

# HIGHLINE WATER DISTRICT KING COUNTY, WASHINGTON

## RESOLUTION 24-8-7B

### RESOLUTION AUTHORIZING CONSULTANT AGREEMENT #24-60-20 WITH PSOMAS, INC. FOR PROFESSIONAL ENGINEERING AND SURVEYING SERVICES RELATING TO PROJECT 24-6 S 240<sup>TH</sup> ST 16<sup>TH</sup> TO 20<sup>TH</sup> WATER MAIN INSTALLATION

**WHEREAS**, the City of Des Moines is currently developing a project called the Barnes Creek Trail S 240<sup>th</sup> St – 16<sup>th</sup> Ave S to 20<sup>th</sup> Ave S and notified the District to relocate any utility infrastructure in conflict to accommodate the project; and,

**WHEREAS**, this specific project was not identified in the District's 2024 Capital Improvement Program; and,

**WHEREAS**, the District has a franchise agreement with the City of Des Moines that necessitates the relocation of utility infrastructure to accommodate City projects when provided notice of such projects; and,

**WHEREAS**, the District owns and operates a 10-inch diameter asbestos-cement water main, and other appurtenances within the project corridor that requires relocation and/or replacement and the District would benefit by replacing this aging main that is nearing the end of its useful life; and,

**WHEREAS**, the District evaluated Statements of Qualifications of three engineering consultants from the MRSC roster and selected Psomas, Inc. in accordance with the District's Procurement Manual; and,

**WHEREAS**, the District's Engineering Supervisor and General Manager have reviewed the Scope of Work (Exhibit A), and Engineering Services Level of Effort and Fee proposal (Exhibit B), submitted by Psomas, Inc. and recommend approval of this resolution.

### NOW, THEREFORE, BE IT RESOLVED,

1. The General Manager or designee is authorized to enter Consultant Contract #24-60-20 with Psomas, Inc., for a not to exceed amount of \$105,918.00.
2. The General Manager and/or the District's Legal Counsel are authorized to make minor changes to the agreement if required.

**ADOPTED BY THE BOARD OF COMMISSIONERS** of Highline Water District, King County, Washington, at an open public meeting held on the **7th** day of **August 2024**.

### BOARD OF COMMISSIONERS

Signed by:  
  
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**Kathleen Quong-Vermeire**, President

DocuSigned by:  
  
76D8B0D748D4ED...  
**Polly Daigle**, Commissioner

Signed by:  
  
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**Daniel Johnson**, Commissioner

DocuSigned by:  
  
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**Vince Koester**, Secretary

Signed by:  
  
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**Todd Fultz**, Commissioner

**EXHIBIT A**  
**Highline Water District**  
**S 240<sup>th</sup> St – 16<sup>th</sup> Ave S to 20<sup>th</sup> Ave S WMI**  
**-Water Main Replacements -**

**Psomas**  
**Scope of Work**  
**July 2024**

## INTRODUCTION

### A. PROJECT BACKGROUND AND UNDERSTANDING

The City of Des Moines (City) is currently developing a project called the Barnes Creek Trail S 240<sup>th</sup> St – 16<sup>th</sup> Ave S to 20<sup>th</sup> Ave S (City Project). The City Project will construct a 10' multiuse path and landscape strip on the north side of S 240<sup>th</sup> St. as well as a 6' wide sidewalk on the south side of S 240<sup>th</sup> St. Additional improvements include the following:

- Undergrounding of existing overhead electrical distribution and telecommunications systems along the corridor.
- New landscaping, streetscape, and urban design improvements throughout the corridor
- New traffic signal system at the S 240<sup>th</sup> Street/20<sup>th</sup> Ave S Intersection
- New wayfinding and signage
- Upgraded ADA facilities throughout the corridor
- New decorative LED pedestrian and roadway illumination
- Upgraded stormwater facilities along the corridor.
- Approximately three retaining walls along the north side of the corridor.

