

**RESOLUTION 2026-Z**

**A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON  
AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES  
AGREEMENT WITH PSOMAS INC FOR CONSTRUCTION MANAGEMENT  
SERVICES ON THE 2025/2027 CHIP SEAL PROJECT**

**WHEREAS**, the Town of Eatonville was awarded grant funds from the Transportation Improvement Board (TIB) for the completion of 2025 and 2027 Chip Seal Projects; and

**WHEREAS**, the Town Council approved Resolution 2025-J on January 27, 2025, approving a professional services agreement with Psomas, Inc for the design of the 2025 Chip Seal Project; and

**WHEREAS**, TIB has combined the 2025 Chip Seal Project with the 2027 Chip Seal Project and put them out to bid as a combined project; and

**WHEREAS**, the Town of Eatonville wishes to utilize Psomas, Inc for construction management of the project; 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, a professional services agreement based on the scope of work, attached hereto as Exhibit A, with Psomas Inc for Construction Management of the 2025/2027 Chip Seal Project, not to exceed \$49,224.

**PASSED** by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 26<sup>th</sup> day of May 2026.

\_\_\_\_\_  
Emily McFadden, Mayor

ATTEST:

\_\_\_\_\_  
Miranda Doll, Town Clerk

## EXHIBIT A

### Town of Eatonville

### 2025/2027 Chip Seal – Construction Services

### PROJECT NO. TIB 2-P-811(007)-1

### SCOPE OF WORK

#### A. PROJECT DESCRIPTION/BACKGROUND

The scope of work is to provide construction management throughout the construction phase of the 2025/2027 Chip Seal Project in accordance with the Contract requirements. This work includes preconstruction support, construction phase services, and project closeout.

#### **Support Duration (20 Working Days)**

##### *Assumed Durations by Task*

- *Administration:* Task 1 will be the duration of the project
- *Design/Bid Support:* Not applicable to construction schedule
- *Pre-Construction:* Task 3 approximately 2 weeks for preparation of NTP
- *Construction Management:* Tasks 4 and 5 to last from NTP to closeout
- *Project Closeout:* Task 6 approximately 1 month

These services are intended to assist the TOWN to administer the contract for construction performed by the TOWN Contractor, confirm that the Contractor's work is in general conformance with the Contract Documents, and assist in responding to events that occur during construction. These services are based upon the understanding that the TOWN will contract directly with the Contractor and will be actively involved in the construction process to make decisions, provide approvals, assist with inspections and perform other actions necessary for the completion of the construction.

#### **Project Description**

The project improvements for the project will include:

- Chip Seal

#### **Contract Documents**

Contract Documents refer to the construction contract documents between the TOWN and the Contractor. These documents include the project plans, specifications, change orders, addendums, and bid proposal package.

#### **Assumptions**

The presence or duties of Consultant personnel at the construction site, whether as onsite representatives or otherwise, does not make Psomas personnel in any way responsible for those duties that belong to franchise utilities, the TOWN and/or the Contractors or other entities. Consultant presence, coordination, and schedule review does not relieve the Contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing the construction work in accordance with the construction contract documents and any health or safety precautions required by such construction work.

Consultant personnel have no authority to exercise any control over any construction Contractor or other entity or their employees in connection with their work or any health or safety precautions.

The presence of Consultant personnel at the site is for the purpose of providing the TOWN a greater degree of confidence that the completed construction work will conform generally to the contract documents and that the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the Contractor(s). Consultant neither guarantees the performance of the Contractor(s) nor assumes responsibility for the Contractor's failure to perform work in accordance with contract documents.

The authority of the Engineer, as described in Section 1-05 Authority of the Engineer in the contract documents, shall rest entirely with the TOWN. Psomas' Resident Engineer (RE) is assigned the authority of the Project Engineer, as defined in Section 1-05.1 Authority of the Engineer except the RE shall not have authority to use non-Contractor resources to accomplish work when the Contractor fails to respond to orders, the RE may not authorize changes to the contract documents without TOWN approval.

Review submittals compliance with the requirements of the Contract for construction. Such review will not relieve the Contractor from its responsibility for performance in accordance with the Contract for construction, nor is such review a guarantee that the work covered by the shop drawings, samples and submittals is free of errors, inconsistencies, or omissions.

#### Over the 20 Working Days

- o The Project Manager will support the project part-time
- o The Resident Engineer will support the project part-time, or 6 hours per week, on average.
- o The Documentation Specialists will support the project part-time, or 8 hours per week, on average.
- o The Onsite Construction Observer duties will be performed by the RE and will support the project during critical items of work for 16 total hours.

#### Close Out

- o From Substantial Completion to Final Completion, budget assumes
- o 8 hours for Resident Engineer over 1 month, and
- o 20 hours for Document Specialists over 1 month

#### **Subconsultants**

No subconsultants are anticipated.

#### **Shared Tasks**

***"Bold Italics"*** such as ***TOWN*** represents Task ownership. If a Task is not identified with bold italics, the task is shared between the Consultant, applicable Subconsultants, and the TOWN as described herein.

