AMENDMENT NO. 1
PROFESSIONAL SERVICES AGREEMENT

This Amendment to Professional Services Agreement ("***Amendment***") is effective as of the date of the Mayor's signature below, and is between the City of Everett, a Washington municipal corporation (the ***"City***"), and the person identified as the Service Provider below ("***Service Provider***"). The City and Service Provider are parties to the Professional Services Agreement described below, as may be previously amended ("***Agreement***"). In consideration of the covenants, terms and conditions set forth below, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Service Provider agree to amend the Agreement as set forth below:

Service Provider	Brown and Caldwell, Inc.
City Project Manager	Zach Brown
	zbrown@everettwa.gov
Original Agreement Date	2/2/2022

AMENDMENTS	
New Completion Date	If this Amendment changes the Completion Date, enter the new Completion Date: 12/31/2027 If no new date is entered, this Amendment does not change the Completion Date.
New Maximum Compensation Amount	If this Amendment changes compensation, complete the following table. If the table is not completed, this Amendment does not change compensation.

Maximum Compensation Amount Prior to this Amendment	$4,407,152.00
Compensation Added (or Subtracted) by this Amendment	$11,329,235.00
Maximum Compensation Amount After this Amendment	$15,736,387.00

Changes to Scope of Work	Scope of Work is changed by ADDING the work in the attachment to this Amendment	Leaving selection as "Click for Dropdown Menu" means no change to Scope of Work.
Other Amendments	N/A	
Standard Amendment Provisions	Regardless of the date(s) on which this Amendment is signed by the parties, and regardless of any Agreement completion date(s) that may have been in the Agreement prior to this Amendment, the parties agree that the Agreement is deemed unexpired and continuously in effect since the Original Agreement Date.	
	This Amendment may be signed in counterparts, each of which shall be deemed an original, and all of which, taken together, shall be deemed one and the same document. AdobeSign signatures are fully binding. Any ink, electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Amendment will be deemed an original signature and will be fully enforceable as an original signature.	
	All provisions in the Agreement shall remain in effect except as expressly modified by this Amendment.	

SIGNATURES ON FOLLOWING PAGE

IN WITNESS WHEREOF, the City and Service Provider have executed this Amendment.

CITY OF EVERETT
WASHINGTON

_____
Cassie Franklin, Mayor

09/27/2023
_____
Date

ATTEST

_____
Office of the City Clerk

BROWN AND CALDWELL, INC.

Signature: Stephen Anderson

Name of Signer: Stephen Anderson
Signer's Email Address: sanderson@brwncald.com
Title of Signer: Senior Vice President

STANDARD DOCUMENT
APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY
JULY 14, 2023

EXHIBIT A
SCOPE OF WORK

Amendment 1 to Professional Services Agreement (dated 2/2/22) with Brown and Caldwell for Port Gardner Storage Facility Project

Port Gardner Storage Facility Final Design and Services During Construction

Project Understanding

The City of Everett (City) has acquired the former Kimberly Clark Wastewater Treatment Plant (KCWWTP) and has prepared a Facility Plan outlining redevelopment of the site into the Port Gardner Storage Facility (PGSF). The PGSF will improve Puget Sound water quality by reducing combined sewer overflows (CSO) and providing regional stormwater treatment. The project includes all facility and site elements required to bring the City's combined sewer overflows into compliance with a Washington State Department of Ecology (Ecology) Agreed Order by December 31, 2027, and provide long-term management of City stormwater. Brown and Caldwell's (BC) team (Consultant) will continue to support the City through storage facility design and construction of the PGSF project with the Engineering Services described herein.

This scope of work under Amendment 1 encompasses continuation of storage facility design from preliminary design (30% level of design) through intermediate design, final design, and bid document preparation. Amendment 1 provides services during bidding for the storage facility package and services during construction for both demolition and storage facility packages. This scope of work additionally includes permitting support, equipment procurement, additional hydrologic and hydraulic modeling, engineer's O&M manual, management and oversight related to these portions of the work, and other deliverables to be provided to the City of Everett as specified herein.

Project Schedule

The project schedule for remaining design activities and construction that is utilized in Amendment 1 is as follows:

Project Package	Schedule
Demolition Package	
Demolition Package Bidding	November 28, 2023 – February 5, 2024
Demolition Construction	March 6, 2024 – August 22, 2024
Storage Facility Package	
Storage Facility Intermediate Design	August 28, 2023 – April 2, 2024
Storage Facility Final Design	April 3, 2024 – November 1, 2024
Storage Facility Final Design Agency Review	September 1, 2024 – October 1, 2024
Storage Facility Bid Documents	October 2, 2024 – November 4, 2024
Storage Facility Bidding	November 4, 2024 – January 5, 2025
Storage Facility Construction	February 3, 2025 – July 19, 2027
Storage Facility Closeout Activities	July 20, 2027 – October 31, 2027
Ecology Agreed Order Deadline	December 31, 2027

Scope of Work Summary and Work Breakdown Structure

The scope of work for the PGSF Project (Project) herein includes 9 additional phases and 2 original phases for which budget has been augmented identified in the following table. The additional phases are integrated into the original Agreement work breakdown structure for the Port Gardner Storage Facility Project.

Amendment 1 Budget Augmented Phases and New Phases	
Phase 100	Project Management (augmented)
Phase 270	Demolition Package Services During Construction
Phase 400	Equipment Procurement
Phase 410	Subconsultants
Phase 420	Hydrologic & Hydraulic Modeling
Phase 450	Permitting Support
Phase 500	Intermediate Design
Phase 600	Final Design
Phase 650	Bid Documents and Services During Bidding
Phase 670	Storage Facility Package Services During Construction
Phase 700	Unanticipated Services (augmented)

Exhibit B – Budget provides additional work breakdown into additional subphases and tasks for project tracking and control.

Scope Descriptions

The phase descriptions below include an objective statement, activities/approach, task assumptions, and work products that designate which service or item will be provided by the BC team. City staff activities required to complete tasks are noted where applicable.

Scope assumptions applicable to the overall Project are described below.

Project-level Assumptions

- BC is relying on information provided by the City that is assumed to be correct. Unless otherwise stated, BC will not independently verify or confirm the information provided.
- Making significant alterations to design that are inconsistent with the decisions made in the Preliminary Design effort may require additional effort by the design team. Significant alterations are considered as changes to the design or documents that require more than 20 hours of design team time to complete at each design review milestone. This allowance applies to each design milestone and shall be based on the design team's estimate of time required to complete the work as agreed to and negotiated between the City and BC.
- All deliverables will be delivered in electronic formats, with no printed copies. Bid documents will be digitally signed and sealed. City, Contractors, and 3rd party CM firms shall be responsible for hard copy reproduction of bidding and construction documents. BC will be responsible for hard copy reproductions for their own purposes.
  - The City's PM will coordinate location for, and City staff participation in project meetings and workshops where noted.
  - Engineer, where used herein, shall mean Brown & Caldwell and its subconsultants.

  - Unless otherwise specified, meetings and workshops will be held virtually.
  - Construction period services begin with bid opening and conclude with final acceptance of the work by the City.
  - Services during contractor's general warranty/guarantee period are not included.
  - City PM will provide timely, consolidated staff review comments on draft work products. City review periods will be identified in project schedules.
  - Owner's Representatives include BC, its subconsultants, City staff, and City's 3rd party CM firm that represent Owner's interests in the Construction Contract that are employed or retained by the Owner.
  - Mileage for in person meetings and site visits are budgeted assuming the visits are to the Port Gardner site.
  - Meeting agendas and notes will be prepared by BC unless otherwise stated.
  - The City will provide any available plans, construction records, asset information, operational data, and related information that was not provided during development of the PGSF preliminary design and provide access to plant staff for workshops and interviews.
  - Past studies and reports, including condition assessments, form the basis upon which this scope of work has been planned. Additional condition assessment will be performed during demolition package construction. Discovery of new, unforeseeable, or latent issues associated with the existing site and facilities may result in need for project plan, scope, and budget changes.
  - Existing site structures identified as remaining in the preliminary design are assumed to be salvageable in their current form without foundation improvements or major structural modifications and support.
  - For budgeting purposes, it's assumed the milestone schedule events will be as stated herein, with Amendment 1 period from August 2023 through December 31, 2027 (53 calendar months).
  - Labor and expense effort is inflated at 5% per annum for work taking place after 2023.
  - Work extent and sequence: The scope of work and budget allocation to each phase and task is based on a number of assumptions regarding how the work is envisioned to proceed. Given the nature of design work and services during construction, the actual level of effort required for each phase/task may require reallocation of funds from one phase/task to another.

- Construction cost estimates will be prepared to industry standards but will be subject to many influences including, but not limited to, price of labor and materials, schedule impacts, unknown or latent conditions of existing equipment or structures, and time or quality of performance by others. These types of issues are difficult to forecast and are out of the control of BC and that actual costs may vary substantially from the estimates prepared by BC. BC is therefore unable to guarantee the accuracy of opinion of probable construction costs beyond that of industry standards.
- Phase 670 Services During Construction for the Storage Facility Package were scoped and budgeted based on the project definition available at preliminary (30%) design. Scope and budget assumptions will be verified following Storage Facility Package final design and may differ from those provided herein. The City will provide an opportunity for adjustment for scope and budget shortfalls and/or overages based on the actual Storage Facility design prior to construction contract award.

- The scope and budget do not include effort for preparing submittals for the City's insurer or responding to review comments that may result from the City's insurer review.
- BC will document any proposed phase budget reallocations (between phase levels) and all requested changes to this Scope of Work using a Project Change Request (PCR) Form. The BC Project Manager will collaborate with the City Project Manager to develop an approach for addressing the change(s). The City Project Manager will review all changes and provide BC with written approval to modify the existing scope, schedule, and budget prior to proceeding with any new or revised work activities.

Phase 100 – Project Management (scope and budget augmented to original Agreement)

Objective: Manage the project including scope, schedule, budget, team coordination, and risk. Provide the City with regular updates on progress through meetings and reports.

Activities/Approach: Provide management, direction, coordination, and control of all project work, and associated management of project scope, schedule, budget, sub-consultants, technical quality, and monthly progress reports and invoices. This task includes the following activities:

- Update existing Project Management Plan (PMP), including project scope, budget and schedule, and project risk register.
- Update existing Field Work Safety Plan documenting potential field work hazards, personal protection equipment, and emergency information.
- Update the existing Quality Management Plan (QMP) and QA/QC Matrix, as part of overall PMP, identifying the protocols and procedures being deployed on the project for quality assurance and quality control. This will include adherence to items such as: City Standards; data validation and certification of design criteria; design criteria and project goals; industry practice, codes and regulatory requirements; requirements with other disciplines.
- Conduct separate in person project kickoff meetings for final design and one each for construction phase services representing the demolition package and storage facility package, including key consultant staff and City staff.
- Maintain the project risk register and action, issues and decision logs monthly to aid in collaborative decision making.
- Supervise project staff and manage BC team budget and schedule during design and construction phase services.
- Prepare monthly project status reports. Progress reports will identify budget status, progress status, activities of the previous month, and up-coming activities.
- Prepare project change requests (PCRs), if needed.
- Conduct weekly calls between BC's Project Manager (PM), Design Manager(DM), Construction Administrator (CA), and the City's PM to review project status, schedule, contract issues, and other project management related issues.

Task Assumptions

- Detailed Design and Construction Phase Services Kickoff Meetings will be scheduled for 2 hours each.
- PM meetings will be virtual and will occur weekly with a duration of approximately 30 minutes.
- This phase includes expense for project workshops and meetings.

- The Field Work Safety Plan will follow Brown and Caldwell's standard template and will direct the design team to follow the City's procedures for site access. The Field Work Safety Plan will be modified to include construction phase hazards and controls.
- An unanticipated services budget allowance will be scheduled and used for activities with written direction from the City as described under Phase 700.

Everett Responsibilities

- Participate in the Project Kickoff Meetings.
- Review and provide consolidated comments on updated PMP that incorporates activities through services during construction.
- Coordinate attendance at regular PM meetings.
- Review monthly status reports and supporting project documentation for invoice and payment approval.

