

RESOLUTION NO. 07-453

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON AUTHORIZING THE MAYOR TO EXECUTE THE PROFESSIONAL SERVICES AGREEMENT BETWEEN PACWEST ENGINEERING, PC AND THE CITY OF BLACK DIAMOND

WHEREAS, the City has determined the need for City engineering services; and

WHEREAS, the City desires to retain the services of a consultant skilled in engineering services; and

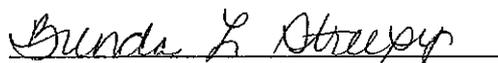
WHEREAS, the City has selected the PacWest Engineering, PC team to provide City engineering services and the Consultant is qualified, willing and able to perform the above mentioned services; now, therefore

BE IT RESOLVED that the Mayor is hereby authorized to execute the Professional Services Agreement, substantially in the form attached as Exhibit A.

ADOPTED by the City Council at an open public meeting held on the 5<sup>th</sup> day of July, 2007.

  
Howard Botts, Mayor

Attest:

  
Brenda L. Streepy, City Clerk

## CITY OF BLACK DIAMOND PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the or this "Agreement"), for reference purposes only, is dated \_\_\_\_\_, 20\_\_ and is entered into by and between

CITY OF BLACK DIAMOND, WASHINGTON (the "City")

24301 Roberts Drive

Black Diamond, WA 98010

Contact: \_\_\_\_\_ Phone: 360-886-2560 Fax : 360-886-2592

and

PACWEST ENGINEERING ("Consultant")

5009 Pacific Hwy E, Unit 9-0

Fife, WA 98424

Contact: Leonard L. Smith, PE/PLS Phone: (253) 926-3400 Fax: (253) 926-3402

Tax Id No.: 20-3557924

for high-level professional engineering services for the City of Black Diamond on an as-needed basis.

### TERMS AND CONDITIONS

#### 1. Services by Consultant

1.1 Consultant shall perform the services described in the Scope of Work attached to this Agreement as Exhibit "A." The services performed by Consultant shall not exceed the Scope of Work nor shall the Consultant be entitled to a greater amount of compensation as that provided in this Agreement without the prior written authorization of the City.

1.2 The City may from time to time require changes or modifications in the Scope of Work. Such changes, including any decrease or increase in the amount of compensation, shall be agreed to by the parties and incorporated in written amendments to this Agreement.

1.3 Consultant represents and warrants that it, its staff to be assigned to the Project, and its subconsultants and their staff have the requisite training, skill, and experience necessary to provide the services required by this Agreement and are appropriately accredited and licensed by all applicable agencies and governmental entities. Services provided by Consultant and its subconsultants under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances.

**2. Schedule of Work**

2.1 Consultant shall perform the services described in the Scope of Work in accordance with the Schedule attached to this contract as Exhibit "B."

2.2 Time is of the essence as to the work provided in the Scope of Work. Consultant will diligently proceed with the work and shall assure that it, and its subconsultants, will have adequate staffing at all times in order to complete the Scope of Work in a timely manner. If factors beyond Consultant's control that could not have been reasonably foreseen as of the date of this Agreement cause delay, then the parties will negotiate in good faith to determine whether an extension is appropriate. The Consultant shall provide the City with written notice of any delay, or potential delay, that may trigger the need for a time extension within 3 business days after the Consultant becomes aware of the delay or potential delay.

2.3 Consultant is authorized to proceed with services upon \_\_\_\_\_

**3. Compensation**

- LUMP SUM. Compensation for the services provided in the Scope of Work shall be a Lump Sum of \$ \_\_\_\_\_.
- TIME AND MATERIALS NOT TO EXCEED. Compensation for the services provided in the Scope of Work shall not exceed \$ \_\_\_\_\_ without the written authorization of the City and will be based on the list of billing rates and reimbursable expenses attached hereto as Exhibit "C."
- TIME AND MATERIALS. Compensation for the services provided in the Scope of Work shall be on a time and materials basis according to the list of billing rates and reimbursable expenses attached hereto as Exhibit "C."
- OTHER. \_\_\_\_\_

**4. Payment**

4.1 Consultant shall maintain time and expense records and provide them to the City monthly, along with monthly invoices, in a format acceptable to the City for work performed to the date of the invoice.

