

KITTITAS COUNTY
DEPARTMENT OF PUBLIC WORKS

AGENDA STAFF REPORT

AGENDA DATE: January 16, 2018

ACTION REQUESTED: Request to Approve a Resolution authorizing the Chair's Signature on Task Order No. 5 with KPG for Architectural Services – Upper County Shop

BACKGROUND: Recently, staff requested the Chair's signature on Task Order No. 5 with KPG for architectural services supporting the replacement Upper County Shop. The Board expressed a desire to evaluate the placement of a fueling station at the new facility. Staff had given direction to KPG to omit the fuel facility.

Following a consultation with KPG, the fuel facility has been added into the project scope at no additional fee. Providing the Board decides to ultimately include a fuel facility, design and permitting of the facility will be an additional scope item and cost.

Authorizing Task Order No. 5 with KPG now saves precious time in the design process while allowing Public Works to adequately evaluate the fuel facility proposal.

INTERACTION: Public Works

RECOMMENDATION: Authorize the Chair's signature on Task Order No. 5 with KPG for architectural support services – replacement Upper County Shop.

HANDLING: Return one original to Public Works

ATTACHMENTS: Resolution
Task Order No. 5
Highlighted Revised Scope of Work

LEAD STAFF: Mark R. Cook, Director

BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON

RESOLUTION NO. 2018 - _____

**TITLE: AUTHORIZE THE CHAIRS' SIGNATURE ON TASK ORDER NO. 5 WITH
KPG FOR ARCHITECTURAL SERVICES SUPPORTING RELOCATION OF PUBLIC
WORKS' UPPER COUNTY SHOP**

WHEREAS: Public Works recently acquired property in the Cle Elum Urban Growth Area for the purpose of relocating its Upper County Shop; and

WHEREAS: Public Works selected KPG as a Civil Engineering service provider through its 2017-2019 professional services on-call contract process; and

WHEREAS: KPG offers architectural design services with significant experience designing public works buildings and site development; and

WHEREAS: PW has negotiated a scope of work and fee that is competitive with current industry standards; and

WHEREAS: The timeline for developing the Upper County Shop property is tight owing to existing damage to the existing shop;

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners, in the best interest of the public, does hereby authorize the Chair's signature on Task Order No. 5 with KPG for architectural design services supporting relocation of the existing Upper County Shop in the amount, not to exceed: \$417,374.29.

DATED this 16th day of January, 2018, at Ellensburg, Washington.

BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON

Laura Osiadacz, Chairman

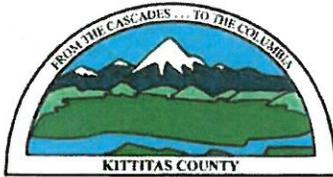
Attest:

Clerk of the Board- Julie Kjorsvik

Obie O'Brien, Vice-Chairman

Deputy Clerk of the Board- Mandy Buchholz

Paul Jewell, Commissioner



KITTITAS COUNTY
DEPARTMENT OF PUBLIC WORKS

Formal Task Order Document

KPG, P.S.

Task Order Number 05

Maximum Amount Payable \$417,374.29 Completion Date 12/31/2019

The general provisions and clauses of Local Agency Agreement Number KCPW 2017 - 19ENG3 shall be in full force and effect for this Task Order.

Location of Project: Kittitas County owned project site on No. 5 Mine Road, near the City of Cle Elum, in Kittitas County, Washington.

Project Title: Upper County Road Maintenance Facility Replacement Project

Description of Work: KPG (CONSULTANT) shall provide services as detailed in "Exhibit A Scope of Work" attached.

Cost Breakdown: See "Exhibit B Hour and Fee Estimate" (attached) for a detailed breakdown of estimated hours for various tasks and subtasks. Hourly rates will be as agreed upon in Agreement KCPW 2017-19ENG3.

Completion Date: 12/31/2019. See "Exhibit C Project Schedule" (attached) for additional details on the project schedule.

Agency Signature: _____ **Date:** _____

Consultant Signature: Josh Fedora **Date:** 12/27/2017

Josh Fedora, P.E.

Exhibit A – Scope of Work

Kittitas County Upper Road Maintenance Facility Replacement Project

Phase I – Design, Introduction and Background

The following Scope of Work outlines the effort required to develop PS&E for the construction of a new County maintenance facility located along State Route 903 at the intersection of No. 5 Mine Road. The 6.8 acre site is wooded, previously undeveloped, relatively flat, and located within the jurisdiction of Kittitas County. There will be up to (4) pre-engineered structures placed onto the site in order to accommodate the needs of the project program. The project program includes: new administration spaces, vehicle maintenance bays, covered vehicle parking, covered sand & salt storage, liquid anti-icer (hypochlorite) storage tanks, tool & equipment storage, laydown areas for roadway materials through the use of bins and racks, and on-site parking for County employees. The program is identified in a document dated (December 2017) authored by KPG. In order to achieve the County's schedule and budget goals following the initial Schematic Design cost estimate, the project will follow a critical path schedule method.

