



City of Sumas Request for Council Action

Meeting Date: October 27, 2025

Subject:

Reichhardt & Ebe Engineering Inc. Services Agreement

Department: Water Dept

Prepared By: Michelle Quinn

Agenda Location:

☐ Public Hearing ☐ Old Business ☒ New Business ☐ Staff Reports

Brief Summary:

This agreement is for provision of professional Engineering Services to engineer, draft and prepare final design and related documents for the replacement and construction of certain sections of water main for the City's water system.

Legal Review: ☒ Reviewed ☐ Not Reviewed ☐ Review Not Required

Staff Recommendation:

Staff is recommending authorizing the Mayor to sign the Services Agreement with Reichhardt & Ebe Engineering Inc.

Senior Staff Review:

- ☐ Mayor
- ☒ Finance Director
- ☒ City Clerk
- ☒ Public Works Director

Budget Implications:

- ☐ Current Budget
- ☐ New Budget Request
- ☐ Non-Budgetary

SERVICES AGREEMENT CITY OF SUMAS

The CITY OF SUMAS, a municipal corporation of the State of Washington (hereinafter the "City"), with offices located at City Hall, 433 Cherry Street, Sumas, Washington 98295, and **Reichhardt & Ebe Engineering Inc.** (hereinafter the "Contractor"), with offices located at 423 FRONT ST, SUITE 201, Lynden, Washington 98264, in consideration of the mutual covenants herein, do hereby agree as follows:

I. PURPOSE: The purpose of this Agreement is for the provision of professional engineering services to engineer, draft and prepare final design and related documents necessary for the replacement and construction of certain sections of water main for the City's water system.

II. TERM OF AGREEMENT/TIME OF PERFORMANCE: The time for performance of the work by Contractor shall begin immediately upon execution of this Agreement. Contractor shall communicate project design progress with the City on a regular basis and shall complete the work in a timely fashion in accordance with the needs of the City. If this scope is not completed by Contractor as called for herein, Contractor shall be deemed to have failed to substantially perform a material part of its obligations under this Agreement and the City shall have the rights set forth under subsection **IX. A.** below related to default, unless such failure is due to any force majeure event or other factor beyond the control of the Contractor. All work shall be completed in an expeditious manner in order to meet the purposes of this Agreement.

III. LIAISON: The City's officer responsible for this Agreement is Sunny Aulakh, its Project Manager, or such other person designated by the Mayor for the City. The Contractor's responsible person is Dale Buys, P.E.

IV. SCOPE OF WORK: The Contractor shall provide professional engineering and design related services, including pre-engineering, engineering and design, and shall prepare and submit an engineering project report and construction documents for the design, location, construction and replacement of certain sections of water main for the City's water system as follows:

Base Segment scope of work: Includes the above services for the section of water main from the City's water tanks near Washington Avenue extending easterly to the Burlington Northern Sante Fe ("BNSF") railway ("Base Segment"). The scope of work for the Base Segment is further described in Contractor's proposal, attached hereto as "Exhibit A", and cost estimate, attached hereto as "Exhibit B", including the performance of all tasks/work as specified therein. The Base Segment scope of work is referenced in Exhibits "A" and "B" as "Base".

Additional Segment scope of work: Includes the above services for the section of water main that originates from an existing valve set along the Base Segment near the BNSF

railway and extends southerly along Barker Avenue to Victoria Court ("Additional Segment"). The scope of work for the Additional Segment is further described in Contractor's proposal, attached hereto as "Exhibit A", and cost estimate, attached hereto as "Exhibit B", including the performance of all tasks/work as specified therein. The Additional Segment scope of work is referenced in Exhibits "A" and "B" as "Additive Alternate A1". The Additional Segment scope of work is optional additional work that the City, in its sole discretion, may authorize Contractor to perform and shall only be allowed with specific **prior authorization in writing from the City.**

V. PAYMENT:

A. Contractor shall be compensated for services performed on a time and expense basis at the hourly rates set forth in **Exhibit "B"**, to the extent that compensation does not exceed the amount set forth in sub-section B.

B. The total compensation paid to Contractor for performance of the services for the Base Segment scope of work called for in this Agreement, and set forth in section IV above, **shall not exceed \$66,750.66.** The total compensation paid to Contractor for performance of the services for the Additional Segment scope of work called for in this Agreement, and set forth in section IV above, **shall not exceed \$10,113.46.**

C. The City agrees to pay the Contractor monthly based on invoices submitted no more frequently than once per month. The City will pay the Contractor within 30 days of receipt of invoice for all non-disputed work satisfactorily completed related to the invoice.