The City Project is anticipated to be advertised for Construction in January 2025. Currently the City Project was advanced to a 60% design level which was submitted to the City in early July 2024.

The City Project is considered a single phase of a multi-phased improvement plan for the completion of Barnes Creek Trail. Future phases will continue eastward along S 240<sup>th</sup> St. east from the intersection of 20<sup>th</sup> Ave South. These future project phases are not currently funded for design or construction.

Psomas' efforts (under separate contract with the City) in support of the City Project includes the requisite design efforts, supplemental services, and coordination required for the project. More specifically, these efforts include the following services:

- Topographic Survey and Base Mapping
- Geotechnical/Infiltration Investigation and Reporting
- Preparing Plans, Specifications, and Estimates

Highline Water District (District) existing water utilizes/facilities along the City Project corridor include:

- 10" diameter asbestos cement (AC) water main located in the north shoulder along S 240<sup>th</sup> Street constructed in approximately 1967.
- 12" diameter asbestos cement (AC) water main located on the northbound travel lane on 16<sup>th</sup> Ave S
- Unknown diameter ductile iron (DI) water mains along 17<sup>th</sup> Ave S (South), 19<sup>th</sup> Ave S (South), and 20<sup>th</sup> Ave S (North and South)
- Approximately 18 residential customer services.
- 2 Hydrants

## EXHIBIT A

The following Scope of Work outlines Psomas' efforts to provide design services to complete Plans, Specifications, and Estimates (PS&E) for Highline Water District (District) water system improvements associated with and in support of the City Project (District Project). Specifically, the anticipated District water system improvements include:

- Replacement of approximately (+/-)1,400 feet of water main, other appurtenances and trench patching.
- Abandonment and/or removal of approximately (+/-)1,400 feet of existing 10-inch asbestos cement water mains.
- Replacement of approximately four side street main connections at 17<sup>th</sup> Ave S, 19<sup>th</sup> Ave S, and 20<sup>th</sup> Ave South.
- Replacement of all customer services (approximately 18) and fire hydrants (approximately 2) within the City Project extents.

Roadway restoration will be completed as part of the City Project in accordance with City Standards.

### B. ASSUMPTIONS

The following general assumptions were made to establish a scope and fee estimate for this project. Project specific assumptions are provided in the Scope of Work below:

- City Project will be advertised for bid in January 2025. Design for both the city Project and District Project will be complete by the end of 2024.
- Existing water services will be replaced between new main and the existing meters at the edge of property/ROW.
- Field survey and project base mapping have been completed by Psomas (under separate contract to the City). The base map and TIN have been prepared using Psomas drafting Standards in AutoCAD® Civil 3D® 2022 and will be used for the basis of design.
- Roadway centerline, Right of Way, and parcel lines will be calculated by Psomas (under separate contract to the City) and provided to the District.
- All submittals will be electronically posted to Psomas' ftp site.
- Applicable Highline Water District, City of Des Moines, and WSDOT Standard Plans will be provided in an appendix to the specifications.
- Construction phasing plans will not be developed for the project. The contractor will be responsible for developing project-specific traffic control plans based off the phasing plans.
- A Stormwater Pollution Prevention Plan (SWPPP) is not included in this Scope. The Contractor will develop the project SWPPP.
- District water improvements are believed to be NEPA/SEPA exempt, and a Stormwater Construction General Permit is not anticipated to be required. No specific environmental or other regulatory requirements are believed to be applicable; and therefore, there are no anticipated permits required for the project. If, however, any such requirements are applicable, they would be covered separately by the City/City Project.
- Right of way acquisition nor new permanent utility or temporary construction easements are not anticipated for the District's work.
- Plans will be developed utilizing AutoCAD or Civil 3D 2022 using Psomas drafting standards and plotted on Highline Water District Title Block.
- Potholing/utility conflict plans will be developed by Psomas. If potholes are required for the District's utilities, Psomas will confirm with the District prior to potholing activities taking place. All potholing costs associated with the District utilities will be billed to the District.
- The City of Des Moines is the lead agency for Public Involvement/Outreach.

