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AGENDA

1. CALL TO ORDER / ROLL CALL / ACCEPT OR MODIFY AGENDA / CONFLICT OF INTEREST DISCLOSURE
5:00 PM
2. REVIEW AND DISCUSSION OF THE DRAFT 2021-26 CIP (ATTACHED) – 10 MIN.
3. REVIEW AND DISCUSSION OF THE LOVELL AVE. BEACH MAINS DESIGN CONTRACT (ATTACHED) – 10 MIN.
4. SMALL WATER SYSTEMS DISCUSSION (CONTINUED) – 70 MIN.
 - A. REVIEW POLICY ALTERNATIVES
 - B. EVALUATE APPROACH FOR CERTAIN SMALL WATER SYSTEMS
5. UTILITY ADVISORY COMMITTEE ISSUES PENDING – 5 MIN.
6. NEXT MEETING AGENDA PLANNING – 5 MIN.
7. ADJOURNMENT
7:00 PM

*City of Bainbridge Island
Transportation CIP (2021-2026)
2021-2022 Proposed Budget*

Project / Location	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	Total
TRANSPORTATION PROJECTS - 6-YEAR CIP																	
Wyatt Way Reconstruction Phase 1 <i>Madison - Lovell</i>	X	X	2,516		Y	Y			3,865	24	-	-	-	-	-	-	3,889
Sportsman Club/New Brooklyn <i>Intersection Imprv.</i>	X	X	858		Y				1,216	-	-	-	-	-	-	-	1,216
Finch Road Improvements <i>Finch Road</i>			300		Y			Y	-	100	300	-	-	-	-	-	400
Country Club Rd Reconstruction & Drainage Improvements <i>Past Toe Jam to Seawall</i>			-		Y				7	771	82	-	-	-	-	-	861
Madison Avenue Reconstruction <i>Madison Avenue</i>			2,000		Y				-	250	-	2,250	-	-	-	-	2,500
Manitou Beach Rd & Bulkhead Repair <i>Winslow Way West</i>			-		Y				-	-	-	150	450	500	-	-	1,100
Winslow Way West <i>Winslow Way</i>									-	-	-	-	-	90	560	-	650
City Funding									1,714	1,145	82	400	450	590	560	-	4,942
Grant Totals									3,374	-	300	2,000	-	-	-	-	5,674
TOTALS									5,088	1,145	382	2,400	450	590	560	-	10,616

City of Bainbridge Island
Non-Motorized Transportation CIP (2021- 2026)
2021-2022 Proposed Budget

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Stirts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	Total
NON-MOTORIZED PROJECTS - 6-YEAR CIP																	
High School Road Safety Improvements	X	X	225						228	-	-	-	-	-	-	-	228
<i>SR305 to Grow</i>																	
Eagle Harbor Phase II			700						925	-	-	-	-	-	-	-	
<i>SR305 at High Schl Rd</i>																	
Visconsi Trail									-	215	-	-	-	-	-	-	215
<i>SR305 at High Schl Rd</i>																	
Madison Avenue Sidewalk Improvements	X	X	1,410		Y				-	318	1,863	-	-	-	-	-	2,180
<i>Wyatt to High School</i>																	
Grow Ave Traffic Calming									-	50	50	250	-	-	-	-	350
<i>Grow Ave</i>																	
Lost Valley Trail									-	-	-	-	30	220	-	-	250
<i>Blakely - Fletcher Bay</i>																	
C40 - Bucklin Ph 2	X		-		Y				47	-	-	-	603	-	-	-	650
<i>Blakely - Fletcher Bay</i>																	
City Project Funding									275	373	713	250	633	220	0	-	2,463
Grant Totals									925	210	1,200	0	0	-	-	-	2,335
TOTALS									1,200	583	1,913	250	633	220	0	-	4,798

City of Bainbridge Island
FLEET and EQUIPMENT CIP (2021 - 2026)
2021-2022 Proposed Budget

Project	Grant Eligible	Grant Awarded	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	2021	2022	2023	2024	2025	2026	Total
FLEET & EQUIPMENT - 6-YEAR CIP (1000s)														
Police Vehicles (5)			1,242					187	195	202	211	219	228	1,242
Track Excavator				160				160	-	-	-	-	-	160
Medium Duty Pickup				66				66	-	-	-	-	-	66
Heavy Duty Pickup with Crane					60		60	120	-	-	-	-	-	120
Light Duty Pick Up				60				60	-	-	-	-	-	60
Light Duty Pick Up			13	13	13	13	13	65	-	-	-	-	-	65
Police Boat Trailer			34					-	34	-	-	-	-	34
Police Motorcycle			41					-	41	-	-	-	-	41
Police Motorcycle			41					-	41	-	-	-	-	41
Heavy Duty Pickup Van			202					-	-	202	-	-	-	202
Medium Duty Pickup Truck						231	231	-	-	462	-	-	-	462
Light Duty Pick Up			14	14	14	14	14	-	-	70	-	-	-	70
Manlift			22	22	22	22	22	-	-	110	-	-	-	110
Electric SUV			13	13	13	13	13	-	-	65	-	-	-	65
CH Vehicle			211					-	-	-	70	-	-	70
Electric SUV			14	14	14	14	14	-	-	-	70	-	-	70
Salt Brine System			65					-	-	-	65	-	-	65
				70				-	-	-	70	-	-	70
Police Boat Motor			15					-	-	-	-	15	-	15
Heavy Duty Pickup			24	95				-	-	-	-	119	-	119
Truck Cab and Chassis				140				-	-	-	-	280	-	280
Forklift			9	9	9	9	9	-	-	-	-	-	45	45
Street Sweeper				65			260	-	-	-	-	-	325	325
Pup Trailer				43			43	-	-	-	-	-	86	86
TOTALS								658	311	1,111	486	633	684	3,883

*City of Bainbridge Island
Facilities CIP (2021 - 2026)
2021-2022 Proposed Budget*

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	Total
FACILITIES PROJECTS - 6-YEAR CIP																	
Police and Municipal Court Building				Y					20,000	-	-	-	-	-	-	-	20,000
City Hall Lower Parking Lot Paving				Y					-	100	-	-	-	-	-	-	100
City Hall Security				Y					-	50	-	-	-	-	-	-	50
Salt Storage Facility				Y					-	60	-	-	-	-	-	-	60
City Hall Rennovations				Y					-	-	100	350	-	-	-	-	450
City Total									20,000	210	100	350	-	-	-	-	20,660
Grant Totals									-	-	-	-	-	-	-	-	-
TOTALS									20,000	210	100	350	-	-	-	-	20,660

DRAFT

Amounts in thousands

*City of Bainbridge Island
Water CIP (2021 - 2026)
2021-2022 proposed Budget*

Project	Location	Grant Eligible	General Comp	Strts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	Total
WATER PROJECTS - 6-YEAR CIP (1000s)																
Wyatt Way Reconstruction	Wyatt Way				Y			150	-	-	-	-	-	-	-	150
High Zone Improvements	High School/New Brooklyn				Y			900	-	-	-	-	-	-	-	900
SCADA Upgrades	Various				Y			205	-	-	-	-	-	-	-	205
Chlorine Generator Upgrades	Various				Y			250	-	-	-	-	-	-	-	250
New Storage Tank	New Brooklyn				Y			1,000	-	2,250	-	-	-	-	-	3,250
Fire Flow Improvements	Winslow				Y			-	75	350	-	-	-	-	-	425
Well Development/Rehab	Pritchard Park				Y			-	200	-	-	-	-	-	-	200
Pipeline Improvements	Shephard Way				Y			-	50	300	-	-	-	-	-	350
Emergency Generator	Head of the Bay				Y			-	40	130	-	-	-	-	-	170
Water Treatment Improvements	Head of the Bay				Y			-	500	1,500	-	-	-	-	-	2,000
Winslow Way West								-	-	-	-	-	30	220	-	250
City Project Funding								2,505	865	4,530	-	-	30	220	-	8,150
Grant Totals								-	-	-	-	-	-	-	-	-
TOTALS								2,505	865	4,530	-	-	30	220	-	8,150

*City of Bainbridge Island
Sewer CIP (2021 - 2026)
2021-2022 Proposed Budget*

Project	Location and/or Phase	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	Total
SEWER PROJECTS - 6-YEAR CIP (1000s)																		
Rehabilitate Pumps	Sunday Cove			-				Y		150	30	420	-	-	-	-	-	600
Lift Station SCADA Upgrades	Various			-				Y		280	-	-	-	-	-	-	-	280
Pump Station & Force Main	Wood Ave			-				Y		750	-	-	2,750	-	-	-	-	3,500
Rehabilitate Pump Station (Lower Lovell)	Lower Lovell							Y		170	-	430	-	-	-	-	-	600
Rehabilitate Pump Station (Wing Point)	Wing Point			-				Y		100	-	-	-	500	-	-	-	600
Village Basin Improvements								Y		-	750	-	-	-	-	-	-	750
WWTP Airgap Replacement	Wing Point							Y		-	85	-	-	-	-	-	-	85
Hawley Pump	Lower Hawley							Y		-	-	100	-	450	-	-	-	550
Hawley/Irene Grinder Pumps								Y		-	350	-	-	-	-	-	-	350
North Town Woods Pump								Y		-	-	100	450	-	-	-	-	550
Woodward Pump								Y		-	-	-	100	-	350	-	-	450
Extent WWTP Outfall								Y										
Rehabilitate Pump Station (Island Terrace)	Island Terrace			-				Y		-	-	-	150	450	-	-	-	600
Install Gravity Sewers	Sunday Cove			-				Y		200	-	-	-	-	-	450	-	650
Extend WWTP Outfall	Wing Point			-						-	85	-	-	-	-	-	-	85
City Total										1,650	1,300	1,050	3,450	1,400	350	450	-	9,650
Grant Total										-	-	-	-	-	-	-	-	-
TOTALS										1,650	1,300	1,050	3,450	1,400	350	450	-	9,650

Amounts in thousands

*City of Bainbridge Island
Stormwater CIP (2021- 2026)
2021-2022 Adopted Budget*

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Stirts Component	W/tr Component	Swr Component	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	Total
STORMWATER PROJECTS - 6-YEAR CIP (1000s)																	
Eagle Hrbr. Dr. @ McDonald Creek Culvert			-					Y	200	-	-	-	-	-	-	-	200
Yeomalt Area Drainage Improvements			-					Y	60	-	590	-	-	-	-	-	650
Blakely Ave. Drainage Improvements			-					Y	-	-	-	250	-	-	-	-	250
Springbrook Creek Restoration and Culvert Replacement	x		-					Y	-	-	-	-	200	1,200	-	-	1,400
C40 Eagle Harbor Fish Passage			-	Y				Y	-	-	100	-	-	500	-	-	600
City Funding									260	-	690	250	200	1,700	-	-	3,100
Grant Totals									-	-	-	-	-	-	-	-	-
TOTALS									260	-	690	250	200	1,700	-	-	3,100

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation, (“City”) and Skilling Connolly, Inc., a Washington State corporation (“Consultant”).

WHEREAS, the City needs professional services in connection with the design and preparation of contract documents for the decommissioning of the West Eagle Harbor sewer beach mains, design of an upland redirect of sewer flows to gravity and grinder pumps/force mains, including the rehabilitation of the Lovell Avenue and Sunday Cove pump stations, and the construction of a new pump station in Wood Avenue. Rehabilitation of the Wing Point sewer pump station is also included for the purpose of consolidation of services ; and

WHEREAS, the Consultant has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Consultant as follows:

1. SERVICES BY CONSULTANT

The Consultant shall provide the professional services as defined in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment B** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until January 1, 2021, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days’ written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

3. PAYMENT

A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with **Attachment B**, but not more than a total of Eight Hundred Seventy-Two Thousand Two Hundred Ninety-Three dollars (\$872,293);

B. The Consultant shall submit, in a format acceptable to the City, monthly invoices for services performed in a previous calendar month. Each project and each task within a project shall be the subject of a separate invoice. The Consultant shall maintain time and expense records and provide them to the City upon request.

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Consultant.

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

4. INSPECTION AND AUDIT

The Consultant shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts, and records if necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

5. INDEPENDENT CONTRACTOR

A. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants, and agrees that the Consultant's status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall the Consultant claim any related employment benefits, social security, and/or retirement benefits.

B. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

D. The Consultant shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

A. The 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, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

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

C. Violation of this Section 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

7. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda, and other documents developed under this Agreement, whether finished or not, shall become the property of the City and shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

8. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

9. HOLD HARMLESS AND INDEMNIFICATION

A. 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 resulting from the acts, errors, or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. 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 Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided

herein constitutes the Consultant'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.

C. The City's inspection or acceptance of any of the Consultant's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.

D. Nothing contained in this Agreement shall be construed to create a liability or a right of indemnification in any third party.

10. INSURANCE

The Consultant shall maintain the insurance described in **Attachment A**:

11. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Consultant to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Consultant as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.

13. SEVERABILITY

A. If a court of competent jurisdiction holds any part, term, or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict and shall be deemed modified to conform to such statutory provision.

14. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

15. NONWAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition, or right.

16. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City: City of Bainbridge Island
 280 Madison Avenue North
 Bainbridge Island, WA 98110
 Attention: City Manager

To the Consultant: Skillings Connolly, Inc.
 5016 Lacy Boulevard SE
 Lacey, WA 98503
 Attention: Colleen Haerr

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

17. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

18. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

19. VENUE

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

20. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

SKILLINGS CONNOLLY, INC.

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Morgan Smith, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

**ATTACHMENT A
INSURANCE REQUIREMENTS**

A. Insurance Term

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.

B. 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 City's recourse to any remedy available at law or in equity.

C. 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 written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
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 liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO 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.

D. 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 \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit, as applicable.

E. 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 to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers

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

G. Verification of Coverage

Before commencing work and services, the Consultant shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Consultant shall furnish the City 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 Consultant before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

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

I. 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 City may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate this 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 City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

J. City Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the City 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 City evidences limits of liability lower than those maintained by the Consultant.

**ATTACHMENT B
SCOPE OF SERVICES**

**EXHIBIT A
SCOPE OF WORK**

Prepared for:

**CITY OF BAINBRIDGE ISLAND
2020-21 SANITARY SEWER IMPROVEMENTS**

March 3, 2020

Introduction

The City of Bainbridge Island (City) maintains West Eagle Harbor Beach Sewer main (Beach main) through a series of cleanouts which can only be accessed during low tide conditions. The City TV inspection records of the main show that there are numerous sags, bellies, and joint separations caused by inadequate pipe support from the surrounding soils. The main is only accessible for maintenance through a series of cleanouts during low-tide conditions. The City has decided to abandon the existing Beach main and redirect beach flows. The main is divided into two sections, referred to as the north (north of the Lower Lovell Lift Station) and south (south of the Lower Lovell Lift Station). The existing segment of the South Beach main between manhole 6-17 and Manhole 6-21F will continue to be used to convey sewage to the proposed Wood Ave. Pump station project. This section is in good condition, is located above the Ordinary High-Water Mark (OHWM) and is accessible by manholes instead of cleanouts.

To accomplish the redirection of flows, the City has decided to move forward with the following three projects which are included in the City's Capital Improvement Program (CIP)

1. South Sunday Cove Sanitary Sewer Improvements
2. Lower Lovell Sanitary Sewer Improvements
3. Wood Ave. Sanitary Sewer Improvements

The City has decided to also move forward with a fourth project which is included in the City's CIP but is not connected to the West Eagle Harbor Beach Sewer main. The fourth project is the Wing Point Sewer Lift Station Rehabilitation project. See Figure 1.

4. Wing Point Sewer Lift Station Rehabilitation project

The objective of the work effort outlined in this scope of work is to prepare the plans, specifications and engineer's estimate of probable cost to construct each of the four projects listed above. One overarching scope of work Task for project management, public involvement/public outreach and environmental permitting is provided to encompass all four projects.

Affiliated with each of the above four projects are the following tasks:

- Obtain signed right of entry documents to perform topographic survey on private lots.
- Easement acquisition and negotiation. Easements will be required for those parcels requiring a grinder pump and in areas where a new lift station or gravity sewer will be constructed on a private parcel. Skillings will include in this scope of work the tasks to prepare a written offer and provide negotiations to acquire the necessary easements from private property owners.
- Coordination with Property owners where rerouting of side sewers and installation of grinder pumps is required.
- Environmental permitting.
- Public outreach/ Open house meeting



Figure 1

Skillings will provide the services for the tasks listed below:

TASK 100	PROJECT MANAGEMENT
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Project Management includes the day to day coordination and management of the project to assure adequate resources are made available and the schedule and budget are consistent with the contract documents.