The County has identified the following preferred order of physical improvements:

1. Combined Mechanic's, Administration/Operations Shop Maintenance Building, Equipment room. These spaces will be part of a single building.
2. Equipment Shed. 3-sided, unheated.
3. Pickup Shed. 3-sided, unheated.
4. Winter Road Maintenance (Sand and Salt Structure). 3-sided, unheated.
5. Wash Bay. 2-sided, unheated drive-through bay.
6. Storage Bins, ecology block. Uncovered, three sided open air block structures.

SCOPE ASSUMPTIONS

The County will provide or perform the following in support of the project:

- The County will coordinate any/all site zoning alterations necessary to accommodate the project program. The current site zoning for the project allows for a maximum of 50% impervious site coverage.
- Right of way and easement acquisition services should they be necessary.
- Coordination with Utilities Agencies (Potable Water, Fire Water, Sewer, Power, Cable/IT), including sewer agreement with the City of Cle-Elum.
- Coordination, management and performance of contaminated soils and/or groundwater remediation, if uncovered during site investigations.
- Survey for the project site in AutoCAD format, suitable for full design and construction of the project.
- Additional survey and utility locates if needed, will be provide by the County in AutoCAD format with surfaces integrated with the previously provided survey basemaps. Examples of possible supplemental survey needs include: utility connections, roadway features, slopes, etc.
- Submittal of building permits to building permit department and payment of permit fees, including deferred pre-engineered building permit submittal.

- Provide earthwork equipment and operator in support of the work of Task 5 Field Investigations.
- Complete reviews in a reasonable timeframe, no more than ten (10) working days, in order to maintain project schedule and deliverable milestone goals.
- Division 00 and Division 01 specifications including general provisions and construction contract.

Overall Project Assumptions:

- The initial notice to proceed and authorization of work by the County will be limited to the scope of work contained in Task 1, Task 2, and Task 5. The County will elect to authorize subsequent tasks upon review of the project deliverables at each milestone. KPG will not proceed with subsequent tasks unless authorized in writing by Kittitas County.
- Facility configuration will closely match the layout provided by the County in the fall of 2017 which consists of up to four (4) buildings and a laydown area.
- Water supply sufficient for project feasibility is available by right to designated site.
- Project documentation will be provided as digital .pdf documents, unless elements are required to be printed, such as a building permit submittal.
- Project work will be conducted in AutoCAD 2015 or newer, Civil 3D 2015 or newer, and Revit 2017 or newer.
- Project deliverables will be on project titleblocks, full-size 22-inch by 34-inch, and/or half-size 50% scale 11-inch by 17-inch.
- The Consultant may shift budget between tasks when authorized in writing by the County.
- The Consultant will set-up and maintain the project .ftp site for the project team.
- Project specifications will be provided in current CSI masterformat, .pdf 8.5x11-inch size. Division 01 and General Conditions will be provided by the County and reviewed by the Consultant for coordination purposes.
- Storm drainage & infiltration on site will follow current code as required by Kittitas County.
- Buildings will be procured as Bidder provided pre-engineered structures and outfitted to meet project design plans and specifications. Pre-engineered structures will be submitted as part of a 'deferred' permit submittal following low-bid selection of General Contractor and vendor procurement. The vehicle wash station will be a pre-manufactured system using County's specified performance requirements.
- Site work and grading will be limited to the project area identified on grading plans and as allowed by Zoning code.
- Power, water and cable utilities are available adjacent to the site.
- The project will be publicly bid and construction work will be performed by the successful bidder.
- Design work for all programmed buildings and site elements shall be completed concurrently. It is assumed the Consultant will provide "Bid Ready" documents and the County may elect to delay the construction of one or more elements after completion of bid documentation in order to meet construction schedule and budget criteria. The design team will assist with pre-planning potential phasing as part of the schematic design task.
- A future on-site fuel facility will be planned and cost estimated as part of Schematic Design task. Utilities to area designated for fuel facility will be designed as stub-in for future use.

SCOPE EXCLUSIONS

The following are excluded from this Scope of Work. At written County request, the Consultant may provide the following services as an amendment to the contract, the fees for services will be drawn from the project Management Reserve or, if expended, other funding source identified by the County.

