



Members: Councilmembers Cindi Hochstatter (chair), Curt Brown, Charla Neuman

Staff Liaison: Mike Dahlem, Andrew Leach, Jason Van Gilder, Michael Kosa, Robert Wright, Andria Swann, Kelsey White

City Hall remains closed during Governor Inslee’s “Safe Start” order, a consequence of the Covid-19 pandemic. The public is invited to attend the meeting telephonically using the call-in instructions below, or join the meeting via the link below.

Join Zoom Meeting

<https://sumnerwa-gov.zoom.us/j/88333056435>

Meeting ID: 883 3305 6435

One tap mobile

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Call to Order

Committee Business

1. Operations Facility - Consultant Contract Amendment
2. 2021-2022 On Call Consultant Services Contracts Award
3. SR 167 WSDOT Detour Agreement
4. Academy Street Bicycle Lanes - Consultant Supplement for Final Design

Project Management Report

Adjournment

SUBJECT: Operations Facility - Consultant Contract Amendment

CATEGORY: Consent

BUDGET IMPACT:

Expenditure Required: \$3,995,631.00

Within Budget Allocation: Yes

ATTACHMENTS:

1. Amendment #2

STAFF CONTACT: Doug Beagle, Development Services Director

SUMMARY BACKGROUND:

The City of Sumner has completed a needs assessment and has purchased the land needed to construct the new Operations Facility. The City selected a consulting firm to design the facility.

A Request for Qualification (RFQ) was advertised and eleven firms responded. The City interviewed the top five consulting firms. The selection committee unanimously selected TCF Architecture as the most qualified firm to provide design services for the new Operations Facility.

The contract for the design services with TCF Architecture was broken up into phases. The first phase was a preliminary design for a site layout that fulfills the requirements of our needs assessment. The second phase is for final design and construction management.

A scope and fee were negotiated with TCF for the first phase of the design. The contract amount for Phase 1 is \$312,817.00.

A scope and fee were negotiated with TCF for the second phase of the design and construction management. The amendment amount for Phase 2 is \$3,682,814.00. For a total contract amount of \$3,995,631.00.

COUNCIL COMMITTEE/STUDY SESSION: Public Works Committee Feb 2, 2021

MEETING/STUDY SESSION DATE: 2/16/2021

COMMITTEE RECOMMENDATION: Yes

STAFF RECOMMENDATIONS/MOTION:

A motion authorizing the Mayor to execute an amendment to TCF Architecture's Consultant Services Contract for the Operations Facility Project (CIP 17-13), increasing the contract amount by \$3,682,814.00 to a total authorized amount not-to-exceed \$3,995,631.00, substantially in a form as approved by the City Attorney.



AMENDMENT NO. 2

NAME OF CONSULTANT, CONTRACTOR OR VENDOR: **TCF Architecture, PLLC**

CONTRACT NAME & PROJECT NUMBER: **Operations Facility Design (CIP 17-13)**

ORIGINAL AGREEMENT DATE: **June 22, 2020**

This Amendment is made between the City and the above-referenced Consultant, Contractor or Vendor and amends the original Contract/Agreement and all prior Amendments. All other provisions of the original Contract/Agreement or prior Amendments not inconsistent with this Amendment shall remain in full force and effect. For valuable consideration and by mutual consent of the parties, Consultant, Contractor or Vendor's work is modified as follows:

1. Section I of the Agreement, entitled "Description of Work," is hereby modified to add additional work or revise existing work as follows:

In addition to work required under the original Agreement and any prior Amendments, the Consultant, Contractor or Vendor shall:

See Exhibit A.

2. The contract amount and time for performance provisions of Section II "Time of Completion," and Section III, "Compensation," are modified as follows:

Original Contract Sum, <i>including applicable WSST</i>	\$312,817.00
Net Change by Previous Amendments <i>including applicable WSST</i>	\$N/A
Current Contract Amount <i>including all previous amendments</i>	\$312,817.00

Current Amendment Sum	\$3,682,814.00
Applicable WSST Tax on this Amendment	\$N/A
Revised Contract Sum	\$3,995,631.00

Original Time for Completion (insert date)	12/31/2020
Revised Time for Completion under prior Amendments (insert date)	12/31/2021
Add'l Days Required (±) for this Amendment	730 calendar days
Revised Time for Completion (insert date)	12/31/2023

In accordance with Section XIV E of the Contract/Agreement, the Contractor, Consultant or Vendor accepts all requirements of this Amendment by signing below, by its signature waives any protest or claim it may have regarding this Amendment, and acknowledges and accepts that this Amendment constitutes full payment and final settlement of all claims of any kind or nature arising from or connected with any work either covered or affected by this Amendment, including, without limitation, claims related to contract time, contract acceleration, onsite or home office overhead, or lost profits. This Amendment, unless otherwise provided, does not relieve the Contractor, Consultant or Vendor from strict compliance with the guarantee and warranty provisions of the original Agreement.

All acts consistent with the authority of the Agreement, previous Amendments (if any), and this Amendment, prior to the effective date of this Amendment, are hereby ratified and affirmed, and the terms of the Agreement, previous Amendments (if any), and this Amendment shall be deemed to have applied.

The parties whose names appear below swear under penalty of perjury that they are authorized to enter into this Amendment, which is binding on the parties of this contract.

IN WITNESS, the parties below have executed this Amendment, which will become effective on the last date written below.

CONSULTANT, CONTRACTOR OR VENDOR: By: _____ (signature) Print Name: <u>Randy Cook</u> Its <u>Managing Principal</u> (Title) DATE: _____	CITY OF SUMNER: By: _____ (signature) Print Name: <u>William L. Pugh</u> Its <u>Mayor</u> (Title) DATE: _____
CITY OF SUMNER: By: _____ (signature) Print Name: <u>Jason Wilson</u> Its <u>City Administrator</u> (Title) DATE: _____	APPROVED AS TO FORM: _____ Sumner City Attorney

SCOPE OF SERVICES

DESIGN THROUGH CONSTRUCTION

EXHIBIT A

TO PROFESSIONAL SERVICES AGREEMENT FOR

CITY OF SUMNER

NEW PUBLIC WORKS FACILITY

GENERAL

1. **Scope of Services:** The Scope of Services described below, along with the attached Exhibits, describe the professional services to be provided by THE CONSULTANT for ***Schematic Design, Design Development, Construction Documents, Bidding and Construction Administration*** for the Project. (See definitions below). Should any provision herein be found in conflict with the Prime Agreement, the Prime Agreement shall prevail.

2. **Definitions:**

The following definitions are provided for clarity and are not intended to replace any terms that may already be defined or implied in the Prime Agreement.

- **The City:** City of Sumner (CITY) – also known as the “Owner”.
- **Consultant:** “TCF Architecture” (“THE CONSULTANT”), located at 902 North 2nd Street, Tacoma, WA 98403. When the term CONSULTANT is used, it shall also include other sub-consulting firms contracted to the CONSULTANT as defined herein.
- **Contract Documents:** The executed agreement between the City and the CONTRACTOR, General Conditions and Supplemental Conditions, Addenda and all Drawings and Specifications.
- **Sub consultants:** Professional service firms under contract with THE CONSULTANT.
- **Prime Agreement:** The Prime Agreement is the “Agreement for Professional Services” previously executed between THE CONSULTANT and the CITY, and any executed amendments to the Agreement.
- **The Project:** The development of the site and construction of 7 buildings for the City of Sumner New Public works facility along with the development of the satellite which includes a decant facility all established as part of the predesign phase, see exhibit A(a).
- **Basic Services:** Professional services related to the basic architectural, structural, mechanical (HVAC), plumbing and electrical.
- **Additional Services:** All other professional services provided under this agreement not associated with traditional Basic Services including, but not limited to, civil engineering, surveying, landscape architecture, detailed cost estimating, equipment specifications,

hardware consulting, geotechnical services, and any other service requested by JTA not otherwise included in Basic Services. See **Exhibit A-1** for a listing of all Additional Services proposed for the Project.

- **Owner-Provided Services:** All professional services not specifically defined within the Consultant's Scope of Work, which will be provided under separate contract to the CITY, or performed by the CITY's own personnel or another consultant hired by the CITY.
- **Principal-In-Charge (PIC):** Mark Hurley, TCF Principal. Oversight and project continuum advisor.
- **Architectural Staff:** Architectural staff including project architect and designers, will be added to the project as the design phase begins.
- **Construction Administrator:** THE CONSULTANT will provide a Construction Administrator, for the duration of the construction of the Work. In general, the Construction Administrator will be responsible for periodic site visits to observe and monitor the general progress of the Work, and to coordinate with the CITY's Project Manager in the delivery of Construction Phase services.
- **CITY Project Manager:** The CITY will assign a Project Manager for the duration of the Work. The Project Manager will act on behalf of the CITY to administer and coordinate the Project and provide day to day communication with THE CONSULTANT.
- **Authority Having Jurisdiction (AHJ):** City of Sumner is the AHJ for the project.
- **Other Definitions:** See the Professional Services Agreement.

3. **Summary of Subconsultants:** Subconsultants contracted through THE CONSULTANT shall provide specific services within each phase as described in each attached Exhibit and as authorized in the approved Fee Schedule, Exhibit A.1:

- **Structural Engineering** – AHBL Engineers, Inc. (Exhibit A.2)
- **MEP Engineering** – BCE Engineers, Inc. (Exhibit A.3)
- **Equipment Planning** – Pinnacle Consulting Group, Inc (Exhibit A.4)
- **Civil Engineering** – Perteet Consulting Services (Exhibit A.5)
- **Landscape Architecture** – Site Workshop (Exhibit A.6)
- **Detailed Cost Estimating** – RC Cost Group, Inc. (Exhibit A.7)
- **Envelope Consulting** – ABBAE (Exhibit A.8)
- **Hardware Consulting** – Adams Consulting & Estimating (Exhibit A.9)
- **Acoustical Consulting** - Tenor (Exhibit A.10)
- **Coatings Consulting** – TM Coatings – (Exhibit A.11)
- **Hazardous Materials Survey** – Terracon (Exhibit A.12)
- **Geotechnical** – GeoDesign Inc (Exhibit A.13)
- **Other Consultants:** Other consultants that are determined to be needed during the course of the project may be added by amendment as mutually negotiated between the CITY and THE CONSULTANT.

4. **Professional Services Contracted or Provided Separately by the CITY:** THE CONSULTANT shall communicate with and coordinate with other consulting firms contracted separately with the CITY, and directly with the CITY's own personnel engaged in project design, or other activities, as appropriate and necessary in the execution of THE CONSULTANT's services, but shall not be responsible for the performance of others not directly contracted with THE CONSULTANT.
5. **Reimbursable Expenses:** THE CONSULTANT shall invoice for approved reimbursable expenses in addition to labor costs.
 - Printing & Mailing: Minimal printing costs are assumed for the Project, as the majority of submittal documents (drawings and small documents) will be transferred to the CITY in .pdf form via e-mail or file transfer web site. Except for the Permit Submittal drawings and reports, the CITY will print documents in-house. Costs for printing and mailing by THE CONSULTANT will be invoiced to the CITY at cost plus 10%.
 - Travel: Mileage will be charged per federal standards. Travel time will be charged at regular rates.
6. **Cost of the Work:** The Cost of the Work shall be the total cost of construction as accepted in open competitive bidding by the CITY. (See Prime Agreement for full definition). THE CONSULTANT shall provide estimates for the Cost of the Work as described herein, designing the Project in good faith within the CITY's established "MACC" Budget, described below.
 - (MACC Budget): The Initial Maximum Allowable Construction Cost ("MACC") budget, as set forth by the CITY, exclusive of "soft costs" (sales tax, professional services, permit fees, construction or management reserve contingencies, furnishings, etc) is estimated at **\$27,204,515** in October 2021 dollars. The MACC will be confirmed, and potentially adjusted (up or down) following the completion of Schematic Design.
 - Cost Estimates: THE CONSULTANT shall provide estimates for the Cost of the Work as part of each design phase as described herein and in the Prime Agreement.
 - Bid Alternates: There are not expected to be any alternate bids as part of this project. If, at the completion of the Schematic Design Phase, the CITY requests THE CONSULTANT to include Bid Alternates in the final Bid Documents, THE CONSULTANT shall review such requests to determine if the level of complexity will require additional services for documentation and shall inform the CITY if additional compensation for such documentation may be warranted.

SITE INVESTIGATIONS / ENVIRONMENTAL REVIEW

1. **Geotechnical Report:** THE CONSULTANT shall provide geotechnical engineering services setting forth design recommendations for activities associated with earthwork, below-slab preparation, and structural foundation systems. Additional investigations may be required depending on the outcome of the initial investigations. See consultant exhibit.
2. **Hazardous Materials Survey:** The CONSULTANT shall provide the survey of the existing structures to determine if any hazardous materials require special disposal.

PROJECT MANAGEMENT AND ADMINISTRATION

1. Throughout each of the phases covered under these Services, the Consultant shall manage and coordinate the Design Team, collaborate with the District, the District's consultants, the District's committees, and the GC/CM team members, facilitate meetings, conference calls and review sessions, and conduct other activities as required in the design process.

Activities & Deliverables:

- Schedule: Design schedule management, overall team coordination, data management in Smartsheet, and other administrative tasks as needed to complete the Services.
- Meetings: Attend and facilitate meetings throughout design and bidding phases as appropriate and necessary to ensure the timely progress of the Services.
- Design Steering Committee: The CITY will establish a Design Steering Committee (or sub-committees) comprised of CITY personnel who will engage in the process of design reviews and on-going communication regarding design development and decisions. The Consultant shall reasonably rely upon the CITY to provide the necessary personnel to attend scheduled meetings and conference calls, and to provide timely input, comments, and decisions necessary for the Consultant to make timely progress in the Services.
- Smartsheet Management: Manage data input to Smartsheet related to overall project management, communication and project schedule.

SCHEMATIC DESIGN (SD)

1. **SD Phase General Scope of Services**: The Schematic Design Documents shall further develop and confirm the conceptual site and building design (See Exhibit A(a)), provide 3D massing renderings, identify major materials, basic structural systems, basic HVAC, plumbing and electrical systems, low voltage systems, civil systems and equipment layouts. Deliverables will be in the form of preliminary drawings for each design discipline, including reference notes to identify major systems, materials, conditions, and overall scope of the project, etc. Design includes:
 - Site: Redevelopment of the site consistent with the conceptual site design shown in Exhibit A(a). Site design shall include parking, asphalt and concrete surfacing, fencing & gates, signage, and lighting.
 - New Building and Canopies: New enclosed and heated structure along with storage canopies.
 - Detailed Programming: Further development and confirmation of the projects program using room data sheets. These will go into detail on what each space needs as far as furniture, technology, mechanical and electrical needs, finished and other similar items.
 - Meetings: Expect several meetings to confirm program, site development, building floor plan layout and design direction.
2. **Permitting Agency Coordination**: THE CONSULTANT shall continue to coordinate with the Authority Having Jurisdiction (AHJ). Pre application meetings and CUP submittal will have been completed as part of the Predesign phase. It is expected that follow up with the CUP will be needed.

3. **Cost Estimating:** A Schematic level cost estimate shall be prepared reflecting the scope of the Project indicated in the SD Documents. THE CONSULTANT shall advise the CITY of possible adjustments to the MACC budget, and provide recommendations as appropriate to meet the CITY's budget goals. A project "Base Bid" scope and budget will be finalized, along with any possible Alternate Bid items.
4. **Consultants:** See consultant proposals from each consultant scope of work.

Deliverables:

- Schematic Design level, two-dimensional architectural drawings for each structure, generally including floor plans, building sections, elevations, and other two-dimensional images as appropriate to convey the design intent.
- Schematic Design level drawings for all buildings for structural, HVAC, plumbing, fire protection, electrical, equipment, communications, security, audio-visual, civil, landscape and equipment systems
- 50% SD Document Progress Set
- 90% SD Document Set for cost estimating
- 100% SD Documents Set (.pdf documents by transfer file).
- Written Basis of Design Narratives for each design discipline.
- Room Data Sheets
- Three-dimensional architectural design graphics and illustrations to convey design intent.
- SD Cost Estimate and Budget Summary.
- SD report assembling pertinent technical and narrative information into one PDF file.

DESIGN DEVELOPMENT (DD)

1. **DD Phase:** Based on the CITY'S approval of the Schematic Design Documents updated Cost Estimate and adjusted MACC budget, the Design Development Documents shall illustrate, and describe the development of the approved Schematic Design Documents, further identifying specific materials, products, forms, size and appearance of the project by means of plans, sections, elevations, 3-dimensional images, and details. The Design Development Documents shall include basic manufacturer's products or systems literature describing the expected performance, quality, and character of materials, systems and products. Physical materials samples and color studies shall be provided for the selection of both interior and exterior materials. Other services and deliverables are further described in the various Scopes of Services proposals provided by each sub-consulting team member, hereby made a part of the Scope of Services, and attached to this Exhibit.
2. **Permitting Agency Coordination:** In preparation for Plan Review submittals and final permitting, THE CONSULTANT shall further coordinate consultations with the AHJ and provide updated research of applicable codes and site development regulation & requirements under which the Project is subject to.

3. **Cost Estimating:** An updated estimate for the Cost of the Work will be prepared reflecting the scope of the Project indicated in the DD Documents. THE CONSULTANT shall advise the CITY of any further adjustments to the MACC budget, and provide recommendations as appropriate to meet the CITY's Project goals.

Deliverables:

- Design Development level, two-dimensional architectural drawings for each structure, generally including floor plans, wall and building sections, elevations, and other two-dimensional images as appropriate to convey the design intent.
- Design Development level drawings for all buildings for structural, HVAC, plumbing, fire protection, electrical, equipment, communications, security, audio-visual, civil, landscape and equipment systems
- Color and Material Board
- 50% DD Coordination Set (.pdf documents by transfer file).
- 75% DD Coordination and Cost Estimating Set (.pdf documents by transfer file).
- 100% DD Documents Set (.pdf documents by transfer file).
- Product Cutsheets
- DD report assembling pertinent technical and narrative information into one PDF file.

CONSTRUCTION DOCUMENTS (CD)

1. **CD Phase:** Based upon the CITY's approval of the Design Development documents' updated cost estimate, and confirmed Base Bid Scope and any Alternate Bid items, THE CONSULTANT shall proceed with preparation of drawings and specifications, setting forth in detail the requirements for the Project for bidding, permitting, and construction. The Construction Documents shall include drawings and specifications that establish in detail the quality level of materials, products and systems required for the Project to be competitively bid, permitted, and constructed.
 - Other Services: During the CD Phase, services related special coatings and building hardware, shall be incorporated into the CD process and final CD documents.
 - Project Manual: THE CONSULTANT shall collaborate with the CITY to develop the Project Manual, incorporating the CITY's required "Front End" documents for the bidding process, General and Supplementary Conditions, prevailing wage rates, and other contractual documents required by the CITY to be contained in the Project Manual.

Deliverables:

- Construction Document level, two-dimensional architectural drawings for each structure, generally including floor plans, wall and building sections, elevations, details and other two-dimensional images as appropriate to convey the design intent.
- Construction Document level drawings for all buildings for structural, HVAC, plumbing, fire protection, electrical, equipment, communications, security, audio-visual, civil, landscape and equipment systems
- 50% CD Coordination Set (.pdf documents by transfer file).

- 90% CD Coordination, Cost Estimating, and Building Permit Set (.pdf documents by transfer file as well as up to (4) sets of plans and (1) copy of the reports of the permit submittal or as needed).
 - 100% CD/Bid Documents Set (.pdf documents by transfer file).
2. **Permit Coordination:** THE CONSULTANT shall coordinate the plan review and permit process including the submittal of required documents to the AHJ, and will be the primary point of contact for permitting agencies. The CITY, as the Owner, shall be responsible for signing all applicable permit documents as required by the AHJ, unless THE CONSULTANT can sign on behalf of the Owner.
 - Permit Fees: The CITY shall be responsible for direct payment of all permit and plan review fees to all governing/permitting agencies.
 - Submittal Documents: THE CONSULTANT shall provide completed permit application(s), site and building design drawings, specifications, structural calculations, energy code compliance calculations, storm water management report and geotechnical report.
 - Comment Response: THE CONSULTANT shall provide written responses to agency plan review comments, and revise documents as needed for permit acquisition. The CITY shall provide other documents if required by the AHJ.
 3. **Cost Estimating:** An updated estimate for the Cost of the Work shall be prepared, reflecting the scope of the Project indicated in the CD Documents and organized by Base Bid and Alternate Bid items. THE CONSULTANT shall advise the CITY of any final adjustments to the MACC, and provide recommendations as appropriate to meet the CITY's Project goals and budget.
 4. **Project Manual / Specifications:** A multi-volume Project Manual will be prepared containing project bidding requirements and organized in the 33 division Master Spec format. The Project Manual will include the following basic components:
 - Division 0 – General Bidding Requirements and General Conditions: The CITY shall provide THE CONSULTANT its standard bidding requirements including, but not limited to, Instructions to Bidders, Bidder's Checklist, Form of Proposal, legal forms and documents, and General and Special or Supplemental Conditions. THE CONSULTANT and The CITY will mutually work to confirm that the General Conditions are compatible with the Project conditions, editing the documents as needed and providing any Supplemental Conditions.
 - Division 01 – General Requirements: THE CONSULTANT shall prepare the Division 01 General Requirements sections, edited for the specific conditions of the Project and for consistency with The CITY's General Conditions, subject to the CITY's approval.
 - Divisions 2-33 – Technical Specifications: THE CONSULTANT shall prepare technical specifications using the standard CSI format to specify materials, products and systems for the Project.
 5. **Bid Document Distribution:** CONSULTANT shall provide all Bidding Documents to the CITY for uploading to an on-line document distribution service such as Builders Exchange etc.
 6. **Consultants:** See consultant proposals from each consultant scope of work.

TASK 5 - BIDDING PHASE

1. **General Bid Phase Services:** THE CONSULTANT shall attend one pre-bid conference, prepare and issue addenda as necessary and generally assist The CITY during the bidding process to answer bidder's questions. It is expected the CITY will lead and coordinate this process.
2. **Call to Bid / Bid Advertisement:** The CITY shall be responsible for all bid advertising. THE CONSULTANT shall provide the CITY with basic project information as required for advertisements.
3. **Analysis of Substitutions:** THE CONSULTANT shall provide services consisting of consideration, analysis, comparisons, and recommendations relative to product and material substitutions proposed by bidders for the Project prior to receipt of bids. Approved substitutions will be identified in addenda.
4. **Bid Materials Distribution:** Bid documents will be available electronically through services such as the Builders Exchange system and the CITY's website.
5. **Communication during Bidding:** Bidder questions shall be e-mailed by the CITY to THE CONSULTANT.
6. **Bid Opening:** The CITY shall conduct the bid opening process and maintain the official summary of bids.
7. **Bid Evaluation:** THE CONSULTANT shall provide services consisting of evaluation of bids, and assistance in reference checking of the apparent low bidder.

PRELIMINARY SCHEDULE

1. Below is an approximate schedule that is anticipated for design and construction. This schedule should be updated at each phase and throughout the project as necessary.
 - **Project NTP** **February 2021**
 - **Schematic Design:** **February/March – May 2021**
 - **Design Development:** **May 2021 – September 2021**
 - **Construction Documents:** **September – December 2021**
 - **Bid:** **January – February 2022**
 - **Construction:** **April 2022 – June 2023 (14 Months approx)**
 - **Occupancy:** **July 2023**

TASK 6 - CONSTRUCTION ADMINISTRATION

A. GENERAL

1. **Terms & Definitions:** The following terms and definitions are set forth for this contract agreement, and shall be consistent with the terms and definitions set forth in the Contract Documents, including the General Conditions, and the Division 01 Specifications. In the event of a discrepancy, the Contract Document terms and definitions shall take precedence.
 - a. **Construction Administrator:** TCF will provide a Construction Administrator, representing TCF, for the duration of the construction of the Work. In general, the Construction Administrator will be responsible for weekly site visits (and other visits as needed or requested) to observe and monitor the progress of the Work; scheduling and conducting regular (typically weekly) progress meetings and other meetings as required with THE CITY and Contractor; preparing meeting agendas and minutes; reviewing and responding to properly prepared Requests for Information (RFIs) from the Contractor; reviewing and making appropriate revisions to applications for payment from the Contractor; preparing and facilitating Proposal Requests (PR's) and Architect's Supplemental Instructions (ASI's); reviewing and preparing Change Order Proposals (COPs) and Change Orders (CO's) consistent with THE CITY policies and procedures; facilitating the process of changes to the Work onsite; reviewing, commenting, and processing Submittals from the Contractor; and other responsibilities as required to fulfill the scope of services described herein. (Note: TCF will provide, at its discretion, other qualified personnel (sub-consultants) in assistance roles supporting the Construction Administrator, for the duration of the construction Work). The Construction Administrator will be provided with work space in THE CITY's portable site office (provided by the Contractor under the terms of the Contract).
 - b. **Project Manager:** THE CITY will provide a Project Manager, employed or contracted by THE CITY, for the duration of the Work. The Project Manager will act on behalf of THE CITY, in cooperation with the Construction Administrator, to provide direction to the Contractor at such times that specific on-site direction is required, using documentation and input provided by the Construction Administrator. The Project Manager will coordinate regularly with the Construction Administrator, as necessary for consistent communication, with regard to timely decisions and the fulfillment of THE CITY's obligations in its agreement with the Contractor. The Project Manager shall represent THE CITY in all matters pertaining to this Agreement between TCF Architecture and THE CITY, the Contract between the Contractor and THE CITY, and provide authorization for changes to the aforementioned Agreement and Contract. The Project Manager will be the point of contact for the Contractor and TCF Architecture. All paperwork will go through the Project Manager and be dispersed to TCF Architecture. The Project Manager will keep the official construction logs for submittals, RFIs, COPs, Change Orders, etc. The use of an online construction tracking system administered either by TCF, the CITY or contractor.
 - c. **Contractor:** The term "Contractor", used herein, refers to the General Contractor with whom THE CITY has entered into a Contract Agreement for the construction of the Work.
2. TCF will coordinate the work of its subconsultants, each of whom will provide qualified personnel for field observations and monitoring specific to their portion of the Work, and shall be bound to the same terms and conditions as TCF.

3. TCF shall advise and consult with THE CITY during the Construction Phase Services, and shall have the responsibility and authority to act on behalf of THE CITY only to the extent provided in this Agreement. TCF shall not have authority to direct the Contractor.
4. TCF shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall TCF be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. TCF shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor, Subcontractors of any tier, or their agents or employees, or of any other persons or entities performing portions of the construction Work.

B. EVALUATIONS OF THE WORK

1. TCF, and TCF's subconsultants, as representatives of THE CITY, shall: (1) visit the site at regular intervals appropriate to the stage of the Contractor's operations, and as otherwise agreed by THE CITY and TCF herein, and as fees are available, to become generally familiar with, and to keep THE CITY informed about, the progress and quality of the portion of the Work completed; (2) guard THE CITY against defects and deficiencies observed in the Work; and (3) determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Document. TCF is not responsible for the Contractor's scheduling, and shall not be required to make exhaustive or continuous on-site observations to check the quality or quantity of the Work. TCF's Construction Administrator will typically be on site 1 day per week, with additional time as required, based on the nature of the work and specific project demands. Similarly, TCF will schedule and coordinate with its subconsultants to be on site based on the nature of the work and specific demands requiring site visits associated with each subconsultant's portion of the Work.
2. TCF shall facilitate a Pre-Construction meeting and regular progress meetings (as mutually determined with THE CITY, typically weekly) to be attended by the Contractor's representatives and representatives of THE CITY in accordance with the Contract Documents. TCF will schedule and provide notification of the meetings. In addition, TCF shall conduct (lead) the meetings, and prepare the meeting agendas and minutes. TCF will also facilitate other meetings as required by THE CITY and the Contractor and within the agreed-upon fee structure).
3. TCF shall at all times have access to the Work wherever it is in preparation or progress, and shall be provided office space within THE CITY's field office.
4. TCF shall make recommendations to THE CITY to reject Work that does not conform to the Contract Documents. Whenever TCF considers it necessary or advisable, TCF shall make recommendations to THE CITY to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed.

5. TCF shall provide THE CITY with recommended actions as provided herein. THE CITY shall be responsible for directly issuing correspondence related to Contract compliance to the Contractor and for directing the Contractor as may be required from time to time in the construction of the Work, including potential cessation of the Work or portions of the Work. THE CITY may hire specialty inspection and testing firms to conduct specialty inspections and testing, which fall outside the expertise or capabilities of TCF and its subconsultants or THE CITY.
6. Interpretations and recommendations of TCF shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and initial recommendations, TCF shall endeavor to secure faithful performance by both THE CITY and the Contractor, and shall not be liable for the results of interpretations or recommendations so rendered in good faith. On matters of aesthetics, THE CITY will endeavor to implement the recommendations provided by TCF.

