

Next Ord: 1598-08

Next Res: 762-08

MISSION STATEMENT

The mission of the Sedro-Woolley City government is to provide selected services that are not traditionally offered by the private sector. This will be achieved through providing the highest quality services we can within the resources with which we're provided; involving residents in all aspects of planning and operations; serving as a clearinghouse for public information; and operating facilities which meet the legitimate, identified concerns of the residents of and visitors to our community.

We believe in being community-centered, consistently contributing to the quality of life in our area and as fully deserving of the public's trust through the consistent expression of positive values and acceptance of accountability for producing meaningful results.

CITY COUNCIL WORKSESSION

AGENDA

January 2, 2008

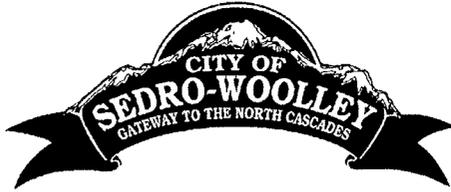
7:00 PM

Sedro-Woolley Community Center
703 Pacific Street

- A. Construction Phase Engineering Consultant Agreement with CH2M Hill
(Supplemental Agreement 9 to add construction phase support services for the Phase 2 SR20 Sewer Improvement Project)
(Staff Contact - Mark Freiburger, PE)

- B. Construction Phase Professional Services Agreement with Reichhardt & Ebe, Engineering, Inc.
(Agreement for construction phase inspection and engineering management services for the Phase 2 SR20 Sewer System Improvement Project)
(Staff Contact - Mark Freiburger, PE)

- C. Sedro-Woolley Public Works Department Standards
(Discussion in preparation for final revision and adoption)
(Staff Contact - Mark Freiburger, PE)
Please bring your notebooks



CITY COUNCIL WORKSESSION
JANUARY 2, 2008
AGENDA ITEM A

CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
720 Murdock Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

Mark A. Freiberger, PE
Director of Public Works/City Engineer

MEMO TO: City Council and Mayor Mike Anderson

FROM: Mark A. Freiberger, PE

RE: **Construction Phase Engineering Consultant Agreement with
CH2M Hill**
Phase 2 SR20 Sewer System Improvements Project

DATE: December 20, 2007 (for Council review January 2, 2008)

ISSUE

Should Mayor Anderson execute the attached Supplemental Agreement 9 to the Standard Agreement for Professional Services with CH2M Hill to add construction phase support services for the Phase 2 SR20 Sewer Improvement Project?

BACKGROUND/DISCUSSION

Council awarded the construction contract for the Phase 2 SR20 Sewer System Improvement Project to Strider Construction, Inc. on December 12, 2007. Strider indicates that they plan to begin work in mid-January 2008.

CH2M Hill is the design consultant for the project. The current Agreement with CH2M Hill includes eight previously approved supplemental agreements addressing design phase services for the contract. This Supplemental Agreement adds budget for review of contractor submittals and support services during construction to review significant change orders, and to prepare Record Drawings on completion of the work. This Supplement also adds bid phase services and support. Finally, it increases the Design Phase Services to reflect changes to the scope of work since Supplemental Agreement 8 was executed. These changes are detailed in the SA9 support documentation attached hereto. A summary of all contract work by CH2M Hill through SA9 is also included in the documentation.

A separate consultant agreement will be executed with Reichhardt & Ebe Engineering to provide field inspections services for the contract. Due to the short time frame for start of work, Public Works is not in a position to provide this service for this contract. Public Works will however provide project engineering and oversight for the contract work, and review of consultant services. A third agreement will be executed for geotechnical services (soil and materials testing) for the construction project.

FINANCIAL

Here is the updated funding and estimated cost for the overall project.

FUNDING

Public Works Trust Fund – 2008 Budget \$2,900,000
TOTAL AVAILABLE FUNDING \$2,900,000

ESTIMATED COST

Strider Construction Company Contract inc. WSST \$2,050,023.60
Construction Contingency 10% \$ 205,002.00

SUBTOTAL CONSTRUCTION \$2,255,024

CH2M Hill Supplemental Agreement 9 \$ 81,291.06
Reichhardt & Ebe Agreement \$ 119,237.03

Geotechnical (estimated - not awarded yet) \$ 41,000.00
SUBTOTAL CONSTRUCTION ENGINEERING \$ 241,528

TOTAL ESTIMATED CONSTRUCTION COST \$2,496,552

REMAINING BUDGET \$ 403,448

ANALYSIS

Of the \$81,291 total for this supplement, approximately \$14,000 has already been expended and billed, representing the bid phase services work. The remaining \$67,300 represents construction phase support services as noted above. Combining this work with the proposed agreement with R&E for inspection services and a yet to be negotiated geotechnical agreement, Staff estimates that the total Construction Phase Services work will total approximately 11.1% of the construction contract total.

The 2008 Budget allows \$2,900,000 in combined PWTF and Sewer Reserve funds for this project. The total contract, contingency and the construction engineering estimate is \$2,496,552, leaving approximately \$403,000 for other projects.

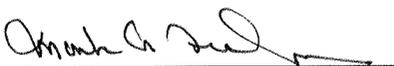
RECOMMENDATION

It is Staff's recommendation that Council authorize Mayor Anderson to execute Supplemental Agreement 9 with CH2M Hill of Bellevue, WA for construction phase support services.

