

RESOLUTION NO. 2018-KK

**A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON,
APPROVING SUPPLEMENTAL AGREEMENT NUMBER 7 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 7, which provides for the necessary construction management services and includes a contract completion date of June 30, 2019, and includes a \$20,163.02 increase to the project budget, making the maximum amount \$486,180; now, therefore;

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

THAT: Supplemental Agreement Number 7 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 10th day of December, 2018.

Mike Schaub, Mayor

ATTEST:

Kathy Linnemeyer, Town Clerk



**Washington State
Department of Transportation**

Supplemental Agreement Number <u>7</u>		Organization and Address	
Original Agreement Number KPG #10089		KPG, P.S. 2502 Jefferson Avenue Tacoma, WA 98402 Phone: 253-627-0720	
Project Number STPUS-0161(031)		Execution Date	Completion Date 6/30/19
Project Title SR 161/Washington Ave Streetscape		New Maximum Amount Payable \$486,180	
Description of Work Due to delay in the signal pole and light pole delivery caused by a supplier that went out of business, the construction duration needs to be extended.			

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:
Please see attached Exhibit A, Scope of Work dated July 25, 2018.

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 June 30, 2019.

III

Section V, PAYMENT, shall be amended as follows:

See Attached Exhibit E for Breakdown - Previous contract amount \$466,017 + Supplement 7 \$20,163.02 = New Contract Amount of \$486,180

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 - Principal By: _____


Consultant Signature

Approving Authority Signature

Date

EXHIBIT A

Construction Management Services

Scope of Work –Supplement 7

July 25, 2018

Town of Eatonville

SR 161/Washington Ave N. Corridor Streetscape Project

Federal Aid Number: STPR-0161(031)

This work will provide additional construction management services for construction of roadway improvements at the intersection of SR161 and Center Street. Due to delay in signal pole and light pole delivers caused by a supplier going out of business the construction duration is extended by nine working days and several months.

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.
- The CONSULTANT'S level of service is based on an additional project duration of approximately 9 working days of construction.

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

Due to the delay in materials deliver the overall project was extended by approximately 3 months. This extension in time required additional effort for 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 – No change

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:

- Observe technical conduct of the construction, including providing day-to-day contact with construction contractor, Town, utilities, and other stakeholders, and monitor for 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.
- Inspect material, workmanship, and construction areas for compliance with the Contract Documents and applicable codes, and notify construction contractor of noncompliance.
- ~~Document all material delivered to the job site in accordance with the LAG Manual & Construction Manual.~~
- 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.

EXHIBIT A

- 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.

Deliverables

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

TASK 4 – CONSTRUCTION SERVICES – OFFICE

EXHIBIT A

~~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.

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~~

EXHIBIT A

~~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~~

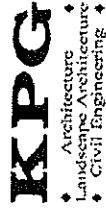
- ~~• Meeting agendas and notes~~
- ~~• Monthly Pay Estimates~~
- ~~• WSDOT Reporting~~
- ~~• Subcontractor Packets~~
- ~~• Physical Completion Letter~~
- ~~• Final Project Documents~~

TASK 5 – SUBMITTAL/RFI PROCESSING – No Change

TASK 6 – CHANGE MANAGEMENT – No Change

EXHIBIT E

CLIENT: City of Eatonville
 PROJ NAME: SR 161/WASHINGTON AVE N. CORRIDOR STREETSCAPE PROJECT
 Job # FedAid: STPR-0161(031), KPG10089
 DATE: July 25, 2018



TASK NO.	TASK DESCRIPTION	SUMMARY OF STAFF LABOR HOURS REQUIRED BY TASK							Total Hours	Task Total
		Project Mgr	Engineer	Documentation Specialist	Technician	Construction Observer	Administrative			
1.0	Management/Meetings/Admin.	198.30	115.59	108.42	71.89	104.88	73.89			
2.0	Preconstruction Services	14.0					6.0			\$3,219.54
3.0	Construction Services - Field									
4.0	Construction Services - Office					72.0				\$7,551.36
5.0	Management Reserve Fund	6.0	24.0	48.0						\$9,168.12
OTHER DIRECT COSTS										
Other Direct Costs										
Hours		20.0	24.0	48.0		72.0	6.0			
Total		\$3,986	\$2,774	\$5,204		\$7,551	\$443			\$224.00
TOTALS									KPG CONSTRUCTION SERVICES LABOR TOTAL =	\$20,163.02

