



INFORMATIONAL MEMORANDUM

TO: **Transportation and Infrastructure Committee**
 FROM: **Hari Ponnekanti, Interim Public Works Director**
 BY: **Ryan Larson, Senior Program Manager**
 CC: **Allan Ekberg**
 DATE: **November 13, 2020**
 SUBJECT: **Surface Water Fund – 2020/2021 Annual Small Drainage Programs**
Project Number 92041201, Contract No. 20-029
Amendment No. 2

ISSUE

Approve Amendment No. 2 to Contract No. 20-029 with KPG, Inc.

BACKGROUND

The City entered into a consultant agreement with KPG, Inc. for design and permitting services for the 2020 Annual Small Drainage Program. This project was to design and construct improvements at up to six locations. Permitting was not completed in time to allow construction in 2020.

Contract No. 20-029 was amended with Amendment No. 1 in the amount of \$18,382.00 to cover the cost of additional soil testing at the request of the Department of Ecology and a recommended soils investigation at the site of a planned deep excavation.

DISCUSSION

The proposed Amendment No. 2 to KPG’s Contract No. 20-029 will include design of an additional three sites (2021 sites) and construction management services. This will allow us to combine the construction projects originally scheduled in 2020 and add the three additional sites for all of them to be constructed in 2021. Initiating design work early will allow for the completion of design and permitting and advertise for construction in early 2021.

FISCAL IMPACT

Amendment No. 2 is for \$248,966.00, bringing the total contract amount to \$359,820.00. Proposed funding is made up of \$160,000 in budgeted design and construction management funds from 2020 and \$200,000 in proposed design and construction management funding for 2021.

	<u>Agreement</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
Original KPG Contract	\$ 92,472.00	\$ 80,000.00	
KPG Amendment No. 1	18,382.00		
KPG Amendment No. 2	<u>248,966.00</u>	<u>80,000.00</u>	<u>\$200,000.00</u>
	<u>\$359,820.00</u>	<u>\$160,000.00</u>	<u>\$200,000.00</u>

RECOMMENDATION

Council is being asked to authorize the Mayor to approve Amendment No. 2 to Contract No. 20-029 with KPG, Inc. in the amount of \$248,966.00 for the 2020/2021 Small Drainage Project and consider this item on the Consent Agenda at the December 7, 2020 Regular Meeting.

Attachments: Proposed 2021 CIP, page 78
KPG Supplemental Agreement No. 2

CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2021 to 2026

PROJECT: Annual Small Drainage Program

Project No. 9xx41201
81241207

DESCRIPTION: Select, design, and construct small drainage projects throughout the City.

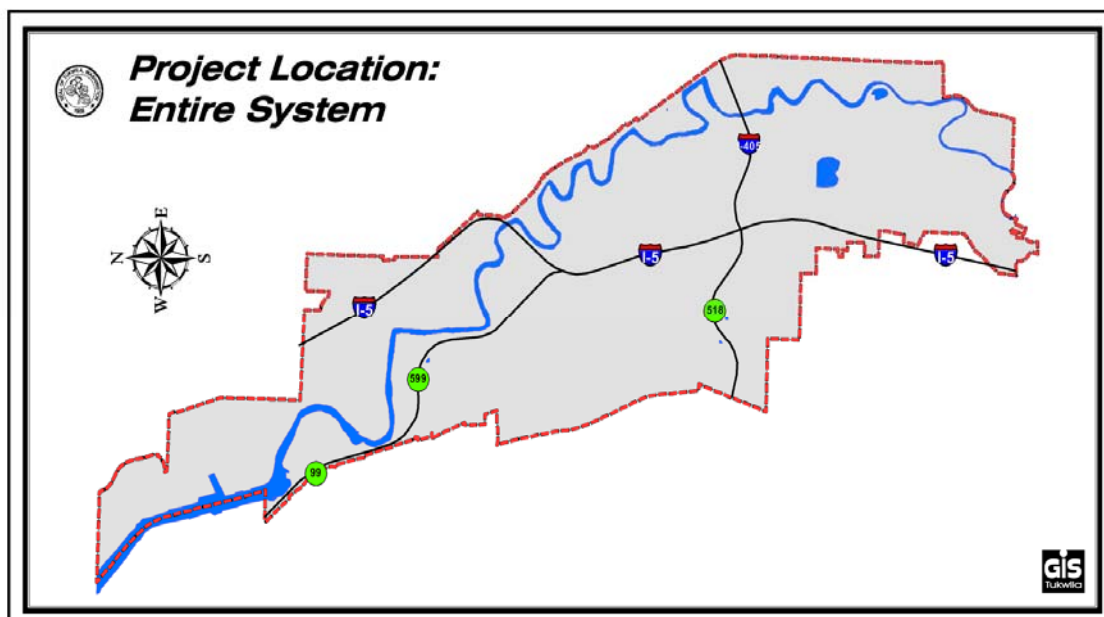
JUSTIFICATION: Provide drainage corrections for existing/ongoing drainage problems throughout the City, including culvert replacements, drain extensions, and pavement upgrades.

