



CITY OF CAMAS
PROFESSIONAL SERVICES AGREEMENT

616 NE 4th Avenue
Camas, WA 98607

PROJECT NO. S1036

Lacamas Meadows Force Main Replacement

THIS AGREEMENT is entered into between the City of Camas, a municipal corporation, hereinafter referred to as "the City", and Consor North America, Inc. hereinafter referred to as the "Consultant", in consideration of the mutual benefits, terms, and conditions hereinafter specified.

1. Project Designation. The Consultant is retained by the City to perform professional services in connection with the project designated as the **Lacamas Meadows Force Main Replacement**.
2. Scope of Services. Consultant agrees to perform the services, identified on **Exhibit "A"** attached hereto, including the provision of all labor, materials, equipment, supplies and expenses.
3. Time for Performance. Consultant shall perform all services and provide all work product required pursuant to this agreement by no later than **November 30, 2024**, unless an extension of such time is granted in writing by the City, or the Agreement is terminated by the City in accordance with Section 18 of this Agreement.
4. Payment. The Consultant shall be paid by the City for completed work and for services rendered for an amount not to exceed **\$127,866** under this agreement as follows:
 - a. Payment for the work provided by Consultant shall be made as provided on **Attachment "A"** attached hereto, provided that the total amount of payment to Consultant shall not exceed the amounts for each task identified in Exhibit "A" (Scope of Services) inclusive of labor, materials, equipment supplies and expenses. Billing rates as identified in **Attachment "B"**.
 - b. The Consultant may submit vouchers to the City once per month during the progress of the work for payment for project completed to date. Vouchers submitted shall include the Project Number designated by the City and noted on this agreement. Such vouchers will be checked by the City, and upon approval thereof, payment will be made to the Consultant in the amount approved. Payment to the Consultant of partial estimates, final estimates, and retained percentages shall be subject to controlling laws.
 - c. Final payment of any balance due the Consultant of the total contract price earned will be made promptly upon its ascertainment and verification by the City after the completion of the work under this agreement and its acceptance by the City.
 - d. Payment as provided in this section shall be full compensation for work performed, services rendered and for all materials, supplies, equipment and incidentals necessary to complete the work.

e. The Consultant's records and accounts pertaining to this agreement are to be kept available for inspection by representatives of the City and of the State of Washington for a period of three (3) years after final payment. Copies shall be made available upon request.

5. Ownership and Use of Documents. All documents, drawings, specifications, electronic copies and other materials produced by the Consultant hereinafter "Work Product" in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with Consultant's endeavors. The City agrees, to the fullest extent permitted by law, to indemnify and hold the Consultant harmless from any claim, liability or cost (including reasonable attorney's fees and defense costs) arising or allegedly arising out of any reuse or modification of the Work Product by the City or any person or entity that obtains the Work Product from or through the City.

All work product which may be produced or modified by the Consultant while performing the Services shall belong to the City, upon full payment of all monies owed to the Consultant under this agreement. Upon written notice by the City during the Term of this Agreement or upon the termination or cancellation of this Agreement, the Consultant shall deliver all copies of any such work product remaining in the possession of the Consultant to the City.

6. Compliance with Laws. Consultant shall, in performing the services contemplated by this agreement, faithfully observe and comply with all federal state, and local laws, ordinances and regulations, applicable to the services to be rendered under this agreement. Compliance shall include, but not limited to, 8 CFR Part 274a – Control of Employment of Aliens, § 274a.2 Verification of identity and employment authorization.

7. Indemnification. Consultant shall defend, indemnify and hold the City of Camas, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligent acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials and employees, the Consultant's liability, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Consultant's Liability Insurance.

a. Insurance Term. The Consultant shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

b. No Limitation. Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. Minimum Scope of Insurance. Consultant shall obtain insurance of types and coverage described below:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000.00 per accident. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
 2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000.00 each occurrence, \$2,000,000.00 general aggregate. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent Consultants and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
 3. Professional Liability insurance appropriate to the consultant's profession. Professional Liability insurance shall be written with limits no less than \$2,000,000.00 per claim and \$2,000,000.00 policy aggregate limit.
 4. Workers' Compensation coverage as required by Industrial Insurance laws of the State of Washington.
 5. Verification. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, showing the City of Camas as a named additional insured, evidencing the Automobile Liability and Commercial General Liability of the Consultant before commencement of the work.
- d. Other Insurance Provision. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect to the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
 - e. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
 - f. Verification of Coverage. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.
 - g. Notice of Cancellation. The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.
 - h. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.
9. Independent Consultant. The Consultant and the City agree that the Consultant is an independent Consultant with respect to the services provided pursuant to this agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.

