

**RESOLUTION 2021-V**

**A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON,  
APPROVING SUPPLEMENTAL AGREEMENT NUMBER 10 OF THE  
SR 161 WA AVENUE NORTH CORRIDOR STREETScape PROJECT  
FOR CONSTRUCTION CONTRACT MANAGEMENT SERVICES**

**WHEREAS**, on August 25, 2011, the Town of Eatonville entered into a Local Agency Agreement with the Washington State Department of Transportation for the SR 161 Washington Avenue North Corridor Streetscape and Design Project. KPG, P.S. is the contractor performing the work; and

**WHEREAS**, the primary goal of the project is to provide and upgrade the pedestrian features and amenities from the intersection of Lynch Creek Road/SR 161 and Center Street/SR 161 as well as to provide architectural and landscape amenities throughout the corridor; and

**WHEREAS**, Supplemental Agreement Number 9, approved by Resolution 2020-N, had a Maximum amount payable of \$486,180 and Supplemental Agreement Number 10 increases this by \$83,086 as referenced in Exhibit D of the attached Supplement; and

**WHEREAS**, the Town of Eatonville desires to enter into Supplemental Agreement Number 10, which increases the contract Maximum Amount Payable to \$569,266 to allow for continuation of the project; now, therefore;

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON, HEREBY  
RESOLVES AS FOLLOWS:**

**THAT:** Supplemental Agreement Number 10 to the SR 161 Washington Avenue North Corridor Streetscape and Design Project, in the form attached hereto as Exhibit A, is approved.

**PASSED** by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 12<sup>th</sup> day of July, 2021.

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Mike Schaub, Mayor

ATTEST:

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Miranda Doll, Town Clerk



**Washington State  
Department of Transportation**

<b>Supplemental Agreement Number <u>10</u></b>		Organization and Address	
Original Agreement Number <b>KPG #10089</b>		KPG, P.S. 2502 Jefferson Avenue Tacoma, WA 98402 Phone: <b>253-627-0720</b>	
Project Number <b>STPUS-0161(031)</b>		Execution Date	Completion Date <b>12/31/2022</b>
Project Title <b>SR 161/Washington Avenue Streetscape</b>		New Maximum Amount Payable <b>\$569,266</b>	
Description of Work <b>This supplement is for preparation of the final bid documents for the project, which include improvements along SR161 from Lynch Creek Road E to where the first construction phase improvements ended.</b>			

The Local Agency of Town of Eatonville  
desires to supplement the agreement entered in to with KPG, P.S.  
and executed on 4/26/2011 and identified as Agreement No. STPUS-0161(031)

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

**I**

Section 1, SCOPE OF WORK, is hereby changed to read:

See attached Exhibit A for Scope of Work

**II**

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: No Change - Contract completion date is 12/31/2022

**III**

Section V, PAYMENT, shall be amended as follows:

Maximum amount payable through Supplement No.9 \$486,180 + Supplement 10 \$83,086 = Total \$569,266

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Terry Wright, Principal

By: \_\_\_\_\_



Consultant Signature

Approving Authority Signature

\_\_\_\_\_  
Date

## EXHIBIT A

### Final Design Services Scope of Work –Supplement 10

#### Town of Eatonville SR 161/Washington Ave N. Corridor Streetscape Project Federal Aid Number: STPR-0161(031) June 18, 2021

#### A. Project Description/Background

The Town of Eatonville's SR 161/Washington Ave N. Corridor Streetscape Project completed 100% design of streetscape/sidewalk improvements along Washington Avenue North (SR161) from Lynch Creek Road E to Center Street E in 2013, and then the project got shelved.

In 2017, the Town acquired PSRC grant funds for the construction of the first phase of the project which included improvements along SR161 from Center Street E to approximately 500' north of the intersection

This Supplement will include Work to complete bid documents for the final construction phase of the project which will include improvements along SR161 from Lynch Creek Road E to where the first construction phase improvements ended.

