

RESOLUTION NO. 24-1987

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING MAYOR TO SIGN A PROFESSIONAL SERVICES AGREEMENT WITH PACE ENGINEERS, INC. FOR MATERIAL BIN COVERS CONSTRUCTION MANAGEMENT SERVICES

WHEREAS, The Public Works Facility Material Bin covers need to be replaced;
and

WHEREAS, the Department of Public Works (DPW) completed a design with
PACE Engineers, Inc. for new material bin covers to be located at the public works
facility; and

WHEREAS, DPW has chosen a low bidder to complete the work; and

WHEREAS, DPW will need construction management services in order to
oversee the work to completion for the new material bin covers ; and

WHEREAS, DPW staff determined that PACE is best suited for the job since
they were the original engineer on the project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake
Forest Park, as follows:

Section 1. AUTHORIZATION TO PROFESSIONAL SERVICES AGREEMENT .
The City Council of the City of Lake Forest Park authorizes the Mayor to sign to
the professional services agreement with PACE Engineers, Inc. for the
construction management services for the material bins replacement project
included herewith as Attachment 1.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 12th day of December 2024.

APPROVED:

Thomas French

[Thomas French \(Dec 16, 2024 12:42 PST\)](#)

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK: November 7, 2024
PASSED BY THE CITY COUNCIL: December 12, 2024
RESOLUTION NO.: 24-1987

ATTACHMENT 1

CITY OF LAKE FOREST PARK PROFESSIONAL SERVICES AGREEMENT Agreement Title: Consultant Services with PACE Engineers for Public Works Facility Material Bin Covers Construction Services

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and **PACE ENGINEERS** (the "Consultant"), a Washington corporation, dated this 12th day of December, 2024.

Consultant Business: PACE Engineers

Consultant Address: 11255 Kirkland Way, Ste. 300
Kirkland, WA 98033

Consultant Phone: 425-827-2014

Contact Name Christian Nichols

Consultant e-mail: christiann@paceengrs.com

Federal Employee ID No.: 91-1553757

Authorized City Representative Phillip Hill, City Administrator
for this contract:

WHEREAS, the City seeks to replace the material bin covers at the Public Works Facility; and

WHEREAS, PACE Engineers has designed improvements to the existing Public Works Facility material bin covers; and

WHEREAS, the City finds that PACE Engineers is qualified and experienced to provide construction services, generally including project management, construction administration, construction inspection, and project closeout.

NOW, THEREFORE, the parties herein do mutually agree as follows:

1. Employment of Consultant. The City retains the Consultant to provide the services described in Exhibit A incorporated herein, for the Public Works Facility Material Bin Covers Construction Services ("collectively "Scope of Work" or the "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

The City may revise the Work and the compensation only by a written Change Order signed by the authorized representatives of the parties that shall become a part of this Agreement.

The project manager(s) of the Work shall be Christian Nichols. The project manager(s) shall not be replaced without the prior written consent of the City.

Exhibit A Work shall commence when the City issues a notice to proceed and it shall be completed no later than June 15, 2025, unless the completion date is extended in writing by the City. Notwithstanding the foregoing, Consultant shall not be responsible for any delay or failure to

meet deliverable deadlines if such delay or failure was caused in whole or in part by a delay or failure of the City.

2. Compensation.

A. The total compensation to be paid to Consultant for the Work in Exhibit A, including all services and expenses, shall not exceed ninety-one thousand, one hundred sixty-three dollars, seventy cents (\$91,163.70) as shown on Exhibit A, which shall be full compensation for the Exhibit A Work. Consultant shall invoice the City monthly on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

B. Consultant shall be paid in such amounts and in such manner as described in Exhibit A.

C. Consultant shall be reimbursed for Eligible Expenses actually incurred that are approved for reimbursement by the City in writing before the expense is incurred.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall send electronically to ap@cityofffp.gov its request for payment of Exhibit A Work, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

4. Work Product. The Consultant shall submit all reports and other documents specified in Exhibit A according to the schedule established in Exhibits A. If, after review by the City, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be used by the City for any purpose; provided that re-use without Consultant's permission shall be at the City's sole risk.

