the following publications and manuals will be applicable when specifically cited in the CITY Road Standards or when required by state or federal funding authorities:

- Washington State Department of Transportation/American Public Works Association (WSDOT), Standard Specifications for Road, Bridge, and Municipal Construction (M41- 10), as amended.
- Local Agency General Special Provisions
- WSDOT/APWA, Standard Plans for Road, Bridge, and Municipal Construction, (M21-01)
- AASHTO (A Policy on Geometric Design of Highways and Streets)
- City of Gig Harbor Public Works Standards.
- MUTCD as revised by Washington State
- LAG Manual
- City of Gig Harbor Municipal Code

## DOCUMENTS TO BE PROVIDED BY THE CLIENT

It is agreed that the CLIENT will provide the following documents and/or request the data:

- Topographic survey basemap
- Roadway as-built drawings
- Existing right-of-way plans for the project area.

## WORK ELEMENTS

|                |                           |
|----------------|---------------------------|
| <b>Task 10</b> | <b>Project Management</b> |
|----------------|---------------------------|

This task includes SKILLINGS management of staff, invoices and progress reporting, progress meetings, some QA/QC, and internal staff team progress meetings.

### Task Assumptions:

- The Project Schedule will be in Microsoft project.
- Meetings will be virtual unless otherwise stated.

### Tasks:

1. Schedule, prepare for, and take part in communications with the CITY.
2. Provide quality control in-house through peer review and principal quality checks.
3. Project team coordination
4. Ensuring that effective QA/QC procedures are completed.
5. Provide monthly Earned Value reports if requested by the CLIENT.
6. Prepare monthly billings with progress reports.

### Deliverables:

- Provide information to TSI to manage design schedule.
- Monthly invoices, with status reports and earned value reports as requested.

|                |                                    |
|----------------|------------------------------------|
| <b>Task 20</b> | <b>Environmental Documentation</b> |
|----------------|------------------------------------|

This task consists of preparing environmental documentation for compliance with the State Environmental Policy Act (SEPA) and Executive Order 21-02 Archaeological and Cultural Resources Review. No critical areas are mapped in the vicinity of the westbound on-ramp to SR 16.

### Task Assumptions:

- The project will be reviewed for exemptions under WAC 197-11-800. If found to be non-exempt, SEPA checklist will be completed after authorization under the Management Reserve Fund.
- The proposed project must comply with the Governor's Executive Order 21-02 Cultural Review.

### Tasks:

1. Skillings to complete a site visit to document elements of the natural and built environment.
2. Verify if project is exempt from SEPA.
3. Complete EZ-1 Form for submittal to Department of Archeological and Historical Preservation (DAHP).

### Deliverables:

- SEPA Checklist (if non-exempt)
- EZ-1 Form (GEO 21-02)

|                |                                                |
|----------------|------------------------------------------------|
| <b>Task 30</b> | <b>Preliminary and Final Stormwater Design</b> |
|----------------|------------------------------------------------|

This task consists of the preparation of a preliminary and final stormwater report as well as 60%, 90% and 100% design level stormwater plan sheets.

**Task Assumptions:**

- Skillings will prepare stormwater plan and profile and detail sheets. TSI will prepare all other plan sheets.
- Special provisions will be prepared utilizing WSDOT specifications format and in accordance with City template.

**Tasks:**

1. Prepare a preliminary stormwater drainage report:
  - a. Prepare preliminary designs of BMPs for LID, water quality, and flow control.
  - b. Determine design storm for conveyance calculations and sizing.
  - c. Document findings in preliminary stormwater report.
2. Prepare 60% stormwater plans consisting of the following sheets:
  - a. Stormwater Plan & Profile (up to 4 sheets)
  - b. Stormwater Details (up to 3 sheets)
3. Prepare 60% Quantities Notebook.
4. Prepare 60% Engineer's Estimate of Probable Costs to Construct for stormwater.
5. Prepare 60% Special Provisions for stormwater.
6. Phone conference with TSI/City to discuss 60% PS&E and comments.
7. Incorporate 60% PS&E comments, prepare comment response matrix.
8. Prepare final stormwater drainage report:
  - a. Update stormwater drainage report to include changes made for the 90% PS&E.
  - b. Prepare SWPPP.
9. Prepare 90% stormwater plans consisting of the following sheets:
  - c. Stormwater Plan & Profile (up to 4 sheets)
  - d. Stormwater Details (up to 3 sheets)
10. Prepare 90% Quantities Notebook.
11. Prepare 90% Engineer's Estimate of Probable Costs to Construct.
12. Prepare 90% Special Provisions for stormwater.
13. Phone conference with TSI/ City to discuss 90% PS&E and comments.
14. Incorporate 90% PS&E comments, prepare comment response matrix.
15. Prepare 100% stormwater plans consisting of the following sheets:
  - e. Stormwater Plan & Profile (up to 4 sheets)
  - f. Stormwater Details (up to 3 sheets)
16. Prepare 100% Quantities Notebook.
17. Prepare 100% Engineer's Estimate of Probable Costs to Construct.
18. Prepare 100% Special Provisions for stormwater.
19. Provide internal QA and QC and project coordination.

**Deliverables:**

- Preliminary Stormwater Report.
- One (1) electronic set of 60% stormwater plans.
- 60% Engineer's Estimate of Probable Cost to Construct for stormwater.
- 60% Special Provisions for stormwater.

- Final Stormwater Drainage Report
- One (1) electronic set of 90% stormwater plans.
- 90% Engineer's Estimate of Probable Cost to Construct for stormwater.
- 90% Special Provisions for stormwater.
- 60% Review Comment Response Matrix.
- One (1) electronic set of 100% stormwater plans.
- 100% Engineer's Estimate of Probable Cost to Construct for stormwater.
- 100% Special Provisions for stormwater.
- 90% Review Comment Response Matrix.

#### **END SCOPE OF WORK**

Prepared by: Patrick E. Skillings, PMP    February 12, 2025

Reviewed by: Ian Lee, PE

February 12, 2025

City of Gig Harbor  
c/o Transportation Solutions  
16932 Woodinville Redmond Road NE, Suite A206  
Woodinville, Washington 98072

Attention: Kirk Harris, PE, PMP

Subject: Revised Scope and Fee Estimate  
Geotechnical Engineering Services  
Wollochet Drive/SR16 WB Onramp Turn Lane  
Gig Harbor, Washington  
File No. 1232-013-01

## Introduction

GeoEngineers, Inc. (GeoEngineers) is pleased to present this scope and fee estimate to provide geotechnical engineering services for the proposed addition of a right turn lane on northwest-bound Wollochet Drive to the State Route (SR) 16 westbound onramp in Gig Harbor, Washington. Our understanding of the project is based on our discussions with you and schematic plans prepared by Transportation Solutions dated January 8, 2025, and our previous geotechnical engineering services completed for the Wollochet Drive/ SR 16 eastbound on/off ramp project.

We understand a new right turn only lane will be added to Wollochet Drive for the right turn into the onramp accessing westbound SR16. The new lane will require a fill embankment with a maximum height of about 10 feet above existing grade. Retaining walls are not anticipated to be needed. The construction of the new right turn lane will require replacement of the existing signal pole at the southwest corner of the intersection. Subsurface soils are anticipated to consist of embankment fill overlying recessional glacial outwash and/or glacial till. The recessional outwash likely consists of sand and gravel with variable silt and clay content; the glacial till likely consists of a conglomerate of sand, gravel, silt and clay.

## Scope of Services

The purpose of our services is to evaluate subsurface soil and groundwater conditions as a basis for developing geotechnical and pavement design criteria for the addition of a right turn lane and signal pole replacement. We anticipate our specific scope will include the following tasks:

- Collect, review and evaluate existing conditions including as-builts, previous reports, topographic and geologic mapping and subsurface information in our files and on public data bases.
- Prepare proposed boring exploration plans and subcontract traffic control services to prepare the proposed traffic control plans for right-of-way use permit submittals.
- Explore subsurface soil and groundwater conditions at the site by drilling one boring to a depth of 35 feet using a track-mounted drill rig subcontracted to GeoEngineers. We propose to complete the boring off the right side shoulder of eastbound Wollochet Drive near the proposed signal pole location.
  - Our representative will maintain a detailed log of each boring and obtain samples of the various materials encountered. The samples will be returned to our office for additional examination and laboratory testing.
  - We have assumed the drill transport truck can stage in the eastbound lane of Wollochet Drive to load and unload the track drill rig in two short duration closures. During the short duration closures, all eastbound Wollochet Drive traffic would be routed to the left turn lane. We anticipate that the closures would be consistent with a Short Duration Work Zone Closure lasting less than 60 minutes as described in the Washington State Department of Transportation (WSDOT) Work Zone Traffic Control Guidelines for Maintenance Operations Manual, Section 1-9.10. The drill transport truck will park off site during drilling.
  - We assume that field support trucks can park in the shoulder of the SR 16 westbound onramp. We have assumed that shoulder closure signage, cones and potentially a transportable attenuator (TMA) truck will be required for the shoulder closure. No lane closures will be required for the on/off ramp.
  - We have budgeted to have two flaggers and a traffic control supervisor onsite during drilling to assist with traffic management. We have assumed that intersection control could be required. We have assumed a TMA truck could be required during field work and we have included the cost of a TMA truck in our budget.
  - We have assumed all fieldwork can occur during normal daytime hours.
  - Cuttings will be hauled offsite by our subcontracted driller.
- Evaluate pertinent physical and engineering characteristics of the soils from the results of the field exploration and geotechnical laboratory tests performed on samples obtained from the exploration. We anticipate completing moisture content tests, gradation tests and Atterberg Limits testing, if appropriate.
- Perform engineering analyses and provide conclusions and recommendations for the following:
  - Seismic design criteria in accordance with the WSDOT Geotechnical Design Manual (GDM) and the 2020 American Association of State Highway and Transportation Officials (AASHTO) Load and Resistance Factor Design (LRFD) Bridge Design Specifications.
  - Earthwork recommendations, including temporary and permanent slope recommendations, subgrade preparation recommendations, suitability of on-site soils for re-use as structural fill, including any constraints for wet weather construction, gradation criteria for imported structural fill to widen the embankment and fill placement and compaction requirements.
  - New signal pole foundation design and construction considerations.
  - New pavement design section. We have assumed that design traffic information will be provided by the City of Gig Harbor or Transportation Solutions.

- ☐ Erosion control measures and permanent site drainage recommendation, if necessary. We have assumed that stormwater infiltration evaluation will not be required for this project.
- ☐ Construction considerations based on the results of our field exploration and from experience on projects at similar sites.
- Present our findings and recommendations in a written report with supporting site plan, boring logs, and other applicable figures.

## Terms, Fee Estimate and Schedule

We propose to complete the above scope of services on a time and expense basis in accordance with the attached Schedule of Charges. For the scope of services described above, we estimate our fee will be approximately **\$30,247** as outlined in the attached Table 1. We will not exceed this estimate without change in scope and your prior authorization. We anticipate Transportation Solutions will prepare contract terms for mutual agreeance with GeoEngineers and that this document will serve as the basis of our scope of services and fee estimate.

There are no intended third-party beneficiaries arising from the services described in this proposal and no party other than the party executing this proposal shall have the right to legally rely on the product of our services without prior written permission of GeoEngineers. This proposal is valid for a period of 60 days commencing from the first date listed above and subject to renegotiation by GeoEngineers, Inc., after the expiration date.

We appreciate the opportunity to present this proposal and look forward to working with you on this project. Please contact Deb Overbay at 425.861.6024 or Mark Rose at 360.922.5106 if you have questions or wish to discuss our proposed scope or fee estimate.

Sincerely,  
GeoEngineers, Inc.



Mark W. Rose, PE  
Senior Geotechnical Engineer



Debra C. Overbay, PE  
Associate

MWR:DCO:atk

### Attachments

Table 1. - Fee Estimate

Schedule of Charges – Standard 2025

Laboratory Schedule of Charges – Redmond 2024

One electronic copy submitted

**Proprietary Notice:** The contents of this document are proprietary to GeoEngineers, Inc. and are intended solely for use by our client to evaluate GeoEngineers' capabilities and understanding of project requirements as they relate to performing the services proposed for a specific project. Copies of this document or its contents may not be disclosed to any other parties without the written consent of GeoEngineers.

**Disclaimer:** Any electronic form, facsimile or hard copy of the original document (email, text, table, and/or figure), if provided, and any attachments are only a copy of the original document. The original document is stored by GeoEngineers, Inc. and will serve as the official document of record.

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**City of Gig Harbor – Design Consultant Services**

**2/12/2025**

**EXHIBIT B – Fee Estimate**

| Exhibit A-3                                                                           |           |           |           |           |           |             |            |           |            | 2/12/2025    |
|---------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-------------|------------|-----------|------------|--------------|
| Fee Estimate                                                                          |           |           |           |           |           |             |            |           |            |              |
| City of Gig Harbor - Wollochet and SR 16 Westbound Ramps - Design Consultant Services |           |           |           |           |           |             |            |           |            |              |
| Transportation Solutions Inc - Fee Schedule                                           | PIC       | PM        | Sr. Engr  | Sr. Engr  | Sr. Tech  | Engineer II | Planner IV | Admin     |            |              |
| Bill Rate ----->                                                                      | \$ 329.00 | \$ 311.00 | \$ 273.00 | \$ 232.00 | \$ 193.00 | \$ 128.00   | \$ 169.00  | \$ 180.00 |            |              |
| Anticipate Work Elements<br>Task(s)                                                   |           |           |           |           |           |             |            |           | Task Hours | Task Cost    |
| <b>Task 1.0 - PROJECT MANAGEMENT AND QUALITY CONTROL</b>                              | 4         | 48        | 0         | 0         | 0         | 0           | 4          | 10        | 66         | \$ 18,720.00 |
| Task 1.1 Project Management                                                           | 4         | 40        |           |           |           |             |            |           |            |              |
| Task 1.2 Monthly Progress Reports and Invoices                                        |           | 8         |           |           |           |             | 4          | 8         |            |              |
| Task 1.3 Quality Control/Quality Assurance Review (incl. below)                       |           |           |           |           |           |             |            |           |            |              |
| Task 1.4 Project Closeout                                                             |           |           |           |           |           |             |            | 2         |            |              |
| <b>Task 2.0 - WSDOT PFA and DOCUMENTATION</b>                                         | 1         | 36        | 2         | 0         | 60        | 24          | 2          | 0         | 125        | \$ 27,061.00 |
| <b>Task 2.1 WSDOT Report Forms</b>                                                    |           |           |           |           |           |             |            |           |            |              |
| Task 2.1.1 Basis of Design (BOD)                                                      |           | 2         | 1         |           |           | 6           |            |           |            |              |
| Task 2.1.2 Design Decision for Lateral Clearance to Curb (DD)                         |           | 2         |           |           |           | 4           |            |           |            |              |
| <b>Task 2.2 WSDOT Plan for Approval</b>                                               |           |           |           |           |           |             |            |           |            |              |
| Task 2.2.1 Submittal No. 1                                                            |           |           |           |           |           |             |            |           |            |              |
| Channelization Plans with Review Responses                                            |           | 12        | 1         |           | 24        |             |            |           |            |              |
| Design Data Box                                                                       |           | 1         |           |           | 1         | 2           |            |           |            |              |
| Traffic Data Diagrams                                                                 |           | 1         |           |           | 1         | 4           |            |           |            |              |
| Task 2.2.2 Submittal No. 2                                                            |           | 6         |           |           | 16        |             |            |           |            |              |
| Task 2.2.3 Submittal No. 3                                                            |           | 2         |           |           | 8         |             |            |           |            |              |
| <b>Task 2.3 WSDOT Design Documents</b>                                                |           |           |           |           |           |             |            |           |            |              |
| Task 2.3.1 AutoTurn Exhibits                                                          |           | 2         |           |           | 8         |             |            |           |            |              |
| Task 2.3.2 Crosswalk Closure Memorandum                                               |           | 2         |           |           |           | 8           |            |           |            |              |
| <b>Task 2.4 Meetings with WSDOT</b>                                                   | 1         | 6         |           |           | 2         |             | 2          |           |            |              |
| <b>Task 3.0 - PRELIMINARY DESIGN PLANS (30%)</b>                                      | 1         | 28        | 3         | 0         | 60        | 8           | 8          | 0         | 108        | \$ 23,812.00 |
| <b>Task 3.1 Field Review and Coordination</b>                                         |           | 8         |           |           | 8         |             |            |           |            |              |
| <b>Task 3.2 Preliminary Traffic Signal Plans</b>                                      |           |           |           |           |           |             |            |           |            |              |
| Task 3.2.1 To City                                                                    |           | 2         | 1         |           | 16        |             |            |           |            |              |
| Task 3.2.2 To WSDOT                                                                   |           | 1         |           |           | 2         |             |            |           |            |              |
| <b>Task 3.3 Preliminary Illumination Plans</b>                                        |           |           |           |           |           |             |            |           |            |              |
| Task 3.3.1 To City (Design and Lighting Analysis)                                     |           | 1         |           |           | 8         |             |            |           |            |              |
| Task 3.3.2 To WSDOT                                                                   |           | 1         |           |           | 2         |             |            |           |            |              |
| <b>Task 3.4 Preliminary Curb Ramp Plans</b>                                           |           |           |           |           |           |             |            |           |            |              |
| Task 3.4.1 To City                                                                    |           | 1         |           |           | 4         |             |            |           |            |              |
| Task 3.4.2 To WSDOT                                                                   |           |           |           |           | 1         |             |            |           |            |              |
| <b>Task 3.5 Preliminary Drainage Plans</b>                                            |           |           |           |           |           |             |            |           |            |              |
| Task 3.5.1 To City (incorporate others design)                                        |           | 1         |           |           | 2         |             |            |           |            |              |
| Task 3.5.2 To WSDOT                                                                   |           |           |           |           | 1         |             |            |           |            |              |
| <b>Task 3.6 Preliminary Cross Sections</b>                                            |           |           |           |           |           |             |            |           |            |              |
| Task 3.6.1 To City (incorporate others design)                                        |           | 1         |           |           | 7         |             |            |           |            |              |
| Task 3.6.2 To WSDOT                                                                   |           |           |           |           | 1         |             |            |           |            |              |
| <b>Task 3.7 Construction Cost Estimate</b>                                            |           | 6         | 2         |           | 2         | 8           | 2          |           |            |              |
| <b>Task 3.8 Meetings with City or WSDOT</b>                                           | 1         | 6         |           |           | 6         |             | 6          |           |            |              |
| <b>Task 4.0 - 60% PLANS and ESTIMATE</b>                                              | 0         | 52        | 4         | 0         | 156       | 4           | 4          | 0         | 220        | \$ 48,560.00 |
| <b>Task 4.1 Advance Preliminary Plans</b>                                             |           |           |           |           |           |             |            |           |            |              |
| Task 4.1.1 Traffic Signal Plans                                                       |           | 4         |           |           | 16        |             |            |           |            |              |
| Task 4.1.2 Illumination Plans                                                         |           | 2         |           |           | 6         |             |            |           |            |              |
| Task 4.1.3 Curb Ramp Plans                                                            |           | 1         |           |           | 4         |             |            |           |            |              |
| Task 4.1.4 Signing Plans                                                              |           | 2         |           |           | 6         |             |            |           |            |              |
| Task 4.1.5 Channelization Plans                                                       |           | 1         |           |           | 4         |             |            |           |            |              |
| Task 4.1.6 Drainage Plans (incorporate others design)                                 |           | 1         |           |           | 2         |             |            |           |            |              |
| Task 4.1.7 Cross Sections (for reference in enviro docs)                              |           | 1         |           |           | 2         |             |            |           |            |              |
| <b>Task 4.2 Prepare New Plans</b>                                                     |           |           |           |           |           |             |            |           |            |              |
| Task 4.2.1 TESC Plans                                                                 |           | 2         |           |           | 6         |             |            |           |            |              |
| Task 4.2.2 Site Prep Plans                                                            |           | 2         |           |           | 6         |             |            |           |            |              |
| Task 4.2.3 Roadway Sections                                                           |           | 2         |           |           | 6         |             |            |           |            |              |
| Task 4.2.4 Grading Plans/Profiles                                                     |           | 4         |           |           | 32        |             |            |           |            |              |
| Task 4.2.5 Construction Staging                                                       |           | 2         |           |           | 4         |             |            |           |            |              |
| Task 4.2.6 Traffic Control Plans                                                      |           | 8         |           |           | 20        |             |            |           |            |              |
| Task 4.2.7 Pedestrian Accommodation Plans                                             |           | 2         |           |           | 6         |             |            |           |            |              |
| <b>Task 4.3 Project Team Design Dev Review Meetings</b>                               |           | 4         |           |           | 4         |             | 4          |           |            |              |
| <b>Task 4.4 Submit 60% Plans and Estimate to the City</b>                             |           | 4         |           |           | 8         | 4           |            |           |            |              |
| <b>Task 4.5 Revise 60% per City review comments</b>                                   |           | 8         | 4         |           | 20        |             |            |           |            |              |
| <b>Task 4.6 Submit 60% to WSDOT and coordinate review</b>                             |           | 2         |           |           | 4         |             |            |           |            |              |

