



**Town of Twisp
Council Meeting
Tuesday, August 22nd, 2023**

Time Change: Regular Session 6:00 PM

Executive Session Beginning at 5:00 PM

**Location: Twisp Civic Building
118 S Glover St.**

If you would like to attend to the meeting online via computer, tablet, or smartphone, please visit our website and follow the link to join or navigate to the following

URL: <https://meet.goto.com/945056733>

If you would like to listen to the meeting over the phone, please use the following number: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: [945-056-733](https://meet.goto.com/945056733)

Anyone who wishes to make a verbal public comment may register in person before the meeting, or with the Clerk's Office via phone 509-997-4081 or email clerktreasurer@townoftwisp.com before 3:00 PM on the day of the meeting. Public Commenters must provide their name, address, and the topic of their comment. At the designated time, commenters will be called on by the Mayor. Comments will be limited to three (3) minutes in length.

Public comments may also be submitted in writing in advance of the meeting (via email to clerktreasurer@townoftwisp.com or dropbox at Town Hall) and must contain the Commenter's name, address, and comment. Written comments will NOT be read aloud at the meeting, but will be included on the meeting minutes.



**Town of Twisp
Council Meeting Agenda
Tuesday, August 22nd, 2023**

Time Change: Regular Session 6:00 PM

Executive Session Beginning at 5:00 PM

Call to Order and Roll Call

Pledge of Allegiance – Council Member (Mayor's Request)

- **Executive Session with Legal Counsel** (RCW 42.30.110(1)i) – Potential Litigation (60 Minutes)

Request for Additions &/or Changes to the Agenda

Public Comment Period

Routine Items:

- Mayor's Report
- Staff Reports
- Committee/Commission/Board Reports

New/Old Business:

- **Discussion/Action:** Recognition of Planning Intern Caton Coldicott
- **Discussion/Action:** WSDOT North End/SR20 – Supplement #1
- **Discussion/Action:** TO-Engineers POTW Improvements – Amendment #1

Consent Agenda:

1. Accounts Payable/Payroll
2. Minutes

Adjournment



| | | |
|----------------|------------------|-------------------|
| Agency | | Supplement Number |
| Project Number | Agreement Number | |

All provisions in the AGREEMENT identified above remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

Project Description

Name _____

Location _____

Description of Work No Change

Reason for Supplement

| Type of Work | Estimate of Funding | | | | |
|---|-------------------------------------|-------------------|---|----------------------------------|---------------------------------|
| | (1) Previous Agreement/Suppl. | (2) Supplement | (3) Estimated Total Project Funds | (4) Estimated Agency Funds | (5) Estimated State Funds |
| PE a. Agency | | | | | |
| b. Other | | | | | |
| c. Other | | | | | |
| d. State Services | | | | | |
| e. Total PE Cost Estimate (a+b+c+d) | | | | | |
| RW f. Agency | | | | | |
| g. Other | | | | | |
| h. Other | | | | | |
| i. State Services | | | | | |
| j. Total R/W Cost Estimate (f+g+h+i) | | | | | |
| CN k. Contract | | | | | |
| l. Other | | | | | |
| m. Other | | | | | |
| n. Other | | | | | |
| o. Agency | | | | | |
| p. State Services | | | | | |
| q. Total CN Cost Estimate (k+l+m+n+o+p) | | | | | |
| r. Total Project Cost Estimate (e+j+q) | | | | | |

AGENCY

BY: _____

Title:

Agency Date: _____ Date Executed: _____

STATE

BY: _____
Director, Local Programs



7950 N Meadowlark Way, Suite A
Coeur d'Alene, ID 83815
Ph: (208) 762-3644

T.O. ENGINEERS

An  ARDURRA Company

ADDITIONAL SERVICES AUTHORIZATION

(Please expedite return of signed form.)

DATE: 8/8/2023

Contract/Project No: 210766 Project Name: Twisp POTW Improvements
Name of Client: Town of Twisp
Address: 1240B Cottonwood St.
City/State: Twisp, WA Zip Code: 98856 Telephone: 509-997-1311
Description of Services to be Provided by Consultant: See attached Amendment 1.

T-O Billing Reference Description: 230210 – Twisp POTW Bidding and Construction Services
Fee Proposed: \$999,500 ☐ Lump Sum ☒ T & M (Not to Exceed)

Additional Service Requested By: Andrew Denham
Additional Service Request Rec'd By: Brent Deyo via ☒ Verbal ☐ Written
Special Conditions: _____

The Terms and Conditions of the original contract, 210766, dated 4-7-2022, above are incorporated and made a part of this Agreement.

