

RESOLUTION NO. 1677

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIFE, PIERCE COUNTY, WASHINGTON AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH RH2 ENGINEERING, INC. FOR DESIGN AND ENGINEERING SERVICES FOR THE 66th AVENUE EAST IMPROVEMENT PROJECT

Whereas, the Fife City Council adopted Ordinance 1909 on April 28, 2015, establishing a Local Improvement District (LID) for the improvement of 66th Avenue East between 20th and 26th Streets East (the "Project"); and

WHEREAS, City staff advertised for consultants for design and engineering services for the Project and after an interview process, selected RH2 Engineering, Inc. as most qualified consultant; and

WHEREAS, City staff has negotiated a professional services agreement with RH2 Engineering, Inc. in the form attached hereto as Exhibit A; now therefore

BE IT RESOLVED that the City Council hereby authorizes the City Manager to execute on behalf of the City of Fife, a professional services agreement with RH2 Engineering, Inc. for design and engineering services for the 66th Avenue East Improvement Project in an amount not to exceed \$338,000.

ADOPTED by the City Council at an open public meeting held on the 8th day of September, 2015.


Tim Curtis, Mayor

Attest:


for Carol Etgen, City Clerk

EXHIBIT " A "

CITY OF FIFE PROFESSIONAL SERVICES AGREEMENT

THIS Agreement is made effective as of the _____ day of _____, 2015, by and between:

CITY OF FIFE, WASHINGTON ("CITY")
5411 23rd Street East
Fife, WA 98424

Contact: _____ Phone: _____ Fax: _____

and

RH2 Engineering, Inc. ("CONSULTANT")
22722 29th Drive SE, Suite 210
Bothell, WA 98021

Contact: Geoff Dillard Phone: 425 951-5322 Fax: 425 951-5323

Tax Id No.: 91-1108443

for professional services in connection with the following Project:

66th Avenue East LID Improvements

TERMS AND CONDITIONS

1. Services by Consultant

- A. Consultant shall perform the services described in the Scope of Work attached to this Agreement as Exhibit "A." The services performed by the Consultant shall not exceed the Scope of Work without prior written authorization from the City.
- B. The City may from time to time require changes or modifications in the Scope of Work. Such changes, including any decrease or increase in the amount of compensation, shall be agreed to by the parties and incorporated in written amendments to the Agreement.

2. Schedule of Work

- A. Consultant shall perform the services described in the scope of work in accordance with the Schedule attached to this contract as Exhibit "B." If delays beyond Consultant's reasonable control occur, the parties will negotiate in good faith to determine whether an extension is appropriate.
- B. Consultant is authorized to proceed with services upon receipt of a written Notice to Proceed.

3. Compensation

- LUMP SUM. Compensation for these services shall be a Lump Sum of \$_____.
- TIME AND MATERIALS NOT TO EXCEED. Compensation for these services shall not exceed \$ 338,000.00 without written authorization and will be based on the list of billing rates and

reimbursable expenses attached hereto as Exhibit "C" and Estimate of Time and Expenses hereto attached as Exhibit "D."

- TIME AND MATERIALS. Compensation for these services shall be on a time and material basis according to the list of billing rates and reimbursable expenses attached hereto as Exhibit "C."
- OTHER. _____

4. Payment

- A. Consultant shall maintain time and expense records and provide them to the City monthly, along with monthly invoices in a format acceptable to the City for work performed to the date of the invoice.
- B. All invoices shall be paid by City warrant within sixty (60) days of receipt of a proper invoice.
- C. Consultant shall keep cost records and accounts pertaining to this Agreement available for inspection by City representatives for three (3) years after final payment unless a longer period is required by a third-party agreement. Copies shall be made available on request.
- D. If the services rendered do not meet the requirements of the Agreement, Consultant will correct or modify the work to comply with the Agreement. City may withhold payment for such work until the work meets the requirements of the Agreement.

