EXHIBIT A
Scope of Work
Amendment No. 1
City of Snoqualmie
Reclaimed Water Distribution System
Design and Services During Bidding
September 2023

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 fed irrigation water from the Parkway/Parks Irrigation Pump Station (IPS), including City of Snoqualmie, City of Snoqualmie Stormwater, Snoqualmie Business Park Owners Association, Snoqualmie Residential Owners Association, and the Snoqualmie Ridge Joint Commission. The Golf Course irrigation system is owned and operated by the Golf Course and is separate from City operations.

The Washington State Department of Ecology (Ecology) has required the City to evaluate options to add cross-connection controls to the Class A distribution system, including separation of the City's irrigation system (not the Golf Course) from Eagle Lake to meet the requirements of the Reclaimed Water Rule, Chapter 173-219 Washington Administrative Code (WAC). The City requested the services of RH2 Engineering, Inc., (RH2) to prepare an Engineering Report to evaluate options to improve the reclaimed water distribution system for Ecology review and approval. The Engineering Report recommended the City install an approximately 500,000-gallon closed water reservoir to separate the City's reclaimed water allotment from Eagle Lake and to meet the City's updated National Pollutant Discharge Elimination System (NPDES) Permit requirements.

This Scope of Work includes the tasks necessary for RH2 to update the City's 2015 *Reclaimed Water System Plan*, prepare bid-ready design documents and permitting support for the closed water reservoir, and provide services during bidding for the reclaimed water distribution system improvements that have been approved by Ecology.

The previous scope of work included the following task:

- **Task 1 – Reclaimed Water Engineering Report**

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

- **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**

Future tasks include the following:

- **Task 10 – Services During Construction**
- **Task 11 – 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 is currently being reviewed by Ecology and the Washington State Department of Health (DOH) and will satisfy the requirements of WAC 246-290-110; therefore, a separate Project Report submittal to DOH will not be required as part of the project's preliminary design.*
- *The reclaimed water reservoir site is still in the process of being selected. Depending on siting, design and permitting costs may change. It is assumed that the City will select a reservoir site prior to starting preliminary design.*
- *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.*
- *The City will pay permit and public notice fees and costs directly.*
- *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 2 – Project Management

Objective: Manage RH2's project team and maintain frequent client communications, including progress meetings. Maintain project schedule and prepare monthly invoices and budget status summaries.

Approach:

2.1 Perform Project Management – Provide direction, coordination, and oversight to the RH2 project team. Organize, manage, and coordinate technical disciplines as described herein and

implement quality assurance and quality control (QA/QC) reviews to execute this Scope of Work in close coordination with City staff. Document and retain information generated during the execution of the project.

2.2 Prepare Invoices – Prepare monthly invoices and budget status summaries.

2.3 Prepare for and Attend Progress Meetings – Prepare for and attend progress meetings with City staff as requested. Prepare meeting agendas and minutes. *A total of four (4) progress meetings are assumed in the Fee Estimate, in addition to the other milestone and review meetings identified elsewhere in this Scope of Work*.

2.4 Prepare Schedule – Provide overall project schedule aligned with NPDES milestones. Update schedule throughout the project.

RH2 Deliverables:

- Monthly progress reports with schedule, budget, work performed and billed to date updates.
- Meeting agendas and minutes.

Task 3 – Reclaimed Water System Plan Update

Objective: Update the City's 2015 *Reclaimed Water Reuse Plan* (Plan), including the preparation of a 20-year capital improvement program (CIP). Prepare Class A system operations and maintenance (O&M) procedures and an irrigation system cross-connection control plan to include as appendices.

Approach:

3.1 Coordinate with City and Agencies – Attend a virtual project kick-off meeting with City staff. Provide coordination with Ecology and DOH. *This task is assumed to be limited to a total of sixteen (16) hours for phone calls and email correspondence with the City and reviewing agencies.*

3.2 Collect and Review Data – Visit the WRF and reclaimed water system facilities with City staff to collect information, observe equipment layouts, and obtain maintenance staff input/complaints about the existing system. Prepare and submit a list of data and mapping needs. Perform an in depth review of the information provided by the City and coordinate with City staff during the data collection process.

3.3 Prepare Chapter 1 – Introduction – Prepare a summary description of the reclaimed water system, the City's current NPDES Permit, Ecology *Reclaimed Water Facilities Manual* (Purple Book) standards, and related planning documents. Prepare a color figure of the existing system. Prepare a description of the existing reclaimed water system facilities, including the pipelines, pump stations, and equipment. Reference the City's latest General Sewer Plan for background information.

