

**RESOLUTION NO. 09-619**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
BLACK DIAMOND, KING COUNTY, WASHINGTON,  
AUTHORIZING THE MAYOR TO EXECUTE THE FIRST  
ADDENDUM TO THE PARAMETRIX CONTRACT FOR THE  
IN CITY FOREST WATER TRANSMISSION MAIN  
REPLACEMENT PROJECT**

**WHEREAS**, the six-inch asbestos water transmission main across the In City Forest is too small and has reached the end of its useful life; and

**WHEREAS**, the City received a \$240,000 Congressional grant that will expire on September 30<sup>th</sup>, 2009; and

**WHEREAS**, this project is listed as W-2 on the City's Capital Improvement Plan; and

**WHEREAS**, Parametrix has been selected for engineering services for this project; and

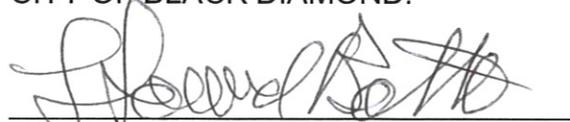
**WHEREAS**, The City Council has authorized the design of the In City Forest Water Transmission Main Replacement Project by Resolution No. 09-604;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND,  
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

**Section 1.** The Mayor is hereby authorized to execute Addendum No. 1 to the existing engineering services contract with Parametrix for the In City Forest Water Transmission Main Replacement Project in the amount of \$28,025 for inspection and project management services as attached hereto as Exhibit A.

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND,  
WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 16TH DAY OF JULY,  
2009.**

CITY OF BLACK DIAMOND:



Howard Botts, Mayor

Attest:

  
Brenda L. Martinez, City Clerk

**FIRST ADDENDUM**  
**To**  
**PROFESSIONAL SERVICES AGREEMENT**  
**Between**  
**CITY OF BLACK DIAMOND**  
**And**  
**PARAMETRIX, INC.**  
**Regarding**  
**Engineering Services for the In City Forest Water Transmission Main Replacement**  
**Project**

1. **Date and Parties.**

1.1 This document ("First Addendum"), for reference purposes only, is dated the 16th day of July, 2009, and is entered into by and between the CITY OF BLACK DIAMOND, a Washington municipal corporation ("City") and PARAMETRIX, INC. ("Consultant") .

2. **General Recitals.**

2.1 The City and Consultant entered into a Professional Services Agreement regarding Environmental Services dated May 21, 2009 (the "Agreement") for the engineering services to prepare contract documents for the In City Forest Water Transmission Main Replacement Project.

2.2 The original agreement terms provided limited support during the construction phase of the project.

2.3 The parties have now determined that full project inspection services and project management services are needed for successful completion of this project.

3. **Modification to Agreement Terms and Conditions.**

3.1 The Agreement terms are hereby incorporated by reference. The First Addendum terms are hereby incorporated into the Agreement by reference. The First Addendum is intended to modify the terms and conditions of the Agreement. In the case of any conflict between the terms of the Agreement and the terms of the First Addendum, the provisions of the First Addendum shall control.

4. **Additional Services and Schedule.**

4.1 The Consultant shall perform the additional professional services described in the Scope of Work attached hereto as Exhibit A1.

  
\_\_\_\_\_  
City

  
\_\_\_\_\_  
Consultant

4.2 The Consultant shall complete the additional professional services in concert with the timing of the construction project with the goal of contract completion by August 17<sup>th</sup> and final project billing before the end of August.

5. **Compensation.**

5.1 Compensation for the Additional Services identified in this First Addendum shall be paid in accordance with the Rate Schedule attached as Exhibit B1 to the Agreement.

6. **Other Terms Unchanged.**

6.1 All other terms of the Agreement remain unchanged.

DATED: This 16<sup>th</sup> day of July 2009.

CITY OF BLACK DIAMOND

By:   
Howard Botts  
Its: Mayor

Date: July 16, 2009

CONSULTANT

By:   
Printed Name: STANLEY C. McDEVITT  
Its: PRINCIPAL

Date: July 21, 2009

Attest:

By:   
Brenda L. Martinez  
City Clerk

**EXHIBIT A1  
SCOPE OF WORK**

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**City of Black Diamond  
City Forest Water Transmission Main Replacement**

**ADDENDUM NO. 1**

**GOALS AND OBJECTIVES**

The goals and objectives of this Scope of Work include:

- Additional assistance requested by the City of Black Diamond for construction observation and contract administration.

**TASK 5 – CONSTRUCTION SERVICES**

*Approach*

*5.1 General Construction Services*

Parametrix will provide the following additional services:

- Attendance at Preconstruction Conference.
- Attendance at weekly construction meetings.
- Coordination with City staff.
- Coordination with the Contractor, Sub-Contractors, Property Owners, Construction Observers, or other support staff.
- Preparation of correspondence regarding project administration.

*Deliverables*

The deliverables for Subtask 5.1 include:

- Meeting agendas.
- Meetings minutes.
- Correspondence and record of letters written or received.

*5.2 Construction Observation*

Construction observation for Task 5 includes:

- Provide full-time field observation if needed of all elements to ensure compliance with the plans and specifications for the life of the project, estimated to be 20 working days.
- Review and approve materials and submittals authorized for field acceptance.

