



Project Charter			Version 01
Project Name	10000 Block Avondale Road Erosion		
Sponsor/Client	City of Redmond		
Project Number	20021807	Date	10/15/2021
Project Manager	Emily Flanagan	Email	eflanagan@redmond.gov


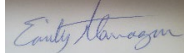
Charter Objective: The objective of the charter is to document the information as it is known at the beginning of the project – not to get into the planning itself. A good charter creates a summary of the project. It's a very succinct way of sharing good, concrete information about the project with individuals who have questions about the project later. The project charter is a short, 3-4 page document that allows us to have that initial discussion, before launching into detailed planning. It is also a tool to make sure we've brought everyone together and have them on the same page regarding what the project needs to be. It's a very important step to deal with stakeholder expectations.

INSTRUCTIONS: *Be sure to display hidden blue instruction text under File tab/Options/Display/Hidden text. Delete this (unhidden) instruction text when form is complete.*

Project Statement	<u>What</u> is the project? Provide a brief sentence or two about what the project is.
	The primary purpose of this project is to repair the 90 feet of roadway embankment near the 10000 block of Avondale Road and to provide an environmental lift of Bear Creek within the project limits.
Need/Justification	Why is it important to achieve the project scope, to be doing this project now? What is expected to be achieved by executing the project? This is a high level business justification.
	Bear Creek has migrated to the west edge of the floodplain near 10000 Avondale Road, about 950 ft north of the Novelty Hill Road intersection. The roadway embankment is experiencing severe scour at the toe, which is resulting in the embankment settling, sidewalk slumping, and damage to existing stormwater outfalls. The City of Redmond (Redmond) has been monitoring the embankment since summer 2018 and a long-term solution for bank stabilization is needed. If left unchecked this flood damage would cause the sidewalk, bike lane and parts of the roadway to collapse.
	Bear Creek is an important stream in the Cedar-Sammamish watershed for its productive salmonid habitat. Enhancement of Bear Creek is in the <i>Lake Washington/Cedar/Sammamish Watershed (WRIA 8) Chinook Salmon Conservation Plan (10-year Update)</i> (WRIA 8 Salmon Recovery Council, 2017). Work done to protect the embankment will trigger the requirements to improve and enhance Bear Creek along the project reach. Redmond's vision for the project is to support Avondale Road with a new retaining wall to minimize the impact on the floodplain, and employ stream restoration techniques and natural stream processes to redirect flow away from the threatened roadway, minimizing future risk.
Objectives/Deliverables	What will be the outcome of the project? What does the world look like when the project is done (what does DONE look like)? State the objectives to be SMART (Specific [clear & explicit], Measurable, Attainable, Relevant [what is the benefit gained] and Time-bound [completion date]).

	<p>Objectives</p> <ol style="list-style-type: none"> 1. Provide long-term stabilization of the roadway and alleviate settlement risk. 2. Restore more diverse stream habitat through placement of large woody debris and grading of side channels. 3. Repair the stormwater outfalls. <p>Deliverables</p> <ol style="list-style-type: none"> 1. 90% design package 2. As-Built Drawings
Stakeholders	<p>A stakeholder is anyone who is involved, impacted, or perceives themselves as being impacted by a project. Who is the project sponsor? What other stakeholders have already been identified? We can do a more detailed stakeholder analysis later <u>but this lets people begin to raise awareness of stakeholders.</u></p> <p>Sponsor</p> <ol style="list-style-type: none"> 1. King County Flood Control District 2. City of Redmond – Design and Construction <p>Tribes</p> <ol style="list-style-type: none"> 1. Muckleshoot Indian Tribe 2. Snoqualmie Tribe 3. Tulalip Tribes 4. Stillaguamish Tribe of Indians <p>Stakeholders</p> <ol style="list-style-type: none"> 1. Adjacent Property Owners <ol style="list-style-type: none"> a. King County Parks b. Fairwinds Retirement Community 2. Puget Sound Energy 3. Permitting Agencies: <ol style="list-style-type: none"> a. Army Corp of Engineers b. Washington State Department of Fish and Wildlife
Project Team Role and Responsibilities	<p>Who will be on the team? Are there some roles/responsibilities that need to be clarified now before the detailed planning begins? Are you clear on your responsibilities as the project manager?</p> <ol style="list-style-type: none"> 1. Steven Hitch – Engineering Manager (Interim) 2. Emily Flanagan – Technical Design Lead 3. Aaron Noble – Construction Project Manager 4. Alicia Pettibone – RH2 Engineering – Design Consultant 5. Ernest Fix – Maintenance
High-Level Schedule	<p>List month & year for start and end of overall project and each phase of the project. May include key milestone dates if known.</p> <ol style="list-style-type: none"> 1. Pre-Design and Permit Submittals: July 2019 – December 2021 2. 30% Design: April 2020 – February 2021 3. Final Design and Permit Approvals: January 2020 – December 2022 4. Construction: June 2023 – October 2023 5. Closeout: December 2023 – April 2024
Initial Assumptions	<p>What high-level assumptions have already been made about the project?</p> <ol style="list-style-type: none"> 1. \$1.55 Million Funding from the King County Flood Control District. Additional \$1,169,458 from City of Redmond CIP. 2. All permitting agencies will issue the necessary permits by December 2022 3. The current Avondale Road alignment and sidewalk configuration will remain in place for the near term (25 years). 4. Habitat enhancements and environmental lift will be permit requirements. 5. The project must cause zero-rise to 100-yr flood flow water surface elevations. 6. The project will be constructing a retaining wall to replace the failing embankment.

