

**HIGHLINE WATER DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION 20-4-28D

**RESOLUTION AUTHORIZING AMENDMENT #6 TO CONTRACT #16-60-09 WITH
RH2 ENGINEERING, INC. FOR CONSTRUCTION ADMINISTRATION SERVICES
RELATING TO PROJECT 16-2 GEORGE LANDON PUMP STATION NO. 8**

WHEREAS, the District requested RH2 Engineering, Inc. submit a Scope of Services and Fee Estimate proposal for Amendment #6 for construction administration services for Pump Station No. 8; and

WHEREAS, RH2 Engineering, Inc. will perform the following tasks:

Task 14 - George Landon Pump Station Services During Construction

- 14.1 Pre-Construction Conference
- 14.2 Document Review and Construction Phase Coordination
- 14.3 On-Site Construction Observation
- 14.4 Startup and Testing Observation
- 14.5 Record Drawings

Task 15 - George Landon PS8 Project Management/Earned Value Analysis

WHEREAS, the General Manager and District Engineer have reviewed the 03/27/20 Scope of Work and Fee Estimate, submitted by RH2 Engineering, Inc. for the construction administration services and recommend approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED:

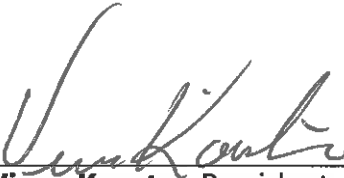
1. The Board of Commissioners approves Amendment #6 to Contract 16-60-09 with RH2 Engineering, Inc., for a not-to-exceed amount of \$268,400.00 (referenced as Attachment 1 and incorporated herein).
2. The General Manager or Designee is authorized to execute Amendment #6 for Construction Administration Services for Project 16-2 George Landon Pump Station No. 8.
3. The General Manager and/or the District's legal counsel are authorized to make minor changes to Amendment #6 if required.

**HIGHLINE WATER DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION 20-4-28D

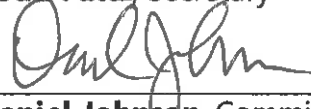
ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at an open public meeting held on this **28th** day of **April 2020**.

BOARD OF COMMISSIONERS


4/28/2020
Vince Koester, President


4/28/2020
Todd Fultz, Secretary


4/28/2020
Polly Daigle, Commissioner


4/28/2020
Daniel Johnson, Commissioner


4-28-2020
Kathleen Quong-Vermeire, Commissioner



AMENDMENT #6

**CONSULTANT AGREEMENT FOR SERVICES
RH2 ENGINEERING, INC. – CONTRACT # 16-60-09
PROJECT 16-2 PUMP STATION NO. 8 (CRESTVIEW)**

RH2 Engineering, Inc. has requested additional compensation (**Exhibit(s) A, B, C**), attached, and incorporated herein, for the following construction administration services:

Task	Description	Amount
14	George Landon Pump Station Services During Construction	
14.1	Pre-Construction Conference	\$ 3,963.00
14.2	Document Review and Construction Phase Coordination	\$ 49,565.00
14.3	On-Site Construction Observation	\$ 172,409.00
14.4	Startup and Testing Observation	\$ 26,036.00
14.5	Record Drawings	\$ 9,696.00
15	George Landon PS8 Project Management/Earned Value Analysis	\$ 6,731.00
	Contract Revision Total	\$ 268,400.00
	Previous Contract Amount	\$ 817,702.00
	Revised Contract Amount	\$ 1,086,102.00

RH2 Engineering, Inc. will undertake the above-referenced additional work on a time-and-expense basis. The same standard general terms and conditions will apply as agreed to in Contract #16-60-09 dated 3/09/16.

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

HIGHLINE WATER DISTRICT

RH2 ENGINEERING, INC.

By: _____
Matt Everett

By: _____
Richard L. Ballard, PE

Title: General Manager

Title: Director

Date: _____

Date: _____

EXHIBIT A
Scope of Work
Amendment No. 6
Highline Water District
George Landon Pump Station (Pump Station No. 8)
Services During Construction
March 2020

Background

Contract Summary to Date:

Original Contract:	\$74,296
Amendment No. 1:	\$397,042
Amendment No. 2:	\$15,000
Amendment No. 3:	\$59,890
Amendment No. 4:	\$37,000
Amendment No. 5:	\$234,474
This Amendment No. 6:	\$268,400
Revised Contract Amount:	\$1,086,102

RH2 Engineering, Inc., (RH2) was retained by the Highline Water District (District) to provide professional services for the preliminary design, final design, permitting, and bidding of the Pump Station No. 8 (PS8) and new Mansion Hill Pump Station No. 9 (PS9) project. As the project is going to bid, the District has requested that RH2 provide a proposal for services during construction. The following Scope of Work details the approach RH2 will use to assist the District during construction of PS8. Services during construction for PS9 will be handled under a separate contract.