STATUS: Projects for this annual program are taken from Small Drainage Project List.

MAINT. IMPACT: Reduces maintenance.

COMMENT: Ongoing project, only one year shown in first column. Construction expenses may occur over two calendar years.

FINANCIAL (in \$000's)	Through Estimated		2021	2022	2023	2024	2025	2026	BEYOND	TOTAL
	2019	2020								
EXPENSES										
Design	74	92	100	100	100	100	110	110	80	866
Const. Mgmt.	40	68	100	100	100	100	110	110	80	808
Construction	108	515	700	700	700	700	750	750	513	5,436
TOTAL EXPENSES	222	675	900	900	900	900	970	970	673	7,110
FUND SOURCES										
Awarded Grant										0
Proposed Grant	65									65
Mitigation Actual										0
Mitigation Expected										0
Utility Revenue	157	675	900	900	900	900	970	970	673	7,045
TOTAL SOURCES	222	675	900	900	900	900	970	970	673	7,110





CONTRACT FOR SERVICES

Amendment #2

Between the City of Tukwila and KPG, P.S.

That portion of Contract No. 20-029 between the City of Tukwila and KPG, P.S. is hereby amended as follows:

Article 2, Scope of Services, shall be supplemented with the following:

The Consultant agrees to provide design and construction services in accordance with the scope of work included as Exhibit A-1.

Article 3 - Duration of Agreement; Time for Performance shall be modified as follows:

This Agreement shall be in full force and effect for a period commencing upon execution and ending December 31, 2021, unless sooner terminated under the provisions hereinafter specified. Work under this Agreement shall commence upon written notice by the City to the Consultant to proceed. The Consultant shall perform all services and provide all work product required pursuant to this Agreement no later than December 31, 2021 unless an extension of such time is granted in writing by the City.

Article 4, Payment, shall be modified as follows:

Payment for work provided by Consultant shall be made as provided on Exhibit B-1, attached hereto, provided that the total amount of payment to the Consultant for this work not exceed \$248,966.00 without express written modification of the Agreement signed by the City. The new total contract shall not exceed \$359,820.00 without express written modification of the Agreement signed by the City.

All other provisions of the contract shall remain in full force and effect.

Dated this _____ day of _____, 20_____.

CITY OF TUKWILA

CONTRACTOR

Allan Ekberg, Mayor

Printed Name:_____

ATTEST/AUTHENTICATED

APPROVED AS TO FORM

Christy O’Flaherty, MMC, City Clerk

Office of the City Attorney

EXHIBIT A-1

**Design Services
Scope of Work
October 2020
City of Tukwila
2020-2021 Small Drainage Program
City Project Number: 92041201
KPG Project Number: 20025**

PROJECT DESCRIPTION

The Consultant shall prepare final Plans, Specifications and Estimates for the 2020-2021 Small Drainage Program. The project will include the following sites:

Site 7: S 166th Ln @ 51st Ave S

Install new storm drain structure at center of existing 12" Concrete pipe to provide access for City maintenance. In addition, install approximately 140 LF of 12" CIPP liner to correct root intrusion and minor damage that has been discovered through City Maintenance videos. Pipe repair locations will be identified and included in design improvements based on City provided video inspections. The existing termination catch basins structures will be inspected for any necessary repairs or upgrades.

Site 8: Thorndyke CIPP

Install approximately 280 LF of 24" CIPP liner to correct root intrusion and minor damage that has been discovered through City Maintenance videos. Pipe repair locations will be identified and included in design improvements based on City provided video inspections. Termination of point of conveyance run is located at the Thorndyke Elementary School. The other termination point is within existing City Easement.

Sites 9: 49th Ave S from S 124th St to S 122nd St Drainage System

Install storm drain system approximately 760 LF starting from the northside of S 124th St and traveling down 49th Ave S to tie-into the existing system along S 122nd St.

The Consultant shall provide necessary surveying, project design, quantity and cost estimates, and utility coordination required to complete final bid documents. It is anticipated that sites will be bid as a single bid package along with up to six sites currently under design for the 2020-2021 Small Drainage Program as budget or other considerations allow.

The Consultant shall provide surveyed base maps with horizontal utility locations, or base maps created from field measurements, ortho-photography, and GIS data as necessary for each site as described below. If necessary, surveyed base maps will include right-of-way line work based on available public records. Project horizontal and vertical datum will be NAD83/2011 and NAVD88 respectively on all sites.

The Consultant shall prepare an easement document, legal description, and an exhibit for Site 7. The City will perform negotiations to obtain signature and record the easement.

