



RH2 ENGINEERING, INC.
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March 11, 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: Amendment No. 1a – SR 532 Flood Berm and Bike/Pedestrian Path

Dear Mr. Smith:

Thank you for the opportunity to present RH2 Engineering, Inc.'s (RH2) Amendment No. 1a Scope of Work and Fee Estimate to perform engineering services for the City of Stanwood's (City) State Route (SR) 532 Flood Berm and Bike/Pedestrian Path. 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) 951-5328.

Sincerely,

RH2 ENGINEERING, INC.

Tony V. Pardi, P.E.
Director

TVP/BEB/rah/ms

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 Amendment No. 1a, SR 532 Flood Berm and Bike/Pedestrian Path – Not to Exceed \$127,671.

A handwritten signature in blue ink that reads 'Leonard Kelly'.

City of Stanwood

10/19/16

Date

EXHIBIT A
Scope of Work
Amendment No. 1a
City of Stanwood
State Route 532 Flood Berm and Bike/Pedestrian Path
March 2016

Background

RH2 Engineering, Inc., (RH2) had previously contracted with the City of Stanwood (City) to prepare the design of a bermed shoulder along State Route (SR) 532 to protect the City's historic business district by constructing a permanent flood protection system along the south side of SR 532 between Marine Drive and 92nd Avenue NW. Due to unforeseen circumstances, the project was put on hold by the City, and RH2 ceased work on the project.

The City has now requested that RH2 reinitiate the project. The following tasks outline the expected work remaining to prepare bid-ready plan sets:

Task 1 – Project Coordination and Management

Objective: Manage RH2 project team, files, and records. Monitor the scope and budget.

Approach:

- 1.1 Review work performed and monitor budget spent. Provide monthly status updates of work performed and budget status via project invoices.
- 1.2 Maintain project records and files.
- 1.3 Manage the design team.

RH2 Deliverables:

- Monthly progress reports detailing work completed.
- Controlled budget.
- Coordinated design team approach.

Task 2 – Meeting with WSDOT

Objective: Coordinate, prepare for, and attend one (1) meeting with the City and Washington State Department of Transportation (WSDOT) to help facilitate WSDOT's understanding and approval process of the project.

Approach:

- 2.1 Prepare meeting materials including flood plain maps, flood pictures, previous flood modeling output, and meeting agenda for discussion purposes.
- 2.2 Attendance at the meeting.
- 2.3 Prepare meeting minutes outlining items discussed at the meeting and distribute electronically to attendees.

City of Stanwood
SR 532 Flood Berm and Bike/Pedestrian Path

Amendment 1a
Exhibit A – Scope of Work

Assumptions: *City staff will contact WSDOT staff to identify key members of WSDOT needed for the meetings, and arrange the meeting times and places.*

Provided by City:

- Attendance at the meetings.

RH2 Deliverables:

- Meeting materials.
- Attendance at the meeting with WSDOT.
- Meeting minutes.

Task 3 – Compliance with Governor's Executive Order 05-05

Objective: Provide assistance to the City with obtaining compliance with Governor's Executive Order 05-05 regarding historical and cultural resources review.

Approach:

- 3.1 Prepare the EZ-1 form and submit to the Department of Archaeology and Historic Preservation (DAHP) for their review.
- 3.2 Prepare Area of Potential Effects (APE) form for the City to submit to the local tribes for review.
- 3.3 Conduct a cultural resources assessment, including:
 - i) Records search of site forms and previous cultural resources reports on file at the DAHP.
 - ii) A pedestrian survey of the proposed project APE.
 - iii) Subsurface shovel test probe (STP) excavation at selected locations in the proposed ground disturbance area to review for items of cultural and historic significance.
 - iv) Preparation of draft and final letter reports documenting the results of the survey.

Assumptions:

- *Not more than one (1) day of fieldwork will be needed for the survey;*
- *No cultural resources will be identified; and*
- *Documentation and National Register of Historic Places (NRHP) evaluation of any cultural resources identified will be performed under a supplemental agreement.*

Provided by City:

- Submittal of the APE to local tribes.
- All right-of-entry and permits for access to and allowing the pedestrian survey and shovel test excavations within the WSDOT right-of-way.

RH2 Deliverables:

- EZ-1 form prepared and submitted to DAHP.

- APE prepared and ready for the City to submit to local tribes.
- Technical report for the archaeological survey.

Task 4 – Permitting

Objective: Provide permitting assistance to the City for the proposed project.

