



**STAFF REPORT/RESOLUTION**

**TO:** Southwest Washington Regional Transportation Council Board of Directors  
**FROM:** Matt Ransom, Executive Director  
**DATE:** June 25, 2019   
**SUBJECT:** **RTC – CITY OF RIDGEFIELD Master Interlocal Service Agreement, Resolution 07-19-18**

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**AT A GLANCE - ACTION**

*The RTC is authorized to contract on a fee-for-service basis with member agencies to provide specialty and project management services. RTC and the City of Ridgefield are proposing to enter into a Master Interlocal Services Agreement (Agreement) to establish a contracting relationship. Approval of the Agreement establishes a contract and framework for accomplishing mutually beneficial work efforts.*

**INTRODUCTION**

The Southwest Washington Regional Transportation Council (RTC) was organized in 1992 through an Interlocal Agreement among signatory (member) agencies. The Interlocal Agreement provides that RTC may contract on a fee-for-service basis with parties to the agreement and with non-party agencies and private entities which will provide special services.

The Year 2019 Work Program for the RTC provides that RTC will seek opportunities for regional partnership and collaboration, and fee-for-service project management relationships. Further, the Year 2019 Work Program provides that RTC will be a financial participant and grant the City of Ridgefield funding to support the Discovery Corridor Adaptive Infrastructure Study, which is ongoing, and serves to promote long-term regional transportation planning coordination and project development functions.

The proposed Master Interlocal Services Agreement (Agreement) between RTC and CITY OF RIDGEFIELD would provide a formal contracting mechanism to accomplish work order(s) and reimbursement for services rendered. RTC and CITY OF RIDGEFIELD find it mutually advantageous to utilize the other's personnel and expertise, and share resources, in order to increase efficiency and provide specialty transportation planning and project management services.

Adoption of Resolution 07-19-18 provides a contracting relationship between RTC and CITY OF RIDGEFIELD to accomplish defined work order(s) and to provide reimbursement for services rendered.

**POLICY IMPLICATION**

Upon approval of the Resolution and the Master Interlocal Services Agreement, the executive officers of each agency may enter into work orders and seek reimbursement for services rendered.

**BUDGET IMPLICATION**

None. Each party requesting service, covenants by executing a work order pursuant to the Agreement, that it has (or will have) authorized resources to reimburse the other party for services rendered.

**ACTION REQUESTED**

Adoption of Resolution 07-19-18 authorizes the Executive Director to sign the Master Interlocal Services Agreement between RTC and CITY OF RIDGEFIELD.

ADOPTED this   2   day of   July   2019, by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON  
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

\_\_\_\_\_  
Anne McEnery-Ogle  
Chair of the Board

\_\_\_\_\_  
Matt Ransom  
Executive Director

Attachment: Master Interlocal Services Agreement

## **MASTER INTERLOCAL SERVICE AGREEMENT**

THIS AGREEMENT is made and entered into by and between SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL, (hereinafter "RTC"), a metropolitan planning organization established under federal law and regional transportation planning organization established pursuant to state law, and created by interlocal agreement effective July 1, 1992, and CITY OF RIDGEFIELD, a municipal corporation duly organized pursuant to the laws of Washington, (hereinafter, "RIDGEFIELD").

WHEREAS, RTC and RIDGEFIELD agree to enter into work agreements when needed, to complete mutually beneficial transportation planning studies and project development activities; and

WHEREAS, RTC and RIDGEFIELD find it mutually advantageous to utilize the other's personnel and expertise when appropriate to increase efficiency; and

WHEREAS, the parties have the necessary personnel and expertise in combination and are willing to do said work for one another in consideration of the mutual covenants and agreements herein contained and pursuant to RCW 39.34.080, as applicable;

WHEREAS, this AGREEMENT has been authorized by the respective governing bodies of the RTC and RIDGEFIELD; now, therefore,

### **IT IS COVENANTED AND AGREED** as follows:

1. The purpose of this AGREEMENT is to maximize the resources and expertise of the parties to increase efficiency in transportation planning.

2. RTC or RIDGEFIELD shall provide one another those transportation planning services as requested of one another in work orders to implement this AGREEMENT to the same standards provided by RTC or the RIDGEFIELD in their respective capacities.

3. Each work order shall set forth the scope of work, rate of compensation, not to exceed amount, and timelines for completion for each project.