EXHIBIT E

**PROJECT SUMMARY
EXPENSE ESTIMATE**



- ◆ Architecture
- ◆ Landscape Architecture
- ◆ Civil Engineering

DATE: July 25, 2018

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

EXPENSE ITEM	Cost / Unit	Qty	Total
Travel - Mileage	0.56 \$ / mile	400	\$224
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	\$0
Plots Large Vellum	8.00 \$ea	0	\$0
Plots Large Mylar	14.00 \$ea	0	\$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	
Supplies	- estimate	LS	
Courier Service	- estimate	LS	
Title Reports	400.00 \$ea	0	\$0
Material Testing Services	estimate	1	
Total KPG In-House Expense =			\$224

EXHIBIT E

CLIENT: City of Eatonville
 PROJ NAME: SR 161/WASHINGTON AVE N. CORRIDOR STREETSCAPE PROJECT
 Job # FedAid: STPR-0161(031), KPG10089
 DATE: July 25, 2018

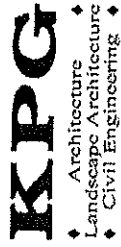


Classification

TASK 1 HOUR BREAKDOWN										
TASK NO.	TASK DESCRIPTION	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. Management and Administration (2 Months) Provide Monthly Progress Reports (hrs/Month)	8.0 2.0 4.0		\$115.59	\$108.42	\$71.89	\$104.88	\$73.89	10 4 6	\$1,734 \$544 \$941
OTHER DIRECT COSTS										
	Other Direct Costs									
	Hours Total	14						6	20	
	TOTALS	\$2,776						\$443		\$3,220

EXHIBIT E

CLIENT: City of Eatonville
 PROJ NAME: SR 161/WASHINGTON AVE N. CORRIDOR STREETSCAPE PROJECT
 Job # FedAid: STPR-0161(031), KPG10089
 DATE: July 25, 2018



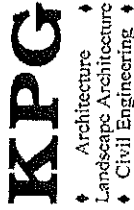
Classification

TASK NO.	TASK DESCRIPTION	TASK 2 HOUR BREAKDOWN						Total Hours	Task Total
		Project Mgr	Project Engineer	Documentation Specialist	Technician	Construction Observer	Administration		
2.0	Preconstruction Services	\$198.30	\$115.59	\$108.42	\$71.89	\$104.88	\$73.89		
	Contractor Bid Documentation Review								
	Record of Materials (ROM)								
	Preconstruction Conference								
	Project File Establishment								
	Wage Rate Tracking & Request to Sublet								
	Preconstruction Review								
	OTHER DIRECT COSTS								
	Other Direct Costs								
	Hours								
	Total								
	TOTALS								

NO Change

EXHIBIT E

CLIENT: City of Eatonville
 PROJ NAME: SR 161/WASHINGTON AVE N. CORRIDOR STREETSCAPE PROJECT
 Job # FedAid: STPR-0161(031), KPG10089
 DATE: July 25, 2018

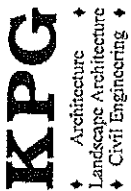


Classification

TASK NO. TASK DESCRIPTION		TASK 3 HOUR BREAKDOWN							Total Hours	Task Total
		STAFF LABOR HOURS REQUIRED BY TASK								
		Project Mgr	Project Engineer	Documentation Specialist	Technician	Construction Observer	Administration			
		\$198.30	\$115.59	\$108.42	\$71.89	\$104.88	\$73.89			
3.0	Construction Services - Field									
3.1	Daily Observation (8Hrs/Day for 9 days)	No Change				72.0			72	
3.2	Substantial Completion	No Change								
3.3	Material Testing									
OTHER DIRECT COSTS										
Other Direct Costs										
Hours Total						72.0			72	
TOTALS						\$7,551			\$7,551	

EXHIBIT E

CLIENT: City of Eatonville
 PROJ NAME: SR 161/WASHINGTON AVE N. CORRIDOR STREETSCAPE PROJECT
 Job # FedAid: STPR-0161(031), KPG10089
 DATE: July 25, 2018



Classification

TASK NO.	TASK DESCRIPTION	TASK 4 HOUR BREAKDOWN						Total Hours	Task Total
		Project Mgr	Project Engineer	Documentation Specialist	Technician	Construction Observer	Administration		
Total Weeks =	2.0								
4.0	Construction Services - Office								
	Assumed Hrs/Week =								
	Task 4 items Dependent on Time =	2.0	8.0	16.0					
	Below Task 4 items not included in above.	4.0	16.0	32.0			52	\$6,112	
4.1 M	Record Drawings								
4.1 N	Physical Completion Letter								
4.1 O	Project Closeout								
4.2	Submittal/RFI Processing								
No Change									
OTHER DIRECT COSTS									
	Hours	6.0	24.0	48.0			78		
	Total	\$1,190	\$2,774	\$5,204					
TOTALS									\$6,112