

BELFAIR URBAN IMPROVEMENTS PROJECT

	TASK/PHASE
1.0	Management/Coordination/Administration
1.1	Prepare & monitor project schedule
1.2	Bi-monthly coord meetings w/County (assume 14 @ 2 hr ea + travel)
1.3	Coordinate with regulatory and approving agencies
1.4	Prepare independent QA/QC of Pre-Design Report
1.5	Prepare monthly billings & invoices (assume 7)
2.0	Project Kickoff
2.1	Meeting preparation, key agency personnel, coordination
2.2	Conduct kickoff meeting (4 hr meeting & travel)
2.3	Prepare Task Report
3.0	Public Information/involvement
3.1	Prepare a Public Info/Involvement plan and coord w/County (4@1.5 hr ea + travel)
3.2	Organize & Conduct community meetings (2 meetings, 2 mailers), prepare materials
3.3	Conduct meetings with Skokomish & Squaxin Tribes (2 each, 2 hr ea + travel)
3.4	Attend monthly meetings with community organizations (7 ea @ 2 hr + travel)
3.5	Contact Property/Business Owners (assume 75 w/10 contacts by Perteet)
3.6	General Coord and Inform Meetings (to be determined, assume 4 @ 1.5 hr + travel)
3.7	Prepare Task Report
4.0	Current Cost Estimate Overview
4.1	Review current project reports
4.2	Conduct field reviews of alignments and roadway section
4.2a	Identify property transitions & easements needs
4.2b	Identify storm facility sites and discharges
4.2c	Identify sewer alignment options
4.2d	Identify (and locate) existing utilities within project
4.2e	Identify land acquisition and easements needs for utilities
4.3	Confirm necessary elements and costs
4.4	Prepare Task Report
5.0	StormWater and Environmental Issues
5.1	Meet project stakeholders and review agencies (6 ea @ 2 hrs + travel)
5.2	Identify potential environmental impacts
5.3	Table of permits and environmental approvals
5.4	Prepare drainage basin maps
5.5	Potential storm treatment & detention sites & options
5.6	Develop a decision matrix of treatment & detention options
5.7	Prepare recommendations
5.8	Coordinate with environmental subconsultant
5.9	Prepare Task Report
6.0	Right-of-Way (Highway Design)
6.1	Coordination meeting County and WSDOT - set criteria (2 ea @ 3 hrs + travel)
6.2	Prepare prelim channelization plan (using Hefferon report)
6.3	Identify common roadway segments and urban design imprvmts
6.4	Identify additional right-of-way needs and costs
6.5	Identify business impacts, mitigation & options
6.6	Determine costs & prepare estimates

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6.7	Prepare Task Report
7.0	Sanitary Sewers System
7.1	Conduct field recon to identify alternative routes
7.2	Identify alt route impacts on systems, connections, revenue & costs
7.3	Complete North Bay/Case Inlet capacity assessment
7.4	Identify conveyance & treatment options and costs
7.5	Evaluate sewer rates and system development charges
7.6	Prepare Task Report
8.0	Utilities
8.1	Coordinate channelization plans with utilities (3 meetings @ 3 hrs ea + travel)
8.2	Identify potential relocations and improvements
8.3	Identify undergrounding options and costs
8.4	Determine utility implications to project costs and schedule
8.5	Prepare Task Report
9.0	Funding Sources
9.1	Prepare a matrix of funding sources
9.2	Provide ULID formation opinion, evaluation and costs
9.3	Develop project funding strategy
9.4	Prepare Task Report
10.0	Project Elements Matrix
10.1	Project elements costs and impacts
10.2	Project alternatives phasing of element/segments
10.3	Phasing sequence and project schedule, scope and tasks
10.4	Prepare Task Report
11.0	Final Report
11.1	Preparation of final report
11.2	Prepare data format and index
11.3	Presentation of report to County (assume 2 meetings @ 1.5 hrs ea + travel)