#### B. Assumptions

The following project assumptions are:

##### Property Needs:

- ☐ Right-of-Way Certification by WSDOT is complete.
- ☐ Due to the Federal funding and changes in requirements associated with property rights Temporary Construction Permits from property owners are now required. If the property owner does not give consent, the design will be modified such that all construction work will be performed within the right-of-way (i.e. proposed sidewalks will become narrower).
- ☐ Town will take lead on acquiring TCP's from 9 parcels and Consultant will take lead on remaining parcels.

##### WSDOT

- ☐ Coordination with WSDOT to obtain channelization plan approval on Washington Avenue North (SR 161) will be required. No deviations are anticipated to be required.
- ☐ Project-specific Temporary Traffic Control were not required in the past but are now required.
- ☐ WSDOT will perform review of the 100% plans, specifications, and estimate for approval before project obligation and advertisement.

##### Environmental Permitting

- ☐ Environmental permitting has been completed and no additional work is required.

##### Survey

- ☐ Updates to the survey basemap is required to reflect the current conditions.

#### C. KPG Deliverables

Deliverables prepared by the Consultant are identified at the end of each task in the scope of work.

## EXHIBIT A

### D. Town of Eatonville Provided Items

The Town of Eatonville will provide/prepare the following, **if available**:

- ☐ Submittal reviews, comments, and approvals (1 set of comments per submittal)
- ☐ Mailing and postage for public notices, if required
- ☐ Meeting room arrangements

### E. Scope of Work

#### Task 1 – Management / Coordination / Administration

- 1.1 The Consultant will provide continuous project management for the project duration (estimate 7 months, from July 2021 to November 2021).
- 1.2 The Consultant shall prepare monthly invoices with progress reports identifying work in progress, upcoming work elements, and reporting of any delays, problems, or additional information needs.
- 1.3 The Consultant shall prepare for and attend coordination/progress meetings with Town staff upon completion of the final submittal (100%). Bi-weekly conference calls will be scheduled to discuss key issues with the Town as well.
- 1.4 The Consultant shall coordinate with WSDOT Local Programs Office, as needed, to review project requirements and expectations about the Project.
- 1.5 The Consultant shall coordinate with franchise utilities to identify and resolve potential conflicts.

#### Task 1 Deliverables:

- *Monthly progress reports (7 months)*

#### Task 2 – Survey and Base Mapping

- 2.1 The Consultant shall perform supplemental surveying to update the basemap with current conditions. The basemap and terrain model will be updated to incorporate these changes at a minimum:
  - New roadway improvements at Center Street E
  - New parking stalls at the northeast corner of SR 161/ Lynch Creek Road E
  - All new driveway entrances
  - Any changes at private property frontages and within the right-of-way

#### Task 2 Deliverables:

- *Revised Base Map*

#### Task 3 – Final Design

## EXHIBIT A

- 3.1 The Consultant shall update the Plans as needed to account for any changes to existing conditions. If Temporary Construction Permits are not acquired for any parcel, the frontage designs will be modified if necessary (i.e. proposed sidewalks will be narrowed).
- 3.2 The Consultant shall modify the Specifications to comply with the 2021 WSDOT Standard Specifications for Road, Bridge, and Municipal Construction.
- 3.3 The Consultant shall prepare 100% Plans, Specifications, and Cost Estimate for review and approval by the Town and WSDOT.
- 3.4 The Consultant shall incorporate comments received from the Town and WSDOT and prepare Bid Document Plans, Specifications, and Cost Estimate for advertisement.
- 3.5 The Consultant shall provide internal quality assurance/quality control (QA/QC) reviews of all work products prior to submittal for Town review.

### Task 3 Deliverables:

- *100% Submittal (WSDOT review set):*
  - ❑ *Plans – PDF*
  - ❑ *Specifications – PDF*
  - ❑ *Construction Cost Estimate - PDF*
- *Bid Document Submittal:*
  - ❑ *Plans - PDF*
  - ❑ *Specifications – PDF*
  - ❑ *Construction Cost Estimate – PDF*

### **Task 4 – Right of Way**

- 4.1 The Consultant shall update and re-submit the Right of Way Plans for WSDOT Certification.
- 4.2 The Consultant shall prepare and obtain Temporary Construction Permits from approximately 20 property owners (approximate 41 parcels). See Exhibit A.1 for detail scope of work.

