

EXHIBIT A
AUTHORIZATION FOR ENGINEERING SERVICES NO. 2023-003
CITY OF TENINO, WASHINGTON

WWTP INFLUENT SCREEN REPLACEMENT ENGINEERING REPORT
PER WAC 173-240-130

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 desires to install new raw sewage influent screens at the WWTP headworks to replace existing influent screening units. The new screens will be rotary drum screens and may need to be located outside of the headworks room due to equipment size.

An engineering report prepared in accordance with WAC 173-240-130 will be prepared for review and approval by the Client and the Washington Department of Ecology (Ecology). This report will be the basis for subsequent design work that will occur once the report is approved.

ASSUMPTIONS

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

1. Drawings and documents prepared by Engineer will be provided to the Client in .pdf and CAD format.
2. No field survey work will be performed by Engineer.

INFORMATION TO BE PROVIDED BY CLIENT

The Client will provide the following information to the Engineer for use on this project:

- Client's most recent 36-months of Wastewater Treatment Plant Daily Monitoring Reports (DMR's);
- Population projections for the sanitary sewer service area in 2044.

SCOPE OF SERVICES:

The Engineer shall perform the following services under this Agreement.

Task 1 - Project Management, Administration & Meetings:

The Engineer will perform day to day management activities including oversight of Engineer's work, scheduling, budgeting, invoicing and preparing monthly progress reports to Client. Project management will also include coordination and communication with Client and Ecology.

Kickoff Meeting:

The Engineer will conduct a project kickoff meeting with Client staff.

Progress Meetings:

The Engineer will conduct 2 progress meetings with the Client. The meetings will be 4-5 weeks apart.

Meetings with Ecology and Tenino:

The Engineer will participate in up to 2 meetings with the Client and Ecology to review report elements prior to submission of the Engineering Report to Ecology.

Task 2 - Gather & Review of Available Information and Data

The Engineer will review Client provided information regarding the existing headworks layout and design.

Task 3 - Prepare an Engineering Report in Accordance with WAC 173-240-130

The Engineer will prepare an engineering report in accordance with WAC 173-240-130. The report will be sufficiently complete so that design plans and specifications can be developed from it without substantial changes.

The engineering report shall include the following information:

- a. Current flow and population served information.
- b. Influent flow, waste load and population served projections for a 20-year planning horizon;
- c. Current plant performance data and analyses.
- d. Basic design data and sizing calculations that impact the treatment units.
- e. A description of the existing treatment process and operation, including a flow diagram and hydraulic profile.
- f. All necessary maps and layout plan views, conceptual cross-sections/profiles, and figures as appropriate.
- g. A discussion of the various alternatives evaluated, recommended alternatives with design criteria and the reasons other alternatives evaluated are not preferred.
- h. An implementation schedule for final design, permitting and construction of recommended plant upgrades.
- i. A planning level opinion of total project cost for design, permitting, and construction of the recommended alternatives. This opinion of cost will include sales tax and an appropriate level of contingency.

The Engineering Report will be reviewed and approved by the Client and Ecology.

The Engineer will provide a draft of the report to the Client for review and comment in pdf format.

The Engineer will address Client review comments and will revise the draft Engineering Report as appropriate and will provide an updated draft Engineering Report to the Client for submittal to Ecology for their review and comment.

The Engineer will address Ecology review comments and will revise the draft Engineering Report as appropriate. The final Engineering Report will be reviewed with the Client and will then be submitted by the Client for final approval to Ecology.

All draft and final deliverables will be provided to the Client in pdf format.

Task 4 - Scoping for Final Design and Permitting

The Engineer will prepare a proposed scope of work, schedule and budget for final design and permitting for use in executing an Amendment to this Authorization for design engineering services at the completion of the engineering report phase.

SCHEDULE MILESTONES

Complete Alternatives Evaluation and Make Recommendations to City - February 2, 2024

Prepare SEPA Checklist and Provide to City for Review - February 16, 2024

Submit Draft Engineering Report to City for Review - April 5, 2024

Revise Draft Engineering Report to Address City Review Comments - April 19, 2024 Submit


Draft Engineering Report to Ecology for Review - May 3, 2024

Revise Draft Engineering Report to Address Ecology Review Comments - June 7, 2024

BUDGET:

The Engineer’s budget shall be \$24,300 per the attached Exhibit B. Engineer will not exceed the budget amount in completing the identified Scope of Work without the Client’s prior authorization.

GIBBS & OLSON, INC.



By: Richard A. Gushman, President

Date: November 21, 2023

CITY OF TENINO

By: Wayne Fournier, Mayor

Date: _____

Attachment:
Exhibit B - Budget Estimate

File: 0751.Pending

Exhibit B - Budget Estimate
 Tenino Influent Screen Engineering Report
 November 21, 2023
 Gibbs & Olson, Inc.



Task No.	Task Description	Prin.	Proj. Mgr.	Engr. V	Engr. II	CAD	Admin.	Amount
1	Project Management & Administration	2	6	2	4	0	0	\$2,830
2	Gather and review Background data	2	4	2	12	0	0	\$3,604
3	Prepare Draft and Final Report	1	8	16	40	8	12	\$13,260
4	Prepare SEPA checklist	1	2	2	6	0	0	\$1,998
5	Scoping for Final Design and Permitting	2	4	2	2	0	0	\$2,084
Subtotal		8	24	24	64	8	12	\$23,776
Mileage								\$120
Reproduction								\$240
Misc. Expenses								\$164
Total Estimated Budget								\$24,300
Hourly Rates		\$252	\$221	\$196	\$152	\$121	\$88	