

City of Stanwood



City Council Packet

Stanwood City Council

Regular Meeting

Thursday, April 23, 2020



AGENDA
CITY COUNCIL REGULAR MEETING

Thursday, April 23, 2019 – 7:00 p.m.

This meeting will be conducted by telephone and
online, connection information will be posted on
City Website—www.stanwoodwa.org

Stanwood City Hall
10220 270th St. NW, Stanwood, WA 98292

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **CITIZEN COMMENTS - REMOVED VIA MOTION AT 3-26-2020 MEETING**
5. **STAFF REPORTS**
 - a. Police Compstat Report – March 2020 5-1
6. **COMMITTEE REPORTS**
 - a. Public Works Committee Meeting Minutes April 6, 2020 6-1
7. **CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks 7-1
 - b. Approve April 09, 2020 Regular Meeting Minutes 7-6
 - c. Authorize the Mayor to Sign the MRSC Rosters Contract 7-10
 - d. Authorize the Mayor to Execute an Indemnification Agreement with Thrifty Foods 7-15
8. **NEW BUSINESS**
 - a. Authorize the Mayor to Sign a Task Order with BHC for Design of the Pioneer Highway Sanitary Sewer Upgrades 8-1
 - b. Authorize Mayor to Sign a Contract with Reece for the 276th Street Overlay and ADA Improvement Project 8-15
 - c. Authorize Mayor to Sign a Task Order with RH2 for Design Work of Upgrades to the Main Pump Station, Force Main and Headworks Screen 8-19
9. **CITIZEN CLOSING COMMENTS - REMOVED VIA MOTION AT 3-26-2020 MEETING**
10. **REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
11. **ADJOURN**

Upcoming Meetings:

May 14, 2020 Special Work Regular Meeting
May 14, 2020 Regular Meeting
May 28, 2020 Regular Meeting
June 11, 2020 Regular Meeting



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5a
DATE: April 23, 2020
SUBJECT: Police March 2020 Compstat Report
CONTACT PERSON: Chief Rob Martin
ATTACHMENTS: March 2020 Compstat Report

SUMMARY STATEMENT

Attached is the March 2020 Compstat Report for council review.

Stanwood Police Department

March 2020

Administrative Personnel

Chief Rob Martin

Sergeant Jason Toner

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

	Assigned	Vacancies	Percentage
Sergeants	2	0	100%
MPD	0	0	N/A
Deputies	5	0	100%
SRO	1	0	100%
Detectives	1	0	100%
Total	10	0	100%

Area of Operation

The City of Stanwood contracts its police services through the Snohomish County Sheriff's Office. The population for Stanwood is currently 7,070. Stanwood's city limit encompasses 2.8 square miles.



COMPSTAT REPORT

Type of Crime	March 2020	Year to Date 2020	March 2019	Year to Date 2019
Homicide	0	0	0	0
Rape	1	2	0	0
Robbery	0	0	0	0
Assault	1	15	4	12
Burglary	2	4	2	6
Larceny	9	20	19	43
Motor Vehicle Theft	3	4	2	5
General	March 2020	Year to Date 2020	March 2019	Year to Date 2019
Calls for Service (Incidents)	762	2523	1012	2395
Case Reports	43	149	61	173
Traffic Collisions	3	20	8	26
Arrests (Adult/Juvenile)	9	49	11	45
Drug Arrests	0	2	0	5
Warrant Arrests	0	6	3	10
Impaired Driving Arrests	0	3	2	6
Infractions Issued	7	32	37	78
Public Disclosure Requests	34	123	39	90
Concealed Pistol Licenses	35	96	41	151
Pistol Transfer Checks	46	107	26	64
Fingerprinting & Approx. timeframe	13 = 3.25 hrs	77 = 19.25 hrs	37 @ 9.25 hrs	132 @ 33 hrs

City Collisions for March 2020

3 collision

Date	Case Number	Location	H & R	Injured	Reason
3/5/2020	2020-1879	8700 Block of 271st St NW			Inattentive parking/exit parking
3/6/2020	2020-1904	9900 Block of SR 532		x	Failure to yeild
3/31/2020	2020-2509	27100 Block of 102nd PL NW		x	Failure to yeild

Stanwood School Dist. Resource Officer (SRO) Activity Report

Due to Schools being closed because of COVID19, there will be no SRO report for the month of March 2020.

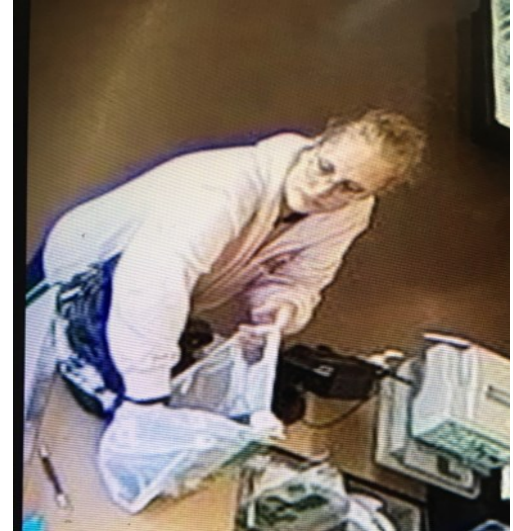
Detective Report March Newsletter



Stanwood Case 2020-2384 Wallet Theft

On 03-26-2020 Deputy Lafrance responded to the report of a stolen wallet at a store in Stanwood. Store video showed an adult female pick the wallet up from an unattended shopping cart. The suspect's image was posted on the Stanwood Police Department's Facebook page. Several citizens responded with suggestions of the woman's identity.

Deputy Lafrance identified the woman and contacted her at her home. The woman admitted to taking cash from the wallet, but said she left the wallet in the store. The woman returned to the store with Deputy Lafrance where the wallet was discovered on a shelf behind some merchandise. The woman stated she would pay back the money she took.



Deputy Lafrance returned the wallet to its owner. The victim declined to pursue the charge of theft, because she recovered everything in her wallet except the cash.

Stanwood Case 2020-240 Felony Assault-Update

On 01-09-2020 a woman reported her ex-husband threatened to kill her while displaying a handgun during a child custody exchange at Heritage Park in Stanwood. The male was arrested the following morning and participated in an interview, before being booked into the Snohomish County Jail. Deputy Fuchs requested video of the suspect depositing the forged checks at BECU.

The defendant plead guilty to Assault Second Degree, Domestic Violence and Felony Harassment, Domestic Violence and was sentenced to one year and a day in prison on 03-26-2020.

Stanwood Case 2020-2214 Sexual Assault

On 03-18-2020 Deputy Chaney responded to a sexual assault complaint and arranged to meet a woman and her teenage daughter at the Stanwood Police Department. During an interview with Detective Martin, the teenage victim disclosed being sexually assaulted by an adult male on 03-16-2020 at a residence in Stanwood.

03-19-2020 Detective Martin interviewed the suspect at the Stanwood Police Department. He denied having any sexual contact with the victim, but also said he did not remember anything after drinking so much he passed out. The suspect voluntarily provided a DNA reference sample.

The suspect's DNA sample has been sent to the Washington State Patrol Crime Laboratory for comparison to evidence collected during the victim's sexual assault examination.

Stanwood Police Department

Detective Report

March Newsletter

March 2020



Mail Theft Awareness and Prevention

Government stimulus checks should be arriving within the next couple of weeks. If you do not have direct deposit set up, your check will likely be sent in the mail. Please retrieve your mail promptly after it has been delivered and report suspicious activity associated with neighborhood mail boxes.

Protect Yourself From Mail Theft & Identity Theft



Identity Thieves are creative when it comes to obtaining your personal and financial information. One of the easiest ways for thieves to get your information is by stealing your mail. By following a few simple tips, you could reduce your risk of being a victim of Identity Theft.

- Pick up your mail every day. If you plan to be out of town, arrange for your mail to be kept at the Post Office until you return or have someone you trust pick up your mail for you
- Never place outgoing mail in the mailbox with the red flag raised for pick up. This is an invitation for ID thieves to check your mailbox for financial information or checks they could use to steal your money and your ID
- OPT OUT of pre-paid credit card offers and "courtesy checks" sent to you by your credit card company
- Get all of your financial statements (bank, credit cards, investments) sent to you digitally or sent to a secured Post Office Box
- Ask your bank to deliver new checks and replacement debit cards to the bank branch closest to you so you may pick safely later
- Invest in a locking mailbox
- Consider limiting the number of credit accounts you use
- Try on-line banking options that will allow you to check your accounts frequently. Early detection of ID Theft is critical
- Participate in your Neighborhood Watch Program or ask you local Law Enforcement Agency to help you start a Neighborhood Watch in your community
- Demonstrate a commitment to the safety of your community by reporting any suspicious activity to Law Enforcement immediately



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a
DATE: April 23, 2020
SUBJECT: Public Works Committee Meeting Minutes
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A – April 6, 2020 Public Works Committee Minutes

SUMMARY STATEMENT

The Public Works Committee met on Monday, April 6, 2020 at 5:30pm via ZOOM video conference call.

Minutes from the meeting are attached to this staff report (Attachment A). To review the full agenda packet, please visit the City's website at www.stanwoodwa.org under Government, click on 'Agendas & Minutes' scroll down to City Council Committee Public Works/Parks and then click on the date of this meeting.

AGENDA

1. First Review 6-year TIP 2021-2026
2. 297 Zone Knittle Reservoir II Project Update: Coating

Discussion Items:

- BHC Task Order for Pioneer Hwy Sanitary Upgrade Phase 2 – Lower Pioneer Hwy Interceptor

PUBLIC WORKS/PARKS COMMITTEE MEETING
Monday, April 6, 2020 – 5:30pm
Wastewater Treatment Plant – 26729 98th Drive NW
MINUTES

ATTENDANCE via ZOOM video conference call:

Councilmembers: Rob Johnson, Tim Pearce, Elizabeth Callaghan

City Staff: Kevin Hushagen, Shawn Smith, Jennifer Ferguson, Lisa Sokolik

The full meeting agenda packet with detailed information can be found on the City's website at www.stanwoodwa.org

Agenda Items:

1. First Review 6-year TIP 2021-2026

Staff asked the Committee to review the proposed TIP and bring their comments to the May 4th PWC meeting. The 6-year TIP will go to full council on June 11th for the Public Hearing and Adoption.

Council Member Pearce would like to add a calming device at 80th and 284th.

Committee Recommendation: None

2. 297 Zone Knittle Reservoir II Project Update: Coating

The Committee would like staff to check into bidding requirements to make sure the coating of the existing reservoir does not need to be bid as a separate project. The Committee would like know where the water will go when the reservoir is drained.

Committee Recommendation: None

Discussion Items:

- BHC Task Order for Pioneer Hwy Sanitary Upgrade Phase 2 – Lower Pioneer Hwy Interceptor

Staff is waiting for a scope and fee from BHC to upgrade 2,000 feet of sewer main located in two locations. This upgrade is necessary to handle all the flow from the new high school and surrounding areas up on the hill.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: April 23, 2020

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Reina Barber, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 32420 through 32470 and Washington Federal electronic voucher funds transfers in the amount of \$218,241.74. Approve issuance of Washington Federal Bank payroll checks 1704 through 1711 and Washington Federal Bank electronic payroll funds transfers in the amount of \$251,072.31.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 32420 THROUGH 32470 AND WASHINGTON FEDERAL ELECTRONIC VOUCHER FUNDS TRANSFERS IN THE AMOUNT OF \$218,241.74. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL CHECKS 1704 THROUGH 1711 AND WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$251,072.31.

CHECK REGISTER

City Of Stanwood

Time: 13:08:58 Date: 04/14/2020

MCAG #: 0695

04/01/2020 To: 04/14/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1788	04/08/2020	Payroll	3	EFT		3,855.59	March 2020 Payroll
1789	04/08/2020	Payroll	3	EFT		2,238.51	March 2020 Payroll
1790	04/08/2020	Payroll	3	EFT		1,824.67	March 2020 Payroll
1791	04/08/2020	Payroll	3	EFT		391.41	March 2020 Payroll
1792	04/08/2020	Payroll	3	EFT		3,151.26	March 2020 Payroll
1793	04/08/2020	Payroll	3	EFT		5,852.87	March 2020 Payroll
1794	04/08/2020	Payroll	3	EFT		3,773.50	March 2020 Payroll
1795	04/08/2020	Payroll	3	EFT		2,103.66	March 2020 Payroll
1796	04/08/2020	Payroll	3	EFT		4,686.47	March 2020 Payroll
1797	04/08/2020	Payroll	3	EFT		2,528.85	March 2020 Payroll
1798	04/08/2020	Payroll	3	EFT		4,354.26	March 2020 Payroll
1799	04/08/2020	Payroll	3	EFT		3,164.21	March 2020 Payroll
1800	04/08/2020	Payroll	3	EFT		3,075.69	March 2020 Payroll
1801	04/08/2020	Payroll	3	EFT		5,769.86	March 2020 Payroll
1802	04/08/2020	Payroll	3	EFT		391.26	March 2020 Payroll
1803	04/08/2020	Payroll	3	EFT		4,239.06	March 2020 Payroll
1804	04/08/2020	Payroll	3	EFT		856.85	March 2020 Payroll
1805	04/08/2020	Payroll	3	EFT		5,745.18	March 2020 Payroll
1806	04/08/2020	Payroll	3	EFT		4,049.51	March 2020 Payroll
1807	04/08/2020	Payroll	3	EFT		3,293.34	March 2020 Payroll
1808	04/08/2020	Payroll	3	EFT		391.26	March 2020 Payroll
1809	04/08/2020	Payroll	3	EFT		3,080.20	March 2020 Payroll
1810	04/08/2020	Payroll	3	EFT		1,998.52	March 2020 Payroll
1811	04/08/2020	Payroll	3	EFT		391.26	March 2020 Payroll
1812	04/08/2020	Payroll	3	EFT		3,160.02	March 2020 Payroll
1813	04/08/2020	Payroll	3	EFT		1,663.92	March 2020 Payroll
1814	04/08/2020	Payroll	3	EFT		5,227.80	March 2020 Payroll
1815	04/08/2020	Payroll	3	EFT		1,411.57	March 2020 Payroll
1816	04/08/2020	Payroll	3	EFT		3,649.84	March 2020 Payroll
1817	04/08/2020	Payroll	3	EFT		391.26	March 2020 Payroll
1818	04/08/2020	Payroll	3	EFT		2,512.12	March 2020 Payroll
1819	04/08/2020	Payroll	3	EFT		3,676.47	March 2020 Payroll
1820	04/08/2020	Payroll	3	EFT		2,729.70	March 2020 Payroll
1821	04/08/2020	Payroll	3	EFT		2,421.92	March 2020 Payroll
1822	04/08/2020	Payroll	3	EFT		3,414.73	March 2020 Payroll
1823	04/08/2020	Payroll	3	EFT		391.26	March 2020 Payroll
1824	04/08/2020	Payroll	3	EFT		391.26	March 2020 Payroll
1852	04/08/2020	Payroll	3	EFT	HSA Bank	1,891.33	Pay Cycle(s) 04/08/2020 To 04/08/2020 - HSA Contributions ER; Pay Cycle(s) 04/08/2020 To 04/08/2020 - HSA Contr EE Over 55
1853	04/08/2020	Payroll	3	EFT	Internal Revenue Service (941)	50,411.09	941 Deposit for Pay Cycle(s) 04/08/2020 - 04/08/2020
1854	04/08/2020	Payroll	3	EFT	WA St Department Of Retirement Systems	43,404.95	Pay Cycle(s) 04/08/2020 To 04/08/2020 - PERS2; Pay Cycle(s) 04/08/2020 To 04/08/2020 - PERS 3; Pay Cycle(s) 04/08/2020 To 04/08/2020 - 457 - DRS (DCP)
1855	04/08/2020	Payroll	3	1704	AFLAC	444.79	Pay Cycle(s) 04/08/2020 To 04/08/2020 - AFLAC, Pre-Tax; Pay Cycle(s) 04/08/2020 To 04/08/2020 - AFLAC, Post-Tax
1856	04/08/2020	Payroll	3	1705	AWC Employee Benefit Trust	14,509.24	Pay Cycle(s) 04/08/2020 To 04/08/2020 - AWC - Health First 250; Pay Cycle(s) 04/08/2020 To 04/08/2020 - AWC- Dental J; Pay Cycle(s) 04/08/2020 To 04/08/2020 - AWC - Vision; Pay Cycle(s) 04/08/2020 To;