Offered by T-O Engineers (Consultant):
 8/10/2023
Signature Date

Kasey Ketterling – Municipal Market Manager
Printed Name/Title

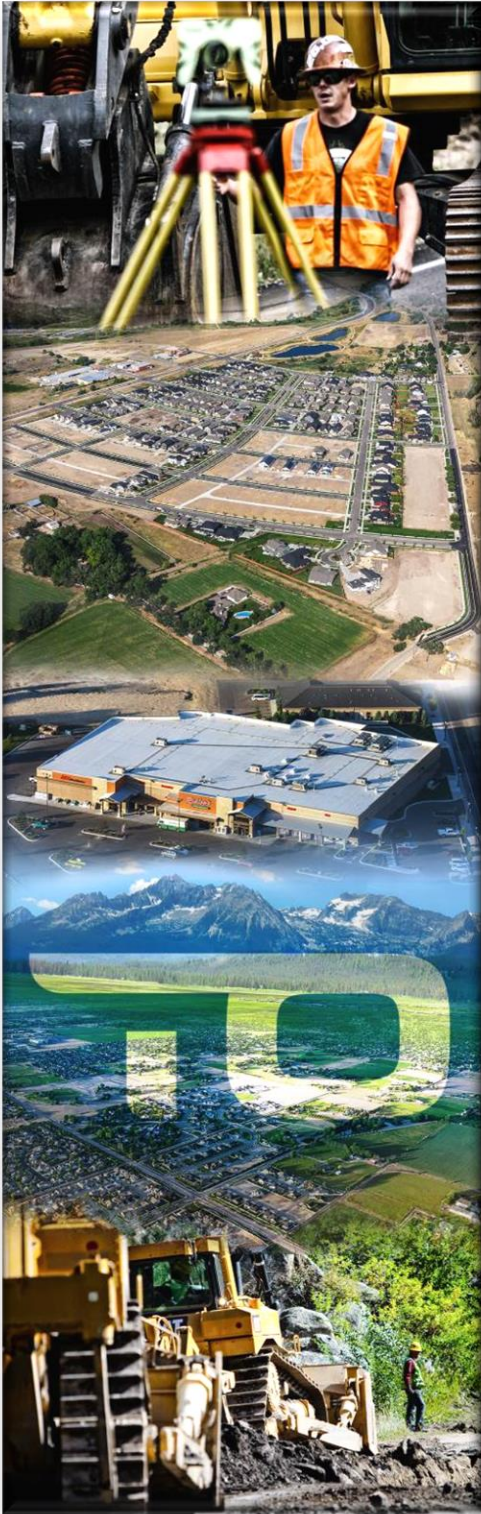
Accepted by Client:

Signature Date

Soo Ing-Moody/Mayor
Printed Name/Title

Town of Twisp
Name of Client

- ☒ Work will not proceed until authorization is signed by client
☐ Work will proceed based on Client's verbal and or email authorization



Amendment 1

Town of Twisp

POTW Improvements

Services during Bidding and

Construction

SCOPE OF SERVICES

Presented To:

Andrew Denham

Public Works Director

Twisp, WA

Presented By:

Kasey Ketterling, P.E.

Client Service Manager

Brent Deyo, P.E.

Project Manager



T.O ENGINEERS

An  **ARDURRA** Company

Consulting Engineers, Surveyors And Planners

7950 N. Meadowlark Way, Suite A

Coeur D'Alene, Idaho 83815

208-762-3644 • FAX 208-762-3708

August 8, 2023

Twisp POTW Improvements – Services during Bidding and Construction

T-O Engineers, an Ardurra company (T-O) is pleased to have the opportunity to present this amendment to our Professional Services Agreement (PSA) with the Town of Twisp (Owner) dated 4/7/2022. This amendment covers professional services to be performed during the bidding and construction phase of the Town’s POTW Improvements project (Project).

SCOPE OF WORK

Design of several improvements to the Tow of Twisp’s Publicly Owned Treatment Works (POTW) are currently under review with the Washington Department of Ecology. The designs cover improvements to the influent lift station, headworks, biological treatment system, solids handling, disinfection system, sewer equipment garage, and general site enhancement. These efforts were performed as part of our PSA with the Town. Design services will be finalized upon receipt of Department of Ecology approval of the Plans and Project Manual. The Town now desires to move into the bidding and construction phases of the project. This amendment sets forth our scope of services and estimated fee for these phases of the project. The following assumptions were made in development of the estimated fee for the services described below:

- Services will be billed on a Time & Materials basis.
- Duration of Services: August 2023 through October 2026 (39 months)
 - Bidding, negotiations, and submittal period: August 2023 through April 2024 (9 months)
 - Onsite construction activities: May 2024 through October 2025 (18 Months)
 - Warranty assistance: November 2025 through October 2026 (12 months)
- Per diem follows standard General Washington per diem rates of \$98.00 per night of lodging and \$59.00 per day of meals.
- The vehicle mileage rate is the standard \$0.655 per mile.
- Site visits for Coeur d’Alene or Spokane staff include round trip vehicle mileage, one day of meals, one night of lodging, and 12 hours of staff time.
- Site visits for staff beyond the Spokane or Coeur d’Alene region include round trip vehicle mileage from Spokane, two days of meals, two nights of lodging, airfare at \$200 per round trip flight, and 24 hours of staff time.