Meetings

- Project Kickoff Meetings.
- Weekly PM calls for the duration of Project.

Work Products

- Updated Project Management Plan, draft and final.
- Updated Quality Management Plan, draft and final.
- Monthly progress reports and invoices.
- Submittal of updated project logs to support key activities and decisions (risk register, action/issue/decision logs).
- Project change requests (PCRs) as necessary.
- Brief meeting agendas and notes for weekly calls.

Phase 270 – Demolition Package Services During Construction

Task 101 – Construction Administration

Objective: Provide administration of activities associated with demolition package services during construction.

Activities/Approach: This task includes the following activities:

- Provision of a 25% FTE part time Construction Administrator (CA). CA will be responsible for oversight and coordination of the BC team construction support activities.
- Coordination with City public works, building, and operations staff, City's Construction Manager (CM), office engineering staff, and subconsultants performing construction phase services.
- Management of subconsultant services during construction.
- Attend external meetings and workshops, including check-in meetings between City PM and BC PM and between the City and City's Construction Manager (when requested).
- Provide Quality Assurance and Quality Control in construction phase deliverables to include meeting agenda and notes, submittal review comments, RFI responses, and change order designs.

Task Assumptions

- City will directly provide the CM for the Demolition Package. A third-party CM Firm will not be retained by the City.
- Demolition construction phase duration will be no longer than 6 months (Notice to Proceed until Physical Completion).
- Meetings under Task 100 are without the Contractor and relate to services of BC as an Owner's Representative.
- BC will not host a document management system for the City and Contractor. BC's file management system will not be part of workflows for submittals, RFIs, and other construction record documents.
- CA will be provided access to Inspector's Daily Reports at a frequency to be decided with the City.

Everett Responsibilities

- Participate in meetings.
- Engage with CA to maintain familiarity with construction progress, needs, and issues.

Work Products

- None.

Task 200 – Field Services

Objective: Perform field activities and services that take place on-site at PGSF. Attend construction meetings with the Contractor up to meeting allowances stated, including preparation and documentation.

Activities/Approach: This task includes the following activities:

- Attendance at construction progress meetings. Attendance of special meetings consisting of pre-submittal meetings, quality control meetings, and other special meetings as requested by the City or City's CM staff.
- Surveying activities consisting of establishment of benchmarks, verification of contractor surveys, spot checks for structure and pipeline elevations, survey for change order designs, and other survey needs.
- Corrosion control subconsultant site visits, field memoranda, and technical meetings attendance allowance budget is limited to $5,000.
- Up to 8 periodic site visits of durations no more than 6 hours for one staff member by design engineers for civil, utilities, electrical, and structural disciplines. Also see Task 300 for structural observations required by building codes.

Task Assumptions

- City's CM will administer and prepare construction progress meeting agenda and notes.
- City's CM Field Representative will perform regular, day to day construction observation and complete daily inspection reports to record construction activities on each working day.
- BC will prepare meeting agenda and notes for any special meetings requested by the Engineer. Otherwise, special meetings requested by City, Contractor, or City's CM staff will have meeting notes prepared by City's CM staff.
- Surveying activities allowance is for a 2-person crew cumulatively for 5 working days over the construction duration.

- Geotechnical engineering site visits, field memoranda, and technical meeting attendance specific to demolition construction is not required.

Everett Responsibilities

- Provide site access during normal working hours when requested, including prior to and after contractor mobilization to the site.

Meetings

- CA attendance at construction progress meetings will be limited to an average of once per month over the construction duration for two staff.
- Discipline engineer attendance at construction progress meetings up to 12 hours budgeted effort.
- Special meetings attendance (pre-submittal, quality control, ad-hoc meetings called by the Contractor, City, or City's CM).

Work Products

- Survey information and mapping.
- Field memoranda documenting engineer field visits and meetings attendance notes (for Engineer called meetings).

Task 300 – Special Inspections

Objective: Review testing and special inspection results. Perform structural observations required by the contract documents, International Building Code (IBC), and City's building department. Provide additional condition assessment deferred to the demolition package which will inform final storage facility package design.

Activities/Approach: This task includes the following activities:

- BC review of Special inspection reports and materials testing reports in addition to City's CM.
- Provide 2 structural observation visits in accordance with the International Building Code.
- Provide discipline engineer visits for additional condition assessment for clarifier topping slabs, neutralization basin drains, contractor dewatered piping, blower building annex slab.
- Provide field memoranda from discipline engineer visits to City's CM.

Task Assumptions

- City's PM or CM will schedule special inspections and testing laboratory services.
- Special inspections of structural and nonstructural systems not completed by structural engineer, or their designee will be completed by the special inspector or City's Field Representative(s).
- City's CM or Contractor will furnish notice to CA a minimum of forty-eight (48) hours in advance of all requested structural observations.
- All on-site structural observations will be performed between the hours of 7:00 to 16:00 and will be of no longer than 6 hours per visit.
- Geotechnical special inspections (subgrade preparation) performed by BC's geotechnical subconsultant are budgeted under Task 200.

Everett Responsibilities

- Provide special inspector/testing laboratory contract through City.

Meetings

- On-site structural observations.

Work Products

- Contract, City required, and IBC required structural observations field memoranda.
- Condition assessment findings memoranda.

Task 400 – Submittal Review

Objective: Review and provide comments with dispositions for Contractor submittals and resubmittals.

Activities/Approach: This task includes the following activities:

- Review submittals assigned to BC by the City.
- Review Division 1 submittals related to work plans, temporary controls, schedule, quality control, warranty and bonds, and record drawings in a secondary capacity to the City's CM.
- Bring to the attention of the City's CM any potential issues stemming from submittal reviews, including potential change orders, field directives, and concurrent impacts to other submittal information previously submitted or to be submitted.

Task Assumptions

- Anticipated number of submittals is no greater than 23, not including resubmittals.
- Resubmittal rate is no greater than 50%.
- Average level of effort per submittal (including resubmittals) is no more than 8 hours.
- City's CM will administer and manage submittals, including processing and tracking, screening for completeness, distributing to the appropriate reviewers, and returning review comments to Contractor.
- Submittals with responses which change contract price or duration will be assigned a Change Order Proposal Number by the City's CM and further tracked as a contract change by the City.
- An increase in the number or complexity of submittals beyond the estimated amount may require an increase to the anticipated level of effort.
- Submittal preparation quality is dependent on Contractor's administration quality control and is not within the control of the City or Engineer.
- Submittal metrics will be reviewed monthly and included in the monthly progress report.
- City's CM will review contractor schedule submittals, schedule of values, and other administrative submittals made pursuant to Division 1.
- BC will review CPM schedule and updates, but in a secondary capacity to the City's CM.

Everett Responsibilities

- Review and respond to submittals to which the City has been assigned.

Meetings

- Effort for attendance at pre-submittal review meetings is budgeted under Task 200.

Work Products

- Submittal review comments on BC "Submittal Review Comment" form (SRC) with dispositions.

Task 500 – RFI Review

Objective: Review and respond to Contractor Requests for Information (RFIs).

Activities/Approach: This task includes the following activities:

- Collaborate with City and City's PM in responding to RFI questions and developing responses.
- An estimated 100 RFIs are assumed and budgeted at an average labor effort of 2 hours per RFI.
- All RFIs will be vetted by City's CM staff as to need for office engineering support/response, or direct response by City's PM or CM.

Task Assumptions

- City's CM will administer and manage Requests for Information (RFIs), including processing and tracking, screening for completeness, distributing to the appropriate reviewers, and returning review comments to Contractor.
- RFIs with responses which change contract price or duration will be assigned a Change Order Proposal Number and further tracked as a contract change.
- RFIs received beyond the estimated amount may require an increase to the anticipated level of effort.
- Number of RFIs and hours is an estimate and may not reflect actual number of RFIs or time required for RFI review. RFI metrics will be reviewed monthly and included in the monthly progress report.
- RFI responses will be noted and tracked on Contractor's redline record drawings and not through reissuance of Contract drawings.

Everett Responsibilities

- Review and respond to RFIs to which the City has been assigned.
- Provide BC research materials and field access to respond to RFIs, as required.

Meetings

- Allowance of up to 10, 1-hour ad-hoc meetings/correspondence related to RFI issues resolution and response.

Work Products

- RFI responses.

Task 600 – Construction Change Support

Objective: Coordinate and prepare change documentation with adherence to contract change procedures.

Activities/Approach: This task includes the following activities:

- Prepare and/or review Change Proposals (by City/Engineer or by Contractor) screening for completeness, distributing to the appropriate reviewers, and returning review comments to Contractor.
- Assist City's CM with research, design clarification and design changes transmitted to the Contractor through Field Orders. Field Orders are written orders issued by the Owner's Representative that requires minor changes in the Work, but do not involve a change in the Contract Sum or the Contract Time. It is presumed that force account allowances and unit bid items falling under the Total Contract Sum will fall under Field Order authorizations.

- Coordinate with Discipline Engineering staff for design services where required.
- Review and provide comments on Contractor's change order pricing.

Task Assumptions

- City's CM will administer and manage Change Documentation, including processing change orders and field orders, changed work tracking, distributing change documentation, and maintaining change logs.
- An estimated 20 change items is assumed with engineer design labor effort of 5 hours per change item.
- Change items number and design effort is an estimate and may not reflect actual number of items or effort. CO metrics will be reviewed monthly and included in the monthly progress report.
- Reissuance of contract drawings is not anticipated. Contractor's record drawings will incorporate contract change designs and record information. City's CM will check Contractor's redline record drawings include this information.
- BC will review and comment on change order pricing, but price negotiation for Change Orders will be by City's CM.

Everett Responsibilities

- Prepare Change Orders (COs), including processing and tracking,
- Review and comment on Contractor's change order proposals content and pricing.
- Include executed change orders with equitable adjustment in Contractor pay requests.
- Provide research materials and field access to respond to change requests, as required, as governed by the Contract.
- Host ad-hoc meetings related to change issues.

Meetings

- Allowance of up to 10, 1-hour ad-hoc meetings related to change issues.

Work Products

- Contract change design content, including sketches, photos, pdf markups and reissued Contract Drawings to communicate changes to the Contract Documents.

Task 700 – Startup and Testing

Objective: Assist City's CM with Contractor's testing and commissioning activities. Verify results of start-up tests meet performance criteria in the Contract Documents. Document start-up and testing activities for construction record.

Activities/Approach: This task includes the following activities:

- Witness testing and commissioning activities, including approving procedures and results prior proceeding with subsequent testing phases.
- Coordinate discipline engineering assistance with start-up activities when needed.

Task Assumptions

- No factory or off-site testing will be witnessed by the Engineer in the Demolition Package.
- Startup and testing activities are limited to temporary electrical systems in Demolition Package.

Everett Responsibilities

- Along with Engineer, assist with performance testing of temporary systems, utilities and support systems.
- Adhere to approved Start-Up and Testing Plan submittals and Methods of Procedures (MOPs).
- City's CM to document testing and commissioning activities in IDRs.
- City's CM to document startup and testing meetings, including meeting notes.

Meetings

- Allowance for 1 start-up and testing meeting on-site and 1 virtual meeting related to temporary electrical systems.

Work Products

- Field memoranda content related to startup and testing.

Task 800 – Completion Activities

Objective: To assist with project closeout procedures and prepare construction completion documentation. Activities under this task generally extend from 60 days prior to substantial completion to engineering services project closeout.

Activities/Approach: This task includes the following activities:

- Complete discipline engineering walkthroughs to develop corrective work items (punch list items) to supplement those items already noted by the City's CM.
- Discuss corrective work items completion and contribute to decision to sign-off corrective work items with City's CM.
- Prepare record drawings following final completion with caveats noted under task assumptions.
- Prepare a Construction Completion Report consisting of a compilation of the following from the construction record:
  - Executed Change Orders and Field Orders
  - RFI Responses
  - Final accepted versions of Division 2-33 Submittals, excepting preliminary or final O&M manuals.
  - Field memoranda
  - Inspector's Daily Reports (IDRs)
  - Materials/testing laboratory reports
  - Startup and testing reports
  - Progress meeting minutes

Task Assumptions

- Demolition Drawings (those noted as #X in drawing designation, i.e., GX-10-1001) will not be included with record drawing set.
- Temporary facilities drawings (i.e., temporary electrical) will not be included with record drawing set.