3.4 Prepare Hydraulic Model – Create a simple hydraulic model of the City's reclaimed water system in Bentley WaterGEMS from the WRF to the point of use. Review facility as-builts and update the model to reflect existing piping and facilities. Coordinate with the City to review the

operational setpoints and controls for facilities. *It is assumed the hydraulic model will be created based on available information and existing as-builts and will not be calibrated at this time. Manufacturer's pump curves will be input into the model and may not reflect actual facility operation.* Prepare a color figure of the existing hydraulic profile.

3.5 Prepare Chapter 2 – Class A Water Production and Use – Prepare a description of the existing Class A water production and use, the equivalent residential units, and existing users. Perform a monthly analysis on the water demands versus the available Class A water supply. Calculate irrigation water demands based on the average day demand (ADD). Prepare tables summarizing the results of the demand analyses and integrate the tables within the chapter text.

3.6 Prepare Chapter 3 – Facility Documentation and Analysis – Prepare a limited desktop evaluation of the existing system components and prepare a list of proposed improvements. Briefly describe each improvement and purpose/benefit of the improvements. Prepare planning-level approximate cost estimates for each improvement based on current industry prices. Coordinate with City staff to prioritize and schedule the improvements. Provide tables documenting the development of the 20-year CIP and integrate them within the chapter text. Prepare color figures of the proposed water system improvements and proposed improvements hydraulic profile.

3.7 Prepare Chapter 4 – Policies and Agreements – Review the City's standards pertaining to the reclaimed water system policies and criteria. Recommend additional or revised policies so that future City facilities can meet minimum and acceptable design criteria and standards. Summarize the City's current policies and agreements in the chapter text.

3.8 Coordinate Financial Analysis Chapter – Coordinate with the City's financial consultant during the project and attend one (1) phone conference to provide information in support of the financial analysis chapter to be prepared by the City's financial consultant. *It is assumed the City will contract directly with a financial consultant for these services.* Review the financial analysis chapter produced by the City's financial consultant, format the document for consistency with other chapters, and incorporate the financial chapter into the Plan.

3.9 Prepare Class A O&M Procedures Appendix – Prepare Class A transmission, reservoir, and distribution system O&M procedures to comply with NPDES Permit No. WA0022403 R6.C. requirements and include as an appendix to the Plan.

3.10 Prepare Cross-Connection Control Plan Appendix – Review the City's existing cross-connection control ordinance and programs. Incorporate elements necessary for consistency and prepare a cross-connection control plan to comply with NPDES Permit No. WA0022403 R4.C. requirements and WAC 173-219-310, and include as an appendix to the Plan.

3.11 Prepare Draft Plan and Appendices – Prepare a draft of the Plan and miscellaneous appendices for the City's review and comment, as follows:

- Prepare an Executive Summary, including a summary of key elements of the Plan.

- Prepare miscellaneous appendices to include in the Plan, including copies of the City's current NPDES Permit and any reclaimed water system agreements.
- Prepare a cover format that includes the Plan's name and revision date.
- Meet with City staff to present the draft Plan.
- Revise the Plan per City review comments.
- Create an electronic PDF version of the Plan with Professional Engineer stamps and signatures.
- Submit the draft Plan to Ecology and DOH for review and comment.

Assumptions:

- *At the completion of this Task, the Plan will be in final format, ready for review by the regulatory agencies. Once submitted, Ecology and DOH have at least ninety (90) days to review the Plan. The number of comments, meetings, and amount of required modifications from review by the regulatory agencies are difficult to predict. Therefore, RH2 will prepare a separate Scope of Work and Fee Estimate to address review comments, review meetings, and final Plan modifications upon receipt of all review comments from Ecology and DOH.*
- *No date is warranted or implied for agency responses or Plan approval.*

Provided by City:

- 2015 *Reclaimed Water Reuse Plan*.
- Attendance at virtual project kick-off meeting and draft Plan review meeting.
- Required information from data list.

RH2 Deliverables:

- Attendance at virtual project kick-off meeting and draft Plan review meeting with City. Meeting minutes via email to participants.
- List of required data and mapping.
- Draft Plan for submittal to City, Ecology, and DOH.

Task 4 – Loan and Grant Application Assistance

Objective: Complete a Clean Water State Revolving Fund (SRF) application for submittal to Ecology to assist with procuring project funding.

