

**Highline Water District
King County, Washington**

RESOLUTION 13-4-17B

RESOLUTION AUTHORIZING AMENDMENT NO. 1 TO CONTRACT #12-60-13 WITH PACE ENGINEERS, INC. FOR PROJECT 12-3 S 188TH STREET WATER MAIN REPLACEMENT

WHEREAS, by passage of Resolution 12-10-17A, the Board of Commissioners authorized Contract 12-60-13 to PACE Engineers, Inc. for Project 12-3 S 188th St Water Main Replacement.

WHEREAS, at the District's request, PACE Engineers, Inc. submitted a proposed budget addendum for providing Professional Civil Engineering and Survey construction administration services.


WHEREAS, the General Manager and District Engineer have reviewed the 4/10/2013 scope of work submitted by PACE Engineers, Inc. (Attachment #1) for the additional services and recommend approval of this resolution.

NOW THEREFORE, BE IT RESOLVED:

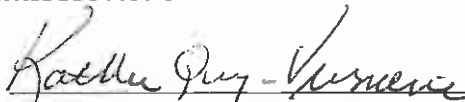
1. The Board of Commissioners authorizes Amendment No. 1 to Contract #12-60-13 (PACE Engineers, Inc.) for a not-to-exceed amount of \$16,950.00 excluding sales tax, as referenced in Attachment #1 (incorporated herein by this reference).
2. The General Manager or designee is authorized to sign Amendment No. 1 (Attachment #2, incorporated herein by this reference) to facilitate the additional work for Project 12-3 S 188th St Water Main Replacement.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at an Open Public Meeting held this **17th** day of **April 2013**.

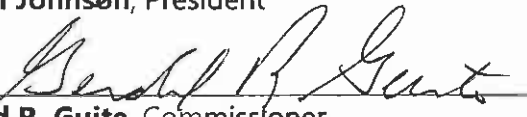
BOARD OF COMMISSIONERS



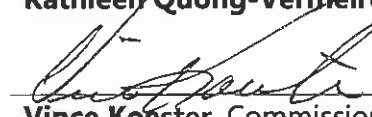
Daniel Johnson, President



Kathleen Quong-Vermeire, Secretary



Gerald R. Guite, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner



ATTACHMENT 1

April 10, 2013

Mr. Jeremy DelMar, P.E.
Engineering Manager
Highline Water District
PO Box 3867
Kent, WA 98032

**Subject: Highline Water District
Contract Addendum for Construction Administration Services
HWD Project No. 12-3 - S. 188th ST Water Main Replacement**

Dear Jeremy,

PACE Engineers, Inc. appreciates the opportunity to submit this proposed budget addendum for providing Professional Civil Engineering and Survey construction administration services for the above referenced project per your request.

SCOPE OF WORK

The scope of work for the project currently consists of installation of approximately 2,800 lineal feet of 8-inch and smaller diameter ductile iron pipe to replace existing Asbestos Cement (AC) water mains in S. 188th Street and in 39th Avenue South in the City of SeaTac. Work also the installation of new water services and meters, fire hydrants, connections to the existing system, other associated water system work, pavement restoration, including trench patching, overlay and concrete curb, gutter, sidewalk and landscape restoration.

According to the bid documents, the construction time for this project from the issue of the Notice-to-Proceed (anticipated for April 29, 2013) to substantial completion (July 3, 2013) is approximately 2-months.

Services requested from PACE as part of this addendum generally include construction staking, submittal review, attendance of preconstruction and project meetings, addressing RFI's and preparation of as-builts. A fee estimate for the project has been prepared based on the following detailed work tasks and is attached to this document as Exhibit A.

Task 1 –Construction Administration

We understand that the project construction schedule through substantial completion will be approximately 65 calendar days or roughly (9) weeks from the time the District expects to issue the Notice to Proceed. Final completion for this project is July 12, 2013.

This task includes construction management of the project during the anticipated construction

Jeremy DelMar, P.E.
 Highline Water District
 April 10, 2013
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period. PACE will provide the following work under Task 1 as required or requested by the District:

1. Attend one pre-construction meeting and weekly construction project meetings thereafter until substantial completion of the project. A maximum number of (9) meetings is anticipated. It is assumed the District will prepare meeting agendas and minutes.
2. Review material submittals for compliance with contract documents.
3. Review and address RFI's.
4. Prepare and/or review change orders as necessary, including changes to drawings and all documentation and coordination with the Contractor
5. Review and approve contract pay estimates, if requested.
6. Assist with field inspections as requested by the District. For budgetary purposes, we have estimated (16) hours, including travel, for this activity.
7. Monitor construction to determine contractor compliance and prepare all letters and documentation regarding the same.
8. Address construction questions as they arise.
9. Prepare punch lists and recommendation of project acceptance for the water main improvements.

