



# GRANITE FALLS WASHINGTON

GATEWAY TO THE MOUNTAIN LOOP

City of Granite Falls  
215 S. Granite Avenue / P.O. Box 1440  
Granite Falls, Washington 98252

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[www.ci.granite-falls.wa.us](http://www.ci.granite-falls.wa.us)

**DIAL-IN CONTACT PHONE NUMBER: (US) +1(253) 215-8782/MEETING ID: 869 4687 7094**

The Granite Falls City Council will hold an in-person meeting in the Civic Center at 7:00 PM on August 2, 2023. Please use the phone number above for joining the meeting by telephone. You can also join by computer by clicking the Zoom meeting link: <https://us06web.zoom.us/j/86946877094>. Comments are encouraged and may be e-mailed to the city clerk in advance of the meeting, given in person, by telephone or computer connection.

## CITY COUNCIL MEETING

AUGUST 2, 2023

7:00 PM

### AGENDA

1. CALL TO ORDER
2. FLAG SALUTE
3. ROLL CALL
4. CONSENT AGENDA
  - A. AB 074-2023 Approval of July 5, 2023 Minutes
  - B. AB 075-2023 Approval of July 20, 2023 through August 2, 2023 claims checks #413548 through 413576 totaling \$91,717.94
  - C. AB 076-2023 Approval of July 1, 2023 through July 15, 2023 payroll claims checks consisting of Eighteen EFTs totaling \$62,534.07
5. STAFF REPORTS
6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON ACTION ITEMS  
(Speakers must sign up prior to the meeting. Individual comments will be limited to three minutes. Group comments shall be limited to five minutes.)
7. NEW BUSINESS
  - A. AB 077-2023 Consideration of Engineering/Design contract for Stanley St Sidewalks
  - B. AB 078-2023 Discussion and Potential Award of Contract for Wastewater Treatment Plant Upgrade Project
8. CURRENT BUSINESS
9. MAYOR'S COMMENTS (5 minutes)
10. COUNCIL COMMENTS (15 minutes)
11. CITY MANAGER (5 minutes)

**12. ADJOURNMENT**

**The City of Granite Falls strives to provide access and services to all members of the public.**

**Notice - All proceedings of this meeting are sound recorded**

**Except Executive Sessions.**



Agenda Bill # 074-2023

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 074-2023 Approval of July 5, 2023 Minutes

**Meeting Date:** Wednesday, August 2, 2023

**Date Submitted:** July 5, 2023

**Originating Department:** City Clerk

**Action Required:**

Approval of consent agenda

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

07/05/2023 City Council Minutes

☐ Engineering

☐ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

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**Summary Statement:**

The city council minutes are the official action taken and direction given at the meetings of the city council. Any councilmember may remove items from the consent agenda for discussion and the items would be voted on separately from the other consent agenda items.

**Background:**

**Recommended Motion:**

- 1) Motion to approve the minutes as shown. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Move to amend the [state date] minutes and approve the minutes as amended.



# GRANITE FALLS

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## CITY COUNCIL MEETING MINUTES JULY 5, 2023 7:00 PM

### 1. CALL TO ORDER (Via In-Person & Online Via Zoom)

Mayor Hartman called the City Council Meeting to order at 7:00 PM.

### 2. FLAG SALUTE

Mayor Hartman led the Council, Staff and Audience in the Pledge of Allegiance to the Flag.

### 3. ROLL CALL

#### City Council

Mayor Matthew Hartman	Present
Steven Glenn	Present
Tom FitzGerald	Present
Erin Hogan	Absent
David Griggs	Present

#### City Staff

City Clerk Darla Reese
City Manager Brent Kirk
Deputy City Manager Jeff Balentine
Community Dev. Director Eric Jensen

#### Consultants

Thomas Graafstra – Thompson, Guildner & Assoc.
Police Chief Tom Dalton – S.C.S.O.

Councilmember Glenn moved to excuse Councilmember Hogan due to work. Councilmember FitzGerald seconded. Motion carried.

Mayor Hartman added the following items to the Agenda:

- Item #1 will be added as item 7C. Discussion on N. Alder St. Overlay & Improvements and Pipe Replacement
- Item #2 will be added as Item 7D. Consideration of Appointment of Jude Anderson to the City's Planning Commission

### 4. CONSENT AGENDA

- AB 065-2023 Approval of June 7, 2023 Minutes
- AB 066-2023 Approval of June 21, 2023 Minutes
- AB 067-2023 Approval of June 22, 2023 through July 5, 2023 claims checks #413483 through #413518 totaling \$198,646.98
- AB 068-2023 Approval of June 1, 2023 through June 15, 2023 payroll claims consisting of Nineteen EFT's totaling \$65,849.45

**Councilmember Glenn** moved to approve the Consent Agenda. Councilmember Griggs seconded. Motion carried.

## **5. STAFF REPORTS**

**Deputy City Manager Balentine** gave an update on passports, ads and budget.

**Consultant Police Chief Dalton** reported on recent calls and incidents handled by the Police Department.

**Community Dev. Director Jensen** gave the following updates:

- DOC Grant
- Planning Commission Meeting
- Department of Commerce Climate Change Provisions

**City Manager Kirk** gave an update on Galena St. Extension and N. Alder Ave. Project added to tonight's Agenda.

**Deputy City Manager Balentine** discussed the requested Bridge #102 letter. Mayor Hartman added this as Item 8A to the Agenda: Bridge #102 Discussion.

## **6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON-ACTION ITEMS**

There were no public comments submitted for the record. No one online opted to speak during this portion of the meeting.

## **7. NEW BUSINESS**

### **A. AB 069-2023 Appointment of Representative for the Snohomish County Solid Waste Advisory Committee.**

**Councilmember Griggs** moved to appoint Brent Kirk as the representative for the Snohomish County Solid Waste Advisory Committee and Charles White as the alternate and notify Snohomish County of the appointments. Councilmember Glenn seconded. Motion carried.

### **B. AB 070-2023 Consideration of Approval of Resolution 2023-06, setting a Public Hearing date for the MTIL Annexation**

**Councilmember Griggs** moved to authorize the Mayor to sign Resolution 2023-06 to set the Public Hearing date for July 19, 2023 for the MTIL Annexation. Councilmember Glenn seconded. Motion carried.

### **C. Consideration of Award of Contract for the N. Alder Project**

**Councilmember FitzGerald** moved to accept the bid and Award North Alder St. overlay and improvements and pipe replacement to D&G Backhoe Inc., the lowest responsible bidder in the amount of \$711,621.68. Councilmember Griggs seconded. Motion carried.

### **D. Consideration of Appointment of Jude Anderson the City's Planning Commission**

**Mayor Hartman:** I appoint Jude Anderson to Seat #1 of the Planning Commission to fill an unexpired term to end on January 2, 2027.

**Councilmember FitzGerald** moved to confirm the appointment of Jude Anderson to Seat #1 of the City's Planning Commission to fill an unexpired term to end on January 2, 2027. Councilmember Glenn seconded. Motion carried.

## **8. CURRENT BUSINESS**

### **A. Discussion of Bridge #102**

Councilmember Griggs moved to send the letter to Mr. Ken Klein, Executive Director of Snohomish County, regarding Bridge #102 Preservation and add signatures for the Mayor and all City Council signatures. Councilmember Glenn seconded. Motion carried.

