

MAYOR | Katy Kinney Harris

COUNCIL MEMBERS | Stephan Lagerholm, Carl Scandella, Chuck Porter, Andy Valaas, Kathy Smith

TOWN ATTORNEYS | Scott Missall and Emily Miner

CLERK-TREASURER | Bonnie Ritter

DEPUTY CLERK | Austen Wilcox

Meeting Participation

Members of the public may participate in person at Town Hall or by phone/online. Town Hall has limited seating available up to 15 public members. As this is a special Council meeting, there is not an opportunity for public comment. The public may listen to the special meeting by attending in person or joining virtually.

Join on computer, mobile app, or phone

1-253-215-8782

Meeting ID: 823 2135 7154#

<https://us02web.zoom.us/j/82321357154>

PLEDGE OF ALLEGIANCE

CALL TO ORDER: Mayor Katy Kinney Harris

ROLL CALL: Stephan Lagerholm, Carl Scandella, Chuck Porter, Andy Valaas, Kathy Smith

1. APPROVAL OF AGENDA:

REGULAR BUSINESS: (40-minutes)

2. **AB 22-47 – Accepting lowest responsive bidder B&B Utilities & Excavating, LLC for the NE 36th St. Stormwater project**
3. **AB 22-48 – Approve Gray & Osborne, Inc to provide Construction Management and Inspection Services for NE 36th St Stormwater Project**
4. **AB 22-49 – Confirmation of resident Steve Fleming to the stormwater Utility Advisory Committee**

5. ADJOURNMENT

*To subscribe to our email list, email Town Hall at: townhall@yarrowpointwa.gov
Town of Yarrow Point 4030 95th Ave NE, Yarrow Point, WA. 98004
425-454-6994, www.yarrowpointwa.go*

**Business of The Town Council
Town of Yarrow Point, WA**

Agenda Bill 22-47
August 31, 2022

Accepting lowest responsive bidder B&B Utilities & Excavating, LLC for the NE 36th St. Stormwater project	Proposed Council Action: For approval
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Presented by:	Engineer Stacia Schroeder
Exhibits:	<ul style="list-style-type: none">• Review of bids.• Signed bid summary.

Summary:

Accept lowest responsive bidder, B&B Utilities & Excavating, LLC.

Recommended Action:

Accept lowest responsive bidder B&B Utilities & Excavating, LLC to perform the NE 36th St stormwater project in the amount of \$208,275.00.



August 16, 2022

Ms. Stacia Schroeder, P.E.
Town Engineer
Town of Yarrow Point
4030 95th Avenue NE
Yarrow Point, Washington 98004

SUBJECT: REVIEW OF BIDS, NE 36TH STREET STORM IMPROVEMENTS
TOWN OF YARROW POINT, KING COUNTY, WASHINGTON
G&O #22492.00

Dear Ms. Schroeder:

On August 10, 2022, the Town of Yarrow Point received two responsive bids for the NE 36th Street Storm Improvements. The responsive bids ranged from \$208,275.00 to \$315,056.40. The Engineer's Estimate was \$240,400.00. Each proposal was checked for correctness of extensions of the prices per unit and the total price. No corrections were made. We have provided a bid summary with this letter. The bidders and their respective bid amounts, including sales tax where applicable, are as follows.

- | | | |
|----|--|---------------------|
| 1. | B&B Utilities & Excavating, LLC (Bothell, Washington)..... | \$208,275.00 |
| | Engineer's Estimate | \$240,400.00 |
| 2. | Kamins Construction, Inc. (Bothell, Washington)..... | \$315,056.40 |

The lowest responsive bidder, B&B Utilities & Excavating, LLC of Bothell, Washington, is currently a Washington State registered and licensed contractor and appears to have the relevant qualifications and experience to successfully perform the work the project will require. To our knowledge, the lowest bidder has not claimed bid error and no formal bidding protests have been recorded. In accordance with RCW 39.04, we have verified the lowest bidder, B&B Utilities & Excavating, LLC of Bothell, Washington, has met the responsibility criteria. The Mandatory Bidder Responsibility Checklist, including documentation, is attached for the Town's file. We have also reviewed the Supplemental Bidder Criteria information submitted by B&B Utilities & Excavating, LLC and they appear to meet the requirements of the Supplemental Bidder Responsibility Criteria.