D. Contractor will be paid on the basis of invoices for work satisfactorily completed. Invoices shall be submitted to the Project Manager for approval prior to payment. No final payment shall be made until approved by the Project Manager.

VI. EXTRA WORK AND CHANGE ORDERS: Work in addition to, or different from, that provided for in the Scope of Work section, shall only be allowed by **prior authorization in writing**, as a modification to this Agreement. Such modifications shall be attached hereto and made a part hereof, and shall be approved in the same manner as this Agreement.

VII. LIABILITY AND INSURANCE: The Contractor agrees to defend the City, hold it harmless, and indemnify it as to all claims, suits, costs, fees and liability to the extent arising out of the negligent or intentional acts or work of the Contractor, its employees, subcontractors, or agents (including field work) pursuant to this Agreement, where such liability is incurred as a result of the negligent or intentional actions or omissions of such parties. Contractor will obtain and maintain in force at least the following minimum insurance coverages covering all activity under this Agreement, and as to which the City shall be named as additional insured:

A.	Workers Compensation	Statutory Amount
B.	Broad Form Comprehensive General Liability (per occurrence)	\$1,000,000
C.	Automobile Liability	\$ 500,000
D.	Professional Liability	\$1,000,000

Contractor specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act, Title 51 RCW. Further, the indemnification obligation under this contract shall not be limited in any way by any limitation on benefits payable to or for any third party under the workers' compensation acts.

An insurance certificate showing the coverage required under this paragraph VII will be submitted to the City for approval upon commencement of the work and at least annually for a period of two (2) years following completion of services under this Agreement.

VIII. COMPLIANCE WITH LOCAL LAWS: The Contractor shall be duly licensed and shall comply with all applicable laws, ordinances, and codes of the State and local governments.

IX. TERMINATION:

A. Should either party hereto believe that the other has failed to substantially perform all or a material part of its obligations under the Agreement, it shall deliver written notice to that effect to the other, specifying the alleged default and giving the other party ten (10) days to cure such default. Thereafter, should the default not be remedied to the satisfaction of the non defaulting party, this Agreement may be terminated upon written notice (delivered by certified mail). In the event of termination under this subparagraph, the Contractor shall be paid an amount, in the discretion of the Project Manager, which takes into account actual costs incurred by the Contractor in performing the project work to the date of termination, the amount of work originally required which was satisfactorily completed to the date of termination, the cost to the City of completing the work itself or of employing another firm to complete it and the inconvenience and time which may be required to do so, along with any other factors which affect the value to the City of the project work which has been performed to the date of termination. In no event shall the Contractor receive an amount based on anticipated profit on unperformed services or other work.

B. The City shall have the right to terminate this Agreement at any time upon ten days written notice to the Contractor.

C. On the giving of notice of termination, Contractor shall immediately begin winding down its services in anticipation of the termination, and shall be prepared to deliver to the City all documents and other uncompleted work on the date of termination.

D. In the event that funding is withdrawn, reduced or limited in any way after the effective date of this Agreement due to City budgetary constraints, and prior to its normal completion, the City may summarily terminate the Agreement as to the funds withdrawn, reduced or limited notwithstanding any other termination provisions of this Agreement. If the level of funding withdrawn, reduced or limited is so great that the City deems that the continuation of the services covered by this Agreement is no longer in the best interest of the City, the City may summarily terminate this Agreement in whole notwithstanding any other termination provision of this

Agreement. Termination under this Section shall be effective upon receipt of written notice thereof.

E. Termination of this Agreement shall not prevent the City from invoking those provisions herein necessary to protect or enforce its rights hereunder, which provisions shall survive termination.

X. ASSIGNMENT: Neither party shall assign or delegate any or all interests in this Agreement without first obtaining the written consent of the other party.

XI. VENUE STIPULATION: This Agreement has been and shall be considered as having been made and delivered within the State of Washington, and shall be governed by the laws of the State of Washington both as to interpretation and performance. Any action in law or equity, or judicial proceeding for the enforcement of this Agreement or any of the provisions contained therein, shall be instituted and maintained only in Whatcom County Superior Court, Bellingham, Washington.