It is the Consultants understanding that Sites 7,8&9 do not require SEPA checklist, HPA application, Special Permissions Permit, biological assessments, wetland delineations, detention facilities, or water

EXHIBIT A-1

quality treatment facilities. The budget assumes a straightforward approval process with no special studies or extensive coordination.

It is the Consultants understanding that aside from the proposed Site 7 maintenance access easement, all work will be completed within City right of way, existing easements, and/or approved right of entry, and no further easement acquisition is anticipated.

It is the Consultants understanding that the City will secure right of entry and temporary access for work at Site 8 for entrance onto the Thorndyke Elementary School property. It is assumed this work will be completed during daytime working hours and a noise variance permit will not be required.

SCOPE OF WORK

TASK 1 – 2021 Small Drainage Program Design

1.1 MANAGEMENT/COORDINATION/ADMINISTRATION

- The Consultant shall provide continuous project management and administration for the duration of the Project. (Estimate 8 months).
- Hold project coordination meetings with the City to update progress and review submittals. Assume (3) meetings.
- The Consultant shall provide monthly status reports and billings.
- The Consultant shall provide independent QA/QC reviews by senior in-house staff of all deliverables prior to submittal to the City.

1.2 The Consultant shall prepare a topographic base map along Site 7 where drainage structure will be installed and there is absence of City GIS data. Utility Locates will be called and marked and existing storm network mapped. Aerial base maps and City GIS data will be utilized for Site 8. The Consultant shall prepare a topographic base map for Site 9.

1.3 For Site 7, the Consultant shall prepare 50% and 90% plans for review and approval by the City.

1.4 For Site 7, based on approved 50% preliminary design layout, the Consultant shall prepare necessary easement and legal descriptions to acquire maintenance access to existing City utility easement. The City will review the project and easement needs to obtain approval from the property owner. The Consultant shall make necessary revisions to design based on easement conditions negotiated between the City and property owner and include the final design into the Bid Documents.

- *Deliverables*
 - Legal Description and figure(s) for City Maintenance Access Easement (assume four (4) private parcels.) (pdf).

1.5 For Site 8, the Consultant shall prepare 50% and 90% plans for review and approval by the City using aerial mapping and GIS data provided by the City. Each structure will be reviewed in the field to note general size, type, and depth of structures which will require access for CIPP lining. These

EXHIBIT A-1

observations will be made from the surface, no survey or manned entry into drainage structures will be performed. The City shall provide video inspection for each pipe segment to receive CIPP lining.

- 1.6 For Site 9, the Consultant shall prepare 50% and 90% plans for review and approval by the City.
- 1.7 The Consultant shall prepare Contract Specifications per 2021 WSDOT Standard Specifications for the 90% Review Submittal and the Bid Documents.
- 1.8 The Consultant shall calculate quantities and prepare Engineers Estimate of Probable Construction Cost for each review submittal and the Bid Documents.
- 1.9 The Consultant shall distribute 50% review submittals to franchise utility owners to identify potential conflicts within the Project limits. The Consultant shall meet and coordinate with the franchise utilities with facilities located within the limits of the project. The coordination will include relocation of existing utilities. (estimate 2 meetings)
- 1.10 The Consultant shall prepare final Bid Documents for advertisement and award by the City for the proposed improvements including the following:
 - Plans shall be prepared with such provisions in such detail as to permit field layout and construction within a degree of accuracy acceptable to the City and per industry standards.
 - Details will be prepared for items not available as standard details from the City, State, or WSDOT standard drawings.
 - The plans shall illustrate complete details of construction of the proposed improvements including limits of construction and removals, proposed invert elevations, rim elevations and required construction materials.
 - Drainage designs will be determined through consultation with City staff and from previous experience rather than detailed basin modeling.
- 1.11 The Consultant shall provide bid period services to include responses to bidder inquiries, preparation of addenda (assume 2), attendance at bid opening, preparation of bid tabulation, and recommendation to award or reject the apparent low bidder. The budget assumes a straightforward review process with the low bidder receiving the contract award.
 - *Assumptions*
 - No federal funding is anticipated for the Project engineering or construction.
 - No utility upgrades are anticipated in the project design.
 - Drainage & Water Quality Reports will not be required.
 - Geotechnical Engineering services will not be required except as identified in Task 1.12.
 - Environmental Documentation will not be required.
 - Potholing of existing underground utilities will be performed by the utility owner.
 - All easement negotiations and approval from property owner will be through the City.
 - Any fees for BXWA.com will be paid by the City.

EXHIBIT A-1

- *Deliverables*
 - 50% review submittal with Plans and Estimate (pdf).
 - 90% review submittal with Plans, Specifications, and Estimate (4 sets + pdf).
 - Bid Documents and Engineer's Estimate (6 sets ½ size plans, specs, and estimate)
 - Coordinate upload of Plans and Specifications to Builders Exchange.

