



McCleary City Council Agenda

01/23/19- 6:30PM

Flag Salute

Roll Call: ___ Pos. 1-Richey, ___ Pos. 2-Huff , ___ Pos. 3- Heller, ___ Pos. 4- Blankenship, ___ Pos. 5- Iversen

- | | | |
|------------------------|--------------------------|-------------------------------------|
| Presentation | <input type="checkbox"/> | |
| Public Hearing | <input type="checkbox"/> | |
| Mayor Comments | <input type="checkbox"/> | |
| Public Comment | <input type="checkbox"/> | |
| Minutes | <input type="checkbox"/> | Tab A 1/9/2019 |
| Approval of Vouchers | <input type="checkbox"/> | |
| | | |
| Presentation | <input type="checkbox"/> | Tab B MCRC Survery Results |
| Staff Reports | <input type="checkbox"/> | |
| Old Business | <input type="checkbox"/> | |
| New Business | <input type="checkbox"/> | Tab C 3rd St. Improvements CM Scope |
| Ordinances | <input type="checkbox"/> | |
| Resolutions | <input type="checkbox"/> | |
| | | |
| Contracts | <input type="checkbox"/> | |
| Mayor/Council Comments | <input type="checkbox"/> | |
| Public Comments | <input type="checkbox"/> | |
| Adjourn/Recess Meeting | <input type="checkbox"/> | |

Please turn off Cell Phones- Thank you

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CITY OF MCCLEARY
Regular City Council Meeting
Wednesday, January 9, 2019

| | |
|-------------------------------------|--|
| ROLL CALL AND FLAG SALUTE | Councilmembers Richey, Huff, Heller, Blankenship and Iversen were in attendance. |
| ABSENT | None. |
| STAFF PRESENT | Present at the meeting were Director of Public Works Todd Baun, Clerk-Treasurer Wendy Collins, Chief Steve Blumer and Attorney Chris Coker. |
| PUBLIC HEARING | None. |
| PUBLIC COMMENTS | None. |
| MAYOR COMMENTS | <p>Mayor Orffer read a recognition letter from the U.S. Department of Justice, which recognized Chief Blumer. It stated, "Through his leadership and unwavering partnership with the United States Marshals Services, we collaboratively arrested 871 violent offenders in the Western District of Washington. Our task force, to include the McCleary Police Department, cleared 1,057 outstanding felony warrants in Fiscal Year 2018". Mayor Orffer congratulated Chief Blumer.</p> <p>Mayor Orffer received an invitation from the McCleary Chamber of Commerce inviting the City Councilmembers to their Recognition and Awards Dinner.</p> <p>The State Auditors met with the City for the exit conference for the 2017 Audit. The city had a clean audit with only a few small housekeeping issues that were immediately corrected. The auditor's were pleased and recommended moving to an every-other-year audit, if there are no Federal or loan compliance reasons for requiring an annual audit. Mayor Orffer gave kudos to Wendy Collins and her team who keep the books and keep everything in order. She also thanked Todd Baun and Chief Blumer for their assistance during the audit.</p> |
| VOUCHERS | <p>Accounts Payable checks approved were 45352 - 45412, including EFT's, in the amount of \$210,945.36 and 45439 - 45490, including EFT's in the amount of \$154,231.67.</p> <p>Payroll checks approved were 45347 - 45493, including EFT's, in the amount of \$182,225.27.</p> <p>Bank Reconciliation for December 2018.</p> <p>It was moved by Councilmember Heller, seconded by Councilmember Huff to approve the vouchers. Motion Carried 5-0.</p> |
| MINUTES APPROVED | It was moved by Councilmember Iversen, seconded by Councilmember Richey to adopt the minutes from the December 12, 2018, meeting. Motion Carried 5-0. |
| CITY ATTORNEY REPORT | Chris Coker provided a written report for the Council. He will be providing harassment training for the employees on January 25th. |
| DIRECTOR OF PUBLIC WORKS REPORT | Todd Baun provided a written report for the Council. |
| POLICE CHIEF REPORT | Chief Blumer provided a written staff report for the Mayor and Council. |
| MUSEUM DISCUSSION | The Historical Society is paying for materials to replace the Museum roof and the City crew will be providing the labor. The leaderships from the church, Historical Society and City are all working together as a team to make the required repairs. Councilmember Richey asked if the Friday luncheons will continue at the Methodist Church after ownership changes. Mayor Orffer stated, if the church logistically cannot continue with the luncheons, there are other alternative locations at local churches that have offered to provide space. |
| EVERGREEN CONSULTING GROUP CONTRACT | It was moved by Councilmember Blankenship, seconded by Councilmember Iversen to authorize the Mayor to sign the annual contract with Evergreen Consulting Group. Motion Carried 5-0. |

RESOLUTION 721
PURCHASING &
PROCUREMENT POLICY

It was moved by Councilmember Iversen, seconded by Councilmember Richey to adopt Resolution 721 A RESOLUTION RELATING TO COMPETITIVE BIDDING; ESTABLISHING POLICES IN RELATION THERETO; AND REPEALING RESOLUTION 622 AND ALL OTHER RESOLUTIONS IN CONFLICT THEREWITH. Resolution Adopted 5-0.

