



**AMENDMENT NO. 1
PROFESSIONAL SERVICES AGREEMENT**

This Amendment to Professional Services Agreement (“**Amendment**”) is effective as of the date of last signature below, and is between the City of Everett, a Washington municipal corporation (the “**City**”), and the Service Provider identified below (“**Service Provider**”). The City and Service Provider are parties to the Professional Services Agreement described below, as may have been 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	Randy Loveless
	rloveless@everettwa.gov
Original Agreement Date	9/20/2023

AMENDMENTS							
New Completion Date	<p>If this Amendment changes the Completion Date, enter the new Completion Date: 12/31/2028</p> <p>If no new date is entered, this Amendment does not change the Completion Date.</p>						
New Maximum Compensation Amount	<p>If this Amendment changes compensation, complete the following table. If the table is not completed, this Amendment does not change compensation.</p> <table border="1" style="width: 100%;"> <tr> <td>Maximum Compensation Amount Prior to this Amendment</td> <td align="right">\$3,819,752.00</td> </tr> <tr> <td>Compensation Added (or Subtracted) by this Amendment</td> <td align="right">\$3,783,388.00</td> </tr> <tr> <td>Maximum Compensation Amount After this Amendment</td> <td align="right">\$7,603,140.00</td> </tr> </table>	Maximum Compensation Amount Prior to this Amendment	\$3,819,752.00	Compensation Added (or Subtracted) by this Amendment	\$3,783,388.00	Maximum Compensation Amount After this Amendment	\$7,603,140.00
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	Compensation Added (or Subtracted) by this Amendment	\$3,783,388.00					
Maximum Compensation Amount After this Amendment	\$7,603,140.00						

Changes to Scope of Work	<p>Scope of Work is changed by ADDING the work in the attachment to this Amendment </p> <p>Leaving selection as "Click for Dropdown Menu" means no change to Scope of Work.</p>
Other Provisions	NONE
Standard Amendment Provisions	<p>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 continuously in effect since the Original Agreement Date.</p>
	<p>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.</p>
	<p>All provisions in the Agreement shall remain in effect except as expressly modified by this Amendment. From and after the effective date of this Amendment, all references to the Agreement in the Agreement are deemed references to the Agreement as modified by this Amendment.</p>

SIGNATURES ON FOLLOWING PAGE

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

**CITY OF EVERETT
WASHINGTON**



Cassie Franklin, Mayor

04/11/2026

Date

ATTEST



Office of the City Clerk

BROWN AND CALDWELL, INC.

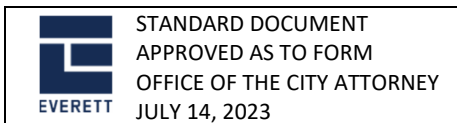


Signature: _____

Name of Signer: Dave Bergdolt

Signer's Email Address: dbergdolt@brwncald.com

Title of Signer: Area Director



**EXHIBIT A
SCOPE OF WORK**

**Amendment 1 to Professional Services Agreement (dated 9/20/23) with Brown and Caldwell
(BC) for Port Gardner Storage Facility West Marine View Drive Storm and Combined Sewer**

**PGSF WMVD Storm and Combined Sewer Final Design Amendment
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 and design for 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. To support the function of PGSF, a series of conveyance projects must be built to convey flow to, and discharge flow from the PGSF.

The scope of work under this Amendment (Amendment 1) encompasses services during construction for the WMVD Storm and Combined Sewer design packages (Package 1 and Package 2), services during bidding, and additional design work to complete the 100% design documents.

Project Schedule

The project schedule for construction for the PGSF WMVD Storm and Combined Sewer Project is as follows and is the basis for the effort for the services during construction portion of the scope:

Project Package		Schedule
WMVD Conveyance Package 1 and 2		
Package 1 (South)		May 15,2026 – July 15, 2027
Package 2 (Central and North)		March 15, 2026 – October 17,2027
Ecology Agreed Order Deadline		December 31, 2027

Scope of Work Summary and Work Breakdown Structure

The scope of work for the PGSF WMVD Project (Project) herein includes 13 additional phases and 3 original phases for which budget has been augmented. These are identified in the following table. The additional phases are integrated into the original Agreement work breakdown structure for the West Marine View Drive Storm and Combined Sewer Project.

Amendment 1 Budget Augmented Phases and New Phases	
Phase 100	Project Control (Augmented)
Phase 600	Final Design (Augmented)
Phase 700	Services During Bidding (Augmented)
Phase 1010	SDC Project Management
Phase 1021	Package 1 Project Meetings
Phase 1022	Package 1 Engineering Services During Construction
Phase 1023	Package 1 Construction Change Support
Phase 1024	Package 1 Specialty Services

Amendment 1 Budget Augmented Phases and New Phases	
Phase 1025	Package 1 Close-out Period Services
Phase 1026	Package 1 Unanticipated Services
Phase 1051	Package 2 Project Meetings
Phase 1052	Package 2 Engineering Services During Construction
Phase 1053	Package 2 Construction Change Support
Phase 1054	Package 2 Specialty Services
Phase 1025	Package 2 Close-out Period Services
Phase 1026	Package 2 Unanticipated Services

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

- All deliverables will be delivered in electronic formats, with no printed copies. Bid documents will be digitally signed and sealed. City, Contractors, and City’s 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.
- Engineer, where used herein, shall mean BC 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 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.
- Labor and expense effort is inflated at 5% per annum for work taking place after 2026.
- 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 services during construction, the actual level of effort required for each phase/task may require reallocation of funds from one phase/task to another.
- 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.
- Management of the construction will be the City's responsibility.
- The Scope of Work and Level of Effort specifically does not include any services to the City that may require response to contract claims litigation; litigation and/or disputes by third parties, e.g., property owners, permitting violations; and redesigning facilities or structures of the project. If the City requires services for these activities, it will be the subject of mutual agreement through an amendment.
- Work is limited to the budget shown in the Level of Effort. Additional work required shall be performed through budget augmentation or budget reallocation by contract amendment. Assumptions shown as part of the level of effort shall be considered as part of the Scope of Work.
- Engineer's presence on site does not make the Engineer responsible for safety, or for those duties that belong to the City or other contractors or subcontractors and consultants. Each BC subconsultant will be responsible for their own health and safety.
- The City will be responsible for contact with all tribes, permitting, and regulatory agencies.
- The City will be the lead for all community involvement efforts, including meetings, flyers, informational newsletters, signage, and all other public information.
- Redline As-Builts are not part of this Scope but will be provided by the City for reference on a regular basis.
- Identification of contaminated soils or groundwater is not part of this Scope.

Project Control

Phase 110 – Project Management

Objective: complete project management of the final design (phase 610) and perform project management during bid period services (phase 710)

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:

- Conduct a virtual project kickoff meeting, including key consultant staff and City staff.
- Maintain the PMP including scope, schedule, and budget.
- Maintain the project risk register and action, issues and decision logs to aid in collaborative decision making.
- Supervise project staff and manage Consultant team budget and schedule.
- 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 bi-weekly (once every two weeks) calls between BC's Project Manager (PM) and the City's PM to review project status, schedule, contract issues, and other project management

related issues.

Task Assumptions

- PM meetings will be by MS Teams and will occur weekly with a duration of approximately 30 minutes.
- Project Management for these phases will last 5 months
- Project Management for the Services During Construction Phase will be completed under Phase 1010
- There will be 5 monthly invoices
- There will be 20 bi-weekly meetings

Everett Responsibilities

- Coordinate attendance at regular PM meetings.
- Review monthly status reports and supporting project documentation for invoice and payment approval.

Meetings

- Biweekly PM calls for the duration of Project.

Work Products

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

Final Design

Phase 610 – Final Design

Objective: Complete final design inclusive of coordination with Port, PSE, Ecology during final design and during bid period services.

Activities/Approach:

- 100% (bid ready) construction drawings
- Develop 100% (bid ready) construction specifications
- Develop 100% (bid ready) construction schedule
- Develop 100% and bid ready construction cost estimate
- Coordination with PSE and Ecology on discharge permits
- Coordination with Port on Grand Avenue Bridge Art Project
- Coordination and further development of the art project at Grand Avenue Bridge

Task Assumptions

- The design includes 2 construction packages (Package 1 and 2)
- Up to a maximum of \$30,000 for additional design details and coordination on the Port art project

Everett Responsibilities

- Review and provide comments for all documents for each package

Meetings

- Up to 6 total coordination meetings with PSE, Port, Ecology

Work Products

- 100%, and Final Contract documents
- Final BODR
- Coordination Meeting Minutes

Bid Period Services

Phase 710 – Bid Period Services

Objective: To assist the City during the bidding time period for each of the identified construction packages.

