1. Agenda

    Documents:

        PWC AGENDA 07-01-2019.PDF

2. Meeting Materials

    Documents:

        1. PACE CONTRACT FOR IS4 PHASE 1.PDF
        2. RH2 CONTRACT FOR SDC OF THE 297 ZONE RESERVOIR.PDF

AGENDA

PUBLIC WORKS COMMITTEE
Monday, July 1, 2019 - 5:15 PM
Wastewater Treatment Plant – 26729 98th Drive NW

AGENDA

1. Pace Contract for Irvine Slough Stormwater Separation Phase 1
2. RH2 Contract for Services During Construction of the 297 Zone Reservoir

CITY OF STANWOOD
PUBLIC WORKS COMMITTEE
AGENDA STAFF REPORT

ITEM NUMBER:	1
DATE:	July 1, 2019
SUBJECT:	PACE Contract for IS4 – Phase 1: Bid Documents
CONTACT PERSON:	Kevin Hushagen, Public Works Director
ATTACHMENTS:	A) PACE's Notification Letter of Purchasing SDA B) PACE Scope of Work and Fees

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ISSUE

The issue in front of the Public Works Committee is to discuss a Professional Service Agreement (PSA) with PACE Engineers for plans, specifications and engineering (PS&E) for phase 1 of the Irvine Slough Stormwater Separation project.

RECOMMENDATION

Staff recommends approval of the PSA with PACE.

SUMMARY STATEMENT

The City has been working on the IS4 project for several years and with recent Floodplains by Design funding is moving forward with phase 1. The scope of work for phase 1 includes engineering support to complete bid documents for modification of the existing Irvine slough storm water pump station, associated pipe conveyance and installation of a fourth pump, power supply and controls.

DISCUSSION

The City has a PSA (agreement #2016-49) with Site Development Associates (SDA). SDA, now part of PACE Engineers (attachment A), has worked on the preliminary layout of a new pump station at 92nd and SR532, preliminary layout of a new conveyance system and an upgrade to the current Irvine Slough Pump Station.

The IS4 project is moving along with the design of phase 1. The phase 1 Scope of Work will complete 100% design and bid documents to allow for new west end conveyance and pump design.

Instead of issuing a supplement to SDA's agreement, a new agreement between the City and PACE should be entered into.

FINANCIAL IMPACT

There is $1,000,000 in the current budget.

Project Budget	$1,000,000
Expenditures to Date	$93,995.10
PACE (Proposed Contract)	$56,590.65
REMAINING BUDGET	**$849,414.25**

COMMITTEE OPTIONS

1) Direct staff to bring a new contract with PACE to full Council
2) Direct staff to areas of concern

ASSIGNMENT OF CONTRACT

This Assignment of Contract ("Assignment") is effective as of March 1, 2019 ("Effective Date") by and among Site Development Associates, LLC, a Washington limited liability company whose address is 1724 W Marine Drive Suite 140, Everett, Washington, 98201-2088 ("Assignor"), PACE Engineers, Inc., a Washington corporation whose address is 11255 Kirkland Way, Suite 300 Kirkland, Washington 98033 ("Assignee"), and The City of Stanwood, whose address is 10220 270th Street NW Stanwood, Washington 98292 ("Client").

RECITALS

WHEREAS, Assignor has sold all its assets to Assignee effective as of March 1st, 2019, including its open contracts with Assignor's various clients; and,

WHEREAS, Assignee has hired substantially all Assignor's employees, and is providing the same services as Assignee was providing; and,

WHEREAS, Client and Assignor are parties to that contract described as follows (the "Contract"):

Job Name: Stanwood IS4 Project

WHEREAS, the Contract work is incomplete and Client, Assignee, and Assignor all wish for Assignee to continue the services called for under the Contract;

NOW THEREFORE, the parties agree as follows:

1. Assignor has assigned all of its rights, obligations and interest in the contract to Assignee. Client hereby consents to the assignment and Assignee has agreed to assume all obligations of Assignor under the Contract. Assignee will fulfill the obligations of Assignor under the terms and conditions of the Contract.

2. Assignor is hereby released from the Contract and Assignee shall be deemed for all purposes to be the contracting party with Client under the Contract.

