



City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Regular Meeting

City Council

*Mayor Don Jensen
Council Member Ken Botero
Council Member Chet Makinster
Council Member Steve Moon
Council Member Scott Vydra
Mayor Pro Tem Michael Wallin
Council Member MaryAlice Wallis*

Thursday, February 28, 2019

7:00 PM

2nd Floor, City Hall

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. CALL TO ORDER
2. INVOCATION*/FLAG SALUTE
3. ROLL CALL
4. APPROVAL OF MINUTES
5. CHANGES TO THE AGENDA
6. PRESENTATIONS & AWARDS

19-00012 PARKS & RECREATION COMMUNITY ADVOCATE

RECOMMENDED ACTION:

No action needed.

7. CONSTITUENTS' COMMENTS (Thirty Minutes)
8. FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS
9. PUBLIC HEARINGS

19-00011 WEST LONGVIEW ANNEXATION PUBLIC HEARING**RECOMMENDED ACTION:**

- Hold a public hearing to receive testimony about the proposed annexation
- Motion to direct the City Attorney to prepare an ordinance approving the annexation

19-00019 PUBLIC HEARING – REQUEST TO VACATE A SECTION OF EXCESS RIGHT-OF-WAY SOUTH OF 7TH AVENUE & WEST OF CALIFORNIA WAY**RECOMMENDED ACTION:****Motion to:**

1. Approve the proposed vacation contingent upon payment of vacation fees, retention of a public water easement, and provisions for private easements.
2. Direct the City Attorney to prepare an ordinance for adoption after vacation fees have been paid and provisions for private easements have been made.
3. Determine the vacation is needed for economic development opportunities in accordance with Resolution No. 2290.
4. Set the vacation fees at \$34,419.00.

10. BOARD & COMMISSION RECOMMENDATIONS**11. ORDINANCES & RESOLUTIONS****19-00033 RESOLUTION 2293: AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH COWLITZ COUNTY AND COWLITZ 2 FIRE AND RESCUE REGARDING THE ANNEXATION OF THE WEST LONGVIEW AREA****RECOMMENDED ACTION:**

Motion to approve Resolution 2293 authorizing the City Manager to enter into an interlocal agreement with Cowlitz County and Cowlitz 2 Fire and Rescue regarding the annexation of the west longview area.

12. MAYOR'S REPORT**13. COUNCILMEMBERS' REPORTS****14. CONSENT CALENDAR****19-00031 APPROVAL OF CLAIMS****19-00016 BID REVIEW – NICHOLS BOULEVARD PAVEMENT REHABILITATION****RECOMMENDED ACTION:**

Motion to accept the bid and award a contract to Advanced Excavating Specialists, LLC, in the amount of \$1,092,100.00.

19-00017 BID REVIEW – 3RD & 30TH AVENUE IMPROVEMENT PROJECT**RECOMMENDED ACTION:**

Motion to accept the bid and award a contract to Clark & Sons Excavating, Inc., in the amount of \$224,279.50.

15. CITY MANAGER'S REPORT**19-00020 BID REVIEW – BEECH STREET BOX CULVERT REPLACEMENT****RECOMMENDED ACTION:**

Motion to determine that C & R Tractor & Landscaping, Inc. is not a responsible bidder and reject its bid, and accept the next low bid and award a contract to Advanced Excavating Specialists, LLC, in the amount of \$2,295,528.00

19-00021 CONSULTANT AGREEMENT – GIBBS & OLSON, INC FOR BEECH STREET EXTENSION DESIGN – OREGON WAY TO CALIFORNIA WAY (LID NO. 352)**RECOMMENDED ACTION:**

Motion authorizing the City Manager to execute an agreement with Gibbs & Olson, Inc.

19-00032 ALCOHOL IN THE PARKS - SPECIAL EVENTS REVISED**RECOMMENDED ACTION:**

Motion to approve the policy and bring back as a resolution for adoption.

16. MISCELLANEOUS**19-00034 EXECUTIVE SESSION: DISCUSS COLLECTIVE BARGAINING****17. ADJOURNMENT**

*** Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.**

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, MARCH 14, 2019 - 7:00 P.M.

THURSDAY, MARCH 28, 2019 - 7:00 P.M.

NEXT COUNCIL WORKSHOPS:

THURSDAY, MARCH 7, 2019 - 6:00 P.M. REVERSE OSMOSIS/WELLHEAD PROTECTION

UPDATE

THURSDAY, MARCH 21, 2019 - 6:00 P.M. MINT FARM PHASE II UPDATE



City of Longview

Agenda Summary

PARKS & RECREATION COMMUNITY ADVOCATE

RECOMMENDED ACTION:

No action needed.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Quality of Place

SUMMARY STATEMENT:Quarterly, the City of Longview Parks and Recreation Department has been recognizing an individual or organization that enhances the quality of life for residents and inspires us every day with their passion and commitment to make Longview a better place to live, work and play. This quarter's recipient is the Rotary Club of Longview Literacy Committee and the Chair Sarah Koss. Combating illiteracy has been a major focus of Rotary International since 1986. Sarah Koss has served as the Chair of the Literacy Committee for the past nine years, and under Sarah's leadership the committee has accomplished numerous projects aimed at insuring young people have books available in their homes. The projects include the installation and stocking of eleven Little Free Libraries, with sites at each of the local elementary schools, two at public preschools and one at the entrance to the Northlake Lower Columbia School Gardens. Rotary Book Giveaways have been held at St. Helens, Kessler, Northlake and Olympic Elementary Schools, Longview Early Education Partnership preschools, the Head Start wait list "Read & Grow" program and Literacy Nights, "One Book - One Community Reads" for middle school and high school students, as well as their presence at community events, such as Squirrel Fest. Longview Rotary funding also provided libraries at Community House on Broadway and Emergency Support Shelter.

The Rotary Club of Longview also supports math literacy in our community, donating "Making a Difference Early Childhood Mathematics Tool Kits" to Head Start, and funding the take-home practice material for Zero to Hero Family Math Nights at 8 elementary schools in the Longview School District and at 19 preschools in February 2016. One of their latest literacy successes is their participation in a four-local-Rotary Club campaign to bring the Dolly Parton Imagination Library project to Cowlitz County. This program mails a free, age-appropriate, high-quality book once a month to children age birth through 5 who are registered in the program, no matter the family's income. Having books readily available in homes encourages reading, which in turn makes for better readers.

We would like to thank Sarah Koss and the Rotary Club of Longview Literacy Committee for their dedication to improving the lives of so many Cowlitz County residents and overall energy and passion to help create a healthier community!

RECOMMENDED ACTION:

No action needed.

STAFF CONTACT:

Justin Brown, Recreation Manager

Attachments:

1. Community Advocate Sarah Koss (3)



Community Advocate Winter/Spring 2019

Rotary Club of Longview Literacy Committee

Sarah Koss is no stranger to serving her community who is enjoying retirement after working for 20 years with Cowlitz County, where she actively helped the area recover from the impacts of the 1980 eruption of Mount St. Helens. She has continued her dedication to helping make a difference in people's lives represented in the time served as a board member and volunteer for several local non-profit boards, including the YMCA of Southwest Washington, Cowlitz County Historical Society, Columbia Theatre for the Performing Arts, the Mark Morris High School Foundation Board, and the Southwest Washington Symphony. Of note amongst Sarah's many contributions to her community is her long history with the Rotary Club of Longview. In 1988, Sarah was the second woman to join the Rotary Club of Longview, and has served in many capacities since, including the Walk & Knock Food Drive Chair, Club Newsletter Chair, and Club Secretary. Sarah currently serves as a Scholarship Committee member and Chair of the Literacy Committee. The Rotary Club of Longview has received several District Literacy Awards and District Community Grants under her leadership.

Combating illiteracy has been a major focus of Rotary International since 1986. For the past nine years, the Literacy Committee, under Sarah's leadership, has accomplished numerous projects aimed at insuring young people have books available in their homes. This specific project includes the installation and stocking of eleven Little Free Libraries, with sites at each of the local elementary schools, two at public preschools and one at the entrance to the Northlake Lower Columbia School Gardens. Rotary Book Giveaways have been held at St. Helens, Kessler, Northlake and Olympic Elementary Schools, Longview Early Education Partnership preschools, the Head Start wait list "Read & Grow" program and Literacy Nights, "One Book - One Community Reads" for middle school and high school students, as well as their presence at community events, such as Squirrel Fest. Longview Rotary funding also provided libraries at Community House on Broadway and Emergency Support Shelter.

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One of their latest literacy successes is their participation in a four-local-Rotary Club campaign to bring the Dolly Parton Imagination Library project to Cowlitz County. This program mails a free, age-appropriate, high-quality book once a month to children age birth through 5 who are registered in the program, no matter the family's income. Having books readily available in homes encourages reading, which in turn makes for better readers.

When Sarah is not championing literacy, she enjoys hiking, working out, tennis, and is looking forward to learning how to play pickleball! She walks her 14-year-old dachshund daily in Longview's many beautiful parks, through the changing seasons and big beautiful trees, which makes Lake Sacajawea one of her favorites. If you are looking for an easy way to get involved, the Literacy Committee is always looking for donations of new or gently used books.





City of Longview

Agenda Summary

WEST LONGVIEW ANNEXATION PUBLIC HEARING

RECOMMENDED ACTION:

- Hold a public hearing to receive testimony about the proposed annexation
- Motion to direct the City Attorney to prepare an ordinance approving the annexation

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Strengthen economic conditions & create new opportunities

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

Earlier this year the City Council decided to undergo an annexation process for approximately 237 acres of land along the Ocean Beach Highway corridor between 40th and 52nd Avenues. The annexation method chosen by the council is by "Annexation of territory served by fire districts - interlocal agreement process" (RCW 35A.14.480). Cowlitz County and Cowlitz 2 Fire and Rescue have agreed to enter into the interlocal agreement process.

- A public outreach process included legal notices published in the newspaper, a press release, two open houses regarding zoning and annexation in general, and a mailing to all residents in the annexation area with information about the benefits of annexation, followed by a second mailing providing notice of this public hearing.
- An interlocal agreement must be approved by the City Council, Cowlitz County Board of County Commissioners and the Cowlitz 2 Fire & Rescue Board of Commissioners.
- The Planning Commission held a public hearing on January 30, 2019 and has made a recommendation regarding zoning for the area. Prior to completion of the annexation the City Council will be presented with the Planning Commission zoning recommendation for consideration of adoption.

A map of the annexation area is provided as Exhibit A.

A presentation regarding the annexation area is provided.

RECOMMENDED ACTION:

- Hold a public hearing to receive testimony about the proposed annexation
- Motion to direct the City Attorney to prepare an ordinance approving the annexation

STAFF CONTACT:

John Brickey
Jim McNamara

Attachments:

1. West Longview Annex Exhibit A
2. West Longview Annexation area map 2
3. W Lv Annex presentation 2-28-19 Coucil Public Hearing

Exhibit A Proposed West Longview Annexation



* See Note

Legend



Annexation Petition Area



Parcels

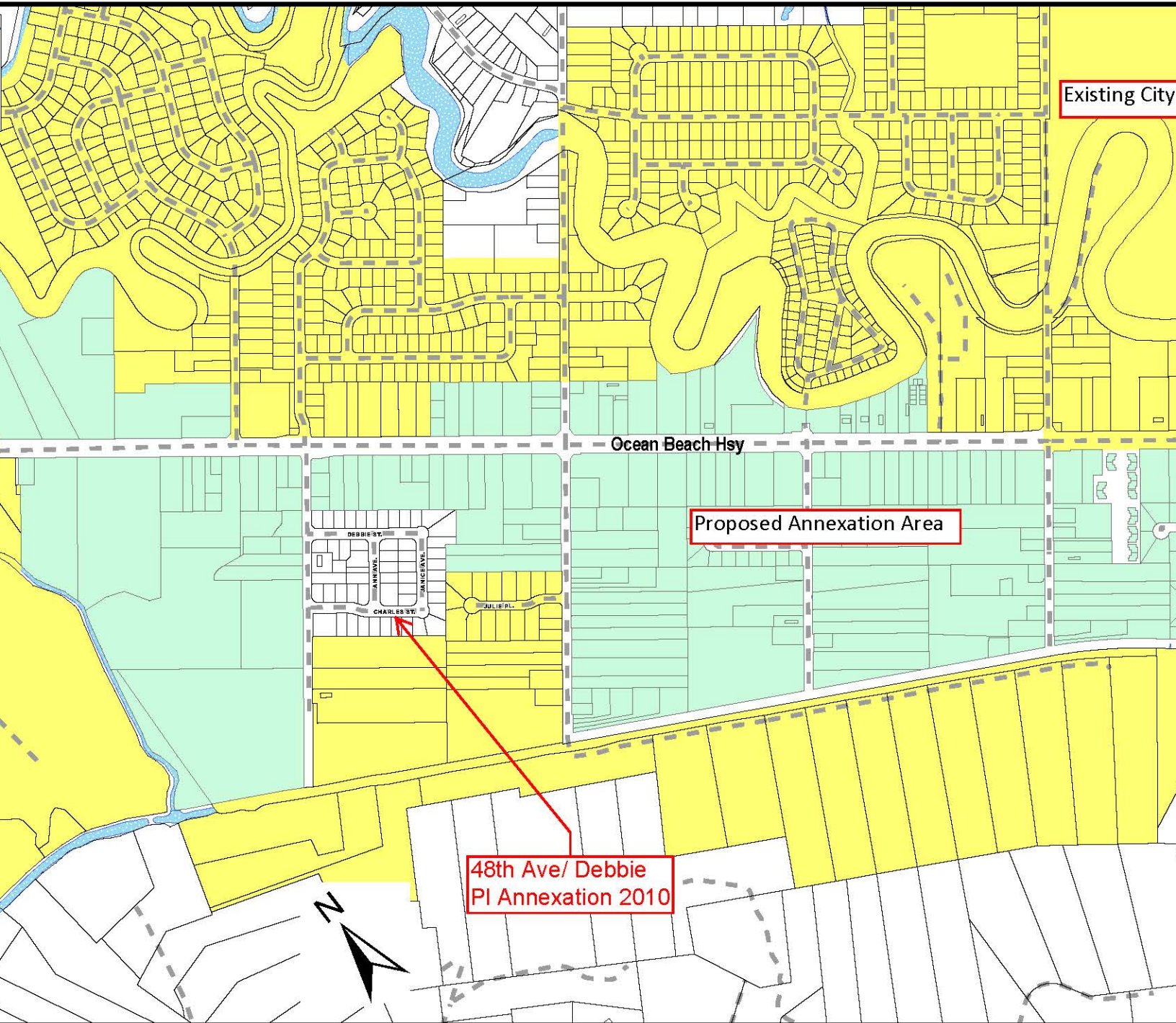


Longview City Boundary

* This area (Assessor Parcel Numbers WL2408006 & WL2408007) is undergoing an annexation process thru the petition method and may or may not be already annexed at the time the West Longview Annexation is adopted.