Activities/Approach:

- Preparation of Bid Addenda to answer Bidder questions and provide edits, changes, or clarifications to bid documents.
- Complete conformed “for construction” contract documents incorporating addenda from the bidding period.
- Respond to contractor RFIs during bidding period
- Attend pre-bid meetings
- Review bid submissions along with the City, noting any informalities. Check bidder references as appropriate.

Assumptions

- Bidder qualifications will be included in the bidding documents (i.e. no separate pre-qualification step prior to formal bid period).
- Total of 10 bidder questions during bid period.
- Total of 2 addendum, that will consist of drawing updates (noted with revision clouds) and changes to the text on contents of the specifications.
- Total of 5 bid submissions per bid.
- One electronic deliverable (PDF) set of “for construction” documents will be provided for the Conformed Documents. No hard copy prints are included as part of this scope.
- Services include up to 2 “Bid Period Services”.
- Prebid meeting will be in person.
- 1 tour per bid package, up to 4 hours in duration.

Everett Responsibilities

- Coordinate bid period activities.
- Finalize Instructions to Bidders, General and Supplementary Conditions.
- Solicit and administer public bids for the construction package.

- Receive and disseminate requests for information to Consultant and City responders.
- Hold pre-bid meeting and pre-bid tours by prospective contractors.
- Review bids.
- Obtain construction phase permits, or assign responsibility to contractor.
- Award construction contract to lowest, responsive and qualified bidder. Administer and execute all contract forms.

Meetings

- Prebid meetings (2).

Work Products

- Replies to bidder questions
- 2 addendum
- Bid review recommendations and bidder reference summaries.
- Conformed "For Construction" Documents

Services During Construction (SDC)

Phase 1010 – SDC Project Management

BC is responsible for consulting services in project management, project tracking and reporting directly to the City Project Representative (PR). These responsibilities include overall coordination and oversight of the Engineer team and administration of the contract to complete the Scope of Work within budget. BC shall also manage their work to meet the established project milestones and schedule. The Construction Administrator (CA) is a member of the BC team responsible for oversight and coordination of Engineer construction phase activities. The CA operates within the boundaries of Engineer responsibilities and does not assume duties assigned to the City, City's CM, or contractors. The CA will work with the BC Project Manager to oversee the following requirements. This phase includes all work related to the management, administration, and coordination of BC activities for Phases 600 through 1056.

Phase Assumptions:

- Construction phase duration will be no longer than 18 months (Notice to Proceed until Physical Completion) and Services during bidding will be no longer than 3 months.
- If the City contracts with a third-party CM Firm, that 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, with BC input, for submittal and RFI reviews.
- City will attend document management system and construction protocols training workshop hosted by the City's CM.
- City will engage with BC's Construction Administrator (CA) to maintain familiarity with construction progress, needs, and issues.

Task 1010.1 Project Work Coordination

Objective: Oversee and coordinate the activities of the BC project team throughout the course of the project to ensure completion of the scope of work.

Activities/Approach:

- Provision of a full-time Construction Administrator (CA). CA will be responsible for oversight and coordination of Engineer 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.
- Monitor project progress relative to schedule and budget expenditure; initiate mid-course corrections as necessary.
- Monitor staffing needs relative to schedule, budget, as well as the technical needs of the project; initiate staff changes if deemed necessary.
- Respond to questions from project team, including interpreting scope of services, interpreting direction from the City, clarifying roles and responsibilities, etc.
- Prepare subcontracts for subconsultants, including any amendments required during the execution of the project. Maintain contact with subconsultants on all project related matters.
- Monitor and direct BC's internal document control, including electronic files.
- Maintain contact with the City project management staff on all project-related matters; contact will be a combination of phone calls, virtual meetings, and e-mails.

Assumptions:

- The City's CM will prepare and maintain the action item and decision logs for the Construction period.
- Coordination will include correspondence via emails, phone calls and virtual ad-hoc meetings. Site visits are not included.
- Allowance of up to 20, 1-hour ad-hoc meetings, attended by up to 2 BC staff, related to Project Work Coordination.

Task 1010.2 Monthly Progress Reporting

Objective: Oversee and coordinate the activities of the project team to ensure completion of the Scope of Work. BC shall submit a monthly progress report to the City Project Representative each month.

Activities/Approach:

- Prepare monthly progress reports that include:
 - A brief narrative of work completed for the prior month for each BC Work Breakdown Structure (WBS) phase/task.
 - A brief narrative of work expected to be completed during the next month for each BC WBS phase/task.
 - A list of Contract deliverables and status.
 - A summary of updates to the project schedule.
 - Identification of any WBS phases or tasks that are delayed or determined at-risk and a summary of a recovery plan including action items, and project impacts.

Deliverables:

- Monthly progress reports

Task 1010.3 Project Controls

Objective: Maintain the project schedule, track budget and progress, and track weekly expenditures.

Activities/Approach:

- Maintain schedule and budget plan for entire project, including phases, tasks, and deliverables.
- Update the contract schedule monthly to show minor changes in the schedule. The schedule updates are completed for inclusion with the monthly progress report and for coordination with the City and discussion at the progress meetings.
- Identify impact of proposed changes on cost, schedule, and budget.
- Update project status every month, incorporating actual progress, and tracking approved changes.

Assumptions:

- The City project team will participate in schedule status reviews and updates and provide status updates for tasks. Any issues or deviations identified by the team to the schedule will be brought to the attention of the PR and BC immediately.

Deliverables:

- Provide project schedule updates monthly, incorporating actual progress, and tracking approved changes, using forms and templates used as part of the original scoped design work.

Task 1010.4 Project Construction Schedule Review

Activities/Approach:

- Review Contractor developed construction schedule.
- Conduct eighteen (18), 1-hour meetings to review the Contractor's project construction schedule updates with the City Project Representative (PR), BC PM, BC CA, and City project control.

Assumptions:

- The City will participate in schedule development.
- The City will provide input for their major activities.

Deliverables:

- Comments on Contractor construction schedule

Task 1010.5 Project Management Plan Update (PM Plan)

Objective: Prepare an updated project management plan for this phase of the project. The design scope PMP will be used as a starting point.

Activities/Approach:

- Update the design scope PMP to reflect the work in the scoped Services During Construction.
- Update the design scope project Health and Safety Plan (HASP) for the scoped Services During Construction.
- Provide project team organization that includes City and BC staff and lists responsibilities.
- Update contact information of team organization members, including telephone numbers and mail/e-mail addresses.

- Update the Quality Management Plan (QMP) for the scoped Services During Construction.
- Include protocols for team communication, including media communications.

Assumptions:

- None

Deliverables:

- Draft and Final PMP
- Draft and Final HASP
- Draft and Final QMP

Task 1010.6 QA/QC Program

Objective: Implement the Quality Management Plan prepared under the Project Management Plan Update task for ongoing checking of work products and deliverables prior to delivery to the City.

Activities/Approach

- Independent review of significant work products as outlined in the QMP prepared as part of the PMP.
- Peer reviews of change order designs, RFI responses and submittal review responses for completeness, soundness of approach and consistency in messaging.

Task 1010.7 Program Coordination Meetings

Objective: Prepare for and participate in meetings with the City PR and City's CM to coordinate the construction of Package 1, Package 2 and the Port Gardner Storage Facility. Topics will include discussions on project progress, upcoming work, and points where work intersects.

Activities/Approach:

- Prepare for and participate in team meetings with the City PR and other City staff, City's CM, and/or contractors. Meetings will be attended by 2 BC staff. Team meetings will be held bi-weekly during the 18-month duration of the scoped Services During Construction, for a total of 39, 2-hour team coordination meetings, held virtually. Submit agenda items for inclusion in the City-prepared agenda at least 3 days prior to the meeting date. This scope includes effort for one hour to prepare for each meeting. BC will spend 40 hours to prepare for briefing level presentations.
- Focus meetings will be held on an as needed basis to discuss topics needing more time than available in the weekly coordination meetings. There will be a total of 20, 2-hour long, focus meetings held virtually and attended by 2 Engineer staff. Submit agenda items for inclusion in the City prepared agenda at least 3 days prior to the meeting date.

Assumptions:

- The City or City's CM will schedule, organize, and facilitate the program coordination meetings.
- At minimum, the meetings will be attended by the PR and selected City project team members as needed for discussion of task items in progress.
- BC will prepare meeting agenda and notes for any additional coordination meetings requested by the Engineer. Otherwise, additional coordination meetings requested by City, Contractor, or City's CM staff will have meeting notes prepared by City's CM staff.

Deliverables:

- Meeting agenda items sent to City to be included in City CM-prepared agenda

Package 1 Phases and Tasks

Phase 1021 – Package 1 Project Meetings

BC will prepare for and participate in project meetings between project team members and represent the City throughout the construction process.