Ms. Stacia Schroeder, P.E.
August 16, 2022
Page 2

Based on our evaluation, we recommend that the project be awarded to the lowest responsive, responsible bidder:

B&B Utilities & Excavating, LLC
P.O. Box 293
Bothell, Washington 98041

Please contact us if you have any questions and/or require additional information.

Sincerely,

GRAY & OSBORNE, INC.

Kevin Brown, P.E.

KWB/sr
Encl.

TOWN OF YARROW POINT

KING COUNTY

WASHINGTON



CONTRACT PROVISIONS

for

NE 36TH STREET STORM IMPROVEMENTS

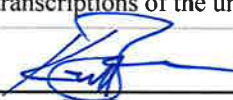
G&O #22492

JULY 2022



Gray & Osborne, Inc.

CONSULTING ENGINEERS

BIDDER			ENGINEER'S ESTIMATE		B&B UTILITIES & EXCAVATING, LLC		KAMINS CONSTRUCTION, INC.	
NO.	ITEM	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
26	Sod Installation	10 SY	\$50.00	\$500.00	\$100.00	\$1,000.00	\$96.00	\$960.00
27	Cement Concrete Driveway Repair	25 SY	\$220.00	\$5,500.00	\$220.00	\$5,500.00	\$180.00	\$4,500.00
28	Monument Case and Cover	1 EA	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$1,200.00	\$1,200.00
Subtotal				\$240,400.00		\$208,275.00		\$315,056.40
Sales Tax @ 0% (Per W.S. Revenue Rule 171)				\$0.00		\$0.00		\$0.00
TOTAL CONSTRUCTION COST				\$240,400.00		\$208,275.00		\$315,056.40
Sealed bids were opened at the Town of Yarrow Point, 4030 95th Avenue NE, Yarrow Point, Washington 98004 on Wednesday, August 10, 2022, at 1:00 p.m. (local time).								
I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the unit prices and total amounts bid.								
 KEVIN BROWN, P.E.								

Low Bidder
Business Name

CALL FOR BIDS

TOWN OF YARROW POINT

NE 36TH STREET STORM IMPROVEMENTS ENGINEER'S ESTIMATE \$250,000

Sealed Proposals will be received by the undersigned at the Town of Yarrow Point, 4030 95th Avenue NE, Yarrow Point, Washington 98004, up to 1:00 p.m.; local time on Wednesday, August 10, 2022, for furnishing the necessary labor, materials, equipment, tools, and guarantees thereof to construct the NE 36th Street Storm Improvements.

This project consists of installing approximately 520 feet of 8- and 12-inch diameter storm pipe along NE 36th Street and 90th Avenue NE. This project also includes for the installation of catch basins, pavement restoration, surface restoration, traffic control, and erosion control, all in accordance with the Contract Plans, these Contract Provisions, and the Standard Specifications.

The Work shall be substantially complete within 30 working days after the commencement date stated in the Notice to Proceed. All bidding and construction is to be performed in compliance with the Contract Provisions and Contract Plans for this project and any addenda issued thereto that are on file at the office of the Town Clerk, Town Hall, Washington.

The Proposals will be publicly opened and read aloud shortly after the time and date stated above. Proposals are to be submitted only on the form provided with the Bid Documents. All Proposals must be accompanied by a certified check, postal money order, cashiers check, or Proposal bond payable to the "Town of Yarrow Point" and in an amount of not less than five percent (5%) of the total Proposal amount.

Bid Documents for this project are available free-of-charge at the following website: <http://gobids.grayandosborne.com>. Bidders are encouraged to register in order to receive automatic email notification of future addenda and to be placed on the Bidders List. For assistance, please call (206) 284-0860. Contract questions shall be directed only to the office of the Project Engineer.

Financing of the Project has been provided by Town of Yarrow Point, Washington. The Town of Yarrow Point expressly reserves the right to reject any or all Proposals and to waive minor irregularities or informalities in any Proposal.

(Signed)

BONNIE RITTER
CLERK-TREASURER

PROPOSAL - Continued

Substantial Completion Date is achieved and \$500.00 for each and every working day required beyond the Contract Time for physical completion until the Physical Completion Date is achieved.

