

When recorded return to:
City of Olympia
PO Box 1967
Olympia, WA 98507-1967

**INTERLOCAL AGREEMENT
BETWEEN
THE CITY OF OLYMPIA AND INTERCITY TRANSIT
FOR
SAFE ROUTES TO SCHOOL GRANT, 22nd SIDEWALK PROJECT**

Whereas, the City of Olympia and Intercity Transit are interested in reducing car trips to schools and increasing the percentage of kids walking and biking to school; and

Whereas, the City of Olympia and Intercity Transit secured *Safe Routes to School* grant funds from Washington State Department of Transportation to develop programs at Washington Middle School and NOVA Middle School to encourage students to walk and bike to school; and

Whereas, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

Whereas, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform: provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the City of Olympia (OLYMPIA) and Intercity Transit (IT) agree as follows:

I. Purpose/Objective

OLYMPIA and IT agree to partner and complete requirements for the Washington State Department of Transportation (WSDOT) 2012 Safe Routes to School, 22nd Avenue Sidewalk Project.

II. Lead agency status

OLYMPIA is the lead agency and will collaborate with IT. As Lead Agency, OLYMPIA will administer the grant.

III. City of Olympia Responsibilities

OLYMPIA's responsibilities shall be as more specifically outlined in the attached WSDOT 2012 Safe Routes to School Grant Application Form attached as *Exhibit A* and shall generally include the following:

- A. Provide financial administration of the grant, including submitting pay requests and receiving and distributing payments.
- B. Prepare and submit quarterly progress reports to WSDOT.

IV. IT Responsibilities

IT's responsibilities shall be as more specifically outlined in the attached WSDOT 2012 Safe Routes to School Grant Application Form attached as *Exhibit A and B* and shall generally include the following:

- A. Fulfill all education and encouragement requirements of the recipient in the 2012 Safe Routes to School, Safe Walking Routes grant application for the 22nd Avenue Sidewalk Project.
- B. Submit invoice vouchers and supportive documentation for payment to OLYMPIA.

V. Method of Payment

- A. IT will invoice OLYMPIA quarterly.
- B. Upon completion of the work set forth in the invoice, payment will be made by OLYMPIA within thirty (30) days of receipt of an invoice from IT.

VI. Maximum Amount

- A. The maximum amount for the 22nd Avenue Sidewalk Project, Safe Walking Routes grant is not to exceed \$63,600.
- B. See *Exhibit B* for an estimate of the breakdown of amounts eligible for reimbursement to IT, according to its responsibilities. The Contract Administrators have the authority to agree on an adjustment of these amounts between agencies, so long as the total amount does not exceed the amount allowed under the grant and any such adjustment complies with the grant in all other respects.

VII. Indemnification & Insurance

IT and OLYMPIA each agree to defend, indemnify and hold each of the other party, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or in connection with that entity's respective performance of its responsibilities under the Agreement, except to the extent such injuries and damages are caused by the negligence of the other party.

VIII. Joint Board

This Agreement creates no Joint Board and no separate legal entity.

IX. Duration of Agreement

This Agreement shall be effective until October 31, 2015 unless otherwise terminated in the manner described under the termination section of this Agreement.

X. Termination of Agreement

This Agreement may be terminated upon sixty (60) days notice to the other party using the method of notice provided for in this Agreement.

XI. Entire Agreement

This Agreement sets forth all terms and conditions agreed upon by OLYMPIA and IT and supersedes any and all prior agreements oral or otherwise with respect to the subject matter addressed herein.

XII. Recording

Prior to its entry into force, this Agreement shall be filed with the Thurston County Auditor's Office or posted upon the websites or other electronically retrievable public source as required by RCW 39.34.040.

XIII. Contract Administrators/Notice

The contract administrator for each agency is listed below. Any notice required under this Agreement shall be to the contract administrator at the address listed below and shall become effective three days following the date of deposit in the United States Postal Service.