Task 1021.1 Weekly Construction Progress Meetings

Objective: Prepare for and participate in progress meetings with the Contractor, City’s CM, and City staff. The meetings will be attended by the BC CA and other members of the BC team as needed for progression of task items, facilitating construction processes and protocols, and resolve issues.

Activities/Approach:

- Prepare for and participate in weekly construction progress meetings with the City PR and other City staff. This scope includes 57 one-hour meetings held virtually. Meetings will be attended by 2 BC staff and will occur via MS Teams. BC will spend 40 hours to prepare for more complex topics discussed at the progress meetings.
- Submit agenda items for inclusion in the City-prepared agenda at least 3 days prior to the meeting date.

Assumptions:

- City staff will attend weekly construction progress meetings for the duration of the scoped Services During Construction. At minimum, the meetings will be attended by the City PR and selected City project team members as needed for discussion of task items in progress.
- The City’s CM will schedule, organize, and facilitate the meetings, including preparation of meeting agenda and notes.
- Meetings will be held virtually via MS Teams.
- City’s CM Field Representative will perform regular, day-to-day construction observations and complete daily inspection reports to record construction activities on each working day. Daily inspection reports will be shared with BC at minimum at weekly intervals.

Deliverables:

- Meeting agenda items sent to City to be included in City-prepared agenda.

Task 1021.2 Weekly Coordination and Focus Meetings

Objective: Prepare for and participate in coordination and focus meetings with the City PR and City’s CM. Topics will include candid discussions on project progress, upcoming work, construction issues, and other topics. These meetings will not be privy to the Contractor.

Activities/Approach:

- Prepare for and participate in team meetings with the PR and other City staff. Meetings will be attended by 2 BC staff. Team meetings will be held weekly during the 13-month duration of the scoped Services During Construction of Package 1, for a total of 57, 1-hour team coordination meetings held virtually. Submit agenda items for inclusion in the City prepared agenda at least 3 days prior to the meeting date. This scope includes effort for one hour to prepare for each meeting. BC will spend up to 40 hours cumulatively to prepare for more detailed briefing level presentations.

- Focus meetings will be held on an as needed basis to discuss topics needing more time than available in the weekly coordination meetings. There will be a total of 20, 2-hour long, focus meetings held virtually. Submit agenda items for inclusion in the City prepared agenda at least 3 days prior to the meeting date.

Assumptions:

- The City or City's CM will schedule, organize, and facilitate the meetings.
- At minimum, the meetings will be attended by the City PR and selected City project team members as needed for discussion of task items in progress.
- BC will prepare meeting agenda and notes for any special meetings requested by the Engineer. Otherwise, special meetings requested by City, or City's CM staff will have meeting notes prepared by City's CM staff.

Deliverables:

- Meeting agenda items sent to City to be included in City-prepared agenda

Task 1021.3 Site Visit Meetings and Ad-hoc Field Visits

BC will perform site visits at the construction site at a frequency commensurate with construction progress to remain informed and engaged with construction progress and to facilitate RFI responses, submittal reviews, or resolve engineering and permit issues.

Activities/Approach:

- Prepare for and participate in team meetings with the City PR and other City staff. Site visit meetings will be held at a frequency commensurate with construction progress and on an as needed basis to discuss topics needing a field visit. There will be an estimated total of 30, 2-hour-long site visit meetings, attended by an engineering staff member. Travel time of one and a half hours and one hour of prep and one hour of follow-up coordination is included in the estimate. An estimated 40 hours of informal consultation will be provided for City questions and requests for information not related to a Contractor RFI.
- BC will inform the City PR if a site visit is required.
- Create a site observation form.
- Attend Contractor safety training as requested by the Contractor and City PR.

Assumptions:

- The City or City's CM will schedule and organize the site visits as needed. The City or City's CM will inform the Contractor of the visit.
- The City or City's CM will provide site access during normal working hours when requested, including prior to and after contractor mobilization to the site.
- BC will be provided access to the construction site without requiring advanced notice.
- BC will adhere to the Contractor safety requirements in addition to their own Site-Specific HASP.
- Ad-hoc field visits will be scheduled on an as-needed basis and will not exceed 5 visits with 2 BC staff each visit.

Deliverables:

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

Phase 1022 – Package 1 Engineering Services During Construction

Task 1022.1 Conformed Documents

Objective: Prepare conformed drawings and specifications that reflect issued addenda.

The bid documents and written addenda are the official contract record. Conformed drawings are issued solely for the convenience of the contractor and the larger construction team. No new engineering or design will be performed in the preparation of conformed drawings and specifications. Only changes already issued as addenda will be made to the contract documents.

Activities/Approach

- Remove signatures and add disclaimer to all drawings and front matter of specifications.
- Incorporate addenda into drawings and specifications. Up to 100 addenda drawings and 20 addenda specifications will be modified to complete conformed document set, with an average effort of 1 hours per drawing and 1 hours per specification.
- Produce PDF files for conformed documents. Production of conformed document set will require 100 hours of effort to create PDFs of revised drawings and specifications, and compile documents into volumes.
- Engineers of record review and sign/seal conformed documents.

Assumptions

- Clarification question responses issued with addenda will not be reflected in the conformed documents.
- City will print documents for City use as needed.
- Follow City standards for preparing Conformed Documents

Deliverables:

- Conformed drawings, Divisions 01 - 50 of the technical specifications, project details, and attachments (if modified).

Task 1022.2 Master Submittal List

Objective: Develop a master submittal list using submittals required in the specifications.

Activities/Approach

- Develop a draft master submittal list based on the project specifications and assign reviewers.
- Revise master submittal list based on City comments.
- Incorporate changes from addenda.
- Prepare final master submittal list.
- Contractor's master submittal list will be reviewed and compared to City's master submittal list. Observed discrepancies will be noted during submittal review process.

Assumptions

- City will provide master submittal template in an Excel format.
- City will review and provide comments for draft list.

Deliverables:

- Draft and Final Master Submittal List.

Task 1022.3 Submittal Review

Objective: Review and provide comments with dispositions for Contractor submittals and resubmittals on Construction Package 1.

Activities/Approach: This task includes the following activities:

- Review submittals assigned to BC by the City. Review, assess, and provide comments related to the submittals, principally for general conformance to the Contract Documents, acceptability of equal, deviations, and substitutions, applicable regulations, and permit conditions.
- 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 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.
- Internal document management for 13 months of submittals including tracking, assignment and coordination, is budgeted at 4 hours per week.
- Responses will be provided within 14 working days after receipt. If a submittal response requires more time, the City will be notified.

Assumptions

- Anticipated number of submittals is no greater than 50, not including resubmittals.
- Resubmittal rate is no greater than 50%.
- Average level of effort per submittal is no more than 8 hours and no more than 4 hours per resubmittal.
- Submittal effort will be commensurate with Contractor providing a complete submittal, meeting the technical and procedural requirements. If a submittal is found not to be complete upon cursory review, it will be rejected without review.
- City's CM will administer and manage submittals, including processing and tracking, screening for completeness, distributing to the CA, and returning review comments to Contractor.
- The City's CM will notify BC if a submittal requires expedited review. Expedited responses will be provided when requested and as is feasible.
- The City's CM will review submittals for general conformance to submittal content requirements, and address the submittal when appropriate, without BC review (but will make all submittals, including submittal reviews available to BC). Submittals that substantially do not meet the submittal content requirements will be rejected and returned to the Contractor without review by BC.
- The City's CM will review submittal review comments and include additional review and comments where appropriate prior to return to the Contractor.
- The City will review and respond to submittals to which the City has been assigned.
- 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.
- BC will not review progress payment requests.

Work Products

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

Task 1022.4 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 80 RFIs are assumed for response and input by BC team staff. RFI response is budgeted at 4 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.
- Forty (40) hours will be provided for internal document management including tracking, assignment and coordination.
- Forty (40) hours of informal consultation will be provided for City questions and requests for information not related to a Contractor RFI.
- Changes to drawings or specifications resulting from RFIs would be implemented as part of Task 1023 Construction Change Support.
- Responses will be provided to the City's CM within 7 working days after receipt. If an RFI response requires more time, the City will be notified.

Task Assumptions

- City's CM will administer and manage Requests for Information (RFIs), including processing and tracking, screening for completeness, distributing to the CA, and returning review comments to Contractor.
- The City's CM will notify the Engineer in the event that an RFI requires expedited review. Expedited responses will be provided when requested and as is feasible.
- The City's CM will review RFI prior to submittal to BC and address the RFI when possible, without BC review.
- The City's CM will review all RFI responses and provide additional input as necessary prior to submittal to the Contractor.
- The City will review and respond to RFIs to which the City has been assigned.
- The City will provide BC research materials and field access to respond to RFIs, as required.
- 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.

Meetings

- Allowance of up to 40, 1-hour ad-hoc meetings/correspondence related to RFI issues resolution and response.

Work Products

- RFI responses.