**City of Gig Harbor – Design Consultant Services**

**2/12/2025**

**EXHIBIT B – Fee Estimate**

| Exhibit A-3                                                                           |                                                                                        |            |           |           |            |             |            |               |                                                     |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------|-----------|-----------|------------|-------------|------------|---------------|-----------------------------------------------------|
| Fee Estimate                                                                          |                                                                                        |            |           |           |            |             |            |               |                                                     |
| 2/12/2025                                                                             |                                                                                        |            |           |           |            |             |            |               |                                                     |
| City of Gig Harbor - Wollochet and SR 16 Westbound Ramps - Design Consultant Services |                                                                                        |            |           |           |            |             |            |               |                                                     |
| Transportation Solutions Inc - Fee Schedule                                           | PIC                                                                                    | PM         | Sr. Engr  | Sr. Engr  | Sr. Tech   | Engineer II | Planner IV | Admin         |                                                     |
| Bill Rate ----->                                                                      | \$ 329.00                                                                              | \$ 311.00  | \$ 273.00 | \$ 232.00 | \$ 193.00  | \$ 128.00   | \$ 169.00  | \$ 180.00     |                                                     |
| <b>Task 5.0 - 90% PLANS, SPECS, and ESTIMATE</b>                                      | <b>0</b>                                                                               | <b>76</b>  | <b>4</b>  | <b>0</b>  | <b>102</b> | <b>2</b>    | <b>6</b>   | <b>0</b>      | <b>190 \$ 45,684.00</b>                             |
| <b>Task 5.1 Advance 60% Plans to 90% Plans</b>                                        |                                                                                        |            |           |           |            |             |            |               |                                                     |
| Task 5.1.1 Traffic Signal Plans                                                       |                                                                                        | 2          |           |           | 8          |             |            |               |                                                     |
| Task 5.1.2 Illumination Plans                                                         |                                                                                        | 1          |           |           | 4          |             |            |               |                                                     |
| Task 5.1.3 Curb Ramp Plans                                                            |                                                                                        | 1          |           |           | 2          |             |            |               |                                                     |
| Task 5.1.4 Signing Plans                                                              |                                                                                        | 2          |           |           | 6          |             |            |               |                                                     |
| Task 5.1.5 Channelization Plans                                                       |                                                                                        | 1          |           |           | 2          |             |            |               |                                                     |
| Task 5.1.6 Drainage Plans (incorporate others design)                                 |                                                                                        | 1          |           |           | 2          |             |            |               |                                                     |
| Task 5.1.7 Cross Sections (for appendix)                                              |                                                                                        | 1          |           |           | 2          |             |            |               |                                                     |
| Task 5.1.8 TESC Plans                                                                 |                                                                                        | 2          |           |           | 6          |             |            |               |                                                     |
| Task 5.1.9 Site Prep Plans                                                            |                                                                                        | 2          |           |           | 6          |             |            |               |                                                     |
| Task 5.1.10 Roadway Sections                                                          |                                                                                        | 1          |           |           | 6          |             |            |               |                                                     |
| Task 5.1.11 Grading Plans/Profiles                                                    |                                                                                        | 2          |           |           | 8          |             |            |               |                                                     |
| Task 5.1.12 Construction Staging                                                      |                                                                                        | 2          |           |           | 2          |             |            |               |                                                     |
| Task 5.1.13 Traffic Control Plans                                                     |                                                                                        | 6          |           |           | 12         |             |            |               |                                                     |
| Task 5.1.14 Pedestrian Accommodation Plans                                            |                                                                                        | 2          |           |           | 4          |             |            |               |                                                     |
| <b>Task 5.2 Prepare 90% Specifications</b>                                            |                                                                                        | 32         |           |           |            |             | 2          |               |                                                     |
| <b>Task 5.3 Project Team Design Dev Review Meetings</b>                               |                                                                                        | 4          |           |           | 4          |             | 4          |               |                                                     |
| <b>Task 5.4 Submit 90% Plans and Estimate to the City</b>                             |                                                                                        | 4          |           |           | 8          | 2           |            |               |                                                     |
| <b>Task 5.5 Revise 90% per City review comments</b>                                   |                                                                                        | 8          | 4         |           | 16         |             |            |               |                                                     |
| <b>Task 5.6 Submit 90% to WSDOT and coordinate review</b>                             |                                                                                        | 2          |           |           | 4          |             |            |               |                                                     |
| <b>Task 6.0 - 100% PLANS, SPECS, and ESTIMATE</b>                                     | <b>0</b>                                                                               | <b>46</b>  | <b>2</b>  | <b>0</b>  | <b>70</b>  | <b>2</b>    | <b>4</b>   | <b>0</b>      | <b>124 \$ 29,294.00</b>                             |
| <b>Task 6.1 Advance 90% Plans to 100% Plans</b>                                       |                                                                                        |            |           |           |            |             |            |               |                                                     |
| Task 6.1.1 Traffic Signal Plans                                                       |                                                                                        | 1          |           |           | 4          |             |            |               |                                                     |
| Task 6.1.2 Illumination Plans                                                         |                                                                                        | 1          |           |           | 4          |             |            |               |                                                     |
| Task 6.1.3 Curb Ramp Plans                                                            |                                                                                        | 1          |           |           | 2          |             |            |               |                                                     |
| Task 6.1.4 Signing Plans                                                              |                                                                                        | 1          |           |           | 4          |             |            |               |                                                     |
| Task 6.1.5 Channelization Plans                                                       |                                                                                        | 1          |           |           | 4          |             |            |               |                                                     |
| Task 6.1.6 Drainage Plans (incorporate others design)                                 |                                                                                        | 1          |           |           | 2          |             |            |               |                                                     |
| Task 6.1.7 Cross Sections (for appendix)                                              |                                                                                        | 1          |           |           | 2          |             |            |               |                                                     |
| Task 6.1.8 TESC Plans                                                                 |                                                                                        | 1          |           |           | 4          |             |            |               |                                                     |
| Task 6.1.9 Site Prep Plans                                                            |                                                                                        | 1          |           |           | 4          |             |            |               |                                                     |
| Task 6.1.10 Roadway Sections                                                          |                                                                                        | 1          |           |           | 2          |             |            |               |                                                     |
| Task 6.1.11 Grading Plans/Profiles                                                    |                                                                                        | 1          |           |           | 4          |             |            |               |                                                     |
| Task 6.1.12 Construction Staging                                                      |                                                                                        | 1          |           |           | 2          |             |            |               |                                                     |
| Task 6.1.13 Traffic Control Plans                                                     |                                                                                        | 2          |           |           | 8          |             |            |               |                                                     |
| Task 6.1.14 Pedestrian Accommodation Plans                                            |                                                                                        | 1          |           |           | 2          |             |            |               |                                                     |
| <b>Task 6.2 Prepare 100% Specifications</b>                                           |                                                                                        | 16         |           |           |            |             | 2          |               |                                                     |
| <b>Task 6.3 Project Team Design Dev Review Meetings</b>                               |                                                                                        | 4          |           |           | 4          |             | 2          |               |                                                     |
| <b>Task 6.4 Submit 100% Plans and Estimate to the City</b>                            |                                                                                        | 4          |           |           | 6          | 2           |            |               |                                                     |
| <b>Task 6.5 Revise 100% per City review comments</b>                                  |                                                                                        | 6          | 2         |           | 8          |             |            |               |                                                     |
| <b>Task 6.6 Submit 100% to WSDOT and coordinate review</b>                            |                                                                                        | 1          |           |           | 4          |             |            |               |                                                     |
| <b>Labor Estimate</b>                                                                 | <b>6</b>                                                                               | <b>286</b> | <b>15</b> | <b>0</b>  | <b>448</b> | <b>40</b>   | <b>28</b>  | <b>10</b>     | <b>833 \$193,131.00</b>                             |
|                                                                                       |                                                                                        |            |           |           |            |             |            |               | <b>\$193,131.00</b>                                 |
| <b>Expense Estimate</b>                                                               | Travel                                                                                 |            | 178       |           | miles      | 0.70        |            | \$/mile<br>rd | \$ 124.60<br>\$ 0.40<br><b>\$ 125.00</b>            |
| <b>Subconsultants Estimate</b>                                                        | <b>Skills - Survey, Environmental, Drainage<br/>GeoEngineers - Geotechnical, Walls</b> |            |           |           |            |             |            |               | \$ 48,494.00<br>\$ 30,247.00<br><b>\$ 78,741.00</b> |
| <b>Subtotal</b>                                                                       |                                                                                        |            |           |           |            |             |            |               | <b>\$ 271,997.00</b>                                |
| <b>Management Reserve Fund</b>                                                        |                                                                                        |            |           |           |            |             |            |               | \$ 80,000.00<br><b>\$ 80,000.00</b>                 |
| <b>Grand Total</b>                                                                    |                                                                                        |            |           |           |            |             |            |               | <b>\$ 351,997.00</b>                                |

**EXHIBIT B-1**

**SUBCONSULTANT COST COMPUTATION – MAN-HOURS**

| PROJECT NO. 25009<br>TRANSPORTATION SOLUTIONS INC.<br>CITY OF GIG HARBOR SR 16/WOLLOCHET DRIVE<br>WB ON-RAMP IMPROVEMENT PROJECT |                                                                                    | PROJECT MANAGER | PROJECT ENGINEER | ENGINEER | PROJECT SCIENTIST | STAFF SCIENTIST | TECHNICIAN | ADMINISTRATIVE ASST. |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------|------------------|----------|-------------------|-----------------|------------|----------------------|
| TASK #                                                                                                                           | TASK DESCRIPTION                                                                   |                 |                  |          |                   |                 |            |                      |
| <b>10</b>                                                                                                                        | <b>PROJECT MANAGEMENT</b>                                                          |                 |                  |          |                   |                 |            |                      |
| 1                                                                                                                                | Schedule, prepare for, and take part in communications with the CITY.              | 10              |                  |          |                   |                 |            |                      |
| 2                                                                                                                                | Provide quality control in-house through peer review and principal quality checks. | 10              |                  |          |                   |                 |            |                      |
| 3                                                                                                                                | Project team coordination.                                                         | 10              |                  |          |                   |                 |            |                      |
| 4                                                                                                                                | Ensuring that effective QA/QC procedures are completed.                            | 10              |                  |          |                   |                 |            |                      |
| 5                                                                                                                                | Provide monthly Earned Value reports if requested by the CLIENT.                   |                 |                  |          |                   |                 |            | 4                    |
| 6                                                                                                                                | Prepare monthly billings with progress reports.                                    |                 |                  |          |                   |                 |            | 4                    |
| <b>20</b>                                                                                                                        | <b>ENVIRONMENTAL DOCUMENTS</b>                                                     |                 |                  |          |                   |                 |            |                      |
| 1                                                                                                                                | Complete Enviro Site Visit                                                         |                 |                  |          | 9                 |                 |            |                      |
| 2                                                                                                                                | Verify if project is exempt from SEPA.                                             | 1               |                  |          | 4                 |                 |            |                      |
| 3                                                                                                                                | Complete EZ-1 Form (GEO 21-02)                                                     | 1               |                  |          | 9                 |                 |            |                      |
| <b>30</b>                                                                                                                        | <b>PRELIMINARY AND FINAL STORMWATER DESIGN.</b>                                    |                 |                  |          |                   |                 |            |                      |
| 1                                                                                                                                | Prepare a stormwater drainage report                                               |                 |                  |          |                   |                 |            |                      |
| a                                                                                                                                | Prepare preliminary designs of BMPS for LID, water quality, and flow control.      |                 | 2                | 2        |                   |                 |            |                      |
| b                                                                                                                                | Determine design storm for conveyance calculations and sizing.                     |                 |                  | 2        |                   |                 |            |                      |
| c                                                                                                                                | Document findings in preliminary stormwater report.                                |                 | 2                | 12       |                   |                 |            |                      |
| 2                                                                                                                                | Prepare 60% stormwater plans consisting of the following sheets:                   |                 |                  |          |                   |                 |            |                      |
| a                                                                                                                                | Stormwater Plan & Profile (up to 4 sheets).                                        |                 | 2                | 8        |                   |                 | 8          |                      |
| b                                                                                                                                | Stormwater Details (up to 3 sheets).                                               |                 | 1                | 4        |                   |                 | 8          |                      |
| 3                                                                                                                                | Prepare 60% Quantities Notebook.                                                   |                 | 1                | 2        |                   |                 |            |                      |
| 4                                                                                                                                | Prepare 60% Engineer's Estimate of Probable Costs to Construct for stormwater.     |                 | 1                | 2        |                   |                 |            |                      |
| 5                                                                                                                                | Prepare 60% Special Provisions for stormwater.                                     |                 | 1                | 4        |                   |                 |            |                      |
| 6                                                                                                                                | Phone conference with TSI/CITY to discuss 60% PS&E and comments.                   | 2               | 2                |          |                   |                 |            |                      |
| 7                                                                                                                                | Incorporate 60% PS&E comments, prepare comment response matrix.                    |                 | 1                | 4        |                   |                 |            |                      |
| 8                                                                                                                                | Prepare final stormwater drainage report:                                          |                 |                  |          |                   |                 |            |                      |
| a                                                                                                                                | Update stormwater drainage report to include changes made for the 90% PS&E.        |                 | 1                | 8        |                   |                 |            |                      |
| b                                                                                                                                | Prepare SWPPP.                                                                     |                 | 1                | 8        |                   |                 |            |                      |
| c                                                                                                                                | Prepare Final Maintenance Plan.                                                    |                 | 1                | 8        |                   |                 |            |                      |

|    |                                                                              |           |           |            |           |          |           |          |
|----|------------------------------------------------------------------------------|-----------|-----------|------------|-----------|----------|-----------|----------|
| 9  | Prepare 90% stormwater plans consisting of the following sheets:             |           |           |            |           |          |           |          |
| a  | Stormwater Plan & Profile (up to 4 sheets).                                  |           | 2         | 8          |           |          | 12        |          |
| b  | Stormwater Details (up to 3 sheets).                                         |           | 1         | 8          |           |          | 8         |          |
| 10 | Prepare 90% Quantities Notebook.                                             |           | 1         | 2          |           |          |           |          |
| 11 | Prepare 90% Engineer's Estimate of Probable Costs to Construct.              |           | 1         | 2          |           |          |           |          |
| 12 | Prepare 90% Special Provisions for stormwater.                               |           | 1         | 4          |           |          |           |          |
| 13 | Phone conference to discuss 90% PS&E and comments.                           |           | 2         |            |           |          |           |          |
| 14 | Incorporate 90% PS&E comments, prepare comment response matrix.              |           | 2         | 4          |           |          |           |          |
| 15 | Prepare 100% Stormwater plans consisting of the following sheets:            |           |           |            |           |          |           |          |
| a  | Stormwater Plan & Profile (up to 4 sheets).                                  |           | 2         | 4          |           |          | 6         |          |
| b  | Stormwater Details (up to 3 sheets).                                         |           | 1         | 4          |           |          | 4         |          |
| 16 | 100% Quantities Notebook                                                     |           | 1         | 2          |           |          |           |          |
| 17 | Prepare 100% Engineers Estimate of Probable Cost to Construct for stormwater |           | 1         | 2          |           |          |           |          |
| 18 | Prepare 100% Special Provisions for Stormwater                               |           | 1         | 2          |           |          |           |          |
| 19 | Provide internal QA/QC and project coordination.                             | 8         |           |            |           |          |           |          |
|    | <b>HOURS PER DISCIPLINE</b>                                                  | <b>52</b> | <b>32</b> | <b>164</b> | <b>22</b> | <b>0</b> | <b>46</b> | <b>8</b> |