CITY OF OLYMPIA
Attn: Michelle Swanson, Senior Program Specialist
PO Box 1967
Olympia, WA 98507-1967

INTERCITY TRANSIT
Attn: Erin Scheel, Youth Education Specialist
PO Box 659
Olympia, WA 98507-0659

XIV. Interpretation and Venue

This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The parties hereby agree that venue for enforcement of this agreement shall be the Superior Court of Thurston County.

XV. Effective Date

This Agreement shall take effect on the date of the last authorizing signature affixed hereto.

CITY OF OLYMPIA



Stephen H. Buxbaum
Mayor

Date: _____

Approved as to Form:



Darren Nieneber
City Attorney

INTERCITY TRANSIT



Ann Freeman-Manzanares
General Manager

Date: 1/9/14

Approved as to Form:



W. Dale Kamerrer
Legal Counsel

EXHIBIT A

**2012 Safe Routes to School
Grant Application Form**



**Washington State
Department of Transportation**

Project Title and Location: 22nd Avenue Sidewalk Project
Cain Road to Boulevard Road

School(s) Name and Address: Washington Middle School 3100 Cain Road SE Olympia WA 98501
Nova School (Private Middle School) 2020 22nd Avenue SE Olympia WA 98501

School District: Olympia School District

Number of children that live with-in two miles of the school: 754 (Washington Middle School)

Number of children that get to the target school(s) by:
Walking: 81 Biking: 51 School Bus: 193 Family Vehicle: 254 Carpool: 45 Transit: 0 Other: 0
(Use the Student Travel Tally to collect this information. **Submit the tally sheets with the application.**)

According to the Olympia School District, of the 772 students at Washington Middle School, 229 ride the school bus. Approximately 100 students attend NOVA Middle School.

Is this project in your local TIP? Yes

Lead Agency and Project Manager

Lead Agency Name: City of Olympia
Project Manager: Randy Wesselman
Title: Transportation Engineering and Planning Manager
Address:
City of Olympia Public Works Department
601 4th Avenue E
PO Box 1967, Olympia WA, 98507-1967

Phone: (360) 753-8477
Fax: (360) 709-2797
E-mail: rwesselm@ci.olympia.wa.us

Grant Request and Total Project Cost:	
Engineering/Infrastructure	\$1,012,400
Education/Encouragement	\$63,600
Enforcement	\$0
Total Request	\$1,076,000
Match/In-kind	\$823,300
Total Project Cost	\$1,899,300

State Legislative District #: 22nd

Project Description (Use one sentence to list activities for each element of the project.)

Engineering: This project will add a 6- to 8-foot sidewalk to the south side of 22nd Avenue from Cain Road to Boulevard Road, and a 6- to 8-foot sidewalk on the north side of 22nd Avenue, between Wilson Street and Swanee Place. These sidewalk segments will complete pedestrian connections to two schools in this neighborhood, as well as several parks.

Education/Encouragement: Intercity Transit's Smart Moves youth transportation program will promote walking and biking and provide safety education to students, provide workshops for parents, and promote the Build-a-Bike Program. Contingent upon Safe Routes to School Program funding of the Bicycle Alliance of Washington's (BAW) Bicycle and Pedestrian Road Safety Education Program proposal, Intercity Transit will coordinate teacher training and use of the BAW's Program in PE classes at Washington Middle School. If BAW's proposal does not receive funding, this element of education and encouragement will not proceed.

Enforcement: The Olympia Police Department will continue enforcement of vehicle compliance with pedestrian crossing laws and the speed limit, and residents will be encouraged to participate in the volunteer speed watch program, which utilizes a mobile radar speed trailer to post drivers' actual speeds.

Recent Progress (Describe any efforts or portions of the project that have been completed or are underway. Summarize project delivery status, include methods used to determine cost estimates and information about steps that have been taken to obtain right of way and/or public support for the project.)

Sidewalk on 22nd Avenue/Eastside Street from Boulevard to Interstate 5 is the current priority in the City's sidewalk construction schedule. Because of its size and cost, this project has been separated in to two segments and may be constructed in two phases.

