



## INFORMATIONAL MEMORANDUM

TO: **Transportation and Infrastructure Services Committee**  
 FROM: **Hari Ponnekanti, Public Works Director/ City Engineer**  
 BY: **Deontae Elder, Transportation Project Manager**  
**Adib Altallal, Utilities Engineer**  
 CC: **Mayor Allan Ekberg**  
 DATE: **June 3, 2022**  
 SUBJECT: **2022 Overlay and Repair Program**  
**Project No. 80010401, Contract No. 21-187**  
**Amendment No. 2 for Design & Construction Management Services**

### ISSUE

Execute Amendment No. 2 to contract 21-187 with KPG, Inc. (KPG) to provide design and construction management services for the 2022 Overlay and Repair Program.

### BACKGROUND

The Overlay and Repair Program preserves and maintains the street structure in a safe and useable state by resurfacing streets before failure. Each year various sections of roadway throughout the City are designed and constructed for asphalt overlay.

On December 6, 2021, the Council approved the contract with KPG to provide engineering design services for the 2022 Overlay and Repair Project. KPG was selected as the best firm to meet the project requirements from a short-list of firms selected from the current MRSC.

### DISCUSSION

This contract amendment will add construction management services to KPG’s existing contract. KPG will provide field engineering, inspection, technical support, submittal review, contractor communications (RFIs) and coordination, documentation compliance, materials testing and record drawing production.

KPG will also add design services and construction support for the pavement restoration at the southeast corner of Tukwila Parkway & Andover Park W due to a water main break that took place on March 30<sup>th</sup>, 2022. During that event, a 10” water main failed at the southeast corner of Tukwila Parkway & Andover Park W causing damage to the roadway and sidewalk.

### FISCAL IMPACT

KPG has provided Contract Amendment No.2 for \$265,988.00, which includes the overlay construction management (\$199,389.00) and the watermain break repairs (\$66,599.00). The Overlay and Repair Program and ADA Improvements project budgets are sufficient to cover the costs of the overlay construction management. The watermain break repair will be funded from the water enterprise fund.

	<u>Contract Amount</u>		<u>2022 Budget</u>
Design Contract	\$149,400.00	Overlay & Repair CIP	\$350,000.00
Amendment No. 1	35,000.00	ADA Improvements CIP	35,000.00
Amendment No. 2	<u>265,988.00</u>	Water Enterprise Fund	<u>66,599.00</u>
<b>Total</b>	<b>\$450,388.00</b>		<b>\$ 451,599.00</b>

### RECOMMENDATION

Council is being asked to approve Amendment No. 2 to Contract No. 21-187 for construction management services, design services, and construction support with KPG, Inc. in the amount of \$265,988.00, and to consider this item on the Consent Agenda at the June 13, 2022 Special Council Meeting.

## CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2021 to 2026

**PROJECT:** Annual Overlay and Repair Program Project No. 9xx10401

**DESCRIPTION:** Select, design and construct asphalt and concrete pavement overlays of arterial and residential streets.

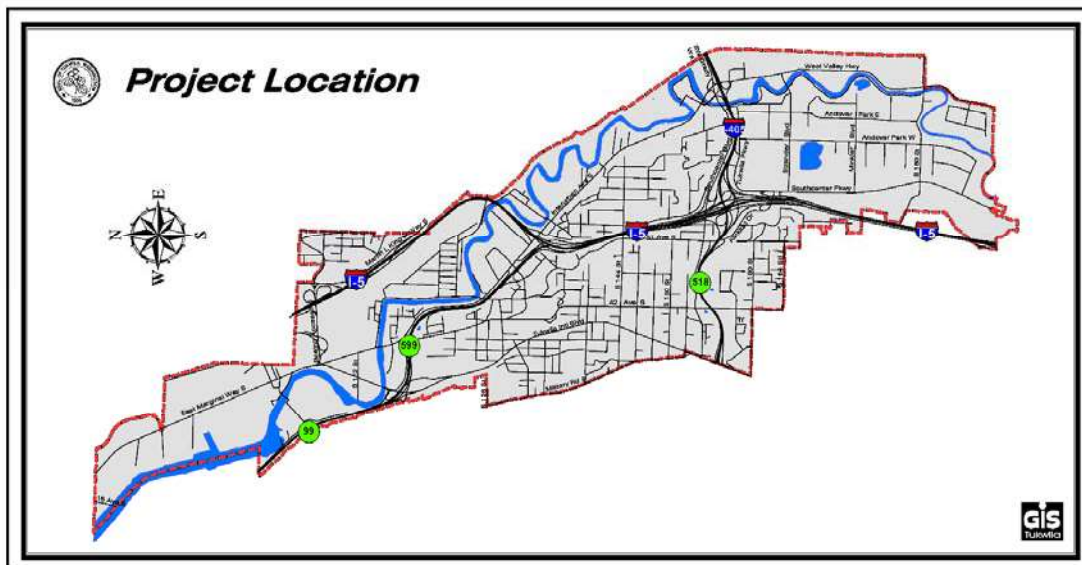
**JUSTIFICATION:** Preserve and maintain the street structure in a safe and useable state by resurfacing before failure which also minimizes costs. Some individual sites may be coordinated with water, sewer, and surface water projects.

