



DIAL-IN CONTACT PHONE NUMBER: (US) +1 253-215-8782/MEETING ID: 853 4196 0180

The Granite Falls City Council will hold an in-person meeting in the Civic Center at 7:00 PM on September 6, 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: [//us06web.zoom.us/j/85341960180](https://us06web.zoom.us/j/85341960180). 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
SEPTEMBER 20, 2023
7:00 PM
AGENDA

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **CONSENT AGENDA**
 - A. **AB 095-2023 Approval of September 7, 2023 through September 20, 2023 claims checks \$413670 through 413706 and One EFT totaling \$238,588.12**
 - B. **AB 096-2023 Approval of August 16, 2023 through August 31, 2023 payroll claims checks #27530 through 27533 and Twenty-Three EFT's totaling \$123,845.56**
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 097-2023 Consideration of Proposal for Engineering services related to development of City's required Wastewater Treatment Plant Outfall Receiving Water Study Plan**
8. **CURRENT BUSINESS**
 - A. **AB 098-2023 Consideration of Bid Award to lowest responsive bidder for construction of the City's Wastewater Treatment Plant upgrade**
 - B. **AB 099-2023 Consideration of Contract with Gray & Osborne Inc for Construction Management and Administration/Engineering Services related to the Granite Falls WWTP Upgrade**

9. MAYOR'S COMMENTS (5 minutes)
10. COUNCIL COMMENTS (15 minutes)
11. CITY MANAGER (5 minutes)
12. EXECUTIVE SESSION per RCW 42.30.110(1)(i) to discuss pending litigation for 15 minutes
13. 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 # 095-2023

CITY COUNCIL AGENDA BILL

Subject:

AB 095-2023 Approval of September 7, 2023 through September 20, 2023 claims checks \$413670 through 413706 and One EFT totaling \$238,588.12

Meeting Date: Wednesday, September 20, 2023

Date Submitted: September 15, 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

Budgeted Amount:

001 Current Expense = \$23,301.15

101 Streets = \$3,093.62

303 Cif/Streets = \$24,295.95

305 Capital Improvement = \$13,949.40

401 Water = \$76,095.20

402 Cif/Water = \$378.70

403 Sewer = \$90,094.43

404 Cif/Sewer = \$1,382.24

405 Storm Drainage = \$5,497.09

630 Trust Agency = \$500.34

Summary Statement:

Claims are for September 7, 2023 through September 20, 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.



Agenda Bill # 096-2023

CITY COUNCIL AGENDA BILL

Subject:

AB 096-2023 Approval of August 16, 2023 through August 31, 2023 payroll claims checks #27530 through 27533 and Twenty-Three EFT's totaling \$123,845.56

Meeting Date: Wednesday, September 20, 2023

Date Submitted: August 31, 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

Budgeted Amount:

001 Current Expense = \$62,726.11

101 Streets = \$9,563.59

401 Water = \$16,186.17

403 Sewer = \$30,924.40

405 Storm Drainage = \$4,445.29

Summary Statement:

Payroll is for August 16, 2023 through August 15, 2023.

Background:

Recommended Motion:

- 1) Motion to accept the payroll 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, September 20, 2023
Date Submitted: September 15, 2023

Originating Department: City Clerk

Action Required:

Clearances:

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

Exhibits:

[09/20/2023 City Clerk Report](#)

[09/20/2023 Community Development Director Report](#)

☐ Engineering

☒ Planning

☒ Other: City Clerk

Budgeted Amount:

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 September 20, 2023

Business Licenses (inside City):

The Elegant Shoes Design, LLC

315 Penny Ave.

I will do drop shipping online through my website

Cosmo's Gaming Emporium (Livengood, Jonathan Bryce)

602 Jordan Rd.

E commerce on ebay, poshmart, amazon for collectables, sporting equipment, electronics

Building Permits Issued:

Lisa Wahlberg

Building Permit #2023-055

10621 Mt. Loop Hwy.

Demolition of two single-family residences and two sheds

ABCMCDANIEL LLC

Building Permit #2023-057

407 Jordan Rd.

Installation of a wet sprinkler system

Aimee Schoonover

Building Permit #2023-058

18003 Mill Valley Rd.

Residential A/C Unit

Memo

To: City Council
From: Eric Jensen, Community Development Director
CC: City Manager Brent Kirk
Date: September 14, 2023
Re: **Community Development Report to City Council**

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

- I have written and submitted a proposed ordinance to amend the GFMC Title 15 to adopt the new 2021 International Building Codes. The proposed ordinance is being presented for Council consideration at this September 20th Council meeting.
- The Washington Recreation and Conservation Office *Local Parks Maintenance* grant application is complete and has now been submitted. All applications will be reviewed in October with announcements for grant awards to occur by the beginning of November.
- I attended the Washington State Planning Director's Conference last week and received valuable information and material regarding new legislation and WA Commerce guidance for land use regulations and the GMA Comp Plan update work. I plan to share this information through several upcoming Council and Planning Commission meetings.
- Preparation for next week's Planning Commission is underway with the review of several land use amendments to Title 19 as well as Permanent Supportive housing and Transitional housing code provisions.

