# CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Professional Services Contract with BHC Consultants in an Amount Not to Exceed \$661,901 for Final Design, Permitting, Bidding Support, and Construction Management for the Pump Station 26 Improvements Project
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, City Engineer
ACTION:	Ordinance Resolution <u>X</u> Motion Discussion Public Hearing

## **PROBLEM/ISSUE STATEMENT:**

The City of Shoreline operates and maintains eight (8) surface water pump stations throughout the city. The condition and capacity of all eight pump stations were evaluated in the 2016 *Stormwater Pump Station Condition and Capacity Assessment*. As identified in this and subsequent assessments of the City's stormwater pump stations, Stormwater Pump Station 26 is in need of replacement to assure future operational reliability and capacity. At roughly 50 years old, the pump station is well past its intended operational life span.

Staff have selected BHC consultants to design, permit, support bidding and provide construction management for the Pump State 26 improvements. Tonight, staff is seeking Council authorization for the City Manger to execute this contract with BHC Consultants. The proposed scope of work for the BHC Consultant's contract is attached to this staff report as Attachment A.

## **RESOURCE/FINANCIAL IMPACT:**

This project is funded by the Surface Water Capital Fund (SWCF). The 2019-2024 Capital Improvement Plan (CIP) included funding for a preliminary assessment and replacement of the pumps and controls. The assessment determined that complete replacement is warranted at this time. This contract will enable the design for the pump station replacement to proceed. The 2021-2026 CIP will be modified to fund the full replacement of the pump station by delaying or reducing scope for upgrades at Pump Station 30 and the other six (6) stormwater pump stations which are less critical than this project.

A \$200,000-\$400,000 King County Flood Reduction grant is anticipated to be awarded in fall 2020 which would reduce the amount of SW Utility funds required to complete this project. A breakdown of project expenditures and revenues follows:

## **EXPENDITURES**

DESIGN	
Staff and Other Direct Expenses	\$60.000
Preliminary Design Report (BHC)	\$83,565
BHC Design & Construction Management (This Contract) <sup>1</sup>	\$661,901
Design Subtotal	\$805,446
CONSTRUCTION	
Construction Estimate (includes tax & 35% contingency)	\$2,000,700
1% for the Arts	\$20,007
Construction Subtotal	\$2,020,707
TOTAL PROJECT ESTIMATE	\$2,826,173
<sup>1</sup> BHC Contract includes Pump Station 30 Surveying and Geotechnical Explo	oration
REVENUES	
King County Flood Reduction Grant	\$200.000
Surface Water Capital Fund	\$2,626,173

## TOTAL PROJECT REVENUE

\$2,826,173

## **RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to execute a professional services contract with BHC Consultants in an amount not to exceed \$661,901 for the Pump Station 26 Improvements Project.

Approved By: City Manager JN City Attorney MK

## BACKGROUND

The City operates and maintains eight (8) surface water pump stations. The condition and capacity of all eight pump stations were evaluated in the 2016 *Stormwater Pump Station Condition and Capacity Assessment* (Assessment). The Assessment recommended complete replacement of Pump Stations 26 and 30 and repairs and upgrades for the other six pump stations. The 2019-2024 Capital Improvement Plan (2019-2024 CIP), adopted by Ordinance No. 841, includes three capital projects to improve these facilities:

- Pump Station 26 Improvements
- Pump Station 30 Upgrades
- Pump Station Miscellaneous Improvements

Staff determined that these projects would best be developed concurrently by a single engineering firm to ensure that certain key elements of the design approach and details of the designs are standardized. The City requested Statements of Qualifications (SOQs) through a competitive Request for Qualifications (RFQ #9146) process in August 2018 and received four responses. Each firm's qualifications were evaluated and BHC Consultants was selected as the most qualified firm.

On January 28<sup>th</sup>, 2019, Council authorized a contract with BHC Consultants to complete a Preliminary Design of the Stormwater Pump Stations and SCADA Improvements Project. This project, completed in mid-2020, expanded on the 2016 Assessment of all eight surface water pump stations, evaluated SCADA options, analyzed design alternatives at Pump Station 26 and Pump Station 30, and created an implementation plan for those improvements. The staff report for the authorization of this preliminary design contract can be found at the following link:

http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/Council/StaffReports/2019/sta ffreport012819-7e.pdf.

## DISCUSSION

During BHC's evaluation of the City's surface water pump stations, City staff and BHC determined that, because of repeated pump and control failures and subsequent repairs, complete replacement of Pump Station 26 should be prioritized and undertaken as soon as possible. Thus, the 2020-2026 CIP will reallocate funds to prioritize the full replacement of Pump Station 26.

Pump Station 26 is located near the intersection of NE 185<sup>th</sup> Street and 10<sup>th</sup> Avenue NE (see Vicinity Map – Attachment B). At roughly 50 years old, the pump station is well past its intended operational life span. The pumps and other components of the pump station require frequent repair and the station no longer complies with relevant electrical codes. Additionally, Pump Station 26 primarily serves the 185<sup>th</sup> Street Light Rail Station sub-area and will need to accommodate increased future stormwater flows. Replacing the pump station at this time also offers the opportunity to convert the existing surface detention pond to a higher-capacity underground detention system and re-purpose the surface pond area to provide potential new park space within the 185<sup>th</sup> Street Station sub-area.

## **ALTERNATIVES ANALYSIS**

Tonight, staff is requesting that Council authorize the City Manager to execute a contract with BHC Consultants for design of the Pump Station 26 Improvements Project. The proposed scope of work with BHC Consultants for this contract is attached to this staff report as Attachment A.

There are two alternatives to staff's recommendation to award the contract:

- Issue a new RFQ for consultant selection and proceed with design. The scope of RFQ 9146 included the design of the pump station improvements therefore an additional RFQ is not necessary. BHC performed well on the previous phase of work and has a good understanding to proceed into the design phase.
- 2. Not to proceed with the contract at all in which the project would not proceed.

These alternatives are not recommended as they would delay or stop the replacement of a failing facility that is past it intended operation life.

## COUNCIL GOAL(S) ADDRESSED

This project supports Council Goal 2: "Improve Shoreline's infrastructure to continue the delivery of highly-valued public service."

## **RESOURCE/FINANCIAL IMPACT**

This project is funded by the Surface Water Capital Fund (SWCF). The 2019-2024 Capital Improvement Plan (CIP) included funding for a preliminary assessment and replacement of the pumps and controls. The assessment determined that complete replacement is warranted at this time. This contract will enable the design for the pump station replacement to proceed. The 2021-2026 CIP will be modified to fund the full replacement of the pump station by delaying or reducing scope for upgrades at Pump Station 30 and the other six (6) stormwater pump stations which are less critical than this project.

A \$200,000-\$400,000 King County Flood Reduction grant is anticipated to be awarded in fall 2020 which would reduce the amount of SW Utility funds required to complete this project. A breakdown of project expenditures and revenues follows:

## **EXPENDITURES**

DESIGN

Staff and Other Direct Expenses Preliminary Design Report (BHC) BHC Design & Construction Management (This Contract) <sup>1</sup> Design Subtotal	\$60,000 \$83,565 <b>\$661,901</b> \$805,446
CONSTRUCTION Construction Estimate (includes tax & 35% contingency) 1% for the Arts	\$2,000,700 \$20,007
Construction Subtotal	\$2,020,707

## TOTAL PROJECT ESTIMATE

\$2,826,173

<sup>1</sup>BHC Contract includes Pump Station 30 Surveying and Geotechnical Exploration

## REVENUES

King County Flood Reduction Grant	\$200,000
Surface Water Capital Fund	\$2,626,173

## TOTAL PROJECT REVENUE

\$2,826,173

## RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute a professional services contract with BHC Consultants in an amount not to exceed \$661,901 for the Pump Station 26 Improvements Project.

## **ATTACHMENTS**

Attachment A: BHC Consultants Contract Scope and Services Attachment B: Project Vicinity Map

## EXHIBIT A

# SCOPE OF SERVICES CITY OF SHORELINE Stormwater Pump Station and SCADA Improvements PS-26 Design and Construction Phases

## Statement of Understanding

The City of Shoreline (Shoreline) owns and operates eight stormwater pump stations. Shoreline and BHC Consultants, LLC (BHC) have evaluated the condition, capacity, and overall functionality of these pump stations and recommended replacement of two pump stations and various improvements to the other six stations and implementation of a utility wide supervisory control and data acquisition (SCADA) system to provide off-site monitoring. This work has been grouped into three projects as follows:

- 1. Pump Station 26 (PS-26) Replacement, including SCADA
- 2. Pump Station 30 (PS-30) Replacement, including SCADA
- 3. Pump station improvements and SCADA for the remaining six pump stations (Linden, Palatine, Ronald Bog, Pan Terra, Serpentine, and PS-25)

The fundamental objectives of the project are as follows:

- Improve safety and reliability of the pump stations
- Improve or replace infrastructure to maintain compliance with current electrical codes
- Replace infrastructure that is at the end of its useful life
- Implement a SCADA system for monitoring the stormwater utility infrastructure

This Scope of Services is limited to the design and construction support for the PS-26 replacement only, although the surveying and geotechnical investigations address the PS-30 site as well. This scope is based on BHC's current understanding of Shoreline's needs and objectives for these improvements.

## Approach and Scope

The engineering services for this Project have been split into three phases: Preliminary Design, Design, and Construction. The following scope of services outlines the tasks associated with the Design and Construction phases for PS-26 only. The scope for the Design and Construction Phases for the other projects will be developed separately. The PS-26 Design and Construction tasks include the following:

- 1. Project Management
- 2. Surveying and Geotechnical Investigations
- 3. Preliminary Design (30%)
- 4. Construction Documents (60% through 100%)
- 5. Bidding Support
- 6. Engineering Services During Construction

The scope for each task is defined separately and each task description includes the following elements:

- Description: Summary description of task.
- Receivables: Elements that will be provided by Shoreline.
- Work Tasks: Work activities that will be completed by BHC.
- Deliverables: The finished products that will be delivered to Shoreline.
- Assumptions: Assumptions used to define each task.
- Meetings: Meetings identified for each task.

## Assumptions

The scope of services herein and associated budget were prepared based on the following assumptions:

- Pump Station 26 design will be in accordance with the configuration recommendations of Stormwater Pump Station and SCADA Improvements Preliminary Design Report.
- Shoreline will lead permitting and related activities with review and input from BHC as identified elsewhere in the scope of work. These permitting activities include the following:
  - o Conditional Use Permit
  - o SEPA Checklist
  - o Site Development Permit
  - Underground Injection Control registration
- Shoreline will address all easements or easement releases.
- A cultural resources investigation will not be required.
- Project funding sources (State or federal) will not require additional evaluations or specialized design/procurement requirements.