MOTION:

Move to authorize Mayor Anderson to execute Supplemental Agreement 9 with CH2M Hill of Bellevue, WA for construction phase services for the Phase 2 SR20 Sanitary Sewer Improvements Project in the amount of \$81,291.06.

Respectfully submitted,



Mark A. Freiburger, PE
Director of Public Works/City Engineer

SUPPLEMENTAL AGREEMENT No. 9

Project No. NA
Agency City of Sedro-Woolley, Washington
Name of Project SR 20 Sanitary Sewer Improvements and Mountain View Estates Pump Station Improvements
Agreement No. NA

Gentlemen:

The Local Agency of the City of Sedro-Woolley, Washington ("AGENCY") desires to supplement the agreement entered into with CH2M HILL, INC. ("CONSULTANT") and executed on September 14, 2000.

All revisions to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed as follows:

Task SR20-4A1: Final Design And PS&E For Phase 2 SR 20 Gravity Sewer Improvements

CONSULTANT was authorized by Supplemental Agreement No. 5 to proceed with final design and preparation of plans, specifications, and contract documents for Phase 2 SR 20 Gravity Sewer Improvements. A number of changes to the definition and scope of this task are covered in Supplemental Agreement No. 7. Additional changes of definition and scope that have occurred subsequent to Supplemental Agreement No. 7 are summarized as follows:

- The location of Pump Station C (currently called the Hospital Drive Pump Station) in Phase 3 was changed resulting in Phase 2 gravity sewers being extended west from Holtcamp Road to the original proposed site of Pump Station C. The extended length covers the sewers from MH B3W to MH B5W and from MH C2E to Pump Station C as shown in Figure 2 of the Feasibility Study. It is stated in the scope for Phase 2 in Supplemental Agreement No. 7 that sewers from MH B3W to MH B5W would not be built.
- The AGENCY agreed as part of acquiring an easement for the Holtcamp Pump Station to construct additional parking for the property owner. The additional impervious area for the parking resulted in stormwater facilities also being required. The stormwater facilities were designed based on criteria given by the City Engineer and AGENCY was to prepare a Stormwater Site Plan. AGENCY subsequently directed CONSULTANT to prepare the Stormwater Site Plan. The original design was also revised to conform to Stormwater Site Plan.
- The AGENCY agreed as part of acquiring an easement for the gravity sewer west of Holtcamp Road between Holtcamp Road and SR 20 to remove approximately 4 feet of an existing embankment, remove the existing sewer constructed within the embankment instead of abandoning it in place, and revise the new sewer alignment. The embankment regrading was designed and addressed in the Stormwater Site Plan. Plans and specifications were changed to require removal of the existing sewer, and the new sewer alignment was also changed as required by the easement agreement. It was subsequently determined that the property ownership was different than previously understood to be and that the regrading should not be done and the sewer removal was not required. The Plans and Specifications were revised to eliminate the regrading and sewer removal.

- The alignment of part of the sewer between the Holtcamp Pump Station and Holtcamp Road was redesigned to eliminate the need for an easement at the direction of AGENCY. It was subsequently determined that acquiring the easement would be less costly than revised sewer design and the Plans and Specifications were revised to restore the original alignment at the direction of AGENCY.
- AGENCY directed that Phase 2 and Phase 3 be combined in a single contract document. AGENCY subsequently directed that Phase 2 and Phase 3 be separated into separate contract documents except that some of the Phase 3 sewers be included in Phase 2.
- The scope of work in Supplemental Agreement No. 7 required that a separate document of plans and specifications be prepared for Pump Station C (currently known as the Hospital Drive Pump Station). The pump station was to be constructed by the Hospital. The pump station location and configuration of the sewer system were subsequently changed. The pump station and the force main were included in the separate document of plans and specifications. The Hospital only built the force main, however, and AGENCY directed that the pump station be added to the Phase 3 contract documents. AGENCY subsequently directed that the pump station be included in Phase 2 when Phase 2 and Phase 3 were divided into separate contract packages after previously having been combined into a single package.
- AGENCY directed that the designs of the Holtcamp Pump Station and Hospital Drive Pump Stations be revised to add ultrasonic wet well level sensing and access safety grates and to employ radio telemetry instead of an alarm dialer.
- At the direction of AGENCY, an evaluation of trenchless construction methods was performed.

The requirement for CONSULTANT to provide AGENCY electronic copies of the final plans, specifications, and contract documents is deleted.

Task SR20-4A2: Environmental Review and Permitting For Phase 2 SR 20 Gravity Sewer Improvements

After the SEPA Checklist for Phases 2 and 3 was completed and a Determination of Non-Significance made, an addendum covering the subsequent revised stormwater design at the Holtcamp Pump Station and the proposed regrading of the embankment west of Holtcamp Road between Holtcamp Road and SR 20 was prepared.

An application for a City of Sedro-Woolley Clearing and Grading permit was prepared. The original scope of work specified that no City permits would be required.

An NPDES Construction General Permit Notice of Intent and extensions were prepared.

Applications for extensions of the Hydraulic Project Approval were prepared.