Of note:

- At their meeting next week, the Planning Commission will be discussing which priority issues related to the 20-year growth of the City they wish to recommend discussion with the Council at the proposed Joint workshop in November.



Agenda Bill # 097-2023

CITY COUNCIL AGENDA BILL

Subject:

AB 097-2023 Consideration of Proposal for Engineering services related to development of City's required Wastewater Treatment Plant Outfall Receiving Water Study Plan

Meeting Date: Wednesday, September 20, 2023

Date Submitted: 9/14/23

Originating Department: Engineering

Action Required:

Approval of Scope and Fee Proposal from Gray and Osborne Inc for Engineering services related to development of a WWTP Outfall Receiving Water Study Plan

Clearances:

☐ Mayor

☐ Police

☒ Public Works

☐ Attorney

Exhibits:

[Scope and Fee Proposal_WWTP Outfall Receiving Water Study Plan](#)

☒ Engineering

☐ Planning

☐ Other: _____

Budgeted Amount:

\$12,480.00

535.00.41.00 - 403 Sewer Fund - Engineering Services

Summary Statement:

The City of Granite Falls (City) owns, operates, and maintains an activated sludge wastewater treatment plant (WWTP). The WWTP discharges treated effluent to the Pilchuck River through the WWTP outfall. The Washington State Department of Ecology (Ecology) issued to the City a National Pollutant Discharge Elimination System Waste Discharge Permit (NPDES) No. WA0021130 on August 1, 2020. This permit was modified on February 11, 2022 and expires on July 31, 2025.

All discharges and activities authorized by this permit must comply with the terms and conditions of the permit. As a general requirement (Section S.9), the permit stipulates that the City must submit a Receiving Water Study Quality Assurance Project Plan (QAPP) by December 31, 2023 and then a Receiving Water Study Final Report (by December 31, 2024). The information in the Receiving Water Study Final Report is used by Ecology to determine if additional effluent limitations will be added to the City's NPDES Permit.

Background:**Recommended Motion:**

1) Motion to approve Scope and Fee Proposal from Gray and Osborne Inc for Engineering services related to development of a WWTP Outfall Receiving Water Study Plan and authorize City Manager to sign.



September 15, 2023

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

SUBJECT: CONTRACT FOR WWTP QUALITY ASSURANCE PROJECT PLAN
(QAPP)
CITY OF GRANITE FALLS, SNOHOMISH COUNTY, WASHINGTON
G&O #PR235.36

Dear Mr. Kirk:

Please find attached our Contract for compiling a Quality Assurance Project Plan (QAPP) related to a Receiving Water Study for the City's Wastewater Treatment Plant. As a general requirement of the City's WWTP NPDES Permit, it stipulates that the City must submit a Receiving Water Study Quality Assurance Project Plan (QAPP) by December 31, 2023 and then a Receiving Water Study Final Report (by December 31, 2024). The information in the Receiving Water Study Final Report is used by Ecology to determine if additional effluent limitations will be added to the City's NPDES Permit.

We are requesting a Contract in the amount of \$12,480 to complete the services. The Tasks to complete these services are outlined in our Scope of Work which is presented in Exhibit A, whereas our Cost Proposal is provided in Exhibit B.

Please call me 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 to work with you.

Sincerely,

GRAY & OSBORNE, INC.

Stacey A. Clear, P.E.

SAC/
Encl.

cc: Ms. Darla Reese, City Clerk, City of Granite Falls



Mr. Brent Kirk
September 15, 2023
Page 2

**CITY OF GRANITE FALLS – CONTRACT FOR WWTP QUALITY
ASSURANCE PROJECT PLAN (QAPP)**

I hereby authorize Gray & Osborne, Inc., to proceed with the compilation of the Quality Assurance Project Plan as described herein under the terms and conditions of our current General Services Agreement, and for a cost not to exceed of \$12,480 without written authorization by the City.

Name (Print)

Title

Signature

Date

EXHIBIT A
SCOPE OF SERVICES
CITY OF GRANITE FALLS
WWTP OUTFALL RECEIVING WATER STUDY PLAN

The City of Granite Falls (City) owns, operates, and maintains an activated sludge wastewater treatment plant (WWTP). The WWTP discharges treated effluent to the Pilchuck River through the WWTP outfall. The Washington State Department of Ecology (Ecology) issued to the City a National Pollutant Discharge Elimination System Waste Discharge Permit (NPDES) WA0021130 on August 1, 2020. This Permit was modified on February 11, 2022 and expires on July 31, 2025. All discharges and activities authorized by this Permit must comply with the terms and conditions of the Permit. As a General Requirement (Section S.9), the Permit stipulates that the City must submit a Receiving Water Study Quality Assurance Project Plan (QAPP) by December 31, 2023, and then a Receiving Water Study Final Report (by December 31, 2024). The information in the Receiving Water Study Final Report is used by Ecology to determine if additional effluent limitations will be added to the City's NPDES Permit.

