



C-06-115

Contract # 3893  
(Obtain from City Clerk)

### CONTRACT REVIEW/APPROVAL ROUTING FORM

#### INSTRUCTIONS:

#### 1. First time original contracts

- a.) Contact City Clerk's Office for Contract Number
- b.) One copy of the contract routing form
- c.) Three original contract documents

#### 2. Amendments/Change Orders

- a) Contact City Clerk's Office for a NEW Contract #
- b) One copy of the contract routing form
- c) Three original amendments/change orders
- d) One copy of the original contract

**FILED**  
JUL 28 2006  
CITY CLERK  
CITY OF SHORELINE

### CONTRACT DESCRIPTION

**Originator:** Phil Ramon **Routed by:** Toni Finco  
**Department/Division:** PWKS/Engineering **Date:** 07/17/06

- Type of Contract:**
- |  |   |   |
|--|---|---|
| <input type="checkbox"/> (C) Building Construction | <input type="checkbox"/> (L) Lease Agreement                  | <input type="checkbox"/> (I) Intergov't Agreement |
| <input type="checkbox"/> (A) Addendum/Change Order | <input type="checkbox"/> (W) Public Works                     | <input checked="" type="checkbox"/> (O) Other     |
| <input type="checkbox"/> (GR) Grants               | <input type="checkbox"/> (S) Purchase of Services (all types) |   |

**CONTRACT TITLE:** Public Works Trust Fund Loan - PW-01-691-055

**Brief Description of Services:** 3<sup>rd</sup> Avenue NW Drainage Improvements Project

**Contract Modification:** Has the original contract boilerplate language been modified?  N  Y If yes, list which sections have been modified. \_\_\_\_\_

**Bid/RFP Number:** N/A

**Name of Consultant/Contractor** Public Works Board

**Effective Date:** Upon Execution **Termination Date:** 05/31/06

**Total Amount of Contract:** \$1,959,500.00 **OrgKey # & Object #** 3017110

*(including reimbursable expenses)*

**J/L # (if required)** SW102230

Is there sufficient funds in the current budget to cover this contract?  Y  N If no, from where are the additional funds coming? \_\_\_\_\_

**Payment Terms** (monthly installments, progress payments, etc.): As noted in agreement

**Remarks:** This is the close-out paperwork for the 3<sup>rd</sup> Avenue NW Drainage Improvement Project Public Works Trust Fund Loan.

#### SIGNATURE ROUTING:

- 1. Project Manager/Director
- 2. Risk Mgmt/Budget
- 3. City Attorney
- 4. Send to Consultant for signature (only send contract documents)
- 5. City Council Approval (if required)

7-20-06  
7/26/06  
7/27/06  
5/14/2001  
 (mo/day/year)

- 6. City Manager (if required)
- 7. Dept. Director (if authorized)
- 8. City Clerk
- 9. Purchasing

**Date**  
7/28/06  
7-28-06



## Memorandum

**DATE:** July 18, 2006  
**TO:** Robert L. Olander, City Manager  
**VIA:** Paul Haines, Public Works Director  
**FROM:** Phil Ramon, Administrative Services Manager (PR)  
**RE:** Contract #3893 - Public Works Trust Fund Loan Closeout – 3<sup>rd</sup> Avenue Drainage Project

**Contractor Name and Project:**

Public Works Board – 3<sup>rd</sup> Avenue NW Drainage Improvements Project.

**Scope of Services:**

The goal of this project was to evaluate, design and construct drainage improvements to alleviate flooding within the 3<sup>rd</sup> Avenue Drainage Basin.

**Financial Impact:**

The Public Works Trust Fund Loan (PWTFL) loan amount for the 3<sup>rd</sup> Avenue NW Drainage Improvements Project was \$1,959,500.00. In accordance with the loan agreement, 15% of the loan (\$293,925.00) was disbursed to the City within 30 days of the date of execution of the agreement. A second installment of \$1,567,600.00 was dispersed to the City of Shoreline upon Award and Notice to Proceed to the Contractor. The last installment of \$97,975.00 will be submitted to the City of Shoreline once the Public Works Board receives our close- out paper work. The City of Shoreline exceeded its local project share by contributing 37% toward project expenses.