This segment of 22nd Avenue from Boulevard Road to Cain Road most directly affects students' ability to safely walk to two middle schools. Nova School, a private middle school, is immediately adjacent to this project on 22nd Avenue. This project will connect to Cain Road, which has sidewalks, and leads to Washington Middle School.

Many public requests for this project have been received, both from parents of students, as well as from residents in the area. 22nd Avenue is a major transit route for the neighborhood, and a primary connector to the Downtown.

This sidewalk will also connect to a recently completed sidewalk on Boulevard Road. The project will connect into a planned roundabout at 22nd Avenue and Boulevard Road, scheduled for construction in 2014.

The City promotes recreational walking for personal health benefits, as well as to influence people to walk for transportation. Recent parks and trails enhancements in this area provide increased connectivity for recreational walking. This sidewalk is immediately adjacent to McGrath Woods Park on Cain Road and in close proximity to Watershed Park, Harry Fain Park, and an Olympia Woodland Trail trailhead on Eastside Street.

PROJECT SCHEDULE AND COST SUMMARY SECTION

Project Element	Scheduled	Amount	
Education/Encouragement	September 2013 to June 2015	\$104,800	
Enforcement	N/A	\$0	
Project Definition (agreement signed)*	August 2013	\$5,000	
Begin PE*	August 2013	\$228,900	
Environmental Docs Approved*	December 2013	\$10,000	
ROW Complete (certification)*	N/A	\$0	
Contract Advertised*	May 2014	\$10,000	
Open to Public (operationally complete)*	December 2014	\$1,540,800	
Project Cost Summary (grant request only) Note applicable costs	Dollars in thousands	Percent of total	2013-15 Cash Flow (expenditures billed to WSDOT):
Engineering:			<u>Date</u> <u>Planned</u>
Preliminary Engineering	\$138,150	12.8%	09/13 \$ 0
Right-of-Way	\$0	0%	12/13 \$ 56,420
Construction	\$874,250	81.3%	03/14 \$ 56,420
Operations/Services	\$0	0%	06/14 \$ 56,420
			09/14 \$ 234,250
Education/Encouragement Program	\$63,600	5.9%	12/14 \$ 649,460
			03/15 \$ 11,580
Enforcement Program	\$0	0%	06/15 \$ 11,450
			Total 09/15 \$ 1,076,000
Total Grant Request:	\$1,076,000	100%	<i>Est. Re-appropriation</i> \$ 0
			<i>Future Biennium</i> \$ 0
			TOTAL \$1,076,000

* Follow general federal eligibility guidance for projects including construction.

Target Location Details Section	
Type of School (Check schools that apply):	
Kindergarten	
Primary School	
Middle School	X
High School	
Grades targeted	6 – 8

Current Conditions. Describe the current conditions (e.g., existing roadway conditions, speed, risk factors).

22nd Avenue is a major collector connecting the Downtown area to the Boulevard Road Corridor and southeast Olympia neighborhoods. There are two motor vehicle travel lanes and bike lanes in both directions. Average daily traffic on 22nd Avenue is 5,187 vehicles.

This sidewalk will provide a safer route for students to walk to Nova School and Washington Middle school, as well as to a number of parks and trails. The street is a transit route with bus stops accessible currently only by walking in the bike lane.

22nd Avenue is the most direct of the three major streets that connect southeast Olympia neighborhoods to the Downtown. This sidewalk will provide a better walking route for adults traveling to the Downtown to work or for shopping and events. More use of the sidewalk by residents of the neighborhood increases the safety of the sidewalk for schoolchildren; the more eyes on the street, the safer it is for students walking there.

While the posted speed limit is 25 mph, vehicle-operating speeds tend to be higher. Without a sidewalk on either side of the street, the area is not an inviting place to walk.