RESOLUTION 722 INVENTORY
OF ASSETS

The auditor recommended the City update the small and attractive assets policy. **It was moved by Councilmember Iversen, seconded by Councilmember Huff to adopt Resolution 722 A RESOLUTION ADOPTING A POLICY IN RELATION TO MAINTAINING AN INVENTORY OF CERTAIN ASSETS OF THE CITY AND REPEALING RESOLUTION 700 AND ALL OTHER RESOLUTION IN CONFLICT THEREWITH. Resolution Adopted 5-0.**

EXECUTIVE SESSION

None.

PUBLIC COMMENT

Councilmember Huff was told by a few local parents in McCleary to thank the Police Department for the presence of Officer Morrison at the school. They said it is a positive thing for the students to see a friendly officer frequently visit the school.

Councilmember Huff stated the Beehive residents are thrilled for the extra light that was installed by the greenhouse.

Todd Baun reported the 3rd Street Project will be starting in April and is scheduled to take 120 working days (approximately five months) to complete.

MEETING ADJOURNED

It was moved by Councilmember Richey, seconded by Councilmember Blankenship to adjourn the meeting at 6:56 pm. The next meeting will be Wednesday, January 23, 2019 at 6:30 pm. Motion Carried 5-0.

Approved by Mayor Brenda Orffer and Clerk-Treasurer Wendy Collins.

TAB - B

McCleary Civic Renewal Council

Results of Public Survey

Strengthening Our Community and Surrounding Areas



Introduction

- Demographics background
 - Population
 - Income
 - Heritage
- Survey results
 - Questions 1-8
 - Comments tallied as a total number

Demographics – City Population & Ages

| Year | Population | Percent Change |
|------|------------|----------------|
| 1950 | 1,175 | -- |
| 1960 | 1,115 | -5.1% |
| 1970 | 1,265 | 13.5% |
| 1980 | 1,419 | 12.2% |
| 1990 | 1,235 | -13.0% |
| 2000 | 1,454 | 17.7% |
| 2010 | 1,653 | 13.7% |
| 2017 | 1,691 | 2.3% |

| Age | 2010 | | 2000 | |
|--------------|-------------|---------------|-------------|---------------|
| | Total | Percent | Total | Percent |
| Total | 1235 | 100.0% | 1454 | 100.0% |
| 0-4 | 127 | 7.7% | 98 | 6.7% |
| 5-9 | 98 | 5.9% | 93 | 6.4% |
| 10-14 | 123 | 7.4% | 105 | 7.2% |
| 15-19 | 94 | 5.7% | 96 | 6.6% |
| 20-29 | 210 | 12.7% | 178 | 12.2% |
| 30-39 | 251 | 15.2% | 186 | 12.8% |
| 40-49 | 183 | 11.0% | 202 | 13.9% |
| 50-59 | 200 | 12.1% | 169 | 11.6% |
| 60-69 | 165 | 10.0% | 96 | 6.6% |
| 70-79 | 103 | 6.2% | 126 | 8.7% |
| 80+ | 99 | 5.9% | 105 | 7.2% |

Demographics –Income & Heritage

| Income | McCleary | Grays Harbor County | State of Washington |
|-------------------------|----------|---------------------|---------------------|
| Less than \$10,000 | 3.8% | 8.6% | 5.9% |
| \$10,000 - \$14,999 | 5.3% | 7.0% | 4.0% |
| \$15,000 - \$24,999 | 12.5% | 11.3% | 8.4% |
| \$25,000 - \$34,999 | 9.6% | 12.2% | 8.7% |
| \$35,000 - \$49,999 | 19.6% | 16.3% | 12.7% |
| \$50,000 - \$74,999 | 21.0% | 19.5% | 18.4% |
| \$75,000 - \$99,999 | 13.0% | 9.6% | 12.4% |
| \$100,000 - \$149,999 | 14.4% | 11.0% | 15.6% |
| \$150,000 - \$199,999 | 0.4% | 2.4% | 6.5% |
| \$200,000 or more | 0.4% | 2.1% | 6.3% |
| Median Household Income | \$49,211 | \$44,521 | \$62,848 |

| Ancestry Location | Number of Population | Percentage of Population | Ancestry Location | Number of Population | Percentage of Population |
|-------------------|----------------------|--------------------------|-------------------|----------------------|--------------------------|
| English | 226 | 10.4% | German | 393 | 18.1% |
| Irish | 194 | 8.9% | Swedish | 195 | 9.0% |
| Scottish | 57 | 2.6% | American | 173 | 8.0% |
| Scots-Irish | 7 | 0.3% | Norwegian | 152 | 7.0% |
| Welsh | 29 | 1.3% | French | 82 | 3.8% |
| | | | Dutch | 44 | 2.0% |
| | | | Italian | 41 | 1.9% |