- Demolition Package record drawings (limited to no more than 10 drawings not associated with demolition scope or temporary facilities) will be delivered with storage facility package record drawings. No separate submittal will be made of demolition package record drawings for the demolition package.
- An Engineer's O&M manual is not required in the demolition package.
- City's CM will create, manage, and track Corrective Work Items List
- City's CM will transmit documentation from the construction record not already in BC's possession for preparation of the Construction Completion Report.

Everett Responsibilities

- Host final walkthroughs for purpose of corrective work items assessment
- Track Corrective Work Items List, including signing off completed items.
- Complete warranty items lists and track warranty items completion.
- City will contribute IDRs and progress meeting minutes to Construction Completion Report
- Complete letters of substantial and final completion.

Meetings

- On-site corrective work walkthroughs by engineering disciplines.

Work Products

- Record Drawings from Demolition Package to be included in Storage Facility Package.
- Discipline items for Corrective Work Items Lists – all disciplines.
- Construction Completion Report (electronic deliverable transferred through OneDrive).

Phase 400 – Equipment Procurement

Objective: Develop technical specifications for equipment selected for direct procurement by the City prior to general construction contract bidding and award.

Activities/Approach: This task includes the following activities:

- QA/QC and senior oversight of equipment procurement related work products.
- Design coordination and management.
- Determine what equipment will be procured early and by what means.
- Develop technical specifications.
- Provide review and comment on assembled prepurchasing documents prior to issuance to vendor(s).
- Provide review on prepurchased equipment technical submittals made under the prepurchasing documents technical specifications.
- Respond to Vendor RFIs during bidding period and procurement periods for prepurchased equipment.

Task Assumptions

- Prepurchased equipment is electrical gear, including standby power engine generator, load bank connection panel, and switchgear.
- City will be responsible for development of bidding/purchasing process and contracts.

- Budget assumptions allow for one prepurchase equipment package (for electrical gear).
- Up to 5 RFIs and 2 submittals are assumed. Budget allowance includes up to two resubmittal reviews.

Everett Responsibilities

- Purchasing process and contracts.

Meetings

- Two workshops with City. One to discuss what equipment should be included in prepurchase and another to review work products.

Work Products

- Technical specifications for direct procured equipment.
- Technical submittal review comments.
- RFI responses.

Phase 410 – Subconsultants

Task 411 – Architectural (MWA)

Objective: The objectives of this task are as follows:

- Prepare architectural contract documents for the Operations, Maintenance, and Electrical Services Building (OMES), Old Chemical Building, Effluent Pump Station, Lift Station 46, storage building, and the screenings dumpster enclosure, including standard details, schedules, drawings, and specifications.
- Provide input to structural engineer for specific facets of the design, including handrail appearance, stairway configuration, and application of the architectural guidelines to structural elements.

Activities/Approach: This task includes the following activities:

- The project architect will produce drawings and specifications of the OMES and Old Chemical Building and repairs to the storage building.
- Provide assistance/knowledge for demolition in connection with renovations.
- Coordinate and complete all building and site architectural specifications.
- Provide final code review and reflect code information on the drawings.
- Update architectural Design Guidelines developed during Preliminary Design.
- Review deliverable packages for consistency with codes and Design Guidelines.
- Architectural drawings for existing structures will be based on existing conditions models prepared during Preliminary Design.
- Perform QA/QC reviews of architectural design documents.
- Coordinate with all other disciplines to complete the detailed design.
- Attend biweekly meetings with the project team to present issues, make recommendations, and make decisions necessary to advance the detailed design.
- Provide assistance for intermediate and final design cost estimating efforts.

Task Assumptions

- No occupied spaces or lavatory facilities are included at the Effluent Pump Station or Lift Station 46.
- No landscape architectural services are included.
- Guardrails for process facilities will be similar to existing and do not require architectural treatments.
- No screening walls will be required, including at the odor control facilities.

Everett Responsibilities

- None.

Meetings

- The project architect will attend six (6) Design Team/City design coordination meetings and two (2) formal design review workshops with City.
- The project architect will attend two (2) meetings with City officials during building permit application process.

Work Products

- Updated Architectural Design Guide with Code Review.
- Architectural Intermediate (60%) Design.
- Architectural Final (90%) Design.
- Architectural Bid Docs (100%) Design.
- Responses to City review comments.

Task 412 – Geotechnical (HWA)

Objective: Provide geotechnical engineering services to inform the PGSF intermediate and final design. These services include additional site investigations and borings, updates to the geotechnical data and engineering reports, and supporting development of project specifications. The following section is a summary of the geotechnical design scope of work.

Activities/Approach: This task includes the following activities during design:

- Up to 3 Borings and site investigations to determine the soil properties and subsurface characteristic at Lift Station 46 (Area 46), the Effluent Pump Station (Area 60), and standby generator location.
- Utility locate services for additional borings.
- Geotechnical Exploration Work Plan.
- Install a data logging transducer to record water levels (at LS46 location) and monitoring for 1 year.
- Based on HWA encountering suspect contaminated soils during previous investigations at this site, the geotechnical borings will also include chemical sampling to dispose of investigation derived waste (IDW) from drilling activities. One soil sample and one reconnaissance groundwater sample, from temporary wells installed during drilling, will be collected per boring and submitted to an environmental analytical laboratory for analysis of potential contaminants of concern (PCOC) based on general disposal facility requirements for properties within an industrial area. The laboratory will analyze up to 6 each soil and/or groundwater samples for the following PCOC. Note that methods and analyses will differ by soil and water substrates:

Analysis	Method
Petroleum Hydrocarbons – gasoline	NWTPH-Gx
Petroleum Hydrocarbons – diesel, oil	NWTPH-Dx
RCRA 8 Metals (Ag, As, Ba, Cd, Cr, Hg, Pb, and Se)	EPA 6010D / 6020B / 7471B / 200.7/ 200.8 / 7470A
Hexavalent Chromium	SM 3500-Cr B
Volatile Organic Compounds (VOCs)	EPA #8260D
Semivolatile Organic Compounds (SVOCs) with low level PAHs	EPA #8270E/SIM
Polychlorinated biphenyls (PCBs)	EPA #8082A
Toxicity Characteristic Leaching Procedure (TCLP)	EPA 1311/1312

- Develop intermediate and final design requirements for the deep soil mixing or jet grouting cutoff wall west of the following facilities:
  - Lift Station 46
  - Effluent Pump Station
  - Stormwater Treatment foundation expansion
- Develop recommendations for onsite conveyance pipeline subgrade support (i.e., buried pile supports).
- Update geologic cross-sections and seismic design parameters.
- Conduct engineering analysis for geotechnical design including liquefaction, settlement calculations, foundation analysis, and constructability review.
- Develop recommendations and design parameters for contractor designs related to means and methods including but not limited to dewatering, contaminated soils, temporary excavations, settlement, and shoring systems.
- Update Geotechnical Data Report with findings from additional borings and site investigations.
- Update Geotechnical Engineering Report to include Lift Station 46 design and modifications to the Effluent Pump Station and Stormwater Treatment design.
  - The preliminary design Geotechnical Engineering Report will be revised as part of intermediate (60%) design.
  - Revised preliminary Geotechnical Engineering Report will be updated following intermediate design and finalized for the project Bid Documents.
- Develop geotechnical specifications for the intermediate (60%), final (90%), and Bid Document packages. Geotechnical lead specification development will include Jet Grouting.
  - Incorporate BC and City review comments into specifications at intermediate and final design stages.
  - Stamp and seal geotechnical specifications for the PGSF Project bid backage.
- Provide input for geotechnical related specifications developed by BC design team.
  - BC developed specifications to including but not limited to Sections 01 11 10 Geotechnical Information, 31 23 00 Excavation and Fill, 31 23 19 Dewatering, 31 41 00 Shoring, 33 05 30 Settlement Monitoring, and contaminated soils handling.
- Provide review of up to 5 Contractor submittals related to above specification sections.

- Provide review of up to 5 geotechnical related requests for information (RFIs) during construction.
- Geotechnical special inspections (subgrade preparation) during construction, including:
  - Provide Subgrade Inspection: HWA will provide periodic site visits to verify that subgrade soils are suitable to provide support for the proposed structures anticipated this will take one to two site visits per structure for a total of approximately 30 hours including time for coordination, travel, and preparation of daily field reports.
  - Full-time Observation of Temporary Shoring and Excavations: HWA will provide full-time observation of the excavation and construction of the temporary shoring. This will include observation of sheet pile driving, monitoring for caving, verification that adequate depth is achieved, and placement of concrete & backfill. Anticipated this task will take about 10 workdays at 11 hours per day including time for coordination, travel, and preparation of daily field reports.
  - Full-time Observation of Driven Pile Foundation: HWA will provide full-time observation of pile driving. This will include observation of driving method, penetration rate, and verification that adequate depth is achieved. Anticipated this task will take about 20 workdays at 11 hours per day including time for coordination, travel, and preparation of daily field reports.
  - Full-time Observation of Installation of Ground: HWA will provide full-time observation of construction of ground improvements. This will include observation ground improvement test and production columns, monitoring performance metrics during construction, and verification that adequate depth is achieved. Anticipated this task will take about 10 workdays at 11 hours per day including time for coordination, travel, and preparation of daily field reports.
  - Final Inspection Report: Prepare a final inspection letter for submittal to the City stating that construction has adequately met the recommendations in the final geotechnical report.

Task Assumptions

- Subsurface investigations will include groundwater monitoring (at LS46 boring) to inform excavation and dewatering requirements.
- Effluent Pump Station and Lift Station 46 shall be designed to meet International Building Code 2021 and ASCE 7-16 seismic codes. Additional seismic design requirements are documented in TM 09 Structural Design Guide, TM 31 Seismic Design, and the PGSF Basis of Design Report (July 2023).
- Access to the site and all required exploration permits and right of entries will be provided to HWA by the City at no cost to HWA.
- All IDW will be drummed and temporarily stored on site at a location provided by the City until disposal of the IDW is approved and drums are removed for disposal. Waste profile paperwork for disposal of IDW will be signed by a representative of the City. Estimated Subcontractor effort and IDW disposal costs are for non-hazardous wastes.
- If analytical results of IDW indicate hazardous wastes are present, IDW disposal may incur additional labor, time, and subcontracting costs. These costs will be assumed to be funded from the Phase 700 budget for unanticipated services.
- Recommendations and design parameters for Contractor designs will avoid designing means and methods for the Contractor and present their directions as recommendations/suggestions. The Contractor shall have ultimate choice on means and methods.

- Drilling will be accomplished during daylight and workday hours. Boring locations are accessible by truck- or truck-mounted drill rigs.
- The geotechnical scope of services includes borehole decommissioning.
- The budgeted effort in Amendment 1 does not include remedial design effort for contaminated soils handling beyond limited disposal under 10 cubic yards and capping with site paving.
- Coring and sampling activities will be coordinated with site demolition work. Demolition contractor will make arrangement for coring and sampling activities.
- Additional site investigations to inform design of the Conveyance Option pipelines and pressure manholes in the right of way along the eastern site boundary will be in ACE Conveyance Agreement.

Everett Responsibilities

- Provides site access for geotechnical investigations and field work.
- Review updated preliminary Geotechnical Engineering Report at intermediate design and final design. Provide review comments to BC for transmittal to HWA GeoSciences and incorporation into the final report.

Meetings

- BC and HWA GeoScience meetings including but not limited to:
  - Intermediate design kick-off
  - Final design kick-off
  - General coordination meetings through intermediate and final design.
- Workshop attendance and City check in meetings on an as-needed basis. Workshops may include:
  - Intermediate Design Review Workshop
  - Final Design Review Workshop

Work Products

- Updated Geotechnical Data Report, draft and final.
- Updated Preliminary Geotechnical Engineering Report, draft at Intermediate Design, final at Final Design.
- Project specifications for the intermediate (60%), final (90%), and Bid Document design gates.
- Field memoranda (during construction).
- Special inspection reports for pile driving.
- Final inspection report.
- Submittal review comments and RFI responses (as applicable).