### **B. SCOPE OF WORK**

#### **TASK 1 – MANAGEMENT / COORDINATION / ADMINISTRATION**

The Consultant shall provide continuous project management for the project duration from pre-construction to closeout (2 months)

Establish a system and set of procedures for managing, tracking and storing project documentation between the Contractor and CM Team produced during the Construction and Closeout phases of the project. Establish procedures for the logging and tracking of project documentation and monitoring outstanding decisions, approvals or responses required from the TOWN.

The following logs will be prepared, as needed:

1. Submittals
2. RFI
3. Field Directives/Corrective Actions

4. Design Changes/Clarifications
5. Change Orders
6. Sub-Contractors
7. Wage Rate Calculations
8. Force Account
9. Record of Material (ROM)

#### **TASK 2 – 100% DESIGN/BID DOCUMENTS**

This task covers engineering to provide complete bid set documents and support project bidding. Items included are as follows:

- Engineer's estimate
- Complete plans and specifications
- Bid assistance, including bid tab analysis

#### **TASK 3 – CONSTRUCTION SERVICES UP TO CONTRACTOR NOTICE TO PROCEED (NTP)**

This task covers typical review processes for preparing for physical construction to begin. This includes the following:

- Familiarization with contract Plans, Specifications, and permits
- Create Record of Material (ROM) and formatting for ease of use.
- Compile list of submittals
- Establish communication, change management and administrative processes with TOWN
- Prepare Electronic Files
- Pre-construction agenda

**TOWN** shall Prepare Pre-Construction attendees list

**TOWN** shall prepare Recommendation of Award Letter as part of the TOWN's low bid evaluation and decision to Award. Recommendation of Award package to be prepared by the TOWN includes;

- a. Verification of low bidder's license from the Department of Labor and Industries
  - b. Verification that the Contractor is not listed on the list of parties excluded from the federal procurement or non-procurement programs
  - c. Verification of the low bidder's qualifications (references)
- Consultant shall conduct Pre-Construction meeting to include preparing the minutes and distribution thereof
  - Establish Contractor progress payment procedure with the TOWN and Contractor
  - **TOWN** will assist Consultant with Utility Coordination, if necessary
  - Review Contractor's Schedule for Contract Compliance

#### **TASK 3 – CONSTRUCTION SERVICES (CS) – NTP TO SUBSTANTIAL COMPLETION**

- Provide 20 working days of CS support to include documentation and change management in general compliance with Town, State, and Federal Requirements.
- Maintain Logs
- **TOWN** to review and approve Traffic Control Plans with assistance from Consultant
- Issue Field Directives/Corrective Action Memorandums
- Receive and distribute Request for Information (RFI) and issues raised by the Contractor, Town, and Consultant. Receive and distribute questions and requests for clarification of

- contract documents that could impact construction costs, schedule, quality of the finished work, or other scenarios. Provide up to 5 written responses to RFI's.
- Confirm that submittals are in general Contract conformance. Coordinate with **TOWN** on approvals as necessary.
  - Transmit ROM to the Contractor
  - Set up and maintain ROM Item Folders
  - Review Contractor's initial schedule and updated schedules for contract compliance. Report findings to the TOWN regarding issues that affect critical path.
  - Prepare weekly meeting agendas and conduct weekly meetings (one per week during 4 weeks of construction). Consultant staff shall attend weekly meetings.
  - Take notes from weekly meetings, prepare and distribute minutes to attendees.
  - Prepare up to 5 Weekly Statement of Working Days (accounting for weather days and holidays, nonworking days)
  - Consultant shall obtain Request to Sublet review requests approve and/or reject
  - Obtain Notice of Intent to Pay Prevailing Wage and Affidavit of Wages Paid forms
  - Assist the **TOWN** with Change Management and advise the TOWN as to the appropriate action(s)
  - Draft Change Orders for TOWN review and approval
  - Prepare 1 monthly progress pay estimate and submit monthly billing to TOWN recommending Contractor payment
  - Review Contractor's weekly "Look Ahead" and monthly schedule and compare with Contractor's approved schedule.
  - As outlined above, provide oversight of the Contractor to fulfill their responsibilities if they are non-compliant under Special Provision 1-05.18 Record Drawings. Receive As-Built drawings from Contractor.
  - Maintain a submittals list and prompt the Contractor for submittals
  - The **TOWN** will provide public involvement that may involve flyers, news releases, public meetings and information website
  - Maintain electronic CM files

#### **TASK 4 – ONSITE CONSTRUCTION OBSERVATION**

The Consultant will provide onsite Construction Observation for critical elements of work only and will act as the project's "in the field" focal point of coordination and field documentation during those inspections. Critical items of work include:

- Chip seal limits
- Channelization

The Construction Observer(s) will monitor the Contractor's activities, produce Observation Daily Reports, Field Note Records, if necessary, verify that material delivered to the site is in contract compliance and assist with the coordination with stakeholders to include the Contractor, materials testing, and Fire and Police Departments, when onsite. The Construction Observer will provide informal in-person coordination with businesses, residents and traveling public, as they are encountered onsite. The following Tasks will be the responsibility of the Construction Observer/ Resident Engineer when assuming these duties:

- Provide Inspector Daily Reports when on-site
- Observe Contractor's work and document that the project is built according to the Contract Documents

- Monitor the Contractor's traffic control procedures and implementation of the approved traffic control plans which could include notification to the Contractor on deficiencies that require immediate correction
- Take project construction photos and place in project file
- Assist with monthly progress Pay Estimate generation including measurement of quantities installed.