Assumptions:

- Correspondence with the client will be through emails, phone calls.
- It is assumed there will be 8 in-person status/plan review meetings at the City offices.
- It is assumed the work will have a duration of twelve months from the notice to proceed.
- When the work described in this SOW is complete, the City will decide how the projects will be bid. Based on the City's decision and direction, Skillings will provide a separate SOW and fee to prepare the bid packaging and provide construction contract management.
- Hultz/BHU will provide electrical engineering as a subconsultant to Skillings.
- PanGEO Engineering Consultants will provide geotechnical engineering as a subconsultant to Skillings.
- Preparation of the Bid Documents will be considered additional services and will be scoped after the finalization of the PS&E for each of the four projects.
- Bid, Add and Award support and Construction Contract Administration is not included in this Scope of Work. This work will be added upon completion of the design phase and will be added with a supplement.

Tasks:

1. Schedule, coordinate, and attend up to eight (8) meetings with the City of Bainbridge Island.
2. Provide monthly invoices with Earned Value Reports and Progress Reports.
3. Schedule, coordinate, and attend teleconferences with the City of Bainbridge Island to review project design elements.
4. Coordination with sub-consultants
5. Prepare a master list of deliverables
6. Provide ongoing project management including Principle Quality Assurance and Quality Control (QA/QC) of all deliverables.
7. Attend one project open house/ public outreach meeting. Prepare project posters and informational handouts.
8. Meet with City to review each of the projects' scope and estimated probable cost to construct. The City will provide direction on packaging of the individual projects as all one project, or as a combination of the individual projects. Prepare scope of work for Bid, Add and Award and construction support services.

Deliverables:

- Monthly invoices and earned value reports and progress reports
- Meeting minutes from client coordination meetings.
- Materials for the public outreach meeting; project poster boards and informational handouts.
- Master list of deliverables
- Meeting Minutes
- Scope of work for next phase(s)

TASK 110 ENVIRONMENTAL PERMITTING – WEST EAGLE HARBOR PROJECTS

This environmental permitting Task 200 will be performed by Skillings for the three West Eagle Harbor projects:

1. South Sunday Cove Sanitary Sewer Improvements (Includes the abandonment of the 2,500 LF, 10-inch ductile iron pipe Beach sewer main in place).
2. Lower Lovell Sanitary Sewer Improvements
3. Wood Ave. Sanitary Sewer Improvements

1. STATE ENVIRONMENTAL PROTECTION ACT (SEPA) CHECKLIST

Assumptions:

- The City will be the lead agency for the SEPA permit.
- SEPA submittal requires a minimum of 30% site plan design to include in the permit applications showing proposed improvements. One SEPA Checklist will be submitted for all of the West Eagle Harbor proposed projects listed above. This scope of work includes one encompassing SEPA submittal.
- City will submit and complete public notice of application required for the SEPA process.
- Once the SEPA DNS (Determination of Non-Significance) has been issued, Firm will notify WDFW through the online APPS Portal for final notice for issuance for the Hydraulic Project Approval (HPA) permit.

Tasks:

1. Firm will prepare the SEPA Checklist for the West Eagle Harbor projects.
2. Firm will submit a Draft SEPA Checklist with supporting documentation for review by the City.
3. Firm will make changes per comments from City.
4. Firm will submit completed SEPA Checklist with attachments to the City for submittal.

Deliverables:

- Draft SEPA Checklist for the West Eagle Harbor projects with supporting documentation (PDF File).
- Completed SEPA Checklist package for submittal.
- SEPA DNS Letter once approved and issued by City (PDF, Email).

2. SHORELINE MANAGEMENT PLAN (SMP) SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT OR EXEMPTION

Assumptions:

- One Shoreline permit application will be prepared for all West Eagle Harbor projects listed above.
- The Shoreline Substantial Development Permit or Exemption permit will be prepared per Bainbridge Island Municipal Code (BIMC) 16.12.
- The following submittal requirements apply to the Shoreline Management Plan application:
 - Basic Site Plan, with the following information:
 - Location of Ordinary High-Water Mark (OHWM)
 - Location of Shoreline Buffer
 - Location of Shoreline Structure View Setback
 - Shoreline Dimensional Setbacks
 - Location of native vegetation and significant trees
- No Net Loss Documentation:

- Submit a Site-specific Analysis – The site-specific analysis must be completed by a qualified professional
- Additional documents to be submitted with the package if required and dictated by site conditions and project design requirements:
 - Wetland Delineation
 - Geotechnical Report
 - Bluff Management Plan
 - Utilities Plan
 - Site Assessment Review
 - SEPA Checklist
- If a formal wetland delineation is required based on the site assessment review, an additional supplement to delineate the wetland will be required.

Tasks:

1. Firm will conduct a site visit.
2. Firm will prepare the Shoreline Master Program Application Package.
3. Firm will Submit the Shoreline Master Program Application Package to the City for review and comments.
4. Firm will make changes to the Shoreline Master Program Application Packet upon review & comments from the City.
5. Firm will submit the completed Shoreline Master Program Application to the City for permitting.

Deliverables:

- Draft Shoreline Master Program Application Package (PDF File).
- Completed Shoreline Master Program Application Package (PDF File).

**3. USACE, JOINT AQUATIC RESOURCE PERMIT APPLICATION (JARPA for HPA option)
WASHINGTON DEPARTMENT OF FISH & WILDLIFE, HYDRAULIC PROJECT APPROVAL (HPA)**

Assumptions:

- The JARPA will be submitted for the West Eagle Harbor projects, utilizing the JARPA for HPA option.
- All project work that falls below the MHHW elevation requires a permit application through the US Army Corps. of Engineers.
- The existing Beach main will be abandoned in place. A JARPA permit application for the abandonment of the sewer pipe will be required, and will be included in the encompassing application.
- Sand Lance and Smelt spawning has not been identified by WDFW along the proposed project area associated with the Beach Sewer Main Decommissioning, therefore a forage fish survey will not be required unless requested by WDFW. If requested Forage Fish Survey tasks will be scoped and added as a supplement at a later time.
- According to the Washington Department of Natural Resources, Puget Sound Seagrass Monitoring map, eelgrass does not inhabit any areas within the project area, therefore an eelgrass delineation will not be required unless requested by WDFW or DNR. If requested Eelgrass Delineation tasks will be scoped and added as a supplement at a later time.

Tasks:

1. Firm will prepare the JARPA for HPA option for the West Eagle Harbor projects.
2. Firm will prepare the Project Plan Exhibits in the USACE required format.

3. Firm will complete a Biological Evaluation (BE) in order to satisfy the Endangered Species Act (ESA).
4. Firm will submit the JARPA for HPA option package to the City for review.
5. Upon review by the City, Firm will make changes and updates before submittal to the USACE.
6. Firm will submit the JARPA through the USACE online process.
7. Firm will apply assigned permit nomenclature to the JARPA package once issued by the USACE.
8. Firm will respond to comments from the USACE as the permit process proceeds to permit issuance.
9. Firm will assist the City with USACE JARPA compliance as needed throughout the design, permitting and construction process.

Deliverables:

- JARPA for HPA option package for the West Eagle Harbor project, for review by City (PDF file)
- Biological Evaluation for ESA
- Completed JARPA for HPA option package for submittal to the USACE (PDF File)
- USACE Permit notifications while under review (Email copies)
- USACE Permit issuance documentation once approved (PDF & Email)

TASK 120	ENVIRONMENTAL PERMITTING – WING POINT PUMP STATION REHABILITATION PROJECT
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1. STATE ENVIRONMENTAL PROTECTION ACT (SEPA) CHECKLIST

Assumptions:

- The City will be the lead agency for the SEPA permit.
- SEPA submittal requires a minimum of 30% site plan design to include in the permit applications showing proposed improvements. One SEPA Checklist will be submitted for the West Point pump station project.
- City will submit and complete public notice of application required for the SEPA process.
- Once the SEPA DNS (Determination of Non-Significance) has been issued, Firm will notify WDFW through the online APPS Portal for final notice for issuance for the Hydraulic Project Approval (HPA) permit.

Tasks:

1. Firm will prepare the SEPA Checklist for the Wing Point pump station project.
2. Firm will submit a Draft SEPA Checklist with supporting documentation for review by the City.
3. Firm will make changes per comments from City.
4. Firm will submit completed SEPA Checklist with attachments to the City for submittal.

Deliverables:

- Draft SEPA Checklist with supporting documentation (PDF File).
- Completed SEPA Checklist package for submittal.
- SEPA DNS Letter once approved and issued by City (PDF, Email).

2. SHORELINE MANAGEMENT PLAN (SMP) SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT OR EXEMPTION

Assumptions:

- One Shoreline permit application will be prepared for the Wing Point pump station rehabilitation project.

- The Shoreline Substantial Development Permit or Exemption permit will be prepared per Bainbridge Island Municipal Code (BIMC) 16.12.
- The following submittal requirements apply to the Shoreline Management Plan application:
 - Basic Site Plan, with the following information:
 - Location of Ordinary High-Water Mark (OHWM)
 - Location of Shoreline Buffer
 - Location of Shoreline Structure View Setback
 - Shoreline Dimensional Setbacks
 - Location of native vegetation and significant trees
- No Net Loss Documentation:
 - Submit a Site-specific Analysis – The site-specific analysis must be completed by a qualified professional
- Additional documents to be submitted with the package if required and dictated by site conditions and project design requirements:
 - Wetland Delineation
 - Geotechnical Report
 - Bluff Management Plan
 - Utilities Plan
 - Site Assessment Review
 - SEPA Checklist
- If a formal wetland delineation is required based on the site assessment review, an additional supplement to delineate the wetland will be required.

Tasks:

1. Firm will conduct a site visit.
2. Firm will prepare the Shoreline Master Program Application Package for the Wing Point project.
3. Firm will Submit the Shoreline Master Program Application Package to the City for review and comments.
4. Firm will make changes to the Shoreline Master Program Application Packet upon review & comments from the City.
5. Firm will submit the completed Shoreline Master Program Application to the City for permitting.

Deliverables:

- Draft Shoreline Master Program Application Package for the Wing Point project (PDF File).
- Completed Shoreline Master Program Application Package (PDF File).

**3. USACE, JOINT AQUATIC RESOURCE PERMIT APPLICATION (JARPA for HPA option)
WASHINGTON DEPARTMENT OF FISH & WILDLIFE, HYDRAULIC PROJECT APPROVAL (HPA)**

Assumptions:

- The JARPA will be submitted for the Wing Point pump station rehabilitation project, utilizing the JARPA for HPA option.
- All project work that falls below the MHHW elevation requires a permit application through the US Army Corps. of Engineers.
- Sand Lance and Smelt spawning has not been identified by WDFW along the proposed project area associated with the Beach Sewer Main Decommissioning, therefore a forage fish survey will not be required unless requested by WDFW. If requested Forage Fish Survey tasks will be scoped and added as a supplement at a later time.

- According to the Washington Department of Natural Resources, Puget Sound Seagrass Monitoring map, eelgrass does not inhabit any areas within the project area, therefore an eelgrass delineation will not be required unless requested by WDFW or DNR. If requested Eelgrass Delineation tasks will be scoped and added as a supplement at a later time.

Tasks:

1. Firm will prepare the JARPA for HPA option for the Wing Point pump station rehabilitation project.
2. Firm will prepare the Project Plan Exhibits in the USACE required format.
3. Firm will complete a Biological Evaluation (BE) in order to satisfy the Endangered Species Act (ESA).
4. Firm will submit the JARPA for HPA option package to the City for review.
5. Upon review by the City, Firm will make changes and updates before submittal to the USACE.
6. Firm will submit the JARPA through the USACE online process.
7. Firm will apply assigned permit nomenclature to the JARPA package once issued by the USACE.
8. Firm will respond to comments from the USACE as the permit process proceeds to permit issuance.
9. Firm will assist the City with USACE JARPA compliance as needed throughout the design, permitting and construction process.

Deliverables:

- JARPA for HPA option package for review by City (PDF file)
- Biological Evaluation for ESA
- Completed JARPA for HPA option package for submittal to the USACE (PDF File)
- USACE Permit notifications while under review (Email copies)
- USACE Permit issuance documentation once approved (PDF & Email)

Pump Station Specific Scope of Work

In addition to the overarching scope of work items (Project Management, Public Outreach and Environmental Permitting, the project scope of work is separated by the specific work effort required for each individual pump station. The intent is to provide four (4) separate PS&E packages, one for each pump station. The abandonment of the West Eagle Harbor Beach Sewer Main North section, is included in the S. Sunday Cove sewer improvement project. When the PS&E is completed for the four projects, the City will determine how they want to package the bid documents; i.e.: individually, a combination, or all.

The scope of work for each pump station is organized as follows:

- | | |
|--|----------|
| I. Sunday Cove Sanitary Sewer Improvements | Task 200 |
| II. Lower Lovell Sanitary Sewer Improvements | Task 300 |
| III. Wood Avenue Pump Station | Task 400 |
| IV. Wing Point Pump Station Rehabilitation | Task 500 |

I. PROJECT DESCRIPTION - SOUTH SUNDAY COVE SANITARY SEWER IMPROVEMENTS

General Project Understanding

This project includes the rehabilitation of the Lower Lovell sewer lift station

The existing gravity sewer main between existing sanitary sewer manhole (SSMH) no. 777A and no. 888, plus the side sewers shown on Figure 3 attached, flow by gravity to the north section of the West Eagle Harbor Beach Sewer Main which is planned to be abandoned. This project will redirect the flows from nine parcels to the existing Sunday cove lift station by constructing a new gravity sewer main.

The key elements of this project are:

- Design an approximate 350 LF 8-inch diameter gravity sewer line from new SSMH no. 1 to existing SSMH no 5-46. The proposed alignment of the 8-inch sewer line includes construction under an existing retaining wall. The new 8-inch line will redirect the sewer flow from the Lower Lovell pump station (currently via the Beach main) to the South Sunday Cove pump station.
- Design re-routed side sewers on four lots, connect to new 8-inch gravity sewer line. Rerouting of the side sewers for the two existing shoreline houses will require a grinder pump.
- Prepare the PS&E to rehabilitate the Sunday Cove pump station. The existing lift station is a wet pit/dry pit configuration with two 25 hp pumps and a capacity of 490 gpm each. The Sunday Cove Lift Station pumps to the Highway 305 Tributary Basin.
- Prepare PS&E to abandon the Beach sewer main in place.

TASK 200	SOUTH SUNDAY COVE SURVEY
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Survey requirements for this project include topographic survey for the construction of 350 LF of proposed gravity sewer line shown on Figure 3. This project includes installation of two new grinder pumps on two private lots. The Skillings licensed Land Surveyor will prepare a temporary construction easement document for all privately owned lots requiring sewer improvements. Permanent easements will be completed under a future construction management scope of work. Topographic survey which is necessary to prepare a detailed drawing to show the extent of improvements needed to disconnect and reroute the existing side sewer to the new 8-inch gravity sewer line will be obtained. The detailed drawing of each lot with a rerouted side sewer will be included in the South Sunday Cove Improvement plan set. Since the Beach main is to be abandoned, four side sewers will be rerouted to the proposed gravity line between existing manhole no. 5-46 and proposed manhole No. 1 as shown on Figure 3.

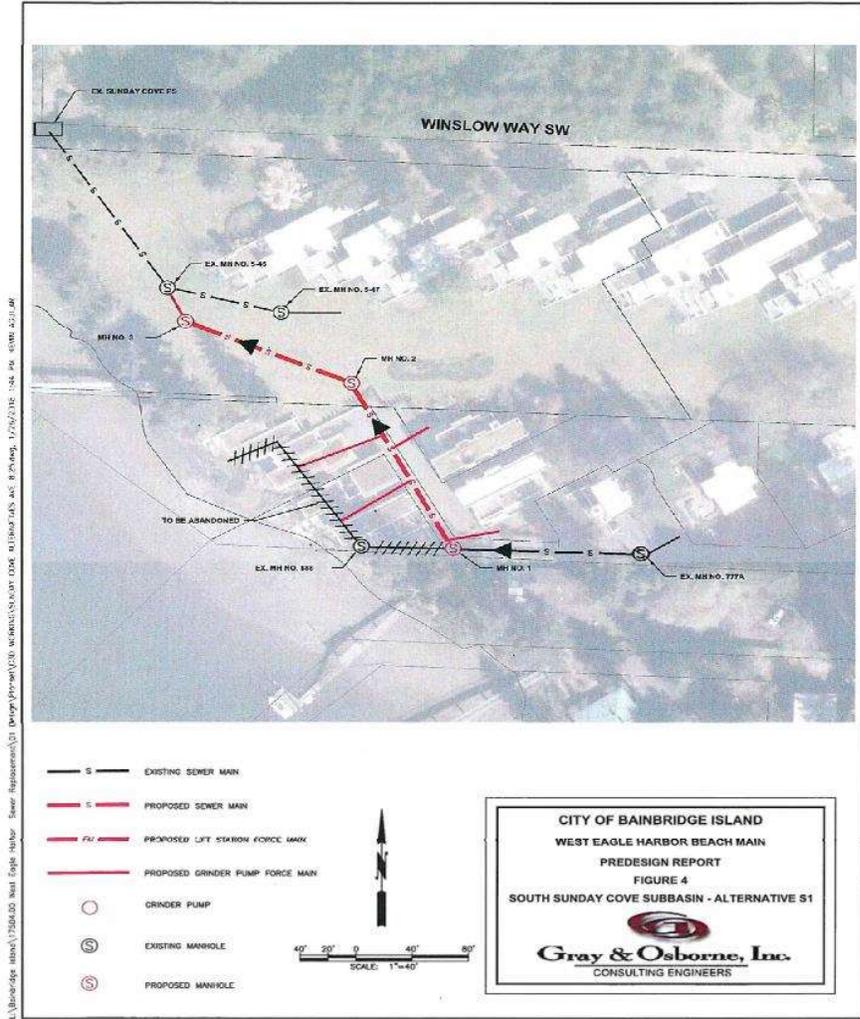
Assumptions:

- Title reports will be provided by the City for tax parcel No's. 8066, 8077, 8078, 8122 and 8025.
- No surveying will be required outside of tax parcel No's. 8066, 8077, 8078, 8122 and 8025.
- A Record of Survey Map will be not required.
- New easement areas will not be staked in the field.
- Firm will obtain rights of entry to the site, as needed to complete the survey.
- The survey topographic limits are defined in the attached exhibit map titled "Sunday Cove Survey Limits".