Approach:

- 4.1 Prepare Critical Areas Report for project activities conducted within critical areas. *It is assumed that project activities will be conducted outside of wetlands or streams, but will be situated within the buffers of these areas. The Critical Areas Report will summarize findings from the environmental site investigations, determine probable project impacts to critical areas, and recommend mitigation to compensate for unavoidable impacts.* Submit Critical Areas Report along with City's SEPA checklist for review and approval.
- 4.2 Prepare and submit a Joint Aquatic Resource Permit Application (JARPA) for Hydraulic Project Approval (HPA) and Floodplain Development Permit. *The HPA is anticipated to be required by Washington Department of Fish and Wildlife (WDFW) and Floodplain Development will be processed by the City.*
- 4.3 Prepare and submit a Notice of Intent (NOI) for the National Pollutant Discharge Elimination System (NPDES) Construction Stormwater General Permit (CSGP). Coordinate with the City and the Washington State Department of Ecology (Ecology) to publish the NOI in a local newspaper.

Assumptions:

- *The project will avoid all work in wetlands or streams;*
- *Work in critical areas will be limited to wetland/ stream buffers;*
- *Mitigation will be required for work in buffers and on-site, in-kind mitigation will be completed for this project;*
- *A HPA permit will be needed for work adjacent to and potentially affecting flows to Irvine Slough;*
- *The project will disturb over one (1) acre of land, and, as such, a CSGP will be needed to obtain coverage under Ecology's NPDES permit.*

Provided by City:

- Payment of all permit fees.
- Assistance with and payment for publication of NOI.

RH2 Deliverables:

- Critical Areas Report and Mitigation Plan – electronic and one (1) hard-copy.
- JARPA – electronic and one (1) hard-copy.
- CSGP NOI – electronic copy.

Task 5 – Final Design

Objective: Develop final plan sheets, technical specifications, bid documents, and cost estimate for the proposed project to be used for bidding and constructing the project.

**City of Stanwood
SR 532 Flood Berm and Bike/Pedestrian Path**

**Amendment 1a
Exhibit A – Scope of Work**

Approach:

- 5.1 Prepare cover sheet and general notes sheet.
- 5.2 Prepare up to three (3) final plan sheets for the flood protection berm at 1-inch-equals-20-foot plan scale.
- 5.3 Prepare up to three (3) cross-section sheets of the berm at intervals, and utilize for quantity tabulations.
- 5.4 Prepare up to two (2) detail sheets for the berm, stormwater conveyance, and bike/pedestrian path.
- 5.5 Assemble technical specifications and non-technical bid documents for the proposed project. Technical specifications are to be based on WSDOT/American Public Works Association (APWA) format and may be included in notes on the plans rather than assembled in a separate document.
- 5.6 Prepare a Stormwater Report for compliance with the City Standards.
- 5.7 Prepare a Construction Stormwater Pollution Prevention Plan (SWPPP) per City Standards.
- 5.8 Prepare final engineer’s estimate of probable construction costs for the proposed improvements.
- 5.9 Perform internal quality assurance/quality control (QA/QC) on the plans and technical specifications.
- 5.10 Prepare and submit 95-percent review sets of plans, technical specifications, bid documents, and construction cost estimate for City review.
- 5.11 Finalize plans, bid documents, and specifications based on City review comments and internal quality control review, and prepare one (1) electronic copy of final plans, specifications, and construction cost estimate.

Assumptions:

- *The project will disturb greater than one (1) acre of land considering the project length and fill slopes required for the berm; therefore, a formal SWPPP will be required.*
- *The project will create greater than 5,000 square feet of new impervious surface; therefore, will be subject to providing detention (water quantity control) for the project improvements.*
- *The City desires to have documents ready for the bidding phase of the project, but is not ready to set a bid date at this time. As such, the City prefers electronic copies of the final documents for this Scope of Work. Bid documents (hard copies) can be produced under an amendment and after formal bid and advertisement dates have been established.*

Provided by City:

- Review of the 95-percent plans, technical specifications, bid documents, and construction cost estimate.

RH2 Deliverables:

- Two (2) copies of 95-percent review plan sets (half-size plans) submitted to the City for review.

City of Stanwood
SR 532 Flood Berm and Bike/Pedestrian Path

Amendment 1a
Exhibit A – Scope of Work

- One (1) portable document format (PDF) copy of 95-percent review sets of specifications and construction cost estimate for City review.
- One (1) PDF copy of final plans, specifications, and construction cost estimate for City use. Hard-copies will not be provided.

Task 6 – Services During Bidding

Objective: Provide services during bidding to the City.

Approach:

- 6.1 Prepare 10 (ten) sets of bid documents with half-size plans (11"x17") and specifications books to be distributed as follows:
 - i) Two (2) sets – Contract documents for signature by the Contractor and the City;
 - ii) Four (4) sets – City staff use;
 - iii) Two (2) sets – Contractor use during construction; and
 - iv) Two (2) sets – RH2 use during bidding and files.
- 6.2 Issue electronic files to the Builder's Exchange and City for posting on bidding websites.
- 6.3 Respond to the City's questions during the advertisement period.
- 6.4 Prepare one (1) addendum if modifications to the construction contract documents are deemed warranted by the City during the bidding process.
- 6.5 Review bids, check contractor references, and prepare a bid summary tabulation.
- 6.6 Prepare letter recommending the lowest qualified bidder based upon the bids received.

