

RESOLUTION NO. 2017-N

**A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON,
APPROVING SUPPLEMENTAL AGREEMENT NUMBER 6 OF THE SR
161 WA AVENUE NORTH CORRIDOR STREETScape PROJECT FOR
CONSTRUCTION CONTRACT MANAGEMENT SERVICES**

WHEREAS, RCW 39.34.080 and other Washington law authorizes any public agency to contract with another public agency to perform services and activities that each such public agency is authorized by law to perform; and

WHEREAS, on August 25, 2011 the Town of Eatonville entered into a Local Agency Agreement with the Washington State Department of Transportation for the SR 161 Washington Avenue North Corridor Streetscape and Design Project. KPG, P.S. is the contractor performing the work; and

WHEREAS, the primary goal of the project is to provide and upgrade the pedestrian features and amenities from the intersection of Lynch Creek Road / SR 161 and Center Street/SR 161 as well as to provide architectural and landscape amenities throughout the corridor; and

WHEREAS, the project is funded partially by the Town of Eatonville and partially by federal grant funds; and

WHEREAS, the Town of Eatonville desires to continue providing streetscape/sidewalk improvements to Washington Avenue North (SR 161) in the center of downtown. This phase of the project will provide for the construction of needed infrastructure and streetscape improvements that will assist in revitalizing the commercial area, including pedestrian improvements for safety; and

WHEREAS, construction management services are needed to accomplish this phase of the project and KPG, P.S. has proposed a change to the original Scope of Work, to include the construction management services; and

WHEREAS, the Town of Eatonville desires to enter into Supplement Agreement Number 6, which provides for the necessary construction management services and includes a contract completion date of December 31, 2018, and includes a \$124,239.78 increase to the project budget, making the maximum amount \$466,017; now, therefore;

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON, HEREBY
RESOLVES AS FOLLOWS:**

THAT: Supplemental Agreement Number 6 to the SR 161 Washington Avenue North Corridor Streetscape and Design Project, in the form attached hereto as Exhibit A, is approved.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 12th day of June, 2017.

Mike Schaub, Mayor

ATTEST:

Kathy Linnemeyer, Town Clerk



**Washington State
Department of Transportation**

Supplemental Agreement Number <u>6</u>		Organization and Address	
Original Agreement Number KPG3 10089		KPG, Inc. 2502 Jefferson Avenue Tacoma, WA 98402 Phone: 253-627-0720	
Project Number STPUS-0161(031)		Execution Date	Completion Date 12/31/18
Project Title SR161/Washington Ave Streetscape		New Maximum Amount Payable \$466,017	
Description of Work The Scope of Work covers effort associated with Construction Contract management as described in Exhibit A, dated May 8, 2017			

The Local Agency of Town of Eatonville
desires to supplement the agreement entered in to with KPG P.S.
and executed on 4/26/11 and identified as Agreement No. STPUS-0161(031)
All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:
See attached Exhibit A, dated May 8, 2017

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Contract Completion 12/21/18

III

Section V, PAYMENT, shall be amended as follows:

See Exhibit E for Budget Breakdown - Previous Contract Amount \$341,778, this Supplement 6 - \$124,239.78 to the new maximum Amount Payable \$466,017

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Terry Wright, KPG PS

By: _____

Terry Wright
Consultant Signature

Approving Authority Signature

Date

EXHIBIT A

Construction Management Services

Scope of Work

May 8, 2017

Town of Eatonville

SR 161/Washington Ave N. Corridor Streetscape Project

Federal Aid Number: STPR-0161(031)

This work will provide construction management services for construction of roadway improvements at the intersection of SR161 and Center Street. The improvements to be performed include: removal of existing pavement; temporary erosion and water pollution control; installation of new traffic signal system and illumination system; storm drainage and water line improvements; construction of new curb, gutter, and sidewalk; installation of street trees in tree grates; property restoration; installation of new channelization and permanent signing; and other work in accordance with the Plans and Contract Provisions. There is a **12 percent DBE Goal** for this project.

A detailed scope for the Contract follows:

I. INTRODUCTION

The following scope of services and associated costs are based upon the assumptions outlined below.

