

TASK ORDER NO. 25-01

Water System Capital Improvement Plan Update

Background Data

In accordance with the General Services Agreement between the City of Millwood (City) and Engineer for Professional Services dated June 6th, 2011 (“Agreement”), City of Millwood and Engineer agree as follows:

CITY: City of Millwood
ENGINEER: Welch Comer & Associates, Inc.

Specific Project Data

TITLE: Millwood Water System Capital Improvement Plan Update
DESCRIPTION: City engages Engineer to prepare an update to the Water System Plan Capital Improvement Plan and Operation and Maintenance Manual, currently outlined in the 2018 Water System Plan. City also engages Engineer to assist in developing a GIS system for its water system.

1. Services of Engineer

- a. Prepare update to 2018 Water System Plan Capital Improvement Plan (CIP):
 - i. Review existing projects completed and remaining steel distribution lines.
 - ii. Prepare long-term schedule for pump replacements and standpipe rehabilitation/replacement.
 - iii. Prepare schedule for distribution projects based on material and/or condition.
 - iv. Prepare Engineer’s Estimate of Probable Project Cost.
 - v. Summarize in a brief report.
- b. Prepare update to 2018 Water System Plan Operation and Maintenance Manual (O&M):
 - i. Review current system operation with City staff and prepare summary.
 - ii. Update existing emergency response plan.
 - iii. Update existing cross connection control plan.
 - iv. Summarize anticipated improvements to O&M of system.
 - v. Summarize in a brief report.
- c. Prepare for and facilitate three (3) meetings. Meetings will include the following:
 - i. Kickoff meeting with City staff.
 - ii. Interim review meeting with City staff.
 - iii. Presentation to City Council summarizing updates to CIP and O&M.
- d. GIS Development
 - i. Set up ArcGIS online map and data framework for the water system.
 - ii. Convert existing CAD map to GIS and add attribute information based on CAD map information. Review with City.
 - iii. Assist with staff training at City for map and field data gathering/refinement

e. GIS Refinement:

- i. Assist City with refinement of map based on field data gathering:
 - 1. Incorporate new data/information into GIS model/framework.
 - 2. Incorporate updated data into ArcGIS Online map.
- ii. Troubleshoot technical and mapping issues.

2. Payment to Engineer for Services

a. City shall pay Engineer as follows:

Description of Service	Amount	Basis of Compensation
Capital Improvement Plan Update	\$ 5,900	Lump Sum
Operation and Maintenance Plan Update	\$ 2,700	Lump Sum
Meetings	\$ 3,000	Hourly
GIS Development	\$ 7,500	Lump Sum
GIS Refinement	\$ 5,500	Hourly (as needed)
Total this Task Order	\$24,600	

- The portion of the compensation amount billed monthly for Engineer's Services will be based upon Engineer's estimate of the percentage of the total Services actually completed during the billing period.
- An amount equal to the cumulative hours charged to the Project by Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services.
- Engineer's Standard Hourly Rates are attached as Appendix 1.
- Engineers Reimbursable Rate Schedule is attached as Appendix 2.
- Engineer may alter the distribution of compensation between individual phases of the work to be consistent with services actually rendered but shall not exceed the total hourly estimated compensation amount unless approved in writing by City.
- Engineer may alter the distribution of compensation between individual phases of the work to be consistent with services actually rendered but shall not exceed the total estimated lump sum compensation amount unless approved in writing by City.

3. Terms and Conditions

Approval and Acceptance of this Task Order shall incorporate this document as part of the Agreement. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by City.

CITY
CITY OF MILLWOOD, WASHINGTON

ENGINEER
WELCH COMER & ASSOCIATES, INC.

By: _____
Name/Title: Kevin Freeman, Mayor
Date: _____

By: *Necia Maiani*
Name/Title: Necia Maiani, P.E., Vice President
Date: 01/08/2025
PM's Approval: *AM*

This is **Appendix 1 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated January 2025.

Standard Hourly Rates Schedule

A. *Standard Hourly Rates:*

Standard Hourly Rates are set forth in this Appendix 1 to this Exhibit C and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit. The Standard Hourly Rates Schedule will be adjusted annually to reflect equitable changes in the compensation payable to Engineer per Exhibit C.

The Standard Hourly Rates apply only as specified in Article C2.