Neither Consultant nor any employee of Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be

responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to Consultant, or any employee of Consultant.

10. Covenant Against Contingent Fees. The Consultant warrants that he/she has not employed or retained any company or person, other than a bonafide employee working solely for the Consultant, to solicit or secure this contract, and that he has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, the City shall have the right to annul this contract without liability or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
11. Discrimination Prohibited. During the performance of this Agreement, the Consultant, for itself, its assignees, and successors in interest agrees to comply with the following laws and regulations:
- Title VI of the Civil Rights Act of 1964
(42 USC Chapter 21 Subchapter V Section 2000d through 2000d-4a)
 - Federal-aid Highway Act of 1973
(23 USC Chapter 3 Section 324)
 - Rehabilitation Act of 1973
(29 USC Chapter 16 Subchapter V Section 794)
 - Age Discrimination Act of 1975
(42 USC Chapter 76 Section 6101 et seq.)
 - Civil Rights Restoration Act of 1987
(Public Law 100-259)
 - Americans with Disabilities Act of 1990
(42 USC Chapter 126 Section 12101 et. seq.)
 - 49 CFR Part 21
 - 23 CFR Part 200
 - RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the Consultant is bound by the provisions of Exhibit "D" attached hereto and by this reference made part of this Agreement, and shall include the attached Exhibit "D" in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

12. Confidentiality. The Consultant agrees that all materials containing confidential information received pursuant to this Agreement shall not be disclosed without the City's express written consent. Consultant agrees to provide the City with immediate written notification of any person seeking disclosure of any confidential information obtained for the City. The restrictions on the use and disclosure of the confidential information shall not apply to information which (a) was known to the Consultant before receipt of same from the City; or (b) becomes publicly known other than through the Consultant; or (c) is disclosed pursuant to the requirements of a governmental authority or judicial order, but only to the extent required to comply with the said requirements of the government authority or judicial order.
14. Certification Regarding Debarment, Suspension, or Ineligibility and Voluntary Exclusion—
Primary and Lower Tier Covered Transactions.
- a. The Consultant, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State department or agency.
 2. Have not within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this section; and
 4. Have not within a three-year period preceding the signing of this contract had one or more public transactions (federal, state, or local) terminated for cause of default.
- b. Where the Consultant is unable to certify to any of the statements in this contract, the Consultant shall attach an explanation to this contract.
 - c. The Consultant agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the City.
 - d. The Consultant further agrees by signing this contract that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Lower Tier Covered Transactions

1. The lower tier Consultant certifies, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 2. Where the lower tier Consultant is unable to certify to any of the statements in this contract, such Consultant shall attach an explanation to this contract.
- e. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the City for assistance in obtaining a copy of these regulations.

15. Intellectual Property.

- a. Warranty of Non-infringement. Consultant represents and warrants that the Consultant is either the author of all deliverables to be provided under this Agreement or has obtained and holds all rights necessary to carry out this Agreement. Consultant further represents and warrants that the Services to be provided under this Agreement do not and will not infringe any copyright, patent, trademark, trade secret or other intellectual property right of any third party.
- b. Rights in Data. Unless otherwise provided, data which originates from this Agreement shall be a "work for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the City. Data shall include, but not be limited to reports, documents, pamphlets, advertisements, books,

magazines, surveys, studies, films, tapes, and sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

16. Assignment. The Consultant shall not sublet or assign any of the services covered by this agreement without the express written consent of the City.
17. Non-Waiver. Waiver by the City of any provision of this agreement or any time limitation provided for in this agreement shall not constitute a waiver of any other provision.
18. Conflict of Interest. It is recognized that Consultant may or will be performing professional services during the Term for other parties; however, such performance of other services shall not conflict with or interfere with Consultant's ability to perform the Services. Consultant agrees to resolve any such conflicts of interest in favor of the City. Consultant confirms that Consultant does not have a business interest or a close family relationship with any City officer or employee who was, is, or will be involved in the Consultant's selection, negotiation, drafting, signing, administration, or evaluating the Consultant's performance.
19. City's Right to Terminate Contract. The City shall have the right at its discretion and determination to terminate the contract following ten (10) calendar days written notice. The consultant shall be entitled to payment for work thus far performed and any associated expenses, but only after the city has received to its satisfaction the work completed in connection with the services to be rendered under this agreement.
20. Notices. Notices to the City of Camas shall be sent to the following address:
Rob Charles
City of Camas
616 NE 4th Avenue
Camas, WA 98607
PH: 360-817-1563
EMAIL: rcharles@cityofcamas.us