The NPDES Permit states that the Quality Assurance Plan must be prepared in accordance with the guidelines provided in the *Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies* ("Ecology QAPP Guidance" Ecology Publication 04-03-030). Per the Permit, at least 25 receiving water samples must be collected, as close to possible in the critical period, outside the zone of influence of the effluent, using sampling station accuracy requirements of 20 meters, and tested for alkalinity, using the methods and the detection levels identified in Appendix A in the Permit. The pH will also be measured with alkalinity tests.

The Scope of Work for the Receiving Water Study QAPP is described as follows. The Receiving Water Study QAPP Study will be based on a QAPP template provided by Ecology, and will follow the guidelines in the Ecology QAPP Guidance.

SCOPE

Task 1 – Project Management and Quality Assurance

- A. Provide project management and coordination necessary to complete the project.
- B. Provide internal quality assurance reviews of submittals.

Task 2 – Background Information

- A. Gather and review existing WWTP and receiving water data, Design Documents, and flow and water quality information regarding the Pilchuck River to support the development of the Plan.
- B. Document information collected.

- C. Based on information collected, and prior dilution modeling, establish the critical period(s) for which sampling an analysis will be conducted.

Task 3 – Consultation with Ecology

- A. Consult with Ecology to evaluate existing data, and confirm key data for the effort, including the establishment of critical period(s). Document consultation.

Task 4 – Draft Receiving Water Study QAPP

- A. Prepare Draft QAPP, incorporating background information and information from the consultation with Ecology. Per the QAPP template and Ecology QAPP Guidance, it is anticipated that the QAPP will have the following sections.
 - 1. Abstract
 - 2. Background
 - 3. Project Description
 - 4. Organization and Schedule
 - 5. Quality Objectives
 - 6. Study Design
 - 7. Field Procedures
 - 8. Data Management Procedures
 - 9. Audits and Reports
 - 10. References
 - 11. Appendices
- B. Provide Draft Receiving Water Study QAPP for review by the City in electronic copy (pdf) format by November 10, 2023.
- C. Incorporate City comments and submit the Final Receiving Water QAPP to Ecology by December 1, 2023.

Task 5 – Incorporate Ecology Revisions and Finalize QAPP

- A. Respond to review comments and incorporate revisions in the final version for submittal to Ecology.
- B. Provide Final QAPP incorporating Ecology comments to City and Ecology.

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

City of Granite Falls - Receiving Water Study Quality Assurance Project Plan

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	AutoCAD/ GIS Technician/ Engineer Intern Hours
1 Project Management and Quality Assurance	2	2		
2 Background Information		4	10	
3 Consultation with Ecology		4	2	
4 Draft Receiving Water Study QAPP	1	8	20	6
5 Incorporate Ecology Revisions and Finalize QAPP	1	4	4	2
Hour Estimate:	4	22	36	8
Fully Burdened Billing Rate Range:*	\$150 to \$235	\$140 to \$235	\$125 to \$175	\$60 to \$165
Estimated Fully Burdened Billing Rate:*	\$220	\$210	\$165	\$130
Fully Burdened Labor Cost:	\$880	\$4,620	\$5,940	\$1,040

Total Fully Burdened Labor Cost: \$ 12,480

TOTAL ESTIMATED COST: \$ 12,480

* 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 # 098-2023

CITY COUNCIL AGENDA BILL

Subject:

AB 098-2023 Consideration of Bid Award to lowest responsive bidder for construction of the City's Wastewater Treatment Plant upgrade

Meeting Date: Wednesday, September 20, 2023

Date Submitted: 9/13/23

Originating Department: Public Works

Action Required:

Approval of Bid Award to Harbor Pacific Contractors Inc as the lowest responsive bidder for the City's Wastewater Treatment Plant Facility Upgrade project

Clearances:

☐ Mayor

☐ Police

☒ Public Works

☒ Attorney

Exhibits:

[Comparison of Bids](#)

[Rebid Questions](#)

[Review of Bids letter - G&O](#)

☒ Engineering

☒ Planning

☐ Other: _____

Budgeted Amount:

\$30,000,000.00

Summary Statement:

At the City Council meeting on August 9th, 2023, the Council was presented with the choice of Acceptance of Bid, or Rejection of all Bids, after Continued Discussion of Options related to the Wastewater Treatment Plant Upgrade related to overall cost and a protest by the second lowest bidder related to the lowest bidder not meeting the City's supplemental bidder criteria. Please see City's Website for details on the information provided related to this August 9th meeting item. The City council voted 3-2 to reject all bids and subsequently instructed City staff to rebid the project with a.) revised supplemental bidder criteria, b.) removal of schedule B additive (construction of a storage pole building for the site), c.) removal of biosolids handling as the responsibility of the contractor in favor of the City directing the hauling of biosolids off site for land application in Eastern Washington if feasible, d.) changing the specs from stainless steel to aluminum for electrical panel backing to reduce cost, and e.) changing specs accordingly for any other potential cost savings for the rebid of the project.