XII. STATUS OF CONTRACTOR: Neither Contractor nor personnel employed by the Contractor shall acquire any rights or status in the City's employment, nor shall they be deemed employees or agents of the City for any purpose other than as specified herein. Contractor shall be deemed an independent contractor and shall be responsible in full for payment of its employees, including worker's compensation, insurance, payroll deductions, and all related costs. Further, Contractor represents that it is customarily in the business of providing the services described in this Agreement, has its own place of business, is eligible for and does file with the Internal Revenue Service a schedule of business expenses, has established or will timely establish an account with the State Department of Revenue and has received a unified business identifier number, and maintains a separate set of books and records for such business.

XIII. CONTRACTOR'S STUDIES, REPORTS AND WORK PRODUCT: All documents, maps and other materials of whatever kind prepared by the Contractor pursuant to this Agreement shall be deemed property of the City upon completion or termination of the Agreement. The Contractor may keep file copies of its work product but shall retain no other rights of ownership therein. Reuse beyond that contemplated by this Agreement or alteration of any materials without the Contractor's written participation will be at the City's sole risk.

XIV. MISCELLANEOUS PROVISIONS:

A. Each party acknowledges that such party has read this Agreement and understands its contents, that such party has had the opportunity to have this Agreement reviewed by an attorney of such party's choice, and that such party either has consulted with an attorney or voluntarily has chosen not to consult with an attorney before signing this Agreement.

B. No modification, termination or amendment of this Agreement may be made except by written agreement signed by all parties, except as provided herein.

C. No failure by any of the foregoing parties to insist upon the strict performance of any covenant, duty, agreement, or condition of this Agreement or to exercise any right or remedy for a breach thereof shall constitute a waiver of any such breach or any other covenant, agreement, term or condition. Any party hereto, by notice, may, but shall be under no obligation to, waive any of its rights or any conditions to its obligations hereunder, or any duty, obligation or covenant of any other party hereto. No waiver shall affect or alter this Agreement, and each and every covenant, agreement, term and condition of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

D. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

E. The entire agreement between the parties hereto is contained in this Agreement and the exhibits hereto; and this Agreement supersedes all of their previous understandings and agreements, written and oral, with respect to this transaction. To the extent any of the terms or conditions set forth in any exhibit or attachment hereto, including attached Exhibit(s) "A", are inconsistent with any provision of this Agreement, the provisions of this Agreement will control.

F. Standard of Care: The Contractor will perform its services using at least the degree of care and skill ordinarily exercised by similar professionals performing similar services under similar circumstances.

EXECUTED, this the _____ day of _____ 2025, for the **CONTRACTOR:**

Name: _____

Title: _____

EXECUTED, this the _____ day of _____ 2025, for the **CITY OF SUMAS:**

Mayor

Attest:

Approved as to Form:

City Clerk

City Attorney

EXHIBIT A
WATER MAIN REPLACEMENT – TANKS TO BNSF
FINAL PLANS, SPECIFICATIONS, AND ESTIMATE

I. PROJECT UNDERSTANDING

Reichhardt & Ebe Engineering Inc., (R&E) shall provide professional services to the City of Sumas (CITY) for the final design and related documents for the Water Main Replacement – Tanks to BNSF project.

The project includes replacement of the existing water main from the CITY's water tanks near Washington Avenue, extending easterly to the Burlington Northern Santa Fe (BNSF) Railway. This segment shall be considered the "Base" segment. Previous correspondence with the CITY indicates that replacement of this "Base" segment is the CITY's minimum project objective.

If sufficient funding is available, an additional segment of water main replacement may be designed as "Additive Alternate A1." This segment originates from an existing valve set along the Base alignment and extends southerly along Barker Avenue to Victoria Court. With written authorization from the CITY, R&E will design this "Additive Alternate A1" segment and incorporate it into a single cohesive design package with the Base segment. The scope of work (Exhibit A) and manhour and cost estimate (Exhibit B) have been prepared with "Base" and "Additive Alternate A1" as separate tasks.

The project is funded with local funds. The CITY intends to issue the project for bids utilizing local funds.