**EXHIBIT B-2**  
**SUBCONSULTANT COST COMPUTATION – SUMMARY**

PROJECT NO. 25009  
TRANSPORTATION SOLUTIONS INC.  
CITY OF GIG HARBOR SR 16/WOLLOCHET DRIVE

| NEGOTIATED HOURLY RATE (NHR):                                                                                                                                                                                                                                                           |             |   |          |                      |                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---|----------|----------------------|-------------------------------------------------------------------------------|
| Classification                                                                                                                                                                                                                                                                          | Man Hours   | X | Rate     | =                    | Cost                                                                          |
| PROJECT MANAGER                                                                                                                                                                                                                                                                         | 52          | x | \$254.00 | =                    | \$13,208.00                                                                   |
| PROJECT ENGINEER                                                                                                                                                                                                                                                                        | 32          | x | \$232.00 | =                    | \$7,424.00                                                                    |
| ENGINEER                                                                                                                                                                                                                                                                                | 106         | x | \$164.00 | =                    | \$17,384.00                                                                   |
| PROJECT SCIENTIST                                                                                                                                                                                                                                                                       | 22          | x | \$103.00 | =                    | \$2,266.00                                                                    |
| STAFF SCIENTIST                                                                                                                                                                                                                                                                         | 0           | x | \$91.00  | =                    | \$0.00                                                                        |
| TECHNICIAN                                                                                                                                                                                                                                                                              | 46          | x | \$154.00 | =                    | \$7,084.00                                                                    |
| ADMINISTRATIVE ASSISTANT                                                                                                                                                                                                                                                                | 8           | x | \$131.00 | =                    | \$1,048.00                                                                    |
| Total Hours =                                                                                                                                                                                                                                                                           | 266         |   |          |                      | Total NHR = <span style="background-color: #e1f5fe;">\$48,414.00</span>       |
| <b>REIMBURSABLES:</b>                                                                                                                                                                                                                                                                   |             |   |          |                      |                                                                               |
| Mileage                                                                                                                                                                                                                                                                                 | 120         | x | \$0.670  | =                    | \$80.40                                                                       |
| Miscellaneous Expenses                                                                                                                                                                                                                                                                  |             | x | 10%      | =                    | \$0.00                                                                        |
|                                                                                                                                                                                                                                                                                         |             |   |          |                      | Total Expenses = <span style="background-color: #e1f5fe;">\$80.40</span>      |
| <b>SUBCONSULTANT COST (See Exhibit E):</b>                                                                                                                                                                                                                                              |             |   |          |                      |                                                                               |
| Geotechnical                                                                                                                                                                                                                                                                            | \$0.00      | x | 15%      | =                    | \$0.00                                                                        |
| Subconsultant 1                                                                                                                                                                                                                                                                         | \$0.00      | x | 10%      | =                    | \$0.00                                                                        |
| Subconsultant 2                                                                                                                                                                                                                                                                         | \$0.00      | x | 10%      | =                    | \$0.00                                                                        |
| Subconsultant 3                                                                                                                                                                                                                                                                         | \$0.00      | x | 10%      | =                    | \$0.00                                                                        |
|                                                                                                                                                                                                                                                                                         |             |   |          |                      | Total Subconsultants = <span style="background-color: #e1f5fe;">\$0.00</span> |
| <b>SUB-TOTAL (NHR + REIMBURSABLES + SUBCONSULTANTS):</b>                                                                                                                                                                                                                                |             |   |          |                      |                                                                               |
|                                                                                                                                                                                                                                                                                         |             |   |          |                      | Sub Total = <span style="background-color: #e1f5fe;">\$48,494.40</span>       |
| <b>MANAGEMENT RESERVE FUND:</b>                                                                                                                                                                                                                                                         |             |   |          |                      |                                                                               |
| SUB TOTAL =                                                                                                                                                                                                                                                                             | \$48,494.40 | x |          | =                    | MRF = <span style="background-color: #e1f5fe;">\$0.00</span>                  |
| <b>GRAND TOTAL</b>                                                                                                                                                                                                                                                                      |             |   |          |                      |                                                                               |
|                                                                                                                                                                                                                                                                                         |             |   |          | <b>GRAND TOTAL =</b> | <span style="background-color: #c8e6c9;">\$48,494</span>                      |
| <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <p><b>PREPARED BY:</b> <u>Patrick Skillings</u></p> <p><b>REVIEWED BY:</b> <u>Ian Lee</u></p> </div> <div> <p><b>DATE:</b> <u>2/12/2025</u></p> <p><b>DATE:</b> <u>2/12/2025</u></p> </div> </div> |             |   |          |                      |                                                                               |

**EXHIBIT B-3**

### SUBCONSULTANT COST COMPUTATION – EXPENSES

| Item                           | Description                 | Basis             | Quantity | Rate     | Total   |
|--------------------------------|-----------------------------|-------------------|----------|----------|---------|
| 1                              | Telephone                   | Month             |          |          | \$0.00  |
| 2                              | Auto Rental                 | Each              |          |          | \$0.00  |
| 3                              | Lodging                     | Day               |          |          | \$0.00  |
| 4                              | Per Diem-Meal               | Day               |          |          | \$0.00  |
| 5                              | Photocopies - Blk & White   | Each              |          | \$0.10   | \$0.00  |
| 6                              | Photocopies - Color         | Each              |          | \$0.35   | \$0.00  |
| 7                              | Half Sized Prints           | Each              |          | \$0.50   | \$0.00  |
| 8                              | Full Sized Prints           | Each              |          | \$6.00   | \$0.00  |
| 9                              | Postage                     | Month             |          |          | \$0.00  |
| 10                             | Shipping                    | Month             |          |          | \$0.00  |
| 11                             | FAXs                        | Each              |          |          | \$0.00  |
| 12                             | Miscellaneous Project Costs | Month             |          |          | \$0.00  |
| 13                             | Miscellaneous Survey Costs  | Estimated         |          |          | \$0.00  |
| 14                             | InRoads Software            | Month-No of years |          | \$950.00 | \$0.00  |
| 15                             | Traffic Control             | Estimated         |          |          | \$0.00  |
| Total Miscellaneous Expenses   |                             |                   |          |          | \$0.00  |
|                                | Mileage                     | Per Mile          | 120      | 0.670    | \$80.40 |
| Total Expenses                 |                             |                   |          |          | \$80.40 |
| <b>Assumptions</b>             |                             |                   |          |          |         |
| 1                              | Telephone                   | Estimated         |          |          |         |
| 2                              | Auto Rental                 | Estimated trips   |          |          |         |
| 3                              | Mileage                     | Estimated miles   |          |          |         |
| 4                              | Lodging                     |                   |          |          |         |
| 5                              | Per Diem-Meal               |                   |          |          |         |
| 6                              | Photocopies - Blk & White   | Estimated         |          |          |         |
| 7                              | Photocopies - Colored       | Estimated         |          |          |         |
| 8                              | Half Sized Prints           |                   |          |          |         |
| 9                              | Full Sized Prints           |                   |          |          |         |
| 10                             | Postage                     | Estimated         |          |          |         |
| 11                             | Shipping                    | Estimated         |          |          |         |
| 12                             | FAXs                        | Estimated         |          |          |         |
| 13                             | Miscellaneous Project Costs | Estimated         |          |          |         |
| 14                             | Miscellaneous Survey Costs  | Estimated         |          |          |         |
| 15                             | Purchase Order              | Estimated         |          |          |         |
|                                |                             |                   |          |          |         |
|                                |                             |                   |          |          |         |
| Prepared by: Patrick Skillings |                             | Date: 2/12/2025   |          |          |         |

**TABLE 1. GEOENGINEERS ESTIMATE**

|      |                                                                           | Job Number:             | 1232-013-00          | Job Name:             | Geotechnical Design Services<br>Wollochet Drive / SR16 EB Off-Ramp Right Turn Lane |                     |          |          | Owner:   | City of Gig Harbor |                     |
|------|---------------------------------------------------------------------------|-------------------------|----------------------|-----------------------|------------------------------------------------------------------------------------|---------------------|----------|----------|----------|--------------------|---------------------|
|      |                                                                           | Client:                 | TSI                  |                       |                                                                                    |                     |          |          |          |                    |                     |
|      |                                                                           |                         | \$332.00             | \$290.00              | \$237.00                                                                           | \$204.00            | \$182.00 | \$160.00 | \$140.00 | \$124.00           |                     |
| Task | Task Description                                                          | Principal/<br>Associate | Senior Engineer<br>2 | Project 1<br>Engineer | Staff 3<br>Engineer                                                                | Staff 2<br>Engineer | GIS/CAD  | Admin 3  | Admin 2  | Total Hours        | Total Labor<br>Cost |
| 100  | <b>Geotechnical Engineering Services</b>                                  |                         |                      |                       |                                                                                    |                     |          |          |          |                    |                     |
|      | Data Review/Project Setup, Coordination and Management, Subcontracts      | 1                       | 2                    |                       |                                                                                    |                     |          | 2        |          | 5                  | \$ 1,192.00         |
|      | Plan Exploration Program                                                  | 1                       | 2                    |                       | 2                                                                                  |                     |          | 1        |          | 6                  | \$ 1,460.00         |
|      | Permit coordination, preparation of exploration plan, and traffic control |                         | 2                    |                       | 6                                                                                  |                     |          |          |          | 8                  | \$ 1,804.00         |
|      | Locate + Drill one boring to 35 feet deep                                 |                         | 1                    |                       |                                                                                    | 13                  |          | 1        |          | 15                 | \$ 2,796.00         |
|      | Laboratory Testing                                                        |                         | 1                    |                       |                                                                                    |                     |          | 2        |          | 3                  | \$ 570.00           |
|      | Develop geotechnical design criteria (signal pole foundation, slopes)     | 1                       | 2                    |                       | 4                                                                                  |                     |          |          |          | 7                  | \$ 1,728.00         |
|      | Develop Recommended Pavement Section                                      | 2                       | 4                    |                       | 4                                                                                  |                     |          |          |          | 10                 | \$ 2,640.00         |
|      | Report Preparation                                                        | 2                       | 6                    |                       | 8                                                                                  |                     | 2        | 2        |          | 20                 | \$ 4,636.00         |
|      |                                                                           |                         |                      |                       |                                                                                    |                     |          |          |          |                    |                     |
|      | <b>Subtotal Task 100</b>                                                  | 7                       | 20                   | 0                     | 24                                                                                 | 13                  | 2        | 8        | 0        | 74                 | \$ 16,826.00        |
|      |                                                                           |                         |                      |                       |                                                                                    |                     |          |          |          |                    |                     |
|      | <b>Total Labor</b>                                                        | 7                       | 20                   | 0                     | 24                                                                                 | 13                  | 2        | 8        | 0        | 74                 | \$ 16,826.00        |

**Total Labor Costs**

**\$16,826**

**Expenses**

|                                                       |                 |
|-------------------------------------------------------|-----------------|
| Field Equipment and Expenses, Mileage, Travel and APC | 1,146           |
| Subcontracted Drilling                                | 6,500           |
| Subcontracted Private Locate (assumes single trip)    | 575             |
| Subcontracted Traffic Control                         | 4,800           |
| Laboratory Tests                                      | 400             |
| <b>Total Expenses</b>                                 | <b>\$13,421</b> |

**Total Fee Estimate**

**\$30,247**

## Schedule of Charges - 2025

### COMPENSATION

Our compensation will be determined on the basis of time and expenses in accordance with the following schedule unless a lump sum amount is so indicated in the proposal or services agreement. Current rates are:

|                                      |    |          |
|--------------------------------------|----|----------|
| <b>PROFESSIONAL STAFF</b>            |    |          |
| Staff 1 Scientist                    | \$ | 152/hour |
| Staff 1 Engineer                     | \$ | 160/hour |
| Staff 2 Scientist                    | \$ | 174/hour |
| Staff 2 Engineer                     | \$ | 182/hour |
| Staff 3 Scientist                    | \$ | 198/hour |
| Staff 3 Engineer                     | \$ | 206/hour |
| Project Scientist 1                  | \$ | 229/hour |
| Project Engineer 1                   | \$ | 237/hour |
| Project Scientist 2                  | \$ | 236/hour |
| Project Engineer 2                   | \$ | 244/hour |
| Senior Engineer/Scientist 1          | \$ | 265/hour |
| Senior Engineer/Scientist 2          | \$ | 290/hour |
| Associate                            | \$ | 304/hour |
| Principal                            | \$ | 332/hour |
| Senior Principal                     | \$ | 354/hour |
| <b>TECHNICAL SUPPORT STAFF</b>       |    |          |
| Administrator 1                      | \$ | 105/hour |
| Administrator 2                      | \$ | 124/hour |
| Administrator 3                      | \$ | 140/hour |
| CAD Technician                       | \$ | 137/hour |
| CAD Designer                         | \$ | 160/hour |
| Senior CAD Designer                  | \$ | 186/hour |
| GIS Analyst                          | \$ | 172/hour |
| Senior GIS Analyst                   | \$ | 187/hour |
| GIS Coordinator                      | \$ | 208/hour |
| *Technician                          | \$ | 120/hour |
| *Senior Technician                   | \$ | 145/hour |
| *Lead Technician                     | \$ | 155/hour |
| Geotechnical Construction Specialist | \$ | 203/hour |
| Environmental Database Manager       | \$ | 235/hour |
| Health and Safety Specialist         | \$ | 152/hour |
| Health and Safety Manager            | \$ | 208/hour |

\*Hours in excess of 8 hours in a day or 40 hours in a week will be charged at one and one-half times the hourly rates listed above.

Contracted professional and technical services will be charged at the applicable hourly rates listed above. Staff time spent providing expert services in disputes, mediation, arbitration and litigation will be billed at one and one-half times the above rates. Time spent in either local or inter-city travel, when travel is in the interest of this contract, will be charged in accordance with the foregoing schedule. A surcharge may be applied to night and weekend work. See proposal for details.

Rates for data storage and web-based access will be provided on a project-specific basis.

### Associated Project Costs (APC)

Associated Project Costs (APC) equal to six percent (6%) of professional fees will be assessed. This fee allows GeoEngineers to invest in the necessary infrastructure to ensure we provide our clients with the latest technological and data security standards. The investments include maintaining and advancing technical tools and platforms across all aspects of our business, and strengthening our defenses against cyber threats to ensure data remains secure. These costs are not included in our hourly rates or direct expenses.

| EQUIPMENT                                                       |    |          |
|-----------------------------------------------------------------|----|----------|
| Air Quality Equipment, per Day                                  | \$ | 210.00   |
| Air Sparging Field Test, per Day                                | \$ | 110.00   |
| Air/Vapor Monitoring Equipment (PID, 5-Gas Meter), per Day      | \$ | 110.00   |
| Asbestos Sample Kit, Each                                       | \$ | 30.00    |
| Blastmate, per Day                                              | \$ | 120.00   |
| D&M Sampler, per Day                                            | \$ | 150.00   |
| DO (Dissolved Oxygen) Kit, Each                                 | \$ | 25.00    |
| Dynamic Cone Penetrometer, per Day                              | \$ | 45.00    |
| E-Tape (Electric Tape), per Day                                 | \$ | 35.00    |
| Electric Density Gauge, per Day                                 | \$ | 110.00   |
| Electric Density Gauge, per Week                                | \$ | 430.00   |
| Electric Density Gauge, per Month                               | \$ | 1,400.00 |
| Environmental Exploration Equipment, per Day                    | \$ | 225.00   |
| Field Data Acquisition Equipment (Field Tablet), per Day        | \$ | 55.00    |
| Field Tablet, per Week                                          | \$ | 200.00   |
| Field Tablet, per Month                                         | \$ | 750.00   |
| Field Tablet with Cellular, per Day                             | \$ | 75.00    |
| Field Tablet with Cellular, per Week                            | \$ | 300.00   |
| Field Tablet with Cellular, per Month                           | \$ | 1,000.00 |
| Field Gear / Reconnaissance, per Day                            | \$ | 55.00    |
| Gas Detection Meters, per Day                                   | \$ | 105.00   |
| Generator, per Day                                              | \$ | 110.00   |
| Groundwater Pressure Transducer w/ Datalogger, per Day          | \$ | 55.00    |
| Groundwater Pressure Transducer w/ Datalogger, per Week         | \$ | 220.00   |
| Hand Auger, per Day                                             | \$ | 100.00   |
| Inclinometer Probe, per Day, 1 Day minimum                      | \$ | 210.00   |
| Interface Probe, per Day                                        | \$ | 65.00    |
| Iron Test Kit, Each                                             | \$ | 25.00    |
| Laser Level, per Day                                            | \$ | 60.00    |
| Low Flow Groundwater Sampling Equipment, per Day                | \$ | 235.00   |
| Multiparameter Water Quality Meter, per Day                     | \$ | 85.00    |
| Nuclear Density Gage, per Hour, 1/2 Day minimum                 | \$ | 15.00    |
| Peristaltic Pump, per Day                                       | \$ | 50.00    |
| pH Probe,/Meter per Day                                         | \$ | 20.00    |
| PID, FID or OVA, per Day                                        | \$ | 130.00   |
| Rock/Slope Fall Protection/Rigging Equipment, per Day           | \$ | 700.00   |
| Saximeter, per Day                                              | \$ | 60.00    |
| Scuba Diving Gear, per Day/per Diver                            | \$ | 700.00   |
| Shallow Soil Exploration Equipment, per Day                     | \$ | 60.00    |
| Soil Field Screening Equipment, per Day                         | \$ | 20.00    |
| Soil Sample Kit, Each                                           | \$ | 20.00    |
| Steam Flow Meter, per Day                                       | \$ | 20.00    |
| Strain Gauge Readout Equipment, per Day                         | \$ | 50.00    |
| Surface Water Flow Meter, per Day, 1/2 day minimum              | \$ | 50.00    |
| Surface Water Quality Monitoring Equipment, per Day             | \$ | 50.00    |
| Turbidity Meter, per Day                                        | \$ | 50.00    |
| Vehicle usage, per Mile, or \$30/half-day, whichever is greater | \$ | IRS Rate |

Specialized and miscellaneous field equipment not listed above will be quoted on a project-specific basis.