Survey Results – Background

- Goal was 200 responses (approximately 10% of census area population)
- Received 196 responses in total, representing 439 family members
- 10 questions took an average of 4 ½ minutes to respond

Survey Results – Age In Survey For Respondent’s Household (Question 1)

| | Survey | | 2010 Census | |
|-------|--------|---------|-------------|---------|
| Age | Number | Percent | Number | Percent |
| 0-4 | 40 | 9.1% | 127 | 7.7% |
| 5-9 | 53 | 12.1% | 98 | 5.9% |
| 10-14 | 42 | 9.6% | 123 | 7.4% |
| 15-19 | 36 | 8.2% | 94 | 5.7% |
| 20-39 | 102 | 23.2% | 461 | 27.8% |
| 40-59 | 104 | 23.7% | 383 | 23.1% |
| 60+ | 62 | 14.1% | 367 | 22.1% |
| Total | 439 | 100.0% | 1,653 | 100.0% |

Survey Results – How Families Receive Information(Question 2)

| Facility | Number | Percent | Facility | Number | Percent |
|--------------------|--------|---------|---------------------------|--------|---------|
| Social media | 148 | 75.51% | Posting boards | 31 | 15.82% |
| Email | 100 | 51.02% | Library | 30 | 15.31% |
| US Mail | 63 | 32.14% | Skyward (McCleary School) | 20 | 10.20% |
| City utility bills | 50 | 25.51% | Radio | 7 | 3.57% |
| Newspaper | 31 | 15.82% | Other | 4 | 2.04% |

Survey Results – Which Fields and Facilities do You Use (Question 3)

| Facility | Number | Percent | Facility | Number | Percent |
|--------------------------------|--------|---------|----------------------------|--------|---------|
| Sidewalks, Paths & Trails | 150 | 76.53% | Baseball / softball fields | 37 | 18.88% |
| Beerbower Park Playground | 90 | 45.92% | Basketball court | 29 | 14.80% |
| Community Center building | 73 | 37.24% | Soccer field | 25 | 12.76% |
| Park kitchen and picnic tables | 69 | 35.20% | Tennis / Pickle ball court | 23 | 11.73% |
| Community Center Playground | 38 | 19.39% | Other | 6 | 3.06% |

Survey Results – What New Facilities Would You Like? (Question 4)

| Facility | Number | Percent |
|-------------------------|--------|---------|
| Walking trails | 118 | 60.24% |
| Indoor swimming pool | 101 | 51.53% |
| Improved sidewalks | 100 | 51.02% |
| Dog park | 79 | 40.31% |
| Youth center | 68 | 34.69% |
| Community garden | 62 | 31.63% |
| Indoor sports facility | 58 | 29.59% |
| Workout trails | 54 | 27.55% |
| Bicycle trails | 52 | 26.53% |
| Miniature golf course | 49 | 25.00% |
| Senior center | 45 | 22.96% |
| Batting cages | 44 | 22.45% |
| Bicycle lane on roadway | 41 | 20.92% |

| Facility | Number | Percent |
|---------------------------------|--------|---------|
| Outdoor swimming pool | 40 | 20.41% |
| Amphitheater | 40 | 20.41% |
| Visitor center | 37 | 18.88% |
| Archery range | 32 | 16.33% |
| Rock climbing wall | 30 | 15.31% |
| Ice rink | 30 | 15.31% |
| Skate park | 28 | 14.29% |
| Outdoor volleyball court | 25 | 12.76% |
| Additional parks (neighborhood) | 24 | 12.24% |
| Campground | 23 | 11.73% |
| Other | 21 | 10.71% |
| Air activities | 16 | 8.16% |

Survey Results – What Community Events Would You Like? (Question 5)

| Facility | Number | Percent | Facility | Number | Percent |
|-------------------------|--------|---------|---------------------------------|--------|---------|
| Public Saturday markets | 151 | 77.04% | Movies in the park | 105 | 53.57% |
| Festivals | 124 | 63.27% | Cultural and educational events | 91 | 46.43% |
| Music concerts | 117 | 60.00% | Wood and metal works | 75 | 38.27% |
| Arts and crafts | 108 | 55.10% | Other | 6 | 3.06% |