Task 413 – Survey (1 Alliance)

Objective: Perform surveying services to support the design of the PGSF. The area will be limited to the ROW to the east of the PGSF site that was not previously surveyed.

Activities/Approach: This task includes the following activities:

- Perform topographic field survey of the ROW directly to the east of the KC property and north parking lot. Survey shall include but is not limited to the following: Identify existing utilities, improvements, man-made features, roadways, boundaries, critical elevations, existing structures, natural features, and grades within the limits of work. The field survey shall include enough detail to produce a base map with boundary information, contours, and other topographic information.
- Update previous survey along south property line. Port improvements included new Ecology block wall and fencing.
- Update previous survey along west property line. Port improvements included new fencing.
- South gravity thickener tanks diameter and wall height, launder dimensions, high point and low point floor elevations.
- Railroad tracks east of existing Chemical Building.
- Establish horizontal and vertical control points based on the Project's control system and information for contract documents including survey points, a basis of bearing, benchmarks for vertical control, and datum information for development of base mapping.
- Provide pothole surveys to identify the location and crown elevation of existing buried piping.

Task Assumptions

- Contractor is responsible for setting up their own survey control during construction and may incorporate Owner provided benchmarks.
- Survey work products will be provided in a digital format.
- North American Vertical Datum of 1988 (NAVD 88) will serve as the standard project datum.
- All confined space entry plans, permits, and equipment are the responsibility of BC and the subconsultants.

Everett Responsibilities

- Provide the necessary staffing and resources to support field work.

Meetings

- Two site visits.

Work Products

- Digital drawing files with surveyor's sign and seal. Electronic deliverables to include 2D base map (if combined with the previous survey file, distinguish new survey items or limits of new survey) and 3D surface DRM of the ROW directly east of the KC site and north parking lot, and combined 3D surface TIN of previous ground plus additional ground to east and updated south property limits as one surface.

Task 414 – Corrosion Probe

Objective: Provide ongoing support to BC design team regarding preparation of high-performance coating specifications, existing handrail rehabilitation, and existing structure repairs and renovations.

Activities/Approach: This task includes the following activities:

- To be developed in consult with CPI.

Task Assumptions

- This task is allowance based for scope to be identified depending on intermediate and final design needs and to respond to field requests during construction.
- To be developed in consult with CPI.

Everett Responsibilities

- Provide the necessary staffing and resources to support field work.

Meetings

- One site visit.

Work Products

- Field Memoranda, with engineering recommendations.

Task 415 – Environmental (ESA)

Objective: Review applicable state and local environmental permitting requirements for the demolition and storage facility packages. Identify Project environmental permitting needs, including through a pre-application meeting with City planning departments. Complete and submit Project environmental permits prior to the start of demolition and construction activities. The following section summarizes activities within the permitting subconsultant's scope of work.

Activities/Approach: This task includes the following activities:

- Conduct a reconnaissance of the site to determine if any critical areas or their buffer are present on site.
- Complete background research and identify the necessary Project permits through communication with state and City permit contacts.
- Hold a pre-application meeting with the City of Everett Planning departments.
- Develop a permitting matrix summarizes the Project permit requirements, permit trigger, key scheduling milestones, submittal requirements, permitting contacts, and recommended timing of submittals. The permitting matrix will delineate permitting requirements for both the demolition and storage facility packages.
- Review and compile permit requirements, contact lead permitting agencies, prepare required permit forms and applications, and facilitate submission of permit applications to governing agency.
  - Complete coordination of demolition permits prior to the start of demolition work in March of 2024.
  - Complete coordination of storage facility package permits prior to the start of construction scheduled for February 2025.
- Coordinate directly with BC project management and design team to fulfill environmental permit requirements.
- Contribute environmental and technical content for City completed SEPA Checklist for the Project. Review completed SEPA Checklist prior to publication.

- ESA staff will monitor the investigatory soil borings conducted by the geotechnical engineers in the project areas to help determine the likelihood of encountering buried archaeological artifacts. We will prepare a report that meets the requirements of the Secretary of Interior and Washington Department of Archaeology and Historic Preservation (DAHP) documenting the findings in accordance with Executive Order 05-05.
- ESA staff will review excavations during construction, should there be a likelihood of encountering buried archaeological artifacts.
- Prepare applications for City Shoreline and Substantial Development permits.
- Prepare a Cultural Resources Report and Inadvertent Discovery Plan. Support preparation of specifications for Inadvertent Discovery Plan and other specification sections review and contributions related to permitting requirements and needs.
- Attend project workshops and meetings or support development of project meeting materials.

Task Assumptions

- The PGSF site has an approximately 350-foot shoreline along Possession Sound. While PGSF is physically separated from the Sound by an existing fence line, a new structure (Effluent Pump Station) is planned to be constructed within 200-feet of the shoreline.
- Subconsultant's scope of work does not include construction permitting. Construction related permitting will be Contractor lead. Construction permitting is assumed to include electrical, building mechanical, plumbing, building and development permits.
- BC will complete Puget Sound Clean Air Agency (PSCAA) Notice of Construction application (under Phase 450).
- BC will prepare Construction Stormwater General NPDES Permit application on City's behalf (under Phase 450).
- BC will facilitate the initial communication between the City permitting department and ESA. ESA to coordinate directly with City permitting department once a clear protocol of communication has been established.
- BC permitting support services are outlined under Scope of Work Phase 450.
- An ESA archaeologist will monitor up to 2 days of geotechnical borings and up to 2 days of construction excavations.
- The Client will be responsible for acquiring rights of entry to field reconnaissance sites.
- No historic buildings or structures that would require documentation and inventory, and no historic property inventory forms will be required.
- No cultural sample collection or analysis will be required.
- Development of an Archeological Resources Monitoring Plan is outside this scope of services.
- No National Register Nominations are included in this scope.
- No Washington State Archaeological Site or Isolate Inventory Form will be needed.
- If at any time human remains are encountered, work will cease, and notification of affected parties will proceed as directed by RCW 27.44.

Everett Responsibilities

- Provide contact information for City permitting leads and facilitate communication between BC/ESA team and City permitting department.
- City will prepare and be lead agency for the SEPA checklist.
- City will review Shoreline permit.

- Fulfill data requests to complete Project permit applications.
- Also see Phase 450.

Meetings

- Permitting kick-off meeting (BC and ESA).
- Regularly scheduled progress check-in meetings.
- Workshop attendance and City check in meetings:
  - Intermediate Design Review Workshop
  - Final Design Review Workshop

Work Products

- Project permitting matrix for both demolition and site construction activities.
- Project permit applications review comments for those permit applications prepared by the City.
- Critical areas Technical Memorandum (TM).
- Draft and final cultural Resources Report (combined with West Marine View Drive Project).
- Draft and Final Inadvertent Discovery Plan (combined with West Marine View Drive Project).
- Tribal correspondence to be combined with West Marine View Drive Project.
- Field cultural resources monitoring reports.

Task 416 – Third-party Geotech Review (Earth Mechanics)

Objective: Provide a third-party review of PGSF Project Geotechnical Data Report and Geotechnical Engineering Reports. This third-party review is performed as a risk identification and mitigation step for the proposed site improvements. Findings from the review will be incorporated into the final Geotechnical Engineering Report.

Activities/Approach: This task includes the following activities:

- Review project design materials including the PGSF Basis of Design Report, preliminary design documents, and Kimberly-Clark 1980 record drawings to understand proposed facility upgrades.
- Review documentation of previously completed site geotechnical investigations. This work includes 1952 site test boring record, 1995 Dames & Moore Geotechnical Investigation, and the 2014 Shannon & Wilson, Inc. Geotechnical Evaluation of Kimberly-Clark Site.
- Review the June 2023 draft PGSF Geotechnical Data Report developed by HWA GeoSciences Inc.
- Review the Intermediate design draft and final design PGSF Geotechnical Engineering Reports developed by HWA GeoSciences Inc.
- Confirm geotechnical engineering assumptions and identify project risks associated with facility design and proposed geotechnical improvements.
- Provide risk mitigation recommendations if warranted.
- Review geotechnical related specifications including but not limited to Sections 01 11 10 Geotechnical Information, 31 23 00 Excavation and Fill, 31 23 19 Dewatering, 31 41 00 Shoring, and 33 05 30 Settlement Monitoring.

Task Assumptions

- The third-party geotechnical review will be performed by BC subconsultant Earth Mechanics Incorporated (EMI).

- BC will coordinate the geotechnical review directly with EMI. The kick-off and report-out calls will be attended by EMI and BC. HWA GeoSciences Inc. will attend calls.
- BC will coordinate findings from the geotechnical report review directly with HWA GeoSciences Inc. including updates to the Geotechnical Engineering Report.
- EMI review comments will be transmitted to BC via email and incorporated into the final Geotechnical Engineering Report.
- Specification review will be completed prior to delivery of the final design package.
- This task does not include cost estimating activities.

Everett Responsibilities

- Attend meetings to discuss findings for geotechnical report review.
- Respond to design team questions and provide any requested documentation to support this work.

Meetings

- Geotechnical report review kick-off call (internal)
- Geotechnical report review findings (internal)
- City coordination and report-out (external)

Work Products

- Geotechnical engineering report review comments will be integrated into the final Geotechnical Report.

Task 417 – BC Subconsultant Support

Objective: Coordinate subconsultant services to support the PGSF detailed design.

Activities/Approach: This task includes the following activities:

- Manage services of subconsultants needed to inform design activities.
- Review subconsultant work to provide coordination with overall project goals, standards, guidelines, and deliverables.
- Coordinate subconsultant workshop material development.
- Coordinate subconsultant site visits and attend site visits to support subconsultant activities.
- Coordinate BC and City review of subconsultant work products including but not limited to draft survey basemaps and field collected data, geotechnical data report updates, and geotechnical engineering report updates.

Task Assumptions

- Subconsultants and respective scopes of work will be as identified in Tasks 411 through 416.
- Permitting specific BC subconsultant support is provided under Phase 450.
- Management of services of subconsultants during construction will be by Construction Administrator and is budgeted under Phases 270 and 670.

Everett Responsibilities

- None.

Meetings

- BC will conduct regular coordination meetings with each subconsultant.

Work Products

- See individual subconsultants work products.

Phase 420 – Hydrologic & Hydraulic Modeling

Objective: Inform design advancement and operational strategy of PGSF components including new additions such as LS 46 using the existing hydraulic model.

Activities/Approach: This task includes the following activities:

- Model updates to support task activities.
  - Incorporate Conveyance Package D when HDR advances it to 30% design.
  - Refine pipe diameters and alignments of Package ACE to be physically based within model given preliminary understanding. Update at ACE 30% Design.
  - Refine PGSF major components (basins, pumping, inlet structure, etc.) within the model per refined facility design for both storm and sewer.
- Determine stormwater peak flow management strategy and conveyance criteria.
  - Determine isolation point and automation strategy for peak flow diversion. Model up to 3 scenarios and develop performance assessment of each scenario to inform decision making.
  - Determine detailed hydraulic criteria for conveyance alignments for preferred scenario.
  - Develop meeting materials PowerPoint to facilitate decision making within a meeting.
  - Develop brief TM summarizing modeling analysis and design recommendations.
- Support design criteria for LS46 using a regional hydraulic capacity and operations-based modeling approach.
  - Remove LSX/LS6 from model, replace with LS46 concept.
  - Model effects of intended LS46 operation on downstream system, determine hydraulic impacts of increased pumping.
  - Identify acceptable capacity and operational strategy to minimize regional impacts.
  - Refine operational strategy for LS46 in concert with LS3 for PGSF dewatering.
  - Develop brief TM summarizing modeling analysis and design recommendations.
- Plan for maintenance and failure models of regional system and incorporate into PGSF design.
  - Define failure mode scenarios at PGSF and of major components and facilities draining to PGSF.
  - Model scenarios to determine potential impacts to PGSF, required response times, and necessary responses to minimize impacts.
  - Define maintenance modes at PGSF and of major components and facilities draining to PGSF. Model scenarios to determine flow management strategies by maintenance.
  - Determine design criteria for PGSF and suggested design criteria for the ACE conveyance package.
  - Lead meeting to finalize selected maintenance and failure modes.
  - Lead meeting to review maintenance and failure mode analysis.
  - Develop TM summarizing modes, analysis, and design criteria.