## OTHER SERVICES, SUPPLIES AND SPECIAL TAXES

Charges for services, equipment, supplies and facilities not furnished in accordance with the above schedule, and any unusual items of expense not customarily incurred in our normal operations, are charged at cost plus 15 percent. This includes shipping charges, subsistence, transportation, printing and reproduction, miscellaneous supplies and rentals, surveying services, drilling equipment, construction equipment, watercraft, aircraft, and special insurance which may be required. Taxes required by local jurisdictions for projects in specific geographic areas will be charged to projects at direct cost.

Per diem may be charged in lieu of subsistence and lodging.

Routinely used field supplies stocked in-house by GeoEngineers, at current rates, list available upon request.

In-house testing for geotechnical soil characteristics at current rates, list available upon request.

**All rates are subject to change upon notification.**

## Laboratory Schedule of Charges - 2024

| TYPE OF TEST                                                                                         |    | UNIT PRICE          |
|------------------------------------------------------------------------------------------------------|----|---------------------|
| <b>Soil Index and Classification Tests</b>                                                           |    |                     |
| Soil Description (ASTM D 2488)                                                                       | \$ | 17                  |
| Moisture Content<br>Oven (ASTM D 2216)                                                               | \$ | 23                  |
| Moisture/Density (ASTM D 7263, D 2937)<br>Rings                                                      | \$ | 40                  |
| Shelby Tubes, waxed chunk                                                                            | \$ | 50                  |
| Tubes (liners), chunk                                                                                | \$ | 50                  |
| Particle Size Analysis<br>Percent Passing No. 200 (ASTM D 1140)                                      | \$ | 110                 |
| Sieve (ASTM D 422, D 6913, C 136 includes minus 200 Wash, Dry Sieve)                                 | \$ | 150                 |
| Gravel Sieve (ASTM D 422, D 6913, C 136 includes minus 200 Wash, Dry Sieve)                          | \$ | 220                 |
| Hydrometer Only (ASTM D 422, minus #10 fraction)                                                     | \$ | 180                 |
| Combined Sieve and Hydrometer (ASTM D 422-63)                                                        | \$ | 280                 |
| Combined Gravel Sieve and Hydrometer (ASTM D 422-63)                                                 | \$ | 350                 |
| Organic Content (ASTM D 2974)                                                                        | \$ | 85                  |
| Atterberg Limits (ASTM D 4318)                                                                       | \$ | 210                 |
| Organic                                                                                              | \$ | 110                 |
| Compaction (ASTM D 698/D 1557, AASHTO T 99/T 180, Methods A, B and C)<br>Granular/Cohesive (1 Point) | \$ | 130                 |
| Granular (4 Point)                                                                                   | \$ | 305                 |
| Cohesive (4 Point)                                                                                   | \$ | 325                 |
| <b>Strength and Consolidation Tests</b>                                                              |    |                     |
| Triaxial Compression<br>Unconfined Comp. Strength - UCS (ASTM D 2166)                                | \$ | 135                 |
| Unconsolidated Undrained - UU (ASTM D 2850)                                                          | \$ | 265                 |
| Unconsolidated Undrained (back pressure saturation)                                                  | \$ | 500                 |
| Consolidated Undrained - CU (ASTM D 4767) with pore pressure measurement                             | \$ | 625                 |
| Consolidated Undrained (3 points, staged)                                                            | \$ | 1,600               |
| Consolidation (ASTM D 2435)                                                                          | \$ | 675                 |
| With Reload                                                                                          | \$ | 750                 |
| With Reload and Unload                                                                               | \$ | 850                 |
| Additional timed load increments, each                                                               | \$ | 80                  |
| Constant Rate of Strain Consolidation (ASTM D 4186)                                                  | \$ | 1,000               |
| CBR, 1 point with Proctor (ASTM D 1883)                                                              | \$ | 530                 |
| Additional points, each                                                                              | \$ | 160                 |
| <b>Corrosion Tests</b>                                                                               |    |                     |
| Soil Resistivity (ASTM G 187)                                                                        | \$ | 75                  |
| pH of Soil (ASTM D 4972 / G 51)                                                                      | \$ | 50                  |
| <b>Permeability Tests</b>                                                                            |    |                     |
| In triaxial cell with back pressure saturation (ASTM D 5084)                                         | \$ | 740                 |
| <b>Soil Sample Preparation</b>                                                                       |    |                     |
| Extrusion - Extrude and log (visual classification) Shelby tube sample                               | \$ | 70                  |
| Remolding - Remolding a soil sample to desired moisture and density                                  | \$ | Hourly              |
| Soil - Cement/Lime Treatment                                                                         | \$ | Hourly - negotiated |
| <b>Aggregate and Rock Tests</b>                                                                      |    |                     |
| Point Load Test or Rock Core (ASTM D5731)                                                            | \$ | 80                  |

\*Please contact us regarding test procedures which are not listed or for tests on contaminated soils. Negotiated unit rates or hourly rates will be charged for these procedures.

\*Unit prices reflect a typical standard turnaround time of 10 business days for most analyses (with the exception of density and secondary testing). Expedited test results are subject to 50% to 100% surcharge and are subject to lab availability to meet the expedited schedule.

**\*\*Not WABO-certified.**

**All rates are subject to change upon notification.**



**City of Gig Harbor  
City Council Agenda Bill**

**Meeting Date: February 24, 2025**

**SUBJECT:** Resolution 1331 Adopting the City's Fee Schedule

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**SUBMITTED BY:** City Clerk Josh Stecker

**DEPARTMENT:** Administration

**PHONE:** (253) 853-7613

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**SUGGESTED MOTION:** Move to approve Resolution 1331.

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**BACKGROUND INFORMATION:** Since the Ancich Boat Storage Building first opened for public boat storage in 2022, staff has typically managed two rental periods a year: January- June and July – December. These rental periods and associated fees have been time-consuming for staff to manage for a few reasons:

- Holidays (Christmas/New Years and 4th of July) that fall right near the term ending, making it difficult for renters to come retrieve their watercraft, as well as for staff to contact them.
- Much higher demand for the July-December rental period, which often requires a waitlist.
- Volume of work for both office and operations staff at the beginning of each term, that would save time if the term was for one year.
- The current fees require knowledge of the exact length of each watercraft, which not every owner knows, leaving staff to figure it out in some cases.
- The fees require a surcharge per foot which must be calculated for each boat, which is time-consuming.

Staff is proposing a one-year rental term moving forward, as well as a simplified fee structure. The term would be from April 1 to March 31 each year. Fees would be calculated for the size of the required rack size, rather than the size of the boat or SUP.

Currently, fees, as established in Resolution 1222, for a six-month storage rack rental range from \$189 for a city resident with a small watercraft to \$384 for a non-city resident with a larger canoe or kayak. This includes a surcharge of \$9/foot for a resident boat and \$12/foot for a non-city resident boat. In the attached draft storage rack fee schedule, the prices would essentially be doubled, with a small amount added for inflation. Fees are based on the size of the rack needed, rather than the exact size of the watercraft. If there is more demand for a rental period than racks available, city residents would be given first priority.

At their February 5 meeting, the parks commission considered the attached fee schedule and recommended approval. Council reviewed the fee changes at its February 13 study session and directed staff to prepare the attached revised fee resolution for adoption.

**FISCAL CONSIDERATION:** N/A

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**ATTACHMENTS:**

1. Resolution 1331
- 

**STRATEGIC PLAN PRIORITY:** Strategic Plan Priority 2 - Ensure sustainable future for public services and facilities

## RESOLUTION 1331

### A RESOLUTION OF THE CITY OF GIG HARBOR, WASHINGTON, ESTABLISHING FEES FOR POLICE SERVICES, LAND USE APPLICATIONS AND PERMITS, BUILDING PERMIT FEES, ENGINEERING FEES, COPY SERVICE FEES, AND PUBLIC RECORDS REQUEST FEES; AND REPEALING RESOLUTIONS 1222 AND 1321

---

**WHEREAS**, the City of Gig Harbor has established police services, land use, engineering, building permit, other development review fees, and copy service fees by Resolution; and

**WHEREAS**, the Gig Harbor City Council has requested that all departments evaluate fees on an annual basis and, as necessary, propose adjustments to the fee schedule; and

**WHEREAS**, the last update to the Fee Schedule was approved on September 9, 2024 by Resolution 1321; and

**WHEREAS**, the proposed fee schedule is an amendment of the previous fee schedule to include reference to Ancich Waterfront Park Human Powered Watercraft Storage Facility Rental Rates which have been adjusted to provide for annual rental period;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Gig Harbor:

**Section 1.** The city council hereby repeals Resolution 1321 and adopts the Administration, Police, Land Use, Engineering, Building, and Public Records Fee Schedule attached as Exhibit A.

**Section 2.** The city council hereby repeals Resolution 1222 which established fees for the public rental of Ancich Waterfront Park human powered craft storage racks.

**ADOPTED** by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 24th day of February, 2025.

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Mary K. Barber  
Mayor

Attest:

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Joshua Stecker, CMC  
City Clerk

**EXHIBIT A**  
**CITY OF GIG HARBOR**  
**FEE SCHEDULE**

**A. ADMINISTRATION**

**1) PUBLIC RECORDS REQUEST FEE SCHEDULE**

- |    |                                                                                                                                                                      |                        |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| a) | Inspection of records at Civic Center                                                                                                                                | No fee                 |
| b) | 8-1/2 x 11", 8-1/2" x 14" & 11" x 17" B&W Copies                                                                                                                     | \$0.15 per page        |
|    | No charge for first 50 pages                                                                                                                                         |                        |
| c) | Scanned copies                                                                                                                                                       | \$0.10 per page        |
|    | No charge for first 50 pages                                                                                                                                         |                        |
| d) | Scanned documents: greater than 11" x 17"                                                                                                                            | \$0.50 per page        |
| e) | Electronic Files or attachments to an email                                                                                                                          | \$0.05 per every 4     |
|    | If the number of files is 80 or less, the fee will be waived. 84 files = \$1.05                                                                                      |                        |
| f) | Records transmitted in electronic format                                                                                                                             | \$0.10 per gigabyte    |
| g) | Digital Storage Media Device (CD/DVD, flash drive)                                                                                                                   | actual cost            |
| h) | Outside Vendor                                                                                                                                                       | actual cost            |
| i) | Envelope / Postage                                                                                                                                                   | actual cost            |
| j) | Customized Service Charge *                                                                                                                                          | actual cost            |
| k) | Police body camera or dash camera video redactions<br>(redacting, altering, distorting, pixelating, suppressing, or<br>Otherwise obscuring) per RCW 42.56.240(14) ** | \$60.25 per staff hour |

In the event a request is estimated to exceed \$25, the City may require a deposit in an amount not to exceed 10% of the estimated cost prior to the duplication of record(s).

\* When the request would require the use of IT expertise to prepare data compilations or when such customized access services are not used by the agency for other business purposes. The agency may charge actual cost.

\*\* Unless otherwise exempted from such fee by applicable RCW.

**2) DOG LICENSE FEES**

Dog license are issued and current for one year from date of original licensing.

- |    |                 |          |
|----|-----------------|----------|
| a) | Senior Citizens | \$5.00   |
| b) | Altered Dogs    | \$7.00   |
| c) | Unaltered Dogs  | \$17.00  |
| d) | Dangerous Dogs  | \$100.00 |

**3) CIVIC CENTER ROOM RENTAL**

The city is pleased to share its facilities with the public. Rental rates are per day unless otherwise noted.

**Weekdays:**

- a) City Council Chambers \$75/hr, \$250 ½ half day, \$500 full day  
includes Lobby Area (lobby not available during business hours)
- b) Community Rooms \$50/hr, \$150 ½ day, \$300 full day

**Weekends:**

- a) City Council Chambers (includes lobby area) \$400 + cleaning fees
- b) Community Rooms \$400 + cleaning fees

**Custodial charges:** Custodial charges will be required for weekend, holiday and after-hours building use or if the City Administrator or designee has determined the need. Cost for custodial services will be calculated at the time of the rental with a minimum charge of 2 hours including ½ hour before, duration of the event, and the ½ hour after (total 3 hours).

Weekday after hours cleaning fee: \$100

Weekend cleaning fee: \$250

**4) PARK FEES**

- a) Crescent Creek Park Shelter (9:00am-2:pm or 2:00pm to dusk): \$100  
Refer to the Special Events fees for parties of 30 people or more
- b) Jerisich Dock Moorage Fees per overnight period
  - Friday before Memorial Day through Labor Day \$1.75/ft.
  - All other days \$1.25/ft.
- c) Ancich Waterfront Park Human Powered Watercraft Storage Facility Rental Rates

*Priority for reservations will be given to Gig Harbor city residents. Unfilled storage slots may be rented for the remainder of an annual term for a pro-rated fee.*

Annual rental rates for city residents:

- Stand-up Paddleboard \$400.00
- Kayak/canoe 12-foot slot \$450.00
- Kayak/canoe 16-foot slot \$550.00
- Kayak/canoe 18-foot slot \$600.00

Annual rental rates for non-city residents:

- Stand-up Paddleboard \$480.00
- Kayak/canoe 12-foot slot \$540.00
- Kayak/canoe 16-foot slot \$660.00
- Kayak/canoe 18-foot slot \$720.00
- Locker Fee: \$120.00

## **5) SPECIAL EVENTS**

Special Events held on public land.

- |                                   |           |
|-----------------------------------|-----------|
| a) City Sponsored Event           | \$ 0.00   |
| b) Not for Profit Sponsored Event | \$ 250.00 |
| c) Profit/Commercial Event        | \$ 500.00 |

|                                                                                                      |           |
|------------------------------------------------------------------------------------------------------|-----------|
| An Electrical Inspection Fee may apply to a Special Event Permit (if required by Labor & Industries) | \$ 100.00 |
| Road Closure                                                                                         | \$100.00  |

## **6) ANNUAL BUSINESS LICENSE FEE**

|                                                                         |           |
|-------------------------------------------------------------------------|-----------|
| Business located in city limits - over 200 sq ft.                       | \$120.00* |
| Business located in city limits - under 200 sq. ft. or home occupation: | \$60.00   |
| Business not located in city limits                                     | \$60.00   |

\*Fee effective upon implementation by the Department of Revenue. Prior to implementation the fee will be \$60.00.

Cabaret License are processed through the City. Cabaret is defined as a place that serving the public that includes various forms of live entertainment.

- |                           |          |
|---------------------------|----------|
| a) Annual Cabaret License | \$ 25.00 |
|---------------------------|----------|

Peddler's Licenses are processed through the City of Gig Harbor and are good for ninety days. Licenses can be reapplied for multiple times.

- |                           |          |
|---------------------------|----------|
| a) 90 Day Peddler License | \$ 50.00 |
|---------------------------|----------|

Adult Entertainment Business License

- |                                |                  |
|--------------------------------|------------------|
| a) Original license            | \$ 500.00        |
| b) Renewal                     | \$ 100.00        |
| c) Adult Entertainer / Manager | yearly \$ 100.00 |

## **7) FINGERPRINTING AND WEAPON PERMITS**

The Police Department processes fingerprints and Concealed Pistol License.

- |                                                                       |          |
|-----------------------------------------------------------------------|----------|
| a) Fingerprinting                                                     |          |
| 1) Each Card                                                          | \$ 15.00 |
| b) Concealed Pistol License – Fees are set according to RCW: 9.41.070 |          |
| 1) New                                                                | \$ 49.25 |
| 2) Renewal                                                            | \$ 32.00 |
| 3) Late Renewal                                                       | \$ 42.00 |
| 4) Replacement of Lost Permit                                         | \$ 10.00 |

## **8) RETURNED CHECK FEE \$50.00**

## **9) ELECTRIC VEHICLE CHARGING STATION USE FEE**

The fee for public use of electric vehicle charging stations located in public parking

facilities owned or controlled by the City of Gig Harbor shall be comprised of the following base rate plus applicable surcharges:

| Rate Type                                                                | Rate                                                                                 |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Base Rate                                                                | \$0.25 per kWh                                                                       |
| Surcharge for occupying parking space after vehicle charging is complete | \$0.40 per minute, including a grace period of 15 minutes after charging is complete |

## **B. LAND USE PERMIT APPLICATION FEES**

When a development proposal involves two or more permits listed in 3 through 14 below being consolidated and processed concurrently, the highest cost land use permit shall be charged the full fee and all other land use permits charged 50% of the applicable fee. Specified engineering fees, building/fire fees, third party review fees and the fees listed in 1 and 2, and 15 through 26 below are not subject to the 50% reduction. The fees below are paid at submittal of application and include public notice fees; see section "G" for required deposits and fees incurred during the review process.