DISCLAIMER: The City of Longview does not guarantee the accuracy, adequacy, completeness or usefulness of any information. The City of Longview provides this information on an "as is" basis without warranty of any kind, expressed or implied, including but not limited to warranties of merchantability or fitness for a particular purpose, and assumes no responsibility for anyone's use of this information. However, notification of any errors will be appreciated.

West Longview Annexation Island Area



West Longview Annexation

City of Longview Public Hearing
February 28, 2019

Exhibit B Proposed West Longview Annexation

The City of
Longview
Washington

* See Note

Legend

-  Annexation Petition Area
-  Parcels
-  Longview City Boundary

* This area (Assessor Parcel Numbers WL2408006 & WL2408007) is undergoing an annexation process thru the petition method and may or may not be already annexed at the time the West Longview Annexation is adopted.

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\\GIS DataDept_General\ArcMap_Appl\WestLongviewAnnex_ExhibitB.mxd 10/18/2018

Annexation of West Longview Along Ocean Beach Highway

The current Comprehensive Plan contains the following policy:

- LU-F.1.8 Encourage and promote the consolidation and regularization of city limits in the general area of West Longview along Ocean Beach Highway.

Strategic Initiative: Preserve and Enhance Neighborhoods

Strategy B: Expand city limits and adjust planning area and utility service area boundaries in a logical manner

- Deliverable #1: Promote and facilitate annexations that support the Comprehensive Plan vision for our community
 - Review cost/benefit for West Longview annexation(s)
 - Review annexation methods
 - Provide review results to Council at a workshop

Annexation method

- Interlocal Agreement Annexation of Area Served by Fire District
[RCW 35A.14.480(1)(b)]
- City, County and Fire District(s) enter into interlocal agreement
 - Council decided to use this method for West Longview annexation in 2015
 - Revenue sharing agreement with Cowlitz 2 Fire & Rescue signed in April 2016
 - This method of annexation is subject to referendum
 - Petition submitted within 45 days after annexation approval
 - Signed by qualified voters representing not less than 10% of persons who voted in the last general election
 - If petition is sufficient an election is held

West Longview Annexation - OBH

- 237± acres in area
- 397 residential units
- 860 estimated population
- \$52,579,000 approximate valuation

	population	area (acres)	valuation
City of Longview	37,230	9,713	\$3,431,512,397
Proposed West Longview annexation area	860	237	\$52,579,000
percent increase	2.3%	2.4%	1.5%

Residential Land Uses

- Single family units – 155
- Manufactured/Mobile homes - 32
- Duplex units – 16
- Condominium units – 36
- Apartment units – 158
- Total of 397 residential units

Non Residential Land Uses

- 3 restaurants
- 2 convenience stores
- Bakery
- Marijuana store
- Beauty shop
- 2 upholstery businesses
- Appliance repair/parts
- Laundromat
- Paint contracting
- Animal hospital
- Auto service/parts
- Trailer sales/service
- Auto wrecking business
- Christmas tree farm
- 6 self storage businesses
- Roofing business
- 3 churches
- Fraternal organization

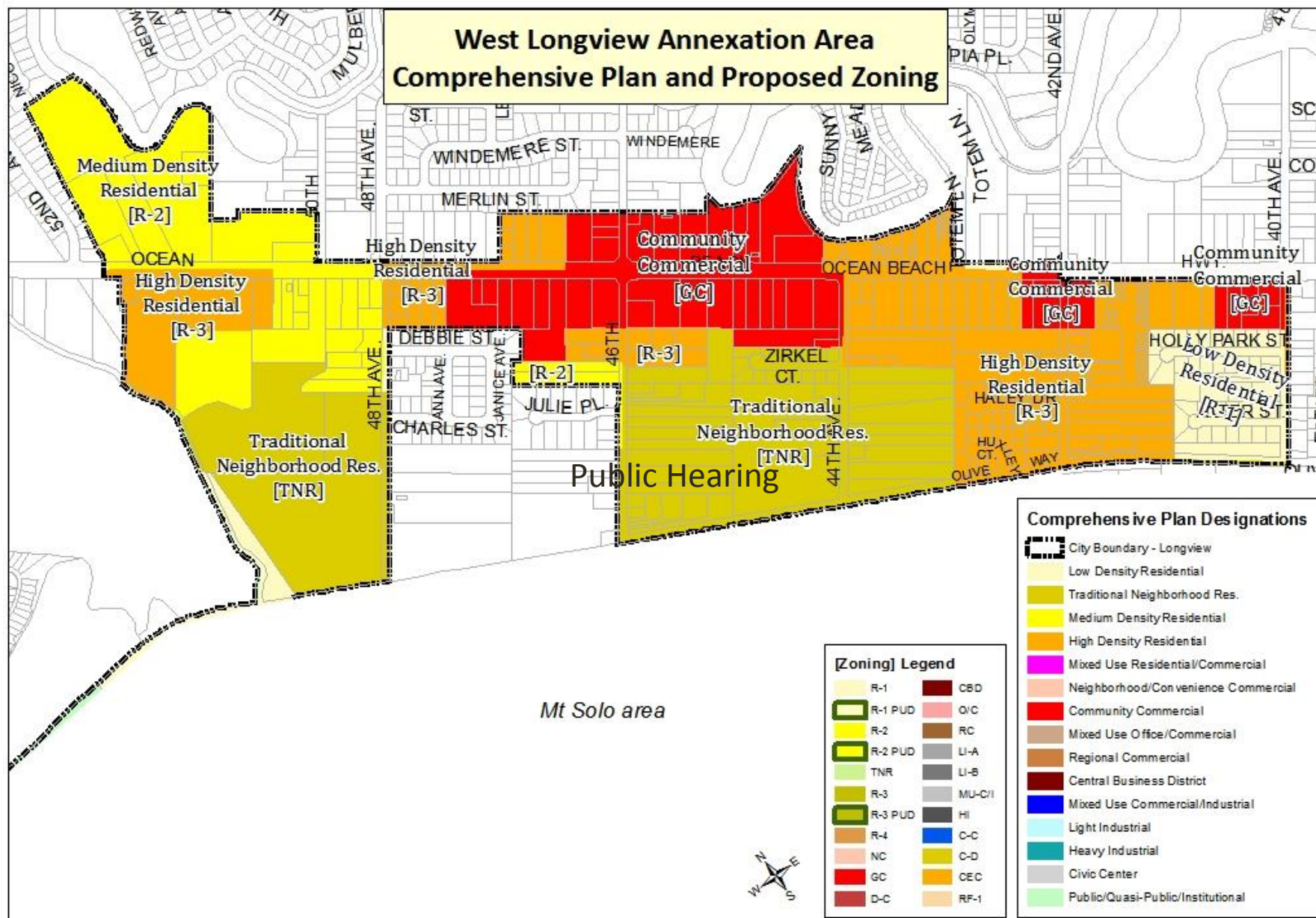
West Longview Annexation - OBH

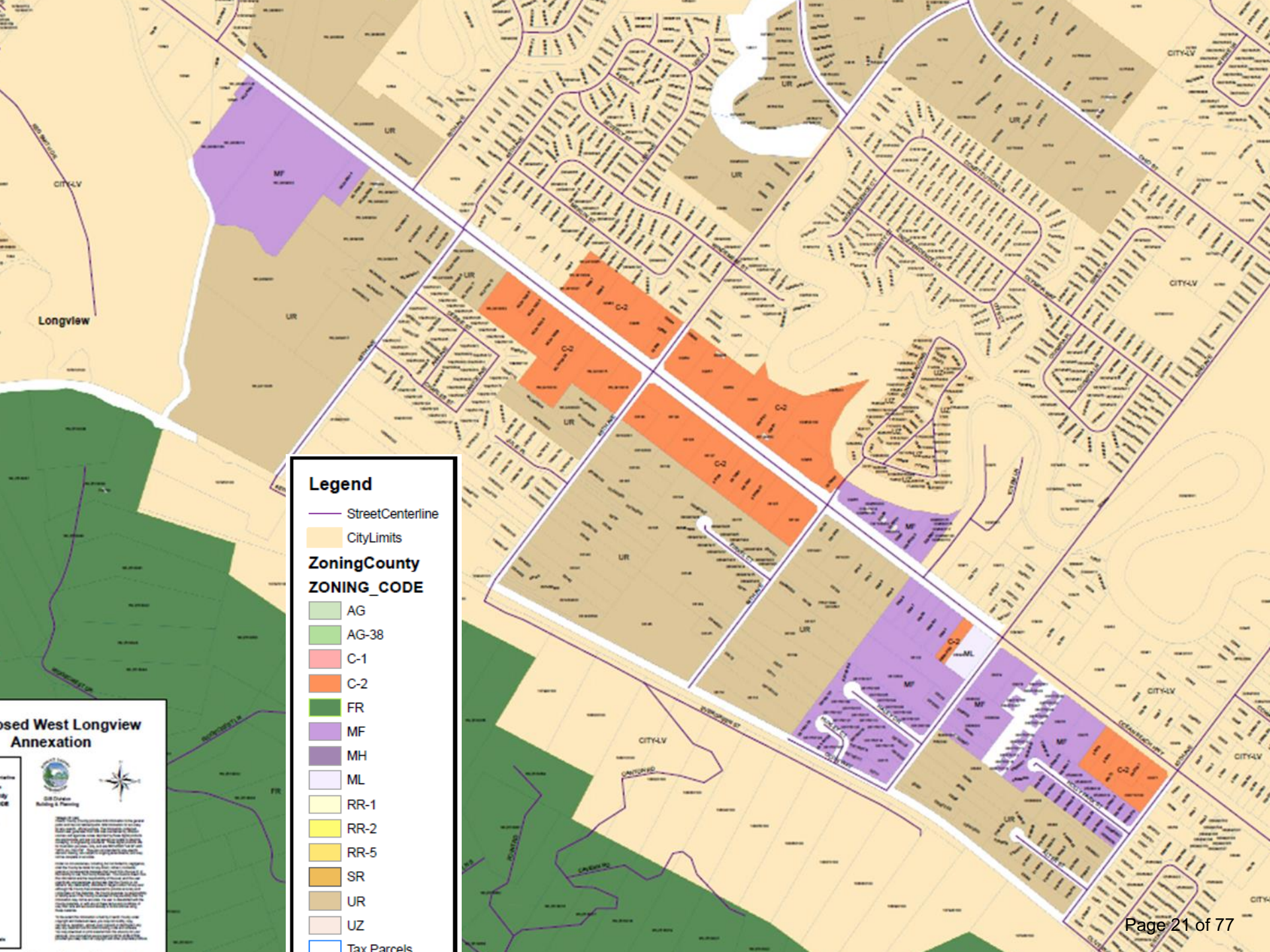
- Streets
 - 1.74 miles of local streets
 - 1.1 miles of State Route
 - WSDOT responsible for pavement maintenance
 - City would be responsible for maintaining remainder (curb and outside of curb)
- 0.11 miles of private street (Alter Street)
- 0.75 miles of unimproved right-of-way (Olive Way)

City Zoning for Annexation Area

- Public Hearing on zoning for the area
 - Longview Planning Commission
 - January 30 at 7:00 p.m.
 - Council Chambers - 2nd Floor of City Hall
 - 1525 Broadway Street

West Longview Annexation Area Comprehensive Plan and Proposed Zoning





Legend

StreetCenterline

CityLimits

ZoningCounty

ZONING_CODE

AG

AG-38

C-1

C-2

FR

MF

MH

ML

RR-1

RR-2

RR-5

SR

UR

UZ

Tax Parcels

Approval Process

- Public hearing scheduled for February 28
- Interlocal Agreement adopted by:
 - Cowlitz County Board of County Commissioners
 - Cowlitz 2 Fire & Rescue Board of Commissioners
 - Longview City Council
- Adoption of annexation ordinance by City Council
 - Annexation not effective until at least 45 days after approval

Recommended Action:

- Hold a public hearing to receive testimony about the proposed annexation
- Motion to direct the City Attorney to prepare an ordinance approving the annexation



City of Longview

Agenda Summary

PUBLIC HEARING – REQUEST TO VACATE A SECTION OF EXCESS RIGHT-OF-WAY SOUTH OF 7TH AVENUE & WEST OF CALIFORNIA WAY

RECOMMENDED ACTION:

Motion to:

- 1. Approve the proposed vacation contingent upon payment of vacation fees, retention of a public water easement, and provisions for private easements.**
- 2. Direct the City Attorney to prepare an ordinance for adoption after vacation fees have been paid and provisions for private easements have been made.**
- 3. Determine the vacation is needed for economic development opportunities in accordance with Resolution No. 2290.**
- 4. Set the vacation fees at \$34,419.00.**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Property owners, Pat Sari and Jeff Trass, who represent 100% of the abutting property, have submitted a request to vacate a section of unimproved right-of-way lying between Lot 8 and Lot 9 in Assessor's Plat No. 5, and located west of California Way and south of 7th Avenue. This request has been reviewed by appropriate City staff and utility companies and approval would include retaining a public water easement in the proposed vacation area. There are also private power and water service lines within the right-of-way that serve adjacent properties. Staff is recommending that private easements be established between property owners for these service lines.

In accordance with state law, Resolution No. 1732 provides for charges to the abutting property owners of up to 100% of the appraised value of the vacated area if the right-of-way has been dedicated for 25 years or more. The right of way was dedicated over 25 years ago, thereby allowing the City to charge 100% of the appraised value of the vacated area. Per the recently adopted Resolution No. 2290, the City Council can choose to charge a vacation fee up to 50% of the maximum allowed by state law, for right-of-way vacations that are necessary to develop new or expanded economic opportunities

In lieu of a formal appraisal, staff has historically used the assessed land value of the abutting properties to develop right of way vacation fee recommendations. However, a more recent valuation by Valbridge Associates supporting formation of Local Improvement District No. 352, determined the current value is higher than the assessed value. Both property owners reviewed the Valbridge appraisal and have agreed to a higher than assessed land value. Based on 100% of the agreed value of abutting land, the vacation fee for this right of way would be \$68,838.00. In accordance with Resolution No. 2290, if testimony is received during the public hearing and the City Council determines the vacation is needed for economic development opportunities, staff recommends the vacation fee be set at \$34,419, if the vacation is approved. The recommended fee is 50% of the determined right of way value.