Task 1022.5 Bluebeam Session Management

BC will maintain a set of conformed Contract Documents in a Bluebeam Studio Session reflecting design and field changes that are accessible to the Design Team, City and City's CM for the duration of the project. The Bid Documents are the official documents; the Conformed Documents are for the convenience of the contractor.

The conformed documents shall be updated by BC on a monthly basis to reflect recent approved submittals, Change Orders (COs) and RFIs as well as other field changes not captured in an RFI or CO.

The marked up conformed documents will be the basis for subsequent CO and RFI responses.

The City and the City's CM are responsible for updating the redline as-built documents that reflect changes made in the field and providing updates monthly, prior to the Bluebeam updates. Bluebeam updates will be based on final and official documents provided to the BC team by the City.

Drawings:

In general, markups in Conformed Drawings shall be done in the following manner and include the following information:

- Add notes on drawings with appropriate reference numbers to RFIs, Change Orders, Field Directives, or other approved changes.
- Maintain/Update Drawing Revision Blocks
- Markups should indicate general area affected and give brief description of the issue.
- Use revision clouds and create linework where needed to help identify area and change.

Specifications:

In general, markups in conformed specifications shall be done in the following manner and include the following information:

- Add notes on specifications with appropriate reference numbers to Submittals, RFIs, Change Orders, or Field Directives.
- Markups should indicate equipment and/or spec requirements affected.
 - Indicate submitted manufacturer/model under "Acceptable Manufacturers" by yellow highlight in spec or add notes summarizing where a substitution was accepted

- Use revision clouds where needed to help identify items and specific change/revision in Bluebeam.

Activities/Approach:

- Coordinate with the City and the City's CM regarding City staff and City's CM staff permissions for Bluebeam access.
- Conformed Documents will be reviewed monthly during meeting between Design Team and City Staff. It is estimated that updates will be made weekly for 13 months at four hours per week (224 total hours). The final documents will be transferred to the City at the end of the project.
- Two training sessions on how to review documents in the Bluebeam Session (Bluebeam 2020 or newer) will be provided to City and City's CM staff. BC will establish a common user Profile with Tool Chest of Tool Sets within the Bluebeam Session. Training will include identification of the workflow process with steps of how to complete the process.

Deliverables:

- Workflow diagram for submitting comments and mark-ups to drawings and specifications.
- Two training sessions for City and City's CM staff to confirm access to the Bluebeam Session and review workflow(s).
- Electronic copy of final PDF documents at Substantial Completion.

Phase 1023 – Package 1 Construction Change Support

Objective: Provide technical review of Change Order Proposals (COPs), Work Change Directives (WCDs), Change Order Requests (CORs), and Field Orders (FOs), and provide recommendations for action in response to COPs and CORs. Coordinate and prepare change documentation with adherence to contract change procedures.

Activities/Approach: This task includes the following activities:

- Prepare and/or review Change Order Proposals and Work Change Directives (by City/Engineer) and Change Order Requests (by the Contractor), screening for completeness, distributing to the appropriate reviewers, and returning review comments to the initiator of the change proposal or directive.
- Review comments and recommendations will be provided within 14 working days after receipt. If a review requires more time, the City will be notified.
- Design document revisions will be provided in a mutually agreed upon timeframe and format based on the complexity of the revisions and the need for coordination between BC, the Contractor, the City, and/or vendors.
- 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.

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.

- The City will have final decision-making authority on disposition of Change Order Proposals and Change Order Requests and will direct BC when design document revisions are requested.
- An estimated 100 change items is assumed with engineer design labor effort of 5 hours per change item.
- Expedited responses will be provided when requested and as is feasible. If an expedited review is required, the City will notify BC.
- The City or City's CM will review all COP, WCD and COR responses and recommendations and provide additional input as necessary prior to submittal to the Contractor.
- 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 CM will check Contractor's redline record drawings include this information.
- Price negotiation for Change Orders will be by the City's CM.
- The City will prepare Change Orders for council approval, including processing and tracking,
- The City will review and comment on Contractor's Change Order Requests content and pricing.
- The City will provide research materials and field access to respond to change requests, as required, as governed by the Contract.
- The City will host ad-hoc meetings related to change issues.

Meetings

- Allowance of up to 40, 1-hour ad-hoc meetings, attended by 2 Engineer staff members, related to change issues.

Deliverables

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

Phase 1024 – Package 1 Specialty Services

Task 1024.1 Permit Services (Not Used)

Task 1054.2 Cultural Resources Services during Construction (Not Used)

Task 1024.3 Coordination with Stakeholders

Activities/Approach:

- Prepare for and attend meetings with Contractor, City's CM, City PR, and other City staff for the purpose of supporting the City in their coordination of the project with stakeholder agencies (e.g. Port of Everett, Puget Sound Energy, BNSF Railway, and the US Navy, Snohomish County Public Utility District) during construction, as requested by the City. Up to ten (10) coordination meetings, held virtually, will be attended by two (2) BC staff with eight (8) hours per person per meeting, inclusive of the activities listed below.
- Compile coordination materials for each meeting, including drawings, evaluation documents, calculations, or other materials, as requested by the City.

- Provide utility coordination services during construction:
 - Design changes and coordination with Snohomish County Public Utility District, Puget Sound Energy, Navy communication lines and sewer and others as identified.
 - Incorporate relevant design information received from Utilities during construction.

Assumptions:

- Agendas and final meeting notes will be provided by the City's CM.
- Contractor will call for locate services (both public and private) as required
- Contractor will develop temporary utility service applications
- City will directly pay utility providers for utility relocations, pole holds, and similar utility fees.
- Services will be provided upon request by the City.

Deliverables

- Meeting coordination materials including drawings, evaluation documents, calculations, or other materials, as requested by the City.

Task 1024.4 Geotechnical Construction Services

Activities/Approach:

Geotechnical construction services are being led by HWA GeoSciences Inc. (HWA) and include the following:

- Participate in project kickoff meeting (2 staff at 4 hours each) and up to five (5) construction coordination meetings (2 staff at 1 hour each).
- Provide consultation for geotechnical aspects of the project that arise during construction.
- Up to 315 hours (15 hours per structure for 21 structures) to provide periodic site visits to verify that subgrade soils are suitable to provide support for the proposed structures. If needed, additional subgrade inspections will be conducted under the Construction Management (CM) contract. Material and compaction testing will be completed under the third part CM contract.
- As needed, provide part-time or full-time observation of the excavation and construction of the temporary shoring. This will include observation of sheet pile driving, soldier pile and monitoring for caving, verification that adequate depth is achieved, and placement of concrete and backfill. Up to five (5) part-time visits at 6 hours per day and five (5) full-time visits at 10 hours per day. Additional time may be required depending on Contractor's progress, budget will be added by amendment or reallocated from other tasks as mutually agreed.
- Prepare a summary field inspection report for submittal to the City, documenting the observed construction activities.
- Provide on-call response with environmental sampling for unanticipated contaminated conditions that may arise during construction. Each on-call response is estimated to require approximately 12 hours for coordination with the analytical laboratory; travel; time on-site; sample submittal to the laboratory; analytical data review and tabulation; and preparation of field reports. All environmental samples will be submitted to the laboratory on a rush (1 to 2 day) turnaround time. Resulting environmental field reports will be provided the day after final laboratory results are received. This task includes up to 5 on-call responses.

- Provide the City and/or Contractor with waste profiling assistance by preparing applicable portions of waste profile documents for proper disposal of contaminated materials. The City or Contractor will sign as the “generator” of all waste profile documents.
- BC will attend up to three (3) site visits (10 hours each including preparation and travel) for geotechnical observations and coordination.

Assumptions:

- Soil samples will be collected from stockpiled soils by the Engineer. The Contractor will provide assistance with sample collection (e.g., operation of heavy equipment if needed for sampling)
- Water sampling will be conducted from water storage tanks with a reasonably accessible port to fill laboratory containers.
- The City or City’s CM will schedule sample collection with a minimum of 48 hours’ notice prior to the requested soil sample collection.
- The construction services are provided based on an estimated rate of progress by the Contractor, which may require adjustment due to the Contractor’s rate of construction, weather delays and/or other factors beyond the Engineer’s control.
- The City or City’s CM will schedule inspection as needed, with a minimum of 48 hours’ notice prior to the requested inspection date.
- Evaluation of fill placement and compaction, if needed, will be completed under a separate contract with the third-party CM. Laboratory testing of construction materials is excluded.
- Soil and/or groundwater samples will be analyzed for contaminants based on the disposal facility requirements within the limits of the budget.
- The City or Contractor will sign as the “generator” of all waste profile documents, and all discharge water permit documents. All fees associated with waste profile submittal, discharge permit applications, and contaminated material disposal will be covered by the City or Contractor. All hours and items are estimated and may be shifted between tasks within the limits of the total budget at the discretion of HWA’s project manager.
- The response to on-call geoenvironmental services is for sampling of suspect contaminated materials and assistance with disposal of the suspect materials. Full-time or extended oversight of excavation of contaminated areas is not included in this scope of work.
- Work performed outside of standard business hours and days (7:00 AM to 7:00 PM, Monday to Friday) will be billed at 1.5 times the standard hourly rate. All night work is charged at an 8-hour minimum segment. Night work cancelled within 12 hours of scheduled time will be charged 8 hrs. All weekend work is charged at a 4-hour minimum segment. Weekend work cancelled within 12 hours of scheduled time will be charged 4 hrs.
- Suspected contaminated soils or groundwater will be stockpiled on-site by the Contractor while testing occurs.
- Daily inspections of construction activities will be conducted by the construction management team.