- Selection of furnishings with the exceptions of built-in-place furnishings such as countertops, is excluded. Furnishings including but are not limited to desks, desktop lamps, rolling chairs, and conference room equipment are not included within this scope of work.
- Preparation and submittal of documents for mechanical, electrical, and plumbing permits are not included within this scope of work and will be submitted by the selected Contractor at the time of construction.
- Meetings and/or presentations to present project status or design with the Board of County Commissioners (BOCC) are not included within this scope of work.
- 3D renderings for all project phases.
- Fire sprinkler system.
- Permanent irrigation system.
- Sustainability Services. The project will not be seeking any sustainable certification from organizations such as the USGBC or Living Futures Institute, however, when possible sustainable attributes will be incorporated into the design.
- Offsite improvements and/or mitigation.
- Roadway improvements to 5-Mine Road other than patching in order to trench utilities to the project site.
- Community outreach and/or public relations services.
- Environmental permits and documentation including, SEPA documentation and perform field investigations related to SEPA documentation, Critical Aquifer Recharge Area(s) (CARA) report, TIR Drainage Report.
- Assistance with project re-zoning, zone adjustment, or zoning documentation other than code review for project.
- Traffic analysis and concurrency evaluation.
- Survey and utilities locate services.
- See assumptions under each task.
- Fuel Facility construction documentation, permitting, bid documentation, and construction documentation. *Note: Fuel Facility schematic design for cost estimating will be included as part of Task 2 – Schematic Design.*

TASK 1 - PROJECT MANAGEMENT

Task 1 Objective: Management of project team throughout the duration of the project, coordination with project owner, coordination with project team, development and maintenance of project schedule, development of consultant budgets including invoices.

Task 1 Work Elements

- 1.01 Resource Management

- 1.02 Management of Schedule and Budget
- 1.03 Monthly Progress Reports
- 1.04 Task and Deliverables Management

Task 1 Deliverables:

- Regular project schedule and budget updates at milestones and at Client request.
- Monthly progress reports including invoices, emailed.
- Bi-Monthly Updates, written and emailed.

Task 1 Assumptions:

- The consultant shall provide timely and immediate notification of any work items or project developments constituting a change to the written scope of work and fee budget estimate and schedule.
- All regular project meetings, workshops, and site visits will be conducted by the Prime Consultant Project Manager or discipline specific Project Manager.
- The work of this task is estimated to be up to 10-months.
- The project manager may move budget between tasks.

TASK 2 - SCHEMATIC DESIGN

Task 2 Objective: Options Analysis phase with primary goal to compare costs and risks of site arrangements for the County to select preferred alternative. (2) Site arrangement alternatives with schematic level building layouts for selection by County. Stakeholder workshop to select preferred site arrangement. Cost estimate for each site arrangement plan with project risks associated. Presentation of preferred alternative to Board of County Commissioners to inform of project progress. Assist the County with identifying how construction phasing may meet County project construction budget and schedule needs. Code review, utilities research, and project review of program are included within this task. Creation of the project Risk Register is also part of this task, the register will be updated at milestones throughout the project.

Task 2 Consultant Disciplines and Work Groups:

- 2.01 Architecture. Evaluation of available project documentation, production of (2) colored, schematic floor plans and site arrangement plans for alternative project analysis. Assistance with cut-sheet collection and materials concept development. The Consultant shall contact the County's permitting department and provide an outline of the project, and inquire as to the anticipated project building permit(s) and estimated permit review timelines needed in order to develop the project construction schedule.
- 2.02 Structural Engineering. Schematic foundation and footing design, including anticipated Pre-engineered building grid configurations.
- 2.03 Electrical Engineering. Evaluation of available project documentation, schematic design and input for cost estimating, written recommendations for memorandum deliverable.

- 2.04 Mechanical Engineering. Evaluation of available project documentation, schematic design and input for cost estimating, written recommendations for memorandum deliverable.
- 2.05 Plumbing Design. Evaluation of available project documentation, schematic design and input for cost estimating, written recommendations for memorandum deliverable. Written recommendation of sewage conveyance system method.
- 2.06 Civil Engineering. Evaluation of available project documentation, assistance with site arrangement plan evaluation and production for schematic location of utility access, stormwater retention/infiltration/or detention opportunities. The consultant shall assist the County's stormwater and drainage permit efforts.
- 2.07 Landscape Architecture. Evaluation of available project documentation, including code study of potential buffer enhancement requirements from property lines and easements. Contribute to written memorandum and schematic plan alternative review.
- 2.08 Cost Estimator. Comparative, written Rough Order of Magnitude (ROM) construction cost estimate evaluating project alternatives.
- 2.09 QA/QC. The Consultant's QA/QC manager shall conduct regular quality control reviews of the construction documents and provide markups, including feedback to the Consultant team, prior to submittal of the progress review sets to the County.

