HIGHLINE WATER DISTRICT
KING COUNTY, WASHINGTON

RESOLUTION 17-8-2B

RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT #16-60-05 WITH STANTEC CONSULTING SERVICES INC. (STANTEC) FOR PHASE 2 SCOPE OF SERVICES FOR PROJECT 16-3 MANSION HILL RESERVOIR RELOCATION

WHEREAS, by passage of Resolution 16-5-4D, the Board of Commissioners authorized Contract #16-60-05 with Stantec for the Phase 1 preliminary design services for Project 16-3 Mansion Hill Reservoir Relocation; and

WHEREAS, the District requested Stantec submit a Scope of Services and Fee Estimate proposal for Phase 2 – Demolition of 5.0 MG Reservoir and 0.25 MG Elevated Tank and Construction of a 4.5 MG Reservoir (referenced as Attachment-1 and incorporated herein). The tasks include: (1) Project Management; (2) Final Design and Bid Support; (3) Permitting; (4) Sound Transit Coordination; (5) Public Involvement; and

WHEREAS, the General Manager and District Engineer have reviewed the 7/28/17 Scope of Services and Fee Estimate, submitted by Stantec for Phase 2 and recommend approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Commissioners approves Amendment #1 to Contract 16-60-05 with Stantec, for a not-to-exceed amount of $362,637.88.

2. The General Manager or Designee is authorized to execute Amendment #1 (referenced as Attachment-2 and incorporated herein) for Project 16-3 Phase 2.

3. The General Manager and/or the District’s legal counsel are authorized to make minor changes to the Amendment if required.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at an open public meeting held on this 2nd day of August 2017.

BOARD OF COMMISSIONERS

Todd Fultz, President

Daniel Johnson, Secretary

Vince Koester, Commissioner

George Landon, Commissioner

Kathleen Quong-Vermeire, Commissioner
EXHIBIT A

AMENDMENT 1, PHASE 2 SCOPE OF SERVICES
FOR
HIGHLINE WATER DISTRICT MANSION HILL RESERVOIR RELOCATION
DEMOLITION OF 4.5 MG RESERVOIR AND 0.25 MG ELEVATED TANK AND CONSTRUCTION OF A
4.5 MG RESERVOIR
PROJECT 16-3
July 28, 2017
Prepared By: Stantec Consulting Services, Inc.

Background

The existing 5.0 MG reservoir, located at the Mansion Hill site, conflicts with the proposed Federal Way Link Light Rail Extension alignment by Sound Transit. As a result, the 5.0 MG reservoir and an existing 0.25 MG elevated tank need to be demolished and a new 4.5 MG reservoir will be constructed elsewhere on site. Also, the 30-inch water main owned by Highline Water District (HWD) will be impacted north of the site by the new Sound Transit light rail alignment and will need to be relocated.

Highline Water District contracted with Stantec to provide consulting services for Phase 1 of the project. Phase 1 tasks included:

- Project Management
- Task Force – Provide risk analysis, negotiation strategies, and high level decisions, as needed, during the planning, preliminary design, permitting, and Sound Transit coordination tasks.
- Planning – Develop and analyze reservoir replacement alternatives and select a preferred alternative. This activity also evaluated other Highline Water District infrastructures that were impacted by Sound Transit.
- Preliminary Design – Develop preliminary design drawings for the demolition of the 5.0 MG reservoir and 0.25 MG elevated tank, construction of a new 4.5 MG reservoir and pump station, and construction of the relocated 30-inch water main, on site piping, and off site piping upgrades. This task also included surveying, geotechnical investigation, and identifying the required Department of Health reports.
- Permitting – Initiate the permitting process with the City of SeaTac.
- Sound Transit Coordination – Support Highline Water District in coordinating with Sound Transit.
- Feasibility Study for a 30-inch water transmission main - The light rail alignment will conflict with the existing 30-inch water main from the Crestview Reservoir and Pump Station to the Mansion Hill site. A section of the 30-inch water main will need to be relocated to avoid the conflict(s). The
Crestview Pump Station is located near Military Road South and South 158th Street and it serves the 560 Pressure Zone.

**Phase 2 Purpose**

Highline Water District (HWD) will amend the existing contract with Stantec to provide final design services (Phase 2) for the demolition of the existing 5.0 MG reservoir and the 0.25 MG elevated tank and the construction of a 4.5 MG reservoir, with associated piping revisions.