Deliverables:

- Field inspection reports for site visits
- Laboratory test results
- Applicable portions of waste profile documents for proper disposal of contaminated materials.

Task 1024.5 Surveying

Activities/Approach:

Surveying is being led by OneAtlas and includes the following:

Provide up to one (1) full day and two (2) half days of survey support services during construction as requested by the Project Representative.

Tasks may include the following:

- Verification of easement boundaries.
- Verification of pipe inverts and alignment.
- Verification of location and monitoring of settlement monitoring points.
- Verification of existing site features.
- QA/QC of Contractor survey.
- Survey services will be in coordination with City of Everett technical activities. Construction Contractor will provide their own survey services to locate and support construction activities.

Deliverables:

- Surveyor notes, maps, and information in electronic format.
- Revised base mapping for use in Record Drawings. Use electronic CAD files.

Task 1024.6 Trenchless Pipeline Observation (Not Used)

Task 1024.7 Structural and Civil Observation

Activities/Approach:

- At the Project Representative's request, BC staff will provide structural observations by structural engineer. Structural observations by structural engineer will be part-time over three (3) months, totaling up to twenty (20) hours.
- At the Project Representative's request, BC staff will provide civil observations by civil engineer. Civil observations by civil engineer for will be part-time over thirteen (13) months, total up to fifty (50) hours.

Deliverables:

- Written observation report, summarizing work observed, persons present at the site visit, and any corrective actions needed in electronic format.

Task 1024.8 Technical Support

Objective: Provide technical support, coordination, and oversight to the specialty services identified in Phase 1024.

Activities/Approach:

- Coordinate specialty services activities. Provide oversight and arrange meetings.
- Provide technical support to specialty services providers, up to four (4) hours per month.

Deliverables:

- Meeting agenda and meeting summaries.

Phase 1025 – Package 1 Close-out Period Services

Provide support to the City in procedures required to finalize project components and document completion for City records.

Task 1025.1 Completion Activities

Objective: To assist with project closeout procedures, 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.

Assumptions:

- City's CM will create, manage, and track Corrective Work Items List
- City's will transmit documentation from the construction record not already in BC's possession for preparation of the Construction Completion Report.
- The City will host final walkthroughs for the purpose of corrective work items assessment.
- The City will track Corrective Work Items List, including signing off completed items.
- The City will complete warranty items lists and track warranty items completion.
- The City will contribute IDRs and progress meeting minutes to Construction Completion Report
- The City will complete letters of substantial and final completion.
- BC will not provide warranty period services under this Amendment.

Meetings:

- On-site corrective work walkthroughs by engineering disciplines.

Deliverables:

- Discipline items to include in Corrective Work Items Lists – all disciplines.
- Construction Completion Report (electronic deliverable transferred through OneDrive).

Task 1025.2 Record Documents

BC will produce record drawings using vendor submittal and as-built information provided by the Contractor.

Activities/Approach:

- Final record drawings will start from markups in Bluebeam session and will incorporate redlines provided by the Contractor and limited field confirmation of record conditions (assumed 30 hours of field review time and 60 hours of office engineering support). The Contractor will maintain responsibility for the accuracy of redlines in conveying the as-built conditions.
- For budgeting purposes, 40 sheets are assumed to require revisions for the final record set and each sheet is assumed to require 8 hours of CAD effort for revisions (320 hours). Effort includes updating the title block for all sheets.
- Record drawings will not be signed or sealed.

Assumptions:

- Demolition Drawings (those noted as #X in drawing designation, i.e., CX-2021, EX-2001) will not be included with record drawing set.
- Temporary facilities drawings (i.e., temporary erosion and sediment control) 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.
- BC will follow City of Everett CAD Standards.

Deliverables:

- Final record drawings, in electronic format

Phase 1026 – Package 1 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 phase without written direction from the City. The budgeted amount for unanticipated services is as provided in Exhibit B.

Phase Assumptions:

- BC 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.
- The City will provide direction and authorization for requested additional work.

Meetings:

- To be determined.

Work Products:

- To be determined.

Package 2 Phases and Tasks

Phase 1051 – Package 2 Project Meetings

BC will prepare for and participate in project meetings between project team members and represent the City throughout the construction process.

Task 1051.1 Weekly Construction Progress Meetings

Objective: Prepare for and participate in progress meetings with the Contractor, City’s CM, and City staff. The meetings will be attended by the BC PA and other members of the BC team as needed for progression of task items, facilitating construction processes and protocols, and resolve issues.

Activities/Approach:

- Prepare for and participate in weekly construction progress meetings with the PR and other City staff. This scope includes 78 one-hour meetings held virtually. Meetings will be attended

by 2 BC staff, and will occur via MS Teams. BC will spend 50 hours to prepare for more complex topics discussed at the progress meetings.

- Submit agenda items for inclusion in the City-prepared agenda at least 3 days prior to the meeting date.

Assumptions:

- City staff will attend weekly construction progress meetings for the duration of the scoped Services During Construction. At minimum, the meetings will be attended by the City PR and selected City project team members as needed for discussion of task items in progress.
- The City's CM will schedule, organize, and facilitate the meetings, including preparation of meeting agenda and notes.
- Meetings will be held virtually via MS Teams.
- 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. Daily inspection reports will be shared with BC at minimum at weekly intervals.

Deliverables:

- Meeting agenda items sent to City to be included in City-prepared agenda.

Task 1051.2 Weekly Coordination and Focus Meetings

Objective: Prepare for and participate in coordination and focus meetings with the City PR and City's CM. Topics will include candid discussions on project progress, upcoming work, construction issues, and other topics. These meetings will not be privy to the Contractor.

Activities/Approach:

- Prepare for and participate in team meetings with the PR and other City staff. Meetings will be attended by 2 BC staff. Team meetings will be held weekly during the 19-month duration of the scoped Services During Construction, for a total of 78, 1-hour team coordination meetings held virtually. Submit agenda items for inclusion in the City prepared agenda at least 3 days prior to the meeting date. This scope includes effort for one hour of travel, one hour to prepare for meetings. BC will spend up to 60 hours cumulatively to prepare for more detailed briefing level presentations.
- Focus meetings will be held on an as needed basis to discuss topics needing more time than available in the weekly coordination meetings. There will be a total of 30, 2-hour long, focus meetings held virtually. Submit agenda items for inclusion in the City prepared agenda at least 3 days prior to the meeting date.

Assumptions:

- The City or City's CM will schedule, organize, and facilitate the meetings.
- At minimum, the meetings will be attended by the City PR and selected City project team members as needed for discussion of task items in progress.
- BC will prepare meeting agenda and notes for any special meetings requested by the Engineer. Otherwise, special meetings requested by City, or City's CM staff will have meeting notes prepared by City's CM staff.

Deliverables:

- Meeting agenda items sent to City to be included in City-prepared agenda

Task 1051.3 Site Visit Meetings and Ad-hoc Field Visits

BC will perform site visits at the construction site at a frequency commensurate with construction progress to remain informed and engaged with construction progress and to facilitate RFI responses, submittal reviews, or resolve engineering and permit issues.

Activities/Approach:

- Prepare for and participate in team meetings with the City PR and other City staff. Site visit meetings will be held at a frequency commensurate with construction progress and on an as needed basis to discuss topics needing a field visit. There will be an estimated total of 40, 2-hour-long site visit meetings, attended by an engineering staff member. Travel time of one and a half hours and one hour of prep and one hour of follow-up coordination is included in the estimate. Submit agenda items for inclusion in the City-prepared agenda at least 3 days prior to the meeting date. An estimated 50 hours of informal consultation will be provided for City questions and requests for information not related to a Contractor RFI.
- BC will inform the City PR if a site visit is required.
- Create a site observation form.
- Attend Contractor safety training as requested by the Contractor and City PR.