## **Subconsultants**

The BHC Team performing this work will include the following subconsultants in the roles identified below:

- Site Survey KPG, P.S.
- Geotechnical and Critical Areas Landau Associates
- Landscape Architecture Toole Design Group, LLC

## Task 100 - Project Management

Description: Track and monitor the progress of the project and coordinate with the design team and Shoreline project manager.

Receivables:

• Approved Contract Amendment.

Work Tasks:

100.1 PS-26 Design Kickoff Workshop: Meet with Shoreline project manager and stakeholders to review the project scope, address project roles and responsibilities, and confirm or refine project objectives.

- 100.2 Internal Design Kickoff Meeting: Project meeting with the design team prior to initiating work to review scope, schedule, budget, staff roles/responsibilities, and objectives for the project.
- 100.3 Coordinate with Shoreline: Coordinate with Shoreline Project Manager by phone or video call at approximately two-week intervals.
- 100.4 Status Reports: Provide monthly invoices with brief status and progress summaries.
- 100.5 Project Team Coordination: Coordinate with the project team on a bi-weekly basis to review current and upcoming tasks, deliverables, and coordination efforts.
- 100.6 Project Schedule: Prepare a baseline project schedule for the scope of services.
- 100.7 QA/QC Program: Coordinate and facilitate QA/QC reviews of all deliverables to Shoreline.
- 100.8 Design and Construction Phase Scope Development: Coordinate with Shoreline to determine scope of work for engineering services related to the subsequent projects and phases.

#### Deliverables:

- Project Kickoff and Objectives Workshop notes (PDF).
- Project Schedule (PDF and MS Project).
- Monthly status reports with invoices (PDF).

#### Assumptions:

- Combined duration for PS-26 design and construction is estimated to be 18 months.
- Formal agendas and notes will not be required for biweekly coordination meetings.

Meetings:

- Project Kickoff and Objectives Workshop at Shoreline City Hall with up to four BHC staff.
- Biweekly coordination, with the BHC project manager only.
- Biweekly internal project team meetings/conference calls with active BHC Team members.

#### Task 310 – Investigations and Permit Support for PS-26 and PS-30 – Design Phase

Description: Preparation of site survey base maps and a geotechnical report for the PS-26 and PS-30 properties and critical areas review and permit support for the PS-26 design.

Receivables:

- Existing title reports for the PS-26 and PS-30 properties and associated easements for force mains or other utilities.
- Draft SEPA checklist and permit applications

#### Work Tasks:

310.1 Site Survey: Conduct a site survey of the PS-26 and PS-30 property to define existing topography, locate existing utilities, structures, discharge manhole, and other features and prepare base maps for use in preparing the design for the new PS-26 and PS-30 facilities. Survey Work will be tracked separately for each of the facilities, as follows:

310.1.1 PS-26 Site Survey

310.1.2 PS-30 Site Survey

310.2 Geotechnical Investigation, Phase 1: Conduct a geotechnical investigation of the PS-26 and PS-30 properties to characterize the existing soils with respect to infiltration capacity, groundwater elevations, applicable construction properties, and stability. Work shall include review of available information, a single exploratory boring at each site, including characterization and laboratory analysis, three follow up site visits to check ground water levels over the wet season and preparation of single geotechnical report that presents conclusions and recommendations for utility design and construction. Work will be tracked separately for each of the facilities, as follows:

310.2.1 PS-26 Phase 1 Geotech

310.2.2 PS-30 Phase 1 Geotech

310.3 Geotechnical Investigation, Phase 2 (optional): Conduct a supplemental stormwater infiltration assessment of the PS-26 and PS-30 properties to better quantify and document the expected infiltration capacity. This task is optional and will only be completed if the Phase 1 investigation indicates that stormwater infiltration will be feasible at one of these sites. Conduct a large-scale Pilot Infiltration Test (PIT) at the applicable project site(s), in general accordance with the requirements of the 2019 Stormwater Management Manual for Western Washington, and complete a two additional exploratory borings at each site, including characterization and laboratory analysis. The findings from this supplemental investigation will be documented in a geotechnical report addendum that summarizes additional findings and presents recommendations for infiltration rates and monitoring and testing during construction. Work will be tracked separately for each of the facilities, as follows:

310.3.1 PS-26 Phase 2 Geotech

310.3.2 PS-30 Phase 2 Geotech

- 310.4 Critical Areas Review: Conduct an investigation of the PS-26 site to identify and characterize wetland and waterway critical areas present at the site, document those critical areas, and identify any potential mitigation requirements and options, if applicable.
- 310.5 Permit Support: Provide support to Shoreline staff for the permitting of the new PS-26 facilities including review and input to the SEPA checklist, review of permit application packages to the City of Shoreline and Washington Department of Ecology (Ecology) for Underground Injection Control (UIC) registration.

Deliverables:

- Site Survey, AutoCAD format (including TIN file) and surveyor sealed pdf base map for each site.
- Phase 1 Geotechnical Report, MS Word and PDF, Draft and Final versions.
- Phase 2 Geotechnical Report Addendum, MS Word and PDF, Draft and Final versions (optional).
- Critical Areas Report, MS Word and PDF, Draft and Final versions.
- Comments on and edits to the SEPA checklist, permit applications, and UIC registration.

Assumptions:

- PS-26 site survey will be limited to the PS-26 property, discharge manhole rim and invert elevations, and the
  adjacent right-of-way up to the intersection at NE 185<sup>th</sup> Street. Wastewater lift station structure footprints
  and elevations including the wetwell floor elevation will be included in the survey.
- PS-30 site survey will be limited to the PS-30 property, discharge catch basin rim and invert elevations, and the right-of-way in the area of the new force main (centerline to property lines) along NE 170<sup>th</sup> Street and 12<sup>th</sup> Place NE.
- The Phase 1 geotechnical investigation will include one boring at each site.

- The Phase 1 Geotechnical Report will address both sites and will be prepared in technical memorandum format.
- The Phase 2 geotechnical investigation (if authorized) will include excavating a large test pit, conducting an
  infiltration test, backfilling the excavation, and completing two additional borings at each site. The work will
  not include any site restoration beyond backfilling the excavation.
- The Phase 2 Geotechnical Report Addendum (if authorized) will address both sites and will be prepared in technical memorandum format.
- The Critical Areas Report will be prepared in letter or technical memorandum format.
- This scope does not include development of mitigation plans for unavoidable impacts in relation to the critical areas review.
- Permit related items to be reviewed are limited to the SEPA checklist, Conditional Use Permit application, Site Development Permit application, and Underground Injection Control Registration application. Permit related meetings and design deliverables are included within Tasks 320 and 330.

Meetings:

• No meetings are anticipated with this task.

## Task 320 – Preliminary Design, PS-26 – Design Phase

Description: Task 320 includes the preparation of the PS-26 Preliminary Design Report (PDR).

Receivables:

Consolidated set of Shoreline comments on the Draft PS-26 PDR.

- 320.1 PS-26 PDR Development: Prepare the Draft and Final PS-26 PDR. The PDR will include the following:
  - Introduction (including background and purpose of the report)
  - Zoning and Permitted Uses
  - Design Criteria and Constraints
    - Project Datum
    - 100-Year Flood Elevation
    - Access Constraints
    - o Design Flow Development
    - Force Main Hydraulic Analysis
    - Pump Selection
    - Pump Station Cycle Times
    - Temporary Bypass Pumping
  - Design Parameters
  - Preliminary Design Drawings (11 drawings identified as bold in the drawing list included under Task 330)
  - Specification Table of Contents

- Permit and Site Restoration Requirements
  - Permit Requirements 0
  - Frontage Improvements 0
  - Preliminary Park Plans and Objectives 0
- Preliminary Construction Schedules
- Preliminary Opinion of Probable Construction Cost

#### Deliverables:

- Draft PS-26 PDR (PDF).
- Preliminary Site Plan for Parks and Pre-Application Meetings.
- Final PS-26 PDR (PDF, two hardcopies with appendices provided in electronic format only).

Assumptions:

- Shoreline will confirm permitting requirements for inclusion in the PS-26 PDR.
- Pump Station 26 will be designed in accordance with the configuration recommendations of Stormwater Pump Station and SCADA Improvements Preliminary Design Report.
- Flow data will be provided by or confirmed with on-going capacity modeling being completed by others.
- Preliminary design will include frontage improvements and concept level park plan for review in conjunction with permit pre-application meeting and coordination with Shoreline Parks.

Meetings:

- Drainage System Modeling Coordination Meeting: Coordination meeting to be held with Shoreline staff, capacity modeling consultant and two BHC team members. Objective will be to confirm modeling assumptions for consistency between capacity modeling work and PS-26 basis of design.
- Parks Meeting: Planning meeting with Shoreline Parks to identify objectives for park configuration. 1-hour meeting with two BHC team members and Shoreline staff at Shoreline City Hall or via MS Teams.
- Pre-Application Meeting: Meeting with Shoreline Planning and Community Development to review preliminary plans and pre-application documents. Two-hour meeting with two BHC team members and Shoreline staff at Shoreline City Hall or via MS Teams.
- 30% Design Workshop: Facilitate a two-hour design workshop with three BHC staff and Shoreline staff at Shoreline City Hall or via MS Teams to present and discuss the 30% PS-26 design prepared by BHC.

#### Task 330 – Construction Documents, PS-26 – Design Phase

- Description: Detailed design of the PS-26 project elements and preparation of Construction Documents (drawings and specifications). Preparation of the Opinions of Probable Construction Costs (OPCCs) for the project. BHC has prepared a preliminary drawing list for the design based on our current understanding of the project scope and design intent. The preliminary drawing list includes the following (bold items to be included in the PS-26 PDR):
  - 1 G-1 Cover Sheet, Location, and Vicinity Map
  - Index of Drawings and General Notes 2 G-2 3
    - G-3 Abbreviations, Symbols, and Designations
  - C-1 4 Existing Conditions – Topography and Geotech Borings

5	C-2	TESC and Demolition Plan
6	C-3	TESC Details and Notes
7	C-4	Site Plan
8	C-5	Grading, Drainage, and Site Finish Plan
9	C-6	Right-of-Way Plan
10	C-6	Civil Details
11	C-7	Civil Details
12	C-8	Infiltration Gallery Details
13	C-9	Hydrodynamic Separator Details
<b>14</b>	<b>L-1</b>	Landscape Plan
15	L-2	Landscape Planting Details
16	L-3	Irrigation Plan
17	L-4	Irrigation Details
18	L-5	Urban Design Details (Benches, Walkways, etc.)
19	S-1	Structural General Notes
20	S-2	Structural Abbreviations
21	S-3	Wetwell Plan and Section
22	S-4	Vault Sections and Details
23	S-5	Typical Structural Details
<b>24</b>	<b>M-1</b>	Pump Station and Valve Vault Plan
<b>25</b>	<b>M-2</b>	Pump Station and Valve Vault Section
26	M-3	Mechanical Details 1 of 2
27	M-4	Mechanical Details 2 of 2
28	E-1	Electrical Symbols and Abbreviations
29	<b>E-2</b>	Electrical One-Line Diagram
30	E-3	Conduit Grouping Diagram
31	E-4	Electrical Schedules
32	<b>E-5</b>	Electrical Site Plan
33	E-6	Electrical and Control Panel Sections and Details
34	E-7	Automatic Transfer Switch Electrical Plan (connected to LS-15 Generator)
35	E-8	Electrical Details

Receivables:

- Consolidated Shoreline review comments on the 60% and 90% document submittals
- Consolidated Shoreline review comments on the 60%, 90%, and Final OPPCs

- 330.1 60% Design Drawings and Specifications: Prepare 60% general, civil, structural, mechanical, and electrical drawings, specifications, and OPCC for the project. Incorporate Shoreline feedback from the 30% drawings and PS-26 PDR review. Submit 60% Construction Documents for Shoreline review. BHC will prepare Seattle City Light and North City Water service applications for Shoreline review, and initiate applications as directed by Shoreline.
- 330.2 90% Design Drawings and Specifications: Prepare 90% general, civil, structural, mechanical, and electrical drawings, specifications, and OPCC for the project. Address Shoreline comments from the 60% design review.