**STATUS:** Each year various sections of roadway throughout the City are designed and constructed for asphalt overlay.

**MAINT. IMPACT:** Reduces annual maintenance.

**COMMENT:** Ongoing project. Only one year actuals shown in first column.

FINANCIAL (in \$000's)	Through Estimated									TOTAL
	2019	2020	2021	2022	2023	2024	2025	2026	BEYOND	
<b>EXPENSES</b>										
Design	209	190	150	150	150	150	150	150	150	1,449
Land (R/W)										0
Const. Mgmt.	121	15	200	200	200	200	200	200	200	1,536
Construction	1,224	312	1,050	1,050	1,050	1,050	1,150	1,150	1,300	9,336
<b>TOTAL EXPENSES</b>	<b>1,554</b>	<b>517</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>	<b>1,500</b>	<b>1,500</b>	<b>1,650</b>	<b>12,321</b>
<b>FUND SOURCES</b>										
Awarded Grant										0
Proposed Grant										0
Mitigation Actual										0
Mitigation Expected										0
City Oper. Revenue	1,554	517	1,400	1,400	1,400	1,400	1,500	1,500	1,650	12,321
<b>TOTAL SOURCES</b>	<b>1,554</b>	<b>517</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>	<b>1,500</b>	<b>1,500</b>	<b>1,650</b>	<b>12,321</b>



## CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2023 to 2028

**PROJECT:** **Americans with Disabilities Act (ADA) Improvements** Project No. 91510405

**DESCRIPTION:** Construct ADA compliant upgrades to City infrastructure in conjunction with a City developed plan.

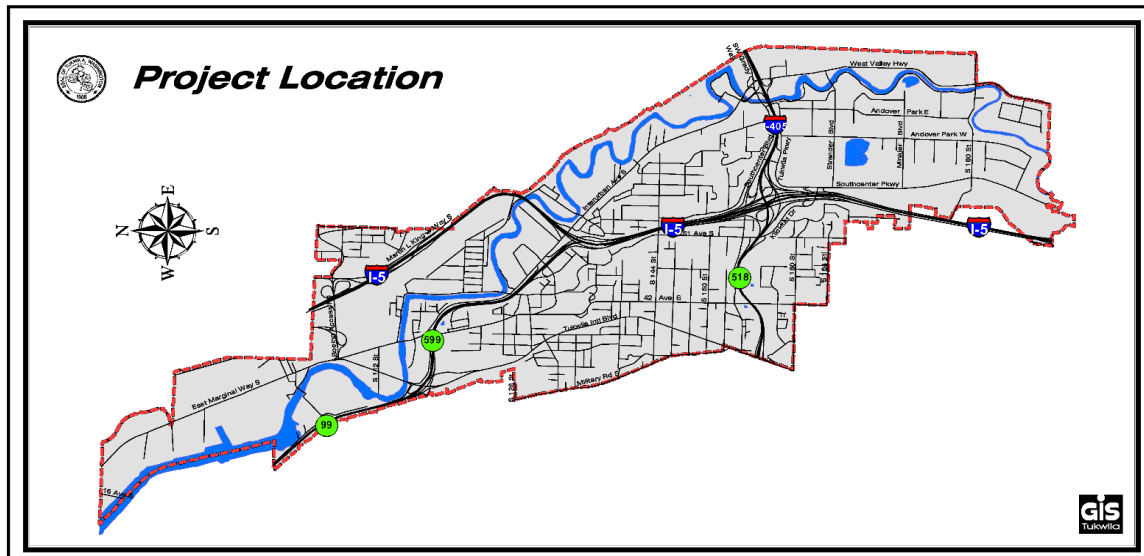
**JUSTIFICATION:** The enforcement of ADA laws and standards was delayed pending legal challenges and studies. Recent court rulings now mandate ADA compliance. The City must provide upgrades with most construction projects.

