

**CITY OF BLAINE**  
**REQUEST FOR COUNCIL ACTION**  
**MEETING DATE: May 12, 2014**

**SUBJECT:** Professional Services Agreement with Reichhardt & Ebe Engineering for Vista Terrace Sanitary Sewer Improvements Engineering Design

**Ravyn**

**DEPARTMENT:** Public Works

**PREPARED BY:** Whitewolf

Digitally signed by Ravyn Whitewolf  
DN: cn=Ravyn Whitewolf, o=City of Blaine, ou=Public Works,  
email=rwhitewolf@cityofblaine.com, c=US  
Date: 2014.05.08 09:13:04 -0700

(Digital Signature)

**AGENDA LOCATION:**  Consent Agenda       Council Action       Unfinished Business

**ATTACHMENTS:** Draft Professional Services Agreement – Vista Terrace Sanitary Sewer Improvements

**BACKGROUND/SUMMARY:** The city awarded the initial design contract to Reichhardt & Ebe Engineering back on April 25, 2011 but the project was put on hold to find alternative funding for the project and the contract lapsed. New funding has been acquired since that time that enables the city to not only fund the public infrastructure but also enables assistance to home owners with connection costs including septic tank abatement, general facility fees and other connection costs. The design contract includes design and bid services for two phases of the project: installation of a sanitary sewer for Lincoln Lane, Allan Street in 2014 and Vista Terrace Avenue in 2015. The project is part of a ULID that was established in 2011.

**BUDGET IMPLICATIONS:** This project is budgeted in the 2014 Capital Improvement Plan and the Wastewater Capital Improvement Fund (325).

**RECOMMENDATION:** Staff recommends that Council authorize the City Manager to execute a contract with Reichhardt & Ebe Engineering, Inc. for engineering design services for the Vista Terrace Sanitary Sewer Improvements not to exceed \$140,010.

**REVIEWED BY:**

**City Manager** Sheri Sanchez  
Digitally signed by Sheri Sanchez  
DN: cn=Sheri Sanchez, o=City of Blaine, ou=City Clerk,  
email=csanchez@cityofblaine.com, c=US  
Date: 2014.05.08 09:27:02 -0700  
(Sheri Sanchez for David Wilbrecht)

**Finance Director** Jeff Lazenby  
Digitally signed by Jeff Lazenby  
DN: cn=Jeff Lazenby, o=City of Blaine, ou=Finance,  
email=jlazenby@cityofblaine.com, c=US  
Date: 2014.05.08 21:51:07 -0700  
(Digital Signature)

**City Clerk** Sheri Sanchez  
Digitally signed by Sheri Sanchez  
DN: cn=Sheri Sanchez, o=City of Blaine, ou=City Clerk,  
email=csanchez@cityofblaine.com, c=US  
Date: 2014.05.08 13:30:05 -0700  
(Digital Signature)

**COUNCIL ACTION:**

Approved     Denied     Tabled/Deferred     Assigned to: \_\_\_\_\_

**ADDITIONAL INFORMATION:** \_\_\_\_\_

**CITY OF BLAINE  
PROFESSIONAL SERVICES AGREEMENT**

**Vista Terrace Sanitary Sewer Improvements**

**THIS AGREEMENT** is between the City of Blaine, a municipal corporation (hereinafter referred to as "City") and < Reichhardt & Ebe Engineering, Inc. (hereinafter referred to as "Consultant").

**WITNESSETH:**

**1. SCOPE**

Consultant agrees to provide City with professional services for the design and related documents for the Vista Terrace Sanitary Sewer Improvements project. The project will include installation of a sanitary sewer for Lincoln Lane, Allan Street, and Vista Terrace Avenue. A more detailed description of the scope of services is attached hereto as Exhibit "A" and incorporated herein by this reference.

**2. TERM**

This Agreement shall commence on March 1, 2014 and will terminate on December 31, 2015 unless extended by separate amendment to this Agreement.