C. SUBMITTALS

1. TCF shall review, make comments, approve/reject, and/or note other appropriate actions upon the Contractor's submittals such as Shop Drawings and Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the Design Intent expressed in the Contract Documents. TCF's action shall be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractor, while allowing sufficient time in TCF's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents.
2. TCF shall review the schedule of submittals furnished by the Contractor and maintain a record of the submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents. In addition to the Contractor's required submittals log, TCF shall forward a copy of its own record of submittals to THE CITY along with TCF's action on the submittals as requested. With the use of electronic cloud based tracking system these logs will be available at any time
3. If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, TCF shall specify appropriate performance and design criteria that such services must satisfy.
4. Shop Drawings and other submittals related to the work designed or certified by the design professional retained by the Contractor shall bear such professional's written approval and the appropriate Washington registration seal/stamp as required by the Contract Specifications when submitted to TCF. TCF shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certification or approvals performed by such design professionals.

D. CLARIFICATIONS

1. TCF shall review and respond to properly prepared Requests for Information (RFI's) from the Contractor about the Contract Documents submitted on the approved Request for Information (RFI) form. In the event that the response to an RFI is determined to be grounds for a Change to the Contract Plans/Specifications, Contract Sum, Contract Time, or any combination thereof, TCF shall coordinate and consult with THE CITY. Changes to the Work may be executed as defined in the project Contract Documents. An Architect's Supplemental Instruction ASI may be issued with TCF's RFI response as indicated below. TCF shall maintain a record of and copies of the Contractor's RFI's and all written directives and memoranda, and shall forward copies to THE CITY on a weekly basis (typically during the regular progress meetings). The RFI's shall be numbered sequentially and TCF shall maintain a log of all RFI's indicating receipt, distribution, action and resolution for each RFI.
2. TCF shall prepare, reproduce, and distribute supplemental Drawings and Specifications in response to Requests for Information by the Contractor. An ASI form will be prepared for each successive ASI item, indicating supplemental information for the Contractor's use not generally involving a Change to the Contract Time or Contract Sum. TCF shall maintain a log of ASI's. TCF shall forward copies of these items on a weekly basis (typically during the regular progress meetings).

E. CHANGES IN THE WORK

1. When required, TCF shall prepare Change Order Proposal (COP) responses, Change Orders, and Construction Change Directives for THE CITY's approval and execution in accordance with the Contract Documents. With the express written consent of THE CITY, TCF may authorize minor changes in the Work not involving an adjustment in Contract Sum or an extension of the Contract Time, which are consistent with the intent of the Contract Documents. Except in these specific instances, TCF shall not have authority to direct the Contractor. If necessary, and subject to THE CITY approval, TCF shall prepare, reproduce and distribute Drawings and Specifications and other necessary supporting documentation and data to describe Work to be added, deleted or modified.
2. TCF shall review properly prepared, timely requests by THE CITY or Contractor for changes in the Work, including adjustments to the Contract Plans/Specifications, Contract Sum or Contract Time. A properly prepared request for a change in the Work shall be accompanied by sufficient supporting data and information to permit TCF to make a reasonable recommendation to THE CITY without extensive investigation or preparation of additional drawings or specifications. If TCF determines that requested changes in the Work are not materially different from the requirements of the Contract Documents, TCF may issue an order for a minor change in the Work, with the express written consent of THE CITY, or recommend to THE CITY that the requested change be denied.

3. If TCF determines that implementation of the requested change(s) would result in a material change to the Contract that may cause an adjustment in the Contract Plans/Specifications, Contract Time or Contract Sum, TCF shall make a recommendation to THE CITY, who may authorize further investigation of such change. Upon such authorization by THE CITY, and based upon information furnished by the Contractor, if any, TCF shall review the Contractor's estimate and inform THE CITY of additional cost and time that might result from such change, including potential additional costs attributable to a Change in Services of TCF. With THE CITY's approval, TCF shall incorporate those estimates into a Change Order or other appropriate documentation for THE CITY's execution or negotiation with the Contractor.
4. TCF shall maintain records relative to changes in the Work. TCF shall submit weekly logs to THE CITY categorizing all Proposal Requests, RFIs, Construction Change Directives, Change Orders, and Submittals processed. Logs shall include the status of documents and any cross-references and dollar amounts associated with the particular document.

F. CERTIFICATION OF PAYMENTS TO CONTRACTOR

1. TCF shall review and certify the amounts due the Contractor and shall make recommendations to THE CITY to issue Certificates for Payment in such amounts. TCF's certification for payment shall constitute a representation to THE CITY, based on TCF's evaluation of the Work as provided under this Agreement, and on the data comprising the Contractor's Application for Payment, that the Work has progressed to the point indicated and that, to the best of TCF's knowledge, information and belief, the quantity and quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by TCF.
2. The issuance of a Certificate for Payment shall not be a representation that TCF has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors of any tier and material suppliers and other data requested by THE CITY to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.
3. TCF shall maintain a record of the Contractor's Applications for Payment.
4. THE CITY shall be responsible for maintaining and filing all Payment forms and documentation. Copies of Payment Applications will be forwarded to TCF.

G. PROJECT COMPLETION / CLOSEOUT

1. TCF shall conduct inspections to determine the date or dates of Substantial Completion (specific to individual structures, and for full Substantial Completion of all Portions of the Work) and the date of Final Completion, shall advise THE CITY of those recommended dates, and shall receive from the Contractor and forward to THE CITY, for THE CITY's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.
2. TCF's review of the Work shall be conducted with THE CITY's Project Manager to determine conformance of the Work with the requirements of the Contract Documents and to verify completion of items noted in the list of Work to be completed or corrected as submitted by the Contractor.
3. When the work is found to be substantially complete, TCF shall confirm with THE CITY the balance of the Contract Sum remaining to be paid to the Contractor, including any amounts needed to be paid for final completion or correction of the Work.
4. If it becomes necessary for TCF to make additional punch list back-checks, as a result of the Contractor's non-performance or inability to complete the Work, TCF shall notify THE CITY. If additional services by TCF are required and authorized by THE CITY, TCF may be due a Change in Service, if such services are not included in the scope of services authorized by this Supplemental Agreement. THE CITY may elect to back charge the Contractor for this expense as provided for in the General Conditions of the Contract Documents.
5. Once the Project is deemed to be Substantially Complete in the opinion of TCF, TCF shall notify THE CITY, in writing, that final Substantial Completion has been achieved for all Portions of the Work. At the request of THE CITY, TCF will prepare a Certificate of Substantial Completion for signature by the Contractor and THE CITY. At the request of THE CITY, TCF and its Subconsultants shall review and check for conformance with the Contract Documents all the Operations and Maintenance Manuals required by the Contract Documents. TCF shall generally review records, written warranties and related documents required in the Contract Documents, to be provided by the Contractor, including the Contractor's own written list of incomplete items.
6. TCF shall assist THE CITY in receiving final Closeout documentation from the Contractor as required in the Contract Documents including, but not limited to: (1) final payment request with final releases and supporting documentation, warranties, bonds, and certificates of insurance of products; (2) updated final statement, accounting for additional (final) changes to the Contract Sum; (3) certified copy of Architect's final punch list of itemized work to be completed; (4) consent of surety or sureties, if any, to reduction in, or partial release of, retainage or the making of final payment as set forth in the Performance Bonds; (5) final liquidated damages settlement statement (if any); (6) evidence of continuing insurance coverage complying with the insurance requirements of the Contract Documents; (7) Certificate of Occupancy from permitting jurisdiction; (8) Record Documents; and (9) Other Closeout Submittals required by THE CITY and other agencies having jurisdiction.

7. TCF shall assist THE CITY in the process of achieving Final Contract Acceptance including subsequent site visits to check on acceptable completion and remaining minor Punch List items, within available hourly fee budgets or as negotiated if fee budgets have been depleted. TCF shall make recommendation regarding Final Payment to the Contractor based upon a final review of the Work, indicating that the Work complies with the requirements of the Contract Documents.

H. AS-BUILT RECORD DOCUMENTS

1. TCF shall review As-Built documents provided by the Contractor for general compliance and clarity. If, in the opinion of TCF, the Contractor-provided As-Built documents are determined to be unacceptable, TCF will return the documents to the Contractor for revision and re-submittal.
2. Once the As-Built documents have been completed in a manner acceptable to THE CITY, and if provided in the Fee Schedule, TCF shall prepare final electronic As-Built Record Drawings and other documents in electronic format.
3. TCF shall provide THE CITY with a download link containing all electronic files of drawings, .pdf files of all drawings, and .pdf files of project specifications. TCF shall facilitate the process of scanning and converting all Project Shop Drawings and other submittal documents into .pdf format. All scanning and conversion costs associated with this activity shall be paid for by THE CITY in addition to TCF's CA services fees.
4. Other Select TCF files, as requested by THE CITY, will be provided by a downloadable link for the CITY use.

BASIC SERVICES - New Public Works Facility

Updated 1-27-21

Basis of Fee Calculations

Fee Methodology: The fees below are organized into two categories: Basic Services and Additional Services. **Basic Services** are those services provided by the Architect, Structural Engineer, and the Mechanical/Electrical Engineer for the primary building and site design and normal building and site systems. Fees for the Basic Services are proposed as a percentage of construction cost, or, the MACC ("Maximum Allowable Construction Cost"). **Additional Services** are in addition to Basic Services and include, but are not limited to, civil engineering and other site-related disciplines (such as surveying, landscape architecture, and geotechnical engineering), equipment consulting, special building system consulting (security, data/comm, audio-visual), , detailed cost estimating services, hardware specifications, and other specialty system services. This fee methodology closely follows the WA State Office of Financial Management (OFM) guidelines for determining Architect/Engineering fees for public works building projects.

Description	Area Qty	Unit	Unit Cost Per SF	Subtotal MACC	Escalated to 2021	Fee % (Basic Services)	AE Fee Sched	Estimated Fee	Basic Services	July 2015 WA State OFM Fee Schedule	Remarks
BUILDINGS											
Administration & Operations Building (Building A)	13,100	SF	\$435.81	\$5,709,143		8.65%		\$493,841		Schedule B	
Vehicle Storage Canopy (North perimeter, Building B)	9,490	SF	\$107.92	\$1,024,142		8.85%		\$90,637		Schedule C	
Enclosed Shops Vehicle stg, Canopy Building (Building C)	26,516	SF	\$252.73	\$6,701,425		7.12%		\$477,141		Schedule C	
Enclosed Fleet Maint, Wash Bay, Fuel Canopy (Building D)	11,880	SF	\$312.72	\$3,715,131		8.39%		\$311,699		Average of B and C	
Vehicle Storage Canopy (South Perimeter, Building E)	6,434	SF	\$116.50	\$749,575		14.00%		\$104,941			
Vehicle Storage Canopy (East Perimeter, Building F)	14,495	SF	\$129.08	\$1,871,047		8.34%		\$156,045		Schedule C	
Enclosed Police Storage (Building G)	5,993	SF	\$274.88	\$1,647,341		8.45%		\$139,200		Schedule C	
TOTAL BLDG MACC AND BASIC SERVICES EST.	87,908	SF	\$243.64	\$21,417,804		8.28%		\$1,773,505		Average \$/SF and Fee % indicated	
SITE											
TOTAL SITE MACC				\$5,786,711						Not included in Basic Services Fees	
TOTAL SITE + BLDG MACC EST.				\$27,204,515				\$1,773,505		See Additional Services Section for Site Design Fees	

BASIC SERVICES - Distribution of Fees by Phase

Schematic Design	17.00%	\$301,496
Design Development	20.00%	\$354,701
Construction Documents	32.00%	\$567,521
Bidding	2.00%	\$35,470
Construction Administration / Close-out	29.00%	\$514,316
TOTAL BASIC SERVICES FEES	100.00%	\$1,773,505

BASIC SERVICES - Distribution of Fees by Firm

Schematic Design		
TCF Architecture	72.130%	\$217,468
AHBL	7.360%	\$22,190
BCE Engineers	20.510%	\$61,837
Total SD	100.00%	\$301,496
Design Development		
TCF Architecture	72.130%	\$255,845
AHBL	7.360%	\$26,106
BCE Engineers	20.510%	\$72,749
Total DD	100.000%	\$354,701
Construction Documents		
TCF Architecture	72.130%	\$409,352
AHBL	7.360%	\$41,770
BCE Engineers	20.510%	\$116,399
Total CD	100.000%	\$567,521
Bidding		
TCF Architecture	72.130%	\$25,585
AHBL	7.360%	\$2,611
BCE Engineers	20.510%	\$7,275
Total Bidding	100.000%	\$35,470
Construction		
TCF Architecture	72.130%	\$370,976
AHBL	7.360%	\$37,854
BCE Engineers	20.510%	\$105,487
Total Construction	100.000%	\$514,316

BASIC SERVICES - Summary of Fees

TCF	\$1,279,226
AHBL	\$130,531
BCE Engineers	\$363,747
TOTAL BASIC SERVICES	\$1,773,505

ADDITIONAL SERVICES

	Consultant Labor Fees	Add'l Services Subtotals	Remarks
ADDITIONAL SERVICES			
AS-0 Architecture - TCF Architecture, PLLC	\$676,000	\$676,000.00	See Also - Reimbursable Expenses Below
Site Design / Coord with Site Disciplines	\$150,000		
General Project Administration & Management / Multi-Building Coordination	\$125,000		
Consultant Administration & Management / Multi-Building Coordination	\$93,000		
Decant Facility Design - Existing Site (SD-Construction)	\$80,000		
Renderings / Special Graphics	\$25,000		
Conditional Use Permit Follow up	\$10,000		
Bid Phase Supplement	\$20,000		
Post Bid Posted Set	\$8,000		
Construction Phase Supplement	\$150,000		
CAD record set	\$15,000		
AS-1 Structural Engineering - AHBL	\$23,000	\$23,000.00	See Also - Reimbursable Expenses Below
Decant Facility Design - Existing Site	\$12,500		
Conformed drawings	\$4,000		
Record drawings	\$6,500		
AS-2 MEP Engineering - BCE Engineers	\$65,500	\$65,500.00	See Also - Reimbursable Expenses Below
Conformed Set	\$2,000		
CAD record Set	\$4,000		
Security, access control, CCTV design	\$9,500		
Sound system, AV design (training room)	\$6,500		
Off site utility coordination and design	\$7,500		
Street lighting design	\$5,500		
Exposed fire protection coordination	\$4,000		
Whole Site Generator Design	\$8,000		
Decant Facility Design - Existing Site	\$18,500		
AS-3 Equipment Consulting - Pinnacle	\$102,430	\$102,430.00	See Also - Reimbursable Expenses Below
SD (30% Design)	\$22,920		
DD (60% Design)	\$28,860		
CD (100% Design Documents)	\$21,730		
Bidding	\$8,840		
Construction	\$20,080		
AS-4 Civil Engineering - JMJ Team	\$467,100	\$467,100.00	See Also - Reimbursable Expenses Below
SD (30% Design) New Site	\$61,400		
DD (60% Design) New Site	\$86,100		
CD (100% Design Documents) New Site	\$111,500		
Bidding/Construction - New Site	\$76,900		
Landuse/CUP Approvals - New Site	\$14,900		
SD (30% Design) Existing Site	\$15,700		
DD (60% Design) Existing Site	\$26,600		
CD (100% Design Documents) Existing Site	\$38,300		
Bidding/Construction - Existing Site	\$35,700		
AS-5 - Landscape Architecture - SiteWorkshop	\$52,500	\$52,500.00	See Also - Reimbursable Expenses Below
SD (30% Design)	\$8,000		
DD (60% Design)	\$13,000		
CD (100% Design Documents)	\$20,000		
Bidding	\$1,000		
Construction	\$8,000		
Conformed Set	\$1,000		
CAD Record Set	\$1,500		
AS-6 Cost Estimating - RC Cost Group	\$66,850	\$66,850.00	See Also - Reimbursable Expenses Below
SD (30% Design) New Site	\$15,750		
DD (60% Design) New Site	\$20,650		
CD (100% Design Documents) New Site	\$22,400		
SD (30% Design) Existing Site	\$2,450		
DD (60% Design) Existing Site	\$2,800		
CD (100% Design Documents) Existing Site	\$2,800		
AS-7 Envelope Consulting - ABBAE	\$47,185	\$47,185.00	See Also - Reimbursable Expenses Below
SD (30% Design)	\$2,500		
DD (60% Design)	\$5,900		
CD (100% Design Documents)	\$12,500		
Bidding	\$825		
Construction	\$25,460		
AS-8 Hardware Consulting - Adams Consulting & Estimating	\$3,610	\$3,610.00	See Also - Reimbursable Expenses Below
DD (60% Design)	\$570		
CD (100% Design Documents)	\$1,140		
Bidding	\$190		
Construction	\$1,710		
AS-9 Acoustical Engineering - Tenor	\$12,915	\$12,915.00	See Also - Reimbursable Expenses Below
SD/DD (30% - 60% Design)	\$6,090		
CD (100% Design)	\$5,075		
Construction	\$1,750		

AS-10 Coatings Consulting - TM Coatings	\$9,250	\$9,250.00	See Also - Reimbursable Expenses Below
CD (100% Design)	\$750		
Bidding	\$500		
Construction	\$8,000		
AS-11 - Hazardous Material Survey - PBS Environmental	\$15,360	\$15,360.00	See Also - Reimbursable Expenses Below
Haz Mat Survey	\$12,400		
Design Services	\$2,960		
AS-12 - Geotech - GeoDesign Inc	\$54,546	\$54,546.00	See Also - Reimbursable Expenses Below
Geotech Investigation	\$54,546		
SUBTOTAL ADDITIONAL SERVICES	\$1,596,246	\$1,596,246	
TCF Mark-up on Additional Services	0.00%	\$0	
TOTAL ADDITIONAL SERVICES		\$1,596,246	
SUBGRAND TOTAL BASIC AND ADDITIONAL SERVICES		\$3,369,751	

REIMBURSABLE EXPENSES BUDGETS

TCF	\$10,000.00	
Consultant's Reimbursables Budgets		
AHBL	\$500.00	
BCE	\$1,500.00	
Pinnacle	\$563.00	
JMJ Team	\$0.00	
Site Workshop	\$500.00	
RC Cost Group	\$0.00	
ABBAE	\$0.00	
Adams Consulting	\$0.00	
Tenor	\$0.00	
TM Coatings	\$0.00	
PBS Environmental	\$0.00	
GeoDesign	\$0.00	
Subtotal Consultant Reimbursables	\$3,063.00	
TCF Mark-up on Reimbursables	0.00%	\$0.00
Budget for approved direct expenses	\$13,063	As incurred

MANAGEMENT RESERVE FUND (MRF)

Management Reserve Fund	\$300,000	
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The Management Reserve Fund is established to provide the City with contingency funds for use in employing additional consulting services as project needs may demand. Use of the fund requires City authorization.

GRAND TOTAL	\$3,682,814	
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ASSUMPTIONS AND EXCLUSIONS

- Basic Services includes:** Architectural, Structural, Mechanical, (HVAC and Plumbing), Electrical (power and basic communications), as defined in the Washington State A/E Guidelines and the Exhibit A-1 Scope of Services.
- Additional Services Consultants:** Limited to those included above. Other consultants and services may be added at a future time by amendment
- Plan Review and Permitting Costs/Fees:** Building plan and permitting fees, special use permit fees, agency legal costs, and other agency-related fees/costs are NOT included.
- Consultant Exclusions:** Refer to separate consultant proposals for specific exclusions.
- Sustainability Certification:** Although sustainability strategies will be implemented as part of design, the project is not pursuing LEED certification or other environmental stewardship certifications.
- Bid Document Printing and Distribution:** Costs for printing and distributing Bid Documents (drawings, project manuals, addenda), are not included.
- Furniture:** Furniture design, detailed layout and procurement is not part of this scope
- Commissioning:** Not included as part of this scope. TCF would prefer the City brings this on. We can coordinate as we get closer to construction.

CITY OF SUMNER M&O FACILITY

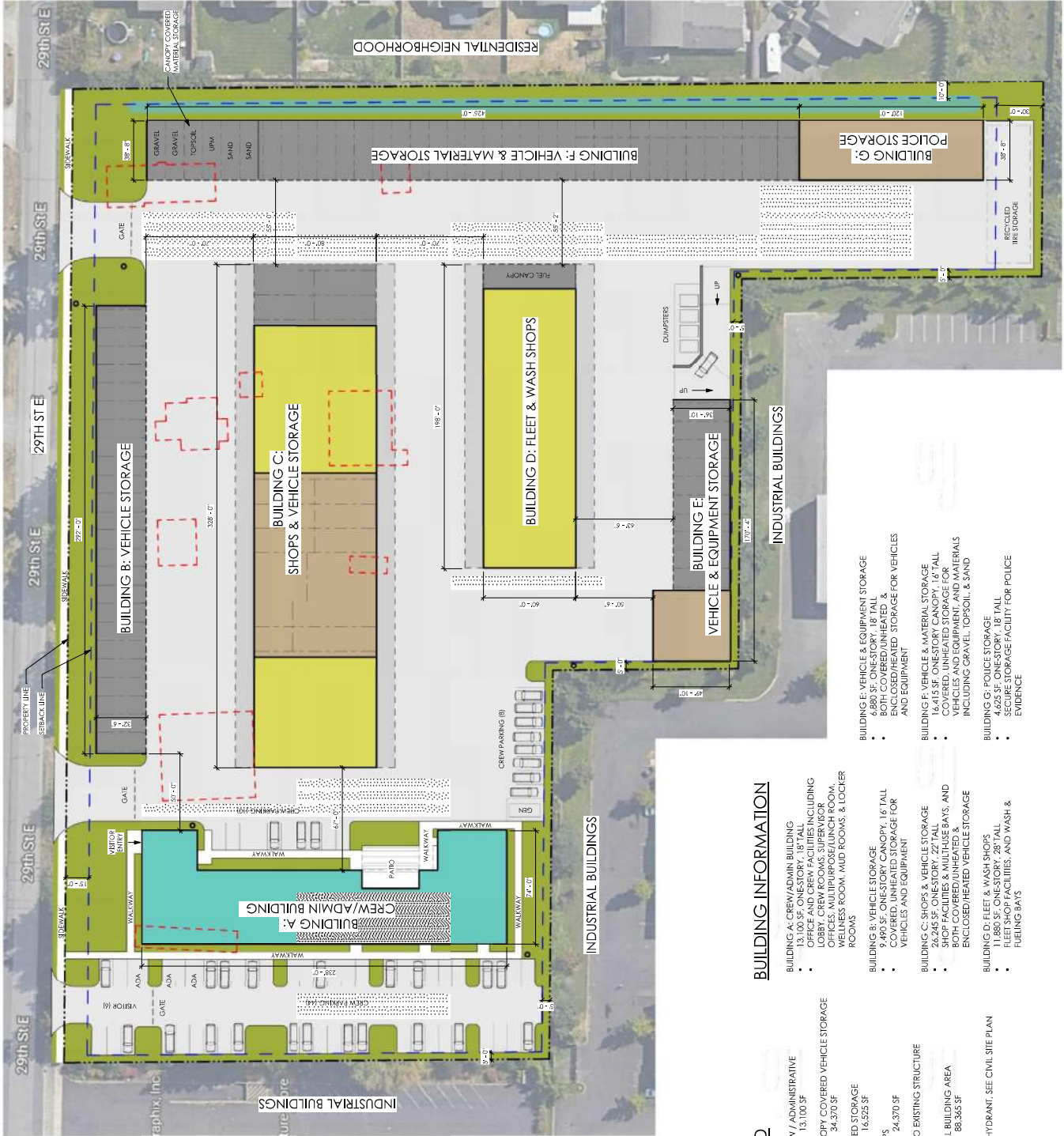


CONDITIONAL
USE PERMIT
NOVEMBER 2020

11/20/2020 12:00:35 P
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SITE PLAN



BUILDING INFORMATION

- BUILDING A: CREW/ADMIN BUILDING**
 - 13,100 SF, ONE-STORY, 18' TALL
 - OFFICE AND CREW FACILITIES INCLUDING LOBBY, CREW ROOMS, SUPERVISOR OFFICE, RESTROOMS, WELLNESS ROOM, AND ROOMS & LOCKER
- BUILDING B: VEHICLE STORAGE**
 - 6,880 SF, ONE-STORY, 18' TALL
 - BOTH COVERED/UNHEATED & COVERED/HEATED STORAGE FOR VEHICLES AND EQUIPMENT
- BUILDING C: SHOPS & VEHICLE STORAGE**
 - 26,245 SF, ONE-STORY, 22' TALL
 - COVERED/UNHEATED & COVERED/HEATED STORAGE FOR VEHICLES AND EQUIPMENT, AND MATERIALS INCLUDING GRAVEL, TOPSOIL, & SAND
- BUILDING D: FLEET & WASH SHOPS**
 - 16,515 SF, ONE-STORY, 16' TALL
 - COVERED/UNHEATED & COVERED/HEATED STORAGE FOR POLICE EVIDENCE
- BUILDING E: VEHICLE & EQUIPMENT STORAGE**
 - 4,625 SF, ONE-STORY, 18' TALL
 - BOTH COVERED/UNHEATED & COVERED/HEATED STORAGE FOR VEHICLES AND EQUIPMENT
- BUILDING F: VEHICLE & MATERIAL STORAGE**
 - 16,515 SF, ONE-STORY, 16' TALL
 - COVERED/UNHEATED & COVERED/HEATED STORAGE FOR VEHICLES AND EQUIPMENT, AND MATERIALS INCLUDING GRAVEL, TOPSOIL, & SAND
- BUILDING G: POLICE STORAGE**
 - 4,625 SF, ONE-STORY, 18' TALL
 - BOTH COVERED/UNHEATED & COVERED/HEATED STORAGE FOR POLICE EVIDENCE

LEGEND

- CREW / ADMINISTRATIVE**
 - 13,100 SF
- CANOPY COVERED VEHICLE STORAGE**
 - 34,370 SF
- HEATED STORAGE**
 - 16,525 SF
- SHOPS**
 - 24,370 SF
- DEMOLITION EXISTING STRUCTURE**
 - 88,365 SF
- TOTAL BUILDING AREA**
 - 88,365 SF
- FIRE HYDRANT: SEE CIVIL SITE PLAN**

CITY OF SUMNER
M&O FACILITY



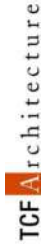
CONDITIONAL
USE PERMIT
NOVEMBER 2020

EXTERIOR
RENDERING



OVERALL AERIAL VIEW

CITY OF SUMNER M&O FACILITY



PRE-APPLICATION
SUBMITTAL

OCTOBER 2020

LEGEND

CANOPY COVERED MATERIAL STORAGE
2,380 SF

OPEN MATERIAL STORAGE

TOTAL BUILDING AREA
2,380 SF

- FIRE HYDRANT, SEE CIVIL SITE PLAN

BUILDING INFORMATION

COVERED DECANT STORAGE
2,380 SF, ONE-STORY CANOPY, 24' TALL
COVERED, UNHEATED STORAGE FOR
DECANT MATERIAL



EXISTING
SITE - SITE
PLAN

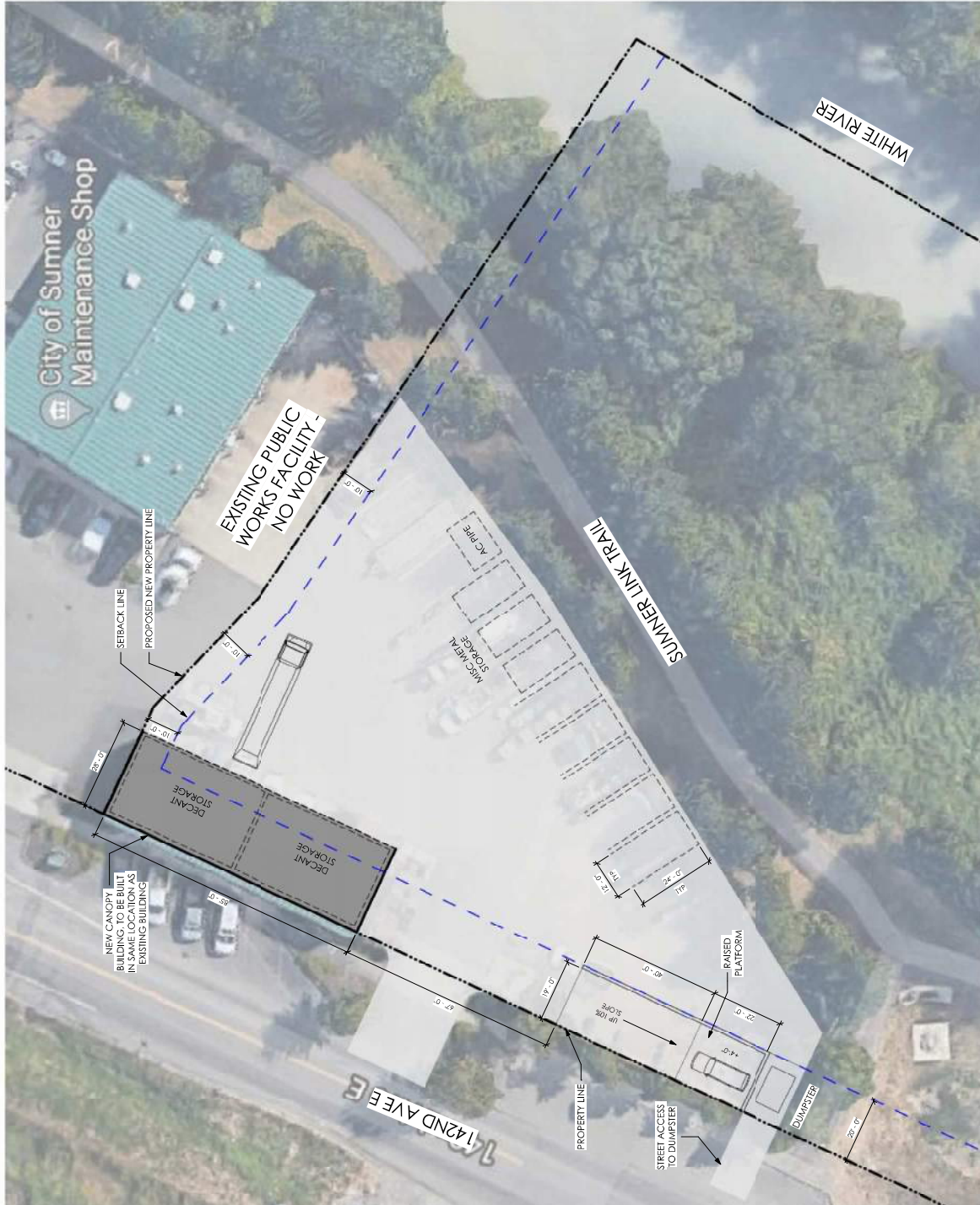




Exhibit A.2

January 27, 2021

Mark Hurley, AIA
TCF Architecture, PLLC
902 North 2nd Street
Tacoma, WA 98403

Project: City of Sumner Public Works Maintenance and Operations Facility
AHBL No. 2200150.20
Subject: Proposal for Structural Engineering Services

Dear Mr. Hurley:

Thank you for the opportunity to submit this proposal for structural engineering services for the City of Sumner Public Works Maintenance and Operations Facility. Our structural scope and fee are based on the Conditional Use Permit drawings (dated November 2020), as well as the RFP document from TCF dated January 24, 2021. Our scope of services is listed below.

