

City of Burien, Washington Contract Routing Sheet

Name of Contracting Party: Washington State Department of Natural Resources

Project Name/Description: Urban Forestry Restoration Agreement No. IAA 13-186

Contract Amount: \$ 0
(Include Contractor's Proposal Amount and Sales Tax)

Type of Contract:

<input type="checkbox"/> Architectural/Engineering <input type="checkbox"/> From Engineering Roster <input type="checkbox"/> Advertised Bidding Done <input type="checkbox"/> Professional Services (Non-Engineering) <input type="checkbox"/> 3 Bids received <input type="checkbox"/> Direct Negotiation	<input type="checkbox"/> Construction <input type="checkbox"/> Informal Bidding Process Done-3 bids (less than \$20,000/\$35,000) <input type="checkbox"/> From Small Works Roster (\$20,000/35,000 to \$100,000) <input type="checkbox"/> Competitive/Advertised Bidding Done (Over \$100,000) <input type="checkbox"/> Other:	<input type="checkbox"/> Human Services/Arts & Culture/City Match <input checked="" type="checkbox"/> Other: Grant for Labor <input type="checkbox"/> Contract Amendment to Contract No.
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(Please attach a list of all bids received)

Is this contract authorized in the current year's budget? Yes No

If budgeted, list Fund/Dept.: N/A

Page # in Budget: Budget line item amount: \$

If not budgeted, Fund/Dept where should be budgeted?

Is a budget amendment needed? Yes No Amount? \$

Date of Council Approval:
(Please attach a copy of the agenda bill and backup.)

REVIEWED BY:

Contract Manager: *[Signature]* Date: 1/10/13

Department Director: *Michael Rafreniere* Date: 1/10/13

all Management Analyst: *G Fleming* Date: 1-11-13

<p style="text-align: center;"><u>Routing Instructions:</u></p> <input type="checkbox"/> Send original to Contractor for their signature and then provide a copy of the fully signed contract to _____ <input type="checkbox"/> Contract is already signed by Contractor, please provide a copy of the fully signed contract to: _____ <input checked="" type="checkbox"/> Other (Please describe) <u>Return both signed originals to Steve Roemer</u>	<p style="text-align: center;"><u>Contract File Checklist:</u></p> <input checked="" type="checkbox"/> Purchase Order # <u>N/A</u> <input checked="" type="checkbox"/> Tax ID Form <input checked="" type="checkbox"/> Current Business License <input checked="" type="checkbox"/> Insurance Certificate <u>N/A</u> <input type="checkbox"/> Contract Fully Signed
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WASHINGTON STATE DEPARTMENT OF
Natural Resources
PETER GOLDMARK - Commissioner of Public Lands

INTERAGENCY AGREEMENT WITH THE CITY OF BURIEN

Agreement No. IAA 13-186

This Agreement is between the City of Burien, referred to as the City, and the Washington State Department of Natural Resources Urban and Community Forestry Program, referred to as the DNR.

The DNR is under authority of RCW Chapter 43.30 of Washington State, Department of Natural Resources. DNR and the City of Burien enter into this agreement under Chapter 39.34, Interlocal Cooperation Act.

The purpose of this Agreement is to provide a Washington Conservation Corps (WCC) crew for urban forestry restoration tasks.

IT IS MUTUALLY AGREED THAT:

1.01 Statement of Work. The DNR shall furnish WCC crews and the City shall provide all materials and services, pertinent to performing work set forth in the Attachment A.

2.01 Period of Performance. The period of performance of this Agreement shall begin on April 1, 2013, and end on or before April 18, 2013, unless terminated sooner as provided herein.

3.01 Payment. The DNR provides the services of the WCC crew in exchange for the City of Burien's matching commitment to the project as described in Attachment B.

6.01 Rights to Data. Unless otherwise agreed, data originating from this Agreement shall be 'works for hire' as defined by the U.S. Copyright Act of 1976 and shall be owned by the DNR and the City. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to use, copyright, patent, register and the ability to transfer these rights.

7.01 Independent Capacity. The employees or agents of each party who are engaged in performing this agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

8.01 Amendments. This Agreement may be amended by mutual agreement of the parties. Amendments shall be in writing and signed by personnel authorized to bind each of the parties.

9.01 Termination. Either party may terminate this Agreement by giving the other party 30 days prior written notice. If this Agreement is terminated, the terminating party shall be liable to pay only for those services provided or costs incurred prior to the termination date according to the terms of this Agreement.

10.01 Termination for Cause. If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of the terms and conditions, the aggrieved party will give the other party written notice of the failure or violation. The aggrieved party will give the other party 15 working days to correct the violation or failure. If the failure or violation is not corrected within 15 days, the aggrieved party may immediately terminate this Agreement by notifying the other party in writing.

11.01 Disputes. If a dispute arises, a dispute board shall resolve the dispute like this: Each party to this agreement shall appoint a member to the dispute board. These board members shall jointly appoint an additional member to the dispute board. The dispute board shall evaluate the facts, contract terms, applicable statutes and rules, then determine a resolution. The dispute board's determination shall be final and binding on the parties. As an alternative to the dispute board, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330. In this case, the Governor's process will control the dispute resolution.

12.01 Governance. This contract is entered into the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

If there is an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- (1) Applicable State and federal statutes and rules;
- (2) Statement of Work; and
- (3) Any other provisions of the agreement, including materials incorporated by reference.

13.01 Assignment. The work to be provided under this Agreement and any claim arising from this agreement can not be assigned or delegated in whole or in part by either party, without the express prior written consent of the other party. Neither party shall unreasonably withhold consent.

14.01 Waiver. A party that fails to exercise its rights under this agreement is not precluded from subsequently exercising its rights. A party's rights may only be waived through a written amendment to his agreement.