RECOMMENDED ACTION:

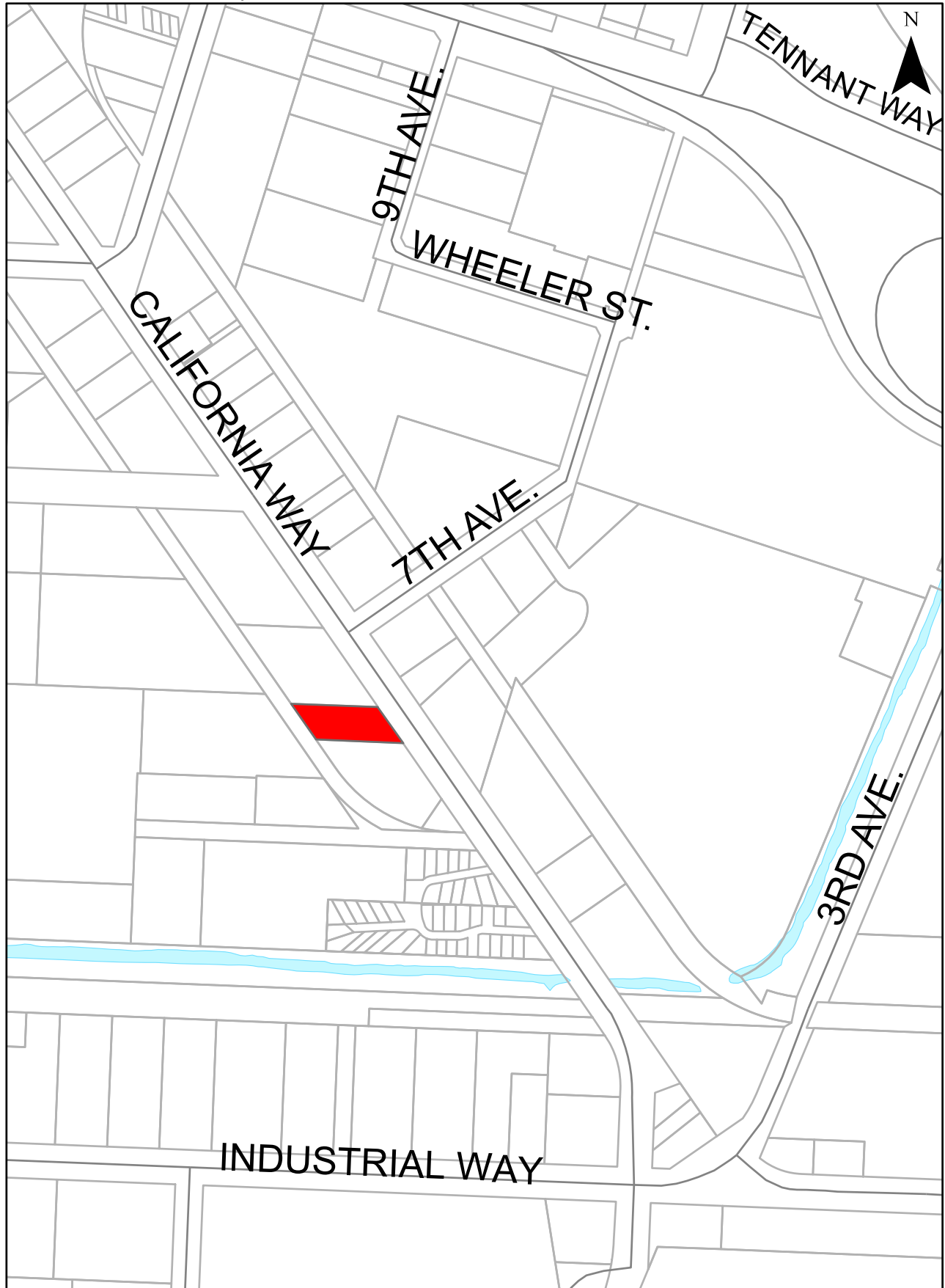
Motion to:

1. Approve the proposed vacation contingent upon payment of vacation fees, retention of a public water easement, and provisions for private easements.
2. Direct the City Attorney to prepare an ordinance for adoption after vacation fees have been paid and provisions for private easements have been made.
3. Determine the vacation is needed for economic development opportunities in accordance with Resolution No. 2290.
4. Set the vacation fees at \$34,419.00.

Attachments:

1. West of California Vacation Map

SARI / TRASS RIGHT-OF-WAY VACATION





City of Longview

Agenda Summary

RESOLUTION 2293: AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH COWLITZ COUNTY AND COWLITZ 2 FIRE AND RESCUE REGARDING THE ANNEXATION OF THE WEST LONGVIEW AREA

RECOMMENDED ACTION:

Motion to approve Resolution 2293 authorizing the City Manager to enter into an interlocal agreement with Cowlitz County and Cowlitz 2 Fire and Rescue regarding the annexation of the west longview area.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Strengthen economic conditions & create new opportunities

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

State law RCW 35A.14.480 authorizes a city, fire district and county to enter into an interlocal agreement to effect annexation of unincorporated areas within a fire district to a city on based upon terms established in an interlocal agreement. In April 2016 the City of Longview and Cowlitz 2 Fire & Rescue (Cowlitz 2) entered into an annexation agreement for 237± acres in West Longview that addressed tax revenue sharing for the West Longview Annexation area and the distribution of EMS transport revenue. The attached interlocal agreement has been approved and signed by the Cowlitz County Board of Commissioners and approved by the Cowlitz 2 Board of Directors and Fire Chief (a signed copy will be presented at the Council meeting).

RECOMMENDED ACTION:

Motion to approve Resolution 2293 authorizing the City Manager to enter into an interlocal agreement with Cowlitz County and Cowlitz 2 Fire and Rescue regarding the annexation of the west longview area.

STAFF CONTACT:

John Brickey, Community Development Director

Attachments:

1. RESOLUTION 2293 FOR WEST LONGVIEW ANNEXATION INTERLOCAL ADOPTION
2. INTERLOCAL AGMT WITH COWLITZ, CITY LV AND C2FR REGARDING ANNEXATION OF WEST LV AREA

Resolution No. 2293

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH COWLITZ COUNTY AND COWLITZ 2 FIRE AND RESCUE REGARDING THE ANNEXATION OF THE WEST LONGVIEW AREA

WHEREAS, the 237± acre West Longview Annexation area is completely surrounded by City limits except for a 87± foot gap located at the southwest corner of the annexation area; and

WHEREAS, the City of Longview is the sole provider for water and sewer services in the annexation area and through reciprocal agreements already provide some police and fire services; and

WHEREAS, in April 2016 the City of Longview and Cowlitz 2 Fire & Rescue (Cowlitz 2) entered into an annexation agreement that addressed tax revenue sharing for the West Longview Annexation area, and the distribution of EMS transport revenue; and

WHEREAS, RCW 35A.14.480 authorizes a city, fire district and county to enter into an interlocal agreement to effect annexation of unincorporated areas within a fire district to a city on the terms therein contained: and

WHEREAS, to initiate the process of negotiating such an interlocal agreement, the City was required to give notice to Cowlitz 2 and Cowlitz County (the County) of its interest in doing so, which occurred on June 25, 2018; and

WHEREAS, the County and Cowlitz 2 each agreed negotiations for the annexation of West Longview by interlocal agreement should begin by communications dated July 31, 2018 and July 12, 2018, respectively; and

WHEREAS, the Parties have concluded these negotiations and are ready to enter into this Agreement; and

WHEREAS, the governing bodies of Cowlitz County and Cowlitz 2 Fire and Rescue have determined to enter into an Agreement as authorized and provided for by the Interlocal Cooperation Act, codified as Chapter 39.34 RCW.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Longview as follows:

Section 1. The City Manager is authorized to execute the agreement with Cowlitz County and Cowlitz 2 Fire and Rescue, which is attached as Exhibit A, and forming a part of this Resolution.

PASSED by the City Council of Longview, Washington, and approved by its Mayor this _____ day of _____, 2019.

Mayor

ATTEST:

City Clerk

INTERLOCAL AGREEMENT

BETWEEN THE CITY OF LONGVIEW, COWLITZ COUNTY AND COWLITZ 2 FIRE & RESCUE

REGARDING THE ANNEXATION OF THE WEST LONGVIEW AREA

This interlocal Agreement ("Agreement") is made and entered into and between the City of Longview ("City"), Cowlitz County ("County") and Cowlitz 2 Fire & Rescue ("District"), collectively known as the Parties.

WHEREAS, the 237± acre West Longview Annexation area is completely surrounded by City limits except for a 87± foot gap located at the southwest corner of the annexation area; and

WHEREAS, the City of Longview is the sole provider for water and sewer services in the annexation area and through reciprocal agreements already provide some police and fire services; and

WHEREAS, in April 2016 the City of Longview and Cowlitz 2 Fire & Rescue entered into an annexation agreement (Exhibit A) that addressed tax revenue sharing for the West Longview Annexation area, and the distribution of EMS transport revenue; and

WHEREAS, RCW 35A.14.480 authorizes a city, fire district and county to enter into an interlocal agreement to effect annexation of unincorporated areas within a fire district to a city on the terms therein contained: and

WHEREAS, to initiate the process of negotiating such an interlocal agreement, the City was required to give notice to Cowlitz 2 and the County of its interest in doing so, which occurred on June 25, 2018; and

WHEREAS, the County and Cowlitz 2 each agreed negotiations for the annexation of West Longview by interlocal agreement should begin by communications dated July 31, 2018 and July 12, 2018, respectively; and

WHEREAS, the Parties have concluded these negotiations and are ready to enter into this Agreement; and

WHEREAS, the governing bodies of each of the Parties hereto have determined to enter into this Agreement as authorized and provided for by the Interlocal Cooperation Act, codified as Chapter 39.34 RCW.

NOW, THEREFORE, by their signatures below, the Parties hereby enter into this Agreement regarding the annexation of the West Longview Area by the City.

1. Effective date for this annexation. The parties agree that the Annexation will have become effective upon the passage of the ordinance effectuating the annexation and the conclusion of the time period for challenging that ordinance (the "Effective Date of Annexation"). In the event there is any challenge which stays the effective date of the Annexation, the Effective Date of Annexation shall be extended until the stay is lifted.

2. Boundaries of the area proposed for annexation. The boundaries of the West Longview Area proposed for annexation are as described in Exhibit B.

3. Public Outreach. After the signing of this Agreement and before the City Council holds its annexation hearing, the City will conduct public outreach meetings on Tuesday, January 22, 2019. One session shall be in the afternoon and another in the evening. The public outreach meetings shall be at a location near the annexation area. Representatives from Cowlitz County and Cowlitz 2 Fire and Rescue shall attend. The City will be responsible for producing meeting materials. Cowlitz County and Cowlitz 2 Fire and Rescue representatives shall be available to answer any questions.

4. Public hearing on the Annexation Ordinance. As required by RCW 35A.14.480(1)(c), the public hearing on the ordinance effecting the annexation of the West Longview Area is hereby set to occur at the regular meeting of the Longview City Council on February 28, 2019.

5. Notice of intention to be filed with the Boundary Review Board. After the Parties have all signed this Agreement, the City will file the Notice of Intent required by RCW 35A.14.480(1)(c) with the Boundary Review Board. However, as further provided therein, the jurisdiction of the Board may not be invoked for this annexation.

6. The goals of this Agreement are as follows:

A. To implement the provisions of the 2016 Fire and Emergency Medical Protection Service Area Agreement, including provisions regarding tax revenue and EMS transport revenue.

B. To ensure that, as required by RCW 35A.14.480(2)(a)(ii), there will be no negative impacts to service in the newly incorporated area at least through the budget cycle in which the annexation occurs.

C. To ensure adequate public outreach is provided regarding the implementation of this Agreement

D. To ensure that the City will fulfill the capital facilities obligations of the District within the District after the Effective Date in the same manner as they are fulfilled in the rest of the City outside of the West Longview Area. The County's capital facilities obligations within the West Longview Area, if any, will remain unchanged.

E. To ensure that all of the City's current development regulations will apply and be enforced in the West Longview Area on and after the Effective Date as provided in Ordinance 3394. It is understood that the County and the District will have no development regulations applicable in the West Longview Area after the Effective Date, except as provided at law.

F. On and after the Effective Date, the City will be responsible in the West Longview Area for road and traffic impact mitigation, surface and stormwater management, coordination and time of comprehensive plan and development regulation updates, outstanding bonds and special or improvement district assessments, annexation

procedures, distribution of debt and revenue sharing for annexation proposal, code enforcement, inspection service, financial and administrative services, consultation with other service providers all as addressed by the laws and policies and procedures of the City. The County and the District, having no further territory to serve, will have none of these obligations.

7. Term. This Agreement shall commence as of the last date of execution hereof and shall continue in effect until the completion of the annexation. The City obligations under Sections 6.A.B.D and F shall survive the termination until such obligations have been completed by the City.

8. Effect of this Agreement. The Parties have reached agreement on the enumerated goals addressed herein. Thus the City may adopt an annexation ordinance, but the annexation ordinance is subject to referendum for forty-five days after its adoption, pursuant to RCW 35A.14.480(3).

9. Relationship to the April 2016 Fire and Emergency Medical Protection Service Area Agreement. The parties are in agreement that they shall not invoke Section 2 of the April 2016 Annexation Agreement during the term of this Agreement. It is not the parties' intent that the City be relieved of its cost sharing obligations under the 2016 agreement despite the initiation of the West Longview Annexation.

10. Indemnification. It is understood and agreed that each party will be responsible for its own negligence and will, to the extent of its negligence, indemnify and hold harmless the other party from any and all claims, losses, or causes of action, suits and actions in equity of any kind.

11. Compliance with laws. All Parties shall comply with all applicable federal, state and local laws, regulations and rules in performing this Agreement.

12. Assignment. Assignment of this Agreement to any other entity shall require prior written approval of the Parties.

13. Notices. Except for invoices, billings, and routine project correspondence between the Parties, all other communications, notices and demands of any kind which any party requires or desires to give to the other party shall be in writing and either served on the following individual(s) or deposited in the U.S. Mail, certified mail, postage prepaid, return receipt requested, and addressed as follows:

City of Longview: Kurt Sacha, City Manager (or successor)
City of Longview
1525 Broadway
P.O. Box 128
Longview, WA 98632

Copy to:

John Brickey, Director of Community Development (or successor)
1525 Broadway
P.O. Box 128

Longview, WA 98632

Copy to:

James McNamara, City Attorney (or successor)
1525 Broadway
P.O. Box 128
Longview, WA 98632

Cowlitz County:

E. Elaine Placido, DPA (or successor)
Community Services Director
207 Fourth Ave. North, Suite 119
Kelso, WA 98626

Cowlitz 2 Fire and Rescue:

David LaFave, Fire Chief (or successor)
701 Vine Street
Kelso, WA 98626

14. Miscellaneous

A. All of the terms in this Agreement shall extend to and bind the legal successors and assigns of the Parties.

B. This Agreement is made and shall be construed in accordance with the laws of the State of Washington. Jurisdiction and venue for any action arising out of this Agreement shall be in Cowlitz County, Washington.

C. No separate legal entity is hereby created.

D. Except as expressly provided herein, nothing in this Agreement shall be construed to permit anyone other than the Parties and their successors and assigns to rely upon the terms herein contained nor to give any such third party a cause of action on account of any nonperformance hereunder.

