

**NORTH BEACH WATER DISTRICT  
PACIFIC COUNTY, WASHINGTON**

**RESOLUTION 13-2016**

**A RESOLUTION OF THE NORTH BEACH WATER DISTRICT OF PACIFIC COUNTY,  
WASHINGTON, APPROVING AMENDMENT TO GRAY AND OSBORNE CONTRACT.**

**WHEREAS**, on March 18, 2013 the Board of Commissioners (Board) of North Beach Water District (District) adopted Resolution 07-2013 approving the Proposal and Contract for Professional Engineering Services (Contract) between the District and Gray and Osborne, Inc. (Engineer); and

**WHEREAS**, the Scope of Work (Scope) for the Contract included the all design, engineering, project management, and field work required to achieve Department of Health (DOH) project approval and award of bid to the lowest responsive and responsible bidder; and

**WHEREAS**, the District's now desires to amend the Contract to include construction management services;

**NOW, THEREFORE, THE NORTH BEACH WATER DISTRICT BOARD OF COMMISSIONERS, DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1.** The Amendment to the Contract (Amendment) by and between the District and the Engineer, attached hereto and incorporated herein as Exhibit A, is hereby approved, subject to final approval at to form by the District's legal counsel.

**Section 2.** The General Manager is hereby authorized and directed to execute and deliver the Amendment to the Engineer.

**ADOPTED BY THE NORTH BEACH WATER DISTRICT BOARD OF COMMISSIONERS, PACIFIC COUNTY, WASHINGTON THIS 14<sup>TH</sup> DAY OF APRIL, 2016**

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Brian Sheldon, Commissioner  
Position #1

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Glenn Ripley, Commissioner  
Position #3

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Gwen Brake, Commissioner  
Position #2



April 11, 2016

Mr. Bill Neal  
General Manager  
North Beach Water District  
P.O. Box 618  
Ocean Park, Washington 98640

SUBJECT: ENGINEERING SERVICES PROPOSAL FOR WATER SUPPLY AND  
TREATMENT PROJECT CONSTRUCTION MANAGEMENT  
SERVICES  
NORTH BEACH WATER DISTRICT, PACIFIC COUNTY,  
WASHINGTON  
G&O #13224.02

Dear Mr. Neal:

We have prepared this proposal to provide construction management services for the DWSRF-funded Water Supply and Treatment project. Attached are a scope of work and cost proposal for this project.

#### **SUMMARY OF PROJECT UNDERSTANDING**

The North Beach Water District (NBWD) recently opened bids on the Water Supply and Treatment project that is funded through a Drinking Water State Revolving Fund loan. The project includes improvements to the water supply and treatment facilities at both the North and South Wellfields.

Gray & Osborne proposes to provide the construction management services as further described in Exhibit A to assist the NBWD with completion of this project.

#### **BREAKDOWN OF FEES**

The estimated cost for these services is \$174,710, as shown in the attached Exhibit B.

Thank you for the opportunity to provide this proposal. Please contact me at (206) 284-0860 if you have any questions or concerns regarding this proposal. Should you concur with the scope of work and fees, please execute the authorization below and return a copy of this transmittal to me.

Sincerely,

GRAY & OSBORNE, INC.

Michael B. Johnson, P.E.

MBJ/hh  
Encl.



Mr. Bill Neal  
April 11, 2016  
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**NORTH BEACH WATER DISTRICT – DWSRF WATER SUPPLY AND  
TREATMENT CONSTRUCTION MANAGEMENT SERVICES**

Gray & Osborne, Inc. is hereby authorized to proceed with the engineering services as noted herein and under the terms and conditions of our current DWSRF Water Supply and Treatment Design Engineering Services Contract dated March 18, 2013, for a cost not to exceed \$174,710 as noted herein without further written direction and authorization of the District.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **EXHIBIT A**

### **SCOPE OF WORK**

#### **NORTH BEACH WATER DISTRICT DWSRF WATER SUPPLY AND TREATMENT CONSTRUCTION MANAGEMENT SERVICES**

Gray & Osborne proposes to provide the following construction management services to assist the NBWD with completion of the Water Supply and Treatment project:

1. Provide Project Management

Provide project management services during the construction phase of the project. This task will include coordinating and managing the schedule and budget for the project team. The NBWD will be provided with budget updates on a monthly basis. This task will also include coordination with the NBWD, regulatory agencies, and funding agencies.

2. Provide Rebid Assistance

Work with the NBWD to revise the scope of the project based on the cost information obtained during the original bid process. Revise the plans and specifications to describe the revised scope of work. Distribute plans to potential bidders. Respond to bidder inquiries. Prepare addenda as required. Conduct a prebid meeting. Review bids and prepare award recommendation letter.

3. Review Submittals

Review equipment, material, and plan submittals from the contractor for conformance with the plans and specifications. Return submittal review comments to the contractor and NBWD.