4. Such work orders shall be executed by the parties' administrative agents, or designees, specified in this AGREEMENT:

For CITY OF RIDGEFIELD:

City Manager

For RTC:

Executive Director

5. This AGREEMENT will be utilized by RTC and RIDGEFIELD.

6. Each party requesting service, covenants by executing a work order pursuant to this AGREEMENT that its requests for service are currently or will be budgeted for that party and for that service.

7. All costs to party providing service for its labor assigned contractors and administrative expenses shall be recovered under a reimbursable work requisition number. All cost estimates shall include appropriate administrative overhead rates, applicable sales and business and occupation taxes, applicable liability insurance charges, and actual charges. Costs shall include actual direct labor and usage charges and any applicable overhead.

8. Upon completion of each reimbursable work requisition or at monthly intervals, the party requesting service agrees to process payment for the party providing service, the amount of the costs under the work order within 30 days of invoice. Both parties shall endeavor to timely pay all bills for service.

9. Both parties agree that in the performance of this AGREEMENT they shall comply with the provisions of RCW 39.34.080, as applicable.

10. Both parties agree that in the performance of this AGREEMENT they shall comply with all other applicable local, state and federal laws.

11. It is understood and agreed that each party will be responsible for its own negligence and will, to the extent of its negligence, indemnify and hold harmless the other party from any and all claims, losses, or causes of action, suits and actions in equity of any kind.

12. Each party agrees to hold the other party harmless from any and all bodily injury claims brought by employees of that party and expressly waives its immunity under the Ch 51 RCW, the Industrial Insurance Act, as to these claims which are brought against the other party; provided, that if RTC and RIDGEFIELD are both found to be negligent, each party's duty to indemnify shall

be limited to the extent of its negligence. The RTC and RIDGEFIELD waive transfer of rights of recovery (subrogation) against each other, their agents, representatives, directors, officers and employees for any claim arising out of acts, errors, mistakes, omissions in the provision of work or services under this AGREEMENT.

13. It is understood and agreed between the parties that this AGREEMENT shall not be assigned, transferred or any portion subcontracted hereunder by the either party without the prior written permission of the other party.

14. Any notices to be given under this AGREEMENT shall be delivered postage repaid and addressed to:

To RTC:

Regional Transportation Council  
PO Box 1366  
Vancouver, WA 98666-1366  
Attn: Executive Director

To CITY OF RIDGEFIELD:

CITY OF RIDGEFIELD  
P.O. Box 608  
Ridgefield, Washington 98642  
Attn: City Manager

15. This AGREEMENT is intended for the benefit of the parties and is not intended to create third party beneficiaries.

16. The term of this AGREEMENT is for five (5) years from the date of execution by both parties. Either party may terminate this AGREEMENT upon sixty (60) days written notice. The parties agree to reimburse one another for the cost of services provided through the date of termination of this AGREEMENT.

17. This AGREEMENT is entered into pursuant to Chapter 39.34 RCW. Its purpose is as set forth in Section 1. Its term or duration is as specified in Section 16. Its method of termination is set forth in Section 16. Its manner of financing is described in Sections 2-8. No property shall be acquired pursuant to this Agreement which will need to be disposed of upon partial or complete termination of this Agreement.

18. The parties agree that there shall be two (2) signed originals of this AGREEMENT procured and distributed for signature by the necessary officials of RTC and RIDGEFIELD. Upon execution, a copy of the executed original of this Agreement shall be posted on both parties' websites within ten (10) days of execution. Upon posting of the executed copies of this

Agreement on both parties' websites, each signed original shall constitute an Agreement binding upon the RTC and RIDGEFIELD.

19. Acts taken in conformity with this AGREEMENT prior to its execution and filing are hereby ratified and affirmed.

IN WITNESS WHEREOF, the parties have set their hands this \_\_\_\_ day of \_\_\_\_\_, 2019.

FOR SOUTHWEST WASHINGTON  
REGIONAL TRANSPORTATION COUNCIL

By: \_\_\_\_\_  
Matt Ransom, Executive Director

Approved as to form:

By: \_\_\_\_\_  
Ted H. Gathe, RTC General Counsel

FOR CITY OF RIDGEFIELD,  
a Washington Municipal Corporation

By: \_\_\_\_\_  
Steve Stuart, City Manager

Approved as to form:

By: \_\_\_\_\_  
Janean Parker, CITY OF RIDGEFIELD Attorney