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

04/01/2020 To: 04/14/2020

Time: 13:08:58 Date: 04/14/2020
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1857	04/08/2020	Payroll	3	1706	Colonial Life Insurance	66.75	Pay Cycle(s) 04/08/2020 To 04/08/2020 - Colonial Life Ins
1858	04/08/2020	Payroll	3	1707	Hartford Retirement Plan Services	2,768.50	Pay Cycle(s) 04/08/2020 To 04/08/2020 - 457 - MassMutual (Hartford); Pay Cycle(s) 04/08/2020 To 04/08/2020 - Roth 457(b)(MassMutual)
1859	04/08/2020	Payroll	3	1708	ICMA Retirement Trust	2,518.87	Pay Cycle(s) 04/08/2020 To 04/08/2020 - 457 - ICMA
1860	04/08/2020	Payroll	3	1709	Navia Benefits	116.67	Pay Cycle(s) 04/08/2020 To 04/08/2020 - Medical FSA-S125; Pay Cycle(s) 04/08/2020 To 04/08/2020 - Navia Limited FSA
1861	04/08/2020	Payroll	3	1710	Teamsters Union Local 231	1,321.00	Pay Cycle(s) 04/08/2020 To 04/08/2020 - Teamsters Dues
1862	04/08/2020	Payroll	3	1711	Washington Teamsters Welfare Trust	31,370.00	Pay Cycle(s) 04/08/2020 To 04/08/2020 - Teamsters Dental; Pay Cycle(s) 04/08/2020 To 04/08/2020 - Teamsters Medical
						127,227.48	001 General Fund
						17,445.02	101 Street Fund
						1,294.03	108 Transportation Sales Tax Fund
						36,437.04	401 Sewer Fund
						18,566.82	410 Drainage Fund
						50,101.92	421 Water Fund
						251,072.31	Payroll: 251,072.31

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Stanwood, and that I am authorized to authenticate and certify to said claim.

() Finance Director (☒) Auditing Officer Wendy Drubman Date: 4-15-2020
() Deputy Finance Director

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

04/01/2020 To: 04/14/2020

Time: 13:07:46 Date: 04/14/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1891	04/01/2020	Claims	3	EFT	Heartland Payment Systems	4,785.98	March Merchant Fees
1937	04/07/2020	Claims	3	EFT	WA St Dept of Licensing *	597.00	March Gun Permits
1938	04/06/2020	Claims	3	EFT	Xpress/Bill Pay	465.54	10290 Monthly Maintenance Fee 2020
1940	04/03/2020	Claims	3	EFT	Chase Paymentech	778.83	March Merchant Fees
1944	04/08/2020	Claims	3	EFT	WA St Department Of Retirement Systems	25.00	000000930
1826	04/01/2020	Claims	3	32420	Calhoun & Dejong Inc	114.32	1CITY07
1827	04/01/2020	Claims	3	32421	Cascade Natural Gas Corp	1,198.66	931 607 9072 6; 022 201 7579 4; 839 440 0000 5; 127 540 0000 3; 498 440 0000 7; 953 540 0000 2; 608 440 0000 4
1828	04/01/2020	Claims	3	32422	City of Stanwood	1,946.33	1473; 1271; 1328; 1332; 1348; 1573; 1587; 1674; 1675; 2416; 1241; 4252;
1829	04/01/2020	Claims	3	32423	Costco Membership	60.00	000111881550240
1830	04/01/2020	Claims	3	32424	Databar Inc.	1,217.63	8952; 8952
1831	04/01/2020	Claims	3	32425	Edge Analytical Inc	206.00	STA01
1832	04/01/2020	Claims	3	32426	FCS Group- Solutions- Oriented Consult.	3,248.75	City Of Stanwood
1833	04/01/2020	Claims	3	32427	Forest Land Services Inc	967.08	City Of Stanwood
1834	04/01/2020	Claims	3	32428	General Pacific Inc		invoice for 6899.26 previously paid
1835	04/01/2020	Claims	3	32429	Municode	400.00	70-79
1836	04/01/2020	Claims	3	32430	Office Depot	1,184.72	36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097
1837	04/01/2020	Claims	3	32431	PUD Of Snohomish County *	20,902.41	220923312; 202423729; 200794063; 222277832; 202982351; 200208858; 200240505; 200128742
1838	04/01/2020	Claims	3	32432	Puget Tech LLC	2,724.00	City Of Stanwood
1839	04/01/2020	Claims	3	32433	Refund - Craig Major	1,454.13	Ref - Craig Major 50% For Plans Not Picket Up Permit #2019-0324
1840	04/01/2020	Claims	3	32434	Ricoh USA, Inc.	234.05	1316669-3660140
1841	04/01/2020	Claims	3	32435	Signature Forms Inc	343.91	CSTAN
1842	04/01/2020	Claims	3	32436	Sno Co Human Services Dept *	464.80	HSALC021
1843	04/01/2020	Claims	3	32437	Stanwood Camano News	196.90	261981; 261981
1844	04/01/2020	Claims	3	32438	US Bank St Paul	600.00	STAUTGOREF07; STAWATSEW11
1845	04/01/2020	Claims	3	32439	Unum Life Insurance	88.40	City Of Stanwood
1846	04/01/2020	Claims	3	32440	Verizon Wireless	970.80	372541731-00001
1847	04/01/2020	Claims	3	32441	WA St Dept of Transportation *	1,736.10	916001509
1848	04/01/2020	Claims	3	32442	WA St Treasurer	1,112.34	City Of Stanwood
1849	04/01/2020	Claims	3	32443	Washington State University*	15,143.85	City Of Stanwood
1850	04/01/2020	Claims	3	32444	Washington Tractor Inc.	284.40	111096
1851	04/01/2020	Claims	3	32445	Wave Broadband	142.65	3201-0316545-01
1945	04/08/2020	Claims	3	32446	5 Star service Inc.	3,800.00	City Of Stanwood
1946	04/08/2020	Claims	3	32447	APP- Associated Petroleum Products	2,440.67	City Of Stanwood #00-0100494
1947	04/08/2020	Claims	3	32448	Gaylynn Brien	60.00	City Of Stanwood
1948	04/08/2020	Claims	3	32449	City of Everett *	410.00	STACITG
1949	04/08/2020	Claims	3	32450	Core & Main	285.66	110855
1950	04/08/2020	Claims	3	32451	D.A .Davidson & Co.	12,900.00	City Of Stanwood
1951	04/08/2020	Claims	3	32452	The Daily Herald	198.14	DH-12120787
1952	04/08/2020	Claims	3	32453	Forest Land Services Inc	850.61	City Of Stanwood
1953	04/08/2020	Claims	3	32454	Frontier *	1,369.91	360-629-4907-07497-5; 206-188-0411-053105-5
1954	04/08/2020	Claims	3	32455	General Pacific Inc	14,318.30	101681; 101681
1955	04/08/2020	Claims	3	32456	Hamilton Lumber LLC	290.32	City Of Stanwood

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04/01/2020 To: 04/14/2020

Time: 13:07:46 Date: 04/14/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1956	04/08/2020	Claims	3	32457	Lenz Enterprises Inc	18.68	City Of Stanwood
1957	04/08/2020	Claims	3	32458	Lou's Gloves	339.00	STA629
1958	04/08/2020	Claims	3	32459	Navia Benefits	50.00	City Of Stanwood
1959	04/08/2020	Claims	3	32460	Office Depot	305.71	36274097; 36274097; 36274097; 36274097
1960	04/08/2020	Claims	3	32461	PUD Of Snohomish County *	2,816.35	200240505; 200592889
1961	04/08/2020	Claims	3	32462	PacWest Machinery	23.38	2765570; 29765570
1962	04/08/2020	Claims	3	32463	Petty Cash/ Marcy Mathis -Custodian	50.08	City Of Stanwood
1963	04/08/2020	Claims	3	32464	Ricoh USA, Inc.	1,591.34	1316669-3660143; 1316669-3660142; 1316669-3660090; 1316669-3659652
1964	04/08/2020	Claims	3	32465	Shred-it US JV LLC	41.91	14668765
1965	04/08/2020	Claims	3	32466	Sno Co Public Works *	176.06	CR000024; CR000024
1966	04/08/2020	Claims	3	32467	Snohomish County 911	8,001.44	City Of Stanwood
1967	04/08/2020	Claims	3	32468	T-Bailey, Inc	103,991.60	City Of Stanwood
1968	04/08/2020	Claims	3	32469	WA St Dept of Transportation *	163.82	916001509
1969	04/08/2020	Claims	3	32470	Waste Management Skagit	154.18	8-34465-95001
						37,700.21	001 General Fund
						1,691.32	101 Street Fund
						176.06	103 Street Construction Fund
						2,724.00	115 Tourism And Promotion DSC
						300.00	205 Debt Service Fund
						22,947.91	401 Sewer Fund
						5,725.58	410 Drainage Fund
						14,848.91	421 Water Fund
						117,549.60	422 Water Construction Fund
						12,900.00	451 Water Bond Reserve
						1,678.15	630 Agency Fund
						218,241.74	Claims:
						218,241.74	* Transaction Has Mixed Revenue And Expense Accounts

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Stanwood, and that I am authorized to authenticate and certify to said claim.

() Finance Director (x) Auditing Officer Wendy Dorrham Date: 4-15-2020
 () Deputy Finance Director



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: April 23, 2020

SUBJECT: City Council April 09, 2020 Regular Meeting Minutes

CONTACT PERSON: Sara Robinson, Deputy Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the April 09, 2020 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE April 09, 2020 REGULAR COUNCIL MEETING AS PRESENTED.

1. Call to Order

Mayor Kelley called the meeting to order at 7:00 p.m.

2. Roll Call

Deputy Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Diane White, Elizabeth Callaghan, Timothy Pearce, Steve Shepro, Sid Roberts and Judy Williams. The meeting was quorate.

Also present: Public Works Director Kevin Hushagen, Community Development Director Patricia Love, Attorney Brett Vinson, City Administrator Jennifer Ferguson, and Deputy Clerk Sara Robinson.

3. Approval of the Agenda

Motion by Councilmember Roberts, second by Councilmember Pearce, to approve the agenda. Motion carried unanimously.

4. Presentation

Administrative Officer for Snohomish County Health District, Shawn Frederick gave a semi-annual update. He gave an overview of the power point presentation that was included in the packets. There have been making improvements made to processes that have made operations more efficient, accurate and beneficial to the communities they serve. Shawn gave an update regarding disease prevention and the countywide response to COVID-19.

5. Citizen Comments - Removed via motion at 3-26-2020 Meeting

6. Committee Reports

- a. Economic Development Board Meeting Minutes January 17, 2020

7. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve March 26, 2020 City Council Meeting Minutes

- c. Authorize the Mayor to sign an Interlocal Agreement with Snohomish County for Heritage Park Project Funding.

Motion by Councilmember White, Second by Councilmember Williams, to approve the Consent Agenda items a through c. Motion carried unanimously.

8. New Business - None

9. Citizen Closing Comments – Removed via motion at the 3-26-2020 Meeting

10. Reports of Officers and Committees

a. Mayor's Report –

This has been a very trying time for everyone. The staff at City Hall has been doing an amazing job while working with a skeleton crew most days. Those employees who can telecommute are doing so. Public Works crews are out there doing a very good job without any complaints. He is so proud of everyone during these difficult.

He and Jennifer have both spent a lot of time on conference calls with the Department of Emergency Management, Congressman and the Governor as well as 3 weekly calls with the County executives. These calls discuss what we should expect for the upcoming economy. We won't know for sure until we know how long this will go on. Stanwood is in great shape financially. We have a reserve fund and Mayor is happy to say that we are going to be okay. He and Jennifer will be serving on the County Economic Recovery Task Force. Mayor was also asked to be on the County Workforce Development Council.

Please direct people to the State website to complain about businesses that are operating that should not be. The link for this is also located on the City website.

