

COUNCILMEMBERS

Position No.

- 1. Tod Gunther
- 2. Barbara Ford, Deputy Mayor
- 3. Michelle Gehring
- 4. Dave Harman
- 5. Nicola McDonald
- 6. Josh Penner
- 7. Scott Drennen



Mayor Joachim Pestinger

ORTING CITY COUNCIL

Regular Business Meeting Agenda

**Orting Multi-Purpose Center
202 Washington Ave. S,
Orting, WA
July 26, 2017
7p.m.**

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.

REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

2. CONFIRMATION- MUNICIPAL COURT JUDGE

A. AB17-60- Confirming Appointment of the Orting Municipal Court Judge, by Resolution No. 2017-11.

- **Scott Larson/Charlotte Archer**

Motion: *To approve Resolution No. 2017-11, confirming the Mayoral appointment of John F. Curry to the position of Orting Municipal Court Judge for a four (4) year term to commence on January 1, 2018.*

Oath of Office- Administered by the Mayor

3. PUBLIC COMMENTS- (*Items not on the agenda*)

Following comment or question, if appropriate the matter will be referred to the appropriate administrative staff member or committee. No person may rebut or argue with any person presenting public comments on items not on the council meeting agenda.

4. PRESENTATION- Architectural Services- Helix

5. CONSENT AGENDA

- Minutes of July 12th, 2017
- Payroll and Claims Warrants

Motion: *Move to approve consent agenda as prepared.*

6. COMMITTEE AND COUNCIL STANDING REPORTS

- Finance- **CM Gehring/Penner**
- Public Safety- **CM Harman/DM Ford**
- Public Works- **CM Penner/Cm Harman**
- Emergency Evacuation Bridge System- **CM Drennen**
- Mayor’s Report – **Mayor Pestinger**
- Miscellaneous Activity/Community Reports.

7. OLD BUSINESS

A. Waste Water Treatment Plant Solids Lagoons Dredging Project.

- **CM Penner/CM Harman**

B. AB17-58- Backhoe Purchase

- **Josh Penner/Dave Harman**

Motion: To approve the expenditure of \$17,160.56 – in addition to the \$101,121.63 previously authorized – for the purchase of a 2017 Case 580 SN from Sonsray Machinery, inclusive of all necessary accessories.

8. NEW BUSINESS**A. AB17-61- Architectural Services Contract- Helix**

- **JC Hungerford/Charlotte Archer**

Motion: To authorize the Mayor to enter into a professional services agreement for architectural services with the architectural firm of Helix, for \$45,118 for phase 1 of a 2 phase project.

B. AB17-62- Orville Road Water Main Replacement Project, Notice of Award.

- **CM Penner/CM Harman**

Motion: To award Schedule 1 and Schedule 2 to Pape & Sons Construction, Inc. in the amount of \$1,473,454.72.

C. AB17-63- Orville Road, Scope and Budget

- **CM Penner/CM Harman**

Motion: To approve the attached scope and budget for professional services as described in the attached Orville Road Water Main Replacement Project Scope of Work for Construction Services in the amount of \$159,135.38.

D. AB17-64- New Public Works Building.

- **CM Penner/CM Harman**

- 1. Presentation- JC Hungerford**
- 2. Request for Qualification**

Motion: To authorize the Mayor to release a Request for Qualification (RFQ) for the planning and design of a public works office and maintenance facility.

9. EXECUTIVE SESSION**10. ADJOURNMENT**

Motion: To Adjourn.

Upcoming Meeting: Next Regular Meeting: August 9TH, 2017 (MPC)



City Of Orting Council Agenda Summary Sheet

AB17-60 SUBJECT: Resolution No. 2017-11, Confirming Appointment of Orting Municipal Court Judge John F. Curry		Agenda Item #:	AB17-60
		For Agenda of:	7.26.17
		Department:	Court
		Date Submitted:	7.18.17
Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger	X	Cost of Item:	
City Administrator, Mark Bethune	X	Amount Budgeted:	
City Attorney, Charlotte Archer	X	Unexpended Balance:	
City Clerk, Jane Montgomery		Timeline:	
City Treasurer, Scott Larson	X	BARS:	
Police Chief, Bill Drake		Fiscal Note:	
Public Works, Dean Kaelin			
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			
Attachments: Proposed Resolution No. 2017-11			
<p>SUMMARY STATEMENT: With the passage of this Resolution, the City Council would confirm the appointment of the Honorable John F. Curry to the position of Orting Municipal Court Judge for the term of January 1, 2018, to December 31, 2021. The Hon. John F. Curry has served as the Orting Municipal Court Judge for the past several years. The Mayor has determined that he is duly qualified to continue to serve as the Orting Municipal Court Judge, and recommends his appointment to that position.</p>			
<p>COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: This Resolution has not been reviewed by a Council Committee.</p>			
<p>RECOMMENDED ACTION: MOTION: To approve Resolution No. 2017-11, Confirming the Mayoral Appointment of John F. Curry to the position of Orting Municipal Court Judge for a four year term to commence on January 1, 2018.</p>			

**CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2017-11**

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, CONFIRMING THE APPOINTMENT OF
THE ORTING MUNICIPAL COURT JUDGE.**

WHEREAS, pursuant to Chapter 3.50 RCW, the City of Orting created and established a court designated as the Municipal Court of the City of Orting; and

WHEREAS, Chapter 1-10-2 of the Orting Municipal Code provides that the Mayor shall appoint a Municipal Court Judge, subject to confirmation by the City Council, for a term of four (4) years; and

WHEREAS, the Mayor has re-appointed the Hon. John F. Curry to the position of Municipal Court Judge for a term to commence on January 1, 2018, and to terminate on December 31, 2021; and

WHEREAS, the City Council finds that the Hon. John F. Curry is duly qualified to serve as Municipal Court Judge for the Orting Municipal Court; and

NOW, THEREFORE, the City Council of the City of Orting, Washington, do resolve as follows:

Section 1. Confirmation of Hon. John F. Curry. The City Council of the City of Orting hereby confirms said appointment of the Hon. John F. Curry to the position of Municipal Court Judge for the Orting Municipal Court for the term of January 1, 2018, to December 31, 2021. The Mayor is authorized to execute a Professional Services Contract with the Judge Curry in accordance with this confirmation.

Section 2. Effective Date. This Resolution shall take effect and be in full force immediately upon its passage.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE 26TH, DAY OF JULY, 2017.**

CITY OF ORTING

Joachim Pestinger, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Kenyon Disend, PLLC
City Attorney

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. Barbara Ford, Deputy Mayor
3. Michelle Gehring
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**Mayor Joachim
Pestinger**

ORTING CITY COUNCIL

Regular Business Meeting
Summary

Orting Multi-Purpose Center
202 Washington Ave. S, Orting,
WA

July 12, 2017

7 pm.

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL.

Mayor Pestinger called the meeting to order at 7:00p.m., in the Multipurpose Center. Councilmember Drennen led the Pledge of Allegiance.

Councilmembers Present: Councilmembers, Tod Gunther, Dave Harman, Michelle Gehring, and Deputy Mayor Ford.

Absent: Nicola McDonald, Josh Penner.

Staff Present: Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, JC Hungerford, Engineer, Charlotte Archer, City Attorney.

Deputy Mayor Ford made a motion to excuse Councilmembers McDonald and Penner. Second by Councilmember Harman. Motion passed (5-0)

2. REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

Deputy Mayor Ford asked to add a report on Prosperity House.

3. SWEARING IN CEREMONY- POLICE OFFICER- (5 MINUTE BREAK)

Chief Drake gave a brief biography of Officer Kyle Burson and his history with Orting Police Department. Mr. Burson recently graduated from the academy. Mayor Pestinger swore in Kyle Burson after which the meeting was recessed at 7:03pm for a brief reception time to meet and greet Officer Burson and his family. Mayor Pestinger called the meeting back to order at 7:08pm.

4. PUBLIC COMMENTS

Ken Moorhouse

Mr. Moorhouse brought up a couple of his concerns. He would like to see improvements to the pavement on Bridge Street. Mr. Moorhouse also stated that the area between Mill Street and the Carbon River has a lot of pedestrian traffic, and trash that is strewn about. He placed a garbage can there and was told the City would pick it up. It has not been picked up yet and he asked for that to be done.

5. HEARING

A. AB17-50- Surplus of City Public Utility Vehicles- Resolution No. 2017-08

Mayor Pestinger opened the public hearing at 7:12pm.

Scott Larson briefed on the vehicles that the City would like to surplus due to increasing cost of maintaining them. The Council was provided a list of vehicles originally acquired for public utility purposes. The City's policy is to replace vehicles after 15 years or 150,000 miles, and having already purchased their replacements; these vehicles are no longer required to provide continued public utility service. RCW 35.94.040 also requires that the legislative authority hold a public hearing before any resolution to surplus these vehicles can be passed.

The Mayor asked for any Council questions/comments. There were no comments made. The Mayor asked for any public comments. No comments were made. The Mayor closed the hearing at 7:14pm. The Mayor asked for a motion.

Councilmember Harman made a motion to adopt Resolution No. 2017-08, declaring surplus property and authorizing disposal of the vehicles shown in Exhibit A. Second by Deputy Mayor Ford. Motion passed (5-0)

6. PRESENTATION

A. Recovery Café

Mayor Pestinger informed Council that this presentation has been postponed to a future date.

7. CONSENT AGENDA

- Minutes of June 28, 2017
- Payroll and Claims Warrants

Deputy Mayor Ford made a motion to approve the consent agenda as prepared. Second by Councilmember Harman. Motion passed (5-0)

8. COMMITTEE AND COUNCIL STANDING REPORTS

Community & Government Affairs

Councilmember Drennen briefed on the following topics from the last committee meeting.

- Application from Red Hat Days for Sponsorship;
- Application from Restore America for Sponsorship;
- Grant Policy;
- Ethics Policy.

Public Works

Councilmember Harman briefed on the following topics:

- A call he received from a citizen who requested a change in the due date for utility bills;
- There will be a special public works meeting on July 24th;
- Capital improvements are ongoing with the water system;

- JC Hungerford briefed on the Orville Road bid opening on July 6th. Pierce County agreed to not require a permit for Orville Road; after a hand delivered letter from the Mayor;
- Water meter battery replacement is still being researched;
- Wastewater Treatment Plant solids de-watering is coming up on the next agenda;
- Electrical audit;
- Calistoga setback levy still in discussion;
- Village Green outfall received a grant, coming to Council in August.

Parks Advisory Board

No report.

Mayor's Report

No report.

Miscellaneous Activity/Community Reports.

Deputy Mayor Ford briefed on Prosperity House- This stems from a request months ago by citizens in Orting who were concerned about the opioid epidemic. This is an effort in conjunction with Pierce County to bring assistance and referral services to Orting. A fee based vendor visited the City today and explored possible spaces.

9. NEW BUSINESS

A. AB17-51- Orting Red Hat Days- Sponsorship Application, by Resolution No. 2017-09

Councilmember Drennen briefed and informed Council that the committee is recommending Council approval of the application for sponsorship after review and approval at the July 7th committee meeting.

Councilmember Drennen made a motion to approve resolution No. 2017-09, A Resolution of the City of Orting, Washington, declaring a public purpose and authorizing City sponsorship of the Orting Red Hat Days. Second by Deputy Mayor Ford. Motion passed (5-0)

B. AB17-52- Restore America- Soldiers Home Restoration Ride Sponsorship Application, by Resolution No. 2017-10.

Councilmember Drennen briefed and informed Council that the committee is recommending Council approval of the application for sponsorship after review and approval at the July 7th committee meeting. Graham Hunt was present and was invited to brief the Council on the event.

Councilmember Drennen made a motion to approve Resolution No. 2017-10 declaring a public purpose and authorizing City sponsorship of Restore America, Soldiers Home Restoration Ride. Second by Deputy Mayor Ford. Motion passed (5-0)

C. AB17-53-Generator Maintenance and Repair Bid.

Councilmember Harman briefed on this agenda item. On June 7, 2017 the Public Works Committee recommended to move forward and request Council approval of a three year contract with low bidder for generator maintenance, Cummins NW. The cost for three years is \$ \$20,072.34.

Councilmember Harman made a motion to authorize the Mayor to enter into an agreement with the low bidder, Cummins Northwest, for 3 years at a cost of \$20,072.34. Second by Deputy Mayor Ford. Motion passed (5-0)

D. AB17-54- Backhoe Purchase.

Scott Larson briefed on this agenda item stating that the purchase was vetted in the Public Works Committee. He provided the following information:

The City's 1992 Case Backhoe is in need of replacement. The current backhoe has 5,951 hours on the clock and was purchased in July of 1993 for \$45,248. This is a vital piece of equipment and it has cost the City \$30,000 in repairs since 2015. The backhoe has also broken down 2 times. The City had planned to replace this piece of equipment during the 2018 budget. However, due to high repair costs, the machine's increasing reliability issues, and the need to have a machine that is reliable to respond during an emergency, the recommendation to Council is to replace the current backhoe now by using a combination of fund balance and a loan from the State Treasurer. Sonsray Machinery was the low bidder. Discussion followed, major points surrounded the following:

- The budget and the backhoe purchase;
- The RFP process;
- The purchase process;
- History of brake repairs;
- Cost of maintaining the current backhoe;
- Purchase now or wait until 2018;
- Risk and liability issues;
- Which funds will pay for the backhoe.

Councilmember Gehring made a motion to approve the expenditure of \$101,121.63 for the purchase of a 2017 Case 580 SN from Sonsray Machinery in the amount of \$101,121.63. Second by Councilmember Harman. A roll call vote was taken with the following result: CM Gunther- No, DM Ford- Yes, CM Gehring- Yes, CM Harman- Yes, CM Drennen- No Motion passed (3-2)

E. AB17-55- Ordinance No. 2017-1013, State Treasurer LOCAL Program Equipment Financing.

Scott Larson briefed on this agenda item. The City of Orting executed a Notice of Intent with the State Treasurer's Office LOCAL Program to finance the backhoe for the Public Works Department. The amount requested to finance is \$90,000 with a four year repayment term. The first payment is in 2018.

Councilmember Harman made a motion to adopt Ordinance No. 2017-1013, authorizing the acquisition of personal property and execution of a financing contract and related documentation relating to the acquisition of said personal property with the Office of the State Treasurer LOCAL Program. Second by Deputy Mayor Ford. Motion passed (5-0).

F. AB17-56- Eldredge Avenue NW Sanitary Sewer Rehabilitation Project-Notice of Award.

JC Hungerford briefed on this agenda item. Every year the City plan is to complete one sewer rehabilitation project. This project has been in the making for a couple of years. Rehabilitation will include approximately 880 linear feet (LF) of 8-inch sewer main. In

addition, four manholes will be rehabilitated. The City opened bids on June 8, 2017. Public Works Committee recommends using Realm, Inc. who is the low bidder with a bid of \$208,904 for the Base Bid and Additive 2.

Councilmember Harman made a motion to award the base bid and additive 2 to Realm, Inc. in the amount of \$208,904. Second by Councilmember Gehring. Motion Passed (5-0)

G. AB17-57- Eldredge Ave NW Sanitary Sewer Rehabilitation Project Construction Services

JC Hungerford briefed on the agenda item. The scope and budget of work will provide construction administration and construction observation services that Parametrix will provide for the Eldredge Avenue NW Sanitary Sewer Rehabilitation Project for the City of Orting.

Councilmember Harman made a motion to approve the attached scope and budget for professional services as described in the attached Eldredge Avenue NW Sanitary Sewer Rehabilitation Project Scope of Work for construction services in the amount of \$17,685. Second by Councilmember Gehring. Motion passed (5-0)

10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

Councilmember Drennen made a motion to Adjourn. Second by Deputy Mayor Ford. Motion passed (5-0)

Mayor Pestinger adjourned the meeting at 8:11pm.