## **9. MAYOR'S COMMENTS**

**Mayor Hartman** gave an update on the following items:

- Kim Schrier's Office – will contact regarding Wastewater Treatment Plant Update
- Galena St. Extension Project

## **10. COUNCIL COMMENTS**

**Councilmember Glenn** mentioned that he likes the nice weather.

**Councilmember FitzGerald** had the following comments:

- The High School is installing new turf
- Update on the AWC Conference he attended
  - Sasquatch Festival idea
  - Carried the City flag in the parade of flags
- Chamber of Commerce Meeting tomorrow night "State of the City"
- Eagle's Club = chainsaw carving event

**Councilmember Griggs** gave an update on the Show N' Shine Event.

## **11. CITY MANAGER**

**City Manager Kirk** gave the following updates:

- Wastewater Treatment Plant bid (under protest)
- AWC Conference
- Code Enforcement Conference = may attend
- State of City Presentation tomorrow night

## **12. ADJOURNMENT**

**Mayor Hartman** adjourned the meeting.

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City Clerk Darla Reese, MMC

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Mayor Matthew Hartman



Agenda Bill # 075-2023

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 075-2023 Approval of July 20, 2023 through August 2, 2023 claims checks #413548 through 413576 totaling \$91,717.94

**Meeting Date:** Wednesday, August 2, 2023

**Date Submitted:** July 28, 2023

**Originating Department:** City Treasurer

**Action Required:**

Approval of consent agenda

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

☐ Engineering

☐ Planning

☒ Other: City Manager & Deputy City Manager

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**Budgeted Amount:**

001 Current Expense = \$13,192.84

101 Streets = \$18,389.21

303 Cif/Streets = \$28,103.65

401 Water = \$3,205.74

402 Cif/Water = \$1,137.08

403 Sewer = \$26,054.68

405 Storm Drainage = \$1,634.74

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**Summary Statement:**

Claims are for July 20, 2023 through August 2, 2023.

**Background:****Recommended Motion:**

1) Motion to accept the claims as presented. This can be accomplished as part of the motion to approve the consent agenda.

2) Motion to amend the claims and approve the [state change] claims as amended.





**GRANITE FALLS WASHINGTON**

GATEWAY TO THE MOUNTAIN LOOP

Agenda Bill # 076-2023

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 076-2023 Approval of July 1, 2023 through July 15, 2023 payroll claims checks consisting of Eighteen EFTs totaling \$62,534.07

**Meeting Date:** Wednesday, August 2, 2023

**Date Submitted:** July 16, 2023

**Originating Department:** City Treasurer

**Action Required:**

Approval of consent agenda

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

☐ Engineering

☐ Planning

☒ Other: City Manager & Deputy City Manager

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**Budgeted Amount:**

001 Current Expense = \$26,310.52

101 Streets = \$5,506.55

401 Water = \$9,606.66

403 Sewer = \$18,432.91

405 Storm Drainage = \$2,677.43

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**Summary Statement:**

Payroll is from July 1, 2023 through July 15, 2023.

**Background:**

**Recommended Motion:**

- 1) Motion to accept the claims as presented. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the payroll [state change] and approve the payroll as amended.



Agenda Bill # N/A

## CITY COUNCIL AGENDA BILL

**Subject:**  
Staff Reports

**Meeting Date:** Wednesday, August 2, 2023  
**Date Submitted:** July 28, 2023

**Originating Department:** City Clerk

**Action Required:**

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

08/02/2023 City Clerk Report  
08/02/2023 Community Development Director Report

☐ Engineering

☒ Planning

☒ Other: City Clerk

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**Budgeted Amount:**

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**Summary Statement:**

Attached, please find staff reports from the city clerk and community development director for your review and information.

**Background:**

**Recommended Motion:**

## City Clerk Staff Report August 2, 2023

### **Business Licenses (Outside City):**

*E.M.A Pet Care, E.M.A Farm Care, E.M.A Misc Services (Anderson, Elisha Mae Ilene)*  
8306 E. Lowell Larimer Rd.  
Snohomish, WA 98296  
Cleaning service, house sitting, pet sitting, house cleaning, farm care, pet care

*Cedar Valley Fence LLC*  
9305-7<sup>th</sup> PL SE  
Lake Stevens, WA 98258  
Construction, fences

*Mountainview Oasis LLC*  
32410 Mountain Loop Hwy.  
Granite Falls, WA 98252  
Wedding and event venue

### **Building Permits Issued:**

*Granite Falls Middle School*  
405 N. Alder Ave.  
Commercial Dishwasher and Two Backflows

*Building Permit #2023-045*

*Jonathan McRae*  
723 Darwin's Way  
Residential Heat Pump

*Building Permit #2023-046*



# Memo

To: City Council  
From: Eric Jensen, Community Development Director  
CC: City Manager Brent Kirk  
Date: July 27, 2023  
Re: **Community Development Report to City Council**

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Here is a summary of some recent activity in Community Development:

- Staff is currently updating the Natural Resources and Housing Element Chapters of the Comprehensive Plan.
- Staff is currently reviewing the Planned Residential Development and Unit Lot Subdivision standards for completeness and necessary updates. A minor cleanup code update will go to the Planning Commission for review next month.
- Code language is being prepared for the adoption of new standards for allowance of Permanent Supportive Housing and Transitional Housing (PSH/TH). Council will receive a presentation on PSH/TH at this next meeting, and the proposed code amendment will go to the Planning Commission at its next meeting on August 8<sup>th</sup> with the expectation for a Council hearing to be scheduled at the second meeting in September.
- There will be Planning staff present at the upcoming *National Night Out* and *Show and Shine* events to promote the opportunity for the public to participate in the Comp Plan update Community Survey effort.
- We are evaluating a program to establish Accessory Dwelling Unit (ADU) Pre-approved design plans to help bring cost-efficiencies and an expedited review to the ADU permit process.
- Minor code revisions to the Sign code will be going to the Planning Commission at its next meeting with a public hearing to be scheduled before the City Council at an upcoming meeting in September.

- At the next Planning Commission meeting, we will be providing presentations on Tribal coordination in the comp plan update effort and on the new Climate Change legislation and its impact on the comp plan update process.
- We will be adding to the September 6<sup>th</sup> Council meeting a Council review and authorization action for the City to submit a grant application for the Washington Recreation and Conservation Office (RCO) Local Parks Maintenance Grant program. This is the grant to ask for funding to purchase a new backhoe to perform deferred maintenance on city park trails etc.
- Staff review of the consultant's draft Transportation Element analysis has been completed and transmitted back for final revisions.



Agenda Bill # 077-2023

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 077-2023 Consideration of Engineering/Design contract for Stanley St Sidewalks

**Meeting Date:** Wednesday, August 2, 2023

**Date Submitted:** 7/24/23

**Originating Department:** Public Works

**Action Required:**

Approval of Contract with Gray and Osborne Inc for engineering design and construction management for 2024 Stanley St Sidewalk project

**Clearances:**

☐ Mayor

☐ Police

☒ Public Works

☒ Attorney

**Exhibits:**

Stanley St Sidewalk Contract\_G&O

☒ Engineering

☐ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

\$100,000.00 (design) 303 Streets Capital Fund

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**Summary Statement:**

To prepare for the proposed 2024 construction work to fill in sidewalk gaps on West Stanley St, Gray and Osborne has provided a Scope of Work and Fee Proposal to complete the engineering design (PS and E) and construction management services for two separate segments of cement concrete sidewalks on the north side of Stanley Street. The first segment is between Jordan Road and O'Reilly Auto Parts and the second segment is from O'Reilly Auto Parts to Napa Auto Parts. The City has received grant funding from the Transportation Improvement Board (TIB) to partially fund these improvements. The proposed Scope of Work is presented in Exhibit A and the cost to complete both schedules of work is \$97,900 as shown in Exhibit B as attached.

