



INFORMATIONAL MEMORANDUM

TO: **Transportation & Infrastructure Services Committee**
FROM: **Jen Tetatzin, Public Works Director**
BY: **Adib Altallal, Utilities Engineer**
CC: **Mayor Thomas McLeod**
DATE: **July 25, 2025**
SUBJECT: **Lift Station No. 2 Structural Modifications
Design & Construction Management – Amendment #2**

ISSUE

Approve Amendment #2 to the professional services agreement with PACE Engineers to provide additional construction management and specialty inspection services for the Lift Station No. 2 Structural Modifications Project.

BACKGROUND

Lift Station No. 2 is a critical component of the City's sewer collection system. In 2015, upgrades were identified to improve pump reliability and reduce maintenance. Major improvements were constructed in 2022, followed by the current project focused on structural modifications to improve maintenance access and operational safety. These include structural retrofits, a new hoist system, and internal slab and grating modifications.

DISCUSSION

Due to the complex nature of the structural retrofits within an active sewer lift station, additional construction management and specialty inspection services are needed to ensure successful project delivery. These services include electrical, mechanical, and structural inspections as well as coordination and quality assurance support.

FINANCIAL IMPACT

	<u>Contract</u>	<u>Budget ('26)</u>
Contract + Amendment 1	\$92,737.00	
<u>Amendment 2</u>	<u>\$43,880.00</u>	
Total	\$136,617.00	\$500,000.00

RECOMMENDATION

The Council is being asked to approve Amendment #2 to the professional services agreement with PACE Engineers in the amount of \$43,880.00 for construction management and inspection services for the Lift Station No. 2 Structural Modifications Project, and to consider this item on the Consent Agenda at the August 4, 2025 Regular Council Meeting.

ATTACHMENTS

Amendment #2 to Professional Services Agreement
Fee Estimate & Scope of Services



City of Tukwila

6200 Southcenter Boulevard, Tukwila WA 98188

Agreement Number:

CONTRACT FOR SERVICES

Amendment No. 2

Between the City of Tukwila and PACE Engineers

That portion of Contract No. 24-030 between the City of Tukwila and PACE Engineers is hereby amended as follows:

Section 4A: Payment.

Payment for the work provided by the Consultant shall be made as provided on Exhibit "B" attached hereto, provided that the total amount of payment to the Consultant shall not exceed \$136,617.00 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 _____, 2025.

CITY OF TUKWILA

PACE ENGINEERS

Thomas McLeod, Mayor

Printed Name: _____

ATTEST/AUTHENTICATED

APPROVED AS TO FORM

Andy Youn, MMC, City Clerk

Office of the City Attorney

ADDITIONAL SERVICES AGREEMENT # 2

TO: City of Tukwila
C/O Adib Altalla, PE
6300 Southcenter Blvd Ste 100
Tukwila, WA 98188

PROJECT NAME: Tukwila LS #2 – Structural Modifications
Contract No. 24-030

PROJECT NO.: 24444

FROM: Bill Reynolds, PE

DATE: July 16, 2025

SUBJECT: Construction Administration & Inspection proposal

This Service Agreement is intended to advise that a request for services has been made which is not in our Scope of Services or Fee. The subject contract is herein amended to incorporate the following scope of services:

Scope of Services

The addition of Construction Administration & Inspection services for the Tukwila LS #2 – Structural Modifications project has been requested by The City of Tukwila. The following narrative is meant to be an expansion of the currently executed contract between the City of Tukwila and PACE Engineers, Inc.

PACE Engineers, Inc. proposes to amend the current contractual scope to include engineering inspection and construction administration services. These services or tasks are listed below and provide a brief description of what each task entails.

Tasks

Task 1 – Project Management

- PACE will provide administration and coordination throughout the duration of the project, including contracting and invoicing, scheduling, and client coordination.
- PACE will conduct regular coordination and update meetings virtually with The City of Tukwila Staff at project milestones and as needed.

Task 2 – Materials Submittal Review (10 Total)

- PACE will provide Structural Engineer review and approval for materials used in the completion of the project. A maximum of 16 submittals have been assumed.

Task 3 – RFI Review and Coordination (8 total)

- PACE will provide assistance to the contractor and Jurisdiction in finding the most appropriate solution to RFIs.
- Lead coordination efforts with interested parties.