Notices to Consultant shall be sent to the following address:

Brent Gruber, PE
Consor North America, Inc.
400 E Mill Plain Blvd, Suite 400
Vancouver, WA 98660
PH: 360-448-4232
Brent.gruber@consoreng.com

21. Integrated Agreement. This Agreement together with attachments or addenda, represents the entire and integrated agreement between the City and the Consultant and supersedes all prior negotiations, representations, or agreements written or oral. This agreement may be amended only by written instrument signed by both City and Consultant. Should any language in any Exhibits to this Agreement conflict with any language in this Agreement, the terms of this Agreement shall prevail. Any provision of this Agreement that is declared invalid, inoperative, null and void, or illegal shall in no way affect or invalidate any other provision hereof and such other provisions shall remain in full force and effect.
22. Arbitration Clause. If requested in writing by either the City or the Consultant, the City and the Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by first entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration in the Portland USA&M office in

accordance with the applicable United States Arbitration and Mediation Rules of Arbitration. The arbitrator's decision shall be final and legally binding and judgement be entered thereon.

Each party shall be responsible for its share of the arbitration fees in accordance with the applicable Rules of Arbitration. In the event a party fails to proceed with arbitration, unsuccessfully challenges the arbitrator's award, or fails to comply with the arbitrator's award, the other party is entitled to costs of suit, including reasonable attorney's fee for having to compel arbitration or defend or enforce award.

- 23. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Washington.
- 24. Venue. The venue for any dispute related to this Agreement or for any action to enforce any term of this Agreement shall be Clark County, Washington.
- 25. Remedies Cumulative. Any remedies provided for under the terms of this Agreement are not intended to be exclusive, but shall be cumulative with all other remedies available to the City at law or in equity.
- 26. Counterparts. Each individual executing this Agreement on behalf of the City and Consultant represents and warrants that such individual is duly authorized to execute and deliver this Agreement. This Agreement may be executed in any number of counter-parts, which counterparts shall collectively constitute the entire Agreement.

DATED this _____ day of _____, 2024

CITY OF CAMAS:

Conсор North America, Inc.:
Authorized Representative

By _____

DocuSigned by:
By Brent Gruber
2825E4253532480...

Print Name _____

Print Name Brent Gruber

Title _____

Title Principal Engineer

Date 1/8/2024

EXHIBIT "A"
SCOPE OF SERVICES

EXHIBIT A

SCOPE OF WORK

LACAMAS MEADOWS FORCE MAIN REPLACEMENT

CITY OF CAMAS

Introduction

The City of Camas (City) owns and operates the Lacamas Meadows Sanitary Lift Station located at 3263 NW 45th Avenue. The pump station and associated force main were constructed in 2006 as part of the development of the Lacamas Meadows subdivision. Since completion, the existing 4-inch CL 200 PVC force main has experienced several breaks. As such, the City has requested the assistance of CONSOR North America, Inc. (Consultant) to assist in the design of a replacement force main totaling approximately 3,200 feet in length. The specific scope of work included with this contract is provided below.

Scope of Services

Consultant will perform the following services in relation to the City's proposed Lacamas Meadows Force Main Replacement project.

Task 1 - Project Management

Objective

Provide overall leadership and team strategic guidance aligned with City staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for developing and implementing the project scope.

Activities

1.1 Project Management & Administration

Perform general administration and project management throughout the project design phase to provide successful completion of all tasks and elements of the project within the established scope, schedule, and budget.

Develop and maintain an overall project schedule and other resources as needed to meet scheduled milestones.

Proactively track progress of project work completed against schedule and budget.

Inform the City of any anticipated challenges during the project design phase as they may arise and develop solutions together.

1.2 Invoices / Status Reporting

Prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation.

Monthly status reports to accompany each invoice, including progress report with description of work completed. Reports will also include milestone updates, cumulative expenditures, budget remaining, and percent complete by task.

Assumptions

- Project design and bid phase duration is anticipated to be six (6) months; therefore, it is assumed that there will be up to six (6) progress payments/status reports.