## EXHIBIT A

### C. DISTRICT PROVIDED ITEMS

The District will provide the following in aid of design.

- Submittal reviews, comments, and approvals
- Existing water main/system record drawings
- Proposed water main sizing
- GIS Data
- Applicable/required technical reports pertinent to the project (geotechnical, environmental, etc.)
- ROW and easement(s) investigation, acquisition, and support services
- District GSP's and Standard Details
- Rights of Entries (if additional survey is required)
- System/condition videos

### SCOPE OF WORK

#### Task 1 – Management / Coordination / Administration

This task covers the effort required to manage the contract and to assure that the project meets the District's expectations for schedule, budget, and quality of product. Efforts included under this task are as follows:

- 1.1 Psomas will provide continuous project coordination and internal management for the project duration (estimate 8 months design and bid, June 2024 through January 2025).
- 1.2 Psomas will prepare for and attend a kick-off meeting and site visit with City staff to initiate project work.
- 1.3 Psomas will prepare for and attend coordination/progress meetings with District staff at regular intervals during the project to discuss key issues and track progress. Video-conference calls will be scheduled to discuss key issues with the District as needed.
- 1.4 Psomas will provide internal quality assurance/quality control (QA/QC) reviews of all work products prior to submittal for District review.
- 1.5 Prepare and submit electronic monthly invoices for review and approval by the District. Each invoice shall include the Billing Period (start and end date), description of work accomplished for the billing period, and the names, billing rate, and hours for each resource included with each task on the invoice.
- 1.6 Develop and update the project schedule (if/as necessary) throughout the project.

#### Deliverables:

- Monthly progress reports and invoices
- Meeting notes
- Project schedule and updates
- QA/QC of all submittals

#### Assumptions:

- The anticipated design period is approximately 8 months.

## EXHIBIT A

### Task 2 – Data Collection and Review

This task covers the efforts required to collect and review data and other pertinent information relative to the anticipated project including the following:

- City Project base mapping;
- District system GIS data and record drawings;
- other District system information, reports, or analyses that may be applicable to project improvements; and
- coordinating with the District to identify any known plans of future improvements that may affect the proposed roadway project and/or relocations/replacements of existing services based on proposed roadway design.

#### Deliverables:

- N/A

#### Assumptions:

- N/A

### Task 3 – City, Other Utilities & Project Stakeholders Coordination and Public Involvement Support (Limited)

Psomas will coordinate with the City, City Project design team, other utilities, and project stakeholders regarding the proposed water system improvements. More specifically, the efforts under this task include the following:

- 3.1 Coordinate with City Project design team regarding project decisions, design development and related efforts. Prepare for and attend design coordination meetings with the City, City Project design team, and other project stakeholders (up to 2 meeting assumed). These meetings will be held over virtual meeting venues.
- 3.2 Provide 50% Plans to the City Project design team and other/private utilities and coordinate with them to determine if there are conflicts.
- 3.3 Submit for ROW permit (if required) and address any comments or concerns from City of Des Moines.
- 3.4 Psomas shall coordinate with all utilities in the area to avoid conflicts with the District's planned improvements. Prepare for and attend up to one (1) utility coordination meeting with the District, City, and other utilities at approximately the 50% design level.

#### Deliverables:

- Email distribution of 50% Plans to others
- Summary Notes from coordination meeting(s)

#### Assumptions:

- A limited number (5) of potholes will be completed, if/as required, for the District in support of other potholing completed for the City Project. Psomas will coordinate the location of potholes prior to the 50% submittal with the intent that potholing will occur after the 50% submittal. District can help provide Vector truck, Labor, and Traffic Control to perform potholing if needed. Pothole locations will be surveyed.

**EXHIBIT A**

- The City/City Project will be the main point of contact and lead all public/stakeholder/property owners’ coordination and other public outreach during both design and construction. No budget is provided for efforts by Psomas in support of these activities, And no public meeting participation is anticipated.