Assumptions:

- The City or City's CM will schedule and organize the site visits as needed. The City or City's CM will inform the Contractor of the visit.
- The City or City's CM will provide site access during normal working hours when requested, including prior to and after contractor mobilization to the site.
- BC will be provided access to the construction site without requiring advanced notice.
- BC will adhere to the Contractor safety requirements in addition to their own Site-Specific HASP.
- Ad-hoc field visits will be scheduled on an as-needed basis and will not exceed 8 visits with 2 BC staff each visit.

Deliverables:

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

Phase 1052 – Package 2 Engineering Services During Construction

Task 1052.1 Conformed Documents

Objective: Prepare conformed drawings and specifications that reflect issued addenda.

The bid documents and written addenda are the official contract record. Conformed drawings are issued solely for the convenience of the contractor and the larger construction. No new engineering or design will be performed in the preparation of conformed drawings and specifications. Only changes already issued as addenda will be made to the contract documents.

Activities/Approach

- Remove signatures and add disclaimer to all drawings and front matter of specifications.
- Incorporate addenda into drawings and specifications. Up to 150 addenda drawings and 30 addenda specifications will be modified to complete conformed document set, with an average effort of 1 hours per drawing and 1 hours per specification.

- Produce PDF files for conformed documents. Production of conformed document set will require 150 hours of effort to create PDFs of revised drawings and specifications, and compile documents into volumes.
- Engineers of record review and sign/seal conformed documents.
- Upload digital conformed documents to City SharePoint or cloud based service or other digital media as requested.

Assumptions

- Clarification question responses issued with addenda will not be reflected in the conformed documents.
- City will print documents for City use as needed.
- Follow City standards for preparing Conformed Documents

Deliverables:

- Conformed drawings, Divisions 01 - 50 of the technical specifications.

Task 1052.2 Master Submittal List

Objective: Develop a master submittal list using submittals required in the specifications, project details, and attachments (if modified).

Activities/Approach

- Update City master submittal spreadsheet.
- Develop a draft master submittal list based on the project specifications and assign reviewers.
- Revise master submittal list based on City comments.
- Incorporate changes from addenda.
- Prepare final master submittal list.
- Contractor’s master submittal list will be reviewed and compared to City’s master submittal list. Observed discrepancies will be noted during submittal review process.

Assumptions

- City will provide master submittal template in an Excel format.
- City will review and provide comments for draft list.

Deliverables:

- Draft and Final Master Submittal List.

Task 1052.3 Submittal Review

Objective: Review and provide comments with dispositions for Contractor submittals and resubmittals on Construction Package 2.

Activities/Approach: This task includes the following activities:

- Review submittals assigned to BC by the City. Review, assess, and provide comments related to the submittals, principally for general conformance to the Contract Documents, acceptability of equal, deviations, and substitutions, applicable regulations, and permit conditions.
- 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 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.
- Internal document management for 18 months of submittals, including tracking assignment and coordination, is budgeted at 4 hours per week.
- Responses will be provided within 14 working days after receipt. If a submittal response requires more time, the City will be notified.

Assumptions

- Anticipated number of submittals is no greater than 60, not including resubmittals, additive for both Packages.
- Resubmittal rate is no greater than 50%.
- Average level of effort per submittal is no more than 8 hours and no more than 4 hours per resubmittal.
- Submittal effort will be commensurate with Contractor providing a complete submittal, meeting the technical and procedural requirements. If a submittal is found not to be complete upon cursory review, it will be rejected without review.
- City's CM will administer and manage submittals, including processing and tracking, screening for completeness, distributing to the CA, and returning review comments to Contractor.
- The City's CM will notify BC if a submittal requires expedited review. Expedited responses will be provided when requested and as is feasible.
- The City's CM will review submittals for general conformance to submittal content requirements, and address the submittal when appropriate, without BC review (but will make all submittals, including submittal reviews available to BC). Submittals that substantially do not meet the submittal content requirements will be rejected and returned to the Contractor without review by BC.
- The City's CM will review submittal review comments and include additional review and comments where appropriate prior to return to the Contractor.
- The City will review and respond to submittals to which the City has been assigned.
- 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.
- BC will not review progress payment requests.

Work Products

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

Task 1052.4 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 230 RFIs are assumed for response and input by BC team staff. RFI response is budgeted at an average labor effort of 4 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.
- Sixty (60) hours will be provided for internal document management including tracking, assignment and coordination.
- Sixty (60) hours of informal consultation will be provided for City questions and requests for information not related to a Contractor RFI.
- Changes to drawings or specifications resulting from RFIs would be implemented as part of Task 1053 Construction Change Support.
- Responses will be provided to the City's CM within 14 working days after receipt. If an RFI response requires more time, the City will be notified.

Task Assumptions

- City's CM will administer and manage Requests for Information (RFIs), including processing and tracking, screening for completeness, distributing to the CA, and returning review comments to Contractor.
- The City's CM will notify the Engineer in the event that an RFI requires expedited review. Expedited responses will be provided when requested and as is feasible.
- The City's CM will review RFI prior to submittal to BC and address the RFI when possible, without BC review.
- The City's CM will review all RFI responses and provide additional input as necessary prior to submittal to the Contractor.
- The City will review and respond to RFIs to which the City has been assigned.
- The City will provide BC research materials and field access to respond to RFIs, as required.
- 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.

Meetings

- Allowance of up to 60, 1-hour ad-hoc meetings/correspondence related to RFI issues resolution and response.

Work Products

- RFI responses.

Task 1052.5 Bluebeam Session Management

BC will maintain a set of conformed Contract Documents in a Bluebeam Studio Session reflecting design and field changes that are accessible to the Design Team, City and City's CM for the duration of the project. The Bid Documents are the official documents; the Conformed Documents are for the convenience of the contractor.

The conformed documents shall be updated by BC on a monthly basis to reflect recent approved submittals, Change Orders (COs), and RFIs as well as other field changes not captured in an RFI or CO.

The marked up conformed documents will be the basis for subsequent CO and RFI responses.

The City and the City's CM are responsible for updating the redline as-built documents that reflect changes made in the field and providing updates monthly, prior to the Bluebeam updates. Bluebeam updates will be based on final and official documents provided to the BC team by the City.

Drawings:

In general, markups in Conformed Drawings shall be done in the following manner and include the following information:

- Add notes on drawings with appropriate reference numbers to RFIs, Change Orders, Field Directives, or other approved changes.
- Maintain/Update Drawing Revision Blocks
- Markups should indicate general area affected and give brief description of the issue.
- Use revision clouds and create linework where needed to help identify area and change.

Specifications:

In general, markups in conformed specifications shall be done in the following manner and include the following information:

- Add notes on specifications with appropriate reference numbers to Submittals, RFIs, Change Orders, or Field Directives.
- Markups should indicate equipment and/or spec requirements affected.
 - Indicate submitted manufacturer/model under "Acceptable Manufacturers" by yellow highlight in spec or add notes summarizing where a substitution was accepted
- Use revision clouds where needed to help identify items and specific change/revision in Bluebeam.

Activities/Approach:

- Coordinate with the City and the City's CM regarding City staff and City's CM staff permissions for Bluebeam access.
- Conformed Documents will be reviewed monthly during meeting between Design Team and City Staff. It is estimated that updates will be made weekly for 18 months at four hours per week (312 total hours). The final documents will be transferred to the City at the end of the project.
- Two training sessions on how to review documents in the Bluebeam Session (Bluebeam 2020 or newer) will be provided to City and City's CM staff. BC will establish a common user

Profile with Tool Chest of Tool Sets within the Bluebeam Session. Training will include identification of the workflow process with steps of how to complete the process.

Deliverables:

- Workflow diagram for submitting comments and mark-ups to drawings and specifications.
- Two training sessions for City and City's CM staff to confirm access to the Bluebeam Session and review workflow(s).
- Electronic copy of final PDF documents at Substantial Completion.

Phase 1053 – Package 2 Construction Change Support

Objective: Provide technical review of Change Order Proposals (COPs), Work Change Directives (WCDs), Change Order Requests (CORs), and Field Orders (FOs), and provide recommendations for action in response to COPs and CORs. Coordinate and prepare change documentation with adherence to contract change procedures.

Activities/Approach: This phase includes the following activities:

- Prepare and/or review Change Order Proposals and Work Change Directives (by City/Engineer) and Change Order Requests (by the Contractor), screening for completeness, distributing to the appropriate reviewers, and returning review comments to the initiator of the change proposal or directive.
- Review comments and recommendations will be provided within 14 working days after receipt. If a review requires more time, the City will be notified.
- Design document revisions will be provided in a mutually agreed upon timeframe and format based on the complexity of the revisions and the need for coordination between BC, the Contractor, the City, and/or vendors.
- 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.

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.
- The City will have final decision-making authority on disposition of Change Order Proposals and Change Order Requests and will direct BC when design document revisions are requested.
- An estimated 150 change items is assumed with engineer design labor effort of 5 hours per change item.
- Expedited responses will be provided when requested and as is feasible. If an expedited review is required, the City will notify BC.
- The City or City's CM will review all COP, WCD and COR responses and recommendations and provide additional input as necessary prior to submittal to the Contractor.