Approach:

4.1 Prepare SRF Application – Prepare SRF application for the design, permitting, bidding, construction, and construction contract administration of the Reclaimed Water Distribution System project using the opinion of probable construction cost (OPCC) and project definitions prepared in Task 5.

Assumptions:

- *No date is warranted or implied for agency response or approval of the loan application.*

Provided by City:

- Assistance with various sections of the application that request information only the City can provide.
- Review and sign the loan application.

RH2 Deliverables:

- SRF loan application submitted online.

Task 5 – Preliminary Design

Objective: Acquire survey data for the project site, perform a limited geotechnical investigation, and perform hydraulic analyses. Prepare preliminary reservoir construction plans and OPCC for review by the City.

Approach:

5.1 Coordinate and Obtain Topographic Survey – Coordinate with Surveying and Mapping Companies, LLC, (SAM) to acquire up to date survey data of the project site for design purposes. Attend one (1) site visit to evaluate the utility locates and survey limits with the City. Review and revise the survey data for the reservoir design.

5.2 Perform Geotechnical Investigations – Review available geologic, groundwater, and geotechnical information for the reservoir site. Perform a limited geotechnical investigation, including test pits, to confirm the subgrade conditions at the proposed reservoir location and to establish geotechnical and structural design criteria. *It is assumed two (2) test pits will be excavated. The City will provide the operator and backhoe needed for the test pit excavations.* Prepare a geotechnical memorandum for the reservoir site based on the results of the investigation. Describe subgrade conditions, bearing capacities and earth pressures, and groundwater conditions, including shoring and dewatering requirements. Prepare recommendations for subgrade preparation and backfilling for the reservoir excavation and include other pertinent information required for the design and construction of the proposed reservoir.

5.3 Perform Hydraulic Analyses – Perform hydraulic analyses using the existing model RH2 has developed in Task 3.2 to provide recommendations for the reservoir overflow height and operational strategies with the existing irrigation pump station, including the City's supervisory control and data acquisition (SCADA) system, altitude valves, pressure reducing valves, and reservoir fill and draw setpoints. An analysis of the existing capacity and adequacy of the IPS pumps will not be performed.

5.4 Prepare Design Criteria Checklist and Attend Kick-Off Meeting – Summarize criteria, standards, guidance, and/or codes governing the design. Develop a checklist for presenting design choices

to the City. Maintain the checklist during design and submit to the City when revisions are made. Establish structural design criteria using geology and location to identify seismic design parameters per United States Geological Survey data and to design snow and wind loads, soil loads, live loads, unbalanced load criteria, and load combinations. Attend one (1) design kick-off meeting to present criteria and checklist to the City. Prepare kick-off meeting agenda and minutes.

5.5 Prepare 30-Percent Design Plans and OPCC – Prepare 30-percent design plans and OPCC for the reservoir as follows:

- Prepare cover sheet, existing site plan, and erosion and sedimentation control (ESC) plan.
- Prepare preliminary construction and finished grading plans and details.
- Prepare preliminary site, water utility, and sewer utility plans and details. Profile views will be generated to check for conflicts with known utilities. Establish planting zones and areas with special planting considerations, such as screening.
- Prepare preliminary stormwater collection system design plans.
- Prepare preliminary reservoir plan and elevation views to illustrate the reservoir shape, size, elevations, geometry, and to show the location of the proposed reservoir and its appurtenances.
- Prepare preliminary mechanical plans detailing reservoir piping, mechanical components, and potential mixing system.
- Prepare preliminary design of the main reservoir structural elements. Determine the general configuration of the tank walls and floor, foundation, roof shape, and support system. Prepare schematic structural drawings of the tank structure, including reservoir elevations, foundation and floor plans, and roof plan. Develop schematic structural details of the tank structure to convey the City's preferences, including accessory/appurtenance preferences.
- Prepare preliminary design of the electrical/control components. Identify electrical, control, monitoring, and security features and appurtenances for the proposed reservoir for review and discussion with the City. Provide a list of features and appurtenances that would be typical for reservoirs.
- Prepare a 30-percent OPCC.
- Perform in-house QA/QC review of the preliminary design plans.
- Prepare for and attend one (1) 30-percent review meeting with City staff. Prepare and distribute meeting agenda and minutes.