**Phase 2 activities include:**

- Project management
- Final Design – Preliminary drawings have been completed for the demolition of the 5.0 MG reservoir and 0.25 MG elevated tank and construction of a 5.0 MG reservoir. The drawings will be finalized for bidding and construction. Specifications will also be developed.
- Opinion of Probable Construction Costs – Opinion of Probable Construction Costs (OPCC) will be developed.
- Permitting – Finalize SEPA and Conditional Use Permit (CUP).
- Bid assistance – Assist HWD during the bidding period to answer contractor questions, issue addenda if necessary, attend pre-bid meeting, and validate bids.
- Activities included under Phase 1 (Task Force, Sound Transit Coordination, and Public Involvement) will be included in Phase 2 on a “as needed basis.”

Construction support services are not included in this Scope of Work.

This Scope of Services below contains a Statement of Services, a schedule, and a Level of Effort budget.

**Statement of Services**

The following tasks have been identified to complete the Phase 2, activities mentioned above:

**Task 1: Project Management**

Project management will include:
July 28, 2017
Mr. Jeremy Delmar, P.E.

Reference: Mansion Hill Reservoir Relocation Project

- Preparation of a monthly budget status report and a summary of project activities conducted during the billing period to accompany monthly invoices.
- Administrative duties, such as project set up, contracting, monthly invoicing, and project assistance.
- Budget, schedule, and quality tracking.
- Coordination and communications with project team, Highline Water District, and other stakeholders.
- Document management to include submittals, filing, and project closeout.
- Three out of office meetings (three hours each, including travel time) attended by the Stantec project manager.

Deliverables: Monthly invoices, project status updates, and general correspondence.

Task 2: Final Design and Bid Support

A final design will be developed for the demolition of the 4.5 MG reservoir and the 0.25 MG elevated tank and the construction of a 4.5 MG reservoir located on the Mansion Hill site. Included in the final design will be the development and submittal of a DOH Project Report and an amendment to the existing Highline Water District Water Comp Plan conducted by Carollo Engineers.

The design of the 4.5 MG reservoir steel shell and roof will be designed by the contractor’s tank supplier. The tank foundation and appurtenances, such as the roof access ladder, roof ralling, and roof vents, will be designed by Stantec. Stantec will provide the contractor the reservoir steel shell and roof design performance criteria. The final design package will include plans, specifications (general and technical), an OPCC, and construction schedule.

Bid assistance will include:

- Attending pre-bid meeting
- Responding up to 5 RFIs
- Developing up to two addenda
- Bid verification
July 28, 2017  
Mr. Jeremy Delmar, P.E.  
Page 4 of 5

Reference: Mansion Hill Reservoir Relocation Project

Assumptions:

- Design package will include 10 to 12 drawings
- Two design progress meetings and two submittal review meetings (sixty and ninety percent submittals) with Highline Water District, involving 2 to 4 Stantec team members. Four hours per meeting, this includes agenda, meeting preparation, travel time, and writing and distributing the minutes

Deliverables:

- Sixty, ninety, and bid-ready final design drawings and specifications submitted electronically, along with three full size and five half size plan sets and three paper copies of the specifications. Drawings will be developed using AutoCad 2014. Also, Stantec will upload bid documents to BXWA for bidding purposes.
- DOH required submittals
- Updated OPCC and construction schedule

Task 3: Permitting

Finalize SEPA, CUP, and variance and submit a grading permit to the City of SeaTac.

Assumptions:

- Stantec will prepare and submit the application and exhibits for the Ecology NPDES General Construction Storm Water permit. The contractor will develop the storm water plan.
- The contractor will prepare the mechanical, electrical, and plumbing permit applications.
- The permitting task includes attendance at an application meeting with the City of SeaTac planning department and 2 coordination meetings with Highline Water District. All meetings to include 1 to 2 Stantec team members. Time allocated for meetings to be 4 hours, which includes travel, preparation and writing and distribution of meeting minutes.

Deliverables:

- One completed CUP application for the City of SeaTac.
- Agenda and meeting minutes.
July 28, 2017
Mr. Jeremy Delmar, P.E.
Page 5 of 5

Reference: Mansion Hill Reservoir Relocation Project

Task 4: Sound Transit Coordination

As provided under Phase 1, the Stantec team will support Highline Water District, as needed, in coordinating with Sound Transit.

Assumptions:

- Coordination team to comprise (on average) of 2 Stantec team members per coordination meeting. One negotiation meeting per month. Meetings to average a duration of 5 hours, which includes strategy development coordination with Highline Water District, and preparation, writing of meeting minutes, and distribution of minutes.

