

RESOLUTION 2026-R

**A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON
AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES
CONSULTANT AGREEMENT WITH GRAY AND OSBORNE, INC
FOR RESERVOIR REHABILITATION**

WHEREAS, the Town of Eatonville has 2 reservoirs that require assessment and rehabilitation; and

WHEREAS, the Town is in need of a professional consulting firm to provide the Town with an assessment of the conditions of the 996 and 1050 reservoirs including recommendations for rehabilitation and improvements; and

WHEREAS, the assessment will also include estimated costs for budgetary purposes; and

WHEREAS, the Town solicited qualifications to complete this work and received a proposal from Gray and Osborne, Inc: and

WHEREAS, Gray and Osborne, Inc has a favorable and established reputation and the Town wishes to utilize them for consulting on design and engineering services; now, therefore,

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

THAT: The Town Council approves, and the Mayor is authorized to execute on behalf of the Town, the attached professional services agreement with Gray and Osborne, Inc, not to exceed \$25,300.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 27th day of April 2026.

Emily McFadden, Mayor

ATTEST:

Miranda Doll, Town Clerk

RESOLUTION 2026-R

TOWN OF EATONVILLE PROFESSIONAL SERVICES AGREEMENT

THIS Agreement is made effective as of the ____ day of _____, 2026, by and between

TOWN OF EATONVILLE, WASHINGTON (“TOWN”)

210 Center Street West

P.O. Box 309

Eatonville, WA 98328

Contact: Mayor Emily McFadden

Phone: 360.832.3361

mayor@eatonville-wa.gov

and

Gray and Osborne, Inc. (“CONSULTANT”)

1130 Rainier Ave S., Suite 300

Seattle, WA 98144

Contact: Alex Quinn

Phone: 206.312.3537

aquinn@g-o.com

For professional services in connection with the following Project(s): Evaluation/design services for 996 and 1050 reservoirs.

TERMS AND CONDITIONS

1. Services by Consultant

- A. Consultant shall perform the services described in the Scope of Work attached to this Agreement as Exhibit "A." The services performed by the Consultant shall not exceed the Scope of Work without prior written authorization from the Town.
- B. The Town may from time to time require changes or modifications in the Scope of Work. Such changes, including any decrease or increase in the amount of compensation, shall be agreed to by the parties and incorporated in written amendments to the Agreement.

2. Compensation

TIME AND MATERIALS. Compensation for these services shall be on a time and material basis according to the list of billing rates and reimbursable expenses attached hereto as Exhibit “B.”

3. Payment

- A. Consultant shall maintain time and expense records and provide them to the Town monthly, along with monthly invoices in a format acceptable to the Town for work performed to the date of the invoice.
- B. All invoices shall be paid by Town within sixty (60) days of receipt of a proper invoice.

- C. Consultant shall keep cost records and accounts pertaining to this Agreement available for inspection by Town representatives for three (3) years after final payment unless a longer period is required by a third-party agreement. Copies shall be made available on request.
- D. If the services rendered do not meet the requirements of the Agreement, Consultant will correct or modify the work to comply with the Agreement. Town may withhold payment for such work until the work meets the requirements of the Agreement.

4. Discrimination and Compliance with Laws

- A. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.
- B. Consultant shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.
- C. Consultant shall obtain a Town of Eatonville business license prior to receipt of written Notice to Proceed.
- D. Violation of this Paragraph 5 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of the Agreement by Town, in whole or in part, and may result in ineligibility for further work for Town.