General Assumptions:

- The CONSULTANT will include one part-time resident engineer, one full-time inspector which includes 8 hours of inspection time a day, and a half-time documentation specialist at 4 hours a day. There will be a material testing provided by the Consultant
- The CONSULTANT'S level of service is based on project duration of approximately **50 working days of construction**. A material procurement suspension is anticipated following the Notice to Proceed.
- The CONSULTANT will develop, manage and deliver a completed the Record of Materials (ROM).
- The TOWN will review and execute the insurance, bonds and the Construction Contract.
- All Community Outreach will be completed by the TOWN.
- The CONSULTANT will review RAM's, shop drawings, and answer RFI's. These services will be performed in accordance with the Contract Plans & Special Provisions, WSDOT Local Agency Guidelines (LAG), the WSDOT Construction Manual, and Town of Eatonville engineering standards.
- Relocation of franchised utilities is not anticipated. If needed, franchised utilities will provide field inspection for all work surrounding the construction or relocation of their utility systems. The CONSULTANT will coordinate franchise utility inspection.

EXHIBIT A

II. SCOPE OF WORK

The objective and purpose of this Construction Management Services Agreement is for the CONSULTANT to successfully deliver the construction of the Project to the Town by ensuring that the improvements are constructed in accordance with the approved Plans and Specifications, as may be amended or revised, that all of the required Project documentation is accounted for, and ultimately that the Town receives a successful review by WSDOT Local Programs at the end of the Project.

TASK 1 – ADMINISTRATION

Provide monthly invoicing reports. This effort will include the following elements:

- Review monthly expenditures and Construction Management (CM) team scope activities. Prepare and submit project progress letters to the Town along with invoices describing CM services provided each month. Prepare and submit reporting required by funding source(s), if any.

Deliverables

- *Monthly invoices*

TASK 2 – PRECONSTRUCTION SERVICES

- 2.1 **Pre-Construction Conference:** The CONSULTANT will prepare an agenda for, distribute notices of, and conduct a Pre-Construction Conference in the Town's offices. The Consultant's design engineer, inspector, and document control specialist will attend the Pre-construction Conference. The Consultant will prepare a written record of the meeting and distribute copies of the notes to all attendees and affected agencies, staff, etc.

At the Pre-Construction Conference, the Consultant shall facilitate discussions with the Contractor concerning the plans, specifications, schedules, franchise utilities, unusual conditions, Federal, State, and local requirements, and any other items that will result in better project understanding among the parties involved and meet the Federal Funding requirements.

Deliverables

- Pre-Construction Conference agenda with meeting minutes

TASK 3 – CONSTRUCTION SERVICES - FIELD

- 3.1 **Inspection** - The Consultant shall provide the services of one (1) full-time inspector during construction activities. Consultant staff shall oversee the work on the project site, and will observe the technical progress of the construction, including providing day-to-day contact with the Contractor and the Town.

The Consultant's field inspection staff will perform the following duties as a matter of their daily activities:

- i. Observe technical conduct of the construction, including providing day-to-day contact with construction contractor, Town, utilities, and other stakeholders, and monitor for

EXHIBIT A

adherence to the Contract Documents. The Consultant's personnel will act in accordance with Sections 1-05.1 and 1-05.2 of the Standard Specifications.

- ii. Inspect material, workmanship, and construction areas for compliance with the Contract Documents and applicable codes, and notify construction contractor of noncompliance.
- iii. Document all material delivered to the job site in accordance with the LAG Manual & Construction Manual.
- iv. Prepare daily inspection reports, recording the construction contractor's operations as actually observed by the Consultant; includes quantities of work placed that day, contractor's equipment and crews, and other pertinent information. All daily inspection reports will adhere to WSDOT Local Agency Guidelines & Construction Manual.
- v. Prepare field records and documents to help assure the Project is administered in accordance with funding agency requirements. The Utilities will provide measurement and payment information to the consultant for development of monthly pay estimates.
- vi. Attend and actively participate in regular weekly construction meetings.
- vii. Take periodic digital photographs during the course of construction, and record locations.
- viii. Coordinate with the Town's traffic operations and maintenance personnel.
- ix. Monitor the Contractor's temporary traffic control operations for compliance with the Contract Documents and Town Standards.
- x. Punch List: Upon substantial completion of work, coordinate with the Client and affected agencies, to prepare a 'punch list' of items to be completed or corrected. Coordinate final inspection with those agencies.

Assumptions

- The Consultant will provide observation services for 8 hours a day; the time that the contractor's personnel are on-site. The Inspector's work schedule will be approved by the Town. One additional hour a day will be required to complete field paperwork.
- The Consultant's monitoring of the construction contractor's activities is to ascertain whether or not they are performing the work in accordance with the Contract Documents; in case of noncompliance, Consultant will reject non-conforming work, and pursue remedies in the interests of the Town, as detailed in the Contract Documents. The Consultant cannot guarantee the construction contractors' performance, and it is understood that Consultant shall assume no responsibility for: proper construction means, methods, techniques; project site safety, safety precautions or programs; or for the failure of any other entity to perform its work in accordance with laws, contracts, regulations, or Town's expectations.
- If this project involves multiple site locations and multiple work zones, the Consultant's Inspector will monitor traffic control operations when on site. The Town will approve traffic control plans and assist with monitoring traffic control operations.

