

RESOLUTION NO. 2619

A RESOLUTION by the Council of the Town of Friday Harbor authorizing the Mayor to execute Supplemental Agreement No. 1 to the contract with the engineering firm of Gray & Osborne, Inc. for construction management services on the Mullis Street Improvement Project, (818 Mullis to Spring Street).

WHEREAS, pursuant to Resolution No. 2537 on February 6, 2020, the Town authorized a professional services agreement with the engineering firm of Gray & Osborne, Inc. to design the Mullis Street Improvement Project, (818 Mullis Street to Spring Street); and

WHEREAS, pursuant to Resolution No. 2615 on February 4, 2021, the contract for construction was awarded to Konnerup Construction, Inc. after being duly advertised as a public works project; and

WHEREAS, the Town needs construction management services for said project; and

WHEREAS, the Washington State Transportation Improvement Board has offered partial grant funding to assist the Town for construction management services; and

WHEREAS, the engineering firm of Gray & Osborne, Inc. has offered Supplemental Agreement No. 1 to provide said services in the maximum payable amount of One hundred thirty-four thousand eight hundred six dollars (\$134,806), excluding sales tax; and

WHEREAS, it is the opinion of the Town Council that said firm is a qualified firm capable of providing construction management services;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Friday Harbor that the Mayor is hereby authorized to execute Supplemental Agreement No. 1 in the amount of One hundred thirty-four thousand eight hundred six dollars (\$134,806) with the engineering firm of Gray & Osborne, Inc. to provide construction management services for the Mullis Street Improvement Project, (818 Mullis Street to Spring Street).

Said agreement is attached hereto as Exhibit A.

ADOPTED this 18th day of February 2021.

TOWN OF FRIDAY HARBOR

Farhad Ghatan, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk



Transportation Improvement Board
Consultant Supplemental Agreement

Agency	Town of Friday Harbor	Project Number	TIB #6-W-831(007)-1
Project Name	Mullis Street Improvements (818 Mullis Street to Spring Street)		
Consulting Firm	Gray & Osborne, Inc.		
Supplement Phase	Supplement No. 1 for Construction Management Services		

The Local Agency of Friday Harbor, Washington desires to supplement the design agreement entered into with Gray & Osborne, Inc. and originally executed on February 6, 2020.

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

The changes to the agreement are described as follows:

Section II, **SCOPE OF WORK**, is hereby changed to read

SCOPE OF WORK (CONSTRUCTION MANAGEMENT SERVICES)

The Consultant will provide construction management services and the Local Agency will provide inspection and materials testing. The Consultant will complete the tasks as described below:

1. Provide project management to include management of engineering resources and assist the Local Agency with TIB coordination during construction phase of project.
2. Assist in contract execution (Contractor and Local Agency), preconstruction conference (prepare agenda, invite participants and prepare meeting minutes), and issue formal Notice to Proceed. The preconstruction meeting will be held virtually.
3. Provide office support to include material submittal review, review and processing of monthly pay estimates, telecons and other items to support Contractor inquiries and field activities. Provide Local Agency with timely interpretation of contract documents as may be requested. Answer Contractor-sponsored requests for information (RFIs). The Town's inspector will submit Daily Inspection Reports and field note records to the Engineer daily.
4. Develop and maintain Web-based Construction Management System (CMS). The CMS software is designed to host and track construction project documentation.
5. The Local Agency will provide onsite inspection and document the Contractor's compliance with contract requirements to include methods, equipment and materials. The Consultant will coordinate with Local Agency's inspector and review weekly quantity reports and weekly working day reports. The Project Engineer will make up to one site visit.
6. Prepare monthly progress estimates and review with the Contractor and Local Agency.
7. Star Surveying will provide the survey for the installation of the monuments on Mullis Street and Nash Street and file the record of survey.