5. Suspension and Termination of Agreement

- A. This Agreement may be terminated by the Town at any time upon the default of the Consultant or upon public convenience, in which event all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to Town, and Consultant shall be entitled to just and equitable compensation for any satisfactory work completed prior to the date of termination, not to exceed the total compensation set forth herein. Consultant shall not be entitled to any reallocation of cost, profit or overhead. Consultant shall not in any event be entitled to anticipated profit on work not performed because of such termination. Consultant shall use its best efforts to minimize the compensation payable under this Agreement in the event of such termination. If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the Town resulting from such default(s) shall be deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the Town in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the Town by reason of such default.
- B. The Town may suspend this Agreement, at its sole discretion, upon one week's advance notice to Consultant. Such notice shall indicate the anticipated period of suspension. Any reimbursement for expenses incurred due to the suspension shall be limited to the Consultant's reasonable expenses, and shall be subject to verification. The Consultant shall resume performance of services under this Agreement without delay when the suspension period ends.

6. Standard of Care

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

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 Town, shall be forwarded to Town at its request and may be used by Town as it sees fit. Upon termination of this agreement pursuant to paragraph 6 above, all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to Town. Town agrees that if it uses products prepared by Consultant for purposes other than those intended in this Agreement, it does so at its sole risk and it agrees to hold Consultant harmless therefrom.

8. Indemnification/Hold Harmless

Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the work hereunder. All work shall be done at Consultant's risk. To the fullest extent permitted by law and subject to the following conditions, Consultant agrees to indemnify, defend, save and hold harmless the Town, its officials, employees and agents (defined in this paragraph as "Indemnified Parties") from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses, on such claims and in proving the right to indemnification, incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, the acts or omissions of Consultant, its Subcontractors of any tier, their agents, and anyone directly or indirectly employed by them or anyone for whose acts they are be liable (defined in this paragraph as "Indemnitor" or "Indemnitors").

In the event that any suit based on such a claim, demand, loss, damage, cost, or cause of action is brought against Consultant, the Town retains the right to participate in said suit if any principle of public law is involved. Consultant agrees to being added by the Town as a party to any arbitration or litigation with third parties in which the Town alleges indemnification or contribution from Consultant, any of its Subcontractors of any tier, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable. Consultant agrees that all of its Subcontractors of any tier will, in their subcontracts, similarly stipulate; in the event any does not, Consultant shall be liable in place of such Subcontractor(s) of any tier.

To the fullest extent allowed by law, this indemnity and hold harmless shall include any claim made by an employee of Consultant or Subcontractor or agent of Consultant, even if Consultant is thus otherwise immune from liability pursuant to Title 51 RCW. Consultant for itself, and its Subcontractors and agents, specifically and expressly waive the right to assert against the indemnities any immunity that may be granted it under the Title 51 RCW. Consultant shall include such waiver in all agreements with Subcontractors. Consultant specifically acknowledges that the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that Consultant provide the broadest scope of indemnity permitted by RCW 4.24.115.

Neither this paragraph nor any other part of this Agreement shall obligate Consultant to defend or indemnify against liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Indemnified Parties, their agents or employees; provided that Consultant shall be obligated to indemnify against liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) an Indemnified Party or the its agents or employees, and (b) Indemnitors, to the extent of Indemnitors' negligence.

9. Insurance

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.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types 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. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The Town shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Town.
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.

B. Minimum Amounts of Insurance

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.

C. Other Insurance Provisions

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

1. The Consultant's insurance coverage shall be primary insurance as respect the Town. Any insurance, self-insurance, or insurance pool coverage maintained by the Town shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Town.

D. Acceptability of Insurers

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

E. Verification of Coverage

Consultant shall furnish the Town 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.

10. Assigning or Subcontracting

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

11. Independent Contractor

Consultant is and shall be at all times during the term of this Agreement an independent contractor. The Consultant, its subcontractors, agents and employees, shall not, as a result of this Agreement, accrue leave, retirement, insurance, bonding or any other benefits afforded to Town employees. The Consultant, subcontractors, agents and employees shall not have the authority to bind Town any way except as may be specifically provided herein.

