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**AGENDA**  
**OMAK CITY COUNCIL MEETING**  
**July 15, 2019 – 7:00 PM**

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**ORIGINAL**

- A. **CALL TO ORDER**
- B. **FLAG SALUTE**
- C. **CITIZEN COMMENTS**
- D. **CORRESPONDENCE AND MAYOR'S REPORT**
- E. **CONSENT AGENDA:**
  - 1. Approval of minutes from July 1, 2019
  - 2. Approval of Claims
- F. **NEW BUSINESS:**
  - 1. Res. 15-2019 Approve Amendment No. 6 with G&O for Sewer System Improvements 
- G. **OTHER BUSINESS:**
  - 1. Council Committee Reports
  - 2. Staff Reports

 **Action by City Council**

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The Omak City Hall is accessible to persons with disabilities. Hearing or visually impaired persons requiring special accommodations should contact the City Clerk one week in advance of the meeting by calling 509-826-1170 or e-mail [clerk@omakcity.com](mailto:clerk@omakcity.com) in order to be provided assistance.

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# MEMORANDUM

To: Cindy Gagné, Mayor

From: Ken Mears, Public Works Director

Date: July 15th, 2019

Subject: **Resolution No. 53-2019** Approving Amendment No.6 with G&O for Sewer System Improvements.

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The Attached Resolution: **53-2019, A Resolution of the Omak City Council Approving Amendment No. 6 to the Professional Engineering Services Agreement with Gray & Osborne, Inc. for Sewer System Improvements,** is forwarded for your consideration.

The Cities Engineering Consultant has written up the Scope of Work for the design engineering services as are explained in detail on Exhibit A. The project is to design sewer mains and side sewer connections in the area of Central Street and West 2<sup>nd</sup> Avenue.

I support this resolution.

**RESOLUTION NO. 53-2019**

**A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING AMENDMENT NO. 6  
TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH GRAY &  
OSBORNE, INC. FOR SEWER SYSTEM IMPROVEMENTS**

**WHEREAS**, the City of Omak selected Gray & Osborne, Inc. to provide On-Call Engineering Services by approval of Resolution 24-2018; and

**WHEREAS**, it is necessary to secure professional engineer consulting services to assist in the additional work associated with City's Sewer System Improvements; and

**WHEREAS**, the scope of work and engineering cost for providing these services is \$90,000.00 as shown on the attached.

**NOW, THEREFORE BE IT RESOLVED** by the Omak City Council, that **Amendment No. 6 to the Contract for Professional Engineering Services** between the City of Omak and Gray & Osborne, Inc. a copy of which is attached hereto as Exhibit "A" is hereby approved, and the Mayor is authorized to execute this document on behalf of the City.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**SIGNED:**

\_\_\_\_\_  
Mike Foth, Mayor Pro-Tem

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Connie Thomas, City Clerk

\_\_\_\_\_  
Michael D. Howe, City Attorney

# EXHIBIT A

**AMENDMENT NO. 6  
TO  
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES  
G&O JOB NO. 20190.74**


THIS AMENDMENT, entered into this \_\_\_\_ day of \_\_\_\_\_ 2019, by and between the City of Omak, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency), April 2, 2018 for additional services related to the Agency's On-Call Engineering Services.

City of Omak – Sewer System Improvements

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

**GRAY & OSBORNE, INC.**

**CITY OF OMAK**

By:   
(Signature)

By: \_\_\_\_\_  
(Signature)

Name: Brian L. Sourwine, P.E., Principal  
GRAY & OSBORNE, INC.

Name: \_\_\_\_\_  
(Print)

Date: 7/9/2019

Date: \_\_\_\_\_

"Equal Opportunity/Affirmative Action Employer"

## **EXHIBIT “A”**

### **SCOPE OF WORK**

#### **CITY OF OMAK SEWER SYSTEM IMPROVEMENTS**

Based on our understanding of the project, this Scope of Work presents the professional engineering services requested by the City of Omak for design engineering services for the Sewer System Improvements project. It is our understanding that this project consists of the replacement of gravity sewer pipe, manholes, cleanouts, and side sewers to within five feet of residences and buildings, all located between Central Avenue and West 2<sup>nd</sup> Avenue from Granite to Douglas Street. The project will be designed around the specific construction technique of trenchless replacement, where feasible, of approximately 4,200 feet of existing 8-inch to 12-inch gravity sewer pipe with HDPE pipe. Where trenchless methods of pipeline replacement are not feasible, pipeline replacement will be achieved through traditional cut and cover construction methods.

Mapping for this work will incorporate the City’s color digital orthographic imagery with 2-foot contour intervals as developed at the initiation of the City’s Sewer System Improvements – Phase 1 project. Control and topographic survey work for the City’s Sewer System Improvements – Phase 2 project, performed circa 2012, will be utilized for the development of project plans. Through discussions with the City it is our understanding that no underground utility work has occurred within the project area since the 2012 topographic survey work was performed.