330.3 Final Construction Documents: Prepare final general, civil, structural, mechanical, and electrical final drawings, specifications, and OPCC ready for bidding. Address Shoreline comments from the 90% design review.

Deliverables:

- 60% Drawings, Specifications, and OPCC:
  - Drawings will be submitted in PDF format and three half-size (11"x17") hard copies
  - Specifications will be submitted in PDF format and three hard copies
  - OPCC will be submitted in PDF format
- 90% Drawings and Specifications, and OPCC:
  - Drawings will be submitted in PDF format and three half-size (11"x17") hard copies
  - o Specifications will be submitted in PDF format and three hard copies
  - OPCC will be submitted in PDF format
- Final Construction Documents, and OPCC:
  - Drawings will be submitted in PDF (11"x17" and 22"x34"), and AutoCAD format
  - Specifications will be submitted in PDF and MS Word format
  - OPCC will be submitted in PDF format

Assumptions:

- Division 0 and 1 of the Specifications will be provided by Shoreline with limited input from BHC on Division 1 specifications (e.g., summary of work, constraints, etc.).
- Prepare OPCCs for the 60% (AACE Class 4), 90% (AACE Class 2), and Final Construction Documents (AACE Class 1).
- 60% Drawings will be used for initial site development permit application. 90% Drawings will address Shoreline Planning comments for site development permit, with additional clouding provide as required to identify revisions. One additional set of drawings will be prepared for the final site development permit package if required.

Meetings:

- 60% Design Workshop: Facilitate a two-hour design presentation workshop with three BHC staff and Shoreline staff at Shoreline City Hall or via MS Teams.
- 90% Design Workshop: Facilitate a one-hour design presentation workshop with up to three BHC staff and key Shoreline staff at Shoreline City Hall or via MS Teams.

#### Task 340 – Bid Period Services

Description: Provide Engineering support to Shoreline in association with advertising, bidding, and developing a recommendation for award to the responsive low bidder.

Receivables:

- Bidder questions submitted to Shoreline
- Bid tabulation

- 340.1 Attend a pre-bid meeting with prospective Contractors.
- 340.2 Respond to bidder questions during the bid period.
- 340.3 Prepare a maximum of two addenda if necessary and deliver to Shoreline for distribution to bidders.
- 340.4 Review apparent low bidder's bid documents and prepare recommendation for award memorandum.

#### Deliverables:

- Pre-Bid Meeting Agenda
- Up to two Addenda
- Award Recommendation Memorandum

### Assumptions:

- Shoreline to pay bid advertisement costs directly and conduct the bid advertisement.
- Shoreline will facilitate and handle distribution of bid documents and addenda, if applicable, through an
  electronic bidding service (e.g., Builder's Exchange).

## Task 400 – Engineering Services During Construction

Description: Provide Engineering Services During Construction, including contract administration support, meetings, on-site observation, RFI and submittal reviews, change management, closeout, record drawings, and development of an Operations and Maintenance (O&M) Manual.

### Receivables:

- Contractor documentation: Submittals, Requests for Information (RFIs), Lookahead schedules, Pay Estimates, Change Requests, etc.
- Consolidated Shoreline submittal and document review comments.

- 400.1 Construction Administration: Monitor and track contractor progress and documentation. Facilitate the review and response to and documents provided by the Contractor. Manage construction contract documentation using SharePoint resources. Assist Shoreline staff in the administration of the Construction contract, including review of pay estimates.
- 400.2 Construction Meetings: Facilitate weekly construction meetings with Shoreline and construction contractor representatives. Prepare meeting agendas and minutes.
- 400.3 Construction Observation: Provide periodic on-site observation of construction contractor activities, with additional observation of key work activities including limited observation visits by a geotechnical engineer. Prepare weekly construction observation reports.
- 400.4 RFIs: Review and respond to construction contractor RFIs.
- 400.5 Submittals: Review and respond to construction contractor submittals.
- 400.6 Changes: Review contractor requests for changes, prepare directive changes, review requests for contractor proposals, negotiate pricing, and prepare change order documentation, as required.
- 400.7 Closeout: Prepare substantial completion punch list and contract closeout documentation.
- 400.8 Record Drawings: Prepare record drawings based on construction contractor redlines.
- 400.9 O&M Manual: Prepare facility operation and maintenance manual providing operational guidance for

the facility and incorporating operation and maintenance documentation submitted by the construction contractor as Appendices.

## Deliverables:

- Monthly pay applications
- Weekly progress meeting agendas and minutes
- Weekly construction observation reports
- RFI and submittal responses
- Change directives and change orders
- Punch list
- Record drawings PDF (11"x17" and 22"x34") and AutoCAD format
- Operation and Maintenance Manual:
  - Draft PDF only.
  - Final PDF and two hard copies.

### Assumptions:

- The total construction period is assumed to be eight months with six months of active construction work requiring on-site observation.
- Construction observation will be limited to 20 hours per week by a staff engineer with limited site visits by lead engineers.
- Included geotechnical observations are not intended to be formal special inspections.
- Up to 20 RFIs
- Up to 30 submittals (including resubmittals)
- Up to five change orders or directive changes.

## Meetings:

- Pre-construction meeting MS Teams or Shoreline City Hall.
- Weekly progress meetings MS Teams or Shoreline City Hall.

## Task 500 – Management Reserve

Description: This task and budget is reserved as a contingency fund for minor changes in scope which may occur during the project and will be used to facilitate additional work without the need for a contract amendment. Based on discussions with Shoreline, the contingency has been set at **\$90,000**, which represents approximately 15% of the total budget.

## Receivables:

- Written requests for any additional services.
- Written authorization to proceed with additional services from the Shoreline Project Manager.

Work Tasks:

- 500.1 Develop scope/budget proposals for additional design services as needed.
- 500.2 Prepare contract amendments as needed.
- 500.3 Complete additional engineering services as authorized by Shoreline.

Deliverables:

• As defined in the additional design services scope/budget.

Assumptions:

- As defined in the additional design services scope/budget.
- Work under Task 500 must be authorized in writing by Shoreline prior to starting work.

Meetings:

• As defined in the additional design services scope/budget.

## **Budget**

The Project budget is **\$661,901**. This budget is based on, and in accordance with BHC's 2020 billing rates, which are calculated as current direct salary rates multiplied by BHC's 2018 calculated overhead rate (144.11% of direct salary rate) and profit (30% of direct salary rate). Subconsultant rates are calculated in the same manner. Shoreline agrees to allow BHC and subconsultants to update direct salary rates and overhead rates as needed to reflect current rates (labor rates are typically updated in January of each year).

## Schedule

A baseline schedule will be developed after Notice to Proceed and before the Kickoff Meeting. The Project budget is based on and assumes that the efforts associated with this scope of services will be completed within approximately 18 months from Notice to Proceed. This schedule shall be equitably adjusted as the Project progresses, allowing for changes in scope or for delays beyond BHC's control. The following is the approximate schedule for this work:

- Survey, Phase 1 Geotech, Critical Areas review, Preliminary Design, and Pre-Application Meeting
  - o 60 days after NTP (early November 2020)
- SEPA checklist and Conditional Use Permit application
  - o 30 days after Pre-Application Meeting (December 2020)
- 60% Design Submittal
  - o 100 days after NTP (December 2020)
- 90% Design Submittal
  - o 60 days after receiving Shoreline comments on the 60% submittal (February 2021)
- Final Issued for Bid Documents Submittal
  - 30 days after receiving Shoreline comments on the 90% submittal (March 2021)
- Construction NTP
  - Target early May to allow for major construction to be completed during the dry season in 2021.

