



**Washington State
Department of Transportation**

Supplemental Agreement Number <u>7</u>		Organization and Address	
Original Agreement Number		KPG Psomas Inc. 2502 Jefferson Avenue Tacoma, WA 98402 Phone: <u>253-627-0720</u>	
Project Number KPG PSOMAS PN 19066	Execution Date 4/16/2020	Completion Date 12/31/2026	
Project Title Fones Road Improvements Project Design Services	New Maximum Amount Payable \$4,426,877.92		
Description of Work Construction Management and Support Services. This supplement also extends the completion date to December 31, 2026.			

The Local Agency of City of Olympia
desires to supplement the agreement entered in to with KPG Psomas Inc.
and executed on 4/16/2020 and identified as Agreement No. _____

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:

I

Section 1, SCOPE OF WORK, is hereby changed to read:
See attached Exhibit A-7, Scope of Work.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: December 31, 2026

III

Section V, PAYMENT, shall be amended as follows:

(Original Agreement) \$1,392,076.00 + (Supplement #1) \$59,604.00 + (Supplement #2) \$20,216.00 + (Supplement #3) \$97,269.92 + (Supplement #4) No Change + (Supplement #5) \$171,816.00 + (Supplement #6) No Change + (Supplement #7) \$2,685,896.00 = (New Contract Amount) \$4,426,877.92

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Sessyle Asato, Vice President

By: _____

Consultant Signature

Approving Authority Signature

Date

EXHIBIT A-7

CITY OF OLYMPIA

FONES ROAD IMPROVEMENTS

SUPPLEMENTAL AGREEMENT NO. 7 FONES ROAD – CONSTRUCTION MANAGEMENT AND SUPPORT SERVICES

PROJECT NO. 19066 FEDERAL AID NO. STPUS-5343 (002)

SCOPE OF WORK

A. PROJECT DESCRIPTION/BACKGROUND

The scope of work is to provide management and engineering support throughout the construction phase of the Fones Road project in accordance with federal funding requirements. This work includes preconstruction support, construction phase services, on-call construction surveying, and preparation of record drawings as described herein.

Support Duration (August 2024 to July 2026: 24 Months)

Assumed Durations by Task

- *Pre-Construction:* Tasks 100 and 200 begin on or about August 2024 and conclude on the first Contractor Working Day, anticipated on or about early September 2024.
- *Construction Management:* Tasks 300, 400, 500 and 600 are anticipated to begin on or about early September 2024 and conclude on or about May 2026.
- *Project Closeout:* Task 700 begins on or about May 2026 and concludes on or about July 2026.

These services are intended to assist the City of Olympia (CITY) in administering the contract for construction performed by the CITY's Contractor, confirm that the Contractor's work is in conformance with the Contract Documents, and assist in responding to events that occur during construction. These services are based upon the understanding that the CITY will contract directly with the Contractor and will be actively involved in the construction process to make decisions, provide approvals, provide oversight as appropriate, and perform other actions necessary for the completion of the construction.

Project Description

The project improvements for the Fones Road will include:

- Complete rebuild on Fones Road with new HMA roadway
- New compact roundabout at the south Home Depot entrance
- New raised cement concrete crosswalk at the Woodland Trail crossing
- New 7-foot wide, porous HMA sidewalks on both sides of the road
- New 5-foot wide porous HMA cycle tracks both sides of the road
- New curb ramps to meet current ADA design standards
- New 12" DI transmission water main from 18th Avenue SE to Pacific Avenue SE
- New 12" DI distribution water main from 6th Street SE to Pacific Avenue SE
- New stormwater conveyance system, detention tanks, and infiltration reservoirs
- New franchise utility joint trench
- New modular block walls
- Installation of green MMA bike lanes at driveway crossings
- New hardscaped and landscape medians, new landscape planters, trees, and plantings

- New irrigation within landscaped planters
- Urban design elements such as installation of prefabricated screens and custom engraved granite pavers
- New pedestrian and traffic illumination
- Rectangular Rapid Flash Beacons (RRFBs) at crosswalks
- Signal modification at Fones Road and Pacific Avenue SE

General Assumptions

Over the 385 Working Days:

- The Resident Engineer (CONSULTANT) will support the project full-time, or 160 hours per month on average.
- The Inspector (CONSULTANT) will support the project full-time, or 160 hours per month on average.
- The Document Control Administrator (CONSULTANT) will work an average of 8 hours per day to manage their shared tasks.
- Engineer of Record and Design Team (CONSULTANT) support is anticipated as needed for submittal reviews, RFI's, Change Management, and other tasks as identified in the Scope of Work. Estimated 1,556 hours of support over total construction duration (approx. 20 hrs/week). Includes attendance at weekly meetings.
- The CITY will provide appropriate engineering support, as necessary, to support the Consultant's team in coordination with City stakeholders and/or provide guidance to City standard operating procedures.