5. Discrimination and Compliance with Laws

- A. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.
- B. Consultant shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.
- C. Consultant shall obtain a City of Fife business license pursuant to the provisions of Chapter 5.01 FMC prior to receipt of written Notice to Proceed.
- D. Violation of this Paragraph 5 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of the Agreement by City, in whole or in part, and may result in ineligibility for further work for City.

6. Term and Termination of Agreement

- A. This Agreement may be terminated by the City at any time upon the default of the Consultant or upon public convenience, in which event all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to City, and Consultant shall be entitled to just and equitable compensation for any satisfactory work completed prior to the date of termination, not to exceed the total compensation set forth herein. Consultant shall not be entitled to any reallocation of cost, profit or overhead. Consultant shall

not in any event be entitled to anticipated profit on work not performed because of such termination. Consultant shall use its best efforts to minimize the compensation payable under this Agreement in the event of such termination. If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default.

- B. The City may suspend this Agreement, at its sole discretion, upon one week's advance notice to Consultant. Such notice shall indicate the anticipated period of suspension. Any reimbursement for expenses incurred due to the suspension shall be limited to the Consultant's reasonable expenses, and shall be subject to verification. The Consultant shall resume performance of services under this Agreement without delay when the suspension period ends.

7. Standard of Care

Consultant represents and warrants that it has the requisite training, skill and experience necessary to provide the services under this agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities. Services provided by Consultant under this agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances.

8. Work Product

- A. All data materials, reports, memoranda, and other documents developed under this Agreement whether finished or not shall become the property of City, shall be forwarded to City at its request and may be used by City as it sees fit. Upon termination of this agreement pursuant to paragraph 6 above, all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to City. City agrees that if it uses products prepared by Consultant for purposes other than those intended in this Agreement, it does so at its sole risk and it agrees to hold Consultant harmless therefore.
- B. Spatial data created by consultants for City of Fife via this contract should be delivered as either ESRI shapefiles or an ESRI file geodatabase. The data should be developed in (or projected to) StatePlane 1983, WA South (Projection), NAD83HPGN (Datum), US Survey Feet (units). These datasets should be delivered on CD/DVD, complete with any projection files, accessory tables relatable by a fixed unique identifier to the spatial data, and metadata using Federal Geographic Data Committee (FGDC) specifications. If the data is produced in AutoCad 2000 or later, the shapefile format is an export option and should be utilized and all other criteria still apply. The City of Fife retains ownership to such data layers produced using taxpayer dollars and controls any future dissemination or reuse of this data.

9. Indemnification/Hold Harmless

Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney

fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

10. Insurance

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

11. Assigning or Subcontracting

Consultant shall not assign, transfer, subcontract or encumber any rights, duties, or interests accruing from this Agreement without the express prior written consent of the City.

12. Independent Contractor

Consultant is and shall be at all times during the term of this Agreement an independent contractor.

13. Notice

Any notices required to be given by the City to Consultant or by Consultant to the City shall be in writing and delivered to the parties at the following addresses:

Subir Mukerjee
City Manager
5411 23rd Street East
Fife, WA 98424

Geoff Dillard, P.E.
Director
950 Pacific Avenue, Suite 1220
Tacoma, WA 98402

Phone: 253 896-8603
Fax: 253 922-5355

Phone: 425 951-5322
Fax: 425 951-5323

14. Disputes

Any action for claims arising out of or relating to this Agreement shall be governed by the laws of the State of Washington. Venue shall be in Pierce County Superior Court.

15. Attorneys Fees

In any suit or action instituted to enforce any right granted in this Agreement, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney's fees from the other party.