Deliverables

- Consultant shall deliver to the City a monthly invoice and status report covering:
 - Work on the project performed during the previous month.
 - Meetings attended.
 - Potential impacts to submittal dates, budget shortfalls or optional services.

1.3 Project Design Meetings

Work under this subtask includes coordinating schedules, developing agendas, preparing presentation materials, and summarizing meeting notes for key project meetings. This subtask includes the following meetings:

- Project Kick-off / Site Visit
- Preliminary Design Review Meeting
- 60% Design Review Meeting
- 90% Design Review Meeting

Assumptions

- Design review meetings will include Consultant PM and the Consultant design lead. Meetings will have an approximate duration of two (2) hours each.
- Design review meetings will be held at the City offices.

Deliverables

- Meeting agendas and meeting notes.

1.4 Quality Assurance / Quality Control (QA/QC)

Perform in-house QA/QC reviews of all deliverables prior to submitting to the City.

Task 2 – Data Collection

Objective

Work under this task includes coordinating with the City to acquire background data to support preliminary and final design work, as well as performing a professional survey of the area of interest.

Activities

Consultant will request and analyze background data pertinent to the design of project. Consultant will perform a topographic survey of the project area by a professional land surveyor licensed in the State of

Washington. Consultant will conduct two (2) site visits. One of the site visits will include performing a drawdown test at the existing pump station. The other site visit will be a plan-in-hand walkthrough to confirm locations of existing utilities and assess existing surface conditions.

Assumptions

- City will provide record drawings and pumping records.
- City will install a pressure transducer and data logger in the valve vault at the pump station site and record pressure data for the winter period of 2023/2024. City will provide data to Consultant for evaluation.
- Permission to enter any properties will be obtained by the client.
- No monuments will be set nor will any boundary lines be marked during the professional survey.
- Boundary lines in the survey will be shown by County GIS.
- Horizontal Datum will be based on Washington State Plan South and Vertical Datum will be based on Clark County NGVD 29(47).
- City personnel will accompany Consultant to the pump station site to perform a draw down test. A 4-hour visit is budgeted for this site visit, including travel time.

Deliverables

- There are no specific deliverables associated with this task, as the data will be used to complete subsequent tasks.

Task 3 – Preliminary Design

Objective

Work under this task includes preliminary engineering to confirm project design criteria.

Activities

Consultant will prepare a technical memorandum assessing existing force main replacement options, likely limited to open trench versus pipe bursting. Consultant will review available record drawings, utility mapping, and field data to identify design challenges associated with each construction method, which will be discussed in the memorandum. Also included in the memorandum will be a summary of historical run time data, draw down test results, and pressure logger data. This information will be used to determine if the existing pumps are sufficient to serve the basin and confirm buildout force main sizing. A draft of the technical memorandum will be submitted to the City for review followed by a review meeting between the City and the Consultant to discuss design options. Following the meeting the memorandum will be finalized and will include City decisions and final design criteria.

Assumptions

- No cathodic protection design, geotechnical, environmental, or cultural resource investigations will be required for this project.

Deliverables

- Draft and Final Memorandum in electronic (PDF) file format

Task 4 – Final Design

Objective

Work under this task includes preparation of final contract documents for bidding and construction of the proposed improvements. Consultant will submit plans and special provisions for City review at the 60% and 90% completion levels, incorporating City review comments from each prior submittal.

Construction drawings will be in accordance with City standards, policies, and procedures. Plan and profile drawings will be provided at a horizontal scale of 1-inch = 20 feet horizontal and 1-inch = 5 feet vertical. Special provisions will be based on the 2024 version of the *Standard Specifications for Road, Bridge, and Municipal Construction* published by the Washington State Department of Transportation. An engineer's estimate of probable construction costs will be developed and included at each design submittal stage.

4.1 60% Design

Based on the City's input during preliminary design, Consultant will develop a 60% design submittal that depicts the recommended force main improvements. Design at this stage will establish appropriate project limits, identify connection locations to the existing pressure sewer system, and include draft profiles. Consultant will send the draft 60% construction drawings to utility providers within the project limits to help identify potential conflicts between existing utilities and proposed work.

Assumptions

- If critical crossing depth information is needed, City to complete utility potholes and/or water valve measure downs as required.
- Project schedule assumes up to two (2) weeks of City time for review and comments following design submittal.