Task Assumptions

- BC can work directly with HDR to simplify Package D updates within model.
- Stormwater system isolation is feasible within existing structures in vicinity of Grand Avenue Pedestrian Bridge

Everett Responsibilities

- Attend meetings.
- Review TMs and provide feedback on recommendations.

Meetings

- Stormwater peak flow management option meeting.
- Maintenance and failure mode selection meeting.
- Maintenance and failure mode analysis debrief meeting.

Work Products

- Stormwater Peak Flow Management brief TM.
- LS46 Model-Based Design Recommendations brief TM.
- Maintenance and Failure Modes Analysis TM.

Phase 450 – Permitting Support

Objective: Coordinate project permitting needs between City of Everett and project permitting subconsultant (ESA). Perform Project permitting not completed by environmental subconsultant, including PSCAA NOC, Stormwater Pollution Prevention Plan (SWPPP), and Construction Stormwater NPDES Permits. Permitting subconsultant activities are summarized in Scope of Work Task 415.

Activities/Approach: This task includes the following activities:

- Develop communication plan for permit coordination between BC, permitting subconsultant, and governing agencies (City and State).
- Support and contribute to development of project permitting materials by the City and by the permitting subconsultant. This work includes providing project background information and design documents to the permitting subconsultant. This work may also include drafting permit information or supporting documentation, e.g., for SEPA checklist and Substantial Development Permit prior to bidding.
- Organize and attend permitting coordinating meetings with permitting subconsultant, BC design team, and permitting agencies.
- Attend pre-application meeting with City Planning Departments.
- Prepare Puget Sound Clean Air Agency (PSCAA) Notice of Construction (NOC).
- Prepare SWPPP on City's behalf. Coordinate civil design team to incorporate SWPPP requirements into design documents as needed.
- Prepare Construction Stormwater General NPDES Permit application on City's behalf.
- Coordinate BC and City review of subconsultant work products including draft environmental permit applications.
- Complete review of City and subconsultant prepared permit applications and supporting documentation.
- Organize subconsultant field work to complete project permit applications.

Task Assumptions

- BC to attend subconsultant field work.
- Contractor will obtain all building permits, including Public Works, Demolition, Clearing and Grading, Utility, Building, Plumbing, Mechanical and Electrical.
- Contractor will pay for all building permits through the construction contract.
- Bid document revisions that may be required following bidding stemming for permitting authority applications and approvals are not included. If required, for construction revisions made as a condition of permit approvals will be funding by Phase 700 unanticipated services.
- Permit related specification materials will be developed under detailed design Phases 500, 600, and 650.

Everett Responsibilities

- Fulfill requests for information to enable completion and submission of project permits.
- Prepare permit applications for Substantial Development and Shoreline permits.
- Prepare SEPA checklist and complete SEPA process.
- Facilitate communication between City Planning Departments and project permitting subconsultant.
- Attend project permitting meetings (building departments pre-application meeting) and).

Meetings

- Permitting kick-off meeting (BC, ESA and COE Public Works).
- Regularly scheduled progress check-in meetings.

Work Products

- Construction Stormwater General Permit
- PSCAA NOC
- Also see Task 415.

Phases 500, 600, and 650 – Detailed Design

The detailed design of the PGSF will be done in three phases; Phase 500 – Intermediate Design, Phase 600 – Final Design, and Phase 650 – Bid Documents and Services During Bidding. The key outcomes for these phases will be the following:

- Prepare bid documents for complete construction and commissioning of the PGSF as envisaged by the Engineering Report, Basis of Design Report, and Preliminary Design.
- Coordinate the execution of the detailed design with the City and demolition contract.
- Manage project resources to meet schedule milestones.
- Support City's bidding process and selection of general contractor through design-bid-build procurement approach.

The design guidelines prepared during the Basis of Design phase identified the codes and standards that are the basis of each discipline's design effort. Unless otherwise noted in the design guidelines, the detailed design will be prepared based on the currently adopted versions of codes and standards in place at the time this scope of work was prepared (July 2023) and the adopted design guides for the Project. New code adoptions prior to completion of the design will be evaluated and may require additional effort.

The Intermediate and Final Design submittals will include unsigned Washington State Professional Engineer seals and be stamped "Preliminary – Not for Construction". The Bid Documents and Conformed Documents will include signed Washington State Professional Engineer seals.

The subtasks under each detailed design phase are generally grouped by discipline or facility then discipline and are consistent from phase to phase as shown in the table below. Subtasks 501, 601, and 801 are all QA/QC activities for the respective phase.

Phase 500 – Intermediate Design

Objective: Obtain approval from the City on the complete arrangement of the proposed design. This is considered the design scope freeze point. Civil, structural, architectural, and process mechanical models are largely complete and all major design decisions have been reached and approved. Electrical, instrumentation, and building mechanical models have been progressed. Major construction documents drawings and specifications have been progressed. Provides an updated cost estimate and construction schedule.

Phase 600 – Final Design

Objective: The final design presents the completion of construction documents. Completion of the remaining discipline models. Construction documents are complete with the appropriate level of detail. Final Design documents will be submitted to the appropriate permitting agency(ies) and other stakeholders for review and comment. Comments will be incorporated from permitting agency(ies) and other stakeholders into Bid Documents. Bid Documents will be resubmitted to permitting agency(ies) for final record of approvals. A final cost estimate and construction schedule is developed.

Phase 650 – Bid Documents and Services During Bidding

Objective: The bid set phase develops the documents to bid ready status. Update of the Final documents based on comments from permitting agency(ies), Client procurement department, and other stakeholders. Updates that impact the design will require further QA/QC and the cost estimate and construction schedule will be updated accordingly.

List of Subtasks per Detailed Design Phases					
Phase 500 – Intermediate Design		**Phase 600 – Final Design**		**Phase 650 – Bid Documents and Services During Bidding**	
501	QA/QC	601	QA/QC	801	QA/QC
502	Design Mgmt and Coord	602	Design Mgmt and Coord	802	Design Mgmt and Coord
503	BIM Mgmt	603	BIM Mgmt	803	BIM Mgmt
504	External Mtgs/Workshops	604	External Mtgs/Workshops	804	External Mtgs/Workshops
505	Internal Mtgs	605	Internal Mtgs	805	Internal Mtgs
506	Construction Cost and Schedule Estimate	606	Construction Cost and Schedule Estimate	806	Construction Cost and Schedule Estimate
507	Constructability	607	Constructability	807	Not used
508	30% VE Review (OPTIONAL)	608	Not used	808	Services During Bidding
509	Not used	609	Not used	809	Conformed Docs

List of Subtasks per Detailed Design Phases					
Phase 500 – Intermediate Design		**Phase 600 – Final Design**		**Phase 650 – Bid Documents and Services During Bidding**	
511	Site Civil and Utilities	611	Site Civil and Utilities	811	Site Civil and Utilities
515	Site/General Electrical	615	Site/General Electrical	815	Site/General Electrical
516	Div 00/01 Specifications	616	Div 00/01 Specifications	816	Div 00/01 Specifications
517	General Procmech	617	General Procmech	817	General Procmech
518	General Structural	618	General Structural	818	General Structural
519	General I&C	619	General I&C	819	General I&C
521	Debris Removal Procmech	621	Debris Removal Procmech	821	Debris Removal Procmech
522	Debris Removal Structural	622	Debris Removal Structural	822	Debris Removal Structural
523	Debris Removal Electrical	623	Debris Removal Electrical	823	Debris Removal Electrical
531	Primary Storage Procmech	631	Primary Storage Procmech	831	Primary Storage Procmech
532	Primary Storage Structural	632	Primary Storage Structural	832	Primary Storage Structural
533	Primary Storage Electrical	633	Primary Storage Electrical	833	Primary Storage Electrical
541	Sec Stor/SWEQ Procmech	641	Sec Stor/SWEQ Procmech	841	Sec Stor/SWEQ Procmech
542	Sec Stor/SWEQ Structural	642	Sec Stor/SWEQ Structural	842	Sec Stor/SWEQ Structural
543	Sec Stor/SWEQ Electrical	643	Sec Stor/SWEQ Electrical	843	Sec Stor/SWEQ Electrical
551	EPS Procmech	651	EPS Procmech	851	EPS Procmech
552	EPS Structural	652	EPS Structural	852	EPS Structural
553	EPS Electrical	653	EPS Electrical	853	EPS Electrical
561	LS46 Procmech	661	LS46 Procmech	861	LS46 Procmech
562	LS46 Structural	662	LS46 Structural	862	LS46 Structural
563	LS46 Electrical	663	LS46 Electrical	863	LS46 Electrical
571	SW Div/Treat Procmech/Civil	671	SW Div/Treat Procmech/Civil	871	SW Div/Treat Procmech/Civil
572	SW Div/Treat Structural	672	SW Div/Treat Structural	872	SW Div/Treat Structural
573	SW Div/Treat Electrical	673	SW Div/Treat Electrical	873	SW Div/Treat Electrical
582	OMES Structural	682	OMES Structural	882	OMES Structural
583	OMES Electrical	683	OMES Electrical	883	OMES Electrical
585	OMES Bldg Mech	685	OMES Bldg Mech	885	OMES Bldg Mech
591	Old Chem Procmech	691	Old Chem Procmech	891	Old Chem Procmech
592	Old Chem Structural	692	Old Chem Structural	892	Old Chem Structural
593	Old Chem Electrical	693	Old Chem Electrical	893	Old Chem Electrical
595	Old Chem Bldg Mech	695	Old Chem Bldg Mech	895	Old Chem Bldg Mech

Activities/Approach: The following describes the activities/approach that will be used for each discipline or facility throughout phases 500, 600, and 650, where X equals 5, 6, or 8, respectively:

- Task X01 – Quality Assurance/Quality Control
  - Prepare a QA/QC plan and provide senior oversight to plan, monitor, and control the project quality to meet the project goal within the established budgets and schedule.
  - Manage and implement the QA/QC plan during this phase.
- Task X02 – Design Management and Coordination
  - Manage and direct the design process so that the products of the design effort are contract documents suitable for construction and reflect the City standards and preferences. The design process will be managed to provide complete, coordinated, and consistent designs between facilities and disciplines.
  - Check on the design team progress and communicate results to project management.
  - Verify QMP is followed, reviewers concur with work products, and maintain documentation of QA/QC reviews, responses, and resolutions.
  - Maintain ongoing communications with the subconsultants and monitor subconsultant progress related to the technical execution of the design.
  - Conduct internal design team coordination meetings.
  - Manage internal resources to maintain project schedule and achieve contracted milestones.
  - Identify scope changes that impact the project budget and schedule. Notify the Project Manager of potential changes in scope and assist in documenting those changes.
  - Regularly assess progress and earned value and maintain risk register.
  - Coordinate progress reviews by the City, including collecting comments from the City's review, distributing review comments to facility and discipline leads, facilitating responses to review comments, documenting responses to the City's review comments, addressing any subsequent issues resulting from the City's review and addressing any subsequent issues resulting from the response to the City's review comments.
  - Monitor compliance with project standards such as equipment numbering system, drawing presentation, and previously developed design guides.
  - Maintain equipment list.
- Task X03 – BIM Management
  - Manage compliance with project CAD/BIM software standards, graphics standards, file naming conventions and standards, and revision/iteration control.
  - Manage compliance with and update the BIM Execution Plan (BXP) where changes are indicated to guide the use of BIM tools over the life of the project. Identify and document new project goals and BIM objectives, organizational roles and responsibilities, execution process workflows, collaboration procedures and platforms, and model and drawing QC procedures.
  - Implement and manage CAD Standards and BXP through the duration of the design.
  - BIM model maintenance and coordination.
  - Conduct internal coordination meetings with BIM/CAD production team.