**3. COMPENSATION, INVOICING, PAYMENT**

A. City shall pay Consultant on a time and material basis not to exceed One Hundred Forty Thousand and Ten Dollars and No/Cent (\$140,010) for completed work and services rendered under this Agreement as provided in Exhibit "B" and Exhibit "C" attached hereto, and by this reference made part of this Agreement. City shall not pay Consultant separately for indirect or normal business overhead costs (e.g., office rental, office supplies, postage, telephone, fax, business insurance, office utilities, routine correspondence preparation, invoicing, or payment receipt processing and accounting).

B. Consultant shall submit monthly invoice statements to Public Works Department / 1200 Yew Avenue / Blaine, WA 98230 and shall include the following information:

1. For direct professional services:
  - a. An itemized short description of the task performed and the specific time period,
  - b. The name(s) of the corresponding person(s) performing the task,
  - c. The corresponding hourly reimbursement rate(s) of the person(s) performing the task,
  - d. The corresponding hours, to the nearest quarter of an hour, spent performing each task,
  - e. Work task subtotal cost (hours x hourly rate), and
  - f. Subtotal for direct professional services.
2. For any other direct charges:
  - a. Qualified mileage charges: A short description of the trip's purpose, date, mileage for the trip, mileage reimbursement rate, and total charge (mileage x rate).
  - b. All other charges: An itemized short description explaining the charge, the reimbursable cost, and a subtotal of all such charges.
  - c. Subtotal for indirect or other charges.
3. Any past-due amounts.
4. Uninvoiced balance remaining on each work task.
5. Total amount of the invoice.

City shall review these submitted invoices and make payment based thereon for work completed to City's satisfaction. City shall pay Consultant all undisputed amounts within 30 days of receipt of Consultant's invoice. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Services. City shall promptly notify Consultant of any disputed invoice amounts.

#### 4. RELATIONSHIP OF PARTIES

Consultant and its personnel shall act as independent contractors and not as employees of City. As such, they have no authority to bind City or control employees of City, contractors, or other entities. This Agreement does not create a partnership or joint venture between Consultant and City.

#### 5. PROJECT OVERSIGHT

Within the performance of these duties, Consultant shall work under the direction of the Public Works Director. Consultant specifically understands that no City employee other than the Public Works Director is authorized to direct the work of Consultant unless the Public Works Director designates in writing another representative of City to provide such direction. The Public Works Director may, at any time, issue written directions within the general scope of this Agreement. If any such direction causes an increase or decrease in the cost of this Agreement or otherwise affects any other provision of this Agreement, then Consultant shall immediately notify the Public Works Director and take no further action concerning those written directions until such time as the parties have executed a written change order.

#### 6. LICENSE AND TAXES

Consultant shall possess a current Blaine Business License and any regulatory license(s) required to fulfill its obligations under this Agreement. Furthermore, Consultant agrees to pay when due all taxes, assessments, levies or tariffs.

#### 7. INSURANCE

Prior to and during the performance of the work covered by this Agreement, Consultant shall provide to City evidence that it has obtained and maintains in full force and effect during the term of this Agreement:

- (a) A policy of professional insurance, providing coverage of at least One Million Dollars (\$1,000,000) against professional liability for errors and omissions in connection with the work to be performed by Consultant under this Agreement;
- (b) Workers' Compensation Insurance as required by law;
- (c) Employer's Liability Insurance (bodily injuries) with a limit of One Hundred Thousand Dollars (\$100,000) per occurrence with an insurance company authorized to write such insurance in Washington State; and
- (d) Comprehensive General Liability Insurance and Automobile Liability Insurance covering all owned and non-owned automobiles and vehicles used by or on behalf of Consultant with One Million Dollars (\$1,000,000) combined single limit for bodily injury and/or property damage per occurrence and an annual aggregate limit of Two Million Dollars (\$2,000,000).
- (e) Except with regard to the Professional Liability Insurance, each of the policies required herein **shall name the City as an additional insured. Furthermore, each policy of insurance required** herein shall (i) be written as a primary policy; (ii) expressly provide that such insurance may not be materially changed, amended or canceled with respect to the City except upon forty-five (45) days' prior written notice from the insurance company to the City; (iii) contain an express waiver of any right of subrogation by the insurance company against the City and its elected officials, employees, or agent; (iv) expressly provide that the insurance proceeds of any loss will be payable notwithstanding any act or negligence of Consultant which might otherwise result in a forfeiture of said insurance; and (v) in regard to physical property damage coverage, expressly provide that all proceeds shall be paid jointly to Consultant and City.
- (f) The consultant shall furnish the City with two (2) copies of Certificates of Insurance evidencing policies of insurance required herein. **The Certificate of Insurance shall specifically identify the name of the project.** The Consultant shall maintain these policies as identified above for itself and its sub-consultants for the term of this Agreement and for a period of one year thereafter.

