

RESOLUTION NO. 3085

RESOLUTION AUTHORIZING THE MAYOR TO SIGN "TASK ORDER NO. 2" WITH GRAY & OSBORNE, INC., FOR PROFESSIONAL SERVICES RELATED TO THE CITY'S EAST ORCHARD AVENUE SIDEWALK PROJECT

WHEREAS, the City desires – as what will be known as the City's East Orchard Avenue Sidewalk Project – to construct certain sidewalk improvement on the north side of East Orchard Avenue, and to also undertake related tasks and actions; and

WHEREAS, the entity of Gray & Osborne, Inc. (G&O) is one of the City's contracted engineering firms and provides professional engineering services to the City on a project-by-project basis pursuant to a previously-entered-into Contract for Professional Engineering Services, because the City does not directly employ any engineer(s) on its staff; and

WHEREAS, G&O is willing and able to provide the professional planning services that are necessary for this Project; and


WHEREAS, G&O has drafted a six-page "Task Order No. 2", which recites G&O's scope of work and G&O's expected maximum fees of \$35,800.00; and

WHEREAS, the terms of Task Order No. 2 are acceptable to City staff and City staff recommends that the City Council authorize the Mayor to sign it; and

WHEREAS, the City Council finds that good causes exists;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the Mayor be and is authorized to sign the six-page Task Order No. 2 with G&O in the form appended hereto.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 23rd day of January, 2024.



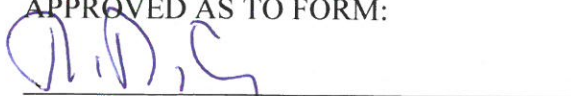
Roger Bell, Mayor

ATTEST:



Kim Grimm, Clerk/Treasurer

APPROVED AS TO FORM:



Rob Case, City Attorney

**TASK ORDER 2
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

THIS TASK ORDER, by and between the City of Selah, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) November 8, 2022, for additional services related to the 2023-2025 Municipal Engineering Services.

East Orchard Avenue Sidewalk Improvements

See attached Exhibits A and B for scope and fee. For a not-to-exceed cost of \$35,800.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this TASK ORDER to the Contract for Engineering Services in duplicate on the respective dates indicated below.

GRAY & OSBORNE, INC.

By: Michael B. Johnson
(Signature)

CITY OF SELAH

By: Roger Bell
(Signature)

Name: Michael B. Johnson, P.E., President
GRAY & OSBORNE, INC.

Name: ROGER BELL
(Print)

Date: 1/11/24

Date: 01/23/2024

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A
SCOPE OF WORK
CITY OF SELAH
EAST ORCHARD AVENUE SIDEWALK IMPROVEMENTS
ENGINEERING SERVICES

INTRODUCTION

The purpose of this Contract is for Gray & Osborne, Inc. to provide engineering and related services necessary to develop preliminary and final plans, specifications, and cost estimates (PS&E) resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of:

Improvements to E. Orchard Avenue from the alley east of North 1st Street to North Wenas Road (approximately 500 feet total length). The project will replace the curb, gutter, and sidewalk along the north side of the road. The sidewalk will be replaced at the existing back of walk location and elevation, and will be widened to 6 feet. The curb and gutter will be reconstructed approximately 1.5 feet north of the existing curb and gutter. The existing buffer strip will be reduced or eliminated. Asphalt repair will be utilized to transition from the existing pavement to the reconstructed curb and gutter. The pavement section thickness will be per City standards.

The engineering and related services for this project will generally include topographic survey and mapping, developing conceptual drawings, and developing detailed project cost estimates. After the concept has been reviewed by the City, development of final PS&E products and bid/construction documents will be completed. At the request of the City, limited construction management services will be provided.

We understand that the project is funded by the City.

Our scope of work is more fully detailed below.

Task 1 – Project Management

- A. Provide overall project management services including:
 - 1. Project staff management;
 - 2. Implementation of quality control program; and
 - 3. Management of project budget and schedule.

Task 2 – Quality Assurance/Quality Control

- A. Conduct two in-house quality assurance/quality control (QA/QC) meetings during the course of the project. The meetings will take place at approximately 30 and 90 percent completion status. The meetings will

include review by qualified senior staff members, key design team members, and City staff (as desired).

- B. Incorporate pertinent recommendations and suggestions into bid/construction documents regarding QA/QC reviews.

Task 3 – Right-of-Way and Topographical Survey

- A. Establish vertical and horizontal (right-of-way) control for survey and mapping within project corridor.
- B. Acquire records of survey, plat maps, assessor maps, etc., as required for establishing right-of-way. Identify right-of-way (centerline and edges).
- C. Acquire topographical survey of site (within and adjacent to project corridor to include referencing surface grades; utility markings; pavement edges; obvious utility structures including utility poles, hydrants, valves; fences; major trees and significant landscaping; pedestrian facilities; driveways; buildings, sanitary, and storm facilities, water facilities, etc., in sufficient detail to support design of the project.
- D. Incorporate all electronic files (produced by survey) and create base map of project corridor, and existing utilities of record and/or surveyed utilities.