**Background:**

The north side of W Stanley St currently has several gaps in sidewalk connectivity which prevent safe pedestrian access from Jordan Rd to Granite Ave. TIB awarded the City with grant funding to pay for 90% of the cost of filling in these gaps in the fall of 2022. The plan is to work with property owners to develop a design that will minimize impacts to current businesses for parking, access, etc over the next six months and then finalize design and go out to bid in early 2024 to find a contractor for the project.

**Recommended Motion:**

1) Motion to approve scope of work and fee proposal contract for engineering design and construction services with Gray and Osborne Inc for Stanley Street Sidewalks for \$97,900.00 and authorize City Manager to sign.



July 19, 2023

Mr. Brent Kirk  
City Manager  
City of Granite Falls  
P.O. Box 1440  
215 Granite Avenue  
Granite Falls, Washington 98252

SUBJECT: SCOPE OF WORK AND FEE PROPOSAL – STANLEY STREET  
SIDEWALKS  
CITY OF GRANITE FALLS, SNOHOMISH COUNTY, WASHINGTON  
G&O #PR226.07

Dear Mr. Kirk:

Per your request, we are submitting the following Scope of Work and Fee Proposal to complete the engineering design (PS and E) and construction management services for two separate segments of cement concrete sidewalks on the north side of Stanley Street. The first segment is between Jordan Road and O'Reilly Auto Parts and the second segment is from O'Reilly Auto Parts to Napa Auto Parts.

The City has received grant funding from the Transportation Improvement Board (TIB) to partially fund these improvements. Our proposed Scope of Work is presented in Exhibit A. Our cost to complete both schedules of work is \$97,900 as shown in Exhibit B.

Please contact the undersigned if you wish to discuss this Proposal or if you require additional information. If you would like us to proceed with this work please sign where indicated on the following page and return the signed page to us. Thank you for the opportunity to provide these engineering services to the City. We look forward to continuing our working relationship with the City of Granite Falls.

Sincerely,

GRAY & OSBORNE, INC.

Stacey Clear, P.E.

SC/sr  
Encl.





Mr. Brent Kirk  
July 19, 2023  
Page 2

**CITY OF GRANITE FALLS – STANLEY STREET SIDEWALKS**

I hereby authorize Gray & Osborne, Inc., to proceed with the design assistance as described herein under the terms and conditions of our current General Services Agreement, and for a cost not to exceed of \$97,900 without written authorization by the City.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **EXHIBIT A**

### **SCOPE OF SERVICES**

#### **CITY OF GRANITE FALLS STANLEY STREET SIDEWALK IMPROVEMENTS**

##### **INTRODUCTION**

The City of Granite Falls, with financial assistance (grant) from the Washington State Transportation Improvement Board (TIB), desires to provide a continuous sidewalk system on the north side of Stanley Street from Jordan Road, east to Alder Avenue. This will require filling in two gaps within the sidewalk system. The gaps include from Jordan Road to the west side of O'Reilly Auto Parts (approximately 500 feet) and from the east side of O'Reilly Auto Parts to the east side of the Napa Auto Parts (approximately 460 feet). The improvements will generally include the installation of new curbs, gutters and sidewalks, planters (where applicable), storm drainage improvements (catch basins and pipes), and general surface restoration. Based on the size of the project, stormwater detention and/or treatment will not be required.

The proposed improvement will directly impact multiple businesses. As such, this Scope of Work includes a public outreach phase to discuss the proposed improvements with the various property and business owners. This phase will include up to four separate one-on-one meetings with the affected property/business owners.

The remaining engineering and related services contemplated for this project will generally include topographic survey and mapping, preparing Plans (including project specific details), Specifications, cost estimates, and coordinating with the funding agency.

Our Scope of Work is more fully detailed below.

##### **Task 1 – Project Management**

**Objective:** Provide overall project management of Gray & Osborne resources, monitor and manage budget, manage and oversee the schedule of deliverables, manage quality assurance/quality control (QA/QC) program, and provide client contact.

##### **Consultant Responsibilities**

- A. Contract execution, internal accounting, and auditing.
- B. Internal resource management and prioritization of resources.

- C. Oversee QA/QC reviews (see Task 7 of engineering products to include constructability review, risk management assessment, and identification and pursuit of critical path items).
- D. Preparation of monthly progress reports and invoices that identify major work items completed during the invoice period and identification of any impacts to the schedule, scope, and budget.
- E. Manage and oversee the schedule of deliverables.

#### Assumptions

- A. Gray & Osborne will provide standard Gray & Osborne-formatted invoices identifying personnel, hours, and direct costs (mileage, printing, etc.).

#### City Responsibilities

- A. Review and process monthly invoices in a timely fashion.

### **Task 2 – Survey and Mapping**

**Objective:** Establish vertical and horizontal control (or utilize existing control from previously designed projects) and acquire pertinent topographical features suitable to support the design of the new sidewalks on the north side of West Stanley Street.

#### Consultant Responsibilities

- A. Establish vertical and horizontal control for survey and mapping at a scale of 1"=20' horizontal and 1"-5' vertical. Datum will be NAVD 88. Provide (set or establish) a minimum of two survey control points for vertical and horizontal control within project area.
- B. Perform topographical survey within the project area and approximately 10-feet beyond the existing right-of-way. The survey will establish surface grades, pavement edges, curbs, gutters, sidewalks, utilities (visually obvious and/or painted on the ground prior to the survey), utility structures (poles, hydrants, meters, valves, etc.), fences, and any significant landscaping adjacent to the areas of work.
- C. Map survey data and show pertinent topographical features at each curb ramp location.

### Assumptions

- A. The development and/or recording of a “Record of Survey” is not required or included in this Scope of Work.
- B. City-approved horizontal and vertical control/datum is available and accessible within 1/4 mile of the project site.
- C. All survey, including the survey beyond the existing right-of-way, will be obtained in a single site visit. If permission is not granted onto private property from the property owners, the survey will stop at the right-of-way and no information will be obtained.
- D. No right-of-way acquisition, to include title reports, right-of-entry agreements, appraisals, appraisal reviews, market research, legal descriptions, deeds, negotiations, or conveyance documents or temporary construction easements are included in this Scope of Work.

### City Responsibilities

- A. The City will support survey efforts regarding notification to and inquiries from private property owners.
- B. The City will contact the private utility companies to have their facilities marked/painted on the ground prior to the survey.

### **Task 3 – Utility Data Acquisition**

Objective: Acquire record drawings and map information from utility companies known to provide service in the project corridor.

### Consultant Responsibilities

- A. Provide written (email) requests to all utility companies known to provide utility service in the project area.
- B. Review data provided by utility companies and incorporate into design products as may be applicable.

### Assumptions

- A. Utility companies will provide requested information in a timely manner.

#### **Task 4 – Preliminary Design (60 Percent)**

Objective: Use information generated in Tasks 2 and 3 to develop a preliminary design for the City’s evaluation, review, and comment.

##### Consultant Responsibilities

- A. Develop a base map of the project corridor to include survey data and pertinent utility information.
- B. Provide a preliminary layout of the improvements.
- C. Prepare semifinal Specifications to include Proposal, Contract, and Bonding Forms. This work assumes Project Specifications (including Special Provisions) will be based on the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction and Amendments thereto (2023 version).
- D. Prepare semifinal Plans. The Plans will include a title sheet, index sheet/legend/vicinity map/etc., Plan and profiles, typical roadway sections, pavement marking Plan Sheets, and TESC Sheets. Applicable City design standards, WSDOT design standards, MUTCD standards, and AASHTO Manual guidelines will also be included.
- E. Develop a Construction Cost Estimate of the preliminary design for City review and comment.
- F. Conduct a Design Meeting/Project Walk Through with City Staff.
- G. Perform QA/QC review at the 60 percent level.