The anticipated project scope will involve the structural design of seven new building structures (Buildings A thru G). The buildings will be one-story structures of various occupancies. The structures will consist of a mix of conventional wood-framed buildings, pre-engineered buildings, and wood-framed canopies with masonry screen walls. The anticipated project MACC is \$21.4M, with an anticipated Structural Scope MACC of \$7.4M.

In addition to the Maintenance and Operations building structures, we have included an alternate fee for the design of a Decant Facility located at the Existing Maintenance Facility site. The Decant Facility will include a pre-engineered canopy structure, as well as an elevated slab-on-grade/retaining wall for dumping refuse.

We have also included structural engineering services associated with creating a post bid Conformed Drawing Set, as well as an As-Built Drawing Set at the completion of construction. This scope will be billed on a time and expense basis, with an estimate provided below.

Structural Engineering Design – Task 21

1. Coordinate with TCF Architecture and geotechnical, civil, and MEP consultants.
2. Prepare structural calculations.
3. Prepare Revit model and engineered construction drawings.
4. Review cost estimates prepared by others.
5. Structural site design will include the design of a raised drive area and associated retaining wall for dumping of refuse.

Civil Engineers

Structural Engineers

Landscape Architects

Community Planners

Land Surveyors

Neighbors

TACOMA

2215 North 30th Street
Suite 300

Tacoma, WA 98403-3350

253.383.2422 TEL

www.ahbl.com



Exhibit A.2

6. Review specifications prepared by TCF Architecture.
7. Assist the client/owner during the permitting and bid process.

Existing Site – Decant Facility – Task 22

8. Coordinate with TCF Architecture and geotechnical, civil, and MEP consultants.
9. Prepare structural calculations.
10. Prepare Revit model and engineered construction drawings.
11. Review cost estimates prepared by others.
12. Structural site design will include the design of an elevated slab-on-grade and associated retaining wall for dumping of refuse.
13. Review specifications prepared by TCF Architecture.
14. Assist the client/owner during the permitting and bid process.

Construction Phase Services – Task 23

15. Review shop drawings, test reports, and contractor-requested changes as they relate to the design.
16. Observe construction, which includes visits to the site at appropriate intervals to become familiar with the quality and progress of the work as it is relative to the primary structural system, and prepare observation reports.

This scope of work will be billed on a time and expense basis.

Conformed Drawing Set – Task 24

17. After completion of the project bidding, issue an updated Conformed Revit model and structural drawing set for use by the contractor during construction. The Conformed Set will incorporate all addenda information and other revisions made during the bid process. This scope of work will be billed on a time and expense basis.

As-Built / Record Drawings – Task 25

18. At the completion of construction, issue an updated As-Built/Record Drawing Revit model and structural drawing set. The As-Built/Record Drawings will incorporate all RFI responses, construction changes, and contractor redlines made during construction. This scope of work will be billed on a time and expense basis.

Reimbursable Expenses – Task 90

19. Reimbursable expenses such as mileage and reprographics. This scope of work will be billed on a time and expense basis.



Exhibit A.2

Billing Summary

<u>Items</u>	<u>Description</u>	<u>Task No.</u>	<u>Amount</u>
Items 1-7	Structural Engineering Design SD – \$22,190 DD – \$26,106 CD – \$41,770 Bid – \$2,611	T-21	\$92,677
Items 8-14	Existing Site – Decant Facility	T-22	12,500
Items 15-16	Construction Phase Services (T&E est.)	T-23	37,854
Item 17	Conformed Drawings (T&E est.)	T-24	4,000
Item 18	As-Built / Record Drawings (T&E est.)	T-25	6,500
Item 19	Reimbursable Expenses (T&E est.)	T-90	500
Total			\$154,031

You may not want us to provide some of the services listed above. We can discuss these services and the number of hours with you and make adjustments, as necessary.

Some of the tasks listed are influenced by factors outside of our control. Therefore, based on our experience, we have estimated the number of hours required to complete these tasks. During the course of the project, if it is determined that more hours are required to complete any of these tasks, due to circumstances beyond our control, we will notify you immediately. We will not perform additional work until we have your written authorization. The task numbers on the invoice will correlate with this proposal.

Exclusions

This proposal does not include fees associated with agency reviews, submittals, or permits, nor does it include any work associated with the following services:

- a) Professional services of subconsultants, e.g., geotechnical, material testing, and other specialists, if required by the review agency.
- b) Costs associated with substantial redesign after preparation of design development drawings.
- c) Additional inspections that are a result of contractor non-compliance to the plans or specifications.
- d) Design of a non-conventional foundation system.
- e) Structural engineering associated with contractor's erection means, methods, and sequences.
- f) Design of any site features not listed, such as retaining walls over 6'-0" in height, landscape seat walls, landscape trellis structures, artwork foundations, stormwater detention vaults, etc. If you would like any structural engineering services associated with the design of site features, we would be happy to provide these services for an additional fee.



Exhibit A.2

- g) Mechanical or electrical services.
- h) Development of an opinion of probable construction costs.
- i) Dividing the design work into more than one phase of work.

Although we do assist the owner during the construction process, this proposal is for design services only and in no way implies we are construction managers.

If you find this proposal acceptable, please sign and return a copy of the enclosed contract to our office. We will return a copy of this contract to you after we have signed it. Our receipt of the signed contract will be our notification to proceed.

If you have any questions, please call me at (253) 383-2422.

Sincerely,

Andrew D. McEachern, PE, SE
Principal

ADM/lsk

Enclosure

c: Accounting

Q:\2020\2200150\Proposals_Contracts\Finals\20210127 Pro 2200150.20.docx

AHBL, INC. PROFESSIONAL SERVICES AGREEMENT



Exhibit A.2

This Professional Services Agreement "this Agreement" is made this **27th** day of **January, 2021**, between **TCF Architecture, PLLC**, the "Client," and **AHBL, Inc.** of Tacoma, Washington, the "Consultant," for **City of Sumner Public Works Maintenance and Operations Facility**, (the "Project"), **AHBL File No. 2200150.20**.

The Client and Consultant agree as follows:

1. SERVICES. The Consultant will perform for the Client the services outlined in the Consultant's proposal letter dated **January 27, 2021**, which is incorporated into this Agreement. Said services will commence upon receipt of a signed copy of this Agreement.

This Agreement is between the parties hereto only and is not intended to benefit any third party nor to create any rights in any person or entity other than the parties hereto.

2. COMPENSATION FOR SERVICES. The Client shall pay to the Consultant, as compensation for the services, the amounts as identified in the proposal letter referred to in Paragraph 1. For projects that include time and expenses charges, a schedule of charges can be provided upon request.

3. REIMBURSABLE EXPENSES.

3.1 Reimbursable Expenses, surcharged by 15 percent, are in addition to compensation for Services and include expenses incurred by the Consultant and Consultant's employees and subconsultants in the interest of the Project, as identified in the following clauses.

3.1.1 Expense of transportation in connection with the Project, expenses in connection with authorized out-of-town travel, long-distance communications, and fees paid for securing approvals of authorities having jurisdiction over the Project.

3.1.2 If authorized in advance by the Client, expenses of overtime work requiring higher than regular rates.

3.1.3 Expense of renderings, models, and mock-ups requested by the Client.

3.1.4 Reprographics, copy expenses, and other expenses connected with the project.

4. BILLING AND PAYMENT.

4.1 Initial Payment. The Client shall make an initial payment of **zero** and **no** hundredths dollars (**\$0.00**) upon execution of this Agreement. This payment shall be applied against the final invoice. Invoices shall be submitted by the Consultant monthly, and are due upon presentation and shall be considered PAST DUE if not paid within thirty (30) calendar days after the invoice date, regardless of whether the Client has secured project financing or the Client has received payment from its client, as the case may be.

4.2 Interest. If payment is not received by the Consultant within sixty (60) calendar days of the date of the invoice, the Client shall pay an additional charge of one-and-one-half percent (1.5%) (or the maximum allowable by law, whichever is lower) of the PAST DUE amount per month. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal. The right to charge and collect interest is in addition to, and not substitution for, the right to suspend or terminate in the event of the Client's failure to make timely payments.

4.3 Suspension or Termination of Service. If the Client fails to pay amounts within sixty (60) calendar days of the date of the invoice, this shall constitute a material breach of this Agreement, and the Consultant may, at any time, and without waiving any other rights against the Client and without thereby incurring any liability whatsoever to the Client, suspend services under this Agreement or terminate this Agreement. The Client agrees to release the Consultant from any consequences of such suspension or termination of services due to the Client's non-payment of the Consultant's fees.

4.4 Set-offs, Backcharges, Discounts. Payment of invoices is in no case subject to unilateral discounting or set-offs by the Client. Payment is due regardless of suspension or termination of this Agreement by either party. If the Client objects to any portion of an invoice, the Client shall so notify the Consultant in writing within thirty (30) calendar days of receipt of the invoice. The Client shall identify the specific cause of the disagreement and shall pay when due that portion of the invoice not in dispute. Interest as stated above shall be paid by the Client on all disputed invoiced amounts resolved in the Consultant's favor and unpaid for more than sixty (60) calendar days after date of invoice.

5. TERMINATION. This Agreement may be terminated by either party upon seven (7) days' written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. Upon termination, Consultant shall be compensated for all services performed to the date of receipt of notice of termination, plus reimbursable expenses then due, plus reasonable additional expenses that may be incurred in the closing of the project records and project activities.

6. OWNERSHIP OF DOCUMENTS. Plans, reports, and specifications are instruments of service and shall remain the property of Consultant, whether the project for which they are made is executed or not. The Consultant shall retain all ownership rights, including the copyright. Submission to public agencies and Project contractor(s) shall not be deemed publication in derogation of the Consultant's retained rights. The Client shall be permitted to retain copies, including reproducible copies, of plans, reports, and specifications for information and reference in connection with Client's use and occupancy. The plans, reports, and specifications shall not be used by the Client on other projects, for additions to this Project, or for completion of this Project by others except by agreement in writing with appropriate compensation to, and protection from liability for, Consultant, provided Consultant is not in material breach of this Agreement.

6.1 Electronic Media. The Client may retain copies of drawings, reports, and/or specifications in electronic form. Any use or reuse of, or changes to, the electronic media will be at the Client's sole risk. The Client will defend, indemnify and hold harmless the Consultant from any and all claims resulting from use or reuse of, or changes to, the electronic media by the Owner or the Owner's transferee.

7. OPINIONS OF PROBABLE COST. Since Consultant does not have control over the cost of labor, materials, or equipment, or over the contractor's methods of determining prices, or over competitive bidding or market conditions, opinions of probable cost, when provided, are made on the basis of the Consultant's experience and qualification, and represent the Consultant's best judgment as a design professional generally familiar with the construction industry. However, Consultant cannot and does not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable cost prepared for the Client. If the Client wishes greater assurance as to the construction cost, the client shall employ an independent cost estimator.

8. RISK ALLOCATION. In the execution of its services, the Consultant will exercise its best professional judgment. No other warranties, expressed or implied, are given.

Client recognizes the inherent risk of claims associated with the service to be provided by Consultant. In partial consideration of Consultant's commitment to perform the services under this Agreement, Client and Consultant agree:

- 8.1 To limit the aggregate amount of damages the Client may recover against the Consultant (along with its officers, directors, and employees) arising under or related to this Agreement to \$50,000 or the amount of compensation paid to the Consultant pursuant to this Agreement, whichever is greater. The types of claims to which this limitation applies include, without limitation, claims based on negligence, professional errors or omissions, professional malpractice, indemnity, contribution, breach of contract, breach of expressed warranty, breach of implied warranty and strict liability.
- 8.2 The Consultant shall indemnify the Client (along with its officers, directors, and employees) against damages, losses, and liability, including reasonable attorneys' fees and expenses recoverable under applicable law, to the extent they are caused by the negligent acts or omissions of the Consultant or its consultants in the performance of professional services under this Agreement.
- 8.3 The Client shall indemnify the Consultant (along with its officers, directors, and employees) against damages, losses, and liability, including reasonable attorneys' fees and expenses recoverable under applicable law, to the extent they are caused by the negligent acts or omissions of the Client or its consultants under this Agreement.
- 8.4 Consequential Damages. The Client and the Consultant waive consequential damages for claims, disputes and other matters in question arising out of or related to this Agreement or the breach or alleged breach of this Agreement.

9. DISPUTES.

- 9.1 Mediation. Any dispute between the Client and the Consultant arising out of or relating to this Agreement shall be submitted to non-binding mediation. The Client agrees to participate in the mediation process in good faith upon receiving written notice, within the time limitation set forth below, from the Consultant of the Consultant's election to subject a dispute to mediation ("Notice of Election to Mediate"). Prior to commencing litigation against the Consultant, the Client shall, within the time limitation set forth below, provide the Consultant with written notice of the Client's claim(s) setting forth the nature of the dispute and the Client's claim(s), the amount in controversy, a brief summary of the factual circumstances surrounding such dispute and claim(s), and a statement of the Client's intention to commence litigation ("Notice of Intent to Litigate"). If within fourteen (14) days following the Consultant's receipt of Notice of Intent to Litigate the Consultant has not given the Client Notice of Election to Mediate, the Client may commence litigation. The Consultant may specifically enforce this mediation provision, whether through a motion to compel mediation or otherwise. Unless the Client and the Consultant subsequently agree otherwise in writing, the mediation will be conducted under the auspices of the American Arbitration Association acting under its Construction Industry Mediation Rules. Each party shall pay one-half of the mediator's charges and one-half of the mediation service's charges. The parties shall participate in the mediation process in good faith.
- 9.2 Litigation. If the Consultant elects not to mediate a dispute or if mediation is conducted but does not fully resolve all disputes and/or claims, either the Client or the Consultant may commence litigation. In that case, both parties agree that venue of any litigation shall be in Pierce County, Washington. If litigation is not commenced within ninety (90) days of the termination of the mediation proceedings between the parties or after Consultant's written election not to submit the dispute to mediation, the claims that were the subject of the mediation proceedings shall be forever barred.
- 9.3 Time Limitation. Any litigation arising out of or related to this Agreement, or the breach or alleged breach of this Agreement, must be commenced within one year of the date on which the Consultant last performs services pursuant to this Agreement. Claims by one party against the other, whether the basis of any such claim is known or unknown, shall be forever barred if not commenced within that one-year time period. This limitation period shall be tolled upon the Consultant's service of a Notice of Election to Mediate or the Client's service of a Notice of Intention to Litigate, and shall recommence running upon the termination of mediation proceedings or, in the event the Consultant does not elect to mediate, fourteen (14) days following service of the Notice of Intent to Litigate.

10. SPECIAL PROVISIONS.

- 10.1 Hidden Conditions. Inasmuch as the review of an existing building and/or site requires that certain assumptions be made regarding existing conditions, and because some of these assumptions may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of the building and/or site, the Client agrees not to make any claims against the Consultant if it develops that the conditions that were encountered were not anticipated by Consultant.
- 10.2 Subconsultants. It is recognized and understood that some of the professional services required by this Agreement may be of a specialized nature that cannot be provided by Consultant in-house. Such specialized services include, but are not limited to, materials testing, mechanical, electrical, architectural, acoustical and geotechnical Engineering, laboratory planning and design, professional cost estimating, LCC/energy analysis, acoustical Engineering, telecommunications Engineering, and other services identified elsewhere in this Agreement. Consultant shall, upon request received from the Client, procure such services from subconsultants subject to Client approval, and shall enter into agreements with the subconsultants. A copy of the agreements with the subconsultants shall be provided to the Client upon receipt of a written request. As the Client's agent, Consultant shall coordinate the activities of the subconsultants in the providing of their services under this Agreement.
- 10.3 Waiver of Claims. If the client declines to retain the Consultant to perform construction phase services, then the Client waives any claim that might otherwise be made against the Consultant (or its officers, directors or employees) arising out of or related to use of drawings, reports and/or specifications prepared by the Consultant, except to the extent that the Client establishes that the claim against the Consultant would have existed even if the Consultant had performed construction phase services.

11. MISCELLANEOUS PROVISIONS.

- 11.1 Information Provided by Client. The Consultant shall indicate to the Client the information needed for rendering of services hereunder. The Client shall provide to the Consultant such information, and the Consultant is entitled to rely upon the accuracy and completeness thereof.
- 11.2 Environmental Hazards Waiver and Indemnity. The Consultant and the Consultant's subconsultant(s) shall have no responsibility for the discovery, presence, handling, removal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site. It is further understood and agreed that Consultant will not contract to perform any services in connection with the detection, removal, abatement, disposal or eradication of any hazardous or potentially hazardous substances or materials located in, on, under, over, about or in any other way connected with the project or project site and that the incorporation into the contract of any specifications pertaining to such matter will be done only in accordance with the direction of the Client and their subconsultants without any responsibility or liability whatsoever of Consultant or their insurers in regard thereto.

- 11.3 Taxes. In the event that federal, state, and/or local legislative action imposes new or additional tax measures that will affect Consultant's cost of doing business, Client and Consultant agree that all professional fees negotiated in compensation for this project shall be adjusted to reflect such increases in taxation. Adjustments shall include, but not be limited to, compensation for potential new and/or the retroactive application of state sales tax on professional services, and increases in state and local business and occupation taxes.
- 11.4 Assignment. Neither the Client nor the Consultant shall assign or transfer this Agreement, or any interest in this Agreement or any cause of action arising under or related to it, without the written consent of the other, which consent may be withheld at the discretion of either party.
- 11.5 Construction Observation. The Consultant shall, if within the scope of services of this Agreement, visit the site at intervals appropriate to the stage of construction or as otherwise agreed by the Client and Consultant in writing to become generally familiar with the progress and quality of the construction. However, the Consultant shall not be required to make exhaustive or continuous onsite observations or any inspections to check the quality or quantity of the construction. The Consultant shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Contractor's Work (Work). The Consultant shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the Contract Documents. The Consultant shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons performing portions of the Work.
- 11.6 Submittal Review. The Consultant shall review and take other appropriate action upon contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the plans and specifications. The Consultant's actions shall be taken with reasonable promptness. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the contractor. The Consultant's review shall not constitute review or approval of safety precautions or of construction means, methods, techniques, sequences, or procedures. The Consultant's review of a specific item shall not indicate review or approval of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems, or equipment is required by the plans and specifications, the Consultant shall be entitled to rely upon such certification to establish that the materials, systems, or equipment will meet the performance criteria required by the plans and specifications.
- 11.7 Property Insurance. The Client will assure that the Consultant is named as an additional insured on the builders risk insurance policy and any other property policy carried by the Project owner and/or the Project prime construction contractor during the construction. The Client will furnish the Consultant with a certified copy of the policy or policies showing the Consultant's status as additional insured upon receipt of a request from the Consultant.
- 11.8 Governing Law. This Agreement shall be governed by the internal laws of the State of Washington.
- 11.9 Merger. This Agreement states the entire agreement between the Client and the Consultant with respect to its subject matter and supersedes all prior and contemporaneous negotiations, commitments, understandings, and agreements with respect to its subject matter. This Agreement shall not be modified or amended except by way of an instrument signed by both the Client and the Consultant.
- 11.10 Signing Authority. Each individual signing this Agreement on behalf of a named party warrants that he or she has the authority to sign on behalf of his or her principal and to bind his or her principal to this Agreement and its terms.

Client

TCF ARCHITECTURE, PLLC

AHBL, INC.

Civil & Structural Engineers - Landscape Architects -
Community Planners - Land Surveyors
2215 North 30th Street, Suite 300
Tacoma, WA 98403
(253) 383-2422

By: _____
Signature

By: _____
Principal in Charge

Printed Name / Title

Date: _____

Date: _____

(AHBL File No. 2200150.20)



January 27, 2021

TCF Architecture
902 N. Second Street
Tacoma, WA 98403

Attn: Mark Hurley

RE: City of Sumner – New Public Works Facility, MEP Fee Proposal

We are pleased that you have included BCE Engineers on the City of Sumner New Public Works Facility Project team. We look forward to working with you on this exciting and challenging project. The project, as we understand it, consists of the following buildings:

- Building A: 13,100sf Admin/Crew
- Building B: 9,490sf Vehicle Storage Canopy
- Building C: 26,245sf Shops and Vehicle Storage
- Building D: 11,880sf Fleet and Wash Shops
- Building E: 6,880sf Vehicle and Equipment Storage
- Building F: 16,415sf Vehicle and Materials Storage
- Building G: 4,625sf Police Storage

BCE proposes to provide professional services for mechanical, electrical, and plumbing systems as described herein.

BASIC SERVICES

Mechanical Systems

- Schematic Design, Design Development, Construction/Bid Documents (plans and specifications), permitting, bidding, and construction administration services for HVAC, DDC control systems, plumbing and underground utilities within five feet of the building exterior for storm drainage, waste water drainage, and domestic water. The piping invert elevation will be coordinated between BCE and the civil engineer.
- Vehicle fuel and washing equipment is assumed by others any plumbing connections will be coordinated with the Equipment Specifier.
- Fire protection systems will be Riser room support drawings and bidder design performance specifications.

Electrical Systems

- Schematic Design, Design Development, Construction /Bid Documents (plans and specifications), permitting, bidding and construction administration services for building electrical power, site electrical power, building lighting, site lighting, fire alarm and data network communication infrastructure wiring. (See "Exclusions" for services not included).

- Vehicle fuel and washing equipment is assumed by others any electrical connections will be coordinated with the Equipment Specifier.

Basic Services includes electronic submittal documents for Schematic Design, Design Development, Permitting, and Bid Sets. Cost estimates and each submittal package is included. Construction Phase Basic Services includes submittal review, RFI responses, site visits as needed, including one punchlist visit and one back punch visit. A field report will be provided after each site visit. All drawing work will be produced using Revit.

SD	\$61,837.00
DD	\$72,749.00
CD	\$116,339.00
BID	\$7,275.00
CA	\$105,487.00

Basic Services Fixed Fee: **\$363,747.00**

OPTIONAL SERVICES

In addition to Basic Services BCE proposes the following Optional Services and fee budgets are included:

Services	Fixed Fee
1. Conformed Set	\$2,000
2. CAD Record Set	\$4,000
3. Security system, access control, CCTV coordination/design (up to 20 CCTV locations & 20 access control locations)	\$9,500
4. Sound System/AV Design (for crew/training room)	\$6,500
5. Coordination with utilities and design of offsite power and communications systems onto site	\$7,500
6. Street lighting design for 29 th St E.	\$5,500
7. Fire protection routing coordination for up to 2 locations.	\$4,000
8. Whole site generator design	\$8,000
Total Additional Services Fixed Fee	\$47,000

FEE SUMMARY

Services	Fixed Fee
Basic Services	\$363,747.00
Additional Services	\$47,000.00
Total	\$410,747.00

Reimbursable Expenses Budget (Not to exceed)

\$1,500.00

EXCLUSIONS

The following tasks are excluded from BCE's scope of services for this Project:

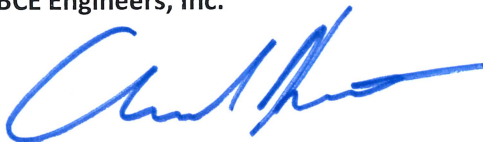
- Mechanical/Electrical Commissioning as the Commissioning Agent
- Commissioning Support
- LEED Documentation/Submittals
- Fire Pumps
- Grease interceptors, sand sediment filtration tanks, oil water separators.
- Generator
- Life-Cycle Cost Analysis
- Value Engineering
- Constructability Review drafting
- Construction Change Orders / Directives
- Printing (Except as required for hard copy permit submittals).
- Telephone systems, computer servers, network switches.
- Evacuation assistance systems
- Seismic calculations for mechanical and electrical components
- All work associated with the research, application, and submittal for any grant monies

If any of the excluded items (above) are determined to be required, at a later time, for furtherance of the Project, scope and fees for these additional services will be addressed in a future, separate proposal by BCE.

Again, thank you for the opportunity to work on this project with you; if you have any questions please do not hesitate to call.

Sincerely,

BCE Engineers, Inc.



Chuck Heaton, PE
Principal

O:\BUSINESS OPPORTUNITIES\2020\220-128 City of Sumner Public Works Facility\PROPOSAL\220-128 City of Sumner Public Works Facility MEP fee.doc



January 27, 2021

TCF Architecture
902 North Second Street
Tacoma, Washington 98403

Attn: Mark Hurley

RE: City of Sumner Decant Storage Canopy – MEP Fee

Dear Mark,

Thank you for including us for MEP design services for the above project. The scope of work as we understand it is as follows:

Scope of Work

- Design of trench drain for decant canopy to within 5' outside of building. Civil to take from there.
- Design of high-volume hose bib for washdown in decant canopy to within 5' outside building. Civil to take from there.
- Design of canopy lighting and site lighting.
- Design of power to canopy.
- Design of power and low voltage control of gate. Gate and drive loops by others
- Standard SD, DD, CD and bid submittals
- MEP specifications
- CA services to include submittal reviews, RFI response and (1) punchlist.

We propose a **fixed fee of \$18,500** to cover this service.

If the scope of work changes from that described above we reserve the right to charge additional fee. You will be notified before any out of scope work begins for concurrence of additional fee.

Again, thank you for the opportunity to work on this project with you, and if you have any questions please do not hesitate to call.

Sincerely,

BCE ENGINEERS, INC.