- 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 CM will check Contractor's redline record drawings include this information.
- Price negotiation for Change Orders will be by City's CM.
- The City will prepare Change Orders for council approval, including processing and tracking,
- The City will review and comment on Contractor's Change Order Requests content and pricing.
- The City will provide research materials and field access to respond to change requests, as required, as governed by the Contract.
- The City will host ad-hoc meetings related to change issues.

Meetings

- Allowance of up to 60, 1-hour ad-hoc meetings, attended by 2 Engineer staff members, related to change issues.

Deliverables

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

Phase 1054 – Package 2 Specialty Services

Task 1054.1 Permit Services during Construction

Permit services during construction are being led by Environmental Science Associates (ESA). This task is meant to cover as needed environmental and permitting activities that may arise during project construction, not to exceed the approved budget.

Activities/Approach:

Potential activities under this task could include but are not limited to:

- Updating environmental documentation.
- Revising permit application materials for the permits ESA helped obtain in the design phase of this project to reflect changes in project elements
- Preparation of City permit applications
- Coordination with and responding to permitting agencies.

Assumptions:

- The pipeline alignment will not directly impact any critical areas. If wetlands or streams are impacted, additional scope would be required.
- No onsite wetlands are present, and no Federal permits are required.
- All permit fees will be paid by the City of Everett.

Deliverables:

- Revised permit application materials, as needed.

- City permit application(s), as needed.

Task 1054.2 Cultural Resources Services during Construction

Activities/Approach:

Cultural Resources Services during Construction are being led by ESA and include the following:

- Email Affected Tribes (i.e., Tulalip Tribe, Snoqualmie Tribe, Sauk-Suiattle Indian Tribe, Stillaguamish Tribe of Indians, Swinomish Tribe, and Suquamish Indian Tribe) and DAHP 7-10 days prior to the beginning of construction providing notification of construction and invitation to observe construction.
- Conduct archaeological monitoring of ground disturbing Project activities conducted deeper than 15 feet below ground surface in reclaimed areas. Archaeological monitoring procedures will adhere to the MIDP prepared for the project by ESA in August 2025.
- Prepare a Monitoring Report that describes the archaeological monitoring that occurred for the project, including what (if any) cultural resources were found, and actions taken. The report will meet the current DAHP standards for cultural resource reporting. A Draft Report (Word format) will be submitted for review by the City of Everett, then one updated Draft Report (Word Format) for review by Ecology. The Final Report (PDF format) will be prepared once Draft Report comments are received from Ecology.
- Upload the Final Report to DAHP's WISAARD system, under the direction of Ecology.

Assumptions:

- Archaeological monitoring will adhere to the MIDP prepared for the project by ESA.
- ESA assumes 100 days of archaeological monitoring. Each monitoring workday will total 10 hours (up to 8-hours on site and 2-hour round-trip travel between ESA's Seattle office and the Project Site).
- Multiple archaeological monitors may be required if ground disturbing construction activities occur simultaneously in different areas.
- Tailgate orientations will occur on days during which archaeological monitoring is scheduled to occur.
- ESA must receive all requests for monitoring at least 72 hours prior to the start of shift.
- There is a 4-hour minimum charge for each work shift.
- Cancellation of a scheduled work shift requires 24-hour notice. There will be a 4-hour charge for work cancellations that occur less than 24 hours prior to the start of shift.
- Changes to the construction schedule, and/or delays due to availability of materials, or adverse weather, may require an amendment for additional monitoring time and expenses.
- Discovery of an archaeological site will require additional identification work and agency coordination beyond the present scope to evaluate its significance and arrive at appropriate assessments of adverse effects.
- If at any time human remains are encountered, work will cease, and notification of affected parties will proceed as directed by RCW 27.44.
- ESA assumes no archaeological sites or isolates will be discovered. If sites or isolates are discovered an amendment will be required to document the resource.
- ESA assumes that 30 weekly progress reports will be required, requiring up to 1 hour per progress reports.

Deliverables:

- Information gathered during this task will be included in the Monitoring Report deliverable.
- Prior to the overall beginning of ground disturbing construction, ESA will lead a Tailgate MIDP Orientation for all construction staff that are conducting ground disturbing activities. ESA will coordinate with the City PR and City's CM to schedule periodic tailgate orientations for new construction staff thereafter.
- Email notification of construction beginning to Affected Tribes and DAHP.
- For each week in which archaeological monitoring is conducted, ESA will prepare and submit a weekly progress report that summarizes all activities conducted in the week, any cultural resource related finds, actions taken for any finds, number of archaeological monitoring working days, and planned activities for the upcoming week. Reporting weeks will run Saturday-Friday, and weekly reports will be submitted to the City the following week. For each week in which no archaeological monitoring occurs, ESA will transmit an email to the CA to that effect.
- One Draft Monitoring Report (Word format) for review by City of Everett. Draft Monitoring Report will be provided within 30 business days of the completion of project construction.
- One Revised Draft Monitoring Report (Word format) for review by Ecology, provided within 10 business days of receiving a single set of consolidated comments.
- One Final Monitoring Report (PDF format) for Ecology, including upload to WISAARD, provided within 5 business days of receiving Revised Draft Monitoring Report comments.

Task 1054.3 Coordination with Stakeholders

Activities/Approach:

- Prepare for and attend meetings with Contractor, City's CM, City PR, and other City staff for the purpose of supporting the City in their coordination of the project with stakeholder agencies (e.g. Port of Everett, Puget Sound Energy, BNSF Railway, and the US Navy, Snohomish County Public Utility District) during construction, as requested by the City. Up to fifteen (15) coordination meetings will be attended by two (2) BC staff with eight (8) hours per person per meeting, inclusive of the activities listed below.
- Compile coordination materials for each meeting, including drawings, evaluation documents, calculations, or other materials, as requested by the City.
- Provide utility coordination services during construction:
 - Design changes and coordination with Snohomish County Public Utility District, Puget Sound Energy, Navy communication lines and sewer and others as identified.
 - Incorporate relevant design information received from Utilities during construction.

Assumptions:

- Agendas and final meeting notes will be provided by the City's CM.
- Contractor will call for locate services (both public and private) as required
- Contractor will develop temporary utility service applications
- City will directly pay utility providers for utility relocations, pole holds, and similar utility fees.
- Services will be provided upon request by the City.

Deliverables

- Meeting coordination materials including drawings, evaluation documents, calculations, or other materials, as requested by the City.

Task 1054.4 Geotechnical Construction Services

Activities/Approach:

Geotechnical construction services are being led by HWA GeoSciences Inc. (HWA) and include the following:

- Participate in project kickoff meeting (2 staff at 4 hours each) and up to five (5) construction coordination meetings (2 staff at 1 hour each).
- Provide consultation for geotechnical aspects of the project that arise during construction.
- Up to 480 hours (15 hours per structure for 32 structures) to provide periodic site visits to verify that subgrade soils are suitable to provide support for the proposed structures. If needed, additional subgrade inspections will be conducted under the Construction Management (CM) contract. Material and compaction testing will be completed under the third-party CM contract.
- As needed, provide part-time or full-time observation of the excavation and construction of the temporary shoring. This will include observation of sheet pile driving, soldier pile and monitoring for caving, verification that adequate depth is achieved, and placement of concrete and backfill. Up to five (5) part-time visits at 6 hours per day and five (5) full-time visits at 10 hours per day. Additional time may be required depending on Contractor's progress, budget will be added by amendment or reallocated from other tasks as mutually agreed.
- Micropile Load Test Observation: HWA will provide full-time observation of micropile load test per Project Specifications for Package 2. We anticipate this task will take about 3 workdays of 12 hours per day including time for coordination, travel, and preparation of daily field reports.
- Full-Time Observation of Micropile Installation: HWA will provide full-time observation of micropile installation completed for Package 2. This will include observation of installation methods, soil cuttings, and verification that adequate depth is achieved. We anticipate this task will take about 16 workdays of 12 hours per day including time for coordination, travel, and preparation of daily field reports.
- Prepare a summary field inspection report for submittal to the City, documenting the observed construction activities.
- Provide on-call response with environmental sampling for unanticipated contaminated conditions that may arise during construction. Each on-call response is estimated to require approximately 12 hours for coordination with the analytical laboratory; travel; time on-site; sample submittal to the laboratory; analytical data review and tabulation; and preparation of field reports. All environmental samples will be submitted to the laboratory on a rush (1 to 2 day) turnaround time. Resulting environmental field reports will be provided the day after final laboratory results are received. This task includes up to 5 on-call responses.
- Provide the City and/or Contractor with waste profiling assistance by preparing applicable portions of waste profile documents for proper disposal of contaminated materials. The City or Contractor will sign as the "generator" of all waste profile documents.
- BC will attend up to six (6) site visits (10 hours each including preparation and travel) for geotechnical observations and coordination.