Project Assumptions

The following is a list of assumptions used in preparing this Scope of Work:

- 1. The estimate of professional services for the construction phase of the project assumes that a generally qualified and competent contractor is retained through the bidding process. As discussed with the District, if this level of support is not sufficient due to the quality of the contractor or subcontractor work, additional support may be necessary from RH2. The District and RH2 will mutually determine the additional support required and an amendment will be prepared.*
- 2. The District intends to hire only one (1) general contractor to construct both PS8 and PS9 to obtain economy of scale during construction and management. Common services during construction tasks for RH2 shared between the two projects will be divided between this*

Amendment No. 6 and PS9's separate services during construction contract. Tasks explicitly for PS8 will be handled in this contract Amendment No. 6. This will allow the District to allocate funds appropriately for both pump stations.

3. *RH2 is not responsible for site safety, for determining means and methods, or for directing the contractor in their work.*
4. *RH2 will perform the services described up to the amounts included in the attached Fee Estimate. If additional effort is needed, that extra work will be mutually determined by the District and RH2.*

Task 14 – George Landon Pump Station Services During Construction

Task 14.1 – Pre-Construction Conference

Objective: Prepare for and attend a pre-construction conference, which will include the contractor, District, and other utilities and prepare all involved agencies for construction.

Approach:

- 14.1.1 Prepare Agenda and Meeting Notice: Mail agenda and notices to the contractor, District, and utilities.
- 14.1.2 Prepare Construction Documents: Prepare and deliver two (2) sets of 24-inch by 36-inch color plans, five (5) sets of 11-inch by 17-inch color plans, and five (5) sets of specifications to the contractor; one (1) set of 24-inch by 36-inch color plans to the District; and four (4) sets of 11-inch by 17-inch color plans and four (4) sets of specifications for RH2 staff.
- 14.1.3 Attend Pre-Construction Conference: Attend the pre-construction conference and introduce the project team members from the contractor, District, RH2, and utilities. Important sections of the construction contract and contract requirements will be discussed to make sure they have been brought to the contractor's attention. Any documents required by the contractor will be submitted at the conference for review and comments. Prepare meeting minutes.

Assumptions:

- *One (1) joint pre-construction meeting is anticipated for both PS8 and PS9. The effort planned for this subtask is divided between this contract amendment and PS9's separate services during construction contract.*

Provided by District:

- Conference room and attendance at the meeting.

RH2 Deliverables:

- Pre-construction agenda and meeting notice mailed to contractor, District, and utilities.

- Hard copies of construction documents to the contractor and District, as outlined in subtask 14.1.2.
- Conduct pre-construction meeting and prepare meeting minutes in PDF format.

Task 14.2 – Document Review and Construction Phase Coordination

Objective: Review documentation associated with construction, including shop drawings, catalog submittals, requests for information (RFIs), and change orders. Coordinate with the District on costs, construction phasing, and constructability issues.

Approach:

14.2.1 Review Shop Drawings and Catalog Submittals: Review shop drawings and catalog submittals of those items requested in the Technical Specifications. Provide a written response to the contractor and the District accepting or rejecting each shop drawing and catalog submittal reviewed. Review of architectural submittals will be subcontracted to Page & Beard Architects, PS, a licensed architect firm. Review of landscaping submittals will be subcontracted to Lauchlin R. Bethune Associates, Inc., a licensed landscape architect firm.

14.2.2 Review RFIs and Change Orders: Review written RFIs and change order proposals and provide written responses to the District.

14.2.3 Provide Construction Coordination: Coordinate with the District on construction costs, scheduling, and constructability issues.