Deliverables

- 60% drawings in electronic (PDF) format. (see Preliminary Drawing List for sheets to be included with this submittal)
- 60% special provisions in electronic (PDF) format. (table of contents only)
- 60% cost estimate in electronic (PDF) format.

4.2 90% Design

Under this task, the 60% design will be advanced to 90% completion, incorporating City review comments.

Assumptions

- Consultant to assemble front end documents based on example provided by City.
- Surface restoration to be in accordance with City standards. No pavement design will be required.
- No curb ramp design will be required.

- Specifications shall require contractor to prepare traffic control plans. City to assist with procurement with all necessary permits.
- Project schedule assumes up to two (2) weeks of City time for review and comments following design submittal.

Deliverables

- 90% drawings in electronic (PDF) format
- 90% special provisions in electronic (PDF) format
- 90% cost estimate in electronic (PDF) format

4.3 100% (Final) Design

The final 100% design submittal will be advanced from the 90% submittal, incorporating City review comments.

Assumptions

- Consultant to assemble complete bid package including front end documents, bid proposal, special provisions, and construction drawings for procurement advertisement and bidding.
- Project schedule includes one (1) week for City review if requested.

Deliverables

- 100% signed drawings in electronic (PDF) format
- 100% signed special provisions in electronic (PDF) format
- 100% cost estimate in electronic (PDF) format

Task 5 – Bid Phase Services

Objective

Work under this task includes providing bid phase support to the City.

Activities

Consultant shall provide the following services as requested by the City.

- Respond to bidder questions.
- Prepare addenda as necessary.
- Check references for low bid contractor.

Assumptions

- City will lead the bidding process, including advertisement, plan holders list, posting/distributing bid documents and addenda, and conducting bid opening.
- City will lead the administration of contract award, including preparation of bid tabulation, recommendation of award, and notice of award.

Deliverables

- up to two (2) addenda and supporting drawings in electronic Word and PDF file formats

Budget

Consultant proposes to perform this work on a time and expenses basis with a total not to exceed amount of \$127,866. The proposed fee estimate is provided as Attachment A. Fee estimates are based upon Consultant's 2024 Schedule of Charges which is provided as Attachment B.

Project Schedule

The following is a proposed schedule of services for the project.

- Notice to Proceed – January 2024
- Preliminary Design – February 2024
- Final Design – March to June 2024
- Bidding, Award, and NTP – July to August 2024
- Construction – September to November 2024

Preliminary Drawings List

The following is a list of drawings anticipated to be required for the project.

General		
1	G-1*	Cover Sheet, Vicinity Map, and Index
2	G-2	Key Map
3	G-3*	General Notes and Legend
4	G-4*	Abbreviations
5	G-5	Erosion Control Standard Notes
Bypass Pumping Plans		
6	BP-1	Bypass Pumping Plan I
7	BP-2	Bypass Pumping Plan II
Sewer Plans		
8	SS-1*	Force Main Plan and Profile I
9	SS-2*	Force Main Plan and Profile II
10	SS-3*	Force Main Plan and Profile III
11	SS-4*	Force Main Plan and Profile IV
12	SS-5*	Force Main Plan and Profile V
13	SS-6*	Force Main Plan and Profile VI
14	SS-7*	Force Main Plan and Profile VII
15	SS-8*	Force Main Plan and Profile VIII
Details		
16	D-1	Project Specific Details I
17	D-2	Project Specific Details II
18	D-3	Standard Details I
19	D-4	Standard Details II

* Sheets to be included with 60% submittal.

