

RESOLUTION 2012-MM

**A RESOLUTION OF THE EATONVILLE TOWN COUNCIL TO AUTHORIZE
THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH
AHBL, INC. FOR SITE DESIGN SERVICES**

WHEREAS, the Town of Eatonville has received a grant from the Nisqually Tribe totaling \$42,000 for site design services to design stormwater, paving and landscaping improvements, and

WHEREAS, the town discussed the project with several firms and decided that AHBL, Inc. was the most qualified for the project,

THEREFORE, BE IT RESOLVED by the Council of the Town of Eatonville as follows:

Section 1. The Mayor is authorized to execute on behalf of the Town the attached Professional Services Agreement with AHBL, Inc., including any subsequent amendments to the Agreement if such is in the best interests of the Town.

Passed by the Council of the Town of Eatonville at a regular meeting this _____ day of June, 2012.

Raymond Harper, Mayor

ATTEST:

Kathy Linnemeyer, Interim Town Clerk

APPROVED AS TO FORM:

Town Attorney

EXHIBIT A – SCOPE OF WORK

Civil Engineering Services

Civil Engineering Design and Specifications – Task 00

1. Utilizing the boundary and topographic survey prepared by AHBL, Inc. at the inception of the project, prepare a base map for site plan and engineering drawings.
2. Design a new parking lot behind Town Hall containing 18-26 parking stalls, which provides landscape areas/islands necessary to meet the town's landscaping requirements. A variety of LID techniques including, but not limited to, porous pavement/concrete and a rain garden will be considered. Included is the design of a new retaining wall to allow for the expansion of the parking lot onto the adjacent property to the south. Also included is the design of temporary erosion and sediment control measures, grading, drainage, site access plan and pavement markings. In addition, design of island areas for landscaping and elimination of an existing stormwater catch basin.
3. Design of the area located between the Town Hall/fire department building and Rainier Avenue South including temporary erosion and sediment control measures, grading, drainage, replacement all of the existing pavement between the building and the road, a stormwater solution for fire truck washing in front of the fire department garage doors, design of a rain garden to capture roof and surface runoff, design of sidewalks along the Rainier Avenue South frontage and/or delineation of pedestrian paths along this frontage, and elimination of a stormwater catch basin.
4. Preparation of 30%, 90%, and 100% design plans as well as bid specifications for the project. The Construction Documents will be prepared so, if needed, the project can be split into two phases to accommodate funding opportunities.
5. Preparation of an Opinion of Probable Cost in conjunction with the 30% Design submittal. This will allow the potential need of phasing the project to be identified early in the design process.
6. As the project will disturb greater than 1 acre, complete the National Pollutant Discharge Elimination System (NPDES) application and the newspaper notice, submit to you for signature, and forward the application material to the Washington State Department of Ecology.
7. Prepare of drainage calculations and a Technical Information Report prepared in accordance with the Town of Eatonville stormwater standards. The calculations and report will address:
 - a. Onsite stormwater runoff collection.
 - b. Retention of stormwater utilizing LID stormwater techniques.
 - c. Treatment utilizing LID stormwater techniques.
 - d. This will consist of a narrative of the proposed and existing drainage features, including the upstream and downstream tributary drainage within ¼-mile of the site.
8. Utilizing the Town of Eatonville Division One, prepare three-part CSI format technical specifications for civil site work.

Exhibits A and B to Resolution 2012-MM

Project Team Meetings and Coordination – Task 11

9. Coordination and meetings with the major stakeholders of the project during design. This scope of work allows for two, project team meetings and coordination during the design process

Permitting – Task 12

10. Submit the Construction Documents to the Town for review.
11. Revise the plans as required by agency/stakeholder review. This task includes meetings with you, if needed to review the plan comments.

Reimbursable Expenses – Task 90

12. Project Reimbursable expenses such as mileage, NPDES notice publication costs, and reprographics. This scope of work will be billed on a time and expense basis.

Land Use Planning Services

Site Visit and Research – Task 00

1. Visit the site to review site characteristics and the surrounding area for design purposes.
2. Attend a meeting with Town of Eatonville staff and stakeholders to present the project proposal and obtain feedback prior to completing design.

Landscape and Irrigation Design and Specifications – Task 31

3. Contribute to the Opinion of Probable Cost prepared by the Civil Engineer for landscape elements.
4. Preparation of 30%, 90%, and 100% landscape architecture design drawings for a new parking lot behind Town Hall that meets the Town's landscaping requirements and which also incorporates LID practices such as the use of porous materials and bioretention facilities.
5. Preparation of 30%, 90%, and 100% landscape architecture design drawings for the area located between the Town Hall/Fire Department Building and Rainier Avenue South, including both a rain garden design and additional landscaping needed within this area. The plans for this area will be included within the same plan set as Item 4 above.
6. Prepare a temporary irrigation to ensure that the plantings are irrigated through the establishment phase.
7. Prepare three-part CSI technical specifications for landscape and irrigation related work for project implementation during the construction document phase.

Interpretative Signage Design – Task 32

8. Design and provide artwork for three to four different signs based on input from Town staff. The sign designs will be developed using Adobe Illustrator and provided to the sign manufacturer/printer chosen by the Town in the printer's preferred file format. A variety of designs will be created to inform and educate the public on how stormwater is being managed on-site using LID technologies and the benefits of using solar panels. AHBL will provide the three to four sign designs for the Town to review. The sign designs will be revised based on Town's input prior

to the preparation of a final draft. Minor changes will be made if needed and final designs will be provided the sign manufacturer/printer.