EXHIBIT A

3.2 Substantial Completion: Upon substantial completion of work, the Consultant will coordinate with the Town and other affected agencies, to perform a project inspection and develop a comprehensive list of deficiencies or 'punch list' of items to be completed. A punch list and Certificate of Substantial Completion will be prepared by the Consultant and issued by the Town.

Deliverables

- Daily Construction Reports with project photos – submitted on a weekly basis
- Punch List, Certificate of Substantial Completion

TASK 4 – CONSTRUCTION SERVICES – OFFICE

4.1 Document Control. Original documentation will be housed at the Consultant's office, and filed in accordance with standard filing protocol to meet WSDOT Local Program Requirements.

Document Control also consists of preparing Final Project Reports for the Town for WSDOT and FHWA acceptance and includes:

- Final Estimate (Approving Authority File)
- Comparison of Preliminary and Final Quantities (Approving Authority File)
- Final Records as identified in WSDOT LAG (Approving Authority File)
- Record of Material Samples and Tests
- Materials Certification
- Affidavit of Wages Paid
- Release for the Protection of Property Owners and General Contractor

4.2 Weekly Meetings: Attend weekly meetings, including preparation of agenda, meeting notes, and distribution of notes to attendees. Outstanding issues to be tracked on a weekly basis. 8 meetings assumed.

4.3 Initial Schedule Review: Perform detailed schedule review of contractor provided CPM for conformance with the contract documents.

4.4 Lump Sum Breakdown: Evaluate construction contractors' Schedule of Values for lump sum items. Review the Contract Price allocations and verify that such allocations are made in accordance with the requirements of the Contract Documents. Lump Sum Breakdowns for payment each month will be calculated with detailed data per WSDOT LAG Requirements.

4.5 Monthly Pay Requests: Prepare monthly requests for payment, review with the Town, contractor and approve, as permitted. Utilize Town provided format for pay estimates, or Consultant format. Two estimates assumed.

4.6 Certified Payroll: Process and track all certified payroll per WSDOT Highways & Local Program Requirements. This includes verifying the initial payroll for compliance and 10% of all payrolls submitted thereafter. Tracking payroll each week. Payroll and payroll logs will adhere to WSDOT LAG requirements.

EXHIBIT A

- 4.7 **Weekly Statement of Working Days:** Prepare and issue weekly statement of working day report each week.
- 4.8 **WSDOT & FHWA Reporting:** Prepare and track all necessary reports per WSDOT Highways & Local Program Requirements. Periodically meet with WSDOT Highways and Local Programs staff as requested to review project status.
- 4.9 **Subcontractor Documentation:** Process / approve all required subcontractor documentation per WSDOT Highways & Local Program Requirements. Request to Sublets will be verified and logged. Certification for Federal Aid will be obtained from all subcontractors. This includes checking System Award Management System (SAMS), verifying OM/WBE, verifying business licensing, reviewing insurance documentation, verifying Town business licensing, Intent to Pay Prevailing Wage and Affidavit of Wages Paid. All subcontractor documentation will be logged into WSDOT's subcontractor logs.
- 4.10 **Audit Oversight:** Provide oversight during audits performed by WSDOT Local Programs and others.
- 4.11 **Physical Completion Letter:** Following completion of all punch list work, prepare physical completion letter to the contractor and WSDOT, and recommend that Town and/or Utilities accept the project.
- 4.12 **Project Closeout:** Transfer all project documents to the Town for permanent storage if requested
- Meeting agendas and notes
 - Monthly Pay Estimates
 - WSDOT Reporting
 - Subcontractor Packets
 - Physical Completion Letter
 - Final Project Documents

TASK 5 – SUBMITTAL/RFI PROCESSING

- 5.1 **Submittals:** Perform review of Submittals
- 5.2 **Request for Information (RFI):** Perform review of RFI's. Assume 5 RFI's.
- 5.3 **Record of Materials (ROM):** The Consultant will prepare and update the ROM based on the Special Provisions and Plans for use on the project per the contract specifications and WSDOT/LAG requirements. Maintain the ROM according to WSDOT Local Programs Requirements. The ROM will track all of the materials delivered to the site including manufacturer/supplier, approved RAM's, QPL items, material compliance documentation, and all other required documentation.