Task Description:

1. Review title reports for a boundary determination.
2. Research existing survey control and record maps.
3. Perform a field survey to locate and establish survey control points.
4. Prepare letter to obtain right of entry. Letters to be sent by City on City letterhead. Skillings to provide form to be signed by property owner.
5. Topographic Survey of the area depicted in red on the attached Figure 2 Survey Limits map.
6. Process field data and develop AutoCAD base map.
7. Coordinate with City staff and measure the size, depth, diameter and elevation of pipe structures within the existing pump station.
8. Prepare temporary construction easement exhibit and legal description for construction of the gravity sewer line, grinder pumps and rerouted side sewers from sewer main to the grinder pump.
9. Provide QA/QC for deliverables.

Figure 3



TASK 210	SUNDAY COVE PRELIMINARY DESIGN (30% PLANS)
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Assumptions:

- An improvement plan will be prepared for each private residential lot requiring a grinder pump. It is assumed that the homeowner's electrical services have adequate capacity and does not require upgrading in order to add the grinder pump connections.
- It is assumed that no unusual or detrimental conditions exist at the sites or in the vicinity requiring any analysis or design consideration by Hultz BHU or Skillings, such as electrical power quality issues, special permit process or reviews, etc.
- It is assumed that the replacement of the existing force main in Winslow Wy is not included in this project. It is assumed that the condition of the existing force main in Winslow Way SW is adequate and will not require a condition assessment for corrosion, leaking, or air release valve replacement.
- Temporary bypass pumping plans and specifications will be provided with the pump station rehabilitation design.
- City will provide high alarm records during the last 6 months for the existing lift station.
- City will provide flow monitoring data in the South Sunday Cove basin, and pump run time data.
- City will provide print out of the hydraulic model results for the Sunday Cove Basin.
- City will provide current Sea Level Rise model for the Bainbridge Island region.
- Hultz/BHU will provide electrical engineering for the pump station, as required.
- PanGEO geotechnical engineering will provide a geotechnical investigation to verify that the approximate 350 LF of gravity sewer line can be constructed with an open cut trench.
- In accordance with WAC 173-240-0305 and verification received from the State Dept of Ecology (Ecology), the PS&E for this project will not be required to be submitted to Ecology for review and approval, based on the Orange Book criteria stating:

"If the local government entity has received department approval of a general sewer plan and standard design criteria, engineering reports and plans and specifications for sewer line extensions, including pump stations, are not required to be submitted for approval. In this case the entity need only provide a description of the project and written assurance that the extension is in conformance with the general sewer plan. However, in the following situations specific department approval is necessary for sewer line extensions before construction:

- (a) The proposed sewers, or pump stations involve installation of overflows or bypasses; or*
- (b) The proposed sewers, pump or lift stations discharge to an overloaded treatment, collection, or disposal facility."*

Tasks:

1. Coordinate with affected utility companies. Locate existing utilities.
2. Provide sub-consultant coordination
3. Review existing documents provided by others.
4. Conduct a site review to inspect the pump station and prepare a pre-design report which documents the existing condition and recommends specific improvements.
5. Prepare the 30% design plans for 350 LF gravity sanitary sewer pipe. Verify required pipe diameter in the engineering report.
6. Prepare two separate plans to reroute each Sanitary Side Sewer on the two lots, north of the proposed gravity sewer main shown on Figure 4. Include the lot improvement plans in the Sunday Cove PS&E. Show all work items to be constructed by the Contractor to reroute the side sewers.

7. Prepare the plans to reroute Sanitary Side Sewer for the two shoreline lots. Include specifications to connect grinder pump electrical service to existing house electric control panel, include property restoration specifications.
8. Set up and maintain the Design Documentation Files (Internal deliverable, to be updated throughout the design process).
9. Prepare preliminary Predesign Report documenting sewer flows to the lift station, wet well design, pump sizing, valves, pump station site plan. Evaluate existing force main size and flow velocity. Utilize topographic survey to confirm the total dynamic head elevation. Review upgrades to the existing controls, alarm system, rails, and lift rings for the new pumps. Review high alarm records obtained from City. Address Sea Level Rise based on the current model recommended by City.
10. Prepare the 30% Pump Station rehabilitation Improvement Plans.
11. Prepare Quantity Take-off Notebook.
12. Prepare 30% Engineer's Estimate of Probable Cost to Construct.
13. Prepare project Specifications outline.
14. Prepare 30% PS&E to abandon the 2,500 LF, 10-inch ductile iron pipe Beach sewer main in place. This drawing will be used in the environmental permit applications.
15. Provide QA/QC of the 30% PS&E documents.

Deliverables:

- Preliminary Improvement plans for the gravity sewer line.
- Preliminary improvement plan and specification for the two shoreline lots requiring a rerouted side sewer and grinder pump.
- Preliminary improvement plan and specification for the two lots on the north side of proposed gravity sewer line which require rerouting of the side sewers.
- Preliminary Engineer's Estimate of Probable Cost to Construct.
- Draft predesign report for the rehabilitation of the existing Sunday Cove sewer lift station.
- Prepare 30% PS&E to abandon the 2,500 LF, 10-inch ductile iron pipe Beach sewer main in place.

TASK 220	SUNDAY COVE (60% PLANS)
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Assumptions:

- A determination has been made on the adequacy of the force main size in Winslow Way.
- Skillings has met with the City and reviewed the 30% PS&E submittal. Comments received from the City will be incorporated into the 60% design.
- O&M Manuals will be prepared during the Construction Administration phase of work.

Tasks:

1. Update the Design Documentation File.
2. Prepare final engineering design report.
3. Prepare 60% Pump Station rehabilitation improvement plans.
4. Update Quantity take-off Notebook.
5. Prepare 60% Engineer's Estimate of Probable Cost to Construct.
6. Prepare 60% Plan and Profile of gravity sewer line.
7. Prepare surface restoration drawings on private property and street right of way.
8. Prepare 60% Project Specifications (special provisions for non-standard construction items).
9. Prepare 60% PS&E to abandon the 2,500 LF, 10-inch ductile iron pipe Beach sewer main in place.
10. Provide QA/QC of the 60% PS&E package.

Deliverables:

- 60% Improvement plans and profile for the gravity sewer line.
- 60% improvement plan and specification for the two shoreline lots requiring a rerouted side sewer and grinder pump.
- 60% improvement plan and specification for the two lots on the north side of proposed gravity sewer line which require rerouting of the side sewers.
- 60% Engineer's Estimate of Probable Cost to Construct.
- Final engineering design report for the rehabilitation of the existing Sunday Cove sewer lift station.
- 60% PS&E to abandon the 2,500 LF, 10-inch ductile iron pipe Beach sewer main in place.

TASK 225 SUNDAY COVE EASEMENT NEGOTIATIONS
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After approval of the 30% plans and after the City's comments have been incorporated into the plans, the firm will prepare the preliminary easement descriptions, (survey Task) and will be ready to meet with the property owners to commence acquisition negotiations for the permanent and temporary construction easements.

Assumptions:

- The City will provide preferred easement document forms.
- The City will pay the negotiated cost of the easement and associated recording fees.
- The City will submit the documents for recording.
- The City will provide the initial notification to the property owners of City's intent to have Firm negotiate for the easements.
- Firm will schedule negotiations with as many parcel owners as possible for each day on site.
- Firm will meet a maximum of two (2) times with each property owner for negotiations.

Tasks:

1. Review anticipated easements with the City to gain concurrence and to get direction on negotiation style and parameters and price (if required) limits.
2. Contact five (5) property owners to schedule first negotiations meeting. Skillings will send an introductory letter showing the location of the improvements and the proposed permanent and temporary construction easement location with legal description for their review prior to commencement of face-to-face negotiations.
3. Meet with property owners for negotiations.
4. Submit initial record of negotiations to City for their review and concurrence.
5. Once the City and property owner are in agreement, prepare the final documents for the temporary construction easements and submit to the City.

Deliverables:

- Minutes of minutes held with City.
- Meeting minutes (record of negotiations) with property owners.
- Final signed temporary construction easement documents.

TASK 230	SUNDAY COVE (90% PLANS)
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Assumptions:

- The City has reviewed the 60% submittal. Skillings has reviewed the submittal with the City. The City's comments will be incorporated into the 90% design submittal.

Tasks:

1. Update the Design Documentation Notebook.
2. Conduct a Plan-in-Hand and site visit
3. Prepare 90% Pump Station improvement plans. Incorporate City's review comments.
4. Update Quantity Take-off Notebook.
5. Prepare 90% Engineer's Estimate of Probable Cost to Construct.
6. Prepare 90% Project Specifications (special provisions for non-standard construction items).
7. Prepare 90% Plan and Profile of gravity sewer.
8. Prepare 90% surface restoration drawings on private property and street right of way.
9. Prepare 90% PS&E to abandon the 2,500 LF, 10-inch ductile iron pipe Beach sewer main in place.
10. Provide QA/QC of the 90% PS&E package

Deliverables:

- 90% Pump Station improvement plans.
- 90% Project Specifications.
- 90% Improvement plans for the gravity sewer line.
- 90% improvement plan and specification for the two shoreline lots requiring a rerouted side sewer and grinder pump.
- 90% improvement plan and specification for the two lots on the north side of proposed gravity sewer line which require rerouting of the side sewers.
- 90% Engineer's Estimate of Probable Cost to Construct.
- 90% PS&E to abandon the 2,500 LF, 10-inch ductile iron pipe Beach sewer main in place.

TASK 240	SUNDAY COVE FINAL DESIGN
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Assumptions:

- The City has reviewed the 90% submittal. Skillings has reviewed the submittal with the City. Comments will be incorporated into the 90% design submittal.
- The Engineer's Estimate of Probable Cost to Construct will be based on assumption the pump station will be a standalone project. Should the project be bundled with other pump stations, the costs may require adjustments depended on the selected package.
- All CAD files will NOT be consolidated into 1 master file. This task will be included in the future construction support/management scope of work.
- Sub-consultants will submit an E-Transmit file separate from that of Skillings.

Tasks:

1. Prepare final pump station 100% PS&E.
2. Maintain Design Documentation File.
3. Prepare Design Closeout Documentation File.
4. Prepare Final PS&E to abandon the 2,500 LF, 10-inch ductile iron pipe Beach sewer main in place.
5. Provide QA/QC of the final PS&E documents.

6. Prepare E-transmit of DWG AutoCAD files for all improvement plans.

Deliverables:

- Signed, stamped Final PS&E set for pump station, one 11"x17" paper copy, one electronic PDF copy.
- Final PS&E, signed and stamped, to abandon the 2,500 LF, 10-inch ductile iron pipe Beach sewer main in place, one paper and one electronic PDF copy.
- AutoCAD Civil 3D 2020 DWG files of completed Final Improvement Plans.

II. PROJECT DESCRIPTION - LOWER LOVELL SANITARY SEWER IMPROVEMENTS

This project includes the installation of grinder pumps on the seven waterfront lots that currently discharge directly to the north segment of the Beach sewer main which is planned to be abandoned. Six of the waterfront lots are on the west side of Lovell Ave SW. The side sewers for these six lots will be re-routed to the existing gravity main in Lovell Ave. SW. The side sewer for the seventh lot will be re-routed directly to the Lower Lovell lift station wet well. See Figure 13.

A site plan will be prepared for each lot showing the work items necessary to re-route the side sewer from the beach main to the existing gravity sewer line on Lovell Ave SW.

This project also includes the rehabilitation of the Lower Lovell sewer lift station. Skillings will inspect the station and prepare a pre-design report documenting the existing conditions and provide recommendations for specific improvements.

TASK 300	LOWER LOVELL SURVEY
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Figure 4 titled Lovell Survey Limits shows the area of the topography survey that will be prepared for this project. The Skillings licensed Land Surveyor will prepare a temporary construction easement document for all privately owned lots requiring sewer improvements. Permanent easements will be completed under a future construction management scope of work. Topographic survey which is necessary to prepare a detailed drawing to show the extent of improvements needed to disconnect and reroute the existing side sewer to the new 8-inch gravity sewer line will be obtained. The detailed drawing of each lot with a rerouted side sewer will be included in the South Sunday Cove Improvement plan set.

Task Assumptions:

- Title reports will be provided by the City for tax parcel No's. 4-046, 4-132, 4-131, 4-043, 4-041, 4-122 and 4-078.
- No surveying will be required outside of tax parcel No's. 4-046, 4-132, 4-131, 4-043, 4-041, 4-122 and 4-078.
- City will provide right-of-way deed for Lovell Ave. SW.
- New easement areas will not be staked in the field.
- Firm will have obtained rights of entry to the site, as needed to complete the survey.
- The project limits are defined in the attached exhibit map titled "Lovell Survey Limits".

Task Description:

1. Review title reports for the affected parcels for a boundary determination.
2. Research existing survey control and record maps.
3. Perform a field survey to locate and establish survey control points.

4. Obtain right of entry from private property owners on 7 lots. Prepare letter to obtain right of entry. Letters to be sent by City on City letterhead. Skillings to provide form to be signed by property owner.
5. Topographic Survey of the area in red depicted on the attached exhibit map titled "Lovell Survey Limits". The Rim elevations will be obtained for the two existing sewer manholes on Lovell Ave SW. The manhole rims and sewer inverts at the manhole will be obtained from the City's prior survey data. The two datums will be compared and calibrated.
6. Coordinate with City staff and measure the size, depth, diameter and elevation of pipe structures within the existing pump station.
7. Process field data and develop AutoCAD base map.
8. Prepare temporary construction easement exhibit and legal description.
9. Provide QA/QC of the Base Map and easements.

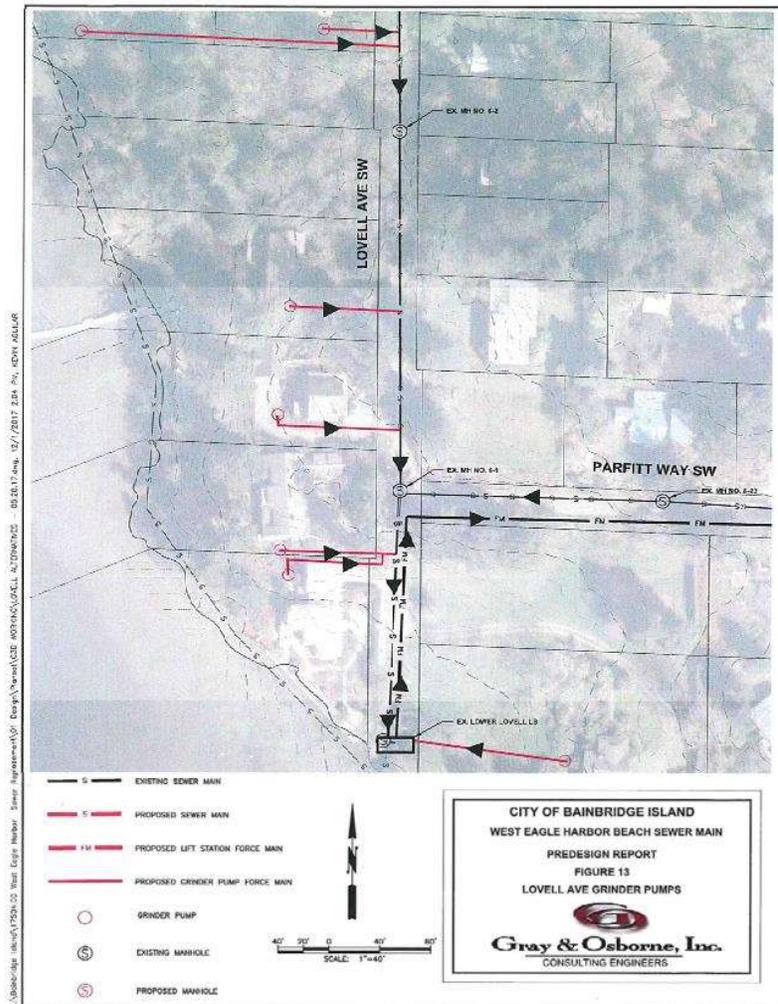
Deliverables:

- AutoCAD Topographic survey base map.
- Temporary Construction Easement descriptions and exhibit maps.
- Right of entry documents.