Survey Results – Additional Facilities (from comments)? (Question 6)

| Facility or Infrastructure | Comments | Facility or Infrastructure | Comments |
|---------------------------------|----------|-----------------------------|----------|
| Improve sidewalks/alleys | 35 | Pet park | 3 |
| Improve roads/crosswalks | 28 | Equine sports facility | 3 |
| New restaurants | 26 | Botanical Garden | 2 |
| Improve vacant/new buildings | 12 | Arcade center/game room | 2 |
| Movie/play theater | 12 | Signage | 2 |
| Improve park | 12 | Treehouse in park | 2 |
| Urban forest, more green space | 11 | Civic/events/all age center | 2 |
| Community support/services | 11 | Improve basketball court | 2 |
| Improve playground | 11 | Apartments/housing | 2 |
| More businesses (general) | 10 | Library | 2 |
| Improve baseball fields | 7 | Improve cemetery | 2 |
| Physical fitness center/gym | 5 | All age center | 2 |
| Zoo or Petting Zoo | 5 | Space for Lindsey | 1 |
| Tennis courts (that are usable) | 4 | Improve street lighting | 1 |
| Welcome/historical center | 4 | Disc golf course | 1 |
| Safe place for bikes | 3 | Electrical charging station | 1 |
| Improved VFW | 3 | 18-hole golf course | 1 |
| New/upgrade museum | 3 | Rest area | 1 |
| City theme | 3 | Billiard hall | 1 |

Survey Results – Additional Events (from comments)? (Question 7)

| Event or Activity | Comments | Event or Activity | Comments |
|--------------------------------|----------|--------------------------|----------|
| Community events (general) | 33 | Block party/potluck | 4 |
| Seasonal festivals | 33 | Wine and beer events | 4 |
| Music/comedy events | 26 | Scottish Highland Games | 3 |
| Events for children (all ages) | 23 | Adult activities | 3 |
| Family activities (all ages) | 21 | Wellness day | 2 |
| Crafts/cultural/art/dance | 18 | Community garden program | 2 |
| All markets/bazaars | 15 | Soup/community dinners | 2 |
| Sports and leagues | 10 | Community games/bingo | 2 |
| Running/walking events | 8 | Pet activities | 2 |
| Plays and theater | 7 | Paintball | 1 |
| City clean up | 6 | | |

Survey Results – Additional Issues (from comments)? (Question 8)

| Event or Activity | Comments | Event or Activity | Comments |
|----------------------------|----------|------------------------------|----------|
| Utility bills | 13 | Low income/senior assistance | 4 |
| Community support services | 11 | Not enough to do | 3 |
| City council | 6 | Main intersection confusion | 2 |
| Improve law enforcement | 5 | More school funding | 1 |
| Water and aquifer | 5 | Animal control | 1 |

Questions

TAB - C

EXHIBIT A SCOPE OF WORK

Prepared for:

CITY OF MCCLEARY 3RD STREET IMPROVEMENTS UPPER PROJECT – **CONSTRUCTION MANAGEMENT** January xx, 2019

INTRODUCTION:

The City of McCleary (CITY) is requesting engineering services from Skillings Connolly, Inc. (CONSULTANT) to provide construction management for a project on Third Street from Mox Chehalis Road to East Oak Street (PROJECT). The goal of this project is to restore the physical condition of the roadway, improve pedestrian safety with new sidewalks, and improve mobility via intersection improvements. The City has available funds from a combination of Surface Transportation Program Regional funds, City, and State funds for the project. All work must conform to appropriate federal and state standards and requirements in accordance with the requirements of the WSDOT Local Agency Guidelines (LAG) Manual and the Construction Contract.

Skillings Connolly has experienced construction management staff and will assist the City with ad, bid, award, and construction administration. All of our construction management practices follow the WSDOT Local Programs *Local Agency Guidelines (LAG) Manual* as a matter of practice because it is a proven way of doing business and meeting funding agency audit requirements. We will utilize our own contractor payment system that is designed specifically to follow the LAG Manual and to meet funding agency audit requirements. Our record keeping and contractor payment systems have enabled us to successfully pass several recent Local Programs project reviews. Skillings Connolly does not have a certified material testing facility; therefore, we will utilize either WSDOT Materials Laboratory or use a local certified laboratory for testing.

The following scope of services is based upon the assumptions outlined herein. Associated costs are detailed in EXHIBIT E-1

ASSUMPTIONS:

This Scope of Services is based upon certain assumptions and exclusions identified below and under specific tasks. The following assumptions were used in the development of this scope of services:

- Services will be performed in accordance with WSDOT's LAG Manual and Construction Manual. The staff-hours proposed by the CONSULTANT are an estimate only and are subject to change based on the actual construction schedule and working hours of the Contractor.
- CONSULTANT will utilize their own contract payment system.
- Should the CITY direct the CONSULTANT to not be on the project site for any reason, CONSULTANT is not responsible for performing any scope items listed under the corresponding tasks.
- Surveying and claims support are excluded from this scope.
- The CONSULTANT shall assume no responsibility for proper construction techniques or job site safety but will report to the Contractor and CITY any observed public safety concerns.

