

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

**ROBB ROAD WATER MAIN LOOP PROJECT PHASE 3
TIDEWATER DRIVE WATER MAIN**

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 completed design and construction of Phase 1 and 2 of the Robb Road Water Main Loop Project. Construction of Phase 1 is complete and the construction of Phase 2 is expected to be in Fall 2017. It is our understanding that the City would now like to design the final phase of this project to complete the loop between the existing water main on Toteff Road and the water main that has been installed to the west side of the BNSF railroad crossing. This project will consist of installing approximately 1,200 lf of water main along Tidewater Drive, a private road.

SCOPE OF WORK

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

Task 1 – Design and Permitting

1. Provide Project Management

Provide project management services during the design engineering 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 and regulatory agencies.

2. Research Existing Utilities

Contact utility providers in the area to obtain record drawing information of existing utilities in the project area. Call for underground locates to be completed in the project area prior to completing topographic survey.

3. Complete Topographic Survey and Identify Required Easements on Private Property

Complete a field topographic survey of the proposed water main alignment. Identify existing marked utilities, roadway, and property lines. Prepare legal descriptions for required easements for the waterline. It is anticipated that five easement legal descriptions will be required.

4. Complete Water Main Design

Complete engineering design of the project. This task includes completing the engineering analysis and calculations necessary to complete the design. This task also includes preparation of detailed plans, specifications, and cost estimates to adequately describe the work for a public works contractor. Gray & Osborne will provide the following services to complete this task.

A. Prepare 50 Percent Submittal

Prepare 50 percent plans, specifications, and construction cost estimates for the project. Plans and specifications will be suitable for public works bid. Specifications will be prepared in CSI format. 50 percent plans, specifications, and cost estimates will be submitted to the City for review and comment.

B. Prepare 90 Percent Submittal

Prepare 90 percent plans, specifications, and construction cost estimates for the project. Plans and specifications will be suitable for public works bid. Specifications will be prepared in CSI format. 90 percent plans, specifications, and cost estimates will be submitted to the City for review and comment.

C. Prepare Final Submittal

Prepare final plans, specifications, and construction cost estimates for the project. Plans and specifications will be suitable for public works bid. Specifications will be prepared in CSI format. Final plans, specifications,

and cost estimates will be submitted to the Agencies for regulatory approval.

5. Prepare Permit Applications

Coordinate with the various permitting agencies and prepare the required permit applications for the project. Anticipated permit applications include the following:

- Port of Kalama Construction Permit

Permit application and review fees have not been included in this scope of work. It has been assumed that these will be paid directly by the City.

6. Complete QA/QC Review

Conduct internal Quality Assurance/Quality Control reviews of the 50 percent submittal, 90 percent submittal, and final submittal for the project.

7. Attend Meetings and Site Visits

Attend meetings with City staff during development of the plans and specifications to discuss project issues and review draft deliverables. Complete site visits to verify site conditions.

- 90 Percent Design Review Meeting
- Site Visits (1)

8. Provide Bid and Award Services

Provide bid and award services include review of bids, preparation of bid tabulation, and recommendation of award.

Task 2 – Construction Management Services

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 field inspection services to observe construction and document conformance of the work with the Plans and Specifications. It has been assumed that 80 hours of field inspection will be provide assuming that on-site work will be for 10 working days.

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 a final project meeting to coordinate work activities with the contractor and City. Prepare and distribute meeting minutes to attendees.

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.

BUDGET

Based on the Scope of Work described above, the total estimated cost for engineering services is **\$36,860** as shown in the attached Exhibit A.

SCHEDULE

The anticipated schedule of work is as follows:

Notice to Proceed	August 7, 2017
Submit 50 Percent Plans, Specifications and Cost Estimate	September 30, 2017
Submit 90 Percent Plans, Specifications and Cost Estimate	October 30, 2017
Submit Final Plans, Specifications and Cost Estimate	November 20, 2017

DELIVERABLES

Deliverables will be provided in the following format:

50 Percent Plans, Specifications, and Cost Estimate – Three copies
90 Percent Plans, Specifications, and Cost Estimate – Three copies
Final Plans, Specifications, and Cost Estimate – Three copies
Easement Legal Descriptions and Permit Applications – One copy

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

ASSUMPTIONS

1. Contact with private property owners and negotiation of easements has not been included. It is assumed that this will be done by City staff.

2. Costs of permit and application fees have not been included. It has been assumed that these fees will be paid directly by the City.

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: 7/21/17

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT "A"

**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST**

*City of Kalama - Robb Road Water Main Loop Project Phase 3
Tidewater Drive Water Main*

Tasks	Principal Hours	Project Manager Hours	Civil Eng. Hours	AutoCAD Tech Hours	Field Inspector Hours	Professional Land Surveyor Hours	Field Survey Hours (2 person crew)
Task 1 - Design and Permitting							
1 Project Management		2					
2 Research Existing Utilities			2				
3 Complete Topographic Survey and Identify Easements		1	2	8		16	24
4 Complete Water Main Design							
b. Prepare 50% Plans and Specifications and Cost Estimate	1	4	16	16			
c. Prepare 90% Plans and Specifications and Cost Estimate	1	4	16	16			
d. Prepare Final Plans and Specifications and Cost Estimate	1	2	4	4			
5 Prepare Permit Applications		1	4	2			
6 Complete QA/QC Review	3	3	3				
7 Meetings/Site Visits		8	8				
8 Bid and Award Services		1	4				
Task 2- Construction Management							
1 Provide Project Management		2					
2 Review Submittals		2	8				
3 Provide Field Inspection Services					80		
4 Prepare Progress Pay Estimates		2	4				
5 Respond to RFIs and Prepare Change Orders	1	1	4	4			
6 Construction Construction Meetings and Site Visits		4	8				
7 Prepare Record Drawings		1	2	4			
8 Complete Project Closeout Documentation		1	2				
Hour Estimate:	7	39	87	54	80	16	24
Fully Burdened Billing Rate Range:*	\$112 to \$182	\$115 to \$178	\$75 to \$114	\$45 to \$90	\$75 to \$114	\$108 to \$121	\$144 to \$193
Estimated Fully Burdened Billing Rate:*	\$155	\$145	\$110	\$65	\$113	\$120	\$170
Fully Burdened Labor Cost:	\$1,085	\$5,655	\$9,570	\$3,510	\$9,040	\$1,920	\$4,080
Total Fully Burdened Labor Cost:		\$ 34,860					
Direct Non-Salary Cost:							
Mileage & Expenses (Mileage @ \$0.53/mile)		\$ 1,500					
Printing		\$ 500					
TOTAL ESTIMATED COST:		\$ 36,860					

* 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.