Assumptions:

- Soil samples will be collected from stockpiled soils by the Engineer. The Contractor will provide assistance with sample collection (e.g., operation of heavy equipment if needed for sampling)
- Water sampling will be conducted from water storage tanks with a reasonably accessible port to fill laboratory containers.
- The construction services are provided based on an estimated rate of progress by the Contractor, which may require adjustment due to the Contractor's rate of construction, weather delays and/or other factors beyond our control.
- This cost estimate was prepared with the understanding that the City or CM will schedule inspection as needed, with a minimum of 48 hours' notice prior to the requested inspection date.
- Evaluation of fill placement and compaction, if needed, will be completed under a separate contract with the third-party CM. Laboratory testing of construction materials is excluded.
- Soil and/or groundwater samples will be analyzed for contaminants based on the disposal facility requirements within the limits of the budget.
- The City or Contractor will sign as the "generator" of all waste profile documents, and all discharge water permit documents. All fees associated with waste profile submittal, discharge permit applications, and contaminated material disposal will be covered by the City or Contractor. All hours and items are estimated and may be shifted between tasks within the limits of the total budget at the discretion of HWA's project manager.
- The response to on-call geoenvironmental services is for sampling of suspect contaminated materials and assistance with disposal of the suspect materials. Full-time or extended oversight of excavation of contaminated areas is not included in this scope of work.
- Work performed outside of standard business hours and days (7:00 AM to 7:00 PM, Monday to Friday) will be billed at 1.5 times the standard hourly rate. All night work is charged at an 8-hour minimum segment. Night work cancelled within 12 hours of scheduled time will be charged 8 hrs. All weekend work is charged at a 4-hour minimum segment. Weekend work cancelled within 12 hours of scheduled time will be charged 4 hrs.
- Suspected contaminated soils or groundwater will be stockpiled on-site by the Contractor while testing occurs.
- Daily inspections of construction activities will be conducted by the construction management team.

Deliverables:

- Field inspection reports for site visits
- Laboratory test results
- Applicable portions of waste profile documents for proper disposal of contaminated materials.

Task 1054.5 Surveying

Activities/Approach:

Surveying is being led by OneAtlas and includes the following:

Provide up to three (3) full days and three (3) half days of survey support services during construction as requested by the Project Representative.

Tasks may include the following:

- Verification of easement boundaries.
- Verification of pipe inverts and alignment.
- Verification of location and monitoring of settlement monitoring points.
- Verification of existing site features.
- QA/QC of Contractor survey.
- Survey services will be in coordination with City of Everett technical activities. Construction Contractor will provide their own survey services to locate and support construction activities.

Deliverables:

- Surveyor notes, maps, and information in electronic format.
- Revised base mapping for use in Record Drawings. Use electronic CAD files.

Task 1054.6 Trenchless Pipeline Observation

Activities/Approach:

Trenchless pipeline observation support services during installation of the conveyance pipelines are being led by Staheli Trenchless Consultants (Staheli) and includes the following:

- Participate in up to twelve (12) one-hour construction progress meetings (held virtually), up to fourteen (14) one-hour coordination meetings (held virtually), up to twelve (12) one-hour focus meetings (held virtually), and up to five (5) 2-hour site visit meetings (2 staff attending all meetings). Site visit meetings include one hour for travel, one hour to prepare, and one hour of follow-up coordination.
- Provide observation as for general conformance to the construction documents during installation of the conveyance pipelines over an estimated fifteen (15) site visits for field inspections, each requiring four (4) hours of one STC staff for each visit.
- Trenchless Dry Bore installation and shaft observation will be as needed and is estimated at three hundred twenty (320) hours over a period of four (4) months.
- Sliplining observations will be needed and is estimated at 100 hours over a period of two (2) months. Observation will not be performed for construction of excavation support systems.
- Review data associated with pipeline installation, assume approximately 80 hours of effort.
- Prepare field reports for approximately 15 site visits. Highlight observed deficiencies.

Assumptions:

- The City will give notification when observation is required.
- Contractor will provide trenchless production data in a timely fashion.

Deliverables:

- Written observation report, summarizing work observed, persons present at the site visit, and any corrective actions needed in electronic format.

Task 1054.7 Structural and Civil Observation

Activities/Approach:

- At the Project Representative's request, BC staff will provide structural observations by structural engineer. Structural observations by structural engineer will be part-time over three (6) months, totaling up to forty (40) hours.

- At the Project Representative's request, BC staff will provide civil observations by civil engineer. Civil observations by civil engineer will total up to one hundred (100) hours.

Deliverables:

- Written observation report, summarizing work observed, persons present at the site visit, and any corrective actions needed in electronic format.

Task 1054.8 Technical Support

Objective: Provide technical support, coordination, and oversight to the specialty services identified in Phase 1054.

Activities/Approach:

- Coordinate specialty services activities. Provide oversight and arrange meetings.
- Provide technical support to specialty services providers, up to four (4) hours per month.

Deliverables:

- Meeting agenda and meeting summaries.

Phase 1055 – Package 2 Close-out Period Services

Provide support to the City in procedures required to finalize project components and document completion for City records.

Task 1055.1 Completion Activities

Objective: To assist with project closeout procedures, 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.

Assumptions:

- City's CM will create, manage, and track Corrective Work Items List
- City's will transmit documentation from the construction record not already in BC's possession for preparation of the Construction Completion Report.
- The City will host final walkthroughs for the purpose of corrective work items assessment.
- The City will track Corrective Work Items List, including signing off completed items.
- The City will complete warranty items lists and track warranty items completion.
- The City will contribute IDRs and progress meeting minutes to Construction Completion Report
- The City will complete letters of substantial and final completion.
- BC will not provide warranty period services under this Amendment.

Meetings:

- On-site corrective work walkthroughs by engineering disciplines.

Deliverables:

- Discipline items to include in Corrective Work Items Lists – all disciplines.
- Construction Completion Report (electronic deliverable transferred through OneDrive).

Task 1055.2 Record Documents

BC will produce record drawings using vendor submittal and as-built information provided by the Contractor.

Activities/Approach:

- Final record drawings will start from markups in Bluebeam session and will incorporate redlines provided by the Contractor and limited field confirmation of record conditions (assumed 40 hours of field review time and 80 hours of office engineering support). The Contractor will maintain responsibility for the accuracy of redlines in conveying the as-built conditions.
- For budgeting purposes, 60 sheets are assumed to require revisions for the final record set and each sheet is assumed to require 8 hours of CAD effort for revisions (480 hours). Effort includes updating the title block for all sheets.
- Record drawings will not be signed or sealed.

Assumptions:

- Demolition Drawings (those noted as #X in drawing designation, i.e., CX-2021, EX-2001) will not be included with record drawing set.
- Temporary facilities drawings (i.e., temporary erosion and sediment control) 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.
- BC will follow City of Everett CAD Standards.

Deliverables:

- Final record drawings, in electronic format

Phase 1056 – Package 2 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 phase without written direction from the City. The budgeted amount for unanticipated services is as provided in Exhibit B.

Phase Assumptions:

- BC 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.
- The City will provide direction and authorization for requested additional work.

Meetings:

- To be determined.

Work Products:

- To be determined.

Exhibit B-1: Everett PGSF WMVD A C E Package Project Staff, Roles, and Rates*

Staff Member	Role	2026 Hourly Rate**
Abbi Dorn	S/W pre-treatment oversight	\$ 347
Alexander Mockos	Project Manager	\$ 386
Benjamin Leach	Lead Designer	\$ 264
Brigid O'Neill	Civil Engineer	\$ 122
Carolyn Roth	Princial Engineer	\$ 242
Catherine Dummer	Cost Estimating	\$ 251
Chad Warren	Principal Engineer	\$ 249
Drew Tucker	Electrical Lead	\$ 331
Elliot Mecham	Geotech Specialist	\$ 317
Gino Mazzotti	Structural Engineer	\$ 206
Jennifer Fu	Civil Engineer	\$ 182
Kirsten Weber	Principal Engineer	\$ 247
Margaret Ales	Modeling Oversight	\$ 238
Myesha Henderson	Delivery Coordinator	\$ 161
Nathalie Costaz	Project Analyst	\$ 170
Pavel Venc	Construction Engineer	\$ 260
Robert Davis	Civil SME	\$ 243
Susan Nguyen	Accounts	\$ 90
Thomas Pennington	Geotech SME	\$ 410
Travis Franklin	Civil Lead	\$ 182

* 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

Brown and Caldwell, Inc._PGSF WMVD Storm and Combined Sewer_Amendment No. 1_RL_2026.04.01_SD

Final Audit Report

2026-04-13


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