E. No joint oversight and administration board is created hereby.

F. If any term of provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be held invalid or unenforceable by a final decision of any court having jurisdiction on the matter, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to

which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect, unless either party determines that such invalidity or unenforceability materially interferes with or defeats the purposes hereof, at which time the Parties shall substitute a provision that most closely approximates that which was invalidated without being invalid itself.

G. This Agreement constitutes the final and completely integrated agreement between the parties on its subject matter.

H. No modifications of amendments to this Agreement shall be valid or effective unless evidences by an agreement in writing sighed by all Parties.

I. Copies of this Agreement shall be filed with the Cowlitz County Auditor by the City.

J. Each party has had the opportunity to consult with counsel in connection with this Agreement. Each of the provisions of this Agreement represents the combined work product of all Parties. Therefore, no presumption or other rules of construction which would interpret the provisions of this Agreement in favor or against the party preparing the same will apply in connection with the construction or interpretation of any of the provisions of this Agreement.

K. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute the same instrument.

APPROVED this ____ day of _____, 2018.

APPROVED this 13th day of February 2019

CITY OF LONGVIEW

COWLITZ COUNTY

Kurt Sacha, City Manager

Joe Gardner
Joe Gardner, Chairman


ATTEST:

ATTEST:

Jeffery Distrein
Clerk of the Board

Kaylee Cody, City Clerk

APPROVED AS TO FORM ONLY:

James McNamara, City Attorney

APPROVED AS TO FORM ONLY:



Deputy Prosecuting Attorney

APPROVED this ____ day of _____, 2018.

COWLITZ 2 FIRE & RESCUE

Dave LaFave, Fire Chief

ATTEST:

APPROVED AS TO FORM:

Attorney for Cowlitz 2 Fire & Rescue



City of Longview

Agenda Summary

APPROVAL OF CLAIMS

Based upon the authentication and certification of claims and demands against the city, prepared and signed by the City's auditing officer, and in full reliance thereon, it is moved and seconded as shown in the minutes of this meeting that the following vouchers/warrants are approved for payment:

SECOND HALF FEBRUARY 2019 ACCOUNTS PAYABLE: \$1,764,914.41

FIRST HALF FEBRUARY 2019 PAYROLL:

\$3,765.45, checks no. 150-159

\$755,550.54, direct deposits

\$510,825.55, wire transfers

\$1,270,141.54 Total

STAFF CONTACT:

Kaylee Cody, City Clerk

John Baldwin, Fiscal Analyst

Chresta Larson, Human Resources Specialist

Attachments: None



City of Longview

Agenda Summary

BID REVIEW – NICHOLS BOULEVARD PAVEMENT REHABILITATION

RECOMMENDED ACTION:

Motion to accept the bid and award a contract to Advanced Excavating Specialists, LLC, in the amount of \$1,092,100.00.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Improve transportation systems

SUMMARY STATEMENT:

This project includes grinding the existing asphalt concrete pavement and placing new asphalt concrete pavement on Nichols Blvd between 26th Avenue and Louisiana Street. The project also includes improvements to ADA ramps and pedestrian signals, pavement markings, storm drainage, and traffic signal improvements.

On February 20, 2019, five bids were received as follows:

\$ 1,092,100.00 – Advanced Excavating Specialists, LLC, Longview, WA
\$ 1,127,527.00 – Clark & Sons Excavating, Inc., Battle Ground, WA
\$ 1,246,886.02 – C&R Tractor & Landscaping, Inc., Kelso, WA
\$ 1,260,862.00 – NW Construction General Contractors, Inc., Battle Ground, WA
\$ 1,363,556.22 – Nutter Corporation, Vancouver, WA
\$ 1,644,644.00 – Granite Construction Company, Vancouver, WA

\$ 1,550,000.00 - Engineer's Estimate

All bids received were determined to be regular and responsive.

FINANCIAL SUMMARY:

This project is funded through the Longview Transportation Benefit District.

RECOMMENDED ACTION:

Motion to accept the bid and award a contract to Advanced Excavating Specialists, LLC, in the amount of \$1,092,100.00.

STAFF CONTACT:

Manuel Abarca, Project Engineer

Attachments: None



City of Longview

Agenda Summary

BID REVIEW – 3RD & 30TH AVENUE IMPROVEMENT PROJECT

RECOMMENDED ACTION:

Motion to accept the bid and award a contract to Clark & Sons Excavating, Inc., in the amount of \$224,279.50.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Improve transportation systems

SUMMARY STATEMENT:

This project will improve 3rd Avenue by reconstructing all pedestrian ramps at its intersection with Hudson Street, constructing a midblock crossing with rapid rectangular flashing beacons approximately 500-feet north of the intersection, and modifying the existing traffic signal, signing, and striping. Improvements to 30th Avenue involve constructing a midblock crossing with rapid rectangular flashing beacons in front of the Columbia Valley Gardens Elementary School.

On February 20, 2019, four bids were received as follows:

\$ 224,279.50 – Clark & Sons Excavating, Inc., Battle Ground, WA
\$ 257,823.00 – Advanced Excavating Specialists, LLC, Longview, WA
\$ 274,942.00 – NW Construction General Contractors, Inc., Battle Ground, WA
\$ 338,940.00 – 3 Kings Environmental, Inc., Battle Ground, WA

\$360,000.00 - Engineer's Estimate

All bids received were determined to be regular and responsive.

FINANCIAL SUMMARY:

This project is funded through the Public Safety Fund

RECOMMENDED ACTION:

Motion to accept the bid and award a contract to Clark & Sons Excavating, Inc., in the amount of \$224,279.50.

STAFF CONTACT:

Manuel Abarca, Project Engineer

Attachments: None



City of Longview

Agenda Summary

BID REVIEW – BEECH STREET BOX CULVERT REPLACEMENT

RECOMMENDED ACTION:

Motion to determine that C & R Tractor & Landscaping, Inc. is not a responsible bidder and reject its bid, and accept the next low bid and award a contract to Advanced Excavating Specialists, LLC, in the amount of \$2,295,528.00

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

SUMMARY STATEMENT:

This project will replace the existing wooden storm drainage box culvert along Beech Street from 21st Avenue to 28th Avenue, with a new double closed pipe storm drain system.

On February 6, 2019, five bids were received as follows:

\$ 2,189,815.78 – C & R Tractor & Landscaping, Inc., Kelso, WA
\$ 2,295,528.00 – Advanced Excavating Specialists, LLC, Longview, WA
\$ 2,495,918.22 – Nutter Corporation, Vancouver, WA
\$ 3,250,213.00 – M.J. Hughes Construction, Inc., Vancouver, WA
\$ 3,366,066.00 – Tapani, Inc., Battle Ground, WA

\$2,900,000.00 - Engineer's Estimate

All bids received were determined to be regular and responsive. However, the contract specifications contain a supplemental bidder responsibility requirement that the bidder demonstrate prior experience with installation of large diameter pipe. The qualifications submitted by the low bidder did not meet the identified criteria, therefore, it was determined that C & R Tractor & Landscaping, Inc. was not a responsible bidder. C & R Tractor submitted an appeal of this determination and submitted additional information regarding their qualifications. Staff has reviewed this additional information and found no information demonstrating that C & R Tractor meets the identified supplemental bidder responsibility criteria.

FINANCIAL SUMMARY:

This project is funded by the Storm Water fund.

RECOMMENDED ACTION:

Motion to determine that C & R Tractor & Landscaping, Inc. is not a responsible bidder and reject its bid, and accept the next low bid and award a contract to Advanced Excavating Specialists, LLC, in the amount of \$2,295,528.00

STAFF CONTACT:

Craig Bozarth, City Engineer

Attachments:

1. Beech Street Storm Supplemental bidder responsibility
2. C&R Tractor Experience Submittal

3. City Preliminary Determination Letter to C&R Tractor
4. C&R Tractor Appeal Letter

SUPPLEMENTAL RESPONSIBILITY CRITERIA

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. The Contractor shall demonstrated their responsibility and qualification by submit the supplemental bidder's responsibility statement and qualifications within 24 hours after the bid opening.

APPEAL PROCEDURE

If it is determined the bidder does not meet the bidder responsibility criteria identified above and is therefore not a responsible bidder, the City shall notify the bidder in writing with the reasons for its determination. If the bidder disagrees with this determination, it may appeal the determination within (48) hours of receipt of the City's determination by presenting additional information to the City. The City will consider the additional information before issuing a final determination. If the final determination affirms the bidder is not responsible, the City will not execute a contract with any bidder until after (2) business days after the bidder determined to be non-responsible has received the final determination.



Proposal for
BEECH STREET BOX CULVERT REPLACEMENT

BIDDER'S QUALIFICATIONS

The below listed reference information shall be submitted within 24 hours after the bid opening

BEECH STREET BOX CULVERT REPLACEMENT

To be considered a responsible bidder, the Prime Contractor must list:

Project(s) with a minimum grand total of 5,000 linear feet of installed 36" pipe(s) or larger successfully completed or managed by the Prime Contractor within the last 10 years in the USA.

1. Project Name: _____
Location/ Year: _____
Contract Amount: _____
Project Description: _____

Owner: _____
Reference Name: _____
Reference Phone: _____
2. Project Name: _____
Location/ Year: _____
Contract Amount: _____
Project Description: _____

Owner: _____
Reference Name: _____
Reference Phone: _____
3. Project Name: _____
Location/ Year: _____
Contract Amount: _____
Project Description: _____

Owner: _____
Reference Name: _____
Reference Phone: _____

information before issuing its final determination. If the final determination affirms that the Bidder is not responsible, the Contracting Agency will not execute a contract with any other Bidder until at least two business days after the Bidder determined to be not responsible has received the Contracting Agency's final determination.

Bidders Qualifications

- A. Criterion: The contractor must have completed project(s) with a minimum grand total of 5,000 linear feet of installed 36" pipe(s) or larger within the last 10 years.
- B. Documentation: The bidder will demonstrate Bidders Qualifications by submitting the Bidders Qualifications form within 24 hours after the bid opening.

1-02.15 Pre-Award Information

(August 14, 2013 APWA GSP)

Revise this section to read:

Before awarding any contract, the Contracting Agency may require one or more of these items or actions of the apparent lowest responsible bidder:

1. A complete statement of the origin, composition, and manufacture of any or all materials to be used,
2. Samples of these materials for quality and fitness tests,
3. A progress schedule (in a form the Contracting Agency requires) showing the order of and time required for the various phases of the work,
4. A breakdown of costs assigned to any bid item,
5. Attendance at a conference with the Engineer or representatives of the Engineer,
6. Obtain, and furnish a copy of, a business license to do business in the city or county where the work is located.
7. Any other information or action taken that is deemed necessary to ensure that the bidder is the lowest responsible bidder.

1-03 AWARD AND EXECUTION OF CONTRACT

1-03.1 Consideration of Bids

(January 23, 2006 APWA GSP)

Revise the first paragraph to read:

After opening and reading proposals, the Contracting Agency will check them for correctness of extensions of the prices per unit and the total price. If a discrepancy exists between the price per unit and the extended amount of any bid item, the price per unit will control. If a minimum bid amount has been established for any item and the bidder's unit or lump sum price is less than the minimum specified amount, the Contracting Agency will unilaterally revise the unit or lump sum price, to the minimum specified amount and recalculate the extension. The total of extensions, corrected where necessary, including sales taxes where applicable and such additives and/or alternates as selected by the Contracting Agency, will be used by the Contracting Agency for award purposes and to fix the Awarded Contract Price amount and the amount of the contract bond.

(*****)

Add the following new paragraphs:



C&R Tractor and Landscaping, Inc. 3829 Pleasant Hill Rd., Kelso, WA 98626
Phone (360) 577-8288 ~ Fax (360) 423-5890

February 6, 2019

Since our founding in 2005 C&R Tractor and Landscaping's success has been built on a foundation of shared values. With our company's culture of collaboration, we always strive for our common purpose, "Quality workmanship at competitive prices". With honesty and integrity C&R has progressively constructed more complex projects within both the private and public sectors. Over 13 years of experience in the construction field, gives us the capability of doing large civil jobs and completing them on schedule.

Our management team has over 100 years of experience in multiple areas of the construction industry. C&R has the necessary workforce with over 100 skilled and dedicated laborers, operators, and pipe layers, which ensures that we consistently meet and exceed expectations on any size project. Our dedication to our employees with our profit sharing program ensures that each employee has a personal interest the success of C&R.

C&R's capability to adapt to the growing demands in the construction field, is possible by the ongoing advanced training of our valued employees as well as our fleet of equipment. At C&R we take a proactive approach and make safety our number one goal and mission.

Our team of highly skilled mechanics maintain our extensive fleet of trucks and equipment ranging from state of the art Conveyor Trucks to excavators, dozers and other earth moving equipment. Our fleet moves mountains to make sure our projects are completed within budget and on time.

Our bonding capability and financial resources ensures that this project, as well as all projects we take on is well within our means to perform successfully.

We thank you for the opportunity to do business with you.

Casey Heaton
President

Project Name	Owner	Value
WA Ridge Main (1) Main Ave. Access Improvements	FHWA	\$3,290,958.44
China Creek Floodplain Storage	City of Centralia	\$2,021,340.12
Ilani Casino	Cowlitz Tribe	\$1,725,276.50
Steilacoom/Dupont Rd.	WSDOT	\$1,681,978.00
Cowlitz Tribal Casino	Cowlitz Tribe	\$ 1,524,549.52
SR167/Hot Lane	WSDOT	\$1,424,406.55
405/167 Direct Connect	WSDOT	\$ 1,140,038.69
I-205 Mill Plain	WSDOT	\$ 940,184.38
View Ridge Middle School	City of Ridgefield	\$ 760,600.00
Chambers Bay Crossing	Pierce County	\$ 724,208.00
134th St Interchange	WSDOT	\$ 684,008.34
Camas PBL	Camas SD	\$ 638,230.00
Haydu Park	Port of Kalama	\$ 553,772.50
SE Evergreen Hwy Water & Sewer	City of Vancouver	\$ 507,155.25
T100 Tacoma Link Extension-	Sound Transit	\$ 435,160.00
Bothell Crossroads	WSDOT	\$ 396,698.70
Grade St., Oak St., 4th & 5th Ave. Re-channelization	City of Kelso	\$ 393,487.40
Little Kalama River Road Drainage Improvement	Cowlitz County	\$ 361,621.08

Railroad Ave. Sanitary Sewer Project	City of Centralia	\$ 288,142.01
CTran BRT	CTran	\$ 273,520.00
Landers Street	Seattle DOT	\$ 217,314.00
Waterfront Trail	Port of Camas	\$ 202,586.00
Hawks Prairie	Thurston County	\$ 180,500.00
Sorenson & Tower Crest Parks	City of Vancouver	\$ 167,107.00
Hillhurst Frontage Road	City of Ridgefield	\$ 162,642.00
Hough Elementary Surface Replacement	City of Vancouver	\$106,527.39
Kane Drive	City of Gresham	\$ 78,600.00
Wooster Creek Culvert Replacement	WSDOT	\$ 59,730.00
La Center Roundabout	City of La Center	\$ 58,639.00
Kelso West Main	City of Kelso	\$ 40,300.00
Orville Road	Pierce Cnty Wtr Mgmt	\$ 28,575.00



C&R Tractor and Landscaping, Inc. 3829 Pleasant Hill Rd., Kelso, WA 98626
Phone (360) 577-8288 ~ Fax (360) 423-5890

February 7, 2019

To City of Longview:

C & R Tractor and Landscaping is looking forward to completing a successful project with City of Longview. As a team C&R is prepared to tackle and bring to completion the Beech Street Box Culvert Replacement project. We fully understand the scope of said project. C&R has had the opportunity with multiple municipalities and private sector developers to perform similar storm water projects, we take great pride in working with all team players to meet all expectations and strive to build relationships.

