

**HIGHLINE WATER DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION 17-8-2B

RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT #16-60-05 WITH STANTEC CONSULTING SERVICES INC. (STANTEC) FOR PHASE 2 SCOPE OF SERVICES FOR PROJECT 16-3 MANSION HILL RESERVOIR RELOCATION

WHEREAS, by passage of Resolution 16-5-4D, the Board of Commissioners authorized Contract #16-60-05 with Stantec for the Phase 1 preliminary design services for Project 16-3 Mansion Hill Reservoir Relocation; and

WHEREAS, the District requested Stantec submit a Scope of Services and Fee Estimate proposal for Phase 2 – Demolition of 5.0 MG Reservoir and 0.25 MG Elevated Tank and Construction of a 4.5 MG Reservoir (referenced as Attachment-1 and incorporated herein). The tasks include: (1) Project Management; (2) Final Design and Bid Support; (3) Permitting; (4) Sound Transit Coordination; (5) Public Involvement; and

WHEREAS, the General Manager and District Engineer have reviewed the 7/28/17 Scope of Services and Fee Estimate, submitted by Stantec for Phase 2 and recommend approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Commissioners approves Amendment #1 to Contract 16-60-05 with Stantec, for a not-to-exceed amount of \$362,637.88.
2. The General Manager or Designee is authorized to execute Amendment #1 (referenced as Attachment-2 and incorporated herein) for Project 16-3 Phase 2.
3. The General Manager and/or the District's legal counsel are authorized to make minor changes to the Amendment if required.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at an open public meeting held on this **2nd** day of **August 2017**.

BOARD OF COMMISSIONERS



Todd Fultz, President



Daniel Johnson, Secretary



Vince Koester, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner



Stantec Consulting Services Inc.
11130 NE 33rd Place Suite 200, Bellevue WA 98004-1465

EXHIBIT A

AMENDMENT 1, PHASE 2 SCOPE OF SERVICES FOR

HIGHLINE WATER DISTRICT MANSION HILL RESERVOIR RELOCATION DEMOLITION OF ~~4.5~~^{5.0} MG RESERVOIR AND 0.25 MG ELEVATED TANK AND CONSTRUCTION OF A 4.5 MG RESERVOIR PROJECT 16-3

July 28, 2017

Prepared By: Stantec Consulting Services, Inc.

Background

The existing 5.0 MG reservoir, located at the Mansion Hill site, conflicts with the proposed Federal Way Link Light Rail Extension alignment by Sound Transit. As a result, the 5.0 MG reservoir and an existing 0.25 MG elevated tank need to be demolished and a new 4.5 MG reservoir will be constructed elsewhere on site. Also, the 30-inch water main owned by Highline Water District (HWD) will be impacted north of the site by the new Sound Transit light rail alignment and will need to be relocated.

Highline Water District contracted with Stantec to provide consulting services for Phase 1 of the project. Phase 1 tasks included:

- Project Management
- Task Force – Provide risk analysis, negotiation strategies, and high level decisions, as needed, during the planning, preliminary design, permitting, and Sound Transit coordination tasks.
- Planning – Develop and analyze reservoir replacement alternatives and select a preferred alternative. This activity also evaluated other Highline Water District infrastructures that were impacted by Sound Transit.
- Preliminary Design – Develop preliminary design drawings for the demolition of the 5.0 MG reservoir and 0.25 MG elevated tank, construction of a new 4.5 MG reservoir and pump station, and construction of the relocated 30-inch water main, on site piping, and off site piping upgrades. This task also included surveying, geotechnical investigation, and identifying the required Department of Health reports.
- Permitting – Initiate the permitting process with the City of SeaTac.
- Sound Transit Coordination – Support Highline Water District in coordinating with Sound Transit.
- Feasibility Study for a 30-inch water transmission main - The light rail alignment will conflict with the existing 30-inch water main from the Crestview Reservoir and Pump Station to the Mansion Hill site. A section of the 30-inch water main will need to be relocated to avoid the conflict(s). The



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Reference: Manslon Hill Reservoir Relocation Project

Crestview Pump Station is located near Military Road South and South 158th Street and it serves the 560 Pressure Zone.

Phase 2 Purpose

Highline Water District (HWD) will amend the existing contract with Stantec to provide final design services (Phase 2) for the demolition of the existing 5.0 MG reservoir and the 0.25 MG elevated tank and the construction of a 4.5 MG reservoir, with associated piping revisions.

Phase 2 activities include:

- Project management
- Final Design – Preliminary drawings have been completed for the demolition of the 5.0 MG reservoir and 0.25 MG elevated tank and construction of a 5.0 MG reservoir. The drawings will be finalized for bidding and construction. Specifications will also be developed.
- Opinion of Probable Construction Costs – Opinion of Probable Construction Costs (OPCC) will be developed.
- Permitting – Finalize SEPA and Conditional Use Permit (CUP).
- Bid assistance – Assist HWD during the bidding period to answer contractor questions, issue addenda if necessary, attend pre-bid meeting, and validate bids.
- Activities included under Phase 1 (Task Force, Sound Transit Coordination, and Public Involvement) will be included in Phase 2 on a “as needed basis.”