ATTEST:

Jane Montgomery, City Clerk, CMC

Joachim Pestinger, Mayor

CITY OF ORTING
VOUCHER/WARRANT REGISTER
FOR JULY 26, 2017 COUNCIL

CLAIMS/PAYROLL VOUCHER APPROVAL

CITY OF ORTING

WE, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF ORTING, AND THAT WE ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

CLAIMS WARRANTS #44991 THRU #45039
IN THE AMOUNT OF \$ 119,812.80

PAYROLL WARRANTS # 22965 THRU #22976
IN THE AMOUNT OF \$ 124,894.77

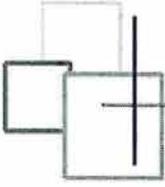
ARE APPROVED FOR PAYMENT ON JULY 26, 2017

FINANCE COMMITTEE CHAIR _____

COUNCILPERSON _____

COUNCILPERSON _____

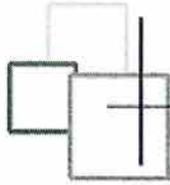
CITY CLERK _____



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2017 - July 2017 - 2nd Council
System Types: Financials

Fund Number	Description	Amount
001	Current Expense	\$59,446.38
101	City Streets	\$18,430.93
104	Cemetery	\$195.73
105	Parks Department	\$1,345.22
320	Transportation Impact	\$901.39
401	Water	\$11,143.63
408	Wastewater	\$24,617.38
410	Stormwater	\$3,732.14
	Count: 8	\$119,812.80



Register

Fiscal: 2017
Deposit Period: 2017 - July 2017
Check Period: 2017 - July 2017 - 2nd Council
Bank Accounts: Key Bank - 2000073
Register Types: Warrant
Show Outstanding: All
System Types: Financials
Outstanding Date: 7/20/2017 2:40:28 PM
Show Details: Hide

Number	Name	Print Date	Clearing Date	Amount
Key Bank	2000073			
Check				
<u>44991</u>	Anytime Fitness	7/13/2017		\$200.00
<u>44992</u>	Bhc Consultants	7/13/2017		\$7,316.17
<u>44993</u>	Kenyon Disend PLLC	7/13/2017		\$7,157.58
<u>44994</u>	Parametrix	7/13/2017		\$25,603.53
<u>44995</u>	Puget Sound Energy	7/13/2017		\$5,742.05
<u>44996</u>	Lewis, Jennifer	7/18/2017		\$672.00
<u>44997</u>	Keybank	7/19/2017		\$10,471.74
<u>44998</u>	Wex Bank	7/19/2017		\$2,286.14
<u>44999</u>	Alpine Products Inc.	7/26/2017		\$500.46
<u>45000</u>	Applied Concepts, Inc	7/26/2017		\$120.23
<u>45001</u>	Bio Clean INC	7/26/2017		\$322.44
<u>45002</u>	Business Solutions Center	7/26/2017		\$926.86
<u>45003</u>	Cascade Asphalt Sealing Company	7/26/2017		\$473.43
<u>45004</u>	City Treasurer	7/26/2017		\$540.00
<u>45005</u>	Comcast	7/26/2017		\$20.52
<u>45006</u>	Costco Membership	7/26/2017		\$180.00
<u>45007</u>	DM Disposal Co., Inc	7/26/2017		\$1,099.65
<u>45008</u>	Enumclaw, City of	7/26/2017		\$600.00
<u>45009</u>	Enviro-Clean Equipment, Inc.	7/26/2017		\$332.01
<u>45010</u>	Foxcroft Equipment & Service CO Inc	7/26/2017		\$1,116.53
<u>45011</u>	Froehling, Antoni H	7/26/2017		\$300.00
<u>45012</u>	Gsr Polygraph Services	7/26/2017		\$175.00
<u>45013</u>	H D Fowler Company	7/26/2017		\$111.69
<u>45014</u>	H D Supply Waterworks LTD	7/26/2017		\$34.24
<u>45015</u>	Hach Company	7/26/2017		\$339.09
<u>45016</u>	Konica Minolta Business-Usa Inc	7/26/2017		\$185.49
<u>45017</u>	logan Enterprises INC	7/26/2017		\$790.00
<u>45018</u>	Matrix Consulting Group	7/26/2017		\$8,327.00
<u>45019</u>	Miles Sand & Gravel	7/26/2017		\$414.28
<u>45020</u>	North Central Laboratorie	7/26/2017		\$169.00

<u>Number</u>	<u>Name</u>	<u>Print Date</u>	<u>Clearing Date</u>	<u>Amount</u>
<u>45021</u>	Orca Pacific, Inc	7/26/2017		\$540.16
<u>45022</u>	P.c. Budget & Finance	7/26/2017		\$2,996.92
<u>45023</u>	Pitney Bowes Global	7/26/2017		\$218.43
<u>45024</u>	Popular Networks, Llc	7/26/2017		\$9,332.59
<u>45025</u>	Public Safety Testing	7/26/2017		\$128.00
<u>45026</u>	Puget Sound Energy	7/26/2017		\$15,252.48
<u>45027</u>	Puyallup, City of	7/26/2017		\$520.00
<u>45028</u>	Rogers Machinery Co, Inc	7/26/2017		\$4,204.78
<u>45029</u>	Safelite Fulfillment Inc	7/26/2017		\$1,430.45
<u>45030</u>	Sarco Supply	7/26/2017		\$199.76
<u>45031</u>	Scientific Supply & Equip	7/26/2017		\$113.17
<u>45032</u>	SCORE	7/26/2017		\$5,042.15
<u>45033</u>	Sunnyside, City Of	7/26/2017		\$1,764.00
<u>45034</u>	Tucci & Sons	7/26/2017		\$135.73
<u>45035</u>	US BankNA Custody Treasury Div-Mony Cntr	7/26/2017		\$154.00
<u>45036</u>	Utilities Underground Location Center	7/26/2017		\$204.82
<u>45037</u>	Valin Process Control & Automation	7/26/2017		\$525.91
<u>45038</u>	Vision Forms LLC	7/26/2017		\$304.32
<u>45039</u>	Water Management Lab Inc.	7/26/2017		\$218.00
		Total	Check	\$119,812.80
		Total	2000073	\$119,812.80
		Grand Total		\$119,812.80



Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount
Alpine Products Inc.	44999	TM-167749	101-542-30-48-02	Parts & Repair for Striper Repair	\$500.46
				Total	\$500.46
Anytime Fitness	44991	July2017-300	001-521-20-21-01	Gym Membership-July	\$200.00
				Total	\$200.00
Applied Concepts, Inc	45000	310451	001-521-50-48-04	Replacement Cable for Stalker Radar	\$120.23
				Total	\$120.23
Bhc Consultants	44992	0008894	001-558-60-41-02	Planning Consultant	\$4,456.17
		0008941	001-558-60-41-02	Planning Consultant	\$2,860.00
				Total	\$7,316.17
Bio Clean INC	45001	8067	001-521-50-48-03	Cleaning Of Police Holding Cell	\$322.44
				Total	\$322.44
Business Solutions Center	45002	352-July 2017	001-512-50-31-00	Warrant Forms	\$52.46
			320-595-30-63-04	Signs For Work on SR 162 Left Turn Lane	\$874.40
				Total	\$926.86
Cascade Asphalt Sealing Company	45003	29720	101-542-30-48-02	Crack Seal for Streets	\$473.43
				Total	\$473.43
City Treasurer	45004	90769724	001-521-40-49-00	Range Rental Fee for Training	\$540.00
				Total	\$540.00
Comcast	45005	5839-July2017	001-514-23-42-00	City Hall Cable	\$6.84
			401-534-10-42-01	City Hall Cable	\$6.84
			408-535-10-42-01	City Hall Cable	\$6.84
				Total	\$20.52
Costco Membership	45006	000111754030465-July2017	001-514-40-49-02	Yearly Membership	\$180.00
				Total	\$180.00
DM Disposal Co., Inc	45007	7296520	408-535-60-47-00	WWTP-Garbage Service	\$1,099.65
				Total	\$1,099.65

Vendor	Number	Invoice	Account Number	Notes	Amount
Enumclaw, City of	45008	05076	001-523-60-41-00	Jail Fees-June 2017	\$600.00
				Total	\$600.00
Enviro-Clean Equipment, Inc.	45009	S17-071706	101-542-30-48-04	Segment Broom for Street Sweeper	\$99.61
			410-531-38-48-01	Segment Broom for Street Sweeper	\$232.40
				Total	\$332.01
Foxcroft Equipment & Service CO Inc	45010	804674	401-534-50-48-02	Mixing Motor-Harman Springs	\$777.05
		804683	401-534-50-48-02	Chlorine Analyzer Bottom Block for Harman Springs	\$339.48
				Total	\$1,116.53
Froehling, Antoni H	45011	6559-July 2017	001-558-60-31-01	Hearing Examiner	\$300.00
				Total	\$300.00
Gsr Polygraph Services	45012	17-024	001-521-20-41-00	Polygraph-Harper	\$175.00
				Total	\$175.00
H D Fowler Company	45013	I4561492	401-534-50-48-02	Meter Box Cover-Parks Fountain	\$111.69
				Total	\$111.69
H D Supply Waterworks LTD	45014	H460059	401-534-50-48-02	IP Sad Single Strap	\$34.24
				Total	\$34.24
Hach Company	45015	10519376	408-535-10-31-00	Lab Supplies	\$339.09
				Total	\$339.09
Kenyon Disend PLLC	44993	185733-185734-185735-185736	001-515-30-41-01	Monthly Retainer	\$2,500.00
			001-515-30-41-02	Monthly Attorney Services	\$4,332.46
			101-542-30-41-05	Monthly Attorney Services	\$201.26
			401-534-10-41-04	Monthly Attorney Services	\$123.86
				Total	\$7,157.58
Keybank	44997	4412-July2017	001-521-20-31-01	Refund from Taser Holders	(\$54.61)
			001-521-20-31-01	12 Taser Holders	\$3,703.24
			001-521-20-31-03	Frames for Mission Statements	\$18.15
			001-521-30-31-04	Data Down Load Kit	\$246.38
			001-521-30-49-00	Items for Root Beer Floats for School Party	\$17.89
			001-521-30-49-00	Supplies for SRO Meeting	\$43.85
			001-521-30-49-00	Otter Pops for Kids	\$59.96

Vendor	Number	Invoice	Account Number	Notes	Amount
Keybank	44997	4412-July2017	001-521-30-49-00	Dog Fountain Mat	\$81.15
			001-521-30-49-00	Otter Pops for Kids	\$103.92
			001-521-40-49-00	Credit on Hotel Chage from June Statement	(\$128.67)
			001-521-50-41-05	Monthly Adobe Fee	\$16.38
			001-521-50-48-02	Detailing for 08 Charger-4469	\$137.63
			001-521-50-48-02	Repairs to 08 Charger 4497- Wiring Jumper- Solenoid-Replace Headlight Bulbs	\$1,299.15
			001-521-50-48-03	Wall Hanger-Spray Paint	\$16.23
			001-521-50-49-02	Police Chiefs Dues	\$180.00
		4438-July2017	001-594-21-64-37	Gun Racks	\$65.58
			001-511-60-31-01	Water	\$4.99
			001-511-60-31-01	2-Microsoft Surface Pro 4 & Docking Stations	\$174.19
			001-513-10-31-00	2-Microsoft Surface Pro 4 & Docking Stations	\$125.30
			001-513-10-31-03	Wells BBQ	\$11.17
			001-513-10-31-03	Wells BBQ	\$54.98
			001-513-10-31-03	Wells BBQ	\$94.04
			001-513-10-49-00	Credit on Hotel Chage from June Statement	(\$208.66)
			001-514-23-31-02	2-Microsoft Surface Pro 4 & Docking Stations	\$780.77
			001-521-20-31-03	2-Microsoft Surface Pro 4 & Docking Stations	\$111.54
			001-524-20-48-01	Flat Repair 06 Tahoe	\$10.93
			001-524-20-48-01	Tires for 06 Tahoe	\$1,173.30
			001-558-60-31-00	Office Supplies	\$5.78
			001-558-60-31-00	Gavel	\$26.97
			001-571-20-31-01	Office Supplies	\$2.19
		001-571-20-31-01	Office Supplies	\$15.07	
		001-571-20-31-01	Office Supplies	\$44.76	
		001-575-50-31-01	Office Supplies	\$5.78	
		001-575-50-31-01	Montly Charge for Online Billing	\$25.00	
		001-594-21-64-37	Wheel Clamp Locks	\$109.76	
		101-542-30-31-00	2-Microsoft Surface Pro 4 & Docking Stations	\$111.54	
		105-576-80-31-00	2-Microsoft Surface Pro 4 & Docking Stations	\$111.54	
		105-576-80-48-00	Chalk for Ball Fields	\$159.01	
		105-576-80-48-01	Pop Up Adjustable Arc Rotor	\$88.45	
		401-534-10-31-00	Refund for Damaged Vinegar	(\$34.72)	
		401-534-10-31-00	Water	\$19.96	
		401-534-10-31-00	2-Microsoft Surface Pro 4 & Docking Stations	\$301.29	

Vendor	Number	Invoice	Account Number	Notes	Amount			
Keybank	44997	4438-July2017	401-534-50-48-02	Vinegar	\$24.95			
			408-535-10-31-00	2-Microsoft Surface Pro 4 & Docking Stations	\$301.29			
			408-535-50-48-02	USR URatic Salts Remover	\$104.63			
			410-531-38-31-00	2-Microsoft Surface Pro 4 & Docking Stations	\$213.30			
			4461-July2017	001-513-10-49-00	Hotel for AWC Conference-Bethune	\$361.31		
				001-524-20-31-00	Office Supplies	\$21.30		
				001-524-20-31-00	Office Supplies	\$42.94		
				001-524-20-31-00	Office Supplies	\$62.28		
				001-575-50-31-03	Refund for Return of Broken Chairs	(\$87.03)		
				401-534-90-49-00	Hotel for AWC Conference-Bethune	\$98.54		
				408-535-90-49-00	Hotel for AWC Conference-Bethune	\$98.53		
				410-531-31-20-06	Hotel for AWC Conference-Bethune	\$98.54		
				Total				\$10,471.74
				Konica Minolta Business-Usa Inc	45016	246286607	001-594-21-75-00	Copier Lease PD
			Total				\$185.49	
Lewis, Jennifer	44996	July2017-301	001-571-20-31-34	Dog Training Classes-June 2017	\$672.00			
			Total				\$672.00	
logan Enterprises INC	45017	16590 June & July	001-514-21-41-01	Janitorial	\$197.50			
			001-524-20-49-02	Janitorial	\$39.50			
			001-575-50-41-01	Janitorial	\$158.00			
			401-534-10-31-00	Janitorial	\$158.00			
			408-535-10-31-00	Janitorial	\$158.00			
			410-531-38-31-00	Janitorial	\$79.00			
Total				\$790.00				
Matrix Consulting Group	45018	17-29#2	001-514-30-49-02	Planning Consultant-Organizational Assessment	\$1,332.32			
			001-521-10-40-01	Planning Consultant-Organizational Assessment	\$3,247.53			
			001-524-10-41-02	Planning Consultant-Organizational Assessment	\$249.81			
			101-542-30-41-14	Planning Consultant-Organizational Assessment	\$166.54			
			105-576-80-41-10	Planning Consultant-Organizational Assessment	\$249.81			
			401-534-10-41-35	Planning Consultant-Organizational Assessment	\$1,165.78			
			408-535-10-41-37	Planning Consultant-Organizational Assessment	\$1,165.78			

Vendor	Number	Invoice	Account Number	Notes	Amount
Matrix Consulting Group	45018	17-29#2	410-531-38-41-06	Planning Consultant-Organizational Assessment	\$749.43
				Total	\$8,327.00
Miles Sand & Gravel	45019	270393	101-594-42-63-03	HMA CL 1/2" for Leber Street Sidewalk	\$414.28
				Total	\$414.28
North Central Laboratorie	45020	392166	408-535-10-31-00	Lab Supplies	\$169.00
				Total	\$169.00
Orca Pacific, Inc	45021	28121	401-534-10-31-01	Sodium Hypochlorite	\$540.16
				Total	\$540.16
P.c. Budget & Finance	45022	CI-235215 C-404252	001-521-50-48-04	Certification of Handheld-Laser SMD	\$137.38
		CI-235413 C-104188	001-554-30-50-01	PC Animal Control-June 2017	\$2,859.54
				Total	\$2,996.92
Parametrix	44994	01-78925	408-594-35-63-03	Biosolids Removal-Specs & Site Plan	\$840.24
		01-78926	410-594-31-63-24	Construction Admin Assistance-Project Mgmnt	\$59.95
			410-594-31-63-24	Additional Services-Mitigation Plan Revisions	\$87.50
			410-594-31-63-24	Construction Admin Assistance-Landscape	\$360.54
		01-78927	001-558-60-41-01	General Consulting	\$1,638.75
			001-558-60-41-01	General Development	\$1,937.50
			101-542-30-41-01	General Consulting-Streets	\$3,077.50
			101-542-30-41-13	Transportation Plan Update-Project Management	\$163.75
			101-542-30-41-13	Transportation Plan Update-Project Management	\$850.00
			101-542-30-41-13	Transportation Plan Update-Non	\$920.00
			101-595-10-40-01	Motorized Element Emergency Evac Bridge System-Project Management	\$537.50
			101-595-30-60-03	Emergency Evac Bridge System-Utility Relocation	\$125.00
			401-534-10-41-01	General Consulting-Water	\$461.25
			408-535-10-41-01	General Consulting-Sewer	\$565.00