Thank you all for joining us tonight.

b. City Administrator's Report-

Jennifer Ferguson showed the new City website. All of the information that she and Mayor have received on the conference calls can be obtained on the website. All of the links and information that has come from resources such as the Governor's Office, Snohomish County Health District and the Snohomish County Emergency Management are located in the News Carousel at the bottom of the first page. There is also a special page for businesses which includes links for financial assistance and links to other important information. This is the place to get the latest and greatest information

c. Councilmember Reports and Questions

Councilmember White – Hang in there Mayor. You are doing a great job!

Councilmember Roberts – Thank you to everyone. He sees Public Works out around the community. They are always working so hard. Regarding the virus, it seems that based

on the numbers coming out of Snohomish County the curve is flattening. This is a very difficult time. Thank you to all that are out there working so hard.

11. Adjourn

Mayor Kelley adjourned the meeting at 7:35 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Sara Robinson, Deputy Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c
DATE: April 23, 2020
SUBJECT: Municipal Research and Services Center (MRSC) Rosters
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A – MRSC Rosters Contract

ISSUE

The issue before the city council is whether or not to authorize the Mayor to sign the MRSC Rosters contract.

RECOMMENDATION

Authorize the mayor to sign the MRSC Rosters Contract.

SUMMARY STATEMENT

MRSC Rosters is a roster service used by participating Washington public agencies to efficiently and affordably contact registered businesses about small public works projects, consulting opportunities, and contracting of goods or services.

DISCUSSION

Washington city and county governments are authorized to use a roster process for small public works projects under \$350,000 (Small Public Works Roster), small to medium sized professional service contracts (Consultant Roster) and for the purchase of supplies, materials, and equipment not being purchased in connection with public works contracts (Vendor Roster) per RCW 39.04.155, RCW 39.04.190, and RCW 39.80. Eligible businesses must meet specific requirements to work with Washington Public Agencies as noted below:

All Businesses must have: (Small Works/Consultant/Vendor Rosters)

- Unified Business Identifier Number (UBI#)
- Federal Tax ID Number
- Commercial General Liability Insurance (optional for vendors
Construction Related Businesses (Small Works Roster)
- Contractor's License

- Professional Licenses
- Bonding
- Cannot be debarred from working on public works projects
- Employment Security Number (if have employees)
- Pay Prevailing Wages

Professional Consulting Businesses (Consultant Roster)

- Professional Licenses
- Upload a general Statement of Qualifications
- Errors and Omissions Insurance

Public Agencies have two opportunities to join the MRSC Roster each year by May 1st to begin in June or December 1st to begin in January. By joining, the public agency agrees to exclusively use the rosters MRSC hosts and discontinue using any previously used rosters.

FINANCIAL IMPACT

Annual membership fee is \$135.00 which is based on the City's 5-year average capital expenditures (2015 – 2019 average is 3.9 million). This membership is included in the operating budget.

COMMITTEE RECOMMENDATIONS

This was not reviewed by committee.

CITY COUNCIL OPTIONS

1. Authorize the mayor to sign the MRSC Rosters Contract.
2. Do not authorize the mayor to sign the MRSC Rosters Contract and direct staff to areas of concern.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE MRSC ROSTERS CONTRACT.



Washington Public Agency Contract Small Works, Consultant, and Vendor Rosters

This contract (the "Contract") is made by and between Municipal Research and Services Center of Washington ("MRSC"), a not-for-profit corporation, and the Washington local government (the "Public Agency"),

City of Stanwood

1. Purpose. The purpose of this Contract is to provide the Public Agency with membership in MRSC Rosters.
2. Scope of Services. MRSC shall host the entire Public Agency's individual Small Public Works Roster ("Small Works Roster"), individual Consultant Roster ("Consultant Roster"), and individual Vendor Roster ("Vendor Roster") (collectively "Rosters"). MRSC shall advertise at least annually for the Small Works Roster, Consultant Roster, and Vendor Roster in accordance with statutory requirements on behalf of the Public Agency. MRSC will assist small public works, consultant, and vendor business (collectively, "businesses") with roster registration throughout the year, receive applications, review applicant eligibility for compliance with basic statutory eligibility requirements, and maintain business applications in an online database.
3. Effective Date and Term. This Contract shall be effective in the year in which it is signed on either May 1 if signed prior to May 1 or December 1 if signed prior to December 1, for a period of one year.
4. Access to MRSC Rosters by Public Agency Prior to Legal Notice. As of the Contract effective date, the Public Agency may access the MRSC Rosters database at www.mrsicrosters.org by entering its account login information, as will be provided by MRSC. The Public Agency may search for and view business applications as of the effective date of the Contract, but it may not contact businesses about roster projects until after the legal notice is posted.
5. Notification of Transition to MRSC Rosters. As of the contract effective date, the Public Agency may begin notifying interested businesses that they may register with the Public Agency at any time in the MRSC Rosters, but that the Public Agency will not begin using the hosted rosters until after the legal notice is posted.
6. Roster Legal Notice. MRSC shall post the statutorily-required roster legal notice on behalf of the Public Agency in a newspaper of general circulation relative to the location of the Public Agency. The notice will occur the first Monday of January or June, or during the week of the first Monday of January or June for weekly newspapers.
7. Use of MRSC Rosters by Public Agency. As of the date of the applicable legal notice in January or June, all departments of the Public Agency will discontinue use of any previously-maintained rosters and begin using the MRSC Rosters exclusively when choosing to follow a roster contracting process, in accordance with the following statutory requirements:
 - (a) Small Works Roster. The Public Agency will use the Small Works Roster to select businesses for public work projects in accordance with RCW 39.04.155, as now or hereafter amended. The Public Agency shall be responsible for its own and the selected businesses' compliance with all other laws and regulations governing public works contracting, including retainage and bonds, prevailing wages, and any other applicable requirements.
 - (b) Consultant Roster. The Public Agency will use the Consultant Roster to select businesses for consultant projects in accordance with the laws and ordinances applicable to the Public Agency, including Chapter 39.80 RCW when contracting for architectural and engineering services. The Public Agency shall be responsible for its own and the selected businesses' compliance with all laws and regulations governing the purchase of services.

(c) Vendor Roster. The Public Agency will use the Vendor Roster to select businesses to award contracts for the purchase of supplies, materials, and equipment not being purchased in connection with public works contracts in accordance with RCW 39.04.190, and any ordinances and other laws applicable to the Public Agency. The Public Agency shall be responsible for its own and the selected business' compliance with all laws governing such purchases.

8. Compensation of Businesses. The Public Agency shall be responsible for payments to any business that it selects as a result of its use of MRSC Rosters. The Public Agency shall make all such payments directly to the businesses selected by the Public Agency.

9. Annual Membership Fee. The Public Agency will pay MRSC an annual membership fee based on the five-year average of the Public Agency's total capital expenditures. Payment of the annual membership fee is due within thirty (30) days of the Contract effective date.

Based on the following Membership Fee Scale, the Public Agency will pay an annual membership fee of \$_____.

Total Capital Expenditures	Annual Membership Fee
Less than 5 million	\$135
5 to 10 million	\$275
10 to 15 million	\$425
15 to 25 million	\$575
25 to 50 million	\$745
More than 50 million	\$1145

10. Relationship of Parties. MRSC will perform the services under this Contract as an independent contractor and not as an agent, employee, or servant of the Public Agency. Nothing in this Contract shall be construed to render the parties partners or joint ventures.

11. Limitation of MRSC Liability. MRSC shall not be, directly or impliedly, a party to any contract with small works, consulting, or vendor businesses which the Public Agency may enter into as a result of the Public Agency's use of the MRSC Rosters. MRSC does not accept responsibility or liability for the performance of any business used by the Public Agency as a result of its use of the MRSC Rosters.

12. Hold Harmless and Indemnification. Each party shall defend, indemnify, and hold the other party harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, to the extent arising from any negligent act or omission of that party's officers, employees, volunteers, and agents in connection with the performance of this Contract.

13. Termination. This Contract may be terminated, with or without cause, by written notice of either party to the other. Termination shall be effective thirty (30) days after written notice. Termination of the contract by the Public Agency does not entitle the Public Agency to a refund of the membership fee prorated as to the time remaining in the contract term following termination.

14. Renewal. This Contract may be renewed annually by completing the online renewal process that includes confirming that the Public Agency will continue abiding by the terms outlined in this Contract and making payment within thirty (30) days from the effective date of either May 1 or December 1.

15. Non-assignment. MRSC shall contract with Strategies 360 for the hosting of the Public Agency rosters in the online database. MRSC shall not otherwise subcontract or assign any of the rights, duties, or obligations imposed upon it by this Contract without the prior express written consent of the Public Agency.

16. Governing Law and Venue. This Contract shall be governed by the laws of the State of Washington.

17. Severability. Should any clause, phrase, sentence or paragraph of this Contract be declared invalid or void, the remaining provisions of this Contract shall remain in full force and effect.

18. Complete Agreement. This Contract constitutes the entire understanding of the parties. Any written or verbal agreements that are not set forth herein or incorporated herein by reference are expressly excluded.

19. Public Agency Information. For purposes of Contract administration, the Public Agency provides the following information:

Official Public Agency Name: City of Stanwood

Common Public Agency Name (if different): _____

Mailing Address: 10220 270th Street NW

Stanwood, WA 98292

County: Snohomish

Type of Public Agency: City

Website: www.stanwoodwa.org

Primary Contact:

Name: Kevin Hushagen

Title: Public Works Director

Email: kevin.hushagen.ci.stanwood.wa.us

Telephone: 360-629-9781

Facsimile: 360-629-0867

Additional Contact:

Name: Lisa Sokolik

Title: PW Administrative Assistant

Email: lisa.sokolik@ci.stanwood.wa.us

Telephone: 360-454-5231

Facsimile: 360-629-0867

20. Signatures. By signing this Contract, the Public Agency signatory below certifies that he/she has the authority to enter into this Contract on behalf of the entire Public Agency.

PUBLIC AGENCY

[Signature]

Mayor
[Title]

[Date]

MRSC

[Signature]

MRSC Rosters Manager
[Title]

[Date]



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7d

DATE: April 23, 2020

SUBJECT: Indemnification Agreement for use of Thrifty Foods Lot

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A - Indemnification Agreement

ISSUE

The issue in front of the Council is to authorize Mayor Kelley to execute an indemnification agreement with Shopping Center Properties of Stanwood, LLC for use of their parking lot for 3 City sponsored events: Clean Sweep, Touch-A-Truck and National Night Out.

SUMMARY STATEMENT

For the past three years, Clean Sweep, Touch-a-Truck and National Night Out events have been held at the Thrifty Food's parking lot. These three events have become a tremendous success and have been well attended to the point where they create an impact to traffic, businesses and citizens in general if they were to be held in much smaller city owned parking lot(s).

Shopping Center Properties of Stanwood, LLC will allow the city to use their parking lot for these events if an agreement, which included indemnification language, was signed.

DISCUSSION

Staff would like to utilize the Thrifty Food's parking lot again in 2020 for the same three City sponsored events. Due to Covid-19, these events may be cancelled or the dates may change:

- Touch –a-Truck – DTB
- Clean Sweep – Saturday, May 16th
- National Night Out – Tuesday, August 4th

FINANCIAL IMPACT

There is no cost associated with this request.

COMMITTEE RECOMMENDATIONS

This was not discussed at the April 1st Public Works Committee Meeting.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN AN INDEMNIFICATION AGREEMENT WITH SHOPPING CENTER PROPERTIES OF STANWOOD, LLC FOR USE OF PROPERTY FOR CITY EVENTS.

AGREEMENT BETWEEN CITY OF STANWOOD AND SHOPPING CENTER
PROPERTIES OF STANWOOD, LLC FOR INDEMNIFICATION RELATED TO USE OF
PROPERTY FOR CITY EVENTS

This Agreement is made and entered into by and between the City of Stanwood, a municipal corporation of the State of Washington (the "City") and Shopping Center Properties of Stanwood, LLC (the "Owner"), (each a "Party" and collectively the "Parties"), acting by and through their authorized representatives.

Recitals:

WHEREAS, the City of Stanwood holds City Events from time to time; and

WHEREAS, the City desires to hold certain of those City Events outside and desires to hold them in an area larger than any property owned by the City; and

WHEREAS, the Owner agrees to allow the City the use of its property located at 8815 271st Street NW, Stanwood, WA 98292, Tax Accessor's Parcel No. 32041900300300 for the following such City Events:

Touch-A-Truck - DTB

Clean Sweep - May 16th, 2020 or if postponed DTB

National Night Out - August 6th, 2020 or if postponed DTB

and;

WHEREAS, the City is following the Governor's Stay Home Order for the Covid-19 pandemic and will cancel or postpone the events if the ban for social gatherings is still in effect,

WHEREAS, the City will notify the Owner of any date changes.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

For and in consideration of the use of the Owner's above described property for the above described City Events, the City for itself, its officers, agents, employees, contractors, and subcontractors, shall indemnify, save harmless and defend the Owner from and against any and all damages, claims, or demands, (including cost of defense) on account of injury to or death of any and all persons, or property damage caused by City arising out of City's use of the above described property for the above described City Events on the dates which those events occurred.

Such indemnification will not extend to that portion of any damages, claims, or demands that are caused by the negligence and/or intentional misconduct of the Owner, its officials, employees, agents or contractors.

EXECUTED this 23rd day of April, 2020.

City of Stanwood, Washington

By: _____
Leonard Kelley, Mayor

EXECUTED this _____ day of _____, 2020.

Shopping Center Properties of Stanwood, LLC

By: _____
Name: _____
Title: _____



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: April 23, 2020

SUBJECT: Authorize the Mayor to sign a task order with BHC for design of the Pioneer Highway Sanitary Sewer Upgrades

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – BHC Task Order 2020-04 01

ISSUE

The issue in front of the Council is whether or not to issue BHC a task order for consulting services to design sewer upgrades along Pioneer Highway.

SUMMARY STATEMENT

The City's sewer modeling indicates that there are various locations of undersized sewer mains along Pioneer Highway. The City has already completed main upsizing projects with both City funds and developer funds. There are two additional sections of main that need to be upsized. This task order will provide the design plans and specifications to fix the remaining sections of main.

