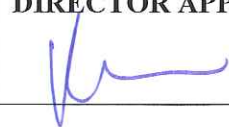


CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 07/28/14

AGENDA ITEM: WWTP Office Building Retrofit	
PREPARED BY: Adam Benton, Fleet & Facilities Manager	DIRECTOR APPROVAL: 
DEPARTMENT: Public Works, Facilities	
ATTACHMENTS: 2 Original Copies of the Professional Services Agreement and Exhibit A - Scope of Services	
BUDGET CODE: 40230594.563000.S1404	AMOUNT: \$375,672.00

SUMMARY:

The Waste Water Treatment Plant Office Building Retrofit project includes planning, programming and design services for the retrofit and expansion of existing facilities to alleviate current overcrowding, to accommodate future growth and to address the current process levels at the WWTP.

The initial phase of this project will include a review of existing facilities and design constraints, solicitation of needs from multiple stakeholders groups within the City, a determination of building requirements based upon stakeholder needs and a conceptual design encompassing all of this information. The information generated under Phase 1 (\$53,712) will be presented to Public Works Committee in order to make a formal decision regarding a preferred alternative. This information will then be utilized in Phase 2 (\$321,960) to finalize the design, create construction documents and prepare for and solicit bids for construction.

The Request for Proposals for this project was advertised on March 24, 2014. The RFPs were reviewed for qualifications and three consultants were then selected from this pool for interviews. The successful consultant was TCA Architecture Planning Inc., PS.

RECOMMENDED ACTION:
Staff recommends that Council authorize the Mayor to sign and execute the Professional Services Agreement for the amount of \$375,672.00 with TCA Architecture Planning Inc., PS for planning programming and design services related to the retrofit of the existing Waste Water Treatment Plant Office Building.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF MARYSVILLE
AND TCA ARCHITECTURE PLANNING INC. PS
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Marysville, a Washington State municipal corporation ("City"), and TCA Architecture Planning, Inc. PS, a Washington a Washington Professional Services corporation licensed to do business in Washington State. ("Consultant")

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services regarding planning, programming and designing the retrofit and expansion of the City's Waste Water Treatment Plant Office Building as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until

executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence on Notice to Proceed and shall terminate at midnight, July 31, 2016. The parties may extend the term of this Agreement by written mutual agreement.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol

(WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

No employees supplying work have ever been retired from a Washington state retirement system.

Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.


III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. The provisions of this section shall survive the expiration or termination of this agreement.

d. For the purposes of the indemnity contained in subpart “A” of this paragraph 3.6, Consultant hereby knowing, intentionally, and voluntarily waives the immunity of the Industrial Insurance Act, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

 (initials) _____ (initials)

III.7 INSURANCE.

a. **Minimum Limits of Insurance.** The Consultant shall procure, and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work and services hereunder by the Consultant, its agents, representatives, employees or subcontractors. The Consultant shall, before commencing work under this agreement, file with the City certificates of insurance coverage and the policy endorsement to be kept in force continuously during this Agreement, in a form acceptable to the City. Said certificates and policy endorsement shall name the City, its officers, elected officials, agents and/or employees as an additional named insured with respect to all coverages except professional liability insurance and workers' compensation.

b. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

- (1). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
- (2). Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
- (3). Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4). Professional Liability insurance appropriate to the Consultant's profession.

c. **The minimum insurance limits shall be as follows:**

- (1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.

(2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.

(3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.

(4) Professional Liability/Consultant's Errors and Omissions Liability. \$1,000,000 per claim and \$1,000,000 as an annual aggregate.

d. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

e. **Acceptability of Insurers.** Insurance to be provided by Consultant shall be with a current A.M.Bests rating of no less than A:VII, or if not rated by Bests, with minimum surpluses the equivalent of Bests' VII rating.

f. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

g. **Insurance shall be Primary.** The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

h. **No Limitation.** Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance or otherwise limit the recourse to any remedy available at law or in equity.

i. **Claims-made Basis.** Unless approved by the City all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The City may require an extended reporting endorsement on any approved "Claims-made" policy.

j. **Failure to Maintain Insurance** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such

insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall is responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit B-1:

Gray & Osborne Inc.
The Watershed Company

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed **\$375,672** without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the Cities. The Consultant shall maintain time and expense records and provide them to the Cities upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

ARTICLE V. GENERAL

- V.1 **NOTICES.** Notices to the City shall be sent to the following address:
City of Marysville Public Works
Attn: Adam Benton, Fleet & Facilities Manager
80 Columbia Ave
Marysville, WA 98270

Notices to the Consultant shall be sent to the following address:
TCA Architecture Planning Inc., PS
Attn: Brian Harris, Principal
6211 Roosevelt Way NE
Seattle, WA 98115

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

- V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section VI.1.