Total Estimated Cost for Task 1: \$8,535.00

Task 2 – Construction Staking

This task includes one-time construction staking of the proposed bends, tees, hydrants, meters and water mains. It is anticipated that staking of the mains will include offsets at 100 foot intervals at or near the back of walk. Double offsets will be provided for all hydrants and water meter locations will be staked without offsets. It is assumed that pavement or other grades will not be required and therefore no grades will be provided under this task. As-built surveying is also not included in this task.

We propose to bill on a time and material basis as authorized should any additional survey services beyond the budgeted amount or survey services not included above be required during the construction administration phase of the project.

Total Estimated Cost for Task 2: \$5,890.00

Task 3 – As-Built Drawings

The work consists of as-building the plans per the requirements set forth by the District as-building standards. There are approximately (14) plan - profile sheets that are expected to require as-built drafting. We anticipate (1) set of combined redlines (to include Contractor mark-ups) from the District's inspector to prepare the as-builts. PACE will plot hard copies of the revised as-builts for District's review for sufficiency, make final changes prior to mylar production, print and deliver 1 (one) set up final as-builts in mylar format, and prepare and provide electronic files of said as-builts to the District in the District's current AutoCad Software.

Total Estimated Cost for Task 3: \$2,125.00



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Direct Expenses:

Direct expenses include survey materials, prints, copies, courier service, etc. **\$400.00** for direct expenses has been estimated for this project.

Project Schedule:

The project construction schedule is anticipated to be approximately (76) calendar days to fully complete the Project, with an approximate start date of April 29, 2013, and completion date of July 12, 2013.

PROPOSED BUDGET

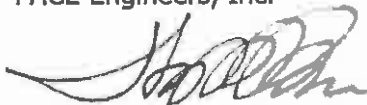
We propose to complete all work for this contract addendum as described in the above Tasks 1 - 3 on a **Time and Material** basis as indicated herein for an additional Project Budget not to exceed **\$16,950.00** without prior authorization. We will bill monthly and provide monthly progress reports as requested by the District. All billings will be at our current rates. Our 2013 District rates are attached as Exhibit B.

In summary, we have developed a scope of work and budget based on our present knowledge of the proposed project. We have tried to cover all aspects of the proposed projects; however, if you feel that additional areas of work require our attention, or if you have any questions or desire additional information please, do not hesitate to contact us.

Again, we are pleased to submit this proposal to accomplish the professional engineering and surveying construction administration tasks for the subject project, and look forward to continue working with you on this project.

Sincerely,

PACE Engineers, Inc.



H. Peter Paulsen, P.E.
 Project Manager

I agree to the above proposal and authorize you to proceed.

Name

Title

Date

Attachments: Exhibit A – Project Budget Worksheet
 Exhibit B – 2013 District Rates



**2013 MUNICIPAL (ENGINEER OF RECORD)
HOURLY RATE SCHEDULE**

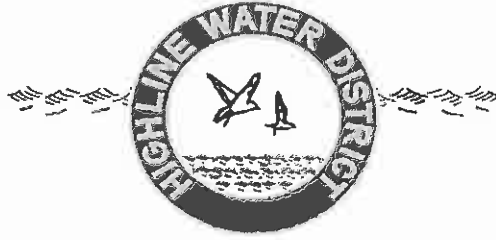
<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
1. Office Tech I, Expediter I	\$ 45.00
2. Office Tech II, Expediter II	\$ 55.00
3. Jr. Instrument Person, Office Tech III, Intern	\$ 65.00
4. Instrument Person, GPS Assistant, Jr. CAD Drafter, Sr. Office Tech, Inspector	\$ 75.00
5. Jr. Engineer, Designer I, Jr. Planner, Party Chief, CAD Drafter I, GIS Tech, Inspector I, Project Administrator	\$ 85.00
6. Engineer I, Designer II, Planner I, Survey Tech I, CAD Drafter II, GIS Analyst I, Inspector II	\$ 95.00
7. Engineer II, Sr. Designer, Planner II, Sr. Party Chief, Survey Technician II, CAD Drafter III, GIS Analyst II, Inspector III	\$ 105.00
8. Sr. Engineer, Project Designer I, Sr. Planner, Project Surveyor, Sr. CAD Drafter, GIS Analyst III, Sr. Inspector	\$ 115.00
9. Project Engineer, Project Designer II, Project Planner, Sr. Project Surveyor, GIS IV, GIS/CAD Manager	\$ 125.00
10. Sr. Project Engineer, Structural Engineer, Sr. Project Designer, Sr. Project Planner, Survey Project Manager, Robotic/GPS & Operator	\$ 135.00
11. Project Manager, Principal Surveyor	\$ 145.00
12. Sr. Project Manager, Sr. Principal Surveyor, 3D Scanning & Operator	\$ 155.00
13. Principal Engineer, Principal Planner	\$ 165.00
14. Senior Principal	\$ 175.00