16. Extent of Agreement/Modification

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

CITY OF FIFE, WASHINGTON

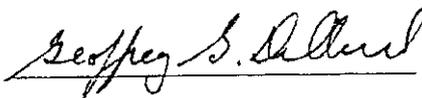
CONSULTANT

By: _____

Subir Mukerjee,
City Manager

Date: _____

By: _____



Name: Geoffrey G. Dillard, PE

Title: Director

Date: 8-27-15

ATTEST:

Carol Etgen, City Clerk

APPROVED AS TO FORM:

Loren D. Combs, City Attorney

EXHIBIT A
Scope of Work
City of Fife
66th Avenue East LID Improvements
August 2015

Background

The City of Fife (City) is extending 66th Ave E south to 26th St. E as part of Local Improvement District (LID) number LID 14-1. The project will construct 1,400 feet of new roadway, including curb, gutter, sidewalk, and landscaping. The project improvements include an intersection at 66th Ave E and 26th St. E and a signal at 26th St. E and 70th Ave E.

The services provided by RH2 Engineering, Inc., (RH2) for the project include the following tasks.

1. Data and Field Condition Review
2. Project Alternatives
3. Permitting Assistance
4. Roadway Design and Construction Plans
5. Specifications
6. Project Meetings and LID Coordination
7. Services During Bidding
8. Services During Construction
9. Management Reserve

Task 1 – Data and Field Condition Review

Objective: The City will provide available information to support the project. The objective of this task is to review the information and determine what additional data is required to complete the 66th Ave E improvements.

Approach:

- 1.1 Review existing engineering and project data.
- 1.2 Obtain topographic survey from previous 66th Ave E construction project to 26th St. E.
- 1.3 Perform field observation to review survey data.
- 1.4 Incorporate field changes from previous completed 66th Ave E construction.
- 1.5 Provide a summary to the City of required additional data.

Provided by the City:

- Available electronic survey data, previous design plans in electronic format, and supporting documentation.

RH2 Deliverables:

- Topographic survey.
- Summary of required items to design the project.

Task 2 – Project Alternatives

Objective: This task will identify alternatives, provide estimated costs, and select an alternative. The tasks below are not intended to provide multiple designs for the proposed roadway.

Approach:

- 2.1 Provide conceptual design alternatives and planning-level cost estimates for road cross-section (e.g., lane widths, landscaping, sidewalk). Three (3) alternatives will be provided:
 - a. A three lane road section with curb, gutter, sidewalk, and landscaping on both sides (match existing 66th Ave E);
 - b. A three lane road section with curb, gutter, sidewalk (both sides) and landscaping on one (1) side only through the US Foodservice parking lot; and
 - c. A three lane road section with curb, gutter, sidewalk one side only through the US Foodservice parking lot.
- 2.2 Provide conceptual design alternatives and planning-level cost estimates for the corner of 66th Ave and 26th St. E. Three (3) alternatives will be provided:
 - a. 25 mph design speed with cul-de-sac access to corner;
 - b. 25 mph design speed with traditional 't' intersection; and
 - c. All-way stop intersection.
- 2.3 Meet with the City and property owners (if required by the City) to discuss alternatives and costs.

Assumptions:

There will only be three (3) meetings with City staff and property owners at the project site. Additional meetings and discussion can be done via email or phone. Construction costs will be based on bid tabs for previous City work. Bid tabs will be provided by City.

Provided by City:

- Selection of final design alternative.
- Available bid tabs for similar work.

RH2 Deliverables:

- Conceptual design alternatives and preliminary construction costs.
- Technical memo summarizing alternatives and preliminary cost estimates.

Task 3 – Permitting Assistance

Objective: Prepare environmental and site development permit applications for the project. Coordinate with the City's Community Development Department (CDD) and other state and federal agencies, as needed, to facilitate permit compliance for the project. Submit permit applications and facilitate agency reviews.