**STATUS:** Provide annual funding to construct improvements as necessary. Began the ADA Transition Plan in 2016 with adoption in 2017. The goal is to resolve ADA compliance issues within a reasonable time period.

**MAINT. IMPACT:** Negligible.

**COMMENT:** Project will be ongoing until City facilities and infrastructure meet ADA requirements. This will also include ADA compliance by utilities and private development.

FINANCIAL (in \$000's)	Through 2021	Estimated 2022	2023	2024	2025	2026	2027	2028	BEYOND	TOTAL
<b>EXPENSES</b>										
Design	231		5	5	5	5	5	5	5	266
Land (R/W)										0
Const. Mgmt.	25		5	5	5	5	5	5	5	60
Construction	103		25	25	40	40	40	40	40	353
<b>TOTAL EXPENSES</b>	<b>359</b>	<b>0</b>	<b>35</b>	<b>35</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>679</b>
<b>FUND SOURCES</b>										
Awarded Grant										0
Proposed Grant										0
Mitigation Actual										0
Traffic Impact Fees										0
City Oper. Revenue	359	0	35	35	50	50	50	50	50	679
<b>TOTAL SOURCES</b>	<b>359</b>	<b>0</b>	<b>35</b>	<b>35</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>679</b>





**City of Tukwila**

6200 Southcenter Boulevard, Tukwila WA 98188

Agreement Number:

**CONTRACT FOR SERVICES**

**Amendment # 2**

**Between the City of Tukwila and KPG Psomas Inc.**

That portion of Contract No. 21-187 between the City of Tukwila and KPG Psomas Inc. is hereby amended as follows:

**Article 2. Scope of Services, shall be amended with the following:**

The Consultant agrees to provide the services in accordance with the scope of work included in the attached Exhibit A (Emergency Repair) and Exhibit B (Overlay Construction Services).

**Article 4. Payment, shall be modified as follows:**

An estimated budget for work provided by the consultant is included as Exhibit C and D, attached hereto, provided that the total amount of payment to the Consultant under this agreement shall not exceed **\$450,388.00** (Orig PSA \$149,400.00 + Amend 1 for \$35,000.00 + this Amend 2 for **\$265,988**) 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: Nelson Davis

ATTEST/AUTHENTICATED

APPROVED AS TO FORM

\_\_\_\_\_  
Christy O'Flaherty, MMC, City Clerk

\_\_\_\_\_  
Office of the City Attorney

**EXHIBIT A**  
**City of Tukwila**  
**2022 Tukwila Parkway Emergency Repair**  
**Scope of Work**  
**April 18, 2022**

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This scope of work is for the restoration of the southeast corner of Tukwila Parkway and Andover Park W.

The Consultant shall provide survey and develop a basemap for the identified area, conduct subsurface investigations, prepare preliminary design and bid documents and provide support during bidding and construction. Anticipated project elements include: subgrade, pavement, sidewalk and curb ramp assessment and reconstruction, retrofits to the existing signal system to ensure signal and push button pole stability, and channelization and signing restoration. The exact limits of repairs will be determined in the field in collaboration with the City. The assumed restoration limits are shown in the attached map.