Vendor	Number	Invoice	Account Number	Notes	Amount
Parametrix	44994	01-78927	408-535-10-41-21	General Consulting- Sewer Telemetry O&M	\$1,633.56
			408-594-35-41-01	Biosolids Pre Design-Eng Report	\$90.00
			408-594-35-63-25	HC Fm & LS Services- Programming & Systems	\$2,520.00
			408-594-35-63-26	HC Fm & LS Services- Programming & Systems	\$1,680.00
			410-531-39-41-01	General Consulting- Storm	\$1,242.50
		01-78928	001-524-20-41-02	Majestic View Estates-Design Review	\$27.50
			001-524-20-41-02	VG DIV 8-Design Review	\$55.00
			001-524-20-41-02	Majestic View Estates- Construction Services	\$126.25
			001-524-20-41-02	VG DIV 8- Construction Services	\$621.25
			001-524-20-41-02	Majestic View Estates- Construction Services	\$1,255.00
		01-78934	101-595-30-41-02	SR162 TWLT- Project Management Fixed Fees	\$128.39
			101-595-30-41-02	SR162 TWLT- Project Management	\$447.26
			101-595-30-41-02	SR162 TWLT-Final Design	\$1,105.92
			101-595-30-41-02	SR162 TWLT- Bidding/Ad Services	\$3,046.42
				Total	\$25,603.53
Pitney Bowes Global	45023	3303955381	001-514-23-45-00	Postage Machine Lease	\$218.43
				Total	\$218.43
Popular Networks, Llc	45024	20720	001-512-50-41-01	Computer Maintenance	\$16.55
			001-513-23-41-01	Computer Maintenance	\$82.77
			001-514-23-41-04	Computer Maintenance	\$215.20
			001-524-20-41-01	Computer Maintenance	\$165.54
			001-525-60-41-03	Disaster Recovery Backup-Server	\$862.38
			001-575-50-41-03	Computer Maintenance	\$148.98
			101-542-30-41-04	Computer Maintenance	\$82.77
			104-536-20-41-01	Computer Maintenance	\$33.10
			401-534-10-41-05	Computer Maintenance	\$347.62

Vendor	Number	Invoice	Account Number	Notes	Amount		
Popular Networks, Llc	45024	20720	408-535-10-41-05	Computer Maintenance	\$347.62		
			410-531-38-41-04	Computer Maintenance	\$215.20		
	20727	20855	001-521-50-41-01	Computer Maintenance-PD	\$1,679.94		
			001-525-60-41-03	PSB Disaster Recovery	\$462.34		
			001-512-50-41-01	Backup-Server Computer Maintenance	\$16.55		
			001-513-23-41-01	Computer Maintenance	\$82.77		
			001-514-23-41-04	Computer Maintenance	\$215.20		
			001-524-20-41-01	Computer Maintenance	\$165.54		
			001-525-60-41-03	Disaster Recovery Backup-Server	\$868.39		
			001-575-50-41-03	Computer Maintenance	\$148.98		
			101-542-30-41-04	Computer Maintenance	\$82.77		
			104-536-20-41-01	Computer Maintenance	\$33.10		
	20862	401-534-10-41-05	Computer Maintenance	\$347.62			
		408-535-10-41-05	Computer Maintenance	\$347.62			
		410-531-38-41-04	Computer Maintenance	\$215.20			
		001-521-50-41-01	Computer Maintenance-PD	\$1,679.94			
		001-525-60-41-03	PSB Disaster Recovery Backup-Server	\$468.90			
		Total				\$9,332.59	
		Public Safety Testing	45025	2017-7619	001-521-20-31-05	2nd QRT Fees	\$128.00
					Total		
Puget Sound Energy45026		200001247663-July2017	408-535-50-47-07	VC Lift Station	\$170.97		
		200001247812-July2017	320-542-30-41-03	SR162 Signal	\$26.99		
		200001248190-July2017	105-576-80-47-01	North Park	\$22.33		
		200001248372-July2017	401-534-50-47-08	Well 3	\$2,289.07		
		200001248539-July2017	001-525-50-47-01	Lahar Siren	\$10.90		
		200001532189-July2017	105-576-80-47-02	Main Park	\$141.98		
			105-576-80-47-03	Bell Tower	\$60.85		
			200002708986-July2017	403-535-50-47-05	VG Left Station	\$249.62	
		200003766280-July2017	001-514-21-32-01	City Hall-City Shop	\$16.09		
			001-514-21-47-01	City Hall-City Shop	\$115.57		
			001-524-20-32-05	City Hall-City Shop	\$5.37		
			401-534-50-47-01	City Hall-City Shop	\$115.57		
			401-534-50-47-09	City Hall-City Shop	\$16.09		
			408-535-50-47-01	City Hall-City Shop	\$115.57		
			408-535-50-47-08	City Hall-City Shop	\$16.11		
			200009717931-July2017	401-534-50-47-04	Well 2	\$62.64	
		200010396329-July2017	001-521-50-47-00	PSB	\$591.61		
			001-522-50-47-00	PSB	\$591.60		
		200010396543-July2017	105-576-80-47-01	North Park	\$88.37		

Vendor	Number	Invoice	Account Number	Notes	Amount		
Puget Sound Energy	45026	200010396733-July2017	401-534-50-47-11	Well 4	\$2,180.58		
		200010629349-July2017	101-542-63-47-01	City Shop	\$11.05		
			104-536-50-47-01	City Shop	\$8.84		
			401-534-50-47-01	City Shop	\$13.26		
			408-535-50-47-01	City Shop	\$11.04		
			200013874264-July2017	408-535-50-47-04	WWTP	\$7,356.82	
			200014994137-July2017	410-531-38-47-00	VG Lift Station	\$54.03	
			200019613294-July2017	104-536-50-47-02	Cemetery Shop	\$120.69	
			200021421298-July2017	408-535-50-47-06	Rainier Meadows	\$27.98	
			200022934653-July2017	001-575-50-47-01	MPC	\$577.85	
			200024404523-July2017	408-535-50-47-02	Lift Staion 1	\$83.91	
			220011476581-July2017	408-535-50-47-03	High Cedars Lift Staion	\$99.13	
			44995	300000002406-July2017	101-542-63-47-03	Street Lights	\$5,742.05
						Total	\$20,994.53
		Puyallup, City of	45027	AR112160	001-523-60-41-00	Jail Fees-June 2017	\$520.00
Total	\$520.00						
Rogers Machinery Co, Inc	45028	1086203-1086403	408-535-50-48-03	Rebuilt Roots Blower	\$4,204.78		
				Total	\$4,204.78		
Safelite Fulfillment Inc	45029	00440-140291	105-576-80-48-00	2016 Ford Window Replacement- FA1069	\$299.41		
			401-534-50-48-02	2016 Ford Window Replacement- FA1069	\$299.41		
			408-535-50-48-02	2016 Ford Window Replacement- FA1069	\$299.42		
		00440-140292	401-534-50-48-02	2016 Ford Window Replacement- FA1067	\$372.54		
		408-535-50-48-02	2016 Ford Window Replacement- FA1067	\$159.67			
		Total	\$1,430.45				
Sarco Supply	45030	1104753	105-576-80-31-00	Bathroom Supplies	\$115.77		
			1104974	001-512-50-31-00	Court-Bathroom & Cleaning Supplies	\$33.60	
			001-513-10-31-00	Council-Bathroom & Cleaning Supplies	\$16.79		
			001-521-20-31-03	Police-Bathroom & Cleaning Supplies	\$33.60		
		Total	\$199.76				
Scientific Supply & Equip	45031	31428840	408-535-10-31-00	Lab Supplies	\$113.17		
				Total	\$113.17		
SCORE	45032	2614	001-523-60-41-00	Jail Fees-June 2017	\$5,042.15		
				Total	\$5,042.15		

Vendor	Number	Invoice	Account Number	Notes	Amount
Sunnyside, City Of	45033	3339	001-523-60-41-00	Jail Fees-June 2017	\$1,764.00
				Total	\$1,764.00
Tucci & Sons	45034	54826	101-594-42-63-03	Senior Center Asphalt Patch	\$135.73
				Total	\$135.73
US BankNA Custody Treasury Div-Mony Cntr	45035	122-July2017	001-514-23-49-06	Fees for Safekeeping	\$53.90
			101-542-90-40-01	Fees for Safekeeping	\$7.70
			105-576-80-41-09	Fees for Safekeeping	\$7.70
			401-534-90-40-02	Fees for Safekeeping	\$23.10
			408-535-90-40-02	Fees for Safekeeping	\$38.50
			410-531-90-40-02	Fees for Safekeeping	\$23.10
				Total	\$154.00
Utilities Underground Location Center	45036	7060183	401-534-60-41-00	Locates-June 2017	\$102.41
			408-535-60-41-00	Locates-June 2017	\$102.41
				Total	\$204.82
Valin Process Control & Automation	45037	3238347	401-534-50-48-02	Parts for Wingate- Tubing Kit-Injection PVC-Nozzle Assembly	\$525.91
				Total	\$525.91
Vision Forms LLC	45038	4285	401-534-10-31-00	Utility Bill Processing & Mailing	\$30.18
			401-534-10-42-00	Utility Bill Processing & Mailing	\$71.26
			408-535-10-31-00	Utility Bill Processing & Mailing	\$30.18
			408-535-10-42-00	Utility Bill Processing & Mailing	\$71.25
			410-531-38-31-00	Utility Bill Processing & Mailing	\$30.19
			410-531-38-42-00	Utility Bill Processing & Mailing	\$71.26
				Total	\$304.32
Water Management Lab Inc.	45039	159826	401-534-10-41-03	Lab Testing	\$218.00
				Total	\$218.00
Wex Bank	44998	50590354	001-521-20-32-00	Fuel-PD	\$2,286.14
				Total	\$2,286.14
				Grand Total	\$119,812.80



**City Of Orting
Council Agenda Summary Sheet**

AB17-58 SUBJECT: BackHoe Purchase	Agenda Item #:	AB17-58
	For Agenda of:	7.26.17
	Department:	Public Works
	Date Submitted:	

Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger		Cost of Item:	<u>\$118,282.19</u>
City Administrator, Mark Bethune		Amount Budgeted:	<u>\$0</u>
City Attorney, Charlotte Archer		Unexpended Balance:	<u>\$0</u>
City Clerk, Jane Montgomery		Timeline:	
City Treasurer, Scott Larson		BARS:	
Police Chief, Bill Drake		Fiscal Note:	
Public Works, Dean Kaelin			
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement:		<input type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input checked="" type="checkbox"/> Committee Chair <input type="checkbox"/> City Administrator	

Attachments: Extra equipment and prices.

SUMMARY STATEMENT: The City Council approved the purchase of a new backhoe in its meeting of July 12th, 2017 for the low bid amount of \$101,121.63 including sales tax, extra equipment, and warranty and maintenance contract.

Administration learned the next day that this amount was incorrect. The amount did not include extra equipment recommended by the Public Works Committee (see attachment for description of extra equipment). This extra equipment is considered essential for the best efficiencies and effectiveness of the backhoe. The extra amount to have these items is \$17,160.56 for a total purchase price of \$118,282.19. This total is still less than the total for the other backhoe bidder with similar equipment. The \$17,160.56 would be paid out of cash from the Sewer, Water, Storm, Parks and Streets funds, so the financed amount remains the same. The State Treasurer has already approved the purchase and financing for 2017.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: Approve

RECOMMENDED ACTION: MOTION: To approve the expenditure of \$17,160.56 – in addition to the \$101,121.63 previously authorized – for the purchase of a 2017 Case 580 SN from Sonsray Machinery, inclusive of all necessary accessories.

BACKHOE	Case 580 SN with options	Case 580 N EP	Pape` Machinery (high bidder)
Horsepower	90 hp	74	99HP
Cost	\$86,277.00	\$91,788.00	\$105,055.00
4 wheel drive	yes	yes	yes
flip over stabilizer pads	yes	yes	yes
Extendahoe w/ heavy front counter weight	yes	yes	yes
82" 4 in 1 bucket	yes	yes	yes
Mech Sus Seat/Arm rest	yes	yes	yes
4 wheel drive shaft guard	yes	yes	yes
24" bucket	yes	yes	yes
12" bucket	yes	yes	yes
Work lights on cab	yes	yes	yes
Optional items			
hydraulic 12" thumb	\$5,042.00	\$5,042.00	Yes
plus auxiliary hdyrd (required for thumb)	\$3,421.00	yes	Yes
Pilot controls	\$2,918.88	yes	Yes
hydraulic quick coupler	\$2,440.17	yes	Yes
battery disconnect & jumpstart	\$135.35	yes	Yes
Auto ride control	\$1,197.53	yes	Yes
document fees	\$375.00	\$375.00	\$275.00
Ext Warranty	\$3,334.00	yes	\$1,450.00
Maint Plan	\$3,077.00	yes	\$2,700.00
subtotal	\$108,217.93	\$97,205.00	\$109,480.00
Sales Tax	\$10,064.26	\$9,040.07	\$10,838.52
total	\$118,282.19	\$106,245.07	\$120,318.52



**City Of Orting
Council Agenda Summary Sheet**

AB17-54 SUBJECT: Backhoe Purchase	Agenda Item #:	AB17-54
	For Agenda of:	7.12.17
	Department:	Public Works
	Date Submitted:	7.7.17

Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger		Cost of Item:	<u>\$101,121.63</u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u>\$0</u>
City Attorney, Charlotte Archer		Unexpended Balance:	<u>\$</u>
City Clerk, Jane Montgomery		Timeline: <i>Item has a lead-time of 6-8 weeks for delivery</i>	
City Treasurer, Scott Larson		BARS: see breakdown	
Police Chief, Bill Drake		Fiscal Note:	
Public Works, Dean Kaelin	X	See attachment A for a breakout of the funds paying for the backhoe.	
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input type="checkbox"/> City Administrator			

Attachments:

SUMMARY STATEMENT:

The City's 1992 Case Backhoe is at or beyond its useful life and in need of replacement. The current backhoe has 5,951 hours on the clock and was purchased in July of 1993 for \$45,248. An internet search and discussion with folks who rely on these machines for a livelihood reveals that these machines typically run reliably for between 5,000 and 7,000 hours and between 10 and 20 years. Also included in the life expectancy, is that for machines that provide a critical function, such as being available to fix infrastructure in an emergency, machines are generally replaced at the lower end of those life expectancy scales. The City's backhoe is a critical part of managing our infrastructure. Its use includes digging up water leaks, repairing sewer main brakes, and use during flooding events. Further, this piece of equipment aids in snow removal, maintaining our parks, and making various street repairs. Since the beginning of 2015, the City has spent \$29,630.51 on repairs and maintenance on this machine (see attachment B for a listing of our maintenance since 2011). What we haven't tracked is how many days of downtime these repairs have caused. When the City has seen the potential for flooding events, we have had to go out and rent a backhoe so that we are able to respond to any emergency that may arise.

The City had planned to replace this piece of equipment during the 2018 budget. However, due to high repair costs, the machine's increasing reliability issues, and the need to have a machine that is reliable to respond during an emergency, we are recommending that we replace the current backhoe early by

using a combination of fund balance and a loan from the State Treasurer that is addressed in a subsequent ordinance.

The low bidder for a new backhoe is Sonsray Machinery (see attachment C for a breakout of the two bidders) who put forward a 2017 Case 580 SN that met the City's specifications. The total cost of the backhoe is \$94,710.63. Additionally, staff is recommending that the City also purchase a 60 month zero deductible extended warranty plan for \$3,334.00 and a 1000 hour maintenance contract for \$3,077.00 which will cover maintenance costs for four years based on our current utilization of about 250 hours per year. Total cost for the backhoe including the extended warranty and maintenance plan is \$101,121.63.