Design Team

The Design Team consists of the following firms:

Prime Consultant.....Reichhardt & Ebe Engineering, Inc.
Survey.....Northwest Surveying & GPS

Anticipated Design Schedule

Notice to Proceed – October 2025

90% PS&E – TBD

Advertise for Bids – TBD

Due to the deteriorated pipe condition, the project is considered an emergency and thus the CITY wishes to complete the work as soon as possible. R&E is available to begin work immediately. There are several unknowns related to the project and thus it is not possible to provide a definitive timeline for design completion at this time. R&E will communicate project design progress with the CITY on a regular basis in order to complete the work in a timely fashion and in accordance with the needs of the CITY.

II. WORK ITEMS

1.0 PROJECT MANAGEMENT AND ADMINISTRATION

1.1. Project Management and Administration

R&E shall act as the prime consultant and shall manage the project through regular email, phone, and video correspondence with the City, R&E staff, and subconsultants.

1.2. Project Meetings

R&E shall facilitate and conduct the meetings as described below. Assumptions as to the number of meetings conducted are indicated.

- Kick-Off Meeting (1)
- City Coordination (2)
- Review Meetings (2) [30% Add. Alt. A1, 90%]

1.3. Design Schedule

R&E shall develop a design schedule shortly after Notice to Proceed. A total of two total schedule updates are anticipated thereafter.

1.4. Progress Reports and Invoicing

R&E shall prepare monthly progress reports that describe the tasks or percentage of tasks that were accomplished during a given month, as well as a forecast of work to be completed over the following month. The monthly progress reports will also identify any other issues or problems that may occur in any given month, as well as proposed dates and times for upcoming coordination meetings. R&E shall submit these monthly progress reports to the CITY with the monthly invoices. As a part of the Progress Reports and Invoicing, the following task items will be performed:

- Monitor Scope
- Monitor Budget
- Monitor Schedule / Prepare Schedule Updates
- Prepare Monthly Status Reports and Invoices
- Prepare Supporting Documentation for Invoices

1.5. Quality Control / Quality Assurance

R&E shall implement a quality control/quality assurance program consisting of regular coordination meetings with R&E and Subconsultant staff, in-house review of design elements and contract documents as well as CITY review of design elements and contract documents.

Products and Deliverables:

- Meeting Notes and Minutes
- Design Schedule
- Monthly Progress Reports
- Monthly Invoices
- Notes to Design File

2.0 DESIGN SURVEY AND BASE MAP

2.1. Design Survey

R&E shall complete a field survey to produce a design quality base map as described in the section below. R&E shall conduct site visits to become familiar with the project site and to coordinate and gather existing topographic information within the project limits. The topographic information gathered will consist of existing surface features necessary to complete the design as stated in other sections of this scope of work as well as existing subsurface utilities which are located by the respective responsible utility. Survey will be conducted by Northwest Surveying & GPS (NWS).

Work will be performed in accordance with the following tasks:

- Coordinate for Survey
- Establish and/or Verify Horizontal and Vertical Control in Project Area
- Perform Topographic Survey within the Project Area
- Data Reduction, Review, and Transfer

This scope of work assumes that the CITY has an existing easement or otherwise permission to access the BNSF property adjacent to the BNSF railway to gather topographical survey. This scope of work includes a survey area of both "Base" and "Additive Alternate A1" water main areas.

2.2. Utility Locates

R&E shall call the state "dial-before-you-dig" contractor number to clear utility locations prior to the design survey. However, "dial-before-you-dig" does not check utilities outside of the public right-of-way and in some cases does not perform locates for design purposes. R&E shall contract with a private locating company for utility locates outside of the public right-of-way and for utilities not located for design purposes. It is assumed that the CITY will provide locates for the water main in the project area.

2.3. Base Map

R&E shall develop electronic base maps based on existing survey data and the topographic information gathered, including existing right-of-way and property boundaries and create a three-dimensional electronic surface representing existing field conditions.

Work will be performed in accordance with the following tasks:

- As-Builts
 - Request As-Builts from Franchise Utilities
 - Request Public As-Builts (City)
- Prepare Preliminary Base Map
- Field Verify Base Map
 - Field Verify Base Map
 - Pothole Existing Facilities. It is assumed that construction equipment for potholing existing utilities will be provided by the CITY or the respective utility.
- Prepare Design Base Map

Products and Deliverables:

- Electronic ASCII point data file
- Research information for design file
- Digital Base Map

3.0 RIGHT OF WAY ACQUISITION

No property acquisitions will be performed under this scope of work. This scope of work assumes that the CITY has an existing easement over the existing water main in the BNSF property adjacent to the BNSF railway, and that the proposed water main alignment will be located in CITY right of way or easement.