Figure 4



Figure 5



TASK 310	LOVELL AVE. PRELIMINARY DESIGN (30% PLANS)
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Assumptions:

- No improvements will be made to the existing gravity sewer line and force main in Lovell Ave SW.
- A separate improvement plan will be prepared for each private residential lot requiring a grinder pump. It is assumed that the homeowner's electrical services will not require upgrading in order to add the grinder pump connections.
- It is assumed that no unusual or detrimental conditions exist at the sites or in the vicinity requiring any analysis or design consideration by Hultz BHU or Skillings, such as electrical power quality issues, special permit process or reviews, etc.
- Temporary bypass pumping plans and specifications will be provided with the pump station rehabilitation design.
- City will provide high alarm records during the last 6 months for the existing lift station.
- City will provide flow monitoring data in the Lovell Ave basin, and pump run time data.
- City will provide print out of the hydraulic model results for the Lovell Ave Basin.
- City will provide current Sea Level Rise model for the Bainbridge Island region.
- Hultz/BHU will provide electrical engineering as a sub-consultant.

Tasks:

1. Prepare Design Documentation Notebook, (to be updated throughout the design process).
2. Prepare a preliminary Pre-design Report documenting sewer flows and wet well volume, pump sizing, dry well/wet well condition, replacement or improvement. Document proposed valves. Check adequacy of the size of existing sewer gravity and force main in Lovell Ave SW. Address Sea Level Rise.
3. Prepare the 30% pump station rehabilitation improvement plans.
4. Prepare 30% project specifications outline for the rehabilitation of the pump station.
5. Prepare Quantity Take-off Notebook.
6. Prepare 30% Engineer's Estimate of Probable Cost to Construct.
7. Coordinate with affected utility companies. Locate existing utilities.
8. Review existing documents provided by others.
9. Site inspection of existing sewer lift station.
10. Provide sub-consultant coordination.
11. Prepare 30% plans and specifications for improvements on the 7 lots requiring grinder pumps and the re-routing of the Sanitary Side Sewers. Include specifications to connect grinder pump electrical service to existing house electric control panel, include property restoration specifications. Plans shall include the connection of the pressure sewer to the existing gravity sewer in Lovell Ave SW.
12. Provide QA/QC of the 30% PS&E documents.

Deliverables:

- Project 30% Pre-design engineering report.
- 30% PS&E for the rehabilitation of the Lovell lift station.
- 30% PS&E for the rerouting of side sewers on 7 lots.
- 30% Engineer's Estimate of Probable Cost to Construct.

TASK 320	LOWER LOVELL (60% PLANS)
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Assumptions:

- The City has reviewed and approved and provided comments on the 30% design plans and draft engineering design report.
- The 30% design plans will be used to begin the permitting process.
- The existing utilities have been located by the utility agencies.

Tasks:

1. Update Design Documentation File.
2. Prepare final engineering design report.
3. Prepare 60% Pump Station rehabilitation improvement plans.
4. Prepare 60% Project Specifications (special provisions for non-standard construction items).
5. Update Quantity Take-off Notebook.
6. Prepare 60% Engineer's Estimate of Probable Cost to Construct.
7. Prepare 60% Improvement Plans of rerouted side sewers to 7 lots. Improvement plan for each lot shall show installation of proposed grinder pump, connection to existing residential electrical panel and connection to existing gravity sewer on Lovell Ave SW.
8. Prepare surface restoration drawings on private property and street right of way.
9. Provide QA/QC of the 60% PS&E documents.

Deliverables:

- Final engineering design report.
- 60% PS&E for the rehabilitation of the Lovell lift station.
- 60% PS&E for the rerouting of side sewers on 7 lots.
- 60% Engineer's Estimate of Probable Cost to Construct.

TASK 325	LOVELL EASEMENT NEGOTIATIONS
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After approval of the 30% plans and after the City's comments have been incorporated into the plans, the firm will be ready to meet with the property owners to commence acquisition negotiations for the easements. The preparation of the easement descriptions for the temporary construction easements and the permanent easements will have been completed in survey Task 300.

Assumptions:

- The City will provide preferred easement document forms
- The City will pay the negotiated cost of the easement and associated recording fees
- The City will submit the documents for recording
- The City will provide the initial notification to the property owners of City's intent to have Firm negotiate for the easements
- Firm will schedule negotiations with as many parcel owners as possible for each day on site
- Firm will meet a maximum of two (2) times with each property owner for negotiations

Tasks:

1. Review anticipated easements with the City to gain concurrence and to get direction on negotiation style and parameters and price (if required) limits.

2. Contact seven (7) property owners to schedule first negotiations meeting. Firm will send an introductory letter showing the location of the improvements and the required easement location with legal description for their review prior to commencement of face-to-face negotiations.
3. Meet with property owners for negotiations.
4. Submit initial record of negotiations to City for their review and concurrence.
5. Once the City and property owner are in agreement, prepare the final temporary construction documents and submit final easement documents to the City.

Deliverables:

- Minutes of meetings held with City.
- Meeting minutes (record of negotiations) with property owners
- Final signed temporary construction easement documents.

TASK 330	LOVELL (90% PLANS)
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Assumptions:

- The City has reviewed and commented on the 60% submittal and provided comments.

Tasks:

1. Conduct Plan-in-hand site review
2. Update Design Documentation Files.
3. Prepare Pump Station rehabilitation improvement plans, incorporating the City's review comments.
4. Prepare 90% Specifications (special provisions for non-standard construction items).
5. Update Quantity Take-off Notebook.
6. Prepare 90% Engineer's Estimate of Probable Cost to Construct.
7. Prepare 90% improvement plans for the 7 private lots requiring re-routing of the side sewers and installation of a grinder pump.
8. Prepare surface restoration drawings on private property and street right of way
9. Provide QA/QC of 90% PS&E documents
10. Submit 90% PS&E documents to the City

Deliverables:

- 90% PS&E for the rehabilitation of the Lovell lift station.
- 90% PS&E for the rerouting of side sewers on 7 lots.

TASK 340	LOVELL FINAL DESIGN
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Assumptions:

- The City has reviewed the 90% submittal. Comments received from the City will be incorporated into the final submittal.

Tasks:

1. Advance design per 90% review comments. Prepare 100% Plans.
2. Prepare 100% Specifications.
3. Provide QA/QC on final PS&E
4. Prepare Final Engineer's Estimate of Probable Cost to Construct.

5. Finalize Quantity takeoff Notebook
6. Finalize Design Documentation File.
7. Submit to City for final approval.
8. Prepare Design Closeout Documentation.
9. Prepare E-transmit of DWG AutoCAD files for all improvement plans.

Deliverables:

1. Final PS&E for the rehabilitation of the Lovell lift station. (one paper 11"x 17" copy, one electronic PDF copy)
2. Final PS&E for the rerouting of side sewers on 7 lots. (one paper 11"x17" copy, one electronic PDF copy)
3. AutoCAD Civil 3D 2020 DWG files of completed Final Improvement Plans.

III. PROJECT DESCRIPTION – WOOD AVE PROPOSED PUMP STATION

A new sewer lift station with submersible pumps will be constructed south of the intersection of Wood Ave SW and Stetson Place. This preferred alternative W2 (per the G&O Report) is shown on attached Figure 7. The new lift station will pump north to the existing gravity system on Parfitt Way SW. This project includes the continual use of approximately 350 LF of the Beach Main from Manhole 6-17 to Manhole 6-21F. (See Figure 7)

Construction of approximately 80 LF of 8-inch gravity sewer from Manhole 6-17 to the new lift station is recommended in the project pre-design report (dated Feb 2018 and prepared by Gray & Osborne, Inc.). The pre-design report recommends the connection from MH 6-17 to the new pump station be constructed with an auger bore. It is anticipated the work will have to be accomplished from the water side.

Key elements of this project include:

- New sewer lift station with submersible pumps.
- Installation of five (5) individual grinder pumps on residential lots located to the west of the proposed lift station. Construct gravity sewer to the proposed wet well if possible.
- Installation of two (2) grinder pumps on Stetson Place. Determine if gravity connection or pressure line connection to the wet well is the best option.
- Construction of approximately 600 LF of force main in the public road right of way, from the proposed lift station to exist MH 3-5 located at the intersection of Wood Ave SW and Parfitt Way SW.
- Construct approximately 80 LF of sewer line from existing SSMH no. 6-17 to the proposed lift station wet well.
- Negotiations for construction and utility Easement acquisitions.

TASK 400	WOOD AVE SURVEY
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Assumptions:

- Title reports will be provided by the City for tax parcel No's. 1-062, 4-079, 1-085, 1-065, 1-060, 1-059, 1-090, 8048, 001-00 and 1-063.
- No surveying will be required outside of tax parcel No's. 1-062, 4-079, 1-085, 1-065, 1-060, 1-059, 1-090, 8048, 001-00 and 1-063, 002-00.

- City will provide right-of-way deeds for Wood Ave. SW and Stetson Pl. SW.
- A Record of Survey Map will be not required.
- New easement areas will not be staked in the field.
- Firm will have rights of entry to the site, as needed to complete the survey.
- The project limits are defined in the attached exhibit map titled "Wood Ave Survey Limits".
- Rights of entry will be obtained by Firm, City to mail letters on City letterhead.
- On site meetings with property owners for Rights of Entry will be limited to one meeting.

Tasks:

1. Review title reports for a boundary determination.
2. Research existing survey control and record maps.
3. Perform a field survey to locate and establish survey control points. Topographic Survey of the area depicted in red on the attached exhibit map.
4. Obtain right of entry from private parcel owners. Skillings to provide letter and form requiring signature from property owner. City to mail letters on City letterhead. Firm will communicate with property owner.
5. Process field data and develop AutoCAD base map.
6. Prepare temporary construction easement exhibit and legal description.
7. Provide QA/QC for base map and easement documents

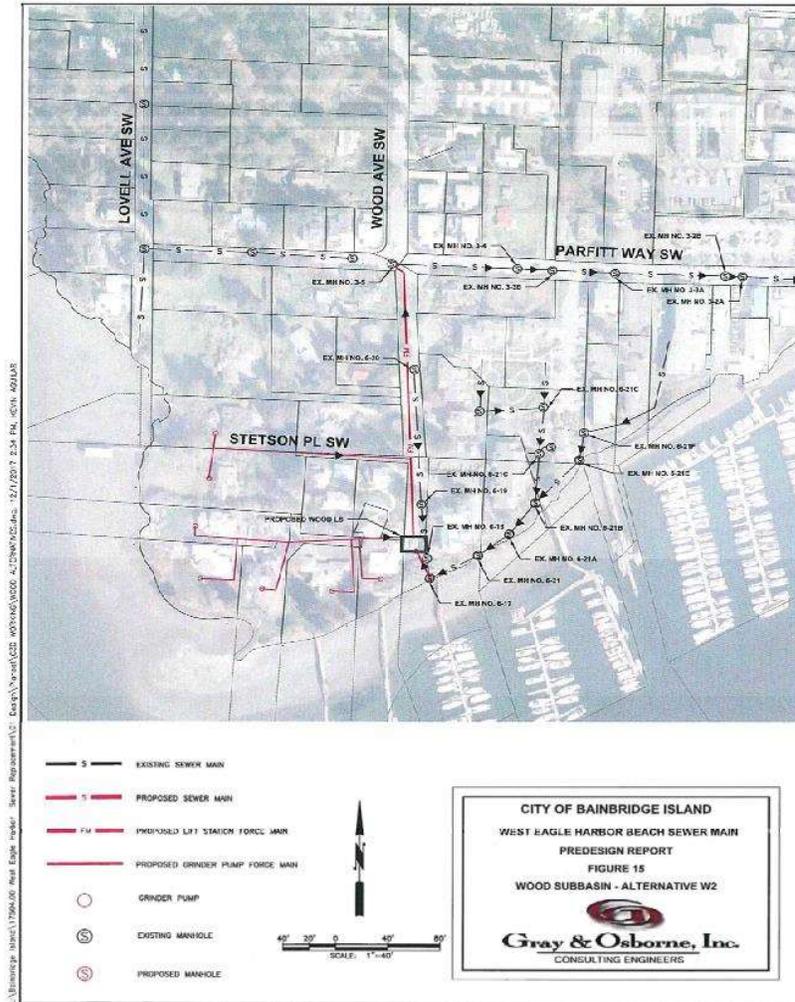
Deliverables:

- AutoCAD base map.
- Signed rights of entry documents.
- Temporary Construction Easement descriptions and exhibit maps.

Figure 6



Figure 7



TASK 410	WOOD AVE. PRELIMINARY DESIGN (30% PLANS)
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Assumptions:

- The Wood Ave pump station will be designed as a duplex submersible pump station.
- The PS&E for this project will not be submitted to Ecology for approval. A General Sewer Plan amendment (Amendment) will be acceptable to Ecology.
- The location of the new pump station will require work zone traffic control because of the limited access at the site.
- Firm will consult with PanGEO geotechnical engineering. Firm will utilize geotechnical report dated November 17, 2017, prepared by PanGEO for design considerations for the pump station. However, this report states that land use, site conditions (both off and on-site), or other factors including advances in the understanding of applied science, may change over time and could materially affect the findings. Therefore, the report should not be relied upon after 24 months from its issuance. PanGEO will prepare a supplement to the report dated November 17, 2017.
- Additional soils explorations will be required for the gravity and force-main sewer lines. Additional geotechnical exploration and consultation will be provided by PanGEO as a subconsultant to Skillings for the Wood Ave. project.
- The Geotechnical critical area report per SMP requirements, with Steps 1,2 and 3 Forms will be prepared by the Geotechnical subconsultant and is included in the PanGEO geotechnical engineering scope of work.

Tasks:

1. Setup and maintain the Design Documentation File.
2. Prepare 30% Predesign Engineering Report documenting sewer design flows for peak hour flow, and low flow operation, design wet well volume, provide pump sizing calculations, valves, sewer design plans of grinder pumps, water hammer analysis in the force mains and sizing of the gravity sanitary sewers and force main.
3. Prepare the 30% pump station improvement plans.
4. Prepare Quantity Take-off Notebook.
5. Prepare 30% Engineer's Estimate of Probable Cost to Construct.
6. Prepare 30% project specifications outline.
7. Provide utility coordination: Coordinate with the affected utility companies. Determine electrical power availability to meet pump station demands. Locate existing utilities in conflict with proposed improvements. Contact utilities for requirements to provide electrical and water service to the proposed sewer lift station location.
8. Review existing documents provided by others.
9. Research feasible alternatives for installing the sewer pipe from the MH on the beach to the new pump station, i.e. micro-tunneling, directional boring, etc. Review alternatives with the City and PanGEO geotechnical engineering.
10. Research feasible alternatives for construction of the deep wet well, i.e. open excavation, auger, pile/lagging. Review alternatives with the City. Meet with PanGEO geotechnical engineers to discuss the predesign geotechnical data report they prepared dated 11-17-17. Discuss construction methods recommendations.
11. Provide coordination with environmental regarding shoreline impacts and permitting requirements.
12. Research and implement OSHA access requirements for confined space.
13. Include corrosion control in the design of the wet well. Evaluate the potential for hydrogen sulfide in the wet well.