It was also requested that an accompanying trailer for the backhoe be brought forward. Sonsray was the low bidder for the trailer (see attachment C for the two trailer bids), and they put forward an Interstate 20DT that is capable of hauling the backhoe. The cost for the trailer is \$13,605.11. Staff and the utility committee are not recommending the purchase of a trailer at this point due to the added costs in time of loading, tying down, and transporting the equipment around town on a trailer. Most of our repairs are concentrated within the City limits, and with the replacement of the Orville Rd. water line, there will be even fewer repairs that take the machine outside the City.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: *Recommended by PW Committee.*

RECOMMENDED ACTION: MOTION: To approve the expenditure of \$101,121.63 for the purchase of a 2017 Case 580 SN from Sonsray Machinery.



City Of Orting Council Agenda Summary Sheet

AB17-61 SUBJECT: Architectural Services Contract with Helix		Agenda Item #:	AB17-61
		For Agenda of:	07/26/17
		Department:	Administration
		Date Submitted:	7/5/17
Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger	X	Cost of Item:	\$45,118
City Administrator, Mark Bethune	X	Amount Budgeted:	\$0
City Attorney, Charlotte Archer		Unexpended Balance:	\$0
City Clerk, Jane Montgomery		Timeline:	
City Treasurer, Scott Larson		BARS:	
Police Chief, Bill Drake		Fiscal Note:	
Public Works, Dean Kaelin			
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Councilmember <input type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			
Attachments: Contract with Helix			
<p>SUMMARY STATEMENT: The City advertised a Request for Qualifications for architectural and engineering firms on March 13, 2017, for firms with expertise in space planning, architecture, landscape architecture, engineering, construction documents, and construction supervision for municipal projects. Following an evaluation of submittals, the top two scoring firms were Rolluda Architects and Helix who were asked to give an additional Presentation to the City Council. Helix was chosen by the City Council and the Mayor was authorized to negotiate a professional services agreement and fee structure.</p> <p><u>Project Descriptions:</u> The contract before council is a phase 1 of 2 phases. This phase 1 will enable the city to determine where the future police station should be located, a draft of the proposed station facilities, and the approximate expenses to build it. The architect will further assist the City in deciding the best alternative for location of Council and court services. This will include an assessment of the current city hall and the MPC with drafts expected costs.</p>			
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:			
<p>RECOMMENDED ACTION: MOTION: <i>To authorize the Mayor to enter into a professional services agreement for Architectural Services with the architectural firm of Helix, for \$45,118 for phase 1 of a 2 phase project</i></p>			



July 14, 2017

Mr. Mark Bethune, City Administrator
City of Orting
P.O. Box 489
Orting, WA 98360

RE: New Police Station. (Revised Proposal #2).

Dear Mark:

Thank you again for having selected Helix Design Group to be your consultant for this important and exciting assignment. Thank you also for taking time to meet with us last June 15, showing us your facilities and introducing us to Chief Drake, Lt. Gard, and Ms. Kaaren Woods, the Court Administrator. It was a very informational visit, and it helps us formulating our proposal.

Based on your recent new information and in response to your engineer's (Parametrix) questions, we have revised our June 22, 2017 proposal to provide additional information.

We have also revised our July 7, 2017 letter proposal to include unit cost for optional meetings beyond those shown in Attachment 'E.'

We certainly look forward to working with you all, and we are pleased to submit the following revised proposal for your consideration.

I. PROJECT SCOPE

While the basic scope of the project remains the planning and design of the new Police Station (new or remodeled space), the possible options will require the consideration and involvement of the following City Departments/entities/user groups:

- Police Department
- City Administration
- City Court
- City Council

Options currently identified include:

- New construction (2 identified sites).
- Renovation of the old City Hall.
- Partial use of the Multi-Purpose Building.
- Any combination of the above.

We propose to complete a preliminary phase, or **Feasibility Study** before focusing and proposing on actual design(s). This phase will see the identification of specific group needs; testing these needs against the various optional locations; and provide budget-level cost opinions for each alternative solution. In this manner, the City will have solid data to evaluate its options and be able to make informed decisions on which way to proceed.

For this assignment, we propose the following team:

Helix Design Group, Inc.
Tacoma, WA

Prime Consultant. Architecture & project management.
(Attachment 'E')

PCS Structural Solutions
Tacoma, WA

Structural engineering.
(Attachment 'A')

Hultz|BHU Engineers
Tacoma, WA

Mechanical & electrical engineering. (Attachment 'B')

David Evans and Associates
Tacoma, WA

Civil engineering (Attachment 'C')

Bill Acker Consulting Services
Gig Harbor, WA

Cost Estimating (Attachment 'D')

II. PROCESS

We anticipate the following process and tasks to be completed during the Feasibility Study stage.

A. CONDITION SURVEY – CITY HALL

Disciplines involved: Architecture; structural, mechanical and electrical engineering, cost estimating.

Before we can study possible renovation and accommodation of additional City services, eg. Court, we need to:

- Review existing design drawings (City will provide).
- Verify as-built conditions.
- Review code compliance (seismic, ADA, etc.)
- Assess necessary measures for basic upgrade; prepare budget-level costs.

Separate task:

- Create as-built CADD floor plans.

This information will be very important as we evaluate the feasibility of City Hall renovation and “adaptive re-use” of some areas.

FEE:	Hourly Est.	\$12,818
	Architecture:	\$5,400
	Mech. /Elect. Eng.:	\$2,090*
	Struct. Eng.:	\$3,850*
	Cost Est.:	\$1,478*

*Including Helix' 10% mark-up.

FEE, CAD FLOOR PLAN: \$2,000

B. PROGRAMMING; SPACE PLANNING; “TEST FITS.”

Disciplines Involved: Architecture; mechanical, electrical and civil engineering; cost estimating.

This is a highly interactive process, where the City and Helix jointly will accomplish the following:

- Meet with each Department/User Group, individually and/or jointly to:
 - Establish functional space requirements (areas).
 - Required/preferred adjacencies and interrelationships.
 - Special requirements.

Assume: two programming meetings; final comments meeting with City Administration; before presentation to Council.

- Determine desired adjacencies between Departments/User Groups; possible shared spaces; etc.
- Develop concept-level space plans (sketched floor plans). Plans for City review and buy-in to allow for flexibility for future changes in use.
- Apply space plans to site/location scenarios and determine ability to accommodate (“test fits”).
- Make adjustments as necessary.
- Develop budget-level (square footage based) cost opinions for each scenario (max. 4 options).
- Prepare brief report with sketches; descriptions; budget costs. Present to City (and City Council, if requested) with recommendations, with City to establish priorities and evaluate choices.

FEE:	Hourly Est.		\$29,800
	Architecture:	\$19,420	
	Mech./Elect. Eng.:	1,430	
	Civil Eng.:	5,500*	
	Cost Est.:	3,450*	

*Including Helix' 10% mark-up.

C. REIMBURSABLE EXPENSES

Reimbursable expenses have not been included in the proposed fees, and will be invoiced as follows:

Prints, copies, etc.:	Cost + 10%
Mileage:	\$0.56/mile

ESTIMATED ALLOWANCE: \$500

III. OPTIONAL SERVICES

A. ADDITIONAL MEETINGS

Our proposal originally included a limited number of meetings:

- Three (3) programming meetings.
- One (1) review meeting.
- One (1) presentation meeting.

Should the City wish us to attend additional meetings, possibly with the City Council, these can be provided at additional costs, as follows:

Principal: 3 hours @ \$175=	\$525
Project Manager: 3 hours @ \$150	<u>450</u>
Labor:	\$975
Mileage: 30 miles @ \$0.56/mile	<u>17</u>
TOTAL, PER MEETING:	\$992

IV. FUTURE TASKS

Once the concept has been chosen and the scope has been established, future tasks will include:

- Concept design and renderings.
- Full design (plans and specifications).
- Cost estimates.
- Permitting support.
- Bidding support.
- Construction administration support.

Optional services can include, but may not be limited to:

- Furniture, fixtures and equipment (FF&E). Prepare inventory of existing; help select, specify new; show lay-out.
- Signage; exterior and interior.

V. ASSUMPTIONS

Our proposal has been prepared based on the following assumptions:

- City will provide available design drawings for current City Hall and for the Multi-Purpose Building. Helix will visually verify accuracy.
- This proposal addresses the Feasibility Study only; no design will be provided at this time beyond space planning.
- City will be responsible for verifying the presence/absence of hazardous materials (eg. asbestos, lead-based paints), the abatement of which will affect any potential remodel project costs.
- City will provide available information on potential sites for new building construction (surveys, other information).
- We will submit invoices on a monthly basis, with payment due within 30 days of date of invoice.

We hope this proposal is acceptable. If you have any questions, please call us!

Thank you!

Sincerely yours,
HELIX DESIGN GROUP, INC.

A handwritten signature in black ink, appearing to read "E. Prestegaard", written in a cursive style.

Erik Prestegaard
Principal

Attachments



Seattle
Tacoma

811 First Avenue, Suite 620 • Seattle, WA 98104 • tel: 206.292.5076
1250 Pacific Avenue, Suite 701 • Tacoma, WA 98102 • tel: 253.383.2797

www.pcs-structural.com

June 19, 2017

Helix Design Group, Inc.
6021 12th Street East Suite 201
Tacoma, Washington 98424

ATTN: Erik Prestegaard

RE: *Orting City Hall Seismic Evaluation for the New Orting Police Station*

Dear Erik:

Thank you for this opportunity to propose our Structural Engineering services for the Seismic Evaluation of the existing Orting City Hall. This is a potential location for the new Orting Police Station. The existing building is approximately 7,000 total SF. It is primarily a single story building with a wood roof and exterior masonry walls. A small portion is a two-story structure.

SCOPE OF SERVICES

We will provide a Tier I seismic evaluation of the existing structural systems at the existing Orting City Hall. Our evaluation will be based on ASCE 41-13. A Tier I evaluation, as defined in this document, is intended to identify structural components that could pose a life-safety risk in the event of an earthquake. Based on the ASCE 41-13 document, we will provide a review of existing structural drawings, conduct a visual walk-through evaluation, and prepare a report of our findings. Where deemed necessary by this assessment, we would then complete "quick-checks" of critical structural components. Our report will include recommendations for remediation of non-compliant items. We will prioritize our recommendations based on their structural importance.

We will provide an evaluation of non-structural components as well as a check for an immediate occupancy building. Our evaluation will not include examination of un-exposed conditions that would require selective demolition, a complete lateral analysis of the building, or the actual method of repair for non-compliant items.



Helix Design Group, Inc.
Erik Prestegaard
Orting City Hall Seismic Evaluation for the New Orting Police Station

FEES

We estimate our fee for this evaluation will be **\$3,500**. If the scope of services is changed, the fee amount may be modified in writing with your prior approval.

Thank you for this opportunity to be of continued service. If there are any questions regarding this proposal, please feel free to call. We look forward to hearing from you.

Very truly yours,

PCS STRUCTURAL SOLUTIONS

A handwritten signature in black ink that reads "Jeffrey S. Klein".

Jeff Klein, S.E.
Principal

JSKrhm

HULTZ BHU

e n g i n e e r s i n c

June 19, 2017

Helix Design Group
6021 12th Street East
Tacoma, WA 98424

Attention: Erik Prestegaard

Subject: **New Orting Police Station - Feasibility Study**
Mechanical and Electrical Engineering Services

Dear Erik:

Here is our fee proposal to provide mechanical and electrical engineering services for this project.

Our work would consist of an assessment of the existing City Hall's mechanical (HVAC), electrical (lighting, fire alarm, low voltage), plumbing, and fire sprinkler systems. Our review would note the condition and capacity of the existing mechanical and electrical systems as related to the planned new police station. Our work includes preliminary construction cost estimates for possible revisions to City Hall for the new police station, and preliminary construction cost estimates for a new stand-alone police station. We assume that mechanical and electrical as-builts of City Hall are available and are reasonably accurate.

We propose to provide these services on a lump sum fee basis, as follows:

City Hall Assessment	\$ 1,900
Concepts	\$ 1,300

Hourly rates for any hourly services: Principal 165 \$/hr; Associate Principal 145 \$/hr; Senior Engineer 135 \$/hr; Project Engineer 125 \$/hr; Project Manager 115 \$/hr; Senior Designer 100 \$/hr; Project Designer 90 \$/hr; Drafter \$ 80/hr; Clerical \$ 55/hr.

We appreciate this opportunity to work with you and the City of Orting.

Sincerely,
Hultz|BHU Engineers Inc.



Richard Hultz, PE
Principal

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

ATTACHMENT 'B'

AUTHORIZATION FOR PROFESSIONAL SERVICES

CLIENT: Helix Design Group, Attn: Erik Prestegaard DATE: June 20, 2017

ADDRESS: 6021 12th Street East, #201 Fife, WA 98424

The signing of this Authorization (together with the attached Standard Provisions and all attachments, the "Agreement") by Client and David Evans and Associates, Inc. ("DEA", together with Client, the "Parties") authorizes DEA to carry out and complete the services as described below in consideration of the mutual covenants set forth herein.

1. **PROJECT:** Client intends to engage in the following project (the "Project"):

Orting Police Station- Feasibility Analysis

2. **SCOPE OF SERVICES:** DEA will perform the following services (the "Services") related to the Project (the "Scope of Services"), as described below or in the attached *Attachment A, Scope of Services*:

Please see Attachment A, Scope of Services

3. **FEE FOR SERVICES:** DEA's fee for performing the Scope of Services is as indicated below:

- Client will pay a retainer amount of \$_____ (the "Retainer") upon execution of the Agreement. The Retainer will be used to pay the fees due under the Agreement, as such fees become due. Each month Client will pay the new estimated amount to cover the Service to be performed the following month.
- A fixed fee of _____
- A fixed fee of \$5,000 plus possible Time and Expense work up to \$1,500, if authorized. See *Attachment B - Fee for Services*.
- Other: _____

4. **EXTRA SERVICES:** DEA may also perform Extra Services (services not specified under Scope of Services), provided DEA and Client have agreed in writing to the scope of and fee for such Extra Services.

5. **ATTACHMENTS:** The following attached documents are incorporated and by this reference made part of this Agreement:

- Standard Provisions
- Attachment A - Scope of Services
- Attachment B - Fee for Services
- Attachment C - Insurance
- Other: _____

Client and DEA acknowledge that they are in agreement with the terms and conditions as set forth in this Agreement and any modification of this Agreement will be made by written amendment duly executed by both Parties.

ACCEPTED FOR CLIENT:
Helix Design Group

BY _____
NAME _____
TITLE _____
DATE _____

ACCEPTED FOR DEA:
DAVID EVANS AND ASSOCIATES, INC.

BY _____
NAME Marc Pudists
TITLE Vice President
DATE _____

ATTACHMENT A

SCOPE OF SERVICES

I. PROJECT DESCRIPTION

Helix Design Group (CLIENT) is working with the City of Orting who is investigating the possibility of constructing a police station in Orting, WA. Helix has contacted David Evans and Associates (DEA) to provide a preliminary investigation of the feasibility to construct a new police station or combination police station/city hall at two potential sites.

II. SCOPE OF SERVICES

The following items describe the Specified Services which DEA shall perform for CLIENT under this Agreement for this project:

A. Preliminary Investigation

David Evans and Associates, Inc. (DEA) will perform the following tasks related to gaining a preliminary understanding of the project and its likely required elements. DEA will analyze up to two different proposed building locations at the site.

- a) DEA will visit each project site
- b) DEA will research existing record drawings provided by CLIENT and readily-available existing mapping of adjacent existing utilities from the internet.
- c) DEA will attend up to one meeting at the City of Orting to discuss the city's requirements for development.
- d) DEA will prepare two sketches outlining proposed utility, access and storm drainage improvements that likely will be required to serve the new building. Sketches will be basic and will be based on site plan provided by CLIENT in Autocad format. It is anticipated that both sites will be analyzed at the same time.

B. Meetings & Consultation

This task includes:

- Requested additional meeting attendance (other than meetings included in Task A) and consultation with the Client, City staff, and other parties as necessary to:
 - a) Review & resolve issues affecting the project.
 - b) Coordinate with other technical consultants retained by the Client.
- DEA's work involved with permit processing, easement acquisition/negotiation, underground utility coordination, or other work requested by the Client or City that lies outside the scope of the above tasks.

DEA will perform this work on a Time and Expenses basis, with an initial budget of up to \$1,500.

Assumption:

- To the extent practical, all work on this task shall be performed only as authorized by the Client or Client's Authorized Representative.