The following summarizes the professional services T-O proposes within this Additional Services Authorization.

| | |
|--|-----------------|
| 1. Project Management | \$28,000 |
| Project coordination between Owner, Contractor, and funding agencies as necessary, including invoicing and status updates. | |

2. Bid Coordination and Award**\$25,000**

Bid Advertisement/Document Distribution – Develop a bid advertisement for review and approval by applicable funding agencies and the Owner. Issue bid documents to plan centers listed in the advertisement and prospective bidders and maintain an accurate plan-holders list. Budget assumes bid documents will be provided electronically to prospective bidders. Owner assumes any fees associated with posting the plans and contract documents at any plan center beyond T-O's online plan center.

Pre-bid Coordination/Conference – Provide responses to Contractor questions during the bidding period. Issue addenda or other clarifications as may be required. Conduct two pre-bid conferences, one virtual and another onsite for prospective bidders. Consult with and advise Owner as to the acceptability of substitute materials and equipment proposed by Contractor when substitution prior to the award of contract is allowed by the bidding documents. Estimate assumes one site visit for the Project Manager for the pre-bid conference.

Bid Opening/Review – The bid opening will be held at the Town of Twisp. T-O will attend virtually, and review bids received for bidder responsiveness to bid criteria. T-O will evaluate the bids as to responsiveness of bidders and prepare bid tabulations to determine the order of the bidders. Evaluate bidder qualifications and bidder references and submit to the Owner the certified tabulation of bids with a recommendation of award.

Funding Agency Bid Approval – T-O will compile and submit required documentation to applicable funding agencies including evidence of advertising, addenda, signed bid proposal, bid tabulations, revised project budget, bidders list, required Contractor documents and bonds. T-O will coordinate with applicable funding agencies for approval of contract award.

Contract Award Coordination – Prepare contract documents included in the construction documents for execution by the Contractor and Owner. Review Agreement, bonds and insurance documents submitted by the Contractor.

3. Construction Administration/Engineering Services**\$211,000**

T-O will consult with and advise Owner and act as their representative as provided in Articles 1 through 17, inclusive, of the Standard General Conditions of the Construction Contract, as prepared by EJCDC. The extent and limitations of the duties, responsibilities and authority of Engineer as assigned in said Standard General Conditions shall not be modified, except as Engineer may otherwise agree in writing. All of Owner's instructions to Contractor will be issued through Engineer who will have authority to act on behalf of Owner to the extent provided in said Standard General Conditions except as otherwise provided in writing.

Tasks may include but are not limited to submittals review, review of Contractor pay requests, preparation of change order documentation, responses to Contractor Requests for Information, substantial completion punch lists, and general support activities. Budget includes funding coordination to assist with monthly reimbursement requests and any necessary coordination between the funding agency and Owner or T-O.

Budget assumes:

- One site visit per month for Project Manager during Onsite Construction Activities to cover preconstruction conference, substantial and final completion inspections, and periodic site check-ins throughout construction.
- 100 Submittals with 5 hours of review time for each.
- 70 Requests for Information with 5 hours of review time for each.
- 10 Change Orders with 10 hours of review time for each.
- 27 Pay Requests with 2.5 hours of review time for each.

- 2 hours a month for funding assistance for the duration of the agreement, 39 months.

4. Resident Project Representative:

\$434,000

T-O shall provide a Resident Project Representative (RPR) under Engineer's supervision which will be intended to serve as a liaison between Engineer, Owner and Contractor under direction of the Engineer. RPR will assist Engineer and Owner in observing performance of Contractor's work. T-O will provide an RPR to conduct construction observation throughout Onsite Construction Activities.

Budget assumes:

- RPR to be onsite Monday through Thursday at 40 hours per week including travel time.
- Three nights of lodging and four days of meals at standard General Washington per diem rates.
- Round trip mileage from Spokane once per week.
- In the case of extended contract, the fee per week for RPR is \$5,600.

