

Project #15-1074, Cowling Creek Culverts Replacement Feasibility

Submitted by Antonia Jindrich on 10/04/2016

Accepted by Ameer Bahr on 10/04/2016

CONTACTS

Primary Sponsor: Mid-Puget Sound Fish Enh Grp

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Lead Entity: West Sound Watersheds LE

Alt Project Contact: Troy Fields
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Managing Agency: Rec. and Conserv. Office

RCO Grant Manager: Ameer Bahr
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COSTS TO DATE

Project Start Date: 12/09/2015

FundingEnd Date: 12/31/2017

Funding Formula:	Requested		Original		Current	
Puget Sound Acq. & Restoration:	\$0.00	(0%)	\$68,000.00	(85%)	\$68,000.00	(85%)
Salmon State Projects:	\$68,000.00	(85%)	\$0.00	(0%)	\$0.00	(0%)
Sponsor Match:	\$12,000.00	(15%)	\$12,000.00	(15%)	\$12,000.00	(15%)
Total:	\$80,000.00	(100%)	\$80,000.00	(100%)	\$80,000.00	(100%)

Paid To Date: \$0.00
Remaining RCO Funds: \$68,000.00
Advance Balance: \$0.00

Admin Limit: \$0.00
A&E Limit: \$0.00

Match Bank: \$0.00

Admin Spent: \$0.00
A&E Spent: \$0.00

Last Released Billing:
Pending Billing: No
Number of Billings: 0

PROGRESS REPORT QUESTIONS

#	Question	Answer	Answer Description
1 of 5	Are there any significant challenges that might hinder progress or keep you from meeting your project milestones? If so, please tell us about them.	Yes	This progress got off to a slow start. First, the process to secure an MOU with Kitsap County was significantly slower than expected. Then, Mid Sound's Executive Director, Troy Fields, left the organization at the end of June. As he was also the Project Manager for the project, this delayed the project further. Antonia Jindrich took over management of the project when it was already behind schedule. Since then, however, we have managed to make more progress on the project, and still feel that we can complete the most significant milestones for the project on time.
2 of 5	Describe the work accomplished during this reporting period.		During this period, we negotiated a Memorandum of Understanding with Kitsap County. An engineer from Kitsap County was assigned to the project. We initiated a process to engage a consultant to complete the technical analysis involved in the Feasibility Study, with a review team that is composed of two Mid Sound representatives (one staff member, and a board member), the Kitsap County engineer, and a representative from the Suquamish Tribe. On September 28th, we interviewed three firms that submitted proposals, and are moving forward to find agreement on a scope of work with the leading consulting team.
3 of 5	Do you anticipate any changes to your project? Please describe those changes here.	Yes	The review team had an interesting conversation about the scope of work for the feasibility study, and a proposal by the leading consulting firm to not undertake a boring during this stage of the project. There seems to be good reason to put off this work until the design phase of the work, and not do it during the feasibility stage. The review team agreed with the approach, but wanted to make sure that it was acceptable with RCO before moving forward with that approach. We have not confirmed that approach at this point.
4 of 5	Tell us about work planned for the next reporting period.		In the next reporting period, we plan on getting the consultant on contract, and make some serious progress on the initial assessment -- the mapping, and culvert sizing.
5 of 5	Do you anticipate you will need to request an amendment to your project agreement in the next six months (time extension, cost change, scope change, etc.)? If yes, please explain:	Yes	The only amendment that we could need is to change our scope of work to remove the boring, and redirect the funds to other items of the feasibility study. That is not assured, however, and we could continue with our current scope of work if need be. But we'd like to discuss it and give it some serious consideration.

MILESTONES

Milestone	Target Date	Description	Completed	Delayed	New	
					Target Date	Progress/Reason for Delay
Project Start	12/09/2015		X			
RFP Complete/Consultant Hired	02/28/2016	Consultant under contract by 4/30/2016		X	10/17/2016	Delay due to staff changes. Engineering proposals have been ranked, and a consultant should be under contract shortly.
Special Conditions Met	03/23/2016	Kick-off Meeting with Kitsap County, Suquamish Tribe, and private landowners	X			
Special Conditions Met	03/30/2016	Kitsap County MOU.	X			
Special Conditions Met	03/30/2016	Landowner Certification and Access Agreements if needed to conduct investigations.	X			
Data Gathering Started	04/30/2016	Completed 12/31/2016		X	10/17/2016	Still expected to be complete by 12/31/16. Delayed due to staff changes, etc.
Applied for Permits	05/15/2016	County ROW permit for roadway boring		X	10/30/2016	Depending on whether the boring will be completed, this could be permanently deleted.
Permits Complete	06/30/2016			X	11/30/2016	Delay is due to delay in submittal -- once again because of staff changes.
Special Conditions Met	07/15/2016	Project Team Meeting #1 (Consultant, Public works, Mid-Sound, Landowners?)		X	10/30/2016	We expect to have a brief kick-off meeting just after the consultant gets on board. Delay for this meeting is due to delay in getting consultant on board.
Progress Report Submitted	07/31/2016			X	10/05/2016	Report is delayed because we waited to submit until we were certain we could move forward and still reach the major milestones for completing the final feasibility report.
Annual Project Billing	07/31/2016			X	11/30/2016	At 7/31/16 we had so few project expenses that we were advised to not submit a billing. Once we receive a billing from the consultant, we expect to submit a billing.
Cultural Resources Complete	12/30/2016	Cultural Resources Monitoring Required per attachment correspondence				
Special Conditions Met	01/15/2017	Project Team Meeting #2 (Consultant, Public works, Mid-Sound, Landowners?)				
Progress Report Submitted	01/31/2017					
Draft Plan to RCO	03/31/2017	Per Special Conditions Project Deliverables				
Special Conditions Met	07/15/2017	Project Team Meeting #3 (Consultant, Public works, Mid-Sound, Landowners?)				
Progress Report Submitted	07/31/2017					
Annual Project Billing	07/31/2017					

Preliminary Design to RCO	09/30/2017	Conceptual Designs of selected alternative
Final Plan to RCO	09/30/2017	Per Special Conditions Project Deliverables
Special Conditions Met	11/15/2017	Project Team Meeting #4 (Consultant, Public works, Mid-Sound, Landowners?)
Final Report in PRISM	12/31/2017	
Agreement End Date	12/31/2017	
Final Billing to RCO	01/31/2018	

PERMITS

Type	Applied Date	Received Date	Expiration Date	Permit Number	Comments
Other Required Permits	04/01/2016				Right of Way permit from Kitsap County for boring activity within roadway
Archeological & Cultural Resources (EO 05-05)					
Water Quality Certification [Section 401]					
Endangered Species Act Compliance [ESA]					
Dredge/Fill Permit [Section 10/404 or 404]					
Cultural Assessment [Section 106]					
Hydraulics Project Approval [HPA]					