Shoreline Stormwater Pump Station 26 City of Shoreline, Project 9146

Project 9146	
shoreline,	

Image: space	Date: July 31, 2020									BH	unsuon r	tants								
		Project Principal	Project Manager	Stormwatt	r Pump Static Lead	n SCADA/Elec Lead	t Structural Engineer	Senior Engineer	Staff Engineer	CAD/GIS Lead	CAD/GIS Support	Clerical Support		BHC Labor			Direct	Costs		Total Cost
International (international)         International)         International         Internationa	Billing R	ate 244.38 Dom	207.92 Ochiltree	207.92 Talich	207.92 Gilespie	191.72 Palmatier	197.12 Franco	178.22 Castro	110.71 Brvant	153.92 Simon	116.11 Cariso	98.56 Sifferman	Total	от от	021 Rate scalation*	Subs (Landau, CPG. Toole **)	Mileage & Parking	Printing Mark	tost Total Directs	
International matrix framework         Interna	Task Description	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Cost	3%		0	103		
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000000000000000000000000000000000000	100.2 Internal Design Kickoff Meeting	-	-	-	-	-	÷	-	2	-		-	11	\$ 1,909 \$				¢	۔ ج	\$ 1,9
	100.3 Coordinate with Shoreline		36										36	\$ 7,485 \$	157		\$ 80	ф	8 8 8	\$ 7,7
1000000000000000000000000000000000000	100.4 Status Reports		18									10	28	\$ 4,728 \$	66			¢	ج	\$ 4,8
0         0	100.5 Project Team Coordination		36						18				54	\$ 9,478 \$	199			φ	' ج	\$ 9,6
000000000000000000000000000000000000	100.6 Project Schedule		20										20	\$ 4,158 \$	87			¢	ج	\$ 4,2
10.1       Final State Duration from the final state Dur	100.7 QA/QC Program	16											16	\$ 3,910 \$	82			ф	ج	\$ 3,9
10         Dimensional mentional m	100.8 PS-30 Scope Development		12						4				16	\$ 2,938 \$	88			Ф	\$	\$ 3,0
Image: mark transmission (% mark from mark				+				Ī				Ī				T				
310.         310. <th< td=""><td>310 Surveying and Geotechnical Investigations, PS-26 - Design Phase</td><td>0</td><td>16</td><td>16</td><td>0</td><td>0</td><td>4</td><td>8</td><td>20</td><td>2</td><td>9</td><td>0</td><td>72</td><td>\$ 12,087 \$</td><td>-</td><td>98,500</td><td>\$ 120 \$</td><td>36 \$ -</td><td>62 \$108,48;</td><td>\$ 120,5</td></th<>	310 Surveying and Geotechnical Investigations, PS-26 - Design Phase	0	16	16	0	0	4	8	20	2	9	0	72	\$ 12,087 \$	-	98,500	\$ 120 \$	36 \$ -	62 \$108,48;	\$ 120,5
10.10         Constraint frequency         10         2 <td>310.1 Site Survey</td> <td></td> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td>4</td> <td>4</td> <td>2</td> <td>9</td> <td></td> <td>18</td> <td>\$ 2,576 \$</td> <td>1</td> <td>: 14,500 K</td> <td>\$ 40</td> <td>\$ 1,4</td> <td>54 \$ 15,99</td> <td>\$ 18,5</td>	310.1 Site Survey		2					4	4	2	9		18	\$ 2,576 \$	1	: 14,500 K	\$ 40	\$ 1,4	54 \$ 15,99	\$ 18,5
1313         Constraint frequency (model)         1 </td <td>310.2 Geotechnical Investigation, Phase 1</td> <td></td> <td>2</td> <td>2</td> <td></td> <td></td> <td>4</td> <td>4</td> <td>4</td> <td></td> <td></td> <td></td> <td>16</td> <td>\$ 2,776 \$</td> <td>1</td> <td>25,700 L</td> <td>\$ 40</td> <td>\$ 2,5</td> <td>74 \$ 28,31</td> <td>\$ 31,0</td>	310.2 Geotechnical Investigation, Phase 1		2	2			4	4	4				16	\$ 2,776 \$	1	25,700 L	\$ 40	\$ 2,5	74 \$ 28,31	\$ 31,0
1010         Contrasting         1 <th1< th="">         1         1         &lt;</th1<>	310.3 Geotechnical Investigation, Phase 2		2	2					4				80	\$ 1,275 \$	1	3 46,100 L	\$ 40	\$ 4,6	14 \$ 50,75	\$ 52,0
3105         Pennt Support         2         3	310.4 Critical Areas Review		2	4					4				10	\$ 1,690 \$	1	11,000 L		\$ 1,	00 \$ 12,10	\$ 13,7
1000         1000 <th< td=""><td>310.5 Permit Support</td><td></td><td>8</td><td>œ</td><td></td><td></td><td></td><td></td><td>4</td><td></td><td></td><td></td><td>20</td><td>\$ 3,770 \$</td><td>-</td><td>1,200 L</td><td></td><td>٠ ج</td><td>20 \$ 1,32</td><td>\$ 5,0</td></th<>	310.5 Permit Support		8	œ					4				20	\$ 3,770 \$	-	1,200 L		٠ ج	20 \$ 1,32	\$ 5,0
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301         Filty formation (filty formation)         4         10         30         301         30	320 Preliminary Design, PS-26 - Design Phase	4	16	40	8	16	4	24	09	8	40	12	232	\$ 36,119 \$	-	5,000	• • \$	100 \$ 1	10 \$ 5,61	\$ 41,7
300         Contraction formation         5         9         70         200	320.1 PDR Development & Pre-Application Meeting	4	16	40	8	16	4	24	09	8	40	12	232	\$ 36,119 \$	-	5,000 T		100 \$	10 \$ 5,61	\$ 41,7
330         331         333 <td></td>																				
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Original Special constraints and Constraint and Constraints and Constraints and Constraints and Constraint	330.1 60% Design Drawings and Specifications		20	16	32	09	40	40	80	30	120	8	446	\$ 68.852 \$	-	4.000 T	\$ 40 3	100 \$	14 \$ 4.55	\$ 73.4
303       Final Construction Demnets and Final Construction Pemnets       2       12       20 <t< td=""><td>330.2 90% Design Drawings, Specifications, and Construction Permits</td><td></td><td>24</td><td>16</td><td>24</td><td>40</td><td>60</td><td>60</td><td>80</td><td>24</td><td>100</td><td>80</td><td>436</td><td>\$ 68,447 \$</td><td>2,053 \$</td><td>7,000 T</td><td>\$ 40</td><td>100 \$</td><td>14 \$ 7,85-</td><td>\$ 78,3</td></t<>	330.2 90% Design Drawings, Specifications, and Construction Permits		24	16	24	40	60	60	80	24	100	80	436	\$ 68,447 \$	2,053 \$	7,000 T	\$ 40	100 \$	14 \$ 7,85-	\$ 78,3
41         4         6         0         44         6         0         44         6	330.3 Final Construction Dcouments and Final Construction Permits	2	12	∞	80	20	20	20	30	16	60	80	204	\$ 31,191 \$	936 \$	3,500 T	\$ 40	69	54 \$ 3,89	\$ 36,0
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Marcle         Marcle<	340.1 Pre-bid Meeting		4			2			2				80	\$ 1,437 \$	43		\$ 40	¢	4 \$ 4	\$ 1,5
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400         Expirating Services During Construction         10         134         36         14         12         62         14         126         5         730         5         2710         5         2710         5         2710         5         2         5 <td>340.4 Review Low big Documents and Qualifications</td> <td></td> <td>7</td> <td></td> <td>-</td> <td></td> <td></td> <td></td> <td>7</td> <td></td> <td></td> <td></td> <td>0</td> <td>4 0,40 4</td> <td>2</td> <td></td> <td></td> <td>A</td> <td>- A</td> <td>0 A</td>	340.4 Review Low big Documents and Qualifications		7		-				7				0	4 0,40 4	2			A	- A	0 A
4002         Construction Membrane         6         6         6         7 <td>400 Engineering Services During Construction</td> <td>10</td> <td>184</td> <td>36</td> <td>14</td> <td>74</td> <td>40</td> <td>32</td> <td>668</td> <td>12</td> <td>52</td> <td>140</td> <td>1.262</td> <td>\$ 174,512 \$</td> <td>5.235 \$</td> <td>19,400</td> <td>\$ 2,100</td> <td>700 \$ 2.2</td> <td>20 \$ 24,42</td> <td>\$ 204.1</td>	400 Engineering Services During Construction	10	184	36	14	74	40	32	668	12	52	140	1.262	\$ 174,512 \$	5.235 \$	19,400	\$ 2,100	700 \$ 2.2	20 \$ 24,42	\$ 204.1
1000         2000 <th< td=""><td>400.1 Construction Administration</td><td>9</td><td>64</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>128</td><td>198</td><td>\$ 27,389 \$</td><td>822</td><td></td><td></td><td>s</td><td>' دە</td><td>\$ 28,2</td></th<>	400.1 Construction Administration	9	64									128	198	\$ 27,389 \$	822			s	' دە	\$ 28,2
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400.6       Chandres       16       2       2       14       2       15       55.2       57.0       7       5       70       5       710       5	400.5 Submittals		12	80	4	12	9	80	40				6	\$ 14,328 \$	430 \$	1,550 T		Ф	55 \$ 1,70	\$ 16,4
4008       Record Drawings       2       2       2       2       2       40       5       6.16       5       1.716       5       1.60       7       5       60       5       1.716 <td>400.6 Changes</td> <td></td> <td>9</td> <td>2</td> <td>2</td> <td>4</td> <td>2</td> <td>8</td> <td>8</td> <td></td> <td></td> <td></td> <td>32</td> <td>\$ 5,552 \$</td> <td>167</td> <td></td> <td></td> <td>\$</td> <td>۔ \$</td> <td>\$ 5,7</td>	400.6 Changes		9	2	2	4	2	8	8				32	\$ 5,552 \$	167			\$	۔ \$	\$ 5,7
4008       Record Drawings       2       6       2       4       12       2       8       5       156       5       10 <td>400.7 Closeout</td> <td></td> <td>16</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>12</td> <td></td> <td></td> <td>2</td> <td>40</td> <td>\$ 6,818 \$</td> <td>205 \$</td> <td>1,500 T</td> <td>\$ 60</td> <td>\$</td> <td>56 \$ 1,710</td> <td>\$ 8,7</td>	400.7 Closeout		16	2	2	2	2	2	12			2	40	\$ 6,818 \$	205 \$	1,500 T	\$ 60	\$	56 \$ 1,710	\$ 8,7
400.9 Q&MManual       2       12       8       42       12       8       90       5       3.13947       5       410       5       400       5       6       400       5       6       400       5       6	400.8 Record Drawings	2	9	2		4	2	2	20	80	40	2	88	\$ 11,957 \$	359		07	; 100 \$	10 \$ 11	\$ 12,4
Bit Management Reserve         Man	400.9 O&M Manual	2	12	œ	4	12		4	24	4	12	80	06	\$ 13,947 \$	418		07	400 \$	40 \$ 44	\$ 14,8
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OW     Margare in the second formed in 2021, to account for annual rate adjustments.     Constrained for a second for an whole or costs bus overhead rate is 124.56%. Toole overhead       • • • • • • • • • • • • • • • • • • •	EOD Management Decension							Į		T	T		T	╎	╞				-	¢ 60.0
*3% rate rate escatation is applied to take or portions of tasks that will be performed in 2021, to account for annual rate adjustments. *3% rate rate escatation is applied to take or portions of tasks that will be performed in 2021, to account for annual rate adjustments. *3% rate rate escatation is applied to take or portions of tasks that will be performed in 2021, to account for annual rate adjustments. *3% rate rate escatation is applied to take or portions of tasks that will be performed in 2021, to account for annual rate adjustments. *3% rate rate escatation is applied to take or portions of tasks that will be performed in 2021, to account for annual rate adjustments. *15, to account for annual rate adjustments. *15, to account for annual rate adjustments.								ſ		T	T	ſ	ļ	$\left  \right $	ł					¢,00
*3% for the rate castalation is applied to take or portions of tasks that will be performed in 2021, to account for annual rate adjustments. *3% for the rate castalation is applied to take or protions of tasks that will be performed in 2021, to account for annual rate adjustments. *1* Subsection is applied to a start adjustment rates are based on raw labor costs plus overhead rate lus profit (30% on raw labor cost). Landau overhead rate is 124.56%, Toole overhead * 172.0% FO (30% on raw labor cost). Landau overhead rate is 212.63%. KPG overhead rate is 154.56%, Toole overhead * 172.0% FO (30% on raw labor cost). Landau overhead rate is 212.63%. KPG overhead rate is 154.56%, Toole overhead * 172.0% FO (30% on raw labor cost). Landau overhead rate is 154.56%, Toole overhead * 172.0% FO (30% on raw labor cost). Landau overhead rate is 154.56%. Toole overhead * 172.0% FO (30% on raw labor cost). Landau overhead rate is 212.63%. KPG overhead rate is 154.56%. Toole overhead * 172.0% FO (30% on raw labor cost). Landau overhead rate is 154.56%. Toole overhead * 172.0% FO (30% on raw labor cost). Landau overhead rate is 154.56%. Toole overhead * 172.0% FO (30% on raw labor cost). Landau overhead rate is 154.56%. Toole overhead * 172.0% FO (30% on raw labor cost). Landau overhead rate is 154.56%. Toole overhead rate is 154.56% FO (30% on raw labor cost). Landau overhead rate is 154.56% FO (30% on raw labor cost). Landau overhead rate is 154.56% FO (30% on raw labor cost). Landau overhead rate is 154.56% FO (30% on raw labor cost). Landau overhead rate is 154.56% FO (30% on raw labor cost). Landau overhead rate is 154.56% FO (30% on raw labor cost). Landau overhead rate is 154.56% FO (30% on raw labor cost). Landau overhead rate is 154.56% FO (30% on raw labor cost). Landau overhead rate is 154.56% FO (30% on raw labor cost). Labor cost cost cost cost cost cost cost cost									Ĭ				ţ							
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	rate is 174.28%.											Totals	2,904	\$ 437,137 \$	9,224	137,900	\$ 2,500 \$	1,000 \$ 14,	40 \$155,54	\$ 661,9