Duties of the RPR include:

- Reviewing Contractor schedules.
- Attending project meetings and as appropriate preparing and circulating copies of minutes.
- Report to Engineer whether Contractor's work is acceptable or defective according to the Contract Documents and the intent of the Project as a functioning whole.
- Report to Engineer when clarifications and interpretations of the Contract Documents are necessary as a result of Contractor Request for Information or otherwise.
- Observe, record, and report to Engineer appropriate details relative to material and equipment installation, test procedures, systems start-ups, and trainings.
- Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.
- Prepare daily records including data relative to site conditions, progress of work, and material/equipment/workers on site.
- Review applications for payment with Contractor for accuracy in comparison with actual work completed.

The RPR shall not:

1. Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
1. Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.
2. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.
3. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.

5. Commissioning:

\$57,000

T-O will serve as Commissioning Authority as it relates to performing those services defined within Specification 019100 of the Construction Contract Documents for the Twisp POTW Improvements. Plant commissioning will consist of a series of tests which will be performed in sequence until the system is fully

commissioned, and beneficial use has been reached. The following is a list of Commissioning Responsibilities as set forth within Specification 019100:

- Coordinate, direct, and approve commissioning Work.
- Develop and coordinate execution of commissioning plan. Revise commissioning plan to suit Project conditions.
- Schedule commissioning Work with Contractor for inclusion in Progress Schedule.
- Plan and conduct commissioning meetings.
- Request and review commissioning submittals required to perform commissioning tasks.
- Write and distribute verification tests and checklists.
- Develop verification check and startup plan in cooperation with Contractor and equipment and system installers.
- Write functional performance test procedures in cooperation with Contractor and equipment and system installers.
- Review test and balance execution plan.
- Attend selected project progress and pre-installation meetings. Review meeting minutes. Resolve potential conflicts with commissioning activities.
- Observe equipment and system installations.
- Document that equipment and systems are installed and perform according to design intent and Contract Documents.
- Coordinate and supervise required seasonal or deferred testing and deficiency corrections.
- Approve content and adequacy of Owner's personnel training.
- Review and approve operation and maintenance manuals.
- Compile commissioning record and testing data manual.
- Provide final commissioning report.

Budget assumes:

- Two site visits for staff outside of Spokane and Coeur d'Alene office for commissioning related tasks.
- RPR will coordinate with commissioning authority and assist with onsite commissioning activities including attendance of meetings and observation of equipment installation, testing and training.

6. Post Construction Services \$45,000

Prepare record drawings for submittal to Owner and Department of Ecology based on marked-up plans from the Contractor and field observations. Compile Operation and Maintenance Data provided by the Contractor. Provide Owner assistance throughout the standard one-year maintenance period. Budget assumes 30-hours of assistance with warranty claims and two site visits for Coeur d'Alene staff.

7. Subconsultant Services – DC Engineering \$177,000

T-O will retain the services of DC Engineering to provide electrical, control, and HVAC associated bidding and construction services as defined within their scope of work, included as **Attachment 1**.

8. Subconsultant Services – LSB Consulting Engineers \$22,500

T-O will retain the services of LSB Consulting Engineers to provide structural associated bidding and construction services as defined within their scope of work, included as **Attachment 2**.

Time and Material Fee Estimate

| | |
|---------------------------------|-------------------------|
| <u>T-O Engineers</u> | <u>\$800,000</u> |
| <u>DC Engineering</u> | <u>\$177,000</u> |
| <u>LSB Consulting Engineers</u> | <u>\$22,500</u> |
| <u>Total</u> | <u>\$999,500</u> |

The following services are specifically excluded from this agreement, but may be added by written authorization of the Owner:

- Design modifications due to unforeseen conditions.
- Construction staking.
- Preparation of operation and maintenance manuals; extensive assistance in utilization or startup; and training Owner's personnel.
- Preparing to serve or serving as a consultant or witness in any legal or administrative proceeding or public hearing.
- Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of defective or neglected work of Contractor, (3) prolongation of contract time, (4) Contractor's overtime work, and (5) Contractor's defaults.
- Services in connection with change orders to reflect changes requested by Owner, evaluating substitutions proposed by Contractor after award, and services resulting from material, equipment or energy shortages.
- See **Attachment 1** and **2** for subconsultant exclusions.
- Any services, product or professional responsibility not specifically described herein.



T-O ENGINEERS

An  ARDURRA Company

EXHIBIT "A" FUNCTIONAL FEE SCHEDULE PROFESSIONAL SERVICES Effective January 1, 2023