DISCUSSION

With the construction of the new High School, they installed a gravity sewer main underneath SR 532 at 72nd Avenue. This allows for the city to use gravity to convey its sewer, and eventually eliminate the Church Creek Estates and Cedarhome lift stations. These lift stations currently pump to the system within 272nd Street and then flow to Pioneer Highway and eventually to the treatment plant. This will save the city time and money, not needing to manage and maintain these two lift stations. However, with all of this new flow now going to Pioneer Highway, some of the pipe sections are under capacity.

BHC was selected from our on call list of consultants to provide plans and specifications for upsizing the sewer main as well as advertising and bidding support. BHC designed the last upgrade and is familiar with the area and has already done extensive survey

work. The last two sections of main needing upsized are at the northwest end of Fox Hill and from SR532 north to Triangle Drive at the viaduct.

FINANCIAL IMPACT

There are currently two projects for sections of sewer line to be upsized and were budgeted separately. Each were budgeted with \$100,000 for design work. By combining these two we get a better price. The costs for both designs is \$149,500.

COMMITTEE RECOMMENDATION

The Public Works Committee recommended approval of the task order.

CITY COUNCIL OPTIONS

1. Authorize the Mayor to sign the task order with BHC for the design work of the Pioneer Highway sewer main upgrades not to exceed of \$149,500.
2. Do not authorize the Mayor to sign a task order with BHC and direct staff to areas of concern.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A TASK ORDER WITH BHC FOR THE DESIGN OF THE SEWER MAIN ON PIONEER HIGHWAY NOT TO EXCEED \$149,500.

PER ON-CALL PROFESSIONAL SERVICES SUPPLEMENTAL AGREEMENT #2020-04
(ON-CALL MASTER CONTRACT #2017-04)
BETWEEN CITY OF STANWOOD, WASHINGTON (CITY)
AND BHC CONSULTANTS, LLC (CONSULTANT)

APPROVED TASK ORDER

TASK ORDER: 2020-04 01

PROJECT NAME: Pioneer Highway Sanitary Sewer Upgrades
Phase 2 – Lower Pioneer Hwy Interceptor

This shall constitute an approved Task Order pursuant to the Supplemental Agreement between CITY and CONSULTANT dated January 23, 2020 ("AGREEMENT"). The scope of services, cost estimate, and rate sheet are incorporated into the Agreement.

Project Scope of Services:

BHC will provide professional engineering services for design and development of bid documents for the Pioneer Highway Sanitary Sewer Upgrades Phase 2 - Pioneer Highway Interceptors project. The project consists of the two remaining reaches evaluated as part of the alternative's analysis, Lower Pioneer Highway Interceptor – CIP EX18 and Pioneer Highway Interceptor – CIP EX17. The Lower Pioneer Highway (Backyards) interceptor consists of approximately 650 lineal feet of new 15-inch diameter sewer main and modifications to the existing 8-inch sewer alignment located within seven (7) private properties sharing a common easement. The Pioneer Highway (Downstream) interceptor consists of approximately 1,300 lineal feet of new 15 & 18-inch diameter sewer mains.

BHC will perform the following tasks to assist the City with development of bid documents for the replacement of the sewer mains:

Tasks:

- Project Management
- Phase 2 Meetings, Design, Opinion of Probable Costs, and Submittals
- Phase 2 Bid Period Services

CONSULTANT agrees to perform the tasks listed above and described in Exhibit A for a fee amount of **\$149,500.00 (one hundred forty-nine thousand, five hundred dollars and no cents)**, unless otherwise modified by CITY'S Public Works Director in a signed writing/subsequent Task Order Approval Form.

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

Dated this **23rd day of April, 2020**

CITY OF STANWOOD

BHC CONSULTANTS, LLC

By: _____
Leonard Kelley, Mayor

By: _____
Chris Kelsey, Vice President

Exhibit A Scope of Work

City of Stanwood Pioneer Highway Sanitary Sewer Upgrades

Phase 2 – Pioneer Highway Interceptors

Statement of Understanding

Under the current On-Call Professional Services Agreement between the City of Stanwood (City) and BHC Consultants, LLC (BHC), originally executed in 2017, BHC previously evaluated three (3) reaches of the existing sanitary sewer interceptor along Pioneer Highway from approximately 72nd Avenue NW to Triangle Drive. The locations were previously identified as being capacity limited for a series of planned upstream sewer system modifications and future growth. The alignment has been through various construction activities over the years dating from the late 1970's to the mid 1990's and a site investigation including geotechnical and survey was conducted as part of the preliminary effort. After a preliminary system evaluation and alternative's analysis, BHC prepared bid documents for the Phase 1 – 72nd Avenue Interceptor project, which comprised the uppermost portion of this gravity sewer interceptor identified as capital improvement project (CIP) EX19. Construction was completed in the fall of 2019.

The City has requested BHC provide professional engineering services for design and development of bid documents for the Pioneer Highway Sanitary Sewer Upgrades Phase 2 - Pioneer Highway Interceptors project. The project consists of the two remaining reaches evaluated as part of the alternative's analysis, Lower Pioneer Highway Interceptor – CIP EX18 and Pioneer Highway Interceptor – CIP EX17. The Lower Pioneer Highway (Backyards) interceptor consists of approximately 650 lineal feet of new 15-inch diameter sewer main and modifications to the existing 8-inch sewer alignment located within seven (7) private properties sharing a common easement. The Pioneer Highway (Downstream) interceptor consists of approximately 1,300 lineal feet of new 15 & 18-inch diameter sewer mains.

BHC will perform the following tasks to assist the City with development of bid documents for the replacement of the sewer mains:

1. Project Management
2. Phase 2 Meetings, Design, Opinion of Probable Costs, and Submittals
3. Phase 2 Bid Period Services

Surveying and geotechnical investigations for this project area that were previously completed as part of the preliminary Alternatives Analysis will be used as the basis for field conditions to support this design. No subcontractor services are anticipated during detailed design. Any work within potential small areas not captured by the bounds of the original survey will be described through conceptual details and notes.

A scope of services and fee estimate is provided herein. No work shall be accomplished on any subsequent task(s) until a scope of services and fee estimates for these tasks are developed by BHC and approved by the City pursuant to the Agreement for Services.

Exclusions

The following items are excluded from this work scope:

- Engineering services during construction and construction observation will be provided under a separate contract or amendment if requested by the City.
- Trenchless sewer installation design.
- Permitting services.
- Natural resource field evaluations.
- Property easement(s) or temporary construction acquisition services.
- Surveying services beyond those originally performed.
- Geotechnical investigations beyond those originally performed.
- CCTV of sewer mains.
- Traffic control plans.
- Existing sewer main manhole structures are not to be replaced or rehabilitated, unless noted otherwise herein
- Manhole coating systems.

Estimated Fee

The estimated fee for this work order, including BHC labor and direct costs, is \$149,500. Details of the estimated fee for the scope of work, broken down by task, is included in the attached Exhibit B. Labor classification rates included represent an adjustment from the last contract authorization given by the City within a previous year, and reflect salary adjustments given for cost of living and merit.

Schedule

BHC will undertake to complete the Scope of Work within 260 working days from notice to proceed per the project schedule prepared by BHC Consultants. It is recommended that the contract duration extend to March 31, 2020 to allow bidding services to coincide with the start of the construction season to facilitate installation during the summer when nearby schools are not in session. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope or for delays beyond BHC's control. BHC's services described in this scope of work will occur over the following estimated schedule for the project.

- | | |
|---|---------------|
| • Notice to Proceed | April 2020 |
| • 50% Design Level Plans and Specifications Submittal | August 2020 |
| • 90% Design Level Plans and Specifications Submittal | November 2020 |
| • Final Bid Ready Plans and Specifications Submittal | December 2020 |
| • Bid advertisement | January 2021 |
| • Recommendation for Award | March 2021 |

Scope of Work

Task 1 – Project Management

The design process for sewer main replacement can be complex and requires effective project coordination and product quality control. To keep the City informed and to receive City input throughout project development, periodic project meetings will also be held. This task includes the following project management components:

Receivables:

- None

Work tasks:

1.1 Correspondence and Coordination with City

- Maintain regular telephone, email and other communications with City Project Manager and appointed staff, as necessary to execute the work. Create electronic record of project decisions rendered through these communications.
- Prepare monthly invoicing and project status summaries.
- Up to, but not to exceed, biweekly phone meetings as deemed necessary throughout the project.

1.2 Staff and Budget Management

- Develop a design team project management work plan, including schedule, milestones, level of effort and deliverable expectations. Disseminate to BHC project team.
- Manage project staff to ensure compliance with project schedule and budget as well as scheduled deliverables.
- Schedule staff field reconnaissance as applicable and in a manner convenient to the City.
- Facilitate utility coordination to minimize conflicts during design development.

1.3 QA/QC Program

- Conduct quality control reviews of all project deliverables in adherence with company policies. The Principal-in-Charge will lead the QA/QC program and will involve other senior staff members as needed. A record of internal redlines and resultant revisions will be maintained.

Deliverables:

- Monthly invoices with project status summaries
- Written correspondence as required
- Biweekly phone meeting, pertinent notes to follow via email

Task 2 – Phase 2 Design, Opinion of Costs, and Submittals

BHC will provide drawings, specifications, and opinions of probable costs for the two interceptors, Backyards and Downstream, along the Pioneer Highway identified herein as Phase 2 construction activities. For design milestones it is proposed formal submittals consist of 50%, 90% and Final completion levels. To allow for City input and review at earlier levels of project development a kickoff meeting and up to two (2) additional teleconferences with the City to ensure the City concurs with detailed design after the proposed formal 50% and 90% submittals. Work under this task includes preparation of contract documents to be used for public advertisement and construction by a general contractor.

Backyards Interceptor

Level of effort estimates within this proposal for the Backyards Interceptor are based on initial discussions between the City and BHC that includes the direction to install the proposed 15-inch diameter sewer main in the northbound lane of the Pioneer Highway. Surface restoration within the northbound lane is to include a complete single lane overlay that will require the existing surfacing be completely demolished and removed including several inches of HMA overlay(s) and the Portland Cement concrete paneling encountered during the previous site investigation. The full lane surfacing replacement is intended to extend the life of the surface restoration and decrease the construction schedule required for placement and curing for concrete panel restoration.

The existing 8-inch sewer mains located within the “backyards” on an easement outside of the right-of-way in private properties are not to be completely decommissioned and abandoned in place as was evaluated in the previously prepared alternatives analysis. Per City direction, the existing sewer main downstream of the 262nd St NW lateral is to remain unaltered while the three (3) upstream side sewers will be rerouted to adjacent manholes within the existing easement. The sewer main identified as P-282 is to be abandoned in place and the most downstream

existing manhole the main connects to along Pioneer Highway is to be replaced. See Exhibit C-2 figure for more information.

Surface restoration within the northbound lane is to include a complete single lane overlay that will require the existing north lane surfacing be completely demolished and removed including several inches of HMA overlay(s) and the Portland Cement concrete paneling encountered during the previous site investigation. The full lane surfacing replacement is intended to extend the life of the surface restoration and decrease the construction schedule required for placement and curing for concrete panel restoration. All new manholes along the main are to be Type 2 with 6-foot inner diameter size as identified during the alternatives' analysis.

Downstream Interceptor

Level of effort estimates proposed herein for the Downstream Interceptor are based on the alternatives analysis previously prepared by BHC. The alternative analysis identified one capacity-deficient sewer main (hydraulic model segment designation P-1533), approximately 64 lineal feet, to the south of SR 532 that was recommended for upsizing to an 18-inch diameter sewer main to meet future flows. During the site investigation effort of the existing sewer main, it was discovered that the SR-532 crossing had previously been upsized to a 15-inch diameter sewer main, not the 10-inch PVC diameter identified in the City's General Sewer Plan. Modeling based on the site survey confirmed sufficient capacity for future flows crossing SR-532.

Immediately north of SR-532, approximately 1,250 lineal feet of sewer main is to be replaced with a 15-inch sewer main. A combination of 15- and 18-inch diameter sewer main option was also presented to avoid open cut trenching across Pioneer Highway that is needed at the approximate midpoint of the intended span of upgraded sewer main (hydraulic model segment designation P-711). This Scope of Work is based on the City providing direction for designing the preferred option during the project kickoff meeting. See Exhibit C-2 figure for more information. All new manholes along the main are to be Type 2 with 6-foot inner diameter size as identified during the alternative's analysis.

It is estimated that the combined drawing set for the two sewer main segments will be comprised of the following sheet list:

- G-1 Cover
- G-2 General Notes and Design Criteria
- G-3 Legend and Abbreviations
- G-4 Backyards Interceptor - Overall Key Map and Survey Notes
- G-5 Downstream Interceptor - Overall Key Map and Survey Notes
- EC-1 Backyards Interceptor – TESC Plan
- EC-2 Downstream Interceptor – TESC Plan
- EC-3 TESC Notes and Details
- D-1 Backyards Interceptor - Demolition Plan
- D-2 Downstream Interceptor - Demolition Plan
- D-3 Downstream Interceptor - Demolition Plan
- C-1 Backyards Interceptor – Plan & Profile (1 of 2)
- C-2 Backyards Interceptor – Plan & Profile (2 of 2)
- C-3 Downstream Interceptor – Plan & Profile (1 of 4)
- C-4 Downstream Interceptor – Plan & Profile (2 of 4)
- C-5 Downstream Interceptor – Plan & Profile (3 of 4)
- C-6 Downstream Interceptor – Plan & Profile (4 of 4)
- C-7 Backyards Interceptor – Paving Plan
- C-8 Downstream Interceptor – Paving Plan
- C-9 Backyards Interceptor – Side Sewers
- C-10 Civil Details (1 of 3)

- C-11 Civil Details (2 of 3)
- C-12 Civil Details (3 of 3)
- R-1 Backyards Interceptor – Restoration Plan
- R-2 Downstream Interceptor – Restoration Plan
- R-3 Notes & Details (1 of 2)
- R-4 Notes & Details (2 of 2)

At each design milestone, project specifications and opinions of probable construction cost will also be developed and submitted to the City. Task 2 includes completion of each of the major design elements and preparation of construction bidding documents, in accordance with WAC 173-240-070.

