



Gate 1: Project Authorization

Objective: Formally authorize the project manager to proceed with a county capital project.

Project Identification	
<i>Include the official "Project Name" as stated in the budget submission. Include "Subproject Number" if appropriate. Identify "Project Sponsor/Client" as defined by Agency. "Project Manager" is a mandatory entry. "Project Team" and "Key Stakeholders" are optional entries if not identified at this point.</i>	
Project Name	Madsen Creek Flood Reduction Improvement Project
Project Number	27-3976
Project Sponsor/ Client	King County Flood Control District/City of Renton
Project Manager	Amanda Pierce
Project Supervisor	Joseph Farah

Project Management Manual Scalability Determination	
<i>Most projects will conform fully with the general requirements established under WLRD's Project Management Manual. However, some projects (e.g. emergency projects or smaller repair projects) may be more effectively managed to meet the project goals when exempted from portions of the Manual. The Gate Committee has the authority to waive or modify Manual requirements. If applicable, authorized modifications to or waiving of Manual requirements and gate reviews are documented here.</i>	
1.	N/A

Gate 1 Project Authorization

I have reviewed and approved the attached Charter and authorize the project manager to proceed with the project.

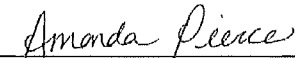

 FCD Executive Director

12/3/2019
 Date

Gate Approval Committee Chair

Date

cc:


 _____, Project Manager

09.18.2019
 Date


 _____, Project Supervisor

9/18/2019
 Date

This represents the Project Authorization date and when the Project Charter was formally accepted by Water & Land Resources Division Management in accordance with applicable Division-level procedures.



City of Renton Public Works

Project Charter			Version 01	
Project Name	Madsen Creek Flood Reduction Improvement Project			
Sponsor/Client	City of Renton			
Project Number	27-3976	Date	09/18/2019	
Project Manager	Amanda Pierce	Email	apierce@rentonwa.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.

Project Statement	<u>What</u> is the project? Provide a brief sentence or two about what the project is.
	The City of Renton (City), in collaboration with the King County Flood Control District (District), will complete a series of maintenance activities and small-scale improvement projects to reduce the flood hazard along the Lower Madsen Creek drainage system, a project constructed by King County in the 1970s and 1980s.
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.
	<p>In the 1970s and 1980s, rapid residential development within the watershed increased storm water runoff, which in-turn increased flooding along the lower Madsen Creek. In response, King County constructed a sediment basin and a high flow flood bypass channel in 1976 to capture sediment and convey high flows directly to the Cedar River. The system has generally performed well, however, the risk of flooding has increased in the last few years due to loss of capacity in the stream channel. Hence, it was determined that improvements are required to reduce the risk of roadway and private property flooding.</p> <p>In March 2019, the City, in coordination with King County, identified the required improvements by completing a comprehensive scientific and engineering evaluation of the stream and flood control system. The investigation revealed the following:</p> <ol style="list-style-type: none"> 1. The capacity of the existing high flow flood bypass channel has decreased since 1976 due to sediment deposition and vegetation growth. Sediment and vegetation management activities have been conducted at various times throughout the life of the project, but even with the historical maintenance efforts, the capacity of the system has decreased and flooding has increased. 2. A 400-foot long section of the right bank berm along the high flow flood bypass channel is too low to contain large floods. Under existing conditions, flood waters overtop the right bank berm during events larger than the 8-year storm, where it then reenters Madsen Creek. Madsen Creek does not have the capacity to contain the excess flow and therefore water overtops the channel banks and floods neighboring private residences and public roads; the impacted property includes the north end of Wonderland Estates (a King County Housing Authority mobile home senior community) and sections of Ron Regis Park. This excess floodwater also exacerbates flooding issues within the storm water ditch along 149th Ave SE, which currently floods during events larger than the 2-year storm. 3. The berm surrounding the existing sediment basin does not have an emergency spillway. In the event the sediment basin outlet is impeded during a flood, the berm has a high potential to overtop and fail. The existing flood potential and the flood wave associated with the sediment basin failure could cause severe damage within the adjacent housing subdivision, Wonderland Estates, along with SR169.

Objectives/ Deliverables	<p>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> <p>The following objectives have been established for the Lower Madsen Creek Flood Reduction Improvement project:</p> <ol style="list-style-type: none"> 1. Implement monitoring, maintenance and capital project actions that improve the performance of the existing storm water system to reduce flooding within lower Madsen Creek. This will include: <ol style="list-style-type: none"> a. Restore the capacity of the high flow bypass and the SR169 culvert by removing accumulated sediment and vegetation. b. Raise approximately 400-feet of the right bank berm along the upper High Flow Bypass to contain the 100-year flood within the bypass channel. c. Create a berm to protect Wonderland Estates and an adjacent private parcel from flooding. d. Improve and extend the existing right bank ecology block wall/berm along Madsen Creek between SR169 and 149th Avenue SE. e. Raise the berm surrounding the sediment pond to create a rock-lined emergency spillway that would safely discharge flood waters to the high flow bypass following a catastrophic failure of the existing outlets. f. Develop memorandum(s) of understanding between the City, County, and WSDOT to monitor and implement annual maintenance activities to maintain the capacity of the high flow bypass and prevent flooding along Madsen Creek. 2. Implement the actions above in collaboration with City, King County, and WSDOT as each agency owns facilities that are part of the existing flood reduction system. 3. Collaborate with WDFW and the Muckleshoot Indian Tribe Fisheries Division (MITFD) to make sure improvements do not adversely impact aquatic habitat, or if they do, include mitigation measures for any impacts. <p>Deliverables:</p> <ol style="list-style-type: none"> 1. Plans and/or descriptions of the maintenance actions to be completed by City, County and/or WSDOT personnel for their respective maintenance components of the project. 2. 30%, 60% and 90% designs and bid-ready engineering plans for proposed improvements that will be constructed by contractors. 3. Permit applications and approvals. 4. Implementation of maintenance actions and construction of capital improvements.