With the specialized and advanced training of our employees and our equipment fleet Beech Street will be a success not only for C&R but most importantly our community. C&R takes pride in our management and field team, our experience exceeds 100 years in all aspects of civil construction.

While constructing Beech Street Box Culvert Project C&R will have the opportunity to utilize our fleet of equipment to ensure a safe, quality project. C&R has built relationships with industry leading subcontractors to ensure quality craftsmanship in all aspects of project.

Please call me at 360-353-6142 or email at jayson@candrtractor.com with any questions.

Sincerely,

C&R Tractor and Landscaping, Inc.

A handwritten signature in black ink, appearing to read 'Jayson Johnson', with a long horizontal line extending to the right.

Jayson Johnson, General Superintendent

Equipment Number	Description
------------------	-------------

EXCAVATORS

50-11	U-55 KUBOTA EXCAVATOR
50-13	U-40 KABOTA EXCAVATOR
50-15	DOOSAN EXCAVATOR 180
50-18	KABELCO EXCAVATOR 300
50-19	DOOSAN EXCAVATOR 235
50-20	KABELCO EXCAVATOR 160
50-21	KABELCO EXCAVATOR 140

DOZERS

51-10	JOHN DEERE DOZER 450
51-12	KOMATSU DOZER 61
51-13	KOMATSU DOZER 619

CONVEYOR/BLOWER TRUCKS

12	2012 MACK
13	2012 MACK
14	2013 MACK
112	2003 MACK BLOWER TRUCK

TRUCKS

124	1997 KENNWORTH
134	2010 INTERNATIONAL
138	Dodge Ram 3500 Flatbed
143	2007 STERLING
145	1996 Mack Dump Truck
146	1996 MACK
147	1996 MACK
148	2015 ISUZU
149	2015 ISUZU
152	MACK
153	1998 MACK
161	2018 Western Star
162	2018 Western Star
163	2017 WESTERN STAR
164	2018 Western Star
165	2018 DODGE RAM 2500 MEGA
166	2018 DODGE RAM 3500 CREW
167	2018 DODGE RAM
168	2002 FORD 350 DUALY
169	1992 INTERNATIONAL FLATBED
170	1999 KENNEWORTH TRUCK
171	1986 KENWORTH WATER TRUCK
172	FORD SWEEPER TRUCK
173	2001 FORD F350
174	2005 FORD F450
175	2000 FORD F350 DUMP
176	2006 F350 FLATBED
177	2005 FORD F350 PICKUP
178	1995 GMC VAC TRACTOR TRUCK
179	1992 KENWORTH SERVICE TRUCK
182	2008 F350 Flatbed Arrow Board
183	2008 Ford 450 Service Truck
184	2008 FORD F-450 SERVICE TRUCK
185	FORD F-450 TEST TRUCK

TRACTORS/LOADERS/ROLLERS/OTHER

52-01	KUBOTA TRACTOR
52-03	KUBOTA SKID STEER 190
52-04	CAT WHEEL LOADER 908
52-05	DOOSON WHEEL LOADER 200
53-01	VERMEER GRINDER
53-02	RD OLSON SCREEN 5X12
54-01	SKID STEER FLAIL MOWER
54-02	ROCK HOUND MOWER
54-03	BOBCAT TRENCHER U-55
71-01	Ditch Witch 3500-DD-LSB
72-01	ROLLER CP433C

TRAILERS

901	1994 OLSON
902	1998 BEALL
903	STURD
904	BEALL
905	2009 BOWIE
906	2004 TOWMASTER
907	2007 EAGLE
908	2008 RCT
909	2000 BIG TEX
910	1993 PACE
911	1996 KRANE
912	1974 8'X40' Office Trailer
913	NORTHWEST BLACK CARGO TRAILER
914	WHITE CARGO TRAILER
915	2001 Great Dane 7411-TP-SA-53
916	26' SWIFT DRY VAN TRAILER
917	ROYAL CARGO BLACK TRAILER
918	ROYAL CARGO BLACK TRAILER
919	ROYAL BLACK CARGO TRAILER
920	SOUTHLAND EQUIPMENT TRAILER
921	SOUTHLAND EQUIPMENT TRAILER
922	1997 BEALL PUP
923	1996 KNIGHT PUP
924	TRAIL MAX FLATBED TRAILER
925	Tar Trailer
926	2001 MDYN READER BOARD TRAILER
927	1992 BEMI ARROW BOARD
928	1998 ADDCO
929	2018 MAXE FLATBED TRAILER
930	2009 ALLMAND LIGHT TRAILER



Core & Main
9115A NE 117th Ave
Vancouver, WA
98662

Recommendation of C&R Tractor and Landscaping

To whom it may concern:

I have been partnering with C&R Tractor and Landscaping as their waterworks distributor for over 7 years now. In that time I have had the opportunity to supply them with many private subdivision projects (some of which have been multi-million dollar projects). Their ability to manage and complete their projects in a professional manner is top notch. As a distributor of waterworks products, it is important to understand the scope and schedule of each project and C&R Tractor and Landscaping always communicates this to me in ample time for us to make sure we have any kind of long lead items covered so that these items don't hold the project up.

I highly recommend C&R Tractor and Landscaping for any construction project that comes their way.

Sincerely,

Noel Scott
Outside Sales Representative
Core & Main, LP
Vancouver, WA

Local Knowledge
Local Experience
Local Service, Nationwide®

Shawna Curtis

From: Casey Heaton
Sent: Tuesday, June 13, 2017 2:37 PM
To: Shawna Curtis
Subject: FW: Ilani Casino Resort Now Open!

From: Jake O'Brien [mailto:JO'Brien@swinerton.com]
Sent: Thursday, May 25, 2017 3:33 PM
To: Casey Heaton <Casey@candrtractor.com>; CaseyJR Heaton <CaseyJR@candrtractor.com>; Tony Long <Tony@candrtractor.com>; Jay Harvester <Jay@candrtractor.com>
Subject: FW: Ilani Casino Resort Now Open!

Gents,

I want to thank you all once again for an outstanding job! In retrospect, although the project had rough times for all of us, it will remain one of my greatest career achievements; and that is largely to do with the quality of the subcontractors I managed, especially C&R. You all maintained a level of professionalism, cooperation, passion, and ingenuity that I will be lucky to witness again. I hope they all go like this. Perhaps they will, as long as you keep picking up my phone calls...

Here's to the next one!

Cheers!

Jake O'Brien

Project Engineer | Swinerton Builders

14432 SE Eastgate Way, Suite 230 | Bellevue, WA 98007
C 425.681.9681 | F 425.283.5291 | D 425.283.5290
Jobrien@swinerton.com | www.swinerton.com

From: Haeli Landry-Evans
Sent: Thursday, May 25, 2017 3:22 PM
To: Greg Evans <GEvans@swinerton.com>; Christopher Evans <CEvans@swinerton.com>; Jake O'Brien <JO'Brien@swinerton.com>; Cameron Coleman <CaColeman@swinerton.com>; Nathan Rebman <NRebman@swinerton.com>
Subject: FW: Ilani Casino Resort Now Open!

Please forward to any subs/clients involved!

Haeli Landry-Evans

Marketing Coordinator | Swinerton Builders

T 425.283.5190 | F 425.283.5291 | C 206.349.3117
[Follow Us](#) | [Like Us](#) | [Add me on LinkedIn](#) | www.swinerton.com
hlandry-evans@swinerton.com

VISIT OUR BLOG



TAPANI INC.

PO Box 1900 • 1904 SE 6th Place • Battle Ground, WA 98604
(360) 687-1148 • (360) 687-7968 FAX

September 4, 2015

RE: Letter of Recommendation for C&R Tractor and Landscaping Inc.

To whom it may concern,

Hiring a competent and qualified Landscape Subcontractor had been a challenge until in Tapani discovered Casey Heaton and C&R Tractor and Landscaping in 2012.

C&R has performed many projects for Tapani over the last three plus years. In all, C&R has been the subcontractor on over \$3,000,000 worth of work for Tapani. In 2012, Casey's first project with Tapani was the SR-502; I-5 to Battle Ground, Phase 1 WSDOT Project. The 502 project required over one hundred acres of landscaping on nine different sites in a three month window. C&R completed all its work on time and within budget. Another more recent project that Tapani subcontracted C&R was Haydu Park for the Port of Kalama. This project was also faced with challenges, including tight time restraints, and C&R exceeded all expectations. Both of these projects had a very high degree of complexity.

In my experience managing and overseeing more than \$300,000,000 worth of work, C&R is the best Landscape subcontractor I have ever worked with. Casey has a "let's get it done" attitude combined with honesty and integrity. I highly recommend C&R for any landscape project, no matter how simple or complicated it may be.

Sincerely,

Darren Cahoon
Senior Project Manager
Tapani, Inc.
360-907-1983

February 6, 2019



Jayson Johnson
C&R Tractor
3829 Pleasant Hill Rd.
Kelso, Washington 98626

RE: C & R Tractor Letter of Reference

To whom it may concern:

This letter is in reference to C & R Tractor's ability to perform public works improvement projects. I have worked with Jayson Johnson of C & R Tractor on multiple projects where he has managed the construction of projects consisting of public streets, water, stormwater, and sanitary sewer systems. Jayson is very well qualified to manage public infrastructure construction work for C & R Tractor.

Please call me at 360-882-0419 or email at john@aks-eng.com if there are any further questions

Sincerely,

AKS ENGINEERING & FORESTRY, LLC

A handwritten signature in blue ink that reads "John M. Meier".

John M. Meier, P.E., Principal



Proposal for
BEECH STREET BOX CULVERT REPLACEMENT

BIDDER'S QUALIFICATIONS

The below listed reference information shall be submitted within 24 hours after the bid opening

BEECH STREET BOX CULVERT REPLACEMENT

To be considered a responsible bidder, the Prime Contractor must list:

Project(s) with a minimum grand total of 5,000 linear feet of installed 36" pipe(s) or larger successfully completed or managed by the Prime Contractor within the last 10 years in the USA.

1. Project Name: Little Kalama River Road Drainage
Location/ Year: Kalama WA. 12018
Contract Amount: \$367,621.00
Project Description: Box culvert installation with
creek diversion

Owner: Cowlitz County Public Works
Reference Name: Gary Gonser
Reference Phone: 360-577-3030 x 6537

2. Project Name: Refer to Supplemental
Location/ Year: Responsibility Criteria
Contract Amount: _____
Project Description: _____

Owner: _____
Reference Name: _____
Reference Phone: _____

3. Project Name: _____
Location/ Year: _____
Contract Amount: _____
Project Description: _____

Owner: _____
Reference Name: _____
Reference Phone: _____



Longview named one of the top ten prettiest towns in America by Forbes - March 29, 2012

P.O. Box 128
Longview, WA 98632-7080
www.mylongview.com

February 7th, 2018

C&R Tractor and Landscaping, Inc.
Attn: Casey Heaton, President
3829 Pleasant Hill Rd.
Kelso, WA 98626

Subject: Beech Street Box Culvert Replacement, Non Responsible Bidder

On February 6, 2019, the City received C&R Tractor and Landscaping, Inc.'s (C&R) bid for the above referenced project. On February 7, 2019, the City received and reviewed C&R's submitted supplemental bidder's responsibility statement and qualifications summary. After reviewing the information provided, the City has determined that C&R has not met the bidder responsibility criteria of a minimum of 5,000 linear feet of 36" diameter or larger pipe(s) installed within the last 10 years. The City has determined that C&R is not a responsible bidder due to failure to meet Supplemental Responsibility Criteria number 1. "bidder qualifications".

If you disagree with this determination, please review the appeal procedure outlined in the Proposal Section of the project's Bid Specifications.

If you have any questions or concerns, please call (360) 442-5202 or e-mail me at the following address craig.bozarth@ci.longview.wa.us.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Bozarth".

Craig Bozarth
City Engineer

Cc: Jeff Cameron, Public Works Director



C&R Tractor and Landscaping, Inc. 3829 Pleasant Hill Rd., Kelso, WA 98626
Phone (360) 577-8288 ~ Fax (360) 423-5890

City of Longview
1525 Broadway St.
Longview, WA. 98632
Attention: City of Longview Department of Engineering
Gibbs and Olson Civil Engineering

Re: Bid Appeal: Beech Street Box Culvert Replacement

To Whom It May Concern,

C&R Tractor is officially appealing the City of Longview's determination regarding their decision based on the supplemental information provided in Addendum 1 and is appealing per RCW 39.04.350.

We acknowledge we lack the necessary 5,000' of 36" pipe that was called out in "Bidder Qualifications" but your "Supplemental Bidder" page allows C&R Tractor to demonstrate our ability to perform on this project.

The standards on the supplemental criteria didn't specify what experience had to be provided to prove we're a qualified bidder. The definition of supplemental as defined by The Free Dictionary is "something added to complete a thing, make up for a deficiency". Our company provided the supplemental information to make up for our lack of the 36" pipe installation requirement.

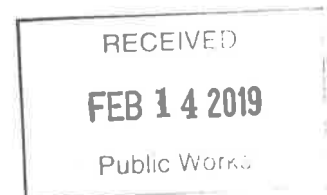
C&R Tractor supplied a list of completed job that are far more complex and stringent, along with letters of recommendation. C & R Tractor employs individuals that surpass your 5,000' foot requirement (see attached list). Between our experienced supervisors and experienced pipe crew we are more than qualified to install the necessary material on this job.

