

EXHIBIT A
Scope of Work
Amendment No. 2
City of Snoqualmie
Reclaimed Water Distribution System
IPS Design and Permitting
August 2024

Background

The City of Snoqualmie (City) owns and operates a potable water system, a reclaimed water system, and an irrigation system. The City's Water Reclamation Facility (WRF) supplies Class A reclaimed water to Eagle Lake, where it is stored as irrigation supply for the City and its customers, including the Snoqualmie Ridge Golf Course (Golf Course). The main customers are supplied irrigation water from the Irrigation Pump Station (IPS), including the City, the Business Park Owners Association, and the Snoqualmie Ridge Owners Association. The Golf Course irrigation system is owned and operated by the Golf Course and is separate from City operations.

The City has decided to accelerate the replacement of the IPS instead of reusing the existing pump station. The IPS will be bid with the closed water reservoir improvements currently under design by RH2 Engineering, Inc. (RH2). The City requested that RH2 prepare bid-ready design documents, provide permitting support, and provide services during bidding for the IPS.

The previous scopes of work included the following tasks:

- **Task 1 – Reclaimed Water Engineering Report**
- **Task 2 – Project Management**
- **Task 3 – Reclaimed Water System Plan Update**
- **Task 4 – Loan and Grant Application Assistance**
- **Task 5 – Preliminary Design**
- **Task 6 – Final Design**
- **Task 7 – Permitting**
- **Task 8 – Services During Bidding**
- **Task 9 – Management Reserve**

This Scope of Work and Fee Estimate includes the addition of the following tasks:

- **Task 10 – IPS Bid-Ready Design**
- **Task 11 – IPS Permitting**
- **Task 12 – IPS Services During Bidding**

Future tasks include the following:

- **Task 13 – Services During Construction**
- **Task 14 – SCADA Programming**

General Assumptions

In preparing this Scope of Work, the following assumptions were made:

- *The Reclaimed Water Distribution System Engineering Report prepared by RH2 (June 2023) as part of the original scope of work currently has been approved by the Washington State Department of Ecology (Ecology) and the Washington State Department of Health (DOH); therefore, a separate Project Report submittal to DOH will not be required as part of the project's preliminary design.*
- *The Reclaimed Water Distribution System Engineering Report did not include the new irrigation pump station. It is assumed that for this scope of work, the Engineering Report will not need to be updated.*
- *The closed water reservoir and IPS improvements will be bid together.*
- *RH2 will rely upon the accuracy and completeness of information, data, and materials generated or produced by the City or others in relation to this Scope of Work. RH2 assumes that the entity providing such information to RH2 is either the owner of such information or has obtained written authorization from the owner to distribute said information.*
- *Deliverables will be submitted in electronic format (PDF) unless otherwise noted.*
- *RH2 will perform the services described up to the amounts included in the attached Fee Estimate. If additional effort is needed, that extra work will be mutually determined and agreed upon by the City and RH2.*

Task 10 – IPS Bid-Ready Design

Objective: Prepare 60- and 90-percent plans, specifications, and opinions of probable construction cost (OPCCs) for City review and comment. Prepare bid-ready plans, specifications, and construction contract documents for the IPS.

Approach:

- 10.1 Prepare Design Criteria Checklist – Summarize criteria, standards, guidance, and/or codes governing the design, including mechanical, structural, and electrical design criteria. Develop a checklist for presenting design choices to the City. Discuss the City's preferences and finalize the design criteria checklist.
- 10.2 Prepare Structural Calculations – Prepare structural calculations for the IPS, including the roof and foundation. Provide quality assurance and quality control (QA/QC) review of structural calculations. Make recommended updates and additions to calculations per the QA/QC