Task 2 Meetings:

- Bi-weekly team meetings, including Prime Consultant and County, by teleconference.
- Regular weekly team teleconferences, email and phone communication and coordination.
- (1) One Prime Consultant meeting with County building permit officials by teleconference.
- (1) Stakeholder workshop: The Consultant shall prepare for and participate in one (1) stakeholder workshop to discuss the site arrangement options. The Consultant should assume the workshop will be two (2) hours plus travel. Consultant team members include the project Architect, and project Civil Engineer. The workshop will be located at the County's current upper maintenance facility in Cle Elum.

Task 2 Deliverables:

- (2) Site arrangement alternatives, including floor plan layouts, drawn to engineering scale showing vehicle access using Autoturn or equivalent for selection of preferred by Client.
- Brief memorandum outlining elements of site plan arrangement alternatives including data and comments collected from the work of project disciplines. Memorandum will also include recommendations for project phasing.
- Schematic design cost estimate for up to (2) arrangement alternatives, this is considered to be a 30% design level.
- Schematic construction schedule for each alternative if the two alternatives differ significantly, one schedule if the alternatives are similar.
- Example photos and materials boards to convey project concept.
- Revision of selected preferred Combined Mechanic's, Administration/Operations Shop Maintenance Building alternative interior floor plan (1) one time.

Task 2 Assumptions:

- Task 5 items will occur simultaneously with Task 2.
- Drawings and sketches will be provided in .pdf format and/or power-point format for meetings.
- Meetings will be by teleconference using GoTo meeting conference calling.
- Construction schedule will be schematic in nature only and include anticipated project phases if work is to be separated following cost analysis as part of this task.
- **Once the schematic design is approved, modifications to the design elements will be considered a change and out of scope of work.**
- Project management is part of Task 1.

Task 2 Exclusions:

- Site visits are not included within this task. Field investigation/site visit images and program documentation from previous on-call contract is sufficient to complete schematic design task.

TASK 3 - 75% DESIGN & BUILDING PERMIT

Task 3 Objective: After the County has provided written authorization to proceed with this task, the consultant shall provide construction document development including plans and specifications, to 75% design milestone for owner review, project coordination between consultant disciplines, and milestone cost estimate. The 75% design documents for Civil, Architecture, and Structural disciplines, not including the deferred Pre-Engineered Building Submittal, shall be coordinated and ready for grading and building permit submittals. Plans will be nearly complete for all disciplines in preparation for bid, only non-critical details and bid-related coordination items should remain to be completed following the 75% level. This task includes building permit pre-submittal meetings and building permit submittal meetings.

Task 3 Consultant Disciplines and Work Groups:

- 3.01 Architecture. Prepare plans and specifications for County review. Prepare plans and fill out forms for building permit.
- 3.02 Structural Engineering. Prepare plans and calculations for Consultant coordination, County review, and for building permit foundation design submittal. Fill out structural related building permit submittal forms.
- 3.03 Electrical Engineering. Prepare plans and specifications for Consultant coordination and County review.
- 3.04 Mechanical Engineering. Prepare plans and specifications for Consultant coordination and County review.
- 3.05 Plumbing. Prepare plans and specifications for Consultant coordination and County review.
- 3.06 Civil Engineering. Prepare plans and specifications for Consultant coordination, County review, and for permit submittal to obtain site grading permits.
- 3.07 Landscape Architecture. Prepare planting & temporary irrigation plans and specifications for County review, prepare plans in support of grading and building permits.

- 3.08 Cost Estimator. Engineers probable bid construction cost updating the schematic design estimate to reflect project additions and alterations made at the 75% milestone. This cost estimate will be used as the final cost estimate prior to project bid.
- 3.09 QA/QC. The project QA/QC lead will conduct a review of all 75% design milestone documentation prior to submittal to the County. Review comments will be coordinated and provided for consultant team members to incorporate into their drawing sets. This includes: specifications, and building permit documentation. This may include review of county's Division 01 specifications for coordination with the project.

Task 3 Meetings:

- Bi-weekly Consultant meetings with the County, up to four (4) meetings by teleconference using Go-To Meeting, an hour in duration.
- Regular weekly team teleconferences, email and phone communication and coordination.
- Meetings required by regulatory agencies, up to two (2) meetings, an hour in duration for up to (3) three team members.
- Phone meeting with building permit officials prior to building permit intake submittal, up to 1-hour duration meeting.