Assumptions:

- *It is anticipated that many submittals will apply to both the PS8 and PS9 sites. For the common submittals, the effort planned for this subtask is divided between this contract amendment and PS9's separate services during construction contract.*
- *PS8's submittal review will have more effort than PS9 since there is a pipeline component (Schedule A) for the project.*

RH2 Deliverables:

- Written responses for shop drawings and submittals, RFIs, and change orders in electronic format (PDF).

Task 14.3 – On-Site Construction Observation

Objective: Observe construction activities onsite and attend regularly occurring construction meetings to monitor the quality and compliance of the work with the construction contract plans and specifications to the extent possible by the level of observation. Alert the District where deficiencies in the quality of the construction and non-compliance with the construction contract

documents are observed. Review contractor pay requests and prepare progress reports and contract time remaining statements including weekly statements of working days.

Approach:

14.3.1 Attend Construction Progress Meetings: Provide an RH2 representative every two (2) weeks at construction progress meetings. Prepare meeting minutes for distribution to the attendees.

14.3.2 Provide Construction Observation and Records: Provide part-time construction observation services. The intent of the on-site observation is to observe the quality and compliance of the work with the construction contract plans and specifications. *The Fee Estimate reflects a total of twenty (20) hours per week of on-site observations by an RH2 representative for the duration of the construction period (assumed to be twenty-six (26) weeks)*. Retain the services of a certified testing company as a subconsultant for special concrete, grout, structural steel, asphalt, and soil inspections, field, and/or lab testing. Coordinate with the subcontracted landscape architect, Lauchlin R. Bethune Associates, Inc., to review landscaping and site features and summarize findings in an inspection report. Notify the contractor and the District of any work that has been observed to not have been completed in accordance with the plans and specifications and discuss rectification. Review contractor pay requests from the contractor and forward approved pay requests to the District for processing. Prepare progress reports, including contract time remaining statements and weekly statements of working days.

Provided by District:

- Attendance at the construction progress meetings.
- Processing of pay requests.

RH2 Deliverables:

- Attendance at and meeting minutes for construction progress meetings in electronic format (PDF).
- Part-time on-site construction observation.
- Retaining the services of a testing laboratory for special concrete, grout, and soil testing.
- Written responses to pay requests in electronic format (PDF).
- Progress reports and contract time remaining statements and weekly statements of working days in electronic format (PDF).

Task 14.4 – Startup and Testing Observation

Objective: Observe the testing and overall startup of PS8. Prepare the project acceptance letter to the District and the Construction Completion Report (CCR) to the Washington State Department of Health (DOH).

Approach:

- 14.4.1 Review of Testing Procedures and Coordination: Coordinate with the contractor, the District, and the qualified manufacturer's representative for the scheduled testing and startup activities. This will include the review and supplementation of the testing protocols developed by the contractor and manufacturer's representative, and verification of the tests and appropriate corrections.
- 14.4.2 Attend Control System Factory Testing: Attend factory testing at S&B's shop to confirm that the control systems are functional prior to startup. Notify the contractor and District of any work that has not been completed and discuss rectification.
- 14.4.3 Observe Startup and Testing: During startup, document the pertinent activities and coordinate with the contractor to ensure that systems comply with the plans and specifications. Retain the services of the Greenbusch Group, Inc., an acoustical analysis firm to measure site noise levels during system startup and prepare an evaluation report. Notify the Contractor and District of any work that has not been completed and discuss rectification.
- 14.4.4 Provide Project Closeout: Perform a final project walkthrough in conjunction with District staff, prepare a letter of recommendation for project acceptance, and complete the DOH CCR for the portion observed by RH2 staff.

Provided by District:

- Final completion and closeout of the contract with the general contractor.

RH2 Deliverables:

- Attendance at control system factory testing and PS8 startup.
- Letter of recommendation for project acceptance in electronic format (PDF).
- DOH Construction Completion Report in electronic format (PDF).

Task 14.5 – Record Drawings

Objective: Coordinate with the contractor and District and develop a set of as-built record drawings.

Approach:

- 14.5.1 Coordinate with Contractor and District: Coordinate with the Contractor and District in obtaining field records. Review the contractor-provided Operations and Maintenance (O&M) Manuals.

14.5.2 Prepare Record Drawings: Review field records and revise construction contract drawings to prepare record drawings. Provide construction record drawings to the District at the end of the project.