14. Prepare site plan for proposed lift station. Provide access for maintenance vehicles, check turning radius and parking requirements. Provide low maintenance landscaping. Provide appropriate security against vandalism. Prevent access by public.
15. Prepare plans, profile sheet for approximately 400 LF Sanitary sewer to serve five lots west of the proposed sewer lift station.
16. Prepare plan sheets for each of the five lots to show installation of a Grinder Pump on each lot and the rerouting of the existing side sewer lines.
17. Prepare plan and profile sheets for approximately 350 LF Sanitary sewer to serve 2 lots on Stetson PI SW.
18. Prepare plans for each of the two lots to show installation of a Grinder Pump on each lot and the rerouting of the existing side sewer. Determine if the electrical connection can be made to existing electrical control panel or if a new panel will be required.
19. Prepare plan and profile sheets for the construction of a gravity sewer line from existing SSMH no. 6-17 to the proposed wet well.
20. Prepare plan and profile sheets for 600 LF Sanitary Force-main in Wood Ave SW within existing right of way. Provide pig launch facility for maintenance.
21. Prepare Odor and Corrosion control design for the pump station.
22. Prepare the Civil/Mechanical/Electrical plans for the new Wood Ave. Pump Station
23. Coordinate with sub-consultant on the preparation of the electrical plans for the pump station. (Electrical plans to be provided by Hultz/BHU as a subconsultant).
24. Coordinate with sub-consultant on the preparation of the Emergency Generator plan, specification and estimate, and the noise attenuation design.
25. Prepare Generator aesthetic screening design with elevations and 3-D sketch/rendering/simulation and 2-D poster board.
26. Address telemetry requirements for high water/pump/power failure options in the design of the proposed lift station. Provide coordination with the City and the sub-consultant.
27. Prepare Amendment to the City General Sewer Plan (GSP). The Amendment will include the project specific information requested in WAC 173-240-050 such as a description of the proposed project, the flow and loads to the existing WWTP from the project, discussion of various alternatives evaluated, a discussion of the cost per service in terms of both debt service and operation and maintenance costs, of the new pump station facility because it was not included in the original GSP.
28. Submit GSP Amendment to Ecology. Address review comments and resubmit final to DOE and the City.
29. Provide QA/QC of the 30% PS&E documents.

Deliverables:

- Supplemental and updated Geotechnical Report (by subconsultant)
- 30% engineering pre-design report.
- 30% PS&E for the force-main sewer in Wood Ave.
- 30% PS&E for the Wood Ave pump station
- 30% PS&E for the gravity sewer between SSMH No. 6-17 and the proposed wet well
- 30% PS&E for approximately 400 LF Sanitary sewer to serve five lots west of the proposed sewer lift station
- 30% PS&E for approximately 350 LF Sanitary sewer to serve two lots on Stetson PI SW
- 30% PS&E for construction of side sewer and grinder pumps on seven individual lots.
- General Sewer Plan Amendment
- Generator aesthetic screening design: 3D rendering and 24"x36" poster.

TASK 420	WOOD AVE. (60% DESIGN PLANS)
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Assumptions:

- The City has reviewed the 30% submittal and provided comments which will be incorporated into the 60% PS&E.
- DOE has reviewed and approved the General Sewer Plan Amendment

Tasks:

1. Update the Design Documentation File.
2. Prepare final Engineering Design Report.
3. Prepare Pump Station Improvement Plans. Incorporate City's 30% review comments.
4. Update Quantity Take-off Notebook.
5. Prepare 60% Engineer's Estimate of Probable Cost to Construct.
6. Prepare 60% Project Specifications (special provisions for non-standard construction items).
7. Prepare Dewatering Plan. Coordination with Geotech subconsultant.
8. Prepare 60% Design PS&E of the gravity sewer between SSMH no. 6-17 and proposed wet well.
9. Prepare 60% PS&E of Force main in Wood Ave from proposed wet well to existing SSMH No. 3-5.
10. Prepare surface restoration drawings on private property and street right of way.
11. Prepare the improvement plans for approximately 400 LF Sanitary sewer to serve five lots west of the proposed sewer lift station.
12. Prepare a plan for each of the five lots to show installation of a Grinder Pump on each lot and the rerouting of the existing side sewer.
13. Prepare the 60% PS&E for approximately 350 LF Sanitary sewer to serve 2 lots on Stetson PI SW.
14. Prepare 60% PS&E for each of the five lots to show installation of a Grinder Pump on each lot, the rerouting of the existing side sewer and connection to existing electrical control panel.
15. Provide coordination with electrical subconsultant.
16. Provide coordination with environmental on permitting requirements
17. Provide coordination with Survey for easement requirements.
18. Prepare 60% Generator aesthetic screening design with elevations and 3-D sketch/rendering/simulation and 2-D poster board.
19. Provide QA/QC of the 60% PS&E documents.

Deliverables:

- 60% Wood Ave pump station PS&E.
- 60% PS&E for the gravity sewer between SSMH no 6-17 and the proposed wet well
- Final engineering design report.
- 60% PS&E for the force main sewer in Wood Ave.
- 60% improvement plans for approximately 400 LF Sanitary sewer to serve five lots west of the proposed sewer lift station
- 60% improvement plans for approximately 350 LF Sanitary sewer to serve 2 lots on Stetson PI SW.
- Aesthetic screening 3-D rendering electronic simulation.
- 24"X36" poster board showing generator screening.

TASK 425	WOOD AVENUE EASEMENT NEGOTIATIONS
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After approval of the 30% plans and after the City's comments have been incorporated into the plans, the firm will prepare the easement descriptions, (survey Task) and will be ready to meet with the property

owners to commence acquisition negotiations for the easements. The preparation of the easement descriptions for the temporary construction easements and the permanent easements will have been completed in survey Task 300.

Assumptions:

- The City will provide preferred easement document forms.
- The City will pay the negotiated cost of the easement and associated recording fees.
- The City will submit the documents for recording.
- The City will provide the initial notification to the property owners of City's intent to have Firm negotiate for the easements.
- Firm will schedule negotiations with as many parcel owners as possible for each day on site.
- Firm will meet a maximum of two (2) times with each property owner for negotiations.

Tasks:

1. Review anticipated easements with the City to gain concurrence and to get direction on negotiation style and parameters and price (if required) limits.
2. Contact eight (8) property owners to schedule first negotiations meeting. Firm will send an introductory letter showing the location of the improvements and the required easement location with legal description for their review prior to commencement of face-to-face negotiations.
3. Meet with property owners for negotiations.
4. Submit initial record of negotiations to City for their review and concurrence.
5. Once the City and property owner are in agreement, prepare the final documents and submit final easement documents to the City for recording.

Deliverables:

- Minutes of meetings held with City.
- Meeting minutes (record of negotiations) with property owners
- Final signed temporary construction easement documents.

TASK 430	WOOD AVE. (90% PLANS)
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Assumptions:

- The City has reviewed the 60% submittal and provided comments.

Tasks:

1. Prepare 90% Pump Station improvement plans. Incorporate City's review comments.
2. Update Quantity Take-off Notebook.
3. Prepare 90% Engineer's Estimate of Probable Cost to Construct.
4. Prepare 90% Project Specifications (special provisions for non-standard construction items).
5. Prepare 90% PS&E of Force main on Wood Ave from the proposed wet well to the existing SSMH No. 3-5.
6. Prepare 90% PS&E of the gravity sewer between SSMH No. 6-17 and proposed wet well. Include specifications provided by Geotech subconsultant.
7. Prepare the improvement plans for approximately 400 LF Sanitary sewer to serve five lots west of the proposed sewer lift station. Include a plan for each of the five lots to show installation of a Grinder Pump on each lot and the rerouting of the existing side sewer and connection to existing electrical control panel.

8. Prepare the improvement plans for approximately 350 LF Sanitary sewer to serve two lots on Stetson PI SW. Include a plan for each of the two lots to show installation of a Grinder Pump on each lot, the rerouting of the existing side sewer and connection to existing electrical control panel.
9. Prepare surface restoration drawings on private property and street right of way.
10. Prepare 90% Generator aesthetic screening design with elevations and 3-D sketch/rendering/simulation and 2-D poster board.
11. Provide QA/QC of the 90% PS&E documents.

Deliverables:

- 90% Wood Ave pump station PS&E.
- 90% PS&E for the gravity sewer between SSMH no 6-17 and the proposed wet well.
- 90% PS&E for the force main sewer in Wood Ave.
- 90% PS&E for approximately 400 LF Sanitary sewer to serve five lots west of the proposed sewer lift station.
- PS&E the improvement plans for approximately 350 LF Sanitary sewer to serve two lots on Stetson PI SW.
- 90% Aesthetic screening 3-D rendering electronic simulation.
- 90% 24"X36" poster board showing generator screening.

TASK 440	WOOD AVE. FINAL DESIGN
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Assumptions:

- The City has reviewed and provided comments on the 90% submittal. Comments received from the City will be incorporated into the final submittal.

Tasks:

1. Advance design per 90% review comments. Prepare 100% Plans.
2. Prepare 100% Specifications.
3. Update the Quantity Takeoff Notebook
4. Prepare Final Engineer's Estimate of Probable Cost to Construct.
5. Update the Design Documentation File.
6. Submit to City for final approval.
7. Prepare Design Closeout Documentation and file maintenance.
8. Prepare Final Generator aesthetic screening design with elevations and 3-D sketch/rendering/simulation and 2-D poster board.
9. Provide QA/QC of the final PS&E documents.
10. Prepare E-transmit of DWG AutoCAD files for all improvement plans.

Deliverables:

- Final PS&E for the Wood Ave Pump Station, Force main, gravity line and seven (7) side sewers (one paper 11" x 17" copy, one PDF electronic copy)
- Final Engineer's Estimate of Probable Cost to Construct. (one paper 11" x 17" copy, one PDF electronic copy)
- AutoCAD Civil 3D 2020 DWG files of completed Final Improvement Plans.
- Final Aesthetic screening 3-D rendering electronic simulation.
- Final 24"X36" poster board showing generator screening.

IV. PROJECT DESCRIPTION – WING POINT PUMP STATION REHABILITATION

According to the July 2015 City General Sewer Plan, the Wing Point Pump Station was constructed in 1979. It is a drywell/wet well configuration consisting of a 4-foot diameter wet well with a depth of 12.5 feet. There are two 5-hp, 200 gpm pumps. The station access hatch is under water during extreme high tides and needs to be raised. Because of their age, the pumps, motors, valves, controls and telemetry should be replaced. The station has exceeded the estimated useful life and requires rehabilitation. Because of the location of the pump station, work associated with the pump station will trigger environmental permitting, which is reflected in TASK 545 of this scope of work.

TASK 500	WING POINT SURVEY
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Task Assumptions:

- The City will provide existing survey data and base mapping sufficient for Engineering.
- Existing easements are sufficient and no new easements will be required.

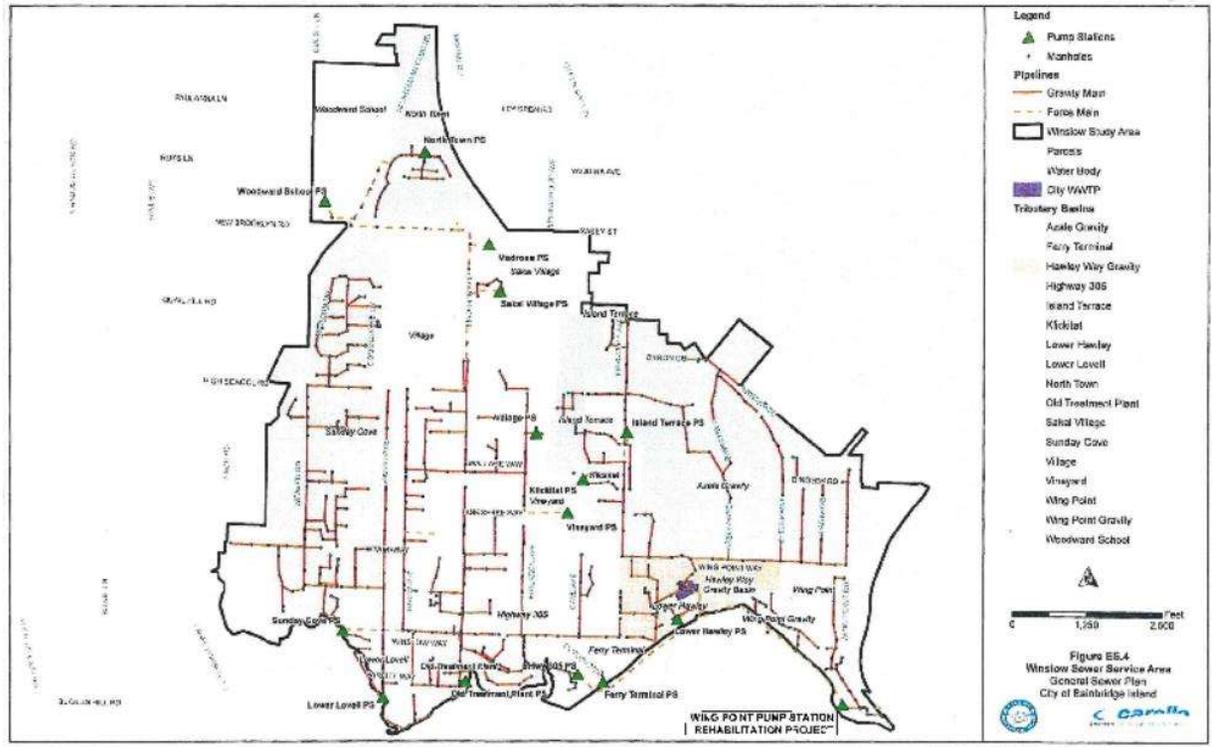
Task Description:

1. None.

Deliverables:

- None.

Figure 8



TASK 510	WING POINT PRELIMINARY DESIGN (30% PLANS)
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Assumptions:

- Temporary bypass pumping plans and specifications will be required with the pump station rehabilitation design.
- City will provide high alarm records during the last 6 months for the existing lift station.
- City will provide flow monitoring data in the Wing Point basin, and pump run time data.
- City will provide print out of the hydraulic model results for the Wing Point Basin.
- City will provide current Sea Level Rise model for the Bainbridge Island region.
- It is assumed that no unusual or detrimental conditions exist at the site or in the vicinity requiring any analysis or design consideration by Hultz BHU or Firm, such as electrical power quality issues, special permit process or reviews, etc.

Tasks:

1. Setup and maintain the Design Documentation File.
2. Prepare a draft Predesign Report documenting sewer flows and wet well volume, pump sizing, dry well/wet well and valves. Address Sea Level Rise.
3. Prepare the 30% pump station rehabilitation Improvement Plans.
4. Prepare Quantity Take-off Notebook.
5. Prepare 30% Engineer's Estimate of Probable Cost to Construct.
6. Prepare 30% specifications outline.
7. Coordinate with affected utility companies.
8. Review existing documents provided by others.
9. Review operating conditions with City's maintenance staff and address identified issues, if possible.
10. Coordination with electrical sub-consultant.
11. Provide QA/QC of the 30% PS&E documents.

Deliverables:

- Meeting minutes of correspondence with maintenance staff
- 30% PS&E for the rehabilitation the Wing Point Pump Station
- 30% Predesign report.

TASK 520	WING POINT (60% PLANS)
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Assumptions:

- The City has reviewed and provided comments on the 30% submittal and provided comments which will be incorporated into the 60% design.

Tasks:

1. Update the Design Documentation Notebook.
2. Finalize the Predesign Report.
3. Prepare the 60% Pump station rehabilitation improvement plans.
4. Update Quantity Takeoff Notebook.
5. Prepare 60% Engineer's Estimate of Probable Cost to Construct.
6. Prepare 60% Specifications (special provisions for non-standard construction items).
7. Coordination with environmental as prepared in TASK 545.
8. Provide QA/QC of the 60% PS&E documents.

Deliverables:

- 60% PS&E for the rehabilitation the Wing Point Pump Station
- Final Engineering Design Report

TASK 525 Wing Point Easement Negotiations

It is assumed that there is an existing utility access easement for this pump station which includes construction and maintenance of the existing pump station. Therefore, a temporary construction easement is not needed.

TASK 530 WING POINT (90% PLANS)

Assumptions:

- City has provided comments on the 60% submittal. Comments will be incorporated into the 90% design.
- Environmental permitting if required, has been completed. Permit conditions will be incorporated into the PS&E.

Tasks:

1. Update Design Documentation File.
2. Conduct Plan-in Hand site review.
3. Prepare 90% Pump Station Rehabilitation PS&E.
4. Finalize Quantity Take-off Notebook.
5. Prepare 90% Engineer's Estimate of Probable Cost to Construct.
6. Provide QA/QC of the 90% PS&E.

Deliverables:

- 90% PS&E for the rehabilitation of the Wing Point Pump Station

TASK 540 WING POINT FINAL

Assumptions:

- All comments from the City have been received.

Tasks:

1. Finalize the Design Documentation Notebook.
2. Incorporate City's review comments.
3. Prepare 100% pump station Improvement Plans.
4. Prepare 100% Specifications.
5. Finalize the Quantity Takeoff Notebook.
6. Prepare 100% Engineer's Estimate of Probable Cost to Construct the Wing Point Pump station rehabilitation.
7. Prepare 100% Project Specifications.
8. Provide QA/QC of the final PS&E documents.
9. Prepare E-transmit of DWG AutoCAD files for all improvement plans.