### Task 4 Deliverables:

- *WSDOT ROW certification*
- *Temporary Construction Permits*

### **Task 5 – WSDOT Plan for Approval**

- 5.1 The Consultant shall update and re-submit the WSDOT Plan for Approval (Channelization Plan) for WSDOT approval. It is anticipated that after submitting one draft submittal, that WSDOT will have comments. A Final Submittal, with WSDOT comments addressed, will then be prepared for final approval.

### Task 5 Deliverables:

- *WSDOT Plan for Approval – Draft (PDF)*
- *WSDOT Plan for Approval – Final (PDF and full size mylar for WSDOT)*

## EXHIBIT A

### Task 6 – Assistance During Bidding (to be included in Construction Services phase.)

- 6.1 After finalizing Bid Documents, the Consultant shall assist with coordination of advertisement at Builders Exchange of Washington (BXWA). The Town is responsible for the fees related to advertising the project through BXWA.com.
- 6.2 The Consultant shall provide bid assistance including:
  - Preparing addenda and respond to bidder questions relayed through the Town. It is assumed KPG will prepare up to two (2) addenda.
  - Attending the bid opening, verify bids for accuracy, prepare bid tabulation, and provide recommendation for award.
  - Consolidate all addenda items and prepare a Conformed Set of Plans, Specifications, and Cost Estimate for the Town's use and files.

#### Task 6 Deliverables:

- *Up to two (2) Addenda and Answers to Questions during bidding*
- *Bid Tabulation – Excel and PDF*
- *Recommendation for Award Letter – PDF*
- *Conformed Set: (1) CD containing all PS&E documents including AutoCAD drawings, Word files, Excel files, and PDF copies; two (2) 11x17 hard copy of Plans, one (1) 22x34 hard copy of Plans, and (2) bound hard copies of Specifications.*

### MANAGEMENT RESERVE

The Town may require additional services from the Consultant. These services could include construction management services, or other work tasks not included in this Supplement. At the time these services are required, the Consultant shall provide a detailed scope of work and an estimate of costs. The Consultant shall not proceed with the work until the Town has authorized the work and issued a Notice to Proceed.

EXHIBIT D  
PRIME CONSULTANT COST COMPUTATIONS

Client   Town of Eatonville  
Project SR 161/Washington Ave N. Corridor Streetscape Project  
KPG, P.S. PROJECT NUMBER: 10089  
DATE: 18-Jun-21

Task No.	Task Description	Labor Hour Estimate												Total Hours and Labor Fee Estimate by Task	
		Principal	Senior Engineer	Sr. Project Engineer	Design Engineer	Survey Manager	Survey Crew II (W/Equip)	Senior Survey Technician	Urban Design Manager	Project Landscape Architect	Landscape Technician	Senior CAD Technician	Senior Admin		
		262	194	171	121	235	228	122	186	135	95	128	107	Hours	Fee
Task 1 - Project Management															
1.1	Management / Coordination / Administration (approx. 7 mon.)		6										4	10	\$ 1,592.00
1.2	Monthly Invoice with Progress Report		6										6	12	\$ 1,806.00
1.3	Coordination with City	4	6											10	\$ 2,212.00
1.4	Coordination with WSDOT Local Programs	4	6											10	\$ 2,212.00
1.5	Coordination with Franchise Utilities		4		4									8	\$ 1,260.00
Task Total		8	28	0	4	0	0	0	0	0	0	0	10	50	\$ 9,082.00
Task 2 - Survey, Mapping, and Existing Right of Way															
2.1	Supplemental survey and basemapping					2	16	10						28	\$ 5,338.00
Task Total		0	0	0	0	2	16	10	0	0	0	0	0	28	\$ 5,338.00
Task 3 - Final Design															
3.1	100% Plans, Specifications, and Estimate		16		100				16	20	60	24		236	\$ 29,652.00
3.2	Bid Document Plans, Specifications and Estimate		8		20					8	16			52	\$ 6,572.00
3.3	QA/QC reviews	2	16						16					34	\$ 6,604.00
Task Total		2	40	0	120	0	0	0	32	28	76	24	0	322	\$ 42,828.00
Task 4 - Right of Way															
4.1	Update and resubmit ROW Plans for Certification		2		8									10	\$ 1,356.00
4.2	Coordination with ROW subconsultant		4											4	\$ 776.00
Task Total		0	6	0	8	0	0	0	0	0	0	0	0	14	\$ 2,132.00