RH2 Deliverables:

- Written response to contractor-provided O&M Manuals in electronic format (PDF).
- Two (2) 24-inch by 36-inch Mylar sets and two (2) 24-inch by 36-inch size paper sets of as-built construction drawings

Task 15 – George Landon PS8 Project Management/Earned Value Analysis

Objective: Provide monthly earned value analysis statements to the District.

Approach:

15.1 Provide Earned Value Analysis: Provide a monthly summary statement along with the invoice for the duration of the project. The statement will include the amount earned and the percent completion of the project.

RH2 Deliverables:

- Monthly statements and invoices in electronic format (PDF).

EXHIBIT B

Fee Estimate

Amendment No. 6

Highline Water District

George Landon Pump Station (Pump Station No. 8) Services During Construction

Mar-20

Description		Total Hours	Total Labor	Total Subcontractant	Total Expense	Total Cost
Task 14: George Landon Pump Station Services During Construction						
Task 14.1	Pre-Construction Conference	18	\$ 2,865	\$ -	\$ 1,098	\$ 3,963
14.1.1	Prepare Agenda and Meeting Notice	5	\$ 790	\$ -	\$ 24	\$ 814
14.1.2	Prepare Construction Documents	6	\$ 862	\$ -	\$ 1,022	\$ 1,884
14.1.3	Attend Pre-Construction Meeting	7	\$ 1,213	\$ -	\$ 52	\$ 1,265
Task 14.2	Document Review and Construction Phase Coordination	237	\$ 42,110	\$ 6,348	\$ 1,107	\$ 49,565
14.2.1	Review Shop Drawings and Catalog Submittals	120	\$ 20,316	\$ 6,348	\$ 535	\$ 27,199
14.2.2	Review RFIs and Change Orders	41	\$ 7,776	\$ -	\$ 221	\$ 7,997
14.2.3	Provide Construction Coordination	76	\$ 14,018	\$ -	\$ 350	\$ 14,368
Task 14.3	On-Site Construction Observation	738	\$ 126,134	\$ 38,519	\$ 7,756	\$ 172,409
14.3.1	Attend Construction Progress Meetings	46	\$ 8,806	\$ -	\$ 642	\$ 9,448
14.3.2	Provide Construction Observation and Records	692	\$ 117,328	\$ 38,519	\$ 7,114	\$ 162,961
Task 14.4	Startup and Testing Observation	117	\$ 22,964	\$ 2,243	\$ 830	\$ 26,036
14.4.1	Review of Testing Procedures and Coordination	18	\$ 3,312	\$ -	\$ 101	\$ 3,413
14.4.2	Attend Control System Factory Testing	21	\$ 4,494	\$ -	\$ 175	\$ 4,669
14.4.3	Observe Startup and Testing	70	\$ 13,708	\$ 2,243	\$ 465	\$ 16,416
14.4.4	Provide Project Closeout	8	\$ 1,450	\$ -	\$ 89	\$ 1,539
Task 14.5	Record Drawings	48	\$ 8,031	\$ -	\$ 1,665	\$ 9,696
14.5.1	Coordination with Contractor and District	11	\$ 1,880	\$ -	\$ 56	\$ 1,936
14.5.2	Prepare Record Drawings	37	\$ 6,151	\$ -	\$ 1,609	\$ 7,760
Task 15	Project Management/Earned Value Analysis	30	\$ 6,540	\$ -	\$ 191	\$ 6,731
15.1	Provide Earned Value Analysis	30	\$ 6,540	\$ -	\$ 191	\$ 6,731
PROJECT TOTAL		1188	\$ 208,644	\$ 47,110	\$ 12,646	\$ 268,400

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	\$0.580	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +

Rates listed are adjusted annually.

Agenda Item No.: 5.4
Agenda Date: 04/28/20
Reviewed By: [Signature]

RE: Authorize Amendment #6 – RH2 Engineering, Inc. - Contract #16-60-09
Project 16-2 George Landon Pump Station No. 8

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>268,400.00</u>
						Excludes sales tax

ATTACHMENTS:

1. Resolution 20-4-28D w/Attachment 1

COMMENTS:

At the request of the District, RH2 Engineering, Inc., submitted a Scope of Services and Fee Estimate proposal for Amendment #6 for construction administration services for Project 16-2 George Landon Pump Station No. 8.

The General Manager and District Engineer have reviewed the 03/27/20 Scope of Work and Fee Estimate, submitted by RH2 Engineering, Inc. for the construction administration services and recommend approval of this resolution.