C&R Tractor believes based on your specification of the "supplemental bidders" requirements on Addendum #1 that our supplemental information makes up for our deficiency in the 5,000' of 36" pipe requirement. C&R Tractor has performed projects greater than this magnitude on time and on budget with great success

Thank You,



Casey Heaton, President



Work Performed By:

C & R Supervisor:	Lacamas Prairie Phase 4	Winddust Phase 1
Jayson Johnson	AKS Engineering	(360)-907-5980
C & R Forman:	(360)-882-0419	400' 36"
John Johnson	360' 48"	
		Windust Phase 2
	119th	(360)-907-5980
Lowes of Renton	Clark County	300' 36"
Robinson Construction	(360)-607-8343	
(503)-645-8531	3200' 36"-72"	SR503
2700 L.F. of 72" CMP		(360)-225-7999
	Peach Springs	300' 42"
McCormick Woods	(360)-607-8343	
Port Orchard WA	300' 36"	Battle Ground
(360)-535-2336		(360)-773-5476
4000' 36"-48"	Legacy Phase 1	3400' 36" – 48"
	(360)-607-8343	
Lacamas Prairie Phase 2	800' 36"	Cowlitz County
AKS Engineering		(360)-577-3030
(360)-882-0419	Legacy Phase 2	79' 72"
880' 36" -60"	(360)-607-8343	
	660' 36"-42"	
Lacamas Prairie Phase 3		
AKS Engineering	Herzog Farms	
(360)-882-0419	(360)619-8536	
640' 36" – 60"	1060' 36"-42"	



City of Longview

Agenda Summary

CONSULTANT AGREEMENT – GIBBS & OLSON, INC FOR BEECH STREET EXTENSION DESIGN – OREGON WAY TO CALIFORNIA WAY (LID NO. 352)

RECOMMENDED ACTION:

Motion authorizing the City Manager to execute an agreement with Gibbs & Olson, Inc.

COUNCIL INITIATIVE ADDRESSED:

Improve transportation systems

Strengthen economic conditions & create new opportunities

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

On August 9, 2018, the City Council formed Beech Street Local Improvement District (LID) No. 352 through the passage of Ordinance No. 3386. The LID will extend Beech Street from 14th Avenue to California Way, and improve Beech Street from Oregon Way to 14th Avenue.

Although the LID currently has an estimated \$155,800 shortfall, 97% of the project is funded, and commencement of preliminary engineering is necessary in order to construct the project in 2019/2020. A federal Economic Development Administration (EDA) grant application is currently in the second phase of review, and is proposed to reduce the LID assessments and fund the remainder of the construction project costs. These design services are not eligible for EDA funding and delaying the start of design until the status of EDA funding is known will delay construction of the project.

In accordance with state law for selection of professional engineering services, staff selected Gibbs & Olson, Inc., as the most qualified firm to provide the design services necessary for this project. Attached for your information is the proposed scope of work.

FINANCIAL SUMMARY:

The Gibbs & Olson, Inc. contract amount is \$465,000. The total estimated Beech Street extension project cost is \$4,430,000, with a maximum of \$3,699,232 funded through LID assessments, and \$575,000 funded by a Cowlitz Rural Public Facilities Grant. A federal EDA grant application has been submitted to reduce the LID assessments and cover the funding shortfall.

RECOMMENDED ACTION:

Motion authorizing the City Manager to execute an agreement with Gibbs & Olson, Inc.

STAFF CONTACT:

Craig Bozarth, P.E., City Engineer

Attachments:

1. Beech Street Extension Scope Final

EXHIBIT A
SCOPE OF WORK
BEECH STREET EXTENSION – OREGON WAY TO CALIFORNIA WAY

PROJECT DESCRIPTION

The City of Longview (City) desires to extend Beech Street from 14th Avenue to California Way within an existing 100-foot wide public right-of-way. This Project will provide a primary arterial for east-west connection to existing streets and the opportunity to promote development of approximately 76 acres of adjacent undeveloped land, and potential improvement or redevelopment of approximately 18 acres of nearby land. The Project will consist of the design and construction of approximately 2,000 linear feet of three-lane roadway, curb, gutter, sidewalk, bike lanes, street trees, street lights, and storm drainage infrastructure. Strong potential for development activity has been indicated by the property owners in the area with the recently formed Local Improvement District No. 352 (LID) supported by the adjacent property owners and approved by the City. The LID will be utilized to help fund construction of the project. Improvements within the road right-of-way will include service stubs for water and sanitary sewer to serve the adjacent properties. The majority of the Project will consist of asphalt pavement and concrete sidewalk separated by a 20-foot landscape buffer area, which will include multiple storm drainage facilities. This Project will also include minor street improvements to Beech Street from Oregon Way to 14th Avenue consisting of ADA compliant ramps and crosswalks within the Oregon Way right-of-way at the intersection with Beech Street, improvements to the Oregon Way/Beech Street signal, and new striping, sidewalks, and buffer areas along Beech Street between Oregon Way and 14th Avenue.

The Beech Street Extension construction project will include:

- Perform earthwork (clearing and grubbing, cut and fill) for the proposed Beech Street road; and,
- Extending water and sewer utilities from existing mains in the Beech Street right of way to the north and south right of way lines;
- Extension of Beech Street from 14th Avenue to California Way;
- Installation of collection, conveyance, detention and treatment areas to collect and manage the release of storm water runoff from the Beech Street improvements.
- Provisions for future dry utilities (power, gas, telecommunications).

Road Improvements

The Project will begin at Oregon Way and Beech Street and will include signal improvements, ADA ramp upgrades, crosswalks across Oregon Way, and new curb. From Oregon Way to 14th Avenue, the existing Beech Street roadway will receive new pavement markings for a two way left turn lane, infill of missing sidewalk, and replacement of existing driveway approaches that do not meet current ADA requirements. The Beech Street and 14th Avenue intersection will be rebuilt to include a new east leg, traffic control devices, ADA ramps, and illumination. From 14th Avenue to California Way, the new section of street will include one 12-foot travel lane in each direction, 14-foot two-way center left turn lane, two 5-foot bike lanes, two 5-foot sidewalks, a 20-foot buffer space between the roadway and the sidewalk on each side of the road, new trees, and new street lighting. The Beech Street and California Way intersection will be rebuilt to include a new west leg, traffic control devices, ADA ramps and illumination.

Roadway intersections or driveway approaches meeting ADA requirements will be installed for access to private property as appropriate. A geotechnical evaluation will be performed to determine the recommended structural section for the new roadway.

The roadway horizontal and vertical alignment will be based on a 40-mph design speed. The existing intersection angle of Beech Street with California Way will be improved where possible without additional right-of-way being acquired. It is anticipated the City will need to approve a deviation from the design requirement of an intersection angle of between 80 to 90-degrees. Intersection layouts will be designed to meet the requirements for a WB-67 design vehicle.

Water Improvements

An existing 12-inch water main is located approximately 5 feet south of, and parallel to, the north right of way line of Beech Street from Oregon Way to California Way, with one hydrant at each end. Ten (10) new hydrant assemblies will be incorporated within the project limits. Stubs will also be constructed within the right-of-way to extend beyond the pavement and sidewalk limits to provide for future extensions of water service piping by the adjacent private property owners.

Sanitary Sewer Improvements

An existing 8-inch sanitary sewer main is located within the existing section of Beech Street from Oregon Way to 14th Avenue and terminates at a manhole at the intersection of Beech Street and 14th Avenue. From this manhole, the sewer continues south along 14th Avenue. There is an existing 30-inch sewer interceptor main within the Beech Street right-of-way from 14th Avenue to California Way. The sewer mains are located approximately in the center of the Beech Street right-of-way.

There are currently four existing sewer manholes located between 14th Avenue and California Way within the new Beech Street pavement area. The Project will include new mains extended from each of the existing manholes to the right of way. Each main will be sized for estimated future development demand for the area. Due to the depth of the existing sewer main it is anticipated that the new side mains will be shallower than the main and will have drop connections at the manholes. Manhole lids will be adjusted to match the new pavement grade.

Stormwater Management

Stormwater management will be designed to meet Longview Municipal Code (LMC) 17.80, Stormwater Management requirements, and will be approved by the City. Stormwater runoff will sheet flow from the paved areas to street gutters and will be directed to designated stormwater treatment devices located in the 20-foot buffer space between the street and sidewalk. Treated runoff will discharge to a detention area for flow control. Flow control will be designed to meet the 25-year design storm and is proposed to be addressed through a combination of detention and infiltration before being discharged to an existing stormwater collection system. Based on the City's GIS topography information, approximately two-thirds of the proposed Beech Street runoff will discharge to the existing system located in 14th Avenue, and one-third will discharge to the existing system located in California Way.

Street lighting

Street lighting will be provided along Beech Street for the full length of the project. Light poles will range from 24-feet to 30-feet in height, with 6 to 8-foot mast arms and will utilize light emitting diode (LED) light fixtures per City code and standards. Light spacing will be 150-foot to meet lighting requirements with an estimated total of 40 new light fixtures. Lighting design will include conduit, junction boxes, conductors and electrical service cabinets. Coordination with Cowlitz PUD and photometric analysis will also be performed.

Oregon Way & Beech Street Signal Modifications

New intersection signalization will be implemented at the Oregon Way and Beech Street intersection. It is anticipated existing signalization equipment will be removed and new equipment consisting of a new power service cabinet, a new signal controller and cabinet, new

span wire supported lights or standard arms and poles with structural foundation, new conduit and wiring, new APS pedestrian buttons with countdown signal heads and updated vehicle detection layout and equipment. Existing traffic signal poles will remain in place and will be re-utilized. The existing span wire may need to be replaced due to its poor condition. Preparation of a signal timing plan for initial startup using estimated traffic demand based on the existing traffic impact analysis the City has is also included. Adjustments to the timing plan will be identified and implemented after observation of the initial operation of the new signal for a 1-2 week time period.

Street Trees

Street trees will be installed every 70 feet on both sides of the street, for an estimated total of 80 new street trees along the length of the Project.

Other Utilities

Engineer will have lead responsibility for coordination with Cowlitz PUD, Comcast, WAVE, Century Link and other non-City utilities identified within the project limits.

This scope of work provides for project management, preliminary and final design engineering, preparation of technical specifications and construction contract documents, analysis sufficient to identify required construction permits, preparation of permit applications, and assisting the City in obtaining permits from applicable authorities having jurisdiction for construction of the intended improvements.

INFORMATION TO BE PROVIDED TO ENGINEER BY CITY

To assist in a timely and thorough preparation of the drawings and contract documents, the City shall provide the following items and services to the Engineer as available:

- Provide access to City owned right of way and facilities as needed with appropriate advance notice.
- Provide access to City staff as outlined in the Scope of Work.
- Provide a copy of the traffic evaluation completed by the City as part of the LID formation.
- Provide existing photos, design or as-built drawings, survey control, and available pre-design AutoCAD and survey information of the preliminary Beech Street layout.
- Provide electronic, aerial photos from the City's GIS System for Beech Street.

CITY RESPONSIBILITIES

The City will be responsible for performing or completing the following items:

- Preparing and submitting permit or license applications required for the project.
- Presenting project recommendations to the City Council.
- Preparing the upfront construction contract document forms including, but not limited to, invitation to bid, instructions to bidders, bid forms, notice of award, agreement and bond forms, and any other construction contract related documents as required.
- Preparing Engineer contract amendments and supplements, if required, for any additional work not included in this Scope of Work.

OVERALL ASSUMPTIONS

The following assumptions were used in the development of this scope of work:

General

- The final design engineering scope of work is based on the EDA Pre-Engineering Report prepared by the City.
- City will provide Engineer with written review comments of draft application materials within one week of City's receipt of a complete set of documents. No application materials will be forwarded to any of the review agencies by the Engineer without the City's prior review and approval.
- All maps and drawings will be developed in AutoCAD Civil 3D 2018. Format of AutoCAD files will be readable with AutoCAD 2017. Engineer will make CAD files available to construction bidders during the bid phase.
- Public involvement is not required for this project.
- It is assumed that regulatory agency review comments will not require significant effort by Engineer to address. If significant revisions are required to application materials, design drawings, specifications or contract documents as a result of review comments from any applicable regulatory agency, such revisions will be considered out of scope work by both the Engineer and the City. Significant for this assumption is defined to mean that field work or additional evaluation is required by the regulatory agency(ies) with jurisdiction regarding a specific permit application.

Topographic Survey

- A topographic survey of the entire project site will be required to document existing conditions and to prepare a base map for preparation of the design drawings.
- Engineer will contact utility notification center for utility locates prior to performing field survey work and geotechnical field work.
- Survey work will be performed based on NAVD88 vertical datum and NAD83/91 horizontal datum.
- Engineer will establish up to 5 survey control points (benchmarks) within the project limits for Engineer's use and for use by the construction contractors.
- The Engineer has not included budget for preparation of any easement documents, covenants, road modifications or variations from applicable codes other than those specifically listed in the Scope of Work.

Contract Documents

- All applicable City of Longview Codes, Ordinances, and Regulations will apply.
- Preliminary and final engineering plan drawings shall be at a scale and format as determined by the Engineer and will comply with all regulatory review requirements.
- The following standards shall be used exclusively in the completion of the work.
 - o City of Longview (Lead SEPA and Permitting Agency)
 - o All applicable City of Longview Codes, Ordinances, and Regulations
 - o City of Longview utility and road standards
 - o WSDOT Standard Specifications current edition with most recent supplements and amendments
 - o Washington Department of Health (WDOH) and City of Longview standards regarding water utilities
 - o Washington Department of Ecology (Ecology) and City of Longview standards regarding sanitary sewer utilities

- o US Fish and Wildlife Service (USFWS)
- o Ecology construction stormwater general permit requirements
- o Washington Department of Archeology and Historic Preservation (both Section 106 and Governor's Executive Order (GEO) 05-05, as applicable)
- o Ecology and/or U.S. Army Corps of Engineers (USACE) 401 Water Quality Certification and Section 10/404 Permit (if regulated wetlands are proposed to be impacted)
- o APWA Utility Design Manual where applicable
- o City of Longview Stormwater Discharge Permit utilizing the latest adopted version of the City's Stormwater Management Regulations, LMC Chapter 17.80.
- Final roadway and utility design to develop construction documents will utilize the preliminary design layout developed by the City.
- One bid package will be prepared for the Beech Street improvements. SEPA review will be limited to preparation and submission of a SEPA Checklist. An EIS will not be required.
- NEPA review will be required with federal funding.
- Construction documents will need to comply with US Economic Development Administration (US EDA) requirements and will include contract document sections required by US EDA.
- US EDA review and approval of the final design drawings and contract documents is required.

Permitting

- The City will be responsible for any permit or regulatory approval requirements (if any) regarding all water and sanitary sewer service extensions based on design and specifications as provided by Engineer.
- No new studies or document preparation beyond those listed in the scope of work are anticipated for compliance with Section 106 and GEO 05-05 cultural resource consultations. It is assumed that this scope together with prior environmental documentation prepared by the City will be sufficient to meet Section 106 and GEO 05-05 requirements.
- Historical or cultural resources evaluation, if required, will be by others.
- Wetland, biological or habitat investigation or reports for this project, will be by others.
- The Engineer will work with the City to comply with all required funding reporting and documentation requirements.