##### Deliverables

- 1. Provide electronic (pdf) copy of the preliminary layout of the improvements.
- 2. Provide electronic (pdf) copy of the Construction Cost Estimate.

## **Task 5 – Public Outreach**

**Objective:** Assist the City with soliciting public input on the project to aid in the preparation of the semifinal and final design phases.

### Consultant Responsibilities

- A. Meet one-on-one with up to four property/business owners to discuss specific impacts. It is assumed that each meeting will last approximately one hour each.

### Assumptions

- A. All one-on-one meetings with the property/business owners will be scheduled by the City and will take place at City Hall.

## **Task 6 – Final Design (100 Percent)**

**Objective:** Prepare Final Project Plans, Specifications, and cost estimates sufficient for bidding and constructing the project.

- A. Prepare Final Plans, Specifications, and Construction Cost Estimates which incorporate relevant comments from the QA/QC process and City reviews.
- B. Prepare the Transportation Improvement Board's (TIB) Bid Authorization form for signature by the City.

### City Responsibilities

- A. The City will submit the signed TIB Bid Authorization form to the TIB and receive approval to advertise the project.

### Deliverables

1. Provide separate electronic (pdf) files for the Plans, Specifications (including any addenda), and Construction Cost Estimates.
2. Provide two paper copies of the Final Plans (half-size), Specifications (including any addenda), and Construction Cost Estimates.

### **Task 7 – Quality Assurance/Quality Control**

Objective: Provide QA/QC reviews of engineering products to enhance overall quality of products. Prepare QA/QC review recommendations as further detailed below.

- A. Conduct two QA/QC reviews at 60 percent and 100 percent, by key design team members to solicit comments, recommendations, and suggestions regarding engineering products, constructability issues, critical path items, risk management, and quality of product. City will be invited to participate.

### **Task 8 – Bid and Award Services**

Objective: Assist the City in bidding and awarding the project to the lowest, responsible, responsive Contractor.

- A. Prepare the “Call for Bids” and submit to the Everett Herald and the Daily Journal of Commerce for publication.
- B. Answer bid inquiries received during the bid phase.
- C. Prepare addendum(s), as needed, to the clarify bid documents.
- D. Post bid documents to the Gray & Osborne, Inc.’s Bid Document Distribution System where the information may be downloaded, free of charge, by bidders.
- E. Generate and distribute summary of the bids received.

### **City Responsibilities**

- A. The City is to cover the costs for publication of the “Call for Bids” in the newspapers previously noted.

## **Task 9 – Construction Management Services**

- Objective:** Provide overall construction management services for the duration of the project. The Scope of Work includes office support and half-time (20 hours per week) field inspection services. Based on the size of the project, it is anticipated that Contract duration will be 35 working days to Substantial Completion and an additional 10 working days to reach Physical Completion.
- A. Project Management – Provide overall project management to include resource allocation management, client contact, risk management assessment, monitoring of Contractor’s compliance with schedule, and assist City and TIB coordination during the construction phase of this project.
  - B. Preconstruction Services
    - a. Assist Agency in Contract execution (Contractor and City).
    - b. Organize and lead the preconstruction conference (prepare agenda, conduct meeting, and prepare meeting minutes), and issue a formal Notice to Proceed.
    - c. Review Contractor’s schedule, and provide comments to Contractor and Agency as applicable.
  - C. Contract Administration
    - a. Provide construction survey staking in compliance with the Contract Documents sufficient in nature to assist the Contractor in the construction of this project. All such work to be performed under the supervision of a Washington State licensed professional land surveyor (PLS).
    - b. Assist City in negotiation of change orders as may be applicable.
    - c. Track, review, and evaluate Request for Information (RFI) from Contractor. Manage responses to RFIs.
    - d. Provide office support to include review of material submittals, statement of intent to pay prevailing wages, and other miscellaneous items to support Contractor inquiries, field activities, Contract requirements, and City requests.



- e. Prepare monthly progress (pay) estimates and review with Contractor and City.

D. Field Observation

- a. Provide onsite observation services to observe the progress of the work and determine, in general, that the work is proceeding in accordance with the Contract Documents and notify Contractor of non-compliance. Review means and methods employed by Contractor and materials delivered to the site.
- b. Provide field documentation to include Inspector's Daily Report, Weekly Quantity Reports, and Weekly Working Day Reports. Confirm quantities for payment with Contractor in the field on a weekly basis.
- c. At Substantial Completion, coordinate with the Agency and prepare a punchlist of items to be completed or corrected.

E. Project Closeout Services

- a. Assist the City in preparing project closeout paperwork in compliance with State law and TIB requirements.
- b. Prepare record drawings based on Contractor's submittal of his drawings (including markups) and the Inspector's markups.

Deliverables

- 1. Provide electronic (pdf) copies of all daily and weekly inspection reports to the City throughout the construction phase.
- 2. Provide an electronic (pdf) copy of the final record drawings to the City.

## EXHIBIT B

### ENGINEERING SERVICES SCOPE AND ESTIMATED COST

*City of Granite Falls - Stanley Street Sidewalk Improvements*

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Field Inspector Hours	AutoCAD/ GIS Technician/ Engineer Intern Hours	Professional Land Surveyor Hours	Field Survey (Two Person) Hours
1 Project Management	6	4					
2 Survey and Mapping		2				8	10
3 Utility Data Acquisition		2	4				
4 Preliminary Design (60 Percent)		20	80		20		
5 Public Outreach		4	8				
6 Final Design (100 Percent)		30	60		20		
7 Quality Assurance/Quality Control	4	4	4				
8 Bid and Award Services	2	4	4				
9 Construction Management Services	4	20	40	180	8	6	16
Hour Estimate:	16	90	200	180	48	14	26
Fully Burdened Billing Rate Range:*	\$150 to \$245	\$140 to \$245	\$125 to \$185	\$100 to \$185	\$65 to \$175	\$125 to \$200	\$180 to \$310
Estimated Fully Burdened Billing Rate:*	\$210	\$195	\$160	\$155	\$130	\$200	\$280
Fully Burdened Labor Cost:	\$3,360	\$17,550	\$32,000	\$27,900	\$6,240	\$2,800	\$7,280

Total Fully Burdened Labor Cost: \$ 97,130

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 770

**TOTAL ESTIMATED COST: \$ 97,900**

\* 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.