Task SR20-7: Bidding and Award Phase and Construction Phase Services for Phase 2 SR 20 Gravity Sewer Improvements

The scope of this task was originally defined in Supplemental Agreement No. 5 and was amended in Supplemental Agreement No. 7. The scope of the task is further amended with the following:

- The portion of Phase 2 remaining to be completed is defined as the facilities included in the Bidding Requirements and Contract Documents For Construction Of Phase 2 SR 20 Sewer System Improvements, October 2007.
- CONSULTANT will prepare record drawings by modifying the Plans prepared under Task SR20-4A1 using information provided by AGENCY. The record drawings will not be stamped by CONSULTANT.

- CONSULTANT will provide AGENCY one full size copy of the record drawings from the MicroStation files.
- CONSULTANT will provide AGENCY electronic copies of the record drawings translated from MicroStation to AutoCAD using the translation feature of MicroStation 2004. It is accepted that certain features of the MicroStation files may not translate to AutoCAD correctly or at all.
- CONSULTANT's administration activities such as invoicing, records archiving, and contract closeout are also to be included under this task.

Task SR20-4B1: Final Design And PS&E For Phase 3 SR 20 Gravity Sewer Improvements

The portion of Phase 3 remaining to be completed is defined to include all gravity sewers west of the Hospital Drive Pump Station that are not included in the Bidding Requirements and Contract Documents For Construction Of Phase 2 SR 20 Sewer System Improvements, October 2007. AGENCY directs CONSULTANT to perform no further work on this task except to revise the Plans to reflect the most current stage of design as of November 7, 2007 and transmit those incomplete Plans to AGENCY. CONSULTANT will not stamp the incomplete Plans. CONSULTANT will provide AGENCY one (1) half (1/2) size paper copy of the incomplete Plans and one (1) electronic copy translated from MicroStation to AutoCAD using the translation feature of MicroStation 2004. It is accepted that certain features of the MicroStation files may not translate to AutoCAD correctly or at all.

Task SR20-4B2: Environmental Review and Permitting For Phase 3 SR 20 Gravity Sewer Improvements

AGENCY directs CONSULTANT to perform no further work on this task after November 7, 2007.

Task SR20-8: Bidding and Award Phase and Construction Phase Services Phase 3 SR 20 Gravity Sewer Improvements

The definition of Phase 3 for this task is changed to include only gravity sewers west of the Hospital Drive Pump Station that are not included in the Bidding Requirements and Contract Documents For Construction Of Phase 2 SR 20 Sewer System Improvements, October 2007. This task is deleted.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the completion date to December 26, 2008.

III

Section V, PAYMENT, shall be amended as follows:

The budget amount for Task SR20-4A1: Final Design and PS&E For Phase 2 SR 20 Gravity Sewer Improvements is changed from \$112,905.63 to \$135,000.00. The revised budget reflects the amounts for the services for the completed task.

The budget amount for Task SR20-4A2: Environmental Review and Permitting For Phase 2 SR 20 Gravity Sewer Improvements is changed from \$25,610.63 to \$40,000.00. This task has been completed and the revised budget reflects the amounts invoiced for the services that were provided.

A revised budget amount for Task SR20-7: Bidding and Award Phase and Construction Phase Services for Phase 2 SR 20 Gravity Sewer Improvements is established in Exhibit D attached to this Supplemental Agreement No. 9. The budget for this task is changed from \$33,704.06 to \$81,291.06, of which \$2,000.00 is to be reserved for Consultants records archiving and contract closeout activities.

The budget amount for Task SR20-4B1: Final Design and PS&E for Phase 3 SR 20 Gravity Sewer Improvements, is changed from \$184,831.00 to \$215,000.00. The revised budget reflects the amounts for the services for the completed task.

The budget amount for Task SR20-4B2: Environmental Review and Permitting For Phase 3 SR 20 Sewer System Improvements, is changed from \$23,362.00 to \$30,000.00. No further work is to be performed on this task and the revised budget reflects the amounts invoiced for the services that were provided.

Task SR20-8: Bidding and Award Phase and Construction Phase Services Phase 3 SR 20 Gravity Sewer Improvements, is deleted by this Supplemental Agreement No. 9 and the budget shown in Exhibit D of Supplemental Agreement 7 is also deleted.

The maximum amount payable under this agreement, inclusive of all fees and other costs, is increased from \$781,354.97 to \$853,612.71.

The attached Exhibit D-1 is a summary of changes and budgets from the original agreement to this Supplemental Agreement No. 9, inclusive.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

Sincerely,

Consultant's Signature

Approving Authority

EXHIBIT D
CONSULTANT FEE DETERMINATION — SUMMARY SHEET
(SPECIFIC RATES OF PAY)
FEE SCHEDULE

PROJECT: Task SR20-7: Bidding and Award Phase and Construction Phase Services for Phase 2 SR 20 Gravity Sewer Improvements

The Budget for this task established in Supplemental Agreement No. 7 is replaced by the following. Budget is based on the revised definition of the task in Supplemental Agreement No. 9 and on all work being completed by December 26, 2008. Budget will be revised by a future Supplemental Agreement for any work not completed by December 26, 2008.