**Council Review:**

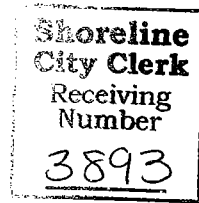
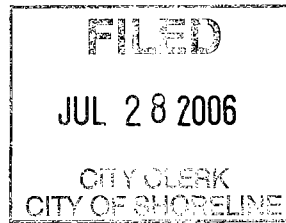
This loan agreement was approved by the City Council on May 14, 2001.

**Schedule:**

The Certification of Completion for this project was signed by Paul Haines February 13, 2006.




Public Works Trust Fund  
Construction Loan Program  
Project Close-Out Report




Loan Agreement Number: PW-01-691-055

**NOTE:** This report shall serve as a contract AMENDMENT for determining the final loan amount, interest rate, and local share and shall be attached and incorporated into the loan agreement. The report accounts for funds associated with the Public Works Trust Fund Loan Agreement's Scope of Work. Costs outside of the Scope of Work are not accounted for by this report.

City of Shoreline  
17544 Midvale Ave N.  
Shoreline, WA 98133

Approved as to form:  Name of Chief Executive Officer:  
Robert L. Olander

Title:

 Shoreline City Attorney  
City Manager

**NOTE:** This document is to certify that the project, as described in the Public Works Trust Fund Loan Agreement's Scope of Work, is complete and has been designed and constructed to current standards.

SECTION 1: Estimated and Actual Project Expenditures by Cost Category.				
COST CATEGORY		ESTIMATED		ACTUAL
Preliminary Engineering	A.	\$125,000.00	N.	\$103,755.25
Environmental Review	B.	20,000.00	O.	Part of N
Design Engineering	C.	265,000.00	P.	\$500,042.66
Land/ROW Acquisition	D.		Q.	NA
Sales or Use Taxes	E.		R.	Part of Y
Other Fees ( <i>Local Agency staff</i> )	F.	55,000.00	S.	\$0.00
Construction Inspection ( <i>Admin, Insp, Eng</i> )	G.	232,000.00	T.	\$211,528.23
Start-Up Costs	H.		U.	
Relocation Costs	I.		V.	
Financing Costs	J.		W.	
Contingency	K.	172,000.00	X.	\$0.00
Construction	L.	1,720,000.00	Y.	\$2,312,566.37
TOTAL PROJECT COST	M.	\$2,589,000.00	Z.	\$3,127,892.51

**SECTION 2: Attachments**

- If applicable, a signed A-19 voucher for the final loan draw.

*Please note: copies of clearance documents from the Department of Revenue and the Department of Labor and Industries are no longer required for close out. However, borrowers are still required to comply with all state regulations regarding public works contracts.*

**SECTION 3: Certification**

The chief executive officer of the jurisdiction certifies that:

- To the best of his/her knowledge, the data provided in this report is true and correct as of the date indicated below;
- Records supporting the information provided in this report are on file and will be made available by the jurisdiction upon request; and
- There are no outstanding liens against this project

*[Handwritten Signature]*

Signature of Project Engineer or Consultant

*7.20.06*

Date

*[Handwritten Signature]*

Signature of Chief Executive Officer

*7-28-06*

Date

State of Washington

County of King

On this 28<sup>th</sup> day of July, 2006, Robert L. Olander

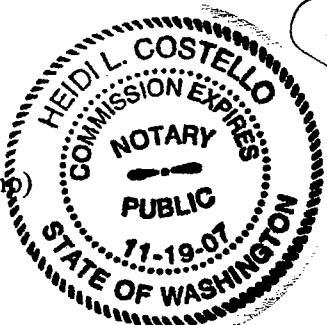
\_\_\_\_\_ personally appeared before me,

X who is/are known to me,

\_\_\_\_\_ whose identity I verified on the bases of \_\_\_\_\_,

\_\_\_\_\_ whose identity I verified on the oath/affirmation of \_\_\_\_\_, a credible witness,

to be the signer/s of the foregoing document, and he/she/they acknowledged that he/she/they signed it.