A contract supplement will be necessary if property acquisitions, temporary construction easements, or permanent easements are required.

4.0 ENVIRONMENTAL PROCESS AND PERMITTING

R&E shall provide the necessary data and analysis to determine if any environmental documentation or permits are required and outline the process to obtain those permits for this project. R&E shall then pursue and obtain the permits or agency approvals required. For this scope of work, it is assumed that the CITY will be the lead agency for all applicable local permits and approvals. It is also assumed that no permits or approvals are required from BNSF. A contract supplement will be necessary if permits or approvals are required from BNSF.

It is anticipated that the following environmental permits and documentation will be required:

- SEPA Exemption Letter

4.1. SEPA Exemption Letter

R&E will complete and submit to the City of Sumas a SEPA exemption letter on the basis of WAC 197-11-800 23(b). The scope of work assumes that the CITY will assume SEPA jurisdiction for this project.

5.0 GEOTECHNICAL

No geotechnical work is included in the scope of work.

6.0 DRAINAGE DESIGN

No drainage design work is included in the scope of work.

7.0 WATER MAIN DESIGN – BASE

R&E shall design the water main replacement in the "Base" segment, from the existing water tanks near Washington Ave. easterly to near the Burlington Northern Santa Fe railway.

All civil design items shall be completed in accordance with the latest edition and amendments (as of the date this Agreement is signed) to the following documents:

City of Sumas Publications

- City of Sumas Water System Comprehensive Plan (December 2011)
- Sumas Municipal Code

WSDOT Publications

- Standard Specifications for Road, Bridge, and Municipal Construction (most recent version)
- Standard Plans for Road, Bridge, and Municipal Construction
- Local Agency Guidelines
- Design Manual

7.1. Horizontal Alignment

R&E shall determine the optimal horizontal alignment to avoid known conflicts and reduce overall construction costs.

It is anticipated that the water main will be located within existing City of Sumas right of way. R&E will evaluate the constructability of the proposed water main and determine if temporary construction easements will be necessary to facilitate the project construction. A supplement will be required if temporary construction easements are required.

7.2. Vertical Conflicts

R&E shall identify all known potential conflicts with existing underground utilities and develop a conflict list. The water main shall be designed around known conflicts. Where conflicts cannot be determined; a pot-hole list will be developed and provided to the CITY. The CITY will be responsible to pot-hole the locations identified in the pot-hole list. R&E shall be on hand during the pot-hole operation to verify the horizontal and vertical location of underground utilities.

7.3. Services, Hydrants, and Restraints

R&E shall site the location of all services affected by the water main installation and/or replacement. No design of the water service to the property side of the water meter will be provided. The CITY will be responsible for providing water connection records indicating the service size to each parcel fronting the improvements. Fire hydrants will be sited in accordance with City of Sumas spacing design standards where the proposed water main is located in a public roadway. No hydrants will be proposed along the water main alignment not in a public roadway. The locations and type of thrust blocking and/or typical restraints will be identified in the design drawings.

See section 7.6 below for pipe restraint design on steep slopes.

7.4. Restoration

R&E shall identify and detail the necessary restoration to both public and private properties resulting from the improvements. It is anticipated that water main placement will be beneath existing asphalt pavement, gravel surfacing, and native vegetation, within CITY right of way.

7.5. Construction Details

R&E shall prepare and compile construction details for incorporation into the project plan set. As the City of Sumas does not maintain standard water system details, R&E shall utilize general water details commonly employed by other municipalities which are suitable to the CITY. These details shall be supplemented, as

necessary, with project-specific details and applicable WSDOT Standard Plans. All construction details shall be submitted to the CITY for review and approval prior to finalization of the project plans.

7.6. Slope Evaluation and Pipe Restraint Design

The horizontal alignment of the "Base" water main is anticipated to transverse down a steep slope from the existing water tanks to approximately Barker Ave. R&E shall evaluate the existing ground slope conditions along the proposed water main alignment to determine if additional anchoring, restraint, or alternative pipe materials are warranted. This assessment will include a review of survey data, available geotechnical information (if any), and observed field conditions. Where slope or site conditions indicate a potential for pipe movement or joint separation, R&E shall recommend appropriate design measures such as restrained joint pipe systems, mechanical anchoring, or use of HDPE pipe (with fused joints). Recommendations shall be incorporated into the project design and construction details as applicable.