1.12 The Consultant shall support a Geotechnical Subconsultant to perform a site reconnaissance to observe existing conditions and surficial indications of slope stability to support classification of the geologic hazards and to evaluate impacted of the proposed project on slope stability at the previously mapped 13601 40th Ave S Site referred to as (Site 1) in the original 2020 Small Drainage Program Contract. Per the City of Tukwila Municipal Code Chapter 18.45, the Subconsultant will review and provide recommendations to support the geologic critical areas assessment and geotechnical recommendations for pipe design and installation. In addition, the Subconsultant shall collect samples for characterization of arsenic and lead concentrations in surficial soil that has been impacted by the TSP.

- *Assumptions*
 - Project within Category 2 and 3 Soil Classification that requires Memo to satisfy City Municipal Code Requirements.
 - Project has anticipated tree removal that will require critical area assessment to satisfy City Requirements.
- *Deliverables*
 - Geotechnical memorandum summarizing the results of arsenic and lead testing. (pdf).
 - Draft and final report summarizing the results of subsurface explorations, a geologic critical areas assessment, and geotechnical recommendations to support design and construction of the new storm drainpipe. (pdf).

Additional Services

The City of Tukwila may require other services of the consultant. These services could include additional design, right of way, utility potholing, environmental documentation, construction phase services, or other work tasks not included in the scope of work. At the time these services are required, the Consultant will provide the City with a detailed scope of work and an hour and fee estimate. The Consultant will not proceed with the work until the City has authorized the work and issued a Notice to Proceed.

EXHIBIT A-1

Construction Management Services

Scope of Work

October 2020

City of Tukwila

2020-2021 Small Drainage Program

City Project Number: 92041201

KPG Project Number: 20025

KPG, P.S. (KPG) will provide construction management services for the construction contract to complete the City of Tukwila 2020-2021 Small Drainage Program project. The proposed work includes:

Site 1: 13601 40th Ave S Drainage System

Replace and install new storm drain system approximately 90' of 18" CMP and 80' of 12" concrete pipe along with three drainage structures. Tie into the existing system at 40th Ave S. This site requires SEPA and City of Tukwila Special Permissions Permit with project limits within Type 3 Watercourse Buffer.

Site 2: Klickitat Dr. @ 53rd Ave S Drainage System

Replace and install new storm drain system approximately 180' of 18" CMP. Tie into the existing system along Klickitat Dr. This site requires HPA, SEPA and City of Tukwila Special Permissions Permit with project limits within Type 3 Watercourse Buffer.

Site 3: S 124th St from 42nd Ave to 45th Ave Drainage System

Install storm drain system approximately 750' on the northside of S 124th St. Tie into the existing system.

Site 4: 57th Ave S @ Golden Nugget Drainage Structure

Bring Type II Manhole up to grade by removing approximately 8' of existing 24" riser rings. Add 48" barrel sections and new manhole ring and cover.

Site 5: 42nd Ave S Drainage Structure

Install a new drainage structure with bird cage inlet to reduce plugging and overflows onto 42nd Ave S. This site requires an HPA and SEPA.

Site 6: 48th Ave S from S 124th St to S 122nd St Drainage System

Install storm drain system approximately 820' starting the northside of S 124th St and down 48th Ave S. Tie into the existing system along S 122nd St.

Site 7: S 166th Ln @ 51st Ave S – Seatac, WA

Install new storm drain structure at center of existing 12" Concrete pipe to provide access for City maintenance. In addition, install approximately 140' of 12" CIPP liner to correct root intrusion and minor damage that has been discovered through City Maintenance videos. Pipe repair locations will be identified and included in design improvements. The existing termination catch basins structures will be inspected for any necessary repairs or upgrades.

EXHIBIT A-1

Site 8: Thorndyke CIPP

Install approximately 280' of 24" CIPP liner to correct root intrusion and minor damage that has been discovered through City Maintenance videos. Pipe repair locations will be identified and included in design improvements.

Sites 9: 49th Ave S from S 124th St to S 122nd St Drainage System

Install storm drain system approximately 760' starting from the northside of S 124th St and traveling down 49th Ave S to tie-into the existing system along S 122nd St.