5. Termination of Contract. City may terminate this Agreement by sending a written notice of termination to Consultant ("Notice") that specifies a termination date ("Termination Date") at least fourteen (14) days after the date of the Notice. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner.

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the City.

7. Indemnification. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. No Limitation. The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

B. Minimum Scope of Insurance. The Consultant shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

C. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

D. Other Insurance Provision. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.

E. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

F. Verification of Coverage.

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

G. Notice of Cancellation.

The Consultant shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

H. Failure to Maintain Insurance.

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Consultant from the Public Entity.

I. Public Entity Full Availability of Consultant Limits.

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

9. Independent Contractor. The Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.

10. Employment. The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. Audits and Inspections. The Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. City of Lake Forest Park Business License. Consultant shall obtain a City of Lake Forest Park business license before performing any Work.

13. Compliance with Federal, State and Local Laws. Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. Waiver. Any waiver by the Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. Complete Agreement. This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. Modification of Agreement. This Agreement may be modified by a Change Order as provided in Section 1, or by a writing that is signed by authorized representatives of the City and the Consultant.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. Notices.

A. Notices to the City of Lake Forest Park shall be sent to the following address:

City of Lake Forest Park
Attn: Phillip Hill
17425 Ballinger Way NE
Lake Forest Park, WA 98155

B. Notices to the Consultant shall be sent to the following address:

PACE Engineers
Attn: Christian Nichols
11255 Kirkland Way, Suite 300
Kirkland, WA 98033

19. Venue. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.

20. Counterpart Signatures. This Agreement may be executed in one or more counterparts, including by facsimile, scanned or electronic signatures, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written

	<i>CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.</i>
CITY OF LAKE FOREST PARK WASHINGTON	PACE ENGINEERS
By: _____ Thomas French, Mayor	By: _____ Ken Nilsen, President
Date: _____	Date: _____
ATTEST:	
_____ Matthew McLean, City Clerk	
Date: _____	
APPROVED AS TO FORM:	
_____ Kim Adams Pratt, City Attorney	
Date: _____	

Exhibit A – Scope of Services

*Public Works Facility Material Bin Covers
Construction Services*

City of Lake Forest Park

Prepared for:

City of Lake Forest Park, Washington

THE CITY OF LAKE FOREST PARK



October 2024

Prepared by:



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EXHIBIT A – SCOPE OF SERVICES

City of Lake Forest Park

Public Works Facility *Material Bin Covers*

Construction Services

PROJECT DESCRIPTION

This project will provide construction services for the PACE-designed improvements to the existing Public Works Facility material bins including the relocation of the material bin ecology blocks, the demolition of the existing material bin concrete slabs and asphalt between the slabs, the construction of two separate steel-framed roof structures over new concrete slabs and associated footings, the installation of a new concrete slab between the two new material bins, the re-establishment of the existing ecology blocks to establish the material storage bins, and the installation of asphalt from the new concrete slab to the existing asphalt driveway. Additionally, 4-inch diameter stormwater pipe will be installed for downspouts and connect to the existing conveyance system on site.

GENERAL ASSUMPTIONS

PACE Engineers (CONSULTANT) will provide professional services to the City of Lake Forest Park (CITY) as outlined in the task descriptions below. The following general provisions/assumptions have been made:

1. The CONSULTANT will maintain continuous routine communication with the CITY throughout the project.
2. The expected duration for this scope of services is four (4) months and is premised on a notice-to-proceed (NTP) date of approximately December 1, 2024 and construction start date in February 2025.
3. This scope of services generally includes Project Management, Construction Administration, Construction Inspection, and Project Closeout.
4. Inspection Reports developed under this contract will be provided in electronic (pdf) format.
5. It is understood and agreed that tasks may be added or deleted from the scope of services by mutual agreement of the CITY and CONSULTANT. Additional fees will be required for additional tasks.
6. No additional permitting services will be necessary or provided under this contract of services by the CONSULTANT.