# Attachment A

S:/Projects/Shoreline/2018 SW Pump Stations & SCADA/100-PM00-Scoping/01-PS-26 Design/20200731 Shoreline SW PS-SCADA PS-26 BudgetR4.xisx

### KPG Survey Scope of Work (06/17/2020) Shoreline Pump Stations 26 and 30 Survey

## **Project Limits**

Project limits are as depicted in BHC figures 4-25 and 4-27 dated 5/1/2020.

## Task 1 Survey Control

Establish horizontal and vertical control points within the project limits. Basis of control will be NAD 83/91 and NAVD88 for horizontal and vertical respectively. Approximately 4 control points will be established at the site for continued use.

## Task 2 Survey Mapping

Field Survey. Field mapping within the project limits will include topography, man-made surface features, limits of vegetation, trees (12" DBH or larger), overhead utilities, and painted underground utilities. Irrigation systems will not be included. Perform measure-downs of existing storm drain and sanitary sewer structures, indicating rim and pipe invert elevations. Document the approximate size, type, material, and general condition of the structures. These observations will be made from the surface. Any required pipe video inspection, potholing or smoke testing needed to verify the condition or connectivity of drainage features is outside the scope of this task.

### Task 3 Underground Utility Locate

An underground conductible utility locate within the project limits to be performed by a private utility locating firm. KPG will survey the location of the locate paint marks. Consultant will request utility company's record drawings and update utility mapping. While every reasonable effort will be made by KPG to depict the location of underground utilities based on utility locates, KPG is not liable for errors or omissions by utility locators or erroneous or insufficient information shown on utility record drawings.

#### Task 4 Base Map Preparation

Prepare 1"=20' topographic base map and digital terrain model (DTM) in AutoCAD format of the project to KPG cad standards as well as BHC mapping requirements. The base map will include information collected in Tasks 2 and 3 above. One-foot contours will be generated from the DTM. Point elevations shall be provided to determine all existing features.

Task 5 ROW and Property Lines

Road rights of way within the project limits will be determined from available public records (i.e. records of survey, plats, state right-of-way plans, etc.) and found survey monuments. Parcel lines will be determined from GIS information. Right-of-way and parcel information will be added to the base map. Adjacent owners names and assessor's parcel numbers will be added to the base map. Existing easements will be added to the base map according to title reports to be provided by the City.

Task 6 Site Plan Sheet Review

Review PDF of existing conditions plan sheet, add PLS stamp, sign and date.

City of Shoreline Pump Stations 26 and 30 Site Surveys Prepared 05/29/20

Position	Survey Manager	Project Surveyor	Sr. Survey Technician	Field Survey Lead	Field Survey Assistant		
Direct Hourly Rate	\$77.27	\$49.98	\$41.27	\$41.47	\$26.44	Overhead	154.56%
Billing Rate	\$219.88	\$142.22	\$117.44	\$118.01	\$75.24	Fee	30%
Task 1 - Pump Station 26 Site Survey	1	5	20	16	16	58	\$6,372
Task 2 - Pump Station 30 Site Survey	1	5	20	16	16	58	\$6,372
Subtotal Labor Hours	2	10	40	32	32	116	
Subtotal Labor Costs	\$440	\$1,422	\$4,698	\$3,776	\$2,408		\$12,743
				Reimbursables Sub consultants	(utility locate	es)	\$200 \$1,500
	TOTA	AL COST					\$14,443.34

Attachment A



Development Division Contract Services Office PO Box 47408 Olympia, WA 98504-7408 7345 Linderson Way SW Tumwater, WA 98501-6504

TTY: 1-800-833-6388 www.wsdot.wa.gov

April 23, 2020

KPG, P.S. 3131 Elliott Avenue, Suite 400 Seattle, WA 98121

Subject: Acceptance FYE 2019 ICR - Risk Assessment Review

Dear Susan Rowe:

Based on Washington State Department of Transportation's (WSDOT) Risk Assessment review of your Indirect Cost Rate (ICR), we have accepted your proposed FYE 2019 ICR of 154.56%. This rate will be applicable for Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at (360) 705-7019 or via email **consultantrates@wsdot.wa.gov**.

Apr 27 2020 8:46 AM

cosign

Jonson, Erik

Regards;

white.

ERIK K. JONSON Contract Services Manager

EKJ:ah

## KPG, P.S. STATEMENT OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD FOR THE YEAR ENDED DECEMBER 31, 2019

	Fir	nancial Stmt	Ur	nallowable			Total
Description		Expense	-	Costs	FAR Ref		Proposed
Direct Labor	\$	5,972,906	\$	-		\$	5,972,906
Fringe Benefits:	¢	4 407 440	¢			¢	4 407 440
vacation, sick, and holiday	\$	1,487,110	\$	<b>T</b>		\$	1,487,110
Incentive compensation		239,431		=;			239,431
401(K) plan		224,419		#			224,419
Employee group insurance		774,791		(16,599)	(1)		758,192
Payroll taxes		676,311		(1,353)	(2)		674,958
Workers compensation		46,158		(8,668)	(3)		37,490
Other employee benefits		76,825		(48,642)	(4)(5)(6)		28,183
Total Fringe Benefits		3,525,045		(75,262)			3,449,783
General Overhead:							
Indirect labor		2,474,516		(10,002)	(5)(7)		2,464,514
Advertisina		24.235		(24.235)	(7)(8)		
Automobile		56.857		(7,689)	(9)		49 168
Bad debt		717		(717)	(10)		10,100
Bank fees and processing charges		2 565		(117)	()		2 565
Bid and proposal costs		4 846		2			4 846
Computer supplies		584 775		(47,710)	(7)		537 065
Contributions		990		(990)	(11)		007,000
Depreciation and amortization		350 224		(330)	(11)		350 224
Dues and professional licenses		28 222					2224
Entertainment		12 111		(12 111)	(5)		20,525
Einer and popultion		13,111		(13,111)	(3)		
		124 292		(904)	(12)		100 502
Insurance		134,202		(4,009)	(2)		129,593
Interest Masterest		224,308		(224,308)	(13)		
Meals expense		66,418		(41,973)	(5)(6)(7)		24,445
Office supplies and postage		91,852		2,144	(3)(5)		93,996
Professional services		346,905		(8,025)	(14)		338,880
Recruitment		4,551					4,551
Rent		1,023,619		32,539	(15)		1,056,158
Repairs and maintenance		79,379		(199)	(12)		79,180
Seminars and professional education		49,732		÷.			49,732
Supplies		47,250		π.			47,250
Taxes and licenses		354,161		(583)	(12)		353,578
Telecommunications		58,794		75			58,794
Travel		79,654		-			79,654
Recovery		(27,629)		=			(27,629)
Total General Overhead		6,075,339		(350,452)			5,724,887
Total Indirect Costs	\$	9,600,384	\$	(425,714)		\$	9,174,670
Percent of Direct Labor						-	153.60%
Facilities Capital Cost of Money (FCCM)						\$	57,518
Percent of Direct Labor							0.96%
Total Indirect Costs and FCCM Percent of	Direct	Labor					154.56%



#### KPG, P.S. DESCRIPTION OF FAR REFERENCES AND AUDIT ADJUSTMENTS FOR THE YEAR ENDED DECEMBER 31, 2019

- (1) 31.205-19 (e) (2) (v) Insurance and indemnification Costs of insurance on the lives of officers that does not represent additional compensation and the company is the beneficiary of the policy is unallowable.
- (2) 31.201-6 (a) Accounting for unallowable costs When an unallowable cost is incurred, its directly associated costs are also unallowable.
- (3) 31.201-2 (d) Determining allowability Costs not supported with documentation are unallowable.
- (4) 31.205-13 (b) Employee morale, health, welfare, food service, and dormitory costs and credits Costs of gifts are unallowable.
- (5) 31.205-14 Entertainment costs Costs of amusement, diversions, social activities, and any directly associated costs such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities are unallowable.
- (6) 31.205-51 Costs of alcoholic beverages Costs of alcoholic beverages are unallowable.
- (7) 31.205-1 (f) Public relations and advertising costs Public relations and advertising costs designed to call favorable attention to the contractor and its activities is unallowable.
- (8) 31.205-22 (a) (1) Lobbying and political activity costs Costs associated with attempts to influence the outcomes of any Federal, State, or local election, referendum, initiative, or similar procedure, through in kind or cash contributions, endorsements, publicity, or similar activities are unallowable.
- (9) 31.205-6 (m) (2) Compensation for personal services That portion of the cost of company-furnished vehicles that relates to personal use by employees is unallowable regardless of whether the cost is reported as taxable income to the
- (10) 31.205-3 Bad debts Bad debts, including actual or estimated losses arising from uncollectible accounts receivable due from customers and other claims, and any directly associated costs such as collections and legal costs are unallowable.
- (11) 31.205-8 Contributions or donations Contributions or donations are unallowable.
- (12) 31.205-15 Fines, penalties, and mischarging costs Fine, penalties, and late fees are unallowable.
- (13) 31.205-20 Interest and other financial costs Interest on borrowings (however represented) are unallowable.
- (14) 31.201-3 (b) (1) Determining reasonableness Costs generally not recognized as ordinary and necessary for the conduct of business are unallowable.
- (15) 31.201-2 (c) Determining allowability When contractor accounting practices are inconsistent with this Subpart 31.2, costs resulting from such inconsistent practices in excess of the amount that would have resulted from using practices consistent with this subpart are unallowable.