- Task X04 – External Meetings/Workshops
  - 8 workshops during intermediate design which include:
    - Intermediate design review
    - Intermediate design cost and schedule review
    - Design progress updates on specific topics
  - 6 workshops during final design which include:
    - Final design review
    - Final design cost and schedule review
    - Design progress updates on specific topics
  - 1 workshop during bid documents:
    - Bid documents design review.
  - Value engineering workshop with City is included in Task 508
- Task X05 – Internal Meetings
  - Biweekly internal design coordination meetings
- Task X06 – Construction Cost and Schedule Estimate
  - Develop cost estimates and update Basis of Estimate reports for the following phases of the PGSF design packages:
    - Intermediate design – AACEI Class 2
    - Final design – AACEI Class 1
    - Bid docs – Update Final design AACEI Class 1
  - Provide comparisons and evaluations of cost estimates relative to previous estimates.
  - Construction schedule estimate will be prepared in conjunction with cost estimates and used to predict construction completion date and inform Div 00/01 requirements. Schedule estimate will not be for the contractor's use. Conduct workshops to discuss cost and schedules estimates (see Tasks X04).
- Task X07 – Constructability
  - Two construction SMEs from BC's integrated project delivery branch will review the intermediate and final design packages to identify constructability issues and provide possible solutions for the design team to evaluate.
- Task 508 – 30% Value Engineering Review **(Optional)**
  - BC will assemble a VE team of 6 senior SMEs independent of the core project design team including a team coordinator and a cost estimator.
  - A VE study will be conducted using a modified version of the EPA Value Engineering for Wastewater Treatment Works (September 1984) including pre-workshop preparation, a three-day VE workshop, and post-workshop procedures.
  - Pre-workshop preparation activities will include:
    - Selecting VE team members and team coordinator.
    - Gathering and reviewing background information.
    - Meeting with City to review VE workshop format and receive City input on suggested constraints and focus areas for the VE team.

  - The workshop will be a concentrated virtual work session to analyze the project using standard VE methodology. The workshop will include the following five phases:
    - Information/orientation
    - Speculation (Brainstorming)
    - Analysis (Rating)
    - Development (Develop cost estimates)
    - Presentation (Report)
  - Post workshop activities will include:
    - Preparation of a value engineering report.
    - Review and evaluation of the draft VE report by City and design team.
    - Submit report to the design team and City for their evaluation and acceptance, conditional acceptance/rejection, or rejection of the recommended alternatives.
- Making significant alterations to design that are inconsistent with the decisions made in the Preliminary Design effort may require additional effort by the design team to modify the design. Significant alterations are considered as changes to the design or documents that require more than 20 hours of design team time to complete at each design review milestone. This allowance applies to each design milestone and shall be based on the design team's estimate of time required to complete the work as agreed to and negotiated with the City. Task 808 – Services During Bidding
  - Attend pre-bid meetings .
  - Address questions from potential bidders.
  - Preparation of Bid Addenda to answer Bidder questions and provide edits, changes, or clarifications to bid documents.
  - Two pre-bid meetings, attended by one BC staff person, with a duration of two hours each.
  - Assume 50 bidder questions.
  - Assume five addenda consisting of up to 20 updates each to drawings and specifications.
- Task 809 – Conformed Docs
  - Update bid documents to include addenda to result in a complete set of "for construction" contract documents.
  - One electronic deliverable (PDF) set of design documents will be provided for the Conformed Documents. No hard copy prints are included as part of this scope.
- Tasks X11– Site Civil, Utilities, and Conveyance Piping
  - Combined sewer conveyance piping on site.
  - Stormwater conveyance piping on site.
  - Coordination with the ACE package team. Conduct 4 internal workshops with ACE package team to make decisions on pipe alignments and interface with PGSF site.
  - Yard piping, grading and drainage, paving and surfacing, large pipe plan and profiles, utilities, fire protection, parking and traffic flow.
- Task X15 – Site/General Electrical
  - Site power plans, site one-line diagrams, site lighting, receptacle, and grounding plans, electrical classifications.

  - Complete an arc flash study, fault current analysis, and breaker coordination for PGSF, including Lift Station 46. This work includes modeling the electrical distribution system for each area using electrical power system analysis and performing an initial arc flash study. The arc flash study will be initiated during intermediate design and confirm the power feed and distribution presented in preliminary design. This work includes coordination with Snohomish PUD (SnoPUD), development of an SKM Systems Analysis model, and confirmation of breaker settings. A final up arc flash study will be completed following construction to confirm the facility as-built conditions (see Phase 670 Task 800).
- Task X16 – Division 00/01 Specifications
  - Modify and add to the demolition package Division 00 and 01 specifications to apply to the PGSF package. Additions include operation and maintenance, equipment storage, start-up and testing specifications, and forms and procedures related to electrical and equipment.
  - Conduct 2 meetings with City to coordinate requirements associated with bidding and contracting procedures and City's third-party construction management firm.
- Tasks X17 through X19 – General
  - Legends, abbreviations, index of drawings, cover sheet, location and vicinity map will start with the demolition package versions and be updated for PGSF package.
  - Design criteria, hydraulic profiles, and process schematics for combined sewer and stormwater.

Tasks X21 through X95 all focus on discrete facilities of the PGSF and include tasks for each discipline involved with the exception of architectural that is covered in Task 411. The design for each facility will be advanced from what is defined in the BODR and Preliminary design.

- Tasks X21 through X24 – Debris Removal
- Tasks X31 through X34 – Primary Storage
- Tasks X41 through X44 – Secondary Storage/SWEQ
- Tasks X51 through X54 – Effluent Pump Station
  - Conduct transient hydraulic analysis and determine mitigation measures.
- Tasks X61 through X64 – LS46
  - Conduct transient hydraulic analysis and determine mitigation measures.
- Tasks X71 through X74 – Stormwater Diversion/Treatment
- Tasks X82 through X85 – OMES
- Tasks X91 through X95 – Old Chemical Building

Assumptions

- City will continue to accept a hybrid CAD standard that includes applicable City standards and BC standards to accommodate the use of BIM tools and 3D design.
- Workshops are assumed to be two-hour meetings held virtually via MS Teams.

Everett Responsibilities

- Participate in site visit and workshops.
- Assist BC with the execution of all bidding activities, including management of bid advertisement, distribution of bid documents and bid addenda to potential bidders and plan centers, management of plan holders list, prepare agenda and notes and conduct pre-bid meeting and management of bidder questions to convey to BC for including in Bid Addenda.

- Lead negotiations with the recommended contractor selected for bid award.

Work Products

- Workshop materials.
- Intermediate design drawings and specifications.
- Intermediate design construction cost and schedule estimate.
- Final design drawings and specifications.
- Final design construction cost and schedule estimate.
- Bid document drawings and specifications.
- Bid documents construction cost and schedule estimate.
- Preliminary Design Value Engineering Review Report (Optional)
- Answers to bidder questions.
- Addenda
- Conformed drawings and specifications

Phase 670 – Storage Facility Services During Construction

Task 101 – Construction Administration

Objective: Provide administration of activities associated with storage facility package services during construction.

Activities/Approach: This task includes the following activities:

- Provision of a full time Construction Administrator (CA). CA will be responsible for oversight and coordination of consultant construction phase activities.
- Coordination with City public works, building, and operations staff, City's Construction Manager (CM), office engineering staff, and subconsultants performing construction phase services.
- Management of subconsultant services during construction.
- Attend external meetings and workshops, including check-in meetings between City PM and BC PM and between the City and City's Construction Manager when requested.
- Assist with public engagement support with provision of technical content and review of public information releases.
- Provide Quality Assurance and Quality Control in construction phase deliverables to include meeting agenda and notes, submittal review comments, RFI responses, change order designs, and Engineer's Operation and Maintenance Manual.

Task Assumptions

- Storage Facility construction phase duration will be no longer than 30 months (Notice to Proceed until Physical Completion).
- City will directly contract with a third-party CM firm for the Storage Facility Package. The third-party CM Firm will lead Owner agency on behalf of the City with respect to the construction contract.
- City's CM will set up and maintain a project document management system (DMS), including holding training workshop(s), for parties to the construction contract in its use.
- City's CM will establish workflows for submittal and RFI reviews.

- Meetings under Task 100 are without the Contractor and relate to services of BC as an Owner's Representative.

Everett Responsibilities

- Participate in meetings.
- Attend document management system and construction protocols training workshop hosted by 3rd party CM.
- Engage with CA to maintain familiarity with construction progress, needs, and issues.

Work Products

- None.

Task 200 – Field Services

Objective: Perform field activities and services that take place on-site at PGSF. Attend construction meetings with the Contractor up to the meeting allowances identified, including preparation and documentation.

Activities/Approach: This task includes the following activities:

- Attendance at construction progress meetings.
- Attendance of special meetings consisting of pre-submittal meetings, quality control meetings, and other special meetings as requested by the City or City's CM staff.
- Geotechnical engineering site visits, field memoranda, and technical meeting attendance.
- Surveying activities consisting of establishment of benchmarks, verification of contractor surveys, spot checks for structure and pipeline elevations, survey for change order designs, and other survey needs.
- Corrosion control subconsultant site visits, field memoranda, and technical meetings attendance allowance budget is limited to $12,000.
- Up to 82 periodic site visits of durations up to 6 hours for one staff member by design engineers for site civil, utilities, electrical, instrumentation and controls, building mechanical, process mechanical, and structural disciplines. Also see Task 300 for structural observations required by building codes.

Task Assumptions

- City's third-party CM will administer and prepare construction progress meeting agenda and notes.
- City's third-party CM Field Representative will perform regular, day to day construction observation and complete daily inspection reports to record construction activities on each working day.
- BC will prepare meeting agenda and notes for any special meetings requested by the Engineer. Otherwise, special meetings requested by City, Contractor, or City's CM staff will have meeting notes prepared by City's CM staff.
- Surveying activities allowance is for a 2-person crew cumulatively for 10 working days over the construction duration.

Everett Responsibilities

- Provide site access during normal working hours when requested, including prior to and after contractor mobilization to the site.

Meetings

- CA attendance at construction progress meetings will be limited to an average of twice per month over the construction duration for 2 CA staff.
- Discipline engineer attendance at construction progress meetings up to 144 hours budgeted effort.
- Special meetings attendance (pre-submittal, quality control, ad-hoc meetings called by the Contractor, City, or City's CM).

Work Products

- Survey information and mapping
- Field memoranda documenting engineer field visits and meetings attendance notes (for Engineer called meetings)

Task 300 – Special Inspections

Objective: Review testing and special inspection results. Perform structural observations required by the contract documents, International Building Code (IBC), and City's building department.

Activities/Approach: This task includes the following activities:

- BC review of Special inspection reports and materials testing reports in addition to City's CM.
- Provide discipline engineer visits for additional condition assessment where required (e.g., when buried facilities are uncovered and differ from record information or contract documents).
- Provide 20 structural observation visits in accordance with the International Building Code.
- Provide field memoranda from discipline engineer visits to City's CM.

Task Assumptions

- City's PM (or 3rd party CM) will schedule special inspections and testing laboratory services.
- Special inspections of structural and nonstructural systems not completed by structural engineer, or their designee will be completed by the special inspector or City's Field Representative(s).
- City's CM or Contractor will furnish notice to CA a minimum of forty-eight (48)hours in advance of all requested structural observations.
- All on-site structural observations will be performed between the hours of 7:00 to 16:00 and will be of no longer than 6 hours per visit.
- Geotechnical special inspections (subgrade preparation) performed by BC's geotechnical subconsultant are budgeted under Task 200.

Everett Responsibilities

- Provide special inspector/testing laboratory contract through City.

Meetings

- On-site structural observations.

Work Products

- Contract, City required, and IBC required structural observations field memoranda.
- Condition assessment findings memoranda.

Task 400 – Submittal Review

Objective: Review and provide comments with dispositions for Contractor submittals and resubmittals.

Activities/Approach: This task includes the following activities:

- Review submittals assigned to BC by the City. Review Division 1 submittals related to temporary controls, schedule, quality control, warranties and bonds, and record drawings in a secondary capacity to the City's 3rd party CM.
- Bring to the attention of the City's CM any potential issues stemming from submittal reviews, including potential change orders, field directives, and concurrent impacts to other submittal information previously submitted or to be submitted.