4.2 All invoices shall be paid by City warrant within sixty (60) days of actual receipt by the City of an invoice conforming in all respects to the terms of this Agreement.

4.3 Consultant shall keep cost records and accounts pertaining to this Agreement available for inspection by City representatives for three (3) years after final payment unless a longer period is required by a third-party agreement. Consultant shall make copies available to the City on request.

4.4 If the services rendered do not meet the requirements of the Agreement, Consultant will correct or modify the work to comply with the Agreement. The City may withhold payment for such work until the work meets the requirements of the Agreement.

**5. Discrimination and Compliance with Laws**

5.1 Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

5.2 Consultant and its subconsultants shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

5.3 Any violation of this Section 5 shall be a material breach of this Agreement and grounds for immediate cancellation, termination, or suspension of the Agreement by the City, in whole or in part, and may result in Consultant's ineligibility to conduct further work for the City.

**6. Suspension and Termination of Agreement**

6.1 The City reserves the right to terminate or suspend this Agreement at any time, without cause, by giving Consultant notice in writing ten (10) days prior to the termination or suspension date. In the event of termination, all finished or unfinished reports, or other material prepared by Consultant pursuant to this Agreement, shall be submitted to the City. In the event the City terminates this Agreement prior to completion without cause, Consultant may complete such analyses and records as may be necessary to place its files in order. Consultant shall be entitled to compensation for any satisfactory work completed on the Project prior to the date of suspension or termination.

6.2 Any notice from the City to Consultant regarding the suspension of this Agreement shall specify the anticipated period of suspension. Any reimbursement for expenses incurred due to the suspension shall be limited to Consultant's reasonable expenses and shall be subject to verification. Consultant shall resume performance of services under this Agreement without delay when the suspension period ends.

**7. Standard of Care**

7.1 Consultant represents and warrants that it has the requisite training, skill, and experience necessary to provide the services under this Agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities. Services Consultant provides under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances.

## **8. Ownership of Work Product**

8.1 Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled, or produced as a result of this Agreement, whether or not completed, shall be vested in the City and shall be submitted to the City upon termination of this Agreement. Any reuse of these materials by the City for projects or purposes other than those that fall within the scope of this Agreement and the Project to which it relates, without written concurrence by Consultant, will be at the sole risk of the City.

8.2 The City acknowledges Consultant's documents as instruments of professional service. Nevertheless, the documents prepared under this Agreement shall become the property of the City upon completion of the work. The City agrees to hold harmless and indemnify Consultant against all claims made against Consultant for damage or injury, including defense costs, arising out of the City's reuse of such documents beyond the use for which they were originally intended without the written authorization of Consultant.

8.3 Methodology, software, logic, and systems developed under this Agreement are the property of Consultant and the City, and may be used as either Consultant or the City see fit, including the right to revise or publish the same without limitation.

## **9. Indemnification/Hold Harmless**

9.1 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 directly or indirectly out of or resulting from the acts, errors, or omissions of Consultant or its subconsultants in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

## **10. Insurance**

10.1 Consultant shall procure and maintain for the duration of the Agreement, and shall provide proof satisfactory to the City that such insurance is procured and maintained by each of its subconsultants, 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 Consultant, its agents, representatives, or employees.

10.2 Consultant shall procure and maintain the following types and amounts of insurance:

a. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage. This insurance shall have a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

b. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors, personal injury, and

advertising injury. This insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

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

d. Professional Liability insurance appropriate to Consultant's profession, with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

10.3 The Automobile Liability, Commercial General Liability, and Professional Liability insurance policies are to contain, or be endorsed to contain, the following provisions:

a. Consultant's insurance coverage shall be primary insurance vis-à-vis the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess over Consultant's insurance and shall not contribute with it.

b. Consultant's insurance shall be endorsed to state that coverage shall not be cancelled, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

10.4 The City shall be named as an additional insured under Consultant's Automobile Liability and Commercial General Liability insurance policies with respect to the work to be performed for the City pursuant to this Agreement.