- V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 SEVERABILITY

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed

inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this 21ST day of JULY, 20114

CITY OF MARYSVILLE

TCA ARCHITECTURE PLANNING INC.,
PS

By _____
Marysville, Mayor

By  _____

Approved as to form:

Marysville, City Attorney

Exhibit A
Scope of Services

City of Marysville

Wastewater Treatment Plant- Master Planning and Office Remodel/Addition

April 16, 2014

EXHIBIT A - SCOPE OF SERVICES

ARCHITECTURAL AND ENGINEERING APPROACH - Phase 1 & 2

Project Phases

1	Master Plan / Programming	
2	Design / Construction	% of Task
	~ Schematic Design	13%
	~ Design Development	20%
	~ Construction Documents	36%
	~ Bidding	2%
	~ Construction Administration	29%
		100%

Phase 1 Task Summary	Mtgs
Task 1 Existing System Review ~ Data Collection & Review ~ Walk all facilities ~ Review existing facility conditions ~ Review WWTP process	1
Task 2 Managers Scoping Meeting - Needs Discussion ~ Develop and review materials for needs discussion ~ Participate in a needs meeting with the following groups: Vactor Wastewater Surface Water Water Quality Operations ~ Summarize short and long-term needs	5 (same day)
Task 3 Stakeholders (Staff) Meeting - Needs discussion ~ Develop and review materials for needs discussion ~ Participate in a needs meeting with the following groups: Facilities/ IT Building Department (seperately) ~ Summarize short and long-term needs	2 (same day)
Task 4 Information Dissemination ~ Site background drawing development ~ Synthesize meeting comments task 2 & 3 ~ Prepare block diagram alternatives for Director meeting	
Task 5 Directors Meeting- final needs determination ~ Needs prioritization, finalize objectives and direction	1

City of Marysville

Wastewater Treatment Plant- Master Planning and Office Remodel/Addition

April 16, 2014

Task 6

Programming - Space Identification/Component Diagrams

- ~ Diagram - operational needs, component space diagrams, adjacencies
- ~ Review draft with City
- ~ Finalize program needs

Task 7

Establish Site/Code Constraints

- ~ Site analysis
- ~ Meeting with Planning Department
- ~ Review and document zoning/planning constraints
- ~ Develop constraint diagram/ sketch

General

Management

- ~ Meeting notes and distribution
- ~ Project administration
- ~ Meeting coordination
- ~ Develop master project schedule
- ~ Presentation of recommended alternatives to Public Works Committee
- ~ Obtain approval from City to proceed to next task

Phase 2 Task Summary

Task 1

Schematic Design, 13% of Basic Service Task

Services in this phase include:

Services to prepare drawings and documents illustrating the general scope, scale and relationship of project components for approval by the City.

- ~ Provide project administration (project management, meetings, consultant coordination, client correspondence)
- ~ Coordinate additional on-site investigations, studies, reports, and/or update as necessary
- ~ Submit room adjacency diagram to City along with questionnaire for review and comment
- ~ From adjacency plan review, develop schematic design drawings incorporating comments and develop floor plans, elevations and site plan. Submit design drawings to City for review and comment
- ~ Adjust schematic design as required to meet City needs
- ~ Develop outline specifications describing general types of construction materials, HVAC systems and electrical requirements
- ~ Further research of zoning ordinances and building code for project conformance
- ~ Obtain preliminary code review of project from the City
- ~ Work with cost estimator to develop updated construction costs
- ~ Present 30% design documents, including outline specifications and cost estimates to City for review and comment
- ~ Update project schedule
- ~ Obtain approval from City to proceed to the next task

4/25/2014

City of Marysville

Wastewater Treatment Plant- Master Planning and Office Remodel/Addition

April 16, 2014

Task 2 Design Development, 20% of Basic Service Task

Services in this phase include:

Services to prepare drawings, specifications, and other documents to fix and describe the size and character of the entire project, including site and building systems, materials and elements.

- ~ Provide project administration (project management, meetings, consultant coordination, client correspondence)
- ~ Design development of site improvements and buildings as necessary to define the functional layout and meet the City's program and design goals
- ~ Develop 24"x36" design drawings including plans, elevations, sections, wall sections, interior elevations, site plan, site utilities, grading plan, drainage plan, paving plan and landscape plans, and off-site improvement plans in conjunction with the other disciplines
- ~ Update specifications and expand detail
- ~ Work with City to review Owner Contractor Agreement and General Conditions of the Contract
- ~ Develop a furnishings and equipment list which establishes contractor and owner supplied equipment
- ~ Work with estimator to develop an updated construction cost and project estimate. Estimate to include but not be limited to construction costs, professional fees, furnishings, permits, special inspections, escalation
- ~ Submit 60% documents to City for review and comment
- ~ Obtain approval from City to proceed to next task
- ~ Update project schedule

Task 3 Construction Documents, 36% of Basic Service Task

Services in this phase include:

Services to prepare drawings, specifications, and other documents setting forth in detail the requirements for permit approval, bidding and construction of the project.