Receivables:

- Consolidated City review comments for 50% and 90% submittals two (2) weeks after deliverable
- City standard “front end” bidding and general condition documents for the project specifications

Work Tasks:

- 2.1 Teleconference Meetings (assumed to be 1 hour each and include preparation of agenda and minutes)
 - Kick-off design team teleconference between BHC and the City
 - 50% and 90% design submittal review meeting teleconferences between BHC and the City
- 2.2 50% Design Drawings and Specifications. This subtask includes preparation of drawings and specifications to the 50% design completion level.
 - One (1) 50% drawing set will be provided to the City in electronic format for review, with effort based on delivery including the following drawings:
 - G-1 Cover
 - G-2 General Notes and Design Criteria
 - G-3 Legend and Abbreviations
 - G-4 Backyards Interceptor - Overall Key Map and Survey Notes
 - G-5 Downstream Interceptor - Overall Key Map and Survey Notes
 - C-1 Backyards Interceptor – Plan & Profile (1 of 2)
 - C-2 Backyards Interceptor – Plan & Profile (2 of 2)
 - C-3 Downstream Interceptor – Plan & Profile (1 of 4)
 - C-4 Downstream Interceptor – Plan & Profile (2 of 4)
 - C-5 Downstream Interceptor – Plan & Profile (3 of 4)
 - C-6 Downstream Interceptor – Plan & Profile (4 of 4)
 - C-9 Backyards Interceptor – Side Sewers
 - C-10 Details (1 of 3)
 - R-1 Backyards Interceptor – Restoration Plan
 - R-2 Downstream Interceptor – Restoration Plan
 - Specification special provisions will be prepared in WSDOT format. 50% deliverable specifications will only consist of the special provisions.
- 2.3 90% Design Drawings and Specifications. This subtask includes preparation of drawings and specifications to the 90% design completion level.
 - One (1) complete 90% draft drawing set will be provided to the City in electronic format for review, incorporating comments received from the 50% design deliverable drawing set.
 - 90% deliverable specifications will consist of updated special provisions incorporating City 50% review comments, as well as project specific updated City front ends (bidding and general conditions) and appendices.
- 2.4 Final Design Drawings and Specifications. This subtask includes preparation of Final bid ready drawings and specifications.
 - Provide drawing and specification submittal at the Final design level of completion. The drawings will

- include issued-for-bid information on each sheet, as well as on the cover of the specifications. The final submittal deliverable will consist of two (2) full size (22"x34") and two (2) half size sets of drawings, two (2) hard copies of the specifications in 3-inch ring binders, and one (1) electronic copy; unless agreed upon otherwise. Documents will include the signature(s) of a professional engineer licensed to practice in the State of Washington.
- 2.5 Opinions of Probable Costs. Provide an updated opinion of probable construction cost for the 50%, 90% and Final design submittals.
- 2.6 Site visit. Up to one (1) site visit of up to two (2) BHC personnel as required. Effort includes travel and documentation of pertinent observations and information.

Assumptions:

- Backyard Interceptor side sewer modifications will necessitate activities within private properties and potentially outside existing easements. BHC is not anticipating involvement in any property acquisition or temporary construction easement efforts.
- No side sewers were identified or specifically located during the previously performed survey and the side sewers shown are merely schematic in representation. The City will provide applicable as-built information for side sewers. In lieu of applicable information, direction to the Contractor will be given through conceptual details, notes, and specification additions within the design documents.
- The City's Standard Details will be included in the Specifications appendix and will be referenced within the drawings for applicable elements of intended construction.

Deliverables:

- Agenda and Meeting Minutes (for up to three (3) design team teleconferences with City Staff)
- 50% Design Submittal
- 90% Design Submittal
- Final Design Submittal
- Opinion of Probable Construction Costs for Respective Design Submittals

Task 3 – Phase I Bid Period Services

This task will assist the City with advertising, bidding and award of the project to a Contractor.

Receivables:

- Contractor questions received by the City that require engineering input

Work Tasks:

- 3.1 Assist in Bid Advertisement. Assist the City in advertising the project in accordance with local and State bidding requirements. It is assumed that the City will pay advertising costs directly. Bid period services assume that the contract documents will be made available to contractors by issuing the drawings and specifications through an electronic bidding service, such as Builder's Exchange and/or Western Construction Resources (at the City's discretion).
- 3.2 Respond to Inquiries from Prospective Bidders. Receive and respond to questions during the bid period.
- 3.3 Prepare Addenda. Address questions that require a response or instigate a change to the project by issuing addenda through the electronic bidding service. The effort included are based on preparation of no more than two (2) addenda.
- 3.4 Attend Bid Opening and Review Results. Attend the bid opening with the City, assist in reviewing the bids and make a recommendation to the City regarding award of the project.

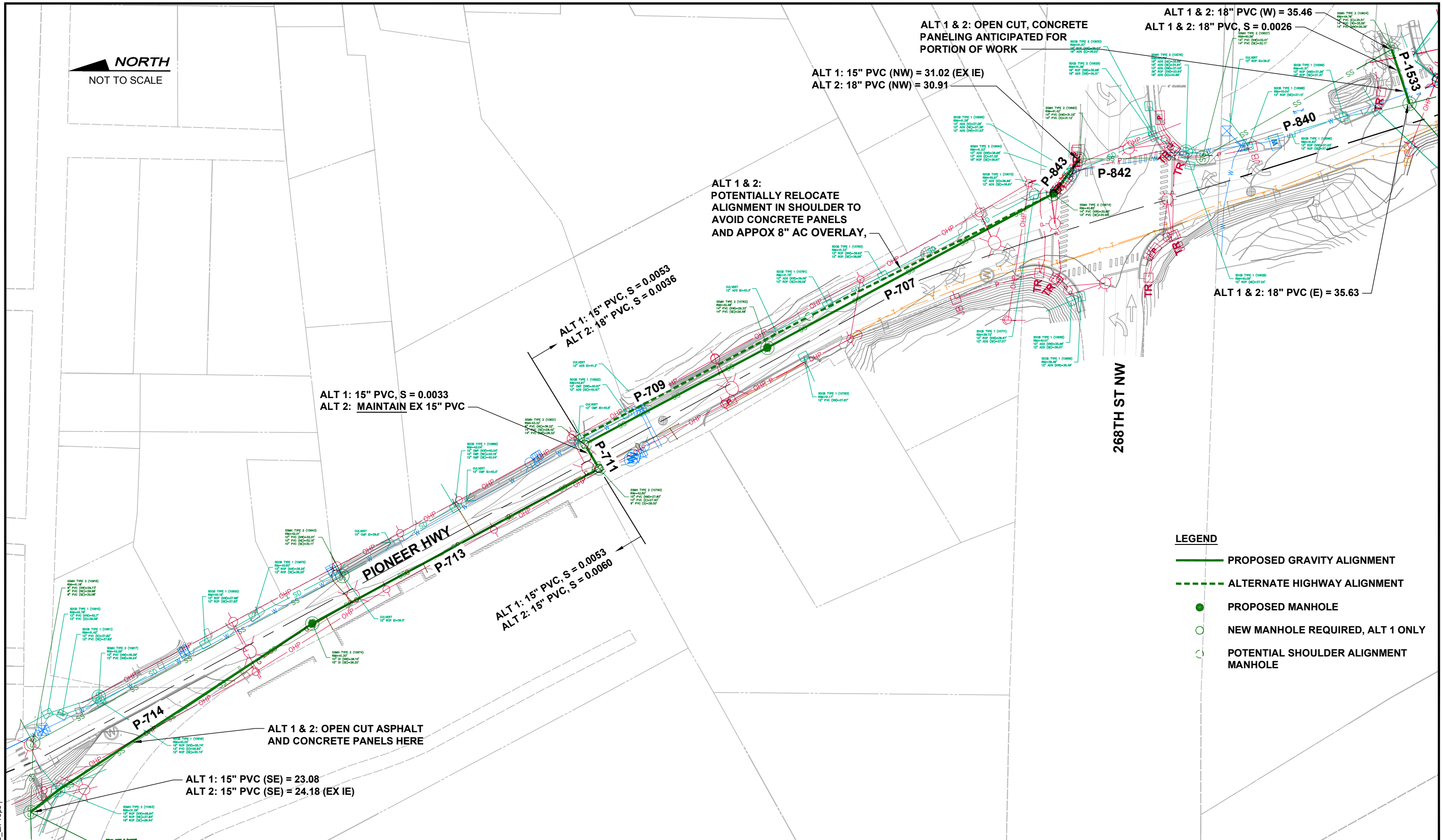
Deliverables:

- Bid Advertisement Text
- Addenda (if required)
- Bid Tabulation
- Recommendation for Award

EXHIBIT B PHASE II PROJECT BUDGET

City of Stanwood
Pioneer Highway Sanitary Sewer Upgrades - Phase 2
Project Budget
Date: April 2020

2017 Billing Rate	Principal in Charge		Project Manager		Project Engineer		Civil Engineer		CAD Drafter		Admin/Clerical Support		Accounting		BHC Total Budget	
	<i>Kelsey</i>		<i>Gray</i>		<i>Wurden-Foster</i>		<i>Ochitree/Castro</i>		<i>Cariaso</i>		<i>Sifferman</i>		<i>Pierson</i>			
	\$225.00		\$177.00		\$150.00		\$185.00		\$129.00		\$110.00		\$120.00		hours	cost
	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost		
Task 1: Project Management																
1. Correspondence and Coordination with City		\$0	36	\$6,372		\$0		\$0		\$0		\$0	12	\$1,440	48	\$7,812
2. Staff and Budget Management		\$0	32	\$5,664		\$0		\$0		\$0		\$0		\$0	32	\$5,664
3. QA/QC Measures	24	\$5,400		\$0		\$0		\$0		\$0		\$0		\$0	24	\$5,400
Subtotal	24	\$5,400	68	\$12,036	0	\$0	0	\$0	0	\$0	0	\$0	12	\$1,440	104	\$18,876
Task 2: Phase 2 - Detailed Design, Opinion of Costs, and Submittals																
1. Teleconference Meetings	4	\$900	6	\$1,062	6	\$900		\$0		\$0		\$0		\$0	16	\$2,862
2. 50% Design Drawings and Specifications		\$0	67	\$11,859	111	\$16,650	32	\$5,920	153	\$19,737	4	\$440		\$0	367	\$54,606
3. 90% Design Drawings and Specifications		\$0	44	\$7,788	73	\$10,950	23	\$4,255	108	\$13,932	4	\$440		\$0	252	\$37,365
4. Final Design Drawings and Specifications		\$0	20	\$3,540	33	\$4,950	10	\$1,850	46	\$5,934	8	\$880		\$0	117	\$17,154
5. Site Visit		\$0	6	\$1,062	6	\$900		\$0		\$0		\$0		\$0	12	\$1,962
6. Opinions of Probable Construction Costs		\$0	8	\$1,416	16	\$2,400	2	\$370		\$0		\$0		\$0	26	\$4,186
Subtotal	4	\$900	151	\$26,727	245	\$36,750	67	\$12,395	307	\$39,603	16	\$1,760	0	\$0	790	\$118,135
Task 3: Phase 2 - Bid Period Services																
1. Assist in bid advertisement		\$0		\$0	1	\$150		\$0		\$0		\$0		\$0	1	\$150
2. Respond to inquiries from prospective bidders		\$0	8	\$1,416		\$0		\$0		\$0		\$0		\$0	8	\$1,416
3. Prepare Addenda		\$0	12	\$2,124	12	\$1,800		\$0	4	\$516	4	\$440		\$0	32	\$4,880
4. Review results and recommendation		\$0	2	\$354	4	\$600		\$0		\$0		\$0		\$0	6	\$954
Subtotal	0	\$0	22	\$3,894	17	\$2,550	0	\$0	4	\$516	4	\$440	0	\$0	47	\$7,400
Total Direct Labor	28	6,300	241	42,657	262	39,300	67	12,395	311	40,119	20	2,200	12	1,440	941	\$144,411
Other Direct Costs																
Printing and Mileage																\$757
Communications (3% of BHC Total Direct Labor)																\$4,332
Subtotal																\$5,089
GRAND TOTAL																\$ 149,500