7.7. Plan Preparation Package

R&E shall prepare 90% plans in accordance with CITY standards and our internal company drafting standards. At a minimum the plans will include the following:

- Cover Sheet and Vicinity Map
- Standard Legend and Symbols
- Demolition and TESC Plans
- Water Main Horizontal Layout
- Water Main Vertical Layout Where Applicable
- Details
- Traffic Control Plan

R&E will provide the draft 90% plans to the CITY for review and comment. R&E will make revisions, corrections, or additions based on the comments received from the CITY. R&E assumed one round of comments in a 2-week City review period.

7.8. Estimates

R&E shall determine quantities and prepare a cost estimate at the 90% design level to be submitted to the CITY for review with the 90% plans submittal. After receipt of comments on the 90% submittal package, R&E will prepare a final cost estimate to accompany the bid package. Work will be performed in accordance with the following tasks:

- Quantity Take-Offs
- 90% Cost Estimate
- Final Cost Estimate

7.9. Specifications

R&E shall prepare preliminary specifications for the 90% submittal. After the City reviews the 90% submittal, R&E shall prepare the final list of bid items and project specifications including, Local Agency APWA GSP's, WSDOT GSP's, and Special Provisions.

Work will be performed in accordance with the following tasks:

- Review Local Agency and APWA GSP's, and WSDOT GSP's
- Bid Proposal Form
- Special Provisions

R&E will submit the final plans and specifications to the CITY for review and final approval to advertise for bids. Plan sets for bidding purposes will be issued electronically to prospective bidders. R&E will provide hard copy plan and specification packages to the CITY as requested. Hard copy plan and specification packages will be billed at current printing rates.

Deliverables

- 90% Plans, Specifications, and Estimate in *.pdf format
- Final Plans, Specifications, and Estimate in *.pdf format, 2 half size hard copy plans, 2 full size hard copy plans, and 2 hard copy bound specification books

8.0 WATER MAIN DESIGN – ADDITIVE ALTERNATE A1

R&E will, with written authorization from the CITY, design the water main replacement of "Additive Alternate A1" segment. The water main design of "Additive Alternate A1" segment will be incorporated into one cohesive design package with the "Base" segment.

All civil design items shall be completed in accordance with the latest edition and amendments (as of the date this Agreement is signed) to the documents listed in Section 7.0.

8.1. Horizontal Alignment

R&E shall complete the Horizontal Alignment scope of work stated in Section 7.1 for the "Additive Alternate A1" segment of water main.

8.2. Vertical Conflicts

R&E shall complete the Vertical Conflicts scope of work stated in Section 7.2 for the "Additive Alternate A1" segment of water main.

8.3. Services, Hydrants, and Restraints

R&E shall complete the Services, Hydrants, and Restraints scope of work stated in Section 7.3 for the "Additive Alternate A1" segment of water main.

8.4. Restoration

R&E shall complete the Restoration scope of work stated in Section 7.4 for the "Additive Alternate A1" segment of water main.

8.5. Construction Details

R&E shall complete the Construction Details scope of work stated in Section 7.5 for the "Additive Alternate A1" segment of water main.

8.6. Plan Preparation Package

R&E shall complete the Plan Preparation Package scope of work stated in Section 7.7 for the "Additive Alternate A1" segment of water main.

Additionally, R&E shall first prepare and provide draft 30% plans of the "Additive Alternate A1" water main design to the CITY for review. It is assumed that the CITY will utilize these 30% plans to evaluate if the CITY has sufficient available construction funding to proceed with final design of this segment. At a minimum the plans will include the following:

- Cover Sheet and Vicinity Map
- Standard Legend and Symbols
- Water Main Horizontal Layout
- Water Main Vertical Layout Where Applicable

8.7. Estimates

R&E shall complete the Estimates scope of work stated in Section 7.8 for the "Additive Alternate A1" segment of water main.

Additionally, R&E shall first determine quantities and prepare a cost estimate at the 30% design level of the "Additive Alternate A1" water main to be submitted to the CITY for review with the 30% "Additive Alternate A1" plans submittal. It is assumed that the CITY will utilize these 30% plans to evaluate if the CITY has sufficient available construction funding to proceed with final design of this segment. Work will be performed in accordance with the following tasks.