Deliverables:

- Meeting minutes
- Prepare documents for Sound Transit review and address review comments.

Task 5: Public Involvement

Stantec will assist Highline Water District, if needed, with public involvement.

Schedule

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>Sixty Percent Design Plans, Specifications, and OPCC</td>
<td>October 13, 2017</td>
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<tr>
<td>Ninety Percent Design Plans, Specifications, and OPCC</td>
<td>December 15, 2017</td>
</tr>
<tr>
<td>Final Design Plans, Specifications. And OPCC</td>
<td>February 16, 2017</td>
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<tr>
<td>Bid</td>
<td>March 2018</td>
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<td>Construction Start</td>
<td>April 2018</td>
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Fee

A breakdown in the level of effort for the above 6 tasks is attached. The total estimated fee for all tasks is $ 362,637.00.
## EXHIBIT B

**AMENDMENT 1, PHASE 2 FINAL DESIGN FEE ESTIMATE**  
**PROJECT TITLE:** 
Mansion Hill Reservoir Replacement, Amendment 1, Phase 2 (Reservoir Design and Bid for Tank Demo and Construction Only)

**PREPARED BY:** 
John Gillespie, Stantec Consulting Services, Inc.

### TASKS

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<tr>
<th>Task</th>
<th>Task Title</th>
<th>Total Labor Hours</th>
<th>Total Cost</th>
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<td>Project Management</td>
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<td>1.2</td>
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<td>2.1.1.1</td>
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<td>4.1</td>
<td>Project Transparency</td>
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<td>5.1</td>
<td>Public Involvement</td>
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### LABOR COST TOTAL

- **Total Labor Cost:** $12,277.00
- **Total Labor Hours:** 120

**Other Expenses**

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<td>PER</td>
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**PROJECT COST AND LABOR HOUR TOTALS**

| Total Labor Cost | $12,277.00 |
| Total Labor Hours | 120 |
| Total Other Expenses | $15,200.00 |

**TOTAL:** $27,477.00
AMENDMENT #1

CONSULTANT AGREEMENT FOR SERVICES
STANTEC CONSULTING SERVICES INC. – CONTRACT # 16-60-05
PROJECT 16-3 MANSION HILL RESERVOIR RELOCATION

Stantec Consulting Services Inc has requested the following additional compensation (Exhibits A and B), incorporated herein, for Phase 2 Scope of Services for Demolition of 5.0 MG Reservoir and 0.25 MG Elevated Tank and Construction of a 4.5 MG Reservoir

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<th>Task</th>
<th>Description</th>
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<tr>
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<td>Permitting</td>
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<td>Sound Transit Coordination</td>
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<td>Public Involvement</td>
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<td>Revised Contract Amount</td>
<td>$1,009,809.94</td>
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Stantec Consulting Services, Inc. will undertake the above-referenced additional work on a time-and-expense basis. The estimated cost for these additional services is $362,637.88. The current contract amount is $647,172.06. The revised contract amount is $1,009,809.94. The same standard general terms and conditions will apply as agreed to in Contract #16-60-05 dated 5/06/16.

Effective Date. The effective date of this Amendment shall be the date signed by an authorized representative of the District.

HIGHLINE WATER DISTRICT

By: ___________________________________________  
Matt Everett

Title: General Manager
Date: __________________________

STANTEC CONSULTING SERVICES, INC.

By: ___________________________________________  
Greg Hill

Title: Principal
Date: __________________________
Subject: Authorize Amendment #1 – Stantec Consulting Services Inc. - Contract #16-60-05
Project 16-3 Mansion Hill Reservoir Relocation
Phase 2 – Scope of Services/Fee Estimate

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<th>CATEGORY</th>
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<tr>
<td>Executive</td>
<td>Expenditures? Yes □ No □ N/A □</td>
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<tr>
<td>Administrative</td>
<td>Budgeted? Yes □ No □ N/A □</td>
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<tr>
<td>Engineering/Operations</td>
<td>Estimated Amount: $ 362,637.88 Excludes sales tax</td>
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ATTACHMENTS:
1. Resolution 17-8-2B with Attachment-1 (Exhibit(s) A and B)
2. Attachment-2 (Amendment No. 1)

COMMENTS:
At the request of the District, Stantec Consulting Services Inc., submitted a proposal for Phase 2 of Project 16-3 Mansion Hill Reservoir Relocation

The General Manager and District Engineer have reviewed the 7/28/17 Scope of Services and Fee Estimate and recommend approval of this resolution.