- The CONSULTANT will endeavor to protect the CITY against defects and deficiencies in the work of the Contractor, but cannot guarantee the Contractors' performance and shall not be responsible for construction means, methods, measurements, techniques, sequences of procedures, or for safety precautions and programs in connection with the work performed by the construction contractor and any subcontractors.
- Construction contract duration of 100 working days.
- 20 additional days will be estimated to cover such items as preconstruction activities, non-chargeable working days when construction services are provided, and project closeout.
- Work will be performed during daylight hours.
- CONSULTANT will be on-site 8 hours per day.
- CONSULTANT will not work on Holidays as defined in the WSDOT Standard Specifications, Saturdays or Sundays.
- CONSULTANT shall be compensated for construction inspection and administrative work for each additional construction day added to construction contract days due to contractor delays and for additional contract days added due to extra work or change orders to construction contract.
- Undergrounding of the electrical system and communication utilities is not currently included in the construction project. The CITY intends to either negotiate with the successful Contractor to do the undergrounding in conjunction with the project or to do the construction with CITY staff. Coordination Construction management services for undergrounding utilities are included ~~as an option for the CITY~~ under Task 120.
- CONSULTANT staff shall consist of:
 - 1 full time Field Inspector
 - Additional field inspector for 4 weeks
 - ½ time Office engineer in CONSULTANT office
- 1/3 time Construction Manager Contract time:
 - 100 working days = 20 weeks
 - Two weeks pre-construction effort
 - Two weeks closeout effort
 - Possible additional time for underground utilities
- Changes from these assumptions will be considered extra work and will be renegotiated as required, such as additional working days added to the contract time by change order(s).

RESPONSIBILITIES OF THE CITY:

- Provide CM oversight and approval authority for all construction activities.
- Process all contract documents through the CITY's approval process (e.g. CM invoices, construction contract, monthly pay estimates, change order execution, cost reduction proposals, time extensions, etc.).
- Provide and assist the CONSULTANT in utility coordination.
- Review the Pre-Construction Conference agenda and all hand-out materials, before the CONSULTANT conducts the Pre-Construction Conference.
- Coordinate and schedule any public meetings required before, during and after construction.

- Provide operations & maintenance interface with other CITY Staff for ongoing project issues.
- Provide office space and desk for Inspector use during construction.

REFERENCES:

The CONSULTANT shall perform services set forth in this SCOPE OF WORK on behalf of the CITY using procedures specified by the CITY and in compliance with the standards and requirements set forth in the following procedures, regulations and most current (at the time of execution of this agreement) adopted manuals which by reference, are made a part of this Agreement.

- Current (as of the date of execution of the agreement) CITY standards and ordinances:
 - City of McCleary Code.
 - City of McCleary Road Standards
- Current (as of the date of execution of the agreement) versions of the following publications and manuals shall be applicable when specifically cited in the City of McCleary Road Standards or when required by state or federal funding authorities:
 - *Standard Specifications for Road, Bridge, and Municipal Construction*, published by the Washington State Department of Transportation (WSDOT).
 - *Standard Plans for Road, Bridge, and Municipal Construction*, published by WSDOT.
 - *Local Agency Guidelines* (LAG Manual), published by WSDOT.
 - *Construction Manual*, published by WSDOT.

CHANGE MANAGEMENT:

This is a negotiated hourly rate contract with a not to exceed maximum. The levels of effort for various tasks are estimates and may vary. The contract will be managed to the contract maximum, not the task level budgets.

Task 010 – Project Management

Project management and quality reviews will be on-going during the course of the project. The project manager will maintain communication with CONSULTANT staff and CITY, will monitor the project's scope, schedule, and budget, will coordinate and communicate with staff, and other similar project management tasks.

Tasks:

1. Schedule, prepare for, and take part in up to 24 weekly communications with the CITY.
2. Prepare any supplements to the CONSULTANT Agreement.
3. CONSULTANT will prepare up to 7 monthly billings with progress reports with earned value worksheets.
4. Supervise the CONSULTANT's field personnel assigned to the project.
5. QA/QC of all Contract documents and work effort.

Deliverables:

- Document CITY direction to CONSULTANT.

- Agreement supplements as/if needed.
- Monthly invoices with progress reports and earned value worksheets.