The undersigned is, and will remain in, full compliance with all Washington State administrative agency requirements including, but not limited to registration requirements of Washington State Department of Labor & Industries for contractors, including but not limited to requirements for bond, proof of insurance and annual registration fee. The undersigned's Washington State:

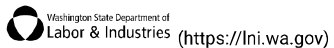
Dept. of Labor and Industries Workman's Compensation Account No. is 1041704-00 ;
Dept. of Licensing Contractor's Registration No. is BBUTLE948LNI ;
Unified Business Identifier Number is 10022619105 ;
Excise Tax Registration Number is 10022619105 ; and
Employment Security Account Number is 334219000 .

The undersigned has reviewed all insurance requirements contained in the Contract and has verified the availability of and the undersigned's eligibility for all required insurance. The undersigned verifies that the cost for all required insurance, has been included in this Proposal.

In relation to claims related in whole or in part to workplace injuries to employees, the undersigned waives any immunity granted under the State Industrial Insurance Law, RCW Title 51. This waiver has been specially negotiated by the parties, which is acknowledged by the undersigned in signing this Proposal.

By signing the proposal, the undersigned declares, under penalty of perjury under the laws of the United States and the State of Washington, that the following statements are true and correct:

1. That the undersigned person(s) or entity(ies) has(have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this Proposal is submitted.
2. The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date July 27, 2022, that the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.



Contractors

B & B UTILITIES AND EXVTNG LLC

Owner or tradesperson

Principals
BROWN, JEFFREY F, PARTNER/MEMBER

BUTCHER, GLENN L, PARTNER/MEMBER
(End: 05/18/2016)

PO BOX 293
BOTHELL, WA 98041-0293
206-406-0504
KING County

Doing business as
B & B UTILITIES AND EXVTNG LLC

License is active so
UBI is Open

WA UBI No.
602 619 105

Business type
Limited Liability Company

License

Verify the contractor's active registration / license / certification (depending on trade) and any past violations.

Construction Contractor

Active
Meets current requirements.

License specialties

GENERAL
License no.
BBUTIU948LN
Effective — expiration
06/15/2006 — 06/15/2024

Bond

Travelers Cas and Surety Co of America \$12,000.00
Bond account no.
105693064
Received by L&I
12/21/2011 Effective date
01/07/2012
Expiration date
Until Canceled

Insurance

WESTERN NATIONAL MUTUAL INS CO \$1,000,000.00
Policy no.
CPP123464902
Received by L&I
03/14/2022 Effective date
03/23/2022
Expiration date
03/23/2023

Insurance history

Savings

No savings accounts during the previous 6 year period.

Lawsuits against the bond or savings

No lawsuits against the bond or savings accounts during the previous 6 year period.

L&I Tax debts

No L&I tax debts are recorded for this contractor license during the previous 6 year period, but some debts may be recorded by other agencies.

License Violations

No license violations during the previous 6 year period.

Certifications & Endorsements

OMWBE Certifications

No active certifications exist for this business.

Apprentice Training Agent

No active Washington registered apprentices exist for this business. Washington allows the use of apprentices registered with Oregon or Montana. Contact the [Oregon Bureau of Labor & Industries](#) or [Montana Department of Labor & Industry](#) to verify if this business has apprentices.

Workers' Comp

Do you know if the business has employees? If so, verify the business is up-to-date on workers' comp premiums.

This company has multiple workers' comp accounts.

Active accounts

L&I Account ID
641,704-00

Account is current.

Doing business as

B&B UTILITIES & EXCAVATING LLC

Estimated workers reported

Quarter 2 of Year 2022 "7 to 10 Workers"

L&I account contact

T4 / MICHELE GARRETT (360)902-4875 - Email: GAMI235@lni.wa.gov

[Track this contractor](#) ?

Public Works Requirements

Verify the contractor is eligible to perform work on public works projects.

Required Training– Effective July 1, 2019

Exempt from this requirement.

Contractor Strikes

No strikes have been issued against this contractor.

Contractors not allowed to bid

No debarments have been issued against this contractor.

Workplace Safety & Health

Check for any past safety and health violations found on jobsites this business was responsible for.

No inspections during the previous 6 year period.

Washington State Department of Revenue



< Business Lookup

Tax Information

[New search](#) [Back to results](#)

Entity name: B & B UTILITIES AND EXCAVATING, L.L.C.