**2017 PUGET SOUND REGION
LAND DEVELOPMENT BILLING RATES**

Effective April 1, 2017

Principal in Charge	\$210 - \$250
Principal	\$195
Project Manager	\$165 - \$185
Professional Engineer	\$140 - \$175
Engineer	\$119 - \$127
Designer	\$127 - \$145
Intern	\$75
Site Designer / Landscape Architect	\$145 - \$170
Landscape Architect	\$120 - \$138
Landscape Designer	\$90 - \$110
Land Use Planner / Environmental Planner	\$90 - \$175
Project Administrator	\$110
Administrative Assistant	\$95
Expert Witness Services	\$325
Graphic Specialist	\$90 - \$110
Scientist	\$120 - \$195
Transportation Engineer	\$130 - \$150
Structural Engineer	\$130 - \$195
Survey Manager	\$195.00
Senior Professional Land Surveyor	\$172.00
Professional Land Surveyor	\$150.00
Laser Scanning Office Technician	\$135.00
Survey Technician II	\$130.00
Survey Technician I	\$115.00
Survey Field Crew	
1-Person	\$130.00
2-Person	\$178.00
3-Person	\$230.00
Static 3-D Laser Scanner	\$686.00 per day
Mobile 3-D Laser Scanner	\$10,566.00 per day
Unmanned Aerial Mapping System	\$512.00 per day
Mileage	IRS Rate
Subconsultants	Per Contract Terms
Other Expenses	Per Contract Terms

Standard hourly rates are subject to adjustment on April 1, 2018.

**ATTACHMENT B
FEES**

Fixed Fee Services:

For Items of the Specified Services listed below rendered under this Agreement, CLIENT agrees to pay DEA a stipulated sum of \$5,000. Any contract work remaining uncompleted through no fault of DEA after 180 days from the contract date will be subject to increased fees.

A. Preliminary Investigation	\$ <u>5,000</u>
TOTAL FIXED FEE ITEMS	\$ <u>5,000</u>

The quoted fees and/or rates do not apply to situations requiring special training and rating for entering hazardous or suspected hazardous sites. DEA will provide rates for these situations upon request and provision of specific site information.

Time and Expenses Services:

For the Items of the Specified Services listed below rendered under this Agreement, Client agrees to pay DEA an amount for the time of all personnel engaged directly under this Agreement based on DEA's Rates for Personnel plus an amount for incurred expenses based on DEA's Rates for Expense (below)

B. Meetings and Consultation (if authorized) up to	\$ <u>1,500</u>
TOTAL TIME AND EXPENSE ITEMS, up to.....	\$ <u>1,500</u>

Erik Prestegaard

Subject: FW: Orting Police Station

From: Bill Acker [mailto:fargwatt@harbornet.com]
Sent: Tuesday, June 20, 2017 12:48 AM
To: Erik Prestegaard
Cc: Bruce McKean; Jeff Ryan
Subject: RE: Orting Police Station

Erik:

From my understanding this is a down-and-dirty \$/SF unit cost rough-order-of magnitude exercise. Still though, like the Lakewood Colonial North study, I'm presuming some detail, specifics and a formal report will be required. As such, below is my proposed estimate fee, which can be treated as hourly not-to-exceed if desired:

1) Conditional Survey on the Old City Hall, 12 hours x \$112/Hr = \$1,344.

2a) Extensive Remodel of the Old City Hall, which presumably will also include the conditional survey work listed above as well, 12 hours x \$112/Hr = \$1,344.

2b) New building on two different sites, which presumably entail one building and two site estimates, 16 hours x \$112/Hr = \$1,792.

Note: I would be using DEA's estimate, if they provide one, as a scope check and still be doing my own site estimate, if for no other reason than to pick up items they may not have such as site electrical, lighting and landscaping.

That adds up to \$4,480 for all three estimate items. I'm going off of limited information, so if there's any problems with the proposed fee budget just let me know.

Thanks,

Bill Acker

Bill Acker Consulting Services
(360) 895-1756

www.billackerconsulting.com

ATTACHMENT 'D'



Helix
design group

ARCHITECTURE
HELIX DESIGN GROUP, INC.

CONDITION SURVEY

TASK	HOURS BY PROFESSIONAL CATEGORY		
	PRINCIPAL	PM	DES.
Review Existing Documents		4	2
Site Verification/Investigation		8	8
Code Review		4	
Assess/Identify Upgrade Requirements	2	10	
Total Hours	2	26	10
Hourly Rate	\$175	\$150	\$115
Total	\$350	\$3,900	\$1,150
TOTAL, LABOR			\$5,400

OPTIONS ANALYSIS (PROGR.; SP. PLAN; TEST FIT)

TASK	HOURS BY PROFESSIONAL CATEGORY		
	PRINCIPAL	PM	INT.
Dept. mtgs. (3 max.)	9	9	9
Dev. Program & Space Plan	6	8	16
Review mtgs. w/City	3	3	3
Modify	1	2	4
Apply to options (3)	9	9	
Adjust	2	4	
Report prep.	4	8	8
Present	4	4	4
Total Hours	38	47	44
Hourly Rate	\$175	\$150	\$130
Total	\$6,650	\$7,050	\$5,720
TOTAL, LABOR			\$19,420

NOTE: As part of the process, we will also review the "Strategy Report" prepared by BHC in January 2017 and extract applicable information from this report for use in and comparison of Helix' process, findings and recommendations. The report does not go into the same level of detail as we have assumed, but will serve as a convenient basis/"stepping stone" for our own efforts.

ATTACHMENT 'E'



**City Of Orting
Council Agenda Summary Sheet**

AB17-62 SUBJECT: Orville Road Water Main Replacement Project Notice of Award		Agenda Item #:	AB17-62
		For Agenda of:	7/26/17
		Department:	Public Works
		Date Submitted:	7/25/17
Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger		Cost of Item:	<u>\$1,473,454.72</u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u>\$1,500,000</u>
City Attorney, Charlotte Archer		Unexpended Balance:	<u>\$26,545.28</u>
City Clerk, Jane Montgomery		Timeline: N/A	
City Treasurer, Scott Larson		BARS: 401-594-34-63-47	
Police Chief, Bill Drake		Fiscal Note:	
Public Works, Dean Kaelin	X		
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford	X		
BHC Consultants, Roger Wagoner			
Agenda Placement: <input type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input checked="" type="checkbox"/> Committee Chair <input checked="" type="checkbox"/> City Administrator			

Attachments: Certified Bid Tab
SUMMARY STATEMENT: The City opened bids on July 6, 2017 at 10:00 AM. Pape & Sons Construction, Inc. is the apparent low bidder with a bid of \$1,473,454.72 for Schedule 1 and 2.
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: Utility Committee 7/24/17
RECOMMENDED ACTION: MOTION: To award Schedule 1 and Schedule 2 to Pape & Sons Construction, Inc. in the amount of \$1,473,454.72.

Parsons, Inc.
1019 39th Ave SE, Ste. 100
Payakap, WA 98174

Project Name: ORVILLE ROAD WATER MAIN REPLACEMENT PROJECT
ENGINEERS ESTIMATE

Item No.	Spec Section	Description	Unit	Qty	Unit Price	Total Amount	Bidder #1		Bidder #2		Bidder #3	
							Page & Sons Construction, Inc.	Total Amount	Ruel Trucking & Excavation, Inc.	Total Amount	Northwest Cascade, Inc.	Total Amount
1	1-04	Minor Change	EQ/ADJ	1	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2	1-07	Property Restoration	LS	1	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
3	1-09	Mobilization	LS	1	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
4	1-10	Project Temporary Traffic Control	LS	1	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
5	2-02	Excavation	EA	3	600.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
6	2-02	Removal of Structures and Obstructions	LS	1	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
7	2-02	Removal and Reinstallation of Gate	EA	1	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
8	2-02	Remove Existing Fence	LF	4,800	3.00	14,400.00	14,400.00	14,400.00	14,400.00	14,400.00	14,400.00	14,400.00
9	2-02	Reinstalling Asphalt Conc. Pavement	SY	50	10.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
10	2-09	Shoring or Extra Excavation Class B	LS	1	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
11	4-04	Crushed Surface Top Course	TN	55	30.00	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00
12	5-04	Commercial IDA	TN	61	144.00	8,784.00	8,784.00	8,784.00	8,784.00	8,784.00	8,784.00	8,784.00
13	7-01	Drain Pipe 12-in. Dia.	LF	60	60.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00
14	7-08	Extra Excavation Incl. Haul	CY	25	40.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
15	7-08	Foundation Material	TN	50	40.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
16	7-09	Class 52 DIP R/W Water Main 8-in. Dia.	LF	6,278	75.00	470,850.00	470,850.00	470,850.00	470,850.00	470,850.00	470,850.00	470,850.00
17	7-09	Class 52 DIP R/W Water Main 6-in. Dia.	LF	65	45.00	2,925.00	2,925.00	2,925.00	2,925.00	2,925.00	2,925.00	2,925.00
18	7-12	Gate Valve 6 in.	EA	2	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
19	7-12	Gate Valve 8 in.	EA	1	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
20	7-12	Air Release Valve 2 in.	EA	4	500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
21	7-12	12 in. 8 Turning Short and 8 in. Gate Valve	EA	1	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
22	7-12	Water Sampling Station	EA	1	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
23	7-14	Hydrant Assembly	EA	4	4,500.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
24	7-15	Water Service Connection 3/4 in. Dia.	EA	10	1,200.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
25	7-15	Water Service Connection 1 in. Dia.	EA	10	1,500.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
26	7-15	Water Service Connection 2 in. Dia.	EA	2	2,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
27	8-01	Excision/Water Pollution Control	EA	1	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
28	8-12	Chain Link Fence Type 1	LF	217	23.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
29	8-12	White 3-Rail Road Vinyl Fence	LF	650	25.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00
30	8-12	Wire Fence Type 1	LF	300	20.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
31	8-12	Wire Fence Type 2	LF	3,600	20.00	72,000.00	72,000.00	72,000.00	72,000.00	72,000.00	72,000.00	72,000.00
32	8-12	Remove and Reinstall 5/8 Rail Fence	LF	650	15.00	9,750.00	9,750.00	9,750.00	9,750.00	9,750.00	9,750.00	9,750.00
Subtotal Bid Schedule						795,740.00	795,740.00	807,945.58	807,945.58	819,445.90	819,445.90	819,445.90
Sales Tax (9.3 percent)						74,003.82	74,003.82	75,148.79	75,148.79	77,214.85	77,214.85	77,214.85
TOTAL BID SCHEDULE (subtotal plus sales tax)						869,743.82	869,743.82	883,094.37	883,094.37	896,660.75	896,660.75	896,660.75

Item No.	Spec Section	Description	Unit	Qty	Unit Price	Total Amount						
1	1-04	Minor Change	EQ/ADJ	1	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2	1-07	Property Restoration	LS	1	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
3	1-09	Mobilization	LS	1	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
4	1-10	Project Temporary Traffic Control	LS	1	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
5	2-02	Excavation	EA	2	600.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
6	2-02	Removal of Structures and Obstructions	LS	1	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
7	2-02	Removal and Reinstallation of Gate	EA	1	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
8	2-02	Remove Existing Fence	LF	3,990	3.00	11,970.00	11,970.00	11,970.00	11,970.00	11,970.00	11,970.00	11,970.00
9	2-02	Reinstalling Asphalt Conc. Pavement	SY	50	10.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
10	2-09	Shoring or Extra Excavation Class B	LS	1	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
11	4-04	Crushed Surface Top Course	TN	75	30.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00
12	7-01	Drain Pipe 12-in. Dia.	LF	25	60.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
13	7-08	Extra Excavation Incl. Haul	CY	25	40.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
14	7-08	Foundation Material	TN	50	40.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
15	7-09	Class 52 DIP R/W Water Main 8-in. Dia.	LF	3,466	75.00	260,000.00	260,000.00	260,000.00	260,000.00	260,000.00	260,000.00	260,000.00
16	7-12	Gate Valve 6 in.	EA	1	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
17	7-12	Gate Valve 8 in.	EA	4	1,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
18	7-12	Vacuum Release Valve 3-in.	EA	1	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
19	7-12	Water Sampling Station	EA	2	1,500.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
20	7-14	Hydrant Assembly	EA	5	4,500.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00
21	7-15	Water Service Connection 3/4 in. Dia.	EA	6	1,200.00	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00
22	7-15	Water Service Connection 1 in. Dia.	EA	4	1,500.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
23	7-15	Water Service Connection 2 in. Dia.	EA	1	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
24	8-01	Excision/Water Pollution Control	EA	1	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
25	8-12	Chain Link Fence Type 1	LF	2,200	20.00	44,000.00	44,000.00	44,000.00	44,000.00	44,000.00	44,000.00	44,000.00
25	8-12	Wire Fence Type 2	LF	1,370	20.00	27,400.00	27,400.00	27,400.00	27,400.00	27,400.00	27,400.00	27,400.00
Subtotal Bid Schedule						473,750.00	473,750.00	540,117.50	540,117.50	539,275.60	539,275.60	539,275.60
Sales Tax (9.3 percent)						44,058.75	44,058.75	50,338.93	50,338.93	50,152.58	50,152.58	50,152.58
TOTAL BID SCHEDULE (subtotal plus sales tax)						517,808.75	517,808.75	590,456.43	590,456.43	589,428.18	589,428.18	589,428.18

BID SUMMARY		
TOTAL SCHEDULE 1:	869,743.82	869,743.82
TOTAL SCHEDULE 2:	517,808.75	590,456.43
TOTAL SCHEDULE 1 AND 2 COMBINED:	1,387,552.57	1,460,200.25

Saled bids were opened at the City of Orling, City Hall
110 Third Street SE, Orling, WA at 10:00 AM July 6, 2017

I hereby certify that, to the best of my knowledge, the above schedule is true and correct transcription of the bid prices and total amount bid.

[Signature]
Date



7/20/17

***Agreement Low Bidder



**City Of Orting
Council Agenda Summary Sheet**

AB17-63 SUBJECT: Orville Road Water Main Replacement Project Construction Services	Agenda Item #:	AB17-63
	For Agenda of:	7/26/17
	Department:	Public Works
	Date Submitted:	7/25/17

Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger		Cost of Item:	<u>\$159,135.38</u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u>\$100,000</u>
City Attorney, Charlotte Archer		Unexpended Balance:	<u>-\$59,135.38</u>
City Clerk, Jane Montgomery		Timeline: N/A	
City Treasurer, Scott Larson		BARS: 401-594-34-63-49	
Police Chief, Bill Drake		Fiscal Note: During the budgeting period a mistake was made assuming only Phase 1 of the project would be done in 2017. There is expected to be approximately \$27,000 left over from the Orville Road Construction and \$22,000 left over from the water line on the Two Way Left Turn Lane Project.	
Public Works, Dean Kaelin	X		
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford	X		
BHC Consultants, Roger Wagoner			

Agenda Placement: Mayor Councilmember Committee Chair City Administrator

Attachments: Scope of Work and Budget for Professional Services

SUMMARY STATEMENT: The attached scope of work will provide construction administration and construction observation services that Parametrix will provide for the Orville Road Water Main Replacement project for the City of Orting.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: Utility Committee 7/24/17

RECOMMENDED ACTION: MOTION: To approve the attached scope and budget for professional services as described in the attached Orville Road Water Main Replacement Project Scope of Work for Construction Services in the amount of \$159,135.38.

Client: City of Orting
 Project: City of Orting On-call 2014-2017
 Project No: 2161711020

John C. Hungerford	April D. Whittaker	Shari Morgan	Puyallup Publications (WP)	Steven N. Sharpe	Lauretha L. Ruffin	Jay M. Munro	Clara F. Olson	Jared M. Kemnitz
Sr Engineer	Project Controls Specialist	Sr Project Accountant	Puyallup Publications (WP)	Technical Lead	Sr Project Coordinator	Surveyor III	Engineer I	Sr Surveyor
\$170.00	\$110.00	\$105.00	\$95.00	\$125.00	\$100.00	\$110.00	\$100.00	\$150.00

Rates:

Phase	Task	Description	Labor Dollars	Labor Hours									
3005		Orville Rd Const Services	\$ 147,760.00	1,392	64	172	6	4	30	4	100	1000	12
	01	Project Management	\$ 8,610.00	66	24	32	6	4					
	02	Office Support	\$ 28,800.00	260	20	140						100	
	03	Field Observation	\$ 93,400.00	920	20							900	
	04	Survey	\$ 16,950.00	146					30	4	100		12
	05	Sub Exp	\$ -	0									

Labor Totals: \$ 147,760.00 1,392 64 172 6 4 30 4 100 1000 12

PROJECT TOTALS \$ 159,135.38

\$10,880.00 \$18,920.00 \$630.00 \$380.00 \$3,750.00 \$400.00 \$11,000.00 \$100,000.00 \$1,800.00

SUBCONSULTANTS

Subconsultant Name	Amount
Materials Testing & Consulting Inc	\$ 8,250.00
Subconsultant Total:	\$ 8,250.00

DIRECT EXPENSES:

Description	Amount
Mileage	\$ 1,605.00
Survey Equipment	\$ 1,520.38
Expense Total:	\$ 3,125.38

SCOPE OF WORK

City of Orting Orville Road Water Main Replacement Construction Services

SCOPE SUMMARY

The City of Orting desires to replace the existing 6" waterline on Orville Road between State Route 162 and Harman Springs. The purpose of this scope of work is to outline the construction administration, construction staking and construction observation services that Parametrix will provide for the Orville Road Water Main Replacement Project for the City of Orting.