Approach:

- 3.1 Prepare SEPA Environmental Checklist. Finalize the checklist following City's review, and submit to the City's CDD.
- 3.2 Prepare Civil Permit application for grading, drainage, and right-of-way project approvals. Finalize the permit application following City's review, and submit to the City's CDD.
- 3.3 Prepare Notice of Intent (NOI) and Stormwater Pollution Prevention Plan (SWPPP) for a Construction Stormwater General Permit (CSGP) to comply with Washington State NPDES regulations. Prepare paperwork to transfer the CSGP to contractor upon award.
- 3.4 Prepare a NEPA Categorical Exclusion Documentation (CED) form. *This subtask assumes that the CED and supporting documentation will suffice for NEPA compliance. NEPA compliance will not require an EA/ER or EIS, or special environmental studies, including, but not limited to, a noise analysis, environmental justice analysis, a no-effect letter or biological assessment for ESA compliance, a Wetland Report for Section 404 compliance, etc.*
- 3.5 Prepare Cultural Resources Survey (CRS) to comply with Section 106 of the National Historic Preservation Act, which is anticipated to be required as a result of the project's receipt of federal funds. RH2's subconsultant, Cultural Resource Consultants, will prepare the CRS. Coordinate with WSDOT, DAHP, and affected tribes to review the completed CRS and receive concurrence on the findings.

Assumptions:

- RH2 will prepare applications on behalf of the City. The City will be the applicant (by name) for all permit applications and will pay all permit application fees directly.
- The project will not involve fill or excavation in wetlands or waters of the state; thus, no Clean Water Act permitting will be necessary.

Provided by the City:

- Assistance with permit agency coordination, as needed.

RH2 Deliverables:

- An electronic copy of each applicable permit applications.

Task 4 – Roadway Design and Construction Plans

Objective: Prepare construction plans that can be used for purchasing right-of-way and the bidding and construction phases of the project.

Approach:

- 4.1 Establish a horizontal and vertical alignment that reduces impacts to adjacent properties.

City of Fife
66th Avenue East LID ImprovementsExhibit A
Scope of Work

- 4.2 Define curb and curb-return elevations for improvements.
- 4.3 Design drainage improvements for the City's proposed road improvements. *This does not include off-site drainage improvements for adjacent properties.*
- 4.4 Prepare landscape and irrigation design based on previous construction work on 66th Ave E.
- 4.5 Prepare the illumination design, per City standards, for LED luminaire type and spacing.
- 4.6 Develop signal phasing and timing plan.
- 4.7 Coordinate with the City's public works department and franchise utilities (PSE and Tacoma Power), regarding location and (if needed) subsequent relocation of interfering utilities within the roadway corridor.
- 4.8 Prepare 90-percent plans:
- Prepare a cover sheet and legend sheet.
 - Prepare up to four (4) site preparation and demo sheets (including survey control) for the roadway corridor improvements at 1-inch-equals-20-foot plan scale.
 - Prepare up to four (4) plan and profile sheets (including drainage system) for the roadway corridor improvements at 1-inch-equals-20-foot plan scale and 1-inch-equals-5-foot vertical profile scale.
 - Prepare up to five (5) striping and channelization sheets for the roadway corridor improvements at 1-inch-equals-20-foot plan scale.
 - Prepare up to four (4) signal sheets including plan view, wiring diagram, and two signal details sheets.
 - Prepare up to two (2) truck maneuvering diagram sheets.
 - Prepare legal descriptions and exhibits suitable for attaching to a statutory warrant deed and for recording at the Pierce County.
- 4.9 Perform internal quality assurance/quality control (QA/QC) on 90-percent project documents.
- 4.10 Perform constructability review.
- 4.11 Prepare a construction cost estimate.
- 4.12 Prepare 100-percent plans:
- Prepare up to one (1) sheet for summary of quantities.
 - Prepare 100-percent site preparation and demo sheets, based on City comments.
 - Prepare 100-percent plan and profile sheets (including drainage system) for the roadway corridor improvements, based on City comments.
 - Prepare up to five (5) detail sheets required to support construction of the corridor improvements. *Design details will include roadway sections, stormwater, retaining walls, driveway/road approaches, utility adjustments, irrigation, landscaping, illumination, and other unique or unusual details not contained in existing standards.*