Construction support services are not included in this Scope of Work.

This Scope of Services below contains a Statement of Services, a schedule, and a Level of Effort budget.

Statement of Services

The following tasks have been identified to complete the Phase 2, activities mentioned above:

Task 1: Project Management

Project management will include:



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Reference: Mansion Hill Reservoir Relocation Project

- Preparation of a monthly budget status report and a summary of project activities conducted during the billing period to accompany monthly invoices.
- Administrative duties, such as project set up, contracting, monthly invoicing, and project assistance.
- Budget, schedule, and quality tracking.
- Coordination and communications with project team, Highline Water District, and other stakeholders.
- Document management to include submittals, filing, and project closeout.
- Three out of office meetings (three hours each, including travel time) attended by the Stantec project manager.

Deliverables: Monthly invoices, project status updates, and general correspondence.

Task 2: Final Design and Bid Support

A final design will be developed for the demolition of the 4.5 MG reservoir and the 0.25 MG elevated tank and the construction of a 4.5 MG reservoir located on the Mansion Hill site. Included in the final design will be the development and submittal of a DOH Project Report and an amendment to the existing Highline Water District Water Comp Plan conducted by Carollo Engineers.

The design of the 4.5 MG reservoir steel shell and roof will be designed by the contractor's tank supplier. The tank foundation and appurtenances, such as the roof access ladder, roof railing, and roof vents, will be designed by Stantec. Stantec will provide the contractor the reservoir steel shell and roof design performance criteria. The final design package will include plans, specifications (general and technical), an OPCC, and construction schedule.

Bid assistance will include:

- Attending pre-bid meeting
- Responding up to 5 RFIs
- Developing up to two addenda
- Bid verification



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Reference: Mansion Hill Reservoir Relocation Project

Assumptions:

- Design package will include 10 to 12 drawings
- Two design progress meetings and two submittal review meetings (sixty and ninety percent submittals) with Highline Water District, involving 2 to 4 Stantec team members. Four hours per meeting, this includes agenda, meeting preparation, travel time, and writing and distributing the minutes

Deliverables:

- Sixty, ninety, and bid-ready final design drawings and specifications submitted electronically, along with three full size and five half size plan sets and three paper copies of the specifications. Drawings will be developed using AutoCad 2014. Also, Stantec will upload bid documents to BXWA for bidding purposes.
- DOH required submittals
- Updated OPCC and construction schedule

Task 3: Permitting

Finalize SEPA, CUP, and variance and submit a grading permit to the City of SeaTac.

Assumptions:

- Stantec will prepare and submit the application and exhibits for the Ecology NPDES General Construction Storm Water permit. The contractor will develop the storm water plan.
- The contractor will prepare the mechanical, electrical, and plumbing permit applications.
- The permitting task includes attendance at an application meeting with the City of SeaTac planning department and 2 coordination meetings with Highline Water District. All meetings to include 1 to 2 Stantec team members. Time allocated for meetings to be 4 hours, which includes travel, preparation and writing and distribution of meeting minutes.

Deliverables:

- One completed CUP application for the City of SeaTac.
- Agenda and meeting minutes.



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Reference: Mansion Hill Reservoir Relocation Project

Task 4: Sound Transit Coordination

As provided under Phase 1, the Stantec team will support Highline Water District, as needed, in coordinating with Sound Transit.

Assumptions:

- Coordination team to comprise (on average) of 2 Stantec team members per coordination meeting. One negotiation meeting per month. Meetings to average a duration of 5 hours, which includes strategy development coordination with Highline Water District, and preparation, writing of meeting minutes, and distribution of minutes.

Deliverables:

- Meeting minutes
- Prepare documents for Sound Transit review and address review comments.

Task 5: Public Involvement

Stantec will assist Highline Water District, if needed, with public involvement.

Schedule

Sixty Percent Design Plans, Specifications, and OPCC	October 13, 2017
Ninety Percent Design Plans, Specifications, and OPCC	December 15, 2017
Final Design Plans, Specifications. And OPCC	February 16, 2017
Bid	March 2018
Construction Start	April 2018

Fee

A breakdown in the level of effort for the above 6 tasks is attached. The total estimated fee for all tasks is \$ 362,637.00.

EXHIBIT B

AMENDMENT 1, PHASE 2 FINAL DESIGN FEE ESTIMATE
 PROJECT TITLE:
 PREPARED BY:
 28-Jul-17

Mansion Hill Reservoir Replacement, Amendment 1, Phase 2 (Reservoir Design and Bid for Tank Demo and Construction Only)
 John Gillespie, Stantec Consulting Services, Inc.