| | |
|--|---------------------------|
| I. PERSONNEL | |
| Regional Manager/Director | \$260.00 - \$360.00 /hour |
| Project Manager | \$150.00 - \$330.00 /hour |
| Project Engineer | \$140.00 - \$240.00 /hour |
| Staff Engineer | \$105.00 - \$180.00 /hour |
| Environmental Specialist | \$105.00 - \$228.00 /hour |
| Aviation Planner | \$150.00 - \$300.00 /hour |
| Construction Manager | \$105.00 - \$192.00 /hour |
| GIS Specialist | \$100.00 - \$156.00 /hour |
| Inspector/Technician | \$85.00 - \$168.00 /hour |
| Information Technology | \$115.00 - \$150.00 /hour |
| Administrative | \$70.00 - \$180.00 /hour |
| II. LANDSCAPE ARCHITECT | |
| Landscape Architect | \$105.00 - \$150.00 /hour |
| III. SURVEYING | |
| Survey Manager | \$165.00 - \$270.00 /hour |
| Project Surveyor | \$165.00 - \$198.00 /hour |
| Survey Technician | \$80.00 - \$186.00 /hour |
| IV. SURVEY EQUIPMENT | |
| Aquatic Survey Vessel | \$200.00 /hour |
| GPS or Robotic Survey Equipment | \$75.00 /hour |
| Conventional Survey Equipment | \$25.00 /hour |
| GIS Data Logger | \$15.00 /hour |
| UAV Flight Charge | \$75.00 /flight |
| Drill and Generator | \$80.00 /day |
| V. COMPUTER SOFTWARE | |
| Property Database Research | \$50.00 /hour |
| Traffic Modeling Software | \$36.00 /hour |
| CADD and Other Technical Software | \$10.00 /hour |
| SMS Software | \$25.00 /hour |
| VI. REPRODUCTION | |
| In-House Reproduction | Hourly Labor Rates Apply |
| Outside Reproduction | Actual Cost + 10% |
| VII. MILEAGE | |
| Vehicle | 0.65 - 0.75 /mile |
| ATV Vehicle | \$20.00 /hour |
| VIII. OTHER DIRECT CHARGES | |
| Direct costs for material or services incurred for the project | Actual Cost + 10% |

- Notes: 1. When employees perform work that requires overtime, the billing rate for that overtime work will be increased to 130% of the rate established above. Overtime shall be defined as any work required of an employee in excess of 40 hours per week.
2. When employees perform work that requires litigation or as a professional witness, the billing rate for that work will be increased to 200% of the rate established above.
3. This fee schedule is subject to periodic adjustment.


DC ENGINEERING
Careful listening. Dynamic solutions.
www.dcengineering.net

Additional Engineering Services Agreement

Add Service Proposal Date: July 31, 2023

Base Proposal Date: April 14, 2022

Project Name: Town of Twisp – POTW Improvements

Services Performed For:

Ardurra – Kasey Ketterling

7950 N. Meadowlark Way Suite A

Coeur d’Alene, Idaho 83815

The following additional engineering services has been requested by Ardurra under the terms and conditions of the original April 14, 2022, Agreement for the above referenced project.

Bidding Services and Services During Construction (Added)

- Provide bidding assistance related to questions from bidders during bid phase.
- Provide timely responses for RFIs, field orders, change proposal requests, and construction change proposals. This does not include time involved due to Contractor errors and deviations from the construction documents.
- Provide review of Contractor provided submittal packages and O&M manuals related to the disciplines for which DC Engineering is providing engineering and design services prior to construction. This does not include time required to revise drawings due to Contractor substitutions.
- Provide five (5) site visits with 3 engineering discipline representatives (electrical, controls, building mechanical). Additional site visits can be performed as additional services.
- As-built drawings of all work completed as part of the project based on construction “red-lines”, mark-ups, and other comments provided by the Contractor which make changes to the design drawings.

Bidding Services and Services During Construction Assumptions

- The Owner will hire a Contractor with demonstrated experience and qualifications for the project type and complexity.
- Services are based on the 70 design drawings (i.e. 17 P&ID’s, 35 electrical drawings, 9 HVAC drawings, and 9 plumbing drawings) and 28 specification sections (i.e. 19 electrical and 9 controls) developed during the design phase. Additional services that result from the addition of drawings or specification during the construction period can be provided for an additional negotiated fee.
- Fourteen (14) calendar days turnaround time for submittals and RFI’s.
- One submittal and one resubmittal per specification section at an average of 6 hours per submittal to review, document comments, and return. Submittals reviewed for general

conformance with the project design concept and general compliance with the information or design requirements given in the Contract Documents.

