

**PROJECT ADDENDUM NO. 3E  
TO CONSULTANT SERVICES CONTRACT**

**ROBB ROAD WATER MAIN LOOP PROJECT PHASE 2  
I-5 CROSSING CONSTRUCTION MANAGEMENT SERVICES**

This Project Addendum entered into this day \_\_\_ of \_\_\_\_\_ 2017, by and between the City of Kalama, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the Consultant Services Contract for engineering services dated (by Agency) February 18, 2015, for additional services related to the Robb Road Water Main Loop Project Phase 2 Design and Permitting.

**SUMMARY OF PROJECT UNDERSTANDING**

The City of Kalama has opened bids for the second phase of the Robb Road Water Main Loop Project which consists of installing new water main under the I-5 Undercrossing at Robb Road from Todd Road to the BNSF railroad tracks. The City has awarded the construction contract for this project and would like assistance with construction management services.

**SCOPE OF WORK**

Gray & Osborne proposes to provide the following construction management services to assist the City of Kalama with completion of this project.

1. Provide Project Management

Provide project management services during the construction phase of the project. This task will include coordinating and managing the schedule and budget for the project team. The City will be provided with budget updates on a monthly basis. This task will also include coordination with the City, regulatory agencies, and funding agencies.

2. Review Submittals

Review equipment, material, and plan submittals from the contractor for conformance with the Plans and Specifications. Return submittal review comments to the contractor and City.

3. Provide Field Inspection Services

Provide part time field inspection services to observe construction and document conformance of the work with the Plans and Specifications. It has been assumed that 50 working days of on-site inspection will be provided. This is based upon the contract time of 50 working days for substantial completion and 60 working days for final completion.

Observe means and methods employed by the contractor and materials delivered to the site. Provide project documentation including Daily Reports, Weekly Quantity Reports, and Weekly Working Day Reports. Confirm quantities for payment with the contractor's field representative. At substantial completion, complete a project walkthrough with City and the contractor and prepare a punchlist of remaining work items to be completed.

4. Prepare Progress Pay Estimates

Prepare monthly progress pay estimates detailing the amount of work completed by the Contractor. Verify unit quantities and progress to date on lump sum items.

5. Review and Respond to Requests for Information and Prepare Change Orders

Review and respond to requests for information and clarifications from the contractor. Prepare any clarification drawings or design modifications necessary to complete the project. Prepare and distribute responses. Review, negotiate and prepare change orders as necessary for review and approval by the City.

6. Conduct Construction Meetings and Site Visits

Attend the preconstruction conference and biweekly project progress meetings to coordinate work activities with the contractor and City. Prepare and distribute meeting minutes to attendees. Meetings and site visits are also intended to review project progress and resolve construction issues. Attendance at a preconstruction meeting, four construction meetings, and a final project walkthrough have been assumed.

7. Prepare Record Drawings

Prepare record drawings in AutoCAD format based on contractor and field inspector redlines.

8. Complete Project Close-Out Documentation

Complete project close-out documentation including Department of Revenue Construction Completion Form. Collect required Affidavits of Wages Paid from the Contractor.

**DELIVERABLES**

Deliverables will be provided in the following format:

Reviewed Submittals – One copy  
Inspector Daily and Weekly Reports – One copy  
Inspector Photographs – One digital copy  
Progress Pay Estimates – One copy  
RFI Responses and Change Orders – One copy  
Meeting Minutes – One copy  
Record Drawings – Two half size and two full size paper copies and electronic files in AutoCAD and pdf format

At completion of the project the City will be provided with a CD-Rom with electronic copies of all project documentation.

**ASSUMPTIONS**

The duty and/or services furnished hereunder by Gray & Osborne do not include a review of the adequacy of any contractor's safety measures in, on, or near a project construction site. The contractor alone shall have the responsibility and liability thereof, and shall be insured accordingly. Neither the activities of Gray & Osborne, nor the presence of their employees at a site, shall relieve the contractor of their obligations, duties, and responsibility with any health or safety precaution required to ensure the safety of the jobsite.

**BUDGET**

Based on the Scope of Work described above, the total estimated cost for additional engineering services for Project Addendum 3E is **\$56,205** as shown in the attached Exhibit A.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this ADDENDUM to the Consultant Services Contract in duplicate on the respective dates below.

**GRAY & OSBORNE, INC.**

**CITY OF KALAMA**

By:   
(Signature)

By: \_\_\_\_\_  
(Signature)

Name: Michael B. Johnson, P.E., President  
GRAY & OSBORNE, INC.

Name: \_\_\_\_\_  
(Print)

Date: 7/2/17

Date: \_\_\_\_\_

"Equal Opportunity/Affirmative Action Employer"

**EXHIBIT "A"**

**ENGINEERING SERVICES  
SCOPE AND ESTIMATED COST**

*City of Kalama - Robb Road Water Main Loop Project Phase 2  
Project Addendum 3E - I-5 Crossing Construction Management Services*

Tasks	Principal Hours	Project Manager Hours	Civil Eng. Hours	Field Inspector Hours	AutoCAD Tech Hours
1 Provide Project Management		2			
2 Review Submittals		2	16		
3 Provide Field Inspection Services				400	
4 Prepare Progress Pay Estimates		3	6		
5 Respond to RFIs and Prepare Change Orders	1	2	8		4
6 Construction Construction Meetings and Site Visits		6	12		
7 Prepare Record Drawings		1	4		4
8 Complete Project Closeout Documentation		1	2		
Hour Estimate:	1	17	48	400	8
Fully Burdened Billing Rate Range:*	\$112 to \$182	\$115 to \$178	\$75 to \$114	\$75 to \$114	\$45 to \$90
Estimated Fully Burdened Billing Rate:*	\$165	\$160	\$120	\$113	\$70
Fully Burdened Labor Cost:	\$165	\$2,720	\$5,760	\$45,200	\$560

Total Fully Burdened Labor Cost: \$ 54,405

Direct Non-Salary Cost: \$ 1,800  
Mileage & Expenses (Mileage @ IRS Rate)

**TOTAL ESTIMATED COST: \$ 56,205**

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.