**SCOPE OF WORK**

**TASK 1 – Basemapping and Subsurface Investigation**

- 1.1 The Consultant shall survey the project area in enough detail to ensure that grading and drainage conditions are restored and that curb ramp and pedestrian facilities can be reconstructed according to current ADA standards. The Consultant shall incorporate existing data from past projects in the area (if available).
- 1.2 Falling Weight Deflectometer (FWD) testing shall be performed to determine the current subsurface conditions and identify areas of needed repair. The FWD testing will be performed within the intersection and 100 ft down each leg.

The Consultant shall hire a subcontractor to perform up to three (3) potholes to assess the subgrade conditions at and around the signal pole foundation.

Based on the results of the potholing and subsurface investigation, the Consultant will determine if a structural consultation is needed along with the need for relocation of the existing signal pole.

## TASK 2 – Design

### 2.1 Preliminary Design

The Consultant shall prepare 30% plans, cost estimate and a draft design memo documenting the exploration finding and the restoration needs and limits for City review and comment.

The plans shall provide sufficient level of detail to clearly identify the required restoration improvements and limits. Design elements will include roadway and sidewalk restoration limits and proposed sections. ADA ramp placement and evaluation of MEF design, channelization and signing restoration, and locations of signal features including the pedestrian signal pole & pushbuttons, 3 new junctions boxes and the signal pole (if required).

### 2.2 Final Design

The Consultant shall prepare 90% plans, specifications and cost estimates. The Consultant shall address the City's 30% plan comments and develop the 90% design. Intersection layout and elevations tables will be added, curb ramp details will be further developed and the signal design will include details and wiring diagrams. Project specification will be developed using the most recent City of Tukwila boilerplate, current WSDOT standard specifications and applicable APWA GSPs. The cost estimate will be updated using current bid prices. The design memo will be updated accordingly.

The Consultant shall prepare bid documents based on 90% City comments and finalize the plans, specifications and cost estimate.

Plan sheets for this project are anticipated to be as follows:

- Cover
- Details (2)
- Site Preparation
- Intersection Plan
- Curb ramp details
- Signal plan
- Signal details

Total Sheets = 8

For the initial scoping efforts, it is assumed that the signal pole foundation will not need to be replaced, and that the extent of work around the signal pole will be restoration and compaction of subgrade materials. If during the exploration phase, it is determined that the signal pole foundation requires replacement, additional design efforts will be required.