Distance from project site to target school. (Please check): Less than ¼ mile X ¼ to 1 mile X 1 to 2 miles	Operating speed (85th percentile): 34 MPH Posted Travel Speed at project site location. (Please check): 45 mph and above 30-35 mph 25 mph X 20 mph
Comments: Distance from project site to vehicle/bike or vehicle/pedestrian crash location - 2009 to present. (Please indicate number of crashes): Less than ¼ mile ¼ to 1 mile 1 to 2 miles Comments: No collisions reported between 2009 to 2011.	Current crossing accommodations between project site and school. (Please indicate number for all that apply): None: Marked crosswalks: 2 Marked crosswalk plus traffic calming: Crossing guard or student safety patrol: Stop sign or traffic signal: Comments: Marked crosswalks exist at Brown Street and Wilson Street. NOVA School is located at 22 nd and Wilson.
Number of travel lanes at project site location (Please check): 4 or more lanes (w/ two way left turn lane 4 lanes 2 or 3 lanes X Comments: One eastbound and one westbound vehicle travel lane. Bike lanes in both directions.	Existing traffic volumes at project site location. (Please check): Greater than 15,000 ADT 10,000 to 15,000 ADT 5,000 to 10,000 ADT X Less than 5,000 ADT Comments:

Horizontal and/or vertical stopping sight distance from project site: (AASHTO green book or Design Manual)

	<u>Required</u>	<u>Actual</u>
Doesn't meet minimum stopping distance requirements	_____	_____
Meets desirable to minimum stopping distance requirements	_____	_____

Not applicable, no crossing improvement included in project: X _____

Comments: Existing marked crosswalks and signs at Brown Street and Wilson Street will be maintained.

Project Detail: Describe the proposed engineering/infrastructure improvement, include the design detail (for example, proposed sidewalk projects should provide the width and length of the sidewalk, the material used for the sidewalk, if it will be on both sides of the roadway, how it will be separated from the roadway and the configuration of the roadway):

This project will construct approximately 1,825 lineal feet of 6- to 8-foot concrete sidewalk on the south side of 22nd Avenue from Cain Road to Boulevard Road, and approximately 380 linear feet of 6- to 8-foot sidewalk on the north side of the road from Wilson Street to Swanee Place. The majority of the sidewalk will be separated from the edge of pavement by a planter strip. Six-foot wide sidewalk is used when the sidewalk is separated from the street and an 8-foot sidewalk is used in areas where it is not feasible to separate the sidewalk from the edge of pavement. See attached detail.

Describe the Construction Traffic Control:

With a lack of sidewalk on 22nd Avenue, the bike lane is used by both bicyclists and pedestrians. Because the future sidewalk will be separated from the street edge for the majority of the project, there will be limited obstruction of the bike lane during construction. If construction activity does affect the bike lane, pedestrians and bicycles will be accommodated by:

- Providing flaggers during construction to direct pedestrians, bicycles and vehicles around this work.
- Coning off the bicycle lane may be necessary for short periods to provide a safe walking area for pedestrians during certain construction activities.
- Utilizing "share the lane" signs when bike lanes are obstructed and bicyclists must ride in the vehicle travel lane.
- Directing pedestrians to the other side of the street and providing safe crossings for pedestrians to access this walking area.

All construction traffic control will be compliant with the MUTCD.

Describe the proposed education improvement (include details of the management plan for this element):

Over a 2-year period, Intercity Transit's Smart Moves Program will work with youth at Washington and NOVA Middle Schools. This program will provide:

- Bicycle education and bike rodeos
- After school *Science of Transportation* Classes and guest speaker Willie Weir
- *Bike PARTners* Build-a-Bike Program
- Monthly *Walk n' Roll* Newsletter
- *Safety without Fear* Parent Workshop
- Walking and Wheeling Wednesdays, International Walk/Bike to School Day and Walking School Bus events
- *Undrivers' License* pledges and cards
- Classroom Surveys and Golden Sneaker Awards
- BAW's Bicycle and Pedestrian Road Safety Education Program (contingent on program funding)

Elements will be applied as appropriate, based on student interests and neighborhood needs. Education and encouragement activities will involve partnering with the neighborhood association to promote walking.

The City will provide the neighborhood with information about construction plans and progress, as well as copies of the Olympia Walking Map.

Describe the proposed enforcement improvement (include details of the management plan for this element):

The Olympia Police Department will continue enforcement of vehicle compliance with pedestrian crossing laws and the speed limit. City staff will encourage residents to participate in the volunteer speed watch program that utilizes a mobile radar speed trailer to post drivers' actual speeds.