Task Assumptions

- Anticipated number of submittals is no greater than 200, not including resubmittals.
- Resubmittal rate is no greater than 50%.
- Average level of effort per submittal (including resubmittals) is no more than 8 hours.
- City's CM will administer and manage submittals, including processing and tracking, screening for completeness, distributing to the appropriate reviewers, and returning review comments to Contractor.
- Submittals with responses which change contract price or duration will be assigned a Change Order Proposal Number by the City's CM and further tracked as a contract change by the City.
- An increase in the number or complexity of submittals beyond the estimated amount may require an increase to the anticipated level of effort.
- Submittal preparation quality is dependent on Contractor's administration quality control and is not within the control of the City or Engineer.
- Submittal metrics will be reviewed monthly and included in the monthly progress report.
- City's CM will review contractor schedule submittals, schedule of values, and other administrative submittals made pursuant to Division 1.
- BC will review CPM schedule and updates, but in a secondary capacity to the City's CM.

Everett Responsibilities

- Review and respond to submittals to which the City has been assigned.

Meetings

- Effort for attendance at pre-submittal review meetings is budgeted under Task 200.

Work Products

- Submittal review comments on BC "Submittal Review Comment" form (SRC) with dispositions.

Task 500 – RFI Review

Objective: Review and respond to Contractor Requests for Information (RFIs).

Activities/Approach: This task includes the following activities:

- Collaborate with City and City's PM in responding to RFI questions and developing responses.
- An estimated 667 RFIs are assumed for response and input by BC team staff. RFI response is budgeted at an average labor effort of 2 hours per RFI.
- All RFIs will be vetted by City's CM staff as to need for office engineering support/response, or direct response by City's PM or CM.

Task Assumptions

- City's CM will administer and manage Requests for Information (RFIs), including processing and tracking, screening for completeness, distributing to the appropriate reviewers, and returning review comments to Contractor.
- RFIs with responses which change contract price or duration will be assigned a Change Order Proposal Number and further tracked as a contract change.
- RFIs received beyond the estimated amount may require an increase to the anticipated level of effort.
- Number of RFIs and hours is an estimate and may not reflect actual number of RFIs or time required for RFI review. RFI metrics will be reviewed monthly and included in the monthly progress report.
- RFI responses will be noted and tracked on Contractor's redline record drawings and not through reissuance of Contract drawings.

Everett Responsibilities

- Review and respond to RFIs to which the City has been assigned.
- Provide BC research materials and field access to respond to RFIs, as required.

Meetings

- Allowance of up to 100, 1-hour ad-hoc meetings/correspondence related to RFI issues resolution and response.

Work Products

- RFI responses.

Task 600 – Construction Change Support

Objective: Coordinate and prepare change documentation with adherence to contract change procedures.

Activities/Approach: This task includes the following activities:

- Prepare and/or review Change Proposals (by City/Engineer or by Contractor) screening for completeness, distributing to the appropriate reviewers, and returning review comments to Contractor.
- Assist City's CM with research, design clarification and design changes transmitted to the Contractor through Field Orders. Field Orders are written orders issued by the Owner's Representative that requires minor changes in the Work, but do not involve a change in the Contract Sum or the Contract Time. It is presumed that force account allowances and unit bid items falling under the Total Contract Sum will fall under Field Order authorizations.
- Coordinate with Discipline Engineering staff for design services where required.
- Review and provide comments on Contractor's change order pricing.

Task Assumptions

- City's 3rd party CM will administer and manage Change Documentation, including processing change orders and field orders, changed work tracking, distributing change documentation, and maintaining change logs.
- An estimated 333 change items is assumed with engineer design labor effort of 5 hours per change item.

- Change items number and design effort is an estimate and may not reflect actual number of items or effort. CO metrics will be reviewed monthly and included in the monthly progress report.
- Reissuance of contract drawings may be required for select change issues to communicate design intent at Engineer's discretion. Contractor's record drawings will incorporate contract change designs and record information. City's 3rd Party CM will check Contractor's redline record drawings include this information.
- BC will review and comment on change order pricing, but price negotiation for Change Orders will be by City's 3rd Party CM.

Everett Responsibilities

- Prepare Change Orders (COs), including processing and tracking,
- Review and comment on Contractor's change order proposals content and pricing.
- Include executed change orders with equitable adjustment in Contractor pay requests.
- Provide research materials and field access to respond to change requests, as required, as governed by the Contract.
- Host ad-hoc meetings related to change issues.

Meetings

- Allowance of up to 100, 1-hour ad-hoc meetings related to change issues.

Work Products

- Contract change design content, including sketches, photos, pdf markups and reissued Contract Drawings to communicate changes to the Contract Documents.

Task 700 – Startup and Testing

Objective: Assist City's CM with Contractor's testing and commissioning activities. Verify results of start-up tests meet performance criteria in the Contract Documents. Document start-up and testing activities for construction record. Assist with programming start-up in an advisory and review capacity.

Activities/Approach: This task includes the following activities:

- Review Contractor's startup and testing submittals.
- Witness testing and commissioning activities, including approving procedures and results prior proceeding with subsequent testing phases.
- Coordinate discipline engineering assistance with start-up activities when needed (Utilities, Electrical, Instrumentation and Controls, Building Mechanical (HVAC), Process Mechanical).
- Provide feedback to PLC and SCADA programmer on the implementation of the process control descriptions to confirm design intent is achieved.
- Assist with desktop and on-site review of operator interface screens (OIT terminals and HMI screens) with City operations and staff and programmer. Document requested changes and add items as necessary to programming corrective work items list.

Task Assumptions

- No factory or off-site testing will be witnessed by the Engineer in the Storage Facility Package.
- Contractor will provide a separate HVAC systems commissioning agent/firm under the construction contract.

Everett Responsibilities

- Along with Engineer, conduct comprehensive performance testing of all processes, process equipment, instrumentation and control systems, utilities, and support systems during Commissioning.
- Attend factory and off-site testing, as desired.
- Adhere to approved Start-Up and Testing Plan submittals and Methods of Procedures (MOPs).
- City's CM to document testing and commissioning activities in IDRs.
- City's CM to document startup and testing meetings, including preparing meeting notes.

Meetings

- Allowance for 22 start-up and testing visits/meetings on-site and 22 virtual meetings related to all start-up and testing activities.

Work Products

- Field memoranda content related to startup and testing.
- Programming corrective work items list.

Task 800 – Completion Activities

Objective: To assist with project closeout procedures, perform an arc flash study to confirm as-built conditions, prepare an Engineer's electronic O&M Manual, and prepare construction completion documentation. Activities under this task generally extend from 60 days prior to substantial completion to engineering services project closeout.

Activities/Approach: This task includes the following activities:

- Complete discipline engineering walkthroughs to develop corrective work items (punch list items) to supplement those items already noted by the City's CM.
- Discuss corrective work items completion and contribute to decision to sign-off corrective work items with City's CM.
- Conduct arc flash study based on as—built facility conditions. This task includes performing a site visit to confirm breaker settings and updating the SKM model developed during Phase 500 (intermediate design) to reflect the installed electrical equipment. Following confirmation of the arc flash calculations, BC personal will print and apply arc flash labels at the PGSF site. In addition, the final arc flash study results will be document and included in the Construction Completion Report.
- Prepare record drawings following final completion with caveats noted under task assumptions.
- Prepare a Construction Completion Report consisting of a compilation of the following from the DMS:
  - Executed Change Orders and Field Orders
  - RFI Responses
  - Final accepted versions of Division 2-33 Submittals, excepting preliminary or final O&M manuals.
  - Field memoranda
  - Inspector's Daily Reports (IDRs)
  - Materials/testing laboratory reports
  - As-built conditions arc flash study results
  - Startup and testing reports

  - Progress meeting minutes
- Prepare an Engineer's electronic Operation and Maintenance Manual (eO&M) in general conformance to WAC 173-240-080 with the following list of topics:
  - The assignment of managerial and operational responsibilities, including plant classification and classification of required operators.
  - A description of plant type, flow pattern, operation, and efficiency expected.
  - The principal design criteria.
  - A process description of each plant unit, including function, relationship to other plant units, and schematic diagrams.
  - A discussion of the detailed operation of each unit and description of various controls, recommended settings, fail-safe features, etc.
  - A discussion of how the treatment facilities are to be operated during anticipated maintenance procedures, and under less than design loading conditions, if applicable, such as initial loading on a system designed for substantial growth.
  - A section on laboratory procedures, including sampling techniques, monitoring requirements, and sample analysis.
  - Recordkeeping procedures and sample forms to be used.
  - A maintenance schedule that incorporates manufacturer's recommendations, preventative maintenance and housekeeping schedules, and special tools and equipment usage.
  - A section on safety.
  - A section that lists the spare parts inventory, address of local suppliers, equipment warranties, and appropriate equipment catalogues.
  - Emergency plans and procedures.
- Host eO&M manual temporarily in SharePoint for content generation.

Task Assumptions

- Demolition Drawings (those noted as #X in drawing designation, i.e., GX-10-1001) will not be included with record drawing set.
- Temporary facilities drawings (i.e., temporary electrical) will not be included with record drawing set.
- Contractor will provide 2D redlined as-built drawings, which include complete and comprehensive redlines for the entire contract drawing set. Although the Contractor will be required to provide a BIM coordination model at the end of construction, as-built information therein will not substitute for the 2D redlines.
- eO&M will be within a MS Project SharePoint Platform. eO&M will incorporate Manufacturer Final O&M Manual submittals.
- Draft eO&M Manual will be submitted electronically to the Washington State Department of Ecology for review and approval in accordance with WAC 173-240. Hard copies of final eO&M can be printed for Ecology as a last step for agency approval.
- City's 3rd party CM will create, manage, and track Corrective Work Items List
- City's 3rd party CM will transmit documentation from the construction record not already in BC's possession for preparation of the Construction Completion Report.

Everett Responsibilities

- Host final walkthroughs for purpose of corrective work items assessment
- Track Corrective Work Items List, including signing off completed items.
- Complete warranty items lists and track warranty items completion.
- City will contribute IDRs and progress meeting minutes to Construction Completion Report
- Complete letters of substantial and final completion.
- Review draft eO&M manual electronically.

Meetings

- On-site corrective work walkthroughs by engineering disciplines.

Work Products

- 11x17 Record Drawings in pdf format.
- Discipline items to include in Corrective Work Items Lists – all disciplines.
- Construction Completion Report (electronic deliverable transferred through OneDrive).
- Draft and Final electronic O&M (eO&M) Manual.

Phase 700 – Unanticipated Services (scope and budget augmented to original Agreement)

Objective: Provide budget allowance for potential additional work requested by the City.

Activities/Approach: To be determined, based on City requests. No work will be completed under this task without written direction from the City. The budgeted amount for unanticipated services is as provided in Exhibit B.

Task Assumptions

- Brown and Caldwell will prepare a Project Change Request (PCR) describing each additional and identifiable task under this allowance. The PCR will include a short description of the added scope with budget to be authorized prior to proceeding, unless otherwise directed in writing by the City.

Everett Responsibilities

- Provide direction and authorization for requested additional work.

Meetings

- To be determined.

Work Products

- To be determined.