9. Preparation of detailed drawings, notes, and specifications for the sign pedestal and mount.
10. Coordination with the contractor and sign manufacturer will be provided to ensure the signs are printed and installed per the design intent.

Project Coordination – Task 34

11. Coordinate with both the client and the design team for the design of the bioretention facilities and the interpretative signage to ensure that the design meets the client's intent.

Land Surveying Services

The entire site will be surveyed. This proposal includes surveying within the approximate survey boundaries shown on the site plan provided by the Town of Eatonville. Included are parcels 3605002180, 3605002170, and 3605002160; the surrounding street and alley right-of-way; and a portion of the adjacent Pierce County Library site. The survey work shall include topography at an interval sufficient to prepare engineering plans for grading, parking lot and paving, sidewalk, landscaping, and stormwater management. In addition, the surveyor will prepare a boundary line adjustment through which a portion of the property located to the south (on parcel 3605002180) will be adjusted and combined the parcel on which Town Hall is located (parcel 3605002170). This BLA is to facilitate parking lot expansion and the sale of the home to the south, which is owned by the Town.

Boundary and Topographic Survey – Task 00

1. Research public records to identify monuments necessary to place the project onto horizontal and vertical datum. Datum shall be Washington State Plane Coordinate System South Zone/Pierce County Control Network for horizontal and vertical (NAD 83/91 and NGVD 29, respectively).
2. Field survey to locate control monuments and other indicators of occupation needed to establish boundaries and horizontal and vertical control for the project. Set no less than two project benchmarks onsite for future construction. Property corners will not be set under this proposal.
3. Coordinate with private utility locate service to mark the position of detectable underground utilities within the site. The cost of this service (\$480) is included in this proposal.
4. Coordinate with title insurance company to obtain a plat certificate for all parcels included in the survey. The report will be used to identify easements and restrictions of record that affect the property and is required for submittal and review of the Boundary Line Adjustment. The cost of the report (\$500) is included in this proposal.
5. Topographic survey of Pierce County tax parcel numbers 360500-2160, 2170, and 2180. Survey will locate buildings, utilities, asphalt, concrete, parking, fences, trees, landscaping, and all other improvements within the survey area. Survey will include full width of Center Street West, Rainier Avenue South, and alley adjacent to the site and will cross 25' onto adjacent properties where possible. Sufficient ground shots shall be obtained so as to produce contours at 1-foot intervals.
6. Prepare topographic survey base map that accurately depicts parcel boundaries, easements and restrictions of record, physical improvements, and existing ground contours at intervals of 1 foot within survey limits. The topographic survey base map will be furnished to the project engineer/architect in electronic format and to the client as a hard copy drawing.

Boundary Line Adjustment – Task 51

7. Prepare Town of Eatonville Boundary Line Adjustment (BLA) map and lot closure calculations to adjust the line common to parcel numbers 360500-2170 and 2180. Prepare applications and submittal package, and submit BLA to Pierce County Assessor, Tacoma-Pierce County Health Department (if necessary), Pierce County Public Works and Utilities (if necessary), and Town of Eatonville for review. Note: All agency review and recording fees shall be the responsibility of the client.
8. Address revisions and redlines generated by Town review.
9. Set 5/8-inch rebar with plastic cap and lot board at all new property corners.
10. Once all approvals have been granted by the Town, prepare final Mylar maps for signatures and recording.

Billing Summary

<u>Items</u>	<u>Description</u>	<u>Task No.</u>	<u>Amount</u>
Civil Engineering Services			
Items 1-8	Civil Engineering Design and Specifications	T-00	\$7,500
Item 9	Project Team Meetings and Coordination	T-11	800
Items 10-11	Permitting	T-12	1,000
Item 12	Reimbursable Expenses (Includes All Disciplines)	T-90	<u>500</u>
Civil Engineering Total			\$9,800
Land Use Planning Services			
Items 1-2	Site Visit and Research	T-00	\$500
Items 3-7	Landscape and Irrigation Design and Specifications	T-31	5,100
Items 8-10	Interpretative Signage Design	T-32	1,800
Item 11	Project Coordination	T-34	<u>500</u>
Land Use Planning Total			\$7,900
Land Surveying Services			
Items 1-6	Boundary and Topographic Survey	T-00	\$7,850
Items 7-10	Boundary Line Adjustment	T-51	<u>3,100</u>
Land Surveying Total			\$10,950
GRAND TOTAL			\$28,650

Some of the tasks listed are influenced by factors outside of our control. Therefore, based on our experience, we have estimated the number of hours required to complete these tasks. During the course of the project, if it is determined that more hours are required to complete any of these tasks, due to circumstances outside of our control, we will notify you immediately. We will not perform additional work until we have your written authorization. Tasks that are designated with estimated hours will be billed separately. The task numbers on the invoice will correlate with this proposal.

EXHIBIT B – EXCLUSIONS

This proposal does not include fees associated with agency reviews, submittals, or permits, nor does it include any work associated with the following services:

- a) Professional services of subconsultants, i.e., geotechnical and traffic engineers, or wetlands, wildlife, and other specialists.
- b) Preparation, submittal, or securing of extensions or renewals for expiring or expired applications or permits. Monitoring of applications or permit expiration dates is the responsibility of Town of Eatonville.
- c) Costs associated with the excavation of soils logs for the evaluation of onsite soils.
- d) Offsite improvements.
- e) Construction Administration/Management services as these will be provided by the Town of Eatonville.
- f) Costs associated with title reports or other legal documents.
- g) Costs associated with substantial redesign after preparation of design development drawings.
- h) Additional inspections that are a result of contractor non-compliance to the plans or specifications.
- i) Development of an opinion of probable construction costs.