EXHIBIT "B"
COSTS FOR SCOPE OF SERVICES

ATTACHMENT A

LACAMAS MEADOWS FORCE MAIN REPLACEMENT
CITY OF CAMAS
PROPOSED FEE ESTIMATE

Staff Name	Principal Engineer II	Professional Engineer VI	Cost Estimator III	Engineering Designer II	Engineering Designer VI	Technician III	Administrative III	Project Coordinator I	Hours	Labor	Subconsultants		Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	GIS Units \$10/hr	Total
	\$277 GruberJam	\$216 AbercrombieNat	\$290 GriesingerRob	\$171 PattersonMau	\$208 EstepMat	\$166 McFaddinNic	\$128 MaliziaWil	\$128 SteinbergMor			Survey	Multiplier % Markup					
Task 1 - Project Management																	
Task 1.1 - Project Management & Administration	16								16	\$ 4,432		1.1	\$ -	\$ -	\$ -	\$ -	\$ 4,432
Task 1.2 - Invoices / Status Reporting	6	6					4		16	\$ 3,470		1.1	\$ -	\$ -	\$ -	\$ -	\$ 3,470
Task 1.3 - Project Design Meetings	16	24							40	\$ 9,616		1.1	\$ 79	\$ -	\$ -	\$ -	\$ 9,695
Task 1.4 - Quality Assurance / Quality Control (QA/QC)	8								8	\$ 2,216		1.1	\$ -	\$ -	\$ -	\$ -	\$ 2,216
Task 1 Subtotal	46	30	0	0	0	0	4	0	80	\$ 19,734	\$ -	\$ -	\$ 79	\$ -	\$ -	\$ -	\$ 19,813
Task 2 - Data Collection																	
Task 2 Subtotal	0	16	0	16	2	24	0	0	58	\$ 10,592	\$ 21,400	1.1	\$ 23,540	\$ 39	\$ 432	\$ -	\$ 34,603
Task 3 - Preliminary Design																	
Task 3 Subtotal	4	32	2	16	0	8	0	2	64	\$ 12,920	\$ -	1.1	\$ -	\$ -	\$ 144	\$ -	\$ 13,064
Task 4 - Final Design																	
Task 4.1 - 50% Design	4	20	1	48		24			97	\$ 17,910		1.1	\$ -	\$ -	\$ 432	\$ -	\$ 18,342
Task 4.2 - 90% Design	8	48	1	60	2	24		4	147	\$ 28,046		1.1	\$ -	\$ -	\$ 432	\$ -	\$ 28,478
Task 4.3 - 100% (Final) Design	2	12		18		8		4	44	\$ 8,064		1.1	\$ -	\$ -	\$ 144	\$ -	\$ 8,208
Task 4 Subtotal	14	80	2	126	2	56	0	8	288	\$ 54,020	\$ -	\$ -	\$ -	\$ 1,008	\$ -	\$ -	\$ 55,028
Task 5 - Bid Phase Services																	
Task 5 Subtotal	2	16	0	4	0	4	0	0	26	\$ 5,358	\$ -	1.1	\$ -	\$ -	\$ -	\$ -	\$ 5,358
TOTAL - ALL TASKS	66	174	4	162	4	92	4	10	516	\$ 102,624	\$ 21,400	\$ -	\$ 23,540	\$ 118	\$ 1,584	\$ -	\$ 127,866

EXHIBIT "C"
BILLING RATES



2024 SCHEDULE OF CHARGES

Personnel:

Labor will be invoiced by staff classification at the following hourly rates, which are valid from January 1, 2024 through December 31, 2024. After this period, the rates are subject to adjustment.

<u>Billing Classifications</u>	<u>2024 Rates</u>	<u>Billing Classifications</u>	<u>2024 Rates</u>
Principal Engineer VI	\$353	Construction Manager X	\$298
Principal Engineer V	\$330	Construction Manager IX	\$278
Principal Engineer IV	\$312	Construction Manager VIII	\$263
Principal Engineer III	\$293	Construction Manager VII	\$254
Principal Engineer II	\$277	Construction Manager VI	\$236
Principal Engineer I	\$264	Construction Manager V	\$217
Professional Engineer IX	\$252	Construction Manager IV	\$206
Engineering Designer IX	\$243	Construction Manager III	\$188
Professional Engineer VIII	\$240	Construction Manager II	\$173
Engineering Designer VIII	\$229	Construction Manager I	\$154
Professional Engineer VII	\$227	Quality Control Compliance Specialist	\$181
Engineering Designer VII	\$219	Inspector VII	\$217
Professional Engineer VI	\$216	Inspector VI	\$200
Engineering Designer VI	\$208	Inspector V	\$181
Professional Engineer V	\$204	Inspector IV	\$169
Engineering Designer V	\$195	Inspector III	\$150
Professional Engineer IV	\$192	Inspector II	\$134
Engineering Designer IV	\$192	Inspector I	\$116
Professional Engineer III	\$186	Technician IV	\$185
Engineering Designer III	\$186	Technician III	\$166
Engineering Designer II	\$171	Technician II	\$144
Engineering Designer I	\$158	Technician I	\$122
Principal III	\$357	Project Coordinator IV	\$174
Principal II	\$312	Project Coordinator III	\$162
Principal I	\$275	Project Coordinator II	\$145
Project Manager IV	\$260	Project Coordinator I	\$128
Project Manager III	\$248	Administrative III	\$128
Project Manager II	\$221	Administrative II	\$118
Project Manager I	\$193	Administrative I	\$104
Cost Estimator III	\$290		
Cost Estimator II	\$232		
Cost Estimator I	\$174		