Exhibit B-1: Port Gardner Storage Facility Project Staff, Roles, and Rates*		
Staff Member	Role	2023 Hourly Rate**
Agster, William	Estimator QC	$245.64
Ales, Margaret	QC	$134.81
Anderson, Michael	Overall QC	$278.20
Bjorklund, Craig	Electrical Engineer	$283.47
Bliesner, Caitlin	I&C Lead	$293.35
Blue, Thomas	Civil Lead	$233.71
Bray, Molly	Design Manager	$172.80
Brittain, Bryan	CAD/BIM QC	$233.64
Canas, Steven	Electrical Designer	$161.46
Costaz, Nathalie	Project Analyst	$105.42
Cowley, Matt	BIM IT Support	$109.23
Davis, Dan	Advisor	$197.60
Fu, Jennifer	Civil Engineer	$143.98
Gatlin, Terry	Building Mech QC	$159.61
Gish, Casey	Deputy PM	$173.68
Gisse, Mark	Structural Designer	$177.91
Gomez, Lillian	CAD/BIM Lead	$191.00
Goodburn, Dan	Estimator	$262.34
Hennessy, Jaimie	Proc Mech Engineer	$125.74
Hollingsworth, Vicky	PIC	$312.49
Jackson, Dan	I&C CAD	$312.49
Johnson, Hannah	I&C Engineer	$120.15
Laird, Caleb	Proc Mech Engineer	$150.48
Lawler, Amanda	Civil Engineer	$134.52
Lemon, Tom	Proc Mech Dsgnr & Bldg Mech CAD	$320.32
Long, Rick	DM Advisor	$316.03
Lubke, Linnea	I&C Lead & QC	$207.81
Mantz, Robert	Structural Lead	$271.57
Mazzotti, Gino	Project Engineer	$190.00
McBride, David	Co-DM /Constr Admin/Permit	$278.23
Melton, Erin	Design Coordinator	$181.61
Mockos, Alexander	Project Manager	$344.53
Moiso, Mary	Tech Editor/Word Processing	$129.12
Molseed, Art	Overall QC	$312.94
Montpetit, Kris	Electrical Engineer	$242.19
Moore, Zimri	Process Mechanical QC	$199.03
Oswald, Ed	Civil Designer	$192.92
Priestley, Jim	Electrical QC	$139.04
Rice, Keith	Building Mech Lead	$119.47
Robinson, Brent	Modeling Lead	$298.22
Salunkhe, Vishal	BIM DB Support	$253.21
Shroyer, David	Elec Estimator	$265.62
Simon, Jerry	Structural QC	$306.12
Thompson, Madison	Modeling Support	$281.26
Tucker, Drew	Electrical Lead	$326.30
Van Ammers, Fiona	Civil QC	$281.55
Venc, Pavel	Constr Admin	$214.50
Wilson, Joanna	Biller	$110.50
Woodland, Karina	Proc Mech Engineer	$150.00

** Rates are subject to changes on an annual basis and/or at the time of individual direct labor rate changes.*

*** Rates will be escalated 5% annually on 01/01, beginning on 01/01/2024.*

Exhibit B-2_Port Gardner Wet Weather Design Project_Amendment 1 Budget																					
		Alexander Mockos	Caitlin Bliesner	Molly Bray	Nathalie Costaz	Casey Gish	Vicky Hollingsworth	Dan Jackson	Hannah Johnson	Amanda Lawler	Tom Lemon	Rick Long	Robert Mantz	David McBride	Erin Melton	Keith Rice	Joanna Wilson	Karina Woodland	Caleb Laird	Drew Tucker	Ed Oswald
Phase	Phase Description																				
		$344.53	$207.81	$172.80	$105.42	$173.68	$312.49	$120.15	$119.47	$134.52	$199.03	$316.03	$271.57	$278.23	$181.61	$159.61	$110.50	$150.48	$125.74	$283.47	$192.92
100	**Project Management**	922	3	482	774	1277	18	1.5	3	3	3	90	3	180	3	3	416	3	3	3	1.5
270	**Demo Package SDCs**	43	0	30	63	125	0	0	0	0	0	0	81	315	8	0	0	16	0	101	36
400	**Equipment Procurement**	0	0	30	2	0	0	0	0	0	0	0	0	22	10	0	0	0	0	34	0
410	**Subconsultants**	0	0	24	0	24	0	0	0	0	0	0	24	24	0	0	0	0	0	0	24
420	**H&H modeling**	15	0	0	0	22	0	0	0	4	0	6	0	0	4	0	0	0	0	0	0
450	**Permitting Support**	13	0	13	3	53	0	0	0	75	0	8	6	77	8	11	0	41	0	2	2
500	**Intermediate Design**	26	404	1046	4	233	0	218	0	410	1049	96	52	138	198	238	0	29	160	203	489
600	**Final Design**	17	322	688	0	125	0	179	0	330	481	80	491	123	180	200	0	63	26	241	426
650	**Bid Docs and Services During Bidding (SDB)**	12	45	271	0	59	0	33	0	95	157	26	125	89	119	45	0	7	37	36	25
670	**Storage Facility Package SDCs**	150	697	736	367	1084	0	305	130	321	376	0	451	2344	51	270	0	446	517	595	336
700	**Unanticipated Services**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	GRAND TOTAL	**1,198**	**1,471**	**3,320**	**1,213**	**3,002**	**18**	**737**	**133**	**1,238**	**2,066**	**306**	**1,233**	**3,312**	**581**	**767**	**416**	**605**	**743**	**1,215**	**1,340**

Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.

Budget continues on page 2

Exhibit B-2_Port Gardner Wet Weather Design Project_Amendment 1 Budget

Phase	Phase Description	Jennifer Fu	Kris Montpetit	Lillian Gomez	Steven Canas	Craig Bjorklund	Thomas Blue	Pavel Venc C	Art Molseed	Dan Davis	Gino Mazzotti	Zimri Moore	Jerry Simon	Jim Priestley	Fiona van Ammers	Mary Moiso	Mark Gisse	Madison Thompson	Margaret Ales	Brent Robinson	Terry Gatlin	Jaimie Hennessy	Fellow Process Mech Eng	Bryan Brittain	Linnea Lubke
		$143.98	$161.46	$191.00	$139.04	$242.19	$233.71	$214.50	$312.94	$334.75	$190.00	$326.30	$306.12	$293.35	$281.55	$129.12	$177.91	$134.81	$197.60	$281.26	$262.34	$320.32	$334.80	$233.64	$312.49
100	**Project Management**	3	3	1.5	1.5	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
270	**Demo Package SDCs**	104	67	16	12	0	180	263	18	4	133	8	4	6	17	18	12	0	0	0	0	0	0	0	0
400	**Equipment Procurement**	0	25	0	0	37	0	0	0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0
410	**Subconsultants**	0	0	24	0	0	24	24	0	0	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0
420	**H&H modeling**	0	0	0	0	0	10	0	0	0	0	0	0	0	0	7	0	237	31	130	0	0	0	0	0
450	**Permitting Support**	25	12	6	0	0	0	56	0	6	22	0	0	0	0	0	0	0	0	0	3	16	6	0	0
500	**Intermediate Design**	88	409	251	532	311	207	4	80	0	1985	200	8	8	8	8	1930	0	0	0	4	0	0	12	8
600	**Final Design**	43	614	309	1136	611	140	4	80	0	289	8	8	8	8	0	730	25	0	0	8	0	0	12	8
650	**Bid Docs and Services During Bidding (SDB)**	78	73	43	127	73	41	19	0	0	110	8	8	8	8	0	177	0	0	0	8	0	0	8	8
670	**Storage Facility Package SDCs**	474	600	140	292	499	433	1934	100	46	642	111	32	68	66	114	442	7	0	7	78	119	26	24	487
700	**Unanticipated Services**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	GRAND TOTAL	**815**	**1,803**	**791**	**2,101**	**1,534**	**1,038**	**2,304**	**278**	**56**	**3,205**	**335**	**60**	**106**	**107**	**147**	**3,291**	**269**	**31**	**137**	**101**	**135**	**32**	**56**	**511**

Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.

Budget continues on page 3

Exhibit B-2_Port Gardner Wet Weather Design Project_Amendment 1 Budget

Phase	Phase Description	Michael Anderson	Matt Cowley	Vishal Salunkhe	William Agster	Dan Goodburn	David Shroyer	Sr Assoc Eng	Total Labor Hours	Total Labor Effort	Expenses	Total ODCs	CORROSION PROBE INC. Cost	HWA GEOSCIENCES INC Cost	MWA ARCHITECTS INC Cost	VENTILATION POWER CLEANING INC Cost	1 ALLIANCE GEOMATICS LLC Cost	EARTH MECHANICS INC Cost	ENVIRONMENTAL SCIENCE ASSOC (ESA) Cost	Total Sub Cost	Total Expense Effort	Total Effort
		$278.20	$109.23	$253.21	$298.22	$265.62	$245.64	$150.00														
100	**Project Management**	0	0	0	0	0	0	0	4207	877,846	0	0	0	0	0	0	0	0	0	0	0	877,846
270	**Demo Package SDCs**	0	0	0	0	0	0	0	1680	378,147	2,362	2,362	5,000	0	0	0	4,873	0	0	9,873	12,729	390,875
400	**Equipment Procurement**	0	0	0	0	0	0	0	168	38,505	0	0	0	0	0	0	0	0	0	0	0	38,505
410	**Subconsultants**	0	0	0	0	0	0	0	216	47,992	0	0	20,000	194,845	414,785	0	36,064	15,750	48,332	729,776	766,265	814,256
420	**H&H modeling**	0	0	0	0	0	0	0	466	93,842	0	0	0	0	0	0	0	0	0	0	0	93,842
450	**Permitting Support**	0	0	0	0	0	0	0	464	91,149	0	0	0	0	0	0	0	0	0	0	0	99,077
500	**Intermediate Design**	8	4	4	7	174	88	0	11331	2,179,078	0	0	0	0	0	0	0	0	0	0	0	2,212,295
600	**Final Design**	8	4	4	10	116	89	0	8244	1,659,241	0	0	0	0	0	0	0	0	0	0	0	1,668,589
650	**Bid Docs and Services During Bidding (SDB)**	8	0	0	6	58	38	0	2088	431,855	0	0	0	0	0	0	0	0	0	0	0	435,360
670	**Storage Facility Package SDCs**	0	15	0	0	0	0	309	16241	3,890,962	11,662	11,662	12,000	138,535	97,315	0	8,546	0	0	256,396	280,878	4,198,590
700	**Unanticipated Services**	0	0	0	0	0	0	0	0	0	500,000	500,000	0	0	0	0	0	0	0	0	500,000	500,000
	GRAND TOTAL	**24**	**23**	**8**	**23**	**348**	**215**	**309**	**45,105**	**9,688,614**	**514,024**	**514,024**	**37,000**	**333,380**	**512,100**	**0**	**49,483**	**15,750**	**48,332**	**996,045**	**1,559,871**	**11,329,235**

Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.

Exhibit B-3: Port Gardner Wet Weather Design - Amendment 1 Budget Summary				
Project Phase		Current Approved Contract Budget[a]	Added Budget (Amendment 1)[b]	Revised Budget
100	Project Management	$620,843	$877,846	$1,498,689
200	Demo Package - Design Mgmt	$197,374		$197,374
210	Data Collection	$430,308		$430,308
220	Demo Package - Alt. Analysis	$65,612		$65,612
230	Demo Package - Basis of Design	$110,939		$110,939
240	Demo Package - Final Design	$637,792		$637,792
250	Demo Package - Bid Docs & Proc.	$108,346		$108,346
260	Demo Package - Cost Estimating	$56,648		$56,648
270	Demo Package SDCs	-	$390,875	$390,875
300	Site Design - Design Mgmt	$313,898		$313,898
310	Site Design - Alt. Analysis	$254,892		$254,892
319	S/water Treatment Concept Design	$197,990		$197,990
320	Site Design - Basis of Design	$236,169		$236,169
340	Site Design - Prelim Design	$940,813		$940,813
350	SW Strg & Trtmt Prelim Dsgn	$126,365		$126,365
360	Site Design - Cost Estimating	$24,163		$24,163
400	Equipment Procurement	-	$38,505	$38,505
410	Subconsultants	-	$814,256	$814,256
420	H&H modeling	-	$93,842	$93,842
450	Permitting Support	-	$99,077	$99,077
500	Intermediate Design	-	$2,212,295	$2,212,295
600	Final Design	-	$1,668,589	$1,668,589
650	Bid Docs and Services During Bidding (SDB)	-	$435,360	$435,360
670	Storage Facility Package SDCs	-	$4,198,590	$4,198,590
700	Unanticipated Services	$85,000	$500,000	$585,000
Total		$4,407,152	$11,329,235	$15,736,387

[a] Current approved budget after approved budget reallocations (11/09/2022 and 03/23/2023)

[b] Includes 5% yearly escalation for Phases continuing into 2027 (escalation calculated per Phase timeframe).

Brown & Caldwell-Port Gardner Storage Facility-Amend1-ZB-SD

Final Audit Report 2023-09-27

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