3. Except as explicitly amended hereby, all terms of the Contract remain in full force and effect, and Client, Assignee, and Assignor all represent that they are unaware of any default by either party under the Contract as of March 1, 2019. An outstanding balance owing under the Contract by Client is not to be construed as a default for purposed of the previous sentence.

4. The Recitals set forth above are incorporated herein by reference. This Assignment may be executed in multiple counterparts, all of which taken together shall constitute a single agreement.

ASSIGNOR:
SDA ENGINEERS, LLC

By: _____
William Helsley, Owner

ASSIGNEE:
PACE ENGINEERS, INC.

By: _____
Martin Penhallegon, President

CLIENT:
The City of Stanwood

By: _____
Its: _____
(Name and Title)

ENCLOSURE B

STANWOOD IS4 — Phase 1 – Bid Documents

SCOPE OF WORK

INTRODUCTION

PACE Engineers, Inc. has been requested by the City of Stanwood to provide a scope of work and estimated fee to provide engineering support to complete bid documents for modification of the existing Irvine slough storm water pump station, associated pipe conveyance and installation of a fourth pump, power supply and controls.

Stanwood IS4 – Phase 1 includes construction of a new storm drainage conveyance system that discharges into the existing Irvine slough storm lift station, modification of the existing lift statin to include construction of a concrete wall and slide gates that will enable this new conveyance to be completely isolated from Irvine slough flows. Phase 1 will also include integrating a 4th vertical turbine pump and controls into an existing pump station. The selected pump is SOHP providing 13,500 gpm at 11 feet TDH. The pump is manufactured by Flowserve with motor details as follows; 1800 rpm, 480 volt, 60 hz, and 3 phase. The pump mechanical and piping design is complete and provided by SDA. The scope of services would include grading and TESC design will full plan and profile for the new conveyance system to the existing pump, mechanical and structural design of the proposed station modifications, electrical design including power supply, controls, and integration into the already existing electrical system operating the existing 3 pumps. A detailed scope of work is provided below.

Included in this scope of work:

1. Civil and mechanical engineering to further the 90% design effort for conveyance to the station and modifications to the station and provide bid documents including plans and specifications in CSI format.
2. Electrical engineering including electrical power and controls augmenting the civil and mechanical plan set.
3. Preparation of project manual including technical special provisions in CSI format. This scope of work assumes the City of Stanwood will provide their approved boilerplate including Call for Bids, Information to Bidders, Proposal, Contracts, Contract Bond, and Insurance requirements.
4. Construction cost estimate.

Excluded for this scope of work:

1. Permitting from agencies outside the city of Stanwood. PACE will

provide any support needed to assist in the permitting process, but the permits will be the responsibility of others.

2. Additional geotechnical investigations and environmental documentation will be provided by others.

PROPOSED SCOPE OF WORK

The specific tasks in the scope of work are described below.

Task 1 - Project Management and Quality Assurance/Quality Control (QA/QC)

- Provide overall project management of budgets and deliverables over the contract period, including coordinating work with City staff, coordinating tasks for consultant staff and subconsultants, and providing billing invoices as applicable.
- Conduct review of the bid documents (plans and specifications) to check accuracy, completeness, and conformance with the project criteria. Provide this review by both project and non-project engineers experienced in design of similar project facilities. Document the review comments and revise the design documents to incorporate these comments.

Task 2 – Civil, Mechanical, & Structural Plans Preparation (PACE Engineering)

- Based upon the concepts presented in the 90% design effort, PACE will provide design engineering services to further develop bid documents. This work will include developing engineering detailed plan and profile sheets of all piping and catch basins, plans detailing the modification of the existing station for isolation from Irvine slough, civil and mechanical plans, section and details of the fourth pump, piping and appetences. PACE will coordinate with pump manufacturer for final detailing of pump mounting, dimensions, and discharge piping requirements.
- PACE will provide finalized design for discharge piping system to a point of connection within 5 feet of the wet well structure.
- PACE will provide CAD files of the process drawings for structural design and detailing to our structural group.
- PACE will coordinate with electrical sub-consultant design efforts.
- PACE will provide all design and drafting responsibilities for the civil and mechanical pump station design.
- PACE will provide electronic copies of all plans in ACAD Civil 3D, version 2018.