Night Work

The Contract will require up to 20 working nights for utility installation north of Home Depot. The **CONSULTANT** will provide night inspections. Additional nights outside the allotted 20 days will require approval by the City to ensure proper staffing for night work.

Close Out

From Substantial Completion to Completion, the budget assumes:

- 180 hours for Resident Engineer over two (2) months, and
- 308 hours for Office Engineer over two (2) months (City Staff), and
- 320 hours for Document Control over two (2) months

Subconsultants

This Contract includes work from STEPHERSON & ASSOCIATES for project outreach and HWA GEOSCIENCES for Materials Testing.

B. SCOPE OF WORK

TASK 100 – MANAGEMENT / COORDINATION / ADMINISTRATION

- 101 The Consultant shall provide continuous project management for the project duration through July 2026 (24 months), plus support during the construction close out phase.
- 102 The Consultant shall prepare monthly progress reports identifying work completed in the previous month, work in progress, upcoming work elements, and reporting of any delays, problems, or additional information needs. These reports shall be submitted with the Consultant invoices.
- 103 The Consultant shall provide continuous management and administration of all subcontractors included in this scope of work including overseeing overall project file set-up and QA/QC of all files and documents required for federal documentation.

- 104 Attend kickoff meetings with CITY PM to coordinate processes the CM team will follow to implement the project's construction phase. The general meeting content will include project transition from design to construction, team roles and responsibilities, summary of contractor schedule responsibilities, contract documents, project documentation, field inspection, administration, submittals and material control, change management, request for information, testing, stakeholder meetings, agency permits, work on private property, construction commitments, public information, traffic control, safety and security, quality and risk management.
- 105 Establish a system and set of procedures for managing, tracking and storing project documentation between the Contractor and CM Team produced during the Construction and Closeout phases of the project. Establish procedures for the logging and tracking of project documentation and monitoring outstanding decisions, approvals, or responses required from the CITY. Dialog with the CITY PM and CITY Inspector for input into the format of the documentation product and templates.

The following logs will be prepared:

1. Submittals
2. RFI
3. Serial Letters
4. Field Directives/Corrective Actions
5. Case Log
6. Design Changes/Clarifications
7. Change Order
8. Sub-Contractors
9. Certified Payroll Status
10. Wage Rate Calculations
11. Materials on Hand
12. Force Account
13. Minor Changes
14. Material Testing Reports
15. Record of Material (ROM)

The following templates, including securing CITY Templates and/or CITY input, will be prepared:

1. Bid tabs
2. Field Note Records
3. Estimate Ledgers
4. Estimates
5. Materials on Hand
6. Forecasted Cost to Complete
7. Weekly Statement of Working Days
8. Field Note Records
9. Change Orders
10. Change Order Justifications

TASK 200 – PREPARE FINAL CONTRACT DOCUMENTS FOR PROJECT ADVERTISEMENT

- 201 Coordinate with PSE Gas and franchise utilities to incorporate franchise pothole data into Final Bid Documents.
- 202 Revise the Bid Documents for re-bid, including incorporating bidder questions and previous addendums, updating the Appendices for Wage Rates, and other items into the Bid Document files.
- 203 Prepare PIF to WSDOT requesting a two-week project Ad for Fones Rebid.

TASK 300 – CONSTRUCTION MANAGEMENT SERVICES UP TO CONTRACTOR NOTICE TO PROCEED

- 301 Site visits to become familiar with project limits and physical constraints
- 302 Familiarization with contract Plans, Specifications, permits, and geotechnical report
- 303 Prepare a Record of Material (ROM) with project specifics
- 304 Compile a list of submittals
- 305 Prepare Pre-Construction Agenda
- 306 Prepare Pre-Construction attendees list with CITY input
- 307 Prepare Weekly Coordination Meeting Agenda
- 308 Prepare self-audit record review checklist and Project Management Review tracking sheet
- 309 Prepare Hard Copy Files and finalize Electronic Files
- 310 Review CITY right-of-way commitment files
- 311 Attend Bid Opening
- 313 **CITY** to compile Bid Tabulations
- 314 Review the CITY's Recommendation of Award Letter and support CITY evaluation and decision to Award. Recommendation of Award letter includes;
 - a. **CITY** prepared Bid Tabulation sheet at the opening, checking that bidders included:
 - 1. Bidder's Name
 - 2. Addendum 1 acknowledged
 - 3. Bid bond
 - 4. Responsible Bidder Determination Form
 - 5. DBE Utilization Certificate Form
 - 6. Total Bid
 - b. **CITY** prepared Bid Tabulations of all Contractors and submitted unit prices
- 315 Draft Award Letter using LAG format and transmit to CITY for City letterhead and signature.
- 316 Prepare the award data package as defined in the Local Agency Guidelines (LAG) Manual Section 46.3 Submittal of Award Data and submit it to WSDOT Local Programs. The award data package will include the Tabulation of Bids, Engineer's Estimate, Award Letter to the Contractor, Names, and addresses of all firms that submit a quote to the successful low bidder, and the DBE utilization certification, Form 272-056A. **CITY** to submit the award data package to WSDOT Local Programs.
- 317 Conduct Pre-Construction meetings to include preparing the minutes and distribution thereof
- 318 Establish Contractor progress payment procedure with the CITY and Contractor
- 319 **CITY** will assist the Consultant with Utility Coordination
- 320 Consultant and CITY will take pre-construction photographs
- 321 Consultant will assist CITY with WSDOT Local Programs Coordination regarding questions they may have in the Award Package