15.01 Severability. The provisions of this agreement are severable. If any provision of this Agreement or any provision of any document incorporated by reference should be held invalid, the other provisions of this Agreement without the invalid provision remain valid.

16.01 Indemnification.

a. The DNR agrees to indemnify the City from any claims, damages, losses, and costs, including, but not limited to, attorney's fees and litigation costs, arising out of claims by third parties for property damage and bodily injury, including death, caused solely by the negligence or willful misconduct of the DNR, the DNR's employees, affiliated corporations, officers, and lower tier subcontractors in connection with this Agreement.

b. The City agrees to indemnify the DNR from any claims, damages, losses, and costs, including, but not limited to, attorney's fees and litigation costs, arising out of claims by third parties for property damage and bodily injury, including death, caused solely by the negligence or willful misconduct of the City, the City's employees, or agents in connection with this Agreement.

c. If negligence or willful misconduct of both the DNR and the City (or a person identified above for whom each is liable) is a cause of such damage or injury, the loss, cost or expense shall be shared between the DNR and the City in proportion to their relative degrees of negligence or willful misconduct and the right of indemnity shall apply for such proportion.

17.01 Complete Agreement in Writing. This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.

18.01 Contract Management. The Project Coordinator for each of the parties shall be the contact person for this agreement. All communications and billings will be sent to the project coordinator.

19.01 Project Coordinators.

(1) The Project Coordinator for the City of Burien is Steve Roemer, Telephone Number (206) 248-5513.

(2) The Project Coordinator for the DNR is Micki McNaughton, Telephone Number (360) 902-1637.

IN WITNESS WHEREOF, the parties have executed this Agreement.

CITY OF BURIEN

Dated: Jan 10, 2013

By: Michael Lafreniere

Title: Parks Director

Address: 400 SW 152nd St., Suite 300 Burien, WA 98166

Phone: 206-988-3703

STATE OF WASHINGTON
DEPARTMENT OF NATURAL RESOURCES

Dated: 1/23, 2013

By: Joseph P. Shramek
Joseph P. Shramek

Title: Resource Protection Division Manager

Address: 1111 Washington Street SE
MS 47037
Olympia, Washington 98504-7037

Interagency Agreement
Approved as to Form 9/29/97
By the Assistant Attorney General
State of Washington

Attachment A
STATEMENT OF WORK

DNR will sponsor a Washington Conservation Corps (WCC) crew to assist with urban forest restoration and maintenance tasks in the City of Burien. Crew work on City projects is limited to a maximum of three weeks. Each project location will include baseline mapping of the site and re-mapping after restoration activities, to be included in a DNR report to the City within three weeks of project conclusion. Local projects must be on public property, and work performed by the crews may not replace workers already in place or contracted for.

Project locations and activities in the City of Burien include:

- Eagle Landing Park, 14641 25th Ave. SW. Remove invasive non-native plants, stabilize the drainage slopes, and prepare site for late summer replanting with native tree and plant species.
- Other sites and/or locations as agreed by the City's Project Coordinator and the DNR Project Coordinator. Tasks and activities assigned must pertain to restoring the ecological health and functionality of the urban forest on the site or location.

Washington Conservation Corps (WCC) crews are covered by Dept. of Ecology insurance through Labor and Industries while working on project sites and traveling to work locations.

WCC crews are responsible for the maintenance and repair of any equipment provided by WCC and/or Dept. of Ecology.

The City is responsible for the maintenance and repair of any equipment provided by the City and used by the WCC crew under the direction of City staff.

Attachment B
PROJECT COMMITMENT MATCH

The DNR will provide the following items to the City for urban forestry restoration projects that receive assistance under the Urban Forest Restoration Project:

- News release template to assist in building public awareness and event marketing.
- Baseline invasive plant species mapping.
- Crews to remove and/or control invasive plant material and complete related restoration tasks including installation of plant materials.
- Post-restoration mapping.
- Post-restoration report that includes a description of the project and the work accomplished.
- Template for three-year management plan.
- Template for annual monitoring report.

The City commits to the following items in consideration for the services of the DNR-sponsored crew:

- Post news releases in advance of the event.
- Acquire any permits necessary for project work.
- Assist with volunteer registration, sign-in and waivers at restoration events.
Please have photo releases available for volunteers under 18 years of age.
- Dispose of plant material removed during project activities (English ivy vines, blackberry canes, etc.).
- Provide any and all plant materials required for project completion.
- Develop and implement a three-year maintenance plan for the project site, to include annual monitoring.
- Report monitoring results to DNR Urban and Community Forestry Program annually for three years.

Recreation Services Contract Routing

Recreation Supervisor/Specialist

- Prepares contract.
- Routes to Recreation Manager

Recreation Manager

- Signs contract.
- Routes to Parks Director.

Parks Director

- Signs contract.
- Routes to Parks Front Desk Staff.

Parks Front Desk Staff

- Makes copy.
- Files copy.
- Routes original to Adriene.

Background Check

- No WSP necessary. Break in service less than 2 months.

OR

- Run Background check

Adriene

- Assigns contract number.
- Enters contract into contract database.
- Runs WSP WATCH background check (2 copies). *For Instructor Contracts Only*
- Routes to Angie

For Instructors Only:

Angie

- Runs JIS Link background check.
- Files 1 copy of background check results.
- Routes to Adriene.

Adriene

- Gives Accounting Assistant tax form for new contracts only. (Not needed for renewals).
- Mails copy of signed contract and WSP results to instructor.
- Routes copy of signed contract to Parks Front Desk Staff.
- Puts original contract in Scan Box.

Parks Front Desk Staff

- Throws away unsigned copy of contract.
- Files signed copy of contract.

Scanners

- Scans original contract.
- Files original contract in archives.