Implementation and Partnerships: Discuss steps that have been done to prepare for project implementation:

The project has been scoped and designed to approximately 10% completion. No right-of-way will be purchased for the sidewalk construction. No stormwater improvements or mitigation is needed as part of the sidewalk project. The City constructs approximately \$1,000,000 in sidewalks annually and is prepared to expedite sidewalk construction.

Intercity Transit's Smart Moves Program has three years of successful experience implementing education and encouragement programs in Olympia schools.

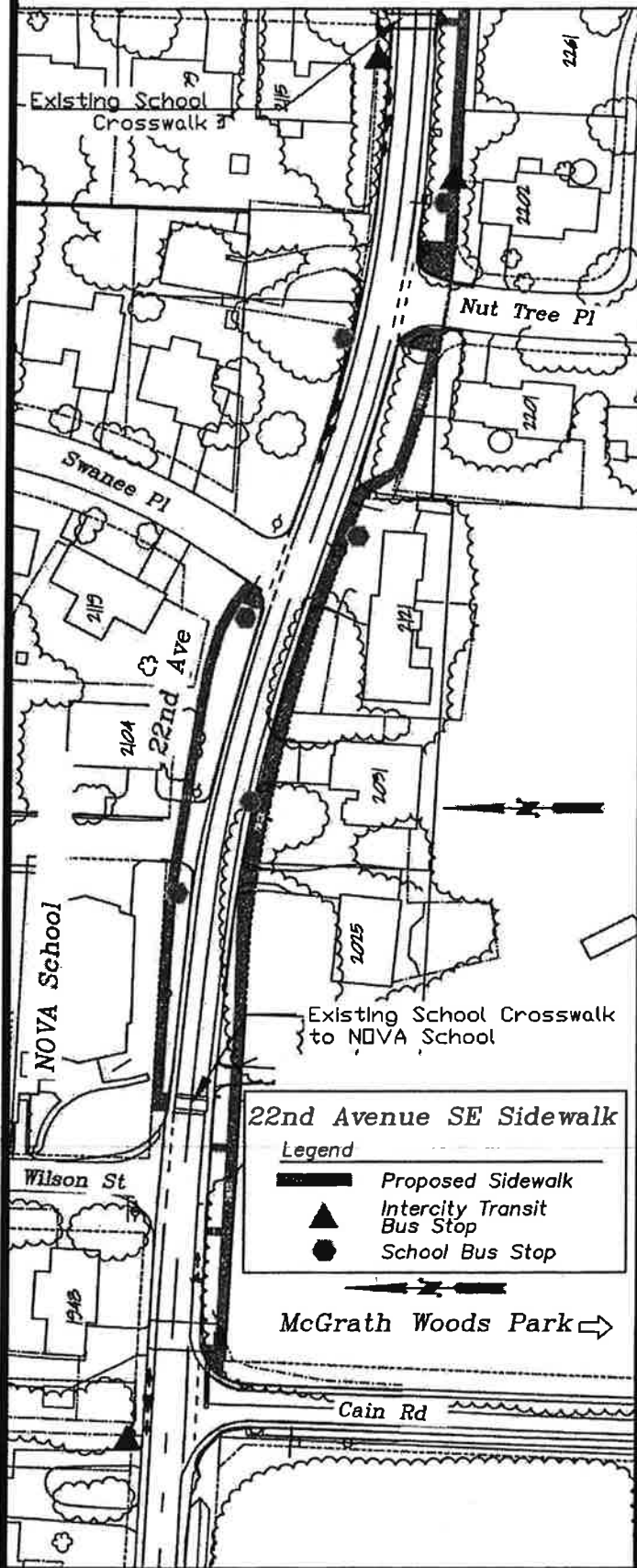
How will the project partners coordinate their efforts on the different components of the project?