Entity type: [Limited Liability Company](#)

Excise tax account ID #: 602-619-105

UBI #: 602-619-105

Opened: June 1, 2006

Closed:

Mailing address: 14114 206TH ST SE
SNOHOMISH WA 98296-3947

NAICS: 237110 - Water and Sewer Line and Related Structures
Construction

238910 - Site Preparation Contractors

Reseller Permit(s)



Reseller permit #	Status	Effective date	Expiration date
A16159623	Active	Jan-01-2022	Dec-31-2023
A16159621	Expired	Jan-01-2020	Dec-31-2021



PROPOSAL - Continued

Signed Proposal, so they agree to Certification of Compliance with Wage Payment Statutes Clause Signed.

The undersigned agrees that the Owner is authorized to obtain information from all references included herein.

Sincerely,

Jeff Brown
Sign Name

8/8/22
Date

By: Jeff Brown, owner
Print Name, Title

Shoreline WA
Location Executed (City, State or County)

B & B Utilities and Excavating, LLC
Print Company Name

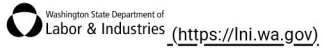
Amount of Proposal deposit: \$ _____ Check No. _____

or Proposal bond in the amount of \$ 590

_____, issued through Travelers
Name of Bank/Bonding Company

located at PO BOX 3018, Bothell WA 98041
Mailing Address

425-429-4500
Telephone Number of Bank/Bonding Company



Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name:

WA UBI Number:

License Number:

Principal:

RCW:

From: To:

Penalty Due:

Wage Due:

[Apply Filters](#) [Reset](#)

[Download all debarment data](#)

Show per page

Showing 0 records

FirstPreviousNextLast

Company Name	UOI	License	Principal	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due
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There are no records that match your search criteria.


Show per page

Showing 0 records

FirstPreviousNextLast

NO.	ITEM	QUANTITY	ENGINEER'S ESTIMATE		B&B UTILITIES & EXCAVATING, LLC		KAMINS CONSTRUCTION, INC.	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
	BIDDER							
	BIDDER ADDRESS				P.O. Box 293	P.O. Box 867		
	WASHINGTON STATE WORKMAN'S COMP. ACCT. NO.				Bothell, WA 98041	Bothell, WA 98041		
	WASHINGTON STATE CONTRACTOR'S REG. NUMBER				641,704-00	162,183-01		
	BID BOND OR OTHER GOOD FAITH TOKEN				BBUTILIE948LN	KAMINCCI854BB		
					5% BID BOND	5% BID BOND		
1	Minor Change	1 CALC	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
2	Survey	1 LS	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$4,800.00	\$4,800.00
3	Record Drawings (Minimum Bid \$1,000)	1 LS	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00
4	SPCC Plan	1 LS	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
5	Mobilization, Cleanup and Demobilization	1 LS	\$25,000.00	\$25,000.00	\$20,000.00	\$20,000.00	\$36,300.00	\$36,300.00
6	Project Temporary Traffic Control	1 LS	\$20,000.00	\$20,000.00	\$12,000.00	\$12,000.00	\$35,088.00	\$35,088.00
7	Remove Drainage Structure	8 EA	\$1,000.00	\$8,000.00	\$500.00	\$4,000.00	\$585.60	\$4,684.80
8	Remove Asphalt Pavement	440 SY	\$10.00	\$4,400.00	\$5.00	\$2,200.00	\$39.33	\$17,305.20
9	Remove Cement Conc. Pavement (Roadway and Driveway)	50 SY	\$160.00	\$8,000.00	\$50.00	\$2,500.00	\$39.94	\$1,997.00
10	Controlled Density Fill	5 CY	\$200.00	\$1,000.00	\$150.00	\$750.00	\$420.00	\$2,100.00
11	Locate Existing Utilities	1 LS	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00
12	Pothole	14 EA	\$800.00	\$11,200.00	\$200.00	\$2,800.00	\$465.60	\$6,518.40
13	Crushed Surfacing Top Course for Shoulder Restoration	10 TN	\$150.00	\$1,500.00	\$25.00	\$250.00	\$100.00	\$1,000.00
14	Commercial HMA	170 TN	\$200.00	\$34,000.00	\$150.00	\$25,500.00	\$268.16	\$45,587.20
15	PVC Storm Sewer Pipe, 8 In. Diam. (Incl. Bedding)	245 LF	\$80.00	\$19,600.00	\$85.00	\$20,825.00	\$147.18	\$36,059.10
16	PVC Storm Sewer Pipe, 12 In. Diam. (Incl. Bedding)	270 LF	\$120.00	\$32,400.00	\$90.00	\$24,300.00	\$196.11	\$52,949.70
17	Catch Basin, Type 1	11 EA	\$2,500.00	\$27,500.00	\$5,000.00	\$55,000.00	\$3,566.40	\$39,230.40
18	Concrete Inlet	1 EA	\$1,500.00	\$1,500.00	\$3,500.00	\$3,500.00	\$3,368.40	\$3,368.40
19	Removal of Unsuitable Material (Trench)	10 CY	\$50.00	\$500.00	\$50.00	\$500.00	\$100.00	\$1,000.00
20	Trench Excavation Safety Systems	1 LS	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$1,800.00	\$1,800.00
21	Bank Run Gravel for Trench Backfill	340 TN	\$20.00	\$6,800.00	\$10.00	\$3,400.00	\$0.01	\$3.40
22	Sanitary Side Sewer Pipe Realignment	1 EA	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$4,324.80	\$4,324.80
23	Erosion Control and Water Pollution Prevention	1 LS	\$2,000.00	\$2,000.00	\$500.00	\$500.00	\$2,400.00	\$2,400.00
24	Topsoil, Type A	20 CY	\$100.00	\$2,000.00	\$50.00	\$1,000.00	\$120.00	\$2,400.00
25	Bark or Wood Chip Mulch	15 CY	\$100.00	\$1,500.00	\$50.00	\$750.00	\$132.00	\$1,980.00