Task 020 – Construction Management

The CONSULTANT will work closely with the CITY to provide the appropriate staff to oversee the Contract, coordinate and negotiate with the Contractor and making sure everything is up to code and ensure compliance with the Contract, the LAG Manual, and Construction Manual. This effort will include the following elements:

Tasks:

1. Prepare and transmit Contract Documents to the contractor for execution, including DBE commitment letter.
2. Review contractor's bond and insurance certificates for Contract compliance and inform CITY if acceptable.
3. Organize and chair the preconstruction conference.
 - a. Prepare agenda and list of attendees
 - b. Lead a pre-construction meeting
 - c. Document and prepare meeting minutes for distribution to attendees
4. Review and approve Contractor's submittals.
 - a. Shop drawings.
 - b. Subcontractor Request to Sublet forms.
 - c. Requests for Approval of Materials (RAMs)
5. Contractor coordination.
 - a. Respond to Contractor RFI's, and defer to the Engineer of Record for a response when appropriate.
 - b. Respond to contractor questions which may arise as to the quality and acceptability of furnished materials, work performed, and to general questions raised by adjacent property owners or general public.
 - c. Liaison between the Contractor's management and the CITY's management personnel, acting as the direct point of contact for both parties.
 - d. Coordinate off-site fabrication inspection with independent testing authority, if needed.
 - e. Review ROM and material testing results and advise the Contractor accordingly.
 - f. Review monthly pay estimates with the Contractor and provide recommendation to the CITY for release of payment.
 - g. Facilitate coordination between the Contractor, CITY and project stakeholders regarding status and issues of construction activities.
 - h. Facilitate utility coordination for existing and new utility improvements.
 - i.
6. Review and approve IDRs prepared by the construction inspector.
7. Review the Contractor's baseline project schedule, and
 - a. Monitor that schedule throughout the course of the project for compliance with the provisions of the Contract.
 - b. Request and review periodic schedule updates submitted by the Contractor.
8. Chair up to 26 weekly construction planning meetings, prepare notes as needed.

9. Prepare official correspondence to the Contractor and issue upon the CITY's approval.
 - a. Issue field directives and stop work notices to the Contractor when necessary, with the CITY's approval.
 - b. Issue Correction Notices when appropriate.
10. Make up to 2 field visits.

Deliverables:

- Contract Documents to Contractor
- Bond and insurance certificate review and advice
- Preconstruction Conference minutes
- Contractor's submittal reviews and approvals
- Contractor coordination
- IDR review and approval
- Schedule review and update coordination
- Weekly construction planning meetings
- Official contractor correspondence
- Field visit notes

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| Task 030 – Document Control |
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The CONSULTANT shall provide document control services to be used to ensure compliance with the Contract, the LAG Manual, and Construction Manual and will include the following Tasks:

Tasks:

1. Record of Materials (ROM)
 - a. Request ROM from WSDOT during design phase.
 - b. Modify WSDOT provided ROM to fit LAG and project needs.
 - c. Maintain a material testing log that tracks the test date, type of material test, test result, specification requirement and action taken if a failed result is received from the Certified Material Testing Lab. Include in ROM format if possible.
2. Maintain electronic copies of all documents. Paper Documents are required for WSDOT project reviews. Paper documents will be kept by the CONSULTANT until the end of the project at which time the Client will be provided the paper documents.
3. Process; track and archive construction records including:
 - a. Inspectors Daily Reports (IDR's);
 - b. Requests for Information (RFI's);
 - c. Submittals such as shop drawings et al;
 - d. Requests for Approval of Materials (RAM's);
 - e. Statements of Working Days.
 - f. CONSULTANT shall maintain submittal and RFI logs to track when documents are received and returned to the contractor.
4. Compile and review inspector pay quantity and force account records, and prepare monthly contractor progress estimates.
5. Review and archive project record documentation associated with:
 - a. Requests to Sublet,

- b. Intents to Pay Prevailing Wage,
 - c. Certified Payroll,
 - d. Contractor employee wage interviews.
6. Review and archive:
 - a. DBE participation
 - ~~b. Training goals documentation.~~
7. Maintain lists of:
 - a. Approved change orders,
 - b. Potential change orders. Potential change orders will have a force account estimate of the extra work related to that item(s), until an approved change order is executed.
 - c. Balance of management reserve fund

Deliverables:

- Record of Materials (ROM)
- Electronic construction records
- Paper construction records
- Monthly contractor progress estimates.
- Project record documentation
- DBE and training documentation.
- Change order documentation.

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| Task 040 – Field Inspection |
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The CONSULTANT shall provide construction inspection services. These services will help minimize the risk of non-compliant workmanship by the contractor. By providing inspection oversight, the CONSULTANT shall assume no responsibility for proper construction techniques or job site safety, but will report to the Contractor and CITY any known public safety concerns in a timely manner.

The CITY will provide up to 120 hours of construction inspection for this item while coordinating with CONSULTANT's on-site inspector.