### **1) Amendment to Comprehensive Plan**

- a) Map Amendment \$9,758.00
- b) Urban Growth Area Adjustment \$9,758.00
- c) Text Amendment \$9,758.00

### **2) Amendments to Municipal Code**

- a) Zoning District Boundary \$8,131.00
- b) Text \$8,131.00
- c) Height Restriction Area Amendment \$8,131.00

### **3) Conditional Use Permit**

- a) Single-family / Accessory Dwelling Unit \$5,285.00
- b) Nonresidential/Multiple-family in existing building \$5,285.00
- c) New Nonresidential / Multiple-family Dev. \$5,285.00

\*Above fees include \$130.00 for Building/Fire review

### **4) Variance/Interpretation**

- a) Single-family Variance \$3,659.00
- b) Non-Single-family Variance \$3,659.00
- c) Administrative Variance \$1,041.00
- d) Interpretation \$861.00

\*Above variance fees include \$98.00 for Building/Fire review

### **5) Site Plan Review and Landscape Plans**

- a) Major Site Plan Review
- New use or building – Combined Total \$6899.00

|                                                                                                                     |               |             |
|---------------------------------------------------------------------------------------------------------------------|---------------|-------------|
| Planning                                                                                                            | \$4,879.00    |             |
| Building/Fire                                                                                                       | \$ 340.00     |             |
| Engineering                                                                                                         | \$1680.00     |             |
| Existing/approved site plan modifications/expansions – Combined Total                                               |               | \$5089.00   |
| Planning                                                                                                            | \$ \$3,659.00 |             |
| Building/Fire                                                                                                       | \$ 170.00     |             |
| Engineering                                                                                                         | \$1260.00     |             |
| Modification of conditions of approval – Combined Total                                                             |               | \$3029.00   |
| Planning                                                                                                            | \$2,439.00    |             |
| Building/Fire                                                                                                       | \$ 170.00     |             |
| Engineering                                                                                                         | \$420.00      |             |
| Regional stormwater ponds – Combined Total                                                                          |               | \$4399.00   |
| Planning                                                                                                            | \$2,439.00    |             |
| Engineering                                                                                                         | 1960.00       |             |
| b) Minor Site Plan Review                                                                                           |               |             |
| Change in use                                                                                                       |               | \$ \$260.00 |
| Changes to GFA/impervious surface – Combined Total                                                                  |               | \$ 1481.00  |
| Planning                                                                                                            | \$976.00      |             |
| Building/Fire                                                                                                       | \$85.00       |             |
| Engineering                                                                                                         | \$420.00      |             |
| Changes to landscaping/common areas/vegetation retention areas/parking lot layout with no impervious surface change |               | \$976.00    |
| Demolition                                                                                                          |               | \$ 115.00   |
| Changes to stormwater facilities – Combined Total                                                                   |               | \$ 2096.00  |
| Planning                                                                                                            | \$ \$976.00   |             |
| Engineering                                                                                                         | \$ 1120.00    |             |
| Changes to Conditions of Approval                                                                                   |               | \$ 630.00   |
| Rapid Charging Stations                                                                                             |               | \$ 115.00   |
| c) Alternative Landscape Plan                                                                                       |               | \$ \$976.00 |

## 6) Planned Residential District (PRD)

|                                         |             |           |
|-----------------------------------------|-------------|-----------|
| c) Major PRD Amendment – Combined Total |             | \$5089.00 |
| Planning                                | \$ 3,659.00 |           |
| Engineering                             | \$ 1260     |           |
| Building/Fire                           | \$ 170.00   |           |
| d) Minor PRD Amendment – Combined Total |             | \$1901.00 |
| Planning                                | \$ 976      |           |
| Building/Fire                           | \$ 85.00    |           |
| Engineering                             | \$ 840.00   |           |

## 7) Planned Unit Development (PUD) (Exclusive of subdivision fees)

|                                                             |               |                   |
|-------------------------------------------------------------|---------------|-------------------|
| a) Preliminary PUD – Combined Total                         |               | \$ 7305.00        |
| Planning                                                    | \$5,285.00    |                   |
| Building/Fire                                               | \$ 340.00     |                   |
| Engineering                                                 | \$ 1680.00    |                   |
| b) Final PUD                                                |               | \$ 1,280.00       |
| c) Major PUD Amendment – Combined Total                     |               | \$ 5089.00        |
| Planning                                                    | \$3,659.00    |                   |
| Building/Fire                                               | \$ 170.00     |                   |
| Engineering                                                 | \$ 1260.00    |                   |
| e) Minor PUD Amendment – Combined Total                     |               | \$ 1901.00        |
| Planning                                                    | \$ \$976.00   |                   |
| Building/Fire                                               | \$ 85.00      |                   |
| Engineering                                                 | \$ 840.00     |                   |
| <b>8) Performance Based Height Exception</b>                |               | <b>\$ 2118.00</b> |
| Planning                                                    | \$2,033.00    |                   |
| Building/Fire                                               | \$ 85.00      |                   |
| <b>9) Transfer of Density Credit Request</b>                |               | <b>\$ 630.00</b>  |
| <b>10) Subdivisions</b>                                     |               |                   |
| a) Preliminary Plat – Combined Total                        |               | \$ 15137.00       |
| Planning                                                    | \$9,757.00    |                   |
| Engineering                                                 | \$ 5040.00    |                   |
| Building/Fire                                               | \$ 340.00     |                   |
| b) Minor Preliminary Plat Revisions – Combined Total        |               | \$ 4251.00        |
| Planning                                                    | \$ \$2,846.00 |                   |
| Building/Fire                                               | \$ 85.00      |                   |
| Engineering                                                 | \$ 1680.00    |                   |
| c) Final Plat – Combined Total                              |               | \$5759.00         |
| Planning                                                    | \$3,659.00    |                   |
| Engineering                                                 | \$ 2100.00    |                   |
| d) Plat Alterations/Vacations – Combined Total              |               | \$ 3911.00        |
| Planning                                                    | \$2,846.00    |                   |
| Building/Fire                                               | \$ 85.00      |                   |
| Engineering                                                 | \$ 980.00     |                   |
| <b>11) Short Subdivisions and Boundary Line Adjustments</b> |               |                   |
| a) Preliminary Short Plat Approval – Combined Total         |               | \$ 6519.00        |
| Planning                                                    | \$3,659.00    |                   |
| Engineering                                                 | \$ 2520.00    |                   |
| Building/Fire                                               | \$ 340.00     |                   |
| b) Final Short Plat Approval – Combined Total               |               | \$ 2373.00        |
| Planning                                                    | \$2,033.00    |                   |
| Engineering                                                 | \$ 340.00     |                   |

|                                                         |              |
|---------------------------------------------------------|--------------|
| c) Boundary Line Adjustment – Combined Total            | \$ 2748.00   |
| Planning                                                | \$2,033.00   |
| Engineering                                             | \$ 630.00    |
| Building/Fire                                           | \$ 85.00     |
| <b>12) Binding Site Plans</b>                           |              |
| a) Binding Site Plans – Combined Total                  | \$ 6264.00   |
| Planning                                                | \$3,659.00   |
| Engineering                                             | \$ 2520.00   |
| Building/Fire                                           | \$ 85.00     |
| b) Amendment/Modification/Vacation – Combined Total     | \$ 2118.00   |
| Planning                                                | \$2,033.00   |
| Building/Fire                                           | \$ 85.00     |
| <b>13) Shoreline Management Permits</b>                 |              |
| a) Substantial Development                              | \$4,879.00   |
| b) Variance                                             | \$6,505.00   |
| c) Conditional Use                                      | \$6,505.00   |
| d) Revision                                             | \$2,033.00   |
| e) Request for Exemption                                | \$1,220.00   |
| <b>14) Communications Facilities Application Review</b> |              |
| a) General Application Review – Combined Total          | \$ 1386.00   |
| Planning                                                | \$1,301.00   |
| Building/Fire                                           | \$ 85.00     |
| b) Special Exception                                    | \$976.00     |
| c) Conditional Use                                      | \$ see above |
| <b>15) Wetlands/Critical Areas Analysis</b>             |              |
| a) City staff review:                                   |              |
| Steep Slopes/Erosion Hazard/Landslide Hazard            | \$1,301.00   |
| Critical Habitat/Streams                                | \$1,301.00   |
| Aquifer Recharge Hydrogeologic Report                   | \$1,301.00   |
| Critical Areas Preliminary Site Investigation           | \$1,301.00   |
| Critical Areas Report/Mitigation Review                 | \$1,301.00   |
| Reasonable Use Permit                                   | \$3,252.00   |
| Variance                                                | \$3,252.00   |
| Flood Plain Development                                 |              |
| i) Flood Hazard Permit                                  | \$ \$650.00  |
| ii) Elevation Certificate Review                        | \$ \$650.00  |
| b) Third Party review:                                  |              |
| Critical areas analysis report                          | Actual Cost  |
| Critical areas mitigation/monitoring report             | Actual Cost  |
| Special flood hazard area habitat assessment            | Actual Cost  |
| <b>16) Design Review</b>                                |              |

|                                                                                                                  |  |                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------|
| a) Administrative Approval/DRB Recommendation/Exceptions:                                                        |  |                                                                                                                                        |
| Nonresidential and Multifamily                                                                                   |  |                                                                                                                                        |
| Up to 10,000 sq. ft. gross floor area (GFA)                                                                      |  | \$ 104.00/each                                                                                                                         |
| 1,000 sq. ft.                                                                                                    |  |                                                                                                                                        |
| 10,001-20,000 sq. ft. GFA                                                                                        |  | \$ 136.00/each 1,000 sq. ft.                                                                                                           |
| >20,000 sq. ft. GFA                                                                                              |  | \$ 162.00/each 1,000 sq. ft.                                                                                                           |
| Subdivision                                                                                                      |  | \$ 744.00                                                                                                                              |
| Site plans with no buildings/GFA                                                                                 |  | \$ 744.00                                                                                                                              |
| Single-family/duplex dwelling                                                                                    |  | \$ 172.00                                                                                                                              |
| b) Administrative Review of Alternative Designs:                                                                 |  |                                                                                                                                        |
| Single-family/duplex dwelling                                                                                    |  | \$ 515.00 for first 2 alternatives requested + \$ 162.00 for each additional.                                                          |
| Tenant Improvement                                                                                               |  | \$ 822.00 for first 2 alternatives requested + \$ 401.00 for each additional.                                                          |
| c) Amendments to existing or approved plans/buildings (Fees below are cumulative based on the type of revisions) |  |                                                                                                                                        |
| Minor Adjustment to Hearing Examiner Decisions                                                                   |  | \$1,301.00                                                                                                                             |
| Revisions to parking, landscaping, site amenities                                                                |  | \$ 401.00*                                                                                                                             |
| Revisions to existing or approved building                                                                       |  | 25% of fees required by 16a above based on the GFA of the building being revised with a minimum of \$401.00 for each building revised. |
| Revisions to single-family/duplex dwelling                                                                       |  | \$ 84.00                                                                                                                               |
| Revisions to subdivision                                                                                         |  | \$ 401.00                                                                                                                              |

\* Fee for revisions to parking, landscaping, site amenities not collected if design review permit is processed concurrently with minor site plan review.

## 17) Sign Permits

|                                                             |            |
|-------------------------------------------------------------|------------|
| a) All signs less than 25 sq. ft.                           | \$137.00   |
| b) Change of Sign, all sizes                                | \$137.00   |
| c) Request for Variance                                     | \$3,659.00 |
| d) Projecting                                               | \$137.00   |
| e) Wall Sign, non-illuminated:                              | \$137.00   |
| f) Wall Sign, illuminated:                                  | \$192.00   |
| g) Ground Sign, non-illuminated:                            | \$192.00   |
| h) Ground Sign, illuminated:                                | \$192.00   |
| i) Master Sign Plan Review and any revisions (per Building) | \$325.00   |

**18) Development Agreements**

- a) Development Agreements – Combined Total      \$ 8605.00 + City Attorney fees
  - Planning      \$6,505.00 + City Attorney fees
  - Engineering      \$ 2100.00
- b) Development Agreements which include deviations from development standards other than extending the approval duration or phasing of projects
  - Combined Total      \$ 13,247.00 + City Attorney fees
  - Planning      \$9,757.00+ City Attorney fees
  - Engineering      \$ 3,150.00
  - Building/Fire      \$ 340.00

**19) Special Use Permit**

- a) General      277.00
  - Planning      \$192.00
  - Building/Fire      \$ 85.00
- b) Food Truck      \$ 136.00
  - Food Truck – Annual Renewal      75% of Initial Cost

**20) Temporary Use Permit**

- Planning      \$ 192.00
- Building/Fire      \$ 85.00

**21) Land Clearing Permit**

**\$520.00**

**22) Nonconforming Use and Structure Review**

- a) Nonconforming use review      \$1,301.00
- b) Changes from one nonconforming use to another      \$861.00
- c) Nonconforming structure review      \$1,301.00

**23) Historic Preservation**

- a) Local Register Nomination/Removal      \$1,301.00
- b) Certificate of Appropriateness/Waiver      \$861.00
- c) Special Property Tax Valuation      \$861.00

**24) Appeals/Reconsideration**

- a) To the Hearing Examiner:
  - Reconsideration      \$ 1,301.00
  - Administrative Variance      \$ 1,301.00
  - Administrative Decision      \$ 1,301.00
  - Notice of Violation      \$ 1,301.00

Note: Appellants who substantially prevail on appeal or reconsideration as determined by the planning director will be refunded the above appeal fee and will

not be billed hearing examiner fees. Appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing will be billed for the hearing examiner costs. No hearing examiner deposit is required for appeals or reconsideration.

**25) Danger/Hazard Tree Removal Review \$439.00**

**26) Short-term Rental Permit \$878.00**

**C. ENVIRONMENTAL REVIEW (SEPA)**

**1) Checklist \$650.00**

**2) Environmental Impact Statement**

a) Prepared by Staff

Actual Cost

b) Prepared by Consultant

Actual Cost

**3) Appeals of Decisions**

a) Administrator's Final Determination (DNS or EIS)

\$ 312.00

Note: Appellants who substantially prevail on appeal or reconsideration as determined by the planning director will be refunded the above appeal fee and will not be billed hearing examiner fees. Appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing will be billed for the hearing examiner costs. No hearing examiner deposit is required for appeals or reconsideration.

**D. ANNEXATION PETITION**

**1) Notice of Intent to Commence Annexation \$1,041.00**

**2) Annexation Petition (once accepted by Council) \$10,408.00**

\*Above fees include \$195.00 for Building/Fire and \$500 for Public Works review

**3) Enumeration**

Actual cost with deposit

**E. REQUESTS FOR INFORMATION**

**1) Land-use information, verbal (up to 15-minutes). Information exchange not requiring code interpretation, research or written/official response. (e.g. What is my zone? What are the requirements for tree retention?).**

No Charge

**2) Land-use information, verbal (more than 15-minutes). \$ 130.00/hour**

**3) Land-use information, written response requested related to active permit.**  
No Charge

**4) Land-use information, written response requested not related to active permit (e.g. zoning verification letter) \$ 130.00/hour**

## **F. PREAPPLICATION REVIEW**

|                                                                                 |                |
|---------------------------------------------------------------------------------|----------------|
| Staff Pre-Application Conference<br>(includes a written summary of the meeting) | \$ 1861.00     |
| Planning                                                                        | \$ 976.00      |
| Building/Fire                                                                   | \$ 255.00      |
| Public Works                                                                    | \$ 630.00      |
| DRB Pre-Application Meeting                                                     |                |
| First meeting is free                                                           |                |
| Subsequent pre-application meetings                                             | \$ 645.00 each |

50% of the preapplication fee may be applied to a subsequent permit application so long as the application is made within 6 months of the preapplication meeting and the amount applied does not exceed the cost of the permit.

## **G. INVOICED FEES AND DEPOSITS:**

- 1) Additional Submittal Review Fees:** The costs above in section “A” include the review of the initial application and two revisions (three submittals total) plus the preparation of staff reports and administrative decisions. If a project requires staff review of more than three submittals, the applicant will be charged a rate of \$104.00 per hour (minimum of eight hours) for the time the project planner spends reviewing each submittal thereafter. The applicant shall pay \$832.00 prior to staff commencing review of each additional submittal.
- 2) Recording Fees:** For those applications which require recording of the final document, the applicant shall bear the costs of all recording.
- 3) Hearing Examiner Fees:** For those applications which require a public hearing, an appeal hearing, or a reconsideration decision, the applicant/appellant shall bear all the costs of the hearing examiner. The applicant shall deposit \$3,000.00 at time of application to cover hearing examiner costs. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded. In the case of appeals or reconsiderations, appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing will be billed for the hearing examiner costs. No deposit is required for appeals or reconsideration.
- 4) Development Agreement Attorney Deposit:** For those applications for a development agreement, the applicant shall bear all the costs of the city attorney for review of the development agreement. The applicant shall deposit \$2,000.00 at time of application to cover attorney costs. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded.
- 5) Critical Area Review Deposit:** For those applications which require third-party consultant review of critical area reports, delineations and mitigation, the applicant shall bear all the costs of the third-party consultant review. The applicant will be

required to submit a deposit for the anticipated review prior to the consultant starting review of the project.

- 6) Annexation Enumeration Deposit:** An applicant shall pay for the actual cost of annexation enumeration if approved. Prior to adoption of an ordinance annexing property, the applicant shall deposit an amount determined by the Planning Director, based on the size and expected population, to be used for enumeration by the city. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded. If the annexation petition is denied, the deposit will be refunded.
- 7) Franchise Agreement / Master Use Permit Review Fees and Attorney Deposit:** For those applications for a franchise agreement / master use permit, the applicant shall pay the City's review fee of \$2,080 and bear all the costs of the city attorney for review of the agreement. At the time of application, the applicant shall pay the fee and deposit \$5,000 to cover attorney costs. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded.
- 8) Cellular Facility Lease Agreement Siting Fee and Attorney Deposit:** For those looking to site a cellular facility, the applicant shall pay the City's review fee of \$1,040 and bear all the costs of the city attorney to prepare a lease agreement. At the time of cellular facility application, the applicant shall pay the fee and deposit \$5,000 to cover attorney costs. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded.
- 9) Technical Feasibility Review of Wireless Communication Facilities:** For those applications looking to place wireless communications in the City, the applicant shall bear all costs for a third-party review to verify technical feasibility of the proposed wireless communication facilities. At the time of application, the applicant shall pay a deposit of \$3,000 to cover the third-party review. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded.
- 10) Wireless Technical Review Deposit:** For those applications which require third-party consultant review of technical reports, data, or emissions for proposed wireless services, the applicant shall bear all the costs of the third-party consultant review. The applicant will be required to submit a deposit for the anticipated cost of review prior to the consultant starting review of the project.
- 11) On-call Arborist Review Deposit:** For those applications which require third-party consultant review of arborist reports – including, but not limited to, tree removal, hazardous tree determination, and landscape/replanting and mitigation plans – the applicant shall bear all the costs of the third-party consultant review. The applicant will be required to submit a deposit for the anticipated review prior to the consultant starting review of the project.