City shall be provided thirty (30) days' written notice of any cancellation of said professional liability insurance.

## 8. INDEMNIFICATION

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. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

City agrees to indemnify Consultant from any claims, damages, losses, and costs, including, but not limited to, reasonable attorney's fees and litigation costs, arising out of claims by third parties for property damage or bodily injury, including death, to the extent arising from the negligence or willful misconduct of City, or its employees or contractors (other than Consultant) in connection with the project.

## 9. WARRANTY

Consultant's services shall meet or exceed the standard for similar services performed by similarly licensed professionals performing work in Whatcom County, Washington.

## 10. REMEDIES

In the event of a default hereunder, or in the event that Consultant fails to perform the Project work in conformance with the standard of care set forth in Section 8, Warranty, then City may, in addition to exercising all of those rights and remedies available to it in law and equity, (i) terminate the Contract, (ii) cure any defect arising from Consultant's negligence, recklessness or willful misconduct and charge the cost of such repair back to Consultant, and/or (iii) seek specific remedial performance under the Contract at no additional cost to City. The remedies provided for herein are cumulative.

## 11. GENERAL CONDITIONS

**A. Reports and Information.** Consultant, at such times and in such forms as City may require, shall furnish City such reasonable periodic reports and documents as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection herewith, and any other matters covered by this Agreement.

Consultant will maintain accounting records in accordance with generally accepted accounting principles and practices to substantiate all invoiced amounts. All plans, drawings, reports, specifications, data, information or other documents provided to Consultant and/or prepared or assembled under this Agreement are and shall remain the sole property of City. Consultant explicitly waives all claims to propriety ownership and/or copyrights associated with any work product produced under this Agreement. Consultant shall not be held liable for reuse of documents or modifications thereof, including documents on electronic media. Consultant shall retain all such documentation generated in conjunction with the undertaking of the Project, and Consultant shall, upon completion, termination, expiration and/or conclusion of the Project, provide same to City.

**B. Entire Agreement.** This Agreement constitutes the entire agreement between the parties and both parties acknowledge that there are not other agreements, written or oral, that have not been fully set forth in the text of this Agreement.

- C. **Amendments.** The parties hereby further agree that this Agreement cannot be amended or modified without the written concurrence of both parties.
- D. **Notices.** Any notices required to be given by City to Consultant or by Consultant to City shall be in writing and delivered to the parties at the following addresses by certified mail, return receipt requested:

Blaine City Clerk  
435 Martin Street Suite 3000  
Blaine, WA 98230

Reichhardt & Ebe Engineering, Inc.  
423 Front Street  
Lynden, WA 98264

With a copy to:

Blaine Public Works Director  
1200 Yew Street  
Blaine, WA 98230

- E. **Waiver.** Failure to insist upon strict compliance with any terms, covenants or conditions of this Agreement shall not be deemed a waiver of such, nor shall any waiver or relinquishment of such right or power at any time be taken to be a waiver of such, nor shall any waiver or relinquishment of such right or power at any time be taken to be a waiver of any other breach.
- F. **Compliance with State, Local and Federal Laws.** Consultant agrees to comply with all applicable local, state and federal laws in performance of all services under this Agreement.
- G. **Applicable Law; Venue.** This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington, and in the event of dispute, the venue of any action brought hereunder shall be in Whatcom County Superior Court.
- H. **Attorney Fees.** The substantially prevailing party in any litigation arising hereunder shall be entitled to its reasonable attorney's fees and court costs, including appeals, if any.
- I. **No Conflict of Interest.** Consultant covenants that it presently has no interest and shall not acquire an interest, directly or indirectly, which would conflict in any manner or degree with its performance under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed by any of its subcontractors or sub-consultants.
- J. **Payment of Subcontractors and Sub-Consultants.** At the time of completion of the Work, Consultant agrees to certify to City that all subcontractors and sub-consultants have been paid in full. Consultant shall be responsible for the performance of any subcontractor or sub-consultant. All such subcontractors or sub-consultants shall possess all licenses and insurance as required by the laws of the State of Washington and as are required of Consultant under this Agreement. City may, in its sole discretion, withhold final payment until receipt of such certification.
- K. **Confidentiality.** Any reports, documents, questionnaires, records, computer files, information and/or data given to or prepared or assembled under this Agreement shall not be made available by Consultant to any individual or organization without prior written approval of City except as may be required by law, rule, regulation, or ordered by a court of competent jurisdiction. The provisions of this section shall survive the expiration or earlier termination of this Agreement. No reports, records, questionnaires, information, data, software programs and/or computer files provided by City or other documents produced in whole or in part by Consultant under this Agreement, shall be the subject of an application for copyright by or on behalf of Consultant.
- L. **Public Disclosure.** Correspondence, reports and other written work product will be generated during the course of the relationship created by this Agreement, and third parties may request such information pursuant to the Washington State Public Disclosure Act (RCW 42.17.250 *et. seq.*). Consultant agrees that in the event that such a request is filed, Consultant will promptly notify City. Consultant further agrees that it will not disclose any such requested material until at least

ten (10) business days after providing notification to City. This clause shall survive the termination or expiration of this Agreement.

**M. Certification Regarding Debarment.** By signing this agreement, the Consultant hereby certifies to the best of their knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

**12. NONDISCRIMINATION**

Consultant shall not discriminate in employment or services to the public on the basis of sex, race, color, creed, national origin, age, marital status, physical, mental or sensory handicap except an employment action based on a bona fide occupational qualification.

**13. MEDIATION**

In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, City and Consultant agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation, unless the parties mutually agree otherwise.

City and Consultant further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and so on at all sublevels, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

**14. TERMINATION**

- A. **For Convenience.** City may, but is not obligated to, unilaterally terminate this Contract for convenience if funds become unavailable, or if Consultant suffers a business operation discontinuity or interruption (e.g., bankruptcy, dissolution, merger, hostile takeover), or if any of the personnel that Consultant originally proffered to perform the Scope of Services changes.
- B. **For Non-Compliance.** City or Consultant may unilaterally terminate this Contract if either party fails substantially to perform, through no fault of the other, and does not commence correction within five (5) days of written notice and diligently complete the correction thereafter. Upon such termination, City will be entitled to reports showing the status of all matters upon which Consultant was advising City as of the effective date of termination.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the date and year indicated.

**CONSULTANT:**

\_\_\_\_\_  
Luis Ponce, P.E.  
President

\_\_\_\_\_  
Date

**CITY OF BLAINE:**

\_\_\_\_\_  
David Wilbrecht  
City Manager

\_\_\_\_\_  
Date

**DEPARTMENTAL APPROVAL:**

\_\_\_\_\_  
Ravyn Whitewolf, P.E.  
Public Works Director

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Sheri Sanchez  
City Clerk

\_\_\_\_\_  
Date

# **EXHIBIT A**

## **SCOPE OF WORK VISTA TERRACE SANITARY SEWER IMPROVEMENTS**

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### **I PROJECT UNDERSTANDING**

Reichhardt & Ebe Engineering Inc., (CONSULTANT) will provide professional services to the City of Blaine (CITY) for the design and related documents for the Vista Terrace Sanitary Sewer Improvements project. The project will include installation of a sanitary sewer for Lincoln Lane, Allan Street, and Vista Terrace Avenue. The project design will be funded by Local Improvement District (LID) and associated grants and loans.

### **Project Description**

The work under this agreement consists of following major Work Items, which are described in detail under Section III, Work Tasks.

### **Allen, Vista Terrace, Lincoln Lane and Karuza:**

#### **Work Item 1 – Project Administration**

The CONSULTANT will attend meetings and perform and bill tasks in accordance with this agreement.

#### **Work Item 2 – Design Survey**

The CONSULTANT will utilize existing survey and base maps as well as conduct field topographic survey and prepare base maps indicating the location of existing surface features and located underground utilities.