DATE: 8/2022
DRAWN: SC
CHECKED: KB
APPROVED: KB

BIDDER	ITEM	QUANTITY	ENGINEER'S ESTIMATE			B&B UTILITIES & EXCAVATING, LLC			KAMINS CONSTRUCTION, INC.		
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	
26	Sod Installation	10 SY	\$50.00	\$500.00	\$100.00	\$1,000.00	\$96.00	\$960.00			
27	Cement Concrete Driveway Repair	25 SY	\$220.00	\$5,500.00	\$220.00	\$5,500.00	\$180.00	\$4,500.00			
28	Monument Case and Cover	1 EA	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$1,200.00	\$1,200.00			
	Subtotal			\$240,400.00		\$208,275.00		\$315,056.40			
	Sales Tax @ 0% (Per W.S. Revenue Rule 171)			\$0.00		\$0.00		\$0.00			
	TOTAL CONSTRUCTION COST			\$240,400.00		\$208,275.00		\$315,056.40			
Sealed bids were opened at the Town of Yarrow Point, 4030 95th Avenue NE, Yarrow Point, Washington 98004 on Wednesday, August 10, 2022, at 1:00 p.m. (local time).											
I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the unit prices and total amounts bid.											
 KEVIN BROWN, P.E.											

DATE: 8/2022
DRAWN: SC
CHECKED: KB
APPROVED: KB

Business of The Town Council
Town of Yarrow Point, WA

Agenda Bill 22-48
August 31, 2022

Approve Gray & Osborne, Inc to provide Construction Management and Inspection Services for the NE 36th St Stormwater Project	Proposed Council Action: For approval
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Presented by:	Engineer Stacia Schroeder
Exhibits:	<ul style="list-style-type: none">• Contract for Professional Engineering Services.

Summary:

Accept Gray & Osborne, Inc to provide Construction Management and Inspection Services for the NE 36th St Stormwater Project.

Recommended Action:

Accept Gray & Osborne, Inc to provide Construction Management and Inspection Services not-to-exceed cost of \$35,800.00 for the NE 36th St Stormwater Project.

**AMENDMENT NO. 1
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
G&O JOB NO. 22492**

THIS AMENDMENT, by and between the Town of Yarrow Point, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) March 22, 2022, for additional services related to the NE 36th Street Stormwater Improvements.

For Construction Management and Inspection Services, see attached Exhibits A and B. For a not-to-exceed cost of \$35,800.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

GRAY & OSBORNE, INC.

TOWN OF YARROW POINT

By: 
(Signature)

By: _____
(Signature)

Name: Michael B. Johnson, P.E., President
GRAY & OSBORNE, INC.