Agenda Bill # 078-2023

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 078-2023 Discussion and Potential Award of Contract  
for Wastewater Treatment Plant Upgrade Project

**Meeting Date:** Wednesday, August 2, 2023

**Date Submitted:** 7/28/23

**Originating Department:** Public Works

**Action Required:**

Award of contract to low bidder for Wastewater  
Treatment Plant Upgrade Project

**Clearances:**

☐ Mayor

☐ Police

☒ Public Works

☒ Attorney

**Exhibits:**

[Prospect Protest Letter\\_062723](#)

[GF Response to Protest Letter\\_073123](#)

[Section 9 Supplemental Bidder Criteria](#)

[Updated Rate Analysis FCS Group\\_072823](#)

[G&O Scope and Fee for WWTP Upgrade Construction](#)

[Admin Services](#)

[WWTP Bid Tabulations - June 22, 2023 Bid Opening](#)

☒ Engineering

☒ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

Engineer's Estimate - \$28,476,000.00

Low Bid - \$31,286,825.00

Engineer's Construction Management Scope and Fee - \$2,675.000

Total Cost + 2% contingency = \$34,587,561

2023 Budgeted amount based on partial completion - 594 35 63 15 2023 WWTP Construction - \$18,333,333

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**Summary Statement:**

For a number of years, the City has been subject to a sewer moratorium due to concerns regarding water quality and capacity issues at its existing wastewater treatment plant (WWTP). To address these concerns, the City has invested significant resources in designing upgrades for the WWTP over the past 18 months, amounting to a total investment of \$2 million. In late 2022, the Department of Ecology approved the design, and the State of Washington, through the Department of Ecology, has agreed to provide the City with a 30-year loan at a 1.6% interest rate to cover the total cost of construction and construction management for the WWTP upgrade. Based on the engineer's estimate, the estimated cost of this project is \$28,476,000.

In June 2023, the City solicited bids from contractors, and at the bid opening on June 22nd, three contractors submitted proposals. After evaluation, it was determined that Harbor Pacific Contractors Inc was the lowest bidder, with a total bid amount of \$31,286,825, which includes taxes. Additionally, G&O has submitted a Scope and Fee proposal to the City for the construction management (CM) and administration services costs associated with this project, amounting to \$2,675,000.

For council review and consideration, City staff has attached the bid tab from all three bidders, the proposed CM contract with G&O, and the data related to the updated rate analysis by the FCS Group for the new loan amounts for discussion at the meeting. It is important to note that the City has received a protest letter from the second lowest bidder with regard to meeting the intent of the supplemental bidder responsibility criteria item No. 9. City staff has respond to the letter on July 31st. A copy of the letter and the City's response is attached as well as the item No. 9 bidder criteria.

The City staff and consultants have made significant efforts to explore various options and discuss different scenarios for managing the plant upgrade. The primary focus has been identifying the best approach that considers the overall cost, timing, compliance with permit regulations, and potential future regulatory violations that may arise from the existing WWTP. After thorough consideration, the staff recommends that the City Council award the contract to Harbor Pacific Contractors Inc, which submitted the lowest bid. This decision will help avoid future cost increases and prevent further delays in lifting the City's sewer moratorium, which has been in place since 2018. Furthermore, it will reduce the potential for water quality violations in the Pilchuck River that could result from the City's influent and effluent discharge permit limits at the WWTP.

**Background:****Recommended Motion:**

- 1.) Motion to award contract for Wastewater Treatment Plant Upgrade project to Harbor Pacific Contractors Inc in an amount not to exceed \$31,286,825 and authorize City Manager to sign.
- 2.) Motion to approve scope and fee proposal contract with Gray and Osborne Inc for Wastewater Treatment Plant Upgrade Construction Administration Services in an amount not to exceed \$2,675,000 and authorize City Manager to sign.

June 26, 2023

Gray & Osborne, Inc.  
1130 Rainier Ave. South, Suite 300  
Seattle, WA 98144

Attn: Mr. Dough Welch, P.E.

RE: Granite Falls WWTF – Bid Protest

Dear Mr. Welch,

We are in receipt of Harbor Pacific's Supplemental Bidder Responsibility Criteria for the above-mentioned project and the past projects submitted by Harbor Pacific do not meet the requirements of Criteria 9 and therefore their bid is non-responsible.

Criteria 9 states:

*"The Bidder shall have sufficient current capacity and the project superintendent assigned to the project shall have experience to meet the requirements of this project. The Bidder and the project superintendent shall have successfully **completed** at least two projects as the prime contractor, of a similar size and scope, **during the 5-year period immediately preceding the bid submittal deadline for this project.** Similar size is defined as a **minimum of 70 percent of the bid amount submitted by the Bidder.**"*

Harbor Pacific has not listed two projects that meet the above-mentioned requirements. Therefore, they are not a responsible bidder. According to page 6 of the General Conditions, Item 3:

*"A Bidder will be **deemed not responsible** if the Bidder does not meet the mandatory bidder responsibility criteria in RCW 39.04.350(1), as amended; or **does not meet Supplemental Criteria 1 through 9 in this Section.**"*

Harbor Pacific is not the low responsible bidder, and their bid must be thrown out. Prospect Construction, is the low responsive, responsible bidder.

We look forward to working with you.

Sincerely,  
PROSPECT CONSTRUCTION, INC.



Ryan Sondgroth



**GRANITE FALLS**

City of Granite Falls  
215 S. Granite Avenue / P.O. Box 1440  
Granite Falls, Washington 98252

P 360-691-6441  
F 360-691-6734  
[www.ci.granite-falls.wa.us](http://www.ci.granite-falls.wa.us)

July 31, 2023

Mr. Ryan Sondgroth  
Prospect Construction, Inc.  
116 23<sup>rd</sup> Street S.E.  
Puyallup, WA 98372

RE: Granite Falls WWTF Upgrade Bid Protest

Dear Mr. Sondgroth,

I am writing to inform you that the City of Granite Falls has received your bid protest letter dated June 26, 2023, regarding the City's Wastewater Treatment Facility Upgrade Project. Your letter claimed that Harbor Pacific Contractors, Inc. did not meet the requirements of Supplemental Bidder Responsibility Criteria No. 9 related to relevant experience with similar projects.

In response to your protest, the City has reviewed the qualifications of Harbor Pacific Contractors, Inc. and has contacted references, including the City of Sultan, which was listed as one of their referenced projects of similar size and scope. I have also personally visited the Sultan Plant upgrade project recently to verify the level of completion and the quality of the work. The City has determined that the City of Sultan WWTP project is a similar project that is currently at a level of completion sufficient to meet the intent of Criteria No. 9 of the Supplemental Bidder Responsibility Criteria.

Furthermore, the City has reviewed Harbor Pacific's other WWTP project experience and concluded that Harbor Pacific Contractors, Inc. has the qualifications and experience necessary to complete this project. Therefore, the City denies Prospect Construction, Inc.'s protest, and we will award this project to Harbor Pacific Contractors, Inc.

Please be advised that Harbor Pacific Contractors, Inc. has been determined to be the lowest responsible, responsive bidder that best serves the interest of the City. City staff intends to recommend to City Council at their meeting on August 2, 2023, to proceed with awarding the project to Harbor Pacific Contractors, Inc.

Sincerely,

Brent Kirk  
City Manager  
City of Granite Falls

entered against the Bidder in the 5 years prior to the bid submittal date that demonstrate a pattern of failing to meet the terms of contracts, or shall submit a list of all lawsuits with judgments entered against the Bidder in the 5 years prior to the bid submittal date, along with a written explanation of the circumstances surrounding each such lawsuit. The Owner shall evaluate these explanations to determine whether the lawsuits demonstrate a pattern of failing to meet of terms of construction related contracts.

h. **Criteria 8 – Contract Time (Liquidated Damages)**

1. **Criterion:** The Bidder shall not have had liquated damages assessed on any projects it has completed 5 years prior to the bid submittal date that demonstrate a pattern of failing to meet Contract Time, unless there are extenuating circumstances and such circumstances are deemed acceptable to the Owner.
2. **Documentation:** The Bidder, if and when required as detailed below, shall sign a statement (on a form to be provided by the Owner) that the Bidder has not had liquidated damages assessed on any projects it has completed within the 5 years prior to the bid submittal date, or shall submit a list of projects with assessed liquated damages along with Owner contact information, and number of days assessed liquated damages.

i. **Criteria 9 – Capacity and Experience**

1. **Criterion:** The Bidder shall have sufficient current capacity and the project superintendent assigned to the project shall have experience to meet the requirements of this project. The Bidder and the project superintendent shall have successfully completed at least two projects as the prime contractor, of a similar size and scope, during the 5-year period immediately preceding the bid submittal deadline for this project. Similar size is defined as a minimum of 70 percent of the bid amount submitted by the Bidder.
2. **Documentation:** The Bidder shall, if and when required as detailed below, on a form to be provided by the Owner, provide the Bidder's gross dollar amount of work currently under contract, the Bidder's gross dollar amount of contracts currently not completed, five major pieces of equipment anticipated to be on the project and whether the equipment is leased or owned, the superintendent assigned to this project and their number of years of experience, and two project references of similar size and scope during the 5-year period immediately preceding the bid submittal deadline for this project. The Owner may check owner references for the previous projects and may evaluate the owner's assessment of the Bidder



performance.