#### **Work Item 3 – LID Assistance**

The CONSULTANT will assist the City in meetings with Property Owners in regard to the project.

#### **Work Item 4 – Environmental Process**

The CONSULTANT will prepare SEPA Checklist.

#### **Work Item 5, 6,&7 – Plans and Estimate**

The CONSULTANT will prepare contract documents, including plans, specifications and estimate for final approval by the CITY and for use in obtaining bids for construction.

#### **Work Item 8 – Advertise for Construction**

The CONSULTANT will assist the CITY during the bidding process by answering questions, reviewing bids, and making recommendations to CITY for project award.

#### **Work Item 9 – Construction Administration**

The CONSULTANT will be available to assist the CITY in construction administration. The scope and budget for that work will be proposed after project is awarded and work is better defined.

#### **Sub consultants:**

The CONSULTANT will contract with sub consultants of varying expertise to assist in the completion of this project. At this time the amounts for those contracts have been assumed based on the anticipated scope of this project.

### **Sewer Service Improvements:**

#### **Work Item 1 – Project Administration**

The CONSULTANT will attend meetings and perform and bill tasks in accordance with this agreement.

#### **Work Item 2 – Design Survey & Plumber Technician**

The CONSULTANT will coordinate contracting a plumber to investigate the potential to re-route plumbing to a new service location.

### Work Item 3 – Design

The CONSULTANT will utilize existing survey and base maps as well as information from the contracted plumber to service locations, a limited amount of sewer service designs to the back sides of residences, and appropriate restoration of private facilities.

#### Sub consultants:

The CONSULTANT will contract with sub consultants of varying expertise to assist in the completion of this project. At this time the amounts for those contracts have been assumed based on the anticipated scope of this project.

### **Project Schedule**

It is anticipated that PS&E will be prepared for bidding in August, 2014 for the Allen & Lincoln Lane portion of the project. It is also anticipated that PS&E will be prepared for bidding in March, 2015 for Vista Terrace and Karuza portions of this project.

## **II ASSUMPTIONS**

This scope of work is based on the following assumptions:

1. Intermediate submittals are at the preliminary and 90 percent level of completion for all deliverables.
2. The CITY will provide any previous survey information available. Additional survey as needed, survey control and survey documentation will be prepared and provided by the CONSULTANT.
3. The CONSULTANT will prepare the base map with the survey information listed under Assumption No. 2.
4. Sewer easements will be needed. The CITY will obtain easements for any needed sewer main, sewer services, or access road. Upon request the CONSULTANT will prepare legal descriptions and exhibits needed for attachment to the easement documents. Scope and budget will be adjusted to reflect the effort involved for the needed easement documentation.
5. Use of the BPA right-of-way will require additional survey research and staking that is not included in the attached scope.
6. Geotechnical information may be required to locate groundwater and unsuitable foundation soils in areas where deep sewers are needed. The attached scope does not include geotechnical investigation.
7. CITY and WSDOT standard plans and details (if applicable) will be included by reference.
8. The Plans will be prepared in accordance with CITY format.
9. The CONSULTANT design will include Plans, Specifications, and an Estimate for the improvements described above.
10. The CITY shall coordinate public meetings, public notifications, individual meetings with property owners, announcements, etc. The CONSULTANT will provide exhibits showing the proposed design and surveyed features and attend meetings, if requested by the CITY.
11. The CONSULTANT reserves the opportunity to shift budget between work tasks. The CONSULTANT shall obtain CITY approval prior to shifting budget between work tasks.

## **III WORK TASKS**

### **Work Item 1 - Project Administration:**

As part of the project, the CONSULTANT will prepare monthly progress reports that describe the tasks or percentage of tasks that were accomplished during a given month, as well as a forecast of work to be completed over the following month. The monthly progress reports will also identify any other issues or problems that may occur in any given month, as well as proposed dates and times for upcoming coordination meetings. The CONSULTANT will submit these monthly progress reports to the CITY with the monthly invoices.

Included in this task is quality control/quality assurance, regular coordination meetings with CITY staff, updates of the project schedule, and preparation of the scope of work for supplements or future phases.