Task 3 Deliverables:

- Stamped, signed building permit documents, foundation calculations, and site grading permits labeled as required by the Authority Having Jurisdiction, typically 'Permit Documents' or 'For Permit' and building permit application.
- 75% coordination and review deliverables include: cost estimate, specifications nearly ready for bid, in-progress drawing set.

Task 3 Assumptions:

- At the completion of Task 2 - Schematic Design, the County will evaluate the project cost estimate and other project deliverables and elect whether to authorize subsequent design tasks and permit submittals. KPG will not proceed with Task 3 until authorized in writing by Kittitas County.
- No design changes will be made following this task with the exception of notations and coordination to comply with building permit officials.
- The County will provide formal review comments of a consolidated 75% in-progress drawing set and specifications.
- All comments (including one round of permit comments) received during the submittal review will be addressed on the next submittal.
- Deliverables of this task will be used by the County for submittal for Building Permit and Grading Permits. No other permits are included within this Task. Consultant shall provide drawings and calculations suitable for permit review and assist with application documentation. Pre-engineered building elements will be noted as a 'Deferred Submittal' and will be submitted at a future date following construction contract procurement.
- Members of the consultant team do not need to be present for building permit intake submittal, the County will deliver permits for intake.

- Kittitas County Building Permit Review is assumed to be 45-days total duration including weekends, from intake of permit documentation, further time for review and permit may affect project schedule.

TASK 4 - 100%, BID READY DOCUMENTS, and BID PHASE SERVICES

Task 4 Objective: After the County has provided written authorization to proceed with this task, the consultant shall develop the design to the 100% level and shall submit a completed package of construction documents, following review of 100% documents by the County, a set of "For Bid" documents including plans and specifications will be stamped and signed, ready for bid advertisement. Bid phase services include answering Bidder questions and updating bid document to include addenda.

Task 4 Consultant Disciplines and Work Groups:

- 4.01 Architecture
- 4.02 Structural Engineering
- 4.03 Electrical Engineering
- 4.04 Mechanical Engineering
- 4.05 Plumbing
- 4.06 Civil Engineering
- 4.07 Landscape Architecture
- 4.08 Cost Estimator, no deliverable as part of this task.
- 4.09 QA/QC - The Consultant's QA/QC manager shall conduct regular quality control reviews of the construction documents prior to submittal of the progress review sets to the County.

Task 4 Meetings:

- Two Prime Consultant team meeting with the County by teleconference, up to an hour in duration.
- Regular consultant team teleconferences, email, phone communication and coordination.

Task 4 Deliverables:

- Stamped, signed bid-ready drawings, specifications labeled 'For Construction' in digital .pdf format.

Task 4 Assumptions:

- At the completion of Task 3 – 75% Design & Building Permit, the County will evaluate the project cost estimate and other project deliverables and elect whether to authorize subsequent design tasks. KPG will not proceed with Task 4 until authorized in writing by Kittitas County
- No formal County review or comments will be part of this task, comments from meetings with the County will be noted in writing by the Consultant and if approved by the County, addressed on the drawings and specifications as Additional Work.
- Contract drawings shall be prepared in Revit or CAD following the standards and shall be sized for printing full-size 22"x34" and delivered to the County in .pdf format.
- The County will finalize Division 01 and General Conditions.
- The County will compile deliverable documentation and provide advertisement of the project.
- Building permits listed in previous tasks will be issued.
- Up to four (4) bidder clarification questions will be answered.

- Up to two (2) bid addenda will be issued.
- Representatives from the Consultant team are not required at the pre-bid site visit or bid opening.
- CAD files, if provided for convenience, are not considered to be construction documents and successful bidder will sign a use agreement.

TASK 5 - SITE INVESTIGATIONS

Objective: Geotechnical engineering studies and report for Consultant preparation of construction documents. Site investigations are conducted during Schematic Design Phase on schedule.

Consultant Disciplines

5.01 Geotechnical Engineering

Task 5 Deliverables: Geotechnical Engineering.