As evidence that the Bidder meets Supplemental Responsibility Criteria 2 through 9 stated above, the apparent two lowest Bidders must submit to the Owner by 12:00 P.M. (noon) of the second business day following the bid submittal deadline, a written statement verifying that the Bidder meets Supplemental Criteria 2 through 9 together with supporting documentation (sufficient in the sole judgment of the Owner) demonstrating compliance with Supplemental Responsibility Criteria 2 through 9. The Owner reserves the right to request further documentation as needed from the low bidder and documentation from other Bidders as well to assess Bidder responsibility and compliance with all bidder responsibility criteria. The Owner also reserves the right to obtain information from third-parties and independent sources of information concerning a Bidder's compliance with the mandatory and Supplemental Criteria, and to use that information in their evaluation. The Owner may consider mitigating factors in determining whether the Bidder complies with the requirements of the Supplemental Criteria.

This sentence allows the Owner to consider mitigating factors in their determination.

The basis for evaluation of Bidder compliance with these mandatory and Supplemental Criteria shall include any documents or facts obtained by Owner (whether from the Bidder or third parties) including but not limited to: (i) financial, historical, or operational data from the Bidder; (ii) information obtained directly by the Owner from others for whom the Bidder has worked, or other public agencies or private enterprises; and (iii) any additional information obtained by the Owner which is believed to be relevant to the matter.

If the Owner determines the Bidder does not meet the bidder responsibility criteria above and is therefore not a responsible Bidder, the Owner shall notify the Bidder in writing, with the reasons for its determination. If the Bidder disagrees with this determination, it may appeal the determination within 2 business days of the Owner's determination by presenting its appeal and any additional information to the Owner. The Owner will consider the appeal and any additional information before issuing its final determination. If the final determination affirms that the Bidder is not responsible, the Owner will not execute a contract with any other Bidder until at least 2 business days after the Bidder determined to be not responsible has received the Owner's final determination.

**Request to Change Supplemental Bidder Responsibility Criteria Prior To Bid:** Bidders with concerns about the relevancy or restrictiveness of the Supplemental Bidder Responsibility Criteria may make or submit requests to the Owner to modify the criteria. Such requests shall be in writing, describe the nature of the concerns, and propose specific modifications to the criteria. Bidders shall submit such requests to the Owner no later than 5 business days prior to the bid submittal deadline and address the request to the Project Engineer or such other person designated by the Owner in the Bid Documents.

Scenario	Annual % Increases			
	2022	2023	2024	2025
Original 2022		9.46%	9.88%	10.11%
<b>Updated WWTP Cost Scenarios</b>				
S1: 30-Year 2025 First Debt Payment		9.46%	20.99%	20.41%
S2: 30-Year 2026 First Debt Payment		9.46%	12.35%	12.09%
S3: 30-Year 2025 Debt w. \$2.8MM Grant		9.46%	17.28%	18.95%
S4: 30-Year 2026 Debt w. \$2.8MM Grant		9.46%	11.11%	11.11%

Scenario	Monthly Residential Bill			
	2022	2023	2024	2025
Original 2022	\$ 74.00	\$ 81.00	\$ 89.00	\$ 98.00
<b>Updated WWTP Cost Scenarios</b>				
S1: 30-Year 2025 First Debt Payment	\$ 74.00	\$ 81.00	\$ 98.00	\$ 118.00
S2: 30-Year 2026 First Debt Payment	74.00	81.00	91.00	102.00
S3: 30-Year 2025 Debt w. \$2.8MM Grant	74.00	81.00	95.00	113.00
S4: 30-Year 2026 Debt w. \$2.8MM Grant	74.00	81.00	90.00	100.00

Scenario	Monthly Residential Bill Difference			
	2022	2023	2024	2025
Original 2022	\$	7.00	\$ 8.00	\$ 9.00
<b>Updated WWTP Cost Scenarios</b>				
S1: 30-Year 2025 First Debt Payment	\$	7.00	\$ 17.00	\$ 20.00
S2: 30-Year 2026 First Debt Payment		7.00	10.00	11.00
S3: 30-Year 2025 Debt w. \$2.8MM Grant		7.00	14.00	18.00
S4: 30-Year 2026 Debt w. \$2.8MM Grant		7.00	9.00	10.00

Scenario	New Debt (Low Interest Loan from DOE)			
	2022	2023	2024	2025
Original 2022	\$ -	\$ 24,045,350	\$ -	\$ -
<b>Updated WWTP Cost Scenarios</b>				
S1: 30-Year 2025 First Debt Payment	\$	34,587,562		
S2: 30-Year 2026 First Debt Payment		34,587,562		
S3: 30-Year 2025 Debt w. \$2.8MM Grant		31,787,562		
S4: 30-Year 2026 Debt w. \$2.8MM Grant		31,787,562		

2026
12.75%
11.00%

2026
115.00
111.00

2026
13.00
11.00

2026

*Assumed 1.5% interest.*

*Assumed 1.6% interest.*

*Assumed 1.6% interest.*

*Assumed 1.6% interest.*

*Assumed 1.6% interest.*



July 20, 2023

Mr. Brent Kirk  
City Manager  
City of Granite Falls  
P.O. Box 1440  
215 Granite Avenue  
Granite Falls, Washington 98252

SUBJECT: SCOPE OF WORK AND FEE PROPOSAL – WWTP CONSTRUCTION  
ADMINISTRATION SERVICES  
CITY OF GRANITE FALLS, SNOHOMISH COUNTY, WASHINGTON  
G&O #22447.00

Dear Mr. Kirk:

Per your request, we are submitting the following scope of work and fee proposal to complete construction management services for the City's wastewater treatment plant upgrade.

Our proposed Scope of Work is presented in Exhibit A. Our cost to complete these services is \$2,675,000.00 as shown in Exhibit B.

Please contact the undersigned if you wish to discuss this proposal or if you need additional information. If you would like us to proceed with this work please sign where indicated on the following page and return the signed page to us. Thank you for the opportunity to provide these engineering services to the City. We look forward to continuing our working relationship with the City of Granite Falls.

Sincerely,

GRAY & OSBORNE, INC.

Stacey Clear, P.E.