- Quantity Take-Offs
- 30% Cost Estimate

8.8. Specifications

R&E shall complete the Specifications scope of work stated in Section 7.9 for the "Additive Alternate A1" segment of water main.

9.0 ASSISTANCE DURING BIDDING

Once the 100% PS&E submittal to the CITY has been completed for the design contract, R&E shall remain 'on-call' until the contract has been awarded to the successful bidder. The types of assistance that shall be provided to the CITY during the pre-bid and bid periods of the project may include:

- Responding to Engineering Questions from Contractors
- Interpretation and Clarification of the Bid Documents
- Prepare Documents for and Conduct Pre-Bid Meeting
- Preparing Contract Addendums
- Evaluating the Bids
- Providing a Recommendation of Award of the Contract
- Review of Low Bidder and Subcontractors for Suspension and Debarment

Deliverables / Products:

- Addendums
- Documentation of Bidder Questions
- Bid Tabulation
- Recommendation to Award

10.0 SUBCONSULTANTS

R&E will contract and coordinate with the following subconsultants in accordance with the scope of work and task items identified. Subconsultants have provided budgets for their services as identified in Exhibit B.

- Surveyor – Northwest Surveying & GPS, Inc.

11.0 REIMBURSABLES

Exhibit B provides budget amounts for reimbursables such as shipping, reproductions, office supplies and non-professional services directly related to the completion of the work and which will be charged at the actual cost incurred. Also included are the estimated amounts for reproductions of contract documents for bidding purposes. Budgeted amounts shown are estimates of the actual costs for reimbursables.

III. SUPPLEMENT FOR ADDITIONAL CONSULTING SERVICES

If mutually agreed upon by the CITY and R&E, this contract may be supplemented to include work not specifically addressed in sections I and II above. This work may include additional design services and/or construction management services, both of which may include the use of existing or additional subconsultants.

EXHIBIT B
MANHOUR AND COST ESTIMATE

WATER MAIN REPLACEMENT - TANKS TO BNSF

Manhour and Cost Estimate

Date: October 6, 2025

Final Plans, Specifications, and Estimate

TASK NO.	TASK DESCRIPTION	CLASSIFICATION AND LEVEL			
		E-7	E-4	T-5	C-5
		Dale	Brenden	CAD	Admin.
1.0	PROJECT MANAGEMENT AND ADMINISTRATION				
1.1	Project Management and Administration	2	4		
1.2	Project Meetings				
	Kick-Off Meeting (1)	1	2		
	City Coordination Meetings (2)	3	3		
	Review Meetings (2) [30% Add. Alt. A1, 90%]	3	3		
1.3	Design Schedule		4		
1.4	Progress Reports and Invoicing				
	Monitor Scope	1	2		
	Monitor Budget	1	2		
	Monitor Schedule / Prepare Schedule Updates		2		
	Prepare Monthly Status Reports and Invoices	1	4		1
	Prepare Supporting Documentation for Invoices				2
1.5	Quality Control / Quality Assurance	2	1		1
	Sub-Total	14	27	0	4
2.0	DESIGN SURVEY AND BASE MAP				
2.1	Design Survey		1		
2.2	Utility Locates		2		
2.3	Base Map				
	Acquire and Review As-Built		1	1	
	Prepare Preliminary Base Map		8	12	
	Field Verify Base Map	2	2	2	
	Prepare Design Base Map	1	8	12	
	Sub-Total	3	22	27	0
3.0	RIGHT OF WAY ACQUISITION				
	Sub-Total	0	0	0	0
4.0	ENVIRONMENTAL PROCESS AND PERMITTING				
4.1	SEPA Exemption Letter	1	1		
	Sub-Total	1	1	0	0
5.0	GEOTECHNICAL				
	Sub-Total	0	0	0	0
6.0	DRAINAGE DESIGN				
	Sub-Total	0	0	0	0