Project Expenses:

Expenses incurred that are directly attributable to the project will be invoiced at actual cost. These expenses include the following:

CADD Hardware/Software	\$18.00/hour
Modeling and GIS Hardware/Software	\$10.00/hour
Mileage	Current IRS Rate
Postage and Delivery Services	At Cost
Printing and Reproduction	At Cost
Travel, Lodging, and Subsistence	At Cost

Outside Services:

Outside technical, professional, and other services will be invoiced at actual cost-plus 10 percent to cover administration and overhead.

EXHIBIT "D"
TITLE VI ASSURANCES

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, and successors in interest agree as follows:

1. **Compliance with Regulations:** The CONSULTANT shall comply with the Regulations relative to non-discrimination in federally assisted programs of the AGENCY, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the "REGULATIONS"), which are herein incorporated by reference and made a part of this AGREEMENT.
2. **Equal Opportunity Employer:** The CONSULTANT, In all services, programs, activities, hiring, and employment made possible by or resulting from this Agreement or any subcontract, there shall be no discrimination by Consultant or its selection and retention of sub-consultants, including procurement of materials and leases of equipment, of any level, or any of those entities employees, agents, sub-consultants, or representatives against any person because of sex, age (except minimum age and retirement provisions), race, color, religion, creed, national origin, marital status, or the presence of any disability, including sensory, mental or physical handicaps, unless based upon a bona fide occupational qualification in relationship to hiring and employment. This requirement shall apply, but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Consultant shall comply with and shall not violate any of the terms of Chapter 49.60 RCW, Title VI of the Civil Rights Act of 1964, the Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973, 49 CFR Part 21, 21.5 and 26, or any other applicable federal, state, or local law or regulation regarding non-discrimination.
3. **Solicitations for Sub-consultants, Including Procurement of Materials and Equipment:** In all solicitations either by competitive bidding or negotiations made by the CONSULTANT for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-consultant or supplier shall be notified by the CONSULTANT of the CONSULTANT's obligations under this AGREEMENT and the REGULATIONS relative to non-discrimination of the grounds of race, color, sex, or national origin.
4. **Information and Report:** The CONSULTANT shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by AGENCY, STATE or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with such REGULATIONS, orders and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to the AGENCY, STATE or FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-compliance:** In the event of the CONSULTANT's non-compliance with the non-discrimination provisions of this AGREEMENT, the AGENCY shall impose such AGREEMENT sanctions as it, the STATE or the FHWA may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the CONSULTANT under the AGREEMENT until the CONSULTANT complies, and/or;
 - Cancellation, termination, or suspension of the AGREEMENT, in whole or in part.
6. **Incorporation of Provisions:** The CONSULTANT shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment,

unless exempt by the REGULATIONS, or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any sub-consultant or procurement as the AGENCY, STATE, or FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however that in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a sub-consultant or supplier as a result of such direction, the CONSULTANT may request the AGENCY and the STATE enter into such litigation to protect the interests of the AGENCY and the STATE and, in addition, the CONSULTANT may request the United States enter into such litigation to protect the interests of the United States.

The United States Department of Transportation
Appendix A of the
Standard Title VI/ Non-Discrimination Assurances
DOT Order No. 1050.2A

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

1. **Compliance with Regulations:** The Consultant (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The Consultant, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or Limited English Proficiency (LEP) in the selection and retention of subConsultants, including procurements of materials and leases of equipment. The Consultant will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subConsultant or supplier will be notified by the Consultant of the Consultant's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, Age, disability, income-level or LEP.
4. **Information and Reports:** The Consultant will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish the information, the Consultant will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a Consultant's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the Consultant under the contract until the Consultant complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.

Incorporation of Provisions: The Consultant will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Consultant will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with litigation by a subConsultant, or supplier because of such direction, the Consultant may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

The United States Department of Transportation
Appendix E of the
Standard Title VI/ Non-Discrimination Assurances
DOT Order No. 1050.2A

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the “Consultant”) agrees to comply with the following non-discrimination statutes and authorities, including, but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat.252), prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, prohibits discrimination on the basis of disability; and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123, as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and Consultants, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations 49 C.F.R. parts 37 and 38.
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).