4. Provide Field Inspection Services

Provide part-time field inspection services to observe construction and document conformance of the work with the plans and specifications. It has been assumed that 20 hours per week of on-site inspection will be provided. The hours are based upon the contract time of 140 working days for Substantial Completion and 150 working days for Physical Completion.

Observe means and methods employed by the contractor and materials delivered to the site. Provide project documentation including Daily

Reports, Weekly Quantity Reports, and Weekly Working Day Reports. Confirm quantities for payment with the contractor's field representative. At Substantial Completion, complete a project walkthrough with NBWD and the contractor and prepare a punch list of remaining work items to be completed.

5. Prepare Progress Pay Estimates

Prepare monthly progress pay estimates detailing the amount of work completed by the contractor. Verify unit quantities and progress to date on lump sum items.

6. Review and Respond to Requests for Information and Prepare Change Orders

Review and respond to requests for information and clarifications from the contractor. Prepare any clarification drawings or design modifications necessary to complete the project. Prepare and distribute responses. Review, negotiate, and prepare change orders as necessary for review and approval by the NBWD.

7. Conduct Construction Meetings and Site Visits

Attend the preconstruction conference and biweekly project progress meetings to coordinate work activities with the contractor and NBWD. Prepare and distribute meeting minutes to attendees. Meetings and site visits are also intended to review project progress and resolve construction issues. Attendance at a preconstruction meeting, 14 construction meetings, and a final project walkthrough have been assumed.

8. Assist with DWSRF Documentation

Assist with completion of DWSRF documentation including preparation of monthly project progress updates, review of weekly certified payrolls from the contractor, coordination of employee wage interviews, and preparation of 21-day labor standards package.

9. Prepare Record Drawings

Prepare Record Drawings in AutoCAD format based on contractor and field inspector redlines.

10. Complete Project Closeout Documentation

Complete project closeout documentation including Department of Health Construction Completion Form, Department of Revenue Construction Completion Form, and DWSRF closeout forms. Collect required Affidavits of Wages Paid from the contractor.

**DELIVERABLES**

Deliverables will be provided in the following formats:

- Reviewed Submittals – one copy
- Inspector Daily and Weekly Reports – one copy
- Inspector Photographs – one digital copy
- Progress Pay Estimates – one copy
- RFI Responses and Change Orders – one copy
- Meeting Minutes – one copy
- Record Drawings – two half-size and two full-size paper copies and electronic files in AutoCAD and pdf formats

At completion of the project, the NBWD will be provided with a CD-Rom with electronic copies of all project documentation.

**ASSUMPTIONS**

The duty and/or services furnished hereunder by Gray & Osborne do not include a review of the adequacy of any contractor's safety measures in, on, or near a project construction site. The contractor alone shall have the responsibility and liability thereof, and shall be insured accordingly. Neither the activities of Gray & Osborne, nor the presence of their employees at a site, shall relieve the contractor of their obligations, duties, and responsibility with any health or safety precaution required to ensure the safety of the jobsite.

**EXHIBIT B**

**ENGINEERING SERVICES  
SCOPE AND ESTIMATED COST**

*North Beach Water District - DWSRF Water Supply and Treatment Construction Management Services*

Tasks	Principal Hours	Project Manager Hours	Civil Engineer Hours	Structural Engineer Hours	Electrical Engineer Hours	Field Inspector Hours	AutoCAD Technician Hours
1. Provide Project Management		16					
2. Provide Rebid Assistance	2	8	24	8	16		40
3. Review Submittals	2	16	40	8	24		
4. Provide Field Inspection Services						608	
5. Prepare Progress Pay Estimates	2	8	32				
6. Respond to RFIs and Prepare Change Orders	4	24	40	4	24		24
7. Conduct Construction Meetings and Site Visits		48	120		20		
8. Provide Startup Assistance		16	40		16		
9. Assist with DWSRF Documentation		4	60				
10. Prepare Record Drawings	2	4	16		4		40
11. Prepare Operation and Maintenance Manual	2	8	32		8		16
12. Complete Project Closeout Documentation	1	4	16				
13. CMS Website Setup and Maintenance	1	2	24				
Hour Estimate:	16	158	444	20	112	608	120
Fully Burdened Billing Rate Range:*	\$112 to \$188	\$112 to \$188	\$75 to \$130	\$98 to \$158	\$102 to \$169	\$98 to \$158	\$45 to \$85
Estimated Fully Burdened Billing Rate:	\$160	\$145	\$110	\$125	\$150	\$100	\$65
Fully Burdened Labor Cost:	\$2,560	\$22,910	\$48,840	\$2,500	\$16,800	\$60,800	\$7,800

Total Fully Burdened Labor Cost: \$ 162,210

Direct Non-Salary Cost:

Mileage & Expenses (mileage @ current IRS rate) \$ 12,000

Printing \$ 500

**TOTAL ESTIMATED COST: \$ 174,710**

\* 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.