A detailed scope for the Contract follows:

I. INTRODUCTION

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

General Assumptions:

- The level of service and fee is based on project duration of **90 working days**.
- The **proposed project team** will include a part time Resident Engineer (20 hours a week) from the Consultant for construction administration documentation and project support, one full time Construction Inspector, and certified payroll admin (4 hours a week), and one part time Project Engineer from KPG Design Team to review submittals and interpret Contractor inquiries as needed. The Team also includes sub-consultant to provide services for materials testing and construction site observation to satisfy Tukwila Municipal Codes for work within certain soil classifications.
- City will review and execute the insurance, bonds, and the Construction Contract.
- Consultant will coordinate during audits or traffic control operations related to project impacts and help the City to complete any other required correspondence with outside agencies.
- The City will work with the Contractor to conduct all community outreach in relation to phasing and direct impacts due to construction. The City's Contractor shall be responsible for the communication to the community on schedule and work activities.
- KPG design engineers will be available during construction to answer questions and review RAM's, shop drawings, and answer RFI's.
- Consultant services will be performed in accordance with the WSDOT Construction Manual, Contract plans & special provisions, and City of Tukwila engineering standards.
- The franchise Utilities will provide field inspection for all work surrounding the construction or relocation of their utility systems if necessary.
- Coordination of construction with franchise utilities, if any, will be done by City Contractor. Consultant will help facilitate coordination between utilities and Contractor as needed or requested by City.

EXHIBIT A-1

II. SCOPE OF WORK

The objective and purpose of this Construction Management Services Agreement is for the Consultant to successfully deliver the construction of the Project to the City by ensuring that the improvements are constructed in accordance with the approved Plans and Specifications, as may be amended or revised, that all of the required Project documentation is accounted for, and ultimately that the City of Tukwila receives a successful review by any outside agency including state audits at the end of the Project.

TASK 1 – MANAGEMENT / COORDINATION /ADMINISTRATION

Provide overall project management, coordination with the City, monthly progress reports, and invoicing. This effort will include the following elements.

- 1.1 Organize and layout work for project staff. Prepare project instructions on contract administration procedures to be used during construction.
- 1.2 Review monthly expenditures and CM team scope activities. Prepare and submit monthly project progress reports to the City along with invoices describing CM services provided each month. Prepare and submit reporting required by funding source(s), if any.

Deliverables:

- Monthly invoices and progress reports

TASK 2 – PRECONSTRUCTION SERVICES

- 2.1 **Preconstruction Conference:** KPG will prepare an agenda for, distribute notices of, and conduct a preconstruction conference in the City's offices or via an on-line platform of the City's choice. The Consultant's team will attend the preconstruction conference. Pertinent City staff and private utilities will also be present at this meeting. KPG will prepare a written record of the meeting and distribute copies of the minutes to all attendees and affected agencies, staff, etc.

At the Pre-construction conference, the Consultant shall help facilitate discussions with the Contractor concerning the plans, specifications, schedules, pay estimate timelines and cutoff dates, issues with utilities, any unusual conditions, State and local requirements and any other items that will result in better project understanding among the parties involved.

- 2.2 **Preconstruction Photos:** KPG's inspector will arrive on site prior to City Contractor mobilizing on site to take preconstruction photographs for documentation of pre-existing conditions.
- 2.3 **Review Plans and Specs:** The Consultant team will familiarize themselves with all plans, specs, and City standards that will be incorporated into this project.
- 2.4 **Prepare Hard and Electronic Files:** The Consultant will prepare all electronic and hard copy files in preparation for the project. This includes pre-populating forms and pay estimate as coordinated with the City. SharePoint will not be utilized on this contract.

EXHIBIT A-1

Deliverables:

- Preconstruction conference meeting minutes
- Pre-construction Photos

TASK 3 – CONSTRUCTION SERVICES - FIELD

3.1 Construction Observation: The Consultant will provide one (1) inspector during construction activities and other tasks necessary to monitor the progress of the work. The Inspector will ensure that the daily inspection reports and working days reporting are completed in a timely manner and contain sufficient information to assess whether the work is being conducted in compliance with the Contract Documents per City, WSDOT,. Consultant will make IDR's available to the City by Friday of the same work week upon request.

The Inspector may perform the following duties as a matter of his daily activities:

- Observe technical conduct of the construction, including providing day-to-day contact with construction contractor, City, utilities, and other stakeholders, and monitor for adherence to the Contract Documents. The Consultant's personnel will act in accordance with Sections 1-05.1 and 1-05.2 of the WSDOT Standard Specifications.
- Observe material, workmanship, and construction areas for compliance with the Contract Documents and applicable codes, and notify construction contractor of noncompliance. Advise the City of any non-conforming work observed.
- Document all material delivered to the job site in accordance with the Contract Documents.
- Prepare daily inspection reports, recording the construction contractor's operations as actually observed by the Consultant; includes quantities of work placed that day, contractor's equipment and crews, and other pertinent information.
- Interpret Contract Documents in coordination with the City, Contractor, and KPG.
- Resolve questions which may arise as to the quality and acceptability of material furnished, work performed, and rate of progress of work performed by the construction contractor.
- Support the Contractor's communication and responsibilities to answer questions from property owners and the general public as needed.
- Monitor compliance of approved permits per the project specifications, if applicable.
- Prepare field records and documents to ensure the Project is administered in accordance with the plans and specifications.
- Collect and calculate delivery tickets and scaleman's daily reports of aggregate. All tickets will be initialed with correct bid item and stationing identified (Construction Manual 10-2).
- Attend and actively participate in regular on-site weekly construction meetings.
- Take digital photographs during the course of construction, and record locations.
- Punch list. Upon substantial completion of work, coordinate with the Client and affected agencies, to prepare a 'punch list' of items to be completed or corrected. Coordinate final inspection with those agencies.

