

**AMENDMENT NO. 16  
TO  
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

THIS AMENDMENT, by and between the City of Okanogan, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) July 16, 2013, for additional services related to the Agency's On-Call Engineering Services.

Power Outage Resilience Project

See attached Exhibits A and B for scope and fee. The total estimated engineering cost to provide these services is \$86,000 as shown on Exhibit B.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

**GRAY & OSBORNE, INC.**

**CITY OF OKANOGAN**

By: \_\_\_\_\_  
*Michael B. Johnson*  
(Signature)

By: \_\_\_\_\_  
(Signature)

Name: Michael B. Johnson, P.E., President  
GRAY & OSBORNE, INC.

Name: \_\_\_\_\_  
(Print)

Date: 4/6/23

Date: \_\_\_\_\_

"Equal Opportunity/Affirmative Action Employer"

# **EXHIBIT A**

## **SCOPE OF WORK**

### **CITY OF OKANOGAN POWER OUTAGE RESILIENCE PROJECT**

#### **BACKGROUND**

The City of Okanogan's (City's) Source 04 (Well 4) and Source 06 (Well 5) well sites do not have auxiliary generators to provide power during outages and are not configured for portable generator use. During wide-spread power outages, these sources are not available to supply potable water to the City's water system.

This Scope of Work presents the professional engineering services requested by the City for design engineering, bid and award, and construction administration services for the Power Outage Resilience project. The project consists of the procurement of trailer-mounted generators for Well 4 and Well 5 and the installation of a generator receptacle, manual transfer switch, motor soft start, and associated electrical and telemetry improvements at Well 4. We understand that this project is funded with City and FEMA Hazard Mitigation Grant Program funds.

The project also includes the installation of a generator receptacle, manual transfer switch, motor soft start, and associated electrical equipment at Well 5. We understand that this portion of the project is funded with City funds.

More specifically, the work will include:

#### **Task 1 – Project Management**

Services shall include overall project management and oversight of the project work by the Project Manager and senior staff members. This task will include the following:

- A. Procure sufficient staff resources to dedicate to the project;
- B. Manage and control project budget and schedule;
- C. Manage, control, and direct the project team and any subconsultants;
- D. Manage and provide monthly progress reports and invoices; and
- E. Coordinate project completion with the City.

## **Task 2 – Site Investigation and Data Review**

One project site visit to conduct an overall assessment of the existing electrical components at the well sites and review of pertinent City records.

- A. Conduct site visit to obtain site photos, dimensions and elevations of existing electrical support structures, and existing site features for project design;
- B. Coordinate location of existing facilities; and
- C. City will provide record drawings and any other pertinent supplementary information for the well sites.

## **Task 3 – Contract Documents (Generator Procurement)**

Services shall include the preparation of contract documents for the procurement of the trailer-mounted generators. This task will include the following:

- A. Prepare procurement contract documents, to include proposal, technical specifications (16-chapter CSI format), contract and bonding requirements.
- B. Prepare preliminary and final engineer's estimate of probable costs.
- C. Perform preliminary (50 percent) and final (90 percent) quality assurance and quality control (QA/QC) reviews of procurement contract documents in order to address those relevant issues that may affect the project (procurement contract documents will be provided to the City at the preliminary and final design levels for City review and comment).
- D. Prepare and submit final contract documents to the City, to include incorporation of all previous City comments.

## **Task 4 – Bid and Award Assistance (Generator Procurement)**

Assist the City in bidding phase of the procurement project including advertisement, pre-bid inquiries, bid opening, and recommendation to award. This task will include the following:

- A. Provide the City with the Call for Bids for advertisement for bids (City will pay all publishing costs) and the procurement contract documents and engineer's estimate of probable costs (in both hard copy and electronic formats);
- B. Provide access to contract documents to local plan centers, licensed contractors and material suppliers free-of-charge via Gray & Osborne Bid Document Distribution System website at <http://gobids.grayandosborne.com>;

- C. Prepare contract addenda, as necessary;
- D. Conduct bid opening;
- E. Review bids and apparent low bidder qualifications and compliance with specifications;
- F. Prepare bid tabulation; and
- G. Prepare recommendation to award letter.

### **Task 5 – Preliminary and Final Design (Site Work)**

Services shall include the preparation of plans, technical specifications, contract documents, and cost estimates for project design. This task will include the following:

- A. Prepare preliminary plans for each well site from site and aerial photos.
- B. Incorporate available utility record drawing information, plat map (property line) and right-of-way information.
- C. Prepare contract documents, to include proposal, technical specifications (16-chapter CSI format), contract and bonding requirements.
- D. Prepare preliminary and final engineer's estimate of probable costs.
- E. Perform preliminary (50 percent) and final (90 percent) quality assurance and quality control (QA/QC) reviews of contract documents in order to address those relevant issues that may affect the project (contract documents will be provided to the City at the preliminary and final design levels for City review and comment).
- F. Prepare and submit final contract documents to the City, to include incorporation of all previous City comments.

### **Task 6 – Bid and Award Assistance (Site Work)**

Assist the City in bidding phase of the project including advertisement, pre-bid inquiries, bid opening, and recommendation to award. This task will include the following:

- A. Provide the City with the Call for Bids for advertisement for bids (City will pay all publishing costs) and the contract documents and engineer's estimate of probable costs (in both hard copy and electronic formats);
- B. Provide access to contract documents to local plan centers, licensed contractors and material suppliers free-of-charge via Gray & Osborne Bid Document Distribution System website at <http://gobids.grayandosborne.com>;

- C. Prepare contract addenda, as necessary;
- D. Conduct bid opening;
- E. Review bids and apparent low bidder qualifications;
- F. Prepare bid tabulation; and
- G. Prepare recommendation to award letter.