Chuck Heaton, PE
Principal

January 27, 2021

Mark Hurley | AIA
PRINCIPAL

TCF Architecture PLLC
902 N Second Street
Tacoma, Washington 98403

Subject: City of Sumner, New Public Works Facility, TCF Project No. 2020-007
Equipment Design and Planning

Dear Mark,

Based on our discussions and review of the request for proposal Document, we have developed this service proposal to complete this phase of the project work for your consideration.

Please keep in mind that we remain flexible with the scope of our work; which may be changed as required to best meet your objectives. We are excited about this project, and look forward to the opportunity to continue with TCF and The City of Sumner team on this project.

OVERALL SCOPE AND FEE ESTIMATE

We will provide the following scope of services at the fees listed below. We invoice monthly for time based on actual task completed. The total price is subject to change if the scope of work is modified.

SCOPE

Pinnacle will support TCF in the following phases:

1. Schematic Design
2. Design Development
3. Construction Documents
4. Bid
5. Construction

Services: Following are the services that Pinnacle has included in our fee proposal.

- Equipment Planning Services: All services necessary to select, locate, integrate, and specify shop equipment and storage systems. This includes GC installed items and owner provided items specified by you as part of this project, including fuel, wash and reclaim system. Below is an initial list by phase of work:
 - SD: Utility and Equipment matrix draft form showing all equipment. Equipment laid out on drawings including mounting height diagrams for ceiling hung and wall mounted items.
 - DD: One update to noted SD documents. Provide cut sheets for all equipment to be specified as part of the project.
 - CD: Updated to noted DD documents. Provide CSI specifications for all equipment and storage systems to be GC provided.
 - Bid: Respond to substitutions and questions and other items as needed.
 - Construction: Respond to submittals, RFI's etc. and perform reasonable site visits as needed to confirm.
- Utility and Equipment Matrix: Matrix for all utilities required for each piece of new and existing equipment for distribution to the owner and consultants. General shop related convenience air and electrical outlets will be suggested for the spaces to help the mechanical and electrical design..
- Coordination with other Disciplines: Coordinate all services with those of the other disciplines to ensure all equipment and storage systems properly interface with mechanical, electrical, architectural, and structural systems.
- Meetings/Workshops: Attend meetings as necessary and reasonable to support design work, with both the Architect and Owner.
- Cost Estimates: Pinnacle will provide equipment related cost estimates for new equipment at SD, DD, and 90% CD for use by TCF and the cost estimator in preparation of the estimates. This will be incorporated into the Equipment Matrix for clarity.
- Value Engineering: Not Included.
- Constructability Review: Not Included
- Conformed Set: Not Included at this time.
- Cad Record Set: A CAD record set following construction will be provided electronically.

FEE

A fee has been established as follows:

Scope of Work	PR	PM	IE	PE	CAD	CLR	Total	Total
Hourly Rate -->	\$215	\$175	\$150	\$130	\$95	\$55	Hours	Cost
Phase 1 Schematic Design								
1.1 Equipment Drawings, New and Existing relocated plans	4	40			80		124	\$15,460
1.2 Utility and Equipment Matrix	4	16			40		60	\$7,460
Subtotal Phase 1	8	56	0	0	120	0	184	\$22,920
Phase 2 Design Development								
2.1 Update Floor Plans, Elevations, Sections Mounting Height	4	40			80		124	\$15,460
2.2 Cut Sheet Package for Equipment	4	16			40		60	\$7,460
2.3 Update Utility and Equipment Matrix	4	16			24		44	\$5,940
Subtotal Phase 2	12	72	0	0	144	0	228	\$28,860
Phase 3 Construction Documents								
3.1 Update and Finalize Floor Plans for equipment	2	32			40		74	\$9,830
3.2 Specifications for new equipment	2	24			32		58	\$7,670
3.3 Final Utility and Equipment Matrix	2				40		42	\$4,230
Subtotal Phase 3	6	56	0	0	112	0	174	\$21,730
Phase 4 Bidding								
4.1 Respond to Substitution and questions	4	16			8		28	\$4,420
4.2 Respond to other issues arising - (estimated)	4	16			8		28	\$4,420
Subtotal Phase 4	8	32	0	0	16	0	56	\$8,840
Phase 5 Construction								
5.1 Respond to Submittal Packages	8	16			24		48	\$6,800
5.2 Respond to RFI's	8	16			24		48	\$6,800
5.3 Site Visits (6 for estimate) write up findings					24		48	\$6,480
Subtotal Phase 5	16	56	0	0	72	0	144	\$20,080
Summary								
Phase 1 Schematic Design	8	56	0	0	120	0	184	\$22,920
Phase 2 Design Development	12	72	0	0	144	0	228	\$28,860
Phase 3 Construction Documents	6	56	0	0	112	0	174	\$21,730
Phase 4 Bidding	8	32	0	0	16	0	56	\$8,840
Phase 5 Construction	16	56	0	0	72	0	144	\$20,080
Total Fee Estimate	50	272	0	0	464	0	786	\$102,430
Average Hourly Rate								\$130.32
Total Estimated Expenses								\$563
Total Estimated Cost								\$102,993

PR=Principal PM=Project Manager IE=Industrial Engineer PE=Project Engineer CAD=Computer Aided Drafting CLR=Clerical

We appreciate this opportunity to support **TCF Architects & The City of Sumner** on this important project! Please call me at 206-459-1193 if you have any questions.

Sincerely,
Pinnacle Consulting Group, Inc.



Frank E. Coleman Jr.
President

Proposal Accepted By:

_____ Title: _____

Purchase Order or Job Reference Number: _____

SCOPE OF WORK

This Scope of Work, submitted to TCF Architecture includes services to finalize the land use approval, civil design, permitting, public bidding, and construction engineering support for the development of the new public works facility on an approximate 7-acre existing large lot residential site. The project includes half street improvements along the frontage of the property and onsite development of several buildings that will require extensive civil improvements including:

- Site Layout
- On-Site Parking and Driveways
- Grading and Drainage
- Paving and Surfacing
- Site Retaining Walls
- Domestic Water Systems
- Fire Water Systems
- Storm Water Systems
- Sanitary Sewer Systems
- Power and Site Lighting
- Fencing
- Roadway Improvements

These improvements will be designed and permitted starting with the conceptual work done to date by the project team.

Our understanding is that the Jurisdiction and project owner is the City of Sumner and the project team is led by TCF Architecture. MJM TEAM will proactively collaborate with the project team and project owner/jurisdiction to ensure the civil system designs are coordinated with other team disciplines and meet the expectations of the project owner/jurisdiction.

The scope and fee for the project is based on the following schedule for the phases of work and the assumption that the project will follow the design-bid-build delivery method.

- | | |
|---------------------------|---------------------------|
| • Conditional Use Permit: | February – May 2021 |
| • Schematic Design: | February – May 2021 |
| • Design Development: | May – September 2021 |
| • Construction Documents: | September – December 2021 |
| • Bid/Construction: | January 2022 – March 2023 |

TASKS AND DELIVERABLES

Phase 1: Land Use Approvals

Objective:

To achieve Land Use approvals for the project which will follow the Conditional Use Permit (CUP) process.

Approach:

JMJ TEAM will work with the project team to finalize the CUP that will be submitted as part of the concept design phase of work already under contract. Tasks include:

- Team/City Coordination
- Conditional Use Permit Revisions
- Public Outreach Documents and Support
- CUP Conditions Review/Coordination

Phase 2: Civil Design and Permitting

Objective:

To obtain City of Sumner civil permits and bid documents for the construction of off-site and on-site civil elements of the new public works facility.

Task 1: Civil Design and Permitting

Approach:

- Collaborate with the project team to produce civil documents for on-site and off-site improvements including:
 - Civil meeting minutes in Word and PDF format
 - AutoCAD Civil 3D design files
 - Civil engineering discipline drawings and figures in PDF format
 - Technical reports and documentation in Word and PDF format
 - CSI Technical specifications in Word and PDF format
 - Construction cost estimates in Excel and PDF format
- The design will be completed in the following phases of work. Documents shown above will be produced in each phase of work building upon each previous phase toward complete documents for permitting, bidding, and construction.

- Schematic Design: February – May 2021
 - Design Development: May – September 2021
 - Construction Documents: September – December 2021
- Tasks of the Civil Design and Permitting include:
 - Team Meetings and Coordination
 - City Meetings
 - Civil Design and Drawings (approximately 50) including:
 - Cover Sheet and Standard Plans
 - Existing Site Plans
 - Demolition Plans
 - Erosion Control Plans
 - Site Prep/Subsurface Drainage
 - Proposed Site Plans
 - Building/Site Layout Plans
 - Proposed Water Plans
 - Proposed Sewer Plans
 - Proposed Storm Plans
 - Grading Plans
 - Hardscape/Site Details
 - Utility Details
 - Frontage Demolition Plans
 - Frontage Plan and Profile
 - Frontage Utility Plan
 - Frontage Details
 - Fire Plans
 - Vehicle Turning Plans
 - Illumination/Electrical Site Plan
 - Stormwater Report and SWPPP
 - Specifications
 - Construction Cost Estimate
 - Permit Submittals/Revisions/Resubmittals
 - NPDES Permit Submittal

Phase 2: Construction Administration – Civil Engineering

Objective:

To achieve the following tasks:

1. Team collaboration during construction of the project

2. Provide civil engineering services during construction for the successful completion and acceptance of project.
3. Respond to contractor request for information (RFI)
4. Review product submittals
5. Produce As-built drawings for jurisdiction submittal

Approach:

- Attend and contribute in team meetings when needed (assume bi-weekly)
- Respond to contractor request for information (RFI)
- Revise civil plans as necessary
- Review and track product submittals
- Maintain record drawings
- Deliverables: RFI responses, revised plans, record drawings

ASSUMPTIONS

- Electronic copies of all deliverables will be provided for reproduction by others
- Jurisdiction permit and application fees are not included
- Standard expenses such as mileage and basic copies are included
- Services such as geotechnical, structural, architecture, landscape architecture and MEP are by others and not included
- Ground improvements such as preload, foundation/subgrade improvements are not included as the geotechnical evaluation has not been completed

PROJECT FEES

A summary of the Phase totals is provided below. The fee is to be billed on a lump sum basis not to exceed the agreed upon total fee without prior approval. The project is assumed to include \$4M-\$5M of civil improvements with a resulting engineering fee below 10% of construction value.

Phase	Fee Type	Fee Amount
1 – Land Use Approvals	Lump Sum	\$14,900
2 – Civil Design and Permitting		
Schematic Design	Lump Sum	\$61,400
Design Development	Lump Sum	\$86,100
Construction Documents	Lump Sum	\$111,500
4 – Construction Administration	Lump Sum	\$76,900
Total		\$350,800

SCOPE OF WORK

This Scope of Work, submitted to TCF Architecture includes services for civil design, permitting, public bidding, and construction engineering support for the redevelopment of the public works maintenance facility on the existing Public Works Facility site. The project includes splitting the property into two parcels, reconfiguring the site utilities, bringing stormwater up to current code as a result of redevelopment, and replacing the existing building with a decant facility and material storage. Civil elements include:

- Site Layout
- Grading and Drainage
- Paving and Surfacing
- Site Retaining Walls
- Domestic Water Systems
- Fire Water Systems
- Storm Water Systems
- Sanitary Sewer Systems
- Power and Site Lighting
- Fencing

Our understanding is that the Jurisdiction and project owner is the City of Sumner and the project team is led by TCF Architecture. MJM TEAM will proactively collaborate with the project team and project owner/jurisdiction to ensure the civil system designs are coordinated with other team disciplines and meet the expectations of the project owner/jurisdiction.

The scope and fee for the project is based on the following schedule for the phases of work and the assumption that the project will follow the design-bid-build delivery method.

- | | |
|---------------------------|-------------|
| • Schematic Design: | One Month |
| • Design Development: | Two Months |
| • Construction Documents: | Four Months |
| • Bid/Construction: | Six Months |

TASKS AND DELIVERABLES

Phase 1: Civil Design and Permitting

Objective:

To obtain City of Sumner civil permits and bid documents for the construction of the on-site civil elements of the materials facility.

Task 1: Civil Design and Permitting

Approach:

- Collaborate with the project team to produce civil documents for on-site improvements including:
 - Civil meeting minutes in Word and PDF format
 - AutoCAD Civil 3D design files
 - Civil engineering discipline drawings and figures in PDF format
 - Technical reports and documentation in Word and PDF format
 - CSI Technical specifications in Word and PDF format
 - Construction cost estimates in Excel and PDF format
- The design will be completed in the following phases of work. Documents shown above will be produced in each phase of work building upon each previous phase toward complete documents for permitting, bidding, and construction.
 - Schematic Design:
 - Design Development:
 - Construction Documents:
- Tasks of the Civil Design and Permitting include:
 - Team Meetings and Coordination
 - City Meetings
 - Civil Design and Drawings (approximately 25) including:
 - Cover Sheet and Standard Plans
 - Existing Site Plans
 - Demolition Plans
 - Erosion Control Plans
 - Site Prep/Subsurface Drainage
 - Proposed Site Plans
 - Building/Site Layout Plans
 - Proposed Water Plans
 - Proposed Sewer Plans
 - Proposed Storm Plans

- Grading Plans
- Hardscape/Site Details
- Utility Details
- Vehicle Turning Plans
- Illumination/Electrical Site Plan
- Stormwater Report and SWPPP
- Specifications
- Construction Cost Estimate
- Permit Submittals/Revisions/Resubmittals
- NPDES Permit Submittal

Phase 2: Construction Administration – Civil Engineering

Objective:

To achieve the following tasks:

1. Team collaboration during construction of the project
2. Provide civil engineering services during construction for the successful completion and acceptance of project.
3. Respond to contractor request for information (RFI)
4. Review product submittals
5. Produce As-built drawings for jurisdiction submittal

Approach:

- Attend and contribute to team meetings when needed (assume bi-weekly)
- Respond to contractor request for information (RFI)
- Revise civil plans as necessary
- Review and track product submittals
- Maintain record drawings
- Deliverables: RFI responses, revised plans, record drawings

ASSUMPTIONS

- Electronic copies of all deliverables will be provided for reproduction by others
- Jurisdiction permit and application fees are not included
- Standard expenses such as mileage and basic copies are included
- Services such as geotechnical, structural, architecture, landscape architecture and MEP are by others and not included
- Ground improvements such as preload, foundation/subgrade improvements are not included as the geotechnical evaluation has not been completed
- Land Use Permits are not included as the extent is unknown at this time
- AutoCAD survey will be provided by others
- Subdivision of property is not included in the scope

PROJECT FEES

A summary of the Phase totals is provided below. The fee is to be billed on a lump sum basis not to exceed the agreed upon total fee without prior approval. The project is assumed to include \$0.75M of civil improvements with a resulting engineering and CA fee below 16% of construction value.

Phase	Fee Type	Fee Amount
1 – Civil Design and Permitting		
Schematic Design	Lump Sum	\$15,700
Design Development	Lump Sum	\$26,600
Construction Documents	Lump Sum	\$38,300
2 – Construction Administration	Lump Sum	\$35,700
Total		\$116,300

PROJECT BACKGROUND

Project Description

Provide landscape architectural services for landscape design for the City of Sumner New Public Works Facility project. The Owner of the project is City of Sumner (Owner). The Architect is TCF Architecture (Architect). It is assumed that Site Workshop will form an agreement directly with TCF. The scope of services, duration and project area are based on the scope and schedule as outlined in the project information dated 01//24/21 from Mark Hurley/TCF.

The project site is in the City of Sumner, WA with a reference address of 14400 29th St E, Sumner, WA 98390. The project is anticipated to be comprised of six main building structures totaling an area of 88,365 SF, constructed on the 6.25AC site. Landscaping is largely confined to the site perimeter and around the "Crew/Admin Building".

Site / Landscape Program

- ☐ Frontage improvements including planting and berms along 29th Street East.
- ☐ Planting design around entire Crew/Admin Building.
- ☐ Pedestrian paving for concrete walks and patios from the curb line inward.
- ☐ Stormwater planting design for stormwater ponds on site.
- ☐ Planting design for screening around the site perimeter.
- ☐ Irrigation design from the water meter on for new areas of landscape improvement.

Design Phases & Durations

This proposal includes a scope and fee for the project from Concept Design through Construction Administration based on the following design phases and timelines.

- | | |
|--|---------------------------|
| ☐ Schematic Design | February – May 2021 |
| ☐ Design Development | May – September 2021 |
| ☐ Construction Documents | September – December 2021 |
| ☐ Bidding | January – February 2022 |
| ☐ Construction Administration | April 2022 – (14 months) |

Project Meetings & Reviews

We anticipate and have allowed for the following meetings. Meetings may be conducted virtually and through the State's Stay Home, Stay Healthy orders.

- ☐ Design Meetings every 2 weeks during the design phases
- ☐ Attendance at pre-bid meeting
- ☐ Attendance at necessary Construction Administration Meetings

ASSUMPTIONS, QUALIFICATIONS & EXCLUSIONS

Assumptions & Qualifications

- ☐ The Architect will provide current and updated base and survey information.
- ☐ The Architect will provide a geotechnical report for the site.
- ☐ The Architect will generate all common electronic base sheet backgrounds and updates for site development, utility and building information.
- ☐ Construction documents for landscape scope work will be produced in AutoCAD .dwg or .dxf format.

- The Architect will be the project lead for all approval processes and will be responsible for final packaging of all documents required for permit reviews.
- Collaboration with Civil on vehicular circulation, site access, parking and drop-off areas.
- Civil will be responsible to design, document and control the layout of vehicular hardscape up to the curb line or edge of paving.
- LA will be responsible to design, detail, document and control the layout of pedestrian hardscape from the curb inward.
- LA will collaborate on finish grading in pedestrian hardscape and planting areas, including elevations for drainage structures specified and controlled by Civil. Final design and documentation will be by civil.
- LA will coordinate site and landscape lighting with TCF, Electrical Engineer and/or Lighting Designer through all phases of work. Final documentation of each will be by others.
- Final coordination and packaging of costs for the Landscape Architectural scope of work will be developed by the Architect's cost control consultant. Site Workshop will review cost estimate only for their scope of work.

Exclusions:

- Structural, civil, mechanical or electrical engineering design, or documentation required for the landscape scope requiring their expertise and license for approval. This may include structures over 4' in height to be detailed/sized by structural engineer.
- Additional work resulting from requests for out of sequence work.
- Re-start after pro-longed interruption of work.
- Design or Construction Documents outside the project boundary.
- Separately formatted or dedicated permit or construction packages not listed in the above scope.

DESIGN PHASES

Schematic Design

- Refine existing concept plans showing design of landscape and hardscape paving areas from the curb on including sidewalks, planters, walls, gates and fences, and overall planting materials. Assume multiple iterations to reach a preferred design with client and project team.
- Schematic site plans, plan enlargements, sections, sketches and image boards for team meetings and owner presentations.
- 2-3 PDF deliverables for consultant coordination and owner review, including 100% schematic design documents to Architect in the prescribed format for review and approval.
- Design narrative and representative images of each plant proposed.
- Development of schematic cost estimate for landscape architectural scope.

Design Development

- Refine the site design and landscape plans based on the approved schematic design.
- Design development plans (assume 2-3 PDF deliverables for consultant coordination and owner review, including 100% DD), fixing the location and description of proposed landscape components including:

- ✓ illustrative site plans, sections and elevations for presentation purposes
- ✓ hardscape and paving definition for materials and finishes of all concrete paving areas from the curb on.
- ✓ coordination with civil for finish grading at planting areas and pedestrian hardscape areas
- ✓ irrigation criteria and system design narratives
- ✓ preliminary planting layout and legend
- ✓ Identification and location of site furnishings and special features including landscape site features and artwork.
- Sections, elevations, and detailed plans as necessary to fix the materials and product descriptions
- Outline specifications in CSI format and product images.
- Design narrative update and representative images of each plant proposed.
- Development of design development cost estimate for landscape architectural scope.

Construction Documents

- Plans – assume 2-3 PDF submittals for coordination, pricing, phased building permit delivery, GMP and For Construction.
 - ✓ Landscape Site Plan – Define pedestrian paving, layout, materials, finishes and detail references.
 - ✓ Coordination with Civil Finish Grading Plan –Site Workshop will work with the architect, civil and structural engineers to ensure that all grading is properly coordinated with underlying structures and building entries.
 - ✓ Construction Details – Provide all necessary construction details to properly construct all proposed site improvements. Site Workshop will collaborate with structural and civil in detailing any features that require specific engineering requirements.
 - ✓ Landscape Irrigation Plan & Details – Diagram the underground piping, head layout, valve locations, controller station and backflow for a fully automatic system.
 - ✓ Planting Plan & Details – To graphically locate and identify all plant materials to be used including specific quantities, sizes, varieties, and installation instructions.
- Coordination with agencies having jurisdiction to determine landscape requirements and permit submittal requirements. Provide any calculations and other requirements the agency having jurisdiction requires to obtain all required permits.
- Specifications shall be in standard CSI format, as necessary to define and describe the work, including general material and installation requirements.
- 90% estimate of probable costs for landscape architectural scope.

Bidding

- Bid period support. Answer bidders' questions and assist with the evaluation of bids. Provide electronic copies of the documents for the contractor's use.

Construction Phase

- Submittal, RFI and minor revision review and documentation.

- Site observation visits and reports.
- Punch list review meeting (Substantial Completion), and punch list back check (Final Completion) review meeting.
- Plans showing revisions issued by the landscape architect during construction, for RFIs, Change Orders, etc. Not record drawings of as-built conditions by the contractor. Not including details.
- 1-year review and landscape performance evaluation including review and adjustment of Owners Maintenance procedures.

PROJECT FEE SUMMARY

The proposed fee for the project is based on a lump sum basis:

<i>Task</i>	<i>Lump Sum Fee</i>
Schematic Design	\$8,000
Design Development	\$13,000
Construction Documents	\$20,000
Bidding	\$1,000
Construction Administration	\$8,000
Total	\$50,000
Estimated reimbursable expenses – Not to Exceed	\$500
Add for Conformed Set (Post Bid)	\$1,000
Add for CAD Record Set (Following Construction)	\$1,500

HOURLY RATE SCHEDULE

<i>Site Workshop Personnel</i>	<i>Hourly Rate</i>
Principal	\$150 - \$200
Project Manager / Landscape Architect	\$120 - \$150
Landscape Architect / Project Designer	\$100 - \$120
Technical Support	\$90-\$100
Admin / Horticulture	\$120



Proposal

CLIENT	TCF Architecture, PLLC	DATE	January 21 st , 2021
CLIENT CONTACT	Mark Hurley	PROJECT	City of Sumner Public Works MOA Facility

Dear Mark,

Please see below our proposal for providing cost consulting services for the City of Sumner Public Works MOA Facility. It is our understanding the project will consist of the following scope of work:

- Admin/Crew Building of 13,100 square feet
- Vehicle Storage Building of 9,490 square feet
- Shops and Vehicle Storage Building of 26,245 square feet
- Fleet and Wash Shops of 11,880 square feet
- Vehicle and Equipment Storage of 6,880 square feet
- Vehicle and Maintenance Storage of 16,415 square feet
- Police Storage Building of 4,625 square feet
- Associated Site Development

Provide cost consulting services at the following design stages:

- Schematic Design
- Design Development
- Construction Documents

2.1 Cost Estimate

The cost estimate will be based on the measurement of quantities from drawings and provided information and priced in accordance with these drawings, specifications and descriptions of the work. All sections will be estimated in detail based upon the information available. It is our understanding sitework costs will be provided by the design team engineers for incorporation into the overall report following review by RC Cost Group.

2.2 Format

The estimates will be presented in elemental format or that determined by the project team.

2.3 Exclusions

Any design work or estimating beyond the above stated services and scope and beyond the site.

2.4 Meetings / Follow Up / Estimate Review

We have assumed for this fee proposal for (3) hours of meetings, conference calls and follow up at each design stage.

2.5 Project Staffing Assignment

- Andy Cluness (25+ Years' Experience) – Lead Estimator
- Mark Richardson (28+ Years' Experience) – Lead Estimator
- Neil Watson (28 Years' Experience) – Lead MEP Estimator

3a. Basic Services Fees

Our Not Too Exceed Hourly fee for cost estimating services are \$58,800 for the following services:

- **Schematic Design Estimate = \$15,750 (90 Hours x \$175/Hr.)**
 - Internal Kick-Off Meeting / Report Preparation: 2 Hours
 - Architectural and Structural Estimating: 52 Hours
 - Mechanical and Electrical Estimating: 30 Hours
 - Design team Sitework estimate review and Incorporation into report: 2 Hours
 - Design Team Meetings, Conference Calls, Follow Up: 3 Hours
 - Internal Estimating QA/QC: 1 Hour
- **Design Development Estimate = \$20,650 (118 Hours x \$175/Hr.)**
 - Internal Kick-Off Meeting / Report Preparation: 2 Hours
 - Architectural and Structural Estimating: 66 Hours
 - Mechanical and Electrical Estimating: 44 Hours
 - Design team Sitework estimate review and Incorporation into report: 2 Hours
 - Design Team Meetings, Conference Calls, Follow Up: 3 Hours
 - Internal Estimating QA/QC: 1 Hour
- **Construction Document Estimate = \$22,400 (128 Hours x \$175/Hr.)**
 - Internal Kick-Off Meeting / Report Preparation: 2 Hours
 - Architectural and Structural Estimating: 72 Hours
 - Mechanical and Electrical Estimating: 48 Hours
 - Design team Sitework estimate review and Incorporation into report: 2 Hours
 - Design Team Meetings, Conference Calls, Follow Up: 3 Hours
 - Internal Estimating QA/QC: 1 Hour

4. Expenses

Direct reimbursable expenditures if appropriate will be charged in accordance with the prime agreement or Our Hourly rates for miscellaneous additional services will be billed as reimbursable at \$175/Hr. Flights and Accommodations will be billed at Cost + 10%. *We are not anticipating expenses for this project.*

5. Payment

We will invoice on completion of each phase for payment net thirty (30) days. This proposal remains open for acceptance for a period of three months after which time the writer should be consulted for verification of scope and fees.

6. Project Schedule

Based on our understanding of the current schedule that if successful in our proposal we would receive the documents on the following dates for the formal submittals of our service:

Documents to RC Cost Group

Per Schedule

Complete Cost Plan

Per Schedule

We look forward to the opportunity of working with you on this important project and if you have any questions regarding this proposal or the fee structure, please give us a call. Thank you.

Yours Truly,



Andrew Cluness, Managing Partner
RC Cost Group, INC.

Confirmation of Agreement:

This letter correctly sets out the scope and fees for services to be provided by RC Cost Group, Inc. for this project.

SIGNATURE OF AUTHORIZED OFFICER

TITLE OF AUTHORIZED OFFICER

DATE



Proposal

CLIENT	TCF Architecture, PLLC	DATE	January 22 nd , 2021
CLIENT CONTACT	Mark Hurley	PROJECT	City of Sumner Public Works Existing Site Modification

Dear Mark,

Please see below our proposal for providing cost consulting services for the City of Sumner Public Works Existing Site Modification Project. It is our understanding the project will consist of the following scope of work:

- Canopy Covered Material Storage of 2,380 square feet
- Raised platform
- Open Material Storage Areas
- Associated Site Development

Provide cost consulting services at the following design stages:

- Schematic Design
- Design Development
- Construction Documents

2.1 Cost Estimate

The cost estimate will be based on the measurement of quantities from drawings and provided information and priced in accordance with these drawings, specifications and descriptions of the work. All sections will be estimated in detail based upon the information available. It is our understanding sitework costs will be provided by the design team engineers for incorporation into the overall report following review by RC Cost Group.

2.2 Format

The estimates will be presented in elemental format or that determined by the project team.

2.3 Exclusions

Any design work or estimating beyond the above stated services and scope and beyond the site.

2.4 Meetings / Follow Up / Estimate Review

We have assumed for this fee proposal for 1 hour of meetings, conference calls and follow up at each design stage.