322 Review Contractor's Schedule for Contract Compliance

TASK 400 – CONSTRUCTION CONTRACT MANAGEMENT

Provide **385** working days of CM support to include stakeholder coordination, documentation, and change management in general compliance with CITY, State, and Federal Requirements.

- 401 Maintain the Logs identified in Task 105
- 402 **CITY** to review and approve Traffic Control Plans with assistance from Consultant
- 403 Review and respond to Contractor Serial Letters
- 404 Issue Field Directives/Corrective Action Memorandums
- 405 Receive Request for Information (RFI) and issues raised by the Contractor. Receive questions and requests for clarification of contract documents that could impact construction costs, schedule, quality of the finished work, or other scenarios. Provide up to 50 written responses to RFI
- 406 Confirm that submittals are in general Contract conformance. The **CONSULTANT** to take a lead role in the review of non-standard specification submittals such as urban design elements, pervious pavement mix designs, signal and landscaping submittals; coordinate with **CITY** on City standard plan approvals as necessary
- 407 Transmit ROM to the Contractor and request that they submit material requirements via the Request for Approval of Material (RAM) on WSDOT form 350-071 and that they reference material from the Qualified Products List (QPL)
- 408 Set up and maintain ROM Item Folders
- 409 **CONSULTANT will manage material inspector; CITY to assist** Consultant with approval codes on the Contractor submitted RAMs. The **CONSULTANT** to take the lead role in approving all non-standard specification items such as signal, electrical, and landscaping related RAMs
- 410 Document Contractor adherence of the WSDOT provided ROM and notify Contractor if they are not complying
- 411 Verify that all material delivered to the site is according to approved RAMs
- 412 Coordinate with Inspector to administer QPL codes and give coded QPLs to RE
- 413 Collect material testing reports (see Task 600) from **CONSULTANT'S material inspector**, review test reports against the contract requirements, and inform Contractor of any contract deficiencies
- 414 Inspector to assist RE, who in turn coordinates with the Contractor to rectify failed material placement issues to bring about Contract compliance
- 415 Coordinate re-testing of failed locations with **CONSULTANT'S material inspector**
- 416 Collect material testing reports from **CONSULTANT'S material inspector** and place reports in ROM Item Folders (**CONSULTANT** maintains project files)
- 417 Collect and review for acceptance Manufacturer's Certificates of Compliance

- 418 Review Contractor's initial schedule and updated schedules for contract compliance. Report findings to the **CITY** regarding issues that affect critical path.
- 419 Prepare 77 coordination meeting agendas, Conduct 77 coordination meetings
- 420 Take notes from 77 coordination meetings, prepare and distribute minutes to attendees.
- 421 Prepare 77 Weekly Statement of Working Days
- 422 Obtain Request to Sublet review requests approve and/or reject
- 423 Track subcontractor DBE percentages and dollars against condition of award amounts
- 424 Collect Form 820-010EF (Equal Employment Opportunity) and monitor
- 425 Collect Form 422-102EF (Quarterly report of amounts credited as DBE participation)
- 426 Obtain Contractor's Certified Payrolls and check for compliance with State and Federal prevailing wages
- 427 Send letter(s) to the Contractor of non-compliance regarding certified payroll issues in relation to prevailing wages
- 428 Obtain Notice of Intent to Pay Prevailing Wage and Affidavit of Wages Paid forms
- 429 Perform Change Management to include tracking case log issues, Minor Changes, Force Account, reviewing Contractor notifications of differing site conditions under 1-04.4 Changes, review letters and notices and discuss with the Contractor to understand the claim and/or dispute. Advise the CITY as to the appropriate action(s)
- 430 Assist the CITY with Change Order negotiations by providing background information, quantities verification, and/or unit bid price evaluation.
- 431 Prepare Change Order Justifications
- 432 Draft Change Orders for **CITY** review and approval
- 433 Perform quality control checks on Field Note Records
- 434 Determine which sub-contractors performed work during the payment period and exclude payment for any work completed by sub-contractors for which an Intent to Pay Prevailing Wages submitted to the Washington State Department of Labor and Industries cannot be verified
- 435 Maintain Material on Hand pay request, and log
- 436 Prepare 24 monthly progress pay estimates and submit monthly billing to CITY recommending Contractor payment
- 437 Maintain a set of Record Drawings, independent of the Contractor's. This set of Record Drawings will be used to verify the Contractor is in general conformance with Special Provision 1-05.18 Record Drawings
- 438 Manage Self-Audit and PMR Record Review Checklists
- 439 Review Contractor's weekly "Look Ahead" and monthly schedule and compare with Contractor's approved schedule. See Task 318 for related "total project schedule" responsibilities.

