



November 19, 2024

CITY OF SNOQUALMIE

AGREEMENT FOR CONSULTANT SERVICES

With Perteet, Inc.

For

City of Snoqualmie Design and Construction Standards





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**Scope of Services**  
**CITY OF SNOQUALMIE**  
**Design Standards Update**

**INTRODUCTION**

The City of Snoqualmie (City) desires to update Snoqualmie Ridge II Development Standards text and drawings with the input from field staff and City Departments and retitle as “City of Snoqualmie Design and Construction Standards” to be used citywide on all development and City Capital Improvement Projects.

**SCOPE OF SERVICES**

To assist the City; Perteet, Inc (Consultant), and its subconsultants ESM, and Marc Nielsen will be working under Perteet, Inc. to evaluate the current Snoqualmie Ridge II Development Standards along with the City Departments and prepare updated recommendations under this scope in coordination with City departments and potentially other consultants as designated by the City. This agreement includes project management, meetings, and correspondence.

Specific services will be provided by Consultant under the following tasks.

**Task 0: PROJECT ADMINISTRATION**

**Task 1: INTRODUCTION – CHAPTER 1**

**Task 2: STREETS – CHAPTER 2**

**Task 3: STORM DRAINAGE – CHAPTER 3**

**Task 4: WATER – CHAPTER 4**

**Task 5: SANITARY SEWERS – CHAPTER 5**

**Task 6: EROSION AND SEDIMENTATION CONTROL – CHAPTER 6**

**Task 7: LIGHTING – CHAPTER 7**

**Task 8: LANDSCAPING AND IRRIGATION - CHAPTER 8 (Currently landscaping, irrigation to be added)**  
**(This Task 8 also includes Institutional Landscape Standards.)**

**Task 9: BUFFERS - CHAPTER 9 (To be revised by City and revisions to be included by the Consultant)**

**Task 10: SIGNAGE – CHAPTER 10**

**Task 11: RESIDENTIAL PLATTING AND DEVELOPMENT – CHAPTER 11 (To be revised by City and revisions to be included by the Consultant)**

**Task 12: RETAIL – CHAPTER 12 (To be revised by City and revisions to be included by the Consultant)**

**GENERAL ASSUMPTIONS**

- Recommended design standards text edits will be provided to the City under this scope.
- The level of effort for each task is limited to the amount of labor and expenses indicated in the attached budget. Additional effort beyond these limits will be considered Extra Work.
- Consultant may shift budget between work tasks and with prior approval by the City, provided there was not a scope change, and the overall project budget remains unchanged.

- Text documents and Standard Plans and Details will be submitted to the City electronically via email or file transfer as Microsoft Word and AutoCAD DWG files.
- CHAPTER 9, CHAPTER 11, AND CHAPTER 12 will be revised by the City Planning Department internally or by others and to be provided to the Consultant to be included in the Standards. Consultant will assist in the coordination and inclusion of those 3 Chapters and update text and data, but the work will be performed by the City.
- For the Consultant services under this scope, labor allowances and associated fees are estimated and limited for the purpose of this scope and specified deliverables. The level of effort required for this work is approximated in this scope and may depend on issues outside of the Consultant's control. Some of these issues may include quality and completeness of information provided and the extent of any unforeseen deficiencies. If additional information or deliverable revisions are required to assist City departments with unforeseen compliance gaps, the Consultant will advise the Client during the course of work if out of scope items are discovered.

#### **Task 0: PROJECT ADMINISTRATION**

##### **Work Elements**

- Provide project management of the Consultant team. Project staff management and coordination with outside subconsultants and services. Control of project budget and schedule.
- Maintain on-going contact with the City's in-house Project Manager via meetings, virtual meetings, telephone discussions, and electronic mail.
- Coordinate with other City consultants as required for design standards updates pertaining to standard details and drawings, project reporting, project reviews, and general project coordination.
- Advise the City's program team of potential conflicts and assist with conflict resolution if any arise.

##### **Deliverables**

- Provide monthly reports of project budget status and schedule submitted with invoices.

#### **Task 1: INTRODUCTION – CHAPTER 1**

##### **Work Elements**

- Consultant will work with City staff designated by City to evaluate existing chapter and revise the text for general use for all projects in the City.
- Prepare for and attend ONE (1) meeting with the City to discuss and review initial and interim work products for this task.

##### **Deliverables**

- Draft chapter write-up and final update; provide one draft iteration with text edits to the existing standards and one final reconciled document.