TASK 01 – PROJECT MANAGEMENT

The objective of this task is to provide overall project management of the consultant contract with the City of Orting.

1.1 General Project Management

This task includes general management functions that include the following:

- Project Planning – Document and communicate the scope of work, budget, and schedule as a road map for the project team. Coordinate project team and issues throughout the project.
- Budget and Schedule Tracking – Track the project budget using Parametrix in-house tools to verify that progress is keeping pace with spending.
- Monthly Progress Reports – Prepare a monthly invoice for services performed by Parametrix.
- Correspondence – Prepare written correspondence as needed to document project management issues and/or concerns.

Deliverables

- Miscellaneous correspondence to document project management issues.
- Monthly progress reports enclosed with invoices.

Assumptions

- Project management services will begin during preconstruction preparation in August 2017 and end with construction closeout by January 2018.
- Total construction time will not exceed 100 working days.

TASK 02 – OFFICE SUPPORT

The objective of Task 2 is to provide construction administration and documentation services for the Orville Road Water Main Replacement Project. This task includes administering construction; monitoring construction costs and schedule; providing documentation of materials, submittals, and requests for information; preparing progress payments; and completing final construction contract documentation.

2.1 Construction Meetings

Prepare for and facilitate the preconstruction meeting. Parametrix will prepare the agenda and project documentation package for the meeting. Minutes will be prepared and distributed to all applicable parties. Up to 23 weekly meetings and three field meetings during the course of construction will also be conducted. The purpose of the meetings is to observe, document, and facilitate resolution of any problems encountered during the course of construction.

2.2 Construction Documentation

Parametrix will provide all required documentation for the project. Parametrix will maintain an accurate, up to date project file that will be copied to the City of Orting at the end of the project. Documentation in the project files will include the following items:

- Monitoring and calculating material quantities on a daily basis.
- Issuing Notice to Proceed upon receipt of executed contract, and associated forms and bonds.
- Preparing monthly pay estimates (5 total).
- Receiving and reviewing contractor's material submittals, including schedule for compliance with the project plans and specifications.
- Responding to requests for information (up to five total).
- Documenting contractor conformance with contract forms. Forms include public works contract, performance and payment bonds, certification of equal employment opportunity report, request for release, certifications for DBE's, certifications of insurance, Intents and Affidavits of Prevailing Wage for general contractor and all subcontractors or lower tier subcontractors, Request to Sublet Work (Form 421-012) for all subcontractors and lower tier subcontractors.
- Preparing up to 3 change orders for the City's signature and approval.
- Maintain file based on City-approved list of subcontractors to assure compliance with contract (per Section 1-08.1, Subcontracting, of the Special Provisions). This includes maintaining an approved Intent to Pay Prevailing Wages (Form LI 700-29), and verifying weekly payment of certified payrolls.
- Parametrix staff will coordinate the final walk-through and acceptance of the project. This will include documentation of any outstanding issues and follow-up to resolution. Parametrix will provide and/or assist with the execution of all project and contract close-out documentation including:
 - Verification of prevailing wages paid.
 - Notice of substantial completion.
 - Documentation of project punch list and completion thereof.
 - Notice of final completion.
 - Release of retainage.

Deliverables

- Construction files.

- Construction Log including submittals, RFI's, Change Orders, Field Directives, etc.
- Construction Meeting agendas and minutes.
- Pay Requests – drafted for City's final approval.
- Submittal responses and Material Acceptance documentation.
- RFI responses.
- Records of contractor working days.
- Punchlist and final resolution of the punch list items.

Assumptions

- All construction meetings will be held at the City of Orting City Hall or onsite.
- Construction files will be maintained at Parametrix' office.
- This task assumes 40 submittals, 5 RFI's and 15 contractor progress payments.

TASK 03 – CONSTRUCTION OBSERVATION

3.1 Construction Observation

The construction observer will monitor the contractor during all construction activities. Services provided under this task include, but are not limited to the following:

- Attendance at Preconstruction Meeting and weekly meetings.
- Review of daily on-site project progress. This will be documented in the inspector's daily reports (IDRs) and field note records (FNRs).
- Documentation of pay quantities using Field Note Records.
- Verification of the contractor's work for compliance with the contract and City standards.
- Coordination of sampling and testing for asphalt and concrete bid items. Review of subsequent test results and reports for correctness and compliance with the contract documents.
- Documentation of construction progress, potential problems, and identified problems with photos and/or videos.
- Inspection of contractor-implemented traffic control on a daily basis.
- Inspection of contractor-implemented temporary erosion and sediment control.
- Upon substantial completion of the project, Parametrix staff along with appropriate City staff will perform a punch list walk-through of the entire project. The purpose is to itemize all miscellaneous uncompleted work items and/or faulty workmanship items that would need to be addressed before final acceptance of the project. Parametrix will document the list of outstanding items and coordinate with the contractor to expedite the completion.

Deliverables

- Daily observation reports.
- Field note records.
- Project photos.
- Testing results of asphalt and subgrade.

Assumptions

- Total construction time will not exceed 100 working days.
- Any change orders that require additional contract time may require additional time or costs associated with this task.
- Work days will not exceed 8 hrs. per day or 40 hours per week. As such, Parametrix may not be present for 100% of the contractor's activities such as daily set up and takedown. Weekend observation beyond 40 hours per week is not included in this scope of work.

TASK 04 – CONSTRUCTION STAKING

The objective of this task is to establish offset points to water line and associated water appurtenances on Orville Road E., from project station 0+31 to 97+56.

Activities: The following activities are associated with this task:

- **Construction Staking**
 - Office calculations/checks for water staking
 - Offset points will likely be PK nails in asphalt or hubs in dirt
 - Tees/Hz, Vt Bends/Hydrants/ARVs/Services will be staked in the field
 - Typical staking interval will be approximately 50' in straight runs

Assumptions: The following assumptions apply to these tasks:

- Parametrix survey crews will have unrestricted access to make measurements
- Only staking of water line is included. It is assumed there is no staking support necessary for restoration items such as fences and driveways.
- Items will be staked once. Additional restaking will be done outside of this scope and fee, and will be billed according to the prevailing wage rates in effect at time of staking.

Schedule: This work will be completed on a mutually agreed schedule, with a 48 hour advance notice on all staking requests prior to field crew being onsite.

TASK 05 – SUBCONSULTANTS

This task will include material testing. Parametrix will schedule the subconsultant on as needed basis.



City Of Orting Council Agenda Summary Sheet

AB17-64 SUBJECT: Request For Qualifications, Planning and Design of the new Public Works Building.	Agenda Item #:	AB17-64
	For Agenda of:	07.26.17
	Department:	Administration
	Date Submitted:	07.21.17

Orting Staff & Professional Representatives			
Mayor, Joachim Pestinger	X	Cost of Item:	<u>\$1,246,075</u>
City Administrator, Mark Bethune	X	Amount Budgeted:	<u>\$1,246,075</u>
City Attorney, Charlotte Archer		Unexpended Balance:	<u>\$0</u>
City Clerk, Jane Montgomery		Timeline: Urgent: For construction to begin in 2017 and not be a bottleneck for other facility work in 2018	
City Treasurer, Scott Larson			
Police Chief, Bill Drake		BARS:	
Public Works, Dean Kaelin		Fiscal Note: The RFQ indicates a budget of \$1.2 million. This is a number for the respondents to consider. The additional \$46,075 will be necessary for city utility construction work and additional consultation for Parametrix.	
Recreation and Parks, Beckie Meek			
Municipal Court, Kaaren Woods			
Parametrix, JC Hungerford			
BHC Consultants, Roger Wagoner			
Agenda Placement: <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Councilmember <input checked="" type="checkbox"/> Committee Chair <input type="checkbox"/> City Administrator			

Attachments: RFQ
<p>SUMMARY STATEMENT: The City has been saving funds for the construction of a new office and maintenance facility for public works for probably 20 years. Currently there is a little over \$1.2 million available for design and construction. The City Council approved the 2017 budget to construct the facility for \$1,246,075.</p> <p>The plan is for administration office space of approximately 3500 square feet and 14,000 square feet for a garage and maintenance building. The project will be in 2 phases. The RFQ will invite vendors who have the ability to design, engineer and construct the facilities. After vetting the best candidates a phase 2 will be an RFP to the final candidates to compete for the best price and best quality project.</p>
<p>COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: This document is under review by the Public Works Committee councilmembers and will be discussed on 7/24/17 in a special meeting of the committee.</p>
<p>RECOMMENDED ACTION: MOTION: To authorize the Mayor to release an RFQ for the planning and design of a public works office and maintenance facility.</p>



City of

ORTING WASHINGTON

Public Works Maintenance Building Request for Qualifications

This **REQUEST FOR QUALIFICATIONS** ("RFQ") from the Owner named below invites the submittal of a Statement of Qualifications ("SOQ") from firms interested in providing design-build services for the Project described below. By submitting an SOQ, the Offeror represents that it has carefully read the terms and conditions of this RFQ and all attachments and Addenda and agrees to be bound by them. This RFQ is not an offer to enter into a contract, but merely a solicitation of persons interested in submitting SOQ to the Owner for the Project.

OWNER:

City of Orting
110 Train St SE Orting, WA 98360

PROJECT:

City of Orting's Public Works Maintenance Building
Located on Rocky Road NE, near the Orting Wastewater Treatment Plant and North End Reservoir

OWNER CONTACT PERSON (Offerors shall submit the SOQ to):

Mark Bethune
City Administrator, City of Orting
110 Train St SE Orting, WA 98360

SOQ DUE DATE AND TIME (Offeror's SOQ shall be submitted no later than):

August 25th at 4:30 PM

All SOQs must be submitted pursuant to the instructions below. It is the Offeror's sole responsibility to ensure that the SOQ is delivered in the manner required by this RFQ by the Due Date and Time. Owner has the right to reject any SOQs not properly delivered.

SECTION 1: OWNER DESCRIPTION

1.1 General

The project is sponsored by the City of Orting's Public Works Department. The City is located in Pierce County between the Puyallup and Carbon Rivers.

1.2 Funding/Authority

The project is fully funded by City of Orting's funds, which are used in accordance with the City's Municipal Code. The project funding limit for the Design Build Contract is approximately \$1.2 Million.

1.3 Procurement Website

www.cityoforting.org

SECTION 2: OVERVIEW OF PROJECT

2.1 General

The project consists of constructing a pre-engineered (pre-engineered wood, steel or pole-barn) maintenance facility, on-site and off-site developments for the City of Orting's Public Works Department on city owned property on Rocky Road NE. The building has two primary spaces - an administration area for Public Works employees and visitors, and a warehouse area for vehicle and equipment storage, minor repair of the department's vehicles and equipment, and to dispatch PW staff to complete work orders.

- The City has an Architectural Design Review Code that is administered by the Planning Commission. The structure must have some external features that have a turn-of-the-century/Western look. A City brochure that give examples is available at City Hall. The Planning Commission has agreed to allow for steel siding and steel roofing. Acceptable features include windows with grids, steel siding that has more of a batt and board look, and cupolas on the roof.
- The building shall be constructed in accordance with the latest adopted City's Building and Construction code. See Title 10 of the Orting City Code: http://www.sterlingcodifiers.com/codebook/m_index.php?book_id=409
- The facility shall have the requirements as shown in Exhibit A – Project Scope.
- Access will be from Rocky Road NE and all traffic, including maintenance vehicles, will access from this road.
- Parking shall be limited to two primary areas, shared employee and public parking, and a secured parking area for maintenance vehicles. Each parking area will be designed to accommodate and meet ADA requirements for parking as well as access to the facility.
- The site is located on Rocky Road NE, and the current site layout is shown in Exhibit B. The City will also provide the latest site documents, utility locations, and other base maps available for the area with the RFP for proposal pricing. The design team will be responsible for verification of the documents when the contract is awarded.

2.2 Project Objectives

The city has identified the following key goals for the project:

- Create a centralized location for approximately 12-15 Public Works employees and their vehicles and equipment, as seen in Exhibit A: Project Scope of Work.
- The final design needs to allow for potential future development and expansion of the building, maintenance, and parking areas for 25 years of growth. Offerors need to consider this when developing the site's layout.
- The building's interior, especially office space, should consist of an open floor plan that allows the City to maximize interior usage.
- The final design needs to provide a transition between the administration and warehouse areas. This may include wide corridors or hallways throughout the public office space, a secure access point to the maintenance area, and clear separation between the public and secure areas of the building. The final layout will provide a comfortable office environment that is inviting to the public visiting the building while also providing a large enough, secured area for maintenance workers to access, work-on, and move equipment.

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2.3 Scope of Work

The design-builder awarded this contract is responsible for the following tasks:

- Project Management
 - Scheduling of project through design, construction, and closeout
 - Providing schedule of values and accurately managing budget.
 - Interfacing with Owner and providing required documentation
- Project Design
 - 60% Design Deliverable, including project drawings and specifications for the City's review
 - 100% Design Deliverable, including project drawings and specifications for the City's review
 - Final Design including all comments from city's review.
 - Geotechnical survey to verify site conditions. Any variance from the documents issued with the RFP will be part of the verification change order process.
 - Integrating owner requirements and provided material into design
 - Cost estimating with design deliverables
 - Permit coordination including obtaining all permits and approvals.
- Construction
 - Perform all construction activities, including
 - Site grading, landscaping, foundation work, building erection, finish work, flat work, general conditions, site cleaning, etc.
 - Manage and coordinate all on-site and off-site work, including all subcontractors
 - Develop work plans and other documentation to submit for the owner's approval
 - Site surveying
 - Closeout Activities (punchlist documentation and resolution, O&M manuals, systems and equipment training, as-built documentation, final inspection and acceptance.)
 - Coordination and installation of owner-provided equipment

- Post-Construction
 - 2-year Warranty
 - Factory Warranty on HVAC, Hot Water, and Heater
 - Post Completion Maintenance

2.4 Estimated Budget

The budget for the Scope of Work referenced in Section 2.3 is approximately \$1.2 Million.

2.5 Project Procurement Schedule

The following is the Project Procurement Schedule based on business days. The Owner reserves the right to modify the Project Procurement Schedule via Addenda issued prior to the date set forth below.

Date	Activity
Step 1 - RFQ	
Day 0	Issue RFQ
+ 14 Days	Project Information Meeting
+ 21 Days	Last Date to Submit Questions Regarding the RFQ
+ 28 Days	SOQ Due Date
+ 40 Days	Notification of Short Listed Offerors
Step 2 - RFP	
+ 45 Days	Issue RFP
+ 55 Days	Site Walk for Short Listed Offerors
+ 60 Days	Confidential Individual Meetings
+ 65 Days	Last Date to Submit Proposed Changes to Contract or Alternative Technical Concepts
+ 70 Days	Last Date to Issue Owner Addenda
+ 75 Days	Proposal Due Date
Step 3 - Interviews	
+ 80 Days	Interviews with Short Listed Offerors
Step 4 - Award	
+ 90 days	Notification of Preferred Offeror

2.6 Definitions

- 2.6.1 Alternative Technical Concepts (ATC):** Alternative Technical Concepts are suggested changes submitted by proposing teams to the City's supplied basic configurations, project scope, design, or construction criteria. These proposed changes provide a solution that is equal or better to the requirements in the RFP. If the ATC concept is acceptable to the City, the concept may be incorporated as part of the proposing team's technical and price submittal.
- 2.6.2 Business Day:** any day on which the Owner is open for regularly conducted business.
- 2.6.3 Confidential Individual Meetings:** The confidential meeting(s) conducted individually between the Owner and each Short Listed Offeror after the issuance of the RFP. All Confidential Individual Meetings will be conducted pursuant to the instructions in the Procurement Documents, and all participants will be required to enter into a confidentiality agreement before the meeting.
- 2.6.4 Design-Builder:** The entity with the prime design-build contract with the Owner.
- 2.6.5 Design-Build Team:** All entities listed by the Design-Builder as providing services or construction on the Project. The Design-Builder is not required to list all members of the Design-Build Team in the SOQ. Members of the Design-Build Team may also be referred to as "Team Members."