The City's Engineering consultant expedited the requested changes in the project scope and the project was put back out for a rebid with the bid opening conducted on Thursday September 7th. The City received three bids on the first bid opening as follows (excluding schedule B) : 1.) Harbor Pacific - \$31,286,825 2.) Prospect - \$32,535,773 3.) McClure & Sons - \$32,809,242

For the Rebid, the City was contacted by Prospect and told that they would not be submitting a proposal to bid on the project. McClure & Sons also did not submit anything on the rebid and no other contractors submitted a bid proposal, although the City did lower the threshold on the supplemental bidder criteria to allow for a wider range of potential contractors to bid the project. Harbor Pacific, the only contractor to submit a bid package on the rebid, submitted a total cost, including sales tax, of \$31,420,800. The revised engineer's estimate for the project was \$30,819,659. Please see Review of Bids letter from Gray & Osborne Inc for details and recommendation. They have called references for Harbor Pacific Contractors as well as for their proposed superintendent and all references were good.

Background:

At the last meeting City Council had many questions about specific issues related to the bid process and scoping, etc that staff tried to address 'on the fly' during the meeting. As such, staff wanted to address potential anticipated questions on the rebid process ahead of time in this agenda packet to provide as much information up front as possible prior to the meeting. Please see attached documents titled 'rebid questions' & 'comparison of bids' for answers to questions you may have about this rebid process and the results.

Recommended Motion:

1) Motion to award bid to Harbor Pacific Contractors, Inc for Waste Water Treatment Plant Facility Upgrade in the amount of \$31,420,800.

CITY OF GRANIT FALLS WWTP UPGRADE
COMPARISON OF ORIGINAL BID PROJECT COSTS TO REBID PROJECT COSTS

	Original Bid Harbor Pacific Contractors	Rebid Harbor Pacific Contractors	Original Bid Prospect Construction, Inc.
Construction Cost Sub-total	\$28,655,600.00	\$28,800,000.00	\$29,821,974.00
Sales Tax (9.1%)	\$2,607,659.60	\$2,620,800.00	\$2,713,799.63
Total Construction Cost	\$31,263,259.60	\$31,420,800.00	\$32,535,773.63
Sludge Hauling (18 months) By City		\$225,000.00	
Total Project Cost	\$31,263,259.60	\$31,645,800.00	\$32,535,773.63
Increase in Total Project Cost from Original Bid to Rebid		\$382,540	
Net Project Cost Decrease Excluding Electrical Bid Increase		(\$67,460)	< \$31.6 mil rebid (\$31.2 orig.
Net Project Cost Decrease HPC Rebid vs. Prospect Original Bid		(\$822,514)	bid + \$450k elec increase)

Comparison of Electrical Bids, Original vs. Rebid

Low Bid Electrical Contractor Bid Amount with Tax	\$4,900,000	\$5,350,000
Second Low Bid Electrical Contractor Bid Amount with Tax	\$5,700,000	\$5,450,000
Increase in Electrical Bid from Original Bid to Rebid		\$450,000

POTENTIAL QUESTIONS RELATED TO THE WWTP FACILITY UPGRADE REBID

- 1. What were the specific differences in the bid specs between the original bid documents and the rebid bid documents?**

The primary difference was deleting the sludge hauling during construction from the bid documents. We also deleted the additive bid item (storage pole building) and changed the materials of construction for the electrical back panels from stainless steel to aluminum. Additionally, we added four 50-foot wood power poles, cabling and tarps to provide a cover over the dewatered sludge haul truck loading area to prevent rainwater from falling into the open bed since the new project scope has the City responsible for the biosolids removal. We also made a change to the power distribution system that resulted in deleting a main breaker and adding a switch board.