DESIGN STANDARDS

Plans, specifications, and contract documents, were developed in accordance with the following design standards:

1. Washington State Department of Transportation/American Public Works Association, “Standard Specifications for Road, Bridge, and Municipal Construction”, M41-10, 2024
2. Washington State Department of Transportation, “Standard Plans for Road and Bridge Construction,” M21-01 last modified date September 2021
3. King County Surface Water Design Manual 2021 (KCSWDM)
4. City of Lake Forest Park Municipal Code
5. City of Lake Forest Park Development Standards
6. Other applicable local, State and Federal standards as required

SCOPE OVERVIEW

The goal of this scope of work is to provide Construction Management including inspection for the Chennault Beach Drive Stormwater Improvements project. The scope is divided into the following tasks:

Construction Management

- Task 1 Project Management
- Task 2 Construction Administration
- Task 3 Construction Inspection/Observation
- Task 4 Project Closeout

TASK 1: PROJECT MANAGEMENT

1.1 Team Management

The CONSULTANT will be responsible for conducting ongoing management/administration of the consultant team in accordance with the provisions of the Agreement. Ongoing management will include completion of professional services in a timely manner and within the Agreement budget.

Deliverables:

- Meeting Agendas and Meeting Summaries (1 electronic copy)
- Other meeting materials will include work products that convey the current level of progress.

1.2 Coordination with the City

The CONSULTANT will maintain regular contact and coordination with the CITY Project Manager in accordance with the provisions of the Agreement. The CONSULTANT Project Manager will be responsible for:

- Maintaining regular contact with the CITY and designated project management team staff through office visits, telephone conversations, e-mails, correspondence, and faxes.
- Maintaining open access to project information by the CITY.
- It is the CONSULTANT's intent to maintain open communication with the CITY at all levels of the CONSULTANT's project team. Therefore, the CITY's Project Manager may contact team members as needed with a summary of discussions sent to the CONSULTANT Project Manager.

Assumptions:

- The CITY will identify and provide contact information (email, mail and phone) for project point of contact at the CITY.
- CITY staff will lead the preparation requirements for and attend any City Council or committee meetings.

Deliverables:

- Meeting Agendas and Meeting Summaries (1 electronic copy)
- Other meeting materials will include work products that convey the current level of progress.

1.3 Project Reports and Invoicing

The CONSULTANT will prepare and provide a monthly status/progress reports with invoices every four weeks, itemized by task and subtask, to the CITY, describing work performed by the

CONSULTANT's project team during the current reporting period. The progress reports will be prepared in a format approved by the CITY Project Manager.

Assumptions:

- A general summary of activities performed by the CONSULTANT's project team including meetings held during the reporting period;
- Listing of activities by work element performed by the CONSULTANT's project team during the reporting period;

Deliverables:

- Monthly Status/Progress Reports and Monthly Invoices.

TASK 2: CONSTRUCTION ADMINISTRATION

2.1 Material Submittal Review

CONSULTANT will review contractor-provided material submittals to assure the proposed materials are in accordance with the project's specifications. Copies of the submittal review documents will be furnished to the CITY, the Contractor, and the Inspector. Field work and schedules.

Assumptions:

- The time it takes to conduct the required material submittal/review process can vary widely depending on the Contractor's chosen material submittal process. This scope and associated fee assume one (1) round of initial materials submittal and one (1) resubmittal. Any additional hours that are necessary due to multiple rounds of contractor submittals may be billed on a time and expense basis.

Deliverables:

- One (1) pdf copy of initial contractor-provided material submittals with CONSULTANT comments along with master submittal log.
- One (1) pdf copy of resubmittal contractor-provided material submittals with CONSULTANT comments along with updated master submittal log.

2.2 Preconstruction Conference

CONSULTANT will work with the CITY to prepare a preconstruction meeting agenda, attend and facilitate the preconstruction meeting, prepare meeting minutes and distribute the minutes to attendees, receive edits and prepare final meeting minutes.

Assumptions:

- CONSULTANT will provide the CITY with a draft agenda one week prior to the preconstruction conference meeting for review and comment. CONSULTANT will then prepare final agenda based off comments received. Similarly, CONSULTANT will

prepare one (1) draft meeting minutes agenda for distribution and comment and then a final meeting minutes based off comments received.