10.5 Insurance shall be placed with insurers with a current A.M. Best rating of not less than A:VII.

10.6 Declaration pages issued by the insurance carriers for the policies mentioned in this Section 10 showing such insurance to be in force shall be filed with the City not less than ten (10) days following both parties signing this Agreement and before commencement of the work. In addition, the City may request, in writing, a full copy from Consultant of any insurance policy. Consultant must procure and maintain pursuant to this Agreement and Consultant must provide such copy to the City within ten (10) days of Consultant's receipt of the City's request. Any policy or required insurance written on a claims-made basis shall provide coverage as to all claims arising out of the services performed under this Agreement and for three (3) years following completion of the services to be performed. It shall be a material breach of this Agreement for Consultant to fail to procure and maintain the insurance required by this Section 10 or to provide the proof of such insurance to the City as provided for in this Agreement.

## **11. Assigning or Subcontracting**

11.1 Consultant shall not assign, transfer, subcontract, or encumber any rights, duties, or interests accruing from this Agreement without the express prior written consent of the City, which consent may be withheld at the sole discretion of the City.

## **12. Independent Contractor**

12.1 Consultant and its subconsultants are, and shall be at all times during the term of this Agreement, independent contractors.

**13. Notice**

13.1 All notices required by this Agreement shall be considered properly delivered when personally delivered, when received by facsimile, or on the third day following mailing, postage prepaid, certified mail, return receipt requested to:

City: City Administrator  
City of Black Diamond  
P.O. Box 599  
Black Diamond, WA 98010  
Fax: 360-886-2592

With a copy to: Loren D. Combs and  

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VSI Law Group  
3600 Port of Tacoma Rd. Ste. 311  
Tacoma, WA 98424  
Fax: 253-922-5848

Consultant: PacWest Engineering  
Leonard L. Smith, PE/PLS  
5009 Pacific Hwy E, Unit 9-0  
Fife, WA 98424  
Fax: (253) 926-3402

**14. Disputes**

14.1 Any action for claims arising out of or relating to this Agreement shall be governed by the laws of the State of Washington. Venue shall be in King County Superior Court, Kent, Washington.

**15. Attorney Fees**

15.1 In any suit or action instituted to enforce any right granted in this Agreement, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney fees from the other party.

**16. General Administration and Management on Behalf of the City**

16.1 The City Administrator for the City, or his designee, shall review and approve Consultant's invoices to the City under this Agreement and shall have primary responsibility for overseeing and approving work or services to be performed by Consultant.

**17. Extent of Agreement/Modification**

17.1 This Agreement, together with any attachments or addenda, represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may only be amended, modified, or added to by written instrument properly signed by both parties. The parties acknowledge the general contract rule that a clause in a contract, such as this one, prohibiting oral modifications is itself generally subject to oral modification. However, in order to ensure certainty as to the terms and conditions of this Agreement, the parties waive this general contract rule.

CITY OF BLACK DIAMOND

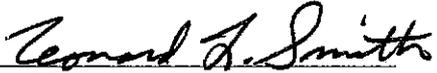
By: 

Howard Botts

Its: Mayor

Date: 05-16-08

CONSULTANT

By: 

Printed Name: Leonard L. Smith

Its: President

Date: 02/22/2008

Attest:

By:

\_\_\_\_\_  
Brenda L. Streepy  
City Clerk

**Exhibit A**  
**Scope of Work: PacWest Engineering**

Provide on-call, high-level engineering services for the City of Black Diamond. Services to be provided may include, but are not limited to:

- General municipal engineering tasks for street, storm drain, water, and sanitary sewer, including, but not limited to, development of studies, reports, engineering designs, cost estimates, specifications and/or contract documents;
- Advice on issues regarding public works or development matters;
- Review of development plans for compliance with City standards;
- Construction inspection and management services;
- Preparation of applications for funding;
- Land Surveying services including but not limited to topographic surveys, property surveys, right of way surveys, preparation of maps, preparation of property descriptions and/or GIS services.
- Review of plats and short plats for compliance with City and State standards and regulations.
- Other miscellaneous engineering and/or surveying tasks as requested.

**Exhibit B**  
**Schedule: PacWest Engineering**

Schedule shall be mutually agreed to by the City of Black Diamond and PacWest Engineering at time of task assignment.