City of Fife
66th Avenue East LID Improvements

Exhibit A
Scope of Work

- Prepare 100-percent striping and channelization sheets for the roadway, corridor improvements, based on City comments.
 - Prepare 100 percent signal sheets including plan view, wiring diagram, and two signal details sheets, based on City comments.
 - Prepare one (1) construction signing plan.
 - Prepare up to four (4) traffic control sheets, as needed, for 20th St. E, 66th Ave E, 26th St. E, and 70th Ave E.
- 4.13 Perform internal (QA/QC) on 100-percent project documents.
- 4.14 Perform constructability review at the 100-percent design stage.
- 4.15 Produce and deliver 100-percent plans to City for review.
- 4.16 Finalize plans based on City review comments and produce a bid ready electronic plan set.

Provided by City:

- Review comments through the overall design process.
- Prior to developing the 100-percent specifications, the City will determine if the project documents will be set up with the intention of utilizing federal funds and notify RH2. This will be determined in March/April 2016.

RH2 Deliverables:

- Two (2) review construction sets of plans for the City at the 100-percent design stages.
- Bid ready set of plans: one (1) hardcopy and one (1) PDF.

Task 5 – Specifications

Objective: Prepare bid documents and technical specifications for bidding the project.

Approach:

- 5.1 Prepare bid documents, including a schedule of prices and front-end bid documents.
- 5.2 Prepare technical specifications, including WSDOT Amendments and WSDOT general special provisions. Prepare project-specific special provisions to be used for bidding the proposed improvements. *Technical specifications are to be based on WSDOT/America Public Works Association (APWA) format.*
- 5.3 Review general provisions and incorporate into the overall specifications.
- 5.4 Provide electronic copies of the specifications to the City for review and comment.
- 5.5 Revise specifications and provide the City with a final set.
- 5.6 Provide final construction cost estimate.

Provided by the City:

- Electronic copy of the City's proposal, bid bond, contract and performance bond in an electronic format.

RH2 Deliverables:

- Set of specifications for the project.

Task 6 – Project Meetings

Objective: Attend project meetings, reviews, and coordination required for the project. Assist the City's legal counsel with the LID process, if requested.

Approach:

- 6.1 Attend project kick off meeting with City to review project requirements.
- 6.2 Attend two (2) meetings with City to review the progress of the plans.
- 6.3 Assist the City in preparing a comprehensive project cost estimate at the 30-percent design level. Update the project cost estimate at the 90-percent level.

RH2 Deliverables:

- Meeting minutes.
- Project cost estimates at the 30-percent and 100-percent levels.
- Compilation of final costs, and assistance with preparing final assessment role notices to be mailed and advertised in the newspaper.
- Create a project schedule containing dates relevant to the LID process.
- Contact the County to learn of data submittal requirements for the recording of an assessment role. Assist the City in following those procedures.

Task 7 – Services During Bidding

Objective: Assist the City during the bidding process.

Approach:

- 7.1 Respond to questions during bidding.
- 7.2 Attend project walk-through with interested contractors and the City.
- 7.3 Prepare up to three (3) addendum, and distribute to contractors and plan centers.
- 7.4 Attend bid opening and prepare bid tabulation.
- 7.5 Check references and provide a letter of recommendation of responsible bidder to the City.
- 7.6 Assist the City with providing the documentation for WSDOT' review. Request, from the low bidder, the DBE utilization certification (Form 272-056), a list of the names and addresses of all subcontractors that provided quotes, and check if the low bidder is on the contractor debarment list. Approval to award of the project will be in accordance with Section 13.6 (Non-CA Status) of the WSDOT LAG Manual. *Note: This task is not necessary if federal funds are not utilized.*

Assumptions:

The City will handle all advertisement and associated costs directly. The City will utilize Builders Exchange for plan distribution.

RH2 Deliverables:

- Up to three (3) addendum.
- Letter of recommendation.
- Bid tabulation.

Task 8 – Services During Construction

Objective: To provide construction contract administration and observation for the construction of the proposed road and utility improvements. This Scope of Work is based on an 80-working-day construction project.