- Ten (10) RFI's (i.e. 1 for every 7 drawings) at an average of 4 hours per each RFI for office staff to prepare responses. RFI's submitted by the Contractor will not include calculations and other submittal items or design changes.
- Two (2) Field Orders at an average of 8 hours for each.
- Two (2) Owner-requested Change Proposal Requests at an average of 8 hours for each.
- Three (3) Construction Change Orders at an average of 8 hours for each.
- Ardurra will provide on-site Construction Management services during the entire project construction duration and will provide DC Engineering construction field observations and photographs as required to facilitate communications and address RFI's, Field Orders, etc.
- Three (3) site visits per engineering discipline – one for field observation and/or startup support, one at Substantial Completion, and one for Final Completion.
- Site visits assume 24 hours per person for each site visit to allow for travel and project site activities.
- Reimbursable expenses are included in the fee and assume approximately \$1,500 per person per site visit.
 - Include round trip vehicle mileage from Spokane, three days of meals, 2 night of lodging, and airfare at \$200 per round trip.
 - Per diem follows Washington standard per diem rates of \$98 per night of lodging and \$59.00 per day of meals.
 - Vehicle mileage rate is \$0.655 per mile.
- Record drawing efforts assume Contractor mark-ups are complete and accurate, and work is only to convert the Contractor-supplied record drawing materials into final drawings, and not to independently validate or correct record drawings. Final record drawings produced in AutoCAD Release 2014 or later and provided in electronic format for reproduction.
- Estimated work breakdown is as follows:

| | |
|-------------------------------|-----------|
| ○ Bidding Assistance: | 40 hours |
| ○ Submittal Reviews: | 408 hours |
| ○ RFI's: | 40 hours |
| ○ Field Orders: | 16 hours |
| ○ Change Proposal Requests: | 16 hours |
| ○ Construction Change Orders: | 24 hours |
| ○ Site Visits: | 360 hours |
| ○ Record drawings: | 36 hours |

The following services are not included in the proposed fee, however, can be provided for an additional negotiated fee:

- Attendance of pre-bid conference at project site.
- O&M manual development.
- Evaluation and incorporation of value engineering recommendations beyond those already provided.

- Services for review and/or preparation of Owner or Contractor proposed changes to the project other than as specifically provided in the above scope of work.
- Time involved due to Contractor errors and deviations from the construction documents or time required to revise drawings due to Contractor substitutions.
- Time required to address temporary work-arounds due to material supply chain issues or outage limitation constraints not previously identified to DC Engineering.

Schedule

Project bidding and construction schedule is assumed as follows:

- Bidding: August 2023
- Construction: September 2023-December 2025

Fees have been adjusted to align billing rates with the project schedule.

Compensation

We propose to provide the added Bidding Services and Services During Construction for \$177,000 using a time and expense, not to exceed (NTE) fee compensation structure. Billing will be only for actual effort expended on the project, and the effort will not exceed the NTE amount without prior approval.

Labor and Expense estimates are as follows:

- Labor: \$152,000
- Expense: \$25,000

Should additional services be required for the T&E (NTE) services, they will be invoiced at DC Engineering's current standard rate of compensation for time and expenses at the time of the request. Reimbursable expenses will be billed at cost plus 10 percent.

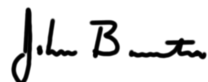
Current Billing Rates (as of date of this proposal)

| Item Description | Per Hour |
|---------------------------|-----------|
| Principal Engineer, PE | \$165-250 |
| Professional Engineer, PE | \$140-210 |
| Engineer | \$110-140 |
| Project Manager | \$125-175 |
| Designer | \$90-140 |

| Item Description | Per Hour |
|------------------|----------|
| Drafting | \$80-100 |
| Intern | \$55 |
| Administration | \$60-90 |

This proposal is valid for a period of thirty (30) days from date of issue. We sincerely appreciate the opportunity to work with you on this project and will begin work on these additional services once we are approved to proceed.

Sincerely,



John Barrutia, P.E.
Principal

ACCEPTED

X _____
Ardurra

Client: *Ardurra – Kasey Ketterling*

Billing Reference No. 22TO05: Town of Twisp – POTW Improvements



April 14, 2023

*Brent Deyo, P.E.
T-O Engineers
7950 N. Meadowlark Way Suite A
Coeur d'Alene, ID 83815*

*Re: Proposal for Engineering Services (LSB Proposal #22P1976.A)
Twisp POTW Improvements
Twisp, WA*

Dear Mr. Deyo:

LSB Consulting Engineers is pleased to offer the following proposal to provide structural engineering services during the construction on the referenced project.

FEE FOR SERVICES

We propose to provide our services as outlined in this document for the amounts indicated below on the basis of time and materials. We will not exceed these amounts without explicit prior authorization.

Construction Administration Phase (CA): \$22,500 (estimated 164 hours)

Time and Materials (T&M) proposals will be charged on an hourly basis, with fees accruing in accordance with the attached Standard Fee Schedule. The stated fee is an estimated maximum amount that includes all reimbursable expenses, unless noted otherwise in this document.