Assumptions:

- *SAM will coordinate the on-site utility locates and provide stamped topographic survey drawings and AutoCAD existing base map files for design.*

- *Reservoir overflow and site stormwater drainage will be allowed to discharge into Eagle Lake via site runoff and the existing pipeline supplying Eagle Lake. If Ecology determines that additional on-site stormwater improvements are necessary, additional effort related to those improvements will be mutually determined and agreed upon by the City and RH2.*
- *Specifications will not be provided as part of this Task. The design criteria developed during this stage will be further expanded based on City preferences established as part of this Task. Results of the geotechnical investigation are to be incorporated into the design criteria.*

Provided by City:

- Review comments on 30-percent design plans.

RH2 Deliverables:

- Survey files in AutoCAD and PDF.
- Geotechnical memorandum.
- Design criteria checklist.
- Kick-off and 30-percent design review meetings agendas and minutes.
- List of features and appurtenances that would be typical for reservoirs.
- 30-percent OPCC.
- 30-percent design plans.

Task 6 – Final Design

Objective: Prepare 60- and 90-percent plans, specifications, and OPCC for City review and comment. Prepare bid-ready plans, specifications, and construction contract documents for the proposed reservoir.

Approach:

6.1 Prepare Structural Calculations – Prepare structural calculations for the reservoir, including lateral analysis, roof, shell, and reservoir foundation. Provide QA/QC review of structural calculations. Make recommended updates and additions to calculations per QA/QC review comments. Prepare and format calculations, with supporting documentation, for the Commercial Building Permit application.

6.2 Prepare Design Documents – Prepare design plans, including plans, sections, elevations, and details, technical specifications, construction contract documents, and OPCC as follows.

- Prepare site and utility plans to show the major utility appurtenances, such as isolation valves, manholes, catch basins, power poles, and light poles. Landscaping plans will show the layout of specific plant material with a suggested palette for the City's permitting process review.

- Prepare downstream stormwater improvements to accommodate the reservoir overflow and site drainage water.
- Prepare sewer system improvements to accommodate tank drainage for maintenance.
- Provide a detailed design of the reservoir foundation, walls, and roof. Develop plans showing the geometry, joint geometry, seismic cables, and reinforcing steel.
- Prepare details for the configuration of the reservoir piping and mechanical components and size the piping systems for the reservoir inlet, outlet, overflow, drain, and the foundation under the drain. Plans will include equipment selection, pipe sizes and materials, thrust restraint, vault sizing, selection, and drainage. Review hydraulics and develop mechanical design criteria for supplying the existing irrigation pump station from the proposed reservoir.
- Prepare plans that show the reservoir appurtenances, including access hatches, vents, exterior and interior ladders or stairs, exterior roof access, roof platform, and safety cages, as requested or required.
- Prepare electrical design plans, including the following:
    - Develop design of electrical systems for operating appurtenances at the reservoir. Work includes designing the lighting system, sizing raceways and conductors, and preparing design details.
    - Coordinate the power supply requirements and meet with Puget Sound Energy (PSE) and the City to discuss the design criteria, review the power supply design, and present PSE with design criteria. Develop power service plan. Perform a site visit if deemed necessary to help determine location and routing of PSE equipment.
    - Prepare an electrical site plan identifying the location of the new electrical service conduit, site conduit routing, and site improvements that are required.
    - Develop security system plan, site security fencing, and technical details.
- Prepare telemetry system diagrams for the proposed telemetry system. The telemetry system diagrams will show the proposed telemetry system input and output signals and interface requirements.
- 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.
- Update the OPCC.

6.3 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.

6.4 Submit 90-Percent Design Documents to City – 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.

6.5 Perform Internal QA/QC – Perform internal QA/QC review of the 90-percent design plans and specifications.

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

Provided by City:

- One (1) set of 60-percent plans and specifications with City red-lined markups.
- One (1) set of 90-percent plans and specifications with City red-lined markups.

RH2 Deliverables:

- Structural calculations for inclusion in the Commercial Building Permit application (Task 7).
- Three (3) hard copies and one (1) PDF of half-size 60-percent design plans.
- Three (3) hard copies, one (1) PDF, and one (1) Word file of the 60-percent design specifications.
- Three (3) hard copies and one (1) PDF of the 60-percent design OPCC.
- Three (3) hard copies and one (1) PDF of half-size 90-percent design plans.
- Three (3) hard copies, one (1) PDF, and one (1) Word file of the 90-percent design specifications.
- Three (3) hard copies and one (1) PDF of the 90-percent design OPCC.
- Three (3) hard copies and one (1) PDF of half-size bid-ready plans.
- Three (3) hard copies, one (1) PDF, and one (1) Word file of the bid-ready specifications.
- Three (3) hard copies and one (1) PDF of the final OPCC.