TASK NO.	TASK DESCRIPTION	CLASSIFICATION AND LEVEL			
		E-7	E-4	T-5	C-5
		Dale	Brenden	CAD	Admin.
7.0	WATER MAIN DESIGN – BASE				
7.1	Horizontal Alignment	2	6	4	
7.2	Vertical Conflicts	1	2		
7.3	Services, Hydrants, and Restraints	1	6	2	
7.4	Restoration	1	2	2	
7.5	Construction Details	1	4	4	
7.6	Slope Evaluation and Pipe Restraint Design	4	8	4	
7.7	Plan Preparation Package				
	90% Plans	2	4	6	
	Final Plans	1	2	4	
7.8	Estimates				
	Quantity Take-Offs		8	4	
	Cost Estimates (90%, Final)	2	8		
7.9	Specifications				
	Review GSP's	1	6		
	Bid Proposal Form	1	2		1
	Special Provisions	2	8		1
	Sub-Total	19	66	30	2

8.0	WATER MAIN DESIGN – ADDITIVE ALTERNATE A1				
8.1	Horizontal Alignment	1	3	2	
8.2	Vertical Conflicts		1		
8.3	Services, Hydrants, and Restraints		4	1	
8.4	Restoration	1	2	2	
8.5	Construction Details		2	2	
8.6	Plan Preparation Package				
	30% Plans	1	2	4	
	90% Plans	2	2	4	
	Final Plans	1	2	2	
8.7	Estimates				
	Quantity Take-Offs		4	2	
	Cost Estimates (30%, 90%, Final)	1	4		
8.8	Specifications				
	Review GSP's	1	3		
	Bid Proposal Form		1		1
	Special Provisions	1	4		1
	Sub-Total	9	34	19	2

9.0	ASSISTANCE DURING BIDDING				
9.1	Respond to Questions from Contractors	2	2		
9.2	Conduct the Pre-Bid Meeting	2	4		
9.3	Prepare Addendums	1	4		1
9.4	Review the Bids and Provide Recommendation to Award	1	2		2
	Sub-Total	6	12	0	3

BASE	TOTAL HOURS BASE (TASKS 1-7, 9)	43	128	57	9
	HOURLY RATE	\$ 230.10	\$ 163.73	\$ 117.26	\$ 123.90
	SUB-TOTAL BASE (TASKS 1-7, 9)	\$ 9,894.30	\$ 20,957.44	\$ 6,683.82	\$ 1,115.10
	TOTAL BASE (TASKS 1-7, 9)	\$ 38,650.66			
BASE + ADD. ALT. A1	TOTAL HOURS BASE + ADDITIVE ALTERNATE A1 (TASKS 1-9)	52	162	76	11
	HOURLY RATE	\$ 230.10	\$ 163.73	\$ 117.26	\$ 123.90
	SUB-TOTAL BASE + ADDITIVE ALTERNATE A1 (TASKS 1-9)	\$ 11,965.20	\$ 26,524.26	\$ 8,911.76	\$ 1,362.90
	TOTAL BASE + ADDITIVE ALTERNATE A1 (TASKS 1-9)	\$ 48,764.12			

TASK NO.	TASK DESCRIPTION	CLASSIFICATION AND LEVEL			
		E-7	E-4	T-5	C-5
		Dale	Brenden	CAD	Admin.
10.0	SUBCONSULTANTS				
10.1	Northwest Surveying & GPS, Inc.				\$ 23,000.00
10.2	10% Markup on Subs				\$ 2,300.00
	TOTAL				\$ 25,300.00
11.0	REIMBURSABLES				
11.1	Misc. Reproduction				\$ 500.00
11.2	Utility Locates				\$ 1,500.00
11.3	Lynden Tribune Ad for Bids				\$ 800.00
	TOTAL				\$ 2,800.00
	GRAND TOTAL BASE (TASKS 1-7, 9-11)				\$ 66,750.66
	GRAND TOTAL BASE + ADDITIVE ALTERNATE A1 (TASKS 1-11)				\$ 76,864.12



2025 Non-Federal Billing Rates

1/20/2025

Daytime Night

Classification	Bill Rate	Bill Rate
Engineer	2025	2025
E-I	115.05	143.81
E-II	128.33	160.41
E-III	144.55	180.69
E-IV	163.73	204.66
E-V	185.85	232.31
E-VI	210.93	263.66
E-VII	230.10	287.63
Technical/CAD		
T-I	63.43	79.28
T-II	75.23	94.03
T-III	87.03	108.78
T-IV	101.04	126.30
T-V	117.26	146.58
T-VI	137.18	171.47
T-VII	163.73	204.66
Clerical		
C-I	59.00	73.75
C-II	67.85	84.81
C-III	82.60	103.25
C-IV	101.78	127.22
C-V	123.90	154.88