Approach:

- 8.1 Attend the pre-construction meeting, and provide technical assistance related to roadway and utility construction. Prepare an agenda and conduct a preconstruction conference at City Hall. Provide one (1) set of preconstruction photographs to the City upon request.
- 8.2 Review and provide documented response to submittals for Qualified Product Lists, Request for Approval of Materials, manufacturer certificate of compliance, mix designs, and shop drawings, in accordance with the project plans and specifications.
- 8.3 Provide a construction manager during construction. Observation duties will include the following:
 - a. City will provide primary inspector. This scope includes 80 hours of backup onsite consultant inspection time for when the City's inspector is unavailable.
 - b. Documenting operations through daily reports and construction photographs while on-site.
 - c. Collecting item quantity tickets (IQTs) and measurements of items to be used in preparing the pay estimates.
 - d. Addressing technical issues and questions, on-site.
 - e. Collecting and maintaining records for utilities, surfacing, paving, and sidewalk/driveways. Maintaining the project ledger for payment of contract items.
 - f. On-site coordination with utility purveyors.
 - g. Preparing field records and documents in accordance with funding requirements.
 - h. Providing periodic photographs during the course of construction.
 - i. Coordination with Contractor personnel.
 - j. Providing final punch list for substantial completion.
 - k. Prepare as-constructed drawings based on filed personnel and the construction contractor's records.
- 8.4 Communicate status of construction and budget with the City. Set up construction files. Prepare pay estimates. Organize and maintain project records for closeout and auditing. Prepare letter for City signature for substantial completion, physical completion, and project completion.

8.5 Prepare change orders for City approval.

Assumptions:

The construction project will last eighty (80) working days, and that the RH2 or its sub-contractor will take the lead role in construction contract administration and the City will take the lead role in inspection with a full-time inspector onsite (except for periods where the inspector is not available). RH2 and its subconsultants will perform their duties in a safe manner and adhere to the safety protocols onsite; however, RH2 will not be responsible for site safety, nor will RH2 direct the contractor's work, means, or methods.

RH2 Deliverables:

- Pre-construction meeting attendance.
- Submittal reviews.
- Pay estimates.
- Project records.

Task 9 – LID Coordination

Objective: Assist City with LID closeout.

Approach:

- 9.1 Assist the City in compiling total project costs and provide information to the City's appraiser who will perform a special benefits analysis. *It is assumed that the City's appraiser will create the cost allocations for all LID participants.*
- 9.2 Assist the City's legal counsel with preparing notices for the final assessment role hearing.
- 9.3 Create a project schedule listing project items, such as construction milestones, mailing dates for notifications, public meetings, appeal periods, and an estimated assessment filing date.
- 9.4 Assist City in filing final assessment role with Pierce County.

Task 10 – Management Reserve

Objective: Maintain the ability to quickly respond to changes in the project.

Approach:

- 10.1 All work performed under Task 9 will be authorized in writing by the City prior to execution.

Exhibit B - Project Schedule

	Sept-1	Oct-1	Nov-1	Dec-1	Jan-1	Feb-1	Mar-1	Apr-1	May-1	June-1
Notice to Proceed										
Management										
Survey										
Project Alternatives										
Permitting										
Final Design and PS&E										
LID Coordination and Right of Acquisition *										
Bidding										