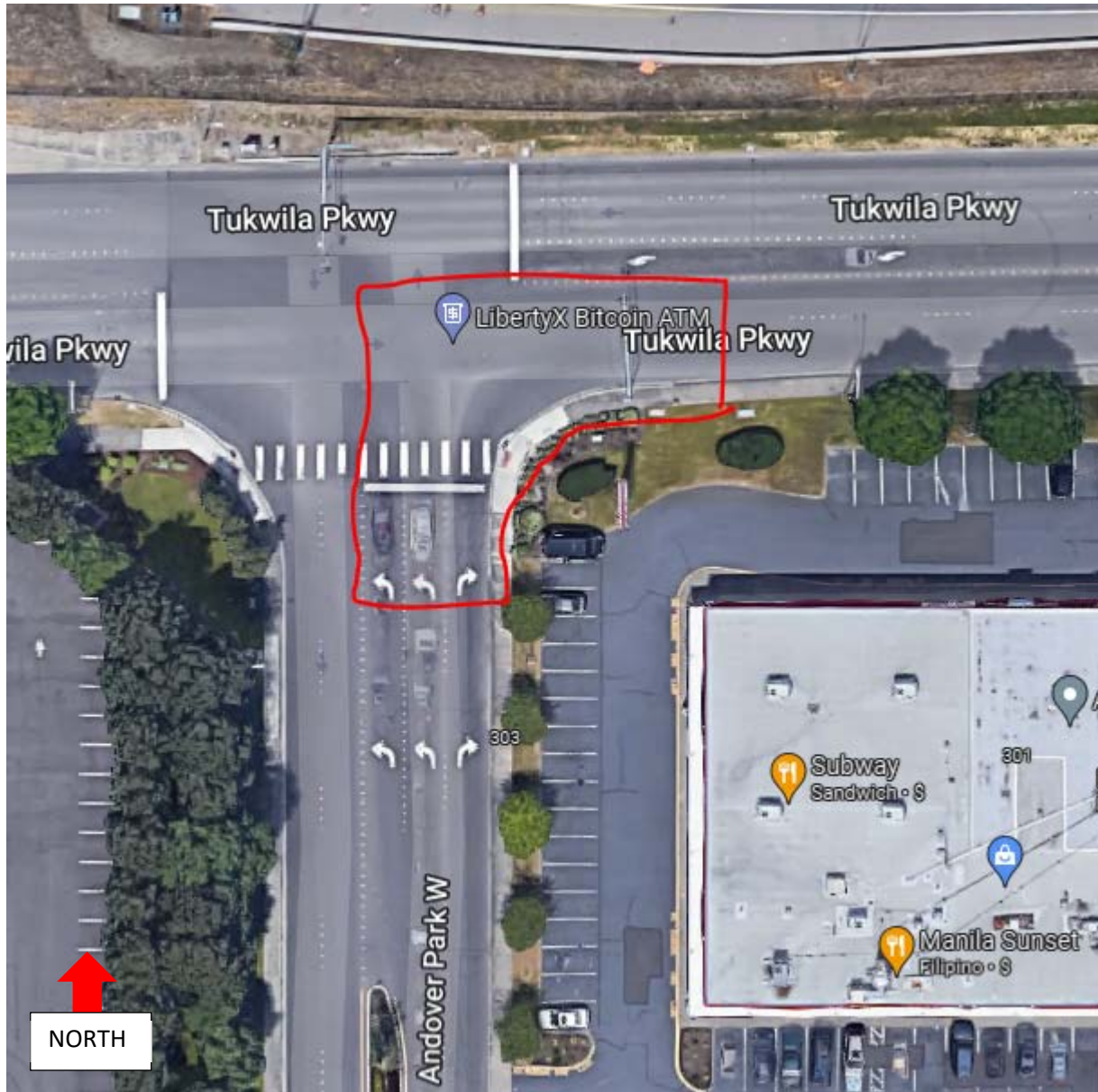
### **TASK 3 – Bid and Construction Phase Support**

- 3.1 The Consultant shall provide necessary coordination and support as directed by the City during the bidding and construction phases.

#### **Management Reserve**

Management reserve will be used to address additional work for signal design (if necessary) or other potential unforeseen additions as mutually agreed upon by the City and the Consultant. No work will be completed without prior written authorization from the City. A fee estimate will be developed at the time the work is requested.

PROJECT LOCATION MAP:





## EXHIBIT B

# Construction Management Services

## Scope of Work

May 2022

## City of Tukwila

### 2022 Overlay Program

City Project Number: 80010401

KPG Project Number: 21148

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KPG Psomas (Consultant) will provide construction management services for the construction contract to complete the City of Tukwila 2022 Overlay Program project. The proposed work includes:

Site 1: *Adjacent paving sites along Orillia Rd S, S 140<sup>th</sup> St, S 141<sup>st</sup> St, S 142<sup>nd</sup> St, and 37<sup>th</sup> Ave S.*

Site 2: *Intersection of S 144<sup>th</sup> St & 46<sup>th</sup> Ave S*

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 **60 working days**.
- The **proposed project team** will include a part time Project Manager (0.5 hours a week) part time Resident Engineer (20 hours a week), one full time Construction Inspector (45 hours a week), a part time Documentation Specialist (20 hours a week), and one part time Project Engineer from KPG Psomas's design team to review submittals and interpret Contractor inquiries, as needed (30 total hours). The team also includes a 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.

## EXHIBIT B

- 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.

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## 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 **Assist City with Award Process:** Review bid tabs for unbalanced items, inspect bid package for completeness, conduct reference and debarment checks through SAM system, and recommend award of lowest responsive bidder.
- 2.2 **Administrative Services up to Contractor Notice to Proceed (NTP):** KPG Psomas will provide support startup of the project with any miscellaneous administrative needs as further detailed below:
  - a. **Preconstruction (PreCon) Photos:** KPG Psomas staff shall collect and log a comprehensive set of precon photos, prior to City Contractor mobilizing to the site, for the purpose of documenting pre-existing site conditions. These shall be delivered to the City in digital form as part of the final project files.
  - b. **Review Plans and Specs:** KPG Psomas staff shall familiarize themselves with all plans, specs, and City standards that will be incorporated into this project, in order to familiarize themselves with project limits, elements of work to be performed, measurement and payment, and other project-specific considerations, prior to the first working day.