Task 5 - WSDOT Plan for Approval															
5.1	Draft Channelization Plan		4		16									20	\$ 2,712.00
5.2	Final Channelization Plan		4		8									12	\$ 1,744.00
Task Total		0	8	0	24	0	0	0	0	0	0	0	0	32	\$ 4,456.00
Total Labor Hours and Fee		10	82	0	156	2	16	10	32	28	76	24	10	446	63,836
Subconsultants															
Utility Locate Service														\$	-
Right of Way Subconsultant - Commonstreet (see Exhibit D.1 for budget breakdown)														\$	19,000.00
													Subtotal	\$	19,000.00
Administrative Charge (5%)															
Total Subconsultant Expense														\$	19,000.00
Reimbursable Direct Non-Salary Costs															
Mileage at current IRS rate														\$	250.00
Reproduction Allowance															
Total Reimbursable Expense														\$	250.00
Total Estimated Budget														\$	83,086.00



**KPG, PS**  
**Summary of Negotiated Costs**  
**Effective January 1, 2021 through December 31, 2021**

Classification	2021 Inclusive Rate
	(Rounded to \$1)
Principal	262
Engineering Manager	235
Senior Engineer	194
Sr. Project Engineer	171
Project Engineer II	146
Project Engineer I	133
Design Engineer	121
Engineering Technician	100
Technician	96
Engineering Assistant	86
Principal Architect	224
Aviation Manager	175
Senior Architect	158
Architecture Technician II	121
Architecture Technician I	95
Survey Manager	235
Survey Crew II (W/Equip)	228
Survey Crew I (W/Equip)	178
Project Surveyor	148
Senior Field Surveyor	123
Field Surveyor	111
Senior Survey Technician	122
Survey Technician	100
Survey Assistant	80
Urban Design Manager	186
Project Landscape Architect	135
Landscape Technician	95
Landscape Assistant	77
Senior Transportation Planner	159
Transportation Planner	104
Senior Construction Manager	224
Construction Manager	179
Senior Resident Engineer	148
Resident Engineer	130
Assistant Resident Engineer	117
Senior Construction Observer	148
Construction Observer III	134
Construction Observer II	118
Construction Observer I	95
Construction Technician	86
Document Control Specialist	117
Document Control Admin	79
Construction Assistant	71
CAD Manager	169
Senior CAD Technician	128
CAD Technician	107
Business Manager	167
Senior Admin	107
Office Admin	92
Office Assistant	77
Subs billed at cost plus 5%.	
Subs billed at cost plus 5%.	
Reimbursables billed at actual costs.	
Mileage billed at the current approved IRS mileage rate.	



**Date** May 26, 2021  
**To** Terry Wright, KPG  
**From** Hutch Goodman, Commonstreet Consulting, LLC  
**Re** Eatonville – SR 161/Washington Ave North Corridor Streetscape Project

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### ***Scope Summary and Project Understanding***

Commonstreet Consulting's Team has been asked to provide Temporary Construction Permits (TCP) services for 41 parcels in conjunction with the Town's Streetscape Project that is currently undergoing WSDOT Certification review. It is understood that a second certification once these TCP's are secured will not be necessary and therefore is not included in this scope of work. The parcel count identified above is based on conversations with KPG in May of 2021 and derived from the Right of Way Plans of 3/17/2021, and the 100% Review Submittal Plans, dated August 2013. It is understood that Commonstreet will provide the scope of work detailed below for a total fee not to exceed \$19,001.