- 440 As outlined in Task 416, oversight of the Contractor to fulfill their responsibilities if they are non-compliant under Special Provision 1-05.18 Record Drawings. Receive As-Built drawings from the Contractor for incorporation into CAD drawings by the Consultant.
- 441 Maintain a submittals list and prompt the Contractor for submittals
- 442 Coordinate change management issues with WSDOT Local Programs that could affect DBE condition of award. Provide DBE quarterly reports to WSDOT Local Programs
- 443 Assist the **CITY** with Utility Coordination
- 444 The Contractor is responsible for the NPDES Ecology permit. Assist the **CITY** in monitoring the Contractor's responsibilities of said permit
- 445 Assist the **CITY** by providing a contract schedule and activities for coordination with the public. Respond to general coordination regarding items such as status, schedule, and access. The **CONSULTANT** will provide a broader public involvement that may involve flyers, news releases, public meetings, and information website with support from the **CITY's** communication team for high profile and policy outreach
- 446 At about 30% and 80% of expended Contract Working Days, transmit ROM reviews to the Contractor requesting compliance with the identified deficiencies
- 447 Attend meetings with WSDOT Local Programs record reviewer to go through files at about 30% and 90% project completion
- 448 Maintain hard and electronic CM files
- 449 Serve as project focal point in the coordination with WSDOT and other key stakeholders

TASK 500 – CONSTRUCTION INSPECTION SERVICES

- 501 The **CONSULTANT** will provide all inspections for 385 working days and act as the project's "in the field" focal point of coordination and field documentation. The Inspector(s) will monitor the Contractor's activities, produce Inspector Daily Reports, Field Note Records, verify that material delivered to the site is in contract compliance and assist with the coordination with stakeholders to include the Contractor, materials testing, and Fire and Police Departments. The RE will work closely with Stepherson & Associates in coordination with School Districts, Emergency Services, Transit, businesses, residents, and the traveling public. The Resident Engineer will provide backup inspections and coordination as needed. The following Tasks will be the responsibility of the Inspector(s), and Resident Engineer or other staff when assuming these duties:
- 502 Provide Inspector Daily Reports
- 503 Produce Ticket Tabulations for items paid for by the Ton
- 504 Provide input to weekly project meeting agendas
- 505 Attend weekly project site meetings associated with the project construction
- 506 Observe the Contractor's work and document that the project is built according to the Contract Documents
- 507 Prepare and submit Field Note Records for payment

- 508 Monitor the Contractor's traffic control procedures and implementation of the approved traffic control plans, which could include notification to the Contractor on deficiencies that require immediate correction
- 509 Monitor the Contractor's compliance with project permits
- 510 Prepare punch list items
- 511 Take project construction photos as work progresses and place in the project file
- 512 Stay current with the material testing and RAM logs. Coordinate material testing, as required under the ROM and WSDOT Construction Manual, with HMA. See Task 600
- 513 Use form (272-051) and conduct MBE/DBE/WBE On-Site Review
- 514 Use form (424-003) and conduct Employee Interview Report for all subcontractors
- 515 Review the Contractor's Record Drawings several times a week to verify they are in compliance with Special Provision 1-05.18 Record Drawings
- 516 Maintain a set of Record Drawings independent of the Contractor's Record Drawings
- 517 Coordinate with all Utilities
- 518 Coordinate with local businesses, traveling public, residences, and adjacent developers

TASK 600 – OFFICE ENGINEER SERVICES (CITY)

- 601 **CITY** will support the **CONSULTANT** with the review of standard specification submittals and coordinate with the **CONSULTANT** on approvals as necessary.
- 602 **CITY** will support the **CONSULTANT** with on-call services and/or coordination with City stakeholders on items pertaining to Water, Sewer, Stormwater, and/or other items to help expedite decisions on any unforeseen conditions.

TASK 700 – MATERIALS TESTING

HWA GeoSciences will perform Material Testing and Laboratory Services under subcontract to the Consultant.

- 701 **CONSULTANT** will lead coordination of scheduling of testing as-needed to fulfill Contract requirements for acceptance.