- 2. Why is the Rebid amount higher than the Original bid amount from the contractor Harbor Pacific?**

The primary reason for this is a bust in the original electrical bid provided from Valley Electric. As shown on the attached table, the original bid from Valley Electric with tax was about \$4,900,000 and the original bid amount from the second lowest electrical contractor (Service Electric) was about \$5,700,000. The difference between these two in the original bid was \$800,000. During the rebid, the bid amounts from Valley Electric and Service Electric both changed. Valley Electric increased their bid by about \$550,000 and Service Electric decreased their bid by \$350,000. This resulted in Service Electric now being the low bid electrical contractor at \$5,350,000 and Valley Electric now being the second lowest electrical contractor at \$5,450,000. Valley electric made a major mistake on the first bid

The overall cost impact of changes in the electrical bids from these two contractors resulted in an increase of about \$450,000 in the total bid amount for the project.

It should be noted that Harbor Pacific's/Valley Electric's original bid, if awarded, would have fostered the potential for numerous change order requests to recover some of the "bust" in the original electrical bid. Additional change order requests would also result in more engineering and staff time to dispute and/or negotiate these change orders. These types of change order situations, which often result in push back by the City and Engineer, also often create a toxic relationship between the contractor, sub contractors and the client (the City), which can be detrimental to the success of the project.

We also understand from discussions with Harbor Pacific that there were a number of their subs/suppliers that had slight increases in their pricing from their original bids 2.5 months ago. In some cases, the original low bid suppliers/subcontractors elected not to rebid the project and Harbor Pacific was forced to go with the second lowest bidder. The overall cost impact of this is believed to have resulted in an increase in the range of \$150,000 to \$200,000.

These factors are believed to be the primary causes of the increase of \$157,540 in Harbor Pacific's bid from the original base bid amount of \$31,263,259.60 to \$31,420,800, which is actually about \$300,000 lower when factoring in just the difference in the electrical bids between the original bid and the rebid.

Please note that Harbor Pacific's rebid amount is slightly higher than their previous bid, it is still about \$1,115,000 less than Prospect Construction's original bid amount of \$32,535,773.63, which was the choice for lowest responsive bidder in the first bid award process because legal counsel advised that Harbor Pacific likely did not meet the supplemental bidder criteria in the original call for bids.

3. What is the anticipated cost of City hauling biosolids in lieu of the contractor handling this as laid out in the prior bid specs and how much money is the City expected to save by going this route?

We estimate the cost of the City hauling and landfilling biosolids for 18 months to be \$225,000. This is about \$525,000 less than the original bid amount of \$750,000 bid by both Harbor Pacific and Prospect Construction for hauling biosolids during construction.

As shown in the attached spreadsheet, the total project cost for the rebid with biosolids hauling by the City is \$31,645,800. With this City burdened cost added to the project, the total project cost amount is about \$823,000 less than Prospect Construction's original bid amount.

4. Why was the engineer's estimate included in the "call for bids" advertisement?

- It aides contractors in Pre-bidding qualifications in that it gives contractors an idea of the overall scale of the project. Some contractors can't handle that large of a job or can't bond for the project amount over a certain dollar threshold. This is similar to interviewing for job and not knowing what the salary range is...Contractors don't want to waste valuable staff and subcontractor time reading specs and gathering all the costs needed to put a bid package together when they have no idea what the estimated total project cost is.
- If the cost estimate is not included in the advertisement/call for bids, the contractors will often call the city or engineer and ask for it anyway. The estimate is routinely provided to the client (the City) for the purpose of budgeting and obtaining financing for the project, so it is a public record that can be obtained easily through a Public Records Request. Information given to one contractor should be given to all of them in the interest of transparency and providing a level playing field for everyone, so putting the estimate up front in the call for bids is more efficient and equitable for everyone.
- Contractors typically bid projects based on their actual costs from suppliers and subcontractors, while also balancing the fact that they have to keep their prices competitive in order to be the low bidder and be awarded the contract. In our experience, the engineer's estimate plays no part in dictating the contractor's final bid amount.
- Grant/Loan information for the project is already publicly available. Any contractor can look at the State's award offer list to see the funds obtained for this WWTP project which is based on engineer's estimate.
- Some states actually require that the engineer's estimate be advertised. Washington State is not one of them but according to a local contracting article, [RCW 39.04.020](#) requires that an estimate for the project exists and that it be disclosed upon request. In addition, due to the public records request, the cost for the WWTP can always be requested.

- To mitigate concern over a contractor determining their price based on the engineer's estimate, experts and even federal agencies such as the FAA recommend providing a range of estimates (as was done for the WWTP bid - \$29.5 million to \$31.5 million).
- The engineer's estimate also serves as a guide to contractors, while preparing their bids, to ensure they didn't overlook a major element of the project.

5. If the bid is awarded, how soon can we expect the contract to be signed and when can the City anticipate construction to begin?

In discussions with Harbor Pacific, we believe that they could begin mobilizing to the site to begin construction within a month.

Please also see attached spreadsheet with a comparison of the original bid amounts and project costs compared to the rebid amounts and project costs that may be helpful in understanding the original bid costs vs rebid.