- Prepare and/or collect documentation required by the City to include field books, field test records, project diaries, invoices for materials delivered, traffic control documentation, quantity-by-weight tickets, truck measure documentation, pay item calculations, density testing records, and bills of lading for materials received. Keep project photos documenting the Contractor's activities. Keep all other project records documenting the project compliance to federal, state, and local laws and regulations.
- Coordinate with the Contractor to report progress each week based on the approved progress schedule and the Contractor's work efforts. Review the initial Contractor's schedule for completeness, constructibility, time for completion, and potential claims. Request additional information clarifying tasks, as required.

### ***Deliverables***

The deliverables for Subtask 5.2 include:

- Field records in proper format and filed.
- Project punch list and Record of Compliance.
- Weekly field statements for progress and performance.
- Daily observation reports and records of conversation.
- Complete record of field changes (not change orders).

### ***5.3 Project Documentation***

#### ***5.3.1 Materials Acceptance and Quality Control***

Receive, review, and log Contractor's materials source requests, materials certifications, invoices, bills of lading, or other proof, as necessary, to ensure complete materials compliance. Prepare a final Materials Certification per the LAG manual for signature by the City.

#### ***5.3.2 Change Order Processing***

Review change order requests. Provide documentation for need, cause, cost, materials, construction requirements, payment, and record of negotiations for City approval.

#### ***5.3.3 Requests for Information and Requests for Change***

Set up a process for the orderly electronic tracking of Requests for Information (RFIs) and Requests for Change (RFCs). Provide responses as necessary. Coordinate with City of Black Diamond, Designer of Record, and Contractor to process these requests.

#### ***5.3.4 Progress Payments***

Prepare/review monthly progress estimates based on measured-work performed by the Contractor.

#### ***5.3.5 Weekly Statement of Working Days***

Prepare the Weekly Statement of Working Days (WSWD) based on weather conditions that restrict the Contractor's ability to perform work.

### 5.3.6 Punch List Documentation

Using the punch list prepared by the construction observer, prepare a formal letter to the Contractor laying out acceptable resolutions to all items not complete. Conduct a walk-through with City staff and the Contractor's representative.

#### ***Deliverables***

The deliverables for Subtask 5.3 include:

- Final Materials Certification for signature by City.
- Change Orders for approval.
- RFI and RFC processing procedure.
- Pay estimates.
- Weekly Statement of Working Days.
- Punch list resolution letter to City.
- Walk-through with City and Contractor staff.
- Record Drawings on full-size plan set.

#### ***Assumptions***

Following are the assumptions for this task:

- Full-time construction observation is available for the entire contract period (assumed to be 20 working days for budgeting of construction observation) Other related duties include attending weekly meetings and project administration activities.
- Job site records will be kept in the Parametrix Sumner East office at (5814 Graham Avenue, Suite 200; Sumner, WA 98390). Electronic copies of field records will be kept on the Parametrix FTP site.
- Change authority and limitations will be determined by the City, agreed to by the Consultant and Contractor, and documented in letter format.
- Documentation will be in accordance with the grant agency requirements and federal aid regulations.
- Project records will be kept at the Parametrix Sumner East office.
- Electronic tracking of documents will be in Excel format and posted on the Parametrix FTP site.

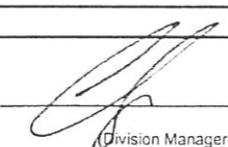
**Exhibit B1  
Addendum No. 1**

**PROJECT: City of Black Diamond**

**CLIENT: In City Forest Water Transmission Main**

PMX #		BILLING MULTIPLIER:	STAFF	Sr. Consultant (Rick H.)	Construction Observer	Construction Project Lead	TOTAL HOURS	TOTAL COST	Subtotals
PHASE	TASK	DRG CODE	BILL RATES	\$195.00	\$110.00	\$100.00			
1	5		Construction Services						
	5.1.1		Bid Addenda						
	5.1.2		Bid Tabulation						
	5.1.3		Precon		3	3	6	\$630.00	
	5.1.4		Weekly Construction Meetings (3)		6	6	12	\$1,260.00	
	5.1.5		Coordination						
	5.2		Construction Observation (20d)		160	20		\$19,500.00	
	5.3.1		Materials Acceptance	8	2	2	12	\$1,980.00	
	5.3.2		Change Orders (2)	4	4	4	12	\$1,620.00	
	5.3.3		RFIs and RFCs	2	2	2	6	\$810.00	
	5.3.4		Progress Payments	2		2	4	\$590.00	
	5.3.5		Weekly Stat. of Working Days		1.5	3	5	\$465.00	
	5.3.6		Punch List		2	2	4	\$420.00	
<b>Labor Subtotal at Current Salary Rates</b>				<b>16</b>	<b>180.5</b>	<b>44</b>	<b>241</b>	<b>\$27,375.00</b>	
<b>Salary Escalation</b>				estimated % of project completed before next salary increase			<b>Additional Labor Cost from salary escalation</b>		
				Estimated % of next salary increase					
<b>In-House Expense</b>		<b>Item</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Unit</b>	<b>Direct Cost</b>			
		Mileage	1000	\$0.550	mile	\$550.00			\$550.00
		Photocopies	2000	\$0.05	sheet	\$100.00			\$100.00
		Check prints		\$1.00	sheet				
		Final Plots		\$20.00	sheet				
		Misc.		\$1.00	each				
<b>Outside Expenses</b>			<b>Description</b>		<b>Direct Cost</b>	<b>Markup %</b>			
<b>Other Expenses</b>						15%			
						15%			
<b>Subconsultants</b>						15%			
						15%			
						15%			
<b>PROJECT TOTAL</b>							<b>\$28,025.00</b>		

Prepared By:  (Project Manager)

Reviewed By:  (Division Manager)