12. Notice

Any notices required to be given by the Town to Consultant or by Consultant to the Town shall be in writing and delivered to the parties at the following addresses:

Town:

Eric Phillips
Town Administrator
210 Center Street West
P.O. Box 309
Eatonville, WA 98328
Phone: 360.832.3361

Consultant:

Mike Johnson
President/CEO, Gray & Osborne Inc.
1130 Rainier Ave. S., #300
Seattle, WA 98144
Phone: 253.627.0720

13. Disputes

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

14. Attorneys Fees

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

15. Extent of Agreement/Modification

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

TOWN OF EATONVILLE

CONSULTANT

By: _____
Emily McFadden
Mayor

By: _____
Name: Mike Johnson
Title: President/CEO

Date: _____

Date: _____

Attest:

By: _____
Miranda Doll
Town Clerk

EXHIBIT A

SCOPE OF WORK

TOWN OF EATONVILLE RESERVOIR REHABILITATION

PROJECT UNDERSTANDING

This Scope of Work presents the professional engineering services requested by the Town of Eatonville for completing condition assessments of the Town's 996 and 1050 reservoirs. The purpose of his project is to provide the Town with an assessment of the conditions of the reservoirs including recommendations for rehabilitation and improvement, and estimated costs for budgetary purposes.

The reservoir to be inspected include the following:

- 996 Reservoir – 300,000-gal concrete tank, constructed in the 1960's.
- 1050 Reservoir – 30-ft diameter by 50-ft tall steel standpipe.

SCOPE OF WORK

Task 1 – Project Management

Provide overall project management and oversight of resources and deliverables to ensure timely delivery and coordination of project element. Work includes procuring and maintaining sufficient resources, overseeing budget and schedule, and assisting in timely delivery of engineering products per the contract.

Task 2 – Reservoir Inspection - 996

Complete field assessment of the reservoir to assess the current conditions. The evaluation would include:

- A. Exterior condition assessment including field verification of concrete condition and specific attention to the existing wood roof which the Town has requested be replaced with a metal dome.
- B. Remote Operated Vehicle (ROV) inspection of the interior.
- C. Site, security, and access evaluation including, but not limited to, ladder geometry and features, fall protection provisions, access hatches, walkway surfaces, vent, and overflow air gap.
- D. Review of pump station including equipment and telemetry.

Task 3 – Reservoir Inspection - 1050

Complete field assessment of the reservoir to assess the current conditions. In addition to the other items listed below, the focus for this reservoir is to evaluate and provide recommendations for L&I compliant fall protection options. The evaluation would include:

- A. Exterior condition including field verification of condition and corrosion damage.
- B. ROV inspection of the interior.
- C. Site, security, and access evaluation including, but not limited to, ladder geometry and features, fall protection provisions, access hatches, walkway surfaces, vent, and overflow air gap.

Task 4 – Technical Memorandum

Prepare a technical memorandum that summarizes the field condition assessment and provides recommendations and planning-level cost estimates to resolve any deficiencies and perform improvements. This will include photographic documentation of the field assessment activities. Conceptual details and planning-level cost estimates will be provided for structural modification options to address any deficiencies and improvements.

The intent of the memo is to provide the Town with a document that will guide future modifications or maintenance activities, and to provide an engineering justification for the improvements. The memo may also be used for planning and budgetary purposes.

Task 5 – Quality Assurance/Quality Control

Services will include completion of one quality/assurance/quality control review during the course of the project. Quality assurance/quality control reviews will include senior engineering staff and engineers with specialized experience in reservoir assessment and rehabilitation. The quality assurance/quality control review will occur after completion of the draft technical memo. Any and all comments generated during the review will then be incorporated into the draft technical memo prior to submittal to the Town.

DELIVERABLES

The following deliverables shall be provided to the Town, as noted below, for review and approval. Documents will be provided in electronic PDF format. Final documents may be provided in hard copy as well as PDF upon request.

- Technical Memorandum (draft).

- Technical Memorandum (final).