2.5 Project Staffing Assignment

- Andy Cluness (25+ Years' Experience) – Lead Estimator
- Mark Richardson (28+ Years' Experience) – Lead Estimator
- Neil Watson (28 Years' Experience) – Lead MEP Estimator

3a. Basic Services Fees

Our Not Too Exceed Hourly fee for cost estimating services are \$8,050 for the following services:

- **Schematic Design Estimate = \$2,450 (14 Hours x \$175/Hr.)**
 - Internal Kick-Off Meeting / Report Preparation: ½ Hour
 - Architectural and Structural Estimating: 7 Hours
 - Mechanical and Electrical Estimating: 4 Hours
 - Design team Sitework estimate review and Incorporation into report: 1 Hour
 - Design Team Meetings, Conference Calls, Follow Up: 1 Hour
 - Internal Estimating QA/QC: ½ Hour
- **Design Development Estimate = \$2,800 (16 Hours x \$175/Hr.)**
 - Internal Kick-Off Meeting / Report Preparation: ½ Hour
 - Architectural and Structural Estimating: 8 Hours
 - Mechanical and Electrical Estimating: 5 Hours
 - Design team Sitework estimate review and Incorporation into report: 1 Hour
 - Design Team Meetings, Conference Calls, Follow Up: 1 Hour
 - Internal Estimating QA/QC: ½ Hour
- **Construction Document Estimate = \$2,800 (16 Hours x \$175/Hr.)**
 - Internal Kick-Off Meeting / Report Preparation: ½ Hour
 - Architectural and Structural Estimating: 8 Hours
 - Mechanical and Electrical Estimating: 5 Hours
 - Design team Sitework estimate review and Incorporation into report: 1 Hour
 - Design Team Meetings, Conference Calls, Follow Up: 1 Hour
 - Internal Estimating QA/QC: ½ Hour

4. Expenses

Direct reimbursable expenditures if appropriate will be charged in accordance with the prime agreement or Our Hourly rates for miscellaneous additional services will be billed as reimbursable at \$175/Hr. Flights and Accommodations will be billed at Cost + 10%. *We are not anticipating expenses for this project.*

5. Payment

We will invoice on completion of each phase for payment net thirty (30) days. This proposal remains open for acceptance for a period of three months after which time the writer should be consulted for verification of scope and fees.

6. Project Schedule

Based on our understanding of the current schedule that if successful in our proposal we would receive the documents on the following dates for the formal submittals of our service:

Documents to RC Cost Group

Per Schedule

Complete Cost Plan

Per Schedule

We look forward to the opportunity of working with you on this important project and if you have any questions regarding this proposal or the fee structure, please give us a call. Thank you.

Yours Truly,



Andrew Cluness, Managing Partner
RC Cost Group, INC.

Confirmation of Agreement:

This letter correctly sets out the scope and fees for services to be provided by RC Cost Group, Inc. for this project.

SIGNATURE OF AUTHORIZED OFFICER

TITLE OF AUTHORIZED OFFICER

DATE



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Seattle, WA 98119
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f 206.260.2727
www.abbae.com

ALLANA BUICK & BERS

Making Buildings Perform Better

Exhibit A.8

January 27, 2021

Mr. Mark Hurley
Principal
TCF Architecture, PLLC
902 North 2nd Street
Tacoma, Washington 98403

**Re: Proposal for Building Envelope Peer Review and Construction Phase Consulting Services
City of Sumner Public Works – M&O Facility (7 Buildings)
Sumner, WA**

ON: 2101-01712

Dear Mr. Hurley,

Allana Buick & Bers, Inc. (ABB) is pleased to present **TCF Architecture, PLLC (TCF)** with this proposal to provide Building Envelope Peer Review and Construction Phase Consulting Services as related to the above referenced new construction project, located in Sumner, Washington.

Background

To assist us with our proposal, TCF has provided us with the project Conditional Use Permit drawings including plans and elevations (dated November 2020).

It is our understanding the project is comprised of seven (7) buildings, which are a mix of typical wood-framed structures and pre-engineered metal buildings. TCF, the Architect of Record (AoR), has requested that ABB provide a proposal for preparing typical Building Envelope system deliverables from past projects with TCF. ABB is proposing to provide SD phase consultation, peer reviews of TCF's drawings in DD and CD phases, and to assist with limited bid phase and construction phase consulting services for the building envelope systems described.

Based on our review of project documentation, the project consists of the following (7) buildings:

- **Building A – Admin & Crew Building (13,100 SF, one-story):**
 - Office and crew facilities including lobby, offices, wellness, lunch & locker rooms
- **Building B – Vehicle Storage (9,490 SF, one-story):**
 - Covered, unheated storage
- **Building C – Shops & Vehicle Storage (26,245 SF, one-story):**
 - Shop facilities and multi-use bays, both covered/unheated and enclosed/heated vehicle storage
- **Building D – Fleet & Wash Shops (11,880 SF, one-story):**
 - Fleet shop facilities and wash/fueling bays
- **Building E – Vehicle and Equipment Storage (6,880 SF, one-story):**
 - Both covered/unheated and enclosed/heated storage for vehicles and equipment
- **Building F – Vehicle and Material Storage (16,415 SF, one-story):**
 - Covered, unheated storage
- **Building G – Police Storage (4,625 SF, one-story):**
 - Secure storage facility for police evidence



ABB's consulting services scope includes the following building envelope systems:

- Roofing Systems
 - Low Sloped, Steep Sloped, Canopies
- Building Exterior Façade and Cladding Systems
 - Walls, Cladding and Sealants
- Air Barrier/Water-Resistive Barrier/Thermal/Vapor Control Layers
- Glazing and Exterior Fenestration Systems
 - Windows, Doors, Aluminum Storefront, Translucent/Polycarbonate, Louvers
- At-Grade Waterproofing

Based on our understanding of your project requirements and our experience with similar projects, ABB proposes the following scope of service:

Scope of Services

1) Schematic Design (SD) Phase Services

- a) Provide up to ten (10) hours of SD Phase consultation including general on-call assistance to TCF to develop basic envelope approach for each building described above.

2) Design Development (DD) Phase Services – Single Peer Review

- a) Meet with TCF and Project team on one (1) occasion at your Tacoma Offices to review the updated project development status, project schedule, budgets, and the current building envelope design assumptions.
 - i. Proposal includes up to two (2) hours for this meeting including preparation and follow up reporting.
- b) Update the System Selection Narrative created for the envelope assemblies listed above. ABB's System Selection Narrative will include the following:
 - i. General description of the proposed envelope assemblies.
 - ii. Recommendations for system assemblies and appropriate alternate approaches, if applicable.
 - iii. Discussion of pros and cons of the proposed assemblies. This discussion will focus on long-term performance versus installation costs.
 - iv. Proposal includes up to four (4) hours for updating our system selection. Additional services will be on a time and expense basis.
- c) Perform one (1) peer review of the DD building envelope system details and specifications prepared by TCF. TCF will provide ABB with review drawings at least two (2) weeks prior to the scheduled report review meeting. Peer review will include:
 - i. Review of the plans and details for general conformance with material manufacturers' requirements and industry standards.
 - ii. Review of the project design for generally conformance to the Project Team's DD phase system selection decisions.
 - iii. Flags identifying where additional construction details are necessary to adequately depict the design intent.
 - iv. Review of the building envelope systems technical construction

Initials_____



specifications for conformance with manufacturers' understood requirements and industry standards.

Exhibit A.8

- d) Review outline specifications for the building envelope systems listed.
 - i. Proposal provides up to four (4) hours of technical specification review.
- e) Meet with TCF on one (1) occasion via teleconference to review and discuss our DD peer review comments and recommendations.
 - i. Proposal includes up to two (2) hours for the meeting.

3) Construction Documents (CD) Phase Services – Two Peer Reviews

- a) Perform two (2) peer reviews of the building envelope system details and specifications prepared by TCF. Peer review to be provided at 50% CD and 80% CD milestone. TCF will provide ABB with review drawings at least two (2) weeks prior to the scheduled report review meetings. ABB's peer reviews will include:
 - i. Review of the plans and details for general conformance with material manufacturers' requirements and industry standards.
 - ii. Review of the project design for generally conformance to the Project Team's DD phase system selection decisions.
 - iii. Flags identifying where additional construction details are necessary to adequately depict the design intent.
 - iv. Review of the building envelope systems technical construction specifications for conformance with manufacturers' understood requirements and industry standards.
- b) Review technical specifications for the building envelope systems listed.
 - i. Proposal provides up to eight (8) hours of technical specification review.
- c) Meet with TCF and the Project Team on two (2) occasions via teleconference to review and discuss our peer review comments and recommendations.
 - i. Proposal includes up to two (2) hours per meeting.

4) Limited Bid Phase Consulting Services

ABB will provide the following limited bid phase consulting services on a time and expense basis. If additional construction phase services are requested or required, we can provide those on a time and expense basis in accordance with our attached General Terms and Conditions.

- a) Assist with bid phase consultation including reviewing substitution requests for the building envelope systems.
 - i. Proposal includes up to four (4) hours for this effort.

5) Construction Phase Consulting Services

- a) Assist with review of shop drawings and submittals for building envelope systems and provide written comments for each review.
 - i. Proposal provides for up to twenty-four (24) hours for submittal reviews.
- b) Attend up to two (2) pre-construction meetings to assist the project team in providing answers to technical questions regarding the building envelope systems.
 - i. Proposal provides for up to four (4) hours per meeting including travel.

Initials _____



- c) Assist the project team by providing answers to contractor Requests for Information (RFI's) relating to the building envelope design.
- i. Proposal provides for up to twenty-four (24) hours for RFI reviews and consultation.
- d) Conduct periodic visits to the project site to confirm Contractor performance and review installations for compliance with the construction documents. Observations noted during these jobsite visits will be provided to TCF for review.
- i. Proposal includes up to ten (10) site visits during the building envelope construction. Each site visit will require up to eight (8) hours to complete observations, consult or with the project team, and prepare written reports by a Consultant or Technician (assuming the Contractor responds to promptly to notices of non-compliant construction).
- ii. Additional site visits will be provided on a time and expense basis.
- e) Assist TCF and the District with providing a punch list and final walkthroughs including commenting on building envelope contractor and manufacturer warranties.
- i. Proposal provides for up to eight (8) hours for punch list review and final walkthroughs.
- f) Provide up to four (4) hours of close-out phase consultation including preparing close out documentation.

Exhibit A.8

Fee Proposal

Our fees for consulting services described have been broken down by the phases listed above. Fees include reimbursable expenses.

Item	Service Phase	Fee Type	Fee (*)
1.	Schematic Design (SD) Phase Services	Lump Sum	\$2,500
2.	Design Development (DD) Phase Services – One Peer Review	Lump Sum	\$5,900
3.	Construction Document (CD) Phase Services – Two Peer Reviews	Lump Sum	\$12,500
4.	Limited Bid Phase Consulting Services	Time and Expense	\$825
5.	Construction Phase Consulting Services	Time and Expense	\$25,460
	Building Envelope Consulting Est. Fee Total:		\$47,185

(*) The above noted fees and services shall be in accordance with our attached General Terms and Conditions. The above noted fees include project start-up, close-out fees, and insurance fees of 2% of total project cost before adding reimbursable expenses. Services will be invoiced monthly and will include a detail of staff labor and documentation for reimbursable expenses.

Assumptions and Exclusions

- ABB is not the Architect of Record for the overall project design. ABB is providing peer review and consulting services for the building envelope and waterproofing systems described. ABB's scope is limited to the exterior building systems described.
- ABB's services are limited to those specifically described above. If additional services are requested or required, we will be pleased to provide you with an additional service agreement (ASA) once the scope of additional services is defined.

Initials_____



3. The recommendations provided by ABB's peer review do not take the place of fully detailed construction documents and assume "best practices" installation of the products and systems referenced, including accessory items and components necessary to make the construction complete. ABB is not the Architect of Record, so we recommended that the Owner review our comments with the Architect prior to incorporation into the construction documents. We cannot be held responsible for cost changes due to our recommendations.
4. Budget is strictly based on quantities and meetings provided in the scope of services. Additional quantities or meetings may be required but will be billed on a time and materials basis.
5. This proposal does not include Value Engineering or Constructability Review services or, revisions to peer review comments because of value engineering or constructability reviews. All additional meetings, reviews, and/or detailing, sketches and specification changes resulting from value engineer efforts will be invoiced on a time and expense basis in accordance with our attached General Terms and Conditions.
6. Permitting/Plan Check Consulting services are not included in this proposal. If requested or required, we will be pleased to provide you with an ASA for these services.
7. Limited bid phase services (for example, pre-bid walks, bidder RFI reviews, bid analysis) are included in our proposal as noted.
8. Mock-up consultation and Testing services are not included in this proposal. If requested, we can provide these services on a time and expense basis in an ASA.
9. It is assumed that potential issues with the City of Sumner, other government agencies and 3rd party reviewers will be addressed during the Design Development or early during Construction Document phase. If the City, Contractor or 3rd party reviewer requires extensive re-working of the building drawings, there will be an additional fee for this additional work.
10. This proposal assumes that the Owner or their General Contractor will arrange for ABB to have access to the necessary construction areas. Any fees or special equipment such as man lifts, extension ladders, etc. necessary to gain access are not included in this proposal.
11. This proposal does not include fees for Construction Monitoring or quality assurance observation services currently. Once the construction schedule has been finalized, we can provide a fee for these services on a time and expense basis once the construction schedule has been finalized.
12. Our proposal does not provide for mechanical, electrical, plumbing, structural engineering, geotechnical, grading, or environmental and/or LEED consulting services. Our proposal assumes that the relevant Project Teams and their sub-consultants will retain responsibility for these expert areas. We will coordinate with the Project Team and their consultants for our scope of work associated with the building envelope as described above.
13. It is the responsibility of the project Contractor(s) to install fully functioning building enclosure systems that provide water tightness and meet the design intent. If the Contractor fails to comply with specifications and other documents, ABB may require more field visits which would be performed at an additional time and expense fee, but not without prior approval from the Owner.
14. Jobsite and Contractor Safety will be the sole responsibility of the Contractor.

Consulting Services

We have proposed to provide services that will assist you in reviewing that the new building envelope and waterproofing assemblies are being designed in accordance with industry accepted practices and installed in accordance with the design intent. However, such construction is an extremely specialized building expertise; our proposed scope of services and fees are therefore based on the Contractor installing building enclosure systems in strict conformance with manufacturer's requirements, industry standards, specifications, design details and submitted and approved product literature and shop drawings.

Initials_____



Despite our diligent efforts on your behalf, there is still a chance that a failure may occur. This typically results from improper installation, negligence by construction trades when working around the new systems or improper protection after installation. Therefore, it is expressly understood that it is the sole responsibility of the Owner's selected Contractor to install and protect fully functioning building envelope systems that do not leak.

Agreement

Our Agreement consists of this executed proposal and the enclosed General Terms and Conditions. We will initiate this project upon receipt of your written authorization to proceed. If this Agreement is acceptable, please sign and return one copy by email (contracts@abbae.com), US Mail or FAX.

When ABB is requested to perform services described in this proposal prior to receiving an executed Agreement from you, such request will constitute an acceptance of this agreement. If you request ABB to provide services in addition to those specifically outlined in this agreement, it is understood that ABB will invoice for those additional services on a time and expense basis in accordance with our attached General Terms and Conditions.

Thank you for this opportunity to be of service to TCF. Please call us if you have any questions regarding this proposal or other aspects of our capabilities.

Very truly yours,

Allana Buick & Bers, Inc.

Petersen Lambert, P.E.
Principal, Seattle Division Manager

Leilani York
Business Development Manager

Enclosures: General Terms and Conditions (2017)

This proposal and attached General Terms and Conditions are accepted by:

TCF Architecture PLLC

Authorized Signature

Printed Name

Date

Initials _____

ADAMS CONSULTING & ESTIMATING, LLC

2337 N. 57th St
Seattle, WA 98103
(206) 528-0244 | gadams@w-link.net

Exhibit A.9

PROPOSAL

To: TCF Architecture PLLC
902 North Second Street
Tacoma, WA 98403

Date: January 27, 2021
No. of pages: 1
Project: City of Sumner
M & O Facility
Location: Sumner, WA

Attn.: Mark Hurley, AIA

Proposal for Door Hardware Consultant Services, City of Sumner M & O Facility. Based on TCF email dated January 24, 2021.

Scope of Work:

Design Development Phase

- Door Hardware Design Development Specification
- In client office and phone consultation
- Product Data Sheets

Not to Exceed 6 Hours at 95.00 per hour \$570.00

Construction Documents Phase

- Door Hardware Specification Preparation
- In Client Office and Phone Consultation
- Review of related sections
- Coordination with related Trades and Consultants (Security, Electrical, Acoustical)
- Updated Product Data Sheets

Not to Exceed 12 Hours at 95.00 per hour \$1,140.00

Bid Phase

- Addendum review
- Substitution Request Review
- Addendum preparation and review

Not to Exceed 2 Hours at 95.00 per hour \$190.00

Construction Administration Phase

- Door Hardware Submittal review
- Review of Steel Door and Frame, Wood Door, submittals for coordination of Door Hardware requirements.
- RFI/Technical interpretations.
- Change Order preparation and review

Not to Exceed 8 Hours at 95.00 per hour \$760.00

Project Close-out Phase

- Site review of installation and conformance to Contract Documents.
- Written report of site conditions observed.
- Includes two site visits

Not to Exceed 10 Hours at 95.00 per hour \$950.00

TERMS: PER CONTRACT

Billing issued at completion of each phase

Accepted _____

Accepted by _____

Title _____

By: GORDON ADAMS, AHC

City of Sumner M&O Facility

Date: Wed, Jan 27, 2021

Proposal of Services

Mark Hurley
 TCF Architecture
 902 N Second Street,
 Tacoma, Washington 98403

Acoustical Services Proposal for City of Sumner M&O Facility

Dear Mr. Hurley,

Thank you for considering the Tenor Engineering Group to support you with the acoustical design of City of Sumner Maintenance and Operations facility. This is our proposal of services to support your team with the acoustic design of the facility with respect to noise and vibration solutions to meet your project goals.

Estimate of Services

MILESTONES / TASKS	AMOUNT
Schematic & Design Development	\$6,090.00
Environmental Noise Impact Study - Complete 24-hour on-site noise assessment along the residential property line to quantify the risk of maintenance and mechanical systems with respect to the City of Sumner Chapter 8.14 (Noise Control) standard. Provide detailed analysis and guidance on building and systems design to optimize the overall acoustic performance.	
Architectural Acoustic Design Support - Review design drawings to provide guidance with respect to speech privacy between private meeting spaces and offices, speech intelligibility within meeting spaces, sound control for the break room and exterior patio, and noise control within maintenance spaces for hearing protection with respect to WAC and OSHA engineering controls. Provide drawing mark-ups, material/installation options, and documentation that details economic acoustic design options. Attend design coordination meetings.	
Mechanical System Noise & Vibration Narrative - Review proposed mechanical systems with respect to building occupancies and environmental noise code to residential community. Provide mechanical system design narrative with maximum sound power levels for primary systems. Attend coordination meeting.	

MILESTONES / TASKS

Construction Documents	\$5,075.00
------------------------	------------

Architectural Acoustic Design Support - Review assemblies, materials, and design to ensure the acoustic measures have been efficiently integrated into the design. Provide acoustic performance risk summary to assist with any Value Engineering efforts with a focus on needs for initial construction compared to post-occupancy remediation.

Mechanical System Noise & Vibration Design Support - Review all mechanical systems with respect to the interior performance goals outlined in the 2018 International Green Construction Code (IgCC) / ASHRAE HVAC Applications Handbook requirements. Complete calculations/analysis for mechanical systems on roofs and exterior ventilating to ensure compliance with City of Sumner Chapter 8.14 Noise Control code. Provide documentation to be submitted with mechanical permit drawings.

Construction Administration (Hourly NTE)	\$1,750.00
--	------------

RFI, Change Orders, & Shop Drawing Reviews, Site Inspections - Review final material and equipment selections, and complete construction inspections for key systems and assemblies.

Total \$12,915.00

Summary

Our fees are based on our hourly rates and expected level of support. Please contact us if you have any questions or would like to modify the proposed scope of work.

Thank you for considering the Tenor Engineering Group.

Sincerely,

Erik Miller-Klein, PE, INCE Bd. Cert.
Principal of Acoustical Engineering

Tenor Engineering Group
erik.mk@tenor-eng.com
O: (206) 899-5450
M: (206) 658-7920

Terms of Service

These fees include all costs associated with equipment, administration, and transportation. Our fees are based on our hourly rates:

Hourly Rates

Principal, PE - \$145 per hour

Acoustical Consultant - \$100 - \$120 per hour

Staff Consultant - \$75 - \$95 per hour

Exhibit A.10

At no time will our fees exceed the above hours or costs without prior written approval. If the conditions of this proposal are satisfactory we will accept an agreement form of your choice or approval of this proposal through our online client portal or printing and signing below. This can be e-mailed or mailed to: 113 Cherry St, PMB 52397, Seattle, WA 98104-2205

Client Signature

Date

TMCoating Consulting Inc.

Coating Inspections, Document Review, Condition Surveys

January 26th, 2021

Mark Hurley

TCF Architecture

Tacoma WA

Project: Sumner M & O

Subject: Proposal and Fee Schedule--

CD Spec section co ordination

Bid Review RFI's, Substitutions

Construction Review Submittals, Ten (10) Site inspections with Field Reports

Mark:

Thank you for introducing me to the above project. Please review the following proposal and fee schedule.

Task

Cost

CD

Review specs: Co-ordinate five (5) different spec sections \$750.00

Includes Spec guidance

Bid

Substitutions \$500.00

Includes communication with TCF

Painting Submittal review

\$500.00

Includes: Paint submittals, RFI's and change orders.

Inspection/Field Reports

\$7,500.00

10 inspections at \$750.00 each. -

1 Pre-con Zoom

2 Mock up Inspections

3 Glue laminated MFG inspection of clear sealer

4 – 9 Progress inspections

10 Final

Provide weekly field reports during painting and finishing stage.

Total \$9,250.00

PLI, GCI and LNI Insurance will remain current thru project. I look forward to working with you and the team on this project.

Please review and call with questions. Thank you.

Respectfully submitted,

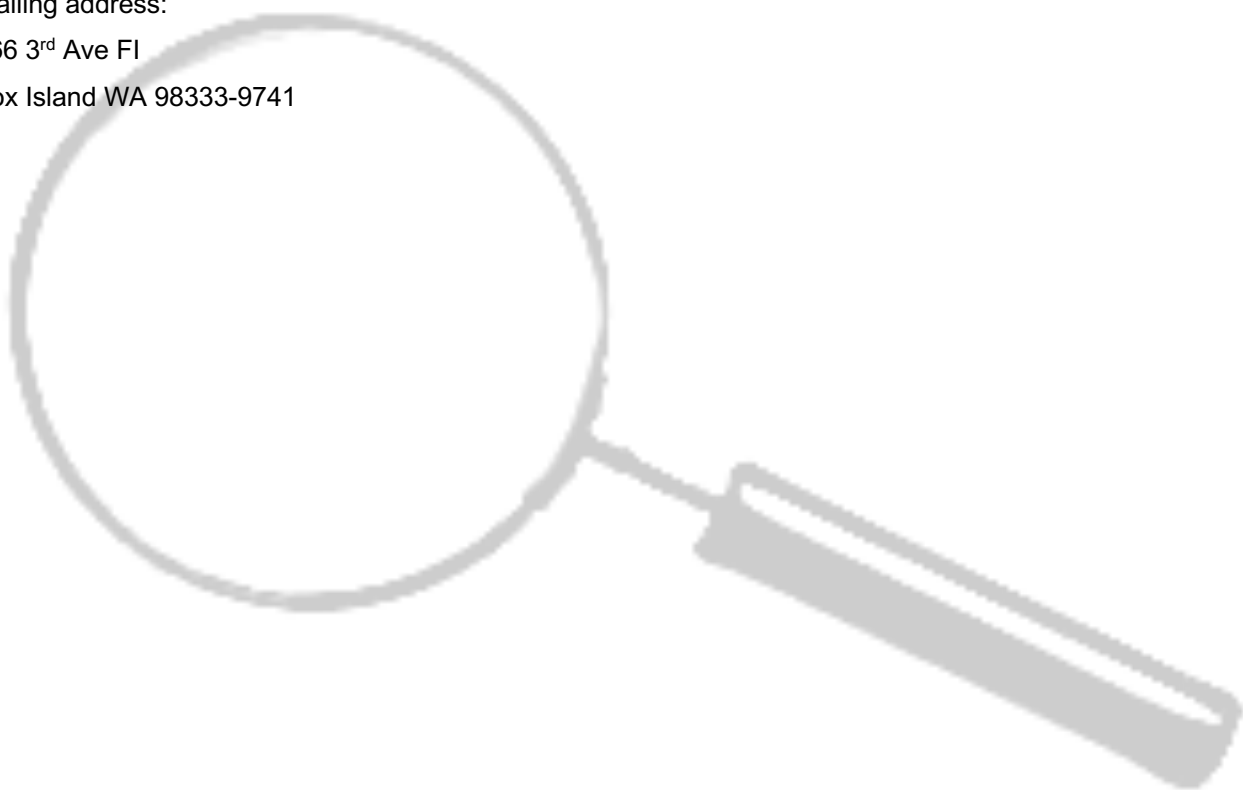
Torin Mowbray

253-549-1752

Mailing address:

466 3rd Ave FI

Fox Island WA 98333-9741



TMCoating Consulting Inc.

Paint, Stain & Coating Inspections, Document Review, Condition Surveys

Subject: Qualifications for Paint and Coatings Consultant

1- Areas of Expertise:

Dedicated 42 years to the following-

- A. Paint, stain, coatings and wall covering specifications
- B. Construction administration, Supply of paint, stain, coatings and wall coverings
- C. Surface preparation and application- the below listed materials and substrates
- D. Inspection, close out & warranty documentation, failure analysis, expert witness
- E. Over 200 million square feet of prepared, coated warranted institutional surfaces.

2- Experience with Different Building Coatings Systems:

Inspected new construction and repair/replacement of substrates and building systems made of the following materials: structural/misc. steel, non-ferrous metal, sheet metal, galvanized metals, concrete, concrete masonry units, marblecrete, stucco, plaster, brick, tile, glass, cement board, EIFS, sealants, PUF, EPS, and wood. My entire career has been spent surveying, preparing, renovating, painting and inspecting institutional buildings in the Pacific Northwest. My experience using complete building enclosures thru full containment compliments the specified surface preparation, application and cure of sealants, paint, stain, coatings and wall covering.

2.1 Product Experience- Paint, Stain, Coating & Wall Covering:

My experience includes specifying, budgeting, supplying, preparing, renovating, repair/replacement, inspecting and warranting the following types of VOC/WSSP/LEED compliant paint, stain, coatings and wall covering's applied over the above referenced substrates:

Lead-based paint and Lead paint removal, Alkyd Oil Based enamel, Stain, Concrete Stain, Latex and Acrylic Paint, High Density Pure Acrylic Coatings, Two-Component Epoxy and Polyurethane, Fluid applied, fabric re-enforced water based roof and floor Coatings Systems

2.2 Institutions and Associations-

- | | |
|-------------------------|---|
| • CSI Member since 1983 | Construction Specification Institute, Puget Sound Chapter |
| • SSPC | The Society of Protective Coatings, Puget Sound Chapter |
| • PDCA | Painter Decorator Contractor Assoc Emerald City Chapter |
| • ACI | Aggregate Concrete Institute |
| • MIW | Masonry Institute of Washington |
| • WEA | Washington Education Association |

3. Ability to perform within allotted time frame

A reduced customer base is maintained in order to provide my Clients prompt service. I will dedicate myself to achieve your goals and objectives in a time sensitive fashion.

4. Ability to Perform within an established budget

The specification is key to establishing the budget. If there is a good specification then there will be a good scope of work and consequently a good budget. I believe in writing an effective clearly understood specification. A budget and specification is drawn from the condition survey.

4.1 Construction experience allows quick review and evaluation of the following:

Questions during bid period	Answer <i>leading</i> questions during bid phase
Substitution requests	Perform gap analysis between specified and substitute
Change Orders & RFI's	Determine cost/value difference between spec & change
Submittal Review	Non-complying submittal are the modern battlefield
Field Inspection	Maintain specified level of quality, prevent cost over runs

These capabilities combined with leadership, open communication and team spirit has been a winning formula in mitigating cost over runs.

TMCoating Consulting Inc. PLI & GCI Insurance certificates are available upon request. My skills and experiences are ideally suited to meet your requirements for a Coatings Consultant. I look forward to the possibility of working with your firm. Please call with questions. Thank you.

Respectfully submitted,

Torin Mowbray

President 

TMCoating Consulting Inc.

466 3rd Ave FI

Fox Island WA 98333-9741

October 20, 2020

Mark Hurley
TCF Architecture PLLC
902 N 2nd Street, Tacoma, WA 9840

Email: mark@tcfarchitecture.com

**RE: Proposal for Hazardous Materials Consulting Services
City of Sumner Maintenance Facility Project
14228 29th St E Sumner, WA 98390
PBS Proposal No.: WA31134**

Dear Mr. Hurley:

PBS Engineering + Environmental (PBS) is pleased to provide this proposal for Hazardous Materials Consulting Services related to the planned demolition of structures located at the above reference project site. This proposal outlines our proposed services and fees related to asbestos-containing materials (ACMs), lead-containing paint (LCP), poly-chlorinated biphenyls (PCBs), mercury-containing building components, Regulated Metals (mortar) and underground storage tanks.