## **H. COPY SERVICES/ADDRESS LABELS**

|     |                                                                                                                               |                   |
|-----|-------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1)  | Zoning Map/Comprehensive Plan<br>Land Use Map (24" x 36")                                                                     | \$ 6.80           |
| 2)  | Zoning Code                                                                                                                   | \$ 35.00          |
| 3)  | Comprehensive Plan                                                                                                            | \$ 15.00          |
| 4)  | Shoreline Master Program                                                                                                      | \$ 39.00          |
| 5)  | Critical Areas Map (24"x 36")                                                                                                 | \$ 6.80           |
| 6)  | Visually Sensitive Area (24"x 36")                                                                                            | \$ 6.80           |
| 7)  | Design Manual (GHMC 17.99)                                                                                                    | \$ 10.00          |
| 8)  | Full Size Bond Reproduction (By Outside Service)<br>service+\$ 5.00                                                           | Charge by outside |
| 9)  | Full Size Bond Reproduction (In House)                                                                                        | \$ 6.80 per page  |
| 10) | 8-1/2 x 11", 8-1/2" x 14" & 11" x 17" B&W Copies<br>No charge for first 50 pages                                              | \$ 0.15 per page  |
| 11) | 8-1/2" x 11", 8-1/2" x 14" & 11" x 17" Color Copies<br>No charge for first 50 pages                                           | \$ 0.20 per page  |
| 13) | Scanned documents for electronic records request<br>8-1/2 x 11", 8-1/2" x 14" & 11" x 17" B&W<br>No charge for first 50 pages | \$ 0.05 per page  |
| 14) | Scanned documents<br>8-1/2 x 11", 8-1/2" x 14" & 11" x 17" Color<br>No charge for first 50 pages                              | \$ 0.10 per page  |
| 15) | Scanned documents<br>All sizes greater than 11" x 17"                                                                         | \$ 0.50 per page  |
| 16) | Copy of existing CD or burning documents to CD                                                                                | \$ 1.00 per CD    |
| 17) | Address labels of property owners within 300 feet of project – included in permit fees                                        |                   |

## I. FEE REIMBURSEMENTS

Application fees may be reimbursed at the following rate (percent of total fee):

Request to withdraw application prior to any public notice issued 100%

Request to withdraw application after any public notice issued. 85%

Request to withdraw application after 1<sup>st</sup> comprehensive review 50%  
of project

Request to withdraw application after 2<sup>nd</sup> comprehensive review of 35%  
project, issuance of staff report, or SEPA threshold determination

Request to withdraw application after 3<sup>rd</sup> comprehensive review of 0%  
project, or following a public hearing, or issuance of administrative decision

Traffic report preparation fees, if addressed in a Hearing Examiner appeal, may be reimbursed to the extent directed by the Examiner in the Examiner's final decision.

## J. UTILITY EXTENSION REQUEST

\$ 700.00

## K. ENGINEERING FEES

## 1) Traffic Report Preparation

Trip Generation Memo

\$380.00

Traffic Report Preparation Fees shall be charged as follows based on the number of PM Peak Hour Trips:

| <b>Tier</b> | <b>PM Peak Hour Trips</b> | <b>Traffic Report Preparation Fee</b>                                  |
|-------------|---------------------------|------------------------------------------------------------------------|
| I           | >2 up to 50               | \$2,420.00 (\$420.00 + \$2,000.00 consultant fees)                     |
| II          | 51 - 150                  | \$3,860.00 (\$560.00 + \$3,300.00 consultant fees)                     |
| III         | 151 - 300                 | \$7,300.00 (\$700.00 plus \$6,600.00 consultant fees)                  |
| IV          | 301 - 750                 | \$10,840 (\$840 + \$10,000.00 consultant fees)                         |
| V           | >750                      | \$10,840 (\$840 + \$10,000.00 consultant fees) plus \$28 per trip over |

## 2) Engineering Permit Fees: (For Civil Permits, see items 3 and 5)

|                                                    |                                    |
|----------------------------------------------------|------------------------------------|
| Public Works Variance                              | \$ 2198                            |
| Actual or Projected Sewer Use Review               | \$ 2100.00                         |
| Sewer Exception Review                             | \$ 2520.00                         |
| Building Review-Single Family Residence (SFR)      | \$ 280.00                          |
| Building Review-Tenant Improvement w/Change in use | \$ 420.00                          |
| Encroachment (Administrative and Inspection)       | \$ 420.00                          |
| Encroachment (Temporary)                           | \$ 140.00                          |
| Right of way / Vacation                            | \$ 2618.00                         |
|                                                    | \$ 2520.00                         |
| Building/Fire                                      | \$ 98.00                           |
| Water CRC (Non-SFR)                                | \$ 280.00                          |
| Sewer CRC (Non-SFR)                                | \$ 280.00                          |
| Small Wireless Facility Permit                     | \$ 135.00 per antenna              |
| Transportation CRC (Non-SFR)                       | \$ 280.00                          |
| Utility Comprehensive Plan Amendment               | \$ 2520.00 (plus consultant fees)  |
| Utility Comprehensive Plan Technical Amendment     | \$ 1260.00 (plus consultant fees)  |
| Utility System Consistency Review                  | \$ 2,385.00 (plus consultant fees) |
| Planning - \$1125.00                               |                                    |
| Engineering - \$1260.00                            |                                    |
| Banner installation/removal fee                    | \$ 200.00                          |
| (in addition to Encroachment (Temporary) fee)      |                                    |
| Fire Hydrant Indemnification Processing Fee        | \$ 1470.00                         |

## 3) Civil Permit Review Fees:

|                    |                                                    |
|--------------------|----------------------------------------------------|
| Water: linear feet | \$ 215.00 for 1st 150 linear feet (lf) + \$0.40/lf |
| Sewer: linear feet | \$ 215.00 for 1st 150 linear feet (lf) + \$0.40/lf |

|                                              |                                                    |
|----------------------------------------------|----------------------------------------------------|
| Street or street w/curb, gutter and sidewalk | \$ 215.00 for 1st 150 linear feet (lf) + \$0.55/lf |
| Curb, gutter and sidewalk only               | \$ 215 for 1st 150 linear feet (lf) + \$0.55/lf    |
| Storm: Number of catch basins                | \$ 156.00 for 1st + \$21.16 for each additional    |
| Storm: Retention and detention facilities    | \$ 215.00 for each facility                        |
| Lighting (per luminaire)                     | \$ 176.00 plus \$14.11 per luminaire               |
| Signals intersection                         | \$ 3150.00 plus peer review fee per                |
| Fire Hydrant                                 | \$210.00                                           |
| Civil Permit Review – Building/Fire          | \$ 340.00                                          |

| Grading Plan Review Fees   |           |
|----------------------------|-----------|
| 0 to 50 Cu. Yds            | \$ 420.00 |
| 51 to 100 Cu. Yds.         | \$ 560.00 |
| 101 to 1000 Cu Yds.        | \$ 700.00 |
| 1,001 to 10,000 Cu. Yds.   | \$ 840.00 |
| 10,001 to 100,000 Cu. Yds. | \$1120.00 |
| 100,001 Cu. Yds. or more   | \$1680.00 |

**4) Additional Resubmittal Review Fees:** The fees above for Engineering Plan Review include the initial review of the plans and two revisions (three submittals total). If a project requires staff review of more than three submittals, the applicant will be charged a rate of \$100.00 per hour (minimum of four hours) for the time the staff reviewer spends reviewing each submittal thereafter, and the minimum fee is due prior to start of review of the fourth submittal. Fees above the minimum resubmittal fee shall be billed to the applicant.

**5) Civil Permit Inspection Fees:**

|                                |                                                    |
|--------------------------------|----------------------------------------------------|
| Water: linear feet             | \$ 390.00 for 1st 150 linear feet (lf) + \$2.12/lf |
| Sewer: linear feet             | \$ 390.00 for 1st 150 linear feet (lf) + \$2.12/lf |
| Sewer: residential step system | \$ 273.00 for each residence                       |
| Street                         | \$ 390.00 for 1st 150 linear feet (lf) + \$1.56/lf |
| Curb, gutter and sidewalk only | \$ 390.00 for 1st 150 linear feet (lf) + \$1.56/lf |
| Storm                          | \$ 188.50 per retention area + \$0.78/lf pipe      |
| Lighting (per luminaire)       | \$ 188.50 + \$21.42 per luminaire                  |
| Signals                        | \$1482.00 per intersection                         |
| Grease interceptor permit      | \$ 500.00                                          |
| Fire hydrant                   | \$140.00                                           |

| Grading Inspection Fees    |           |
|----------------------------|-----------|
| 0 to 50 Cu. Yds. or less   | \$280.00  |
| 51 to 100 Cu. Yds. or less | \$560.00  |
| 101 to 1000 Cu. Yds.       | \$1400.00 |
| 1,001 to 10,000 Cu. Yds.   | \$2100.00 |
| 10,001 to 100,000 Cu. Yds. | \$4200.00 |

|                         |           |
|-------------------------|-----------|
| 100,001 Cu. Yds or more | \$9800.00 |
|-------------------------|-----------|

**6) Water service special charges:** The City shall impose special service charges for meter installations and street crossings as described in GHMC Section 13.04.070 Special Charges.

## L. BUILDING PERMIT FEES

**Table 1-1  
Building Permit Fees**

| <b>Total Valuation</b>                                         | <b>Fee</b>                                                                                                                            |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| \$1.00 to \$500.00                                             | \$34.00                                                                                                                               |
| \$501.00 to \$2,000.00                                         | \$34.00 for the first \$500.00 plus \$5.00 for each additional \$100.00 or fraction thereof to and including \$2,000.00               |
| \$2,001 to \$25,000                                            | \$96.00 for the first \$2,000.00 plus \$21.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00        |
| \$25,001.00 to \$50,000.00                                     | \$535.00 for the first \$25,000.00 plus \$15.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00      |
| \$50,001.00 to \$100,000.00                                    | \$880.00 for the first \$50,000.00 plus \$11.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00     |
| \$100,001.00 to \$500,000.00                                   | \$1,358.00 for the first \$100,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00   |
| \$500,001.00 to \$1,000,000.00                                 | \$4,420.00 for the first \$500,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00 |
| \$1,000,001.00 and up                                          | \$7,666.00 for the first \$1,000,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof                                |
| Demolition Permit                                              | \$170.00                                                                                                                              |
| Residential Reroof, SFR or Duplex                              | \$170.00                                                                                                                              |
| <b>Building Permit Plan Review Fees</b>                        |                                                                                                                                       |
| Building permit plan review fees                               | The fee for review of building plans will equal 65% of the permit fee in addition to the permit fee.                                  |
| <b>Base Plan Fees</b>                                          |                                                                                                                                       |
| Base Plan Application Filing Fee.                              | \$170.00                                                                                                                              |
| New Base Plan Review Fee.                                      | 150% of plan review fee calculated under T. 1-1 for new construction.                                                                 |
| Establish base plan from plan previously approved by the City. | 100% of plan review fee calculated under T 1-1 for new construction.                                                                  |
| Subsequent plan review fee for use of established base plan.   | 25% of the plan review fee calculated under T 1-1 for new construction.                                                               |

**Table 1-2**  
**Square Foot Construction Costs<sup>a,b,c</sup>**

| <b>Group (2018 2021 IBC/IRC)</b> |                                         | <b>Type of Construction</b> |           |            |            |             |             |           |           |           |
|----------------------------------|-----------------------------------------|-----------------------------|-----------|------------|------------|-------------|-------------|-----------|-----------|-----------|
|                                  |                                         | <b>IA</b>                   | <b>IB</b> | <b>IIA</b> | <b>IIB</b> | <b>IIIA</b> | <b>IIIB</b> | <b>IV</b> | <b>VA</b> | <b>VB</b> |
| A-1                              | Assembly, theaters, with stage          | 330.56                      | 318.80    | 309.39     | 297.20     | 277.71      | 269.67      | 287.04    | 258.79    | 248.89    |
|                                  | Theaters, without stage                 | 303.49                      | 291.73    | 282.32     | 270.13     | 250.88      | 242.84      | 259.97    | 231.96    | 222.06    |
| A-2                              | Assembly, nightclubs                    | 272.51                      | 264.43    | 256.91     | 248.19     | 232.76      | 226.12      | 239.28    | 211.57    | 204.72    |
|                                  | Restaurants, bars, banq. halls          | 271.51                      | 263.43    | 254.91     | 247.19     | 230.76      | 225.12      | 238.28    | 209.57    | 203.72    |
| A-3                              | Assembly, churches                      | 308.01                      | 296.25    | 286.84     | 274.65     | 255.52      | 247.48      | 264.49    | 236.60    | 226.71    |
| A-3                              | General, comm. halls, libraries museums | 258.66                      | 246.90    | 236.50     | 225.30     | 205.06      | 198.01      | 215.15    | 186.13    | 177.24    |
| A-4                              | Assembly, arenas                        | 302.49                      | 290.73    | 280.32     | 269.13     | 248.88      | 241.84      | 258.97    | 229.96    | 221.06    |
| B                                | Business                                | 289.51                      | 279.23    | 269.21     | 257.82     | 235.42      | 227.07      | 247.91    | 210.39    | 200.78    |
| E                                | Educational                             | 276.33                      | 266.73    | 258.30     | 247.60     | 231.08      | 219.28      | 239.09    | 202.46    | 195.97    |
| F-1                              | Factory/Industrial, mod. Hazard         | 160.20                      | 152.78    | 143.34     | 138.64     | 123.55      | 117.41      | 132.48    | 102.44    | 95.93     |
| F-2                              | Factory/Industrial, low hazard          | 159.20                      | 151.78    | 143.34     | 137.64     | 123.55      | 116.41      | 131.48    | 102.44    | 94.93     |
| H-1                              | High hazard, explosives                 | 149.46                      | 142.04    | 133.60     | 127.90     | 114.12      | 106.97      | 121.74    | 93.00     | N.P.      |
| H-2-4                            | High hazard                             | 149.46                      | 142.04    | 133.60     | 127.90     | 114.12      | 106.97      | 121.74    | 93.00     | 85.50     |
| H-5                              | HPM                                     | 289.51                      | 279.23    | 269.21     | 257.82     | 235.42      | 227.07      | 247.91    | 210.39    | 200.78    |

| Group (2018 2021 IBC/IRC) |                                | Type of Construction |        |        |        |        |        |        |        |        |
|---------------------------|--------------------------------|----------------------|--------|--------|--------|--------|--------|--------|--------|--------|
|                           |                                | IA                   | IB     | IIA    | IIB    | IIIA   | IIIB   | IV     | VA     | VB     |
| I-1                       | Institutional, supervised      | 262.22               | 252.95 | 244.31 | 235.67 | 215.42 | 209.47 | 235.71 | 193.82 | 187.73 |
| I-2                       | Institutional, hospital        | 455.16               | 444.88 | 434.86 | 423.47 | 399.17 | N.P.   | 413.57 | 374.14 | N.P.   |
| I-2                       | Institutional, nursing homes   | 315.97               | 303.75 | 293.73 | 282.34 | 261.43 | N.P.   | 272.44 | 236.40 | N.P.   |
| I-3                       | Institutional, restrained      | 338.01               | 327.73 | 317.71 | 306.32 | 285.40 | 276.05 | 296.41 | 260.38 | 248.77 |
| I-4                       | Institutional, day care        | 262.22               | 252.95 | 244.31 | 235.67 | 215.42 | 209.47 | 235.71 | 193.82 | 187.73 |
| M                         | Mercantile                     | 203.29               | 195.21 | 186.69 | 178.98 | 163.28 | 157.64 | 170.06 | 142.09 | 136.24 |
| R-1                       | Residential, hotels            | 264.67               | 255.41 | 246.77 | 238.13 | 218.35 | 212.40 | 238.17 | 196.75 | 190.67 |
| R-2                       | Residential, multi-family      | 221.32               | 212.06 | 203.42 | 194.78 | 175.96 | 170.01 | 194.82 | 154.36 | 148.28 |
| R-3                       | Residential, 1/2 family        | 209.61               | 203.74 | 198.94 | 195.12 | 188.41 | 181.45 | 191.77 | 175.86 | 165.67 |
| R-4                       | Residential, care/asst. living | 262.22               | 252.95 | 244.31 | 235.67 | 215.42 | 209.47 | 235.71 | 193.82 | 187.73 |
| S-1                       | Storage, moderate hazard       | 148.46               | 141.04 | 131.60 | 126.90 | 112.12 | 105.97 | 120.74 | 91.00  | 84.50  |
| S-2                       | Storage, low hazard            | 147.46               | 140.04 | 131.60 | 125.90 | 112.12 | 104.97 | 119.74 | 91.00  | 83.50  |
| U                         | Utility, miscellaneous         | 114.09               | 107.37 | 99.89  | 95.60  | 85.13  | 79.54  | 90.99  | 67.39  | 64.19  |

- a. Private garages use Utility, miscellaneous
- b. Unfinished basements (all use group) = 31.50 per sq. ft.
- c. N.P. = not permitted

**Table 1-3  
Plumbing Permit Fees**

**Permit Issuance**

- |                            |         |
|----------------------------|---------|
| 1. For issuing each permit | \$34.00 |
|----------------------------|---------|

**Unit Fee Schedule (in addition to items 1 above)**

- |                                                                                                                                                         |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection therefore)          | \$12.00 |
| 2. For each building sewer and each trailer park sewer                                                                                                  | \$25.00 |
| 3. Rainwater Systems - per drain (inside building)                                                                                                      | \$12.00 |
| 4. For each private sewage disposal system                                                                                                              | \$66.00 |
| 5. For each water heater and/or vent                                                                                                                    | \$12.00 |
| 6. For each gas-piping system of one to five outlets                                                                                                    | \$10.00 |
| 7. For each additional gas-piping system outlet (per outlet)                                                                                            | \$4.00  |
| 8. For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps | \$25.00 |
| 9. For each installation, alteration, or repair of water piping and/or water treating equipment, each                                                   | \$12.00 |
| 10. For each repair or alteration of drainage or vent piping, each fixture                                                                              | \$12.00 |
| 11. For each private landscape irrigation system on any one meter including backflow protection devices therefore.                                      | \$12.00 |
| 12. For each atmospheric-type vacuum breakers not included in item 11:                                                                                  | \$3.00  |
| 13. For each backflow protective device other than atmospheric-type vacuum breakers:                                                                    | \$24.00 |
| 14. For each gray water system                                                                                                                          | \$66.00 |
| 15. For initial installation and testing for a reclaimed water system (excluding initial test)                                                          | \$50.00 |
| 16. For each medical gas piping system serving one to five inlet(s)/outlet(s) for a specific gas                                                        | \$83.00 |
| 17. For each additional medical gas inlet(s)/outlet(s)                                                                                                  | \$10.00 |

**Plan Review Fee**

A plan review fee equal to 65% of the permit fee shall be charged in addition to the permit fee for all plumbing permits. **Exception:** No plan review fee will be charged for plumbing permits related to residential construction regulated under the International Residential Code.