Assumptions:

- *City will receive and tabulate all bidder questions and forward the questions to RH2 that the City would like RH2 to respond to. RH2 will provide responses to the City for the City to distribute to prospective bidders.*
- *The addendum will be distributed by the Builder's Exchange and/or the City.*
- *RH2 will not attend the bid opening.*
- *Copies of the bids will be forwarded to RH2 for preparing the bid tabulation and letter recommending award.*

Provided by City:

- Payment of fees for electronic posting of the bid documents at the Builder's Exchange.
- Receive and tabulate all bidder questions, forward questions to RH2, receive and distribute RH2 responses.
- Bid opening.

RH2 Deliverables:

- Ten (10) sets of half-size plans and specifications, with two (2) sets to remain with RH2 for use during the bidding process.
- Electronic files to the Builder’s Exchange and the City for bid purposes.
- Responses to questions provided by the City.
- One (1) addendum.
- Bid tabulation and letter recommending the lowest qualified bidder.

Task 7 – Services During Construction

Objective: Provide services during construction to the City.

Approach:

- 7.1 Prepare three (3) full-size (22-inch by x 34-inch) plan sets for contractor’s use during construction and to maintain an as-built set. *It is anticipated that the Contractor will receive two (2) sets and the City will maintain one (1) set.*
- 7.2 Prepare and send AutoCAD® files to the contractor for survey staking.
- 7.3 Prepare pre-construction conference meeting agenda, attend pre-construction conference, and prepare/distribute meeting minutes of preconstruction conference.
- 7.4 Review up to ten (10) submittals and provide documentation of review and comments. *Submittal reviews shall include first submittal review and generating review comments, and second submittal review to review contractor’s adherence to first review comments. Any submittal review efforts beyond those identified above (e.g. more than ten (10) submittals, a need for review comments during the second submittal review, or reviews beyond a second submittal round) will be billed at our standard rates and charges.*
- 7.5 Receive and prepare responses for up to five (5) Requests for Information (RFI) from the Contractor.
- 7.6 Prepare weekly statement of working days and summary of work completed using RH2 standard form and distribute to the City and Contractor.
- 7.7 Prepare a pay estimate form and prepare up to five (5) monthly pay estimates, based on information provided by the Contractor and confirmed with the City’s field inspector.
- 7.8 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.
- 7.9 Provide part-time, on-call construction observation per City direction and prepare documentation report. *The effort for this construction observation and documentation shall be limited to 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.*

**City of Stanwood
SR 532 Flood Berm and Bike/Pedestrian Path**

**Amendment 1a
Exhibit A – Scope of Work**

Assumptions:

- *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.*

Provided by City:

- Daily inspection.
- City field reports and notes for use in creating construction record drawings.

RH2 Deliverables:

- Three (3) full-size (22-inch by 34-inch) plan sets.
- AutoCAD® files to the contractor for survey staking.
- Pre-construction conference meeting agenda, attendance, and meeting minutes.
- Review of ten (10) submittals.
- Responses to five (5) RFIs.
- Weekly statement of working days.
- Five (5) pay estimates.
- Construction record drawings.
- Part-time on-call inspections with digital documentation report (PDF format via electronic mail).

Project Schedule

It is the intention of both parties that the work for this project shall be completed by November 30, 2017.

Rates

Work for this project is expected to span into 2017, with Tasks 6 – Services During Bidding and 7 – Services During Construction being performed in 2017. As such, a line item has been included to provide a rate increase of 3.5 percent for these tasks. Rates will be adjusted at the time of the January 2017 invoicing period for any work remaining under this contract.

EXHIBIT B

City of Stanwood

SR 532 Flood Berm and Bike/Pedestrian Path

Amendment No. 1a

Fee Estimate

Description		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Classification						
Task 1	Project Coordination and Management	22	\$ 3,484	\$ -	\$ 142	\$ 3,626
Task 2	Meetings with WSDOT	27	\$ 4,192	\$ -	\$ 596	\$ 4,788
Task 3	Compliance with Governor's Executive Order 05-05	28	\$ 4,763	\$ 4,071	\$ 394	\$ 9,228
Task 4	Permitting	68	\$ 11,352	\$ -	\$ 1,273	\$ 12,625
Task 5	Final Design	241	\$ 37,054	\$ -	\$ 5,346	\$ 42,400
Task 6	Services During Bidding	48	\$ 7,366	\$ -	\$ 1,707	\$ 9,073
Task 7	Services During Construction	269	\$ 40,104	\$ -	\$ 3,968	\$ 44,072
Projected 2017 Rate Increase for Tasks 6 & 7 Only (+3.5%)						\$ 1,860
AMENDMENT NO. 1a TOTAL		703	\$ 108,315	\$ 4,071	\$ 13,425	\$ 127,671

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	