CONSULTANT Deliverables/Products:

- Monthly Progress Reports
- Invoices, Project Schedule Updates
- Scope of Work for future phases or extra work

### **Work Item 2 – Design Survey**

The CONSULTANT will utilize previous surveys of the project area along with additional survey as required, to compile topographic information within the project limits. Additional topographic survey will be required ensure that accurate vertical and horizontal control is used. The CONSULTANT will import LIDAR topographic information for use in determining where existing septic tanks and drain fields are located and for use in determining preliminary layouts for the sanitary sewer design.

The CONSULTANT will develop electronic base maps based on existing and the topographic information gathered, including existing right-of-way location and create a three dimensional electronic surface representing existing field conditions. This information will be used in the project design.

CONSULTANT Products:

- Electronic ASCII point data file
- Digital base map

### **Work Item 3 – LID Assistance**

The CONSULTANT will discuss design option with CITY staff and develop a design concept that will best serve the LID area. The CONSULTANT will meet with CITY and property owners during the design process to share new information and respond to comments. The CONSULTANT will review bids and compare costs as they relate to original assessments.

CONSULTANT Deliverables/Products:

- Drawings showing design concepts
- Drawings showing design revisions resulting from meetings with property owners

### **Work Item 4 – Environmental Process and Permitting**

The CONSULTANT will prepare a SEPA Checklist for review and approval by the CITY. The CITY will process the approved SEPA document.

CONSULTANT Deliverables/Products:

- SEPA Checklist

### **Work Items 5, 6, & 7 - Plans, and Estimate:**

All PS&E shall be completed in accordance with the latest edition and amendments (as of the date this Agreement is signed) to the following documents:

WSDOT Publications:

1. Standard Specifications for Road, Bridge, and Municipal Construction, (2014)
2. Standard Plans for Road, Bridge, and Municipal Construction
3. Local Agency Guidelines
4. Design Manual
5. Highway Runoff Manual
6. Hydraulics Manual

7. Construction Manual
8. Traffic Manual
9. Amendments to the Standard Specifications and General Special Provisions

AASHTO Publications:

1. A Policy on Geometric Design of Highways and Streets
2. American Association of State Highway Official policy applicable where said policy is not in conflict with the standards of WSDOT
3. Washington State Department of Ecology – Sewage Works Design Criteria

The analyses, preliminary plans, and estimates performed or prepared as part of the project will be in English units.

**PS&E**

The CONSULTANT will prepare preliminary plans in accordance with CITY standards and the above listed publications. The plans will be prepared in ink or equivalent on 22-inch by 34-inch reproducible sheets. Preliminary plans will include, at the very least, the following:

1. Cover Sheet and Vicinity Map
2. Standard Legend and Symbols
3. Plan & Profile Sheets
4. Temporary Erosion Control

After the CITY reviews the preliminary plans, the CONSULTANT will prepare the 90% plans, which will include the following:

1. Modifications and/or revisions from the preliminary plan review
2. Final design of project elements
3. Project specifications
4. Project Cost Estimate

After the CITY reviews the 90% plans, the CONSULTANT will prepare the final list of bid items and quantities and construction cost estimate for one full-size original set of signed and reproducible construction contract documents. The engineer's estimate of the proposed project will include the estimated quantity and estimated unit price for each proposed work item.

The CONSULTANT, will submit the 90% plans and specifications to the CITY for review and final approval prior to preparing final PS&E for advertising for bids.

CONSULTANT Deliverables/Products:

- 3 full sized copies of Preliminary Plans
- 3 half-sized copies of the 90% Plans, Specifications and Preliminary Cost Estimate
- 3 full sized copies of Final Plans, Specifications and Cost Estimate

**Work Item 8 – Advertise for Construction**

The CONSULTANT will provide assistance during the bidding process by answering contractor questions, responding to contractor requests for information, and preparing contract addenda. The CITY will open and tabulate bids; review the contractor proposals for accuracy, completeness, and qualifications; and make recommendations to the City Council for project award.