NEGOTIATED HOURLY RATES:

<u>Classification</u>	<u>2007 Hours (Est.)</u>	<u>2008 Hours (Est.)</u>	<u>2007 Rates</u>	<u>2008 Rates</u>	<u>Estimated Cost</u>
Professional 6	-	10	\$180.00	\$187.00	\$1,870.00
Professional 5	53	220	\$163.00	\$169.00	\$45,819.00
Professional 4	-	41	\$131.00	\$136.00	\$5,576.00
Professional 3	6	38	\$110.00	\$114.00	\$4,992.00
Professional 2	-	-	\$98.00	\$102.00	\$ 0.00
Professional 0&1	-	-	\$85.00	\$89.00	\$ 0.00
Technical 5	4	48	\$117.00	\$122.00	\$6,324.00
Technical 4	-	-	\$99.00	\$103.00	\$ 0.00
Technical 3	-	-	\$87.00	\$90.00	\$ 0.00
Technical 2	-	-	\$82.00	\$85.00	\$0.00
Office	22	114	\$71.00	\$74.00	<u>\$9,998.00</u>
				Subtotal	\$74,579.00

REIMBURSIBLES:

Computer and CADD Charges	\$2,529.80
Mileage and Equipment Rentals	\$1,000.00
Communications Charges (Phone, FAX, etc.)	\$667.20
Health & Safety Charges	\$0.00
Operating Expenses (Printing, postage, misc.)	\$300.00
Outside Services	<u>\$0.00</u>
	Subtotal
	\$4,497.00

ESTIMATED TOTAL THIS PROJECT, THIS SUPPLEMENT:	\$79,076.00
PREVIOUS SERVICE PERFORMED ON THIS TASK:	\$2,215.06
TOTAL TASK BUDGET:	\$81,291.06

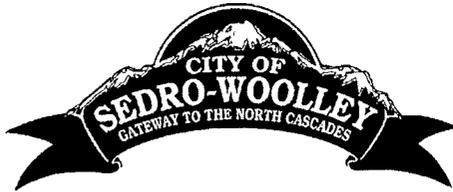
**EXHIBIT D-1
SUMMARY OF BUDGETS AND MAXIMUM AMOUNT PAYABLE**

Task(s)	Description	Original Agreement	Supplemental Agreements									Total Budgets			
			No. 1	No. 2	No. 3	No. 4	No. 5	No. 6	No. 7	No. 8	No. 9				
SR20-1, SR20-2, and SR20-3	SR 20 Sanitary Sewer Improvements Feasibility Study	\$22,560.00				(\$6,786.00)									\$15,774.00
MVE-1	Mountain View Estates Pump Station Improvements	\$21,109.00				(\$1,083.00)									\$20,026.00
SR20-4	Rhodes Road Pump Station and Force Main Final Design and PS&E		\$23,105.00			\$1,979.00									\$25,084.00
GE-1, GE-2, and GE-3	Garden of Eden Road Area Sewage Facilities Feasibility Study, Facilities Final Design And PS&E, and Geotechnical Investigation		\$93,696.00							(\$93,696.00)					\$0.00
SR20-4	SR 20 Sanitary Sewer Improvements Existing MH 5 to Trail Road - PS&E and Railroad Undercrossing Permits			\$15,094.00				\$4,620.00				\$11,130.25			\$30,844.25
WSSPS-1 WSSPS-2	Final Design and PS&E For West State Street Pump Station Influent Sewer and Force Improvements, and Railroad Permits For West State Street Pump Station Influent Sewer and Force Improvements			\$18,739.00								\$6,768.92			\$25,507.92
WSSPS-3	Bidding and Award Phase and Construction Phase Services for West State Street Pump Station Influent Sewer and Force Main Improvements						\$6,944.00					\$2,026.68			\$8,970.68
SR20-5	Construction Phase Services for Rhodes Road Pump Station and Force Main						\$12,876.00	\$15,124.00				(\$2,752.70)			\$25,247.30
SR20-6	Bidding and Award Phase and Construction Phase Services for Phase 1 SR 20 Gravity Sewer Improvements						\$6,944.00					\$5,972.91			\$12,916.91
SR20-4A1	Final Design and PS&E for Phase 2 SR 20 Gravity Sewer Improvements							\$100,024.00				\$12,881.63		\$22,094.37	\$135,000.00
SR20-4A2	Environmental Review and Permitting for Phase 2 SR 20 Gravity Sewer Improvements							\$34,074.00				(\$8,463.37)		\$14,389.37	\$40,000.00
SR20-4A3	Biological Evaluation for Phase 2 SR 20 Gravity Sewer Improvements							\$15,573.00				\$15,559.58			\$13,42