#### **TASK 5 – PROJECT CLOSEOUT**

Assist the TOWN with the closeout of the project after Substantial Completion is granted. Assume the Contractor will be completed with punch list work and missing documentation within 1 month of Substantial Completion. Items of work include the following:

- Project issues resolution with the Contractor. Assume up to one closeout meeting negotiating closeout change order(s), missing documentation, and final quantities
- TOWN will monitor and update project punch list and Consultant will assist
- Consultant to produce final pay note documentation
- Prepare Physical Completion Letter
- TOWN shall prepare Final Completion Letter. Completion shall constitute all necessary paperwork filed by the Contractor and the TOWN's acceptance of the project.

#### **MANAGEMENT RESERVE**

This Scope and Budget does not include management reserve. In the event the Consultant's services are needed outside of what is described in this scope, a daily rate would be used as a baseline for additional services.

These services could include other work tasks not included in the scope of work. These services may include, but are not necessarily limited to, additional construction support, additional project closeout assistance, assistance with property issues, or other services deemed necessary by the City. At the time these services are required, the Consultant shall provide the City with a detailed scope of work and an estimate of costs. The Consultant shall not proceed with the work until the City has authorized the work and issued a Notice to Proceed.

**EXHIBIT B  
PRIME CONSULTANT COST COMPUTATIONS**

**Client:** Town of Eatonville  
**Project Name:** 2025/2027 Chip Seal  
**Psomas Project Number:** 9EAT011000  
**Date:** 5/12/2026

Task No.	Task Description	Labor Hour Estimate								Total Hours and Labor Cost Computations by Task	
		Principal	Design Engineer II	Construction Manager	Senior Resident Engineer	Document Control Specialist I	Document Control Specialist III	Business Manager	Senior Admin		
		\$318.00	\$153.00	\$226.00	\$208.00	\$133.00	\$172.00	\$233.00	\$155.00	Hours	Totals
<b>Task 1 - Management / Coordination / Administration</b>											
1.1	Project Administrative Services	4		4						8	\$ 2,176.00
1.2	Project Management Services	3	3	1						7	\$ 1,639.00
1.3	QA/QC Reviews	6								6	\$ 1,908.00
	<b>Task Total</b>	<b>13</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>\$ 5,723.00</b>
<b>Task 2 - 100% Design / BID Documents (2025/2027 Chip Seals)</b>											
2.1	100% Plans and Estimate	1	52							53	\$ 8,274.00
2.2	100% Specs	8	10						8	26	\$ 5,314.00
2.3	Bid Documents PS&E	1	12						4	17	\$ 2,774.00
2.4	Bid Assistance	5	5							10	\$ 2,355.00
	<b>Task Total</b>	<b>15</b>	<b>79</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106</b>	<b>\$ 18,717.00</b>
<b>Task 3 - Construction Services up to Contractor Notice to Proceed (NTP) (2 Weeks)</b>											
2.1	Proconstruction Meeting			2	6	3				11	\$ 2,099.00
2.2	PreCon Photos									0	\$ -
2.3	Review Plans and Specs				3	4				7	\$ 1,156.00
2.4	Prepare Hard and Electronic Files					2				2	\$ 266.00
2.5	Prepare ROM					3				3	\$ 399.00
2.6	Prepare PreCon Agenda				2	4				6	\$ 948.00
2.7	Prepare Templates									0	\$ -
	<b>Task Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>11</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29</b>	<b>\$ 4,868.00</b>
<b>Task 4 - Construction Services (CS) – NTP To Substantial Ccompletion (20 Working Days)</b>											
4.1	Construction Management Office Support		8	4	24	32	4			72	\$ 12,064.00
	<b>Task Total</b>	<b>0</b>	<b>8</b>	<b>4</b>	<b>24</b>	<b>32</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>\$ 12,064.00</b>
<b>Task 5 - Onsite Construction Observation</b>											
5.1	Construction Inspection				16					16	\$ 3,328.00
	<b>Task Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>\$ 3,328.00</b>

<b>Task 6 - Project Closeout (4 Weeks)</b>											
6.1	Construction Management Office Support				8	20				28	\$ 4,324.00
	<b>Task Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>\$ 4,324.00</b>
	<b>Total Labor Hours and Fee</b>	<b>28</b>	<b>90</b>	<b>11</b>	<b>59</b>	<b>68</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>272</b>	<b>\$ 49,024.00</b>
<b>Reimbursable Direct Non-Salary Costs</b>											
										Mileage at current IRS rate	\$ 200.00
										Reproduction Allowance	
										<b>Total Reimbursable Expense</b>	<b>\$ 200.00</b>
										<b>Management Reserve</b>	<b>\$ -</b>
										<b>Total Estimated Budget</b>	<b>\$ 49,224.00</b>