Intercity Transit's Smart Moves youth education program has developed a scope, budget and timeline for several education and encouragement elements that will be implemented at the two middle schools. Contingent upon Safe Routes to School Program funding of the BAW Bicycle and Pedestrian Road Safety Education Program proposal, Intercity Transit will coordinate teacher training and use of the BAW program in PE classes at Washington Middle School.

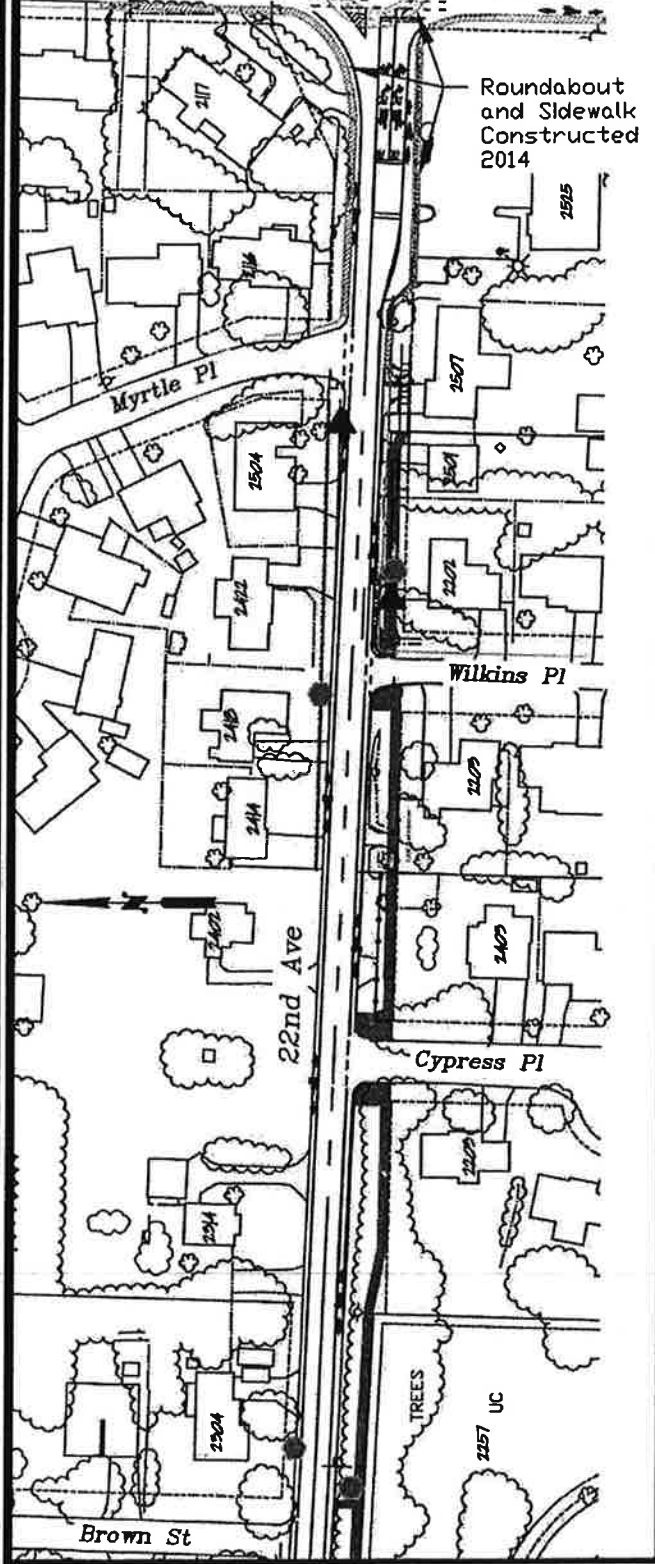
The Olympia School District supports this project and the City will work with the school to implement education and encouragement messages.

The Cain Road Area Neighborhood Association has advocated for several walking improvements and will be invited to participate in the education and encouragement activities of this proposal.