EXHIBIT D-1
SUMMARY OF BUDGETS AND MAXIMUM AMOUNT PAYABLE

Task(s)	Description	Original Agreement	Supplemental Agreements									Total Budgets	
			No. 1	No. 2	No. 3	No. 4	No. 5	No. 6	No. 7	No. 8	No. 9		
SR20-7	Bidding and Award Phase and Construction Phase Services for Phase 2 SR 20 Gravity Sewer Improvements						\$19,448.00		14,256.06			\$47,587.00	\$81,291.06
GE-1	Garden of Eden Road Area Sewage Facilities Feasibility Study						\$23,139.00						\$23,139.00
GE-2 and GE-3	Garden of Eden Road Area Sewage Facilities Final Design And PS&E and Garden of Eden Road Area Sewage Facilities						\$134,669.00		(\$24,867.59)				\$109,801.41
GE-4	Geotechnical Investigation Environmental Review and Permitting for Initial Construction of Garden of Eden Road Area Sewage Facilities						\$28,981.00		(\$15,351.95)				\$13,629.05
GE-5	Biological Evaluation for Initial Construction of Garden of Eden Road Area Sewage Facilities						\$15,573.00		(\$15,573.00)				\$0.00
GE-6	Bidding and Award Phase and Construction Phase Services for Initial Construction of Garden of Eden Road Area Sewage Facilities						\$26,365.00		(\$15,002.71)				\$41,367.71
SR20-4B1	Final Design and PS&E for Phase 3 SR 20 Gravity Sewer Improvements								\$184,831.00			\$30,169.00	\$215,000.00
SR20-4B2	Environmental Review and Permitting for Phase 3 SR 20 Gravity Sewer Improvements								\$23,362.00			\$6,638.00	\$30,000.00
SR20-8	Bidding and Award Phase and Construction Phase Services for Phase 3 SR 20 Gravity Sewer Improvements								\$48,620.00			(\$48,620.00)	\$0.00
	Totals	\$43,669.00	\$116,801.00	\$0.00	\$20,874.00	\$188,863.00	\$135,031.00	\$242,283.97	\$0.00	\$72,257.74	\$853,612.71		
	Agreement Maximum	\$43,669.00	\$194,303.00	\$194,303.00	\$215,177.00	\$404,040.00	\$539,071.00	\$781,354.97	\$781,354.97	\$853,612.71	\$853,612.71		

Note: Shaded tasks have been completed.
Tasks with heavy outlines are active or the budgets are adjusted in Supplemental Agreement No. 9.



CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
720 Murdock Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

Mark A. Freiberger, PE
Director of Public Works/City Engineer

MEMO TO: City Council and Mayor Mike Anderson
FROM: Mark A. Freiberger, PE
RE: **Construction Phase Professional Services Agreement
Reichhardt & Ebe Engineering, Inc.**
Phase 2 SR20 Sewer System Improvements Project
DATE: December 20, 2007 (for Council review January 2, 2008)

ISSUE

Should Mayor Anderson execute the attached Agreement for Professional Services with Reichhardt & Ebe Engineering, Inc. for construction phase inspection & construction management support services for the Phase 2 SR20 Sewer Improvement Project?

BACKGROUND/DISCUSSION

Council awarded the construction contract for the Phase 2 SR20 Sewer System Improvement Project to Strider Construction, Inc. on December 12, 2007. Strider indicates that they plan to begin work in mid-January 2008.

This Agreement provides budget for construction inspection and management services for the project. A separate agreement with CH2M Hill, the design consultant, covers submittal review and record drawings, along with engineering support. A separate agreement will also be issued for geotechnical support services for the contract.

FINANCIAL

Here is the updated funding and estimated cost for the overall project.

FUNDING

Public Works Trust Fund – 2008 Budget	\$2,900,000	
TOTAL AVAILABLE FUNDING		\$2,900,000

ESTIMATED COST

Strider Construction Company Contract inc. WSST	\$2,050,023.60	
Construction Contingency 10%	\$ 205,002.00	
SUBTOTAL CONSTRUCTION		\$2,255,024
CH2M Hill Supplemental Agreement 9	\$ 81,291.06	
Reichhardt & Ebe Agreement	\$ 119,237.03	
Geotechnical (estimated - not awarded yet)	\$ 41,000.00	
SUBTOTAL CONSTRUCTION ENGINEERING		\$ 241,528
TOTAL ESTIMATED CONSTRUCTION COST		\$2,496,552

ANALYSIS

The R&E total for inspection and construction engineering support represents 5.8% of the contract total. Combining this work with the proposed agreement with CH2M Hill engineering support services and a yet to be negotiated geotechnical agreement, Staff estimates that the total Construction Phase Services work will total approximately 11.1% of the construction contract total.

The 2008 Budget allows \$2,900,000 in combined PWTF and Sewer Reserve funds for this project. The total contract, contingency and the construction engineering estimate is \$2,496,552, leaving approximately \$403,000 for other projects.

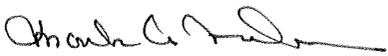
RECOMMENDATION

It is Staff's recommendation that Council authorize Mayor Anderson to execute the attached Agreement for Professional Services with Reichhardt & Ebe Engineering, Inc. of Sedro-Woolley, WA for construction phase inspection and engineering support services.

MOTION:

Move to authorize Mayor Anderson to execute an Agreement for Professional Services with Reichhardt & Ebe Engineering, Inc. of Sedro-Woolley, WA for construction phase inspection and engineering management services for the Phase 2 SR20 Sanitary Sewer Improvements Project in the amount of \$119,237.03.

Respectfully submitted,



Mark A. Freiberger, PE
Director of Public Works/City Engineer

Reichhardt & Ebe Engineering, Inc.