- Review the proposed Road Maintenance Facility development plans as they become available.
- Review topographic and geologic maps of the project site and area. Review previously completed geotechnical studies for nearby properties (PSE Substation).
- Develop a subsurface exploration plan and proposed exploration map for the project.
- Conduct a series of test pit explorations using an excavator provided by the County.
- Mark explorations in the field using wooden stakes about five to seven days prior to initiating the subsurface exploration program. Contact the One Call utility notification center to locate publicly owned subsurface utilities at the exploration locations. We will subcontract a private locate company to clear the proposed boring sites with respect to privately owned utilities.
- Perform a geologic reconnaissance of the site when we mark exploration locations. We will note vegetation patterns, areas of wet ground and/or standing water and evaluate any soil exposures or nearby slopes.
- Limits testing, if appropriate.
- Describe site conditions including subsurface soil and groundwater conditions encountered in the test pits, and laboratory test results.
- Develop recommendations for site preparation and earthwork based on the data and our understanding of the proposed site development. The site has a gradual downward slope to the northwest, so some earthwork will be required to achieve level site grades.
- Provide recommendations for temporary and permanent slopes. Recommendations for shallow foundation support, including footing size, allowable soil bearing pressure and estimated post-construction settlements.
- Discuss footing construction considerations including excavation, bearing surface preparation, material requirements and compaction requirements.
- Perform geotechnical laboratory tests on representative samples obtained from the explorations.
- Provide subgrade preparation recommendations and criteria for modulus of subgrade reaction for design of slabs-on-grade.
- Evaluate lateral earth pressures for design of below-grade structures.
- Provide recommendations for seismic design in accordance with 2016 International Building Code (IBC) and local standards. This includes an assessment and discussion of liquefaction potential and estimated ground settlement, and a discussion of potential remedial measures, as applicable.

- Provide recommendations for pavement subgrade preparation and asphalt concrete (AC) pavement design sections for both automobile and truck traffic areas, if these surfacing materials are considered for the project.
- Discuss drainage considerations for construction based on the conditions encountered in our previous explorations.
- Develop a preliminary opinion regarding feasibility of stormwater infiltration within the site based on the conditions encountered in our explorations, our observations and grain-size analyses.
- Present the results of our study in a written report including detailed soil logs, site plan and other appropriate design figures.

Task 5 Assumptions: Geotechnical Engineering.

- Perform subsurface explorations at the site. We propose excavating up to 10 test pits across the site using a track-mounted excavator.
- Kittitas County will provide the excavator and operator. Exploration depths will be up to 13 feet deep for the test pits. Test pits will be terminated should very dense materials (soil and/or rock) be encountered. Bulk samples will be obtained from the test pits directly from the excavator bucket.
- Test pits will be backfilled by the County with excavated material, tamping the material in lifts with the bucket.
- Anticipated tests include moisture content determinations, particle size analyses and Atterberg limits testing, if appropriate.
- Additional testing may be required once the final stormwater facility location(s) are chosen.

Exhibit A – Scope of Work

Kittitas County Upper Road Maintenance Facility Replacement Project

Phase II – Construction Administration and Record Drawings

The following Scope of Work outlines the effort required to provide project Construction Administration and Record Drawing services. Phase II is a continuation of Phase I – Design, Introduction, and Background services. This phase begins at the start of selected contractor award and continues through project-close out.

PHASE II ASSUMPTIONS

- KPG will not proceed with the Phase II scope of work until receiving written authorization from the County.
- Project management for Phase II will be incorporated into each task individually.
- The County will provide personnel dedicated to project construction management for the duration of this phase of work.
- Primary form of communication will be email and/or County managed construction project management cloud based website.
- Record drawings are not field-verified further than contractor's markup redline notations.

PHASE II EXCLUSIONS

The following are excluded from this Scope of Work. At written County request, the Consultant may provide the following services as an amendment to the contract, the fees for services will be drawn from the project Management Reserve or, if expended, other funding source identified by the County.

- Construction management.
- Warranty phase services.
- Commissioning services.
- Special inspection services.
- Geotechnical Engineering services.
- Community relations and outreach.
- Weekly construction meetings except those listed under 'Assumptions'.
- Pre-installation meetings.
- Design Changes.
- Cost Estimating Services.
- Pre-installation meetings on-site.
- Regular site visits other than listed under each task.
- Inspection and observation services.
- 3D Modeling.
- Survey services.

TASK 6 - CONSTRUCTION PHASE SERVICES

Objective: The consultant will provide services related to the review, testing, and other administration of the construction contract as outlined below. The estimated hours are a basis to establish an allowance for services as required. Actual level of effort is expected to differ.