DRAFT
09-2018

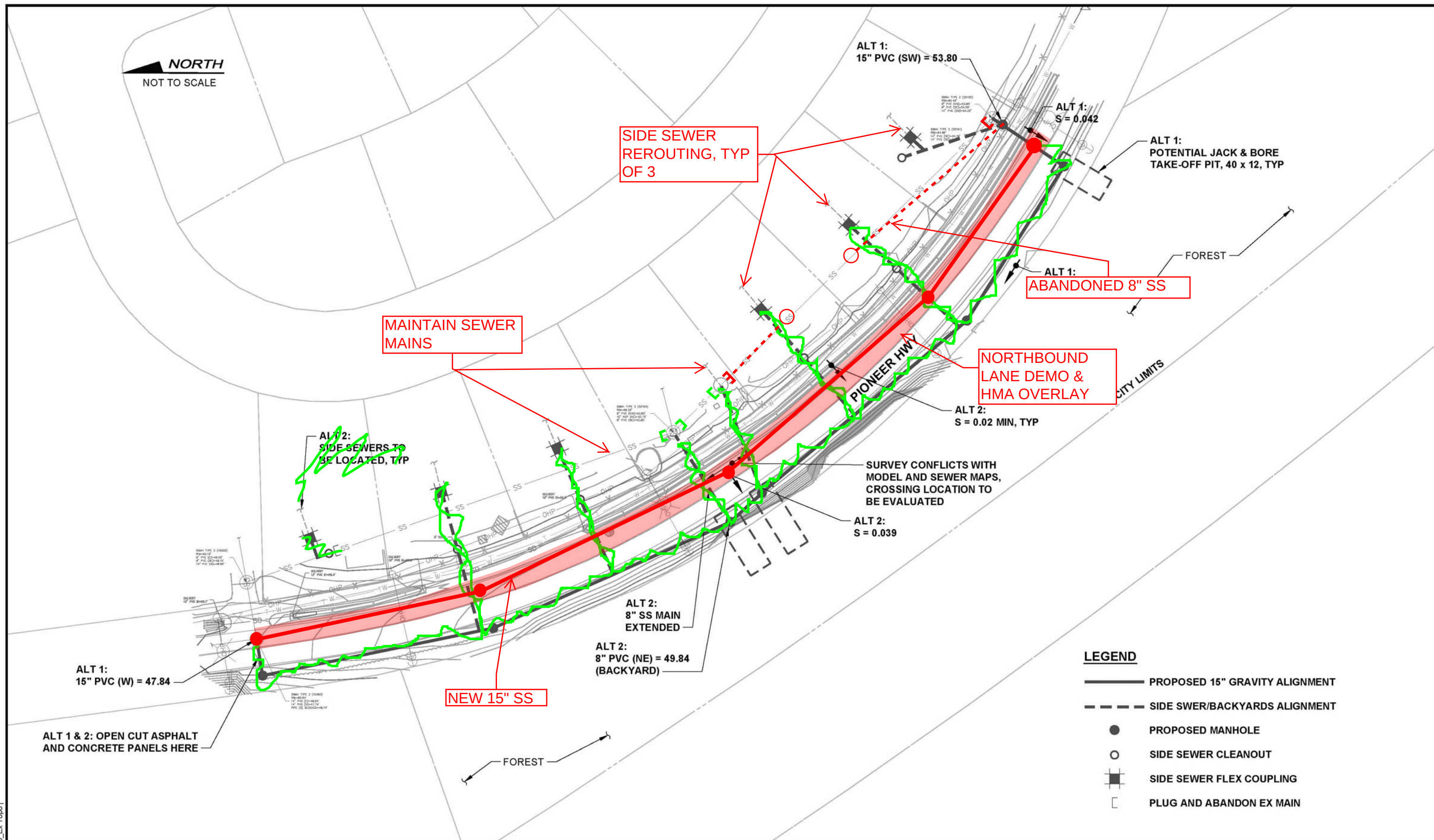


Pioneer Highway Interceptor Alternatives

Stanwood - Pioneer Highway Upgrades
September 2018

Figure

1



Schedule of Non-Labor Charges

January 1, 2020

Non-Labor Charges	Description	Fee
Reproduction		
<i>In-House Reproduction</i>		
<i>B&W Print</i>	8.5" x 11"	\$0.15/Copy
<i>B&W Print</i>	11" x 17"	\$0.30/Copy
<i>B&W Plot (Line Drawings)</i>	up to 6 sq. ft.	\$2.00/Copy
<i>B&W Plot (Line Drawings)</i>	Large Format Plot (> 6 sq. ft.)	\$0.33/Sq. Ft.
<i>B&W Mylar</i>	up to 6 sq. ft.	\$14.00/Copy
<i>Color Plot (Color Graphics)</i>	up to 6 sq. ft.	\$12.00/Copy
<i>Color Plot (Color Graphics)</i>	Large Format Plot (> 6 sq. ft.)	\$2.00/Sq. Ft.
<i>Color Print</i>	8.5" x 11"	\$1.00/Copy
<i>Color Print</i>	11" x 17"	\$2.00/Copy
<i>External Reproductions</i>		Cost + 10%
Subconsultants & Contractors		Cost + 10%
Transportation & Travel		
<i>Airfare</i>		Cost + 10%
<i>Lodging</i>		Cost + 10%
<i>Meals</i>		Cost + 10%
<i>Vehicle Rental & Gas</i>		Cost + 10%
<i>Public Transportation & Taxis</i>		Cost + 10%
<i>Parking</i>		Cost + 10%
<i>Mileage</i>		IRS Rate
Standard U.S. Mail, Express Mail, & Courier		Cost + 10%
Special Fees, Insurance, Permits, and Licenses		Cost + 10%
Software & Equipment		Cost + 10%
3D Imaging	Imaging Cost = \$49.00 per Unit Equipment Charge = \$50.00 Per Unit	Unit Cost + \$50 Equipment Charge Per Unit
3D Imaging (Floor Plans)	Floor Plans = \$15 per Unit	Unit Cost + \$10%

2020 Schedule of Charges

Billing Title	Hourly Billing Rates
Principal Engineer	\$245 - \$286
Senior Structural Engineer	\$230 - \$255
Senior Electrical Engineer	\$225 - \$255
Senior Project Manager	\$220 - \$245
Senior Engineer	\$180 - \$275
Project Engineer	\$135 - \$200
Staff Engineer	\$120 - \$160
Planning Manager	\$165 - \$220
Senior Planner	\$150 - \$165
Planner	\$100 - \$125
GIS Specialist*	\$120 - \$130
Field Inspector & Building Inspectors*	\$120 - \$170
Building Code Compliance Review	\$100 - \$250
CAD Manager*	\$160 - \$180
Draftsperson*	\$110 - \$140
Project Administrator*	\$110 - \$135
Project Assistant/Word Processor*	\$110 - \$120

Professional Reimbursement:

The hourly billing rates include the cost of salaries of the BHC employees, plus paid sick and safe leave, vacation, holiday, other fringe benefits, indirect overhead and fee. All employees classified as “non-exempt” (billing category denoted with *) by the U.S. Department of Labor will be compensated at 1-1/2 times salary for overtime hours, as per State and Federal wage and hour laws. Billing rates will be calculated accordingly for these overtime hours.

Communication Fee:

Project Labor times 3.0% which includes telecommunications, faxes, standard U.S. Mail, mobile phones, and internet access.

Direct Expenses:

Reimbursement for direct expenses incurred in connection with the work, will be at cost plus ten percent. See **Schedule of Non-Labor Charges** for detail.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2020 through December 31, 2020, and will be adjusted thereafter.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8b

DATE: April 23, 2020

SUBJECT: Authorize the Mayor to Sign a Contract with Reece Construction for the 276th Street Overlay and ADA Upgrade Work

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Bid Tab

ISSUE

The issue in front of the Council is whether or not to authorize the Mayor to sign a contract with Reece Construction to complete the 276th Street Overlay and ADA upgrade project.

SUMMARY STATEMENT

The 276th Street Overlay and ADA Improvement Project has been designed and bid with Reece Construction being the apparent low responsive bidder.

DISCUSSION

The City applied for and successfully was awarded a Transportation Improvement Board (TIB) grant to overlay 276th Street from 80th Avenue to 73rd Avenue which the Council accepted at their December 19, 2019 meeting. Plans and specifications were completed through a contract with Perteet approved by Council at their January 23, 2020 meeting. The project was then advertised for bids and bids were opened April 15 2020. Ten bids were received and staff would now like to enter into a contract with the apparent low responsive bidder, Reece Construction, for a not to exceed of \$292,687. The engineer's estimate was \$416,000

FINANCIAL IMPACT

The City was awarded and accepted a TIB grant for \$367,411 and has a \$40,823 match. There was \$270,000 budgeted and to date \$46,477.87 has been spent leaving a balance of \$223,522.13 to cover our match.

COMMITTEE RECOMMENDATION

The project has been through the committee and to full Council, but since bids were just opened the contractor selection has not been to committee.

CITY COUNCIL OPTIONS

1. Authorize the Mayor to sign a contract with Reece Construction for the 276th Street Overlay and ADA Improvement Project not to exceed \$292,687.
2. Do not authorize the Mayor to sign a contract with Reece and direct staff to areas of concern.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH REECE CONSTRUCTION FOR THE 276TH STREET OVERLAY AND ADA IMPROVEMENT PROJECT NOT TO EXCEED \$292,687.

City of Stanwood -276th Overlay and ADA Ramps**BID TAB** Bids Opened: 2:00pm Wednesday, April 15, 2020 - via conference call due to Covid-19

Public Works Director: Kevin Hushagen

City Engineer: Shawn Smith, P.E.

Project Engineer: Dustin DeKoekkoek, P.E. Perteet

Item No.	Item	Qty	Units	Engineer's Estimate		Reece Construction Co.		Central Paving, LLC		Colacurcio Brothers, Inc.	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
A-1	Unexpected Site Changes	1	EST	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
A-2	Roadway Surveying	1	LS	\$7,000.00	\$7,000.00	\$7,200.00	\$7,200.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00
A-3	SPCC Plan	1	LS	\$1,000.00	\$1,000.00	\$850.00	\$850.00	\$500.00	\$500.00	\$500.00	\$500.00
A-4	Mobilization	1	LS	\$28,000.00	\$28,000.00	\$12,800.00	\$12,800.00	\$40,000.00	\$40,000.00	\$33,000.00	\$33,000.00
A-5	Pedestrian Traffic Control	1	LS	\$5,000.00	\$5,000.00	\$2,800.00	\$2,800.00	\$1,650.00	\$1,650.00	\$2,000.00	\$2,000.00
A-6	Project Temporary Traffic Control	1	LS	\$41,000.00	\$41,000.00	\$25,000.00	\$25,000.00	\$30,000.00	\$30,000.00	\$55,400.00	\$55,400.00
A-7	Clearing and Grubbing	0.1	AC	\$40,000.00	\$4,000.00	\$7,000.00	\$700.00	\$20,000.00	\$2,000.00	\$10,000.00	\$1,000.00
A-8	Saw Cutting	1,220	LF	\$5.00	\$6,100.00	\$5.00	\$6,100.00	\$3.00	\$3,660.00	\$3.50	\$4,270.00
A-9	Removing Cement Conc. Sidewalk	200	SY	\$20.00	\$4,000.00	\$28.00	\$5,600.00	\$36.00	\$7,200.00	\$16.00	\$3,200.00
A-10	Removing Cement Conc. Curb and Gutter	360	LF	\$10.00	\$3,600.00	\$15.00	\$5,400.00	\$23.00	\$8,280.00	\$6.50	\$2,340.00
A-11	Roadway Excavation Incl. Haul	160	CY	\$75.00	\$12,000.00	\$31.00	\$4,960.00	\$90.00	\$14,400.00	\$35.00	\$5,600.00
A-12	Unsuitable Foundation Excavation Incl. Haul	6	CY	\$200.00	\$1,200.00	\$125.00	\$750.00	\$200.00	\$1,200.00	\$50.00	\$300.00
A-13	Crushed Surfacing Top Course	190	TON	\$50.00	\$9,500.00	\$37.00	\$7,030.00	\$70.00	\$13,300.00	\$32.00	\$6,080.00
A-14	Planning Bituminous Pavement	7,690	SY	\$7.00	\$53,830.00	\$2.50	\$19,225.00	\$3.35	\$25,761.50	\$2.50	\$19,225.00
A-15	HMA CL. 1/2" PG 58-22	1,116	TON	\$115.00	\$128,340.00	\$100.00	\$111,600.00	\$94.00	\$104,904.00	\$105.00	\$117,180.00
A-16	Adjust Drainage Structure	3	EA	\$500.00	\$1,500.00	\$550.00	\$1,650.00	\$875.00	\$2,625.00	\$680.00	\$2,040.00
A-17	Adjust Water Valve Box	3	EA	\$400.00	\$1,200.00	\$550.00	\$1,650.00	\$600.00	\$1,800.00	\$680.00	\$2,040.00
A-18	Inlet Protection	19	EA	\$100.00	\$1,900.00	\$150.00	\$2,850.00	\$100.00	\$1,900.00	\$60.00	\$1,140.00
A-19	Erosion/Water Pollution Control	1	EST	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
A-20	Property Restoration	1	EST	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
A-21	Cement Conc. Traffic Curb and Gutter	360	LF	\$60.00	\$21,600.00	\$20.00	\$7,200.00	\$25.00	\$9,000.00	\$31.00	\$11,160.00
A-22	Cement Conc. Pedestrian Curb	175	LF	\$40.00	\$7,000.00	\$38.00	\$6,650.00	\$23.00	\$4,025.00	\$29.00	\$5,075.00
A-23	Cement Conc. Sidewalk	75	SY	\$60.00	\$4,500.00	\$125.00	\$9,375.00	\$40.00	\$3,000.00	\$45.00	\$3,375.00
A-24	Cement Conc. Curb Ramp Type Perpendicular A	30	SY	\$250.00	\$7,500.00	\$138.00	\$4,140.00	\$105.00	\$3,150.00	\$140.00	\$4,200.00
A-25	Cement Conc. Curb Ramp Type Parallel A	110	SY	\$250.00	\$27,500.00	\$191.00	\$21,010.00	\$150.00	\$16,500.00	\$190.00	\$20,900.00
A-26	Paint Line	6,284	LF	\$2.00	\$12,568.00	\$0.50	\$3,142.00	\$0.46	\$2,890.64	\$0.35	\$2,199.40
A-27	Plastic Stop Line	90	LF	\$12.00	\$1,080.00	\$11.00	\$990.00	\$7.70	\$693.00	\$10.00	\$900.00
A-28	Plastic Crosswalk Line	665	SF	\$8.00	\$5,320.00	\$7.00	\$4,655.00	\$6.16	\$4,096.40	\$6.60	\$4,389.00
A-29	Temporary Pavement Marking - Short Duration	2,360	LF	\$1.00	\$2,360.00	\$1.00	\$2,360.00	\$0.10	\$236.00	\$0.50	\$1,180.00
Subtotal				\$415,598.00		\$292,687.00		\$324,771.54		\$329,693.40	
Sales Tax 9.2%				\$37,819.42							
Total				\$453,417.42		\$292,687.00		\$324,771.54		\$329,693.40	