**Exhibit C**  
**Schedule of Rates: PacWest Engineering**

All work will be performed at the rates listed below or as they may be adjusted periodically.

<b><i>Schedule of Rates – 2007</i></b>	<b><i>Hourly Rate</i></b>
<i>Principal Engineer</i>	\$135
<i>Professional Engineer</i>	\$125
<i>Professional Land Surveyor</i>	\$100
<i>Project Engineer</i>	\$85
<i>Project Surveyor</i>	\$75
<i>Engineering Technician</i>	\$ 65
<i>Survey Crew (2-person)</i>	\$130
<i>Survey Crew (3-person)</i>	\$160
<i>Administrative Assistant</i>	\$ 45
<i>Reimbursable Expenses</i>	Cost + 10%

June 28, 2007

Rick Luther, City Administrator  
City of Black Diamond  
25510 Lawson  
Black Diamond, WA 98010

RE: Proposal to provide City Engineering Services for the City of Black Diamond

Dear Mr. Luther:

PacWest Engineering is pleased to submit this proposal to provide City Engineering Services for the City of Black Diamond

**SCOPE OF SERVICES**

PacWest Engineering will provide high-quality City Engineering Services to the City of Black Diamond. PacWest Engineering is committed to providing responsive service to the City and will function as an extension of City staff. Listed below are services to be provided by PacWest Engineering. Additional tasks and duties may be requested from the City as well.

PacWest Engineering will establish a consistent time for weekly meetings on-site at the City of Black Diamond. This time will be designated to meet with City of Black Diamond staff to review and discuss engineering issues. This time will also be designated as a time for PacWest Engineering to meet with outside applicants to discuss projects and review engineering issues. Also included is the review of development applications and their supporting technical materials with respect to engineering matters. PacWest Engineering will also be available to respond via telephone or be present for additional issues that emerge and require engineering services on behalf of the City of Black Diamond.

PacWest Engineering will be available to provide engineering construction inspection services as requested by the City for private improvements projects located within the City limits. PacWest Engineering will ensure that improvements are constructed in accordance with approved plans and City standards.

PacWest Engineering will complete a review of existing City ordinances and fee schedules for development review services and permits. We will analyze the existing rates and provide a written recommendation for modification to the fee schedules as necessary to ensure a complete cost recovery for the City through the collection of these fees.

**KEY PERSONNEL**

PacWest Engineering has a staff of qualified individuals available to serve the City of Black Diamond. Staff members will be assigned based on areas of expertise and availability as specific tasks are requested by the City. Additionally, PacWest Engineering has identified two key staff members to be points of contact for the City to ensure consistent lines of communication.

**Leonard L. Smith, PE/PLS** will serve as the Principal in Charge and will be a primary point of contact for the City of Black Diamond for this project. Leonard Smith has previously provided City Engineer Services (both as a staff position and as a consultant) for Roseburg, OR (staff); Newberg, OR (staff); Rathdrum, ID (consultant); Tumwater, WA (staff); Corvallis, OR (staff); Independence, OR (consultant); Lincoln City, OR (consultant); and Waldport, OR (consultant).

**Christine Smith, PE** will assist Mr. Smith in providing the City of Black Diamond with City Engineering Services. Ms. Smith will be an additional point of contact for the City.

**SCHEDULE OF RATES**

All work will be performed at the rates listed below or as they may be adjusted periodically.

<i>Schedule of Rates – 2007</i>	<i>Hourly Rate</i>
<i>Principal Engineer</i>	\$135
<i>Professional Engineer</i>	\$125
<i>Professional Land Surveyor</i>	\$100
<i>Project Engineer</i>	\$85
<i>Project Surveyor</i>	\$75
<i>Engineering Technician</i>	\$ 65
<i>Survey Crew (2-person)</i>	\$130
<i>Survey Crew (3-person)</i>	\$160
<i>Administrative Assistant</i>	\$ 45
<i>Reimbursable Expenses</i>	Cost + 10%

Thank you for the opportunity to submit this proposal. If you have any questions, please contact me at (253) 926-3400.

Sincerely,

Leonard L. Smith, PE/PLS  
President