TASK 800 – PROJECT CLOSEOUT

Assist the **CITY** with the closeout of the project. Assume the Contractor will be completed with punch list work and missing documentation within two (2) months of Substantial Completion. Items of work within these months include the following:

- 801 Project issues resolution with the Contractor. Assume up to three closeout meetings negotiating closeout change order(s), missing documentation, and final quantities.
- 802 Monitor and update project punch list

- 803 Inspector to produce final pay note documentation
- 804 Verification of completeness of ROM, self-audit record review checklist, and employment documentation such as certified payrolls
- 805 Verification of completeness of punch list work
- 806 Prepare Physical Completion Letter. Physical completion shall constitute the whole project except the plant establishment. At Physical Completion, coordinate WSDOT Local Programs final inspection, confirm that Certified Payroll is complete and Affidavit of wages are paid.
- 807 Prepare Completion Letter and coordinate completion with WSDOT Local Programs. Completion shall constitute finalizing the WSDOT Material Certification form, verification that DBE information is with WSDOT local programs, disagreements are resolved (with a close-out change order if necessary), and Final Contract Voucher Certification WSDOT Form 134-146
- 808 The Consultant will provide record drawings within 60 days of receipt of information provided by the construction contractor and the City of Olympia. Record Drawings shall conform to the City of Olympia Standard Specifications and Details. The Consultant shall perform as-built survey locates for all new water, sewer, and storm system castings as well as illumination pole and signal pole locations per City Record Drawing requirements Version 06-2007. Traffic control, if required, will be provided by Contractor staff and has not been included in this estimate.

TASK 900 – PUBLIC OUTREACH SUPPORT

- 901 Public Outreach support will be provided by Stepherson & Associates (S&A) under subcontract to the Consultant. S&A will lead public outreach efforts and team with the City to inform stakeholders located both on the project corridor or those impacted by construction on Fones Road.

OTHER SERVICES

It is possible that the project will require additional support and/or The City of Olympia may require other services of the Consultant. These services could include other work tasks not included in the scope of work. These services may include but are not necessarily limited to, Contractor working days added by change order(s), support during non-working days (defined in the WSDOT Standard Specifications as "...unworkable because of weather or conditions caused by the weather that prevents satisfactory and timely performance of the work shown on the critical path of the contractors approved schedule"), construction surveying for utilities, additional construction support, additional project closeout assistance, assistance with property issues, or other services deemed necessary by the City. When these services are required, the Consultant shall provide the City with a detailed scope of work and an estimate of costs. The Consultant shall not proceed with the work until the City has authorized the work and issued a Notice to Proceed.



**EXHIBIT D7
PRIME CONSULTANT COST COMPUTATIONS**

Client: City of Olympia
Project Name: Fones Road Improvements
KPG Psomas Inc. Project Number: 19066
 385 working days + 1 month start-up + 2 month closeout
Date: 7.23.24

Task No.	Task Description	Labor Hour Estimate														Hours	Total Hours and Labor Cost Computations by Task
		Principal	Senior Engineer I	Senior Engineer II	Project Engineer II	Design Engineer III	Project Landscape Architect II	Senior Construction Manager	Senior Resident Engineer	Construction Observer I	Document Control Specialist II	Senior CAD Technician	Business Manager	Senior Admin			
		307	205	217	198	160	176	258	199	112	143	147	187	147		Totals	
Task 100 - Management / Coordination/ Administration (24 months)																	
	Project Management and Administrative Services	192							48						240	\$	68,496.00
	Monthly progress reports and invoices	48											96	26	170	\$	36,510.00
	Management of subconsultants		60												60	\$	12,300.00
	Prepare and facilitate kick-off meeting	12	8					4	4			4			32	\$	7,724.00
	Set up file management for PMR audit											48			48	\$	6,864.00
	Task Total	252	68	0	0	0	0	4	52	0	52	0	96	26	550	\$	131,894.00
Task 200 - Prepare Final Contract Documents for Project Advertisement																	
	Final coordination with Franchise Utilities		104		32										136	\$	27,656.00
	Update plans and appendices per Addendum		40			32									72	\$	13,320.00
	Prepare PIF for 2-week Advertisement		16												16	\$	3,280.00
	Task Total	0	160	0	32	32	0	0	0	0	0	0	0	0	224	\$	44,256.00
Task 300 - Administrative Services up to Contractor Notice to Proceed (NTP) (1 months)																	
	Site visits and precon photos								16						16	\$	3,184.00
	Review Plans and Specs		8						16						24	\$	4,824.00
	Prepare ROM										40				40	\$	5,720.00
	Prepare submittal list		8								16				24	\$	3,928.00
	Prepare PreCon Agenda							4							4	\$	796.00
	Prepare weekly coordination agenda template							4							4	\$	796.00
	Prepare self-audit WSDOT PMR tracking list										24				24	\$	3,432.00
	Attend bid opening		4						4		4				12	\$	2,188.00
	Prepare Hard and Electronic Files										16			16	32	\$	4,640.00
	Facilitate precon meeting								6		4				10	\$	1,766.00
	Review Award letter								4						4	\$	796.00
	Review DBE subcontractors								8	4					12	\$	2,040.00
	Prepare award data package per LAG agreement		16					2	4		16				38	\$	6,880.00
	Assist City with Local Programs coordination for Award		24						4						28	\$	5,716.00
	Review Contractor's schedule for compliance								4	4					8	\$	1,244.00
	Utility Coordination								16	8					24	\$	4,080.00
	Task Total	0	60	0	0	0	0	2	90	16	120	0	0	16	304	\$	52,030.00
Task 400 - Construction Management (CM) and Administrative Services. NTP to Project Closeout (20 Months)																	
	Construction Management Office Support	96	700	96	300	300	160	96	3080		3080			96	8004	\$	1,421,604.00
	Construction Management Field Paperwork								400						800	\$	79,600.00
	Task Total	96	700	96	300	300	160	96	3480	0	3080	0	0	96	9044	\$	1,501,204.00
Task 500 - Provide Field Inspection for Each of the Project's Working Days (20 Months)																	
	Construction Inspection									3080					3080	\$	344,960.00
	Construction Inspection Nights (10 hours a night x 20 Nights)								200						200	\$	39,800.00
	Task Total	0	0	0	0	0	0	0	200	3080	0	0	0	0	3280	\$	384,760.00