EXHIBIT A-1

Assumptions:

- Consultant will provide observation services for the days/hours that the contractor's personnel are on-site.
- Assumption is Client's Contractor shall work normal 40-hour work weeks. For this project the "normal" work week may occur at night. KPG does not differentiate day shift from night shift. However, if the City's Contractor works a double shift (both day and night) within a single 24-hour period this will constitute two working days. Consultant's hours for inspection are based on one shift for number of working days allowed per Contract.
- Assumption is if Contractor is working at multiple sites within the City of Tukwila, the Consultant will split their time at the multiple locations and prioritize what location to be at for observation.
- The Consultant's monitoring of the construction contractor's activities is to ascertain whether or not they are performing the work in accordance with the Contract Documents; in case of noncompliance, Consultant will reject non-conforming work, and pursue the other remedies in the interests of the client, as detailed in the Contract Documents.

3.2 Material Testing – Coordination & Tracking: The inspector shall coordinate with the Contractor and the material testing firm to schedule testing of materials in the field to ensure they meet specifications per contract requirements..

3.3 Substantial Completion: Upon substantial completion of work, the Consultant shall issue a punch list and coordinate with the City's contractor to complete any deficiencies. Upon completion of the punch list work the Consultant will draft the Certificate of Substantial Completion for final review and issuance by the City.

Deliverables:

- Daily Construction Reports with project photos
- Punch List – Consultant to issue punch list, City to Review
- Certificate of Substantial Completion – Consultant to draft, City to Issue
- Review test reports for compliance

TASK 4 – CONSTRUCTION SERVICES – OFFICE

4.1 Document Control. Original documentation will be housed at the Consultant's office and filed in accordance with standard filing protocol. Document Control will consist of the following:

- Final Estimate
- Affidavit of Wages Paid
- Release for the Protection of Property Owners and General Contractor

EXHIBIT A-1

- Certified Payroll (see 4.8 below).
- 4.2 Project Coordination:** Liaison with City, construction Contractor, engineer, utilities and property owners on a regular basis to discuss project issues and status.
- 4.3 Plan Interpretations:** Provide technical interpretations of the drawings, specifications, and Contract Documents, and evaluate requested deviations from the approved design or specifications. Coordinate with City for resolution of issues involving scope, schedule, and/or budget changes.
- 4.4 Weekly Meetings:** Consultant will lead weekly meetings. Consultant will prepare agenda for City review and distribute meeting minutes to attendees. Outstanding issues to be tracked on a weekly basis. Weekly Statement of Working Days will be reviewed/accepted by Contractor during the Weekly Meeting.
- 4.5 Schedule Review:** Consultant shall perform review of initial Contractor provided CPM for conformance with the Contract Documents. Any discrepancies, conflicts or unreasonable work durations will be brought to the attention of the Contractor and City. Consultant will provide one (1) intermediate review of Contractor's updated schedule and compare with field-observed progress and duration of the project.
- 4.6 Lump Sum Breakdown:** Consultant shall evaluate construction Contractors' Schedule of Values for lump sum items. Review the Contract Price allocations and verify that such allocations are made in accordance with the requirements of the Contract Documents. Lump Sum Breakdowns for payment each month will be calculated.
- 4.7 Monthly Pay Requests:** Consultant shall prepare monthly requests for Contractor payment based on field note records prepared by Consultant field inspector in accordance with contract documents.
- 4.8 Certified Payroll:** The Consultant will process and check the Contractor and Subcontractor's certified payroll per State Prevailing Wage Requirements. Tracking of payroll shall consist of recording each payroll received from the Prime and Subcontractors and checking pay rates against Contract requirements. Any discrepancies will be brought to the Contractor and City.
- 4.9 Weekly Statement of Working Days:** Consultant shall prepare, and issue weekly statement of working day report each week to the Contractor and City for review and approval. Weekly statement of working days will be based on field inspection reports provided by Consultant.
- 4.10 Subcontractor Documentation:** Process / approve all required subcontractor documentation. Request to Sublets will be verified and logged. This includes checking System Award Management System (SAMS), verifying business licensing, reviewing insurance documentation, verifying city business licensing, Intent to Pay Prevailing Wage and Affidavit of Wages Paid. All subcontractor documentation will be logged into KPG's subcontractor logs.
- 4.11 Physical Completion Letter:** Following completion of all punch list work verified by the Consultant and any stakeholders required the Consultant shall prepare physical completion letter to the Contractor and the City shall issue the final contract voucher.