Task 7 – Permitting

Objective: Complete environmental background reviews to facilitate preparation of local and state permit applications. Coordinate with Bonneville Power Administration (BPA) regarding the proposed improvements and possible permits required. Prepare and submit permit applications to the City's Community Development Department, Ecology, and DOH.

Approach:

7.1 Review Background Data – Collect and review environmental background data, including maps, City Code, and aerial imagery. Contact the City's Community Development Department to discuss the project and local permitting requirements.

7.2 Attend City Pre-Application Meetings – Prepare application materials for pre-application meetings with the City to discuss the project and anticipated permit approvals, application timelines, etc. Attend up to two (2) pre-application meetings, one to discuss planning-level improvements and one for project-level design and permitting. Record feedback from the City. *This subtask assumes pre-application meetings will be in person and up to two (2) RH2 staff will attend each meeting.*

7.3 Prepare Planning-Level SEPA – Prepare State Environmental Policy Act (SEPA) Checklist to accompany the Engineering Report and coordinate with the City for preliminary review. Finalize and coordinate with City Community Development staff to process the Checklist, issue determination, and complete public participation requirements.

7.4 Coordinate with BPA – Coordinate with BPA regarding the proposed improvements. Determine if BPA will require additional permits to construct the project under its overhead power lines.

7.5 Prepare Land Use Approval – Prepare land use (LU) approval package for City review/issuance for the selected reservoir site. LU approval is anticipated to require a Minor Modification to the Snoqualmie Ridge Mixed Use Plan. Preparation of a Conditional Use Permit (CUP) application is also conservatively included at this stage, including a narrative addressing criteria in Snoqualmie Municipal Code 17.55.030(A). Provide draft Minor Modification and/or CUP package to City staff for review and finalize based on City comments. Submit the final LU approval package to the City. Support the City during public involvement, as needed. *All site and civil design related to the proposed site improvements will be covered under the LU application.*

7.6 Complete SERP Requirements – Assist the City with completion of State Environmental Review Process (SERP) requirements for the project. This will include preparation of a project-level SEPA following site selection, and coordination with the City's Community Development Department staff for processing, determination, and publication/noticing. SERP will also include preparation of technical documentation and figures to satisfy the Environmental Justice (EJ), public participation/engagement, cultural resources, and federal cross cutter requirements. Assist the City in public participation components by providing SEPA noticing assistance and/or technical information and figures for the City's use in public meeting completion. *It is assumed that the City will coordinate directly with Perteet, Inc., to provide necessary documentation for completion of Section 106 National Historic Preservation Act (NHPA) Cultural Resources consultation. RH2 will utilize the Perteet-prepared documentation for the SERP submittal.* Prepare the SERP Environmental Information Document (EID) to accompany the SERP package. Submit electronic SERP package to the City and Ecology.

7.7 Prepare Building Permit – Prepare a Building Permit application for submittal to the City's Building Division. Submit the draft application to City staff for review and comment. Finalize and submit the Building Permit application after incorporating City comments.

7.8 Prepare Clearing and Grading Permit – Prepare Clearing and Grading Permit application for submittal to the City. Submit the draft application to City staff for review and comment. Finalize and submit the Clearing and Grading Permit application after incorporating City comments.

7.9 Coordinate Ecology and DOH Reviews – Attend one (1) meeting with the City, Ecology, and DOH before the construction documents are submitted to discuss expectations for documenting the proposed improvements. Submit plans and specifications for the Reclaimed Water Distribution System improvements to Ecology and DOH for review. Compose one (1) letter each responding to review comments from Ecology and DOH. Attend one (1) meeting with the City to discuss review comments and RH2's draft letter responses.

Assumptions:

- *The City will pay all permit fees directly.*
- *RH2 will submit permit packages directly to the City's Community Development Department.*
- *The City will submit the SERP package to Ecology.*
- *No date is warranted or implied for agency response or approval.*
- *The project will disturb less than one (1) acre of land and will not require a National Pollutant Discharge Elimination System Construction Stormwater General Permit from Ecology.*

Provided by City:

- Payment of permit fees.
- Review and comment on draft permitting applications.
- Lead public participation meetings, SERP coordination with Ecology, and any additional efforts related to SERP compliance.