Task 3 – Civil, Mechanical, & Structural Specifications Preparation (PACE Engineering)

- Provide technical specifications for civil, mechanical, and structural improvements associated with IS4 - Phase 1 pump addition. Boiler plate

documents will be provided by the City for inclusion in the project manual.

Task 4 — Electrical Power and Controls Design (Follett Engineering)

- Design coordination including project administration, prelim site visit and meetings, correspondence, design writeup and documentation.

- Design drawings including details, site pump station plan, one line diagram, load calcs & schedules, control panel elevations and details, control wire diagrams, control wire diagrams, standby generator sizing and analysis.
- Specifications in CSI format and project review
- Programming descriptions
- E,I&C construction cost estimate
- Bid period services

End Scope of Work

PACE Engineers

Project Budget Worksheet - 2019 Municipal Rates

Project Name	**City of Stanwood - IS4 Phase 1 Bid Documents**	Location:	Stanwood, WA	Prepared By:	R. Nelson, P.E.
Project #:		Billing Group #:		Task #:		Date:	6/6/2019

Labor Hours by Classification

Staff Type # (See Labor Rates Table)	Labor Code	1	16	103	75	118							
Staff Type Hourly Rate		$230	$125	$162	$115	$115							
Drawing/Task Title	Job Title	Senior Principal Engineer	Engineer II	Structural Engineer	CAD Tech II	Sr. Project Administrator							Hour Total
Task 1 - Project Management and QA/QC		30											30.0
Task 2 - Civil Mechanical & Structural Plans		40	24	40	100								204.0
Task 3 - Specifications			20	20		40							80.0
Task 4 - Subconsultant													
Hours Total		70.0	44.0	60.0	100.0	40.0							314.0
Labor Total		$16,100	$5,500	$9,720	$11,500	$4,600							$47,420.00

Expenses		Reimbursable	
	rate/unit	Quantity	Cost
Postage/Courier			
Plotter			
Photo/Video			
Mileage/Travel/Per Diem			
Miscellaneous			$500.00
Technology Fee (2% of labor)			$948.40
Total			$1,448.40

Subconsultants	
Utility Locate	
Mechanical Engineer	
Electrical Engineer	$6,715
Geotechnical Engineer	
I & C Engineer	
Subconsultant Subtotal	6,715.00
Markup	15%
Total	$7,722.25

PACE Billed Labor Total	$47,420.00
Reimbursable Expenses	$1,448.40
Subconsultants	$7,722.25
Total Project Budget	**$56,590.65**

CITY OF STANWOOD
PUBLIC WORKS COMMITTEE
AGENDA STAFF REPORT

ITEM NUMBER: 2

DATE: July 1, 2019

SUBJECT: RH2 Task Order for Services during Construction of the 297 Zone Reservoir

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – S cope and Fee

ISSUE

The issue in front of the Public Works Committee is to discuss whether or not to issue a task order to RH2 Engineering to provide services during construction for the 297 zone water reservoir project.

RECOMMENDATION

Staff recommends issuing a task order.

SUMMARY STATEMENT

The City had a new water reservoir designed and put out to bid. A low bidder has been accepted to construct the project and now staff is seeking to have RH2 provide services during construction including; contract administration, submittal review, inspections, SCADA software development and testing and startup.

DISCUSSION

With a project of this nature there are a number of specialized inspections (geotech, coatings, welds etc.) that need to be completed by qualified personnel. There is also a need to have someone very familiar with the plans and specifications to answer contractor questions and provide support to limit issues and change orders. Since RH2 Engineering designed the project they will know what is required and will be able to handle these functions.

FINANCIAL IMPACT

There is $3,157,000 in the current budget of which the City will apply for a $3,000,000

loan. $199,193.78 has been spent to date ($179,234.03 design and $19,959.75 permit and ad).

Project Budget	$ 3,157,000
Misc. Expenditures to date	$ 199,194
T Bailey (contractor)	$ 2,478,021
RH2 SDC	$ 185,895
TOTAL COST	**$ 2,863,110**

COMMITTEE OPTIONS

1) Direct staff to bring a contract to full Council
2) Direct staff to areas of concern

PER ON-CALL PROFESSIONAL SERVICES MASTER CONTRACT #2018-53 BETWEEN CITY OF STANWOOD, WASHINGTON (CITY) AND RH2 ENGINEERING, LLC (CONSULTANT)

TASK APPROVAL ORDER FORM

PROJECT NAME: 297 Zone Reservoir - Phase 3 Services During Construction

TASK APPROVAL ORDER NUMBER: RH2 - 1.2

Scope of Services for this Task Order is as follows:
RH2 will assist City staff with services during construction (SDC) as described herein.