*Condemnation (if needed) may delay bidding and construction

EXHIBIT D
 City of Fife
 66th Avenue East LID Improvements

Estimate of Time and Expense

Description	Principal	LID Project Manager	Roadway Project Manager	Project Engineer	Permit Specialist	Word Processor	Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Task 1 Data and Field Condition Review											
1.1 Review existing engineering and project data	1		2	4			7	\$ 1,196	\$ 22,050	\$ 136	\$ 23,382
1.2 Obtain survey from previous 66th Ave E construction project		4		4			4	\$ 670		\$ 121	\$ 791
1.3 Perform field observation to review data and existing site conditions			8	8			16	\$ 2,712		\$ 267	\$ 2,979
1.4 Incorporate field changes from previous 66th Ave E construction		4		4			4	\$ 670	\$ 1,575	\$ 121	\$ 2,316
1.5 Provide summary to City			2	4			6	\$ 988		\$ 123	\$ 1,111
Subtotal	1	4	12	24	4	4	37	\$ 6,136	\$ 23,625	\$ 769	\$ 30,530
Task 2 Project Alternatives											
2.1 Provide design alternatives and costs for road cross-section	1		12	24			37	\$ 6,136		\$ 752	\$ 6,888
2.2 Provide design alternatives and costs for 66th Ave E and 26th St E	1		12	24			37	\$ 6,136		\$ 752	\$ 6,888
2.3 Meet with City to discuss alternatives and costs	4		4	4			12	\$ 2,188		\$ 226	\$ 2,414
Subtotal	6	4	28	52	4	4	86	\$ 14,460	\$ -	\$ 1,720	\$ 16,180
Task 3 Permitting Assistance											
3.1 Prepare SEPA Environmental Checklist					16	2	18	\$ 2,906		\$ 178	\$ 3,084
3.2 Prepare Civil Permit Application					2	2	16	\$ 2,566		\$ 219	\$ 2,785
3.3 Prepare NOI and SWPPP for Construction Stormwater General Permit					2	2	16	\$ 2,500		\$ 306	\$ 2,806
3.4 Prepare NEPA Categorical Exclusion Documentation					24	4	40	\$ 6,460		\$ 515	\$ 6,975
3.5 Prepare Cultural Resources Survey for Section 106 Compliance					8	2	10	\$ 1,578	\$ 3,885	\$ 138	\$ 5,601
Subtotal	2	4	8	22	58	12	100	\$ 16,030	\$ 3,885	\$ 3,355	\$ 21,250
Task 4 Roadway Design and Construction Plans											
4.1 Establish a horizontal and vertical alignment			2	8			10	\$ 1,608		\$ 216	\$ 1,824
4.2 Define curb and curb-return elevations			2	8			10	\$ 1,608		\$ 216	\$ 1,824
4.3 Design drainage improvements for proposed roadway improvements			4	16			22	\$ 3,584		\$ 458	\$ 4,042
4.4 Prepare landscape and irrigation design			4	16			20	\$ 3,216		\$ 452	\$ 3,668
4.5 Prepare illumination design			2	8			8	\$ 1,298		\$ 181	\$ 1,479
4.6 Develop signal phasing and timing plan			2	16			24	\$ 3,952		\$ 467	\$ 4,419
4.7 Coordinate with City and utilities for location of interfering utilities			4	20			8	\$ 1,356		\$ 127	\$ 1,483
4.8 Prepare plans for constructability review			8	40			24	\$ 3,856		\$ 697	\$ 4,553
4.9 Perform internal QA/QC on review plans			2	8			20	\$ 3,544		\$ 265	\$ 3,809
4.10 Perform constructability review on plans			4	16			20	\$ 3,544		\$ 265	\$ 3,809
4.11 Prepare construction cost estimate			4	16			34	\$ 5,366		\$ 808	\$ 6,174
4.12 Prepare 100% plans			2	8			30	\$ 5,316		\$ 419	\$ 5,735
4.13 Perform internal QA/QC on 100% plans			2	8			6	\$ 1,094	\$ 3,150	\$ 96	\$ 4,282
4.14 Perform constructability review on 100% plans			2	8			10	\$ 1,608		\$ 456	\$ 2,064
4.15 Produce and deliver 100% plans to City			2	8			16	\$ 2,712		\$ 344	\$ 3,056
4.16 Finalize plans based on City comments and produce bid ready plans			8	40			268	\$ 44,736	\$ 6,825	\$ 5,439	\$ 57,020
Subtotal	18	4	78	172	4	44	599	\$ 15,220	\$ -	\$ 930	\$ 16,150
Task 5 Specifications											
5.1 Prepare bid documents			8	4			14	\$ 2,282		\$ 157	\$ 2,439
5.2 Prepare technical specifications			8	4			28	\$ 4,092		\$ 290	\$ 4,382
5.3 Review general provisions and incorporate into overall specifications			8	4			27	\$ 3,990		\$ 171	\$ 4,161
5.4 Provide electronic copies of the specifications to the City			5	2			5	\$ 684		\$ 26	\$ 710
5.5 Revise specifications and provide City with final set			4	2			12	\$ 1,988		\$ 122	\$ 2,110
5.6 Provide final construction cost estimate			4	2			13	\$ 2,184		\$ 224	\$ 2,408
Subtotal	2	3	33	17	4	44	99	\$ -	\$ -	\$ -	\$ -