SC/js  
Encl.  
By email



Mr. Kirk  
July 21, 2023  
Page 2

**CITY OF GRANITE FALLS  
WWTP CONSTRUCTION ADMINISTRATION SERVICES**

I hereby authorize Gray & Osborne, Inc., to proceed with the design assistance as described herein under the terms and conditions of our current general services agreement, and for a cost not to exceed of \$2,675,000.00 without written authorization by the City.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **EXHIBIT A**

### **SCOPE OF WORK**

#### **CITY OF GRANITE FALLS WASTEWATER TREATMENT FACILITY UPGRADE CONSTRUCTION ADMINISTRATION SERVICES**

The City of Granite Falls recently opened bids for the Wastewater Treatment Facility Upgrade project. We understand that the City would like full-time construction administration services provided for this project. Based on our understanding of the project, this scope of work presents the professional engineering services that Gray and Osborne proposes to provide to fulfill the City's construction administration needs. Included in the proposed services is the development of the control descriptions and control programming services for the new supervisory control and data acquisition (SCADA) system for the existing and new facilities. The construction schedule allows 430 working days to substantial completion and 50 additional working days to physical completion with construction expected to begin in September 2023. This scope of work includes work required before construction starts, during construction, project closeout, and on-call services after construction, as well as additional design services, and is described in more detail below. The estimated cost for these construction administration services is shown in Exhibit B.

Gray & Osborne does not purport to be a safety expert, and is not engaged in that capacity under the contract between the City and the Contractor or under this Agreement between Gray & Osborne and the City. Gray & Osborne will not have either the authority or the responsibility to enforce construction safety laws, rules, regulations, or procedures, or to order the stoppage of construction work for claimed violations thereof.

Gray & Osborne will not be responsible or held liable for directions given by the City to the Contractor or for construction-related decisions made by the City in the field that are inconsistent with or change the requirements of the contract plans and specifications without having been agreed to in writing (or e-mail) by Gray & Osborne.

### **SCOPE OF WORK**

#### **PRECONSTRUCTION ACTIVITIES**

##### **Task 1 – Preconstruction Conference**

- A. Coordinate and conduct a preconstruction conference with City staff and the selected Contractor to establish administrative procedures for the project, including requirements of the State Revolving Fund and Ecology.

## **Task 2 – Update Plan of Operations and Construction QA/QC Plan**

- A. The Plan of Operations and Construction QA/QC Plans were prepared and submitted to the Department of Ecology based on the information known during the design phase. This task includes updating the Plan of Operations and a Construction QA/QC Plan based on current information and the Contractor's preliminary schedule. Submit the updated Plans to Ecology.

## **Task 3 – Prepare and Maintain Construction Management System (CMS)**

- A. Prepare and maintain an online, secure Construction Management System (CMS) website for communication between project participants, posting of project documents and notices, maintaining a contact list, storing important project files, and assistance with construction administration. Documents and notices that will be posted include meeting announcements, meeting minutes, drawings, specifications, requests for information (RFI), change orders, shop drawing submittals, pay request forms, pertinent reference documents, contact lists, correspondence, logs, and reports (daily, weekly, and monthly). RFI forms shall be interactive for use by project participants to post construction-related questions and responses. The CMS shall allow the Contractor to post equipment and material submittals (shop drawings) and the Engineer to post submittal review responses. Notification of new posting shall be made by automatic email transmittals to selected project participants. Access to the CMS shall be secured by use of individual participant password and shall be regulated by G&O.

## **CONSTRUCTION CONTRACT ADMINISTRATION**

### **Task 4 – Schedule, Conduct, Attend, and Record Job Meetings**

- A. Conduct regularly scheduled construction progress meetings with the Contractor, Resident Inspector and City staff. Bi-weekly meetings have been assumed during the initial months of the project transitioning to weekly meeting as the level of activity and work intensifies. Prepare and log meeting minutes to the CMS. Also, assumes the periodic attendance of engineers from other disciplines and other periodic site visits.

### **Task 5 – Monitor Construction Schedule**

- A. Review the Contractor's construction schedule.
- B. Monitor the Contractor's progress in relation to the schedule.

- C. Issue weekly reports (electronic or hard copy) to the City and Contractor on construction time consumed on the project to keep all parties involved advised on the time limit as it relates to penalties for failure to perform on schedule.

#### **Task 6 – Prepare Monthly Progress Estimates**

- A. Review the Contractor's monthly progress payment requests and prepare monthly progress estimates based on the Resident Engineer's judgment of the value of work completed during the pay period.

#### **Task 7 – Project Administration**

- A. The Owner's instructions to the Contractor will be issued through the Engineer, who will have authority to act on behalf of the Owner to the extent provided in the contract documents.
- B. Coordinate and verify project costs. Maintain project accounting to aid in successful audits.
- C. Provide documentation to satisfy Ecology funding requirements.
- D. Verify submission of intents to pay prevailing wages. Verify that contractors have not been debarred by obtaining printouts from federal and Washington State Department of Labor & Industries (L&I) web sites. This scope does not include reviewing certified payrolls. It has been assumed that certified payroll review will be completed by the City.
- E. Provide project completion paperwork to initiate clearance from L&I and process to release retainage.
- F. Provide notices of substantial completion and final acceptance for the construction of the project. Obtain closeout documentation and record drawings from the Contractor. Prepare the Certificate of Completion of Public Works Contract form and assist the Owner with release of the retained percentage or Bond in Lieu of Retainage.

#### **Task 8 – Provide and Manage Specialized Subconsultant Services**

- A. Manage, schedule and coordinate the activities of subconsultants provided by G&O to assist with construction monitoring, including a geotechnical subconsultant to inspect soils and groundwater conditions during construction and a critical areas subconsultant to review and inspect installation and maintenance of mitigation measures, and an electrical subconsultant to review submittals, assist with construction inspection and



program the PLC, supervisory control and data acquisition (SCADA) system and Network Switches. Communicate with the Contractor to schedule and coordinate site visits and services by these subconsultants on an as-needed basis, and collect and distribute any field reports prepared by these subconsultants.

#### **Task 9 – Prepare and Maintain Project Records**

- A. Prepare and maintain daily logs, weekly schedule reports, jobsite photographs, quantity measurements, and correspondence.

#### **Task 10 – Conduct Project Closeout**

- A. Obtain from the Contractor all bonds, guarantees, operation and maintenance manuals, and record drawings. Prepare certificate of completion in accordance with Ecology requirements.

### **OFFICE ENGINEERING**

#### **Task 11 – Prepare and Distribute Conformed Contract Documents**

- A. Prepare conformed plans and specifications including all addenda for the project.
- B. Distribute conformed plans and specifications to the Contractor and City.

#### **Task 12 – Review Shop Drawings and Submittals**

- A. Review shop drawings and material and equipment submittals for compliance with design intent and general conformity to the contract drawings and specifications.
- B. Distribute submittal review including manufacturers' literature, shop drawings, design calculations, test reports, and equipment manuals to the Contractor and the City. Gray and Osborne's Construction Management System website will be used to manage project documentation.
- C. Review Contractor's schedule of values as a basis for monthly pay estimates.

#### **Task 13 – Coordination with Manufacturer Representatives**

- A. Coordinate and meet with manufacturer's representatives regarding equipment functionality and integration into the process train and control system.

**Task 14 – Review of Manufacturer’s Operation and Maintenance Manuals and Test Reports**

- A. Review manufacturer operation and maintenance manuals and test reports for compliance with contract documents and design intent.
- B. Review material inspection reports provided by a third-party testing laboratory.

**Task 15 – Review “Or Equal” Products**

- A. Review proposals from the Contractor to substitute an “or equal” product for a specified product based on design intent and general conformity to the contract drawings and specifications.

**Task 16 – Clarify Design Intent**

- A. Respond to the Contractor’s Requests for Information (RFIs) and provide interpretation of the contract specifications and drawings, which address and clarify design intent. Prepare supplementary sketches or drawings to clarify conditions. Maintain records of telephone meetings concerning design intent.