- 2.6.6 Design Excellence:** Design Excellence is achieved with memorable design solutions that exceed the Owner's vision and defined functional requirements; include state of the art structures and facilities that are high performance and sustainable; and possess a holistic awareness that considers context, site, and the environment.
- 2.6.7 Key Team Member:** Individuals who will be assigned to the Project who play an important role in the design, construction, or management of the Project.
- 2.6.8 Procurement:** The Owner's process for selecting a Design-Build Team for this Project.
- 2.6.9 Procurement Documents:** All documents issued by the Owner in connection with the Procurement or Project.
- 2.6.10 Projects of Similar Scope and Complexity:** Projects that had completion dates within the last ten (10) years and that have many or all of the following characteristics:
- a. Projects of a similar size and budget that include design and construction of pre-engineered buildings (pre-engineered wood, steel or pole-barn) and site improvements. Preferred projects are buildings that include a combination of office, maintenance, and storage space, which were built for public entities.
 - b. Projects that utilize an integrated delivery method that require strong coordination and integration of the design and construction professionals and early involvement of the construction professionals during design.
 - c. Projects where the Design-Builder establishment the final price and schedule, and these were not directed by the owner.
- 2.6.11 RFP:** The Owner's Request for Proposals, which will be issued to those Short Listed Offerors who are selected to proceed to the next phase of this Procurement.

SECTION 3: PROCUREMENT PROCESS

3.1 General Information

3.1.1 Compliance with Legal Requirements

This Procurement will be in accordance with the Washington Administrative Code (WAC) and Orting, Washington City Code and all applicable federal, state, and local laws, and Owner policies and procedures. The City of Orting determined this project is in compliance with RCW 39.10.300 Design-Build Procedure – Uses.

3.1.2 Conflict of Interest and Communications with the Owner

This project will follow the WSDOT Organizational Conflicts of Interest M3043.01 policy on any and all issues pertaining to Conflict of interests.

See <http://www.wsdot.wa.gov/publications/manuals/fulltext/M3043/OCOI.pdf> for this manual, key provisions of which are summarized below.

- a. Consultants who assisted the Owner in the RFQ/RFP preparations may not propose or participate on any Design-Build Team on this Project.

The Owner may make a written determination to waive a potential conflict of interest if the following apply:

- i. The role of the Consultant was limited to provision of preliminary design, reports, or similar "low-level" documents that will be incorporated into the Procurement and did not include assistance in development of instructions to Offerors or evaluation criteria, or
 - ii. Where all documents and reports delivered to the Owner by the Consultant are made available to all Offerors.
- b. Offerors are required to conduct the preparation of their SOQs with professional integrity and free of lobbying activities. Communication with the Owner regarding this Project shall be via email or

standard mail and directed to the following Owner's Representative, or may be fielded through the City Engineer via phone call: Do not communicate about the Project or the Procurement with any other Owner employees, representatives, or consultants. Communication with other Owner employees, representatives, or consultants regarding the Procurement may cause the firm involved to be disqualified from submitting under this Procurement. Any verified allegation that a responding Offeror or Team Member or an agent or consultant of the foregoing has made such contact or attempted to influence the evaluation, ranking, and/or selection of short-listed Offerors may be the cause for Owner to disqualify the Offeror team from submitting an SOQ or Proposal, to disqualify the Team Member from participating in the Procurement, and/or to discontinue any further consideration of such Offeror or Team Member.

- c. Following the Owner's approval of the Short Listed Offerors, the Owner anticipates that certain communications and contacts will be permitted. The RFQ, RFP and/or other written communications from Owner will set forth the rules and parameters of such permitted contacts and communications. To the extent any Offeror intends at any time to initiate contact with the general public regarding the Project, the nature of such intended contact and the substance thereof must be approved in writing by the Owner prior to the commencement of such activities.

3.1.3 Expenses of Offeror and Payment of Stipend

With the exception of the payment of the Stipend as noted below, the Owner accepts no liability for the costs and expenses incurred by firms in responding to this Procurement. Each Offeror that enters into the Procurement process shall prepare the required materials, the SOQ, and the Proposal at its own expense and with the express understanding that the Offeror cannot make any claims whatsoever for reimbursement from the Owner for the costs and expenses associated with the process, even in the event the Owner cancels this Project or rejects all Proposals. The Owner will pay a stipend in the amount of five thousand dollars (\$5,000) to the responsible Short Listed Offerors submitting responsive Proposals to the RFP that remain in competition until the point of Contract award but who are not awarded the Design-Build Contract.

3.1.4 Public Disclosure

All documentation and submittals provided to the Owner may be considered public documents under applicable laws and may be subject to disclosure. Offerors recognize and agree that the Owner will not be responsible or liable in any way for any losses that the Offeror may suffer from the lawful disclosure of information or materials to third parties.

Any materials requested to be treated as confidential documents, proprietary information, or trade secrets must be clearly identified and readily separable from the balance of the SOQ or Proposal. Such designations will not necessarily be conclusive, and Offerors may be required to justify why such material should not, upon written request, be disclosed by the Owner under the applicable public records act. The Owner will endeavor to provide at least two (2) Business Days' notice of a public records request for material submitted pursuant to this Procurement. Offerors must respond to the notice in writing with any objection to the production of the documents within two (2) Business Days of receipt of the notice. All costs incurred by Offerors associated with any public records request are the responsibility of the Offerors.

3.1.5 Protest Procedures

- a. All Protests will be directed to:

Mark Bethune, Orting City Administrator
Orting City Hall
110 Train St SE
PO Box 489
Orting, WA 98360

- b. Any Protest based on the form or content of the Procurement documents, which is or should have been apparent prior to the date established for submittal of the SOQ or Proposal, will not be considered if received by the person set forth above later than ten (10) calendar days prior to the

specified submittal date.

- c. Protests based on any other circumstances must be received by the person noted above within five (5) business days from the date the Offeror or Short Listed Offeror was notified of any selection decision; however, in no event will a protest be considered if all SOQ or Proposals are rejected or if the Protest is received after award of the Contract.
- d. To be considered, a Protest shall be in writing and shall include: (1) the name, street address, and email address of the aggrieved party; (2) the name of the Project for which the Protest is submitted; (3) a detailed description of the specific grounds for the Protest and any supporting legal and/or factual documentation; and (4) the specific ruling or relief requested.
- e. In computing any period of time prescribed by this procedure, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period shall be included. Any document received after the close of regular business hours (8:00 a.m. to 5:00 p.m.) shall be deemed received the following Business Day.
- f. By submitting an SOQ and/or Proposal in response to this Procurement, the Offeror acknowledges that it has reviewed and acquainted itself with the protest procedures herein and agrees to be bound by such procedures as a condition of submitting an SOQ and/or Proposal.

3.1.6 Identification of Projects

For each Project identified in the SOQ, provide the following information. The information required in this section can either be provided in a separate section of the SOQ, in the narrative for each of the evaluative criteria in Section 5.3, or the Offeror can provide a separate table for the identified Projects. The identification of Projects will not be evaluated separately. Rather, the Projects will be evaluated in the context of the criteria set forth in Section 5.3.

- a. Name of Project;
- b. Owner/Customer;
- c. Owner's Contact (Project contact of the owner or customer, current address, e-mail, and phone number, of individual who can verify the characteristics of the submitted Project example.);
- d. Location of Project (include address);
- e. Delivery Method (Description of the delivery method and integration of design and construction that identifies the firm(s) role as a prime consultant, subconsultant, contractor, subcontractor, or other);
- f. Project Description (applicability/relevance of the referenced Project to the evaluation criteria for this Project);
- g. Key Team Members (Name of each Key Team Member who is proposed for this Project who played a significant role on the Project example, including a description of their Project responsibilities and functions);
- h. Project Price (The initial contract price, the final contract price, and an explanation for any difference between the two amounts);
- i. Project Schedule (The initial date scheduled for substantial completion, the actual date of substantial completion, and an explanation for any difference between the two dates);

3.2 Owner Rights and Procurement Conditions

3.2.1 The Owner reserves without limitation, and may exercise at its sole discretion, the following rights and conditions with regard to this Procurement process:

- a. To cancel the Procurement process and reject any and all SOQs and/or Proposals;
- b. To waive any informality or irregularity;
- c. To revise the Procurement Documents and Schedule via an Addendum;

- d. To reject any Offeror that submits an incomplete or inadequate response or is not responsive to the requirements of this RFQ;
- e. To require confirmation of information furnished by an Offeror, require additional information from an Offeror concerning its SOQ or Proposal and require additional evidence of qualifications to perform the work described in this RFQ or a subsequent RFP;
- f. To provide clarifications or conduct discussions, at any time, with one or more Offerors;
- g. To contact references who are not listed in the Offeror's SOQs and investigate statements on the SOQs and/or qualification of the Offeror and any firms or individuals identified in the SOQ;
- h. To consider Alternative Technical Concepts and/or approaches identified by Offerors;
- i. To take any action affecting the RFQ process, the RFP process, or the Project that is determined to be in the Owner's best interests; and
- j. Approve or disapprove of the use of particular Subconsultants, Subcontractors, or Key Team Members and/or substitutions and/or changes to Subconsultants, Subcontractors, or Key Team Members from those identified in the SOQ or Proposal. Such approval or disapproval shall not be unreasonably exercised.

3.3 Outline of the Procurement Process

3.3.1 Request for Qualifications (RFQ).

- a. This RFQ invites firms to submit SOQs describing in detail their technical, management, and financial qualifications to design, permit, construct, commission, and close out the Project. The issuance of this RFQ is the first phase of the Procurement process.
- b. Offerors will submit their SOQ and other deliverables required pursuant to this Procurement at the time and in the manner set forth in this RFQ and any Addenda. The Owner will not consider SOQs or other deliverables that are submitted after the Time set forth in the RFQ. Offerors are solely responsible for making sure that the Owner receives the SOQ in a timely fashion.
- c. The Owner will evaluate the information submitted by each Offeror to 1) determine whether the Offeror meets the mandatory minimum requirements and 2) evaluate the SOQ provided by each Offeror pursuant to the evaluation system described below. Any Offeror who fails to meet the mandatory minimum requirements set forth in this SOQ will be deemed non-responsive and will not be considered further by the Owner in this Procurement.
- d. All SOQ will be evaluated in accordance solely with the criteria established in the RFQ and any Addenda issued thereto. The evaluation criteria are listed below, including the relative weight or importance given to each criterion.
- e. Not more than three responsive and responsible firms will be selected as Short Listed Offerors. Only those firms that have been short-listed will be invited to submit a Proposal in response to the RFP.
- f. The results of the SOQ evaluations will not be carried forward and included in the final evaluation and selection.
- g. Design-Build Team Members and individual Key Team Members will be used as a basis for selection. Once shortlisted, neither the Offeror or Team Members that are submitted to the Owner as part of the SOQ or Proposal may substitute a listed consultant, subconsultant or subcontractor, or any individual listed as a Key Team Member. A change to any submitted Team Member or Key Team Member will result in re-evaluation and may result in a change to the evaluation and ranking of the Offeror. Changes in key personnel after contract award will be restricted to equally or better qualified team members, subject to owner approval. Owner may choose to terminate contract with preferred offeror or impose liquidated damages in the amount of \$5,000.00 if the preferred offeror changes Key Team Members after being awarded the contract.

3.3.2 Request for Proposal (RFP), Confidential Individual Meetings & Selection Process

- a. The Owner will issue the RFP to the Short Listed Offerors. The RFP will further explain the evaluation criteria, Proprietary Meetings, and other elements of the RFP process.
- b. Prior to the submission date for Proposals, written questions will be accepted as defined in the RFP.
- c. The Owner will conduct a non-mandatory Site Walk Through with all Short Listed Offerors.
- d. The Owner will conduct Confidential Individual Meetings with each Short Listed Offeror as described in the RFP. The format of the Confidential Individual Meetings will be designed to allow the Short Listed Offerors to ask the Owner questions regarding the Project and the Owner's goals and concerns, and to explore the acceptability of Alternative Technical Concepts as identified by the Short Listed Offeror. All information from the Design-Build Teams provided in the Confidential Individual Meetings will remain confidential during the procurement process; however, see Section 3.15 with respect to the potential public disclosure of information provided during the procurement pursuant to any applicable public records act. The Proprietary meetings will also provide an opportunity for direct interaction between the Short Listed Offeror and the RFP Evaluation Committee.
- e. A Short Listed Offeror may submit suggested proposed changes to the Contract provisions or Alternative Technical Concepts no later than the date set forth in the Schedule. The Owner, at its sole discretion, may revise the RFP, the contract provisions, and/or program documents and issue an Addendum to all Short Listed Offerors.
- f. Short Listed Offerors will submit a Technical Proposal and Price Proposal in accordance with the Procurement schedule.
- g. The Price Proposal will be submitted in a separate distinctly marked and sealed envelope from the Technical Proposal.
- h. The Owner will establish an RFP Evaluation Committee to review and evaluate the Technical Proposal. The RFP Evaluation Committee may be the same as the RFQ Evaluation Committee. The RFP Evaluation Committee will evaluate the Proposals in accordance with the published evaluation criteria.
- i. At its sole discretion, the Owner may ask written questions of Offerors, seek written clarifications, and conduct discussions with Offerors on Proposals.
- j. The Owner will provide written notification to all Short Listed Offerors of the selection decision and make a selection summary available to all Offerors at the conclusion of the Procurement.
- k. By submitting a Proposal pursuant to the RFP, the Offeror represents and warrants that it will enter into the contract provided by the Owner subject to the terms set forth in its Proposal.

3.3.3 Interview Process

After the Owner has evaluate the Offerors' proposals, the offerors will be brought in to have an interview with the evaluation team to further understand the Offeror's project team and the specifics of the Offeror's proposal.

- a. It is suggested the Offeror bring the following project team member's to the interview, project manager, design lead, field lead, scheduler/estimator, and any other key members of the project team. The evaluation team may ask questions to all members of the offeror's interview panel.
- b. The questions from the evaluation team will generally be targeted at past experience of team and team members, specific questions from the firm's proposal, technical construction or design questions, etc.
- c. The interviews will be with one Offeror at a time and generally last an hour to two hours.

- d. The evaluation team will based their points from the interview section on design-build past experience, construction and design past experience for similar type projects, creativity of the design and layout of the project, sequencing of design and construction, and how well the team works together.

3.3.4 Price Proposal

Short Listed Offerors will submit a Price Proposal pursuant to the instructions set forth in the RFP. The requirements for the price proposal will be provided in the RFP, such as required bid items, etc.

3.3.5 Evaluation and Ranking of Offerors

In the evaluation and ranking of Offerors, the Owner will consider the information submitted in the SOQ, the Technical and Price Proposals as well as the meetings with the Offerors with respect to the evaluation criteria set forth in the RFQ and RFP. The result of the evaluation will be a comparative ranking of Offerors.