Construction Administration Phase Scope of Work (CA):

- Review Contractor submittals for the following structural elements: concrete mix designs, masonry grout mix design and masonry block design, reinforcing steel shop drawings, structural steel shop drawings, precast hollowcore plank design and shop drawings, pre-engineered metal building structure (PEMB) submittal including foundation design, wood framing submittal, metal roofing submittals, and shoring and excavation submittals (if required).*
- Review inspection requirements with special inspection agency engaged by others.*
- Respond to Contractor RFI's. Prepare clarification documents as necessary.*

Proposal for Structural Engineering Services
Twisp POTW Improvements

April 14, 2023
Page 2 of 3

- Visit the site during construction to observe structural elements being constructed. This proposal anticipates 3 such visits. Additional visits can be provided at an approximate cost of \$1,500 for each visit.
- Prepare 'As-Built' record drawing files related to structural aspects of the project with contractor-provided information at the conclusion of the construction phase.

Items Not Included in our Scope:

- Design of temporary excavation and shoring.
- Special Inspection services and/or material testing.
- Design solutions to address unforeseen field conditions.
- Design work to address Contractor errors, design modifications due to unforeseen errors, and the like.

CONDITIONS OF SERVICE

- This proposal shall remain valid for a period of six (6) months, after which time, we reserve the right to propose an adjusted fee.

Thank you for considering LSB Consulting Engineers for this project. We appreciate the opportunity and look forward to working with you. If you have questions regarding this proposal or need additional information, please feel free to contact us.

Sincerely,

LSB Consulting Engineers, PLLC



Jed Druffel, P.E.
Senior Engineer

Reviewed by David M. Linke, P.E.
Principal Engineer

Attachment: 2023 Standard Fee Schedule

Standard Fee Schedule January 2023

| | |
|--------------------------|----------------|
| Principal Engineer | \$155 per hour |
| Senior Engineer | \$140 |
| Staff Engineer | \$120 |
| Graduate Engineer | \$110 |
| | |
| Senior Design Technician | \$95 |
| Design Technician | \$85 |
| Administrative Staff | \$60 |

Expenses will be billed at actual cost plus a 10% markup. Costs for transportation by automobile will be charged at the prevailing federally approved rate per mile.

Unless otherwise specified, charges are due and payable within thirty (30) days after receipt of invoice. Interest may be charged at the rate of 1.5% per month on past due accounts.

Town Of Twisp

Time: 13:35:22 Date: 08/22/2023

08/22/2023 To: 08/22/2023

Page: 1

| Trans | Date | Type | Acct # | War # | Claimant | Amount | Memo |
|-------|------------|------------------------------------|--------|-------|-----------------------------------|-----------|--------------------|
| 1775 | 08/22/2023 | Claims | 1 | EFT | Safeguard Business Systems | 261.93 | Water Shutoff Tags |
| 1788 | 08/22/2023 | Claims | 1 | EFT | US Dept. of Ag. Rural Develop | 683.00 | |
| 1789 | 08/22/2023 | Claims | 1 | 38024 | Alpine Welding and Equipment Inc. | 41.78 | |
| 1790 | 08/22/2023 | Claims | 1 | 38025 | Ardurra | 12,954.90 | |
| 1791 | 08/22/2023 | Claims | 1 | 38026 | Confluence Health | 25.00 | |
| 1792 | 08/22/2023 | Claims | 1 | 38027 | Department of Ecology | 11,040.00 | |
| 1793 | 08/22/2023 | Claims | 1 | 38028 | David Ebenger | 550.00 | |
| 1794 | 08/22/2023 | Claims | 1 | 38029 | Soo Ing-Moody | 63.00 | |
| 1795 | 08/22/2023 | Claims | 1 | 38030 | Jim's Pumping Service | 210.00 | |
| 1796 | 08/22/2023 | Claims | 1 | 38031 | Randahl S Kilmer | 63.00 | |
| 1797 | 08/22/2023 | Claims | 1 | 38032 | M.V. Community Center | 2,990.00 | |
| 1798 | 08/22/2023 | Claims | 1 | 38033 | Methow Valley News Publishing LLC | 176.56 | |
| 1799 | 08/22/2023 | Claims | 1 | 38034 | Ok Co Energy, Inc. | 2,352.83 | |
| 1800 | 08/22/2023 | Claims | 1 | 38035 | Okanogan County Building Dept. | 1,680.00 | |
| 1801 | 08/22/2023 | Claims | 1 | 38036 | Okanogan County Sheriff's Off | 13,433.51 | |
| 1802 | 08/22/2023 | Claims | 1 | 38037 | Orca Information, Inc. | 106.00 | |
| 1803 | 08/22/2023 | Claims | 1 | 38038 | Oxarc | 28.86 | |
| 1804 | 08/22/2023 | Claims | 1 | 38039 | PUD No 1 of Okanogan County | 100.08 | |
| 1805 | 08/22/2023 | Claims | 1 | 38040 | Planet Turf | 712.35 | |
| 1806 | 08/22/2023 | Claims | 1 | 38041 | Quill | 120.39 | |
| 1807 | 08/22/2023 | Claims | 1 | 38042 | Racom Corporation | 2,842.81 | |
| 1808 | 08/22/2023 | Claims | 1 | 38043 | ST of WA Auditor's Office | 384.30 | |
| 1809 | 08/22/2023 | Claims | 1 | 38044 | Shred-it | 48.00 | |
| 1810 | 08/22/2023 | Claims | 1 | 38045 | USA BlueBook | 432.10 | |
| 1811 | 08/22/2023 | Claims | 1 | 38046 | Utilities Underground | 28.38 | |
| 1812 | 08/22/2023 | Claims | 1 | 38047 | Varela & Associates, Inc | 13,987.97 | |
| 1813 | 08/22/2023 | Claims | 1 | 38048 | Whitley Fuel LLC | 1,522.17 | |
| 1814 | 08/22/2023 | Claims | 1 | 38049 | Wilson Engineering | 434.50 | |
| 1815 | 08/22/2023 | Claims | 1 | 38050 | Xerox Corp | 411.40 | |
| | | 001 General Fund | | | | 26,221.12 | |
| | | 101 Street Fund | | | | 791.78 | |
| | | 224 Debt Service - General Fund | | | | 683.00 | |
| | | 401 Water Fund | | | | 12,537.23 | |
| | | 404 Sewer Fund | | | | 1,258.82 | |
| | | 406 CWSRF - WWTP Facility Plan | | | | 12,204.90 | |
| | | 407 Collection System Improvements | | | | 13,987.97 | |
| | | | | | | | Claims: |
| | | | | | | 67,684.82 | 67,684.82 |