Task Number	Task Title	Personnel																Total Labor Hours	Total Cost
		Q. Hill	L. Gillespie	S. Carway	P. Haberman	M. Lemasa	D. Brava	T. Van	R. Saur	L. Palmer	D. Woodward	Steve Stoll	B. Wort	S. Siller	R. Saur	S. Siller	P. Cobley		
1	Project Management																	120	\$3,824.00
1.1	Project Management																	120	\$3,824.00
	Subtotal																	120	\$3,824.00
2	Final Design and Bid Support																	120	\$22,959.90
2.1	Demolition of 5 MG and 0.25 MG Tanks and Design of 4.5 MG Tank																	4	\$2,945.00
2.2	Surveying																	16	\$21,110.78
2.3	SOI Project Report																	4	\$2,210.00
	Subtotal																	120	\$24,865.78
3	Permitting																	20	\$22,297.52
3.1	Permitting (CUP, demo, right-of-way, grading/drainage)																	20	\$22,297.52
	Subtotal																	20	\$22,297.52
4	Sound Transit Coordination																	40	\$43,326.00
4.1	Coordination																	40	\$43,326.00
	Subtotal																	40	\$43,326.00
5	Public Involvement																	40	\$6,640.00
5.1	Public Involvement Assistance (if needed)																	40	\$6,640.00
	Subtotal																	40	\$6,640.00
		LABOR COST TOTAL:																	
		\$346,937.88																	
		Expenses																	
		APS Utility Locates (Task 3.1)																	
		Safe Controls																	
		Stantec Survey Field Expenses (Task 3.1)																	
		Meetings (1 RT per Week)																	
		ODDs (e.g. printing)																	
		Expenses Subtotal																	
		\$16,700.00																	
		PROJECT COST AND LABOR HOUR TOTALS																	
		112	360	0	18	4	18	4	18	452	80	356	90	160	120	140	72	64	62
Total Labor Rate / Hour		\$320.00	\$181.00	\$185.00	\$178.00	\$178.00	\$178.00	\$178.00	\$178.00	\$117.66	\$162.00	\$141.00	\$191.00	\$270.00	\$185.00	\$191.00	\$152.00	\$191.00	\$180.00
Total Labor Cost/Person		\$33,800	\$66,760	\$0	\$2,846	\$712	\$2,256	\$85,186	\$17,180	\$50,106	\$11,450	\$35,200	\$19,350	\$28,740	\$10,844	\$10,844	\$10,314	\$8,632	



AMENDMENT #1

**CONSULTANT AGREEMENT FOR SERVICES
STANTEC CONSULTING SERVICES INC. – CONTRACT # 16-60-05
PROJECT 16-3 MANSION HILL RESERVOIR RELOCATION**

Stantec Consulting Services Inc has requested the following additional compensation (**Exhibits A and B**), incorporated herein, for Phase 2 Scope of Services for Demolition of 5.0 MG Reservoir and 0.25 MG Elevated Tank and Construction of a 4.5 MG Reservoir

Task	Description	Amount
1	Project Management	\$ 34,824.00
2	Final Design and Bid Support	\$ 246,848.36
3	Permitting	\$ 22,297.52
4	Sound Transit Coordination	\$ 36,328.00
5	Public Involvement	\$ 6,640.00
	Expenses	\$ 15,700.00
	Contract Revision Total	\$ 362,637.88
	Previous Contract Amount	\$ 647,172.06
	Revised Contract Amount	\$ 1,009,809.94

Stantec Consulting Services, Inc. will undertake the above-referenced additional work on a time-and-expense basis. The estimated cost for these additional services is \$362,637.88. The current contract amount is \$647,172.06. The revised contract amount is \$1,009,809.94. The same standard general terms and conditions will apply as agreed to in Contract #16-60-05 dated 5/06/16.

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

**HIGHLINE
WATER DISTRICT**

**STANTEC CONSULTING
SERVICES, INC.**

By: _____
Matt Everett

By: _____
Greg Hill

Title: General Manager

Title: Principal

Date: _____

Date: _____

Agenda Item No.: 5.2
Agenda Date: 08/02/17
Reviewed By: BD

Subject: Authorize Amendment #1 – Stantec Consulting Services Inc. - Contract #16-60-05
Project 16-3 Mansion Hill Reservoir Relocation
Phase 2 – Scope of Services/Fee Estimate

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>362,637.88</u>		
<small>Excludes sales tax</small>						

ATTACHMENTS:

1. Resolution 17-8-2B with Attachment-1 (Exhibit(s) A and B)
2. Attachment-2 (Amendment No. 1)

COMMENTS:

At the request of the District, Stantec Consulting Services Inc., submitted a proposal for Phase 2 of Project 16-3 Mansion Hill Reservoir Relocation

The General Manager and District Engineer have reviewed the 7/28/17 Scope of Services and Fee Estimate and recommend approval of this resolution.