**Table 1-4**  
**Mechanical and Fuel Gas Permit Fees**

**Permit Issuance**

|                            |         |
|----------------------------|---------|
| 1. For issuing each permit | \$40.00 |
|----------------------------|---------|

**Unit Fee Schedule (in addition to issuance fee above)**

|                                                                                                               |         |
|---------------------------------------------------------------------------------------------------------------|---------|
| 2. HVAC units including furnace, RTU, heat pump & split                                                       | \$26.00 |
| 3. Each appliance vent or diffuser or return without appliance                                                | \$13.00 |
| 4. Repair of each appliance & refrigeration unit                                                              | \$24.00 |
| 5. Each boiler / compressor                                                                                   | \$26.00 |
| 6. Each air handler                                                                                           | \$20.00 |
| 7. Each VAV box                                                                                               | \$20.00 |
| 8. Each evaporative cooler other than portable type                                                           | \$20.00 |
| 9. Each ventilation fan connected to a single duct                                                            | \$13.00 |
| 10. Each ventilation system not part of a system under permit                                                 | \$20.00 |
| 11. Each commercial hood served by mech. exhaust system including the ductwork                                | \$85.00 |
| 12. Each piece of equipment regulated by the mechanical code but not listed in this table (fireplace inserts) | \$20.00 |
| 13. Each fuel gas piping system of one to five outlets                                                        | \$10.00 |
| 14. Each additional fuel gas outlet                                                                           | \$4.00  |
| 15. Propane tank installation                                                                                 | \$80.00 |

**Plan Review Fee**

A plan review fee equal to 65% of the permit fee shall be charged in addition to the permit fee for all mechanical permits. **Exception:** No plan review fee will be charged for mechanical permits related to residential construction regulated under the International Residential Code.

**Table 1-5  
Fire System Permit Fees**

| <b>Type of Fire Protection System</b>                                                                                                                     | <b>Fees</b> (includes plan review, testing, and inspection) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>Fire Alarm Systems</b>                                                                                                                                 |                                                             |
| New Com./Multi. Fam.                                                                                                                                      | \$472.00 plus \$2.00 per device                             |
| Tenant Improvement                                                                                                                                        | \$354.00 plus \$2.00 per device                             |
| Residential (1-2 fam. dwellings)                                                                                                                          | \$190.00 plus \$2.00 per device                             |
| Sprinkler supervision/notification only                                                                                                                   | \$201.00 plus \$2.00 per device                             |
| Relocation or addition of up to 5 devices                                                                                                                 | 85.00 plus \$2.00 per device                                |
| System upgrade/panel replacement                                                                                                                          | One half the above listed fees for new work.                |
| AES Radio or Cell Communicator retrofit                                                                                                                   | \$120.00                                                    |
| <b>Fire Sprinkler Systems</b>                                                                                                                             |                                                             |
| NFPA 13, 13 R Systems                                                                                                                                     |                                                             |
| 1. Each new riser up to 99 heads                                                                                                                          | \$250.00+4.00/head                                          |
| 2. Each wet riser over 99 heads                                                                                                                           | \$578.00                                                    |
| 3. Each dry riser over 99 heads                                                                                                                           | \$718.00                                                    |
| 4. Each new deluge or pre-action system                                                                                                                   | \$718.00                                                    |
| 5. Each new combination sprinkler/standpipe system including a single riser                                                                               | \$931.00                                                    |
| 6. Sprinkler underground                                                                                                                                  | \$270.00                                                    |
| 7. Revision to existing system                                                                                                                            | \$85.00+3.00/head                                           |
| 8. For each electronic permit for installation/relocation of not more than 10 heads and not involving installation/modification of branch or main piping. | \$85.00                                                     |
| 9. High piled stock or rack system                                                                                                                        |                                                             |
| Add to riser fee                                                                                                                                          | \$371.00                                                    |
| NFPA 13D systems                                                                                                                                          |                                                             |
| 1. Per dwelling unit fee                                                                                                                                  | \$298.00                                                    |
| <b>Standpipe Systems</b>                                                                                                                                  |                                                             |
| 1. Each new Class 1 system                                                                                                                                |                                                             |
| Dry system                                                                                                                                                | \$286.00                                                    |
| Wet system                                                                                                                                                | \$409.00                                                    |
| 2. Each new Class 2 system                                                                                                                                | \$495.00                                                    |
| 3. Each new Class 3 system                                                                                                                                | \$495.00                                                    |
| <b>Fire Pumps</b>                                                                                                                                         | \$898.00                                                    |
| <b>Private Fire Hydrant</b> - installation or modification                                                                                                | \$170.00                                                    |

**Type I Hood Suppression Systems**

- |                      |          |
|----------------------|----------|
| 1. Pre-engineered    | \$234.00 |
| 2. Custom engineered | \$409.00 |

**Fixed Pipe Fire Suppression**

- |                      |          |
|----------------------|----------|
| 1. Pre-engineered    | \$248.00 |
| 2. Custom engineered | \$569.00 |

**Table 1-6  
Additional Services**

|     |                                                                                                                                                                                                                         |                                                       |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 1.  | Inspections outside of normal business hours                                                                                                                                                                            | \$85.00/hr <sup>1</sup>                               |
| 2.  | Reinspection fee                                                                                                                                                                                                        | \$85.00/hr                                            |
|     | Reinspection fees double accumulatively when work requiring reinspection is not corrected prior to request for reinspection.<br>(2 <sup>nd</sup> reinspection = \$170.00; 3 <sup>rd</sup> reinspection = \$340.00 etc.) |                                                       |
| 3.  | Expired permit renewal within 1 year of expiration                                                                                                                                                                      | One-half (50%) of the original permit fee.            |
| 4.  | Inspections for which no fee is specifically indicated                                                                                                                                                                  | \$85.00/hr                                            |
| 5.  | Fire Code Operational Permit Inspection                                                                                                                                                                                 | \$85.00/hr                                            |
| 6.  | Additional plan review required by changes, additions or revisions to approved plans (per hour - minimum charge one-half hour)                                                                                          | \$85.00/hr                                            |
| 7.  | Temporary Certificate of Occupancy                                                                                                                                                                                      | \$283.00                                              |
| 8.  | Certificate of Occupancy for change in use                                                                                                                                                                              | \$85.00/hr                                            |
| 9.  | Adult Family Home licensing inspection                                                                                                                                                                                  | \$85.00/hr                                            |
| 10. | Investigation fee for work without a permit                                                                                                                                                                             | 100% of the permit fee in addition to the permit fee. |
| 11. | <del>Expedited</del> Plan review by third party contract                                                                                                                                                                | Actual Cost but not less than 65% of the permit fee.  |
| 12. | Incident management and investigation                                                                                                                                                                                   | \$85.00/hr <sup>1</sup>                               |
| 13. | Fire flow test                                                                                                                                                                                                          | \$156.00                                              |
| 14. | Appeal of <del>director's</del> Building Official/Fire Marshal's decision to Hearing Examiner                                                                                                                           | \$340.00 + HE <sup>2</sup> fees                       |
| 15. | Street name or street name change                                                                                                                                                                                       | \$170.00                                              |

<sup>1</sup> A two hour minimum fee will be charged for all additional services involving employee overtime.

<sup>2</sup> Hearing Examiner (HE) Fees: For those applications which require a public hearing, an appeal hearing, or a reconsideration decision, the applicant/appellant shall bear all the costs of the hearing examiner. The applicant shall deposit \$3,000.00 at time of application to cover hearing examiner costs. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded. In the case of appeals or reconsiderations, appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing will be billed for the hearing examiner costs.

**Table 1-7**

## Fire Code Operational and Construction Permit Fees

| <b>Operation</b>                                                    | <b>Fee</b> |
|---------------------------------------------------------------------|------------|
| Additive Manufacturing                                              | \$ 85.00   |
| Aerosol Products                                                    | \$85.00    |
| Amusement Buildings                                                 | \$85.00    |
| Aviation Facilities                                                 | \$170.00   |
| Carnivals and fairs                                                 | \$85.00    |
| Battery systems                                                     | \$170.00   |
| Cellulose nitrate film                                              | \$85.00    |
| Combustible dust producing operations                               | \$85.00    |
| Combustible fibers                                                  | \$85.00    |
| Compressed gases                                                    | \$85.00    |
| Exception: Vehicles using CG as a fuel for propulsion               |            |
| See IFC T. 105.5.9 for permit amounts                               |            |
| Covered mall buildings - Required for:                              | \$85.00    |
| placement of retail fixtures and displays, concession equipment,    |            |
| displays of highly combustible goods and similar items in the mall; |            |
| display of liquid or gas fired equipment in the mall;               |            |
| use of open flame or flame producing equipment in the mall.         |            |
| Cryogenic fluids                                                    | \$85.00    |
| Exception: Vehicles using cryogenic fluids as a fuel for propulsion |            |
| or for refrigerating the lading.                                    |            |
| See IFC Table. 105.5.11 for permit amounts                          |            |
| Dry cleaning plants                                                 | \$85.00    |
| Energy storage systems                                              | \$85.00    |
| Lithium batteries                                                   | \$85.00    |
| Exhibits and trade shows                                            | \$85.00    |
| Explosives                                                          | \$225.00   |
| Fire hydrants and valves                                            | \$85.00    |
| Exception: Authorized employees of the water company                |            |
| or fire department.                                                 |            |
| Flammable and combustible liquids                                   | \$170.00   |
| In accordance with IFC 105.6.16                                     |            |
| Floor finishing                                                     | \$85.00    |
| In excess of 350 sq. ft. using Class I or Class II liquids          |            |
| Fruit and crop ripening                                             | \$85.00    |
| Using ethylene gas                                                  |            |
| Fumigation and thermal insecticidal fogging                         | \$85.00    |
| Hazardous materials                                                 | \$85.00    |
| See IFC T. 105.5.22 for permit amounts                              |            |
| HPM facilities                                                      | \$170.00   |
| High piled storage                                                  | \$170.00   |
| In excess of 500 sq. ft.                                            |            |

**Table 1-7**  
**Fire Code Operational and Construction Permit Fees - cont.**

|                                                                  |            |
|------------------------------------------------------------------|------------|
| Hot work operations                                              | \$85.00    |
| In accordance with IFC 105.6.23                                  |            |
| Industrial ovens                                                 | \$85.00    |
| Lumber yards and woodworking plants                              | \$85.00    |
| Liquid or gas fueled vehicles or equipment                       | \$85.00    |
| In assembly buildings                                            |            |
| Industrial ovens                                                 | \$85.00    |
| Lumber yards and woodworking plants                              | \$170.00   |
| Liquid or gas- fueled vehicle or equipment in assembly buildings | \$85.00    |
| LP Gas                                                           | \$170.00   |
| Exception: 500 gal or less water capacity container              |            |
| serving group R-3 dwelling                                       |            |
| Magnesium working                                                | \$85.00    |
| Miscellaneous combustible storage                                | \$85.00    |
| Mobile food preparation vehicles                                 | \$85.00    |
| Motor fuel-dispensing facilities                                 | \$170.00   |
| Open burning                                                     | \$85.00    |
| Exception: Recreational fires                                    |            |
| Open flames and torches                                          | \$85.00    |
| Open flames and candles                                          | \$85.00    |
| Organic coatings                                                 | \$85.00    |
| Outdoor assembly event                                           | \$85.00    |
| Places of assembly                                               | \$66 85.00 |
| Plant extraction systems                                         | \$170.00   |
| Private fire hydrants                                            | \$85.00    |
| Pyrotechnic special effects material                             | \$85.00    |
| Pyroxylin plastics                                               | \$85.00    |
| Refrigeration equipment                                          | \$85.00    |
| Regulated under IFC Ch. 6                                        |            |
| Repair garages and motor fuel dispensing facilities              | \$85.00    |
| Rooftop heliports                                                | \$85.00    |
| Spraying or dipping                                              | \$85.00    |
| Using materials regulated under IFC Chapter 24                   |            |
| Storage of scrap tires and tire byproducts                       | \$85.00    |
| Temporary membrane structures, tents and canopies                | \$85.00    |
| Except as provided in IFC 105.5.49                               |            |
| Tire re-building plants                                          | \$85.00    |
| Waste handling                                                   | \$85.00    |
| Wood products                                                    | \$85.00    |

**Required Construction Permits**

Automatic fire extinguishing systems

Ref. Table 1-5

|                                                                    |                               |
|--------------------------------------------------------------------|-------------------------------|
| Battery systems                                                    | \$170.00                      |
| Compressed gases except as provided under IFC 105.5.9              | Ref. Table 1-3                |
| Cryogenic fluids                                                   | \$170.00                      |
| Emergency responder communication coverage system                  | Ref. Table 1-1                |
| Energy storage systems                                             | \$170.00                      |
| Fire alarm and detection systems and related equipment             | Ref. Table 1-5                |
| Fire pumps and related equipment                                   | Ref. Table 1-5                |
| Flammable and combustible liquids - in accordance with IFC 105.6.8 | \$170.00                      |
| Fuel cell power systems                                            | Ref. Table 1-1                |
| Gas detections systems                                             | Ref. Table 1-5                |
| Gates and barricades across fire apparatus access roads            | Ref. Table 1-1                |
| Hazardous materials                                                | \$170.00                      |
| High-piled combustible storage                                     | Ref. Table 1-1                |
| Industrial ovens regulated under IFC Chapter 30                    | \$170.00                      |
| LP Gas - installation or modification of LP gas system             | Ref. Table 1-4                |
| Motor vehicle repair rooms and booths                              | Ref. Table 1-1                |
| Plant extraction systems                                           | Ref. Table 1-1                |
| Private fire hydrants - installation or modification of            | Ref. Table 1-5                |
| Smoke control or smoke exhaust systems                             | Ref. Table 1-4,5              |
| Solar photovoltaic power systems                                   | Ref. Table 1-1                |
| Special event structure                                            | Included in Op.<br>Permit Fee |
| Spraying or dipping                                                | \$170.00                      |
| Standpipe system                                                   | Ref. Table 1-4                |
| Temporary membrane structures tents and canopies                   | Included in Op.               |
| Except as provided under IFC 105.5.49                              | Permit Fee                    |
| Underground supply piping for automatic sprinkler system           | Ref. Table 1-5                |

Any required Fire Code Construction Permit for which a fee is not specifically delineated shall utilize Table 1-1 to calculate the required fee.



# DEPARTMENT UPDATES

Wednesday, February 19, 2025

## *A TWICE-MONTHLY SUMMARY FROM YOUR CITY OF GIG HARBOR LEADERSHIP TEAM*

These department updates are an effort to increase our internal and external communication initiatives, to provide the mayor and city councilmembers with the information they need to serve the public and make informed decisions, and just as importantly, to share citywide information and updates with all staff and residents. Please feel free to send any questions, suggestions, or concerns about this document to [communications@gigharborwa.gov](mailto:communications@gigharborwa.gov).

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### ADMINISTRATION

#### City Administrator Katrina Knutson

**Legal Aid Pop-Up:** The city hosted another successful legal aid pop-up on February 11, in partnership with Tacoma Probono. The event was well attended and continues to show the value these add to the community. The next legal aid pop-up is March 11 from 4pm-6pm.

**AWC ROC Northwest - Mobile Home Preservation Webinar:** The Housing, Health, and Human Services Program Manager (H3) attended a Mobile Home Preservation webinar hosted by All Washington Cities (AWC) and Resident Owned Communities (ROC) to learn how other jurisdictions have worked to preserve these valuable already existing affordable housing communities. It is crucial to protect existing affordable housing in Gig Harbor, as seniors are particularly at risk of displacement, highlighting the need for preservation efforts. The city is committed to finding creative solutions to keep community members in their homes, and this webinar provided valuable strategies, resources, and partnerships to support housing stability.

**Recovery Beyond Documentary Screening:** This past weekend the Housing, Health, and Human Services Program Manager (H3) was invited to attend the private screening of Walking on Ice by our partner organization Recovery Beyond. They are an organization dedicated to empowering individuals in their recovery journey through support, education, and advocacy. Their organizational vision is to enable all individuals seeking recovery to embrace the transformative power of outdoor activity and adventure for healing and growth.

The documentary highlights the resilience and determination of individuals facing grueling physical and emotional challenges as they seek transformation and hope. Partnering with Recovery Beyond and similar organizations helps foster partnerships that provide meaningful opportunities for growth, self-discovery, and sustained well-being for our community members in recovery.

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### COMMUNITY DEVELOPMENT

#### Community Development Director Eric Baker

Officially on staff for a month, I want to thank all the friendly staff and community members that have helped me get to know the city and its interests. Many viewpoints share the same passion for Gig Harbor.