Bid Total \$324,784.11

Taylor's Excavators, Inc.		SRV Construction, Inc		JB Asphalt Paving, Inc.		A&M Contractors, LLC		Cadman Materials, Inc.		Lakeside Industries, Inc.		Granite Construction Co.	
UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
\$3,000.00	\$3,000.00	\$2,450.00	\$2,450.00	\$2,750.00	\$2,750.00	\$7,347.00	\$7,347.00	\$4,400.00	\$4,400.00	\$8,200.00	\$8,200.00	\$4,000.00	\$4,000.00
\$500.00	\$500.00	\$250.00	\$250.00	\$1,000.00	\$1,000.00	\$1,246.00	\$1,246.00	\$600.00	\$600.00	\$800.00	\$800.00	\$500.00	\$500.00
\$35,000.00	\$35,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$37,488.00	\$37,488.00	\$45,000.00	\$45,000.00	\$23,500.00	\$23,500.00	\$40,000.00	\$40,000.00
\$5,000.00	\$5,000.00	\$4,100.00	\$4,100.00	\$2,300.00	\$2,300.00	\$4,318.00	\$4,318.00	\$2,000.00	\$2,000.00	\$4,800.00	\$4,800.00	\$3,500.00	\$3,500.00
\$50,000.00	\$50,000.00	\$27,725.00	\$27,725.00	\$30,000.00	\$30,000.00	\$34,301.00	\$34,301.00	\$55,000.00	\$55,000.00	\$56,000.00	\$56,000.00	\$118,500.00	\$118,500.00
\$10,000.00	\$1,000.00	\$25,800.00	\$2,580.00	\$7,000.00	\$700.00	\$10,000.00	\$1,000.00	\$115,000.00	\$11,500.00	\$6,000.00	\$600.00	\$29,000.00	\$2,900.00
\$2.50	\$3,050.00	\$5.00	\$6,100.00	\$3.00	\$3,660.00	\$4.00	\$4,880.00	\$1.85	\$2,257.00	\$6.50	\$7,930.00	\$3.00	\$3,660.00
\$22.00	\$4,400.00	\$24.00	\$4,800.00	\$20.00	\$4,000.00	\$20.00	\$4,000.00	\$63.00	\$12,600.00	\$66.50	\$13,300.00	\$124.00	\$24,800.00
\$12.00	\$4,320.00	\$12.45	\$4,482.00	\$6.00	\$2,160.00	\$10.00	\$3,600.00	\$26.25	\$9,450.00	\$8.50	\$3,060.00	\$20.00	\$7,200.00
\$75.00	\$12,000.00	\$68.00	\$10,880.00	\$60.00	\$9,600.00	\$45.00	\$7,200.00	\$96.00	\$15,360.00	\$105.00	\$16,800.00	\$215.00	\$34,400.00
\$75.00	\$450.00	\$90.00	\$540.00	\$40.00	\$240.00	\$121.00	\$726.00	\$116.67	\$700.02	\$160.00	\$960.00	\$173.00	\$1,038.00
\$60.00	\$11,400.00	\$51.00	\$9,690.00	\$30.00	\$5,700.00	\$87.00	\$16,530.00	\$98.00	\$18,620.00	\$122.00	\$23,180.00	\$60.00	\$11,400.00
\$2.50	\$19,225.00	\$2.20	\$16,918.00	\$7.00	\$53,830.00	\$5.00	\$38,450.00	\$2.75	\$21,147.50	\$3.15	\$24,223.50	\$3.50	\$26,915.00
\$109.00	\$121,644.00	\$119.00	\$132,804.00	\$112.00	\$124,992.00	\$109.00	\$121,644.00	\$98.00	\$109,368.00	\$101.00	\$112,716.00	\$105.00	\$117,180.00
\$300.00	\$900.00	\$900.00	\$2,700.00	\$600.00	\$1,800.00	\$395.00	\$1,185.00	\$575.00	\$1,725.00	\$550.00	\$1,650.00	\$800.00	\$2,400.00
\$300.00	\$900.00	\$695.00	\$2,085.00	\$600.00	\$1,800.00	\$469.00	\$1,407.00	\$442.75	\$1,328.25	\$425.00	\$1,275.00	\$800.00	\$2,400.00
\$100.00	\$1,900.00	\$83.00	\$1,577.00	\$55.00	\$1,045.00	\$105.00	\$1,995.00	\$86.00	\$1,634.00	\$78.00	\$1,482.00	\$130.00	\$2,470.00
\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
\$27.00	\$9,720.00	\$32.00	\$11,520.00	\$31.00	\$11,160.00	\$30.00	\$10,800.00	\$46.00	\$16,560.00	\$89.00	\$32,040.00	\$27.00	\$9,720.00
\$26.00	\$4,550.00	\$30.00	\$5,250.00	\$30.00	\$5,250.00	\$28.00	\$4,900.00	\$43.70	\$7,647.50	\$89.00	\$15,575.00	\$25.00	\$4,375.00
\$42.00	\$3,150.00	\$53.00	\$3,975.00	\$50.00	\$3,750.00	\$47.00	\$3,525.00	\$80.00	\$6,000.00	\$172.00	\$12,900.00	\$40.00	\$3,000.00
\$115.00	\$3,450.00	\$170.00	\$5,100.00	\$220.00	\$6,600.00	\$198.00	\$5,940.00	\$148.00	\$4,440.00	\$201.50	\$6,045.00	\$113.00	\$3,390.00
\$150.00	\$16,500.00	\$245.00	\$26,950.00	\$220.00	\$24,200.00	\$242.00	\$26,620.00	\$194.00	\$21,340.00	\$230.00	\$25,300.00	\$160.00	\$17,600.00
\$1.00	\$6,284.00	\$0.50	\$3,142.00	\$0.50	\$3,142.00	\$1.00	\$6,284.00	\$0.35	\$2,199.40	\$0.50	\$3,142.00	\$0.50	\$3,142.00
\$12.00	\$1,080.00	\$11.50	\$1,035.00	\$12.00	\$1,080.00	\$8.00	\$720.00	\$11.00	\$990.00	\$8.50	\$765.00	\$8.00	\$720.00
\$7.00	\$4,655.00	\$6.00	\$3,990.00	\$6.00	\$3,990.00	\$6.00	\$3,990.00	\$7.00	\$4,655.00	\$7.00	\$4,655.00	\$6.50	\$4,322.50
\$1.00	\$2,360.00	\$0.75	\$1,770.00	\$1.00	\$2,360.00	\$1.00	\$2,360.00	\$0.75	\$1,770.00	\$0.60	\$1,416.00	\$0.50	\$1,180.00
\$343,438.00		\$349,413.00		\$364,109.00		\$369,456.00		\$395,291.67		\$419,314.50		\$467,712.50	
\$343,438.00		\$349,413.00		\$364,109.00		\$369,456.00		\$395,291.67		\$419,314.50		\$467,712.50	



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8c

DATE: April 23, 2020

SUBJECT: Authorize the Mayor to sign a task order with RH2 for design work on the Main Pump Station (MPS), force main and headworks improvements

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Task order
B-Scope and Fee

ISSUE

The issue in front of council is whether or not to authorize the Mayor to sign a task order with RH2 for design work on the Main Pump Station (MPS), force main and headworks improvements.

SUMMARY STATEMENT

The MPS conveys virtually all sewage from the city to the wastewater treatment plant (WWTP). The station was rebuilt in 1999 and with its' age and new development occurring, a study was done to look at options for improving the station and keeping it functional for at least the next 20 year planning cycle. RH2 was tasked with that study in October of 2019 and met with staff to determine the best path forward with upgrades.

DISCUSSION

Virtually all sewage generated in the city travels through the collection system to the MPS and is pumped through a force main to the WWTP. As new development occurs the system is modeled to make sure there is adequate capacity to serve the development without over taxing the station. There were concerns about the station identified with some of the development so RH2 was retained through a task order to study the station capacities now and for the 20 year planning cycle.

The station was found to be generally performing well but is in need of some electrical upgrades and redundancies to both the station and the force main as well as improvements at the headworks. The station currently has three pumps installed for pumping sewage. Two of the pumps are variable frequency drive (VFD) controlled,

meaning they speed up or slow down based on the wetwell level and incoming flows, and the third pump is a constant speed pump which acts as more of an emergency pump running when incoming flows increase over the capacity of the other two or when a pump is off or in need of repairs. The station has some preliminary piping in place to set up a fourth pump and the plan is to install another VFD in that spot and upgrade the electrical components and controls to the other pumps.

Another potential limiting factor or area of concern is the force main coming out of the station and conveying flow to the WWTP. The original force main to the WWTP was a 16 inch wrapped steel line that developed some holes and was slipped lined with a 14 inch high density polyethylene (HDPE) with an inner diameter of 12.5 inches. The new HDPE can handle the flows to the WWTP now but may need increased pump horsepower (HP) in the future to slow velocity through the line. This is also the only line between the MPS and the WWTP if there are any issues with the line all sewage would back up into town. This task includes the design of a redundant force main to the WWTP.

The final work associated with this task order is to explore improvements to the headworks at the WWTP. With the increased flows and velocity anticipated from the MPS the headworks may need modification to accommodate this. Currently there is a fine screen at the headworks designed to allow no solids larger than ¼ inch to pass through and into further processes. A seemingly large amount of ragging is occurring in the processes at the WWTP and the reason why will be identified and a design/plan to remedy this will occur.

FINANCIAL IMPACT

The 2020 Budget is \$150,000 for work associated with the MPS. \$37,149.11 has been spent year to date on RH2's study and report, leaving \$112,840.89 remaining budget. This task has a not to exceed amount of \$262,149 which will require a budget amendment of \$149,308.11. The current ending fund balance (EFB) is \$503,140 and the budget amendment would reduce the EFB to \$353,831.89. A future budget amendment would include this adjustment.

CITY COUNCIL OPTIONS

1. Authorize the Mayor to sign the task order with RH2 for the design work with a not to exceed of \$262,149 which will need a budget amendment and may lessen the ending fund balance.
2. Do not authorize the Mayor to sign a task order with RH2 and direct staff to areas of concern.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A TASK ORDER WITH RH2 TO PROVIDE DESIGN FOR THE MAIN PUMP STATION, FORCE MAIN AND HEADWORKS SCREEN IMPROVEMENTS NOT TO EXCEED \$262,149.


RH2 ENGINEERING
Bellingham

4164 Meridian Street, Suite 302
 Bellingham, WA 98226
 1.800.720.8052 / rh2.com

April 1, 2020

Mr. Shawn Smith, PE
 City Engineer and Assistant Public Works Director
 City of Stanwood
 10220 270th Street NW
 Stanwood, WA 98292

Sent via: Email

**Subject: TA RH2-4 Main Lift Station, Force Main, and Headworks
 Screen Improvements, Phase 2 – Design
 Scope of Work and Fee Estimate**

Dear Shawn:

Thank you for the opportunity to present RH2 Engineering, Inc.'s (RH2) Scope of Work and Fee Estimate to perform engineering services for the City of Stanwood's (City) Main Lift Station, Force Main, and Headworks Screen Improvements, Phase 2 – Design. The Scope of Work is contained in **Exhibit A**. The estimated fee for these services is detailed in **Exhibit B**, and is based on the hourly rates and charges identified in **Exhibit C**.

This work will be accomplished under the City Engineering Services contract dated October 11, 2018, between the City and RH2. If the Scope of Work and estimated fee meet your satisfaction, the City may authorize the work by signing the attached Task Approval Order Form.

If you have any questions regarding this services proposal, please contact me at (360) 684-1564 or bbeaupain@rh2.com.

Sincerely,

Bret Beaupain, PE
 Bellingham Office Manager

BEB/sp/ms

Attachments: Task Approval Order Form RH2-4
 Exhibit A – Scope of Work
 Exhibit B – Fee Estimate
 Exhibit C – Schedule of Rates and Charges

**WASHINGTON
 LOCATIONS**

Bellingham
 Bothell (Corporate)
 East Wenatchee
 Issaquah
 Richland
 Tacoma

**OREGON
 LOCATIONS**

Medford
 Portland

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

TASK APPROVAL ORDER FORM

PROJECT NAME: Main Lift Station, Force Main, and Headworks Screen Improvements
Phase 2 - Design

TASK APPROVAL ORDER NUMBER: RH2 - 4

Scope of Services for this Task Order is as follows:

The scope of services, cost estimate, and rate sheet (**Exhibits A, B, and C**) 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 **\$262,149 (Two hundred sixty two thousand one hundred forty nine dollars and no cents)**, unless otherwise modified by CITY's Public Works Director in a signed subsequent Task Order Approval Form. All charges shall be consistent with the Consultant Rate Schedule which is included in Attachment C and incorporated herein by this reference.

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

Dated this ____ day of April, 2020

CITY OF STANWOOD

By: _____
Leonard Kelly, Mayor

Date: _____

RH2 ENGINEERING, INC.

By: 
Richard L. Ballard, Director

Date: 04/01/2020

EXHIBIT A
Task Authorization RH2-4
Scope of Work
City of Stanwood
Main Lift Station, Force Main, and Headworks Screen Improvements
Phase 2 – Design

April 2020

Background

The Main Lift Station in the City of Stanwood (City) is located one block west of the QFC grocery store. It was originally built in the 1960s and was rehabilitated in 1999. The pumps are now 20 years old and have reached the end of their design life. The station is undersized to meet long range capacity as identified in the 2015 *Comprehensive Sewer System Plan*. The 2035 peak hour demand is estimated at 3,250 gallons per minute (gpm). The existing capacity is approximately 1,800 gpm. The pumps are in a dry well that is difficult to access and requires winching and hoisting in three runs before the pumps can be loaded to a truck for maintenance. The wet well is difficult to access to remove solids and floating debris. The City would like a lift station that is easier to access and maintain, in addition to meeting the expected increase in long range capacity.

The City and RH2 Engineering, Inc., (RH2) completed an alternatives analysis to determine necessary and desired improvements to meet 20-year capacity, improve pump and wet well accessibility, protect electrical equipment from a flooding event, improve the operations and maintenance of the station, and improve duplicity which could be used in an emergency. From this alternatives analysis, the City decided to proceed with the alternative to reuse the existing generator and building. The proposed approach is to retrofit the building with the proposed equipment, including installation of Flygt pumps with cooling jackets.

City staff also want to have a duplicate force main to provide redundancy and additional capacity. A second force main with an inside diameter of at least 14.7 inches and 3,200 gpm capacity is planned to work alone or in parallel with the existing force main and will provide capacity well into the 20-year design period.

Since the 2015 *Comprehensive Sewer System Plan* (Plan) was based on 2015 data, flows were checked with recent data to confirm 20-year projections, including new developments the City is aware of in the sewer basin.

RH2 will rely on the accuracy and completeness of any data, materials, and information provided by the City, the Surveyor, and others in relation to this Scope of Work.