PBS understands that there is a total of approximately thirteen (13) structures that exist on four (4) parcels. We understand these structures will be demolished. This includes three (3) residential structures and various out-buildings. No as-built drawings or other building documentation was available for review. Survey drawings prepared by AHBL were provided for review. PBS understands that the structures are unoccupied.

Following is an outline of our proposed services and associated fees:

I. TASK 01 - INVESTIGATION PHASE

The following tasks shall be completed during the investigation phase and the information gathered will be used and included in the existing design development process:

1. PBS will sample suspect building components for asbestos-containing materials (ACMs). Analysis will be performed using polarized light microscopy (PLM).
2. PBS will sample representative surfaces in the structures to be demolished for the presence of lead-containing paint (LCP). Analysis will be performed using atomic absorption methodology (AA).
3. Toxicity characteristic leachate procedure (TCLP) testing will be performed, if appropriate, on representative waste streams during design development and/or demolition activities to help forecast if specific lead waste handling practices will be necessary.
4. PBS will perform investigation of representative fluorescent light fixture ballasts to determine the presence of polychlorinated biphenyls (PCBs). Light fixture ballasts considered to contain PCBs will be quantified and identified on survey plans. Any hazardous conditions noted during the course of the PCB investigation will be immediately brought to the attention of the design team. Additionally, suspect materials such as sealants and coatings will be tested for PCB content.
5. PBS will investigate the presence and quantity of mercury-containing fluorescent light tubes and mercury-containing thermostat bulbs, flooring, and electrical switches. A summary of our findings including recommendations for handling during demolition will be provided.
6. PBS will investigate the presence, status, and quantity of underground and above ground petroleum storage tank(s). PBS will not perform any subsurface sampling as part of this investigation.

Exhibit A.12

7. PBS will provide documentation of our findings in a report to be included in the bid documents. Given that the structures are to be demolished, PBS will not complete survey plans showing material or sample locations. Rather, material information will be depicted on the design drawings. The report will satisfy the WISHA requirement for the completion of a "good faith inspection". The report will outline quantities and locations of ACMs, the extent of LCP, the number of suspect PCB-containing ballasts and sealants, regulated metals, mercury-containing components, and underground/aboveground storage tanks. PBS will develop simple base plans as an aid to investigation work and as backgrounds for development of abatement plans for inclusion in the bid documents.
8. An abatement cost estimate will be provided at the conclusion of the investigation phase. This document will be provided separately from the survey report.

II. TASK 02 - CONTRACT DOCUMENT DEVELOPMENT

Contract requirements and technical specifications for work related to asbestos, lead, PCBs, mercury, other regulated metals, and storage tanks will be included as part of the project and will be developed based upon data gathered during investigation and testing. The following tasks will be performed in the design development process:

1. PBS will participate in project meetings with the design team to prepare for and determine responses to site conditions and initial inspection and testing information.
2. Include technical specification information and hazardous materials abatement plans representing locations and quantities of ACMs to be abated, sampling information, any particular means and methods, and appropriate references to other specification sections.
3. Include technical specification information and plans addressing components requiring compliance with lead-related regulations (WAC 296-155), sampling information and references to other specification sections. Information related to LCP will be included on the hazardous materials abatement plans.
4. Include technical specification information for removal and disposal of PCB-containing components. Quantities and condition of components to be removed will be indicated on the hazardous materials abatement plans.
5. Include technical specification information to direct proper handling and recycling of mercury fluorescent lamps and switches and flooring. Quantities and condition of components to be removed will be indicated on the hazardous materials abatement plans.
6. Include specifications information to direct the proper removal/decommissioning of underground/aboveground storage tank(s) for the residential/commercial properties, if found. Information will be indicated on the hazardous materials abatement plans.
7. PBS will submit the contract documents outlined above to the design team. Opinions of Cost for hazardous materials abatement will be revised, if necessary, as part of each submittal.

III. EXCLUSIONS/LIMITATIONS TO THE SCOPE OF WORK

The scope of work and associated labor and sample budgets outlined in this proposal are based upon our preliminary understanding of the work. The following outlines PBS' limitations of scope for our proposed services:

1. PBS will inspect only accessible areas of the structures. We also understand these structures are occupied which may limit our access. PBS presumes unrestricted access to all areas of the structures to perform our survey activities. PBS will summarize conditions that, in our opinion, warrant further investigation and may require over-height access or confined space entry. Examples include over-height locations on ceiling and walls, etc. Destructive sampling will be limited to what can be accomplished with hand tools.
2. PBS will collect and analyze the particular types of samples as outlined. Our current knowledge of the structures is limited and conditions may warrant additional sample collection and/or analysis for code

- compliance. Sample turnaround is presumed to be non-rush.
3. Drafting services include the preparation of up to three (3) drawing sheets as part of each submittal, including investigation reporting and design/contract documents.
 4. Construction/abatement period services are not included.
 5. Subsurface investigations of soil and groundwater are not included.

IV. ESTIMATED FEES

Following is a breakdown of PBS' estimated fees for each task outlined above:

Task 01 – Investigation Period Services

Principal (1 hr @ \$195/hr)	\$195.00
Sr. Project Management (8 hrs @ \$145/hr)	\$1,160.00
AHERA Inspectors (40 hrs @ \$95/hr)	\$3,800.00
Administrative Support (4 hrs @ \$70/hr)	\$280.00
CAD Drafting (1 hrs @ \$85/hr)	\$85.00
Asbestos Collection/Analysis Fee (150 @ \$25/ea)	\$3,750.00
Lead Paint Collection/Analysis Fee (30 @ \$25/ea)	\$750.00
Mercury Collection/Analysis Fee (2 @ \$40/ea)	\$80.00
PCB Collection/Analysis Fee (5 @ \$90/ea)	\$450.00
TCLP Waste Collection/Analysis Fee (6 @ \$125/ea)	\$750.00
RCRA Metals Collection/Analysis Fee (4 @ \$150/ea)	\$600.00
Reimbursables (Equipment, mileage, etc.)	\$500.00
TASK 01 TOTAL	\$12,400.00

Task 02 – Design Period Services:

Sr. Project Designer (10 hrs @ \$145/hr)	\$1,450.00
Geologist (4 hrs @ \$95/hr)	\$380.00
AHERA Inspector (4 hrs @ \$95/hr)	\$380.00
Administrative Support (2 hrs @ \$70/hr)	\$140.00
CAD Drafting (6 hrs @ \$85/hr)	\$510.00
Reimbursables (Plotting, mileage, etc.)	\$100.00
TASK 02 TOTAL	\$2,960.00

PROJECT TOTAL \$15,360.00

All above fees will be invoiced on a time and materials basis. Our labor for Task 001 is based on the estimated number of samples identified in Task 001. Reimbursable fees will be billed based on actual expenditures at the above unit rates. The sample rates are fee-based and are inclusive of laboratory fees, collection tools, PPE, building repair products, decontamination equipment, etc.

This proposal along with our attached 01/2018 master terms and conditions are the entire agreement between the parties.

V. SCHEDULE

PBS will make every effort to accommodate the established schedule.

If you find this proposal acceptable, please sign and return it to our Seattle office or provide us with your purchase order form. Thank you for the opportunity to submit our proposal.

Respectfully,

PBS Engineering + Environmental,

ACCEPTED BY:

Exhibit A.12



Gregg Middaugh
Senior Project Manager
Industrial Hygiene Group

Print Name

Title

Signature

Date

Attachment: PBS Terms and Conditions, 02/2018

SUBJECT: 2021-2022 On Call Consultant Services Contracts Award

CATEGORY: Consent

BUDGET IMPACT: None.

ATTACHMENTS:

1. Memorandum

STAFF CONTACT: Jason Van Gilder, Associate City Engineer, Mike Dahlem, Public Works Director

SUMMARY BACKGROUND:

The City of Sumner published a Request for Qualifications for firms interested in being on the City's On-Call Services roster for the 2021-2022 biennium.

The City received Statements of Qualifications from sixty (60) different firms. Received statements were reviewed by staff against the selection criteria listed in the RFQ. Staff identified forty-seven (47) firms as the most qualified to provide services within disciplines for which the City is likely to be able to utilized.

COUNCIL COMMITTEE/STUDY SESSION: Public Works Committee

MEETING/STUDY SESSION DATE: 2/2/2021
--

COMMITTEE RECOMMENDATION: Yes

STAFF RECOMMENDATIONS/MOTION:

A motion authorizing the Mayor to execute on-call professional service contracts with the firms identified in the attached memorandum for professional services within the 2020/2021 biennium in an amount not-to-exceed \$100,000.00 per year, substantially in a form as approved by the City Attorney.



DATE: January 21, 2021
TO: Kelsey White, PW Contract Administrator
FROM: Jason Van Gilder, Associate City Engineer
CC: Mike Dahlem, Public Works Director

RE: 2021-2022 On-Call Services Roster Selection

The City of Sumner published on 12/02/2020 and 12/09/2020 a Request for Qualifications for firms interested in being on the City's On-Call Services roster for the 2021-2022 biennium.

The City received Statements of Qualifications from sixty (60) different firms. Received statements were reviewed by staff against the selection criteria listed in the RFQ.

Staff identified forty-seven (47) firms as the most qualified to provide the services within areas for which the City is likely to be able to utilize their services. The firms identified are as follows:

AKANA	Gray & Osborne	Pace
Architects Rasmussen	Gretty Associates	Parametrix
Triebelhorn	General Technologies	PCS Structural
BCRA	Solutions	PSI
BERK	JMJ Team	Quality Controls
BHC	KBA	Corporation
Century West	KPFF	RH2
Conley Engineering	KPG	Robinson Noble
Direct Access Group	Krazan	SH&H
Drayton Archeology	Lanktree Land Surveying	SCJ Alliance
Encompass	MacKay & Sposito	TCF
ESA	Mayes Testing	Tierra Right of Way
FCS	Maul Foster Alongi (FLO)	Transpo Group
Fehr & Peers	Material Testing &	Utility Services
Follett Engineering	Consulting	Varius
GeoDesign (NV5)	Natural Systems Design	West Consultants
GeoEngineers	Otto Rosenau & Associates	Widener

Staff recommends proceeding with executing a contract with the firms listed above.

SUBJECT: SR 167 WSDOT Detour Agreement**CATEGORY:** Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. WSDOT Detour Agreement

STAFF CONTACT: Michael Kosa, Associate City Engineer, Mike Dahlem, Public Works Director

SUMMARY BACKGROUND:

The Washington State Department of Transportation (WSDOT) is undertaking a project to add a high-occupancy vehicle (HOV) lane on northbound State Route (SR) 167 between SR 410 and SR 18, where it will connect to the existing HOV lane in Auburn. The project will overlay the existing roadway and bridge decks and will modify the existing lane configurations to account for the new lane. There will be spot widening, but the majority of the project will occur within the existing roadway surface. The project will also install new guardrail, stormwater treatment, signage, and some traffic equipment and conduit to allow for a high-occupancy toll (HOT) lane in a future construction project.

To accomplish the project, WSDOT will require some overnight on/off-ramp closures with minor impacts to traffic. However, WSDOT will also need to close all thru lanes of northbound SR 167 between SR 410 and Stewart Road (8th Street) for one weekend in Summer 2021 to complete the bridge deck concrete overlay work. The SR 167 detour during that weekend will utilize Traffic Avenue and Sumner-Tapps Highway. Inspections of local roads will be completed before and after the detour to document any additional routine maintenance or damage to City streets. Any costs would be compensated by WSDOT.

WSDOT anticipates beginning the project in Spring 2021 and completion by Fall 2022. There is no local City contribution to this project.

COUNCIL COMMITTEE/STUDY SESSION: Public Works Committee
--

MEETING/STUDY SESSION DATE: 2/2/2021

COMMITTEE RECOMMENDATION: Yes

STAFF RECOMMENDATIONS/MOTION:

A motion authorizing the Mayor to execute a Local Agency Haul Road/Detour Agreement with the Washington State Department of Transportation for their upcoming project to widen northbound State Route 167, substantially in a form as approved by the City Attorney.



Local Agency Haul Road/Detour Agreement		Local Agency and Address City of Sumner 1104 Maple Street, Suite 260 Sumner, WA 98390
Agreement Number HR3 0152		Section/Location SR167 - SR410 to SR18 Congestion Management
State Route Number SR167	Control Section Number 270710	
Region Olympic Region		Description of Roads or Streets Detour DU3 Detour DU4 Detour DU11 Detour DU12
Intended Use (Haul Road or Detour Road) Detour Road		
Vehicle Restrictions Legal Load Limits		

This Agreement is made and entered into between the Washington State Department of Transportation (WSDOT) and the above named governmental entity (Local Agency), hereinafter individually referred to individually as the 'Party' and collectively as the 'Parties'.

Recitals

1. WSDOT is planning the construction or improvement of a section of state highway as shown above, and
2. In the construction of the project it is planned to use, for the purpose noted above, those Local Agency roads or streets described above and as further detailed in red on the attached Exhibit "A", and
3. It is anticipated that as a result of the use of these roads or streets, additional maintenance expense may be incurred by the Local Agency.

Now Therefore, It Is Mutually Agreed As Follows:

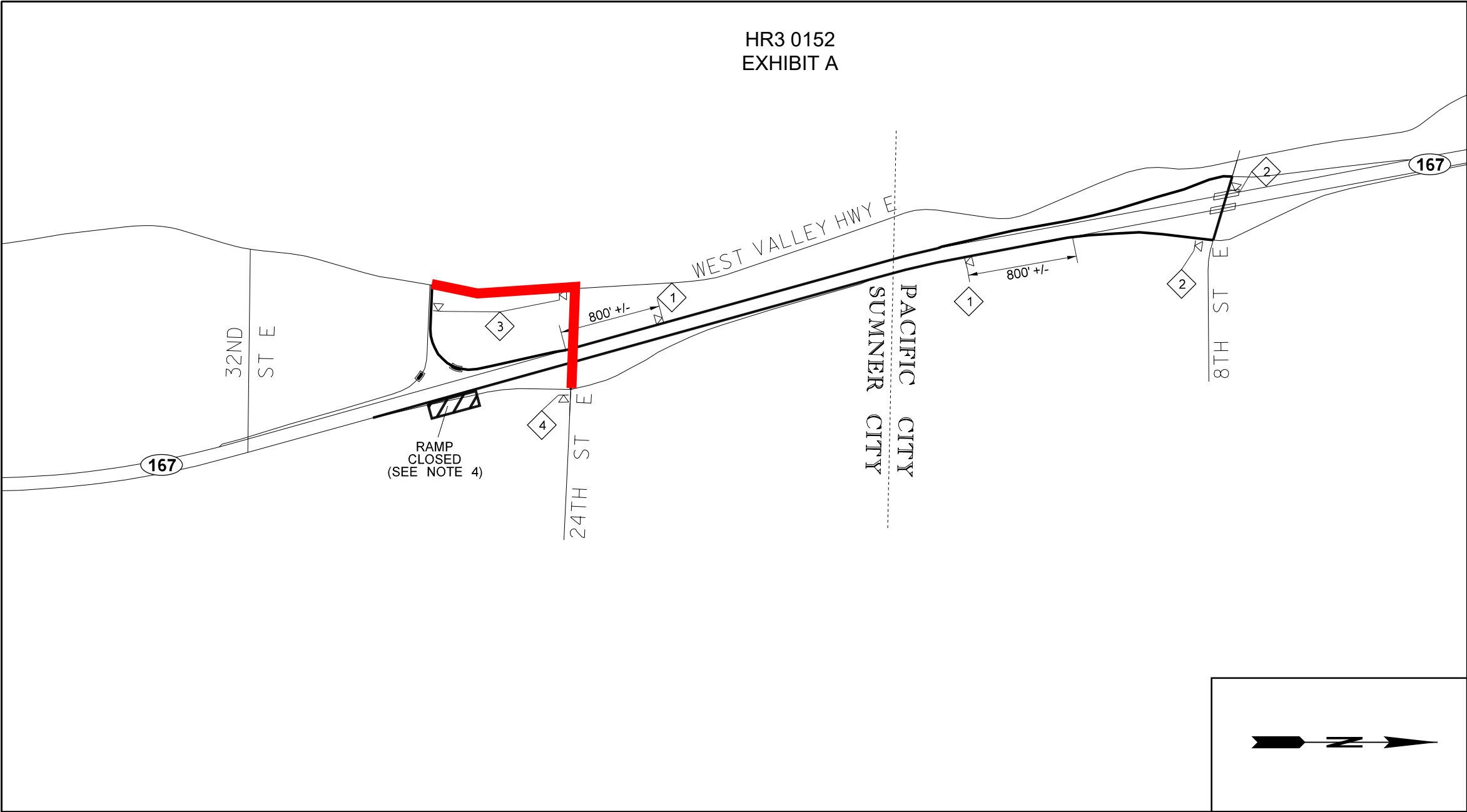
1. The Local Agency hereby agrees to WSDOT's use of the roads or streets covered by this Agreement subject to the conditions contained herein.
2. Immediately prior to the beginning of WSDOT's use of the above described roads or streets, the parties to this Agreement shall make a joint condition inspection and WSDOT shall prepare a memorandum record of the condition of said roads or streets. The memorandum record shall include a statement of the extent and frequency of routine maintenance operations normally carried out by the Local Agency on said roads or streets and may include photographs showing condition of the existing roadway.
3. WSDOT agrees to reimburse the Local Agency for the cost of additional routine maintenance and repairs, operations in excess of those enumerated in the record made under the provisions of Section II, made necessary by WSDOT's project. The reimbursement for such additional routine maintenance and repairs shall be limited to the actual cost of such operations supported by proper records. Such costs are to be exclusive of all administrative and overhead costs and all charges for small tools.
4. Upon completion of use of the roads or streets covered by this Agreement, a joint inspection shall be made by the parties to determine the condition of said roads or streets. All maintenance and/or repairs shall be based upon the conditions of these roads or streets at the time of this completion inspection, taking into account the memorandum record made under Section 2.
5. It is expressly understood that WSDOT shall be responsible only for that extra maintenance and repairs of the Local Agency's roads or streets occasioned by the project use. In the event of a dispute over the terms of this Agreement and/or the extent of maintenance or repair work required to be performed, the dispute shall be submitted to the Secretary of Transportation for determination. In determining this responsibility the Secretary shall give consideration to the memorandum record provided for in Section 2. The conclusions of the Secretary as to the extent and amount of such maintenance shall be final and conclusive as to all parties to this Agreement.

6. The Local Agency agrees not to restrict below legal limits the size, weight, or speed of vehicles using the roads or streets covered by this Agreement except as stated above under Vehicle Restrictions.
7. No liability shall attach to WSDOT or the Local Agency by reason of entering into this Agreement except as expressly provided herein.

In Witness Whereof, the parties hereto have executed this Agreement as of the party's date signed last below.

LOCAL AGENCY	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
By: _____	By: _____
Printed: _____	Printed: _____
Title: _____	Title: _____
Date: _____	Date: _____

HR3 0152
EXHIBIT A



1

DETOUR
↗

M4-9 MOD
48" X 36"

3

DETOUR
→

M4-9 MOD
48" X 36"

PLACE SIGNS 250'±
FROM INTERSECTION

2

DETOUR
←

M4-9 MOD
48" X 36"

4

**END
DETOUR**

M4-9 MOD
48" X 36"

PLACE SIGNS 250'±
FROM INTERSECTION

PCMS	
1	2
24TH EXIT CLOSED	FOLLOW DETOUR
2.0 SEC	2.0 SEC

LOCATE AS SHOWN

LEGEND

- SIGN LOCATION - TEMPORARY MOUNT
- PORTABLE CHANGEABLE MESSAGE SIGN
- TRAFFIC SAFETY DRUM
- SIGN NOTE FLAG
- WORK AREA

DETOUR OF SR 167 NB OFF-RAMP
TO 24TH ST EAST

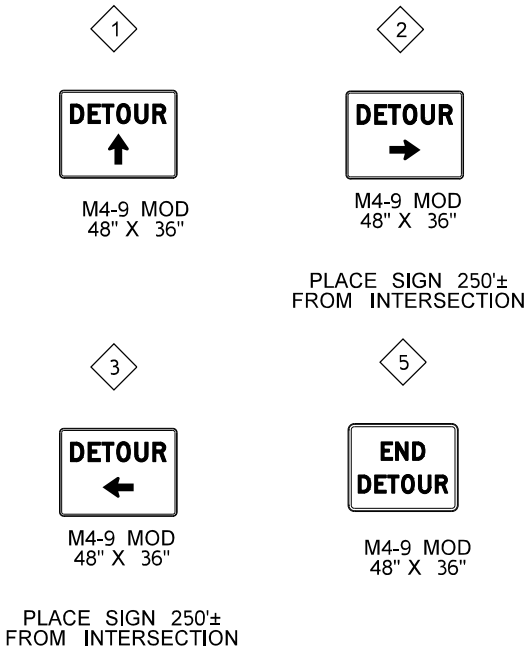
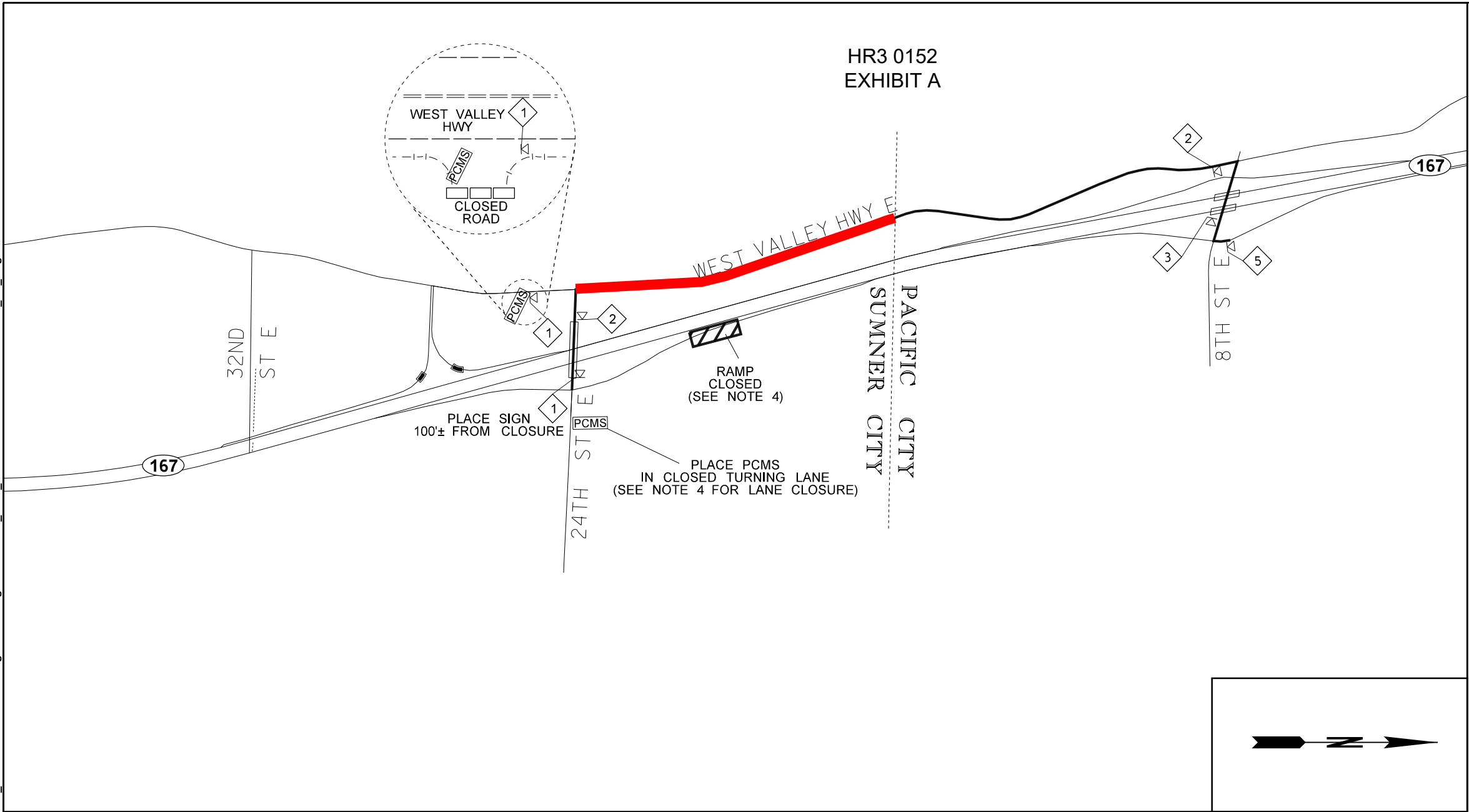
NOT TO SCALE

NOTES:

- SEE SPECIAL PROVISIONS: "PUBLIC CONVENIENCE AND SAFETY - CONSTRUCTION UNDER TRAFFIC" FOR WORK HOUR RESTRICTIONS.
- ALL SIGNS SHALL BE 48" X 48" UNLESS OTHERWISE SHOWN. ALL SIGNS SHALL BE BLACK ON ORANGE UNLESS OTHERWISE SHOWN.
- USE A MINIMUM 3 DEVICE TAPER, 20' O.C., IN ADVANCE OF PCMS.
- THIS PLAN SHALL BE USED WITH SHEET TC13.

FILE NAME c:\users\hindscl\ld0284979\XL 5863_DU_3.dgn																						
TIME	11:38:58 AM				REGION NO.	STATE	FED.AID PROJ.NO.															
DATE	12/11/2020				10	WASH																
PLOTTED BY	hindscl				JOB NUMBER		18C526															
DESIGNED BY	C. HINDS				CONTRACT NO.				LOCATION NO.													
ENTERED BY	C. HINDS						XL5863															
CHECKED BY	R. CRUMBLEY																					
PROJ. ENGR.	L. MOODY																					
REGIONAL ADM.	J. WYNANDS																					
REVISION					DATE		BY															

p:\H\Q\LYMAPPP\W03P.WSDOT\Documents\Olympic\Projects\167\5.75_SR167SR410ToSR18CongestionManagement\Traffic_CAD_Sheets\TZ_WZTCIDetours\XL 5863_DU_4.dgn



PCMS	
1	2
NB SR167 ON RAMP CLOSED	FOLLOW DETOUR
2.0 SEC	2.0 SEC

LOCATE AS SHOWN



NOTES:

- SEE SPECIAL PROVISIONS: "PUBLIC CONVENIENCE AND SAFETY - CONSTRUCTION UNDER TRAFFIC" FOR WORK HOUR RESTRICTIONS.
- ALL SIGNS SHALL BE 48" X 48", UNLESS OTHERWISE SHOWN. ALL SIGNS SHALL BE BLACK ON ORANGE, UNLESS OTHERWISE SHOWN.
- USE A MINIMUM 3 DEVICE TAPER, 20' O.C., IN ADVANCE OF PCMS.
- THIS PLAN SHALL BE USED WITH TC14.