Task 6 Consultant Disciplines and Work Groups:

- 6.00 Project Management. Management of the Consultant team through the project construction. This includes regular project meetings, regular site visits, and coordination with the County's Construction Manager. The Project Manager will receive, distribute, and return project submittals and RFI's to Consultant team and Consultant's Construction Manager.
- 6.01 Architecture. Receive, review, log, return project submittals and RFI's. Assist owner with change-order review. Attend bi-weekly construction meetings by teleconference. Attend (4) scheduled site visits, including punchlist activities. Provide written memorandum of site visits. Review Pre-Engineered Building (PEB) submittals, provide coordination with project Consultants and answer RFI's related to PEB elements.
- 6.02 Structural Engineering. Receive, review, log and return project submittals. Respond to RFI's related to structural engineering. Conduct project site visits. Assist with special inspections review. Assist with change-order review. Review Pre-Engineered Building (PEB) submittals, provide coordination with project Consultants and answer RFI's related to PEB elements.
- 6.03 Electrical Engineering. Receive, review, log and return project submittals. Respond to RFI's related to electrical engineering. Conduct two (2) site visits including punchlist project site visit. Assist with special inspections review. Assist with change-order review.
- 6.04 Mechanical Engineering. Receive, review, log and return project submittals. Respond to RFI's related to plumbing design. Conduct project site visits. Assist with special inspections review. Assist with change-order review. Create project O&M Manuals for mechanical building elements.
- 6.05 Plumbing Design. Receive, review, log and return project submittals. Respond to RFI's related to plumbing design. Conduct two (2) project site visits, including punchlist. Assist with special inspections review. Assist with change-order review. Create project O&M Manuals for mechanical building elements.
- 6.06 Civil Engineering. Receive, review, log and return project submittals and RFI's. Assist owner with change order review. Attend bi-weekly construction meetings by teleconference. Attend (4) scheduled site visits.
- 6.07 Landscape Architecture. Review plant submittals and temporary irrigation design.

Task 6 Meetings:

- Prime Consultant will attend a construction kick-off meeting, up to 2 hour duration by teleconference.
- Prime Consultant will attend bi-weekly construction meetings by teleconference, up to 1 hour duration.
- Prime Consultant will attend up to (4) on-site construction meetings up to 5 hour duration, including punch-list and back-punch, including travel.

Task 6 Deliverables:

- Submittal/Shop Drawing reviews – Receive, log, review, and comment on technical submittals, shop drawings, material samples, and construction plans transmitted by the County. Consultant will compile written comments and transmit to the County upon completion of the review process. Shop drawing review will include pre-engineered building (PEB) packages and responses to PEB supplier design questions.
- Address RFI's – Consultant will provide requested information, clarification, and interpretation of the contract plans and specifications. Consultant will provide written response to formal Requests for Information (RFI) received from the County.
- Evaluate Substitution Requests – Consultant will evaluate substitution request(s) and/or equal(s)' proposals proposed by the Contractor and provide recommendations to the County.
- Review Change Order Request – Consultant will provide review and input regarding change order requests as requested by the County.
- Field Reports, including photos as necessary, from each monthly site visit.
- O&M Manual Submittals – Consultant will provide review of Contractor-generated O&M manuals and provide written review comments to the County.
- Assistance with Facility Acceptance – Consultant will provide services with Final Acceptance of the new construction following the Contractor submitting their Punch-List and providing a statement of Substantial Completion. Activities are to include: review of Contractor's Punch-List, site walk to validate and add to Punch-List, site walk to verify Punch-List items are complete (back punch), and final site walk with Architect and Engineers of Record to confirm Physical Completion has been achieved.

Task 6 Assumptions:

1. The County will provide full-time on-site construction management and inspection services.
2. Construction duration is assumed to be no longer than (52) weeks (approximately 12 months) from Notice to Proceed through Final Acceptance.
3. A document management system is not assumed. Instead, the County's or KPG's FTP site will be used to transfer large files during construction.
4. RFI's, Submittals, and Change Orders will be transmitted via email, logged in an Excel spreadsheet and tracked by KPG in addition to project Construction Manager.
5. Assume construction kick-off meeting of (2) hour duration attended by up to three (3) consultants by teleconference.
6. Assume Bi-weekly construction progress meetings of (1) hour duration, by teleconference. Assume forty (40) meetings will be attended by phone, up to (4) in person on site, for site visits assume up to (5) hour duration with travel time and site walk.
7. Assume up to (120) contractor submittals. Assume (100) submittals will require an average review of (2) hours. Assume (20) average submittals require a second (1) hour review. Assume the substantial submittals will average a second (2) hour review.
8. Assume up to (60) RFI's with an average review of (1) hour. (20) RFIs will require a substantial review of (4) hours.
9. Assume up to (2) Architectural Special Instructions (ASIs). Each ASI will require an average of (4) hours and is included in the Change Order Request task.