**EXHIBIT D7
PRIME CONSULTANT COST COMPUTATIONS**

Client:
Project Name:
KPG Psomas Inc. Project Number:
385 working days + 1 month start-up + 2 month closeout

City of Olympia
Fones Road Improvements
19066

Date: **7.23.24**

Task No.	Task Description	Labor Hour Estimate														Hours	Total Hours and Labor Cost Computations by Task
		Principal	Senior Engineer I	Senior Engineer II	Project Engineer II	Design Engineer III	Project Landscape Architect II	Senior Construction Manager	Senior Resident Engineer	Construction Observer I	Document Control Specialist II	Senior CAD Technician	Business Manager	Senior Admin			
		307	205	217	198	160	176	258	199	112	143	147	187	147		Totals	
Task 600 - CITY TASKS																	
	Task Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	
Task 700 - Materials Testing																	
	Coordinate with HWA for Materials Testing		40						40	96					176	\$ 26,912.00	
	Task Total	0	40	0	0	0	0	0	40	96	0	0	0	0	176	\$ 26,912.00	
Task 800 - Project Closeout (2 Months)																	
	Construction Management Office Support	16	80						160		240	40			536	\$ 93,352.00	
	Construction Management Field Paperwork/Inspection								20						20	\$ 3,980.00	
	Prepare Documentation to Deliver to City										80				80	\$ 11,440.00	
	Task Total	16	80	0	0	0	0	0	180	0	320	40	0	0	636	\$ 108,772.00	
Task 900 - Public Outreach																	
	Support Stepherson & Associates	24	40												64	\$ 15,568.00	
	Task Total	24	40	0	0	0	0	0	0	0	0	0	0	0	64	\$ 15,568.00	
Total Labor Hours and Fee		119,116	235,340	20,832	65,736	53,120	28,160	26,316	804,358	357,504	510,796	5,880	17,952	20,286	14,942	\$ 2,265,396.00	
Subconsultants																	
															HWA Geosciences	\$ 201,000.00	
															Stepherson & Associates	\$ 191,000.00	
															Subtotal	\$ 392,000.00	
															Total Subconsultant Expense	\$ 392,000.00	
Reimbursable Direct Non-Salary Costs																	
															Project Mileage	\$ 28,500.00	
															Total Reimbursable Expense	\$ 28,500.00	
															Total Estimated Budget	\$ 2,685,896.00	

**Project Cost Estimate
 Inspection & Testing
 Fones Road Transportation Project
 Olympia, Washington
 Prepared For: Rick Hall, Psomas**



**HWA Ref: 2024-047
 Date: 1-Feb-24**

Prepared By: BKH/BS

PROPOSED WORK SCOPE:

This cost estimate is based on plans and specifications provided by Client.

1. Sampling and acceptance/Proctor testing of imported aggregates (CSBC, CSTC, Gravel Borrow, GB for Walls, GB for Drains, Permeable Ballast, Choker Course, Bank Run Gravel for Trench Backfill, Sand Bedding for JUT, and Native soils for use in utility backfill, walls, and roadway/sidewalk construction.
2. Inspection and testing of compacted aggregates for utility trenches, walls, roadway/sidewalk subgrade, and ADA ramp construction.
3. Concrete sampling for curb and gutter, ADA ramps, driveways, pole foundations, stairs, roundabout components, and pavement.
4. Sampling of HMA aggregate for acceptance and oil at the plant for ignition oven correction factor.
5. Inspection and testing of HMA placement and compaction (minimum: one test per 100 tons).
6. Sampling and testing HMA during paving for Rice density, extraction and gradation (minimum: one test sample per 1000 tons).
7. Written field reports will be prepared for all inspections and reviewed for QC.