EXHIBIT A-1

4.12 Project Closeout: Transfer all project documents to the City for permanent storage.

- Schedule review comments
- Meeting agendas and notes
- Monthly Pay Estimates
- Subcontractor Packets
- Physical Completion Letter
- Contractor submitted As-builts transcribed to CADD Bid Plans
- Final Project Documents

TASK 5 – SUBMITTAL/RFI PROCESSING

5.1 Submittals: Consultant shall take lead on submittal reviews/ approvals. Consultant shall coordinate review process for shop drawings, samples, traffic control plans, test reports, and other submittals from the Contractor for compliance with the contract documents. Submittals shall be logged and tracked by Consultant.

5.2 Request for Information (RFI): Consultant shall review and respond to RFI's. RFI's shall be logged and tracked by Consultant.

Deliverables:

- Submittal log
- RFI Log

TASK 6 – CHANGE MANAGEMENT

6.1 Change Orders: The Consultant will develop change orders and the Consultant will provide technical assistance to negotiate change orders, and assist in resolution of disputes which may occur during the course of the project. The City will approve all change orders before being fully executed. Each change order will be executed in accordance with WSDOT Standard Specifications.

6.2 Field Work Directives: The Consultant will prepare field work directives as necessary to keep the Contractor on schedule.

6.3 Force Account: The Consultant will track Contractor force account labor, equipment and materials. All force account calculations will be verified by the City and double checked by the Consultant. The City shall have final authority to approve any Force Account work prior to agreement with the Contractor.

Deliverables:

EXHIBIT A-1

- Change Order(s)
- Force Account Records

TASK 7 – ADDITIONAL SERVICES

7.1 Material Testing: GeoDesign will be retained as our (KPG) subconsultant to provide material testing and construction observation services. All testing will be done in accordance with LAG Manual and WSDOT Construction Manual.

Additional services requested by the City will be performed only when authorized by the City. Authorization to perform additional services will be in writing, specifying the work to be performed, and basis of payment. Items such as Community Outreach (except as completed on a day to day basis by the inspector and resident engineer as described in task 3.1 – vii), Public Meetings, Ribbon Cutting Ceremony, claims analysis, surveying, services during shutdown periods of non-working days, and services for extended working days are examples of possible additional services. This fee is based 90 working day contract / 18 weeks, 8-hour days, additional extension of days will be approximately \$1,000.00 per day for one person. (8 hours x \$125.00 = \$1,000.00)

EXHIBIT B-1

Client City of Tukwila
 Project 2020-2021 Small Drainage Program
 KPG PROJECT NUMBER: 20025 - Supplement 2
 DATE: 10/30/2020

Task No.	Task Description	Labor Hour Estimate										Total Hours and Labor Fee Estimate by Task	
		Principal	Engineering Mgr	Sr. Engineer	Project Engineer	Project Surveyor	Design Engineer	Sr. Admin	Engineering Technician	Survey Crew II	Office Admin	Hours	Fee
			Sr. Const Mgr		Project Surveyor		Sr. CAD Technician		CAD Technician		Landscape Technician		
			Survey Mgr				Survey Technician						
		252	226	187	140	142	117	103	103	219	88		
Task 1 - 2021 Small Drainage Program Design													
1.1	Management / Coordination / Administration	4	2	4			4			8	22	\$ 3,324.00	
1.2	Survey & Base Maps		4			12		24			32	\$ 12,424.00	
1.3	Site 7 - S 166th Ln Design			2	32			20		16	70	\$ 8,842.00	
1.4	Site 7 - Access Easement & Legal Description				6			12			18	\$ 2,244.00	
1.5	Site 8 - Thorndyke CIPP Design			4	20			20		12	56	\$ 7,124.00	
1.6	Site 9 - 49th Ave S Drainage System Design			4	32			20		16	72	\$ 9,216.00	
1.7	Prepare Specifications		2	2	16			4			24	\$ 3,534.00	
1.8	Quantity and Cost Estimating		2	2	20			20		8	52	\$ 6,790.00	
1.9	Utility Coordination				12			6			18	\$ 2,382.00	
1.10	Prepare Bid Documents				20			16		8	44	\$ 5,496.00	
1.11	Bid Period Services				8						2	\$ 1,296.00	
1.12	Geotechnical Services Support (see subconsultants)				4						4	\$ 560.00	
Task Total		4	10	18	170	12	142	4	60	32	10	\$ 63,232.00	
Total Labor Hours and Fee		4	10	18	170	12	142	4	60	32	10	\$ 63,232	
Subconsultants													
											Geotechnical (GeoDesign)	\$ 12,460.00	
											Total Subconsultant Expense	\$ 12,460.00	
Reimbursable Direct Non-Salary Costs													
											Mileage at current IRS rate	\$ 300.00	
											Utility Locate Service	\$ 2,500.00	
											Title Reports for Site 8	\$ 2,000.00	
											Reproduction Allowance	\$ 600.00	
											Total Reimbursable Expense	\$ 5,400.00	
											Total Estimated Budget	\$ 81,092.00	