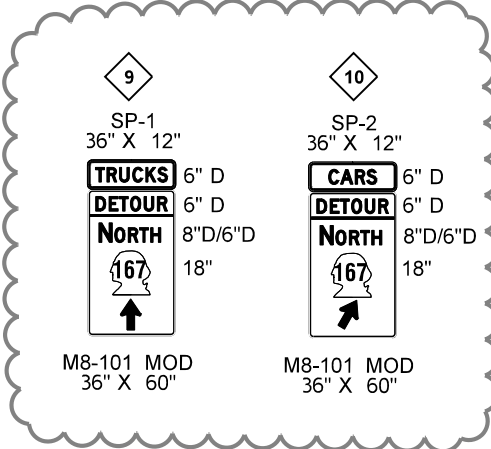
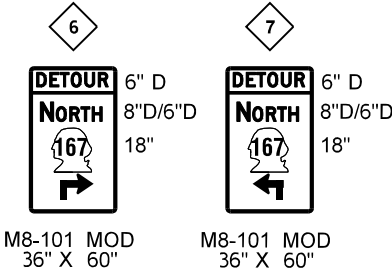
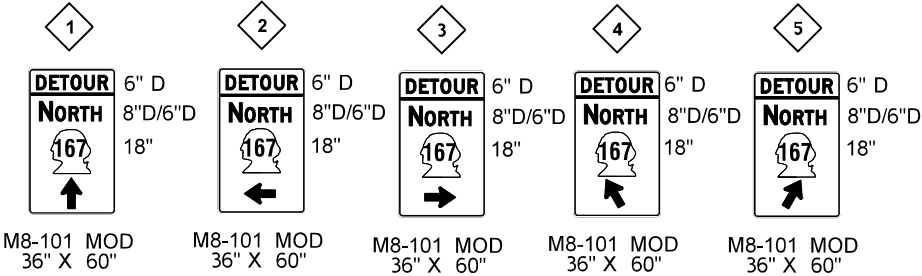
LEGEND

	SIGN LOCATION - TEMPORARY MOUNT
	PORTABLE CHANGEABLE MESSAGE SIGN
	TRAFFIC SAFETY DRUM
	SIGN NOTE FLAG
	WORK AREA

DETOUR OF 24TH STREET EAST
ON RAMP TO SR 167 NB

NOT TO SCALE

FILE NAME	c:\users\hindscl\Documents\Olympic\Projects\167\5.75_SR167SR410ToSR18CongestionManagement\Traffic_CAD_Sheets\TZ_WZTCIDetours\XL 5863_DU_4.dgn			REGION NO.	STATE	FED.AID PROJ.NO.				SR 167 SR 410 TO SR 18 CONGESTION MANAGEMENT		PLAN REF NO DU4
TIME	11:39:02 AM			10	WASH							
DATE	12/11/2020											
PLOTTED BY	hindscl											
DESIGNED BY	C. HINDS					JOB NUMBER 18C526			Washington State Department of Transportation			
ENTERED BY	C. HINDS					CONTRACT NO.						
CHECKED BY	R. CRUMBLEY					LOCATION NO. XL5863						
PROJ. ENGR.	L. MOODY											
REGIONAL ADM.	J. WYNANDS	REVISION	DATE	BY							DETOUR PLAN	



- NOTES:
- SEE SPECIAL PROVISIONS : "PUBLIC CONVENIENCE AND SAFETY - CONSTRUCTION UNDER TRAFFIC" FOR WORK HOUR RESTRICTIONS.
- ALL SIGNS SHALL BE 48" X 48", UNLESS OTHERWISE SHOWN.
- ALL SIGNS SHALL BE BLACK ON ORANGE, UNLESS OTHERWISE SHOWN.
- THIS PLAN SHALL BE USED WITH TC14, TC21, TC22, & DU12.
- DO NOT PLACE DETOUR SIGNS WITHIN 100FT OF ANY EXISTING TRAFFIC CONTROL SIGNS.

FILE NAME		c:\users\hindschld0284979\XL 5863_DU_11_AD1.dgn				REGION NO.		STATE		FED.AID PROJ.NO.	
TIME		3:40:33 PM				10		WASH			
DATE		1/7/2021				JOB NUMBER		18C526		CONTRACT NO.	
PLOTTED BY		hindscl				LOCATION NO.		XL5863			
DESIGNED BY		C. HINDS				ADDENDUM 1 - ADDITIONAL SIGNS ADDED		1/7/2021		CH	
ENTERED BY		C. HINDS				REVISION		DATE		BY	
CHECKED BY		R. CRUMBLEY									
PROJ. ENGR.		L. MOODY									
REGIONAL ADM.		J. WYNANDS									



**Washington State
Department of Transportation**

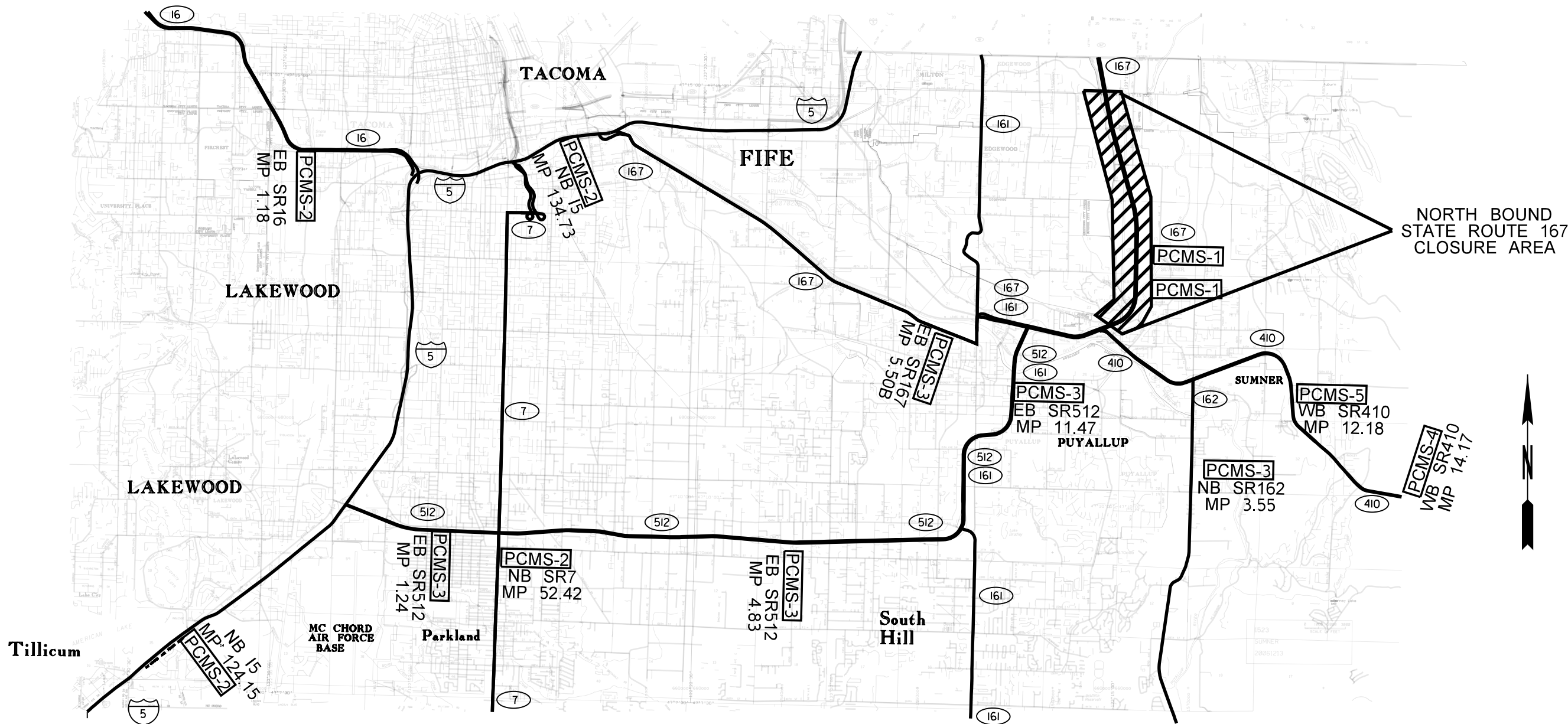
SR 167
SR 410 TO SR 18
CONGESTION MANAGEMENT

DETOUR PLAN

PLAN REF NO
DU11

SHEET
356
OF
357
SHEETS

HR3 0152
EXHIBIT A



PCMS - 1	
1	2
HWY 167	### TO
WILL BE	###
CLOSED	10PM-4AM
2.0 SEC	2.0 SEC

LOCATE AS SHOWN
SR167 MP 7.23 & MP 7.86
INSTALL 7 DAYS PRIOR TO CLOSURE

PCMS - 2	
1	2
NB 167	USE I-5
CLOSED	OR ALT
AT SR410	ROUTE
2.0 SEC	2.0 SEC

LOCATE AS SHOWN
DURING CLOSURE

PCMS - 4	
1	2
NB 167	USE
CLOSED	ALT
AT SR410	ROUTE
2.0 SEC	2.0 SEC

LOCATE AS SHOWN
DURING CLOSURE

PCMS - 2	
1	2
NB 167	FOLLOW
CLOSED	DETOUR
AT SR410	166TH ST
2.0 SEC	2.0 SEC

LOCATE AS SHOWN
DURING CLOSURE

PCMS - 4	
1	2
NB 167	USE
CLOSED	TRAFFIC
TRUCKS	AVE
2.0 SEC	2.0 SEC

LOCATE AS SHOWN
DURING CLOSURE

1. THIS PLAN SHALL BE USED WITH TC21

PCMS

PORTABLE CHANGEABLE MESSAGE SIGN

NORTH BOUND SR167 FULL CLOSURE - PCMS PLACEMENT

NOT TO SCALE

FILE NAME c:\users\hindscl\d0284979\XL 5863_DU_12.dgn		REGION NO. STATE		FED.AID PROJ.NO.		 Washington State Department of Transportation		SR 167 SR 410 TO SR 18 CONGESTION MANAGEMENT		PLAN REF NO DU12
TIME 10:14:44 AM		10	WASH					SHEET 357 OF 357 SHEETS		
DATE 12/14/2020								DETOUR PLAN		
PLOTTED BY hindsci										
DESIGNED BY C. HINDS						DATE		DATE		P.E. STAMP BOX
ENTERED BY C. HINDS										
CHECKED BY R. CRUMBLEY										
PROJ. ENGR. L. MOODY										
REGIONAL ADM. J. WYNANDS	REVISION	DATE	BY		LOCATION NO. XL5863					

1/12/2021

Page 45 of 45

HR3 0152
Exhibit B

Record of Condition Prior to Detour Usage

Video log by: _____ of WSDOT

Date of video log: _____

Inspected by: _____ of WSDOT

_____ of City of Sumner

Date of inspection: _____

General Comments:

Specific Comments:

<u>Road/Street</u>	<u>Milepost/Location</u>	<u>Comments</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SUBJECT: Academy Street Bicycle Lanes - Consultant Supplement for Final Design

CATEGORY: Consent

BUDGET IMPACT:

Expenditure Required: 150,674

Within Budget Allocation: Yes

ATTACHMENTS:

1. Amendment #1
 2. 02 - February
-

STAFF CONTACT: Michael Kosa, Associate City Engineer, Mike Dahlem, Public Works Director

SUMMARY BACKGROUND:

This project will develop an east-west bicycle corridor extending east from the Sumner Sound Transit Station to Wood Avenue. Improvements will occur within the City's existing right-of-way. The City applied for and was awarded an \$875,000 grant through Sound Transit's System Access Fund to design and construct the new bicycle facilities.

KPG, Inc., was selected to provide consulting services for this project through a qualification-based selection process. The consultant completed a conceptual design phase under the initial agreement. Now, the consultant has scoped a final design phase to develop a "shovel-ready" 100% design that can be advertised for construction. The project is scheduled to be advertised for bid in early 2022.

An hourly rate agreement with a maximum amount payable of \$150,674 was negotiated for the final design phase of the project, bringing the total agreement maximum value \$185,495. Once final design is complete and a contractor chosen, it is possible that the City may desire to supplement this agreement to include construction management services.

COUNCIL COMMITTEE/STUDY SESSION: Public Works Committee

MEETING/STUDY SESSION DATE: 2/2/2021
--

COMMITTEE RECOMMENDATION: Yes

STAFF RECOMMENDATIONS/MOTION:

A motion authorizing the Mayor to execute the agreement supplement with KPG, PS. for the design of the Academy Street Bicycle Lanes project (CIP 20-08), in an amount not-to-exceed \$185,495, substantially in a form as approved by the City Attorney.



AMENDMENT NO. 1

NAME OF CONSULTANT, CONTRACTOR OR VENDOR: **KPG, P.S.**

CONTRACT NAME & PROJECT NUMBER: **Academy Street Bike Lanes (CIP 20-08)**

ORIGINAL AGREEMENT DATE: **October 19, 2020**

This Amendment is made between the City and the above-referenced Consultant, Contractor or Vendor and amends the original Contract/Agreement and all prior Amendments. All other provisions of the original Contract/Agreement or prior Amendments not inconsistent with this Amendment shall remain in full force and effect. For valuable consideration and by mutual consent of the parties, Consultant, Contractor or Vendor's work is modified as follows:

1. Section I of the Agreement, entitled "Description of Work," is hereby modified to add additional work or revise existing work as follows:

In addition to work required under the original Agreement and any prior Amendments, the Consultant, Contractor or Vendor shall:

See Exhibit A

2. The contract amount and time for performance provisions of Section II "Time of Completion," and Section III, "Compensation," are modified as follows:

Original Contract Sum, <i>including applicable WSST</i>	\$34,821.00
Net Change by Previous Amendments <i>including applicable WSST</i>	\$N/A
Current Contract Amount <i>including all previous amendments</i>	\$34,821.00

Current Amendment Sum	\$139,960.00
Applicable WSST Tax on this Amendment	\$N/A
Revised Contract Sum	\$174,781.00

Original Time for Completion (insert date)	12/31/2023
Revised Time for Completion under prior Amendments (insert date)	N / A
Add'l Days Required (±) for this Amendment	N/A calendar days
Revised Time for Completion (insert date)	N/A

In accordance with Section XIV E of the Contract/Agreement, the Contractor, Consultant or Vendor accepts all requirements of this Amendment by signing below, by its signature waives any protest or claim it may have regarding this Amendment, and acknowledges and accepts that this Amendment constitutes full payment and final settlement of all claims of any kind or nature arising from or connected with any work either covered or affected by this Amendment, including, without limitation, claims related to contract time, contract acceleration, onsite or home office overhead, or lost profits. This Amendment, unless otherwise provided, does not relieve the Contractor, Consultant or Vendor from strict compliance with the guarantee and warranty provisions of the original Agreement.

All acts consistent with the authority of the Agreement, previous Amendments (if any), and this Amendment, prior to the effective date of this Amendment, are hereby ratified and affirmed, and the terms of the Agreement, previous Amendments (if any), and this Amendment shall be deemed to have applied.

The parties whose names appear below swear under penalty of perjury that they are authorized to enter into this Amendment, which is binding on the parties of this contract.

IN WITNESS, the parties below have executed this Amendment, which will become effective on the last date written below.

CONSULTANT, CONTRACTOR OR VENDOR: By: _____ (signature) Print Name: _____ Its _____ (Title) DATE: _____	CITY OF SUMNER: By: _____ (signature) Print Name: <u>William Pugh</u> Its <u>Mayor</u> (Title) DATE: _____
CITY OF SUMNER: By: _____ (signature) Print Name: <u>Jason Wilson</u> Its <u>City Administrator</u> (Title) DATE: _____	APPROVED AS TO FORM: _____ Sumner City Attorney

EXHIBIT A
City of Sumner
Academy Bike Lane Project – Phase 2
Amendment No. 1 – Final Design
(CIP 20-08)

KPG
Scope of Work
January 2021

INTRODUCTION

A. PROJECT UNDERSTANDING

The following Scope of Work outlines the effort to develop Bid Ready Plans, Specification, and Estimate for the preferred improvement option (Option 2a) of Academy Street, between Narrow Street and Wood Avenue. Improvements will generally consist of the following: Bike lanes each side with curb bulbs at each intersection. Striping of bike lanes each side will result in loss of on-street parking on one side. On-street parking will be maintained as follows:

- Narrow Street to Kincaid Avenue: Parking will be maintained on the north side.
- Kincaid Avenue to Ryan Avenue: Parking will be maintained on the south side.
- Ryan Avenue to Wood Avenue: Parking will be maintained on the north side.

Curb ramps will be reconstructed at the following locations:

- Cherry Avenue Intersection: New ramps all four corners.
- Kincaid Avenue Intersection: New ramps all four corners.
- Alder Avenue Intersection: New ramps all four corners.
- Ryan Avenue Intersection: New ramps all four corners.
- Sumner Avenue Intersection: New ramps all four corners.
- Boyd Avenue Intersection: New ramps SE and SW corners.
- Wood Avenue Intersection: New ramps all four corners.

B. ASSUMPTIONS

The following general assumptions were made to establish a scope and fee estimate for this project. Task specific assumptions are provided in the Scope of Work below:

- This Scope of Work assumes that a traffic calming solution at Wood Avenue or Alder Avenue will ultimately be part of the design package.
- An arborist evaluation of the existing trees to be retained or removed as needed is not included in this Scope of Work.
- Stakeholder or Public facilitation is not included in this Scope of Work.
- Curb bulbs and curb ramp configuration will be developed as typically shown on the Option 2a scroll plot.
- Neither right of way nor easement acquisition will be required.
- There are no federal funds associated with this project.
- Pavement improvement/restoration will be limited to that necessary for curb bulb construction or minor stormwater improvements. No other pavement improvements or rehabilitation between the curbs is included under this Scope of Work.

EXHIBIT A

- Existing curb and gutter and sidewalk will be preserved and protected. It is understood and some segments of failing curb and gutter may be identified for removal/replacement. Replaced curb and gutter grades, if necessary, will be shown on the Plan view.
- No utility improvements are part of this Scope of Work, with the exception of minor stormwater improvements necessary to accommodate curb bulbs and minor utility relocations to accommodate surface improvements.
- Applicable WSDOT Standard Plans and Sumner Standard Details will be provided in an appendix to the specifications.
- Project-specific Traffic Control Plans will not be developed under this Scope of Work. Contractor will be responsible for developing project-specific traffic control plans.
- Irrigation Plans will not be developed under this Scope of Work.
- A Stormwater Pollution Prevention Plan (SWPPP) will not be developed under the Scope. The Contractor will develop the project SWPPP.
- Field survey will be completed by KPG staff. KPG will develop the base map and TIN per KPG Standards.
- This project is SEPA exempt. No other environmental permits, except for perhaps an Ecology Construction Stormwater General Permit, is required for this project. KPG does not have authority to submit an Ecology NOI. If an Ecology Construction Stormwater General Permit is required, KPG will provide the necessary information to the City PM, who will complete and submit the Ecology Construction Stormwater General Permit NOI.
- Neither stormwater quality nor quantity treatment will be required. A drainage report will not be developed.
- Plans will be developed utilizing AutoCAD 2018 Civil 3D using KPG drafting standards.

C. INFORMATION PROVIDED BY THE CITY

City of Sumner staff will provide the following in aid of design:

- GIS files for sewer, water, and stormwater infrastructure in the project area.
- Traffic volumes and speeds as requested by KPG staff for developing traffic calming memorandum.

SCOPE OF WORK

Task 1 – Project Management

This task covers the effort required to manage the contract and to assure that the project meets the City's expectations for schedule, budget, and quality of product. Effort included under this task is as follows:

- 1.1 KPG will provide continuous project coordination and internal management for the project duration (estimate 6 months).
- 1.2 KPG will prepare monthly progress reports identifying work in progress, upcoming work elements, and reporting of any delays, problems, or additional information needs.
- 1.3 KPG will provide internal quality assurance/quality control (QA/QC) reviews of all work products prior to submittal for City review.

EXHIBIT A

Products:

- Monthly progress reports.
- Project meeting minutes.
- Miscellaneous project coordination documentation.
- QA/QC documentation (internal).

Assumptions:

- All stakeholder / public coordination will be provided by City staff.

Task 2 – Survey & Base Map

This task covers the effort required to provide a base map to be used for design, and includes the following:

- 2.1 Survey Control: Existing monuments will be located, and horizontal and vertical control will be set.
- 2.2 Utility Locates: KPG will utilize a utility locate company to field locate and mark all public and private utilities within the project areas.
- 2.3 Detailed Topographic Mapping: Conduct topographic survey, picking up key elevations needed for design, surface features, individual trees, utilities marked by the utility locates company, faces of buildings, and other elements as pertinent to the design. Detailed survey will be conducted to a minimum of five feet beyond back of walk or to building face as applicable. Field survey will be conducted as needed to develop 1-foot contours.

Cross streets will be surveyed approximately 50 feet beyond the point of curvature of the curb returns.
- 2.4 Gravity Utilities: Complete DIPs on gravity utilities, including storm and sewer structures.
- 2.5 Right of Way & Lot Lines: Establish right of way lines along the project corridor within the detailed mapping limits. Right of way will be defined using existing street monuments and their relationship to public records.

Lot lines will be based on existing GIS data based, Tax Parcel maps, plat maps, and field survey and will not be adequate for right of way acquisition.
- 2.6 Develop Base Map: A survey base map file will be compiled in AutoCAD® Civil 3D® 2018 for the basis of design. This file will show the site's existing features listed above. Notes, control, and other observations (prepared for 1"=20' plans) will be included in this file to aid in the design going forward. Contours will be shown at 1-foot contour interval.

The approximate survey limits are shown below:



Products:

- Electronic base map showing surface features and including a TIN.

EXHIBIT A

Assumptions:

- Private and public underground utilities will be marked by a private locating firm and City staff and surveyed in the field.
- Title reports will not be required.
- Neither right of way nor easement acquisition will be required.
- Temporary Construction Easements/Permits will not be required.
- Neither property corners nor right of way will be staked in the field.

Task 3 – Utility Coordination

To avoid project delays and utility conflicts, KPG will take an active role in coordinating with private utilities which may be affected by the proposed improvements. Effort included under this task is as follows:

- 3.1 Prepare letters requesting utility record information and send in an email to each purveyor. Letters will be sent prior to starting design and just prior to Advertising the project. Effort includes logging utility responses and filing received record drawings.
- 3.2 Submit 30% Plans to private utilities and coordinate with them to determine if there are conflicts. Utilities thought to be in conflict will be potholed.
- 3.3 Cross-check franchise utility-provided maps with field survey information and resolve conflicts between utility maps and field conditions.
- 3.4 Coordinate utility appurtenance potholing, relocation, and/or adjustment as needed to accommodate proposed improvements.

Products:

- Emailed letter to 3rd party utility purveyors requesting record drawing information.
- Meeting notes from utility coordination meetings.

Assumptions:

- Potholes will be completed by a private firm who will bill each utility provider directly. Potholes on City-owned utilities will be billed to KPG and subsequently invoiced to the City. Up to 2 potholes will be conducted on City-owned utilities.
- It appears that at least two utility poles will need to be relocated to accommodate improvements.
- Pothole/Relocation Plans will be redlined 30% Plans and will not be a formal submittal.

Task 4 – Preliminary Design (30% Design)

This task covers the effort required to prepare 30% Design Submittal Package for bike lane improvements.

- 4.1 Preliminary Design: The 30% Plans will consist of the following:
 - Horizontal location of the various improvement and restoration elements including curb, curb ramps, sidewalk, and others.
 - Vertical information will not be included.
 - Information regarding probable public/private utility relocation.
 - Pavement removal extents.

EXHIBIT A

It is anticipated that the Preliminary Design Submittal will include the following sheets:

Title	Number
Cover Sheet	1
Demolition & TESC (20 Scale, Plan/Plan)	3
Paving & Restoration Plans (20 Scale, Plan/Plan)	3
Channelization & Signing (20 Scale, Plan/Plan)	3
Landscape Plans (20 Scale, Plan/Profile)	3
Traffic Calming Plan (10 Scale, Plan)	1
TOTAL	14

- 4.2 Preliminary Construction Cost Estimate Based on 30% Plans.
- 4.3 Preliminary Design Review Meeting: The purpose of this meeting is to confirm design elements shown in the 30% design plans prior to proceeding with design development.
- 4.4 Traffic Calming Analysis: KPG will develop a memorandum evaluating whether a mini-roundabout or diverter will be used along the subject corridor. This memorandum will evaluate feasibility and potential location (limited to Wood Avenue or Alder Avenue). This effort includes developing the DRAFT memorandum, a single review meeting with City staff, and then developing the Final memorandum.

Products:

- Preliminary Design Plans (11x17; PDF)
- Preliminary Construction Cost Estimate (PDF)
- Traffic Calming Memorandum (PDF)

Assumptions:

- City will provide direction for final design to KPG based on City and Public input of the 10% Design (developed under the original contract) before KPG proceeds to developing 30% Design. The final design will not change appreciably from Option 2a.
- Pavement improvement/restoration will be limited to that necessary for curb bulb construction or minor stormwater improvements. No other pavement improvements or rehabilitation between the curbs is included under this Scope of Work.
- Once the design decisions have been made at the 30% design review meeting, changes to these decisions will be considered out of scope work.
- New luminaires will be installed along this corridor but are not included in this Scope of Work. The design and installation of the new luminaire system will be completed by PSE Street Lighting Services. KPG will share the project base map and design files (in CAD format) to PSE as requested by Sumner staff.
- The direction and location of stop signs along the corridor will be determined through a conversation with City staff and a traffic analysis will not be conducted.
- Urban design elements will be shown on the Paving & Restoration Plan sheets.

Task 5 – Urban Design & Landscaping Workshop

- 5.1 KPG will meet with the project group comprised of City and KPG staff to discuss proposed landscaping and urban design elements proposed to be included in the project. This is to confirm budget and the City's desires for incorporating additional elements on top of the base design.

Certain urban design elements could be incorporated into the Bid Documents as a Bid Additive, which would be on the agenda to discuss during this meeting.

EXHIBIT A

Products:

- Meeting minutes.

Assumptions:

- The urban design and landscape elements that will be included in the Bid Documents will be decided up and confirmed during this meeting and recorded in the meeting minutes. City staff present at this meeting will have the authority to make decisions and provide direction regarding urban design and landscape project elements.

Task 6 – Final Design

This task covers the effort required to prepare 90% Design Submittal Package and Final Bid Documents.

- 6.1 Prepare 90% Design Plans: Incorporate all comments received during the 60% design plan review meeting. It is anticipated that the 90% design submittal will contain the following sheets:

Title	Number
Cover Sheet	1
Legend & Abbreviations	1
Survey Control & Alignment Data	1
Demolition & TESC (20 Scale, Plan/Plan)	3
Paving & Restoration Plans (20 Scale, Plan/Plan)	3
Channelization & Signing (20 Scale, Plan/Plan)	3
Storm Drain Plan & Profile (20 Scale, Plan/Profile)	5
Storm Drain Profiles	1
Landscape Plans (20 Scale, Plan/Profile)	3
Landscape Notes & Details	1
Curb Ramp & Intersection Grading (10 Scale, Plan/Plan)	13
Traffic Calming Plan (10 Scale, Plan)	1
Typical Sections & Details	4
Urban Design Typical Details	1
TOTAL	41

- 6.2 90% Contract Documents including Bid Proposal, Contract Forms, and Special Provisions. Special Provisions will be based on WSDOT 2021 Standard Specifications.
- 6.3 Construction Cost Estimate based on the 90% PS&E Package.
- 6.4 90% Design Review Meeting: The purpose of this meeting is to conduct a working review of the 90% PS&E. The comments, discussion, and decisions from this meeting will be incorporated into the PS&E package to develop Bid Documents.
- 6.5 KPG will address comments received during the 90% Review and prepare Final Bid Documents. KPG will develop Cost Estimate based on Final Bid Documents.

Products:

- **90% Review Submittal**
 - 90% Plans (11x17; PDF)
 - Construction Cost Estimate based on 90% PS&E (PDF)
 - 90% Specifications (PDF and Word)
 - Response to the City's 60% Review Comments

EXHIBIT A

- **Bid Documents**

- ½ size Plans (PDF)
- Full size Plans (PDF).
- Construction Cost Estimate (Excel and PDF).
- Specifications (PDF and Word)
- CADD and C3D Files

Assumptions:

- City will provide bidding services and reproduction of Contract Documents.
- The final design does not include irrigation, and the landscape materials will be chosen accordingly, but supplemental watering may be needed for establishment and drought conditions.
- Urban design elements will be shown on the Paving & Restoration Plan sheets.

Task 7 – Management Reserve

- 7.1 A Management Reserve has been established for this project to provide flexibility of authorizing additional funds to the Agreement for allowable unforeseen costs or reimbursing KPG for additional work beyond that already defined in this Agreement. Such authorization(s) shall be in writing, prior to KPG expending any effort on such services, and shall not exceed \$10,000.

ADDITIONAL SERVICES

It may be necessary for KPG to provide services in addition to those outlined above as requested and approved by the City. It is assumed that additional services could include tasks such as survey, utility locates, additional design elements, additional construction engineering support, construction survey, developing Record Drawings, and other work tasks not included in the Scope of Work. At the time these services are required, the Consultant shall provide the City with a detailed Scope of Work and an estimate of costs. The Consultant shall not proceed with the work until the City has authorized the work and issued a Notice to Proceed.