More specifically, the work will include:

#### **DESIGN ENGINEERING SERVICES**

**Project Management** – This task will include the following:

- Incorporate overall project management as well as in-house quality assurance and quality control (QA/QC) reviews of all documents in order to address relevant issues that may affect the project.

**Preliminary Design** – The objective is to review City-provided information (described herein) to develop preliminary design concepts and construction drawings at preliminary design phase (35 percent). Design plans and specifications will be prepared in City-approved format. This task will include the following:

- Review City-provided video inspection records to determine specific pipeline replacement method recommendations for the various sewer pipelines with the project area.
- Review City-provided building sewer information, dye test results, and video inspection records to aid in development of design plans for side sewer replacement.

- Prepare preliminary plans at a scale of 1"=20'. These Plans will provide a planimetric view of existing sewers and also incorporate City design standards, as applicable.
- Review and identify possible sewer location and alignment issues.
- Incorporate available utility record drawing information, plat map (property line) and rights-of-way information. If necessary, we will assist the City with obtaining any additional easements or rights-of-way, define legal descriptions, and provide exhibits.
- Prepare preliminary specifications, to include proposal, contract, and bonding requirements.
- Provide preliminary construction cost estimate.
- Determine and describe local, state, and federal permits, and licenses required for construction of the proposed improvements. Prepare and submit said permits and approval applications prior to completion of design. The City will pay any permit and approval review fees.
- Perform a quality assurance and quality control (QA/QC) review of all documents in order to address those relevant issues that may affect the project.
- Review plans, specifications, and cost estimates with the City.

**Final Design Contract Documents** – The objective is to provide final Contract Documents and cost estimate in City-approved format. This task will include the following:

- Prepare final plan designs and project specifications to and including final quantities, order of work, details associated with bypass pumping, schedule, and cost estimates.
- Submit Contract Documents and cost estimate to the City, to include incorporation of all previous City comments.
- Conduct an on-site review with the City.
- Perform a quality assurance and quality control (QA/QC) review of all documents in order to address those relevant issues that may affect the project.

**Information to be provided by the City** – We will work with the City to ensure that all of the information needed to complete the design is obtained. Information that we will need from the City includes, but is not limited to, the following:

- Digital video, inspection records, and dye testing results of the existing sewer pipelines and side sewers within the project area of sufficient quality to assess pipeline conditions to support the design work.
- Horizontal and vertical location of each building sewer within the project area in sufficient detail to incorporate into the project design. It is our understanding that this will be accomplished through efforts by the City to contact each building owner within the project area to investigate each building sewer location.

**Bid and Award Services** – The objective is to assist the City in bid and award of the project. This task will include the following:

- Provide the City with the Call for Bids for advertisement for bids (City will pay all publishing costs) and the Contract Documents and construction cost estimate (in both hard copy and electronic formats).
- Provide access to Contract Documents to local plan centers, licensed contractors and material suppliers free-of-charge via Gray & Osborne Bid Document Distribution System website at <http://gobids.grayandosborne.com>.
- Answer questions from potential bidders and issue any addenda, as required.
- Attend the bid opening, review the bids, check bidder references, prepare the bid summary, and recommend award of the construction contract.

Construction administration services are not included in this Scope of Work. A separate Amendment for construction administration services will be prepared for City approval once the construction contract is awarded.

#### **BUDGET**

The maximum amount payable to the Engineer for completion of all work associated with this Scope of Work, including contingencies, salaries, overhead, direct non-salary costs and net fee shall be as shown in Exhibit "B." This amount shall not be exceeded without prior written authorization of the City.

**EXHIBIT "B"**

**ENGINEERING SERVICES  
SCOPE AND ESTIMATED COST**

*City of Omak  
Sewer System Improvements*

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours	Professional Land Surveyor Hours	Field Survey (2 person) Hours
Project Management		8				
Preliminary Design		24	160	264	16	
Final Design		12	40	24		
QA/QC	8	8	8	8		
Plan Reviews (35%/90%)			16			
Bid and Award Services		8	40			
Hour Estimate:	8	60	264	296	16	0
Fully Burdened Billing Rate Rate:*	\$129 to \$190	\$119 to \$190	\$113 to \$145	\$48 to \$126	\$113 to \$145	\$166 to \$213
Estimated Fully Burdened Billing Rate:*	\$160	\$150	\$140	\$130	\$130	
Fully Burdened Labor Cost:	\$1,280	\$9,000	\$36,960	\$38,480	\$2,080	\$0

Total Fully Burdened Labor Cost: \$ 87,800

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 2,000

Printing \$ 200

**TOTAL ESTIMATED COST: \$ 90,000**

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.