10. Assume up to (3) change order requests. Each Change Order will require an average of (4) hours.
11. Assume up to (5) substitution requests or 'or equal' proposals. Each request will require an average of (2) hours.
12. Assume consultant will spend up to (20) hours of review of O&M manuals provided by the Contractor which are assembled by volume and organized with a table of contents.
13. Assume Contractor will provide a complete and accurate Punch-List at point of Substantial Completion for complete Punch-List review.
14. Assume Punch-List review will include:
 - a. An (8) hour inspection for up to (3) Consultants, including travel time.
 - b. A (4) hour back punch inspection for (3), including travel time.
 - c. A (4) hour final site walk for (2), including travel time.
 - d. (20) hours of office based support.

TASK 7 – RECORD DRAWINGS

Objective: The consultant will prepare as-built or Record Drawings from the Contractor marked up plans and recorded Consultant responses to approved RFI's.

Task 7 Consultant Disciplines and Work Groups:

- 7.0 Project Management.
- 7.01 Architecture
- 7.02 Structural Engineering
- 7.03 Electrical Engineering
- 7.04 Mechanical Engineering
- 7.05 Plumbing Design
- 7.06 Civil Engineering
- 7.07 Landscape Architecture
- 7.10 QA/QC

Task 7 Deliverables:

- Preparation of Record Drawings – Consultant will review as-built drawings submitted by the Contractor and prepare record drawings.
- Digital .pdf record drawings by email or on digital disk.
- (1) Set of printed, full-size record drawings for County archive.

Task 7 Assumptions:

- Assume Contractor will provide complete and accurate as-built drawings to support production of the Record Drawings. Assume there will be (75) sheets requiring an average (0.5) hour of engineering review and (1) hour of drafting each.
- Record drawings will be produced in .pdf format using AutoCAD or Revit software.

Exclusions:

- 3D Modeling.
- Aerial photography.

- Topographic survey.
- Site visits to verify as-built markups provided by Contractor.

Consultant Team Leads

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Exhibit C - Project Schedule

Client: Kittitas County Public Works
 Project: Maintenance Facility Design Phase I
 Date: December 12, 2017

ID	Task Name	Duration	Start	Finish
1	Project Management	446 days	Mon 1/15/18	Mon 9/30/19
2	Project Start	0 days	Mon 1/15/18	Mon 1/15/18
3	SEPA	110 days	Mon 1/15/18	Fri 6/15/18
4	Schematic Design	40 days	Mon 1/15/18	Fri 3/9/18
5	Work Product	30 days	Mon 1/15/18	Fri 2/23/18
6	Design Deliverable	0 days	Fri 2/23/18	Fri 2/23/18
7	Kittitas County Review	10 days	Mon 2/26/18	Fri 3/9/18
8	Task 5 - Site Investigations	18 days	Mon 1/22/18	Wed 2/14/18
9	Task 3 - 75% Design	68 days	Mon 3/12/18	Wed 6/13/18
10	Work Product	47 days	Mon 3/12/18	Tue 5/15/18
11	Design Deliverable	0 days	Tue 5/15/18	Tue 5/15/18
12	Kittitas County Review	10 days	Wed 5/16/18	Tue 5/29/18
13	Work Product	10 days	Wed 5/30/18	Tue 6/12/18
14	Permit Submittal	1 day	Wed 6/13/18	Wed 6/13/18
15	Building Permit Review	45 days	Wed 6/13/18	Tue 8/14/18
16	Task 4 - 100% Design	40 days	Wed 6/13/18	Tue 8/7/18
17	Work Product	30 days	Wed 6/13/18	Tue 7/24/18
18	Design Deliverable	0 days	Tue 7/24/18	Tue 7/24/18
19	Kittitas County Review	5 days	Wed 7/25/18	Tue 7/31/18
20	Work Product	5 days	Wed 8/1/18	Tue 8/7/18
21	Bid Document Deliverable	0 days	Tue 8/7/18	Tue 8/7/18
22	ADVERTISEMENT & BID	21 days	Wed 8/8/18	Wed 9/5/18
23	Estimated Negotiations	20 days	Thu 9/6/18	Wed 10/3/18
24	Construction Phase	258 days?	Thu 10/4/18	Mon 9/30/19
25	Closeout	43 days	Thu 8/1/19	Mon 9/30/19
26	End of Project	0 days	Mon 9/30/19	Mon 9/30/19

Project: Kittitas County Maintenance Facility Design Phase I
 Date: Mon 12/18/17

Task Split: [Progress Bar]

Progress Milestone: [Milestone Bar]

Summary: [Summary Bar]

External Tasks: [External Task Bar]

External Milestone: [External Milestone Bar]

Deadline: [Deadline Bar]