September 12, 2023

Mr. Brent Kirk
City Manager
City of Granite Falls
215 South Granite Avenue
Granite Falls, Washington 98252

SUBJECT: REVIEW OF BIDS, CITY OF GRANITE FALLS WASTEWATER
TREATMENT FACILITY UPGRADE – REBID
CITY OF GRANITE FALLS, SNOHOMISH COUNTY, WASHINGTON
G&O #22447.00

Dear Mr. Kirk:

On September 7, 2023, the City of Granite falls received one responsive bid for the Wastewater Treatment Facility Upgrade – Rebid. The responsive bid was \$31,420,800.00. The Engineer's Estimate was \$30,819,659.00. The proposal was checked for correctness of extensions of the prices per unit and the total price. We have provided a bid summary with this letter. The bidder and their respective bid amount, including sales tax where applicable, is as follows.

1.	Harbor Pacific Contractors, Inc.	
	(Woodinville, Washington).....	\$31,420,800.00
	Engineer's Estimate	\$30,819,659.00

The lowest responsive bidder, Harbor Pacific Contractors, Inc. of Woodinville, Washington is currently a Washington State registered and licensed Contractor and appears to have the relevant qualifications and experience to successfully perform the work the project will require. To our knowledge, the lowest bidder has not claimed bid error and no formal bidding protests have been recorded. In accordance with RCW 39.04, we have verified the lowest bidder, Harbor Pacific Contractors, Inc. of Woodinville, Washington, has met the responsibility criteria. The Mandatory Bidder Responsibility Checklist, including documentation, is attached for the City's file. We have also reviewed the Supplemental Bidder Criteria information submitted by Harbor Pacific Contractors, Inc. and they appear to meet the requirements of the Supplemental Bidder Responsibility Criteria.



Mr. Brent Kirk
September 12, 2023
Page 2

Based on our evaluation, we recommend that the project be awarded to the lowest responsive, responsible bidder:

Harbor Pacific Contractors, Inc.
19628 144th Avenue NE, Suite A
Woodinville, Washington 98072

Please contact us if you have any questions and/or require additional information.


Sincerely,

GRAY & OSBORNE, INC.

Doug Welch, P.E.

DW/sr
Encl.

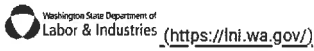
cc: Mr. Kevin Leung, P.E., Municipal Permit Manager, Department of Ecology –
Water Quality Program

BIDDER				ENGINEER'S ESTIMATE		HARBOR PACIFIC CONTRACTORS, INC.	
BIDDER ADDRESS						19628 144th Avenue NE, Ste. A	
						Woodinville, WA 98072	
WASHINGTON STATE WORKMAN'S COMP. ACCT. NO.						237,418-02	
WASHINGTON STATE CONTRACTOR'S REG. NUMBER						HARBOPC796DK	
BID BOND OR OTHER GOOD FAITH TOKEN						5% BID BOND	
NO.	ITEM	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	
1	Wastewater Treatment Facility Upgrade	1 LS	\$24,513,800.00	\$24,513,800.00	\$26,431,000.00	\$26,431,000.00	
2	Mobilization and Demobilization	1 LS	\$2,260,000.00	\$2,260,000.00	\$800,000.00	\$800,000.00	
3	Trench Excavation Safety Systems	1 LS	\$10,000.00	\$10,000.00	\$9,000.00	\$9,000.00	
4	Removal and Disposal of Contaminated Soils	45 CY	\$200.00	\$9,000.00	\$200.00	\$9,000.00	
5	Temporary Bypass Pumping	1 LS	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00	
6	Temporary Sludge Storage Tank	1 LS	\$60,000.00	\$60,000.00	\$40,000.00	\$40,000.00	
7	Existing Oxidation Ditch Sludge Removal, Hauling and Disposal	1 LS	\$50,000.00	\$50,000.00	\$75,000.00	\$75,000.00	
8	Driven Steel Pipe Piles (4 In. Diam.)	2,800 LF	\$40.00	\$112,000.00	\$45.00	\$126,000.00	
9	Driven Steel Pipe Piles (6 In. Diam.)	840 LF	\$65.00	\$54,600.00	\$70.00	\$58,800.00	
10	Driven Steel Pipe Piles (8 In. Diam.)	1,440 LF	\$90.00	\$129,600.00	\$105.00	\$151,200.00	
11	Dewatering	1 LS	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	
12	Erosion Control	1 LS	\$50,000.00	\$50,000.00	\$100,000.00	\$100,000.00	
13	Unsuitable Excavation	100 CY	\$200.00	\$20,000.00	\$200.00	\$20,000.00	
14	Snohomish County PUD Charges for Electrical Service Provisions	1 LS	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	
15	Minor Change	1 CALC	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	
Subtotal				\$28,249,000.00		\$28,800,000.00	
Sales Tax @ 9.1%				\$2,570,659.00		\$2,620,800.00	
TOTAL CONSTRUCTION COST				\$30,819,659.00		\$31,420,800.00	
Scaled bids were opened at the City of Granite Falls, 215 South Granite Avenue, Granite Falls, Washington 98252 on Thursday, September 7, 2023, at 2:00 p.m. (local time).							
I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the unit prices and total amounts bid.							
							