**Task 17 – Evaluate and Negotiate Change Orders**

- A. Estimate the added or reduced cost of changes during construction to be used in negotiation of contract change orders as directed and in the best interests of the City. Provide engineering design for change orders, if required. Evaluate the impact of change orders on the construction schedule and recommend eligible time extensions. Prepare change orders for execution by the Contractor subject to approval and authorization by the City.

**CONSTRUCTION MONITORING**

**Task 18 – Provide Field Observation**

- A. Provide a full-time resident inspector, and other specialty inspectors as needed, to observe, in general, conformance of the Contractor’s work to plans and specifications. Serve as a liaison between the Contractor and the City’s Public Works Departments. 430 days of full-time inspection and 50 days of half-time inspection have been assumed.

- B. Describe daily construction activities in the daily log and take job photographs to record construction progress. Prepare and maintain daily reports, list of construction deficiencies or other construction issues, weekly schedule reports, jobsite photographs, quantity measurements, and correspondence. Distribute daily reports electronically.
- C. Inspect the condition of equipment and materials used by the Contractor as they arrive on site, and monitor the Contractor's care and maintenance of stored and installed materials and equipment. Also, monitor the Contractor's required startup, testing, and commissioning of equipment.
- D. Review and comment on the Contractor's construction schedule. Monitor the Contractor's progress in relation to the schedule. Issue weekly reports to the Owner and Contractor with respect to construction time consumed on the project. Keep the Owner and Contractor advised on the time limits as they relate to the Contractor's construction schedule.

#### **Task 19 – Conduct Final Inspections**

- A. Conduct substantial completion inspections, issue punch lists, review compliance, and recommend acceptance by the City.
- B. Obtain from the Contractor all bonds, guarantees, O&M manuals and record drawings. Prepare certificate of completion in accordance with Ecology Requirements.

#### **OTHER SERVICES**

#### **Task 20 – Commissioning, Startup and Training**

- A. Observe and assist the Contractor with commissioning of process and electrical equipment. This includes coordinating with the Contractor for the commissioning of the PLC and SCADA system in conjunction with the electrical and process equipment. Coordinate with the Contractor for configuration of the VFDs to communicate over the SCADA communications network.
- B. Install and configure the HMI computers purchase by the City. Commission and modify the SCADA system to control the plant.
- C. Assist the treatment plant operations staff with the initial startup of the new facilities, including on-site training for the process control and system operation of the new wastewater treatment plant systems.

- D. Monitor the Contractor's compliance with contract startup and training requirements for equipment. Attend and assist at equipment startup and training sessions.
- E. Respond to inquiries and requests for assistance from City operations personnel.

#### **Task 21 – Operation and Maintenance Manual**

- A. Prepare an operation and maintenance manual for the upgraded Wastewater Treatment Facility in accordance with Ecology WAC 173-240 requirements.
- B. Submit the manual to the City and Ecology for review and approval. Provide four copies of the final, bound, updated manual to the City.

#### **Task 22 – Prepare Record Drawings**

- A. Prepare reproducible record drawings from marked up sets of drawings and AutoCAD files maintained and prepared by the Contractor and reviewed by the Resident Inspector. Furnish the City one full size and two half size printed sets, full and half size PDFs, and AutoCAD files of the record drawings.

#### **Task 23 –PLC/HMI Programming and Testing**

- A. Develop detailed written descriptions of the control algorithms that will serve as the basis for the SCADA system programming.
- B. Provide PLC and HMI programming services for the treatment plant SCADA system, including observation of shop and field tests, troubleshooting of equipment and software, development of the HMI screens, and preparation and documentation for incorporation into the operation and maintenance manual.

#### **Task 24 – Ongoing Support and Training Services**

- A. Provide on-call consultation services to the City's operations staff during the initial year of operation to assist staff with process control and system operation of the completed plant. Assist City personnel with startup, operational, and warranty issues as they arise during this period. Provide additional SCADA system training and support services as requested by the City.

## **PROJECT BUDGET**

Consultant will complete the scope of service of this work order on a time and materials basis and the cost for the services will not exceed the price shown in Exhibit B without authorization from the City. The level of effort that the Consultant anticipates for the project is presented in Exhibit B.

# EXHIBIT B

## Engineering Services Scope and Estimated Cost

### City of Granite Falls Wastewater Treatment Facility Upgrade Construction Administration Services

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	Mechanical Engineer Hours	Structural Engineer Hours	Architect Hours	Resident Inspector Field Hours	CADD/GIS Technician Hours
<b>Preconstruction Activities</b>									
1. Preconstruction Conference		4						4	
2. Update Plan of Operations and Construction QA/QC Plan		8		16					
3. Prepare and Maintain Construction Management System (CMS)		8							40
<b>Construction Contract Administration</b>									
4. Schedule, Conduct, Attend and Record Job Meetings	16	320	48		20	60	8		
5. Monitor Construction Schedule		40							
6. Prepare Monthly Progress Estimates		100		80					
7. Project Administration	80	80							
8. Provide and Manage Specialized Subconsultant Services	8	24				8			
9. Prepare and Maintain Project Records	40	80	24						
10. Conduct Project Closeout		8		16					
<b>Office Engineering</b>									
11. Prepare and Distribute Conformed Contract Documents		16		24	16	24	16		80
12. Review Shop Drawing Submittals		160	200	440	180	420	140		
13. Coordination with Manufacturer Representatives		40		60	20				
14. Review of Manufacturer's O & M Manuals and Test Reports		40	80	200	20				
15. Review "On-Equal" Products		40	40	32		8			
16. Clarify Design Intent		80	60		40	88	24		
17. Evaluate and Negotiate Change Orders		60	24		8	24	8		
<b>Construction Monitoring</b>									
18. Provide Field Observation								3640	
19. Conduct Final Inspections		16		16					
<b>Other Services</b>									
20. Commissioning, Startup and Training		100		60					
21. Prepare Operation and Maintenance Manual		160	160	540					200
22. Prepare Record Drawings		60	32		32	48	32		240
23. Coordinate PLC/HMI Programming and Testing		120		120					
24. Ongoing Training and Support Services		80							
Hour Estimate:	144	1,644	668	1,684	336	680	228	3,644	560
Fully Burdened Billing Rate Range:*	\$150 to \$245	\$140 to \$245	\$125 to \$185	\$115 to \$180	\$115 to \$180	\$120 to \$220	\$120 to \$220	\$125 to \$190	\$65 to \$170
Estimated Fully Burdened Billing Rate:*	\$210	\$240	\$175	\$150	\$155	\$165	\$210	\$170	\$170
Fully Burdened Labor Cost:	\$30,240	\$394,560	\$116,900	\$252,600	\$52,080	\$112,200	\$47,880	\$619,480	\$95,200
Total Fully Burdened Labor Cost:		\$ 1,721,140							
Direct Non-Salary Cost:									
Mileage, Housing & Expenses (Mileage @ \$0.65/mile)		\$ 85,000							
Printing		\$ 1,697							
Subconsultants									
Geotechnical (Pan Geo, Inc.)		\$ 16,870							
Electrical (Cometix Engineering, Inc.)									
Construction Administration		\$ 390,000							
PLC and HMI Programming		\$ 320,000							
On-Going Support Services		\$ 25,000							
Archaeological Observation (FCRI)		\$ 5,000							
Critical Areas Observation and Inspection (Watershed)		\$ 31,460							
Subconsultant Overhead (10%)		\$ 78,833							
<b>TOTAL ESTIMATED COST:</b>		<b>\$ 2,675,000</b>							

\* 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.



