

**HIGHLINE WATER DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION 16-5-18B**

**RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT #16-60-10 WITH GRAY & OSBORNE, INC. FOR PHASE 2 CONSTRUCTION MANAGEMENT SERVICES RELATING TO PROJECT 16-5 S 268TH STREET WATER MAIN REPLACEMENT AND BRIGHTWOOD PARK SEWER MAIN REPLACEMENT**

**WHEREAS**, by passage of Resolution 16-3-2A, the Board of Commissioners awarded Contract #16-60-10 to Gray & Osborne, Inc. for the design of Project 16-5 S 268th St Water Main Replacement; and

**WHEREAS**, the District requested Gray and Osborne, Inc. submit a Scope of Services and Budget proposal for Phase 2 Construction Management Services. The Construction Management Assistance includes: ■ Submittal Review; ■ Weekly Construction Meetings; ■ Site Visits; ■ Construction Staking; ■ Construction Record Drawings; ■ Project Closeout; and

**WHEREAS**, the General Manager and District Engineer have reviewed the Scope of Services and Estimated Cost submitted on 5/16/16 by Gray and Osborne, Inc. for Phase 2 Construction Management Services, and recommend approval of this resolution.


**NOW, THEREFORE, BE IT RESOLVED:**

1. The Board of Commissioners approves Contract Amendment #1 for a not-to-exceed amount of \$ 109,000.00.
2. The General Manager or Designee is authorized to execute Amendment #1 (referenced as Attachment-1 and incorporated herein) for Project 16-5 Phase 2 Construction Management Services.

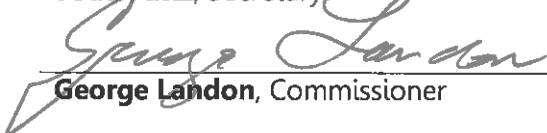
**ADOPTED BY THE BOARD OF COMMISSIONERS** of Highline Water District, King County, Washington, at an open public meeting held on this **18th** day of **May 2016**.

**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Vince Koester, President

  
\_\_\_\_\_  
Todd Fultz, Secretary

  
\_\_\_\_\_  
Daniel Johnson, Commissioner

  
\_\_\_\_\_  
George Landon, Commissioner

  
\_\_\_\_\_  
Kathleen Quong-Vermeire, Commissioner



**AMENDMENT #1**

**CONSULTANT AGREEMENT FOR SERVICES  
GRAY & OSBORNE, INC. – CONTRACT #16-60-10  
PROJECT 16-5  
268TH STREET WATER MAIN REPLACEMENT AND  
BRIGHTWOOD PARK SEWER MAIN REPLACEMENT**

Gray & Osborne, Inc. will undertake the additional work on a time-and-materials basis as described in their Scope of Services (Exhibit A) and Estimated Cost (Exhibit B) submitted on 5/16/16 for the Phase 2 Construction Management Services as related to Project 16-5 S 268th St Water Main Replacement & Brightwood Park Sewer Main Replacement.

The current contract amount is \$30,050.00. The estimated cost for these additional services is \$109,000.00. The revised contract amount is \$139,050.00. The same standard general terms and conditions will apply as agreed to in Contract #16-60-10 dated 3/10/16.

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

**HIGHLINE WATER DISTRICT**

**GRAY & OSBORNE, INC.**

By: \_\_\_\_\_  
Matt Everett

By: \_\_\_\_\_

Title: General Manager  
\_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A

### SCOPE OF SERVICES

#### HIGHLINE WATER DISTRICT SOUTH 268<sup>TH</sup> STREET WATER MAIN REPLACEMENT AND BRIGHTWOOD PARK SEWER MAIN REPLACEMENT, PHASE 2 CONSTRUCTION MANAGEMENT

#### PROJECT UNDERSTANDING

The South 268<sup>th</sup> Street Water Main Replacement and Brightwood Park Sewer Main Replacement consists of the replacement of approximately 2,000 LF of water main and approximately 2,500 LF of sewer main and side sewers, along with system appurtenances. A Scope of Services for Phase 1 of this project was executed in February 2016, for design services to prepare contract documents and to publicly bid the project. The Board awarded the project on May 4, 2016, to SCI Infrastructure, LLC. Phase 2, which is included in this Contract Amendment, is anticipated for construction services including administration, management, construction staking, and record drawings.