**Task 4 – Preliminary (50%) Design**

Efforts under this task includes the anticipated work necessary to develop Preliminary (50%) Design Submittal package for improvements.

4.1 Prepare Preliminary (50%) Design Plans: The 50% Plans will consist of the following:

Title	Number
Cover Sheet	1
Water Key Map and General Notes	1
Water Plan & Profile (H: 20 Scale, V: 5 scale)	4
<b>TOTAL</b>	<b>6</b>

- 4.2 Pothole and Utility Conflict Plan: This plan will be submitted to all purveyors with utilities in the project limits to assess whether said utilities may conflict with the proposed improvements.
- 4.3 Prepare (50%) design OPCC.
- 4.4 Prepare draft bid form, measurement and payment section, and technical specifications (Special Provisions) for water schedule related work with applicable District, City and/or WSDOT standard details.
- 4.5 Preliminary Design Review Meeting: The purpose of this meeting is to confirm design elements shown in the Preliminary design plans prior to proceeding with continued design development.
- 4.6 Psomas Construction Services group will perform a 50% constructability review.

**Deliverables:**

- Preliminary (50%) Design Plans (PDF).
- Preliminary (50%) Design OPCC (PDF).
- Pothole and Utility Conflict Plan (11x17)
- Preliminary (50%) draft bid form, measurement and payment, and technical specifications (PDF).

**Assumptions:**

- A single horizontal alignment would be developed.
- The new water main diameter(s) will match existing (or will be provided by the District). System hydraulic modeling or analysis will not be performed.
- Water main will be designed in accordance with District Standards and Design Guidelines.
- The District will provide Psomas with standard documents for the District’s public works contracts, including current standard plans and special provisions. Psomas will customize requirements to align with project specific work items and requirements.
- Once the design decisions have been made at the Preliminary (50%) design review meeting, subsequent “significant” changes to these decisions/the project design will be considered out of scope work.

**EXHIBIT A**

**Task 5 – Pre-Final (90%) Design**

This task covers the effort required to prepare 90% PS&E Submittals.

- 5.1 Develop 90% Plans: Incorporate all comments received during the 50% design plan review meeting. It is anticipated that the 90% plan submittal will contain the following sheets:

Title	Number
Cover Sheet	1
Water Key Map and General Notes	1
Water Plan & Profile (H: 20 scale, V: 5 scale)	4
Miscellaneous Water Profiles	1
Connection Detail Sheets	2
Miscellaneous Water Details	2
<b>TOTAL</b>	<b>11</b>
*Note: TESC, Traffic Control, Roadway Improvements and Restoration will be provided by City and/or other(s) as required.	

- 5.2 Water Schedule: 90% draft design documents including bid form, measurement and payment, and technical specifications (special provisions). Special Provisions will be based on WSDOT 2024 Standard Specifications and District GSP’s, if applicable.
- 5.3 OPCC based on the 90% PS&E package.
- 5.4 Pre-Final (90%) Design Review Meeting: The purpose of this meeting (accounted for previously in Task 3) is to conduct a working review of the 90% PS&E. The comments, discussion, and decisions from this meeting will be incorporated into the final PS&E/Bid package.
- 5.5 Psomas Construction Services group will perform an 90% constructability review.

**Deliverables:**

- OPCC based on 90% PS&E (PDF).
- 90% Plans and Specifications (PDF).
- Response to the District’s Preliminary (50%) Design Issue/Resolution Form (Excel).

**Assumptions:**

- Once the design decisions have been made at the 90% design review meeting, subsequent “significant” changes to these decisions/the project design will be considered out of scope work.

**Task 6 –Final (100%) Design/Bid Document Information**

This task covers the efforts required to prepare final (100%) design/bid document information for the Project.