Break Line



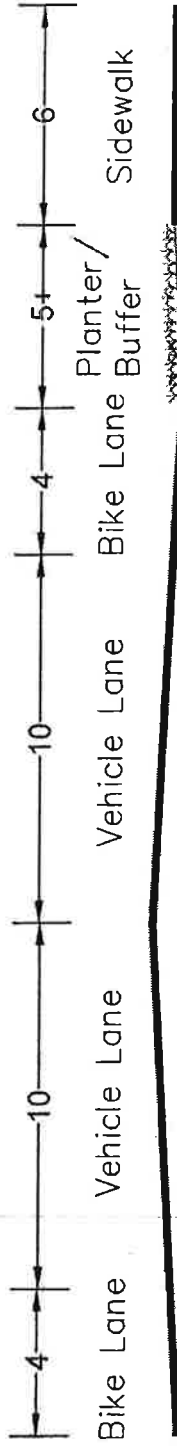
Boulevard Rd



Break Line

22nd Avenue Sidewalk Project Between Cain Road and Boulevard Road

Sidewalk Separated from Edge of Pavement



Sidewalk at Edge of Pavement

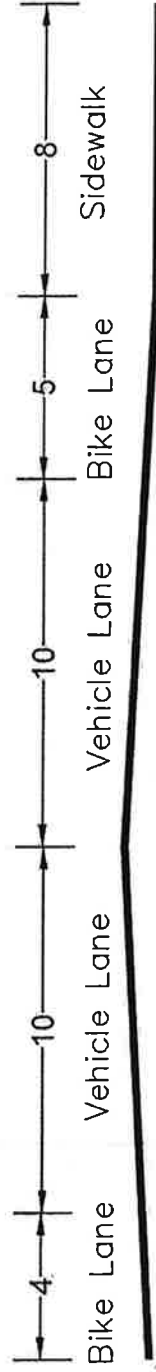


EXHIBIT B

Timeline

Fall/Winter

- Walk n Roll Outreach Begins
- A kick-off assembly featuring Adventure Cyclist Willie Weir begins program
- Once-a-week after school or lunch time club begins working on biking and walking issues using Arthur Orsini's UrbanThinkers curriculum and a peer-education model, facilitated by Intercity Transit youth education staff
- Baseline mode and attitude survey is designed and implemented by after school bike/walk club
- Students help run the Undriver Licensing Station at school dance
- Student artwork relevant to themes of biking and walking is displayed at Olympia Transit Center for one month in the fall.

Spring

- Bike to school month in May
- Parent educator Candyce Lund Bollinger holds "Safety without Fear" parent workshop at PTA event
- Two-day a week after School Bike PARTners Build-a-Bike Class begins
- Students in after school bike/walk club hold events/promotions that they choose and design
- Students in after school bike/walk club design and implement follow up survey on mode choice and attitude

Fall/Winter

- Back to school orientation will include Pace Car pledges, bike, walk and transit information, and the Undriver Licensing Station run by students from after school club
- A kick-off assembly featuring speaker or skit chosen by after school bike/walk club begins program
- Once-a-week after school bike/walk student club recruits new members and begins work using Arthur Orsini's UrbanThinkers curriculum and a peer-education model facilitated by Intercity Transit youth education staff
- Week-long Science of Transportation Class taught by Intercity Transit youth education staff during Winter electives week

Spring

- Bike to school month and week in May
- BikePARTners Build-a-Bike class offered two days a week after school
- Student bike/walk club chooses and implements outreach for bike to school month
- Student artwork relevant to themes of waling and biking is displayed at the Olympia Transit Center for community arts festival, ArtsWalk.

Cost Breakdown by Task

Budget for September 2013 to June 2015

Primary Project Expenditure	Estimated Cost
Staff Cost	50% of FTE at \$30.96/hr = \$27,244.80 a year, = \$54,489.60 total for Sept 2013-June 2015. (20 hrs a week for 88 weeks)
Willie Weir Guest Speaker	\$1000 total for two visits
After school class materials	\$1000 total
Bike PARTners Build-a-Bike materials cost (\$2,000/year new bike parts to repair refurbished bikes, \$500/year helmets, lights, locks for 100 students)	\$5,000 total
Education and Encouragement Materials (lights, helmets, stickers, reflector bands, shoe laces, foot shaped charms, etc.	\$2000 total (\$1000 per year)
Total Yearly:	\$31,744.80
Total Over Two Years:	\$63,489.60