Deliverables:

- 100% PS&E, for the rehabilitation the Wing Point Pump Station (one paper 11" x 17" copy, one .pdf electronic file)
- AutoCAD Civil 3D 2020 DWG files of completed Final Improvement Plans.

END SCOPE OF WORK

**EXHIBIT D-1
CONSULTANT COST COMPUTATION – MAN-HOURS**

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
100	PROJECT MANAGEMENT											
1	Schedule, coordinate, and attend up to eight (8) meetings with the City.	8	40		40							
2	Provide monthly invoices with Earned Value Reports and Progress Reports	6	16									40
3	Schedule, coordinate and attend teleconferences with the City to review project design elements.		12	12								
4	Coordination with Subconsultants.	2	16		12							
5	Prepare a master list of deliverables.		2		9							
6	Provide ongoing project management including Principle Quality Assurance and Quality Control (QA/QC) of all deliverables.	48	24	9								
7	Attend one project open house/public outreach meeting. Prepare project posters and informational handouts.		8		8	16						
8	Meet with City to review each of the projects' scope and estimated probable cost to construct. The City will provide direction on packaging of the individual projects as all one project, or as a combination of individual projects. Prepare Scope of Work for Bid, Add and Award and construction support services.	6	6	6								
110	ENVIRONMENTAL PERMITTING - WEST EAGLE HARBOR PROJECTS											
1	STATE ENVIRONMENTAL PROJECTION ACT (SEPA) CHECKLIST											
1	Prepare SEPA Checklist.						2		24			
2	Submit a Draft SEPA Checklist with supporting documentation for review by the City.								4			
3	Respond to City comments.								4			

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TASK #	TASK DESCRIPTION											
4	Submit completed SEPA Checklist with attachments to the City for submittal.						1		4			
2	SHORELINE MANAGEMENT PLAN (SMP) SHORELINE CONDITIONAL USE PERMIT											
1	Conduct a site visit.						9					
2	Prepare the Shoreline Master Program Application Package.						2	18				
3	Submit the Shoreline Master Program Application Package to the City for review and comments.								4			
4	Make changes to the Shoreline Master Program Application Packet upon review and comments from the City.								4			
5	Submit the completed Shoreline Master Program Application packet to the City for permitting.						1		4			
3	USACE, JOINT AQUATIC RESOURCE PERMIT APPLICATION (JARPA FOR HPA OPTION)											
1	Prepare the JARPA for abandonment of the existing Beach Main						1	40				
2	Prepare the Project Plan Exhibits in the USACE required format.					24						
3	Complete a Biological Evaluation (BE) in order to satisfy the Endangered Species Act (ESA).						1	40				
4	Submit the JARPA for HPA option package to the City for review.						1	4				
5	Upon review by the City, Firm will make changes and updates before submittal to the USACE.							4				
6	Submit the JARPA through the ASACE online process.							1				
7	Apply assigned permit nomenclature to the JARPA package once issued by the USACE.								1			
8	Respond to comments from the USACE as the permit process proceeds to permit issuance.							4				

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
9	Assist the City with USACE JARPA compliance as needed through the design, permitting, and construction process.							4				
120	ENVIRONMENTAL PERMITTING - WING POINT PUMP STATION REHABILITATION PROJECT											
1	STATE ENVIRONMENTAL PROTECTION ACT (SEPA) CHECKLIST											
1	Prepare SEPA Checklist.						2		24			
2	Submit a Draft SEPA Checklist with supporting documentation for review by the City.								4			
3	Make changes per comments from City.								4			
4	Submit completed SEPA Checklist with attachments to the City for submittal.						1		4			
2	SHORELINE MANAGEMENT PLAN (SMP) SHORELINE CONDITIONAL USE PERMIT											
1	Conduct a site visit.						9					
2	Firm will prepare the Shoreline Master Program Application Package.						2	18				
3	Submit the Shoreline Master Program Application Package to the City for review and comments.								4			
4	Make changes to the Shoreline Master Program Application Packet upon review and comments from the City.								4			
5	Submit the completed Shoreline Master Program Application to the City for permitting.						1		4			
3	USACE, JOINT AQUATIC RESOURCE PERMIT APPLICATION (JARPA FOR HPA OPTION)											
1	Prepare the JARPA FOR HPA option for the Wing Point pump station rehabilitation project.						1	40				
2	Prepare the Project Plan Exhibits in the USACE required format.					24						

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
3	Complete a Biological Evaluation (BE) in order to satisfy the Endangered Species Act (ESA).						1	40				
4	Submit the JARPA for HPA option package to City for review.						1	4				
5	Upon review by the City, Firm will make changes and updates before submittal to the USACE.							4				
6	Submit the JARPA through the USACE online process.							1				
7	Apply assigned permit nomenclature to the JARPA package once issued by the USACE.								1			
8	Respond to comments from the USACE as the permit process proceeds to permit issuance.							4				
9	Assist the City with USACE JARPA compliance as needed through the design, permitting, and construction process.							4				
I	SOUTH SUNDAY COVE SANITARY SEWER											
200	SOUTH SUNDAY COVE SURVEY											
1	Review title reports for a boundary determination.									4	4	
2	Research existing survey control and record maps.									4	9	
3	Perform a field survey to locate and establish survey control points.									9	20	
4	Prepare letter to obtain right of entry. Letters to be sent by City on City letterhead. Skillings to provide form to be signed by property owner.									1	9	
5	Topographic Survey of the area depicted in Red on the attached Exhibit Survey Limits map.									9	40	
6	Process field data and develop AutoCAD base map.									18	40	
7	Coordinate with City staff and measure the size, depth, diameter, and elevation of pipe structures within the existing pump station.									2	18	
8	Prepare temporary construction easement exhibit and legal description.									6	27	

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
9	Provide QA/QC for deliverables.									9	9	
210	SUNDAY COVE PRELIMINARY DESIGN (30% PLANS)											
1	Coordinate with affected utility companies. Locate existing utilities.				4							
2	Provide subconsultant coordination.		1		2							
3	Review existing documents provided by others.		2	4	4							
4	Conduct a site review to inspect the pump station.		4	4	4							
5	Prepare the 30% design plans for 350 LF gravity sanitary sewer pipe. Verify required pipe diameter in the engineering report.		1	4	9	9						
6	Prepare two separate plans to reroute each Sanitary Side Sewer on the two (2) lots, north of the proposed gravity sewer main shown on Figure 4. Include the lot improvement plans in the Sunday Cove PS&E. Show all work items to be constructed by the Contractor to reroute the side sewers.		1	4	9	9						
7	Prepare the plans to reroute Sanitary Side Sewer for the two shoreline lots. Include specifications to connect grinder pump electrical service to existing house electric control panel, include property restoration specifications.		1	4	9	9						
8	Set up and maintain the Design Documentation Files (Internal deliverable, to be updated throughout the design process).			2	4							

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
9	Prepare preliminary Predesign Report documenting sewer flows to the lift station, wet well design, pump sizing, valves, pump station site plan. Evaluate existing force main size. Utilize topographic survey to confirm the total dynamic head elevation. Review upgrades to the existing controls, alarm system, rails, and lift rings for the new pumps. Review high alarm records obtained from City. Address Sea Level Rise.		8	9	24	4						
10	Prepare the 30% Pump Station Rehabilitation Improvement Plans.		2	9	9	9						
11	Prepare Quantity Take-off Notebook.			2	8							
12	Prepare 30% Engineer's Estimate of Probable Cost to Construct.		2	2	8	4						
13	Prepare project Specifications outline.		2	2	8							
14	Prepare 30% PS&E to abandon the 2,500, 10-inch ductile iron pipe Beach sewer main in plat. This drawing will be used in the environmental permit applications.		2	2	8	4						
15	Provide QA/QC for 30% PS&E documents.	2	2	2		4						
220	SUNDAY COVE (60% PLANS)											
1	Update the Design Documentation File.			2	4							
2	Prepare final engineering design report.		4	2	8	4						
3	Prepare 60% Pump Station rehabilitation improvements plans.		2	2	9	9						
4	Update Quantity Notebook.				4	4						
5	Prepare 60% Engineer's Estimate of Probable Cost to Construct.			2	8							
6	Prepare 60% Plan and Profile of gravity sewer line.			2	9	9						
7	Prepare surface restoration drawings on private property and street right of way.			2	9	4						
8	Prepare 60% Project Specifications (special provisions for non-standard construction items).		1	2	8							

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
9	Prepare 60% PS&E to abandon the 2,500 LG, 10-inch ductile iron pipe Beach sewer main in place.		1	4	8	4						
10	Provide QA/QC of the 60% PS&E package.	2	2	2		4						
225	SUNDAY COVE EASEMENT NEGOTIATIONS											
1	Review anticipated easements with the City to gain concurrence and to get direction on negotiation style and parameters and price (if required) limits.		2									
2	Contact 5 property owners to schedule first negotiations meeting. Skillings will send an introductory letter showing the location of the improvements and the required easement location with legal description for their review prior to commencement of face-to-face negotiations.		12									
3	Meet with property owners for negotiations.		16									
4	Submit initial record of negotiations to City for their review and concurrence.		4									
5	Once the City and property owner are in agreement, prepare the final TCE documents and submit final TCE documents to the City.		4							4		
230	SUNDAY COVE (90% PLANS)											
1	Update the Design Documentation Notebook.				8							
2	Conduct a Plan-in-Hand site visit.		1	6	6							
3	Prepare 90% Pump Station improvements plans. Incorporate City's review comments.		2	4	18	8						
4	Update Quantity Notebook.				4							
5	Prepare 90% Engineer's Estimate of Probable Cost to Construct.			2	8							
6	Prepare 90% Project Specifications (special provisions for non-standard construction items).		2	2	8							
7	Prepare 90% Plan and Profile of gravity sewer.		2	2	9	9						

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
8	Prepare 90% surface restoration drawings on private property and street right of way.			2	9	4						
9	Prepare 90% PS&E to abandon the 2,500 LF, 10-inch ductile iron pipe Beach sewer main in place.		2	4	8	4						
10	Provide QA/QC of the 90% PS&E package.	2	2	2		4						
240	SUNDAY COVE FINAL DESIGN											
1	Prepare final pump station 100% PS&E.		2	4	8	4						
2	Maintain Design Documentation File.			1	2							
3	Prepare Design Closeout Documentation File		2	2	8							
5	Prepare Final PS&E to abandon the 2,500 LF, 10-inch ductile iron pipe Beach sewer main in place.		2	2	4	4						
4	Provide QA/QC of the final PS&E documents.	4	2			4						
6	E-transmit AutoCAD files for each improvement plan sheet.				4							
II	LOWER LOVELL SANITARY SEWER IMPROVEMENTS											
300	LOWER LOVELL SURVEY											
1	Review title reports for the affected parcels for a boundary determination.									4	4	
2	Research existing survey control and record maps.									4	9	
3	Perform a field survey to locate and establish survey control points.									9	20	
4	Obtain right of entry from private property owners on 7-lots. Prepare letter to obtain right of entry. Letters to be sent by City on City letterhead. Skillings to provide form to be signed by property owner.									1	9	
5	Topographic Survey of the area in red depicted on the attached exhibit map titled "Lovell Survey Limits".									9	40	

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
6	Coordinate with City staff and measure the size, depth, diameter, and elevation of pipe structures within the existing pump station.									18	40	
7	Process field data and develop AutoCAD base map.									2	18	
8	Prepare temporary construction easement exhibit and legal description.									6	27	
9	Provide QA/QC of the Base Map and easements.									9	9	
310	LOVELL AVE. PRELIMINARY DESIGN (30% PLANS)											
1	Prepare Design Documentation Notebook, (to be updated throughout the design process).			2	4							
2	Prepare a preliminary Pre-design Report documenting sewer flows and wet well volume, pump sizing, dry well/wet well condition, replacement or improvement. Document proposed valves. Check adequacy of the size of existing sewer gravity and force main in Lovell Ave SW. Address sea level rise.		4	4	18	4						
3	Prepare the 30% pump station rehabilitation improvement plans.		4	4	16	4						
4	Prepare 30% project specifications outline for the rehabilitation of the pump station.		1		8							
5	Prepare Quantity Take-off Notebook.		2	2	4							
6	Prepare 30% Engineer's Estimate of Probable Cost to Construct.		2	2	4							
7	Coordinate with affected utility companies. Locate existing utilities.		1	1	4							
8	Review existing documents provided by others.		2	2	4							
9	Site inspection of existing sewer lift station.		6	6	6							
10	Provide subconsultant coordination		2									

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TASK #	TASK DESCRIPTION											
11	Prepare 30% plans and specifications for improvements on the 7 lots requiring grinder pumps and the re-routing of the Sanitary Side Sewers. Include specifications to connect grinder pump electrical service to existing house electric control panel, include property restoration specifications. Plans shall include the connection of the pressure sewer to the existing gravity sewer in Lovell Ave SW.		2	2	24	9						
11	Provide QA/QC of the 30% PS&E documents.	2	4	2		4						
320	LOWER LOVELL (60% PLANS)											
1	Update Design Documentation File.		2		4							
2	Prepare final engineering design report.		2	2	18	4						
3	Prepare 60% Pump Station rehabilitation improvement plans.		2	2	18	9						
4	Prepare 60% Project Specifications (special provisions for non-standard construction items).		2	4	8							
5	Update Quantity Take-off Notebook.				4							
6	Prepare 60% Engineer's Estimate of Probable Cost to Construct.			2		4						
7	Prepare 60% Improvement Plans of rerouted side sewers to 7 lots. Improvement plan for each lot shall show installation of proposed grinder pump, connection to existing residential electrical panel and connection to existing gravity sewer on Lovell Ave SW.		2	4	18	9						
8	Prepare surface restoration drawings on private property and street right of way.		1	2	9	4						
9	Provide QA/QC of the 60% PS&E documents.	2	2			4						

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TASK #	TASK DESCRIPTION											
325	LOVELL EASEMENT NEGOTIATIONS											
1	Review anticipated easements with the City to gain concurrence and to get direction on negotiation style and parameters and price (if required) limits.		4									
2	Contact 7 property owners to schedule first negotiations meeting. Skillings will send an introductory letter showing the location of the improvements and the required easement location with legal description for their review prior to commencement of face-to-face.		8									
3	Meet with 7 property owners for negotiations.		24									
4	Submit initial record of negotiations to City for their review and concurrence.		4		9							
5	Once the City and property owner are in agreement, prepare the final documents and submit final easement documents to the City for recording.		9							9		
330	LOVELL (90% PLANS)											
1	Conduct Plan-in-Hand site review.		1	6	6							
2	Update Design Documentation Files.			1	2							
3	Prepare Pump Station rehabilitation improvement plans, incorporate the City's review comments.		2	4	8	8						
4	Prepare 90% Specifications (special provisions for non-standard construction items).		1	2	16							
5	Update Quantity Notebook.				4							
6	Prepare 90% Engineer's Estimate of Probable Cost to Construct.		1	2	4							
7	Prepare 90% improvement plans for the 7 private lots requiring re-routing of the side sewers and installation of a grinder pump.		2	6	9	9						

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TASK #	TASK DESCRIPTION											
8	Prepare surface restoration drawings on private property and street right of way.			2		9						
9	Provide QA/QC of 90% PS&E documents.	1	4	2		4						
10	Submit 90% PS&E documents to the City.		4			8						
340	LOVELL FINAL DESIGN											
1	Advance design per 90% review comments. Prepare 100% plans.		1	2	12							
2	Prepare 100% Specifications.		2	2	8							
3	Provide QA/QC on final PS&E.	2				4						
4	Prepare Final Engineer's Estimate of Probable Cost to Construct.		2	2	8							
5	Finalize Quantity takeoff notebook.				4							
6	Finalize Design Documentation File				4							
7	Submit to City for final approval.		2		8							
8	Prepare Design Closeout Documentation.		2		8							
9	E-transmit AutoCAD files for each improvement plan sheet.				8							
III	WOOD AVENUE PROPOSED PUMP STATION											
400	WOOD AVE PROPOSED PUMP STATION SURVEY											
1	Review title reports for a boundary determination.									4	4	
2	Research existing survey control and record maps.									4	9	
3	Perform a field survey to locate and establish survey control points. Topographic survey of the area depicted in red on the attached exhibit map.									9	20	
4	Obtain right of entry from private parcel owners. Skillings to provide letter and form requiring signature from property owner. City to mail letters on City letterhead. Firm will communicate with property owner.									1	9	
5	Process field data and develop AutoCAD base map.									18	40	
6	Prepare temporary construction easement exhibit and legal description.									9	40	

