

Exhibit A – Scope of Services

*Public Works Facility Material Bin Covers
Construction Services*

City of Lake Forest Park

Prepared for:

City of Lake Forest Park, Washington

THE CITY OF LAKE FOREST PARK



October 2024

Prepared by:



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EXHIBIT A – SCOPE OF SERVICES

City of Lake Forest Park

Public Works Facility *Material Bin Covers*

Construction Services

PROJECT DESCRIPTION

This project will provide construction services for the PACE-designed improvements to the existing Public Works Facility material bins including the relocation of the material bin ecology blocks, the demolition of the existing material bin concrete slabs and asphalt between the slabs, the construction of two separate steel-framed roof structures over new concrete slabs and associated footings, the installation of a new concrete slab between the two new material bins, the re-establishment of the existing ecology blocks to establish the material storage bins, and the installation of asphalt from the new concrete slab to the existing asphalt driveway. Additionally, 4-inch diameter stormwater pipe will be installed for downspouts and connect to the existing conveyance system on site.

GENERAL ASSUMPTIONS

PACE Engineers (CONSULTANT) will provide professional services to the City of Lake Forest Park (CITY) as outlined in the task descriptions below. The following general provisions/assumptions have been made:

1. The CONSULTANT will maintain continuous routine communication with the CITY throughout the project.
2. The expected duration for this scope of services is four (4) months and is premised on a notice-to-proceed (NTP) date of approximately December 1, 2024 and construction start date in February 2025.
3. This scope of services generally includes Project Management, Construction Administration, Construction Inspection, and Project Closeout.
4. Inspection Reports developed under this contract will be provided in electronic (pdf) format.
5. It is understood and agreed that tasks may be added or deleted from the scope of services by mutual agreement of the CITY and CONSULTANT. Additional fees will be required for additional tasks.
6. No additional permitting services will be necessary or provided under this contract of services by the CONSULTANT.

DESIGN STANDARDS

Plans, specifications, and contract documents, were developed in accordance with the following design standards:

1. Washington State Department of Transportation/American Public Works Association, “Standard Specifications for Road, Bridge, and Municipal Construction”, M41-10, 2024
2. Washington State Department of Transportation, “Standard Plans for Road and Bridge Construction,” M21-01 last modified date September 2021
3. King County Surface Water Design Manual 2021 (KCSWDM)
4. City of Lake Forest Park Municipal Code
5. City of Lake Forest Park Development Standards
6. Other applicable local, State and Federal standards as required

SCOPE OVERVIEW

The goal of this scope of work is to provide Construction Management including inspection for the Chennault Beach Drive Stormwater Improvements project. The scope is divided into the following tasks:

Construction Management

- Task 1 Project Management
- Task 2 Construction Administration
- Task 3 Construction Inspection/Observation
- Task 4 Project Closeout

TASK 1: PROJECT MANAGEMENT

1.1 Team Management

The CONSULTANT will be responsible for conducting ongoing management/administration of the consultant team in accordance with the provisions of the Agreement. Ongoing management will include completion of professional services in a timely manner and within the Agreement budget.

Deliverables:

- Meeting Agendas and Meeting Summaries (1 electronic copy)
- Other meeting materials will include work products that convey the current level of progress.

1.2 Coordination with the City

The CONSULTANT will maintain regular contact and coordination with the CITY Project Manager in accordance with the provisions of the Agreement. The CONSULTANT Project Manager will be responsible for:

- Maintaining regular contact with the CITY and designated project management team staff through office visits, telephone conversations, e-mails, correspondence, and faxes.
- Maintaining open access to project information by the CITY.
- It is the CONSULTANT's intent to maintain open communication with the CITY at all levels of the CONSULTANT's project team. Therefore, the CITY's Project Manager may contact team members as needed with a summary of discussions sent to the CONSULTANT Project Manager.

Assumptions:

- The CITY will identify and provide contact information (email, mail and phone) for project point of contact at the CITY.
- CITY staff will lead the preparation requirements for and attend any City Council or committee meetings.

Deliverables:

- Meeting Agendas and Meeting Summaries (1 electronic copy)
- Other meeting materials will include work products that convey the current level of progress.

1.3 Project Reports and Invoicing

The CONSULTANT will prepare and provide a monthly status/progress reports with invoices every four weeks, itemized by task and subtask, to the CITY, describing work performed by the

CONSULTANT's project team during the current reporting period. The progress reports will be prepared in a format approved by the CITY Project Manager.

Assumptions:

- A general summary of activities performed by the CONSULTANT's project team including meetings held during the reporting period;
- Listing of activities by work element performed by the CONSULTANT's project team during the reporting period;

Deliverables:

- Monthly Status/Progress Reports and Monthly Invoices.