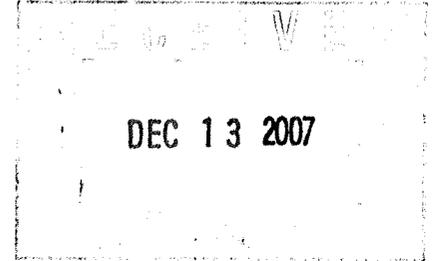
Consulting Engineers

813 Metcalf Street
Sedro-Woolley, WA 98284

Phone 360-855-1713
Fax 360-855-1164

December 12, 2007

City of Sedro-Woolley
720 Murdock Street
Sedro-Woolley, Washington, 98284



Attn: Mr. Mark Freiburger, City Engineer/Public Works Director

Re: Construction Management Services
Phase 2 SR 20 Sanitary Sewer Improvements Project

Dear Mr. Freiburger:

Thank you for taking time today to meet and discuss this project. As we discussed, I have modified our scope and budget to better meet the City's anticipated Construction Management needs for the project. Thank you for the opportunity to provide the City of Sedro-Woolley this proposal for Construction Management services.

Attached are the following documents for your review:

- Exhibit A, Scope of Work
- Exhibit B, Man Hour Estimate, \$119,237.03

If this proposal meets with your approval, a task order may be prepared under our 2007 On-call agreement. Please contact me with any questions or if you require additional information.

Respectfully,
Reichhardt & Ebe Engineering, Inc.

James L. Hobbs, Jr. P.E.

EXHIBIT A

CONSTRUCTION SERVICES FOR THE Phase 2 SR 20 Sewer System Improvements

SCOPE OF WORK

During the term of this Agreement, Reichhardt & Ebe Engineering Inc., (CONSULTANT) shall perform professional services for the City of Sedro-Woolley Public Works (CITY), including construction management in connection with the CH2MHill (ENGINEER) designed:

Phase 2 SR 20 Sewer System Improvements

This document shall be used to plan, conduct and complete the work on the PROJECT.

I. BACKGROUND

Phase 2 SR 20 Sewer System Improvements generally consists of approximately 3,434 linear feet of 8-inch gravity sanitary sewer, approximately 1,548 linear feet of 6-inch force main, 6-inch gravity sanitary side sewers approximately 8 in number and having a total length of 150 linear feet, a 400 gallon per minute submersible type pump station, a 300 gallon per minute submersible type pump station, approximately 126 linear feet of 4-inch force main to connect an existing pump station to a new gravity sewer, removal and restoration of pavement and other existing surface features and improvements, temporary traffic control, and other work. Most of the 6-inch force main will be installed parallel to one of the gravity sewers and a portion of the force main must be installed under Brickyard Creek using horizontal directional drilling. The project is funded with Local funds; the scope of work is expected to last approximately fourteen (14) weeks following the Notice to Proceed.

II. PROJECT DESCRIPTION

The work to be performed by the CONSULTANT consists of providing construction management and construction inspection for the Phase2 SR 20 Sewer System Improvements Project. The work to be performed by the CONSULTANT consists of attending project meetings, corresponding with all parties involved, schedule tracking, submittal tracking, on-site civil inspection, quantities tracking, aiding in change order preparation, and the representation necessary to ensure that the work is constructed in accordance with the contract plans and specifications. Construction documentation will be prepared in accordance with the Washington Department of Transportation Local Agency Guidelines (LAG) Manual.

III. ASSUMPTIONS

This scope of work is based on the following assumptions:

1. ENGINEER will provide a complete Record of Materials (ROM) to the CONSULTANT for all materials to be incorporated into the project.
2. The CONSULTANT will coordinate with all City provided testing agencies, consultants or contractors necessary to complete the construction management. The CONSULTANT reserves the right to provide Civil inspection services using CONSULTANT personnel. The CITY shall provide

all geotechnical and special inspections including but not limited to building inspections, grout, steel and any other special inspections required by the construction contract.

3. The CONSULTANT will provide the equivalent of one full-time construction inspector for eight hours per day for 70 days working days as agreed upon with the CITY.
4. The CONSULTANT will be readily available via, phone and email to discuss immediate project issues as necessary and will attend regularly scheduled and special project meetings.

IV. WORK TASKS

TASK 1 – PROJECT MANAGEMENT/ADMINISTRATION

1. SPECIFIC ACTIVITIES

- ◆ Attend Project Management Meetings, Progress meetings and the Pre-Construction Meeting with the Contractor, the ENGINEER, the CITY, WSDOT and other consultants. Meetings will be scheduled in advance and shall occur on a weekly basis or as needed. This Task will include meetings or conference calls between the CITY, the CONSULTANT, the ENGINEER, and the Contractor to discuss Project management issues, including satisfaction of the CITY, budget, schedule, project direction, coordination, and changes. The Task will also include meetings with key members of the ENGINEER Project team to discuss current activities, track progress, identify issues and decisions required to maintain progress, coordinate the work, and obtain information from team members.
- ◆ Develop Project documentation system and tracking systems for submittals, change orders, revisions, force account work, correspondence and Project contacts. Contractor originated RFI's will not be tracked by the CONSULTANT as indicated by the CITY. The Contractor will direct all RFI's directly to the ENGINEER for appropriate action.
- ◆ Maintain Project Files.
- ◆ Track Bid Item quantities incorporated into the project. Monthly Bid Item quantities will be directed to the CITY for the preparation of monthly pay requests.
- ◆ Review Bid Item quantities with the Contractor.
- ◆ Prepare and maintain supporting documentation for the bid item quantities.
- ◆ Collect, review and document Certified Payrolls, Monthly Employment Utilization Reports (MEUR's) and DBE/WMBE reports.
- ◆ Coordination of CONSULTANT Project staff and consultant efforts.
- ◆ Coordination of the construction survey with the Contractor.
- ◆ CONSULTANT budget tracking.
- ◆ Preparation of Monthly CONSULTANT Invoices to be submitted for payment to the CITY.