RH2 Deliverables:

- Electronic PDFs of the pre-application meeting packages (two (2) assumed) and attendance by two (2) RH2 staff at two (2) pre-application meetings.
- Electronic PDF of planning-level SEPA Checklist.
- Electronic PDF of SERP package, including EID, project-level SEPA Checklist, EJ and public participation documentation, and cultural resources and federal cross cutter documentation.
- Electronic PDF of Land Use Approval package.
- Electronic PDF of Building Permit application.
- Electronic PDF of Clearing and Grading Permit application.
- Attendance at meeting with Ecology and DOH.
- Electronic PDF of construction plans and specifications for Ecology and DOH.
- Electronic PDF of letters responding to Ecology and DOH review comments, one (1) to each agency.

Task 8 – Services During Bidding

Objective: Assist with the bidding phase for the reservoir.

Approach:

8.1 Submit Bid Documents and Advertisement – Submit PDF of plans, specifications, and appendices to the Builders Exchange of Washington (BXWA) for posting on their 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 (DJC).

8.2 Respond to Questions from Bidders – Respond to bidders' technical questions during the bidding process. All 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.*

8.3 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 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 addenda.

8.4 Conduct Pre-Bid Walkthrough – Attend a pre-bid walkthrough of the project site with bidding contractors and the City.

8.5 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 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.

Task 9 – Management Reserve

Objective: Provide additional services as requested by the City.

Approach:

9.1 Provide Additional Services – Provide additional services as requested and authorized by the City. Submit a scope of work and budget estimate for supplemental services requested by the City. The City shall provide written authorization to proceed with any supplemental services.

RH2 Deliverables:

- Scope of work and budget estimate for supplemental services.
- Other deliverables as requested by the City under the authorization for any supplemental services.

Project Schedule

RH2 anticipates that preliminary design can begin once a fully executed contract has been received and can be completed by March 2024, with final design of the recommended improvements beginning in Spring 2024. This schedule assumes timely feedback and responses from the City.

The City's financial consultant is scheduled to conduct the utility rate study from November 1, 2023 through July 1, 2024. A final schedule of reclaimed water system improvements is anticipated to be shared with the City's financial consultant by Spring 2024. The reclaimed water system plan update is expected to be complete by Summer 2024.

The City's goal is to have construction of the reclaimed water reservoir complete by June 30, 2026, to comply with the milestones listed on its NPDES Permit.

EXHIBIT B

Fee Estimate
Amendment No. 1
City of Snoqualmie
Reclaimed Water Distribution System
Design and Services During Bidding
Sep-23

Description		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Task 2	Project Management	117	$ 27,396	$ -	$ 868	$ 28,264
Task 3	Reclaimed Water System Plan Update	350	$ 69,619	$ -	$ 4,567	$ 74,186
Task 4	Loan and Grant Application Assistance	114	$ 22,220	$ -	$ 569	$ 22,789
Task 5	Preliminary Design	446	$ 91,673	$ 45,540	$ 8,733	$ 145,946
Task 6	Final Design	1220	$ 247,024	$ -	$ 23,740	$ 270,764
Task 7	Permitting	262	$ 48,500	$ -	$ 2,574	$ 51,074
Task 8	Services During Bidding	73	$ 14,901	$ -	$ 798	$ 15,699
Task 9	Management Reserve	-	$ -	$ -	$ 50,000	$ 50,000
	PROJECT TOTAL	2582	$ 521,333	$ 45,540	$ 91,849	$ 658,722

EXHIBIT C RH2 ENGINEERING, INC. 2023 SCHEDULE OF RATES AND CHARGES		
RATE LIST	**RATE**	**UNIT**
Professional I	$161	$/hr
Professional II	$178	$/hr
Professional III	$198	$/hr
Professional IV	$217	$/hr
Professional V	$233	$/hr
Professional VI	$247	$/hr
Professional VII	$265	$/hr
Professional VIII	$278	$/hr
Professional IX	$278	$/hr
Technician I	$126	$/hr
Technician II	$137	$/hr
Technician III	$154	$/hr
Technician IV	$169	$/hr
Technician V	$184	$/hr
Technician VI	$203	$/hr
Technician VII	$220	$/hr
Technician VIII	$231	$/hr
Administrative I	$84	$/hr
Administrative II	$98	$/hr
Administrative III	$117	$/hr
Administrative IV	$137	$/hr
Administrative V	$158	$/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
Mileage	$0.6550	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.