Deliverables

- Completed Record of Material for Material Certification

EXHIBIT A

TASK 6 – CHANGE MANAGEMENT

- 6.1 **Change Orders:** The Consultant will develop change orders per the Town of Eatonville and WSDOT Local Programs Guidelines, provide technical assistance to negotiate change orders, and assist in resolution of disputes which may occur during the course of the project. All change orders will be processed on the specified Town of Eatonville change order form and receive approval by WSDOT Local Programs and the Town prior to issuance.
- 6.2 **Field Work Directives:** The Consultant will prepare field work directives as necessary to keep the contractor on schedule.
- 6.3 **Force Account:** The Consultant will track the Contractor's force account labor, equipment and materials and provide payment according to WSDOT requirements. All force account calculations will be verified by the Consultant's Resident Engineer and double checked by the documentation specialist per WSDOT Construction Manual. All force account work will be approved by the Town of Eatonville.

Deliverables

- Change Order(s)
- Force Account Records

EXHIBIT E

CLIENT: City of Eatonville
 PROJ NAME: SR 161/WASHINGTON AVE N. CORRIDOR STREETSCAPE PROJECT
 Job # FedAid: STPR-0161(031), KPG10089
 DATE: May 8, 2017



TASK NO.	TASK DESCRIPTION	SUMMARY OF STAFF LABOR HOURS REQUIRED BY TASK						Total Hours	Task Total
		Project Mgr	Project Engineer	Documentation Specialist	Technician	Construction Observer	Administration		
1.0	Management/Meetings/Admin. Task 1 Hours =	198.30	115.59	108.42	71.89	104.88	73.89		
2.0	Preconstruction Services Task 2 Hours =	36.0					16.0	52	\$8,321.04
3.0	Construction Services - Field Task 3 Hours =	8.0	14.0	38.0		22.0	8.0	90	\$10,223.10
4.0	Construction Services - Office Task 4 Hours =					466.0		466	\$48,874.08
5.0	Management Reserve Fund	35.0	134.0	192.0	24.0			385	\$44,971.56
OTHER DIRECT COSTS									
Other Direct Costs									
Hours		79.0	148.0	230.0	24.0	488.0	24.0	993	
Total		\$15,666	\$17,107	\$24,937	\$1,725	\$51,181	\$1,773		\$11,850.00
TOTALS		KPG CONSTRUCTION SERVICES LABOR TOTAL =						\$124,239.78	

EXHIBIT E

PROJECT SUMMARY
EXPENSE ESTIMATE



- ◆ Architecture
- ◆ Landscape Architecture
- ◆ Civil Engineering

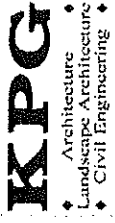
DATE: May 8, 2017

CLIENT: City of Eatonville
 PROJ NAME: SR 161/WASHINGTON AVE N. CORRIDOR STREETSCAPE I
 Job # FedAid: STPR-0161(031), KPG10089

EXPENSE ITEM	Cost / Unit	Qty	Total
Travel - Mileage	0.56 \$ / mile	2500	\$1,400
Maps and Charts	- estimate	LS	\$0
11 X 17 Copies	0.35 \$ea	0	\$0
11 X 17 Plot Check Prints	1.00 \$ea	0	\$0
Color Reduction Prints 8 1/2 x 11	1.00 \$ea	0	\$0
Color Reduction Prints 11 x 17	1.50 \$ea	0	\$0
22 X 34 Copies	2.00 \$ea	0	\$0
22X34 Plot Check Prints Copy (Bond)	6.00 \$ea		\$0
Plots Large Vellum	8.00 \$ea	0	\$0
Plots Large Mylar	14.00 \$ea		\$0
Mountings 22 x 34	15.00 \$ea	0	\$0
Plot Prints Large Bond Color	22.00 \$ea	0	\$0
Project File Set Up	- estimate	LS	250.00
Supplies	- estimate	LS	200.00
Courier Service	- estimate	LS	-
Title Reports	400.00 \$ea	0	\$0
Material Testing Services	estimate	1	\$10,000
Total KPG In-House Expense =			\$11,850

EXHIBIT E

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 Job # FedAid: STPR-0161(031), KPG10089
 DATE: May 8, 2017

