



# SKAGIT COUNTY PUBLIC WORKS DEPARTMENT

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December 29, 2017

Mr. John Koster, Executive Director  
County Road Administration Board  
2404 Chandler CT SW - Suite 240  
Olympia, WA 98502-0913

## **RE: County Ferry Capital Improvement Program– 2019-2021 Biennium Project Application**

Dear Director Koster:

Skagit County's ferry, the M/V Guemes is in need of replacement. We are requesting the County Road Administration Board (CRAB) to recommend to the legislature for funding in the full amount allowable under the County Ferry Capital Improvement Program as allowed in RCW 47.56.725 (4) and WAC 136-400. The Guemes is a 38-year old, 21-vehicle, 99-passenger, diesel-powered ferry that provides service between the City of Anacortes and Guemes Island. There are no alternate routes that provide access to the island, therefore making the ferry a vital link in our County road system. The age of the vessel, and ever increasing maintenance costs, has made replacement imperative. Included in this application package is a compilation of documents, reports, and estimates that show the exciting path Skagit County has chosen to undertake in replacing our ferry. We have included in this package a concept design report, general arrangement and structural drawings, vessel capacity study, transportation system assessment, and engineer's cost estimate to lay out the process we will undertake to replace our ferry.

According to the letter CRAB sent us in May, below are our required answers to the following questions and/or reference to appropriate supplemental information within this package:

### **Part One – Six-Year and Fourteen Year Plan Submittal:**

- 1) Was the county's six-year program and fourteen-year long-range ferry capital improvement plan prepared and adopted in accordance with RCW 36.81.121 and 36.54.015?
  - Yes, Skagit County consistently prepares and submits the six-year program and fourteen-year long-range ferry capital improvement plan in accordance to the appropriate RCWs
- 2) Were copies forwarded to CRAB no later than December 31, 2016?
  - Yes, according to C.A.R.S. we submitted copies on December 28, 2016.
- 3) Did the county's six-year program and fourteen-year ferry capital improvement plan submitted on or before December 31, 2016, include all projects for which the county is requesting ferry capital improvement funds during the biennium beginning on July 1, 2019?
  - Yes, for the past five years, since December of 2013, the ferry replacement has been on the six-year plan and for the past six years, since December of 2012, the ferry replacement has been on the fourteen-year ferry capital improvement plan.
- 4) Was a preliminary project cost estimate submitted?
  - Yes, both the six-year program and the fourteen-year ferry capital improvement plan has had a project cost estimate of \$12,000 since inclusion.

**Part Two – Project Application Documentation:**

- 1) A complete project description and scope, including decision criteria and financial justifications for preferred alternatives;
  - The scope of our project is vessel replacement; for this project Skagit County has evaluated five propulsion systems. The attached application package includes the concept design report which outlines our decision criteria and various financial justifications for the proposed alternatives.
- 2) A complete engineering analysis and cost estimate for the project;
  - The included concept design report provides not only the engineering analysis for the vessel based on future capacity and energy needs but shore side terminal improvements as well.
- 3) Copies of applications for outside funding through the public works trust fund or any other available revenue source;
  - We have inquired to more than eleven agencies and our State Representative for funding and have either been told that we were not eligible or were turned down. Please see section 4 of this package for descriptions, applications, and responses.
- 4) A financial plan for utilization of outside funding that has been, will be, or may be awarded;
  - See section 4 which is an overview and discussion of our proposed financial plan.
- 5) Comprehensive project amortization and cash flow schedules.
  - See section 5 which lays out amortization schedules for each of the five propulsion options we are evaluating.

**Part Three – Project Review Process:**

We are available to present our project to the technical review committee at the committee's earliest convenience. We respectfully request that the technical review committee make their recommendation to CRAB at the spring meeting so we don't delay our progress in this design effort. According to the grant procedural steps, the technical review committee must develop a written report no later than 30 days prior to the CRAB Board spring meeting. We are requesting that CRAB act on the recommendation at the spring meeting, rather than waiting until the summer meeting.

We look forward to hearing from you to schedule our presentation. If you have any further questions or comments regarding this matter, feel free to contact me at your convenience.

Sincerely,



Paul A. Randall-Grutter, P.E.  
County Engineer

## **PART ONE -- Six-Year and Fourteen-Year Plan Submittal**

*Please provide a narrative answer to the following questions. If the answer is "NO", please explain:*

- (1) Was the county's six-year program and fourteen-year long-range ferry capital improvement plan prepared and adopted in accordance with RCW 36.81.121 and 36.54.015?
- (2) Were copies forwarded to CRAB no later than December 31, 2016?
- (3) Did the county's six-year program and fourteen-year ferry capital improvement plan submitted on or before December 31, 2016, include all projects for which the county is requesting ferry capital improvement funds during the biennium beginning on July 1, 2019?
- (4) Was a preliminary project cost estimate submitted?

## **PART TWO – Project Application Documentation**

*Please provide the following information in detail:*

- (1) A complete project description and scope, including decision criteria and financial justifications for preferred alternatives;
- (2) A complete engineering analysis and cost estimate for the project;
- (3) Copies of applications for outside funding through the public works trust fund or any other available revenue source;
- (4) A financial plan for utilization of outside funding that has been, will be, or may be awarded; and
- (5) Comprehensive project amortization and cash flow schedules.

## **PART THREE – Project Review Process**

WAC 136-400-060 states that a technical review committee be created to review project applications for ferry capital improvement funds composed of the following members or their designees:

- (1) Executive director of CRAB,
- (2) WSDOT Director of Highways and Local Programs,
- (3) WSDOT Marine Division Engineer, and
- (4) Public Works Department representatives from each of the four participating counties.

The county representatives will serve as ex officio, nonvoting members of the technical review committee.

Presentation of the projects by the county during technical review committee meetings will allow for additional information and questions about the project to be addressed.

The technical review committee may recommend approval of projects that have been submitted in a timely manner and that:

- (1) Meet the applicable statutes and the standards of this chapter; and
- (2) Adhere to commonly held engineering practices and cost effectiveness.

The technical review committee will recommend an appropriate local match on a project-by-project basis based upon the availability of local matching funds. Written reports on each project recommended for approval will be submitted to the CRAB no later than thirty days prior to its regularly scheduled spring meeting. Technical review committee meetings will be convened on an "as needed" basis by the executive director of the CRAB, who will serve as chairperson.

**PART FOUR – Project Application Certification**

Date of Application: DECEMBER 29, 2017

Project Lead Contact: RACHEL ROWE, FERRY DIVISION MANAGER

I certify that the information provided in this application is true and correct; and that I am authorized to sign this application on behalf of the requesting agency.

County Engineer: Pal A. Rudolph