7c-23



June 23, 2020

BHC Consultants, LLC 1601 Fifth Avenue, Suite 500 Seattle, Washington 98101

Attn: Cameron Ochiltree

Transmitted via email to: Cameron.Ochiltree@bhcconsultants.com

Re: Proposal for Geotechnical Engineering and Environmental Permitting Support Services Design and Upgrades to Pump Stations 26 and 30 Shoreline, Washington

Dear Cameron:

Landau Associates, Inc. (LAI) is pleased to present this proposed scope of services and cost estimate for the Design and Upgrades to Pump Stations 26 and 30 in the City of Shoreline, Washington. The proposed scope of services presented in this letter is based on discussions with and information provided by BHC Consultants (BHC). Presented below is a summary of LAI's project understanding and proposed scope of services.

## **Project Understanding**

LAI understands the City of Shoreline and BHC have evaluated the condition, capacity, and overall functionality of Pump Station 26 (PS-26) and Pump Station 30 (PS-30), and that replacement of these pump stations has been recommended. The fundamental objectives of the project are as follows:

- Improve the safety and reliability of the pump stations
- Improve or replace infrastructure to maintain compliance with current electrical codes
- Replace infrastructure that is at the end of its useful life
- Implement a supervisory control and data acquisition (SCADA) system for monitoring the stormwater utility infrastructure.

BHC has requested a geotechnical report for the PS-26 and PS-30 sites, and also critical areas review and permit support for the PS-26 design.

## **Scope of Services**

LAI's proposed scope of services in support of geotechnical engineering and environmental permitting for the proposed project are described below

## Task 1. Phase 1 Geotechnical Investigation (PS-26 and PS-30)

LAI proposes to conduct a geotechnical investigation of the PS-26 and PS-30 sites to characterize the existing soils with respect to infiltration characteristics, groundwater elevations, applicable construction properties, and stability. The following scope of work more specifically describes LAI's proposed services for the Phase 1 geotechnical investigation at the PS-26 and PS-30 sites:

- Review available geologic and geotechnical information for the project sites
- Coordinate the clearance of underground utilities at the proposed exploration locations utilizing the Washington Utilities Coordinating Council's "One Call" locating service
- Advance one exploratory boring at each site to a depth of 50 to 55 feet (ft) below ground surface (bgs) to characterize soil and groundwater conditions at the sites. In order to monitor groundwater levels over time, a piezometer will be installed in each exploratory boring in accordance with the requirements in Section 173-160 of the Washington Administrative Code (WAC)
- Make three visits to each site between December 21, 2020 and March 21, 2021 to monitor wet season groundwater levels, per the requirements of the *2019 Stormwater Management Manual for Western Washington* (SWMMWW). Groundwater monitoring data will be transmitted to the project team via email throughout the wet season
- Conduct a geotechnical laboratory program on samples collected from the exploratory borings
- Perform geotechnical engineering analysis based on the results of the exploratory borings
- Prepare a draft and final geotechnical letter report (in technical memorandum format) that presents conclusions and recommendations for utility design and construction. The geotechnical letter report will contain the following:
  - Site plans showing the location of the exploratory borings
  - Results of laboratory testing and a summary log of the exploratory borings
  - A discussion of near-surface soil and groundwater conditions observed at the location of the exploratory borings
  - A brief discussion on geologic hazards at the sites
  - Recommendations for earthworks, including reuse of site soils, wet weather earthwork, temporary construction dewatering, and temporary excavation support
  - A preliminary discussion on the feasibility of stormwater infiltration, based on the results of laboratory testing
  - Recommendations for utility trench construction including pipe foundation support, pipe bedding, initial backfill materials, and trench backfill compaction criteria
  - Recommendations pertaining to uplift and buoyancy forces acting on buried utility structures (if applicable)
  - Recommendations for monitoring and testing during construction.

### **Deliverables:**

 A geotechnical engineering letter report (in technical memorandum format) that presents LAI's conclusions and recommendations along with supporting data. The letter report will be submitted electronically as a draft in Microsoft Word and Adobe<sup>®</sup> Acrobat<sup>®</sup> PDF formats. After addressing comments from the design team, LAI will submit a final copy of the letter report.

## **Assumptions**:

- The Phase 1 geotechnical investigation will include one boring at each site
- The Phase 1 Geotechnical Report will address both sites and will be prepared in technical memorandum format
- BHC will provide project base maps in AutoCAD<sup>®</sup> format
- The locations of the exploratory borings will be readily accessible to a track-mounted drill rig
- No traffic control personnel or devices will be required
- Despite LAI's best efforts, utility damage is sometimes unavoidable due to mismarked or unlocatable facilities. The cost to repair damaged utilities is not included in this fee estimate
- If required, mounding analysis will be performed at a later date, under a separate scope and budget
- Groundwater gradient and flow direction are not critical to the surrounding site conditions, and therefore it will not be necessary to determine groundwater flow direction
- Chemical analysis will not be performed on soil samples obtained from the exploratory borings.

## Task 2. Phase 2 Geotechnical Investigation

If the Phase 1 investigation indicates that stormwater infiltration will be feasible at one or both of PS-26 and PS-30 sites, LAI proposes to conduct a supplemental stormwater infiltration assessment of the PS-26 and/or PS-30 sites to better quantify and document the expected infiltration characteristics of the soils at one or both of these sites. Specifically, LAI proposes the following scope of work for the Phase 2 geotechnical investigation:

- Conduct a large-scale Pilot Infiltration Test (PIT) at the project site(s), in general accordance with the requirements of the 2019 SWMMWW
- Prior to conducting the PIT investigation(s), LAI will coordinate the clearance of underground utilities at the proposed exploration location(s) utilizing the Washington Utilities Coordinating Council's "One Call" locating service
- Conduct a geotechnical laboratory program on samples collected from the PIT investigation(s)
- Perform geotechnical engineering analysis based on the results of the PIT investigation(s)
- Prepare a draft and final supplemental technical memorandum to summarize the results of the stormwater infiltration assessment. The technical memorandum will include:
  - Site plan(s) showing the locations of the PIT(s)

- Results of laboratory and field testing and summary logs of the PIT investigation(s)
- Discussion of near-surface soil and groundwater conditions observed at the location of the PIT(s)
- Discussion of the anticipated depth to the seasonal high groundwater table in the area designated for improvement based on the wet season monitoring described in Task 1
- Discussion regarding hydraulic-restricting layers observed in the PIT investigation(s), if any
- Recommended design infiltration rate(s) for the proposed infiltration facility (facilities)
- Recommendations for monitoring and testing during construction.

## **Deliverables:**

A geotechnical addendum letter (in technical memorandum format) that presents LAI's conclusions and recommendations, along with supporting data. The letter report will be submitted electronically as a draft in Microsoft Word and Adobe<sup>®</sup> Acrobat<sup>®</sup> PDF formats. After addressing comments from the design team, LAI will submit a final copy of the letter report.

#### **Assumptions:**

- The Phase 2 geotechnical investigation will include excavating a large test pit(s), conducting an infiltration test(s), and backfilling the excavation. The work will not include any site restoration beyond backfilling the excavation
- If Phase 2 geotechnical services are provided for both sites, the Phase 2 Geotechnical Report Addendum will address both sites and will be prepared in technical memorandum format
- BHC will provide a project base map(s) in AutoCAD<sup>®</sup> format
- The location of the PIT investigation(s) will be readily accessible to a mini excavator
- The PIT investigation(s) will be performed in an unpaved portion of the project site(s)
- No traffic control personnel or devices will be required
- A suitable water source, such as a fire hydrant, will be available near the location(s) of the PIT investigation(s), and any permits associated with the use of said water source will be provided at no cost to LAI
- Despite LAI's best efforts, utility damage is sometimes unavoidable due to mismarked or unlocatable facilities. The cost to repair damaged utilities is not included in this fee estimate
- The PIT(s) can be completed in 1 day, and it will not be necessary to run the test overnight
- The PIT(s) will be conducted at a depth below ground surface that is consistent with the base of the proposed infiltration facility, and the base of the proposed infiltration facility will be located no more than 10 ft bgs
- If required, mounding analysis will be performed at a later date, under a separate scope and budget
- Groundwater gradient and flow direction are not critical to the surrounding site conditions and, therefore, it is not necessary to determine groundwater flow direction

• Chemical analysis will not be performed on soil samples obtained from the explorations.

## Task 3. Wetland/Waterway Critical Areas Review (PS-26)

Landau Associates will conduct wetland delineations in accordance with the 2010 US Army Corps of Engineers (USACE) Regional Supplement to the Corps' *Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region*. The ordinary high water mark (OHWM) of waterways, if present, will be delineated using guidance provided in Washington State Department of Ecology's (Ecology's) Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington State.

LAI will compile and review environmental information from readily available public domain resources to gain a general understanding of potential wetland issues at the site. Public domain resources include, but are not limited to:

- Natural Resources Conservation Service Soil Survey data
- National Wetlands Inventory mapping
- Local Critical Areas mapping
- U.S. Geological Survey topographic mapping
- Recent aerial photography.

The field investigation will include an examination of vegetation, soils, and hydrology within the project area. Flagging will be placed along the wetland/waterway boundaries and will be confined to the Pump Station 26 project area. Any wetland/waterway habitat that extends within 300 ft beyond the project area (referred to as the study area), will be estimated both visually and using public domain resources to assess extent. This task includes time required to provide the project surveyors with a hand-sketch of wetland/waterway boundaries to assist the surveyors to locate project flagging. LAI has also included time to review the survey map and request any necessary changes to accurately represent existing wetland/waterway conditions.

If necessary, wetlands within the study area will be rated in accordance with Ecology's Washington State Wetland Rating System for Western Washington, and buffer widths will be determined in compliance with the City of Shoreline Critical Areas Regulations. Stream typing and buffer widths will be based on Chapter 20.80.280 of the City of Shoreline Municipal Code and the water typing system presented in Chapter 222-15-131 of the WAC.

Landau Associates will prepare a draft Wetland and Waterway Critical Areas Delineation Report in a format acceptable to the City and other regulating agencies that will include:

- A summary of the methodology used
- The size and rating of each wetland and waterway; a characterization of wetland vegetation, soils, and hydrology; and field data sheets

- A scaled site map showing the locations of wetland/waterway boundaries and buffers, locations of wetland data plots, and site topography
- Summary of preliminary mitigation sequencing
- Supporting photographs.

The draft report will be provided to BHC and the City for review. Comments will be reviewed and incorporated into a Final Wetland and Waterway Delineation Report.

### **Assumptions**:

- Flagging will be placed only within the project boundaries where accessible
- Access permission will be provided by the City
- This scope of services does not include development of restoration or compensatory mitigation plans.