Task 4 – Construction Inspection Services

- PACE will provide Inspection services that will include observation and reporting of contractor and subcontractor installation activities. This task also includes special inspections on an as needed basis. Construction inspection services assume a 15-day duration of 4 hours per day for a total of 60 hours.

Task 5 – Closeout, Punchlist, & As-Builts

- PACE will provide services for this task which will include punchlist development & walkthrough, as-built preparation, and final project acceptance assistance.

Deliverables

- Inspection reports which will include written documentation of onsite contractor labor, machinery, and material deliveries.
- Confirmation of approved materials being used on the project and collection of delivery tickets.
- Engineering review and coordination of project materials.
- Project compliance with the approved plans, specifications, and other applicable standards.
- Photo documentation.
- Inspector's as-built markups and documentation.
- Punchlist walkthrough and administration.

Fee

Client agrees to pay PACE for the above services on the basis of an hourly labor rate plus reimbursable expenses, not to be exceeded without written authorization from the Client. Specifically, PACE will invoice the Client for the additional services of project inspection as mentioned above.

For inspection and construction services, we are requesting a change order of \$43,880.00. This includes the tasks and deliverables as mentioned in this amended services agreement, approximately 156 hours of effort on a time and expense basis. This will provide materials review and approval, RFI review and coordination, and site project management and inspection funding from the start of mobilization to the final acceptance of the project by the City. This amount will be applied in conjunction with the requested inspection services amount for the duration of the contract.

The subtotal for this scope amendment is \$43,880.00. The total amended budget would increase from \$92,737.00 to \$136,617.00.

All services provided within the scope of this ASA will be performed as per the terms and conditions approved under the above-mentioned base contract for the project, unless stated in the scope within this document. If you have any questions, require any additional information, or would like to discuss this project further, please do not hesitate to contact us at your earliest convenience.



Authorized PACE Representative
Signature

William Reynolds
Printed Name

Sr. Principal Engineer
Title

July 18, 2025
Date

I accept the above described Scope of
Services and Fee Structure.

Authorized Client Representative Signature

Printed Name

Title

Date

Project Estimates should consider a 10% to 15% contingency for unknown conditions where applicable.
Project Estimates should consider escalation for projects extending over one calendar year.

Select this column when adding more columns.

Rev. 1/27/2025

Fee Schedule: STANDARD

Free Form Input - Project Budgeter can define work item descriptions, expense and subconsultant as required
Defined Input - Project budgeter must use defined Labor Codes and Staff Type from Deltek FMS Project Mgmt System (Tables Attached)

PACE Engineers Project Name: Tukwila Lift Station #2 Structural Modifications Location: Tukwila, WA Prepared By: JS & SD
Project #: 24444 Billing Group #: Task #: Date: 7/16/2025

Labor Hours by Classification													
Staff Type # (See Labor Rates Table) Staff Type Hourly Rate Staff Name (optional) Drawing/Task Title	Labor Code Job Title	1	103									Hour Total	Dollar Total
		\$305	\$222										
	Sr. Principal Engineer		Structural Engineer										
Task 1 - Project Management		2	10									12.0	\$2,830.00
Task 2 - Materials Submittal Review (10 Total)		2	32									34.0	\$7,714.00
Task 3 - RFI (8 Total)		4	24									28.0	\$6,548.00
Task 4 - Construction Inspection (15 days @ 4 hr/d)		6	60									66.0	\$15,150.00
Task 5 - Closeout, Punchlist, & As-Builts		2	14									16.0	\$3,718.00
Previous Contract Adjustment													\$7,500.00
Hours Total		16.0	140.0									156.0	
Labor Total		\$4,880	\$31,080										\$43,460.00

Expenses		Reimbursable	
	Rate/Unit	Quantity	Cost
Postage/Courier			
Printing Costs			
Photo/Video			
Mileage/Travel/Per Diem (40 miles round trip per day)	\$0.70	600	\$420.00
Previous Contract Adjustment			
Total			\$420.00

Subconsultants	
Utility Locate	
Mechanical Engineer	
Electrical Engineer	
Geotechnical Engineer	
I & C Engineer	
Subconsultant Subtotal	
Markup	15%
Total	

PACE Billed Labor Total	\$43,460.00
Reimbursable Expenses	\$420.00
Subconsultants	
Total Project Budget	\$43,880.00