	<ol style="list-style-type: none"> Project will only include roadway improvements along Avondale Road, if impacted by project construction or required by permitting agencies. Existing drainage structures can be replaced where impacted by new retaining wall.
Risks	<p>What are main high-level risks that have already been identified? This is all about uncertainty. What do you, or other people, think could go wrong on the project?</p> <ol style="list-style-type: none"> Permit requirements for habitat restoration may affect the cost/feasibility of the repair. Failure of the embankment along Avondale Road prior to construction. Access to the project site may be difficult due to the steep slopes from the arterial down to the floodplain and could limit design options. The COVID-19 pandemic could affect the project schedule and costs.
Constraints/ Boundaries	<p>Are there specific items that are NOT within the scope of the project? There's an infinite number of things not in the project, but remember, this document is about clarifying stakeholder expectations.</p> <ol style="list-style-type: none"> Sidewalk and Roadway improvements will occur if required by permitting of project. Utility and Stormwater improvements will be limited to improvements directly related to the embankment repair. Stream Improvements outside of the Project area are not intended
Planning Level Cost Range	<p>What is the expected project cost through the life of the project? Include contingencies and allied costs (design, permitting, staff labor) and where appropriate, estimated cash flow for the project. Present the project cost range to correspond with the initial schedule assumptions adjusted as appropriate to recognize the very preliminary nature of this cost estimate.</p> <p>Total Project Cost; \$3,173,298 (includes 20% contingency). \$1.55 M from King County Flood Control District and \$1,623,298 from City of Redmond.</p> <ol style="list-style-type: none"> Preliminary Design - \$345,000 Final Design and Permitting - \$529,178 ROW and Easements - \$42,712 Construction – \$2,269,458 <p>*Construction estimate based on 60% Design.</p>
Sustainability Development Programs	<p>Discuss how this project will address the County directives related to environmental sustainability, such as: climate change; green building and sustainable development practices for capital projects (e.g., LEED Certification, or cost-effective sustainable practices); energy efficiency; conservation and cost savings; and any other related County directives in this area.</p> <p>This project will be considering long term geomorphic processes of Bear Creek, when designing roadway embankment protection. This will result in a project with a longer lifespan, and delay the need to return to the site in the future. The project is also considering construction methods with the lightest touch to the sensitive riparian area around Bear Creek. Habitat enhancements included in project design include removal of invasive plant species, planting of shade trees, and installation of large woody debris. Any trees felled for construction will be repurposed as habitat features on site.</p>
Equity and Social Justice (ESJ) Program	<p>Discuss how this project will address the County directives related to Equity and Social Justice (ESJ) Ordinance 16948. The ordinance calls for a focus on both equity in the development and decision processes (process equity) and equity in the distribution of project benefits and burdens (distributional equity). http://www.kingcounty.gov/exec/equity/vision.aspx</p> <p>Roadway, utility, bike lane and sidewalk elements serve the entire community, including transit users, cyclists and pedestrians on this heavily-used principal arterial (daily average traffic count is 32,402 vehicles/day). The project vicinity is served by two Metro Transit routes (232 and 248) with the closest stop approximately 800 feet from the project site. The sidewalk in the project vicinity, while not heavily used, serves an Aegis Living retirement community (immediately adjacent) and Friendly Village (a mobile home court for seniors owned by King County Housing), underscoring the need for functional sidewalks. If the project were not completed, the erosion caused by high flows against the roadway embankment would cause failures of the stormwater outfalls, sidewalk and eventually the bike lane and road.</p> <p>The City does not have any Limited English Proficiency (LEP) populations that account for more than 5% of our overall area. Both the Chinese and Spanish languages represent 2.7% and 2.6% of the City's population, respectively. The City will translate project information items as the need is identified.</p>

Project Approval Process	Identify who evaluates and decides on project continuance at intermediate review milestones, as well as project success, and gives ultimate sign-off of project completion. Agencies may refer to other standard processes of project acceptance if used within that agency.		
	<ol style="list-style-type: none"> 1. Project Charter – Approved by City of Redmond design team (Engineering Manager, Technical Design Lead, and Construction Project Manager) and the King County Flood Control District KCFCD). 2. Project Initiation and Initial Funding– Approval by City of Redmond City Council and Mayor 3. Preferred Alternative Selection – Approval by the City of Redmond design team with input from stakeholders. 4. 30% design and baselining – Approved by City of Redmond design team. 5. Review of 60% design - Approved by City of Redmond design team. 6. Review of 90% design – KCFCD approval required as a funding partner. 7. Final Design – Approval by the City of Redmond design team. 8. Ad and Award for Construction – Approval by the City of Redmond City Council and Mayor 9. Project Acceptance - Approval by the City of Redmond City Council and Mayor 		
Decision Making Process	What will be the decision making process(es) for the project?		
	The Technical Design Lead will be responsible for the day to day decision making until 30% design is achieved. Major milestones, such as alternative selection and authorization to change project phases will be approved by consensus of the City design team (Engineering Manager, Technical Design Lead, and Construction Project Manager). After 30%, day to day decision make will be made by the Construction Project Manager, in consultation with the Functional Area Lead, and Engineering Manager.		
Success Criteria	What will be the criteria for judging the project successful?		
	<ol style="list-style-type: none"> 1. A retaining wall will be constructed that will protect Avondale, while minimizing impact on floodplain. 2. Repair is completed by the target date of October 2023 3. Total project costs do not exceed the 60% design estimate. 4. Stream channel and habitat improvements allow for long term sustainable salmonid habitat. 		
Signatures	Optional - List signatories and obtain their signatures memorializing they have read and agree with the Charter. Typically the core project team members sign . The client/sponsor by signing the Gate 1 authorization form, with the charter as an attachment, agrees to the charter.		
	 <u>11/5/2021</u> Executive Director, King County Flood Control District		 <u>11/5/2021</u> Technical Design Lead, City of Redmond (On behalf City of Redmond Design Team)