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TASK #	TASK DESCRIPTION											
7	Provide QA/QC for base map and easements documents.									9	9	
410	WOOD AVE PRELIMINARY DESIGN (30% PLANS)											
1	Setup and maintain the Design Documentation File.		1	4	4							
2	Prepare 30% Pre-design engineering Report documenting sewer design flows for peak hour flow, and low flow operation, design wet well volume, provide pump sizing calculations. valving, sewer design plans of grinder pumps, water hammer analysis in the force mains and sizing of the gravity sanitary sewers and force main.		4	40	64	24						
3	Prepare the 30% pump station improvement plans.		2	48	64	24						
4	Prepare Quantity Take-off Notebook.		2	4	16	8						
5	Prepare 30% Engineer's Estimate of Probable Cost to Construct.		2	4	8	8						
6	Prepare 30% project specifications outline.		2	4	8							
7	Provide utility coordination: Coordinate with the affected utility companies. Determine electrical power availability to meet pump station demands. Locate existing utilities in conflict with proposed improvements. Contact utilities for requirements to provide electrical and water service to the proposed sewer lift station location.			8	16							
8	Review existing documents provided by others.		8	8	16							
9	Research feasible alternatives for installing the sewer pipe from the MH on the beach to the new pump station; i.e., micro-tunneling, directional boring, etc. Review alternatives with the City and PanGEO geotechnical engineering.	4	4	24	16	8						

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TASK #	TASK DESCRIPTION											
10	Research feasible alternatives for construction of the deep wet well, i.e. open excavation, auger, pile/lagging. Review alternatives with the City. Meet with PanGeo geotechnical engineers to discuss the predesign geotechnical data report they prepared dated November 17, 2017. Discuss construction methods recommendations.	4	8	16	8							
11	Provide coordination with environmental regarding shoreline impacts and permitting requirements.				4							
12	Research and implement OSHA access requirements for confined space.			4	8							
13	Include corrosion control in the design of the wet well. Evaluate the potential for hydrogen sulfide in the wet well.		2	8	16							
14	Prepare site plan for proposed lift station. Provide access for maintenance vehicles, check turning radius and parking requirements. Provide low maintenance landscaping. Provide appropriate security against vandalism. Prevent access by public.		4	16	40	16						
15	Prepare plans, profile sheet for approximately 400 LF sanitary sewer to serve five lots west of the proposed sewer lift station.		1	16	40	16						
16	Prepare plan sheets for each of the five lots to show installation of a Grinder Pump on each lot and the rerouting of the existing side sewer lines.		4	16	40	16						
17	Prepare plan and profile sheets for approximately 350 LF sanitary sewer to serve 2 lots on Stetson Place SW.		1	4	24	8						

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
18	Prepare plans for each of the two lots to show installation of a Grinder Pump on each lot and the rerouting of the existing side sewer. Determine if the electrical connection can be made to existing electrical control panel or if a new panel will be required.		2	2	8	16						
19	Prepare plan and profile sheets for the construction of a gravity sewer line from existing SSMH no. 6-17 to the proposed wet well.		1	8	32	16						
20	Prepare plan and profile sheets for 600 LF sanitary force main in Wood Ave SW within existing Right of Way. Provide pig launch facility for maintenance.		2	8	40	2						
21	Prepare Odor and Corrosion control design for the pump station.			4	8	2						
22	Prepare the Civil/Mechanical plans for the new Wood Ave. Pump Station.		2	16	24	4						
23	Coordinate with subconsultant to add the draft electrical plans for the pump station to the PS&E package. To be provided by Hultz BHU as a subconsultant.		1		4							
24	Coordinate with consultant to prepare the emergency generator plan, specification, and estimate. Address and provide noise attenuation design.		1		8							
25	Prepare Generator aesthetic screening design with elevations and 3-D sketch/rendering/simulation.		2		16							
26	Address telemetry requirements for high water/pump/power failure options in the design of the proposed lift station. Provide coordination with the City and Subconsultant.		1	2	8							

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
27	Prepare amendment to the City General Sewer Plan (GSP). The Amendment will include the project specific information requested in WAC 173-240-050 such as a description of the proposed project, the flow, and loads to the existing WWTP from the project, discussion of various alternatives evaluated, a discussion of the cost per service in terms of both debt service and operation and maintenance costs of the new pump station facility because it was not included in the original GSP.		2	16	32	9						
28	Submit GSP Amendment to Ecology. Address review comments and resubmit final to DOE and the City.				8	4						
29	Provide QA/QC of the 30% PS&E documents.	4	4	4		8						
420	WOOD AVE. (60% DESIGN PLANS)											
1	Update the Design Documentation File.				4							
2	Prepare final Engineering Design Report.		2	4	16							
3	Prepare Pump Station Improvement Plans. Incorporate City's review comments.		2	8	32	16						
4	Update Quantity Take-off Notebook.			8	16							
5	Prepare 60% Engineer's Estimate of Probable Cost to Construct.		2	2	16							
6	Prepare 60% Project Specifications (special provisions for non-standard construction items).			8	16							
7	Prepare Dewatering Plan. Coordination with Geotech subconsultant.			4	8	4						
8	Prepare 60% design PS&E of the gravity sewer between SSMH No. 6-17 and proposed wet well.			8	24	4						
9	Prepare 60% PS&E of force main in Wood Ave. from proposed wet well to existing SSMH No. 3-5.			8	24	8						

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
10	Prepare surface restoration drawings on private property and street right of way.			8	8	2						
11	Prepare the improvement plans for approximately 400 LF sanitary sewer to serve five lots west of the proposed sewer lift station.			16	16							
12	Include a plan for each of the five lots to show installation of a Grinder Pump on each lot and the rerouting of the existing side sewer.		1	8	8	8						
13	Prepare the 60% PS&E for approximately 350 LF sanitary sewer to serve 2 lots on Stetson Place SW.		2	8	16							
14	Prepare 60% PS&E for each of the five lots to show installation of a Grinder Pump on each lot, the rerouting of the existing side sewer, and connection to existing electrical control panel.		2	8	16							
15	Provide coordination with electrical subconsultant.		1		4							
16	Provide coordination with environmental on permitting requirements.		1	4	2							
17	Provide coordination survey for easement requirements.		2	2	2							
18	Address comments on the 30% Generator aesthetic screening design with elevations and 3-D sketch, rendering, simulation and 2-D poster board.				2							
19	Provide QA/QC of the 60% PS&E documents	4	4			8						
425	WOOD AVENUE EASEMENT NEGOTIATIONS											
1	Review anticipated easements with the City to gain concurrence and to get direction on negotiation style and parameters and price (if required) limits.		2									

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
2	Contact 8 property owners to schedule first negotiations meeting. Skillings will send an introductory letter showing the location of the improvements and the required easement location with legal description for their review prior to commencement of face-to-face negotiations		16									
3	Meet with property owners for negotiations.		24									
4	Submit initial record of negotiations to City for their review and concurrence.		16									
5	Once the City and property owner are in agreement, prepare the final documents and submit final easement documents to the City for recording.		16									
430	WOOD AVENUE (90% PLANS)											
1	Prepare 90% Pump Station improvement plans, incorporate the City's review comments.		4	4	8							
2	Update Quantity Notebook.		1	4	8							
3	Prepare 90% Engineer's Estimate of Probable Cost to Construct.		1	4	8							
4	Prepare 90% Project Specifications (special provisions for non-standard construction items).		2	8	8							
5	Prepare 90% PS&E of force main on wood Avenue from the proposed wet well to the existing SSMH No. 3-5.		4	8	16	4						
6	Prepare 90% PS&E of the gravity sewer between SSMH No. 6-17 and proposed wet well. Include specifications provided by Geotech subconsultant		4	8	16	4						

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
7	Prepare the improvement plans for approximately 400 LF sanitary sewer to serve five lots west of the proposed sewer lift station. Include a plan for each of the two lots to show installation of a grinder pump on each lot and the rerouting of the existing side sewer and connections to existing electrical control panel.		4	16	32	4						
8	Prepare the improvement plans for approximately 350 LF sanitary sewer to serve 2-lots on Stetson Place SW. Include a plan for each of the five lots to show installation of a grinder pump on each lot, the rerouting of the existing side sewer and connection to existing electrical control panel.		4	24	36	8						
9	Prepare surface restoration drawings on private property and street right of way.		4	8	16							
10	Add 90% Generator aesthetic screening design with elevations and 3-D sketch rendering simulation to improvement plan set.				2							
11	Provide QA/QC of the 90% PS&E documents	2	4	4		4						
440	WOOD AVENUE FINAL DESIGN											
1	Advance design per 90% review comments. Prepare 100% plans.		4	8	8	4						
2	Prepare 100% specifications.		16	8		4						
3	Update the Quantity Takeoff Notebook.		4	4	8							
4	Prepare Final Engineer's Estimate of Probable Cost to Construct.		2	2	8							
5	Update the Design Documentation File.		2	2	8							
6	Submit to City for approval.		4	8								
7	Prepare design closeout documentation and file maintenance.				4							

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
8	Prepare Final Generator aesthetic screening 3-D rendering and poster board (send out for printing and mounting.)				4							
9	Provide QA/QC of the final PS&E documents	2	4	4		4						
10	E-transmit AutoCAD files for each improvement plan sheet.				8							
IV	WING POINT PUMP STATION REHABILITATION											
500	WING POINT SURVEY											
1	City to provide survey.											
510	WING POINT PRELIMINARY DESIGN (30% PLANS)											
1	Prepare Design Documentation Notebook		2	2	4							
2	Prepare a draft Predesign Report documenting sewer flows and wet well volume, pump sizing, dry well/wet well, valves. Address Sea Level Rise. Submit to City for review.		4	4	24							
3	Prepare the plans for the rehabilitation the Wing Point Pump Station.		2	8	16	9						
4	Prepare Quantity Take-off Notebook.				4							
5	Prepare 30% Engineer's Estimate of Probable Cost to Construct.				4							
6	Prepare 30% project Specifications outline.			1	4							
7	Coordinate with affected utility companies.		1	2	4							
8	Review existing documents provided by others.		2	2	4							
9	Review operating conditions with City's maintenance staff and address identified issues, if possible.			2								
10	Coordinate with electrical subconsultant.		2									
11	Provide QA/QC of the 30% PS&E documents	2	2	4		4						

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
520	WING POINT (60% PLANS)											
1	Update the Design Documentation Notebook.				4							
2	Finalize the Predesign Report.		2	4	8							
3	Prepare 60% pump station rehabilitation improvement plans.		2	4	16	4						
4	Update Quantity Takeoff Notebook.			1	4							
5	Prepare 60% Engineer's Estimate of Probable Cost to Construct.		1	2	4							
6	Prepare 60% Specifications (special provisions for non-standard construction items).		1	2	16							
7	Coordination with environmental as prepared in Task 545 above.		1	2		2						
8	Provide QA/QC of the 60% PS&E documents	2	4			4						
525	WING POINT EASEMENT NEGOTIATIONS											
	No work for Consultant.											
530	WING POINT (90% PLANS)											
1	Update Design Documentation File.				2							
2	Conduct Plan-in Had site review.			6	6							
3	Prepare 90% Pump Station Rehabilitation PS&E.		2	4	8							
4	Finalize Quantity Take-off Notebook.				4							
5	Prepare 90% Engineer's Estimate of Probable Cost to Construct.		1	2	4							
6	Provide QA/QC of the 90% PS&E.		2	2	4	4						
540	WING POINT FINAL											
1	Finalize the Design Documentation Notebook.				4							
2	Incorporate City's review comments.		1	2	4							
3	Prepare 100% pump station Improvement Plans.		1	8	8							
4	Prepare 100% Specifications.		1	2	4							
5	Finalize the Quantity Takeoff Notebook.			2	4							
6	Prepare 100% Engineer's Estimate of Probable Cost to Construct the Wing Point Pump station rehabilitation.		1	2	4							

PROJECT NO. 19217 CITY OF BAINBRIDGE SANITARY SEWER IMPROVEMENTS 3/3/20 12:32 PM		PRINCIPAL-IN-CHARGE	PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENGINEERING TECHNICIAN	SR ENVIRONMENTAL SCIENTIST	PROJECT SCIENTIST	STAFF SCIENTIST	SURVEY MANAGER	SURVEY TECHNICIAN	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION											
7	Prepare 100% Project Specifications.		1	2	8							
8	Provide QA/QC of the final PS&E documents.	4		4		4						
9	E-transmit AutoCAD files for each improvement plan sheet.			8								
545	WING POINT ENVIRONMENTAL PERMITTING											
	HOURS PER DISCIPLINE	115	595	800	1,827	598	36	230	98	191	483	40

**EXHIBIT D-2
CONSULTANT COST COMPUTATION – SUMMARY**

NEGOTIATED HOURLY RATE (NHR):						
Classification	Man Hours	X	Rate	=	Cost	
PRINCIPAL-IN-CHARGE	115	X	\$223.41	=	\$25,691.99	
PROJECT MANAGER	595	X	\$153.00	=	\$91,035.00	
SENIOR PROJECT ENGINEER	800	X	\$153.00	=	\$122,400.00	
ENGINEER	1827	X	\$125.00	=	\$228,375.00	
ENGINEERING TECHNICIAN	598	X	\$110.00	=	\$65,780.00	
SR ENVIRONMENTAL SCIENTIST	36	X	\$113.48	=	\$4,085.19	
PROJECT SCIENTIST	230	X	\$96.46	=	\$22,184.83	
STAFF SCIENTIST	98	X	\$85.11	=	\$8,340.59	
SURVEY MANAGER	191	X	\$168.15	=	\$32,116.65	
SURVEY TECHNICIAN	483	X	\$100.00	=	\$48,300.00	
PROJECT ADMINISTRATOR	40	X	\$110.64	=	\$4,425.62	
Total Hours =	5013					Total NHR = \$652,734.87
REIMBURSABLES:						
	Mileage	6,000	X	\$0.575	=	\$3,450.00
	Miscellaneous Expenses	\$18,020.00	X	10%	=	\$19,822.00
						Total Expenses = \$23,272.00
SUBCONSULTANT COST (See Exhibit E):						
	Geotechnical	\$24,728.00	X	15%	=	\$28,437.20
	Electrical	\$80,500.00	X	10%	=	\$88,550.00
						Total Subconsultants = \$116,987.20
SUB-TOTAL (NHR + REIMBURSABLES + SUBCONSULTANTS):						
						Sub Total = \$792,994.07
MANAGEMENT RESERVE FUND:						
	SUB TOTAL =	\$792,994.07	X	10%	=	MRF = \$79,299.41
GRAND TOTAL						
						GRAND TOTAL = \$872,293
PREPARED BY: Colleen Haerr, PE						
DATE: 3/3/2020						
REVIEWED BY: Thomas E. Skillings, PE						
DATE: 3/3/2020						

**EXHIBIT D-3
CONSULTANT COST COMPUTATION – EXPENSES**

Item	Description	Basis	Quantity	Rate	Total
1	Telephone	Month			\$0.00
2	Auto Rental	Each			\$0.00
3	Lodging	Day			\$0.00
4	Per Diem-Meal	Day	20	\$25.00	\$500.00
5	Photo Copies - Blk & White	Each	1000	\$0.10	\$100.00
6	Photo Copies - Color	Each	200	\$0.35	\$70.00
7	Half Sized Prints	Each	1000	\$0.50	\$500.00
8	Full Sized Prints	Each	25	\$6.00	\$150.00
9	Postage	Month			\$0.00
10	Shipping	Month			\$0.00
11	FAXs	Each			\$0.00
12	Miscellaneous Project Costs	Month	12	\$100.00	\$1,200.00
13	Miscellaneous Survey Costs	Estimated	1	\$15,500.00	\$15,500.00
14	Traffic Control	Estimated			\$0.00
Total Miscellaneous Expenses					\$18,020.00
	Mileage	Per Mile	6000	0.575	\$3,450.00
Total Expenses					\$21,470.00
Assumptions					
1	Telephone	Estimated			
2	Auto Rental	Estimated trips			
3	Mileage	Estimated miles			
4	Lodging				
5	Per Diem-Meal				
6	Photo Copies - Blk & White	Estimated			
7	Photo Copies - Colored	Estimated			
8	Half Sized Prints				
9	Full Sized Prints				
10	Postage	Estimated			
11	Shipping	Estimated			
12	FAXs	Estimated			
13	Miscellaneous Project Costs	Estimated			
14	Miscellaneous Survey Costs	Estimated			
15	Purchase Order	Estimated			
Prepared by: Colleen Haerr, PE		03/02/2020			

EXHIBIT E-1
SUBCONSULTANT COST COMPUTATION - SUMMARY



March 2, 2020

Skillings
5016 Lacey Boulevard SE
Lacey, WA 98503

Attention: Colleen Haerr, P.E.