The CONSULTANT shall provide construction inspection services for the following elements:

Tasks:

1. Provide digital photographs of:
 - a. the existing conditions (pre-construction)
 - b. during the course of the construction
 - c. final (post construction)
2. Prepare Inspector's Daily Reports (IDRs) recording the contractor's operations performed for each day the CONSULTANT is on site, logging:
 - a. Measurements for quantities of materials installed,
 - b. Log equipment and staff present,
 - c. Weather conditions, and

- d. Any observed problems or construction issues.
3. Prepare Contract records for:
 - a. Daily Payment Notes,
 - b. Force Account Records,
 - c. DBE commercially useful function review
 - d. Wage rate interviews
4. Contractor field coordination:
 - a. Respond to contractor questions which may arise as to the quality and acceptability of furnished materials or work performed.
 - b. Respond to general questions raised by adjacent property owners or general public. Complaints or detailed questions shall be referred to the CITY.
 - c. Facilitate coordination with property owners, businesses, and other project stakeholders identified at the preconstruction conference.
 - d. Facilitate the Contractor's coordination of existing utilities within the project boundaries.
 - e. The Construction Inspector shall review monthly pay estimates with the Contractor and provide recommendations to the Resident Engineer and CITY.
5. Prepare field records and documents in accordance with the Record of Materials (ROM);
 - a. Coordinate with Office Engineer for changes and updates to the ROM.
 - b. Review the Record of Materials (ROM) against the material testing results and advise the Contractor accordingly.
6. For each day the CONSULTANT is on site monitor traffic control via photographs of traffic control set-up and work activities during the course of construction. Photographs will be in digital format and cataloged by date.
7. Monitor the Contractor's compliance with water quality permits and the requirements of the TESC and SPCC Plans.
8. Attend weekly construction meetings.
9. Review the Contractor's construction record drawings on a weekly basis. The CONSULTANT Inspector will track and record field changes on drawings and use this information to verify the Contractor's construction record drawings.
10. Participate in the Project's final inspection and assist in developing a list of any remaining deficiencies (punch list).
11. Report to the CITY the occurrence of any accidents on the site, any hazardous environmental conditions, or emergencies within the project limits.

Deliverables:

- Construction photographs
- IDRs
- Pay notes including force account, wage rate and DBE records
- Contractor field coordination
- ROM data
- Traffic control records
- Weekly construction planning meetings
- Record drawing coordination

Task 050 – Materials Testing

Testing material in accordance with the LAG Manual is a good business practice and is a requirement to receive federal funding. This effort includes the following:

Tasks:

1. The CONSULTANT will retain a material testing firm (Service Provider) or utilize WSDOT Olympic Region Materials Lab to perform soil and concrete testing which includes: gradations, in-place density, Proctor compaction tests, concrete air entrainment, concrete test cylinders, and asphalt composition.

Service Provider costs are included in the budget as an estimated expense. Should costs exceed the estimate a Contract Supplement will be negotiated.

If the WSDOT Olympic Region Materials Lab is utilized testing costs will be billed directly to the CITY by WSDOT under the State set aside in the Local Agency Agreement.

2. The CONSULTANT shall advise the CITY regarding the status of the materials testing budget to allow funds to be added or removed as necessary.

Deliverables:

- Materials testing services and test results

Task 060 – Change Orders

The CONSULTANT will prepare change orders in accordance with LAG Manual. We have estimated 40 hours for the level of effort. If additional effort is required the additional effort will be considered extra work and will be renegotiated as required.

Tasks:

1. The CONSULTANT shall prepare change order packages for review and approval by WSDOT local programs, this includes:
 - a. Reason for change order
 - b. Description of work
 - c. An independent cost estimate (ICE),
 - d. Change order forms with;
 - i. Description of work
 - ii. Materials to be used
 - iii. Construction methods
 - iv. Measurement
 - v. Payment
 - e. For force account work, daily force account records.
 - f. Negotiate price with Contractor

Deliverables:

- Change orders

Task 070 – Survey Verification

No services will be provided under this section. The Contractor is responsible for all construction surveying.

Task 080 – Public Outreach

Keeping the public informed during construction is important in delivering a successful project. With that in mind, the CONSULTANT staff shall provide limited assistance with project outreach.

Eight hours for the Project Engineer and sixteen hours for the Construction Inspector are included in the budget for this task.

Tasks:

1. The CONSULTANT shall, under direction of the CITY, assist with delivering informational flyers for the upcoming construction activities, road closures, temporary traffic controls, and other pertinent information.
2. The CONSULTANT shall also assist the CITY in responding to questions and issues raised by private citizens and local businesses relative to the Project.

Deliverables:

- Public outreach as requested

Task 90 – Claims/Disputes Support

No services are provided under this section unless requested by the City as a contract change via a negotiated cost or time and materials agreement.

Task 100 – Project Close-out

Consultant will provide close-out documentation of the work completed on the project.

