

**HIGHLINE WATER DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION 17-6-21B**

**RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT #16-60-20 WITH GRAY & OSBORNE, INC. FOR PHASE 2 CONSTRUCTION MANAGEMENT SERVICES RELATING TO PROJECT 17-1 2017 WATER SYSTEM IMPROVEMENTS**

**WHEREAS**, by passage of Resolution 16-10-19D, the Board of Commissioners awarded Contract #16-60-20 to Gray & Osborne, for the design of Project 17-1 2017 Water System Improvements; and

**WHEREAS**, the District requested Gray and Osborne, Inc. submit a Scope of Services and Budget proposal for Phase 2 Construction Management Services. Phase 2 includes the following tasks:  
▪ Construction Management Assistance; ▪ Construction Meetings/Site Visits; ▪ Submittal, RFI, and Change Order Review; ▪ Construction Staking; ▪ Construction Record Drawings; and

**WHEREAS**, the General Manager and District Engineer have reviewed the Scope of Services and Estimated Cost submitted on 6/6/17 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 \$80,300.00 (excluding sales tax).
2. The General Manager or Designee is authorized to execute Amendment #1 (referenced as Attachment-1 and incorporated herein) for Project 17-1 Phase 2 Construction Management Services.

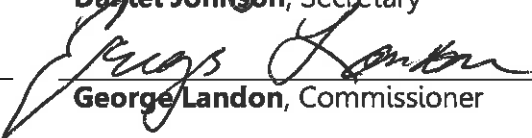
**ADOPTED BY THE BOARD OF COMMISSIONERS** of Highline Water District, King County, Washington, at an open public meeting held on this **21st** day of **June 2017**.

**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Todd Fultz, President

  
\_\_\_\_\_  
Daniel Johnson, Secretary

  
\_\_\_\_\_  
Vince Koester, Commissioner

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

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



**AMENDMENT #1**

**CONSULTANT AGREEMENT FOR SERVICES  
GRAY & OSBORNE, INC. – CONTRACT #16-60-20  
PROJECT 17-1 2017 WATER SYSTEM IMPROVEMENTS, PHASE 2**

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 for the Phase 2 Construction Management Services as related to Project 17-1 2017 Water System Improvements.

The current contract amount is \$169,835.00. The estimated cost for these additional services is \$80,300. The revised contract amount is \$250,135.00. The same standard general terms and conditions will apply as agreed to in Contract #16-60-20 dated 10/31/16.

**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: \_\_\_\_\_  
Michael B. Johnson, P.E.

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

Title: President/CEO  
\_\_\_\_\_

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

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

# **EXHIBIT A**

## **SCOPE OF SERVICES**

### **HIGHLINE WATER DISTRICT 2017 WATER SYSTEM IMPROVEMENTS, PHASE 2 CONSTRUCTION MANAGEMENT**

#### **PROJECT UNDERSTANDING**

The 2017 Water System Improvements project will replace existing 4-inch to 10-inch Abestos Cement (AC) water mains that are at the end of their useful life. A Scope of Services for Phase 1 of this project was executed on October 31, 2016 for design services to prepare contract documents, and to publicly bid the project, ending with our recommendation to the Board of Commissioners (Board) for the award of the project. We anticipate Award of the project at the June 7 Board Meeting. Phase 2, which is included in this Contract Amendment, is anticipated for construction services including administration, management, construction staking, and record drawings.

This project will also replace approximately 7,725 linear feet of existing asbestos cement (AC) water mains with new 12-inch and 8-inch ductile iron water mains, in addition to new services, hydrants, and appurtenances. It is anticipated that Physical Completion of the project will occur by the end of October 2017.

#### **SCOPE OF WORK**

Gray & Osborne will perform the following tasks.

##### **Task 1 – Construction Management Assistance**

**Objective:** Provide overall project management and oversight of the project work by the Project Manager. Project Manager shall work with a District provided inspector to oversee the work. G&O 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. Review District-provided daily construction reports.
5. Project closeout including the Notice of Project Completion of Public Works Contract.

## **Task 2 – Construction Meetings and Site Visits**

**Objective:** Conduct preconstruction meetings, weekly meetings, and perform site visits, as required.

1. Conduct the preconstruction meeting, including providing agendas and meeting minutes.
2. Conduct weekly construction meetings, as required.
3. Conduct periodic site visits (assume two per month for eight total).

## **Task 3 – Submittal, RFI, and Change Order Review**

**Objective:** To review material submittals, respond to Contractor Requests for Information (RFI), and Change Orders.

1. Review and process submittals, requests for information, and change orders. Conduct communication with the Contractor and District. Provide assistance in verifying quantities for monthly progress estimates.

## **Task 4 – Construction Staking**

**Objective:** Provide construction staking of the contract including associated DNR monument permits.

1. Provide and coordinate construction staking by G&O survey. Construction staking shall include filing and closing Department of Natural Resources monument permit.

## **Task 5 – Construction Record Drawings**

**Objective:** Provide Construction Record Drawings of completed work based upon redline comments provided by the District and Contractor.

1. 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.

### **Deliverables:**

- Monthly status updates; meeting agendas and minutes; responses as required to RFIs, change orders, and submittals; Construction Record Drawings.

District to Provide:

Daily construction inspection and reports, monthly progress estimates. Not included within this Scope of Work are the following:

- Daily inspection and construction reports;
- Monthly progress estimates.

**EXHIBIT "B"**

**ENGINEERING SERVICES  
SCOPE AND ESTIMATED COST**

*2017 Water System Improvement, Phase 2 - Construction Management*

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Civil Eng. Hours	AutoCAD Tech.	Professional Land Surveyor Hours	Field Survey (2 person) Hours
1 Construction Management Assistance	4	16	100				
2 Construction Meetings and Site Visits		24	128				
3 Submittal, RFI, and Change Order Review		4	30	24			
4 Construction Staking		2	14		8	30	100
5 Construction Record Drawings		4	24		40		
Hour Estimate:	4	50	296	24	48	30	100
Fully Burdened Billing Rate Range:*	\$112 to \$177	\$99 to \$177	\$106 to \$145	\$77 to \$126	\$48 to \$116	\$109 to \$135	\$144 to \$212
Estimated Fully Burdened Billing Rate:*	\$155	\$143	\$117	\$85	\$90	\$128	\$185
Fully Burdened Labor Cost:	\$620	\$7,150	\$34,632	\$2,040	\$4,320	\$3,840	\$18,500

Total Fully Burdened Labor Cost: \$ 71,102

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 728

Subconsultant:

Compaction Testing, Otto Rosenau \$ 7,700

Subconsultant Overhead (10%) \$ 770

**TOTAL ESTIMATED COST: \$ 80,300**

\* 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:** 6/21/17  
**Reviewed By:** [Signature]

**Subject:** Authorize Amendment #1 – Gray & Osborne, Inc. - Contract #16-60-20  
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>80,300.00</u>
			<small>Excludes sales tax</small>

**ATTACHMENTS:**

1. Resolution 17-6-21B
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 on 6/7/17 a proposal for Phase 2 Construction Management Services for Project 17-1 Water System Improvements.

The General Manager and District Engineer have reviewed the 6/7/17 Scope of Services/Scope and Estimated Cost and recommend approval of this resolution.