Geotechnical Engineering

- The Engineer will utilize a geotechnical subconsultant who will perform geotechnical evaluations and prepare the geotechnical report for the project, including a recommended roadway structural section.
- Geotechnical subconsultant will hire a subcontractor to excavate the identified test pits within the project site.
- Infiltration of stormwater will be evaluated by the geotechnical subconsultant to determine if it can be utilized for this project.
- Deep foundations will not be required for any of the facilities that will be part of this project. If deep foundations are determined to be required and additional geotechnical

evaluation is necessary, the Engineer will review this with the City and an amendment to the Engineer's scope of work and budget will be negotiated and executed.

- Geotechnical explorations do not include environmental assessments and the overall project site is assumed to be "clean" regarding contaminated and hazardous materials.
- Soil and groundwater within the project limits are not contaminated, and no testing or screening for soil or groundwater contaminants will be performed.
- Test pits excavated within the project limits will be backfilled and compacted to at least the density of the adjacent undisturbed ground. Test pit locations will be identified on the design plans.
- Construction traffic control plans will be required for Beech Street between Oregon Way and 14th Avenue and at the Beech Street and California Way intersection.

Roadway Design

- No traffic evaluation is required for the project beyond what has been completed by the City as part of the LID formation.
- All excess and unsuitable excavated soil materials from the project will be disposed or reused offsite at site(s) provided and permitted by the construction contractor(s).
- Engineer will utilize an electrical subconsultant for the street light design.
- To implement proper traffic pedestrian push buttons and/or additional traffic signal heads at the Oregon way and Beech Street existing signal, and replacement of controller and cabinet, signal control cabinets and major changes to wiring/conduit runs and installation of new span wire. Engineer will utilize a subconsultant for the signal design.

Stormwater Design

- The project will disturb more than one acre, and therefore, a construction storm water NPDES permit will be required for the project. The permit application will be prepared by the City or required by the Construction Contract.
- The upfront portion of the required Storm Water Pollution Prevention Plan (SWPPP) for construction will be prepared by the Engineer. The construction contract will be responsible for completing the remainder of the SWPPP that is based on the contractor's means, methods, techniques and sequencing.
- Storm water will be discharged either by infiltration through the soil or to the City's existing storm system after treatment and detention of the runoff.
- The Stormwater Report will be prepared based on existing and proposed land use conditions and the proposed Beech Street Extension;
- Collection, treatment and detention of stormwater with controlled release will be required by the City and is anticipated to be provided adjacent to the roadway within the 20-foot buffer areas.

Utility Design

- Extension plans or provisions for additional utilities including phone, cable, fiber optic, natural gas, electrical power, etc. through the project if any, will be provided to the Engineer by the respective private utility company.
- Engineer will have lead responsibility for coordination with Cowlitz PUD, Comcast, WAVE, Century Link and other non-City utilities identified within the public right-of-way.

- The existing water or sanitary sewer pipelines in Beech Street will not be required to be replaced or upsized.
- Due to the depth of the existing sewer main it is assumed that the new side mains will be shallower than the main to minimize construction dewatering requirements, and will have drop connections at the manholes
- Water extensions from the main will include potable water extensions to the right of way for future connections.

SCOPE OF WORK

TASK 1 – PROJECT MANAGEMENT/ADMINISTRATION AND MEETINGS

The Engineer shall provide project management, administration and attend meetings with the City as required. In general, this includes providing a designated Project Manager for this project, general administration, scope adjustments, schedule and budget updates as necessary, preparing monthly narrative reports, participating in project progress meetings with the City and subconsultants.

The Engineer will provide all required subconsultant coordination.

The Engineer will attend up to 6 permitting meetings with permitting agencies and the City.

The Engineer will prepare and attend up to 10 project progress meetings with the City during the design phase of the project. Engineer will prepare appropriate materials for use at these meetings and to present final design criteria and any major impacts identified during the project.

Deliverables:

- Progress meeting agendas, meeting materials and meeting minutes
- Monthly progress reports and invoices
- Schedule updates as appropriate

TASK 2 – TOPOGRAPHIC SURVEY

The Engineer will provide a topographic survey of the project corridor that will include sufficient ground shots to create a digital terrain model of existing conditions, location of existing utilities, invert depths of existing sanitary sewer manholes, right-of-way and property lines through the project corridor, intersections, geotechnical test pit and piezometer locations, and will establish up to 5 temporary benchmarks along the corridor. The survey information obtained by the Engineer will be utilized to create an existing conditions base map for use in preparation of the design drawings.

TASK 3 – COORDINATION WITH IWOW, UTILITIES & PROPERTY OWNERS

The Engineer will work with the City to coordinate with IWOW and WSDOT in regard to the 14th Avenue and Beech Street intersection. The coordination will allow the new intersection design to accommodate the proposed IWOW project's connection to this intersection.

The Engineer shall provide coordination with utilities & property owners and conduct necessary meetings for final design. This includes scheduling meetings, preparing agendas, and providing meeting notes to City, utilities and property owners.

Utilities the Engineer will coordinate with are: Comcast, Centurylink, WAVE, Cascade Natural Gas and Cowlitz PUD. The Engineer will provide these utilities an opportunity to provide input as to if they would like to install utilities within the project corridor and for any proposed underground crossings of the roadway and sidewalk areas. Conduit is anticipated to be included in the roadway design for any identified private utility crossings. Conduit size and material will

be determined by each private utility and approved by the City. It is also anticipated that the Engineer will coordinate with these utilities to determine if a private utility corridor should be identified during design that would allow these utilities to install their desired infrastructure after the Beech Street Extension project is completed without having to cut the new roadway.

The Engineer will prepare and attend up to 5 coordination meetings with the City, utilities, and property owners. Engineer will prepare materials such as exhibits, details, preliminary drawings, etc. for these meetings and to present preliminary design figures and files to coordinate design efforts.

Deliverables:

- Outlook meeting scheduling and requests.
- Progress meeting agendas, meeting materials and meeting minutes
- Assist in the preparation of required documentation and/or agreements with utilities and property owners for City's use.

TASK 4 – GEOTECHNICAL EVALUATION & REPORT

Geotechnical field exploration will include a minimum of 4 and up to 6 test pit explorations at locations as shown in Figure 1. Infiltration testing will be conducted in each test pit. Exploration services will include a track-mounted excavator, operator and mobilization to and from the project site. Exploration will result in alteration and disturbance of vegetation and soils. The Engineer will attempt to limit the amount of disturbance, but some disturbance should be expected.

Two shallow 10-foot piezometers will be installed for monitoring groundwater elevation within two of the test pits. Engineer will obtain groundwater elevation data twice a month through the final design period. The piezometers will be specified to be abandoned by the construction contractor during construction.

The geotechnical subconsultant will prepare an infiltration testing and pavement recommendations report. The report will include:

- Project description, soil index properties, regional geology, soil and groundwater conditions.
- Test pit exploration logs with descriptions of the lithologic profile.
- Laboratory analysis of collected soil samples to assess soil index properties and classification characteristics. Tests may include, but may not be limited to, in situ moisture content, gradation, plasticity, California Bearing Ratio (CBR), and soil classification.
- Engineer analysis and recommendations for:
 - Grading and earthwork, including specifications and recommendations for topsoil stripping, over-excavation, subgrade preparation, soil compaction, fill lift thickness, and construction monitoring and testing;
 - Cut and fill slopes, including recommended slope inclinations and benching;
 - Infiltration test results;
 - Flexible pavement design and construction recommendations;
 - Wet-weather construction, soil erosion hazard potential, and soil shrink-swell potential.

Deliverables:

- Geotechnical engineering and data report for the project site in both hardcopy and .pdf format.

TASK 5 – PRELIMINARY AND FINAL STORMWATER MANAGEMENT PLAN AND DESIGN

The Engineer will perform hydrologic modeling of existing and proposed land use conditions for the Beech Street Extension to determine the detention volume required, and the size and location(s) of proposed detention and/or infiltration basins.

The Engineer shall prepare and submit a stormwater report conforming to City requirements for review and approval by the City. The stormwater report shall address both water quality and detention/infiltration for the Beech Street Extension.

The Engineer will prepare the following sections of the construction Stormwater Pollution Prevention Plan (SWPPP): 1) project owner contact information; 2) the project narrative; 3) proposed storm water improvements; and 4) a list of proposed construction Best Management Practices (BMPs). Engineer will provide this information to the construction contractor who will be responsible for preparing the remaining construction SWPPP elements.

TASK 6 –DESIGN***Design for Beech Street Extension and Intersection Improvements***

During the design phase, the Engineer shall prepare final design documents (plans, specifications, contract documents and Engineer's opinion of construction cost) to show the general scope, extent and character of the work to be furnished and performed by the construction contractor(s). In general, the Engineer will perform the following:

- a) Prepare 60%, 90% and 100% complete design drawings. Plan view drawings will be prepared at a 1" = 20' scale. The drawings list is anticipated to consist of approximately 53 drawings (measuring 22" x 34") as listed below:
 1. Cover sheet with Vicinity Map – 1 drawing
 2. Notes, Legend, Abbreviations and Survey Control – 1 drawing
 3. Existing Conditions – 2 drawings
 4. Traffic Control Plan – Beech Street from Oregon Way to 14th Avenue - 1 drawing
 5. Traffic Control Plan – Beech Street & California Way intersection – 1 drawing
 6. Traffic Control Plan Details –1 drawing
 7. Demolition and Erosion Control – 4 drawings
 8. Beech Street Road & Stormwater Plan and Profile – 5 drawings
 9. Roadway Details – 3 drawings
 10. Beech Street Utility Plan and Profile – 5 drawings
 11. Water & Sewer Details – 2 drawings
 12. Beech Street Stormwater Detention/Infiltration Facilities – 3 drawings
 13. Stormwater Details – 2 drawings
 14. Beech Street Trees & Installation Detail – 2 drawings
 15. Beech Street Channelization – 4 drawings
 16. Channelization Details – 2 drawings
 17. Beech Street & Oregon Way Intersection – 1 drawing
 18. Beech Street & 14th Avenue Intersection – 1 drawing
 19. Beech Street & California Way Intersection – 1 drawing
 20. Intersection & ADA Ramp Details – 2 drawings
 21. Beech Street & Oregon Way Signal Improvements & Details – 4 drawings

- 22. Street Illumination – 4 drawings
- 23. Illumination Details – 1 drawing
- b) Technical specifications will be prepared in conformance with City standards and the latest version of the WSDOT Standard Specifications and Special Provisions format. It is anticipated that the technical specifications will be comprised of approximately 350 pages (8-1/2" x 11").
- c) Provide technical criteria, written descriptions and data for City's use in filing applications for permits with or obtaining approvals of such governmental authorities as have jurisdiction to approve the design of the Project and assist City in consultations with appropriate authorities.
- d) Prepare bid items and quantities and assist in the preparation of other related documents.
- e) Prepare opinions of construction cost for 60%, 90% and 100% design complete submittals to City.

Deliverables:

- 60% review plans and opinion of construction cost in .pdf format;
- 90% review plans, specifications and updated opinion of construction cost in .pdf format;
- Final stamped design drawings in .pdf format;
- Final AutoCAD design files and design digital terrain or surface model;
- Final stamped Construction Specifications in .pdf format;
- Final Construction Specifications in Word format;
- Final Engineer's Opinion of Construction Cost in .pdf format.
- Preliminary SWPPP in .pdf format.
- Upon receipt of an Electronic File Transfer Agreement executed by each plan holder requesting electronic files, Engineer will provide its AutoCAD design files and design digital terrain or surface model to plan holders for use in preparing construction bids.

TASK 7 – PROJECT ENVIRONMENTAL COMPLIANCE AND PERMITTING

The Engineer will verify, if necessary, that existing field conditions are comparable to those identified in previously prepared environmental documents prepared by the City as part of its US EDA funding application.

The Engineer shall prepare a SEPA Checklist, NEPA review assumed to be a categorical exclusion, City of Longview Grading Permit Application, a Stormwater Report and Erosion Control Plans to be submitted to the City, and a Construction Stormwater General Permit application to be submitted to Ecology, for processing.

The Engineer shall utilize past environmental and cultural resource documentation to prepare consultation packages required to be submitted to applicable state and federal agencies, tribes, etc. for the environmental, wildlife and cultural resource consultations required by the anticipated US EDA construction funding agreement.

The Engineer will attend up to 6 meetings with permitting agency staff.

Deliverables:

- Draft SEPA Checklist, NEPA review document, Grading Plan, and Stormwater Report/Erosion Control Plan and environmental and cultural resource permit applications for City review and comment.

- Final, SEPA Checklist, NEPA review document, Grading Plan, and Stormwater Report/Erosion Control Plan and environmental and cultural resource permit applications for submittal to appropriate agencies for review and approval.

TASK 8 – BID AD AND AWARD

Following approval of the contract documents by the City and after receiving written authorization to proceed with the Bidding Phase, the Engineer shall:

- a) Coordinate with the City to provide electronic bidding documents to be placed on the Builders Exchange of Washington website.
- b) Receive questions from plan holders, potential bidders and suppliers and prepare appropriate answers for City to incorporate into addenda.
- d) Prepare conformance documents incorporating addenda changes for use during construction.
- e) If requested by the City, assist the City in reviewing and evaluating the bids received.

Deliverables:

- Electronic bid documents in .pdf format
- Information to be incorporated into addenda
- Electronic copies in, Word, .pdf and AutoCAD format of conformance documents with all addenda incorporated

TASK 9 – LIMITED CONSTRUCTION PHASE ENGINEERING SERVICES

It is anticipated that construction will take 6-9 months. At the time of execution of this Agreement, the City anticipates self-performing construction management and on-site field observation and inspection.

Limitations of Responsibility: Engineer shall not be responsible for the acts or omissions of any Contractor, or of any subcontractor or supplier, or any of the Contractor(s)' or subcontractor(s)' or supplier(s)' agents or employees or any other persons (except Engineer's own employees and agents) at the construction site or otherwise furnishing or performing any of the Contractor(s)' work.

After written authorization to proceed with construction phase services, the Engineer shall provide the following services during construction of the Beech Street Extension project:

a) Project Management

Throughout the duration of the project, the Project Manager's activities will include: oversight of the Engineer's Construction Phase Support Team operations, including on-site field visits, office engineering, and sub-consultants; answering questions regarding contract administration; and offering advice to the City on construction issues.

b) Review of Submittals and Substitutions

Engineer will review and comment on the Contractor's shop drawings, equipment and material submittals, testing reports, and construction schedule, for conformance with the requirements of the Contract Documents. For budgeting purposes, it is assumed that 70 separate and distinct submittal packages will be processed, including one re-submittal for 20% of the packages. Processing and reviewing submittals in excess of this amount shall be considered additional work.