Description	Principal		UD Project Manager		Roadway Project Manager		Project Engineer		Permit Specialist		Word Processor		Total Hours	Total Labor	Total Subcontractant	Total Expense	Total Cost
Task 6 Project Meetings																	
6.1 Attend project bid off meeting with City			1										10	\$ 1,890		\$ 150	\$ 2,040
6.2 Attend two (2) meetings with City to review progress of plans			4										12	\$ 2,188		\$ 215	\$ 2,403
6.3 Assist City in preparation total comprehensive cost estimate			4										22	\$ 3,918	\$ 4,200	\$ 259	\$ 8,427
Subtotal			10										44	\$ 8,006	\$ 4,200	\$ 664	\$ 12,870
Task 7 Services During Bidding																	
7.1 Respond to questions during bidding			1										9	\$ 1,564		\$ 145	\$ 1,710
7.2 Attend project walk-through with interested contractors and the City			1										5	\$ 885	\$ 3,150	\$ 125	\$ 4,161
7.3 Prepare up to three (3) addendum			1										8	\$ 1,356		\$ 148	\$ 1,504
7.4 Attend bid opening and check bid results			1										3	\$ 576		\$ 62	\$ 638
7.5 Check references and provide letter of recommendation			1										1	\$ 284		\$ 29	\$ 213
7.6 Assist City with providing the documentation for WSDOT review			1										4	\$ 736		\$ 18	\$ 754
Subtotal			3										30	\$ 5,302	\$ 3,150	\$ 528	\$ 8,980
Task 8 Services During Construction																	
8.1 Attend pre-construction meeting			1										4	\$ 678	\$ 11,474	\$ 40	\$ 13,192
8.2 Review project submittals			1										5	\$ 885		\$ 6,872	\$ 6,872
8.3 Assist with project observation			1										4	\$ 24,308		\$ 4	\$ 24,312
8.4 Provide project management services during construction			1										40	\$ 6,780	\$ 80,624	\$ 170	\$ 87,574
8.5 Prepare change orders			1										4	\$ 736	\$ 7,686	\$ 18	\$ 8,440
Subtotal			1										48	\$ 8,194	\$ 131,964	\$ 252	\$ 140,390
Task 9 I/D Coordination																	
9.1 Assist in compiling project costs and information for City's appraiser			4										20	\$ 3,780		\$ 213	\$ 3,993
9.2 Assist City's legal counsel with notices and final assessment role hearing			3										12	\$ 2,193		\$ 91	\$ 2,284
9.3 Create project schedule			4										10	\$ 2,996	\$ 2,100	\$ 86	\$ 4,182
9.4 Assist City in filing final assessment role with the County			3										11	\$ 2,098		\$ 143	\$ 2,241
Subtotal			14										53	\$ 10,067	\$ 2,100	\$ 533	\$ 12,700
Task 10 Management Reserve																	
10.1 Specific deliverables to be determined			20										120	\$ 20,740		\$ 1,190	\$ 21,930
Subtotal			20										120	\$ 20,740		\$ 1,190	\$ 21,930
PROJECT TOTAL			74		54	240	359	78	80				885	\$ 148,891	\$ 175,749	\$ 13,360	\$ 338,000