- 6.1 Prepare Final (100%) Design/Bid Document Information: Incorporate all comments received during 90% plan review meeting into the final (100%) design/bid documents including bid form, measurement and payment, and draft technical (Special Provisions). It is anticipated that the final (100%) design/bid Plans will contain the same sheets as described in the final (90%) design.
- 6.2 Revise OPCC based on revisions to the Plans and Specifications and District comment.
- 6.3 Coordinate with City Project design, decisions, PS&E, etc.

## **EXHIBIT A**

### **Deliverables:**

- PS&E (PDF)
- Full size Plans (PDF).
- OPCC (Excel and PDF).
- Technical Specifications and District-specific bidding documents (Word and PDF).
- CADD or C3D Files.

### **Assumptions:**

- Psomas (under separate contract to the City) will provide for reproduction of final Bid Documents.

## **ADDITIONAL SERVICES**

It may be necessary for Psomas to provide services in addition to those outlined above as requested and approved by the District. It is assumed that additional services could include tasks such as additional design elements, construction engineering support, and/or other work tasks not included in the Scope of Work. At the time these services are required, Psomas shall provide the District with a detailed Scope of Work and an estimate of costs. Psomas shall not proceed with the work until the District has authorized the work and issued a Notice to Proceed.






**EXHIBIT B**  
**PRIME CONSULTANT COST COMPUTATIONS**  
 Client:  
 Project Name:  
 KPG Psomas Inc. Project Number:  
 Date:

DRAFT

Highline Water District  
 S 240th St - 16th Ave S to 20th Ave S WMI  
 TBD  
 7/18/2024

Task No.	Task Description	Labor Hour Estimate							Total Hours and Labor Cost Computations by Task	
		Principal	Project Engineer	Design Engineer	Senior Construction Manager	CAD Manager	Senior CAD Technician	Senior Admin	Hours	Total
		\$292.00	\$188.00	\$140.00	\$245.00	\$181.00	\$140.00	\$140.00		
<b>Task 1 - Management/Coordination/Administration</b>										
1.1	Project Management and Administrative Services (8 Months)	4	16					8	28	\$ 5,312.00
1.2	Kick-off Meeting and Site Visit	2	8	6					14	\$ 2,558.00
1.3	Prepare and Attend Coordination / Progress Meetings	4	8	8					20	\$ 3,800.00
1.4	QA/QC Reviews	4	8						12	\$ 2,880.00
1.5	Prepare and Submit Monthly Invoices (8 Months)		8					8	16	\$ 2,832.00
1.6	Develop and Update Project Schedule		2	6					8	\$ 1,216.00
	<b>Task Total</b>	<b>14</b>	<b>48</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>98</b>	<b>\$ 18,200.00</b>
<b>Task 2 - Data Collection and Review</b>										
	(General)	2	4	12				4	22	\$ 3,580.00
	<b>Task Total</b>	<b>2</b>	<b>4</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>22</b>	<b>\$ 3,580.00</b>
<b>Task 3 - District, City, Other Utilities &amp; Project Stakeholders Coordination (Limited)</b>										
3.1	Coordinate with City Project Meetings	4	6	8					20	\$ 3,800.00
3.2	Submit 50% Plans, Coordinate with Other Utilities to Determine Conflicts		4	8					12	\$ 1,876.00
3.3	Submit ROW Permit and Address Comments or Concerns from City of Des Moines		4	8					12	\$ 1,876.00
3.4	Coordinate with Utilities, Prepare and Attend Utility Coordination Meeting (1 Meeting)		4	8					12	\$ 1,876.00
	<b>Task Total</b>	<b>4</b>	<b>20</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>56</b>	<b>\$ 9,428.00</b>
<b>Task 4 - Preliminary (50%) Design</b>										
4.1	Prepare Preliminary 50% Design Plans	8	16	88		4	24		120	\$ 18,640.00
4.2	Pothole and Utility Conflict Plan		4	8					12	\$ 1,876.00
4.3	Prepare Preliminary 50% Design OPCC	2	4	16					22	\$ 3,580.00
4.4	Prepare Draft Bid Form, Measurement and Pay Section, and Technical Specifications	4	16	12				8	40	\$ 6,632.00
4.5	Preliminary Design Review Meeting	2	4	6					12	\$ 2,184.00
4.6	Constructability Review				4				4	\$ 884.00
	<b>Task Total</b>	<b>16</b>	<b>44</b>	<b>110</b>	<b>4</b>	<b>4</b>	<b>24</b>	<b>8</b>	<b>210</b>	<b>\$ 34,576.00</b>
<b>Task 5 - Pre-Final (90%) Design</b>										
5.1	Prepare Pre-Final 90% Design Plans	4	12	48			16		80	\$ 12,320.00
5.2	Prepare Pre-Final 90% Water Schedule	2	12	16				8	38	\$ 6,212.00
5.3	Prepare Pre-Final 90% OPCC	2	4	16					22	\$ 3,580.00
5.4	90% Design Review Meeting	2	4	8					12	\$ 2,184.00
5.5	Constructability Review				8				8	\$ 1,968.00
	<b>Task Total</b>	<b>10</b>	<b>32</b>	<b>88</b>	<b>8</b>	<b>0</b>	<b>16</b>	<b>8</b>	<b>160</b>	<b>\$ 26,336.00</b>
<b>Task 6 - Final (100%) Design/Bid Document Info.</b>										
6.1	Prepare Final 100% Design/Bid Document Info.	4	8	28			8	2	50	\$ 8,000.00
6.2	Revise OPCC Based on Plan and Specification Revisions	2	4	8					14	\$ 2,460.00
6.3	Coordinate with City	2	6	8					16	\$ 2,832.00
	<b>Task Total</b>	<b>8</b>	<b>18</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>2</b>	<b>80</b>	<b>\$ 13,298.00</b>
<b>Total Labor Hours and Fee</b>		<b>54</b>	<b>166</b>	<b>304</b>	<b>12</b>	<b>4</b>	<b>52</b>	<b>34</b>	<b>626</b>	<b>\$ 105,416.00</b>
<b>Subconsultants (N/A)</b>										
Subtotal \$ -										
Administrative Charge (5%) \$ -										
<b>Total Subconsultant Expense \$ -</b>										
<b>Reimbursable Direct Non-Salary Costs</b>										
Mileage at current IRS rate \$ 250.00										
Reproduction Allowance \$ 250.00										
<b>Total Reimbursable Expense \$ 500.00</b>										
<b>Total Estimated Budget</b>		<b>\$ 105,916.00</b>								