## EXHIBIT B

- c. **Prepare Hard and Electronic Files:** The Consultant will prepare all electronic and hard copy files in preparation for the project. SharePoint will not be utilized on this contract.
- d. **Prepare Record of Materials (ROM):** Consultant shall modify WSDOT-provided ROM, to align with LAG manual exceptions and to improve ease of use by all project parties. In the absence of a WSDOT-provided ROM, KPG Psomas can generate a ROM from scratch, however creation of a complete project ROM is outside the scope of the current budget and may require a supplement.
- e. **Preconstruction Conference:** KPG Psomas 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 Psomas will prepare a written record of the meeting and distribute copies of the minutes to all attendees and affected agencies, staff, etc. At the Preconstruction 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.
- f. **Prepare Templates:** KPG Psomas will pre-populate all electronic forms, either Consultant or City provided, in preparation for contract administration. This includes pay estimate templates, weekly working days statements, inspector daily reports, change management tracking templates, etc.
- g. **Utility Coordination:** Consultant will assist with external and internal communications regarding utility coordination required for successful completion of the project, including utility relocations, required service interruptions, etc.

### 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:

- i. 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.

## EXHIBIT B

- ii. 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.
- iii. Document all material delivered to the job site in accordance with the Contract Documents.
- iv. 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.
- v. Interpret Contract Documents in coordination with the City, Contractor, and KPG.
- vi. 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.
- vii. Support the Contractor's communication and responsibilities to answer questions from property owners and the general public as needed.
- viii. Monitor compliance of approved permits per the project specifications, if applicable.
- ix. Prepare field records and documents to ensure the Project is administered in accordance with the plans and specifications.
- x. 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).
- xi. Attend and actively participate in regular on-site weekly construction meetings.
- xii. Take digital photographs during the course of construction, and record locations.

### 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 Psomas 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 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. The cost for this effort is included in Task 3.1.

## EXHIBIT B

- 3.3 Construction Inspection Nights:** Consultant shall support nighttime shifts with onsite observation, as required to match Contractor's schedule. An assumed 10 night shifts at 12-hours each is included in the budget.

### Deliverables:

- Daily Construction Reports with project photos.
- Field Note Records for all field-measurable pay items.
- Review material test reports for compliance.

## TASK 4 – CONSTRUCTION SERVICES – OFFICE

- 4.1 Construction Management Office Support:** 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:
- a. Project Coordination:** Liaison with City, construction Contractor, engineer, utilities and property owners on a regular basis to discuss project issues and status.
  - b. 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.
  - c. 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.
  - d. Requests for Information (RFI):** Consultant shall review and respond to RFI's. RFI's shall be logged and tracked by Consultant.
  - e. 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.
  - f. 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.
  - g. Field Work Directives:** The Consultant will prepare field work directives as necessary to keep the Contractor on schedule.
  - h. 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.

## EXHIBIT B

- i. **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.
  - j. **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.
  - k. **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.
  - l. **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.
  - m. **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.
- 4.2 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.

### Deliverables:

- Approved Submittals and Submittal log
- Responded RFIs and RFI Log
- Weekly Meeting minutes
- Fully-executed Change Orders and Field Work Directives, with Change Management Log
- Force Account Documentation and Tracking Log
- Fully-executed Monthly Progress Payments
- Subcontractor Packets
- Weekly Statements of Working Days
- Certified Payroll Tracking Log (hard copy binder not included)
- Contractor-generated As-builts, if required by Contract

## EXHIBIT B

- All other project documentation generated during the course of project construction duration.