Matching Funds from Intercity Transit

Staff Time	15% of FTE at \$35.85/hr = \$17,208 total for Sept 2012-June 2015. (6 hrs a week for 80 weeks)
Field Trips	\$100/hr marginal costs to run a bus, plus \$41.24/hr in staff time to lead tours = 282.48 per field trip = \$1129.92 per year = \$2259.84 total sept 2013-june 2015
Undriving Program	\$2,500/year in ongoing partnership and operating costs, materials = \$5,000 total Sept 2013-June 2015
Bike PARTners Build-a-Bike Program	\$4,800 in storage costs for donated, refurbished bicycles (\$200 per month for two years)
	\$6,000 per year in indoor workspace for bicycle shop in Maintenance Building at Intercity Transit. Rental of similar space would be \$500/mo. Total = \$12,000 Sept 2013-June 2015
Total Yearly:	\$20,633.50
Total Over Two Years:	\$41,267.84

Education

- Peer-Education and Student Empowerment Model
 - Once a week, a self-selected group of students will meet with an adult facilitator from Intercity Transit's youth education staff. The group will use the Arthur Orsini UrbanThinkers curriculum and a peer-education model. The program recruits, trains, and supports youth leaders to implement walking and cycling strategies that will be effective with their peers.
- Bike PARTners Build-a-Bike Program
 - Two-day after school build-a-bike class where volunteer mechanics teach students one-on-one how to maintain a bike, and League of American Bicyclists Certified Instructors teach traffic safety. Students earn their own bike, helmet, lock and lights. Classes run either September-November or April-June at multiple school sites every year. This program is coordinated by Intercity Transit staff as part of the Smart Moves youth education program. Donated bicycles are refurbished on-site at Intercity Transit by volunteers (retired and high school aged volunteers). Over 100 students a year receive bicycles and educational programming.
- Science of Transportation Classes
 - The Science of Transportation is a 6-8th grade elective class held daily during the middle school Elective Week. Intercity Transit youth program staff coordinate and teach the class. The class can be held multiple times a year at each school site. This curriculum was developed by Intercity Transit to achieve STEM (Science, Technology, Engineering and Math) goals. The class exposes students to the impacts that transportation choices and technological innovations in the energy industry have on their own lives. The aim of this afterschool program is to encourage students to problem solve about larger energy and transportation issues that will directly shape their future.
 - The five-day curriculum takes 15-20 students from lessons on energy and matter through the construction of rubber band bikes to atmospheric science at a transit agency mechanic's shop, sourcing raw materials and following the life cycle of cars with a field trip to the auto wrecking yard, and a lesson where students redesign their neighborhood based on their own needs.
- Safety Without Fear Parent Workshop
 - Parent educator Candyce Lund Bollinger will be a guest speaker at a PTA event. Bollinger guides parents in finding proactive ways to keep children safe while encouraging them to bike and walk, rather than forbidding outside play.
- Student artwork relevant to themes of biking and walking is displayed at Olympia Transit Center for one month in Fall and at Spring ArtsWalk.

- Pace Car bumper stickers are distributed to neighborhood residents and parent drivers encouraging safe driving, no idling, and observing the school limit speed zone.

Encouragement

- International Walk to School Day and Bike to School Day
 - These events in September in May are similar to the monthly bike and walk events, but highlight benefits with school assemblies, and increase visibility of the program at the beginning and end of the year.
- Special Guest Speaker Willie Weir
 - Adventure cyclist Willie Weir will speak about the bike ride to school that began his life-long journey around the world by bicycle. He speaks at schools around the world.
- Undriver's License
 - With Undriving, we engage people to get around by biking, walking, and using transit. We issue Undriver's Licenses in return for pledges to reduce car use the following month. Once you pledge, your picture is taken and you receive a laminated "License" to un-drive on the spot. This booth is brought to school dances and community events.
- Student Surveys
 - Teachers and students work to track student trips and mode choice