DOUG WELCH, P.E.							

Mandatory Bidder Responsibility Checklist

The following checklist will be used in documenting that a Bidder meets the mandatory responsibility criteria. The Engineer should print a copy of documentation from the appropriate website to include with this checklist in the contract file.

General Information	
Owner/Project Name: City of Granite Falls / Wastewater Treatment Facility Upgrade	Project Number: 22447
Bidder's Business Name: Harbor Pacific Contractors, Inc.	Bid Submittal Deadline: 9/7/2023; 2:00 PM
Contractor Registration	
https://secure.lni.wa.gov/verify/	
License Number: HARBOPC796DK	Status: Active: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Effective Date (must be effective on or before Bid Submittal Deadline): 3/12/2021	Expiration Date: 3/12/2025
Current UBI Number	
https://secure.lni.wa.gov/verify/	
UBI Number: 604 707 075	Account: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>
Industrial Insurance Coverage/Worker Compensation	
https://secure.lni.wa.gov/verify/	
Account Number: 237,418-02	Account Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Employment Security Department Number	
Employment Security Department Number: 000-197425-00-3	
<ul style="list-style-type: none"> • Has Bidder provided account number on the Bid Form? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • And/or have you asked the Bidder for documentation from Employment Security Department on account number? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 	
State Excise Tax Registration Number	
https://secure.lni.wa.gov/verify/	
Tax Registration Number: 604-707-075	Account: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>
Certification of Compliance with Wage Payment Statutes Clause Signed	
(See Proposal for Required Clause or Signed Certification Form) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Not Disqualified from Bidding	
https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx	
Is the Bidder listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Public Works Requirements Training	
https://secure.lni.wa.gov/verify/	
Contractor: Is Exempt from this Requirement <input type="checkbox"/> Has Completed Training <input checked="" type="checkbox"/> Has Not Completed Training <input type="checkbox"/>	
Excluded Parties Listing System (Federal Funded Projects)	
https://www.sam.gov/	
Does the Bidder have an Active Exclusion? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Checked by:	
Name: James Livingston	Date: 9/12/2023



Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name:

WA UBI Number:

License Number:

Principal:

RCW:

All

From: To:

Penalty Due:

All

Wage Due:

All

Apply Filters

Reset

[Download all debarment data](#)

Show

25

 per page

Showing 0 records

FirstPreviousNextLast

Company Name	UBI	License	Principals	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due
There are no records that match your search criteria.									
Show <div>25</div> per page									
Showing 0 records									
FirstPreviousNextLast									

Washington State Department of Revenue



< Business Lookup

Tax Information

[New search](#) [Back to results](#)

Entity name: HARBOR PACIFIC CONTRACTORS, INC.

Entity type: Profit Corporation

Excise tax account ID #: 604-707-075

UBI #: 604-707-075

Opened: March 1, 2021

Closed:

Mailing address: 19628 144TH AVE NE
STE A
WOODINVILLE WA 98072-4435

NAICS: 237110 - Water and Sewer Line and Related Structures
Construction

Reseller Permit(s)



Reseller permit #	Status	Effective date	Expiration date
A45858125	Active	Apr-08-2023	Apr-07-2025
A45858123	Expired	Apr-08-2021	Apr-07-2023



Business License Locations



Business name	License account ID #	Location address
HARBOR PACIFIC CONT	604707075-001-0001	19628 144TH AVE NE STE A WO

The Business Lookup information is updated nightly. Search date and time: 9/12/2023 10:28:46 AM

Contact us

How are we doing?
Take our survey!

Don't see what you expected?
Check if your browser is supported

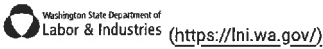


Exclusion Search Results

0 Total Results

Filter by:

Keyword (EXACT)	Status
"Harbor Pacific"	Active



Contractors

HARBOR PACIFIC CONTRACTORS INC

Owner or tradesperson
Principals
FERULLO, GREGG JOSEPH, PRESIDENT

FERULLO, BRETT JAY, PRESIDENT

Doing business as
HARBOR PACIFIC CONTRACTORS INC

WA UBI No.
604 707 075

**19628 144TH AVE NE, SUITE A
WOODINVILLE, WA 98072
206-793-7614
KING County**

Business type
Corporation
Governing persons
**BRETT
JAY
FERULLO**
GREGG JOSEPH FERULLO;

License

Verify the contractor's active registration / license / certification (depending on trade) and any past violations.