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> <ol style="list-style-type: none"> 1. King County Flood Control District (Project sponsor). 2. City of Renton (Public Works, Parks, and Planning) 3. King County WLRD – Surface Water Management 4. Washington State Department of Transportation 5. WDFW 6. MITFD 7. Residents impacted by Madsen Creek flooding (Wonderland Estates, New Life Church, and properties along 149th Ave SE)
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> <p>The project team will consist of:</p> <ol style="list-style-type: none"> 1. Joseph Farah – City of Renton Surface Water Engineering Manager 2. Amanda Pierce – City of Renton Surface Water Utility Project Manager 3. King County WLRD (District Service Provider) 4. WSDOT Northwest Region maintenance manager or other project representative 5. Consultant team consisting of design, permitting, and engineering specialists <p>The consultant team will complete the engineering design, permitting, bid documents, and provide construction management services, if necessary. The City Project Manager and the Surface Water Engineering Manager will administer the consultant contract and review/approve deliverables. They will also initiate and lead outreach to WDFW and the MITFD. The City will manage construction bids and provide construction supervision. King County Stormwater Services (a section of WLRD) and WSDOT responsibilities will be clearly defined once the list of project actions has been finalized in a memorandum of understanding. All project documents will be available for the District’s project representative to review and comment.</p>
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> <p>Assuming that a funding agreement between the City and the District is approved in the 4th quarter of 2019, the consultant team will complete detailed design and secure permits to allow maintenance and construction to take place in the summer and fall of 2020.</p>
Initial Assumptions	<p>What high-level assumptions have already been made about the project?</p> <ol style="list-style-type: none"> 1. An Interlocal agreement with King County Flood Control District will be executed in the 4th quarter of 2019. 2. Permits can be obtained for the proposed project actions without significant design changes or significant added mitigation measures.

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"> 1. There is a risk of unanticipated mitigation measures that could be imposed on the City in order to obtain environmental permits, and those measures could be either infeasible or too costly. 2. Implementation could be delayed until 2021 because permits may not be obtained in time for 2020 construction. 3. Currently, the City of Renton classifies the high flow bypass of Madsen Creek as a fish bearing stream and the surface water utility is working on reclassifying to a constructed storm water channel.
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"> 1. Capital projects in the watershed upstream from Lower Madsen Creek, along 149th Ave SE, or through Ron Regis Park are not within the scope of this project. 2. Significant aquatic habitat restoration is not within the scope of this project. 3. Implementation of maintenance programs by the City of Renton, King County, and WSDOT is assumed to be an operating expense and would not be covered by this funding agreement. 4. Only short-term improvement projects described in the Need/Justification section of this charter would be funded by the agreement with the District. Long-term improvements reconfiguring Madsen Creek's connection to the Cedar River would not be included.
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>The planning-level cost estimate for the project is \$500,000 and is distributed as follows: City Project Management including Construction Supervision - \$25,000 Consultant Fee for final design, plans, specifications, engineer's estimate, bid documents, and construction management - \$175,000 Projects Construction - \$300,000</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> <ol style="list-style-type: none"> 1. Property surrounding the Lower Madsen Creek will be more resilient to the potential increase in magnitude and frequency of flooding resulting from future climate change. 2. Minimizing impacts to native vegetation and aquatic habitat will be considered in the selection and design of the project actions. 3. To the maximum extent practicable, construction activities will integrate cost-effective and sustainable practices. These practices may include, but are not limited to, reuse or recycling of sediments and material; using locally sourced products and plants; and implementing erosion and sedimentation controls to reduce construction impacts.
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>King County will evaluate the applicability of nine ESJ credits in the pro-equity practices, processes, and outcomes. This analysis will use the available tools in the PMM to ensure consistency with the</p>

	goals of the ESJ Ordinance. King County will determine the level of public involvement based on the score obtained for the "ESJ Initial Needs Assessment" tool.	
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.	
	<p>The City will manage the consultant team and initiate and lead meetings with agency partners; including King County Stormwater Services and WSDOT. The City will initiate and lead permit acquisition and coordinate as needed with WDFW and the Muckleshoot Indian Tribe.</p> <p>During the improvements design phase, the City will review and approve the design submittals at intermediate review milestones (alternatives analysis, 30%, 60%, 90% and final design).</p> <p>The District will approve the Charter and design milestones.</p> <p>During the improvements construction phase, the City, with the potential assistance of its consultant, will review and approve construction documents; such as submittals, potential change orders, progress payments, and completion of the project.</p>	
Decision Making Process	What will be the decision making process(es) for the project?	
	Day-to-day project decisions will be made via collaboration between project staff from the City and the consultant team. The King County Flood Control District will approve the milestones noted in the project approval process above.	
Success Criteria	What will be the criteria for judging the project successful?	
	<p>The criteria for judging project success:</p> <ol style="list-style-type: none"> 1. Acquisition of all required project permits. 2. Completion of the project within the project budget and the funding agreement amount. 3. Completion of the project by the end of 2021 or sooner. 4. Collaboration of all key stakeholders. 	
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.	
	Joseph Farah	Amanda Pierce
	