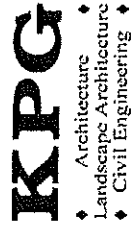


TASK 1 HOUR BREAKDOWN										
STAFF LABOR HOURS REQUIRED BY TASK										
TASK NO.	TASK DESCRIPTION	Classification	Project Mgr	Project Engineer	Documentation Specialist	Technician	Construction Observer	Administration	Total Hours	Task Total
1.0	Management/Meetings/Admin. Months)		16.0					8.0	24	\$3,764
	Provide Monthly Progress Reports hrs/Month)		4.0					4.0	8	\$1,089
			16.0					4.0	20	\$3,468
OTHER DIRECT COSTS										
	Other Direct Costs									
	Hours Total		36					16	52	
	TOTALS		\$7,139					\$1,182		\$8,321

EXHIBIT E

CLIENT: City of Eatonville
 PROJ NAME: SR 161/WASHINGTON AVE N. CORRIDOR STREETSCAPE PROJECT

Job # FedAid: STPR-0161(031), KPG10089
 DATE: May 8, 2017



Classification

TASK 2 HOUR BREAKDOWN									
KPG - STAFF LABOR HOURS REQUIRED BY TASK									
TASK NO.	TASK DESCRIPTION	Project Mgr	Project Engineer	Documentation Specialist	Technician	Construction Observer	Administration	Total Hours	Task Total
2.0	Preconstruction Services								
	Contractor Bid Documentation Review	1.0	4.0					5.0	\$661
	Record of Materials (ROM)	1.0		12.0				13.0	\$1,499
	Preconstruction Conference	4.0	6.0	6.0		6.0		22	\$2,767
	Project File Establishment			8.0			8.0	16	\$1,458
	Wage Rate Tracking & Request to Sublet			12.0				12	\$1,301
	Preconstruction Review	2.0	4.0			16.0		22	\$2,537
OTHER DIRECT COSTS									
	Other Direct Costs								
	Hours	8.0	14.0	38.0		22.0	8.0	90	
	Total	\$1,586	\$1,618	\$4,120		\$2,307	\$591		
TOTALS									\$10,223

EXHIBIT E

CLIENT: City of Eatonville
 PROJ NAME: SR 161/WASHINGTON AVE N. CORRIDOR STREETSCAPE PROJECT

Job # FedAid: STPR-0161(031), KPG10089

DATE: May 8, 2017



- ◆ Architecture ◆
- ◆ Landscape Architecture ◆
- ◆ Civil Engineering ◆

TASK 3 HOUR BREAKDOWN									
STAFF LABOR HOURS REQUIRED BY TASK									
TASK NO.	TASK DESCRIPTION	Project Mgr	Project Engineer	Documentation Specialist	Technician	Construction Observer	Administration	Total Hours	Task Total
Working Days = 40.0									
3.0	Construction Services - Field								
3.1	Daily Observation (8Hrs/Day for 50 days than 4 hours for remainder)					450.0		450	\$47,196
3.2	Substantial Completion					16.0		16	\$1,678
3.3	Material Testing	See Expenses							
OTHER DIRECT COSTS									
Other Direct Costs									
								466	
Hours Total									
								466.0	
									\$48,874
TOTALS									\$48,874

EXHIBIT E

CLIENT: City of Eatonville
 PROJ NAME: SR 161/WASHINGTON AVE N. CORRIDOR STREETSCAPE PROJECT

Job # FedAid: STPR-0161(031), KPG10089
 DATE: May 8, 2017



- ◆ Architecture
- ◆ Landscape Architecture
- ◆ Civil Engineering

Classification

TASK 4 HOUR BREAKDOWN									
STAFF LABOR HOURS REQUIRED BY TASK									
TASK NO.	TASK DESCRIPTION	Project Mgr	Project Engineer	Documentation Specialist	Technician	Construction Observer	Administration	Total Hours	Task Total
		\$198.30	\$115.59	\$108.42	\$71.89	\$104.88	\$73.89		
Total Weeks =	10.0								
4.0	Construction Services - Office								
	Assumed Hrs/Week =	2.0	8.0	16.0					
	Task 4 items Dependent on Time =	20.0	80.0	160.0				260	\$30,560
	Below Task 4 items not Included in above.								
4.1 M	Record Drawings	4.0	16.0		24.0			44	\$4,368
4.1 N	Physical Completion Letter	2.0	2.0					4	\$628
4.1 O	Project Closeout	2.0	12.0	16.0				30	\$3,518
4.2	Submittal/RFI Processing	5.0	16.0					21	\$2,841
OTHER DIRECT COSTS									
	Hours	35.0	134.0	192.0	24.0			385	
	Total	\$6,941	\$15,489	\$20,817	\$1,725				\$41,916
TOTALS									