### **Deliverables:**

- Sketch of wetland/waterway boundary for the propose of locating the flagging
- An electronic (Adobe<sup>®</sup> Acrobat<sup>®</sup> PDF format) and paper copy of the draft wetland/waterway critical areas report
- An electronic (Adobe<sup>®</sup> Acrobat<sup>®</sup> PDF format) and three paper copies of the final wetland/waterway critical areas report.

## Task 4. Permit Support (PS-26)

Landau Associates will assist BHC, as requested, during preparation of the State Environmental Policy Act (SEPA) Checklist for the Pump Station 26 project. Our budget for this task assumes a relatively limited level of effort to support BHC during preparation of the SEPA Checklist and to review/comment on the project's effects on elements of the environment.

## **Assumptions:**

• BHC will provide SEPA Checklist to Landau Associates in MSWord format.

## **Deliverables:**

• SEPA checklist in MSWord format with comments/edits using tracked changes.

## **Estimated Cost and Terms**

LAI estimates the cost for its proposed scope of services will be about  $\frac{59,155}{5}$ , as detailed in accordance with the following approximate breakdown:

Task 5. Geotechnical Construction Support (PS-26) On-call inspections.

Revised budget on next page.

## Proposal: Pump Stations 26 and 30 Design and Upgrade

TASK	TASK ESTIMATE
Task 1. Geotechnical Investigation, Phase 1 (PS-26 and PS-30)	\$25,676
Task 2. Geotechnical Investigation, Phase 2 (PS-26 and PS-30)	\$46,073
Task 3. Wetland/Waterway Critical Areas Review (PS-26)	\$11,000
Task 4. Permit Support (PS-26)	\$1,200
Task 5. Geotechnical Construction Support (PS-26)	\$13,803
TOTAL:	\$97,752

Land

Attachmer

Landau Associates

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LAI proposes to provide the above-described services on a time-and-expenses basis according to the budget set forth above and the attached fee determination summary sheets. It is possible that the level of effort actually required to complete a specific scope item will differ from that currently being assumed, and LAI may need to reallocate authorized budget amounts between the various tasks or request additional budget, as required, to meet the needs of the project. In the event the project requirements change, or unexpected conditions are disclosed that appear to require further field effort, study, or analysis, LAI will bring these to your attention and seek your written approval for an addendum to the scope of services and costs prior to performing additional services.

## Authorization

LAI anticipates that BHC will develop a subconsultant agreement consistent with other agreements between BHC and Landau Associates to formalize our working relationship on this project. Please let us know how we can assist you in that process.

We appreciate the opportunity to work with BHC and the City on this project. Please contact the undersigned if you have any questions about our proposed scope of services and budget for this project.

LANDAU ASSOCIATES, INC.

Steven R. Wright, P.E. Principal Engineer

Steven Quarterman Senior Associate Ecologist

SJQ/SRW/kjg X:\Proposals\C\_Shoreline\LAI\_BHC Shoreline PS26 and PS 30 Proposal\_06-23-2020.docx 2020-8645

Revised Budget provided by Landau 7/30, Revised scope and budget proposal to follow.

## Attachments

Table 1. Phase 1 Geotechnical Investigation (PS-26 and PS-30) Fee Determination Summary Sheet Table 2. Phase 2 Geotechnical Investigation (PS-26 and PS-30) Fee Determination Summary Sheet Table 3. Wetland/Waterway Critical Areas Review (PS-26) Fee Determination Summary Sheet Table 4. Permit Support (PS-26) Fee Determination Summary Sheet

#### Table 1 Phase 1 Geotechnical Investigation (PS-26 and PS-30) Fee Determination Summary Sheet City of Shoreline

Project: City of Shoreline PS 26 and PS 30

Subconsultant: Landau Associates

Direct Salary Cost (DSC):

Classification (b)	<u>Hours</u>	=	<u>Typical Rate (a)</u>	=	Cost
Principal*	10	Х	\$83.08		\$830.80
Senior Associate		Х	\$60.10		\$0.00
Associate		Х	\$54.86		\$0.00
Senior		Х	\$43.27		\$0.00
Senior Project	34	Х	\$43.27		\$1,471.16
Project		Х	\$38.61		\$0.00
Senior Staff		Х	\$32.70		\$0.00
Staff/Senior Technician II	60	Х	\$31.50		\$1,890.00
Assistant/Senior Technician I		Х	\$25.00		\$0.00
Project Coordinator	10	х	\$34.92		\$349.20
Data Specialist		x	\$35.10		\$0.00
CAD/GIS Technician	3	Х	\$40.75		\$122.25
Technician		x	\$25.00		\$0.00
Support Staff		х	\$26.60		\$0.00
Overhead	d Cost @ 212.639 Fixed Fee @	% of Dire 30% of T	ect Labor Cost (c) Direct labor Cost otal Direct Labor	= = =	\$9,915.80 \$1,399.02 \$15,978.23
Reimbursables:					
Travel Expenses (est. ## miles @ \$0.575	/mile IRS)				\$32.20
Geotechnical Laboratory Testing	,,				\$876.00
Drilling Subcontractor					\$8,181.60
Field Equipment					\$25.00
Private Utility Locator					\$560.00
Reproduction Expenses					\$22.97
Subconsultant Total				=	\$25,676.00
Prepared By: SZW		Date:	6/19/2020		

(a) Rates shown reflect the typical compensation rate of employees assigned to the billing category listed. Each category may have multiple employees assigned to that billing category, and each employee may have a different hourly rate of pay. Employee compensation is subject to adjustment annually.

(b) Classifications shown are general, the actual invoice will show Landau employee's specific discipline (e.g., Senior Engineer, Senior Geologist, Senior Planner).

(c) Per WSDOT analytical review of Landau Associates' financial statements for the year ended 6/30/19.

#### Table 2 Phase 2 Geotechnical Investigation (PS-26 and PS-30) Fee Determination Summary Sheet City of Shoreline

Project: City of Shoreline PS 26 and PS 30

#### Subconsultant: Landau Associates

Direct Salary Cost (DSC):

Classification (b)	<u>Hours</u>	=	Typical Rate (a)	=	Cost
Principal*	12	Х	\$83.08		\$996.96
Senior Associate		x	\$60.10		\$0.00
Associate		X	\$54.86		\$0.00
Senior		x	\$43.27		\$0.00
Senior Project	24	x	\$43.27		\$1,038.46
Project		Х	\$38.61		\$0.00
Senior Staff		Х	\$32.70		\$0.00
Staff/Senior Technician II	60	Х	\$31.50		\$1,890.00
Assistant/Senior Technician I		x	\$25.00		\$0.00
Project Coordinator	12	x	\$34.92		\$419.04
Data Specialist		x	\$35.10		\$0.00
CAD/GIS Technician	3	x	\$40.75		\$122.25
Technician		x	\$25.00		\$0.00
Support Staff		Х	\$26.60		\$0.00
Overhea	d Cost @ 212.639 Fixed Fee @	% of Dir 30% of T	ect Labor Cost (c) Direct labor Cost otal Direct Labor	= = =	\$9,497.57 \$1,340.01 \$15,304.30
Reimbursables:					
Travel Expenses (est. ## miles @ \$0.575	i/mile IRS)				\$32.20
Geotechnical Laboratory Testing					\$840.00
Excavation Subcontractor					\$4,480.00
Field Equipment					\$25.00
Private Utility Locator					\$560.00
Reproduction Expenses					\$37.50
Subconsultant Total				=	\$21,279.00
Prepared By: SZW		Date:	6/19/2020		

(a) Rates shown reflect the typical compensation rate of employees assigned to the billing category listed.
 Each category may have multiple employees assigned to that billing category, and each employee
 may have a different hourly rate of pay. Employee compensation is subject to adjustment annually.

(b) Classifications shown are general, the actual invoice will show Landau employee's specific discipline (e.g., Senior Engineer, Senior Geologist, Senior Planner).

(c) Per WSDOT analytical review of Landau Associates' financial statements for the year ended 6/30/19.

#### Table 3 Wetland/Waterway Critical Areas Review (PS 26) Fee Determination Summary Sheet City of Shoreline

Project: City of Shoreline PS 26 and PS 30

Subconsultant: Landau Associates

Direct Salary Cost (DSC):

Classification (b)	<u>Hours</u>	=	Тур	ical Rate (a)	=	Cost
Principal*	1	Х		\$83.08		\$83.08
Senior Associate	24	x		\$60.10		\$1,442.40
Associate		x		\$54.86		\$0.00
Senior		- x		\$43.27		\$0.00
Senior Project		x		\$43.27		\$0.00
Project		x		\$38.61		\$0.00
Senior Staff	36	X		\$32.70		\$1,177.20
Staff/Senior Technician II		x		\$31.50		\$0.00
Assistant/Senior Technician I		x		\$25.00		\$0.00
Project Coordinator	5	X		\$34.92		\$174.60
Data Specialist		X		\$35.10		\$0.00
CAD/GIS Technician	8	x		\$40.75		\$326.00
Technician		x		\$25.00		\$0.00
Support Staff		x		\$26.60		\$0.00
		— т	otal [	Direct Salary	=	\$3,203.28
Overhead	Cost @ 212.63	% of Dire	ect La	abor Cost (c)	=	\$6,811.13
	Fixed Fee @	30% of	Direc	t labor Cost	=	\$960.98
		Т	Total I	Direct Labor	=	\$10,975.40
Reimbursables:						
Travel Expenses (est. ## miles @ \$0.575/	mile IRS)					\$11.50
Reproduction Expenses						\$13.10
Subconsultant Total					=	\$11,000.00
Prepared By: SJQ		Date:		6/19/2020		

(a) Rates shown reflect the typical compensation rate of employees assigned to the billing category listed.
 Each category may have multiple employees assigned to that billing category, and each employee may have a different hourly rate of pay. Employee compensation is subject to adjustment annually.

(b) Classifications shown are general, the actual invoice will show Landau employee's specific discipline (e.g., Senior Engineer, Senior Geologist, Senior Planner).

(c) Per WSDOT analytical review of Landau Associates' financial statements for the year ended 6/30/19.