Name: _____
(Print)

Date: 8/25/22

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A

SCOPE OF WORK

TOWN OF YARROW POINT NE 36TH STREET STORMWATER IMPROVEMENTS CONSTRUCTION MANAGEMENT SERVICES AMENDMENT 1

Gray & Osborne, Inc. has completed the design for the NE 36th Street Stormwater Improvements. Construction is anticipated to begin the first part of September 2022 and be substantially complete within 6 weeks (30 working days). An additional 2 weeks (10 working days) are provided to physically complete the project.

The Town has now requested that Gray & Osborne provide assistance regarding the inspection and construction management for the project. This scope of work includes overall project management, preconstruction, construction management, and limited construction inspection services (half-time).

SCOPE OF WORK

Task 1 – Project Management

Provide overall project management services including:

- A. Dedicate sufficient staff resources to the project.
- B. Monitoring of Contractor's compliance with schedule.
- C. Monitoring of project budget.
- D. Provide monthly progress reports and invoices.

Task 2 – Preconstruction Services

- A. Schedule and attend a preconstruction meeting. Work also includes preparing a meeting agenda and, following the meeting, prepare and distribute meeting minutes. It is assumed that this meeting will be held via zoom.

Task 3 – Construction Management Services

Provide office services to support Contractor inquiries and field activities, to include correspondence and:

- A. Attend up to 6 weekly construction meetings with the Town and Contractor to facilitate construction and construction coordination. It is assumed that these construction meetings will be in-person, with the

Project Manager/Project Engineer attending via Zoom. These meetings will be scheduled for a time that the inspector is onsite.

- B. The inspector will coordinate quantities for payment with the Contractor in the field. Pay estimates will be prepared by the Engineer and submitted to the Town for processing.
- C. Answer Contractor requests for information (RFIs), provide Contractor timely interpretation of contract documents, and review contractor testing lab reports, as may be requested.
- D. Assist the Town with negotiation of change orders, as may be applicable.
- E. Prepare record drawings based on the Contractor's submittal of drawing markups. Final record drawings will be provided to the Town in PDF format.
- F. Review the project with the Town and Contractor prior to issuing substantial completion and develop a punch list. The Inspector will verify the punch list items are completed and notify the town and engineer prior to issuance of the Notice of Completion.

Task 4 – Limited Construction Inspection Services

- A. Provide limited on-site inspection services to observe the progress of the work and determine, in general, that the work is proceeding in accordance with the contract documents. Observation documentation will include Inspector's Daily Reports (only on days the inspector is onsite), Weekly Quantity Reports, Weekly Working Day Reports, and Report of Force Account Work (as needed). This Supplement has budgeted inspection hours based on limited half-time inspection from the notice to proceed until physical completion. Additional services include attendance at construction meetings, punch list preparation and a final project walkthrough.

ASSUMPTIONS

- 1. This scope of work does not anticipate nor include overtime (more than 40 hours per week) or a contract duration in excess of 30 working days to substantial completed and an additional 10 working days to physical completion.

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

Town of Yarrow Point - NE 36th Street Stormwater Improvements - Construction Management Services

Tasks	Principal Hours	Project Manager Hours	Field Inspector Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours
1 Project Management	8			
2 Preconstruction Services		3	2	
3 Construction Management Services	12	40		8
4 Construction Inspection Services			150	
Hour Estimate:	20	43	152	8
Fully Burdened Billing Rate Range:*	\$150 to \$235	\$140 to \$235	\$100 to \$173	\$60 to \$165
Estimated Fully Burdened Billing Rate:*	\$180	\$180	\$140	\$110
Fully Burdened Labor Cost:	\$3,600	\$7,740	\$21,280	\$880

Total Fully Burdened Labor Cost: \$ 33,500

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 2,300

TOTAL ESTIMATED COST: \$ 35,800

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

**Business of The Town Council
Town of Yarrow Point, WA**

Agenda Bill 22-49
August 31, 2022

Confirmation of resident Steve Fleming for the Stormwater Utility Advisory Committee	Proposed Council Action: For confirmation
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Presented by:	Engineer Stacia Schroeder
Exhibits:	Ordinance No. 630 (for reference purposes.)

Summary:

In 2011 the Council formed the Utility Advisory Committee (UAC) to make policy recommendations to the Council concerning stormwater utility rates, the collection of funds, and the purpose for which they shall be used. The UAC is to consist of a minimum of three, but not more than five residents. There is a vacancy that needs to be filled on the UAC, and Mayor Harris has recommended Steve Fleming to fill that vacancy.