2. PRODUCTS

- ◆ Project documentation.
- ◆ Database reports of outstanding submittals and change orders.
- ◆ Project bid item quantity documentation.
- ◆ Monthly Invoices

TASK 2 – CONTRACT DOCUMENT REVIEW

1. SPECIFIC ACTIVITIES

- Review and become familiar with the project Plans and Specifications as well as the site to ensure Project understanding.

TASK 3 – CONSTRUCTION MANAGEMENT

1. SPECIFIC ACTIVITIES

- ◆ Act as daily point of contact with the Contractor and CITY and monitor progress and quality of work on a daily basis.
- ◆ Act as a daily point of contact with property owners adjacent to the project. The ENGINEER and/or the CITY will be responsible for satisfying the concerns of the property owner and for making any changes to the project to accommodate those concerns.
- ◆ Advise the ENGINEER as to the need or justification for Change Orders. The ENGINEER shall be responsible for preparing cost estimates, negotiations with the Contractor, preparation of, and obtaining the appropriate approval for Change Orders from the CITY. At the CITY's request the CONSULTANT will aid in Change Order cost analysis and review.
- ◆ Review and approve force account work as allowable by the Contract Documents.
- ◆ Resolve day-to-day Project issues, as well as design and contract issues with the ENGINEER, Contractor and CITY. The ENGINEER shall be responsible for making and implementing any and all revisions to the Project documents.
- ◆ Prepare and respond to all Project correspondence with the Contractor, ENGINEER and CITY.
- ◆ Document and track RAM's and Submittals. All RAM's and submittals will be forwarded to the ENGINEER for review and approval.
- ◆ Review Contractor's baseline schedules. Maintain schedule updates and record calendar or working days during contract work in accordance with the Contract Documents.
- ◆ Maintain updated field record drawings.
- ◆ Coordination and communication with the ENGINEER and the CITY.
- ◆ Preparation field record drawings to be turned over to the ENGINEER for use in preparation of the As-Built Drawings.

2. PRODUCTS

- ◆ Written documentation pertaining to Project issues.
- ◆ Written correspondence
- ◆ Weekly working days statements.
- ◆ Field record drawings turned over to the ENGINEER after physical completion.

TASK 4 – TESTING SERVICES

1. SPECIFIC ACTIVITIES

- ◆ Coordinate the performance of quality control testing. Ensure that testing is performed on an as-needed basis in accordance with the ROM and LAG Manual by CITY provided accredited testing laboratory. Quality control testing services provided by the CITY shall include but is not limited to:
 - a) Soil materials testing
 - b) Proctor analysis and in-place density testing for backfill operations.
 - c) Hot mix asphalt testing
 - d) Rebar inspection
 - e) Structural Concrete and grout Testing and Concrete Cylinders

2. PRODUCTS

- ◆ Written test results and/or reports for all tests conducted distributed to ENGINEER, CITY and Contractor.

TASK 5 – INSPECTION SERVICES

1. SPECIFIC ACTIVITIES

- ◆ Document pre-construction conditions by taking photos as well as develop field notes prior to construction start.
- ◆ Inspect work methods and products; verify compliance with Project contract plans and specifications.
- ◆ Inspect materials; verify compliance with Project contract plans and specifications.
- ◆ Inspect equipment; verify compliance with approved submittals and Project contract plans and specifications.
- ◆ WSDOT is to perform pre-cast plant inspection, and other WSDOT stamped or approved products and materials as required by the Contract Documents.
- ◆ Coordination of work with adjacent property owners.
- ◆ Coordination with utility companies.
- ◆ Point of contact for quality control testing services.
- ◆ Review required wage rates and conduct employee wage interviews.
- ◆ Verify environmental compliance.
- ◆ Prepare inspection correspondence, records and reports.
- ◆ Verify permit compliance.
- ◆ Develop punch lists.

2. PRODUCTS

- ◆ Pre-Construction Photos
- ◆ Daily inspection report on quality compliance.
- ◆ Quality Control test reports.
- ◆ Wage Interview Report
- ◆ Punch lists.

TASK 6 – PROJECT CLOSEOUT

1. SPECIFIC ACTIVITIES

- ◆ Conduct final inspection with the CITY, ENGINEER and Contractor to establish final punch list.
- ◆ Monitor and verify completion of punch list items.
- ◆ Coordinate transmittal of Contractor's as-built information to the ENGINEER.

2. PRODUCTS

- ◆ Itemized punch list.
- ◆ Issuance of one paper set of field record drawings to the ENGINEER

EXHIBIT B

PHASE 2 SR 20 SANITARY SEWER SYSTEM IMPROVEMENTS

Man-Hour and Cost Estimate

REICHHARDT & EBE ENGINEERING, INC.