#### Table 4 Permit Support (PS 26) Fee Determination Summary Sheet City of Shoreline

Project: City of Shoreline PS 26 and PS 30

Subconsultant: Landau Associates

Direct Salary Cost (DSC):

Classification (b)	<u>Hours</u>	=	Typical Rate (a)	=	Cost
Principal*		х	\$83.08		\$0.00
Senior Associate	5	- x	\$60.10		\$300.50
Associate		- x	\$54.86		\$0.00
Senior		- x	\$43.27		\$0.00
Senior Project		х	\$43.27		\$0.00
Project		Х	\$38.61		\$0.00
Senior Staff		х	\$32.70		\$0.00
Staff/Senior Technician II		- x	\$31.50		\$0.00
Assistant/Senior Technician I		х	\$25.00		\$0.00
Project Coordinator	1	x	\$34.92		\$34.92
Data Specialist		x	\$35.10		\$0.00
CAD/GIS Technician		х	\$40.75		\$0.00
Technician		x	\$25.00		\$0.00
Support Staff		х	\$26.60		\$0.00
		т	otal Direct Salary	=	\$335.42
Overhead	Cost @ 212.63%	6 of Dir	ect Labor Cost (c)	=	\$713.20
	Fixed Fee @	30% of	Direct labor Cost	=	\$100.63
		Т	otal Direct Labor	=	\$1,149.25
Reimbursables:					
Travel Expenses					\$0.00
Reproduction Expenses					\$50.75
Subconsultant Total				=	\$1,200.00
Prepared By: SJQ		Date:	6/19/2020		

(a) Rates shown reflect the typical compensation rate of employees assigned to the billing category listed.
 Each category may have multiple employees assigned to that billing category, and each employee may have a different hourly rate of pay. Employee compensation is subject to adjustment annually.

(b) Classifications shown are general, the actual invoice will show Landau employee's specific discipline (e.g., Senior Engineer, Senior Geologist, Senior Planner).

(c) Per WSDOT analytical review of Landau Associates' financial statements for the year ended 6/30/19.





Transportation Building 310 Maple Park Avenue S.E. P.O. Box 47300 Olympia, WA 98504-7300 360-705-7000 TTY: 1-800-833-6388 WWW.wsdot.wa.gov

December 3, 2019

Landau Associates, Inc. 103 2<sup>nd</sup> Avenue South Edmonds, WA 98020

Subject: Acceptance FYE 2019 ICR – CPA Report

Dear Dennis Hobbs:

We have accepted your firms FYE 2019 Indirect Cost Rate (ICR) of 212.63% of direct labor (rate includes 0.53% Facilities Capital Cost of Money) based on the "Independent CPA Report," prepared by T. Wayne Owens & Associates, PC. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at (360) 705-7019 or via email <u>consultantrates@wsdot.wa.gov</u>.

cosign

Regards;

Jonson, Erik Benkk. foran Dec 4 2019 8:58 AM

ERIK K. JONSON Contract Services Manager

EKJ:ah

#### LANDAU ASSOCIATES, INC. STATEMENT OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD FOR THE YEAR ENDED JUNE 30, 2019

	Fii	nancial Stmt	U	nallowable				% of Direct
Description		Expense		Costs	FAR Ref	То	al Proposed	Labor
Direct Labor	\$	3,991,685	_\$	-		\$	3,991,685	
INDIRECT COSTS								
Fringe Benefits:								
Vacation sick and holiday	\$	811 873	¢			¢	044 070	
Retirement plan	Ψ	794 090	Ψ	(482 527)	(1)	φ	011,073	
Employee group insurance		753 800		(402,527)	(1)		311,003	
Incentive compensation		686 716		(17 618)	(2)(3)		753,600	
Pavroll taxes		612 676		(17,789)	(2)(0)		604 997	
Workers compensation		33 055		(17,700)	(4)		33 055	
Other employee benefits		90,723		(54,784)	(2)(5)		35,035	
Total Fringe Benefits	\$	3,782,933	\$	(572,718)	(-/(-/	\$	3,210,215	80 42%
								00.1270
General Overhead:								
Indirect labor	\$	2,961,974	\$	(287,746)	(5)(6)(7)	\$	2,674,228	
Accounting Fees		40,493		-			40,493	
Advertising		38,856		(38,856)	(5)(6)		-	
Automobile expense		85,703		-			85,703	
Bank charges		10,299		-			10,299	
Contributions		25,910		(25,910)	(8)(9)		-	
Depreciation and amortization		325,765		(20,448)	(10)		305,317	
Dues and professional licenses		81,532		(50,914)	(8)(9)		30,618	
Entertainment		15,334		(15,334)	(5)(11)		-	
Insurance		207,748		-			207,748	
Interest		32,268		(32,268)	(12)		-	
Leased equipment		35,313		-	. ,		35,313	
Meals expense		29,434		(548)	(11)(13)		28,886	
Office supplies and postage		299,556		(7,509)	(5)		292.047	
Professional services		135,989		_			135,989	
Recruitment expense		7,765		(6,043)	(6)(8)(13)		1,722	
Rent		792,264		-	,		792,264	
Repairs and maintenance		37,024		-			37.024	
Seminars and professional education		105,614		(3,328)	(6)		102.286	
Supplies		57,635		-			57,635	
Taxes		452,865		(174,179)	(14)(15)		278,686	
Telecommunications		206,368		-	,		206,368	
Travel		126,816		(6,568)	(3)(13)		120,248	
Recovery accounts		(186,511)		-			(186,511)	
Total General Overhead	\$	5,926,014	\$	(669,651)		\$	5,256,363	131.68%
Total Indirect Costs	\$	9,708,947	\$	(1,242,369)		\$	8,466,578	212.10%
Facilities Capital Cost of Money (FCCM)						\$	20,994	0.53%

See accompanying auditor's report and notes.

4 7c-37

#### LANDAU ASSOCIATES, INC. DESCRIPTION OF FAR REFERENCES AND AUDIT ADJUSTMENTS FOR THE YEAR ENDED JUNE 30, 2019

- 31.201-6 (a) Costs that are expressly unallowable or mutually agreed to be unallowable, including mutually agreed to be unallowable directly associated costs, shall be identified and excluded from any billing, claim, or proposal applicable to a Government contract.
- (2) 31.205-13 (b) Employee morale, health, welfare, food service, and dormitory costs and credits Costs of gifts are unallowable.
- (3) 31.201-2 (a) (3) Determining allowability Costs of a prior accounting period are unallowable.
- (4) 31.201-6 (a) Accounting for unallowable costs When an unallowable cost is incurred, its directly associated costs are also unallowable.
- (5) 31.205-14 Entertainment costs Costs of amusement, diversions, social activities, and any directly associated costs such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities are unallowable.
- (6) 31.205-1 (f) Public relations and advertising costs Public relations and advertising costs designed to call favorable attention to the contractor and its activities is unallowable.
- (7) 31.205-6 (b) (2) Compensation for personal services Compensation in excess of amounts determined to be reasonable are unallowable.
- (8) 31.205-8 Contributions or donations Contributions or donations are unallowable.
- (9) 31.205-22 (a) (1) Lobbying and political activity costs Costs associated with attempts to influence the outcomes of any Federal, State, or local election, referendum, initiative, or similar procedure, through in kind or cash contributions, endorsements, publicity, or similar activities are unallowable.
- (10) 31.205-49 Goodwill Any costs for amortization, expensing, write-off, or write-down of goodwill (however represented) are unallowable.
- (11) 31.205-51 Costs of alcoholic beverages Costs of alcoholic beverages are unallowable.
- (12) 31.205-20 Interest and other financial costs Interest on borrowings (however represented) are unallowable; therefore, the credit was added back to the overhead pool.
- (13) 31.205-46 (a) 2 Travel costs Costs that exceed, on a daily basis, the maximum per diem rates in effect at the time of travel as set forth in the Federal Travel Regulations are unallowable.
- (14) 31.205-41 (b) (1) Taxes Federal income and excess profits taxes are unallowable.
- (15) 31.201-2 (d) Determining allowability Costs not supported with documentation are unallowable.

See accompanying auditor's report and notes.

5 7c-38

Budget	e 1 of 2
and	Pag
Scope	
Toole	

Shoreline Pump Station 26														
Total Estimated Hours and Fees														
				Toole Design G	iroup, LLC									
	Amalia Leighton Cody	Teresa Damaske	Landscape QA/QC	Kristen Lohse										
T asks	PIC 12	Senior LA	Landscape Architect Lead	Jrban Designer									Total Hours	Cost
Labor Kate Task I. Project Management	//:00\$	0C.24¢	UC:SO¢	40.C4¢									0	\$0.00
PM/PROJECT COORDINATION INCLUDED IN EACH TASK													0	\$0.00
													0	\$0.00
													0 0	\$0.00
													0	\$0.00
													0	\$0.00
Task 2. CAD Based Concept Plan	~	75	6	6									34	\$1,572.06 \$1.441.37
Pre App meeting with Parks	4	-											; -	\$43.58
Site Visit for concept plan development		2											2	\$87.16
													0	\$0.00
													0	\$0.00
														\$0.00
Task 3. PSEs													105	\$4.773.23
60% Plan + draft spec outline + cost estimate	-	6	2	2									45	\$2,028.25
Meeting with Shoerline Parks		_											-	\$43.58
90% Plan + draft specs + cost estimate	-	30	2	-									34	\$1,546.81
Meeting with Shoreline Parks		- :								-			-	\$43.58
Trinal Deliverables	-	77	7	-									-24 0	\$1,111.01 ©1 03.47E
Meetings - up to 6. I hour meetings and two on-site visits (2 hours each)		9											• •	\$435.80
Respons to RFIs, material review - up to 5	2	15	-	-									0	\$896.38
Punchlist (includes site visit)	-	0											0	\$502.57
NOT USED													0	\$0.00
													0	\$0.00
Total Haure	a	155	0	7	0	0	0	0	0	c	0	0	0	\$0.00
Subtotal Labor	\$534	\$6,755	\$572	\$319	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$8,180.0
								]						
													TDG Labor	\$8,180.0
												TDG	Overhead (174.28%)	\$14,256.1
Assumes 5 plan sheets in landscape series:													TDG Profit (10%)	\$2,243.6
LA Planting densite												in la	ubtotal TDG Fee	\$24,679.8
Los namos seans Irrigation Plan												5	Subconsultant Labor	\$0.0
Irrigation details												Subconsultant C	Overhead (143.24%)	\$0.0
Urban design details (benches, sidewalk, etc)												Subcon	Isultant Profit (10%)	\$0.0
													TDG Directs	\$20.0
													-	

## Attachment A

\$24,699.84

Attachinger



Development Division Contract Services Office PO Box 47408 Olympia, WA 98504-7408 7345 Linderson Way SW Tumwater, WA 98501-6504

TTY: 1-800-833-6388 www.wsdot.wa.gov

July 17, 2020

Toole Design Group, LLC 8484 Georgia Avenue, Suite 800 Silver Spring, MD 20910

Subject: Acceptance FYE 2019 ICR – CPA Report

Dear Julie Albright:

We have accepted your firms FYE 2019 Indirect Cost Rate (ICR) of 174.28% of direct labor (rate includes 0.11% Facilities Capital Cost of Money) based on the "Independent CPA Report," prepared by MacConel & Dodd. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at (360) 705-7019 or via email <u>consultantrates@wsdot.wa.gov</u>.

Regards;

ERIK K. JONSON Contract Services Manager

EKJ:ah

# ATTACHMENT B PUMP STATION 26 VICINITY MAP