Assumptions:
The Scope of Work for SDC assumes there will be one (1) contractor working on the project. Special inspections will be performed by others via subconsultant contract with RH2 for welding inspection, as required by the International Building Code 2015, and coating inspection to ensure surface preparation and coatings meet the project specifications. RH2 is not responsible for providing means and methods or for directing the contractor in their work. The construction duration will be 230 calendar days maximum

Tasks:

- Task 1 – Construction Contract Administration
- Task 2 – Submittal Review
- Task 3 – On-Site Construction Observation
- Task 4 – SCADA Software Development
- Task 5 – Testing and Startup
- Task 6 – Construction Records and Operations and Maintenance Manuals

The scope of services and cost estimate (Exhibit A & B) are incorporated into the Agreement. This shall constitute an approved Task Order pursuant to the Contract between CITY and CONSULTANT dated **October 11, 2018** ("AGREEMENT").

CONSULTANT agrees to perform the services and provide the materials described above for a fee amount of **$185,895.00 (one hundred eight-five thousand eight hundred ninety-five dollars and no cents)**, unless otherwise modified by CITY'S Public Works Director in a signed writing/subsequent Task Order Approval Form. All charges shall be consistent with the Consultant

Rate Schedule which is included in Attachment A and incorporated herein by this reference.

Performance of the services shall be subject to the terms and conditions contained in AGREEMENT.

Dated this **11th day of July, 2019**

CITY OF STANWOOD

By: _____ Date: _____
Leonard Kelley, Mayor

RH2 ENGINEERING, LLC

By: _____ Date: _____
Richard L. Ballard, Director

EXHIBIT A
Amendment No. 2 to Task Order RH2-1
Scope of Work
City of Stanwood
297 Zone Knittle Reservoir II
Phase 3 – Services During Construction

June 2019

Background

RH2 Engineering, Inc., (RH2) has completed the predesign and design, and is presently assisting with services during bidding for the 297 Zone Knittle Reservoir II project for the City of Stanwood (City). The project bid opening will occur in mid-June. Construction will occur in the summer and fall months, facilitated by a contractor who is yet to be determined. RH2 will assist City staff with services during construction (SDC) as described herein.

Assumptions

This Scope of Work for SDC assumes there will be one (1) contractor working on the project. Special inspections will be performed by others via subconsultant contract with RH2 for welding inspection, as required by the International Building Code 2015, and coating inspection to ensure surface preparation and coatings meet the project specifications. RH2 is not responsible for providing means and methods or for directing the contractor in their work. The construction duration will be 230 calendar days maximum.

Task 1 – Construction Contract Administration

Objective: Organize, manage, and coordinate RH2's engineering disciplines. Selectively support the City during the construction phase.

Approach:

1.1 Provide monthly invoices, monitor project progress and budget, manage RH2 team, and correspond with the City regarding project progress and budget.

1.2 Coordinate and attend pre-construction meeting, which will include the City, RH2, and the contractor. Provide project plans and specifications in print format to the contractor and City. Prepare meeting agenda and minutes in electronic format (MS Word).

1.3 Attend construction meetings every two (2) weeks with involved parties at the project site. Prepare and distribute meeting agendas and minutes. Coordinate with City personnel throughout the construction phase, as requested. *Sixty (60) hours of RH2's time is assumed for*

this effort. Additional effort, as needed, will be mutually determined between RH2 and the City by amendment.

RH2 Deliverables:

- Monthly invoices with progress reporting.
- Correspondence with the City regarding project progress and budget.
- Construction plans and specifications to the contractor and the City. This includes printing by Applied Digital Imaging of plans, specifications, and addenda. Two (2) addenda to City, four (4) half-size plans, four (4) specification sets, and one (1) full-size plan set.
- Pre-construction meeting agendas and minutes in MS Word format.
- Construction meetings agendas and minutes in MS Word format.