Deliverables:

- One (1) pdf copy of draft construction conference meeting agenda
- One (1) pdf copy of final construction conference meeting agenda
- One (1) pdf copy of draft construction conference meeting minutes
- One (1) pdf copy of final construction conference meeting minutes

2.3 Responding to Requests for Information (RFIs)

CONSULTANT will respond to RFIs from the Contractor as it pertains to design elements and existing conditions shown on the contract plans and in the contract specifications as necessary.

Assumptions:

- The time it takes to conduct the required RFI reviews can vary widely depending on the Contractor. For budgeting purposes CONSULTANT has estimated eight (8) RFI responses. Any additional RFI responses that are necessary may be billed on a time and expense basis.
- All RFI responses shall be provided to the contractor directly by the CONSULTANT through email while cc'ing CITY staff. The CONSULTANT shall use their judgment to determine if CITY input is necessary prior to the RFI response based on the complexity of the RFI.
- RFI's that are a result from a change of conditions in the field or outside the original project design will be billed on a time and expense basis

Deliverables:

- Up to eight (8) RFI responses in pdf format.

2.4 Preparing Change Orders

CONSULTANT shall prepare all required Change Orders as defined in the contract specifications.

Assumptions:

- CONSULTANT shall coordinate with CITY on all proposed CHANGE ORDERS regardless of size or scope. While CONSULTANT shall coordinate with CONTRACTOR on executing any required change orders, CITY will approve prior to issuance.

- For budgeting purposes CONSULTANT has estimated two (2) Change Orders. Any additional Change Order required responses that are necessary may be billed on a time and expense basis.

Deliverables:

- Up to two (2) change orders in pdf format for execution by the CITY and the Contractor in accordance with the project specifications.

2.5 Preparing Contractor Pay Requests

CONSULTANT will prepare Progress Payment Requests from the Contractor and transmit them to the CITY's Project Manager for processing by the CITY. These payment requests will cover all aspects of the work as outlined in the bid proposal. PACE's inspector will review and coordinate with the CITY on the actual quantities for payment for the requested work by CITY staff.

Assumptions:

- For budgeting purposes CONSULTANT has estimated four (4) contractor pay requests processed on a monthly basis based on the proposed schedule and allowable working days in the contract. Any additional contractor pay requests that are necessary may be billed on a time and expense basis.

Deliverables:

- Up to four (4) contractor pay requests in pdf format.

TASK 3: CONSTRUCTION INSPECTION/STRUCTURAL OBSERVATIONS

CONSULTANT will provide a structural construction inspector for the project duration to ensure compliance with the design as well as all applicable codes. For budgeting purposes, we have assumed that the Inspector will provide one day (including mobilizing to the site) inspection/observation per week for a period of 75 working days or a 15-week duration. We believe that this will provide the necessary coverage for the sitework. The Inspector will prepare inspection/observation reports while in the field for each inspection conducted. Close coordination with the City is expected to be required and shall be provided.

Otto Rosenau has been contracted to perform special inspections on the project. Otto Rosenau will serve as a subconsultant to PACE on the project and a contract was signed for their services, dated October 15, 2024.

CONSULTANT will provide structural construction inspector for the duration of the project to provide structural observation at the following milestones:

- Rebar installation
- Upon 80-90% steel installation

- Final inspection

Assumptions:

- The CONSULTANT will not perform the following inspections; the CONSULTANT will only perform the structural observation as noted above. The SUBCONSULTANT will provide special inspections that include but are not limited to:
 - Subgrade evaluation
 - Soil compaction
 - Asphalt compaction
 - Reinforced concrete
 - Baseplate grout
 - Structural steel fabrication
 - Structural steel erection
 - Nondestructive testing of welds
- A construction period of 75 working days has been estimated; additional time/or less time may be required depending on the schedule of the Contractor.
- The CONSULTANT will not provide any services on non-working days recognized by the CITY and the project specifications. Any emergencies that arise outside of standard working hours shall be the responsibility of the contractor and the CITY.

Deliverables:

- Inspection reports in pdf format will be provided to the CITY weekly.
- A schedule of quantities installed in pdf format will be provided CITY weekly. This schedule will be discussed and agreed upon with the Contractor prior to delivery to the CITY.
- Structural observation reports will be provided for each milestone stated above.
- SUBCONSULTANT will provide results of field tests and inspections as soon as practical per the attached scope of work.