Agenda Item No.: 5.2  
Agenda Date: 08/07/24  
Reviewed By: 

**Subject:** Authorize Consultant Agreement #24-60-20 with Psomas Inc., for professional surveying and engineering services relating to Project 24-6 S 240<sup>th</sup> St 16<sup>th</sup> to 20<sup>th</sup> Water Main Installation

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 type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
<i>Amount:</i>						\$ <u>105,918.00</u>

**ATTACHMENTS:**

1. Resolution 24-8-7B

**COMMENTS:**

The City of Des Moines is currently developing a project called the Barnes Creek Trail S 240<sup>th</sup> St – 16<sup>th</sup> Ave S to 20<sup>th</sup> Ave S and notified the District to relocate any utility infrastructure in conflict to accommodate the project. This specific project was not identified in the District’s 2024 Capital Improvement Program.

The District has a franchise agreement with the City of Des Moines that necessitates the relocation of utility infrastructure to accommodate City projects when provided notice of such projects. The District owns and operates a 10-inch diameter asbestos-cement water main, and other appurtenances within the project corridor that requires relocation and/or replacement and the District would benefit by replacing this aging main that is nearing the end of its useful life.

The District evaluated Statements of Qualifications of three engineering consultants from the MRSC roster and selected Psomas, Inc. in accordance with the District’s Procurement Manual.

The District’s Engineering & Operations Manager and General Manager have reviewed the scope of work and budget submitted by Psomas, Inc. and recommend approval of this resolution.