#### **Task 2: STREETS – CHAPTER 2**

#### **Task 3: STORM DRAINAGE – CHAPTER 3**

#### **Task 4: WATER – CHAPTER 4**

#### **Task 5: SANITARY SEWERS – CHAPTER 5**

#### **Task 6: EROSION AND SEDIMENTATION CONTROL – CHAPTER 6**

#### **Task 7: LIGHTING – CHAPTER 7**

### Work Elements

- Consultant will work with City staff designated by City to evaluate existing chapters and revise the text and standard drawings for general use for all projects in the City based on consideration of City recommendations, currently available materials, construction methods recommended for this location, and consideration and potential incorporation of other common best practices and design standards such as WSDOT.
- Consultant will review and redline existing standard drawings and details associated with design standards and coordinate drawing drafting revisions with its subconsultant for drawing revisions.
- Prepare for and attend up to TWELVE (12) meetings with the City to discuss and review initial and interim work products for this task.

### Deliverables

- Design standards draft and final update; provide one draft iterations with text edits to the existing standards and one final reconciled document.

### Task 8: LANDSCAPING AND IRRIGATION - CHAPTER 8, (Currently landscaping, irrigation to be added) (This Task 8 also includes Institutional Landscape Standards.)

### Work Elements

- Consultant will work with City staff designated by City to evaluate existing design standards based on consideration of City recommendations, currently available materials, construction methods recommended for this location, and consideration and potential incorporation of other common best practices and design standards such as WSDOT.
- Consideration will be given to distinguish irrigation system requirements for areas of the City served by Class A reclaimed water with Maxicom control in contrast to areas of the City on potable water meters that are not on Maxicom Control.
- Consultant Landscape Architect will evaluate existing landscaping and irrigation design standards and work with City departments designated by Client to identify and evaluate and describe update recommendations by preparing an updated Chapter 8 with changes tracked. Sections and subsections to be evaluated include:
  - 8A Overall Project Landscaping
    - Landscape Character
    - Topsoil
    - Plant Species
    - Inspections
    - Performance and Maintenance
    - Irrigation
    - General Planting Practices
    - Landscape Plans
  - 8B Park and Open Space Landscaping
    - Landscape Plan
    - Site Preparation
    - Tree Planting

- 8C Street Trees
  - Plant Size
  - Location
  - Cul-de-sac Design for Street Trees
  - Planting Practices
  - Street Tree Varieties
- Chapter 8 Standard Drawings Review and Redline
  - Street Tree Rootway Soil Preparation / Drainage Detail
  - Street Tee Planting and Drainage Detail
  - Street Tree Planting – Tree Canteen Detail for Non-irrigated Trees
- Appendix 8-A Recommended Street Tree Varieties
- Appendix 8-B Irrigation Specifications
- Review design standards for consistency with Snoqualmie Municipal Code (SMC). Any SMC Inconsistencies will be noted and identified in the draft text draft document. Updates to the SMC or other City documents are not assumed under this scope.
- Work with City departments to review design standards text updates to consider gaps or deficiencies in the current standards. Review and redline standard drawings for other City consultant to update outside of this scope and fee. Up to three virtual meetings are assumed to review draft text and the final deliverable design standards update.
- Consultant will review and redline existing standard drawings and details associated with design standards and coordinate drawing drafting revisions with other subconsultant for drawing revisions not included in this scope or budget.
- Prepare for and attend TWO (2) meetings between with the City to discuss and review initial and interim work products for this task.

#### **Deliverables**

- Design standards draft and final update; provide two draft iterations with text edits to the existing standards and one final reconciled document.

#### **Task 9: BUFFERS – CHAPTER 9 (To be revised by City and revisions to be included by the Consultant)**

##### **Work Elements**

- City will perform all revisions to text and drawings and provide redlines to Consultant to be incorporated into the final document.
- Consultant will review redlines and coordinate drawing revisions with its subconsultant.
- Prepare for and attend ONE (1) meeting with the City to discuss and review initial and interim work products for this task.

##### **Deliverables**

- Design standards draft and final update; provide one draft iteration with text edits to the existing standards and one final reconciled document.

## Task 10: SIGNAGE – CHAPTER 10

### Work Elements

- Consultant will work with City staff to evaluate existing chapters and revise the text and standard drawings for general use for all projects in the City based on consideration of City recommendations, currently available materials, construction methods recommended for location, and consideration and potential incorporation of common best practices and design standards such as WSDOT and AASHTO.
- Consultant will review and redline existing standard drawings and details associated with design standards and coordinate drawing drafting revisions with its subconsultant for drawing revisions.
- Prepare for and attend ONE (1) meeting with the City to discuss and review work product for this task.

