EXHIBIT A
AUTHORIZATION FOR ENGINEERING SERVICES NO. 2023-001
CITY OF TENINO, WASHINGTON

HODGDEN STREET IMPROVEMENTS

The Engineer is hereby authorized to perform Engineering Services for the Client as provided for in our General Agreement for Professional Engineering Services executed December 16, 2016, and extended by amendment on December 12, 2018, and as more fully described herein:

PROJECT DESCRIPTION

The Client proposes to reconstruct 115 linear feet of 50 foot wide paved roadway on S. Hodgden Street from Sussex Avenue to the existing alley. The project will include full roadway replacement for the outer 12- to 14-feet, grind and overlay of the middle 24-feet, limited storm drainage improvements, with new curb, gutter and sidewalk on the east side of Hodgden Street. Storm drainage will consist of new catch basins and piping to collect and convey storm drainage to the Client's existing drainage system. Existing street lights are located on power poles and will remain where possible. Where power poles conflict with the proposed improvements, coordination with Thurston County PUD will take place for pole relocation. All Engineer understands all project work will occur within existing public road right-of-way owned by the Client. The project is part of the Client's currently adopted 6-year Transportation Improvement Plan and is being constructed to serve existing development.

ASSUMPTIONS

The following assumptions were utilized by Engineer in developing the scope of work and estimated budget:

- Structural engineering, foundation design, landscaping design, street lighting design, traffic signalization or offsite roadway design or striping are not included in the Engineer's Scope of Work and budget.
- A cultural resource survey is not required to be completed for the project.
- No permit applications or fees, including coverage under the Washington Department of Ecology's Construction Stormwater General Permit or Stormwater Pollution Prevention Plan (SWPPP) are included in the Engineer's Scope of Work and budget.
- Partial preparation of construction Stormwater Pollution Prevention Plan (SWPPP) is not included in the Engineer's Scope of Work and budget.
- Improvements to existing water or sanitary sewer utilities is not required and are not included in the Engineer's Scope of Work and budget.
- The project is redevelopment and is therefore exempt from stormwater detention and water quality and these are not included in the Engineer's Scope of Work and budget.
- The Thurston Regional Planning Council is funding the project and separate funding agency approval of the construction contract documents is not required.
- Drawing sheets will be 22" x 34" in size.

DESIGN PHASES ENGINEERING SERVICES

Task 1 - Project Management

Engineer will provide project administration and management consisting of the following:

a. Prepare a monthly narrative progress report and submit to the Client;
b. Prepare a draft project schedule, review schedule with the Client, adjust as necessary and prepare a final schedule;
c. Provide updates to the schedule as the project proceeds and inform the Client;

Task 2 - Survey Services

Engineer will perform a topographic survey for use in project design. Survey work to be performed include the following:

a. Client will mark project limits for underground utility locating with white paint. Engineer, per the new DIGSAFEWA Design Request System Manual, will submit a Design Information Request (DIR) followed 5 business days later with a request to convert the DIR to a Design Locate Request (DLR) for utility locates within the project limits. Field locates should be completed by utility providers within 7 days of the Consultant making the DLR (the DIGSAFEWA Design Request System Manual indicates that submitting a DLR does not guarantee underground facilities will be marked with paint and that each DLR is handled on a case-by-case basis by each specific utility). Engineer will consult with Client if any known or suspected underground utilities within Client's right-of-way and project limits are not marked with paint to have the Agency assist the Consultant in having third party utilities field locate their underground utilities prior to the Engineer scheduling the field survey work.
b. Once Client and Engineer are satisfied that underground utilities have been appropriately located within the project limits Engineer will perform a topographic survey for the design and will prepare a project base map of existing conditions.

Engineer will collect field data from: centerline of existing roadway to the east and west right-of-way limit for Ritter Street W, from W Park Avenue to Sussex Avenue W. Data collected will include crown of road, edge of pavement, curb, sidewalk, trees/landscaping, visible utilities, underground utility locate marks and grade breaks. Engineer will prepare an AutoCAD base map with road rights-of-way, existing features and surface model with 1-foot contours.

