



April 18, 2024

Hind Ahmed, Project Engineer
City of Snoqualmie
PO Box 987
Snoqualmie, WA 98065

**Re: Task Order #20 for Professional Services
City of Snoqualmie On-Call Contract
Meadowbrook Bridge Support
Otak Project No. 032703.U**

Dear Hind:

The City is requesting services to support City efforts to identify capital improvements and obtain funding for the Meadowbrook Bridge that carries Meadowbrook Way SE over the Snoqualmie River. Work is to be completed as a task order under the existing City of Snoqualmie (City) on-call services contract with Otak, Inc. (Otak). This contract ("Agreement for Professional Services") is dated January 23, 2017, and a copy was received by Otak on April 10, 2017.

Work in this scope of work is in addition to and follows work provided by Otak under previously completed Task Order #17 (Otak Project No. 032703.Q) and summarized in the Meadowbrook Bridge Funding Rehabilitation and Replacement Options report, dated April 14, 2023.

Task 1 – Project Management and Coordination

Otak's project manager will provide direction and coordinate preparation of deliverables. The project manager will monitor the project planned budget and schedule versus actual progress and take corrective actions if necessary. Otak will prepare and submit monthly invoices and a brief progress report to reflect progress over the last billing period. Otak's project manager will maintain regular communication with the City's project manager.

Assumptions:

- Level of effort assumes 36 months of work.

Deliverables:

- Monthly invoices and progress reports will be prepared and submitted to the City.

Task 2 – Initial Assessment and Support

Otak will review available bridge, hydraulic, and scour reports; and assess the structural, paint, and scour conditions of the existing bridge as needed to support the City's current efforts to identify work to be included in the City's Capital Improvement Plan. Otak will review planned work by King County near the bridge to assess impacts to the scour and permitting.

Otak will develop a draft memorandum of priorities, risks, timelines, and cost estimates for structural, painting, and scour repairs and submit to the City. Timelines will include typical permitting schedules and construction durations. The City will review the draft memo. Otak will meet with the City to discuss City review comments on the draft memo. Otak will update the report based on City review comments, finalize, and submit to the City.

Assumptions:

- 4-month duration for this task.
- Bridge analysis will not be performed in this task.
- Hydrologic and hydraulic calculations for scour analysis will not be performed in this task.

Deliverables:

- Draft Initial Assessment Memo (MS Word).
- Final Initial Assessment Memo (PDF).

Task 3 – Ongoing Support

Otak will assist the City with additional structural, hydraulic, scour, permitting, and other assessments and assistance as requested by the City to support City efforts in identifying and prioritizing City projects, revising the Capital Improvement Project (CIP) scope, and pursuing funding for repair and/or replacement of the existing bridge.

Assumed level of effort is shown in the attached fee spreadsheet. Level of effort assumes 4 meetings with King County regarding County improvements near the existing bridge, 12 meetings with the City (approximately 4 meetings per year for 3 years), 2 site visits, and internal quality control reviews of work produced by Otak.

Assumptions:

- 4 meetings with King County
- 12 meetings with City staff
- 2 site visits

Deliverables:

- Email and/or memo of information as requested.

FEE ESTIMATE

The following summarizes the fee breakdown for this scope of work:

Task	Total
Task 1 – Project Management	\$ 28,536.00
Task 2 – Initial Assessment and Support	\$ 25,940.00
Task 3 – Ongoing Support	\$ 62,520.00
Direct Expenses	\$ 300.00
Total	\$ 117,296.00

This estimate includes assumed level of effort for undefined services with the total not-to-exceed as shown. Otak will track budget remaining and notify the City when charges are near to the total. Services requested that are projected to exceed the total will be amended to this scope of work and approved by the City prior to performance.

SCHEDULE

The following schedule is assumed:

- NTP issued: May 1, 2024.
- Draft Initial Assessment Memo: June 28, 2024.
- Final Initial Assessment Memo: August 30, 2024.

The project duration assumes 36 months of support from NTP, ending April 30 2027.