Material Testing - ESTIMATED HWA LABOR:

Scope of Services	2024 PERSONNEL & BILLING RATES						
	GeoEng VIII \$90.00	GeoEng II \$50.00	Geol VI \$60.00	Geol II \$34.00	Contracts \$33.00	TOTAL HOURS	TOTAL AMOUNT
<i>Aggregate Inspection and Testing, including:</i>							
Sampling of CSBC, CSTC, and Crushed Choker Course at WSDOT intervals (assume 2 sources)				10		10	\$340
Sampling of Gravel Borrow, GB for Walls, GB for Drains, Permeable Ballast, Bank Run Gravel for Trench Backfill, and Sand Bedding for JUT at WSDOT intervals (assume 2 sources)				40		40	\$1,360
Inspection and Testing of Storm and Sewer Trench Backfill (15 visits)				90		90	\$3,060
Inspection and Testing of Water Main Trench Backfill (10 visits)				60		60	\$2,040
Inspection and Testing of JUT Trench Backfill (15 visits)				90		90	\$3,060
Inspection and Testing of Wall base and backfill (15 visits)				90		90	\$3,060
Inspection and Testing of compacted aggregates for roadway/sidewalk/driveways (10 visits)				60		60	\$2,040
<i>Asphalt Inspection and Testing, including:</i>							
Inspection and Testing during HMA permanent trench patching				60		60	\$2,040
Inspection and Testing during HMA Roadway/Overlay				80		80	\$2,720
HMA Oven Ignition Correction Sampling of Aggregate and Oil (2 mixes x 2 initial sources, then at WSDOT sampling frequency)				32		32	\$1,088
HMA Sampling at Batch Plant (8 trips)				48		48	\$1,632
<i>Concrete Inspection and Testing, including:</i>							
Curb & Gutter Testing (10 visits, plus pickups)				100		100	\$3,400
Pavement (4 visits, plus pickups)				40		40	\$1,360
Roundabout components (10 visits, plus pickups)				100		100	\$3,400
Monument (1 visit, plus pickups)				10		10	\$340
Stairs (2 visits, plus pickups)				20		20	\$680
ADA Ramps (8 visits, plus pickups)				80		80	\$2,720
Driveway Testing (10 visits, plus pickups)				100		100	\$3,400
Luminaire Foundations (8 visits, plus pickups)				80		80	\$2,720
RRFB foundations (2 visits, plus pickups)				20		20	\$680
<i>Geotechnical Observation/Project Management</i>							
Preconstruction Meeting	2		2			4	\$300
QA Review, PM, Reporting, Submittal Reviews, and Report Distribution	40		60		20	120	\$7,860
DIRECT SALARY COST	42	0	62	1210	20	1334	\$49,300

Exhibit A7

LABORATORY TESTING SUMMARY:	Est. No. Tests	Unit Cost	Total Cost
Acceptance Testing for CSBC and CSTC (GS, SE, Fracture) - assume 2 sources	4	\$375	\$1,500
Acceptance Testing for Gravel Borrow, GB for Walls, GB for Drains, Permeable Ballast, Bank Run Gravel for Trench Backfill, and Sand Bedding for JUT (GS, SE) - assume 2 sources	22	\$310	\$6,820
Acceptance Testing for Native Material in JUT trench (GS) - assume 3 possible samples	3	\$195	\$585
Proctor Tests on all Materials to be Compacted (including 3 Native samples)	20	\$285	\$5,700
Concrete Compressive Strength Cylinders (assume 55 sets x 4 cylinders each set)	220	\$35	\$7,700
HMA Oven Correction Factor (2 mixes x 2 sources x 3 burns)	12	\$160	\$1,920
HMA: Rice Density, Extraction/Gradation	8	\$385	\$3,080
TOTAL LABORATORY TESTING:			\$27,305

ESTIMATED DIRECT EXPENSES:	
Mileage to Job Site IRS Rate 0.67/mile, assume 189 trips	\$11,160
Mileage for Sampling Aggregates and HMA at Sources	\$740
Nuclear Gauge Rental (Thin Lift or Soil): 79 days @ \$50/day	\$3,950
TOTAL DIRECT EXPENSES:	\$15,850

ESTIMATED PROJECT TOTALS AND SUMMARY:	
Direct Salary Cost (DSC)	\$49,300
OH @ 1.9007 * DSC	\$93,705
FF @ 30% * (DSC)	\$14,790
Total Labor Cost	\$157,795
Laboratory Testing	\$27,305
Direct Expenses	\$15,850
ESTIMATED TASK TOTAL:	\$200,950

Assumptions:

1. These estimates may require adjustment due to the Contractor's rate of construction, weather delays, source changes and/or other factors beyond our control.
2. The HWA PM reserves the right to shift hours between the various subtasks as required.
3. The HWA work scope does not include safety assessment nor work pertaining to any environmental issues.
4. This cost estimate was prepared with the understanding that the Client will schedule inspection as needed.
5. All night work is charged at an 8 hour minimum segment. Night work cancelled within 12 hrs of
6. All weekend work is charged at an 4 hour minimum segment. Weekend work cancelled within 12 hrs of scheduled time will be charged 4 hrs.
7. 3000 psi, Commercial, and concrete for sidewalks and thrust blocks will not be tested.
8. No density testing will be needed for water service connections outside of the roadway prism.