Construction Contractor

License specialties
GENERAL
License no.
HARBOPC796DK
Effective — expiration
03/12/2021— 03/12/2025

Active
Meets current requirements.

Bond
Liberty Mutual Ins Co
Bond account no.
023217043

Received by L&I
03/12/2021

\$12,000.00

Effective date
03/11/2021
Expiration date
Until Canceled

Insurance
Valley Forge Ins Co
Policy no.
7036730288

Received by L&I
02/28/2023

\$1,000,000.00

Effective date
03/01/2023
Expiration date
03/01/2024

Crum & Forster Specialty Ins
Policy no.
EPK-138880

Received by L&I
01/23/2023

\$1,000,000.00

Effective date
03/01/2023
Expiration date

03/01/2024

Insurance history

Savings

No savings accounts during the previous 6 year period.

Lawsuits against the bond or savings

No lawsuits against the bond or savings accounts during the previous 6 year period.

L&I Tax debts

No L&I tax debts are recorded for this contractor license during the previous 6 year period, but some debts may be recorded by other agencies.

License Violations

No license violations during the previous 6 year period.

Certifications & Endorsements

OMWBE Certifications

No active certifications exist for this business.

Apprentice Training Agent

No active Washington registered apprentices exist for this business. Washington allows the use of apprentices registered with Oregon or Montana. Contact the [Oregon Bureau of Labor & Industries](#) or [Montana Department of Labor & Industry](#) to verify if this business has apprentices.

Workers' Comp

Do you know if the business has employees? If so, verify the business is up-to-date on workers' comp premiums.

L&I Account ID

237,418-02

Account is current.

Doing business as

HARBOR PACIFIC CONTRACTORS

Estimated workers reported

Quarter 2 of Year 2023 "51 to 75 Workers"

L&I account contact

T0 / GARY HONC (360) 902-4823 - Email: HONC235@lni.wa.gov

Public Works Requirements

Verify the contractor is eligible to perform work on public works projects.

Required Training- Effective July 1, 2019

Completed the training on 4/8/2021

Contractor Strikes

No strikes have been issued against this contractor.

Contractors not allowed to bid

No debarments have been issued against this contractor.

Workplace Safety & Health

Check for any past safety and health violations found on jobsites this business was responsible for.

No inspections during the previous 6 year period.



Agenda Bill # 099-2023

CITY COUNCIL AGENDA BILL

Subject:

AB 099-2023 Consideration of Contract with Gray & Osborne Inc for Construction Management and Administration/Engineering Services related to the Granite Falls WWTP Upgrade

Meeting Date: Wednesday, September 20, 2023

Date Submitted: 9/13/23

Originating Department: Engineering

Action Required:

Approval of Scope and Fee Contract Proposal from Gray & Osborne Inc for Construction Management and Administration/Engineering Services related to the Granite Falls WWTP Upgrade

Clearances:

☐ Mayor

☐ Police

☒ Public Works

☐ Attorney

Exhibits:

[G&O CM Contract for WWTP Upgrade project](#)

☒ Engineering

☐ Planning

☐ Other: _____

Budgeted Amount:

WWTP Upgrade Budget/Cost Estimate

CM Contract = 2,675,000.00

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

Summary Statement:

As part of the the City's planned Wastewater Treatment Plant Upgrade, Gray & Osborne Inc has provided a contract proposal and scope of work to cover all the Construction Management (CM) and Administration/Engineering Services for the entire duration of the project. This scope of work outlined in the proposal will be subject to award of bid for WWTP upgrade project as the prior agenda item for the meeting. Please see attached document for detailed scope of work/contract proposal.

Background:**Recommended Motion:**

1) Motion to approve Scope of Work and Fee Proposal from Gray & Osborne Inc for the Wastewater Treatment Plant Upgrade Construction Administration services and authorize City Manager to sign.



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/CIS Technician Hours
Preconstruction Activities									
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
Construction Contract Administration									
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					
Office Engineering									
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		
Construction Monitoring									
18. Provide Field Observation								3640	
19. Conduct Final Inspections		16		16					
Other Services									
20. Commissioning, Startup and Training		100		60					
21. Prepare Operation and Maintenance Manual		160	160	540					200
22. Prepare Record Drawings		60	32	80	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	\$ 16,870								
Geotechnical (Pan Geo, Inc.)									
Electrical (Cometix Engineering, Inc.)									
Construction Administration	\$ 390,000								
PLC and HMI Programming	\$ 320,000								
On-Going Support Services	\$ 25,000								
Archaeological Observation (ECR1)	\$ 5,000								
Critical Areas Observation and Inspection (Watershed)	\$ 31,460								
Sub-consultant Overhead (10%)	\$ 78,833								
TOTAL ESTIMATED COST:	\$ 2,675,000								

* 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.