### **Estimated Total Services Costs**

Senior Project Manager - \$167.33/hour, @ 16 hours:	\$2,677
Right of Way Agent - \$92.33/hour, @ 135 hours:	\$12,465
Senior Project Support Specialist - \$92.33/hour, @ 40 hours:	\$3,693
Other Direct Costs (ODC's): 296 miles, @ \$.56/mile:	\$166
<b>Estimated Total Costs - Services and ODC's</b>	<b>\$19,001</b>

### ***Scope of Services***

#### **Task 1.0 – Project Management**

- Prepare for and lead monthly Right of Way Task Force Meetings;
- Respond to inquiries and needs identified by the Project Team;
- Provide written and oral status updates on TCP progress and issues that emerge in negotiations;
- Develop and execute the Right of Way program in compliance with Uniform Act and WSDOT requirements;
- Maintain quality control/quality assurance protocols in the execution of the right of way task;

#### **Task 2.0 – Ownership Contact Review and TCP Documents Drafts**

- Create state and federal compliant project files, both physical and electronic, for each parcel;
- Review title reports/acquisition files to secure ownerships of record, mailing addresses, phone numbers;
- Prepare TCP documents and cover letters, integrate agency-provided pictorial exhibits into owner packages;
- Review Town-provided templates for State and Federal compliance.

#### **Task 3.0 – Negotiations/File Close Out**

- Review scope of TCP impacts, develop strategies with Town in presenting to property owners.
- Contact property owners, present TCP request, negotiate terms as needed and where possible.
- Facilitate execution of TCP documents, deliver executed TCP package to Town for processing.
- Submit completed TCP acquisition file, physical and electronically, to Town.

### **Assumptions**

- Town to provide approved TCP template and pictorial exhibit showing property rights being requested.
- All property owner contact information to be provided by the Town.
- Commonstreet will negotiate with 41 of property owners to secure 41 of ROE's.
- Commonstreet staff will not be coordinating with WSDOT for any certification needs.
- Mileage assumes four (4) round trips to Eatonville from Commonstreet's Tacoma office, at 74 miles per round trip.
- Commonstreet's WSDOT approved Safe Harbor rate sheet is attached hereto.



# COMMONSTREET

## CONSULTING

**Client:** KPG  
**Project:** Eatonville – SR 161/Washington Ave North Corridor Streetscape Project  
**Formula/Basis:** WSDOT Approved Safe Harbor ANTE Table (110% ICR, 30% Fee)

### Project Rates ANTE Table:

Classification	Direct Labor		110%		30%	
	ANTE	ICR	Fixed Fee	Billing Rate		
Principal/Senior Advisor	\$ 83.40	\$ 91.74	\$ 25.02	\$ 200.17		
Senior Project Manager	\$ 76.14	\$ 83.75	\$ 22.84	\$ 182.73		
Senior Controller	\$ 73.60	\$ 80.95	\$ 22.08	\$ 176.63		
Senior Right of Way Agent	\$ 65.35	\$ 71.89	\$ 19.61	\$ 156.85		
Acquisition Project Manager	\$ 65.35	\$ 71.89	\$ 19.61	\$ 156.85		
Relocation Project Manager	\$ 63.45	\$ 69.80	\$ 19.03	\$ 152.27		
Property Manager	\$ 63.45	\$ 69.80	\$ 19.03	\$ 152.27		
Right of Way Agent	\$ 58.37	\$ 64.21	\$ 17.51	\$ 140.10		
Senior Project Support Specialist	\$ 52.79	\$ 58.07	\$ 15.84	\$ 126.69		
Project Support Specialist	\$ 31.67	\$ 34.84	\$ 9.50	\$ 76.01		
Right of Way Technician	\$ 26.39	\$ 29.03	\$ 7.92	\$ 63.35		

### Currently Available Consultants:

Classification	Name	Billing Rate
Senior Project Manager	Chris LaBonte	\$ 167.33
Right of Way Agent	Megan Burlingame	\$ 92.33
Right of Way Agent	Rich Rice	\$ 86.54
Senior Project Support Specialist	Bri Lubanovici	\$ 92.33