



INFORMATIONAL MEMORANDUM

TO: **Thomas McLeod, Mayor**
FROM: **Jen Tetatzin, Public Works Director**
BY: **Adib Altallal, Utilities Engineer**
DATE: **July 25, 2025**
SUBJECT: **Sewer Lift Station 5 Rebuild – Construction Management Supplement**
Project No. 92340201
Contract No. 23-019, Amendment #2

ISSUE

Amendment #2 to the Consultant Agreement with PACE Engineers, Inc. is needed to add partial engineering inspection services for the Tukwila Lift Station #5 Retrofit construction phase.

BACKGROUND

The City executed a consultant agreement with PACE Engineers, Inc. in 2023 for design services for the Tukwila Lift Station #5 Retrofit project. The original contract amount was \$366,277.30. As construction commences, additional engineering inspection support is required to supplement City staff resources during the first half of the construction period. We are anticipating the availability of the City inspector for the latter portion of the project.

DISCUSSION

Amendment #2 will authorize PACE Engineers, Inc. to perform site inspection and project management services related to the construction of the Lift Station #5 Retrofit. This includes observation and documentation of demolition, piping, structures, electrical work, wet well and meter vault installation, site improvements, and project testing and closeout preparation. PACE will provide a field inspector for approximately 50 days at 8 hours per day, including limited support from technical staff and subconsultants. The amendment includes 466 hours of labor and necessary expenses.

FINANCIAL IMPACT

This amendment adds \$99,100.00 to the contract, increasing the total not-to-exceed amount from \$366,277.30 to \$465,377.30. Funding for this work is available in the Sewer Fund.

	<u>PACE Contract</u>	<u>2025-2026 Budget</u>
Design Contract	\$236,801.25	\$2,175,000.00
Amendment #1	\$129,476.05	
<u>Amendment #2</u>	<u>\$99,100.00</u>	
Total	\$465,377.30	

RECOMMENDATION

The Council is being asked to approve Amendment #2 to the professional services agreement with PACE Engineers in the amount of \$99,100 for construction management services for the Lift Station No. 5 Project, and to consider this item on the Consent Agenda at the August 4, 2025 Regular Council Meeting.



City of Tukwila

6200 Southcenter Boulevard, Tukwila WA 98188

Agreement Number:

CONTRACT FOR SERVICES

Amendment #2

Between the City of Tukwila and PACE Engineers

That portion of Contract No. **23-019** between the City of Tukwila and **PACE Engineers** is hereby amended as follows:

Section 4: Payment. The Consultant shall be paid by the City for completed work and for services rendered under this Agreement as follows:

- A. 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 \$465,377.30.

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

Dated this _____ day of _____, 2025.

CITY OF TUKWILA

Initial
JS

Thomas McLeod, Mayor

CONSULTANT:

By: Kenneth H Nilsen

Printed Name: Kenneth H Nilsen

Title: President

ATTEST/AUTHENTICATED:

Andy Youn, City Clerk

APPROVED AS TO FORM:

Office of the City Attorney

ADDITIONAL SERVICES AGREEMENT #1

TO: City of Tukwila
c/o Adib Altallal, PE
6300 Southcenter Blvd, Suite 100
Tukwila, Washington 98188

PROJECT NAME: Tukwila LS #5 - Retrofit

PROJECT NO.: 23415

FROM: Ken Nilsen, PE

DATE: April 14, 2025

SUBJECT: Scope Revision – Inspection Services

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 engineering inspection services for the first half of the Tukwila Lift Station #5 – Retrofit 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. (PACE) proposes to amend the current contractual scope to include engineering inspection services. These services or tasks are listed below and provide a brief description of what each task entails. The Terms and Conditions and approved rates under the existing contract for Tukwila Lift Station #5 – Retrofit will remain in effect for this Additional Services Agreement.

TASKS**Task 1 – Project Management**

- PACE will provide administration and coordination throughout the duration of construction activities, 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 – Demolition Inspection

- Inspection services related to demolition of the existing infrastructure as labeled on the approved plans. This work will include compliance with specified demolition depths, application of backfill for pipe and structure abandonment, and removal of existing curb and gutter.

Task 3 – Pipe and Structure Inspection

- Inspection services performed will include observation and reporting of installation and backfill of gravity pipe, force main pipe, external bypass connection, and sanitary sewer manhole. This task will also include observation of connections to the existing systems for water and sewer.

Task 4 – Electrical Inspection

- Inspection services for Electrical inspection will include observation and reporting of contractor and subcontractor installation activities. This task also includes inspections by the Electrical Engineer on an as-needed basis. Inspection services and additional review under this task will be performed by Follett Engineering and will not exceed 25 hours.

