



RH2 ENGINEERING, INC.
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April 22, 2016

Mr. Shawn Smith, P.E.
City Engineer/Assistant Public Works Director
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292

WASHINGTON
LOCATIONS

BOTHELL
MAIN OFFICE
22722 29th Drive SE, Suite 210
Bothell, WA 98021

BELLINGHAM

EAST WENATCHEE

ISSAQUAH

RICHLAND

TACOMA

OREGON
LOCATIONS

NORTHERN OREGON
MAIN OFFICE
6500 SW Macadam Ave, Suite 100
Portland, OR 97239

SOUTHERN OREGON
Medford

Sent via: Email and US Mail

Subject: Pioneer Highway Water Main – Services During Construction

Dear Mr. Smith:

Thank you for the opportunity to present RH2 Engineering, Inc.'s (RH2) Scope of Work and Fee Estimate to perform engineering services for the City of Stanwood's (City) Pioneer Highway Water Main – Services During Construction project. The Scope of Work is contained in **Exhibit A**. The estimated fee for these services is detailed in **Exhibit B**, and is based on the hourly rates and charges identified in **Exhibit C**.

This work will be accomplished under the City Engineering Services contract, dated February 13, 2014, between the City and RH2. If the Scope of Work and Fee Estimate meet your satisfaction, you may authorize the work by signing in the space provided at the end of this letter and returning this letter to our office.

RH2 is prepared to proceed with this project when authorization is received from the City. If you have any questions regarding this proposal, please contact me directly at (425) 951-5312.

Sincerely,

RH2 ENGINEERING, INC.

Tony V. Pardi, P.E.
President

TVP/BEB/sp/jm

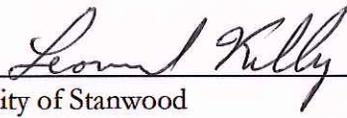
Enclosures: Exhibit A – Scope of Work
Exhibit B – Fee Estimate
Exhibit C – Schedule of Rates and Charges



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The engineering services described in this letter and accompanying Scope of Work and Fee Estimate are acceptable to the City of Stanwood, and RH2 Engineering, Inc., is hereby authorized to proceed with the work.

Authorization for Engineering Services for Pioneer Highway Water Main – Services During Construction – Not to Exceed \$45,900.



City of Stanwood

5/17/2016
Date

EXHIBIT A
Scope of Work
City of Stanwood
Pioneer Highway Water Main – Services During Construction
April 2016

Background

The City of Stanwood (City) recently opened bids for the Pioneer Highway Water Main project. The City has requested that RH2 Engineering, Inc., (RH2) provide this Scope of Work and associated Fee Estimate to assist the City with services during construction.

Task 1 – Services During Construction

Objective: To provide services during construction to the City.

Approach:

- 1.1 Prepare pre-construction conference meeting agenda, attend pre-construction conference, and prepare/distribute meeting minutes of pre-construction conference.
- 1.2 Prepare and send AutoCAD® files to the contractor for survey staking.
- 1.3 Review materials submittals and provide documentation of review and comments.
- 1.4 Receive and prepare responses to requests for information (RFIs) from the contractor.
- 1.5 Provide part-time, on-call construction observation and technical assistance per City direction and prepare documentation report. *The effort for this construction observation, assistance, and documentation is estimated at eight (8) hours per week for an RH2 staff engineer and two (2) hours per week for an RH2 project manager for a duration of twelve (12) weeks.*
- 1.6 Prepare construction record drawings using the contractor as-builts and City field reports and notes. Plot two (2) sets of Mylar drawings for the City and provide the City with an electronic file (PDF format) of the record drawings.
- 1.7 Provide the City with electronic copies of RH2 files.

Assumptions:

- *Submittal and RFI reviews will be performed up to the level of effort included in the attached Fee Estimate. Additional effort may be required depending upon the documents submitted by the contractor. Additional effort beyond the fee estimate for this Task will be mutually negotiated by the City and RH2.*
- *City will provide daily inspections during construction and contact RH2 when the City desires RH2 to provide construction observations.*
- *The duration of construction observation by RH2 is expected to last no longer than twelve (12) weeks.*
- *Electronic copies will be provided to the City using a zip file and RH2's file share website.*

Provided by City:

- Daily inspection.

- Statements of working days to contractor.
- Pay estimates for the contractor.
- City field reports and notes for use in creating construction record drawings.
- Contractor's as-built drawings prepared per the project specifications.

RH2 Deliverables:

- Pre-construction conference meeting agenda, attendance, and meeting minutes.
- AutoCAD® files to the contractor for survey staking.
- Review of twenty (20) materials submittals.
- Responses to up to five (5) RFIs.
- Construction record drawings.
- Part-time on-call construction observation and assistance, with digital documentation report (PDF format sent via electronic mail).
- Electronic copies of RH2 files using a zip file and RH2's file share website.

Project Schedule

It is the intention of both parties that work for this project shall be completed by December 31, 2016.

EXHIBIT B

City of Stanwood

Pioneer Highway Water Main

Services During Construction

Fee Estimate

	Description	Total Hours	Total Labor	Total Expense	Total Cost
Task 1	Services During Construction	277	\$ 41,377	\$ 4,523	\$ 45,900
1.1	Prepare meeting agenda, meeting minutes, and attend pre-construction conference	11	\$ 1,717	\$ 347	\$ 2,064
1.2	Prepare and send AutoCAD files	4	\$ 552	\$ 201	\$ 753
1.3	Review up to twenty (20) submittals	58	\$ 8,452	\$ 645	\$ 9,097
1.4	Receive and respond to up to five (5) to RFIs	22	\$ 3,538	\$ 313	\$ 3,851
1.5	Prepare construction observation and assistance	134	\$ 19,784	\$ 1,876	\$ 21,660
1.6	Provide construction record drawings	33	\$ 4,961	\$ 997	\$ 5,958
1.7	Provide electronic file copies	15	\$ 2,373	\$ 143	\$ 2,516
PROJECT TOTAL		277	\$ 41,377	\$ 4,523	\$ 45,900

EXHIBIT C
RH2 ENGINEERING, INC.
2016 SCHEDULE OF RATES AND CHARGES

RATE LIST	RATE	UNIT
Professional I	\$138	\$/hr
Professional II	\$150	\$/hr
Professional III	\$161	\$/hr
Professional IV	\$171	\$/hr
Professional V	\$181	\$/hr
Professional VI	\$190	\$/hr
Professional VII	\$206	\$/hr
Professional VIII	\$214	\$/hr
Professional IX	\$214	\$/hr
Technician I	\$92	\$/hr
Technician II	\$97	\$/hr
Technician III	\$130	\$/hr
Technician IV	\$138	\$/hr
Administrative I	\$65	\$/hr
Administrative II	\$77	\$/hr
Administrative III	\$93	\$/hr
Administrative IV	\$108	\$/hr
Administrative V	\$129	\$/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	\$0.540	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	