Tasks:

1. Prior to substantial completion, the Consultant will provide the Contractor a punch list of items to be completed or repaired before acceptance of the project.
2. Contract Record Drawing ([as-builts](#)) prepared by Contractor and checked by CONSULTANT.
3. Finalize all pay quantities with the Contractor and the City
4. Prepare a Final Estimate for the project and provide to the City with a recommendation to make final payment to the Contractor.
5. Check L&I website for affidavit of wages paid.
6. Prepare DRAFT “Notice of Completion of Public Works Contract” for City electronic submission to Washington State Departments of revenue, Labor and Industries, and Employment Security.
7. DRAFT project completion and acceptance letters for City signature.
8. Prepare documentation for the City in accordance with Chapter 53 of the Local Agency Guidelines. These include:

- a. project completion letter,
 - b. materials certificates,
 - c. list of change orders,
 - d. WSDOT Final Acceptance Date.
9. Assist City with WSDOT project documentation review in accordance with Chapter 53 of the LAG (usually a pre-review mid-project and a final review)
 10. Turn over all project documents and files to the City.

Deliverables:

- Punch list
- Record drawings ([as-builts](#))
- Resolution of final pay quantities and Final Estimate
- Completion Letter
- Material Certifications
- Comparison of Quantities
- DRAFT “Notice of Completion of Public Works Contract” with Affidavit of wages Paid referenced
- Project Documents
- Documentation review(s) with WSDOT

Task 110 – Waterline Construction Management (non-Federal participation)

The construction of the new waterline on the east side of 3rd Street is not eligible for federal funding because the project would not impact its placement; therefore, all costs for the waterline will be the responsibility of the CITY. ~~The cost estimate for this item is at approximately equal to the ratio of the estimated waterline costs to the roadway construction estimated costs.~~

~~The CITY will provide all inspection services for the waterline construction in coordination with CONSULTANT’s on-site inspector. This includes inspector’s diaries of work completed and pay notes for CONSULTANT to include in Contractor pay estimates.~~

~~This work effort will include all items as listed above for the roadway construction. The single Task and Deliverable is set up here to set up a work item to account for waterline construction management services.~~

Task and Deliverable:

1. ~~Waterline construction coordination with the CITY. management services.~~
2. ~~Inclusion of CITY pay notes in Contractor pay estimates.~~
3. [Record drawings \(as-builts\)](#)

Task 120 – Utility Undergrounding Construction Management (non-Federal participation)

[Undergrounding of the electrical system and communication utilities is not currently included in the](#)

construction project. The CITY intends to either negotiate a separate agreement with the successful Contractor to do the undergrounding in conjunction with the project or to do the construction with CITY staff.

~~This street project is federally funded; therefore, any steel utilized in the underground utility construction must meet the Buy America requirements.~~

Assumptions:

- ~~The CITY will want to use CONSULTANT staff for perform construction management of the utility undergrounding.~~
- ~~If the Contractor does the work a change order will be required it will be via a separate agreement with the CITY.~~
 - ~~–Change order will require a time extension~~
 - ~~–Change order must be approved by WSDOT Local Programs as part of the federally funded project, but is non-participating~~
 - ~~—Change order will be added to the CONSULTANT’s Contractor Payment system as Group 3 if constructed by the Contractor.~~
 - ~~—If the CITY opts to do the underground utility construction the Contractor may still want a time extension for project coordination~~
- ~~CITY may choose to do any or all of the following tasks.~~
- ~~The CITY will provide all inspection services for the utility underground construction in coordination with CONSULTANT’s on-site inspector.~~

Tasks:

- ~~—Prepare change order for WSDOT Local Programs approval and Contractor signature~~
 - ~~–Reason for change order~~
 - ~~–Independent cost estimate to justify Contractor prices~~
 - ~~–Include time extension and reasoning~~
- ~~—Add undergrounding material to Record of Materials~~
- ~~—Review and approve Request for Approval of Materials~~
- ~~—Installation inspection~~
 - ~~–Backfill materials and compaction~~
 - ~~–Photographs~~
 - ~~–Pay notes~~
- ~~—Add change order to Contractor Pay System~~
- ~~—Include pay notes in Contractor Pay System for monthly Contractor Payments~~
- 1. Utility underground construction coordination with the CITY.
- 2. Record drawings (as-built plans)

Deliverables:

- ~~—Underground utility change order~~
- ~~—Materials documentation~~

- ~~— Construction inspection~~
- ~~— Pay notes and Contractor payment recommendations~~
- Coordination with the CITY on utility underground construction.
- ~~— Record drawings (as-built plans).~~
- ~~— _____~~

END SCOPE OF SERVICES

The CONSULTANT and the CITY may negotiate additional services as requested by the CITY. These additional services will be considered extra work and will be renegotiated as required, such as:

- Survey Verification
- Claims/Disputes Support

Prepared by: _____ Date: _____

Checked by: _____ Date: _____