Task 2 – Submittal Review

Objective: Provide submittal review during construction.

Approach:

2.1 Review shop drawings, equipment submittals, specifications, and construction sequence for conformance to the project plans and specifications.

Assumptions:

- *RH2 shall be responsible for receiving submittals from the contractor and distributing submittals to the appropriate parties for review.*
- *RH2 shall perform an initial cursory review of each submittal to determine if minimum RH2 and City requirements for content and format are met. If these requirements are not met, RH2 will return the submittal to the contractor for revision prior to commencement of review.*
- *RH2 shall determine acceptance status of each submittal.*
- *RH2 will be responsible for returning submittals to the contractor and for maintaining copies of the submittals in the PDF format shared with the contractor and City.*
- *Resubmittals shall not exceed one (1) per submittal item to maintain budget shown in **Exhibit B**.*

RH2 Deliverables:

- Completed submittal response forms to the City and Contractor in electronic format (PDF).

Task 3 – On-Site Construction Observation

Objective: Assist City staff with on-site construction observation and special inspection for the 297 Zone Knittle Reservoir II, as requested by the City.

Approach:

3.1 Provide engineer(s) on site to perform the tasks involved in observing construction activities and providing photographic documentation, including civil, mechanical, structural, and electrical construction. Review completed phases of the work and assist with the flow of communications between the City and the contractor. Coordinate with the City to schedule construction observation to occur during certain portions of the construction process. A written report of each visit will be prepared and provided to the City at the City's request. Inspections include special inspection by MTC, Inc. for rebar, concrete compression tests, concrete air entrainment for generator slab and compaction testing (modified Proctor and nuclear densometer).

3.2 Prepare up to eight (8) weekly statements of working days in PDF and email to the City and contractor. This will be completed during the last two months of the construction period.

3.3 Respond to up to ten (10) requests for information (RFIs) and provide design clarifications at the direction of the City. *Responding to RFIs and providing design clarifications will be accomplished on an on-call basis up to the amount budgeted in the attached **Exhibit B**. This effort will not exceed the budgeted amount without specific authorization from the City*. Work closely with the City to provide prompt responses to the RFIs. *Twenty (20) hours of RH2's time is assumed for this effort. Additional effort, as needed, will be mutually determined between RH2 and the City.*

3.4 Support the City in reviewing up to three (3) change orders and supporting information. Prepare and submit change orders and supporting information to the City for approval and execution. *RH2 shall not direct the Contractor to make any changes to or deviations from the Contract Documents – this responsibility and authority shall only lie with the City*.

3.5 Coordinate welding inspection as required by the International Building Code 2015. *This effort will be performed by Mayes Testing as a subconsultant to RH2. The budget as described in the attached **Exhibit B**, is subject to change based on contractor ability, and can be adjusted by amendment*.

3.6 Coordinate surface preparation and coating inspections. *This effort will be performed by Quality Coatings Inspection and Consulting as a subconsultant to RH2. Budget as described in the attached **Exhibit B**, is for full time inspection during coating work and subject to change based on contractor ability and weather conditions and can be adjusted by amendment*.

Assumptions:

- *RH2's on-site construction observation and review services are estimated at one and one-half (1.5) site visits per week for a duration of two hundred (200) calendar days and is in addition*

to the bi-weekly construction meetings listed in Task 1. This is split between civil, mechanical, and structural review for 75 percent of the time, and electrical and control review for 25 percent of the time. It is assumed the bi-weekly construction meetings will coincide with RH2's on-site construction observation and review to minimize travels costs and expenses.

- *Subconsultant fees are based on estimates for a competent contractor with adequate experience and credentials in welded steel construction and steel coatings. The level of effort is relative to contractor ability and subject to modification.*

Provided by City:

- City will provide daily construction inspection and management.
- Preparation and review of pay requests.
- Review and approve contract items.

RH2 Deliverables:

- Construction observation reports in MS Word format. Catalog construction photos by date.
- Weekly statements of working days in PDF format.
- RFI responses in MS Word format.
- Change order forms shared with City staff in MS Word format.

Task 4 – SCADA Software Development

Objective: Develop supervisory control and data acquisition (SCADA) system software and provide testing services and technical assistance with the startup of the reservoir control system.