- review comments. Prepare and format calculations, with supporting documentation, for the Building Permit application.
- 10.3 Prepare Design Documents – Prepare technical specifications, construction contract documents, OPCC, and design plans, including plans, sections, elevations, and details, as follows:
- Prepare site and utility design plans including demolition plan, site grading, access to the proposed pump station, utilities, and stormwater improvements.
 - Prepare structural plans including building elevations, foundation plan, floor plan, roof plan, structural sections, and structural details. *It is assumed that the IPS will be a concrete masonry unit structure with a cast-in-place concrete foundation and wood framed roof structure.*
 - Prepare mechanical design plans of supply and discharge water mains, valves, and pumps (plan view, sections, and mechanical details). Prepare mechanical design plans for ventilation, heating, and dehumidification equipment and conduits.
 - Prepare electrical and control design plans (legend, one-line diagram, power distribution and signal plan, lighting and receptacle plan, details, schedules, control logic diagrams, and telemetry/control panel details).
 - Prepare portable emergency generator connection design plans and details. *It is assumed that the site will not include a permanent engine generator due to the time of year the IPS typically is operating.*
 - Develop design specifications using Divisions 1 through 18 of RH2’s standard technical specifications tailored for this project. Develop front-end specifications and non-technical specifications using the City’s standard legal documents updated to reflect the project improvements. Develop schedule of prices and measurement and payment descriptions.
 - Prepare and update the OPCC.
- 10.4 Submit 60-Percent Design Documents to City – Submit the 60-percent design plans, specifications, and OPCC to the City. Prepare meeting agenda and attend one (1) meeting with the City to discuss the 60-percent review comments. Prepare meeting minutes.
- 10.5 Submit 90-Percent Design Documents to City – Update the design documents based on City review comments and submit the 90-percent design plans, specifications, and OPCC to the City. Prepare meeting agenda and attend one (1) meeting with the City to discuss the 90-percent review comments. Prepare meeting minutes.
- 10.6 Perform Internal QA/QC – Perform internal QA/QC review of the 90-percent design plans and specifications.

10.7 Prepare Bid-Ready Design Documents – Incorporate internal QA/QC and City review comments, and Ecology and City Community Development Department (CDC) permitting conditions into the plans and specifications. Prepare bid-ready plans, specifications, and OPCC.

Assumptions:

- *The closed water reservoir and IPS improvements will be bid together as one (1) set of plans, construction contract documents, and specifications.*

Provided by the City:

- Preferences for design criteria checklist.
- One (1) set of 60-percent plans and specifications with City markups.
- One (1) set of 90-percent plans and specifications with City markups.

RH2 Deliverables:

- Structural calculations for inclusion in the Building Permit application (Task 11).
- Three (3) hard copies and one (1) PDF of half-size design plans at the 60- and 90-percent design phases.
- Three (3) hard copies, one (1) PDF, and one (1) Word file of the specifications at the 60- and 90-percent design phases.
- Three (3) hard copies and one (1) PDF of the OPCC at the 60- and 90-percent design phases.
- Three (3) hard copies and one (1) PDF of half-size bid-ready plans and OPCC.
- Three (3) hard copies, one (1) PDF, and one (1) Word file of the bid-ready specifications.

Task 11 – IPS Permitting

Objective: Perform environmental background reviews to facilitate preparation of local and state permit applications. Perform additional permitting tasks to comply with Ecology State Environmental Review Process (SERP) requirements. Prepare and submit permit applications to the City’s CDC, Ecology, and DOH.

Approach:

- 11.1 Coordinate with CDC – Coordinate with the City’s CDC regarding planned project improvements and anticipated permits.
- 11.2 Prepare Building Permit – Prepare a Building Permit application for the project and submit to the City. *The Building Permit will be submitted during Task 10. The effort estimated for this subtask is based on RH2’s current understanding of the requirements for Building Permits in the City; project-specific requirements may require more or less effort related to the Building Permit.*

- 11.3 Perform Additional Permitting Tasks – Perform an environmental site investigation. Coordinate with an arborist to assess tree health, write a report to comply with City tree preservation and removal requirements, and develop a landscaping plan. Prepare a migratory bird treaty act (MBTA) and bald and golden eagle protection act (BGEPA) avoidance and conservation plan to meet SERP requirements. Prepare an environmental justice memorandum to meet SERP requirements. Prepare a No Effect (NE) Letter to address Endangered Species Act (ESA) compliance and SERP requirements.
- 11.4 Respond to Agency Comments – Coordinate with City staff to review applications and respond to requests for information following permit submittals. Respond to City comments by letter if requested. *RH2 cannot guarantee agency approvals. The level of effort that will be necessary for agency coordination is difficult to estimate; therefore, RH2 has estimated a level of effort that is typical for permit coordination and facilitation. It is assumed that there will be up to two (2) rounds of review comments from the City. If additional coordination is needed, RH2 can prepare an amendment to this Scope of Work.*

Assumptions:

- *The City will pay all permit fees directly.*
- *RH2 will submit permit packages directly to the City's CDC.*
- *No date is warranted or implied for agency response or approval.*
- *The project site does not contain wetland and/or stream features, or other critical areas. A critical areas study will not be required for this project.*
- *The project will disturb less than one (1) acre of land and will not require a National Pollutant Discharge Elimination System (NPDES) Construction Stormwater General Permit from Ecology.*

Provided by the City:

- Payment of permit fees.
- Review and comment on draft permitting applications.