Recommended Action:

Motion to confirm resident Steve Fleming as a member of the Utility Advisory Committee.

TOWN OF YARROW POINT

ORDINANCE NO. 630

AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, ESTABLISHING A STORM WATER UTILITY AND STORM WATER UTILITY FUND; CREATING A STORM WATER UTILITY COMMITTEE; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, storm and surface water runoff should be managed, regulated and controlled to reduce flooding, erosion, sedimentation and other pollution of water, danger and damage to life and property, and to protect and encourage the use of efficient means to these ends; and

WHEREAS, a Comprehensive Storm Water Management Plan completed by professional consultants retained by the Town under contract identifies critical repairs and upgrades necessary for the effective functioning of the Town storm and surface water distribution system; and

WHEREAS, management of storm and surface water runoff must include anticipation of future growth and development in the design and improvement of the surface and storm water management system; and

WHEREAS, current revenue sources available to the Town for capital improvements to the public storm water distribution system are inadequate; and

WHEREAS, the Town Council finds that the most effective way to fund maintenance of and improvements to the Town storm water distribution system is through the establishment of a storm water utility; and

WHEREAS, it is the desire of the Town to establish a storm water utility and create a citizen committee to make recommendations to the Council concerning the utility; NOW THEREFORE,

THE TOWN COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. Utility Established. A Storm and Surface Water Utility is hereby established for the purpose of protecting public health, safety and welfare by providing a

dedicated revenue source for effective management of the storm and surface water facilities and courses the title to which is held by the Town.

Section 2. Utility Fees. The Council may establish by Resolution utility fees to recover the costs of providing service to property in accordance with the cost of improving, operating and maintaining the Town storm and surface water system. Costs may include but will not be limited to the expense of planning, administration, development of regulations, the enforcement of existing regulations, construction and/or repair of facilities, system maintenance, provision of storm and surface water management equipment and services and any redemption of bonds that are used to finance any system improvement.

Section 3. Utility Fund Established. The Storm Water Utility Fund is hereby created. Utility fees shall be deposited in this fund, to be used only for the purpose of paying all or any part of the cost and expense of providing storm and surface water management services, or to pay or secure the payment of all or any portion of any financing for such purpose.

Section 4. Advisory Committee. A citizen work group referred to as the Utility Advisory Committee, or "UAC," is hereby created. The committee shall be comprised of a minimum of three but not more than five Town of Yarrow Point residents appointed by the Mayor and confirmed by the Town Council. A qualified professional consultant approved by the Council shall be retained as the UAC Coordinator. The UAC shall make policy recommendations to the Council concerning establishment of utility rates, the collection of funds, and the purpose for which they shall be used. Members of the UAC are authorized to make any other recommendations involving planning for the utility and its future administration as considered necessary.

Section 5. Liability Disclaimer.

- A. Floods from storm water runoff may occasionally occur which exceed the capacity of drainage facilities constructed and maintained by the Town. The Town's adoption of this Ordinance does not imply that property liable for any utility fees shall always be free from flooding. Further, this Code does not purport to reduce the need or the necessity for any property owner to obtain flood insurance.
- B. The Storm and Surface Water Utility shall be administered and enforced for the benefit of the health, safety and welfare of the general public, and not for the benefit of any particular person or class of persons.
- C. No provision of or any term used in this Ordinance is intended to impose any duty upon the Town or any of its officers or employees which would subject them to damages in a civil action.


Section 6. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such

invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 7. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of the summary of this Ordinance, consisting of its title.

PASSED by the Town Council and APPROVED by the Mayor of the Town of Yarrow Point, at a regular meeting held this 8th day of November, 2011.

TOWN OF YARROW POINT,
WASHINGTON:



MAYOR, DAVID COOPER

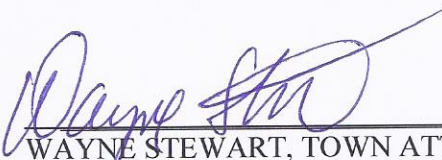
ATTEST/AUTHENTICATED:



TOWN CLERK, SARA MCMILLON



APPROVED AS TO FORM:



WAYNE STEWART, TOWN ATTORNEY