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8. Prepare record drawings based on the Contractor's as-built submittal and the Local Agency's inspector's markups. One original copy of the final record drawings will be provided to the Local Agency.
9. Assist the Local Agency in negotiation of change orders as may be applicable. For budgeting purposes we have assumed up to 8 hours of project engineer time for this task.
10. Assist the Local Agency in preparing project closeout paperwork in compliance with state law and TIB requirements.
11. The cultural resource study, with approval by DAHP, is deleted from the scope of work. The Local Agency will receive a credit of \$18,000 due to the deletion of the cultural resource study and efficiencies during the design phase of Schedule A.

Our scope of work does not include checking of certified payroll.

Section IV, **TIME FOR BEGINNING AND COMPLETION**, is amended to change the Completion Date
 SUPPLEMENTAL COMPLETION DATE December 31, 2021

Section V, **PAYMENT**, shall be amended as follows as set forth in Exhibits A-1 and B-1 (shown herein)
 MAXIMUM AMOUNT PAYABLE \$134,806

If you concur with this supplement and agree to the changes as stated herein, please sign and date in the appropriate spaces below.

Agency Signature	Date
Consultant Signature	Date



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EXHIBIT A-1

	Original Agreement (Design Phase)	Supplement No. 1 Design Credit	Supplement No. 1 (CM)	Total
Direct Salary Cost	\$26,399	(\$4,060)	\$13,085	\$35,424
Overhead (including Payroll Additives)	\$49,641	(\$7,634)	\$24,605	\$66,612
Direct Non-salary Costs	\$18,572	(\$4,601)	\$3,921	\$17,892
Fixed Fee	\$11,088	(\$1,705)	\$5,495	\$14,878
Total	\$105,700	(\$18,000)	\$47,106	\$134,806



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EXHIBIT B-1A (CONSULTANT FEE DETERMINATION SHEET - COST PLUS FIXED FEE)

Prepared by Tamara Nack, P.E.				Date February 8, 2021	
Project Mullis Street Improvements (818 Mullis Street to Spring Street) – Schedule A: Street Improvements					
Direct Salary Cost (DSC)					
Classification	Man Hours		Rate		Cost
Principal-In-Charge/Project Manager	40	x	\$36 to \$61	=	\$2,400
Project Engineer	200	x	\$36 to \$45	=	\$8,400
IT Support	40	x	\$28 to \$41	=	\$1,640
AutoCAD/GIS Tech./Engineering Inter	16	x	\$15 to \$40	=	\$544
TOTAL DSC					\$12,984
OVERHEAD (OH Cost including Salary Additives)					
OH Rate x DSC or 188.04% x \$12,984					\$24,415
FIXED FEE (FF)					
FF Rate x DSC or 42% x \$12,984					\$5,453
REIMBURSABLES					
Misc. Expenses, including mileage, per diem, Reproduction, etc.					\$775
SUBCONSULTANT COST (See Exhibit G) (including 10% Administrative Overhead) Survey (Star Surveying)					\$1,573
SUBTOTAL, SCHEDULE A					\$45,200



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EXHIBIT B-1B (CONSULTANT FEE DETERMINATION SHEET - COST PLUS FIXED FEE)

Prepared by Tamara Nack, P.E.				Date February 8, 2021	
Project Mullis Street Improvements (818 Mullis Street to Spring Street) – Schedule C: Nash Street Monuments					
Direct Salary Cost (DSC)					
Classification	Man Hours		Rate		Cost
Principal-In-Charge/Project Manager	1	x	\$36 to \$61	=	\$60
Civil Engineer	1	x	\$28 to \$41	=	\$41
TOTAL DSC					\$101
OVERHEAD (OH Cost including Salary Additives)					
OH Rate x DSC or 188.04% x \$101					\$190
FIXED FEE (FF)					
FF Rate x DSC or 42% x \$101					\$42
REIMBURSABLES					
Misc. Expenses, including mileage, per diem, Reproduction, etc.					\$0
SUBCONSULTANT COST (See Exhibit G) (including 10% Administrative Overhead) Survey (Star Surveying)					\$1,573
SUBTOTAL, SCHEDULE C					\$1,906
TOTAL, SCHEDULE A					\$45,200
TOTAL, SCHEDULE C					\$1,906
LESS DESIGN PHASE FUNDS NOT USED					(\$18,000)
GRAND TOTAL					\$29,106