EXHIBIT B-1

EXHIBIT B-1

Client: City of Tukwila
 Project: 2020-2021 Small Drainage Program
 CITY PROJECT NUMBER: 92041201
 KPG PROJECT NUMBER: 20025 Supplement #2
 90 working days/ 18 weeks
 DATE: 10/30/2020

Task No.	Task Description	Labor Hour Estimate								Total Hours and Labor Fee Estimate by Task	
		Principal	Construction Manager	Project Engineer	Project Landscape Architect	Resident Engineer	Construction Observer II	Construction Assistant	Senior Admin	Hours	Fee
		252	172	140	130	125	114	68	103		
Task 1 - MANAGEMENT / COORDINATION / ADMINISTRATION											
1.1	Project Management and Administrative Services		16						12	28	\$ 3,988.00
1.2	Prepare, review and submit monthly expenditures		12						12	24	\$ 3,300.00
	Task Total	0	28	0	0	0	0	0	24	52	\$ 7,288.00
Task 2 - Preconstruction Services											
2.1	Preconstruction Conference			2		4	4			10	\$ 1,236.00
2.2	Preconstruction Photos						8			8	\$ 912.00
2.3	Review Plans and Specs					8	8			16	\$ 1,912.00
2.4	Prepare Hard and Electronic Files					8				8	\$ 1,000.00
2.5	Prepare ROM					16				16	\$ 2,000.00
	Task Total	0	0	2	0	36	20	0	0	58	\$ 7,060.00
Task3 - Construction Services - Field											
3.1	Construction Observation (Upon authorization by City only)						684			684	\$ 77,976.00
3.2	Materials Testing - Coordination & Tracking Only					6	8			14	\$ 1,662.00
3.3	Substantial Completion					4	8			12	\$ 1,412.00
	Task Total	0	0	0	0	10	700	0	0	710	\$ 81,050.00
Task 4 - Construction Services - Office											
4.1	Document Control					16				16	\$ 2,000.00
4.2	Project Coordination					20				20	\$ 2,500.00
4.3	Plan Interpretations					8				8	\$ 1,000.00
4.4	Weekly Meetings (18 Weeks)					20				20	\$ 2,500.00
4.5	Schedule Review					8				8	\$ 1,000.00
4.6	Lump Sum Breakdown					8				8	\$ 1,000.00
4.7	Monthly Pay Requests					24				24	\$ 3,000.00
4.8	Certified Payroll							72		72	\$ 4,896.00
4.9	Weekly Statement of Working Days (18 Weeks)					16				16	\$ 2,000.00
4.10	SubContractor Documentation					16				16	\$ 2,000.00
4.11	Physical Completion Letter					2				2	\$ 250.00
4.12	Project Closeout			4		32				36	\$ 4,560.00
	Task Total	0	0	4	0	170	0	72	0	246	\$ 26,706.00
Task 5 - Submittal/RFI Processing											
5.1	Submittals			30	8	40				78	\$ 10,240.00
5.2	Request For Information (RFI)			14		32				46	\$ 5,960.00
5.3	Record of Materials (ROM)					40				40	\$ 5,000.00
	Task Total	0	0	44	8	112	0	0	0	164	\$ 21,200.00
Task 6 - Change Management											
6.1	Case Log					8				8	\$ 1,000.00
6.2	Change Orders			8		8				16	\$ 2,120.00
6.3	Field Work Directives (FWD)			8		6				14	\$ 1,870.00
6.4	Force Account					10				10	\$ 1,250.00
	Task Total	0	0	16	0	32	0	0	0	48	\$ 6,240.00

EXHIBIT B-1

EXHIBIT B-1

Total Labor Hours	0	28	66	8	360	720	72	24	1278	
Total Labor Fee	0	4,816	9,240	1,040	45,000	82,080	4,896	2,472	1,278	\$ 149,544.00
Task 7 - Additional Services										
Subconsultants										
7.1	Materials Testing & Construction Observation - GeoDesign									\$ 16,230.00
										Total Subconsultant Expense \$ 16,230.00
Reimbursable Direct Non-Salary Costs										
										Mileage at current IRS rate \$ 1,500.00
										Office Supply Allowance \$ 600.00
										Total Reimbursable Expense \$ 2,100.00
										Total Estimated Budget \$ 167,874.00

EXHIBIT B-1