RH2 Deliverables:

- Building Permit application.
- MBTA and BGEPA avoidance and conservation plan.
- Environmental Justice Memorandum.
- ESA NE letter.
- Electronic records of correspondence and coordination with agency staff.

Task 12 – IPS Services During Bidding

Objective: Assist with the bidding phase for the IPS.

Approach:

- 12.1 Submit Bid Documents and Advertisement – Submit plans, specifications, and appendices to the Builders Exchange of Washington (BXWA) for posting on its online system. *BXWA will be utilized to maintain the planholders list.* Post a copy of the same documents on the City’s website for viewing. Submit advertisement for bids to the Daily Journal of Commerce.
- 12.2 Respond to Questions from Bidders – Respond to bidders’ technical questions during the bidding process. Questions and responses will be shared with the City for review and comment prior to sending to bidders. *RH2 will forward bidders’ procedural questions to the City for response.*
- 12.3 Prepare and Issue Addenda – Prepare up to two (2) draft addenda and submit to the City for review. Revise the addenda based on City comments and prepare a final version to submit to BXWA for posting. Post a copy of each addendum on the City’s website for viewing. Revise and update the OPCC to reflect cost changes based on the addenda.
- 12.4 Conduct Pre-Bid Walkthrough – Attend a pre-bid walkthrough of the project site with bidding contractors and the City.
- 12.5 Attend Bid Opening and Prepare Analysis – Attend the bid opening and prepare a bid tabulation. Review the lowest three (3) bids, with the exception of insurance documents, which are to be reviewed by the City. Check references for the lowest bidder and prepare a letter of recommendation of award to the City.

Assumptions:

- *The City will pay any fees associated with the online bidding system directly.*
- *The City will pay all project advertisement fees directly.*
- *The City will respond to bidders’ procedural questions.*
- *The City will review insurance documents in the bid package(s).*
- *The City will handle bid award and construction contract execution.*

Provided by the City:

- Payments for online bidding system fee(s) and advertisement fee(s).
- Responses to bidders’ procedural questions.
- Review of draft addenda.
- Review of insurance documents in bid.
- Bid award and contract execution.

RH2 Deliverables:

- Responses to bidders' technical questions.
- One (1) hard copy, one (1) PDF, and one (1) Word file for up to two (2) draft and final addenda.
- One (1) hard copy and one (1) PDF of up to two (2) updated OPCC.
- Review of non-insurance documents in bids and bid tabulation.
- One (1) hard copy, one (1) PDF, and one (1) Word file of the letter of recommendation of award.

Project Schedule

RH2 is prepared to commence with the work upon written authorization from the City, and continue until completion of the IPS design, which is scheduled for December 2024. The City's goal is to have construction of the reclaimed water reservoir and IPS complete by June 30, 2026, to comply with the milestones listed in on the City's NPDES Permit.

EXHIBIT B

Fee Estimate

Amendment No. 2

City of Snoqualmie

Reclaimed Water Distribution System

IPS Design and Permitting

Aug-24

Description	Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Task 10 IPS Bid-Ready Design	1081	\$ 222,174	\$ 13,800	\$ 19,042	\$ 255,016
Task 11 IPS Permitting	92	\$ 18,482	\$ -	\$ 559	\$ 19,041
Task 12 IPS Services During Bidding	46	\$ 9,498	\$ -	\$ 445	\$ 9,943
PROJECT TOTAL	1219	\$ 250,154	\$ 13,800	\$ 20,046	\$ 284,000

EXHIBIT C
RH2 ENGINEERING, INC.
2024 SCHEDULE OF RATES AND CHARGES

RATE LIST	RATE	UNIT
Professional I	\$168	\$/hr
Professional II	\$186	\$/hr
Professional III	\$207	\$/hr
Professional IV	\$227	\$/hr
Professional V	\$245	\$/hr
Professional VI	\$259	\$/hr
Professional VII	\$282	\$/hr
Professional VIII	\$296	\$/hr
Professional IX	\$314	\$/hr
Technician I	\$132	\$/hr
Technician II	\$144	\$/hr
Technician III	\$162	\$/hr
Technician IV	\$177	\$/hr
Technician V	\$193	\$/hr
Technician VI	\$213	\$/hr
Technician VII	\$231	\$/hr
Technician VIII	\$243	\$/hr
Administrative I	\$88	\$/hr
Administrative II	\$103	\$/hr
Administrative III	\$123	\$/hr
Administrative IV	\$144	\$/hr
Administrative V	\$166	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Night Work	10.00%	% of Direct Labor
Mileage	\$0.6700	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.