**VISTA TERRACE SEWER IMPROVEMENTS  
PLANS, SPECIFICATIONS AND ESTIMATE  
EXHIBIT B**

<b>Allen &amp; Lincoln Lane (Proper) Sanitary Sewer Improvements Plans, Specifications, and Estimate</b>									
		SR. Eng.	PM	EIT	CAD Tech	Clerk	Clerk		
Item	PIC 130.89	130.89	92.68	80.66	70.75	56.60	48.11		Totals
<b>1.0 Project Management</b>									
1.1 Monthly Progress Reports/Invoicing		4				4			8
1.2 Agency Meetings/Coordination		8	8						16
Hours:	12	0	8	0	0	4	0		24
Direct Labor:	\$ 1,571	\$ -	\$ 741	\$ -	\$ -	\$ 226	\$ -	\$ -	\$ 2,539
<b>2.0 Design Survey</b>									
2.1 Prepare Field Crew Instructions		1	2						3
2.2 Prepare Base Maps		1	2	4	16				23
Hours:	2	0	4	4	16	0	0		26
Direct Labor:	\$ 262	\$ -	\$ 371	\$ 323	\$ 1,132	\$ -	\$ -	\$ -	\$ 2,087
<b>3.0 LID Assistance</b>									
Nothing for this portion of design assumed. Will be during 2015 design process.									
3.1 Evaluate Design Options									-
3.2 Meetings with City and Property Owners		8	4						12
3.3 Review LID Assessments									-
Hours:	8	0	4	0	0	0	0		12
Direct Labor:	\$ 1,047	\$ -	\$ 371	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,418
<b>4.0 Environmental Process</b>									
4.1 SEPA Checklist		1	6						7
4.2 Cultural Resource		1	3						4
Hours:	1	0	6	0	0	0	0		7
Direct Labor:	\$ 131	\$ -	\$ 556	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 687
<b>5.0 Preliminary Design</b>									
Complete except for Lincoln Lane Proper									
5.1 Vertical and Horizontal Alignment		2	6	3	8				19
5.2 Preliminary Sewer Main Design		4	4	4	4				12
5.3 Miscellaneous Details		6	6	6	2				8
Hours:	6	6	13	0	14	0	0		39
Direct Labor:	\$ 785	\$ 785	\$ 1,205	\$ -	\$ 991	\$ -	\$ -	\$ -	\$ 3,766
<b>6.0 90% Plans, Specification, &amp; Estimate</b>									
6.1 90% Sewer Main Design		6	16		32				54
6.2 90% Miscellaneous Details		4	4		16				24
6.3 Specifications		6	32				16		54
6.4 Bid Proposal & Estimate		2	8		5				15
Hours:	18	0	60	0	53	0	16		147
Direct Labor:	\$ 2,356	\$ -	\$ 5,561	\$ -	\$ 3,750	\$ -	\$ 770	\$ -	\$ 12,436
<b>7.0 Final PS&amp;E</b>									
7.1 Final Plans		10	16		16				42
7.2 Final Specifications		4	8				8		20
7.3 Final Cost Estimate		4	8		4				16
Hours:	18	0	32	0	20	0	8		78
Direct Labor:	\$ 2,356	\$ -	\$ 2,966	\$ -	\$ 1,415	\$ -	\$ 385	\$ -	\$ 7,122
<b>8.0 Advertise for Construction</b>									
8.1 Support During Advertisement		4	16				4		24
Hours:	4	0	16	0	0	0	4		24
Direct Labor:	\$ 524	\$ -	\$ 1,483	\$ -	\$ -	\$ -	\$ 192	\$ -	\$ 2,199
<b>Direct Labor Totals:</b>									
Hours	69	6	143	4	103	4	28		357
Cost	\$ 9,031	\$ 785	\$ 13,253	\$ 323	\$ 7,287	\$ 226	\$ 1,347	\$ -	\$ 32,253
<b>Total Labor Cost</b>									
									\$ 32,253
<b>Reimbursables:</b>									
Reprographics (Includes 5% Mark-up)									\$ 500
<b>R&amp;E Total</b>									
									\$ 32,753
<b>Sub-Consultants:</b>									
Compass Point Survey Group									\$ 5,000
Drayton Archaeology									\$ 5,000
Sub-Total									\$ 10,000
Sub-Consultant Mark-up (5%)									\$ 500
Total Sub-Consultant Cost									\$ 10,500
<b>TOTAL PROJECT COST</b>									
									\$ 43,253