*[Handwritten Signature]*

Notary Public

(Seal or Stamp)

My Commission Expires: 11/19/07

## WORKSHEET FOR CALCULATING THE FINAL DRAW & LOCAL MATCH

Unlike the first two vouchers, the Public Works Board staff is unable to calculate the amount of the final draw. Two variables essential to the calculation are known only by the jurisdiction, i.e., the actual total eligible project cost and the interest earned on the PWTF funds. The worksheet provided here is designed to assist the jurisdiction in calculating the amount of the final draw.

**Worksheet:**

Step 1.	Identify the <b>Actual</b> total eligible project cost from Section 1(Z).	1.	3,127,892.51
Step 2.	PWTF contract's face amount.	2.	1,959,500.00
Step 3.	Identify the <b>Actual local funds used as match * Eligible costs may be considered local share from: &lt;&lt;12 months prior to Loan Agreement Execution Date&gt;&gt;</b>	3.	1,168,392.51
Step 4.	Identify other federal or state grants used for project costs.	4.	-0-
Step 5.	Balance of eligible project cost (subtract line 4 from line 1).	5.	3,127,892.51
Step 6.	Multiply Line 5 by 85%, 90%, or 95%, as defined in the "Disbursement of Loan Proceeds" section of the loan agreement.	6.	2,658,708.63
Step 7.	Identify interest earned on PWTF funds.	7.	12,463.82
Step 8.	Subtract line from line 7 from line 6.	8.	2,646,244.81
Step 9.	Enter the lesser of line 2 or line 8 (or a local option of an elective amount less than both line 2 and line 8).	9.	1,959,500.00
Step 10.	Amount drawn from the project's PWTF allocation to date.	10.	1,861,525.00
Step 11.	To calculate the final draw amount for the project, subtract line 10 from line 9 (If this is a negative amount, this is the amount needed to refund to the Public Works Board within 30 days)	11.	97,975.00
Step 12.	Percent of local share (divide line 3 by the sum of lines 3 & 9).	12.	37%

<b>* Eligible Costs for LOCAL MATCH</b>	
<b>Local Funds Included:</b>	<ul style="list-style-type: none"> <li>• <b>Loans (state, federal, and local)</b></li> <li>• <b>Locally generated revenue</b></li> </ul>
<i>Local Funds Excluded:</i>	<ul style="list-style-type: none"> <li>• <i>Interest earned on PWTF funds</i></li> <li>• <i>All grants</i></li> <li>• <i>PWTF Pre-Construction loan</i></li> </ul>

FORM <b>A19-1A</b>	STATE OF WASHINGTON  <b>INVOICE VOUCHER</b>
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AGENCY USE ONLY	
AGENCY NO. 103	CONTRACT NO. OR GA AUTH. NO. PW-01-691-055

AGENCY NAME
Public Works Board Evergreen Plaza Building 711 Capital Way, Suite 102 PO Box 48319 Olympia, WA 98504-8319
VENDOR OR CLAIMANT (warrant is to be payable to)
City of Shoreline 17544 Midvale Ave N. Shoreline, WA 98133

INSTRUCTIONS TO VENDOR OR CLAIMANT:
In the absence of a detailed invoice, submit this form to claim payment for materials, merchandise or services. Show complete detail for each item. <b>Vendor's Certificate:</b> I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished
to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veteran status.
By: <u>P. W. Dir.</u> (Title) <span style="float: right;">(Sign in ink)</span>
7-20-06 (Date)

FEDERAL I.D. NO. OR SOCIAL SECURITY NO.	RECEIVED BY	DATE RECEIVED

DATE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
	PW-01-691-055			
	Final Voucher			
	Loan Amount			1,959,500.00
	Previous Draws			1,861,525.00
	Balance			97,975.00
	Total Final Voucher			\$

PREPARED BY (Fiscal)				DATE		SERVICE AREA APPROVAL				DATE			
DOC DATE			CURRENT DOC NO			REF DOC NO			VENDOR NUMBER		VENDOR MESSAGE		
SUF	TRANS CODE	M O D	FUND	APPN INDEX	PROGRAM INDEX	SUB OBJ	SUB SUB OBJ	CNTY	CITY	PROJECT	AMOUNT	INVOICE NUMBER	GENERAL LEDGER
APPROVED FOR PAYMENT BY FISCAL							DATE			WARRANT TOTAL			