Task 3 - Prepare 50% Drawings and Contract Documents

Prepare 50% design drawings for the project to show the general scope, extent and character of the construction work required to be implement the project.

a. It is anticipated that approximately 7 drawing sheets will be required consisting of:
    - Cover sheet;
    - Notes, Survey Control, Legend and Abbreviation sheet;
    - Site Preparation and Temporary Erosion and Sediment Control Sheet;
    - Roadway Plan and Profile Sheet;
    - Channelization and Signing Sheet;
    - Detail sheets (2).
b. Prepare technical specifications in conformance with Client standards and the latest version of the WSDOT Standard Specifications and Special Provisions. It is anticipated

the contract documents and specifications will be comprised of approximately 300 pages (8-1/2" x 11");

c. Perform an internal QC review of the design drawings near the 50% completion stage to ensure the documents are consistent in presentation of the design information. QC review comments will be incorporated into the design.

d. An electronic .pdf file of the 50% drawings and opinion of construction cost will be submitted to the City for review and comment. Client comments will be incorporated into the 100% documents as appropriate.

e. Participate in one progress meeting at Client's office, in conjunction with a site visit, to review and discuss the project and any Client questions or comments on the the 50% design submittal.

Task 4 - Prepare 100% Bid Ready Drawings and Contract Documents

Engineer will perform the following work under this task:

a. Prepare 100% design drawings and contract documents for the project, building on the 50% complete documents.

b. Prepare technical specifications in conformance with Client standards and the latest version of the WSDOT Standard Specifications and Special Provisions. It is anticipated the contract documents and specifications will be comprised of approximately 300 pages (8-1/2" x 11").

c. Prepare for review and approval by Client, its legal counsel and other advisors contract agreement forms, general conditions and supplementary conditions, and bid forms, invitations to bid and instructions to bidders, and assist in the preparation of other related documents.

d. Provide technical criteria, written descriptions and data for Client's use in filing applications for permits with or obtaining approvals of such governmental authorities as have jurisdiction to approve the design of the Project and assist Client in consultations with appropriate authorities.

e. Advise Client of any adjustments to the latest opinion of probable Total Project Costs caused by change in general scope extent or character or design requirements of the Project or Construction Costs. Furnish to Client a final opinion of probable Total Project Costs based on the completed design documents.

f. Perform an internal QC review of the design drawings near the final completion stage to ensure the documents are consistent in presentation of the design information. QC review comments will be incorporated into the final design.

g. An electronic .pdf file of the final drawings specifications, and opinion of construction cost will be submitted to the Client as well as the final opinion of probable construction cost.

h. Participate in one virtual progress meeting with Client to discuss Client review comments/questions on the 100% design submittal.

Task 5 - Bid Ad & Award

Engineer will perform the following work under this task:

a. Assist Agency in advertising the project for construction bids.

b. Receive questions from prospective bidders and prepare appropriate responses.

c. Prepare and issue an addendum, if required, to identify, clarify, amend or expand the Bidding Documents.

d. Review bids received, verify low bidder's state licensing and bonding, check references and prepare a letter to Client consisting of the bid tabulation and the Engineer's recommendation regarding award of the construction contract.

e. Engineer's responses to bidder questions, the addendum and the Engineer's letter of regarding recommendation of award will be provided to the Engineer in .pdf format.

Design Phase Engineering Deliverables include the following:

- Monthly progress reports;
- Meeting notes from project meetings;
- 50% complete Drawings and opinions of construction cost;
- 90% complete Drawings and Specifications and opinions of construction cost;
- Final (100% complete) Drawings and Specifications;
- Drawings, specifications and opinions of cost will be provided to Client in .pdf format.

CONSTRUCTION PHASE ENGINEERING SERVICES

Construction Phase Services are not included in this Agreement. Construction Phase Services may be added by Client and Engineer by amendment at a future date.

Schedule Milestones

The following schedule milestones are based on Engineer receiving Notice to Proceed by January 19, 2021. If Notice to Proceed is issued by the Client to the Engineer after January 19, 2021, Schedule Milestones will be adjusted on a day for day basis to the actual Notice to Proceed date.

- Notice to Proceed: January 10, 2023
- Field Survey: January 27, 2023, this is two weeks after the NTP
- Design: 50% drawings March 10, 2023;
- 90% drawings March 31, 2023;
- 100% drawings April 14, 2023
- Advertise for Bids: week of April 24, 2023
- Bid Opening: week of May 15, 2023
- Construction: June 19, 2023 to July 7, 2023
- Close out: By end of July 2023

BUDGET:

The Engineer's budget shall be $23,700 per the attached Exhibit B. Engineer will not exceed this amount in completing the identified Scope of Work without the Client's prior authorization.

GIBBS & OLSON, INC.	**CITY OF TENINO**
Richard A. Gushman	_____
By: Richard A. Gushman, President	By: Wayne Fournier, Mayor
Date: January 4, 2023	Date: _____

Attachment: Exhibit B – Budget Estimate

File: 0751.Pending