4.1 Perform programmable logic control (PLC) software development for the proposed reservoir, generator, and ShakeAlert signal.

4.2 Perform operator interface software development for the proposed reservoir. Update human machine interface (HMI) computer and Win911 software.

4.3 Perform control system factory testing of telemetry panel hardware and software in the panel shop.

4.4 Perform control system field testing of telemetry panel hardware and software at the project site.

4.5 Provide software training and operations and maintenance (O&M) manual material for the PLC and operator interface software on site with City staff present.

RH2 Deliverables:

- PLC programming and operator interface programming at the site.
- HMI computer and Win911 software updates.

- Copies of the PLC and operator interface programs.
- Control system factory and field testing of the telemetry panel hardware and software, and pump control panel.
- O&M manual materials in electronic format (PDF).

Task 5 – Testing and Startup

Objective: Assist the City with generator and reservoir testing and startup.

Approach:

5.1 Provide on-site engineering review during reservoir testing and startup. *The site visit is assumed to be one (1) eight (8)-hour day including travel with off-site support as requested by the City.*

5.2 Provide on-site engineering review during generator testing and startup. *The site visit is assumed to be one (1) eight (8)-hour day including travel.*

5.3 Develop a preliminary and final punch list for the contractor. Conduct final on-site construction observation. Perform final walkthrough for completion of punch list items and specified construction by the contractor. *It is anticipated that the contractor will complete the punch list items prior to the final on-site construction observation.*

5.4 Coordinate water sampling, testing, and leakage testing of the reservoir and water main components.

5.5 Provide physical and substantial completion letters in PDF format emailed to the City documenting when the contractor has completed each step.

Assumptions: *The contractor will complete the punch list review with two (2) meetings lasting two (2) hours per meeting. The reservoir filling and testing will be accomplished without taste and odor, leakage, or coliform detection.*

RH2 Deliverables:

- On-site review and assistance during testing, startup, punch list completion, and final walkthrough.
- Start-up completion reports and punch list items for the contractor in electronic format (MS Word or PDF).
- Physical and substantial completion letters in electronic format (PDF).

Task 6 – Construction Records and Operations and Maintenance Manuals

Objective: Prepare construction record drawings and review contractor-provided Operations and Maintenance (O&M) Manuals.

Approach:

6.1 Review redline record drawings/field records provided by the contractor to check for accuracy and consistency with the City inspector's field records.

6.2 Prepare construction records based on the contractor-provided redline record drawings to reflect as-built conditions.

6.3 Review contractor-provided O&M Manuals.

Assumptions:

- *Design changes will be minimal with no significant changes to site layout, structural, mechanical, or electrical systems.*
- *RH2 will rely on the accuracy and completeness of the contractor-provided redline record drawings and City inspector records.*
- *Contractor will prepare and produce O&M Manuals for the City.*

RH2 Deliverables:

- One (1) half-size set of construction plans and one (1) thumb drive containing PDFs of the drawings.
- One (1) half-size set of construction record plans for RH2 records.
- Review and comment on the O&M Manuals.

Project Schedule

It is the goal of all parties that the work as described in the project scope shall be fully completed by the end of January 2020, assuming that notice to proceed is provided to RH2 by the end of June 2019. The schedule for this project may be modified as mutually agreeable to RH2 and the City.

EXHIBIT B

City of Stanwood
Amendment No. 2 to Task Order RH2-1
297 Zone Knittle Reservoir II
Phase 3 - Services During Construction
Fee Estimate

	Description	Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
	Classification					
Task 1	Construction Contract Administration	88	$ 14,426	$ 805	$ 1,425	$ 16,656
Task 2	Submittal Review	84	$ 13,684	$ -	$ 709	$ 14,393
Task 3	On-Site Construction Observation	313	$ 50,143	$ 52,141	$ 5,923	$ 108,207
Task 4	SCADA Software Development	119	$ 20,341	$ -	$ 819	$ 21,160
Task 5	Testing and Startup	86	$ 14,430	$ -	$ 896	$ 15,326
Task 6	Construction Records and Operations and Maintenance Manuals	58	$ 9,442	$ -	$ 711	$ 10,153
	PROJECT TOTAL	**748**	**$ 122,466**	**$ 52,946**	**$ 10,483**	**$ 185,895**