Task 4 – Conceptual and Preliminary Design

- A. Incorporate available utility as-built or record drawing information, plat map (property line) information, survey data, and other available and relevant information into the development of a base map. Consultant shall be able to rely on information provided by others for the intended purpose of developing design drawings.
- B. Prepare specifications in City-approved format, to also include proposal, contract, bonds, and insurance documents/requirements and related documentation. It is assumed the format of Specifications will be similar to previous consultant work in the City.
- C. Submit PDF of plan concept at 30 percent interval to City for review and comment. Submit plan set and specifications (including updated cost estimates) to City for review and comment at 90 percent interval. Incorporate applicable City comments. Format of plan sets shall be modeled after WSDOT Standards (current *Washington State Standard Specifications for Road and Bridge Construction*, and applicable amendments thereto).
- D. Prepare and submit final (100 percent) project plans, specifications, and cost estimates to include evaluation and/or incorporation of all previous and pertinent City review comments.

- E. Submit final plans, specifications, engineer's cost estimate (construction), and solicit authorization to bid the project.

Task 5 – Bid and Award Services

- A. Prepare bid advertisement and distribute to up to two newspapers (Daily Journal as well as City's newspaper of record).
- B. Prepare and distribute electronic bid documents to Gray & Osborne bidding website. Maintain bidders list.
- C. Answer bid inquiries during bid phase, to include providing written clarification as may be required.
- D. Prepare and distribute any bid addenda as required.
- E. Review bids tendered, check references of responsible, qualified low bidder, prepare and distribute bid summary, and prepare and transmit Engineer's "Letter of Recommendation for Award."

Task 6 – Construction Management Services

- A. Provide project management to include management of engineering resources, risk management assessment, and monitoring of Contractor's compliance with schedule.
- B. Assist in contract execution (Contractor and City), preconstruction conference (prepare agenda and meeting minutes), and issue formal Notice to Proceed.
- C. Provide construction survey staking in compliance with the contract documents.
- D. Provide support from office to include material submittal review, correspondence, review and processing of monthly pay estimates, teleconferences and other items to support Contractor inquiries and field activities.
- E. The City will provide on-site inspection services to witness and document the Contractors compliance with contract requirements to include methods, equipment and materials. Documentation of daily activities shall be provided to Gray & Osborne. Gray & Osborne will provide up to 10 hours of on-site monitoring for specific questions which may arise.
- F. Assist the City in negotiation of up to one change order as may be applicable. This work does not include work caused by changed

conditions encountered onsite, additional design work, or items of work related to new design.

- G. Provide Contractor with timely interpretation of contract document language as may be requested. Answer Contractor-sponsored requests for information (RFIs).
- H. Assist the City in preparing project closeout paperwork in compliance with state law.

CITY PROVIDED SERVICE/INFORMATION

This scope of work assumes that the City will provide the following:

- Record drawings of utilities in the area of the Project.
- On-site construction observation and management during construction, including tracking of quantities.

EXCLUDED SERVICES

This scope of work excludes the following work:

- Environmental Review;
- Cultural Resource Survey;
- Temporary Construction Easements;
- Geotechnical Report;
- Design of Stormwater Facilities;
- Work related to acquiring right-of-way or purchasing property.

SCHEDULE

The City desires to advertise the project in early April, 2024 and complete the project by August 26, 2024.

BUDGET

The maximum amount payable to the Engineer for completion of all work associated with this Scope of Work, including contingencies, salaries, overhead, direct non-salary costs, and net fee is as shown in Exhibit B. This amount shall not be exceeded without prior written authorization of the City.

EXHIBIT B
ENGINEERING SERVICES
SCOPE AND ESTIMATED COST

City of Selah - East Orchard Avenue Sidewalk Improvements

Tasks	Principal Hours	Project Manager Hours	Civil Eng. Hours	Field Inspector Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours	Professional Land Surveyor Hours	Field Survey (2 person) Hours
1 Provide Project Management	2	2					
2 Quality Assurance/Quality Control	4	4	4		4		
3 Right-of-Way Topographic Survey						10	15
4 Complete Engineering Design							
A. Prepare 30 Percent Design Submittal		4	16				
B. Prepare 90 Percent Design Submittal		4	18		20		
C. Prepare Final Design Submittal		4	8		8		
5 Bid and Award Services		2	6				
6 Construction Management Services							
A. Construction Staking						5	20
B. Construction Management Services		8	28				
C. Construction Monitoring				10			
Hour Estimate:	6	28	80	10	48	15	35
Fully Burdened Billing Rate Range:*	\$150 to \$245	\$140 to \$245	\$115 to \$180	\$100 to \$185	\$65 to \$175	\$125 to \$200	\$180 to \$310
Estimated Fully Burdened Billing Rate:*	\$180	\$180	\$145	\$130	\$128	\$165	\$230
Fully Burdened Labor Cost:	\$1,080	\$5,040	\$11,600	\$1,300	\$6,144	\$2,475	\$8,050

Total Fully Burdened Labor Cost: \$ 35,689

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 111

TOTAL ESTIMATED COST: \$ 35,800

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.