### TASK 5 – PROJECT CLOSEOUT

**5.1 Closeout Office Support:** Consultant shall assist with generation of closeout documentation and pursuit of successful project final completion, as detailed below:

- a. Substantial Completion Letter:** Following full and unrestricted use of the project status being obtained by the Contractor and agreed to by the City, Consultant shall draft Substantial Completion Letter on City letterhead, for issuance to Contractor.
- b. 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.
- c. Final Pay Estimate:** Consultant shall prepare final payment estimate, along with any final quantity adjustments needed to existing bid items, for issuance to Contractor, in conjunction with the final contract voucher, issued by the City.

**5.2 Closeout Inspection and Punchlist:** Consultant shall assist in a punchlist walkthrough with Contractor, City staff, and any other necessary agencies for the purposes of developing a final project punchlist. The Consultant shall assemble walkthrough comments and provide the preliminary list to the City for concurrence, prior to issuing the list to the Contractor. On notification of completion of the punchlist, Consultant shall perform a final walkthrough to confirm satisfactory completion of all items on the list and shall note any remaining discrepancies. Subsequent project walkthroughs are beyond the scope of this agreement, but will be accommodated should the request be made by the City, and sufficient remaining budget allows.

**5.3 Certified Payroll Closeout:** Consultant shall attempt to ensure that all certified payrolls and affidavits of wages paid are current and complete at the time of project physical completion. This will include regular checks of the L&I portal and frequent reminders to the Contractor to provide any missing information in a timely manner. As the task of gathering the final documentation from Contractors and their Subcontractors can sometimes be an extended process, outside the control of the City or Consultant, after 8 weeks post-physical completion, the Consultant shall perform a final status update of the CP tracking log, along with memos to file of any missing documentation, and shall hand off the remaining verification process to the Client.

**5.4 Prepare Documentation to Deliver to City:** Consultant shall perform QA/QC on all project documentation deliverables as outlined in Task 4.1, as well as any documentation generated in the course of completion of Task 5, and shall transfer all project documents to the City for permanent storage.

- Substantial Completion Letter
- Physical Completion Letter
- Final Payment Invoice
- Project Punchlist
- Final Project Documents

## EXHIBIT B

### TASK 7 – SUBCONSULTANTS

**7.1 Material Testing:** A third party subconsultant will be retained by KPG Psomas to provide material testing and construction observation services. All testing will be done in accordance with LAG Manual and WSDOT Construction Manual, or at a desired frequency as-directed by the City’s project manager.

### TASK 8 – ADDITIONAL SERVICES

**8.1 Management Reserve:** 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 40 working day contract, with 10 additional reduced-effort days for startup and 20 additional reduced-effort days for closeout, for a total of 70 days / 14 weeks, 8-hour days, additional extension of days will be approximately \$1,080.00 per day for one person. (8 hours x \$135.00 = \$1,080.00)



**EXHIBIT C**  
**PRIME CONSULTANT COST COMPUTATIONS**  
City of Tukwila  
Tukwila Parkway Emergency Repair  
April 2022

Task No.	Task Description	Labor Hour Estimate								Total Hours and Labor Fee Estimate by Task	
		Engineer Manager	Senior Engineer	Project Engineer II	Design Engineer	Survey Crew I (W/Equip)	Project Surveyor	Senior CAD Technician	Senior Admin	Hours	Fee
		260	213	155	132	249	164	134	112		
<b>Task 1- Basemapping and Subsurface Investigation</b>											
1.1	Survey and Basemapping	2	1	4	8	8	8			31	\$5,713.00
1.2	Subsurface Investigation (see Reimburseables Below)			6	4					10	\$1,458.00
<b>Task 2- Design</b>											
2.1	Preliminary Design	2	4	24	32				2	64	\$9,540.00
2.2	Final Design	4	8	48	48			16	2	126	\$18,888.00
<b>Task 3- Bid and Construction Phase Support</b>											
3.1	Coordination and Construction support	2	4	20	4					30	\$5,000.00
<b>Total Labor Hours and Fee</b>		<b>10</b>	<b>17</b>	<b>102</b>	<b>96</b>	<b>8</b>	<b>8</b>	<b>16</b>	<b>4</b>	<b>261</b>	<b>\$40,599.00</b>
										<b>Management Reserve</b>	<b>\$5,000.00</b>
<b>Reimbursable Direct Non-Salary Costs</b>											
										Subconsultant Budget (HWA Geosciences)	\$ 13,000.00
										Additional Geotechnical Allowance	\$ 3,000.00
										Pothole Allowance	\$ 5,000.00
										<b>Total Reimbursable Expense</b>	<b>\$ 21,000.00</b>
										<b>Total Estimated Budget</b>	<b>\$ 66,599.00</b>