This Scope of Work is comprised of three Tasks. Task 1 is for Work in Bid Schedule A which is associated with the South 268<sup>th</sup> Water Main Replacement; Task 2 is for Work in Bid Schedule B which is associated with the Brightwood Park Sewer Main Replacement; and Task 3 is for Work in Bid Schedule C which is common to both schedules. It is understood that all Work will be invoiced to Highline Water District who will enter into an Interlocal Agreement with Midway Sewer District for reimbursement. It is anticipated that Physical Completion of the project will occur by August 12, 2016.

#### SCOPE OF WORK

Gray & Osborne will perform the following tasks.

##### **Task 1 – Schedule A: South 268<sup>th</sup> Water Main Replacement Construction Management Assistance**

**Objective:** Provide overall project management and oversight of the project work on Schedule A by the Project Manager. Gray & Osborne will provide the following:

1. Procure sufficient staff resources to dedicate to the project.
2. Manage and control project budget and schedule.
3. Manage and provide monthly progress reports and invoices.

4. Schedule and conduct the preconstruction meeting, including providing agendas and meeting minutes, as required.
5. Schedule and conduct weekly construction meetings with the District and Contractor, at the District or onsite, as required.
6. Review and process submittals, requests for information, and change orders. Conduct communication with the Contractor and District.
7. Provide full-time, daily construction inspection and provide daily construction reports. (Assume four weeks)
8. Tabulate monthly Bid quantities and prepare monthly progress estimates.
9. Provide compaction testing for trench backfill and asphalt trench patching through subconsultant.
10. Project Manager review of daily construction reports.
11. Conduct periodic site visits (assume four total).
12. Provide and coordinate construction staking by Gray & Osborne survey crew. Construction staking shall include filing and closing Department of Natural Resources monument permit.
13. Prepare record drawings based upon District and Contractor redlines. Record drawings to be provided to the District on Mylar along with electronic AutoCAD files on CD.
14. Project closeout including the Notice of Project Completion of Public Works Contract.

### **Deliverables**

- Monthly Status Updates
- Meeting Agendas and Minutes
- Responses as Required to RFIs
- Change Orders
- Submittals
- Daily Construction Reports
- Monthly Progress Estimates
- Compaction Test Results

## **District to Provide**

- N/A

## **Task 2 – Schedule B: Brightwood Park Sewer Main Replacement Construction Management Assistance**

Objective: Provide overall project management and oversight of the project work on Schedule B by the Project Manager. Gray & Osborne will provide the following:

1. Procure sufficient staff resources to dedicate to the project.
2. Manage and control project budget and schedule.
3. Manage and provide monthly progress reports and invoices.
4. Schedule and conduct the preconstruction meeting, including providing agendas and meeting minutes, as required.
5. Schedule and conduct weekly construction meetings with the District and Contractor, at the District or onsite, as required.
6. Review and process submittals, requests for information, and change orders. Conduct communication with the Contractor and District.
7. Provide full-time, daily construction inspection and provide daily construction reports. (Assume five weeks)
8. Tabulate monthly Bid quantities and prepare monthly progress estimates.
9. Provide compaction testing for trench backfill and asphalt trench patching through subconsultant.
10. Project Manager review of daily construction reports.
11. Conduct periodic site visits (assume four total).
12. Provide and coordinate construction staking by Gray & Osborne survey crew. Construction staking shall include filing and closing Department of Natural Resources monument permit.
13. Prepare record drawings based upon District and Contractor redlines. Record drawings to be provided to the District on Mylar along with electronic AutoCAD files on CD.