EXHIBIT D
PRIME CONSULTANT COST COMPUTATIONS
Client: City of Sumner
Project: Academy Bike Lane Prtoject - Phase 2 (Amendment No. 1 - Final Design) (CIP 20-08)
DATE: January 2021

Task No.	Task Description	Labor Hour Estimate															Total Hours and Labor Fee Estimate by Task			
		Principal	Engineering Manager	Survey Manager	Urban Design Manager	Senior Transportation Planner	Project Engineer	Project Surveyor	Project Landscape Architect	Design Engineer	Senior CAD Technician	Senior Survey Technician	Senior Admin	Transportation Planner	Survey Crew II (W/Equip)	Landscape Technician				
		\$262	\$235	\$235	\$186	\$159	\$146	\$148	\$135	\$121	\$128	\$122	\$107	\$104	\$228	\$95	Hours	Fee		
Task 1 - Project Management																				
1.1	Project Management		6									2				8	\$	1,624.00		
1.2	Project Progress Reports		2									4				6	\$	898.00		
1.3	QA/QC	8			2											10	\$	2,468.00		
Task Total		8	8	0	2	0	0	0	0	0	0	0	6	0	0	0	24	\$	4,990.00	
Task 2 - Base Map																				
2.1	Survey Control			1				1							4		6	\$	1,295.00	
2.2	Utility Locates							1									1	\$	148.00	
2.3	Detailed Topographic Survey			1											36		37	\$	8,443.00	
2.4	Gravity DIPs														8		8	\$	1,824.00	
2.5	Right of Way & Lot Lines							6									6	\$	888.00	
2.6	Develop Base Map											40					40	\$	4,880.00	
Task Total		0	0	2	0	0	0	8	0	0	0	40	0	0	48	0	98	\$	17,478.00	
Task 3 - Utility Coordination																				
3.1	Prepare Utility Notification Letter/Log Responses		1							4							5	\$	719.00	
3.2	Develop Pothole & Relocation Plans						2			4							6	\$	776.00	
3.3	Cross Check Record Drawings with Base Map						2			2							4	\$	534.00	
3.4	Coordinate Potholing, Relocation, & Adjustment		1				4			8							13	\$	1,787.00	
Task Total		0	2	0	0	0	8	0	0	18	0	0	0	0	0	0	28	\$	3,816.00	
Task 4 - Preliminary Design (30% Design)																				
4.1	Preliminary Design Plans		8		2		40		8	60	16					24	158	\$	20,760.00	
4.2	Preliminary Construction Cost Estimate		4				4			8						4	20	\$	2,872.00	
4.3	Preliminary Design Review Meeting		2				2		2								6	\$	1,032.00	
4.4	Traffic Calming Analysis					24								40			64	\$	7,976.00	
Task Total		0	14	0	2	24	46	0	10	68	16	0	0	40	0	28	248	\$	32,640.00	
Task 5 - Urban Design & Landscaping Workshop																				
5.1	Urban Design & Landscaping Workshop		2						4							12	18	\$	2,150.00	
Task Total		0	2	0	0	0	0	0	4	0	0	0	0	0	0	12	18	\$	2,150.00	
Task 6 - Final Design																				
6.1	90% Design Plans		12		1		80		8	160	24					32	317	\$	41,238.00	
6.2	90% Specification		12		1		32		4								49	\$	8,218.00	
6.3	90% Estimate		2				6		4	6						8	26	\$	3,372.00	
6.4	90% Design Review Meeting		2				2		2								6	\$	1,032.00	
6.5	Final Bid Documents		6				16		4	24	12						62	\$	8,726.00	
Task Total		0	34	0	2	0	136	0	22	190	36	0	0	0	0	40	460	\$	62,586.00	
Task 7 - Management Reserve																				
7.1	Management Reserve																0	\$	10,000.00	
Task Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$	10,000.00	
Total Labor Hours and Fee		8	60	2	6	24	190	8	36	276	52	40	6	40	48	80	876	\$	133,660.00	
Subconsultants																				
																	Utility Locate Service (Allowance)		\$	3,000.00
																	Potholes (Allowance)		\$	3,000.00
																			\$	6,000.00
Reimbursable Direct Non-Salary Costs																				
																	Mileage at current IRS rate		\$	100.00
																	Reproduction Allowance		\$	200.00
																	Total Reimbursable Expense		\$	300.00
																	Total Estimated Budget		\$	139,960.00



Monthly Project Management Report

February 2021

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Major Projects

Project: Bridge Street Bridge Replacement (13-01)		Project Manager: Andrew Leach	Budget: \$12,000,000
Finance: \$9,600,000 BRAC Grant, \$1,069,360 Sumner REET and \$1,333,640 TIB			
Description: Design and Construct a replacement bridge for Bridge Street.			
Schedule/Milestones: ■ Selection of Design Consultant (02/13) ■ Design Consultant Contract Award (03/13) ■ Environmental Review complete (11/15) ■ ROW Acquisitions (12/16) ■ Design Complete (01/17) ■ Construction Contract Award (04/17) ☐ Construction Complete (12/20)		Status: City is working on the closeout process. Contractor is working on punchlist items. Final pavement is down. Contractor is working on final items. The last one-third of the new bridge is under construction. The old bridge has been removed. Traffic switched over to new bridge on October 8th. Construction has begun	
Next Critical Activities (dates): Project Acceptance (12/20)		SB Structures was awarded the construction contract at the 4/17/17 Council Meeting. The Pre-Construction meeting for this project is scheduled for 5/4 at 10:00 a.m.	
Next Council Actions (dates): Project Acceptance (3/21)		The City recently went out to bid for the construction of this project. The bid opening is scheduled for 3/31/17.	
Next Public Actions (dates):		Federal NEPA review has been completed. Right-of-way acquisition has begun. Currently waiting for the final environmental review from DOE. A request has been submitted to WSDOT to proceed with the right-of-way acquisition. A Shoreline Permit Hearing is scheduled for September 10th.	

Project: Stewart Road Bridge Replacement (13-08)		Project Manager: Michael Kosa	Budget: \$30,000,000
Finance: \$6,833,959 STP Grant, \$187,074 City of Sumner, \$4,260,000 Pierce County, \$50,000 Tarragon, \$3,000,000 FMSIB, \$50,000 Port of Tacoma, \$150,000 City of Auburn			
Description:			
Schedule/Milestones: ☒ Selection of Design Consultant (10/13) ☒ Design Consultant Contract Award (12/13) ☒ ROW Environmental Review Completed (11/16) ☐ ROW Acquisitions (06/21) ☐ Design Complete (06/22) ☐ Construction Contract Award (01/23) ☐ Construction Complete (08/26)		Status: BergerABAM is completing the environmental design and right-of-way acquisitions. Project is in formal ESA consultations since 2/2019. Project awarded new grants (City of Auburn \$150,000)(Federal STP funds \$4,920,000, construction phase; Port of Tacoma, \$50,000, design phase) Pacific has received full funding for the design, ROW and construction of their adjacent project. The right-of-way services are now under contract. BergerABAM is beginning the preliminary work to engage the property owners. The Scope and Budget for Right of Way services has been received and will go to the 6/19 Council Meeting. The City is currently working with BergerABAM on the Scope & Fee for Right of Way services. The City is working with WSDOT and PSRC to finalize a process that will allow the right-of-way to proceed concurrent with the environmental studies of the White River currently being undertaken.	
Next Critical Activities (dates): Right-of-Way Acquisition (06/21)			
Next Council Actions (dates):			
Next Public Actions (dates):			

Project: East Sumner Neighborhood Stormwater Ponds – Phase II (13-10)		Project Manager: Michael Kosa	Budget: \$2,000,000
Description: Complete the design and construction of a regional stormwater pond and relocation of Salmon Creek on City properties located near Sumner Tapps Hwy, between 64 th St E and 60 th St E.			
Schedule/Milestones: ☒ Design Consultant Contract Award (09/13) ☒ Design Complete (07/15) ☒ Construction Contract Award (08/15) ☒ Construction Complete (12/19) ☐ Complete Plant Establishments (01/22)		Status: Project in plant establishment period. Project 90% constructed. 60 th -reopened to traffic, there are no other major traffic impacts planned during project. Work restarted July 2019. The culvert has been delivered to the site. 60 TH Street may be closed for culvert installation, depending on contractor availability. Corps permit secured, contractor beginning project restart. The City is currently waiting on permit approval from the Army Corps of Engineers. Permit meeting occurred on site and an ESA consultation is pending. The contractor is currently on winter shutdown. Contractor to start work mid-September. Plantings at the mitigation site are 100% complete. Contractor to provide construction schedule for Mitigation Pond the week of 8/8/16. Contract has been suspended until further notice.	
Next Critical Activities (dates): Plant Establishment (01/22)			
Next Council Actions (dates): Project Acceptance (06/22)			
Next Public Actions (dates):			

Project: 166 th Ave E Widening (13-11)	Project Manager: Michael Kosa	Budget: \$16 Million
Finance: Port of Tacoma \$25,000, \$950,000 City (TIF & Storm)		
Description: Construct Improvements to 166 th Ave E to decrease congestion and improve safety at 64 th St E and at SR 410 westbound ramps		
Schedule/Milestones: ☒ Consultant Award (12/18) ☒ Concept Report Complete (07/20) ☐ Complete Fish Passage Culvert Design/Permitting (6/21) ☐ WSDOT Preliminary Design Approval (6/21)	Status: Design Development underway for preliminary roadway and culvert/creek design Concept report approved. Project will contact adjacent property owners, then publicize the findings. Concept Report (Intersection Control Evaluation) being reviewed at WSDOT.	
Next Critical Activities (dates): Complete Preliminary Plans, Culvert Design (6/21)		
Next Council Actions (dates):		
Next Public Actions (dates):		

Project: Fryar Ave Trail (14-01)	Project Manager: Andrew Leach	Budget: \$228,624	Finance: \$197,760.00 (CMAQ-Design Only) and \$30,864 (City)
Description: To design the last missing link of trail in town between Bridge Street Bridge and Fryar Bridge. The trail currently consists of a sidewalk & bike lane.			
Schedule/Milestones: ☒ Selection of Design Consultant (05/14) ☒ Design Consultant Contract Award (05/14) ☐ Design Complete (12/22) ☐ Construction Contract Award (TBD) ☐ Construction Complete ()	Status: The City will be receiving grant funding for the ROW phase of the project. The City is currently moving forward with the environmental phase of the project. The City is currently looking at grant opportunities to purchase right-of-way and moving forward with the environmental phase of the project. The design on this project is moving forward. A few alternatives for the trail layout were reviewed and a final layout was selected. Selecting the final layout will allow for the environmental phase to move forward. The design on this project is on hold until FEMA discussions allow for the trail to be constructed in the floodway. BergerABAM is proceeding with the design.		
Next Critical Activities (dates): Design Complete			
Next Council Actions (dates):			
Next Public Actions (dates):			

Project: Left Bank Setback/White River Restoration (14-10)		Project Manager: Doug Beagle	Budget: \$824,000	Finance: \$
Description: Enhance nearly 3.2 miles of river bank. The channel will be widened by up to 200ft landward of the ordinary high to allow capacity for 100-yr event				
Schedule/Milestones: ☒ Selection of Design Consultant (09/14) ☒ Design Consultant Contract Award (09/14) ☐ Design Complete (TBD) ☐ ROW Acquisition (TBD) ☐ Construction Contract Award () ☐ Construction Complete ()		Status: The next dialogue meeting is scheduled for December 10 th , 2020. Permit Submitting to ARMY CORP Dec 2020 Moving from 65% TO 90% Plans NSD-Consultant Supplement Contract PW-committee Meeting August A meeting took place on 5/11 and the next meeting is scheduled for 6/8.		
Next Critical Activities (dates):		Draft Hydraulic and Sediment reports have been presented to the Dialogue Group and the next meeting is scheduled for May 11 th .		
Next Council Actions (dates): ROW Acquisition (TBD)		Hydraulic and Sediment models are under review. The dialogue group continues to meet.		
Next Public Actions (dates):		Consultant has begun hydraulic and sediment work. Two (2) Consultant Service Contracts are going to the 7/18/16 Council Meeting. One is Amendment #2 with West Consultants and the 2 nd is with Natural Systems Design.		

Project: Decant Facility (15-02)		Project Manager: Michael Kosa	Budget: \$747,000	Finance: \$390K Ecology Grant
Description: Design and construct upgrades to the Decant Facility. Improvements will include a concrete slab and a pre-engineered metal building.				
Schedule/Milestones: ☒ Selection of Design Consultant (10/16) ☒ Design Consultant Contract Award (11/16) ☒ Design Complete (04/17) ☒ Construction Contract Award (09/17) ☒ Construction Complete (11/19)		Status: Project awaiting asphalt pavement after SR 410/Traffic Ave Interchange Contractor is complete Project in closeout Working on final Ecology Reimbursement. Stormwater pond construction is complete. Project is entering close out. Negotiating change order with contractor to construct stormwater pond required by Ecology. Coordinating plans with ecology, plan to construct storm water pond and asphalt paving in 2019. Notified of \$390K Ecology Grant Building construction complete. Investigating adding asphalt driving surface to project.		
Next Critical Activities (dates):		This project is under construction and the contractor is currently working on final completion and punchlist.		
Next Council Actions (dates):		This project is under construction and the contractor is currently working on floor slabs.		
Next Public Actions (dates):		This project is under construction and the contractor is currently working on subgrade and foundations. Western Engineering Constructors, Inc., was awarded the construction contract at a Special Council Meeting on 8/14/17. Contracts are currently being signed.		

Project: 410/Traffic Ave Interchange (15-04)		Project Manager: Andrew Leach	Budget: \$17,000,000
Description: Construct a new overpass for the SR 410/Traffic Ave Interchange to meet the demands of freight and commuter traffic.			
Finance: <i>Design:</i> Sound Transit \$100K, WA State Legislature #1 \$300K, Private Dev. \$75K, Port of Tacoma #1 \$11.5K, City of Sumner \$75K, STP Grant \$313K <i>Construction:</i> FIMSB \$2.5M, Sound Transit \$5.0M, Port of Tacoma #2 \$45k, WA State Legislature #2 \$500K, Private Development \$1.0M, TIB \$3M			
Schedule/Milestones: ☒ Selection of IJR Consultant (10/15) ☒ Preliminary Design Consultant Contract Award (08/16) ☒ Final Design Consultant Contract Award (07/17) ☒ Final Design Complete (12/18) ☒ Construction Contract Award (07/19) ☐ Construction Complete (02/21)		Status: Contract is working on streetlights and punchlist items. Contractor has completed final paving. Contractor is now working on streetlights and landscaping. New signals have been installed. Contractor is working near final paving. Contractor is working on new signals on either end of the new bridge. Construction on new bridge has started. Construction has begun, contractor is working on temp water main. Ceccanti, Inc. was awarded the contract at the July 22nd special council meeting. A preconstruction meeting will be scheduled for early August. Bids opened 7/3/19 The final design is currently underway. The consultant agreement with Parametrix has been executed and the final design will begin in July.	

Project: Operations Facilities (17-13)		Project Manager: Doug Beagle	Budget: \$10,000,000
Description: Construct a new operations facility to house the water, sewer, storm and street maintenance staff and equipment. The current shops facility will be modified to house the Parks & Facilities maintenance staff and equipment as well as the community float, 1932 Kenworth fire engine, DARE GTO and the Police Department's impound and oversized evidence.			
Schedule/Milestones: ☒ Consultant Services Contract (08/18) ☐ Design Complete (TBD) ☐ Construction Contract Award (TBD) ☐ Construction Complete (TBD)		Status: Amendment being brought to February PWC for final design and construction management. Review of final concept 11-24-20 Work group session have begun and waiting for review of sessions. The Consultant contract has been fully executed. Consultant has been selected and working through scope and fee. RFP for Consultant Services to be advertised in February. Properties are under contract with new phase 1 environmental being done soon. Consultant is working on initial diagram/layout of facility. In negotiations with property owners and wrapping up. Design consultant has done 3-D modeling/massing studies at multiple locations. Site locations have been narrowed down and the City is moving forward with contacting property owners.	
Next Critical Activities (dates): Property Acquisition			
Next Council Actions (dates):			

Project: Biosolids Dewatering Improvements (17-18)		Project Manager: Jason Van Gilder	Budget: \$120,000 (Design Only)
Description: Procurement and installation of a second centrifuge for the dewatering of biosolids at the Waste Water Treatment Facility. This will also include construction of a structural platform and electrical/telemetry modifications to accommodate the new centrifuge.			
Schedule/Milestones: ☒ Consultant Services Contract (12/17) ☒ Construction Contract Award (09/19) ☐ Construction Complete (02/21)		Status: Project is substantially complete. (Not 2020 Update) The new centrifuge is operational. Notice to proceed with construction was issued, effected 11/1/19. Project was awarded in September 2019. Bids for construction were received in August 2019. Project was advertised in July 2019 and bids are requested in August 2019. 95% Plans and Specifications have been submitted to the City for review. Gray and Osborne is finishing up the design. An equipment procurement package has been submitted to the City staff for review. A technical memorandum and draft equipment procurement package was submitted for City review on 3/22/18, and comments returned by the City on 4/10/18. Gray and Osborne has been awarded the design contract and is proceeding with design services. Gray and Osborne has been selected as the most qualified firm to complete this work. Finance has recommended soliciting for Request for Qualifications (RFQ) for this work.	
Next Critical Activities (dates):			
Next Council Actions (dates): Construction Contract Acceptance (07/21)			

Project: South Tank Seismic Retrofit (CIP 19-10)		Project Manager: Jason Van Gilder	Budget: \$2,463,900
Description: Design and construction of an anchoring system to improve the resiliency of the south tank reservoir.			
Schedule/Milestones: ☒ Select Design Consultant (1/20) ☐ Bid Award (7/21) ☐ Construction Complete (4/22)		Status: Design is underway. A delay in the design has been encountered due to damages to the facilities during the Sumner Grade Fire that prevent the tank from being drained.	
Next Critical Activities (Dates): Construction Contract Award (7/21)			
Next Council Actions (dates): Construction Contract Award (7/21)			
Next Public Actions (dates): N/A			

Project: Sumner Tapps Highway Guardrail Upgrade (19-01)		Project Manager: Michael Kosa	Budget: \$1,455,300
Finance: City Funds \$112,700, Federal HSIP Funds \$448,600, Federal STP Funds \$749,000			
Description: Evaluate and construct upgrades to existing obsolete guardrail along Sumner-Tapps Highway, resurface Sumner-Tapps Highway			
Schedule/Milestones: ■ Design Award (12/19) ■ Design Complete (06/20) ■ Obligate Construction (8/20) ■ Award Construction Contract (11/20) ☐ Complete Resurfacing Construction (6/21) ☐ Advertise Guardrail Construction (9/21) ☐ Award Guardrail Construction (11/21) ☐ Complete Guardrail Construction (2/22)		Status: Project delayed until April 2021. Bids opened and came in underbudget. Guardrail portion of project in design. Funding secured for Phase 1 resurfacing construction. Resurfacing project will construct in 2020. Consultant kickoff in February. The survey fieldwork is complete. Consultant agreement at council. Consultant qualifications being evaluated. RFQ is out for advertisement. Funding has been obligated. Staff is working w/ WSDOT to obligate Design funds. Staff is preparing paperwork to add project to federal programming	
Next Critical Activities (dates): Begin Construction (04/21)			
Next Council Actions (dates): Resurfacing Project Completion (09/21)			
Next Public Actions (dates):			

Project: Main St/Wood Ave Intersection Improvements (19-02)		Project Manager: Michael Kosa	Budget: \$209K (Design), \$250K (ROW), \$1.8M (Construct.)
Finance: City funds \$1,864,000, Federal STP Funds \$405,000			
Description: Develop design for replacing the obsolete signal and complete ADA upgrades to bring the intersection into compliance			
Schedule/Milestones: ■ Design Award (10/19) ■ Begin ROW Acquisition (09/20) □ Design Complete (03/21) □ Complete ROW Acquisition (12/21)□ Obligate Construction (2/2022) □ Complete Construction (12/2022)		Status: Beginning 90% design, ROW acquisition, City funding Construction phase in 2022 Internal review of 30% Design. Additional funding acquired for right-of-way acquisition phase. Project progressing toward 30% design. Project survey complete in November. Consultant agreement award at Council. Consultant selection completed. Developing consultant agreement. Staff is completing federal obligation paperwork.	
Next Critical Activities (dates): 90% Submittal (12/21)			
Next Council Actions (dates): ROW Acquisition (09/21)			
Next Public Actions (dates):			

Project: Alder & Kincaid Utility Improvements (19-05)		Project Manager: Jason Van Gilder	Budget: \$TBD
Description: Replacement of utilities in the Alder and Kincaid Right-of-Way in the vicinity of the Red Apple property. Necessary to replace aging infrastructure and support the town center plan redevelopment.			
Schedule/Milestones: ☒ Select Design Consultant (10/19) ☒ Award Final Design Contract (7/20) ☐ Bid Award (03/21) ☐ Construction Complete (03/22)		Status: Design is underway. Design development work has been completed and staff is recommending a final design contract for council approval.	
Next Critical Activities (Dates): Construction Contract Award (3/21)		Request for Qualifications were received in August. Staff is working on finalizing the project extents before negotiating a scope and budget with the consultant.	
Next Council Actions (dates): Construction Contract Award (3/21)		Project requirements are being compiled in advance of design consultant selection.	
Next Public Actions (dates):			

Project: 160th Retrofit and Pervious Sidewalks (19-08)		Project Manager: Andrew Leach	Budget: \$
Finance: Ecology and Complete Street Funds			
Description: Installing pervious sidewalks on 160 th that will fill in the sidewalk gap between the YMCA and main Street			
Schedule/Milestones: ☒ Selection of Design Consultant (09/19) ☒ Design Consultant Contract Award (03/20) ☐ Design Complete (2/21) ☐ Construction Contract Award (TBD) ☐ Construction Complete ()		Status: The 90% design is with Ecology for Review. Design is 30% complete and moving forward to final design. Starting project design. Grant agreement passed by Council. City is working on grant agreement with DOE. Staff is currently reviewing SOQs to select a design consultant for the project.	
Next Critical Activities (dates):			
Next Council Actions (dates):			
Next Public Actions (dates): N/A			

Project: Rivergrove Community Pedestrian Bridge over SR 410 (20-07)		Project Manager: Andrew Leach	Budget: \$5,000,000
Finance: Sound Transit funds (\$452,000) (Design Only)			
Description: Construct a new pedestrian bridge over SR 410 at Sumner Avenue to provide a non-motorized connection to the Rivergrove Neighborhood.			
Schedule/Milestones: ■ Grant Agreement Complete (06/20) ■ RFQ (06/20) ■ Consultant Agreement Award (12/20) □ Public Outreach (09/21) □ Design Complete (12/21) □ Right-of-Way Acquisition Complete (12/22) □ Construction Complete (12/23)		Status: Consultant has begun design work on the project. Contract will be awarded at the December Council Meeting The City has completed consultant interviews and will be working with V+M Structural Design to execute a scope and fee. City has advertised a request for qualifications for a project design consultant.	
Next Critical Activities (dates): Select Consultant (08/20)			
Next Council Actions (dates): Consultant Agreement Award (12/20)			
Next Public Actions (dates): Consultant Agreement Award (12/20)			

Project: Academy Street Bike Lanes (20-08)		Project Manager: Michael Kosa	Budget: \$ 972,225
Finance: Sound Transit funds (\$875,000)			
Description: Construct a new pedestrian bridge over SR 410 at Sumner Avenue to provide a non-motorized connection to the Rivergrove Neighborhood.			
Schedule/Milestones: ■ Grant Agreement Complete (06/20) ■ RFQ (06/20) ■ Consultant Agreement Award (10/20) □ Public Outreach (04/21) □ Design Complete (12/21) □ Construction Contract Award (04/22) □ Construction Complete (12/22)		Status: Public Engagement commencing, Consultant will begin Final Design Consultant beginning conceptual design phase City is evaluating consultant qualifications City has advertised a request for qualifications for a project design consultant.	
Next Critical Activities (dates): Prepare Concepts for Public Involvement (12/20)			
Next Council Actions (dates): Final Design Agreement (2/21)			
Next Public Actions (dates): Public Involvement for Concepts (2/21)			

Small Works Projects

Project: Viewpoint Booster Pump Station - Generator		Project Manager: Jason Van Gilder	Budget: \$206,000
Description: Design and installation of a standby power system for the Viewpoint Booster Pump Station			
Schedule/Milestones: ■ Select Design Consultant (1/20) ■ Bid Award (10/20) □ Construction Complete (7/21)		Status: Project has been awarded and construction activities are underway. Design is complete.	
Next Critical Activities (Dates): Construction Contract Complete (7/21)			
Next Council Actions (dates): Construction Acceptance (12/21)			
Next Public Actions (dates): N/A			

Project: LS #11 Hatch Replacement (CIP 20-05)	Project Manager: Jason Van Gilder	Budget: \$
Description: Design and installation of replacement hatches for LS #11 in the 16 th Street roadway		
Schedule/Milestones: ☒ Select Design Consultant (5/20) ☒ Bid Award (11/20) ☐ Construction Complete (05/21)	Status: Project has been awarded and construction activities are underway. Design is complete.	
Next Critical Activities (Dates): Construction Complete (7/21)		
Next Council Actions (dates): Project Acceptance (7/21)		
Next Public Actions (dates): N/A		

Project: South Tank Drain Line Repair (CIP 20-11)	Project Manager: Jason Van Gilder	Budget: \$46,100
Description: Design and installation of replacement hatches for LS #11 in the 16 th Street roadway		
Schedule/Milestones: ☒ Select Design Consultant (5/20) ☒ Bid Award (1/21) ☐ Construction Complete (05/21)	Status: Construction Activities are being scheduled. Design is complete.	
Next Critical Activities (Dates): Construction Complete (7/21)		
Next Council Actions (dates): Project Acceptance (7/21)		
Next Public Actions (dates): N/A		

Project: LS #2 and #6 Control Panel Replacement (CIP 20-04)	Project Manager: Jason Van Gilder	Budget: \$
Description: Design and installation of replacement control panels at lift stations #2 and #6		
Schedule/Milestones: ☒ Select Design Consultant (10/20) ☐ Bid Award (3/21) ☐ Construction Complete (06/21)	Status: Final design is in progress.	
Next Critical Activities (Dates): Construction Contract Award (3/21)		
Next Council Actions (dates): Project Acceptance (12/21)		
Next Public Actions (dates): N/A		

Project: Hubbard Street Water Main (CIP 20-12)	Project Manager: Jason Van Gilder	Budget: \$282,500
Description: Replacement of failing water main within the Hubbard Street ROW.		
Schedule/Milestones: ☒ Select Design Consultant (10/20) ☒ Bid Award (12/20) ☐ Construction Complete (05/21)	Status: Construction Activities are being scheduled.	
Next Critical Activities (Dates): Construction Completion (5/20)		
Next Council Actions (dates): Project Acceptance (10/21)		
Next Public Actions (dates): N/A		

Project: Main Street Property Demos (W-19-02)		Project Manager: Andrew Leach	Budget: \$172,000.00
Description: Demolition of three houses on Main Street.			
Schedule/Milestones: ■ Construction Contract Award (03/19) ■ Construction Complete (12/20)		Status: The City is awaiting testing results from the lab. City will be performing the next round of testing. The City is currently waiting for testing results from the lab. Soil cleanup has begun. Samples are being sent to the lab for testing. The City has executed a task order with GeoDesign to begin soil clean up. The City is reviewing a proposal for the site cleanup. Soil is being tested to find extent of contamination. Demolition and Abatement have been completed. The City is reviewing options for the contaminated soil removal.	
Next Critical Activities: Construction Project Acceptance (12/20)			
Next Council Actions (dates):			

Project: Roadway Paint Line Application		Project Manager: Michael Kosa	Budget: City Funds \$30,000
Description: Complete annual paint pavement marking through an MOU with Pierce County			
Schedule/Milestones: ☐ Verify Painting Schedule (06/21) ☐ Complete Construction (9/21)		Status: County to Schedule work in Summer 2021	
Next Critical Activities (dates): N/A			
Next Council Actions (dates): N/A			
Next Public Actions (dates):			

Project: Crack Seal Application		Project Manager: Michael Kosa	Budget: City Funds \$ 75,000
Description: Complete crack sealing application to local roads to preserve roadway surfaces			
Schedule/Milestones: ☐ Project Advertisement (04/21) ☐ Construction Contract Award (05/21) ☐ Construction Complete (09/21)		Status: Project being set up. Work areas being identified.	
Next Critical Activities (dates):			
Next Council Actions (dates): N/A			

Project: Pavement Patching		Project Manager: Michael Kosa	Budget: City Funds \$ 60,000
Description: Complete pavement repairs by removing and replacing small sections of failed pavement to preserve roadway surfaces			
Schedule/Milestones: ☐ Project Advertisement (04/21) ☐ Construction Contract Award (05/21) ☐ Construction Complete (09/21)		Status: Project being set up. Work areas being identified.	
Next Critical Activities (dates):			
Next Council Actions (dates): N/A			