For the purpose of selecting and evaluating Offerors, the evaluation criteria will be given the following relative weights:

SOQ		Total Weight: 250 points
	5.2 - Minimum Qualifications	Pass/Fail
	5.3.1 - Team Organization	40 points
	5.3.2 - Past Performance with Projects of Similar Scope and Complexity	100 points
	5.3.3 - Past Performance on Design-Build Design, Engineering, and Permitting	70 points
	5.3.4 - Design-Build Construction Past Performance	40 points
Technical Proposal		Total Weight: 400 points
	Conceptual Design	200 points
	Scheduling/Sequencing of Work	100 points
	Use of Budget	100 points
Interviews	(At City Option)	Total Weight: 150 points
Price Proposal		Total Weight: 200 points
		Overall Total: 1000 points

SECTION 4: SOQ DOCUMENTATION REQUIREMENTS

4.1. SOQ Format Requirements

The SOQs shall comply with the following format requirements:

4.1.1 SOQs shall be formatted in searchable .pdf format.

4.1.2 The body of the SOQ shall be organized in accordance with the Evaluation Criteria.

4.1.3 The body of the SOQ, when printed, shall be limited to a maximum of twenty (20) single-sided pages.

a. The **only** documentation that is **not** included in the page count is the following:

i. Letter of interest or cover letter (which may not exceed two (2) pages;

ii. Statement of Offeror's Ability to Provide a Proposal Bond, or Performance and Payment

- Bond;
- iii. Statement of Offeror's Ability to Meet the Owner's Insurance Requirements;
- iv. Resumes of Key Team Members;
- v. Divider tabs, provided that they contain no substantive content; and
- vi. Cover pages, provided that they contain no substantive content.
- b. **SOQs that exceed the page limit may be rejected.** The Owner, at its sole discretion, reserves the right to remove pages from the sections of any non-conforming SOQ submittals to bring each non-conforming SOQ submittal within the page count requirement.
- c. A "page" shall be defined as one single-sided piece of paper that has words, charts, tables, pictures, or graphics. Pages shall be 8.5 x 11 inches, with the exception of location plans, which may be presented in 11 x 17-inch format; however, larger pages may only contain graphics and/or designs and may not be used for an Offeror's narrative.
- d. The font shall be no smaller than 10 point.

4.2 SOQ Organization

SOQs shall consist of the following parts:

4.2.1 Letter of Interest

4.2.2 Minimum Qualifications

- a. Statement of Offeror's Ability to Provide Performance and Payment Bond. (See Section 5.2.1 and Attachment C)
- b. Statement of Offeror's Ability to Meet the Owner's Insurance Requirements. (See Section 5.2.2 and Attachment D)

4.2.3 Technical & Management Qualifications

- a. Team Organization
- b. Demonstrated History of Successful Projects Similar in Scope and Complexity
- c. Design-Build Engineering, Permitting, and Design Past Performance
- d. Design-Build Construction Past Performance
- e. Design-Build Project Management Past Performance

SECTION 5: SOQ EVALUATION CRITERIA AND SUBMITTAL INFORMATION

5.1 Letter of Interest (No points)

The SOQ must include a cover letter containing the name, address, telephone number, fax number, and e-mail address of the Offeror and the principal contact person. The Letter of Interest shall also include the following: (1) name, address, telephone number, fax number, and e-mail address for all listed consultants, subconsultants and/or subcontractors for the Project; and (2) the type of firm or organization (corporation, partnership, joint venture, etc.) that will serve as the prime contracting party. The letter of interest may be a maximum of two (2) pages.

5.2 Minimum Qualifications

5.2.1 Statement of Offeror's Ability to Provide Performance and Payment Bond (Pass/Fail)

As a **mandatory minimum requirement**, the Offeror must have the ability to obtain a performance and payment bond in the amount of \$1,000,000.00. Offeror shall provide a letter signed by an authorized representative of Offeror's surety company (or agent) confirming that the Offeror can meet this minimum requirement. Any Offeror who fails to meet this mandatory minimum requirement will be considered non-responsive and will not be considered further by the Owner in this Procurement process. The surety shall be a company authorized to conduct business in the state where the Project is located with a minimum

rating of A- ; Financial Size Category VII. Letters indicating “unlimited” bonding capability are not acceptable.

5.2.2 Statement of Offeror’s Ability to Meet the Owner’s Insurance Requirements. (Pass/Fail)

As a **mandatory minimum requirement**, the Offeror must document that it has the ability to meet the minimum insurance requirements as set forth in the attached draft Insurance Requirements (Attachment D). Offeror shall provide a letter from Offeror’s insurance company or broker indicating that the Offeror is capable of complying with the insurance requirements specified in Attachment D. Any Offeror who fails to meet this mandatory minimum requirement will be considered to be non-responsive and will not be considered further by the Owner in this Procurement. The insurer shall be a company authorized to conduct business in the state where the Project is located with a minimum rating of A- ; Financial Size Category VII.

5.3 Technical and Management Qualifications

The SOQ shall demonstrate the Design-Build Team’s ability to undertake the Project by providing the following technical and management qualifications of the Offeror, Team Members, and individual Key Team Members. The Offeror is responsible for ensuring that contact information contained in their referenced Project profiles is correct. The inability to contact a reference may have a detrimental impact on the evaluating qualifications.

Emphasis will be placed on past performance and expertise in performing substantive work on projects that are of Similar Scope and Complexity, as described in the definitions above. The Owner reserves the right to award more points to projects that have more of the characteristics set forth in the definition of Projects of Similar Scope and Complexity. The Owner also reserves the right to award more points to successful projects in which the Offeror, Team Members, and/or individual Key Team Members had substantial responsibility for their respective scopes of work.

The SOQ will be evaluated on the following technical and management qualifications:

5.3.1 Team Organization

- a. Provide an organization chart (showing Team Members, Key Team Members and their firm affiliation) for all phases of the Project from design through final acceptance and warranty and maintenance period. Identify specific individuals for key functions and show interrelationships and reporting hierarchy. Note whether individuals would be performing multiple functions. At a minimum, identify the Key Team Members performing the functions identified below. To the extent that the Design-Builder has additional Key Team Members on their team, the Design-Builder should include those individuals.
 - i. Person responsible for the overall management of the Project and design-build contract;
 - ii. Designer of Record;
 - iii. Person responsible for overall construction management;
 - iv. Person responsible for on-site field supervision and direction and construction (Superintendent);

Other persons to consider in the team organization are the Person responsible for safety; Person responsible for quality assurance; Person responsible for cost controls, scheduling, and budgeting.
- b. Provide a resume for all Key Team Members. Resumes should be no longer than 1 page and should include the following information:
 - i. Description of the individual's proposed Project role;
 - ii. Identification of employer and number of years employed by the firm;
 - iii. Educational background, professional licenses, and/or certifications;
 - iv. Experience relevant to their proposed role on the Project and how their past performance on previous projects will benefit this Project; and

- v. Based on the information available to the Design-Builder, proposed percentage of time that the Design-Builder intends to assign this individual to the Project.
- c. Describe the corporate structure of the Design-Builder. If the prime Design-Builder is a Joint Venture, all Joint Venture partners must have functional responsibilities for the Project. Describe the duties of each Joint Venture partner.

5.3.2 Demonstrated Past Performance with Successful Projects of Similar Scope and Complexity

- a. Describe the Team's past performance in successfully managing Projects of Similar Scope and Complexity. Include a description of any issues or problems that arose on the projects and how those issues or problems were resolved. Projects performed under the Design-Build procurement method are preferred.
- b. Describe the Team's past performance in developing integrated design and construction schedules for Projects of Similar Scope and Complexity.
- c. Describe the Team's past performance in developing and/or managing costs within a similar scoped project.
- d. Describe the Team's past performance working together and/or describe the steps the Team has taken to promote integration and a collaborative working environment. The Owner reserves the right to award more points to those teams who have worked together in a collaborative delivery model or to those who can provide evidence of their ability to create a successful team.

5.3.3 Design-Build Design, Engineering, and Permitting Past Performance

- a. Describe the Design-Builder's past performance in managing the design process. Designs created for the Design-Build procurement method are preferred.
- b. Describe the Team's past performance with designing and permitting Projects of Similar Scope and Complexity. Include a description of any issues or problems that arose on the project and how those issues or problems were resolved.
- c. Describe the software used by the Team for design services, including a description of the specialized software the Team would utilize for this Project.
- d. List all professional registrations and/or certifications that are relevant to the work associated with the Project, such as PE, DBIA, CCM, etc.

5.3.4 Design-Build Construction Past Performance

- a. Describe the Team's past performance on projects done under the Design-Build procurement method (or similar integrated delivery methods).
- b. Include in the narrative the Team's approach to the following:
 - i. Sequencing construction activities to maximize efficiency and minimize impact on the Owner;
 - ii. Assessing whether the Design-Builder has achieved performance requirements;
 - iii. Change orders; and
 - iv. Configuration, commissioning, and testing Projects of Similar Scope and Complexity.

SECTION 6: LIST OF ATTACHMENTS, EXHIBITS

- A. Scope of Work
- B. Proposed Site Layout
- C. Proposal, Performance, and Payment Bond Instructions
- D. Insurance Requirements and Instructions



City of

ORTTING WASHINGTON

Exhibit A Project Scope of Work

Example of Preferred Building Style



Administration Area Requirements – Approximately 3,500 square feet

Space	Purpose	Approx. Area (sf)	Other Req.
Reception	Single Work Station	200	Near front door, power, data, phone
Office	Office	200	Desk, Files, lay-out table, power, data, phone
Office	Office	200	Desk, Files, lay-out table, power, data, phone
Office	Public Works Director	200	Desk, Files, lay-out table, power, data, phone
Conference/Break Room	Staff Training + Break room	500	Kitchen w/ microwave, refrigerator, sink w/ upper + lower cabinets, dishwasher, garbage disposal
Public Restroom	Men + Women	75	
Restroom	Men's	75	
Restroom	Women's	75	
Locker Room(s)	Associated w/ Restrooms	150	15 Men's Lockers, 5 Women's Lockers - Single Tier: 12" W x 15" D x 72" H
Communications Room	Mechanical/ Electrical room	50	
Work Station	SCADA	75	Two computers (provided by others)
Map Room	Store + Review Drawings	300	Layout table
Building Department Storage	Dead File Storage	500	

Public Works Vehicles Space Requirements

#	Vehicle	L (ft.)	W (ft.)
1	Backhoe	23	9
2	Street Sweeper	18.5	11
3	2017 F450 Dump Truck (L)	21	9
4	2006 F650 Dump Truck (S)	23	9.5
5	Brush Cutter	13	13
6	Grader	16	7.5
7	1995 F350 Boom Truck	21.5	8
8	2016 F350 Service Trk		
9	2016 F250 (PU)	23	9
10	2007 F450 Ford Crane Truck	23	9
11	2001 Chev WW (PU)	21	9
12	2005 F150 (PU)	21	9
13	2009 F150 (PU)	21	9
14	2013 F150 (PU)	21	9
15	Vactor Trailer 2016	25	9
16	2016 F250 (PU)	21	9

17	2016 F250 (PU)	21	9
18	2016 F350 (PU)	21	9
19	2015 F350 Ford Flatbed	19	9
Minimum Clearance Height: 14 ft.			
20	(3) Gators		
21	(4) Commercial lawn mowers		

Warehouse Area Requirements

Space	Requirements
Spare Parts Storage	Readily Accessible for Vehicle Loading & Unloading
Tool Storage	Secure, easy access for staff
Welding Area	Non-combustible wall finishes if along interior wall
Maintenance Area	Power for shop tools, lighting, data, phone
Mechanical Work Station	Power, data, phone

Building Recommendations

General Building Recommendations

Public Portion Located Northwest

Secure/Non-Public Portion Located Southeast

'L' Shaped Building

<u>Administration Area Recommendations</u>	<u>Warehouse Area Recommendations</u>
Fully Heated & Cooled	Enclosed parking for vehicles listed above
Separate Reception & Lobby	2 Overhead doors to connect enclosed parking & Maintenance Space
Outdoor Patio	2 Access Points for lockers: Office & Maintenance Space
Entrance Porch	10 Tandem Vehicle Bays Capable of Drive-Thru Access with Appropriate Sized Mechanically Operated Overhead Doors
	Overall Garage/Warehouse size approximately 70'x200'
	Outdoor Covered Storage Area Along Southeast Wall
	Maintenance Area Centrally Located within Vehicle Storage Area
Warehouse Overhead doors	All garage type doors shall be windowed

Exhibit B

Proposed Site Layout (Not to Scale)





City of

ORTTING WASHINGTON

Exhibit C

Proposal, Performance, and Payment Bond Instructions

1. Offerors are required to provide a Proposal Bond upon being shortlisted for this Procurement. The following shall apply:
 - a. The Proposal Bond shall be in the amount of 5% of the total bid.
 - c. The Proposal Bond must be submitted within five (5) days of the date that the Offeror is shortlisted for the Project. Failure to timely submit a Proposal Bond will result in the disqualification of Offeror from this procurement. In such a case, and at the Owner's sole option, the Owner may add another Offeror to the shortlist.

2. The selected Design-Builder will be required to provide the following bonds for this Project:
 - Payment Bond in the amount of 100% of the contract value.
 - Performance Bond in the amount of 125% of the capital costs for this Project.

If either of the boxes above are selected, the following shall apply:

- (i) Offerors must submit a statement from their bonding company that the Offeror can meet the bonding requirements set forth above.
- (ii) The executed Payment and Performance Bond shall:
 1. Be signed by an approved Surety (or sureties) that:
 - a. Is registered with the Washington State Insurance Commissioner;
 - b. Appears on the current Authorized Insurance List in the State of Washington published by the Office of the Insurance Commissioner; and
 - c. Has a current rating of at least A-VII in A.M. Best's Key Rating Guide or is included in the U.S. Department of the Treasury's Listing of Approved Sureties (Circular 570).
 2. The Owner may require the Surety (or sureties) named on the Payment and Performance Bond to appear and qualify itself. Whenever the Owner deems the security to be inadequate, the Owner may require in writing that the Offeror furnish additional Surety to cover any remaining work. No payments will be made until the added security is furnished.



City of

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Exhibit D

Insurance Requirements and Instructions

1. The Selected Design-Builder will be required to provide insurance as follows:

The Contractor 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 Contractor, their agents, representatives, employees or subcontractors.

A. No Limitation. Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

B. Minimum Scope of Insurance

Contractor 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 and shall cover liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Per Project Aggregate Endorsement ISO form CG 25 03 11 85. There shall be no endorsement or modification of the Commercial General Liability insurance for liability arising from explosion, collapse or underground property damage. The City shall be named by endorsement as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Builders Risk insurance covering interests of the City, the Contractor, subcontractors, and sub-subcontractors in the work. Builders Risk insurance shall be written on a "Special" causes of loss policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including flood and earthquake, theft, vandalism, malicious mischief, collapse, temporary buildings and debris removal. This Builders Risk insurance covering the work will have a deductible of at least \$5,000 for each occurrence, which will be the responsibility of the Contractor. Higher deductibles for flood and earthquake perils may be accepted by the City upon written request by the Contractor and written acceptance by the City. Any increased deductibles accepted by the City will remain the responsibility of the Contractor. The policy shall include an occupancy clause and list as loss payee the City of Orting. The Builders Risk insurance shall be maintained until final acceptance of the work by the City.

5. Pollution Liability Insurance: The Contractor will provide a Pollution Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of contract activity. This insurance shall be primary over any and all insurance the agency may have in place. Additionally, the Contractor is responsible for ensuring that any sub-contractor provide adequate insurance coverage for the activities arising out of subcontracts. The Pollution Liability may be either a separate policy or an endorsement on the Contractor's General Liability Coverage.

C. Minimum Amounts of Insurance

Contractor shall maintain at least 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 per project aggregate and a \$2,000,000 products- completed operations aggregate limit.
3. Workers Compensation and Employers' Liability \$1,000,000 Employers' Liability each accident, \$1,000,000 Employers' Liability Disease-each employee, \$1,000,000 Employers' Liability Disease-policy limit.
4. Builders Risk insurance shall be written in the amount of the completed value of the project with no coinsurance provisions.

D. Other Insurance Provisions

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

1. The Contractor's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
2. The Contractor'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 City.

E. Contractor's Insurance For Other Losses

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers or contractors as well as to any temporary structures, scaffolding and protective fences.

F. Waiver of Subrogation

The Contractor, their subcontractors, sub-subcontractors, agents and employees, waive all rights of subrogation against the City, for damages caused by fire or other perils to the extend covered by the General Liability and Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement.

G. Acceptability of Insurers

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

H. Verification of Coverage

Contractor 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 Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Before any exposure to loss may occur, the Contractor shall file with the City a copy of the Builders Risk insurance policy that includes all applicable conditions, exclusions, definitions, terms and endorsements related to this project.

I. Subcontractors

Contractor shall ensure that each subcontractor, sub-subcontractors, agents and employees of every tier obtain at a minimum the same insurance coverage and limits as stated herein for the Contractor (with the exception of Builders Risk insurance). Upon request the City, the Contractor shall provide evidence of such insurance.

2. Offerors must provide either:
 - a. A statement from their insurance company that Offerors can meet the insurance requirements set forth above; or
 - b. An ACCORD Insurance Certificate that shows evidence of insurance that meets or exceeds the requirements set forth above.