**EXHIBIT D**

**PRIME CONSULTANT COST COMPUTATIONS**

Client: City of Tukwila

Project: 2022 Small Drainage Program CM Services

KPG Psomas Inc. PROJECT NUMBER: 21148

40 working days + 2 week startup and 4 weeks closeout

DATE: 5/13/2020

Task No.	Task Description	Labor Hour Estimate											Total Hours and Labor Fee Estimate by Task		
		Project Engineer II	Senior Construction Manager	Resident Engineer	Senior Construction Observer	Construction Observer III	Construction Observer II	Construction Observer I	Document Control Specialist	Senior Admin	Office Admin	Office Assistant	Hours	Fee	
		172	245	142	212	143	126	101	134	130	98	82			
<b>Task 1 - MANAGEMENT / COORDINATION / ADMINISTRATION</b>															
1.1	Project Management and Administrative Services		10								10			20	\$ 3,750.00
1.2	Prepare, review and submit monthly expenditures		3								3			6	\$ 1,125.00
	<b>Task Total</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>\$ 4,875.00</b>
<b>Task 2 - Assist City with the Award Process</b>															
2.1	Assist City with Award Process								8					8	\$ 1,072.00
2.3	Administrative Services up to Contractor Notice to Proceed		2	34			20		42					98	\$ 13,466.00
	<b>Task Total</b>	<b>0</b>	<b>2</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106</b>	<b>\$ 14,538.00</b>
<b>Task 3 - Construction Services - Field. NTP to Project Closeout. (8 Weeks)</b>															
5.1	Const. Inspection (9 hrs/day for inspection & reports - 40 days)						450							450	\$ 56,700.00
5.2	Weekly Construction Meetings													0	\$ -
5.3	Construction Inspection Nights (12 hours a night - 10 Nights)						120							120	\$ 15,120.00
	<b>Task Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>570</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>570</b>	<b>\$ 71,820.00</b>
<b>Task 4 - Construction Services - Office (8 Weeks)</b>															
4.1	Construction Management Office Support	30		240					220					490	\$ 68,720.00
4.2	Certified Payroll Reviews and Tracking								20					20	\$ 2,680.00
	<b>Task Total</b>	<b>30</b>	<b>0</b>	<b>240</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>510</b>	<b>\$ 71,400.00</b>
<b>Task 5 - Project Closeout (4 Weeks)</b>															
5.1	Closeout Office Support			40					30					70	\$ 9,700.00
5.2	Closeout Inspection and Punchlist						16							16	\$ 2,016.00
5.3	Certified Payroll Closeout								15						\$ 2,010.00
5.4	Prepare Documentation to Deliver to City								35					35	\$ 4,690.00
	<b>Task Total</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>121</b>	<b>\$ 18,416.00</b>
<b>Task 7 - Materials Testing</b>															
7.1	Subcontract with Material Tester (LS Estimate)													0	\$ 9,500.00
	<b>Task Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 9,500.00</b>
<b>Task 8 - Management Reserve</b>															
8.1	Upon City Authorization Only			20			20		20					60	\$ 8,040.00
	<b>Task Total</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>\$ 8,040.00</b>
	<b>Total Labor Hours and Fee</b>	<b>5,160</b>	<b>3,675</b>	<b>47,428</b>	<b>0</b>	<b>0</b>	<b>78,876</b>	<b>0</b>	<b>52,260</b>	<b>1,690</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,393</b>	<b>\$ 198,589.00</b>
<b>Reimbursable Direct Non-Salary Costs</b>															
														Mileage at current IRS rate	\$ 800.00
														Reproduction Allowance	\$ -
														<b>Total Reimbursable Expense</b>	<b>\$ 800.00</b>
														<b>Total Estimated Budget</b>	<b>\$ 199,389.00</b>