Task 5 – Wet Well and Meter Vault Inspection

- Inspection services for wet well and meter vault inspection will include observation of meter vault installation, pipe alignment, backfill, wet well retrofit with riser and hatch, wet well pipe penetrations, pumps and all required appurtenances, setting of floats and sensors, grouting and coating, and wet well piping.

Task 6 – Surface Improvements Inspection

- Inspection services for site improvements will include observation and reporting of contractor and subcontractor installation activities related to items such as bollards, grass pavers, relocation of existing generator, site lighting, installation of FRP electrical building, and installation of site water services.

Task 7 – Testing, Punchlist, and Closeout

- Inspection services for this task will include observation of pressure testing of the installed force main, pump and electrical operational testing, punchlist development and walkthrough, and final project acceptance assistance.

DELIVERABLES

- Daily 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.
- Project compliance with the approved plans, specifications, and other applicable standards.
- Photo documentation.
- Inspector's as-built markups and documentation.
- Punchlist walkthrough and administration.

ASSUMPTIONS

- Inspection services will occur over the course of 50 days. Each day will consist of 8 hours, which includes travel time.
- The City of Tukwila Inspection staff will take over at the project halfway mark.
- RFIs and any additional submittals will be handled by the Engineer as part of the existing Construction Administration contract.
- The Engineer is budgeted for 60 total hours over the course of the 50 days for technical and design support.

- The existing Construction Administration contract had a budget of \$14,832.00 for Construction inspections and site visits and \$10,660.00 for project closeout. The total of \$25,492.00 remains from this original contract amount for construction administration.

EXCEPTIONS

- Special inspections are not included under this agreement and may only occur with the Owner's approval and at the Contractor's expense.

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 services, we are requesting a change order of \$99,100.00. This includes the tasks and deliverables as mentioned in this amended services agreement, approximately 466 hours of effort on a time-and-expense basis. This will provide site project management and inspection funding from the start of mobilization until the City inspection staff take over at approximately 50 days into the project. Note that \$25,492.00 remains from the construction administration contract for inspection services and project closeout. This amount will be applied to the requested inspection services amount for the duration of the contract.

The subtotal for this scope amendment is \$99,100.00. The total amended budget would increase from \$366,277.30 (original contract plus construction administration contract) to **\$465,377.30.**

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.

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



Authorized PACE Representative Signature

Ken Nilsen, PE

Printed Name

President

Title

April 14, 2025

Date

Authorized Client Representative Signature

Printed Name

Title

Date

	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 Detlex FMS Project Mgmt System (Tables Attached)

Project Name		Tukwila Lift Station #5 Retrofit
Project #:	23415	Billing Group #:
Location:		
		Tukwila, WA
Task #:		
Prepared By:		
		James Schouten
Date:		
4/7/2025		

Project Budget Worksheet - 2025

[illegible]

Expenses		Reimbursable	
	Rate/Unit	Quantity	Cost
Postage/Courier			
Printing Costs			
Photo/Video			
Mileage/Travel/Per Diem (40 miles round trip per day)	\$0.70	2000	\$1,400.00
Miscellaneous			
Total			\$1,400.00

PACE Billed Labor Total	\$91,950.00
Reimbursable Expenses	\$1,400.00
Subconsultants	\$5,750.00
Total Project Budget	\$99,100.00

CITY OF TUKWILA CAPITAL PROJECT SUMMARY 2025 to 2030

PROJECT:		Sewer Lift Station 5 Rebuild					Project #	92340201
Project Manager	Adib Altallal				Department	Sewer		
DESCRIPTION:	Rebuilding of sewer lift station 5 will reduce maintenance costs and reduce the risk of failure.							
JUSTIFICATION:	Aging sewer lift station requires the replacement of motors, pumps, and controls at older lift stations to reduce maintenance.							
STATUS:	The sewer lift station has been seeing a lot of issues with maintenance of pumps and motors. The existing panels and valves are in a confined space and will need to be moved to grade for safer access.							
MAINTENANCE IMPACT:	N/A							
COMMENT:	Moving controls to grade level will greatly improve the safety of the access.							
FINANCIAL (in thousands)	2025	2026	2027	2028	2029	2030	Beyond	TOTAL
Project Costs								
Project Mgmt (Staff Time/Cost)	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15
Design	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60
Construction Mgmt.	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250
Construction	\$ 1,750	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,850
Total Project Costs	\$ 2,075	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,175
Project Funding								
Utility Revenues	\$ 2,075	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,175
Total Project Funding	\$ 2,075	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,175