Major Scope Elements

The major elements of this Scope of Work are summarized as follows:

- Perform project management duties.
- Perform design level topographic survey of the Main Lift Station site and force main alignment.
- Complete a geotechnical report for the improvements, including boring under State Route 532 (SR 532) and directional drilling under Irvine Slough.
- Provide 60-percent, 90-percent (permit ready), and bid-ready construction plans, specifications, and construction cost estimates for the Main Lift Station, force main, and headworks screen improvements.
- Prepare permit applications, including a City Right-of-Way Permit and Building Permit for the Main Lift Station, force main, and headworks screen. RH2 will also assist with a WSDOT Utility Application for crossing under Highway 532, and a Hydraulic Project Approval for a directional drill under Irvine Slough.
- Meet with City staff to review plans and specifications at 60- and 90-percent completion.
- Support services during bidding to include up to two (2) addenda responding to contractor questions, and attendance at a single pre-bid walkthrough and bid opening for the combined projects.
- Additional services during construction will be accommodated by an amendment to this Scope of Work.

PHASE 2 – DESIGN

Task 1 – Project Management

Objective: Organize, manage, and coordinate RH2’s disciplines and provide quality assurance and quality control to complete the Scope of Work in close coordination with City staff.

Approach:

- 1.1 Prepare meeting agendas for meetings with City staff described in this Scope of Work.
- 1.2 Prepare meeting minutes for meetings with City staff described in this Scope of Work.
- 1.3 Prepare monthly invoices and ongoing progress communication.
- 1.4 Prepare for and attend 60-percent review meeting with the City. *It is assumed this meeting will take approximately two (2) hours.*
- 1.5 Prepare for and attend 90-percent review meeting with the City. *It is assumed this meeting will take approximately two (2) hours.*

- 1.6 Maintain ongoing client communications, including phone calls and emails, in addition to progress meetings.
- 1.7 Prepare and update project schedule.

RH2 Deliverables:

- Meeting agendas and minutes for meetings listed in Scope of Work, project schedule, monthly invoices, and ongoing correspondence, all in electronic format.

Task 2 – Topographic Survey and Geotechnical Explorations

Objective: Prepare topographic survey and geotechnical design for utilities.

Approach:

- 2.1 Perform topographic survey of the Main Lift Station, lift station site, and force main alignment along 94th Drive NW from the Main Lift Station south to the Wastewater Treatment Plant (WWTP), including the crossing of SR 532 to connect to the headworks. Survey work will be performed by Lisser and Associates of Mount Vernon as a subconsultant to RH2.
- 2.2 Perform geotechnical testing onsite for utility design, including bearing capacity for the force main, boring, and directional drilling constraints. Borings will be completed north of SR 532 between SR 532 and Irvine Slough and south of Irvine Slough to 50 feet deep. Up to four (4) 10-foot deep or less borings will be completed in 94th Drive NW to determine soil conditions for utility design. Borings will be completed by Holt Services, Inc., as a subconsultant to RH2. Prepare geotechnical technical memorandum to be used for design.

Assumptions:

- *Survey costs were assumed to be \$24,000 as a placeholder for the survey work. Actual cost may vary and will be adjusted by amendment, if necessary.*
- *A drill rig capable of 50-foot deep borings will be needed for the SR 532 bored crossing and directional drill under Irvine Slough. Access shall be granted on either side to mobilize a track rig to these locations near the proposed force main alignment. Drill rig costs were assumed to be \$7,000 as a placeholder for the drilling work. Actual cost may vary and will be adjusted by amendment, if necessary.*

RH2 Deliverables:

- AutoCAD topographic survey mapping for use in design. PDF copy for City files.
- Geotechnical Technical Memorandum in PDF format for City and RH2 files.

Task 3 – Plans, Specifications, and Estimate for Main Lift Station, Force Main, and Headworks Screen

Objective: Develop design plans, specifications, and construction cost estimates for the Main Lift Station, force main, and headworks screen improvements based on the decisions made during the predesign effort and headworks analysis.

Approach:

- 3.1 Create cover sheet, including sheet index and vicinity map (approximately one (1) sheet total).
- 3.2 Create general notes sheet (approximately one (1) sheet total).
- 3.3 Create standard details sheet (approximately one (1) sheet total).
- 3.4 Prepare technical specifications. *It is assumed RH2's standard facility technical specifications will be used.*
- 3.5 Prepare non-technical specifications. *It is assumed City standard legal specifications already in RH2's possession for use with previous projects will be used.*
- 3.6 Prepare site demolition and temporary erosion and sedimentation control plan and details (approximately three (3) sheets total).
- 3.7 Develop site plan for the Main Pump Station (approximately one (1) sheet total).
- 3.8 Create site details sheets (approximately two (2) sheets total).
- 3.9 Develop mechanical plan and elevation for the Main Lift Station (approximately four (4) sheets total).
- 3.10 Create mechanical details sheet (approximately one (1) sheet total).
- 3.11 Develop structural plan and details (approximately three (3) sheets total).
- 3.12 Meet once onsite to review the headworks and discuss improvements with City Operators. *City to provide access on site.*
- 3.13 Develop headworks screen improvement plan and details (approximately (2) sheets total).
- 3.14 Develop electrical and telemetry plans (approximately eight (8) sheets total).
- 3.15 Develop generator reuse plan and details for the Main Lift Station (approximately one (1) sheet total).
- 3.16 Create electrical details and control logic diagram sheets (approximately four (4) sheets total).
- 3.17 Develop force main plan and profile sheets (approximately three (3) sheets total, including one (1) detail sheet).
- 3.18 Develop force main bored crossing under SR 532 plan and profile and details (approximately (2) sheets total).

- 3.19 Develop detail sheets for force main directional drill crossing under Irvine Slough with detail sheet (approximately (2) sheets total).
- 3.20 Prepare a Main Lift Station and force main traffic control plan restricting site access during construction and lay out temporary pumping locations and hoses (approximately two (2) sheets total).
- 3.21 Prepare 60-percent construction cost estimate.
- 3.22 Incorporate comments from the 60-percent review meeting into the 90-percent design plans and specifications.
- 3.23 Prepare 90-percent construction cost estimate.
- 3.24 Incorporate comments from the 90-percent review meeting into the bid-ready design plans and specifications.
- 3.25 Prepare bid-ready construction cost estimate.

RH2 Deliverables:

- Design plan sheets for 60- and 90-percent review, and bid-ready plans, including two (2) hard copy half-size sets each for the 60- and 90-percent review and one (1) full-size electronic PDF set of bid-ready plans. *It is assumed that production of bid sets will be completed by outside production via Applied Digital Imaging and WCR Publications and paid for by the City.*
- An electronic PDF and one (1) paper copy each of technical and legal specifications will be provided for the 60- and 90-percent review, and electronic PDF copies of bid-ready specifications will be provided to the City, Applied Digital Imaging, and WCR Publications.
- An electronic PDF of the construction cost estimate for 60- and 90-percent review.

Task 4 – Additional Permitting

Objective: Assist the City with the remaining permitting requirements for the project. This effort includes preparing construction-specific permit applications, as well as environmental and land use compliance permits for the crossing of Irvine Slough. For the crossing of SR 532, RH2 will attend one (1) meeting with the City and Washington State Department of Transportation (WSDOT) and provide supporting material for a WSDOT Utility Accommodation Application.

Approach:

- 4.1 Coordinate with the City's Planning and Community Development Department to discuss anticipated permits, submittal requirements, etc.
- 4.2 Prepare Right-of-Way (ROW) permit for work in City-owned ROW. Submit to the City with design plans.
- 4.3 Prepare Building Permit application and associated documentation (i.e., design plans and documentation, prepared in Task 3) for City submittal and review.

- 4.4 Prepare Floodplain Certificate Development permit. Submit to the City with 90-percent design plans.
- 4.5 Prepare Civil Construction permit for construction at the Main Lift Station project site and along the force main alignment. Submit with 90-percent design plans for City review.
- 4.6 Prepare a State Environmental Policy Act (SEPA) Checklist for the project. Submit SEPA Checklist for City determination and publication. Assist the City in responding to questions or comments, as needed. *Up to four (4) hours are assumed for responding to questions/comments.*
- 4.7 Prepare Critical Areas (CA) memorandum specific to crossing Irvine Slough. *One (1) site visit will be performed to document the presence of drilling and receiving pit locations outside critical areas. The memorandum will describe the crossing of Irvine Slough via trenchless methodology, outside of regulated buffer habitat, and construction best management practices proposed to reduce potential critical areas impacts. Given the anticipated trenchless crossing approach, formal Critical Areas Reporting is not expected to be required.* Submit the CA memorandum to the City for review.
- 4.8 Prepare and submit a Joint Aquatic Resource Permit Application (JARPA) for Hydraulic Project Approval (HPA). The HPA is anticipated to be required by Washington Department of Fish and Wildlife (WDFW) in accordance with the Hydraulic Code. *The HPA application will include project drawings and the CA memorandum and will be completed and submitted electronically.*
- 4.9 Coordinate with WSDOT regarding permitting for the portion of the project that is within SR 532 ROW and preparation of a Utility Accommodation Application. *Additional effort necessary to complete WSDOT permitting will be billed at the standard rates shown in **Exhibit C**. Additional effort will be discussed and preapproved by the City. This subtask assumes twenty (20) hours of effort, which includes attendance at one (1) meeting with WSDOT to determine applicable documentation for the project.*

Assumptions:

- *Structural improvements to the Main Lift Station will not be required to update it to the most recent building code as additions to it will not cost more than 50 percent of the cost of structure replacement.*
- *No other permits will be required other than those listed in the approach. If additional permits or resubmittals of applications or meetings are required, they shall be completed by an amendment to this Scope of Work.*
- *City will lead coordination with WSDOT for the Utility Accommodation Application.*
- *All permit fees imposed by authorities with jurisdiction shall be paid for by the City. Submission will be completed by City staff for City permits and by RH2 for all other permits.*

RH2 Deliverables:

- Permit application forms and background documentation for submittal to authorities with jurisdiction in pdf format for all City permits and pdf and hard copy format for all other permits.

Task 5 – Services During Bidding

Objective: Assist the City with the bidding process. *It is assumed that there will be one (1) bid package, award, and schedule for the Main Lift Station, force main and headworks screen.*

Approach:

- 5.1 Prepare and compile a complete set of plans and specifications in PDF format. Deliver to Applied Digital Imaging for production and WCR Publications for internet publication. *Production costs are not part of this Scope of Work but will be billed to the City by Applied Digital Imaging directly.*
- 5.2 Assist the City in responding to contractor or supplier questions during a three (3)-week bidding period.
- 5.3 Issue up to two (2) addenda if needed to clarify, revise, or change construction plans, technical specifications, or project conditions during the bidding process.
- 5.4 Attend pre-bid walkthrough with the City and potential bidders.
- 5.5 Attend bid opening.

RH2 Deliverables:

- PDF of plans and specifications. Plans in PDF format and bid tab as excel spreadsheet (via email).
- Up to two (2) addenda in electronic PDF format.

City Responsibilities and Deliverables:

- Payment of all permit fees.
- Attendance at the following:
 - 60-percent and 90-percent review meetings;
 - Pre-bid walkthrough; and
 - Bid opening.
- Provide redline comments to plans and specifications at 60 and 90-percent review.
- Prepare the advertisement and coordinate with publications for the public advertisement. *It is recommended that the project be advertised in the Daily Journal of Commerce (DJC) and WCR Publications.*

- Pay production fees as necessary by Applied Digital Imaging for three (3) RH2 copies, necessary City copies, and construction sets. Bid sets can be paid for by bidding contractors.
- WCR Publications will distribute construction documents and addenda to prospective bidders.
- WCR Publications will maintain plan holders list.
- Review bidder information and verify bidder responsibility and responsiveness.
- Prepare notice of intent to award letter and send to contractor.
- Prepare notice to proceed letter and send to contractor.

Project Schedule

Design elements are expected to last into fall 2020, with permitting and services during bidding to occur in late fall to winter. The goal is to bid the project in the first quarter of 2021.

EXHIBIT B

Task Authorization RH2-4

Fee Estimate

City of Stanwood

Main Lift Station, Force Main, and Headworks Screen Improvements

Phase 2 - Design

Apr-20

Description		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
PHASE 2 - DESIGN						
Task 1	Project Management	76	\$ 14,920	\$ -	\$ 1,208	\$ 16,128
Task 2	Topographic Survey and Geotechnical Explorations	79	\$ 15,878	\$ 35,650	\$ 1,257	\$ 52,785
Task 3	Plans, Specifications, and Estimate for Main Lift Station, Force Main, and Headworks Screen	719	\$ 125,301	\$ -	\$ 16,104	\$ 141,405
Task 4	Additional Permitting	170	\$ 28,012	\$ -	\$ 2,542	\$ 30,554
Task 5	Service During Bidding	106	\$ 19,118	\$ -	\$ 2,160	\$ 21,278
PROJECT TOTAL		1150	\$ 203,229	\$ 35,650	\$ 23,270	\$ 262,149

EXHIBIT C RH2 ENGINEERING, INC. 2020 SCHEDULE OF RATES AND CHARGES		
RATE LIST	RATE	UNIT
Professional I	\$143	\$/hr
Professional II	\$159	\$/hr
Professional III	\$171	\$/hr
Professional IV	\$185	\$/hr
Professional V	\$200	\$/hr
Professional VI	\$212	\$/hr
Professional VII	\$230	\$/hr
Professional VIII	\$238	\$/hr
Professional IX	\$238	\$/hr
Control Specialist I	\$131	\$/hr
Control Specialist II	\$143	\$/hr
Control Specialist III	\$157	\$/hr
Control Specialist IV	\$169	\$/hr
Control Specialist V	\$180	\$/hr
Control Specialist VI	\$193	\$/hr
Control Specialist VII	\$208	\$/hr
Control Specialist VIII	\$216	\$/hr
Technician I	\$108	\$/hr
Technician II	\$118	\$/hr
Technician III	\$135	\$/hr
Technician IV	\$145	\$/hr
Technician V	\$158	\$/hr
Technician VI	\$174	\$/hr
Technician VII	\$189	\$/hr
Technician VIII	\$199	\$/hr
Administrative I	\$71	\$/hr
Administrative II	\$84	\$/hr
Administrative III	\$100	\$/hr
Administrative IV	\$118	\$/hr
Administrative V	\$136	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Mileage	\$0.575	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.