- ~ Provide project administration (project management, meetings, consultant coordination, client correspondence)
- ~ Finalize construction documents
- ~ Finalize technical specifications
- ~ Submit 95% documents to City for review and comment
- ~ Coordinate construction documents and specifications with project team
- ~ Coordinate project team as necessary to obtain permit approvals
- ~ Work with estimator to update project estimate to bidding level accuracy
- ~ Project budget update
- ~ Preparation of Project Manual
- ~ Submit construction documents for permit
- ~ Respond as necessary to plan check comments
- ~ Update project schedule

4/25/2014

City of Marysville

Wastewater Treatment Plant- Master Planning and Office Remodel/Addition

April 16, 2014

Task 4 Bidding & Negotiation, 2% of Basic Service Task

Services in this phase include:

- ~ Develop and coordinate advertisement for bids
- ~ Coordinate reproduction and delivery of bid documents for bidding with print shop
- ~ Administer pre-bid conference
- ~ Respond to and clarify bidder questions by addendum
- ~ Evaluate bids and recommend lowest responsible bidder to

Task 5 Construction Admin & Closeout, 29% of Basic Service Task

Services in this phase to be determined: (NIC)

Services to administer the construction contract as set forth in the general conditions of the contract for construction.

- ~ Participate in pre-construction meeting
- ~ Attendance at weekly site meetings during construction for the purpose of coordination and observing general conformance to the design intent
- ~ Process Supplementary Instructions, Proposal Requests, Change Orders, Change Directives and coordinate issue resolution during the construction phase
- ~ Respond to contractor questions during construction (Request for Information – RFIs)
- ~ Coordinate consultants to address questions during construction
- ~ Coordinate special inspections
- ~ Review submittals, and shop drawings
- ~ Review and process monthly certificates for payment
- ~ Provide pre-final inspection and punchlist
- ~ Facilitation of Operation and Maintenance Manuals, warranties, and guarantees
- ~ Develop electronic as-built documents
- ~ Issue a Certificate of Substantial Completion
- ~ Provide Final Inspection (Base contract includes two reviews)
- ~ Time of construction administration assumes from notice to proceed to 45 days past substantial completion. Work beyond this time period shall be billed as an additional service

4/25/2014

EXHIBIT "B-1"

City of Marysville- WWTP Building Expansion- Phase 1

ARCHITECTURAL SERVICES		TCA Architecture Planning				
TCA Tasks	Principal Arch Hrs	Project Arch. Hrs	Specification Writer Hrs	Tech. Drafter Hrs	Admin. Clerical Hrs	
Task 1- Existing System Review	8	10				
Task 2- Managers Scoping Meeting	8	10				
Task 3- Stakeholders Meeting	8	10				
Task 4- Information Dissemination	4	8				
Task 5- Directors Meeting	4	8				
Task 6- Programming- Space Identification	8	40		16		
Task 7- Site/Code Constraints	2	8				
General Management	8				4	
Hour Estimate						
Billing Rate:	\$150	\$125	\$120	\$105	\$75	
Labor Cost	\$7,500	\$11,750	\$0	\$1,680	\$300	
Total Labor Cost: \$21,230 Direct Non-Salary Cost: Mileage & Expenses (Mileage @ \$0.56/mile) \$250 allowance Printing \$250 allowance Sub Total \$21,730						

ENGINEERING SERVICES		Gray & Osborne				
G&O Tasks	Principal Hrs	Civil Eng Hrs	Structurctural Eng Hrs	AutoCAD/GIS Tech/Eng.	Prof Land Surveying	Field Survey (2 person) Hrs
Task 1- Existing System Review		8	8			
Task 2- Managers Scoping Meeting		10				
Task 3- Stakeholders Meeting		10				
Task 4- Information Dissemination						
Task 5- Directors Meeting		10				
Task 6- Programming- Space Identification						
Task 7- Site/Code Constraints						
CADD Work				24		
General Engineering Services	2		2			
Site Survey					18	24
Hour Estimate	2	38		24	18	24
Billing Rate:	\$175	\$95	\$110	\$70	\$120	\$165
Labor Cost	\$350	\$3,610	\$1,100	\$1,680	\$2,160	\$3,960
Total Labor Cost: \$12,860 Direct Non-Salary Cost: Mileage & Expenses (Mileage @ \$0.56/mile) \$250 allowance Printing \$250 allowance Subconsultant (APS Utility Locate): \$1,650 Sub Total \$15,010						

ENVIRONMENTAL SERVICES		Watershed Company
Watershed Tasks		
Site Assessment		
Wetland and Stream Delineation Report		
Constraints Map		
Project Team Coordination		
Lump sum not to exceed		\$12,800
Sub Total (includes reimbursables)		\$12,800

TOTAL COST:	
TCA Architecture Planning	\$21,730
Gray & Osborne	\$15,010
Watershed Company	\$12,800
Consultant Mark-up (15%)	\$4,172
TOTAL PHASE 1	\$53,712