SCHEDULE

We anticipate the following schedule:

Notice to Proceed	March 2026
Draft technical memo	August 2026
Final technical memo	September 2026

DESIGN AND CONSTRUCTION SERVICES

This agreement does not include detailed engineering analysis, design, or construction engineering services. At the completion of the project, an amendment to the agreement for design and construction administration services may be prepared for review and approval, if desired by the Town.

TOWN SUPPLIED SERVICES

- Historical drawings, previous inspection reports, and Town records of the reservoirs.
- Facilitate access to the reservoir sites for inspection.

SERVICES NOT INCLUDED

- Field or office survey, ROW/easement acquisition, recorded survey, boundary line adjustment, or preparation of plat document.
- Detailed engineering analysis including seismic evaluation, design, bid and award, and construction engineering services.
- Geotechnical investigation.
- Steel tank coating analysis.

BUDGET

The maximum amount payable to the Engineer for completion of work associated with this scope of work, including contingencies, salaries, overhead, direct non-salary costs, and net fee, is set forth in the attached Exhibit B. This amount will not be exceeded without prior written authorization of the Town.

EXHIBIT "B"

**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST**

TOWN OF EATONVILLE - RESERVOIR REHABILITATION

Tasks	Principal Hours	Project Manager Hours	Civil Eng. Hours	Structural Eng. Hours	AutoCAD Technician
1 Project Management		8			
2 Reservoir Inspection - #996		5	5	5	
3 Reservoir Inspection - #1050		5	5	5	
4 Technical Memorandum	4	10	20	38	10
5 Quality Assurance/Quality Control	2	2	2	2	
Hour Estimate:	6	30	32	50	10
Fully Burdened Billing Rate Range:*	\$170 to \$270	\$170 to \$270	\$140 to \$190	\$120 to \$245	\$70 to \$190
Estimated Fully Burdened Billing Rate:*	\$260	\$220	\$170	\$180	\$150
Fully Burdened Labor Cost:	\$1,560	\$6,600	\$5,440	\$9,000	\$1,500

Total Fully Burdened Labor Cost: \$24,100
 Direct Non-Salary Cost:
 Mileage & Expenses (Mileage @ current IRS rate) \$ 200
 Remote Operated Vehicle Fee \$ 1,000

TOTAL ESTIMATED COST: \$ 25,300

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only.

GRAY & OSBORNE, INC.

**PROFESSIONAL ENGINEERING SERVICES CONTRACT
FULLY BURDENED BILLING RATES*
THROUGH JUNE 30, 2026****

<u>Employee Classification</u>	<u>Fully Burdened Billing Rates</u>		
AutoCAD/GIS Technician/Engineering Intern	\$ 70.00	to	\$190.00
Electrical Engineer	\$120.00	to	\$245.00
Structural Engineer	\$120.00	to	\$245.00
Environmental Technician/Specialist	\$100.00	to	\$190.00
Engineer-In-Training	\$110.00	to	\$180.00
Civil Engineer	\$140.00	to	\$190.00
Project Engineer	\$150.00	to	\$210.00
Project Manager	\$160.00	to	\$270.00
Principal-in-Charge	\$170.00	to	\$270.00
Field Inspector	\$120.00	to	\$200.00
Field Survey Member	\$80.00	to	\$160.00
Professional Land Surveyor	\$140.00	to	\$220.00
Secretary/Word Processor***	N/A		

* Fully Burdened Billing Rates include overhead and profit.

** Updated annually, together with the overhead.

All actual out-of-pocket expenses incurred directly on the project are added to the billing. The billing is based on direct out-of-pocket expenses; meals, lodging, laboratory testing and transportation. The transportation rate is \$0.70 per mile or the current maximum IRS rate without receipt IRS Section 162(a).

*** Administration expenses include secretarial and clerical work; GIS, CADD, and computer equipment; owned survey equipment and tools (stakes, hubs, lath, etc. – Note: mileage billed separately at rate noted); miscellaneous administration tasks; facsimiles; telephone; postage; and printing costs, which are less than \$150.