Date: December 11, 2007

Construction Services

Task No.	Task Description	Engr. Level VII	Engr. Level V	Engr. Level II	Tech. Level VI	Tech. Level V	Cler. Level III	Cler. Level II
1.0	Project Management/Administration							
1.1	Coordinate and Track Submittals & Correspondence		40					65
1.2	Project Meetings		10		21			
1.3	Review Monthly Progress Payments & Submit to City		8		8			20
1.4	Prepare Monthly Status Reports & Invoices		12					24
1.5	Prepare Supporting Documentation for Invoices		8		4			8
1.6	Coordinate w/ Consultant Staff Efforts		12		12			12
1.7	Document Expenditures on Consultant Task		6					3
	Sub-Total	0	96	0	45	0	0	132

2.0	Contract Document Review							
2.1	Review Project Plans and Specifications		8		10			
	Sub-Total	0	8	0	10	0	0	0

3.0	Construction Management							
3.1	Monitor Progress & Construction Quality		16		20			
3.2	Track Changes to the Contract Documents		15		20			2
3.3	Track and Review Monthly Unit Bid Item Quantities		8	4	16			12
3.4	Review Specifications & Drawing Requirements		6		16			
3.5	Prepare & Respond to all Project Correspondence		28		28			16
3.6	Resolve Day-to-day Issues		28		35			
3.7	Assist in Claim Evaluation		26		24			8
3.8	Maintain Updated Field Record Drawings		10		16			
3.9	Review/Monitor Contractor's Baseline Schedules		14		14			
3.10	Document Compliance of other Agencies' Requirements		4		8			10
3.11	Coordinate & Communicate with Contracting Agency		14		14			
	Sub-Total	0	169	4	211	0	0	48

4.0	Testing Services							
4.1	Coordinate Testing Schedule		6		16			
4.2	Distribute Testing Results as Required		6		8			16
4.3	Document and Maintain Testing Result Documents		8		5			16
	Sub-Total	0	20	0	29	0	0	32

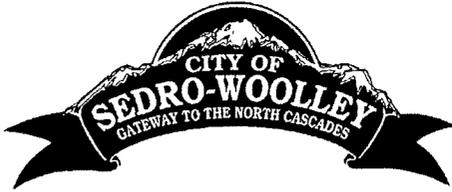
5.0	Inspection Services							
5.1	Pre-Construction Photos and Documentation				4			
5.2	Pre-Construction Project Review				4			
5.3	Preconstruction Conference		2		2			1
5.4	Inspect Work Methods & Products		14		560			
5.5	Inspect Materials and Verify Compliance		6		16			
5.6	Inspect Equipment and Verify Compliance				10			
5.7	Coordinate with Adjacent Property Owners		4		16			
5.8	Coordinate with Utility Companies		4		16			
5.9	Review Required Wage Rates				4			16
5.10	Prepare Inspection Correspondence, Records & Reports				12			
5.11	Verify Permit Compliance		4		4			
5.12	Develop Punch Lists		4		4			1
	Sub-Total	0	38	0	652	0	0	18

6.0	Project Closeout							
6.1	Conduct Final Inspection		2		8			
6.2	Verify Completion of Punch list Items		1		4			
6.3	Verify Warranties & Coordinate Issues		4					
6.4	Coordinate Submittal of Record Drawings to Engineer		4	8				
	Sub-Total	0	11	8	12	0	0	0

TOTAL HOURS	0	342	12	959	0	0	230
Hourly Rate	\$123.11	\$100.47	\$66.51	\$77.83	\$66.51	\$46.71	\$41.04
SUB-TOTAL	\$0.00	\$34,360.74	\$798.12	\$74,638.97	\$0.00	\$0.00	\$9,439.20

TOTAL \$119,237.03

TOTAL \$119,237.03



CITY OF SEDRO-WOOLLEY
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Phone (360) 855-0771
Fax (360) 855-0733

Mark A. Freiberger, PE
Director of Public Works/City Engineer

MEMO TO: City Council and Mayor Mike Anderson

FROM: Mark A. Freiberger, PE

RE: **Sedro-Woolley Public Works Department Standards
General Discussion**

DATE: December 27, 2007 (for Council review January 2, 2008)

ISSUE

Staff desires a general discussion with council on the Sedro-Woolley Public Works Department Standards (SWPWDS) in preparation for final revision and adoption of the Standards.

BACKGROUND/DISCUSSION

The Sedro-Woolley Public Works Standards provide Staff with guidelines for design and implementation of both public and private infrastructure construction impacting city right of way.

The current SWPWDS dated 4/26/2006 are incomplete, lacking referenced standard drawings and also referencing out of date state standards in some instances. A draft revision to the SWPWDS dated 5/29/07 correcting the gaps was previously provided to each council member for review and comment.

Certain aspects of the SWPWDS require general guidance from council as they have a significant impact on the cost of doing business in the city and the quality of infrastructure improvements completed by private parties. Staff plans to present these items along with a comparison for our sister cities for council review.

It is anticipated that a number of iterations will be required to finalize the document for adoption.

The Public Works Department desires to finalize the standards in the near future (within six months) as these are the subject of regular use and interpretation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark A. Freiberger". The signature is written in a cursive, flowing style.

Mark A. Freiberger, PE
Director of Public Works/City Engineer