**Planning:** At the February 6 planning commission meeting, a public hearing was held regarding proposed code changes related to Accessory Dwelling Units. The new code section would allow for Accessory Dwelling Units of up to 1,200 square feet on residential lots. The planning commission recommended approval of the proposed changes. The proposed language is tentatively scheduled for the March 13 city council study session prior to a public hearing at a future council meeting.

We've received a lot of great candidates for the three open planning positions in the department. It will be great to fill the empty seats, furthering the council's 2025 priorities. Two positions have some time left on the postings so, if you know qualified candidates, please direct them to [the city's open jobs](#).

**Building:** This reporting period we finalized 23 permits, primarily for residential construction but also including upgrades to Discovery Village on Borgen and Real Craft Doors at Latitude 47. Permits for 20 projects were issued, including a Tenant Improvement of MRK Tactical at 3620 Grandview and the Andonian Adult Family Home. An additional 19 applications were received, including one for the new fire station on Kimball.

**Code Enforcement:** Code Compliance continues to hum along. The beginning of this year has seen the program take a more community-oriented approach, focusing on collaboration with residents and businesses to achieve compliance. Education plays a key role, as do available resources to help communities better understand what is and what is not allowed. Homeowner Associations are beginning to take a more active role in guardianship of their communities, which in turn has helped the program focus on more complex issues. We currently have 31 active cases.

**The More You Know:** Home Occupation refers to any activity conducted for financial gain or profit in a home. Home Occupation is an allowed use in the city, though the occupation must be conducted in such a manner as to give no outward appearance or infringe upon neighboring residents. You can find more information about this in our zoning code under [Chapter 17.84 Home Occupations](#).

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## COURT

### [Court Administrator Stacy Colberg](#)

**Jury Trials:** Jury trials are held on the third Thursday of the month. The February 20 jury trials have been cancelled. The next jury trial date is March 20. Jury trials are held in the Gig Harbor Civic Center and are open to the public.

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## FINANCE

### [Finance Director Dave Rodenbach](#)

No updates this week but stay tuned.

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## HUMAN RESOURCES

### Human Resources Director Shannon Costanti

**Advance Your Career:** Looking to grow in your career? Check out the [current job opportunities](#) here at the city!

| Position                               | Type | Status                      |
|----------------------------------------|------|-----------------------------|
| Police Officer - Exceptional Entry     | FT   | Continuous                  |
| Police Officer - Lateral Entry         | FT   | Continuous                  |
| Development Review Engineer            | FT   | Open until 2/19             |
| Principal Planner                      | FT   | Open until 2/24             |
| Senior Planner                         | FT   | Open until 2/24             |
| Wastewater Operator Series             | FT   | Open until 3/12             |
| NPDES Coordinator *Internal ONLY*      | FT   | Michael Abboud started 2/17 |
| Contract Administrator *Internal ONLY* | FT   | Mandy Chapman started 2/17  |
| Associate Planner                      | FT   | Closed - selection pending  |
| Communications Manager                 | FT   | Closed - selection pending  |
| Utility Billing Technician             | FT   | Closed - selection pending  |

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## ITS

### Interim Information Technology Services Manager Nicholas Greyling

No updates this week but stay tuned.

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## POLICE

### Police Chief Kelly Busey

**Accreditation:** The march toward accreditation took a giant step last week when we turned over our materials to the state assessors. Our department sailed through with only a few minor corrections to be made and these adjustments have been completed. The next step is an on-site visit from the assessors on March 18.

**Marine Services:** We are preparing to send two more officers to the Basic Marine Law Enforcement training course this spring. That should increase the number of patrol hours spent on the boat this boating season.

**Drone:** We are also finalizing our contract for the purchase of a drone that will be helpful in a number of ways to our department and city. More details to follow on this project.

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## PUBLIC WORKS

### Public Works Director Jeff Langhelm



**Crane Operations Training:** The Operations and Wastewater Divisions recently combined forces to complete training on crane operations. This included reviewing and practicing techniques such as hand signaling and rigging.

#### **Shurgard Tank Repainting Progress:**

We usually direct everyone to the CIP StoryMap for updates on capital projects but with

the uniqueness of the temporary new look of the Shurgard Tank we wanted to share a picture. For the exterior repainting, the contractor has placed scaffolding on the outside of the tank then completely shrink wrapped the scaffolding to contain the sand blasting operation and protect the coatings from the elements. This tank will remain like this into March.



**Snow and Ice Readiness:** The Operations Division continues to keep our roads clear and safe to drive on using new and improved snow equipment.

They've already put the equipment into action, and it remains ready to be deployed at a moment's notice.

**Shout-Out to Wonderful Finance Techs!** Public Works Operations wants to give a hearty shout-out to Keana and Kelly for supporting us with on-going training and with getting caught up on vouchering! We couldn't do this without you!

**Parks Appreciation Day:** The city will once again be joining forces with PenMet Parks to host Parks Appreciation Day on May 3! Specific parks to be appreciated will be determined soon.



**Tree Giveaway:** On February 8, the Tacoma Tree Foundation held a tree giveaway at Donkey Creek Park. Nearly 300 trees were given away – most were gone within 30 minutes! This event was held thanks to a generous grant from the Greater Gig Harbor Foundation and was the second time a tree giveaway was held in Gig Harbor. The Tacoma Tree Foundation hopes to make it an annual event, so stay tuned for next year's details.



**Ancich Boat Storage Building:** The city is looking to change the term of a boat storage rental period at the Ancich Boat Storage Building. Since it opened to the public in 2022, there have been two rental periods: January-June and July-December. The July-December term has been much more popular and often has a wait list, since it contains the best weather, while there have typically been a few empty slots in the January-June term. Due to the major holidays that fall at the end of December and early July, the city has also had trouble getting people to move their watercraft out of the storage building at the end of their term. To attempt to address these issues, the city is proposing a one-year term, starting and ending in the spring. This would essentially double the cost of a rental, with a small amount added for inflation. The price would be simplified based on the size of the rack that is being rented, rather than a per foot surcharge for each boat. A resolution with the new cost structure will be considered at the February 24 city council meeting.

**Capital Improvement Project Status Updates:** For the most recent updates on the city's design and construction projects, see our online [CIP StoryMap](#).

# City of Gig Harbor Three-Year Strategic Plan 2024-2026

Adopted by Resolution 1317 on July 8, 2024

**Vision Statement:** *The City of Gig Harbor leads the way in livability, environmental stewardship, economic vitality, and municipal services.*

| Priorities                                                                                  | Goals                                                                                                                                                                                                                                                                                                                                                                                                               | Actions – Routine/Annual                                                                                                                                                                                                                                                                                                                                                                                                                             | Actions - Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Foster a healthy city organization</b>                                                | <ul style="list-style-type: none"> <li>Be an exceptional employer</li> <li>Retain existing workforce</li> <li>Attract qualified applicants</li> <li>Ensure safe work environment</li> <li>Prioritize staff training</li> <li>Encourage and obtain employee feedback</li> <li>Fill all vacancies in a timely manner</li> </ul>                                                                                       | <ul style="list-style-type: none"> <li>Re-qualify for AWC Well City designation</li> <li>Conduct biennial employee satisfaction survey</li> <li>Promote and enhance the city's DEI program</li> </ul>                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li><input type="checkbox"/> Update personnel regulations</li> <li><input type="checkbox"/> Update safety manual and accident prevention program</li> <li><input type="checkbox"/> Consider salary &amp; benefits study recommendations</li> <li><input type="checkbox"/> Research and Implement HR Information Systems Improvements</li> </ul>                                                                                                                                                                                                                                                                                                                    |
| <b>2. Ensure sustainable future for public services and facilities</b>                      | <ul style="list-style-type: none"> <li>Provide effective and efficient municipal services</li> <li>Increase city communication effectiveness</li> <li>Listen to community needs and expectations</li> <li>Source funding for parks, streets, and utilities</li> <li>Ensure infrastructure to support community needs</li> <li>Fund only capital projects the city can afford to maintain into the future</li> </ul> | <ul style="list-style-type: none"> <li>Update utility rates as needed</li> <li>Continually improve permit and land use processes</li> <li>Increase resources for capital projects to move through design and construction</li> <li>Review/amend TIP to improve motorized and non-motorized transportation</li> <li>Maintain excellent bond rating</li> <li>Annually evaluate and amend city fee schedules</li> </ul>                                 | <ul style="list-style-type: none"> <li><input type="checkbox"/> Create a city-wide communications plan</li> <li><input type="checkbox"/> Update public works standards</li> <li><input type="checkbox"/> Parks division organizational assessment</li> <li><input type="checkbox"/> Explore options for B&amp;O tax and other revenue sources</li> <li><input type="checkbox"/> Explore options for Transportation Benefit District Fund uses</li> <li><input type="checkbox"/> Source funding for Sports Complex Phases 2 &amp; 3</li> <li><input type="checkbox"/> Develop permit processing timeline goals and metrics</li> </ul>                                                                  |
| <b>3. Maintain small town character and historic preservation while growing responsibly</b> | <ul style="list-style-type: none"> <li>Promote responsible growth in keeping with small town character</li> <li>Address infrastructure to relieve traffic issues</li> <li>Ensure adequate affordable housing</li> <li>Focus on character retention and historic preservation</li> <li>Decrease distance to get to a park or open space</li> </ul>                                                                   | <ul style="list-style-type: none"> <li>Annually docket comprehensive plan amendments</li> <li>Support Harbor History Museum</li> <li>Monitor state legislative activity</li> <li>Support the arts commission</li> <li>Support sister city program</li> <li>Fund creative endeavor grants</li> <li>Monitor short-term rentals</li> <li>Conduct HOA fair annually</li> <li>Support community events and programs</li> </ul>                            | <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete 2024 Comprehensive Plan periodic update</li> <li><input type="checkbox"/> Establish park standards</li> <li><input type="checkbox"/> Conduct Crescent Creek Park Master Plan</li> <li><input type="checkbox"/> Complete Sports Complex Phase 1</li> <li><input type="checkbox"/> Design and construct fishermen's homeport</li> <li><input type="checkbox"/> Solicit nominations for local historic register</li> </ul>                                                                                                                                                                                                      |
| <b>4. Promote environmental sustainability and preserve Gig Harbor's natural beauty</b>     | <ul style="list-style-type: none"> <li>Address climate change</li> <li>Preserve tree canopy</li> <li>Preserve and enhance natural character</li> <li>Add undeveloped land to parks inventory</li> </ul>                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Annually review climate action plan</li> <li>Consider possible conservation properties and/or mitigation areas and activities</li> <li>Assess gaps of electric vehicle charging stations</li> <li>Promote commute trip reduction goals</li> <li>Electrify city fleet</li> </ul>                                                                                                                               | <ul style="list-style-type: none"> <li><input type="checkbox"/> Form climate action committee</li> <li><input type="checkbox"/> Adopt tree retention policies</li> <li><input type="checkbox"/> Annex parcels in city's parks system</li> <li><input type="checkbox"/> Transition city diesel fleet to R99 renewable diesel fuel</li> <li><input type="checkbox"/> Partner with Harbor WildWatch on environmental education</li> </ul>                                                                                                                                                                                                                                                                |
| <b>5. Promote and enhance a dynamic and robust economy</b>                                  | <ul style="list-style-type: none"> <li>Increase promotion of local business community</li> <li>Increase vitality of the city's small businesses</li> <li>Attract larger business to industrial zone</li> <li>Maintain and enhance commercial fishing</li> <li>Develop sewer conveyance in unserved/underserved sewer basins</li> </ul>                                                                              | <ul style="list-style-type: none"> <li>Support Downtown Waterfront Alliance</li> <li>Support Chamber of Commerce</li> <li>Fund tourism with lodging tax grants</li> <li>Promote downtown businesses/events</li> <li>Collaborate with Pierce Transit for trolley</li> <li>Evaluate and amend development regulations</li> </ul>                                                                                                                       | <ul style="list-style-type: none"> <li><input type="checkbox"/> Create a business retention and attraction plan</li> <li><input type="checkbox"/> Develop and implement a small business fair resources</li> <li><input type="checkbox"/> Develop Cultural Access Program</li> <li><input type="checkbox"/> Consider establishment of a Creative District</li> <li><input type="checkbox"/> Develop feasibility study for Community/Cultural Center</li> <li><input type="checkbox"/> Review off-street parking requirements for businesses</li> </ul>                                                                                                                                                |
| <b>6. Provide a safe, healthy, and inclusive community</b>                                  | <ul style="list-style-type: none"> <li>Foster safe, livable and attractive community</li> <li>Ensure city services are available to all residents</li> <li>Implement DEI in city personnel practices</li> <li>Enhance walkability and pedestrian/cyclist safety</li> </ul>                                                                                                                                          | <ul style="list-style-type: none"> <li>Provide funding for senior programming</li> <li>Develop housing, health, &amp; human services program</li> <li>Support Community Diversity Engagement Committee</li> <li>Ensure high standard of ADA compliance</li> <li>Monitor city water system for possible treatment needs</li> <li>Evaluate needs for rapid flashing beacon crossings</li> <li>Continue partnerships for youth opportunities</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide funding for senior center permanent home</li> <li><input type="checkbox"/> Establish youth council</li> <li><input type="checkbox"/> Obtain police department accreditation</li> <li><input type="checkbox"/> Update emergency management plan</li> <li><input type="checkbox"/> Install Cushman Trail/Harborview Drive Connector Trail</li> <li><input type="checkbox"/> Consider installing speed cameras near parks and schools</li> <li><input type="checkbox"/> Establish an ADA parking program for public right of way</li> <li><input type="checkbox"/> Develop manganese treatment options for city water</li> </ul> |

## UPCOMING GIG HARBOR CITY MEETINGS

**ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE**

Please see the meeting agenda for specific details on how to attend: <https://www.gigharborwa.gov/811/Agendas-Minutes>

| Day      | Date           | Time          | Group                       | Agenda Items                                                                                                                                                                                                                                                                                                                                         |
|----------|----------------|---------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>M</b> | <b>Feb. 24</b> | <b>5:30pm</b> | <b>City Council Meeting</b> | <b>See Agenda</b>                                                                                                                                                                                                                                                                                                                                    |
| TH       | Feb. 27        | 3:00pm        | City Council Study Session  | <ul style="list-style-type: none"> <li>• 2024 Comprehensive Plan Update Review (Council Comment Matrix)</li> <li>• CPP-2325 Peacock Hill Half Street Improvement Design Changes</li> <li>• Gig Harbor Little League Facility Use Agreement Update</li> </ul>                                                                                         |
| F        | Feb. 28        | 9:00am        | City Council Retreat        |                                                                                                                                                                                                                                                                                                                                                      |
| W        | Mar. 5         | 5:50pm        | Parks Commission            | <ul style="list-style-type: none"> <li>• Sports Complex Phase 1B Naming</li> <li>• Parks Code</li> </ul>                                                                                                                                                                                                                                             |
| TH       | Mar. 6         | 5:30pm        | Planning Commission         | Election Chair & Vice Chair                                                                                                                                                                                                                                                                                                                          |
| <b>M</b> | <b>Mar. 10</b> | <b>5:30pm</b> | <b>City Council Meeting</b> | <b>Business:</b> <ul style="list-style-type: none"> <li>• Resolution XXXX Amending Council Guidelines</li> <li>• Lease Amendment – YMCA Lease for Sports Complex Phase 1A</li> </ul> <b>Staff Report:</b> <ul style="list-style-type: none"> <li>• Stormwater Management Program Presentation</li> </ul>                                             |
| W        | Mar. 12        | 10:00am       | Arts Commission             | <ul style="list-style-type: none"> <li>• 2025 Creative Endeavor Grants Discussion &amp; Recommendation</li> </ul>                                                                                                                                                                                                                                    |
| TH       | Mar. 13        | 3:00pm        | City Council Study Session  | <ul style="list-style-type: none"> <li>• B&amp;O Tax Options</li> <li>• Parks Code</li> <li>• Well #9 – Project Update</li> <li>• Gig Harbor BoatShop Lease Revision Request</li> <li>• Accessory Dwelling Unit Code Updates</li> <li>• Sports Complex Phase 1B Naming</li> <li>• Introduction of GHAC, LTAC, Parks Commission Appointees</li> </ul> |
| TH       | Mar. 20        | 5:30pm        | Planning Commission         |                                                                                                                                                                                                                                                                                                                                                      |
| <b>M</b> | <b>Mar. 24</b> | <b>5:30pm</b> | <b>City Council Meeting</b> | <b>Presentation:</b> Diversity Awareness Month Proclamation <ul style="list-style-type: none"> <li>• First Reading of Ordinance XXXX Adopting Comprehensive Plan Update</li> </ul>                                                                                                                                                                   |
| TH       | Mar. 27        | 3:00pm        | City Council Study Session  | <ul style="list-style-type: none"> <li>• Lift Station 1A – Project Update</li> <li>• Transportation Impact Fee Rate Study Update #2</li> </ul>                                                                                                                                                                                                       |
| <b>M</b> | <b>Apr. 14</b> | <b>5:30pm</b> | <b>City Council Meeting</b> | <ul style="list-style-type: none"> <li>• Public Hearing: Second Reading and Adoption of Ordinance XXXX Adopting Comprehensive Plan Update</li> </ul>                                                                                                                                                                                                 |
| TH       | Apr. 17        | 3:00pm        | City Council Study Session  |                                                                                                                                                                                                                                                                                                                                                      |
| <b>M</b> | <b>Apr. 28</b> | <b>5:30pm</b> | <b>City Council Meeting</b> |                                                                                                                                                                                                                                                                                                                                                      |

## UPCOMING GIG HARBOR CITY MEETINGS

**ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE**

Please see the meeting agenda for specific details on how to attend: <https://www.gigharborwa.gov/811/Agendas-Minutes>

| Day | Date  | Time   | Group                      | Agenda Items |
|-----|-------|--------|----------------------------|--------------|
| TH  | May 1 | 3:00pm | City Council Study Session |              |