FONES ROAD IMPROVEMENT PROJECT

SCOPE OF WORK

JANUARY 5, 2024

STEPHERSON & ASSOCIATES COMMUNICATIONS

PROJECT NAME: Fones Road Improvement Project

PRIMARY POINT-OF-CONTACT FOR CONSULTANT: Sessyle Asato

Project Assumptions

- Duration of scope is 26 months (January 2024 to March 2026)
- Stepherson & Associates Communications (CONSULTANT) will invoice KPG (PRIME CONSULTANT) on a monthly time and material basis
- All approved direct expenses will be billed to City of Olympia. City will be billed directly for all printing, postage, and distribution costs associated with community outreach materials.
- Public event promotions and media coordination will be led by City of Olympia
- CITY will develop and distribute traffic and media advisories with collateral content provided by CONSULTANT
- Project web page to post construction information will be created by the CITY
- PRIME CONSULTANT and/or City of Olympia will provide all written and technical content necessary for display board and/or presentation development
- PRIME CONSULTANT will provide weekly photos of construction progress to be used in outreach materials
- All work performed will be per City of Olympia guidelines as applicable

COMMUNICATIONS ELEMENTS

- **Construction Communications Planning and Coordination**
 - Develop construction communications plan, review with client and contractor. Includes summary of previous outreach.
 - Support the development of an emergency communications plan and contact list
 - Develop construction hotline and email response protocols
- **Materials Development**
 - Develop and maintain project key messaging (1 final, 2 updates)
 - Maintain existing project fact sheets and folio (2 updates per fact sheet/folio)
 - Develop construction notices tailored to frontline businesses, residents, transit riders and street users (up to 8 notices)
 - Develop and send construction email updates (bi-weekly for first four months, monthly thereafter, up to 22)

Exhibit A7

- Develop regular website updates (up to 12)
- Support the development of “businesses are open,” wayfinding, and other construction signage
- Develop and coordinate distribution of project mailers (1 pre-construction, 1 construction, and 1 additional)
- Develop and distribute project business cards
- Develop translated materials (up to 4 languages, up to 25 hours of labor)
- Develop social media posts (up to 4)
- General graphics support (up to 4 graphics)

- **Fieldwork Outreach Meetings and Events**
 - Conduct door-to-door outreach to nearby businesses and residents to distribute project information and collect input, when needed (up to 8 rounds of outreach)
 - Conduct virtual or in-person one-on-one meetings with property owners, businesses, or residents along the corridor (up to 4 meetings)
 - Conduct virtual presentations and briefings to community organizations, groups, or agencies (up to 3 briefings)
 - Plan, facilitate, and report on one (1) preconstruction open house
 - Support up to two (2) construction milestone events, such as a groundbreaking and end-of-construction ribbon cutting

- **Internal Meetings and Coordination. CONSULTANT will attend:**
 - Preconstruction kickoff meeting
 - Weekly construction coordination meetings (up to 60 meetings)
 - Weekly communications coordination meetings (Consultant Team) (up to 60 meetings)
 - Monthly Olympia communications coordination meetings (Client) (up to 24 meetings)
 - Weekly outreach coordination meetings (S&A team)

- **Community Correspondence Management**
 - Set up and maintain project communications database.
 - Set up construction hotline. Monitor and regularly update hotline messaging and respond to calls no more than **4 hours** after receipt during regular business hours (9 a.m. to 5 p.m., Monday through Friday).
 - Develop response to emails from project inbox and log in stakeholder database. Correspondence will be logged into stakeholder database weekly.

- **Administration and reporting**
 - Provide monthly reporting and invoices (up to 26)
 - Manage scope, schedule and budget
 - Compile one (1) closeout report at end of construction

Exhibit A7

Weeks of active construction: ~78
 Period of Performance: ~26 months

	Staff	Principal	Associate 3	Project Manager	Associate 1	Project Coordinator	Project Controls	Sr Graphic Designer	QA/QC		
	Hourly Rate	\$250.00	\$175.00	\$150.00	\$125.00	\$115.00	\$150.00	\$150.00	\$175.00		
	Hours										Total cost per task
Construction Communications											
Planning and Coordination	30	1	3	9	4	4	0	0	2	\$	3,435.00
Materials Development	223	0	3	28	55	94	0	46	14	\$	33,760.00
Fieldwork Outreach Meetings and Events	185	0	1	35	65	89	0	2	1	\$	24,260.00
Internal Meetings and Coordination	220	1	21	147	63	30	0	0	0	\$	37,300.00
Correspondence management	390	0	0	36	156	156	0	0	0	\$	42,840.00
Administration and reporting	203	9	40	125	51	16	78	0	1	\$	48,090.00
Total hours and cost	1368	11	68	380	394	389	78	48	18	\$	187,685.00

Total Cost \$ 190,924.00

Direct Non-Salary Cost (DNSC)	
Item	Cost
Mileage	\$ 625.00
Translations	\$ 2,250.00
Hotline	\$ 378.00
Total DNSC	\$ 3,239.00