TASK 4: PROJECT CLOSEOUT

The CONSULTANT will assist the CITY in formal closeout of the project. Specific tasks include:

- Final site visits with CITY to develop final punch list to be provided to the contractor.
- Review of the contractor provided video inspection of the new stormwater conveyance system in accordance with the project specifications. PACE will note any deficiencies that require removal and replacement and provide this to the Contractor.
- Provide all required Substantial Completion correspondence in accordance with the project specifications.

- Production of a Recommendation of Project Acceptance letter provided to the CITY.
- Upon receipt of the contractor's and all subcontractors' affidavit of wages paid, the CONSULTANT will file the required Public Works Completion form with Department of Labor and Industry, Department of Revenue, and Department of Employment Security. Upon receipt of releases from said agencies, CONSULTANT will provide a final pay request that will consist of the release of retainage.

Assumptions:

- Two (2) site visits related to the punch list preparation are anticipated. The initial site visit, a second site visit to see if all initial comments have been addressed, and a third site visit to ensure any issues arising from second site visit have been addressed.

Deliverables:

- All required correspondence related to substantial completion in pdf format.
- Recommendation of Project Acceptance letter in pdf format.
- Final pay request for retainage release in pdf format.

END SCOPE OF WORK

Project Estimates should consider a 10% to 15% contingency for unknown conditions where applicable.
Project Estimates should consider escalation for projects extending over one calendar year.

Select this
column to
add more

Rev. 12/15/2023

Fee Schedule: STANDARD

Free Form Input - Project Budgeter can define work item descriptions, expense and subconsultant as required
Defined Input - Project budgeter must use defined Labor Codes and Staff Type from Deltek FMS Project Mgmt System (Tables Attached)

PACE Engineers

Project Budget Worksheet - 2024

Project Name	LFP Material Bin Covers	Location:	Lake Forest Park, WA	Prepared By:	CN
Project #:		Billing Group #:		Task #:	
				Date:	8/19/2024

Labor Hours by Classification													
Staff Type # (See Labor Rates Table)	Labor Code	10	13	19	118	74						Hour Total	Dollar Total
Staff Type Hourly Rate	105%	\$286	\$233	\$233	\$159	\$174							
Staff Name	Job Title	Principal Engineer	Sr. Project Engineer	Sr. Structural Engineer	Sr. Project Administrator	CAD Tech III							
Drawing/Task Title													
Task 1-Project Management												31.0	\$7,593.60
Task 1.1-Team Management		2	8									10.0	\$2,436.00
Task 1.2-Coordination with the City		2	12									14.0	\$3,368.40
Task 1.3-Project Reports and Invoicing		3	4									7.0	\$1,789.20
Task 2-Construction Administration												130.0	\$28,765.80
Task 2.1 Material Submittal Review			4	32								36.0	\$8,391.60
Task 2.2-Preconstruction Conference			4	2								6.0	\$1,398.60
Task 2.3-Responding to RFIs			4	32								36.0	\$8,391.60
Task 2.4-Preparing Change Orders			4	16	8	16						44.0	\$8,719.20
Task 2.5-Preparing Pay Requests			8									8.0	\$1,864.80
Task 3-Construction Inspection/Structural Observations				48								48.0	\$11,188.80
Task 4-Project Closeout		4	12	8								24.0	\$5,804.40
Hours Total		11.0	60.0	138.0	8.0	16.0						394.0	
Labor Total		\$3,142	\$13,986	\$32,168	\$1,268	\$2,789							\$53,352.60

Expenses		rate/unit	Reimbursable Quantity	Cost
Project Administration (enter estimated months)		\$60.00	5	\$300.00
Postage/Courier				
Printing Costs				
Photo/Video				
Mileage/Travel/Per Diem				
Project Management Reserve				
Total				\$300.00

Subconsultants	
Utility Locate	
Special Inspections	\$32,618
Electrical Engineer	
Geotechnical Engineer	
I & C Engineer	
Subconsultant Subtotal	32,618.35
Markup	15%
Total	\$37,511.10

PACE Billed Labor Total \$53,352.60
Reimbursable Expenses \$300.00
Subconsultants \$37,511.10
Total Project Budget \$91,163.70