WARRANT/CHECK REGISTER

Town Of Twisp

Time: 13:35:22 Date: 08/22/2023

08/22/2023 To: 08/22/2023

Page: 2

| Trans | Date | Type | Acct # | War # | Claimant | Amount | Memo |
|-------|------|------|--------|-------|----------|--------|------|
|-------|------|------|--------|-------|----------|--------|------|

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the Town of Twisp and that I am authorized to authenticate and certify to said claim.

Clerk/Treasurer _____ **Date:** _____

Council Signatures:

Hans Smith _____

Mark Easton _____

Alan Caswell _____

Aaron Studen _____

Katrina Auburn _____

WARRANT/CHECK REGISTER

Town Of Twisp

Time: 14:43:17 Date: 08/18/2023

08/09/2023 To: 08/22/2023

Page: 1

| Trans | Date | Type | Acct # | War # | Claimant | Amount | Memo |
|-------|------------|---------|--------|-------|--------------------------|----------|------|
| 1745 | 08/15/2023 | Payroll | 1 | EFT | | 850.00 | |
| 1746 | 08/15/2023 | Payroll | 1 | EFT | | 1,300.00 | |
| 1747 | 08/15/2023 | Payroll | 1 | EFT | | 1,300.00 | |
| 1748 | 08/15/2023 | Payroll | 1 | EFT | | 1,400.00 | |
| 1749 | 08/15/2023 | Payroll | 1 | EFT | | 1,300.00 | |
| 1750 | 08/15/2023 | Payroll | 1 | EFT | | 1,560.00 | |
| 1751 | 08/15/2023 | Payroll | 1 | EFT | | 750.00 | |
| 1752 | 08/15/2023 | Payroll | 1 | EFT | | 1,350.00 | |
| 1753 | 08/15/2023 | Payroll | 1 | EFT | Internal Revenue Service | 1,368.47 | |
| 1777 | 08/20/2023 | Payroll | 1 | 14538 | | 177.88 | |
| 1778 | 08/20/2023 | Payroll | 1 | 14539 | | 712.90 | |
| 1779 | 08/20/2023 | Payroll | 1 | 14540 | | 705.66 | |
| 1780 | 08/20/2023 | Payroll | 1 | 14541 | | 1,080.21 | |
| 1781 | 08/20/2023 | Payroll | 1 | 14542 | | 650.50 | |
| 1782 | 08/20/2023 | Payroll | 1 | 14543 | | 657.78 | |
| 1783 | 08/20/2023 | Payroll | 1 | 14544 | | 1,015.08 | |
| 1784 | 08/20/2023 | Payroll | 1 | 14545 | | 337.24 | |

001 General Fund

16,515.72

16,515.72 Payroll:

16,515.72

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the Town of Twisp and that I am authorized to authenticate and certify to said claim.

Clerk/Treasurer _____ **Date:** _____

Council Signatures:

Hans Smith _____

Mark Easton _____

Alan Caswell _____

Aaron Studen _____

Katrina Auburn _____