The Engineer will review schedules, guarantees, bonds and certificates of inspection, tests and approvals which are to be assembled by Contractor(s) in accordance with the Contract Documents (such review will only be to determine that their content complies

with the requirements, and in the case of certificates, tests and approvals, that the results certified indicate compliance with, the Contract Documents); and shall transmit them to the City with written comments.

c) Issue Interpretations and Clarifications and Assist with Negotiations of Change Orders

Engineer shall provide written interpretation of Contract Documents and other information in support of the City's construction manager and/or on-site field inspector and in response to the Contractors inquiries. Engineer shall also assist the City with change orders and negotiating the cost of change orders with the Contractor.

d) On-Site Observation

The City is providing a construction manager and on-site field inspector separate from this Contract. The Engineer will perform the following services for the construction contract:

1. Attend Preconstruction conference.
2. Attend up to 18 construction progress meetings (average of 2 per month) at the request of the City.
3. Provide engineering field assistance to the City's construction manager and/or in-field inspector on an as needed/requested basis.
4. Assist in preparing preliminary and final checklist for the completed construction and completion of punch list items.
5. Conduct a site inspection with the City and construction Contractor to determine if the work is substantially complete and a final inspection to determine if the completed work is acceptable.

e) Preparation of Initial Signal Timing Plan & Adjustment to Timing Plan After Initial Week of New Signal Operation

The Engineer will prepare an initial signal timing plan for startup of the new Oregon Way and Beech Street signal using estimated traffic demand based on the existing traffic impact analysis prepared by others for the City. Adjustments to the timing plan will be developed and implemented after observation of the initial operation of the signal for a 1-2 week time period.

f) Construction Record Drawings

As the Engineer of Record, Engineer will prepare construction record drawings incorporating revisions of the project as the Contractor has recorded them. AutoCAD electronic files of the final construction record drawings plus one full-size set and one half-size set will be provided to the City.

CONSTRUCTION MANAGEMENT AND OBSERVATION SERVICES

It is the City's intent to self-perform construction management and observation of the construction for this project. At its sole discretion, the City may request Engineer provide such services for the construction portion of this project. Upon such a request, the City and the Engineer will negotiate a mutually acceptable scope of services and budget for such work and an amendment will be executed to incorporate such work into this Agreement.

SCHEDULE MILESTONES:

The Engineer has assumed construction will begin in the last quarter of 2019 and will be complete by June of 2020. The following table presents the Engineer's anticipated start and end dates for project milestones based on execution of this Agreement occurring on or before March 4, 2019:

<i>Milestones</i>	<i>Start Date</i>	<i>End Date</i>
Notice to Proceed	March 4, 2019	
Perform Field Survey Work	March 5, 2019	March 15, 2019
Perform Geotechnical Field Work	March 5, 2019	March 15, 2019
Perform Stormwater Evaluation	March 11, 2019	April 30, 2019
Coordinate with Private Utilities/Property Owners	March 18, 2019	May 17, 2019
Prepare 60% Design Documents & Opinion of Cost	March 18, 2019	May 17, 2019
Conduct 60% Design Review Meeting with City	May 20, 2019	May 20, 2019
Prepare Permit Applications	May 20, 2019	June 14, 2019
Prepare 90% Design Documents & Opinion of Cost	May 20, 2019	July 19, 2019
Conduct 90% Design Review Meeting with City	July 22, 2019	July 22, 2019
Submit 90% Design Documents to US EDA for review	July 23, 2019	July 25, 2019
Prepare 100% Design Documents & Opinion of Cost	August 23, 2019	August 23, 2019
Submit 100% Design Documents to City & EDA	August 26, 2019	August 26, 2019
Bid Phase	Sept. 2, 2019	Oct. 31, 2019
Construction Phase	Nov. 2019	June 2020
Project Closeout	July 2020	July 2020



City of Longview

Agenda Summary

ALCOHOL IN THE PARKS - SPECIAL EVENTS REVISED

RECOMMENDED ACTION:

Motion to approve the policy and bring back as a resolution for adoption.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Address Quality of Place

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

On January 24, Council reviewed the proposed Alcohol in the Parks Policy brought forth by staff with the recommendation from the Parks and Recreation Advisory Board. The policy speaks to the requirements for outside groups to rent or reserve the park for public and private events serving alcohol (beer, wine, champagne). After discussion with Council and receiving feedback from Council, Community Groups, and Citizens, policy changes were suggested to bring back in front of Council.

The areas identified in **red** are where the policy has been updated. They can be found in:

- Section 1: Conditions
- Section 3: Approval Process
- Section 4: Event Requirements under Public Events

RECOMMENDED ACTION:

Motion to approve the policy and bring back as a resolution for adoption.

STAFF CONTACT:

Jennifer Wills

Attachments:

1. Alcohol Policy - Revised 2.14.19

ALCOHOL POLICY

City of Longview - Parks

CURRENT PARK CODE:

Park Code (**LMC 13.01.190 – Possession or consumption of alcoholic beverages in public parks**) states that it is unlawful for any person to consume or possess any unsealed or opened container of alcoholic beverage in a public park; provided, this prohibition shall not apply to organized groups which have secured a permit from the director and, if required, from the Washington State Liquor Control Board.

POLICY

The consumption of alcoholic beverages is prohibited at all City of Longview Parks and other outdoor public places, unless a Special Event Permit or Private Park Rental Permit has been awarded, permission for serving and consuming of alcohol has been granted, the event takes place within an approved site, and the subsequent conditions laid out within the following sections are followed.

SECTION 1: CONDITIONS

Any person, group, or organization seeking to host an event at City of Longview Parks at which alcohol will be consumed must meet the following conditions prior to approval:

- Applicant is required to submit a “*Parks and Recreation*” Special Event Application or Park Rental Application, Request to Serve Alcohol Application, and all accompanying documentation to the Parks and Recreation Department Office a minimum of 60 days prior to the event.
- Special Event applicants are required to submit a “*City of Longview*” Special Event Permit through the City Engineering Department to begin coordination with other departments such as street, fire, garbage, and police, etc.
- Permitted Site: Beer, wine, and champagne are allowed to be served only at R.A. Long Park and the Mint Valley Golf Course
- No City of Longview Employee shall be involved in serving alcohol to the public.

SECTION 2: PERMITTING

Any person, group, or organization seeking to host an event at City of Longview Parks at which alcohol will be consumed must meet the following conditions prior to permitting:

- Applicant must submit a signed Special Event Application or Private Event Application and pay applicable fees.
- A Request to Serve Alcohol Application must be submitted and is required to have:
 - a. A detailed site map which must include:

- i. Clearly identifiable alcohol serving areas (must be enclosed areas with minimum barrier height of 60 inches)
 - ii. Show specific location of all structures, fire lanes, streets, alleys, fencing (indicating location of exits and gates)
 - iii. Show specific location of all of tents or temporary structures, including dimensions (if applicable)
 - iv. Vendors, food trucks, merchandise areas (if applicable)
 - v. Stage location and sizes (if applicable)
 - b. A security plan that provides control entry/exit point(s) to prevent minors from access to the serving consumption areas
 - c. Any other pertinent details about areas applicable for event.
 - d. Remit any applicable fees for serving alcohol
- Anyone who wishes to serve and/or sell alcoholic beverages at designated permitted site must complete and adhere to a Serving Alcohol Agreement Form which stipulates that conditions under which alcohol beverages may be served and/or sold and consumed.
- Special Event Permit holder is required to obtain a Special Occasion License from the Washington State Liquor Control Board, post the Special Occasion License during the event, and adhere to all its conditions.
 - a. You must be a non-profit organization to charge for alcoholic beverages. It is against the law to allow a third party (i.e.: promoter) to run an event on behalf of a non-profit in exchange for a percentage of the profits. Allowing a third party to collect part of the proceeds or take a percentage of the proceeds could prevent your nonprofit from obtaining future Special Occasion Licenses.
 - b. Alcohol beverages to be served and/or sold are limited to beer, wine, and champagne.
 - i. Beer, wine, or champagne may not be sold below cost.
 - ii. Beer, wine, or champagne may not be given as awards or gifts.
- Park Rental Permit holder is required to obtain a Banquet Permit from the Washington State Liquor Control Board, post the Banquet Permit during the event, and adhere to all its conditions below.
 - a. Attendance must be by invitation only
 - b. The event may not be open or advertised to the public to include social media
 - c. Liquor must be free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted
 - d. The event cannot be for business promotions
 - e. Liquor must be purchased from a retail store at full retail price
 - f. Package deals are allowed that may include, for example, the cost of dinner, liquor and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals
- Secure either “Host Liquor Liability” or “Liquor Liability Insurance” identifying the City of Longview as an additional insured for primary and non-contributory limits of liability of \$1,000,000 commercial general liability insurance per occurrence combined single limits, \$2,000,000 aggregate unless waived by the city.

SECTION 3: APPROVAL PROCESS

Applicants submit a Parks and Recreation Special Event or Park Rental Application and Request to Serve Alcohol Application explaining the nature of the event, site plan, security plan, and the circumstances in which alcohol is proposed to be served and all applicable fees 60 days prior to the event.

The Department will provide additional feedback, request further information, or provide an approval or denial of the application within five business days.

- ~~New Special Events will be subject to recommendation by the Parks and Recreation Advisory Board—please note the board meets on the third Monday of each month and your organization will need plan accordingly to remain within the timeline needed to secure all permitting.~~

The Organization or Individual will then obtain the certificates of insurance required for the event, apply for the Special Occasion License or Banquet Permit, and provide all copies to the City 30 days prior to the event.

The Director of Parks and Recreation reserves the right ~~decline an applicant's request for a Special Event Permit or Park Rental Permit and~~ to limit the number of Special Event Permits issued per site and limit.

~~Sites may be added to the Special Event Permit list by the Director of Parks and Recreation, only if a request is received from a City Council Member or the public, after an open community process (which includes but is not limited to the Parks and Recreation Advisory Board and registered neighborhood organizations) is performed to introduce the potential new site and solicit feedback and recommendations and after council approval is granted.~~

Once all conditions have been satisfactorily met the City of Longview and/or the Parks and Recreation Department will issue a Special Event or Park Rental Permit for the event.

SECTION 4: EVENT REQUIREMENTS

Public Event Requirements:

Any person, group, or organization seeking to host a public event at City of Longview Parks at which alcohol will be consumed must agree to the following conditions by signing the Agreement to Serve Alcohol Form during the special event unless a permit stating otherwise has been secured from the director:

- The event coordinator (or the person designated in writing by the event coordinator at least two weeks prior to the event) will attend the event for its entire duration, be the designated contact person for City staff, and be responsible for making decisions regarding the operation of the event.
- No one working at the event may consume alcohol. This includes all volunteers or employees of the nonprofit, manufacturers, distributors, caterers, or vendors.

- The City may require the event coordinator to meet with staff on location prior to the start of the event to ensure all conditions of the Special Event Permit and Serving Alcohol Agreement have been met.
- No one under the age of 21 will be allowed in the alcohol permitted area.
- Outside alcohol prohibited except for what is permitted in the Alcohol Request Application.
- Food must be available for free or for purchase during event when alcohol is served.
- Fencing around areas that serve alcohol must be at least 60 inches tall.
- The City requires MAST certified alcohol monitor(s)/roamer(s) for the event at a ratio of no fewer than one (1) trained alcohol monitor per five (5) non-MAST servers. For the purpose of these Guidelines, “trained alcohol monitor/server” means any person holding a valid Washington State Mandatory Alcohol Server Training (MAST) Permit from the Washington State Liquor Control Board.
- The City may provide a facility attendant to be the designated contact person for the City.
- The City requires the event coordinator provides reasonable security measures for the duration of the event agreed upon prior to the event. The event coordinator will be responsible for providing and paying for all security measures required by the City.
- Event coordinators may only serve alcohol during the hours defined on the Special Event Permit and the serving of alcohol must end ½ hour prior to the established end time of your event.
- Event coordinators must publicly display your Special Occasion License during the event and adhere to all its conditions.
- A minimum of two (2) people from your organization will check identification of ALL attendees. No one will be allowed within the event area without identification. A sign should be placed at the entrance that states “Entrance Prohibited to anyone born on ____ or after” to know the birthdate of anyone of legal age.
- There should be one public entrance and egress into the event (excluding emergency exits) to ensure proper requirements are adhered to.
- Attendees into your event (whether a free or paid ticket event) are required to have a non-removable wristband to indicate that their ID has been checked.
- Alcohol is not permitted within the park system and is not allowed to be taken from the alcohol permitted site. A sign posted “NO ALCOHOL BEYOND THIS POINT” must be posted at the exit.
- At least one portable restrooms and one handwashing station must be inside the area serving alcohol. Other requirements may be requested by the Special Event Permit.

Private Event Requirements:

Any person, group, or organization seeking to host a private event at City of Longview Parks at which alcohol will be consumed must agree to the following conditions by signing the Agreement to Serve Alcohol Form during the park rental unless a permit stating otherwise has been secured from the director:

- The event coordinator (or the person designated in writing by the event coordinator at least two weeks prior to the event) will attend the event for its entire duration, be the designated contact person for City staff, and be responsible for making decisions regarding the operation of the rental.
- No one working at the event may consume alcohol. This includes all volunteers or employees of caterers or other vendors hired for the rental.
- The City may require the event coordinator to meet with staff on location prior to the start of the rental to ensure all conditions of the Banquet Permit and Serving Alcohol Agreement have been met.
- Outside alcohol prohibited except for what is permitted in the Alcohol Request Application.
- Fencing around areas that serve alcohol must be at least 60 inches tall.
- The City may provide a facility attendant to be the designated contact person for the City.
- The City requires the event coordinator to provide reasonable security measures for the duration of the event agreed upon prior to the event. The event coordinator will be responsible for providing and paying for all security measures required by the City.
- Event coordinators may only serve alcohol during the hours defined on the Banquet Permit and the serving of alcohol must end ½ hour prior to the established ending time of your event.
- Event coordinators must publicly display your Banquet Permit during the event and adhere to all its conditions.
- There should be one entrance and egress into the event (excluding emergency exits) to ensure proper requirements are adhered to.
- Alcohol is not permitted within the park system and is not allowed to be taken from the alcohol permitted site. A sign posted “NO ALCOHOL BEYOND THIS POINT” must be posted at the exit.
- At least one portable restrooms and one handwashing station must be inside the area serving alcohol. Other requirements may be requested by the Special Event Permit.

SECTION 5: APPLICATIONS

Public Events:

- ☐ Longview Parks and Recreation Department Special Event Application
- ☐ City of Longview Special Event Application
- ☐ Request to Serve Alcohol Application
- ☐ Washington State Liquor Control Board Special Occasion License
- ☐ Insurance with City of Longview Additionally Insured

Private Events:

- ☐ Longview Parks and Recreation Department Park Rental Application
- ☐ Request to Serve Alcohol Application
- ☐ Washington State Liquor Control Board Banquet Permit
- ☐ Insurance with City of Longview Additionally Insured