### Deliverables

- Design standards draft and final update; provide one draft iterations with text edits to the existing standards and one final reconciled document.

**Task 11: RESIDENTIAL PLATTING AND DEVELOPMENT – CHAPTER 11** (To be revised by City and revisions to be included by the Consultant)

**Task 12: RETAIL – CHAPTER 12** (To be revised by City and revisions to be included by the Consultant)

### Work Elements

- City will perform all revisions to text and drawings and provide redlines to Consultant to be incorporated into the final document.
- Consultant will review redlines and coordinate drawing revisions with its subconsultant.
- Prepare for and attend TWO (2) meetings with the City to discuss and review initial and interim work products for this task.

### Deliverables

- Design standards draft and final update; provide one draft iteration with text edits to the existing standards and one final reconciled document.

### FINAL DELIVERABLES:

- One full set of Development Standards printed double-sided on letter size paper.
- One full set of Development Standards in PDF format.
- Final text of Development Standards in Word format delivered either electronically or on a digital medium.
- Final Standard Drawings of Development Standards in latest version of AutoCAD .dwg format delivered either electronically or on a digital medium.

### TIME FOR COMPLETION AND PROJECT BUDGET

The City of Snoqualmie may require other services and expanded or extended scope items beyond what is detailed in this scope and contract. At the time these services are required, the Consultant will provide the City with a detailed scope of work and a fee estimate.

The scope of this contract is based upon the Consultant completing all task actions with direct, timely input from City staff. All tasks and deliverables are estimated to be started early 2025 and completed by December 31, 2025, or decided by the City during the course of the project based on City staff availability and City's ability to respond to revisions. The fee for this contract is derived using the 2025 Hourly Rates with addition of approximate average 5% rates increase to account for the 2026 Hourly Rates if the completion time is extended by City due to staff availability. Fee also includes 6.5% Management Reserve for unforeseen changes by City and can only be used if released specifically by City.

Exhibit B

City of Snoqualmie Design and Construction Standards Update		Rahmi Kutsal	Evan Lamon	Jason Walker	Clark Kunitsugu	Rory Cameron	Abi Swanson	Labor Hours	Labor Dollars
Task \	Hourly Rate	\$394.00	\$263.00	\$289.00	\$252.00	\$252.00	\$158.00	Total	Total
Task 0: Project Administration		8	-	-	-	-	8	16	\$4,416.00
Task 1: Introduction		8	-	-	-	-	-	8	\$3,152.00
Task 2: Streets		16	16	-	8	-	-	40	\$12,528.00
Task 3: Storm Drainage		16	16	-	8	-	-	40	\$12,528.00
Task 4: Water		16	16	-	8	-	-	40	\$12,528.00
Task 5: Sanitary Sewers		16	8	-	8	-	-	32	\$10,424.00
Task 6: Erosion and Sedimentation Control		6	4	-	4	-	-	14	\$4,424.00
Task 7: Lighting		4	2	-	2	8	-	16	\$4,622.00
Task 8: Landscaping and Irrigation		20	4	96	8	-	-	128	\$38,692.00
Task 9: Buffers		4	-	-	-	-	-	4	\$1,576.00
Task 10: Signage		6	4	-	-	4	-	14	\$4,424.00
Task 11: Residential Platting and Development		6	-	-	-	-	-	6	\$2,364.00
Task 12: Retail		6	-	-	-	-	-	6	\$2,364.00
Total Hours		132	70	96	46	12	8	364	
Total Dollars		\$52,008.00	\$18,410.00	\$27,744.00	\$11,592.00	\$3,024.00	\$1,264.00		\$114,042.00

Subconsultants	
ESM	\$16,170
Marc Nielsen	\$8,085
<b>Totals:</b>	<b>\$24,255.00</b>
Expenses:	
Mileage (\$0.67/mile)	\$1,693.76
<b>Totals:</b>	<b>\$1,693.76</b>

SUMMARY	
Labor	\$114,042.00
Subconsultants	\$24,255.00
Expenses	\$1,693.76
Potential Rate Esc. (Beyond 2025)	\$6,914.85
Management Reserve	\$9,548.86
<b>CONTRACT TOTAL</b>	<b>\$156,454.47</b>