B. *Schedule:*

Hourly rates for services performed on or after the date of the Agreement are:

Special Services	\$275.00/hour
Special Services – Accounting	\$182.00/hour
Expert Witness	300.00/hour
Public Involvement Specialist	125.00/hour
Principal Engineer III	300.00/hour
Principal Engineer II	295.00/hour
Principal Engineer I	290.00/hour
Construction Services Manager	245.00/hour
Sr. Project Manager	230.00/hour
Project Manager	205.00/hour
Engineer VII	270.00/hour
Engineer VI	205.00/hour
Engineer V	195.00/hour
Engineer IV	180.00/hour
Engineer III	160.00/hour
Engineer II	150.00/hour
Engineer I	140.00/hour
Engineering Assistant	80.00/hour
Sr. Engineer Tech III	145.00/hour
Sr. Engineer Tech II	140.00/hour
Sr. Engineer Tech I	125.00/hour
Engineering Technician	115.00/hour
Environmental Scientist	130.00/hour
Survey Manager	250.00/hour
Professional Land Surveyor II	200.00/hour
Professional Land Surveyor I	195.00/hour
Crew Chief II	135.00/hour
Crew Chief I	130.00/hour
Crew Member	115.00/hour
Survey Technician II	130.00/hour
Survey Technician I	125.00/hour
GIS Manager	160.00/hour
GIS Technician II	125.00/hour
GIS Technician I	110.00/hour
Engineering Designer I	150.00/hour
Cad Technician IV	140.00/hour
Cad Technician III	120.00/hour
Cad Technician II	115.00/hour
Cad Technician I	110.00/hour
Sr. Project Administrator	125.00/hour
Project Administrator	105.00/hour
Sr. Administrative Assistant	85.00/hour
Administrative Assistant	73.00/hour
No Charge Services	0.00/hour

Reimbursable Expenses Schedule

Reimbursable Expenses will be adjusted annually to reflect equitable changes in the compensation payable to Engineer per Exhibit C. Rates and charges for Reimbursable Expenses as of the date of the Agreement are:

Letter/Legal Size Copies/Impressions (B/W)	\$0.10/page
Double Sided Letter & Legal Size Copies/Impressions (B/W)	\$0.13/page
Double Sided Letter & Legal Size Copies/Impressions (Color)	\$0.99/page
Ledger Size Copies/Impressions (B/W)	\$0.20/page
Double Sided Ledger Size Copies/Impressions (B/W)	\$0.25/page
Double Sided Ledger Size Copies/Impressions (Color)	\$1.98/page
Cardstock Copies/Impressions (B/W)	\$0.31/page
Letter/Legal Cardstock Copies/Impressions (Color)	\$0.99/page
Ledger Size Copies/Impressions (Color)	\$1.03/page
Color Transparency	\$2.49/page
Plot on Paper B&W (18" x 24")	\$0.90/sheet
Plot on Paper Color (18" x 24")	\$4.50/sheet
Plot on Paper B&W (18" x 27 ")	\$0.90/sheet
Plot on Paper Color (18" x 27 ")	\$4.50/sheet
Plot on Photo Paper/Mylar (18" x 27")	\$8.25/sheet
Plot on Paper B&W (22" x 34")	\$1.80/sheet
Plot on Paper Color (22" x 34")	\$9.00/sheet
Plot on Paper B&W (22" x 36")	\$1.80/sheet
Plot on Paper Color (22" x 36")	\$9.00/sheet
Plot on Paper B&W (24" x 36")	\$1.80/sheet
Plot on Paper Color (24" x 36")	\$9.00/sheet
Plot on Paper B&W (30" x 42")	\$2.70/sheet
Plot on Paper Color (30" x 42")	\$13.50/Sheet
Plot on Paper B&W (34" x 44")	\$3.30/sheet
Plot on Paper Color (34" x 44")	\$16.50/sheet
Plot on Paper B&W (36" x 48")	\$3.60/sheet
Plot on Paper Color (36" x 48")	\$18.00/sheet
Plot on Paper B&W (36" x 120")	\$9.00/sheet
Plot on Paper Color (36" x 120")	\$45.00/sheet
Mileage (auto)	\$0.70/Mile
Mobile Lidar Scanner	\$1,500/hr
Navvis Ivion Cloud Processing	\$0.50/foot
UAV Flight	\$75/each
GPS Per Hour Billing	\$35.00/hour
GPS Per Hour Billing – Base and Rover	\$70.00/hour
Robotics Hourly Billing – 1 Man	\$70.00/hour
Digital Level	\$15.00/hour
Water Pressure Recorder	\$35.00/day
Meals and Lodging	Per Diem Rate
Pix4D Survey Software	\$200.00/each
Topo Feature Extraction Software	\$30.00/hour