Subject: **City of Bainbridge Island – Sanitary Sewer Improvements**
Electrical Engineering Services

Colleen,

Thank you for this opportunity to work with you and the City of Bainbridge Island. This proposal is to provide electrical engineering services for four potential sewer improvement projects. The projects are identified as New Wood Avenue Pump Station, Sunday Cove Pump Station Rehabilitation, Lower Lovell Pump Station Rehabilitation, and Wing Point Pump Station Rehabilitation.

Scope of Services

Electrical engineering services shall include the following:

1. Provide input regarding electrical requirements associated with the easements and property access required to install grinder pumps on private property. Inspection and evaluation of electrical service equipment for approximately eighteen (18) homeowners will be required.
2. Coordinate with S & B Inc. regarding pump controls and SCADA system requirements.
3. Provide construction drawings, technical specifications, and cost estimating for work normally included under Divisions 26 and 27 (electrical) of the Construction Specification Institute (CSI) Manual of Practice. Electronic documents shall be provided for each submittal phase (35%, Permit, 90%, and final), suitable for reproduction and distribution by your office. This proposal assumes your office will provide HultzBHU with AutoCAD compatible backgrounds and electronic documents of all submittal phase project documents. Construction documents shall be prepared so that any or all pump stations and associated work can be bid separately.

Scope of Engineering

Electrical design responsibility shall consist of exterior and indoor pump house lighting, convenience power, appliance and equipment power, HVAC power, low voltage systems pathway (rough-in), voice/data prewire, pump control wiring installation plan and details, fire alarm, stand-by power, and energy code compliance forms for lighting and power systems. Design of pump controls, control panel, and SCADA shall be provided by others.

Pump station rehabilitation engineering scope is limited to electrical design for temporary bypass pumping, pump motor replacement, new pump controls and SCADA, and new generator.

1111 Fawcett Avenue, Suite 100 • Tacoma, Washington 98402
T 253.383.3257 • F 253.383.3283 • general@hultzbhu.com

Skillings
City of Bainbridge Island Sanitary Sewer Improvements
January 28, 2020

Fee

We propose to provide the above described services for a lump sum fee, with charges billed monthly based on percentage of work completed.

Field Investigation	
Pump Stations	\$ 2,500
Homeowner Elec Service Requirements	\$ 5,000
Design new Wood Avenue Pump Station	\$16,000
Design (7) grinder pumps for Wood Ave	\$10,500
Design Sunday Cove Pump Station Rehab	\$ 9,000
Design (4) grinder pumps for Sunday Cove	\$ 6,000
Design Lower Lovell Ave Pump Station Rehab	\$ 9,000
Design (7) grinder pumps for Lower Lovell Ave	\$10,500
Design Wing Point Pump Station Rehab	\$ 9,000
Electrical Cost Estimating	<u>\$ 3,000</u>
Total	\$80,500

Additional services shall be billed at an hourly rate unless otherwise agreed. Hourly rates are as follows: Principal, \$200/HR, Engineer \$ 150/HR, Designer \$ 110/HR, CAD Technician \$85/HR, Clerical \$ 55/hr.

Assumptions/Qualifiers

1. Attendance at an Open House sponsored by the City to inform the public about the project is not included.
2. Design of pump control, SCADA, and wireless communication systems is provided by others.
3. Submitting for permits and permit fees is not included. Coordination to complete permit forms, and responding to permit comments are included.
4. We will be provided AutoCAD compatible backgrounds of the building and site.
5. If printed copies of the final bid set plans and specifications are required, one set will be furnished to us. Any printing of our documents for distribution shall be a reimbursable expense.
6. No unusual or detrimental conditions exist at the sites or in the vicinity requiring any analysis or design consideration by us (electrical power quality issues, special permit process or reviews, etc.).
7. Homeowner electrical services do not require upgrading in order to add the grinder pump connections.

Sincerely,
Hultz/BHU Engineers Inc.



Tom Urquhart, PE

CITY OF BAINBRIDGE ISLAND – SANITARY SEWER IMPROVEMENTS

PROJECT DESCRIPTIONS FOR ELECTRICAL

New Wood Avenue Pump Station

New utility service, electrical distribution, interior lighting, pump controls, telemetry, generator & transfer switch, and power for outlets, equipment, heat & ventilation.

Sunday Cove Pump station rehab

New lighting, generator & transfer switch. Replace electrical distribution equipment and power for outlets, equipment, heat & ventilation based on condition survey. Pump controls and telemetry were updated in 2007.

Lower Lovell Pump Station Rehab

New lighting, pump controls, telemetry, generator & transfer switch. Replace electrical distribution equipment and power for outlets, equipment, heat & ventilation based on condition survey.

Wing Point Pump Station Rehab

New lighting, pump controls, telemetry, generator & transfer switch. Replace electrical distribution equipment and power for outlets, equipment, heat & ventilation based on condition survey.

**EXHIBIT E-2
SUBCONSULTANT COST COMPUTATION - SUMMARY**



February 25, 2020
File No. P-4783.200

Colleen Haerr, P.E.
Skillings, Inc.
5016 Lacey Blvd. SE
Lacey, WA 98503

Subject: Proposal for Geotechnical Services
West Eagle Harbor Sewer Improvements
Bainbridge Island, WA

Dear Ms. Haerr,

Attached please find our proposal to provide geotechnical engineering support for the proposed sewer improvements in Bainbridge island. Outlined below is our understanding of the project, our approach and scope, and estimated fee to complete our scope of work.

PROJECT UNDERSTANDING

The current scope of work includes three separate projects: Sunday Cove Sanitary Improvements, Lower Lovell Sanitary Sewer Improvements, and Wood Avenue Sanitary Sewer Improvements. We understand that Skillings has been asked by the City of Bainbridge Island to provide a PS&E for these projects. The key elements of these projects are as follows:

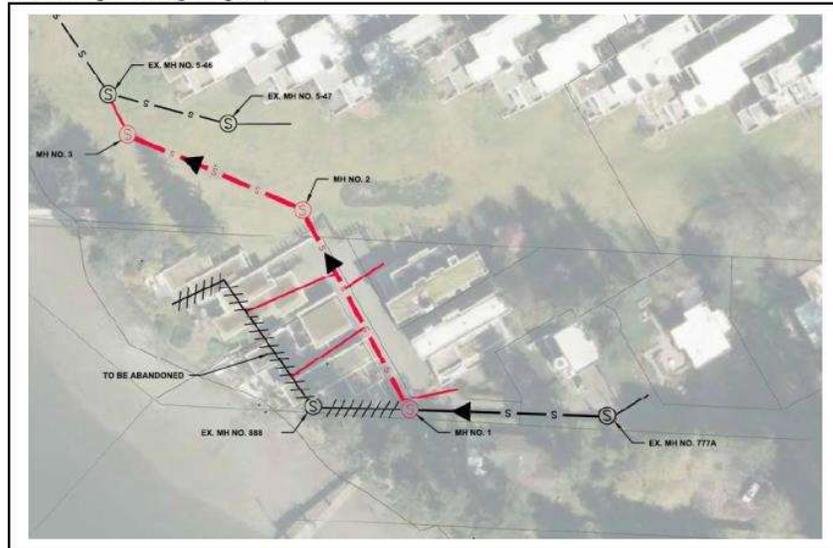
1) Sunday Cove Sanitary Sewer Improvements (Alternative S1)

- Design an approximately 350 lineal feet, 8-inch diameter gravity sewer line from new SSMH no. 1 to existing SSMH no 5-46. The proposed alignment of the 8-inch sewer line includes construction under an existing retaining wall. The new 8-inch line will redirect the sewer flow from the Lower Lovell pump station (currently via the Beach main) to the South Sunday Cove pump station.
- Prepare the PS&E to rehabilitate the Sunday Cove pump station. The existing lift station is a wet pit/dry pit configuration with two 25 hp pumps and a capacity of

3213 Eastlake Avenue East, Suite B
Seattle, WA 98103
Tel: (206) 262-0370
Fax: (206) 262-0374

490 gpm each. The Sunday Cove Lift Station pumps to the Highway 305 Tributary Basin.

- Prepare PS&E to abandon the Beach sewer main in place.
- Project alignment is shown in the site map below (source: Figure 4, Gray & Osborne pre-design report).



2) Lower Lovell Sanitary Sewer Improvements

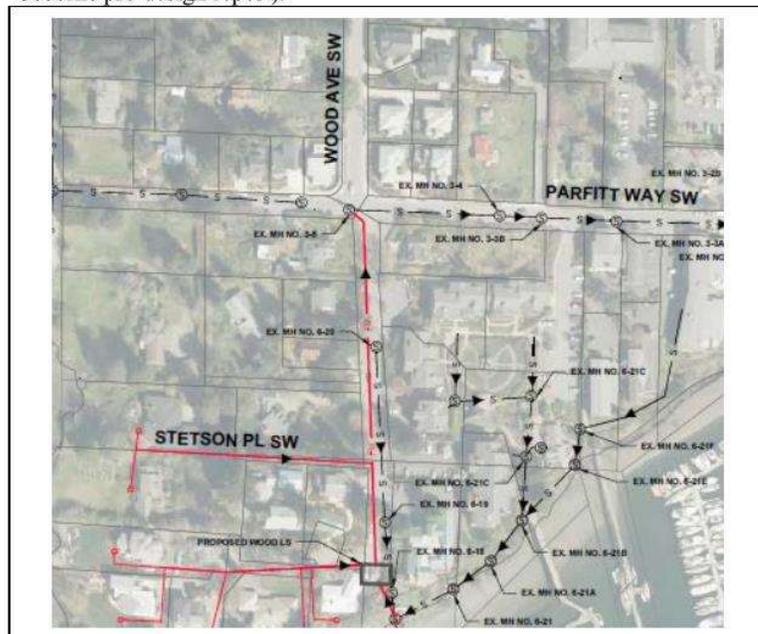
Install grinder pumps on the seven waterfront lots that currently discharge directly to the north segment of the Beach sewer main which is planned to be abandoned. This project also includes the rehabilitation of the Lower Lovell sewer lift station. Skillings will inspect the station and prepare a pre-design report which documents the existing condition and recommends specific improvements.

At this time, it is anticipated that no geotechnical input will be needed for the Lower Lovell project.

3) Wood Ave Sanitary Sewer Improvements (Alternative W2)

PanGEO previously completed a preliminary geotechnical report for this project. In summary, this project will include the following key elements:

- Installation of approximately 80 linear feet of 8-inch gravity sewer from Manhole 6-17 to the new lift station. This construction will likely need to be via auger bore with a 30-inch steel casing;
- Construction of a submersible lift station at the intersection of Wood Avenue SW and Stetson Place;
- Construction of approximately 600 linear feet of 4-inch force main;
- Installation of approximately seven individual grinder pump installations in Stetson Place;
- Continual use of approximately 350 linear feet of the West Eagle Harbor Beach Sewer Main from Manhole 6-17 to Manhole 6-21F.
- Project alignment is shown in the site map below (source: Figure 15, Gray & Osborne pre-design report).



GENERAL SCOPE OF GEOTECHNICAL INPUT

Per our discussion, we understand that the principal objectives of our geotechnical input are as follows:

- Prepare a critical area report per City Shoreline Management Program requirements and fill out and submit Steps 1, 2 and 3 Forms;
- Provide geotechnical consultation with Skillings for the Wood Avenue project, based on existing test borings previously completed by PanGEO in 2017. Provide supplemental recommendations and report for the construction of a deep wet well and the auger bore of the gravity sewer line from the beach to the wet well;
- Provide soil borings for the design and construction of the proposed gravity sewer line for the Sunday Cove Sanitary Sewer Improvements (as shown on Figure 4 in Gray & Osbornes Pre-Design report). The purpose of the soil borings is to confirm that the construction of the proposed gravity sewer line can be accomplished by an open cut trench;
- Provide geotechnical consultation as needed for the duration of the design of the project; and
- At this time it is not anticipated that any geotechnical consulting would be required for the Lovell Ave project.

Our proposed scope of work and proposed fee are summarized in Exhibits I and II, respectively. In summary, we estimate that a budget of \$24,728 will be needed to complete the proposed geotechnical study. We will not exceed this amount without your prior authorization.

Please call should you have any questions regarding this proposal.

Sincerely,



Siew L. Tan, P.E.
Principal Geotechnical Engineer

Enclosures:

- Exhibit I: Scope of Work
- Exhibit II: Cost Estimate

EXHIBIT I – SCOPE OF WORK

1. **Site Reconnaissance** – A site visit to assess site surface conditions at the proposed test boring locations for planning purposes. During the site visit, test boring locations will be marked on the ground for utility locates.
2. **Subsurface Explorations** – Drill up to three test borings along the Sunday Cove Sanitary Sewer Improvements project. The actual test boring locations to be determined on a later date, based on input from Skillings and the site conditions. For cost estimating purposes, we assume the test borings will be drilled to a maximum depth of 25 feet each. Standard Penetration Tests (SPT) will be performed at 2½ and 5-foot depth intervals.

Prior to drilling, we will provide an exploration plan with test boring locations to the project team for comments. If needed, we will submit paperwork to the City for a right-of-way permit in order to drill in the right-of-way.

We will notify 1-call center for utility locates. After completion of the drilling, the test borings will be backfilled and patched with asphalt or concrete.

Drill cuttings will be removed from site, assuming that the site soils are not contaminated. If signs of potential contaminations are detected during drilling, the drill cuttings will be placed in steel drums, and placed in an area designated by the project owner.

We assume that right-of-way permits, if needed, will be provided to PanGEO at no cost. We also assume that the traffic control will be limited to placing orange cones around work area.

3. **Laboratory testing** – We will conduct appropriate laboratory testing on selected samples in accordance with appropriate American Society for Testing and Materials (ASTM), as applicable, such as natural moisture content, Atterberg limits and grain size analyses.
4. **Geotechnical Critical Report** – Prepare a geotechnical critical area report per City Shoreline Management Program requirements. Fill out and submit Steps 1, 2 and 3 Forms.
5. **Geotechnical Report** – A geotechnical data report will be prepared summarizing our findings. The report will include a site plan showing the approximate test borings locations (current and previous), a summary of laboratory test results, summary boring logs, a summary description of the subsurface conditions encountered, and

recommendations for trenching/shoring, backfill, groundwater control, sewer line installation below existing wall, and other considerations based on the subsurface conditions.

The report will also include supplemental recommendations for the proposed Wood Ave sewer pump station project. This supplement would include recommended construction methods for the selected alternative discussed with Skillings, including construction of a deep wet well and the auger bore of the gravity sewer line from the beach to the wet well.

6. **Consultations for Wood Ave Project** – Provide consultations to Skillings for the Wood Avenue project, based on existing test borings.
7. **Post Report Design Consultations** – Provide consultations on an as-needed basis, during the duration of the project.

EXHIBIT II - COST ESTIMATE

ESTIMATED LABOR:								
WORK TASK DESCRIPTION	PERSONNEL & HOURLY RATE						TOTAL	TOTAL
	P Grant \$175.00	S. Tan \$175.00	Proj Engr \$135.00	Staff Geol \$110.00	Sr Geologist \$145.00	Admin. \$90.00	HOURS	AMOUNT
Site Recon		6		6			12	\$1,710
Coordination for Field Activities		1		6			7	\$835
Field Exploration (Drilling)				9			9	\$990
Review Lab Test results				1			1	\$110
Boring Log Preparation				4			4	\$440
Critical Area Report + Forms				16	16		32	\$4,080
Report/Engineering		16	8	16			40	\$5,640
Consult & Report: Wood Ave Project		16	16	4			36	\$5,400
Consultations As Needed		6	4				10	\$1,590
TOTAL LABOR:	0	38	28	50	16	0	132	\$18,250
LABORATORY TEST SUMMARY:								
Test	Est. No. Tests	Unit Cost	Total Cost	ESTIMATED DIRECT EXPENSES:				
Moisture Content	6	\$25	\$150	Mileage @ \$0.54/mi.				\$65
Grain Size Analysis	6	\$125	\$750	Ferry				\$60
Atterberg Limits	2	\$250	\$500	Laboratory Testing				\$1,400
Modified Proctor		\$220	\$0	Field Supplies				\$15
CBR		\$210	\$0	Report Production				\$15
LABORATORY TOTAL:				TOTAL DIRECT EXPENSES:				\$1,555
				ESTIMATED SUBCONTRACTOR COSTS:				
				Drill Rg Mob/Demob				\$700
				Ferry				\$225
				Drilling - 90 feet @ \$35				\$3,150
				Haul Cutting				\$400
				TOTAL SUB. COSTS:				\$4,475
PROJECT TOTALS AND SUMMARY:								
Total Labor Cost								\$18,250
Direct Expenses								\$1,555
Subcontractor Costs+10%								\$4,923
TOTAL:								\$24,728

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