14. Project closeout including the Notice of Project Completion of Public Works Contract.

### **Deliverables**

- Monthly Status Updates
- Meeting Agendas and Minutes
- Responses as Required to RFIs
- Change Orders
- Submittals
- Daily Construction Reports
- Monthly Progress Estimates
- Compaction Test Results

### **District to Provide**

- N/A

### **Task 3 – Schedule C: Road Restoration Outside of South 268<sup>th</sup> Street Construction Management Assistance**

Objective: Provide overall project management and oversight of the project work on Schedule C by the Project Manager. Project Manager shall work with a District-provided Inspector to oversee the work. Gray & Osborne will provide the following:

1. Procure sufficient staff resources to dedicate to the project.
2. Manage and control project budget and schedule.
3. Manage and provide monthly progress reports and invoices.
4. Schedule and conduct the preconstruction meeting, including providing agendas and meeting minutes, as required.
5. Schedule and conduct weekly construction meetings with the District and Contractor, at the District or onsite, as required.
6. Review and process submittals, requests for information, and change orders. Conduct communication with the Contractor and District.
7. Provide full-time, daily construction inspection and provide daily construction reports. (Assume 1 week)

8. Tabulate monthly Bid quantities and prepare monthly progress estimates.
9. Provide compaction testing asphalt paving through subconsultant.
10. Project Manager review of daily construction reports.
11. Conduct periodic site visits (assume two total).
12. Provide and coordinate construction staking by Gray & Osborne survey crew. Construction staking shall include filing and closing Department of Natural Resources monument permit.
13. Prepare updates to Schedule A and Schedule B Record Drawings, if required.
14. Project closeout including the Notice of Project Completion of Public Works Contract.

**Deliverables**

- Monthly Status Updates
- Meeting Agendas and Minutes
- Responses as Required to RFIs
- Change Orders
- Submittals
- Daily Construction Reports
- Monthly Progress Estimates
- Compaction Test Results

**District to Provide**

- N/A

**EXHIBIT B**

**ENGINEERING SERVICES  
SCOPE AND ESTIMATED COST**

*Highline Water District - South 268th Street Water Main Replacement and Brightwood Park Sewer Main Replacement, Phase 2 Construction Management*

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Field Inspector Hours	AutoCAD/GIS Technician Hours	Professional Land Surveyor Hours	Field Survey (2 person) Hours
<b>Construction Management Assistance</b>							
Task 1: Schedule A CM	2	48	40		36	10	28
Schedule A Inspection				160			
Task 2: Schedule B CM	2	48	38		40	12	32
Schedule B Inspection				200			
Task 3: Schedule C CM		24	24		8	8	24
Schedule C Inspection				40			
Hour Estimate:	4	120	102	400	84	30	84
Fully Burdened Billing Rate Rate:*	\$112 to \$176	\$115 to \$176	\$110 to \$142	\$82 to \$130	\$45 to \$90	\$109 to \$128	\$144 to \$210
Estimated Fully Burdened Billing Rate:*	\$155	\$140	\$125	\$115	\$85	\$125	\$180
Fully Burdened Labor Cost:	\$620	\$16,800	\$12,750	\$46,000	\$7,140	\$3,750	\$15,120

Total Fully Burdened Labor Cost: \$ 102,180

Direct Non-Salary Cost:

Mileage & Expenses (mileage @ current IRS rate) \$ 1,320

Subconsultant:

Compaction Testing, Otto Rosenau \$ 5,000

Subconsultant Overhead (10%) \$ 500

**TOTAL ESTIMATED COST: \$ 109,000**

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



**Agenda Item No.:** 5.2  
**Agenda Date:** 5/18/16  
**Reviewed By:** M.E.

**Subject:** Authorize Amendment #1 – Gray & Osborne, Inc. - Contract #16-60-10  
Project 16-5 Phase 2 – Construction Management Services

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>109,000.00</u>		Excludes sales tax	

**ATTACHMENTS:**

1. Resolution 16-5-18B
2. Attachment-1:  
 Amendment #1 w/  
 Exhibit A – Gray & Osborne Scope of Services  
 Exhibit B – Gray & Osborne Scope and Estimated Cost

**COMMENTS:**

At the request of the District, Gray & Osborne, Inc. submitted a proposal for Phase 2 Construction Management Services for Project 16-5 S 268th St Water Main Replacement & Brightwood Park Sewer Main Replacement.

The General Manager and District Engineer have reviewed the 5/16/16 Scope of Services/Scope and Estimated Cost and recommend approval of this resolution.