TASK 2: CONSTRUCTION ADMINISTRATION

2.1 Material Submittal Review

CONSULTANT will review contractor-provided material submittals to assure the proposed materials are in accordance with the project's specifications. Copies of the submittal review documents will be furnished to the CITY, the Contractor, and the Inspector. Field work and schedules.

Assumptions:

- The time it takes to conduct the required material submittal/review process can vary widely depending on the Contractor's chosen material submittal process. This scope and associated fee assume one (1) round of initial materials submittal and one (1) resubmittal. Any additional hours that are necessary due to multiple rounds of contractor submittals may be billed on a time and expense basis.

Deliverables:

- One (1) pdf copy of initial contractor-provided material submittals with CONSULTANT comments along with master submittal log.
- One (1) pdf copy of resubmittal contractor-provided material submittals with CONSULTANT comments along with updated master submittal log.

2.2 Preconstruction Conference

CONSULTANT will work with the CITY to prepare a preconstruction meeting agenda, attend and facilitate the preconstruction meeting, prepare meeting minutes and distribute the minutes to attendees, receive edits and prepare final meeting minutes.

Assumptions:

- CONSULTANT will provide the CITY with a draft agenda one week prior to the preconstruction conference meeting for review and comment. CONSULTANT will then prepare final agenda based off comments received. Similarly, CONSULTANT will

prepare one (1) draft meeting minutes agenda for distribution and comment and then a final meeting minutes based off comments received.

Deliverables:

- One (1) pdf copy of draft construction conference meeting agenda
- One (1) pdf copy of final construction conference meeting agenda
- One (1) pdf copy of draft construction conference meeting minutes
- One (1) pdf copy of final construction conference meeting minutes

2.3 Responding to Requests for Information (RFIs)

CONSULTANT will respond to RFIs from the Contractor as it pertains to design elements and existing conditions shown on the contract plans and in the contract specifications as necessary.

Assumptions:

- The time it takes to conduct the required RFI reviews can vary widely depending on the Contractor. For budgeting purposes CONSULTANT has estimated eight (8) RFI responses. Any additional RFI responses that are necessary may be billed on a time and expense basis.
- All RFI responses shall be provided to the contractor directly by the CONSULTANT through email while cc'ing CITY staff. The CONSULTANT shall use their judgment to determine if CITY input is necessary prior to the RFI response based on the complexity of the RFI.
- RFI's that are a result from a change of conditions in the field or outside the original project design will be billed on a time and expense basis

Deliverables:

- Up to eight (8) RFI responses in pdf format.

2.4 Preparing Change Orders

CONSULTANT shall prepare all required Change Orders as defined in the contract specifications.

Assumptions:

- CONSULTANT shall coordinate with CITY on all proposed CHANGE ORDERS regardless of size or scope. While CONSULTANT shall coordinate with CONTRACTOR on executing any required change orders, CITY will approve prior to issuance.

- For budgeting purposes CONSULTANT has estimated two (2) Change Orders. Any additional Change Order required responses that are necessary may be billed on a time and expense basis.

Deliverables:

- Up to two (2) change orders in pdf format for execution by the CITY and the Contractor in accordance with the project specifications.

2.5 Preparing Contractor Pay Requests

CONSULTANT will prepare Progress Payment Requests from the Contractor and transmit them to the CITY's Project Manager for processing by the CITY. These payment requests will cover all aspects of the work as outlined in the bid proposal. PACE's inspector will review and coordinate with the CITY on the actual quantities for payment for the requested work by CITY staff.

Assumptions:

- For budgeting purposes CONSULTANT has estimated four (4) contractor pay requests processed on a monthly basis based on the proposed schedule and allowable working days in the contract. Any additional contractor pay requests that are necessary may be billed on a time and expense basis.

Deliverables:

- Up to four (4) contractor pay requests in pdf format.

TASK 3: CONSTRUCTION INSPECTION/STRUCTURAL OBSERVATIONS

CONSULTANT will provide a structural construction inspector for the project duration to ensure compliance with the design as well as all applicable codes. For budgeting purposes, we have assumed that the Inspector will provide one day (including mobilizing to the site) inspection/observation per week for a period of 75 working days or a 15-week duration. We believe that this will provide the necessary coverage for the sitework. The Inspector will prepare inspection/observation reports while in the field for each inspection conducted. Close coordination with the City is expected to be required and shall be provided.

Otto Rosenau has been contracted to perform special inspections on the project. Otto Rosenau will serve as a subconsultant to PACE on the project and a contract was signed for their services, dated October 15, 2024.