### **Task 7 – Construction Administration**

Provide construction contract administration and engineering support services during construction of the project. This task includes the following:

- A. Review shop drawings and submittals for compliance with design intent and general conformity to the Contract Documents.
- B. Review proposals from the Contractor to substitute an “or equal” product for a specified product based on design intent and general conformity to the Contract Documents.
- C. Respond to the Contractor’s requests for information (RFIs), questions, and provide interpretation of the Contract Documents that address and clarify design intent. Maintain records of telephone meetings concerning design intent.
- D. Estimate the added or reduced cost of changes during the course of construction to be used in negotiation of change orders. Evaluate the impact of change orders on the construction schedule and recommend eligible time extensions.
- E. Prepare record drawings from field observations and information provided by the Contractor.
- F. Electrical engineer construction site visit for startup, testing and commissioning.
- G. Coordinate and conduct on-site construction meetings every two weeks or as may be required by on-site construction activities with the Contractor and the City. Prepare and distribute minutes of meetings to all attendees.
- H. Review the Contractor’s monthly progress payment requests and prepare monthly progress estimates based on the value of work completed during the pay period.

- I. Represent the City’s interest in negotiation of change orders with the Contractor. Prepare change orders for execution by the Contractor subject to approval and authorization of the City and funding agency.
- J. Provide notices of substantial and physical completion and recommend final acceptance of the project. Obtain bonds, warranties, and record drawings from the Contractor. Prepare the “Certificate of Completion of Public Works Contract” form and assist the City with release of the retained percentage or retainage bond.

**Task 8 – Resident Construction Inspection**

Provide resident construction inspection for the project to monitor conformance of the Contractor’s work with the Contract Documents. This task includes the following:

- A. Provide resident construction inspection to monitor conformance of the Contractor’s work with the Contract Documents.
- B. Prepare and maintain daily logs, lists of construction deficiencies or other construction issues, weekly schedule reports, job site photos, quantity measurements, and correspondence for the project.
- C. Review and comment on the Contractor’s construction schedule. Monitor the Contractor’s progress in relation to the schedule for the project.
- D. This scope of work and resulting maximum amount payable is based on provide part-time inspection services for 5 consecutive working days (40 hours). An amendment to this agreement shall be executed to reimburse the Engineer for inspection time required beyond this limit, should the allowable inspection time be extended.

**SCHEDULE**

In order to complete the work detailed in the scope listed above in a timely fashion so that the facility can be constructed in 2024, the following schedule is proposed.

Notice to Proceed (NTP).....	April 2023
Complete Site Investigation and Data Review .....	May 2023
Complete Design Survey .....	June 2023
50 Percent Design Completion (Generator Procurement) .....	June 2023
50 Percent Design Completion (Sitework) .....	July 2023
90 Percent Design Completion (Generator Procurement) .....	July 2023
90 Percent Design Completion (Sitework) .....	August 2023
Estimated Bid Date (Generator Procurement) .....	August 2023
Estimated Bid Date (Sitework) .....	September 2023
Estimated Award Date (Generator Procurement) .....	September 2023
Estimated Award Date (Sitework) .....	October 2023
Estimated Start of Construction (Sitework) .....	November 2023
Estimated End of Construction (Sitework) .....	March 2024

Estimated Delivery of Generator (includes 52 weeks lead time) .....September 2024  
Estimate End Date (Generator Procurement) ..... October 2024

Adjustments to the schedule above may be required based on document review times and/or availability of City staff. The City will be notified immediately if any deviations from the schedule above are required.

**BUDGET**

The maximum amount payable to the Engineer for completion of all work associated with this Scope of Work, including contingencies, salaries, overhead, direct non-salary costs, and net fee is as shown in Exhibit B. This amount shall not be exceeded without prior written authorization of the City.

**EXHIBIT B**

**ENGINEERING SERVICES  
SCOPE AND ESTIMATED COST**

*CITY OF OKANOGAN - POWER OUTAGE RESILIENCE PROJECT*

<b>Tasks</b>	<b>Principal Hours</b>	<b>Project Manager Hours</b>	<b>Project Engineer Hours</b>	<b>Structural Eng. Hours</b>	<b>Electrical Eng. Hours</b>	<b>Field Inspector Hours</b>	<b>AutoCAD/ GIS Tech./ Eng. Intern Hours</b>
1 Project Management		8					
2 Site Investigation/Data Review					8		
3 Contract Documents (Procurement)	4	4	16		16		
4 Bid and Award (Procurement)		8	8				
5 Design (Site Work)	4	4	24	8	160		80
6 Bid and Award (Site Work)		8	16				
7 Construction Administration		8	24		40		4
8 Resident Construction Inspection						40	
Hour Estimate:	8	40	88	8	224	40	84
Fully Burdened Billing Rate Range:*	\$150 to \$235	\$140 to \$235	\$125 to \$175	\$115 to \$210	\$120 to \$215	\$100 to \$173	\$60 to \$165
Estimated Fully Burdened Billing Rate:*	\$210	\$190	\$190	\$180	\$180	\$130	\$140
Fully Burdened Labor Cost:	\$1,680	\$7,600	\$16,720	\$1,440	\$40,320	\$5,200	\$11,760

Total Fully Burdened Labor Cost: \$ 84,720

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 1,180

Printing \$ 100

**TOTAL ESTIMATED COST: \$ 86,000**

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.