REIMBURSABLES

A. Sub-Consultants, Professional and Technical	Cost + 12%
B. Maps, reports, materials, permit fees, express delivery and messenger, pass-thru bills and similar items necessary for work in progress	Cost + 12%
C. Technology expenses associated with computers, software, electronic distance measuring devices, telephone, cell phone, photo copies, standard survey supplies and transportation and standard postage will be invoiced as a Technology Charge	N / A
D. Out-of-Town travel per diem and cost of commercial transportation	Cost + 10%
E. Transportation within 30 Mile Radius *	No Charge
Transportation beyond 30 Mile Radius – Automobile	\$.60 per mile
* On job inspection mileage will be billed	\$.60 per mile
F. Special Equipment/Software	
Special Software for Modeling/Analysis	\$ 10/hour
Large Format Blueprints and Reproduction – Bond	\$.50/sq foot
Large Format Blueprints and Reproduction – Mylar	\$ 1.50/sq foot
Color Copies – In-house (8½ x 11)	\$.25/page
G. Expert Witness	Rate x 1.5

Note: ¹ All payment is due within 30 days from date of invoice. A monthly service charge of 2% will be added on all accounts older than 45 days.

² The foregoing schedule of charges is incorporated into the agreement for the services provided effective January 1, 2013. After December 31, 2013, invoices will reflect the schedule of charges in effect at that time.



PROJECT 12-3 S 188TH STREET WATER MAIN REPLACEMENT

**AMENDMENT #1
CONSULTANT AGREEMENT FOR SERVICES
PACE ENGINEERS, INC. CONTRACT #12-60-13**

PACE Engineers, Inc. has requested additional compensation for the following revisions:

Task 1	Construction Administration	\$8,535.00
Task 2	Construction Staking	\$5,890.00
Task 3	As-Built Drawings	\$2,125.00
	Direct Expenses	\$400.00
	Contract Revision Total	\$16,950.00
	Previous Contract Amount	\$84,050.00
	Current Contract Amount	\$101,000.00

PACE Engineers, Inc. will undertake the above-referenced additional work on a time-and-expense basis. The estimated cost for these additional services is \$16,950.00. The current contract amount is \$84,050.00. The revised contract amount is \$101,000.00. The same standard general terms and conditions will apply as agreed to in Contract #12-60-13 dated 10/24/12.

Effective Date. The effective date of this Amendment shall be the date signed by an authorized representative of the District.

HIGHLINE WATER DISTRICT

PACE ENGINEERS, INC.

By: _____

By: _____

Matt Everett

Martin L. Penhallegon

Title: General Manager


Title: President

Date: _____

Date: _____

Agenda Item No.: 5.2

Agenda Date: 4/17/2013

Reviewed By: 

Subject: Authorize Amendment No. 1 – PACE Engineers, Inc. - Contract #12-60-13
Project 12-3 S 188th St Water Main Replacement

CATEGORY	
<i>Executive</i>	<input type="checkbox"/>
<i>Administrative</i>	<input type="checkbox"/>
<i>Engineering/Operations</i>	<input checked="" type="checkbox"/>

FINANCIAL			
<i>Expenditures?</i>	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
<i>Budgeted?</i>	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
<i>Estimated Amount:</i>		\$	<u>16,950.00</u> Excludes sales tax

ATTACHMENTS:

1. Resolution 13-4-17B
2. Attachment #1 – PACE Engineers, Inc. Scope of Work for Amendment No. 1
3. Attachment #2 - Amendment No. 1

COMMENTS:

At the District's request, PACE Engineers, Inc. submitted a proposed budget addendum for providing Professional Civil Engineering and Survey construction administration services.

The General Manager and District Engineer have reviewed the 4/10/2013 scope of work submitted by PACE Engineers, Inc. for the additional services and recommend approval of this resolution.