CONSULTANT will provide structural construction inspector for the duration of the project to provide structural observation at the following milestones:

- Rebar installation
- Upon 80-90% steel installation

- Final inspection

Assumptions:

- The CONSULTANT will not perform the following inspections; the CONSULTANT will only perform the structural observation as noted above. The SUBCONSULTANT will provide special inspections that include but are not limited to:
 - Subgrade evaluation
 - Soil compaction
 - Asphalt compaction
 - Reinforced concrete
 - Baseplate grout
 - Structural steel fabrication
 - Structural steel erection
 - Nondestructive testing of welds
- A construction period of 75 working days has been estimated; additional time/or less time may be required depending on the schedule of the Contractor.
- The CONSULTANT will not provide any services on non-working days recognized by the CITY and the project specifications. Any emergencies that arise outside of standard working hours shall be the responsibility of the contractor and the CITY.

Deliverables:

- Inspection reports in pdf format will be provided to the CITY weekly.
- A schedule of quantities installed in pdf format will be provided CITY weekly. This schedule will be discussed and agreed upon with the Contractor prior to delivery to the CITY.
- Structural observation reports will be provided for each milestone stated above.
- SUBCONSULTANT will provide results of field tests and inspections as soon as practical per the attached scope of work.

TASK 4: PROJECT CLOSEOUT

The CONSULTANT will assist the CITY in formal closeout of the project. Specific tasks include:

- Final site visits with CITY to develop final punch list to be provided to the contractor.
- Review of the contractor provided video inspection of the new stormwater conveyance system in accordance with the project specifications. PACE will note any deficiencies that require removal and replacement and provide this to the Contractor.
- Provide all required Substantial Completion correspondence in accordance with the project specifications.

- Production of a Recommendation of Project Acceptance letter provided to the CITY.
- Upon receipt of the contractor's and all subcontractors' affidavit of wages paid, the CONSULTANT will file the required Public Works Completion form with Department of Labor and Industry, Department of Revenue, and Department of Employment Security. Upon receipt of releases from said agencies, CONSULTANT will provide a final pay request that will consist of the release of retainage.

Assumptions:

- Two (2) site visits related to the punch list preparation are anticipated. The initial site visit, a second site visit to see if all initial comments have been addressed, and a third site visit to ensure any issues arising from second site visit have been addressed.

Deliverables:

- All required correspondence related to substantial completion in pdf format.
- Recommendation of Project Acceptance letter in pdf format.
- Final pay request for retainage release in pdf format.

END SCOPE OF WORK

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

Select this column to add more

Rev. 12/15/2023

Fee Schedule: STANDARD

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

PACE Engineers

Project Budget Worksheet - 2024

Project Name: **LFP Material Bin Covers** Location: **Lake Forest Park, WA** Prepared By: **CN**
 Project #: _____ Billing Group #: _____ Task #: _____ Date: **8/19/2024**

Staff Type # (See Labor Rates Table) Staff Type Hourly Rate Staff Name	Labor Code	Labor Hours by Classification						Hour Total	Dollar Total
		10	13	19	118	74			
		Principal Engineer	Sr. Project Engineer	Sr. Structural Engineer	Sr. Project Administrator	CAD Tech III			
Task 1-Project Management							31.0	\$7,593.60	
Task 1.1-Team Management		2	8				10.0	\$2,436.00	
Task 1.2-Coordination with the City		2	12				14.0	\$3,368.40	
Task 1.3-Project Reports and Invoicing		3	4				7.0	\$1,789.20	
Task 2-Construction Administration							130.0	\$28,765.80	
Task 2.1 Material Submittal Review			4	32			36.0	\$8,391.60	
Task 2.2-Preconstruction Conference			4	2			6.0	\$1,398.60	
Task 2.3-Responding to RFIs			4	32			36.0	\$8,391.60	
Task 2.4-Preparing Change Orders			4	16	8	16	44.0	\$8,719.20	
Task 2.5-Preparing Pay Requests			8				8.0	\$1,864.80	
Task 3-Construction Inspection/Structural Observations				48			48.0	\$11,188.80	
Task 4-Project Closeout		4	12	8			24.0	\$5,804.40	
Hours Total		11.0	60.0	138.0	8.0	16.0	394.0		
Labor Total		\$3,142	\$13,986	\$32,168	\$1,268	\$2,789		\$53,352.60	

Expenses	rate/unit	Reimbursable	
		Quantity	Cost
Project Administration (enter estimated months)	\$60.00	5	\$300.00
Postage/Courier			
Printing Costs			
Photo/Video			
Mileage/Travel/Per Diem			
Project Management Reserve			
Total			\$300.00

Subconsultants	
Utility Locate	
Special Inspections	\$32,618
Electrical Engineer	
Geotechnical Engineer	
I & C Engineer	
Subconsultant Subtotal	32,618.35
Markup	15%
Total	\$37,511.10

PACE Billed Labor Total	\$53,352.60
Reimbursable Expenses	\$300.00
Subconsultants	\$37,511.10
Total Project Budget	\$91,163.70